

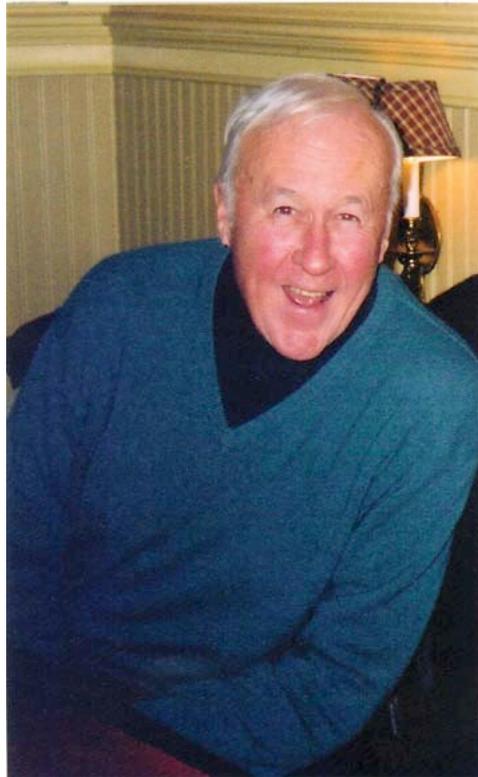
Town of Westwood

115th Town Report

For Year Ending December 31, 2011

IN MEMORIAM

Frederick A. Meagher, Jr.



***Board of Selectmen
1980-1983***

- Zoning Board of Appeals* 1978-1979
- Finance Commission* 1973-1976
- Olde Home Day Committee* 1979
- Ad Hoc Capital Committee* 1990-1991
- Centennial Committee* 1994-1995

TABLE OF CONTENTS

General Interest

Officers of the Town of Westwood

General Government

Board of Selectmen
Town Administrator
Procurement Department
Town Counsel
Affirmative Action
Health Care Review Committee
West Suburban Health Group
Personnel Board
Human Resource Department
Charter Review Committee
Town Accountant
Town Treasurer
Town Tax Collector
Town Clerk
Economic Development Advisory Board
Planning Board
Zoning Board of Appeals
Board of Assessors
Permanent Building Commission
Norfolk County Commissioners
Housing Authority
Housing Partnership/Fair Housing Committee
Communications and Technology Advisory Board
Information Technology Department
Regional Councils and Boards
Metropolitan Area Planning Council
Three Rivers Interlocal Council
Regional Transportation Advisory Council
MBTA Advisory Board

Public Safety

Police Department
Parking Clerk
Westwood Pedestrian and
Bike Safety Committee
Fire Department
Building Department

Education

Westwood School Committee
Superintendent of Schools
Blue Hills Regional Technical School

Public Works

Department of Public Works
Board of Sewer Commissioners
Storm Water Management Committee
Dedham-Westwood Water District
Conservation Commission
Keeper of the Pound
Cemetery Commission

Human Services

Board of Health
Council on Aging
Westwood Youth & Family Services
Aid to the Elderly and Infirmid
Commission on Disability
SNCARC
Veterans' Services
Memorial Day Committee

Culture and Recreation

Board of Library Trustees
Library Director
Westwood Cultural Council
Recreation Commission
Westwood Historical Commission
Westwood Human Rights Committee
Westwood Environmental Action Committee

Appendixes

Available at www.townhall.westwood.ma.us

Independent Auditors' Report
Elections and Town Meeting
Westwood School Staff

TOWN OF WESTWOOD 115TH ANNUAL REPORT FOR YEAR ENDING DECEMBER 31, 2011



GENERAL INTEREST

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

Population: 15,717

Area: Approximately 10.56 square miles - 6,758 acres

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

Road Miles in Westwood: 89

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

Tax Rate	Class	Tax Rate
FY12	Residential	\$14.48
	Commercial	\$26.55
	Industrial	\$26.55
	Personal Property	\$26.55

Town Hall: Built, 1910

Wentworth Hall: Built, 1884

Carby Street Municipal Office Building: Built, 2004

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

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

The Department of Public Works includes the following departments; Highway, Engineering, Sewer, Recycling and Maintenance Garage. Please call (781) 326-8661 for the hours.

Election and Registration

Qualifications for Voter Registration

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

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

Dog Licenses

Effective January 1, 2011, the term of any license issued by the Town Clerk shall be for the period of January 1st to December 31st. The Town may charge a late fee of twenty-five (\$25.00) dollars to be paid by the owners who license said dog or dogs after January 31st. All dogs 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unspayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerk's office. Licensing may be done by mail provided all required documentation and the proper fees are received on time. Residents with more than (3) dogs, three (3) months or older, are required to obtain a Kennel License per Westwood Zoning bylaws, Section 2.70. All kennels in residential zoning districts must obtain a special permit through the Zoning board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

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

Quarterly Tax Bills

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

Elected by the Voters

Board of Selectmen

Patrick J. Ahearn – 2013
Nancy C. Hyde – 2012
Philip N. Shapiro – 2014

Town Moderator

Anthony J. Antonellis – 2012

Board of Assessors

Michael P Krone – 2013
Mark F. Murphy – 2014
Louis A. Rizoli – 2012

Town Collector

Albert F. Wisalko – 2014

Town Treasurer

James J. Gavin – 2012

Town Clerk

Dorothy A. Powers – 2013

Planning Board

Steven M. Rafsky – 2012
Steven H. Olanoff – 2012
John J. Wiggin – 2013
Bruce H. Montgomery – 2013
Carol E. Chafetz – 2014

Sewer Commission

Anthony J. Antonellis - 2012
Frank X. MacPherson - 2014
James M. Connors - 2013

School Committee

Josepha Anne Jowdy - 2014
Brian T. Kelly – 2012
Carol Lewis - 2013
Ellen R. Mason – 2014
John J. O'Brien – 2013

Regional Vocation School

District Commission

Charles W. Flahive – 2012

Library Trustees

Karen Coffey – 2013
Mary Feeley – 2014
Eric Gutterson – 2013
Dan Lehan – 2012
Mary Beth Persons – 2014
Jane Wiggin – 2012

Housing Authority

John J. Cummings – 2014
Jason C. Lee – 2013
Juliet W. Onderdonk – 2016
Jerrold B. Wolfe – 2015
State Rep VACANT - 2012

Appointed by the Town Moderator

Finance Commission

Richard Cocivera – 2013
Lee Ann Cote – 2013
Craig Foscaldo – 2014
John Grogan – 2013
George Hertz – 2012
Russell Lavoie – 2014
Marianne LeBlanc – 2012
Mary Masi-Phelps - 2014
Denise Murphy – 2013
Peter Neville – 2013
Raymond Sleight – 2014
Robert Uek – 2012
Richard Wade – 2012
Casey Delaney – 2013
Margery Eramo Young - 2014

Permanent Building Committee

Paul Colantuoni – 2012
John Cronin – 2014
John Cummings – 2012
Thomas Erickson – 2014
Judy Frodigh – 2011
James Gavin - 2013
Associate Member
Peter Paravalos - 2013
Ex Officio
William Chase – 2012
Pamela Dukeman – 2012
Karl Fogel – 2012
Michael Jaillet – 2012
Frank MacPherson – 2012
Marie O’Leary – 2012
Heath Petracca – 2012
Edward Richardson – 2012
Paula Scoble – 2012
William Scoble – 2012
Thomas Viti – 2012
Vicki Quiram – 2012

Personnel Board

Joseph Emerson, Jr. – 2014
Douglas Hyde – 2013
Jamie Resker – 2012
Robert Shea – 2012
Louis Valentine, II - 2014

Appointed by the Board of Selectmen

Affirmative Action Officer

Mary Beth Bernard - 2012

Aid to the Elderly Infirm

Patrick Ahearn - 2012
Patricia Carty-Larkin – 2012
Pamela Dukeman – 2012
James Gavin - 2012
Josepha Jowdy – 2012
Sharon Papetti - 2012
Janice Polin - 2012
Al Wisalko - 2012

Alcohol Review Committee

William Chase – 2012
Michael Jaillet - 2012
Thomas McCusker - 2012
Chris McKeown - 2012
Louise Rossi - 2012
William Scoble – 2012
Linda Shea - 2012

Ex Officio

Ellen Hurley – 2012

Americans with Disabilities Act

Coordinator

Michael Jaillet – 2012

Animal Control Officer

Paul Jolicoeur - 2012

Assistant Building Inspector

Michael McLean – 2012

Assistant Plumbing Inspector

William F. Jacobs – 2012
Joseph Jacobs - 2012

Assistant Wiring Inspector

Gerald Graham – 2012
Kevin Malloy – 2012
James Naughton - 2012

Board of Health

Carol Ahearn – 2013
Sue Aries – 2012
James O’Sullivan - 2014

Building Commissioner

Joseph Doyle, Jr.

Building Survey Board

William Scoble – 2012
Vicki Quiram – 2012

Cemetery Commission

Thomas Aaron - 2012
Thomas Daly - 2013
John Lynch - 2014
Linda Walter - 2013

Ex Officio

Michael Jaillet - 2012
Todd Korchin- 2012
Chris Gallagher - 2012
Vicki Quiram - 2012

Central Norfolk Regional

Emergency Planning Committee

Linda Shea – 2012

Charter Implementation Committee

Peter Cahill – 2012
Thomas Daly – 2012
Charles Flahive – 2012
Ken Foscaldo – 2012
Margery Eramo – 2012
Paul Fitzgerald – 2012
Alice Moore – 2012
Frank Jacobs – 2012
Karen Manor Metzold – 2012

Ex Officio

Michael Jaillet – 2012
Dorothy Powers - 2012

Chief Procurement Officer

Michael Jaillet - 2012

Colburn School Reuse Task Force

John Grogan - 2012
Nancy Hyde - 2012
Michael Jaillet - 2012
Josepha Jowdy - 2012
Dan Lehan - 2012
Nora Loughnane - 2012
Mary Masi-Phelps - 2012
Chris McKeown - 2012
Peter Paravolas - 2012
Thomas Viti - 2012
Vicki Quiram - 2012

Commission on Disability

Jean Barrett – 2014
Anne Berry Goodfellow - 2013
Michelle Fiola-Reidy - 2014
Frances MacQueen - 2013
Jette Meglan – 2013
Jude O’Hara - 2012
Jan Randlett - 2014
Constance Rizoli – 2013

Mary Sethna - 2014

Associate Member

Jane Forsberg – 2012
Nuala Barner – 2012

Ex Officio

MaryAnne Carty - 2012
Patricia Carty-Larkin – 2012

Communications & Technology Advisory Board

Steve Anderson – 2012
Christopher Gervais – 2014
Steve Greffenius - 2014
Mark Hichar – 2013
Eric Lin - 2013

Ex Officio

Michael Jaillet - 2012
Donna McClellan – 2012

Compensation Agent

Michael Jaillet – 2012

Appointed by the Board of Selectmen

Comprehensive Planning Committee

Carol Lewis - 2012
David Krumsiek - 2012
John Masterson – 2012
Diane Thorton – 2012
Mary Masi-Phelps - 2012
Jerrold Wolfe – 2012
Peter Paravalos – 2012
Jack Wiggin – 2012
John Cummings – 2012
Peter Kane – 2012
Maureen Bleday – 2012
Steve Rafsky - 2012

Alternate

Joseph Jowdy – 2012
Patricia Carty-Larkin – 2012
Lura Provost – 2012
Elizabeth Phillips - 2012
Barbara Shea – 2012
Craig Foscaldo – 2012
Joseph Previtera – 2012
Mary Feeley – 2012

Ex Officio

Michael Jaillet – 2012
Nora Loughnane – 2012

Conservation Commission

Leo Crowe – 2014
Joseph Previtera - 2012
William Stowe – 2014
Michael Terry - 2013
Richard Thompson - 2012
John Masterson – 2013
Steven Woodworth – 2013
Charles Pare - 2014

Associate Member

Ex Officio

Karon Skinner-Catrone – 2012

Conservation Specialist

Karon Skinner-Catrone

Constable

Paul Connors - 2012
Robert O'Donnell – 2012

Contract Compliance Officer

Ellen Hurley – 2012

Council on Aging

Betty Connors - 2013
Margaret Dullea - 2013
Robert Folsom - 2013
William Galvin – 2013
Mary Gens - 2014
Irene MacEachern – 2012
Edith McCracken – 2014
Colleen Messing - 2014
Patricia Davies Verzino – 2012

Custodian Tax Title

James Gavin - 2012

Economic Development Advisory Board

Greg Agnew - 2013
Alokparna Sarkar-Basu - 2013
James Elcock – 2014
James Ferraro – 2014
Barbara Shea - 2013
Maria Salvatore – 2012
John Wight - 2012
Gary Yessallian – 2012

Ex Officio

Philip Shapiro - 2012
Michael Jaillet - 2012
Chris McKeown – 2012

Economic Development Officer

Chris McKeown - 2012

Election Officers

Richard Hurley - 2012
Claire Asbrand - 2012
Ann Bean - 2012
Betty Connor - 2012
Gerald Cronin – 2012
Leo Crowe - 2012
Denise Crowe - 2012
Thomas Daly - 2012
Elsa Delaplace - 2012

Election Officers

Susan DiMascio - 2012
Claudia Duff - 2012
Stella Easland - 2012
Margery Eramo - 2012
Charles Flahive - 2012
Lois Foscaldo - 2012
Joseph Gearon - 2012
Charles Harper - 2012
Beverly Lowe - 2012
John Lucas – 2012
Frances MacQueen - 2012
Judy McDonald - 2012
Karen McGilly - 2012
Nancy Mandeville - 2012
Frances Schifone - 2012
Priscilla Shaughnessy - 2012
Diane Snyder - 2012
Richard Toland - 2012
Louise Toland - 2012
Priscilla Draper Wallace – 2012
Marie McGrail – 2012
Jean Lemieux – 2012
Marilyn Foxx - 2012

Emergency Management Agency

Robert Angelo - 2012
Ken Aries - 2012
William Chase - 2012
Pam Dukeman - 2012
Nancy Hyde – 2012
Michael Jaillet - 2012
William Scoble - 2012
Linda Shea - 2012
Vicki Quiram – 2012

Fair Housing Director

Michael Jaillet - 2012

Finance Director

Pamela Dukeman – 2012

Fire Chief

William Scoble

Appointed by the Board of Selectmen

Forest Warden

William Scoble - 2012

Hazardous Waste Coordinator

Linda Shea – 2012

Health Care Review Committee

Barbara Moore – 2012

Robert Collins – 2012

Carol Rosengarten – 2012

Daniel Fafara – 2012

Denise Singleton – 2012

Frank Chillemi – 2012

George Daher – 2012

Heath Petracca – 2012

John Antonucci – 2012

Matthew Gillis – 2012

Pamela Dukeman – 2012

Russell Lavoie – 2012

Jamie Resker – 2012

Lisa Ciampa – 2012

Marie O'Leary – 2012

Sandra Warnick – 2012

Sean Beavan – 2012

Sheila Nee – 2012

Steve Lund – 2012

Patrick Ahearn – 2012

Michael Jaillet – 2012

Mary Beth Bernard - 2012

Hearing Officer of Buildings and Fire

Michael Jaillet - 2012

Historical Commission

Nancy Donahue - 2013

Peter Paravalos - 2012

Lura Provost – 2014

Mary Jo Hogan - 2014

Kristi Noone – 2013

Joseph Clancy - 2012

Housing Partnership Fair Housing Committee

Patrick Ahearn - 2012

Pamela Kane - 2012

Barbara Shea - 2012

Michael Terry - 2012

Steven Rafsky - 2012

Jerrold Wolfe – 2012

Housing Partnership Fair Housing Committee

Alternate

Carol Chafetz - 2012

Ex Officio

Michael Jaillet - 2012

Jill Onderdonk - 2012

Human Rights Committee

Christopher Dodge - 2013

Aida Hamdan – 2013

Carol Lewis - 2013

Barbara Shea – 2013

Anne Consoletti Schultz - 2013

Lewis Ware - 2012

Paula Webster - 2012

Anne Marie Witzberg - 2012

Lisa Zehgibe – 2012

Delaney Russell - 2012

Ex Officio

Patricia Carty-Larkin – 2012

David Burnes - 2012

Sheryl Goodloe - 2012

Nancy Hyde - 2012

Michael Jaillet - 2012

Jill Onderdonk - 2012

Paul Sicard - 2012

Danielle Sutton – 2012

John J. Cronin Public Service

Award Committee

John J. Cronin Jr. - 2013

John Patterson – 2013

Jack Wiggin – 2012

Howard Messing - 2014

Ex Officio

Pamela Dukeman - 2012

Patrick Ahearn - 2012

Michael Jaillet - 2012

Thomas Viti - 2012

Ellen Hurley – 2012

Keeper of the Lock Up

William Chase – 2012

Keeper of the Pound

Todd Korchin – 2012

Local Emergency Planning Committee

Nancy Hyde - 2012

Philip Shapiro - 2012

Patrick Ahearn - 2012

Michael Jaillet - 2012

William Scoble - 2012

William Chase - 2012

Linda Shea - 2012

Vicki Quiram - 2012

Chris Gallagher - 2012

Paul Jolicuer - 2012

Joseph Doyle - 2012

Ken Aries - 2012

Donna McClellan - 2012

Jan Randlett - 2012

Robert Eiben - 2012

Donna Kilburne - 2012

Cynthia Butters - 2012

Kathleen Merrigan - 2012

Carmen Agresti - 2012

David Bethoney - 2012

William Polin – 2012

Richard Hillman- 2012

John Smith – 2012

Appointed by the Board of Selectmen

Local Emergency Planning Committee

Alternate

Michael Reardon – 2012
Jeff Task - 2012
Patrick Coleman - 2012
Robert Lexander - 2012
Paul Sicard - 2012
Robert Angelo - 2012
Mary Beechinor - 2012
George Popovici - 2012
David Lawson - 2012
Michael Flanagan - 2012

Long Range Financial Planning Committee

John Antonucci - 2012
Pamela Dukeman - 2012
James Gavin - 2012
Michael Jaillet - 2012
Josepha Jowdy - 2012
Michael Krone - 2012
Mary Masi-Phelps – 2012
Bruce Montgomery - 2012
Barbara Shea - 2012
Heath Petracca - 2012
Phil Shapiro - 2012
Al Wisialko - 2012
Robert Uek – 2012
Barb Delisle – 2012
Marueen Bleday - 2012

MAPC Representative

Michael Jaillet - 2012

Alternate

Steve Olanoff - 2012

MBTA Advisory Board Representative

Steve Olanoff – 2012

Alternate

Steve Rafsky - 2012

MWRA Advisory Board

Robert Angelo - 2012
Vicki Quiram - 2012

National Organization on Disability – Westwood Rep

Anne Berry Goodfellow - 2012

Neponset Valley Transportation Association

Chris McKeown – 2012

Noise Abatement Subcommittee of Norwood

Dennis Cronin – 2012

Norfolk County Selectmen's Association

Patrick Ahearn - 2012

Norfolk County Advisory Board Member

Jerome McDermott - 2012

Parking Clerk

Michael Jaillet – 2012

Pedestrian & Bike Safety Committee

Michael Kraft – 2013
Suzanne Becker – 2012
Steve Olanoff – 2014
Virginia Lester – 2012
Wendy Muellers – 2013
George Lester – 2012
Steve Harte – 2013
Enkelejda Klosi – 2012
John Craine – 2014
Christopher Giovino - 2014
Ex Officio
Christopher Gallagher – 2012
Michael Jaillet – 2012
Paul Sicard – 2012
Vicki Quiram – 2012
Nora Loughnane – 2012

Plumbing Inspector

John F. O'Malley – 2012

Police Chief

William Chase – 2012

Purchasing Administrator/ Facilities Manager

Ellen Hurley - 2012

Recreation Commission

Timothy Adams - 2014
Joyce Cannon – 2013
Maureen Laughlin - 2012
Jennifer Latchford – 2013
Elizabeth Phillips - 2014
Diane Thorton – 2012
Paul Tucceri – 2012

Right To Know Coordinator

Linda Shea - 2012

Regional Transportation Advisory Council

Steve Olanoff - 2012

Recreation Director

David Burnes – 2012

Registrars of Voters

Michael J. McCusker - 2014
David O'Leary – 2013
Dorothy A. Powers-2013
Lawrence B. Roche - 2012

Roy London Award Committee

Pamela Dukeman - 2012
Margery Eramo - 2012
Nancy Hyde - 2012
Michael Jaillet - 2012
Lisa Lehan – 2012

Sewer Superintendent

Robert Angelo – 2012

Solid Waste Coordinator

Vicki Quiram – 2012

Appointed by the Board of Selectmen

Storm Water Management Committee

Robert Angelo - 2012
Joseph Doyle - 2012
Lynne Fielding - 2012
Chris Gallagher - 2012
David Harrison - 2012
Michael Jaillet - 2012
Nora Loughnane - 2012
Chris McKeown - 2012
Heath Petracca - 2012
William Scoble - 2012
Linda Shea - 2012
Todd Korchin - 2012
Vicki Quiram - 2012

Highway Superintendent

Todd Korchin - 2012

Three River Interlocal Council Representative

Carol Chafetz - 2012

Alternate

Steve Olanoff - 2012

Town Accountant

Marie O'Leary - 2012

Town Administrator

Michael Jaillet - 2012

Town Counsel

Thomas McCusker - 2012

Town Planner

Nora Loughnane - 2012

Veterans Day / Memorial Day Committee

Harry Aaron - 2012
Richard Paster - 2012

Ex Officio

Chris McKeown - 2012
Dorothy Powers - 2012
Paula Scoble - 2012
Paul Sicard - 2012

Veteran's Service Director/Agent

Chris McKeown - 2012

Veteran's Grave Officer

Richard Dunn - 2012

West Suburban Health Group

Mary Beth Bernard - 2012

Alternate

Pamela Dukeman - 2012

WestCAT Representative

Mel Bernstein - 2013

Westwood Cultural Council

Nancy Donahue - 2013
Jean Kaveney - 2012
Joan Lehmann - 2012
Carolyn Pope - 2012
Kathleen Purpura - 2013
Jeanne Shapiro - 2014
Lisa Walker - 2014

Westwood Environmental Action Committee

Thomas Philbin - 2013
Jay Walsh - 2012
Pamela Kane - 2013
Peter Kane - 2014
Maria Constantini - 2014
Wendy Muellers - 2013
Claire Sullivan - 2013
Jan Galkowski - 2012

Ex Officio

Ken Aries - 2012
Christopher Gallagher - 2012
Nancy Hyde - 2012
Karon Skinner Catrone - 2012
Vicki Quiram - 2012

Wiring Inspector

Daniel McIntyre - 2012

Youth & Family Services

Christine Casavant - 2012
Domenic Cianciarulo - 2013
Joan Courtney-Murray - 2014
Mary Bamford - 2012
Susan DeLuca - 2013
Arlene Kasarjian - 2013
Colin Kiely - 2012
Jan Midiri - 2012
Brad Pindel - 2013
Karen Poreda - 2014
Lois Riley - 2013
David Russell - 2013
Julia Tucke - 2012
Patricia Tucke - 2014

Student Members

Margaret Holler - 2013
Stephanie Mace - 2013
Kiernan Somers - 2013

Youth & Family Services Director

Danielle Sutton - 2012

Zoning Board of Appeals

David Krumsiek - 2013
John Lally - 2014
Charles Reilly - 2012

Associate Members

Joseph Crowely - 2012
Gregory Donovan - 2013
Michael Flynn - 2014
Robert Rossi - 2014
Doug Stebbins - 2013
Alan Ward - 2012

**APPOINTED BY THE
FIRE CHIEF**

Fire Department Officers

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

**APPOINTED BY THE
SCHOOL COMMITTEE**

Superintendent of Schools
John Antonucci

**APPOINTED BY THE
BOARD OF HEALTH**

Health Director
Linda Shea

**APPOINTED BY THE
LIBRARY TRUSTEES**

Library Director
Thomas P. Viti

**APPOINTED BY THE
COUNCIL ON AGING**

Council on Aging Director
Patricia Carty-Larkin

**STATE DEPARTMENT OF
FOOD AND AGRICULTURE**

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

TRUST FUNDS

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

BONDS ON TOWN OFFICIALS

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

SENATORS IN CONGRESS

Scott P. Brown
John F. Kerry

**REPRESENTATIVE IN
CONGRESS**

Ninth Congressional District,
Stephen F. Lynch

STATE SENATOR

Norfolk & Suffolk, Michael F. Rush

**REPRESENTATIVE IN
GENERAL COURT**

Eleventh Norfolk, Paul McMurtry

NORFOLK COUNTY OFFICERS

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

Clerk of Courts
Walter F. Timilty

County Surveyor / Dept. Head
Joseph McNichols

County Treasurer
Joseph A. Connolly

Registrar of Deeds
William P. O'Donnell

District Attorney
William R. Keating

Registrar of Probate
Patrick McDermott

Sheriff
Michael G. Bellotti

BOARD OF SELECTMEN

Residents of Westwood:

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2011. When the Board of Selectmen reorganized in May of 2011, Patrick Ahearn was named Chairman, Nancy Hyde was named Clerk and Philip Shapiro was elected to his second term and was named Third Member.



Nancy Hyde, Patrick Ahearn, Philip Shapiro

ROY LONDON HUMANITARIAN AWARD

In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen adopted the Roy London Humanitarian Award to be given annually in recognition of exceptional service within the Westwood Community. The first year recipients were Fran and Colleen Campion and Robert Folsom. The 2011 recipients were Chester Smith for his community work and dedicated service to the First Baptist Church, Meghan Licameli for her various volunteer work in many organizations in Town, and Glad Rags Organization for its 33 years of service to the Town of Westwood.

JOHN CRONIN PUBLIC SERVICE AWARD

The John Cronin Public Service Award is named after the former Town Treasurer, who passed away while in office. In honor of his long and dedicated service to the Town, the Board of Selectmen established the John Cronin Public Service Award where the annual recipient is announced at the commencement of each Annual Town Meeting. Howard Messing who has served the community in various capacities including the Information Systems Advisory Board where he was instrumental in implementing the use of Geographical Information Systems (GIS), Finance Commission serving as Chairman in 2004 and 2005, and the Economic Development Advisory Board serving as Chairman in 2007 and 2008 where he provided support for many of the current economic engines in Town

today. Howard was the 2011 John Cronin Public Service Award recipient.

FINANCE

Under the advice and direction of Pamela Dukeman, Finance Director, the Board of Selectmen oversaw the development and approval of an operational budget that provided virtually the same level of service to the community within the relative tight fiscal constraints.

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

The Board of Selectmen continue to encourage and support the Long Range Finance Planning Committee in its efforts to initiate and improve long term financial practices. This past year, the committee was specifically involved in improving the Town's capital investment, addressing short and long term health care costs, and addressing the Town's structural budget deficit. Further, the Town, with the approval of Town Meeting, will make significant financial contributions to the Stabilization Fund as well as the OPEB Trust Fund. Based on comprehensive reports prepared by Vicki Quiram, the Department of Public Works Director, the committee supported a road improvement and capital investment bond issues for Town Meeting consideration. The committee also supported the Town's negotiation to have employees and retirees health care coverage converted to the Rate Saver Plans and to use these savings to begin funding the Other Post Employment Benefit (OPEB) Liability.

ADMINISTRATION

Charter Update

The Board of Selectmen, upon receiving a report of the Government Study Task Force it had appointed to review and update the Town Charter, accepted the recommendation to revise the Charter to better reflected the Town's local government structure through a Home Rule Petition. The Task Force completed the first draft of its revisions and held its first public hearing in December to present, discuss and seek public suggestions on additional revisions to be made. The Home Rule Petition which incorporated a newly revised Charter was considered and adopted at the 2011 Annual Town Meeting and forwarded to the

BOARD OF SELECTMEN

Legislature. It has been passed the Legislature and will be a ballot question for adoption by a majority vote of the town electorate in the April Election.

FACILITIES IMPROVEMENT

The Board of Selectmen supported the Library Trustees in its efforts to obtain a bond and award a contract to construct a New Library.



New Library Construction as of September 2011

In preparation of the construction of a New Library and in accordance with a Memorandum of Understanding reached with the Massachusetts Historical Commission, the Board of Selectmen appointed the Colburn Reuse Task Force to oversee the physical moving of the Colburn School to the rear of the lot and sought proposals for the Colburn School's reuse. The deal for the Colburn School was completed in early January. Coffman Reality's proposal to use the first floor of the Colburn School for commercial activity (bank) and the top two floors for six housing units when it is relocated to its permanent location where the old library currently exists was accepted by the Town.

PUBLIC SAFETY

The Department applied for and was awarded a grant in the amount of \$4,815 from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools.

The Town's Emergency Management Planning Committee was activated in August to monitor and prepare for the impact of Hurricane Irene. The Hurricane passed to the west resulting in wind damage primarily to tree limbs that cause extensive power outages town wide which lasted most of the week in some sections of the community.

The Town's Emergency Management Planning Committee was activated again in October to address tree damage caused by a snow storm. The October snow storm resulted in multiple power outages in Town. The DPW worked effortlessly throughout the weekend to clean up the Town. The decision to encourage residents to postpone Trick or Treating was

made and Halloween was successfully moved from Monday, October 31st to Thursday, November 3rd.

Westwood's Emergency Management Team met and decided to activate the shelter when it was clear that power would not be restored quickly and outages would continue due to the heavy snow and the sheer number of outages. The Health Department was tasked with operating the shelter, so calls went out to the Health Department staff, Board of Health members and MRC volunteers.

PUBLIC WORKS

Under the Direction of Vicki Quiram, the Public Works Director, the Department prepared to propose a reinvestment in the Town's capital stock, specifically public works vehicles, equipment, road and drainage systems, and the relining of the Town's sewer mains. Based on a comprehensive computerized assessment of the Town's road system, a bond proposal is submitted to put \$2.4 million into re-pavement priorities, drainage improvements and traffic calming. Based on a comprehensive inventory of all vehicles and equipment which include the general conditions, a \$2 million bond proposal is submitted to catch the department up with its replacement program that has lagged due to fiscal constraints in recent years. The Sewer Department, in an effort to reduce its MWRA assessment by eliminating where ever possible inflow and infiltration of storm water into the system, developed a plan to reline much of the older sewer main systems on a priority basis.

The Department of Public Works held several public information sessions with the Dover/Conant /High Rock/Country/Lorraine neighborhoods to discuss the impact cut-thru traffic has on the safety within the neighborhoods. When High Street was reconstructed and the traffic signals were installed, the Town made a conscious decision to maintain the Town's character by maintaining a two lane roadway rather than the four lane (two in each direction) roadway proposed by the engineers to deal with the existing and expected peak capacity. This has resulted in as many vehicles traveling through the neighborhood streets at an average measured speed between 35 and 40 MPH travel on High Street during the peak AM and PM rush hours. The neighborhood discussed and commented on the acceptability of a traffic calming plan prepared by BETA Engineering. After a meeting with the Board of Selectmen, it was agreed that increase Police enforcement would be implemented and the as part of the \$2.4 million road bond offering will fund the initial phases of traffic calming in that area.

CULTURE, RECREATION AND HUMAN SERVICES

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

BOARD OF SELECTMEN

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

The Board of Selectmen continued to support the Board of Health and its efforts for emergency preparedness and mock exercise clinics. Each year, the Health Department holds one large-scale clinic in the Westwood High School gymnasium, which is the town's designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

The Board of Selectmen supported and oversaw the reconstruction of the Recreation Department offices. The offices were moved to the pre-school area.

ECONOMIC DEVELOPMENT

The property formerly known as Westwood Station has been sold to Lone Star Investment out of Dallas Texas, which has indicated its intent to resell the property after the first of year to a developer. The Selectmen's Office has responded to questions of prospective buyers to ensure that there is a full understanding of all obligations that are transferred with the property.

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

The Board of Selectmen successfully arranged to sell the Colburn School to Coffman Realty Inc. which has proposed to install a bank on the first floor and six housing units on the second and third floors. The firm will seek permits from the Planning Board and Zoning Board of Appeals in order to be prepared to move forward with the project in the 2012 summer.

OPEN AND TRANSPARENT GOVERNANCE

The Town of Westwood continues to provide citizens with information recommended by CommonCause, as a means of providing more transparency. The Town of

Westwood received its fourth E-Government Award with Distinction, the highest level of recognition for the Town's commitment to post key government records on its website, including governing bodies' agendas and minutes, budget, bylaws and ordinance, town meeting warrants and results, school and other committee agendas and minutes, a community calendar and zoning bylaws.

OPEN MEETING LAW CHANGES

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

REMOTE PARTICIPATION

The Attorney General has adopted the option for communities to allow board and commission members to participate remotely in open meetings and hearings. The Board of Selectmen adopted and distributed a Remote Participation Policy to all boards and commission.

ISLAND PROGRAM

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



Island on High Street and Route 128 entering Westwood

BOARD OF SELECTMEN

CITIZEN INITIATIVES

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

In addition, WEAC actively sought and received funds to install energy saving measures in the Middle School and the High School. WEAC, also working with Vicki Quiram the Director of Public Works, have modified the Town's solid waste recycling collection program to be an automated and single-stream collection and processing system which will divert more solid waste to recycling. For every ton of recycled waste removed from the solid waste stream results in the avoidance of the Town's \$70.00/ton tipping fee charged by Wheelabrator Millbury.

CONTINUING INITIATIVES

The Board of Selectmen will continue to support and encourage the redevelopment of University Avenue. The Board expects that the land formally proposed for Westwood Station will be acquired by a development firm that will seek to redevelop the property. The Board will work with the Economic Development Advisory Board, Planning Board and other permitting entities to encourage a redevelopment that will not only add to the Town's tax base, but will be a development that the Town is proud of.

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

If the Town adopts changes to the Charter, the Board of Selectmen will work with the Government Study Task Force to see that the Town Bylaws are updated to be consistent with the new Charter.

APPRECIATION

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



Patrick J. Ahearn, Chairman

TOWN ADMINISTRATOR

In the year 2011 the primary focus of municipal government was to commence construction of a new library, to find a buyer and use for the Colburn School, and to revise the zoning bylaws to improve the Town's ability to encourage economic development.

PLANNING AND ECONOMIC DEVELOPMENT

Economic Development

The Town proposed and adopted a new flexible overlay district for the five major commercial areas in the community. In theory, this new bylaw and approach would provide the Planning Board with the flexibility of allowing for moderate discretion in the design and approval of commercial developments. The requirements and flexibility were tailored for each of the five flexible use districts established under the bylaw. The Town's first use of this new bylaw was for a 65,000 square foot office building on Allied Drive that straddled the boarder of Dedham and Westwood, which was permitted under a joint public hearing process of the two Town Planning Boards.

Regional Economic Development Working Group

The towns of Canton, Dedham, Norwood, Walpole and Westwood continue to seek a federal and state commitment and funding for the reconstruction of the I-95/I-93/Rt.128 Interchange. Each community in this working group contributes \$7,500 to the Neponset Valley Chamber of Commerce for a staff person to lobby the Commonwealth and federal government for the funding required to realize these enhancements. The Towns and other TRIC communities supported the nomination and election of the Town of Norwood to the MPO so that the Executive Director of the Neponset Valley Chamber of Commerce could serve as the region's representative.

Massachusetts Department of Transportation continued the design of the interchange and off-ramps and applied for TIGER Grants funds to construct the off-ramps at Blue Hill Drive and Dedham Street as well as the road and bridge widening of Dedham Street from the off-ramps to University Avenue.

Community Development and Land Use Committee Review Process

The Land Use Committee, which is comprised of staff from the Building Department, Planning Board, Zoning Board of Appeals, Health Department, Conservation Commission, Police, Fire, Department of Public Works and Board of Selectmen, continued to meet monthly to provide technical review of major development projects in advance of formal presentations to the various permitting committees and boards. Developers of large projects like the Allied Drive Office Building, meet with the Land Use Committee early in the design process to determine problems and major issues that may result from their proposed project.

Economic Development Advisory Board

The EDAB focused primarily on advancing a request received from the new owners of Southwest Park for a Flexible Zoning Overlay District that would provide and opportunity for enhanced economic development of the park. The resulting flexible zoning bylaw was expanded to include all of the Town's industrially zoned area for presentation to and adoption by the Annual Town Meeting.

FINANCE

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



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

Comprehensive Annual Financial Report (CAFR)

The joint efforts of the Financial staff resulted in the twelfth approved Comprehensive Annual Financial Report (CAFR) for 2011, which is the highest standard of financial reporting provided by communities. Once again Westwood joins a relatively small number of Commonwealth communities capable of receiving approval for a CAFR. The CAFR has been made more difficult by additional GASB reporting requirements imposed on local government. Increasingly more communities are being required to participate.

Town Treasurer Issues Library Bond and Prepares for High School Bond Refinance

Jim Gavin, the Town Treasurer, and Patricia Conley, Assistant Town Treasurer, along with Pam Dukeman, the Finance Director, assembled, prepared and issued information required to issue a municipal bond for \$9.3 million to cover the Town's share of the New Library construction costs. This bond was issued in February 2011 at an interest rate of 3.377156%.

In addition, the remaining High School bond was prepared to be reissued for refinancing and expected to occur in the late winter.

Town Collector Reports Collection Rates

Al Wisialko, the Town Collector, and staff members Janice Polin and Louisa Pisano were responsible for keeping the Town of Westwood's collection rate on its

TOWN ADMINISTRATOR

receivables among the highest in the Commonwealth -- 96% for real estate, 99% for personal property, 99% for motor vehicle excise and 68% for ambulance fees, which is an extremely good collection rate.

Property Values and Tax Bills

The Town Collector and Town Treasurer collected all of the outstanding real estate tax bills from the Developers of Westwood Station which, after up to two years of non-payment, generated \$344,000 in interest payments.

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

Financial Presentations

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances. This presentation, which was given to a variety of town boards and commissions some of which were run on cable television, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY12 Budget helped the Board of Selectmen and School Committee to address the abating fiscal constraint by maintaining the same level of operation funding appropriated in FY10 and FY11.

FACILITY IMPROVEMENTS

Library

The Library Construction Project was designed, bid and awarded to TLT Construction on March 28, 2011. Construction began shortly thereafter with ground-breaking ceremonies held on April 7, 2011. The construction of the project proceeded on schedule and on budget through the rest of the year.



Conceptual Plan of New Library and Colburn School Location

Colburn School

The Colburn School Task Force prepared and issued a Request for Proposal and selected from the responses received, Coffman Reality, Inc. who proposed to renovate the historic school and install a bank and/or other retail establishment on the first floor and six (6) apartments on floors two and three. The Task Force negotiated a Purchase and Sale Agreement which was approved and signed by the developer and Board of

Selectmen. Finally, the timing of moving the Colburn School to the existing library site was worked out with the Library Building Contractor.

ADMINISTRATION

Executive Function Group

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

PUBLIC SAFETY

Fire Department

The Fire Department accepted delivery on its new ambulance in January of 2011.

In June, Anthony Burke was hired as a Firefighter/Paramedic. Firefighter Burke completed training at the Massachusetts Fire Academy.

The Department's officers attended training for the use of mobile data terminals in the apparatus. This technology allows information to be immediately available when responding to emergencies.

Police Department

A special praise is given to Sgt. Bruce McDonald who, while off-duty, responded to a house fire on Washington Street, sounding the alarm, notifying Police and Fire Dispatch and waking and saving the lives of the residents inside.

The Police Department welcomed Officer Michael Dilalla; hired two new Civilian Dispatchers, Scott Bruno and Brian Kamp; and congratulate the promotion of John Chisholm to Dispatcher Supervisor.

Westwood Lodge Task Force

The Westwood Lodge Task Force, which consists of a member of the Board of Selectmen, the Police and Fire Chiefs, the Director of Youth and Family Services, the Town Administrator, Town Counsel, DMH the State's licensing authority and representatives of the Westwood Lodge Hospital, reconvened its regular meetings to discuss hospital impact on Town services and adjacent neighborhoods following incidents that occurred at the hospital. The hospital, at the request of the Task Force and Board of Selectmen, engaged a consultant to prepare a comprehensive security assessment and recommendations to address the issues of escapes and assaults that occur within the hospital. The hospital plans to begin implementation of the recommendations in the spring.

Local Emergency Management Committee

The Local Emergency Management Committee continues to meet on a bi-annual basis to meet to discuss emergency preparation and continue to

TOWN ADMINISTRATOR

participate in a Regional Emergency Management Committee. The rationale was that certain potential emergencies are better planned for and addressed on a regional basis while others are better addressed on a local basis.

Westwood Emergency Management Agency

Westwood Emergency Management Agency, which is comprised of a member of the Board of Selectmen, Police Chief, Fire Chief, Director of Public Works, Finance Director, Town Accountant, Building Commissioner, Health Director and Town Administrator, who serves as the Emergency Management Director, met several times in advance of Hurricane Irene and the October 29th snow storm. The Town implemented an Emergency Operation Center during Hurricane Irene to test the Town's communication systems and develop several recommendations for how the center might be improved to deal with future emergencies. Further, the Town, especially the Department of Public Works, engaged in town wide cleanup especially resulting from fallen trees and limbs for both storms. Although the value of the damage in both storms was roughly the same, the Town only received FEMA and MEMA reimbursement for the damages done by Hurricane Irene.

PUBLIC WORKS

Road Condition Assessment

The Department of Public Works revised its computerized road condition assessment program which is used to rank the overall conditions of all sections of roadways throughout the community and prioritize where expenditures will need to be made to maintain roadway conditions. This updated program was used to develop a road improvement bond to be proposed at the 2012 Town Meeting.

Equipment Maintenance Plan

The Department of Public Works conducted a comprehensive inventory of all public works vehicles and equipment and developed a maintenance and replacement schedule. This schedule served as the basis of a bond proposed to catch the department up on its replacement schedule.

CULTURE RECREATION AND HUMAN SERVICES

Senior Tax Work-off Program

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

Volunteer Medical Corps and Sharps Disposal

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

Recreation Activities

Under the direction of its new Director, the Recreation Department began to revise and update its program offerings to the community. The Department also took on the responsibility for planning for and conducting Westwood Day in the fall of 2012.

BENEFITS

Health Care Review Task Force

After renaming itself, the Health Care Review Task Force continued discussions on the various alternatives to providing health insurance to employees. Specifically, the Task Force decided to transition all employees to the Rate Saver Plans offered by West Suburban Health Group at considerable savings to all. The Task Force is scheduled to continue to meet to discuss the options of the HRA program for copayment reimbursement to the employees.

APPRECIATION OF DEDICATED SERVICE

Howard Messing became the ninth recipient of the John Cronin Public Service Award, which is given to an individual selected for continued outstanding service to the community.

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

Captain William Wood retired from the Fire Department in December. Cpt. Wood worked for the Fire Department for 35 years. Best Wishes to Bill on his retirement.

Best wishes to Barbara Moore in her new position with the School Department. Barbara worked as the Benefits Coordinator in the Human Resources Department for many years.

Best wishes to Julie Pickard who worked in the Health Department as the Office Administrator. Julie took a position in the Cambridge School system.

Congratulations and a special thanks to Lt. Leo Hoban of the Police Department, Ellen Hurley Executive Assistant and Purchasing Agent, and Captain Richard Cerullo of the Fire Department for their 25 years of service to the Town of Westwood.

CONDOLENCES

Condolences to the family of Fredrick Meagher, who passed away in September. Fred served many years as a Member of the Board of Selectmen among various other boards in town.

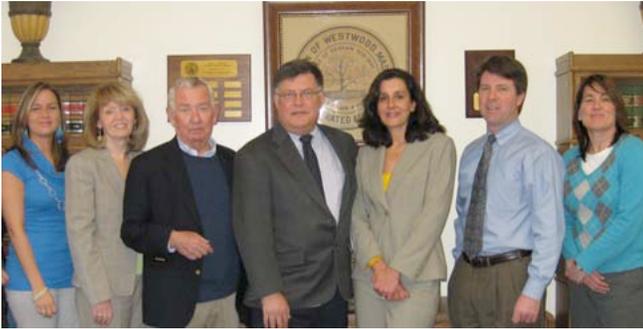
Condolences to Richard Thompson's family who passed away in March. Richard served many years as a Member of the Conservation Commission.

SPECIAL THANKS

I wish to recognize and especially thank those with whom I served closely this year: Pam Dukeman, Ellen Hurley, Christine McCarthy, Mary Beth Bernard, Thomas McCusker and Chris McKeown and Anne

TOWN ADMINISTRATOR

Marie McIntyre, among others. Each in his/her own way has capably assisted me over the course of this year in carrying out my duties.



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

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

Finally, but by no means least, I want to acknowledge and say a special thanks to all of the municipal staff who contributed their efforts to the successes realized, to the Department Heads who offered ideas and professional stewardship to the process, to Town officials who set the policies and provided the environment for success to occur, and to the residents who participated in the process, especially those who understand that the issues being addressed by the Town governance are simply community expressed desires. Because of the collective efforts of all the above individuals, Westwood remains one of the most outstanding and recognized communities in the Commonwealth. Together we must continue to endeavor to make Westwood even better throughout the second one hundred years of its existence.



*Michael A. Jaillet
Town Administrator*

PROCUREMENT DEPARTMENT

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

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

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

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

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

The Procurement Officer is also responsible for ensuring that all bids reflect prevailing wage rates (MGL c 149, §§26-27H) and must, therefore, review all bids carefully. Contractors may be called upon to "demonstrate... how (they) could complete the project and comply with Mass. General Laws." During the project, it is the awarding authority's responsibility to monitor contractors' compliance with the prevailing wage. Weekly payroll records must be collected from all contractors and kept on file. The law states that all "public works" projects require payments of the prevailing wage. This generally includes: new construction, renovation, repair, demolition, road or highway work, maintenance, the rental of equipment, moving office furniture, cleaning state office buildings, trash hauling and school bus transportation. The prevailing wage law applies to all public works projects, regardless of the cost or size of the project. To obtain state grant monies we work closely with the State Office of Minority and Women Owned Business Enterprise (A Program of the Massachusetts Executive Office of Economic Affairs) when using the bidding process. During the time we acquire quotes we must send the bid to at least one minority or woman owned business, when we advertise, (equipment over \$25,000.00) we also include a minority newspaper

such as Cape Verdean News. Previous to advertising in a local newspaper we must send the bid proposals to minority and/or woman owned businesses two weeks prior to advertising to the general public.

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

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

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

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



Westwood Town Hall Cupola

The Town Hall was constructed in 1910 and was completed in the fall of 1911. Most of the exterior has remained the same since that time.

PROCUREMENT DEPARTMENT

The following is a list of requisitions broken down into categories and departments. A total of 126 were processed.

General Government	Category	Number Processed
	Selectmen	2
	Accounting	
	Assessors	4
	Economic Development	
	Islington Community Center	2
General Gov't	Finance Committee	1
	Housing Authority	
	Housing Part/Fair Housing Com.	
	Information Systems	12
	Personnel Board	4
	Town Clerk E&R	
	Town Collector	1
	Town Treasurer	1
	ZBA	
Public Safety	Police	8
	Animal Control	
	Fire (Includes Ambulance)	9
	Building Inspection	
Health	Health Education	1
Human Svc.	Recreation	3
	Commission on Disability	
	Council on Aging	
	Library	
	Veterans	
	Youth Commission	
Planning & Engineering	Planning	
	Engineering	
	Consulting	3
DPW	Public Works	22
	Snow & Ice Removal	10
	Fields	5
	Recycling	1
	Conservation	
	Cemetery	
	Sewer	3
Capital	Capital Equipment	34

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

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

Ellen M. Hurley, *Purchasing Administrator*
Contract Compliance Officer

TOWN COUNSEL

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

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

Thomas McCusker, Town Counsel

AFFIRMATIVE ACTION

AFFIRMATIVE ACTION

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

In 2011, The Human Resources Director, the Town's Affirmative Action Officer, participated in training with the University of Massachusetts on a program that included "*Managing Others: Team Building, Respectful Workplace, Dealing with Conflict and Inappropriate Behavior.*" To that end, the Human Resources Director, Mary Beth Bernard, a certified MCAD Trainer, conducted Anti-Harassment training for all Town departments and distributed the Town's Anti-Harassment Policy to all Town and School employees.

The Human Resources Department expanded its efforts to advertise open positions to a wider audience by using Monster.com, professional organizations and web advertising. The Town continues this recruiting strategy with the goal of attracting a more diverse workforce in the Town of Westwood.

EQUAL EMPLOYMENT

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

FAIR HOUSING

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

HEALTH CARE REVIEW COMMITTEE

CONTRACT COMPLIANCE

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

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

HEALTH CARE OPTION REVIEW COMMITTEE

Mission

The Committee will review the Town's health care options for purchasing affordable healthcare for all employees and retirees. The committee will make a recommendation to the Board of Selectmen.

Duties

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

In 2011 the Committee bargained over plan design and unanimously agreed to remain in West Suburban Health Group and make a unilateral change to Rate Saver Plans. The Rate Saver Plans mirror the traditional HMO and EPO plans, but include a lower monthly premium and higher co-pays for employees. This resulted in substantial savings for the Town and the employees.

The change to Rate Saver Plans took effect on July 1, 2011, and the Human Resources Department successfully completed, with 100% participation, the communication, reenrollment and transition paperwork for over 500 Town and School employees and non-Medicare retirees.

Health Care Review Committee Members for 2011 included:

Mary Beth Bernard, *Committee Chair*; John Antonucci; Michael Jaillet; Lisa Ciampa; Russ Lavoie; Frank Chillemi; Marie O'Leary; Heath Petracca; Dan Fafara; Carol Rosengarten; Sandra Wornick; Denise Singleton; Matthew Gillis; Bob Collins; and Steven Lund.

WEST SUBURBAN HEALTH GROUP

BACKGROUND

The Town purchases all of its health plans for employees and retirees through the West Suburban Health Group (WSHG). WSHG was organized in July 1990 under Chapter 32B, Section 12 of the Massachusetts General Laws to obtain health insurance for its member governments that have signed the Joint Negotiation and Purchase of Health Coverage governmental agreement. Member communities as of June 30, 2011, were Ashland, Dedham, Dover, Holliston, Natick, Needham, Sherborn, Shrewsbury, Walpole, Wayland, Wellesley, Westwood and Wrentham, along with the Dover Sherborn School District, the ACCEPT Educational Collaborative and The Education Cooperative.

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

2011 PLAN OFFERINGS

The WSHG Board actively participates in the process of health plan design and prescription drug options, and applies for subsidies to ensure competitive products at the best available rates for its 11,602 contracted subscribers, a total of over 20,000 insured members. Westwood had 716 subscribers in FY11

Rate Saver Plans

- Harvard Pilgrim Rate Saver
- Tufts Rate Saver
- Network Blue Rate Saver
- Fallon Direct Rate Saver
- Fallon

Retiree Plans

- Blue Cross Blue Shield Medex
- Managed Blue for Seniors
- Harvard Pilgrim Medicare Enhance
- Fallon Senior Plan
- Tufts Medicare Plus
- Tufts Medicare Preferred HMO

Other

- Harvard Pilgrim PPO
- Tufts POS

INFORMATION

On site enrollments were held at every Town and School location in May 2011 in order to enroll all Town and School Employees into Rate Saver Plans. Members of the HR Department staffed each info session to answer questions and provide plan information. Representatives from health plans were also present at two informational sessions. In addition,

mailings were sent to every enrolled employee's home as well as provided to employees at the annual Health Fair in April. A separate open enrollment and Health Fair was held in November for retirees. These provided a venue for employees and retirees to discuss the options of each plan directly with health insurance company representatives. Attendees at each Health Fair were invited to participate in various health screenings offered by health insurance providers. Past screenings have included a Blood Pressure Check, Body Fat Measurement, Skin Cancer Testing, Vision Check, Hearing Testing, Bone Density Screening and Cholesterol Screening.

INITIATIVES

The West Suburban Health Group is committed to Wellness as a tool to educate, motivate and enable employees and retirees to live a healthier lifestyle. In 2011 the WSHG Audit report affirmed that *"WSHG is operating in an environment of escalating health care costs. Given this environment, the group is actively participating in ongoing wellness programs to promote healthier lifestyles and ultimately reduce health claim costs."* To this end, the Town of Westwood offered a variety of wellness programs to employees in 2011 sponsored by West Suburban Health Group. Wellness offerings included: Westwood Fitness; Weight Watchers at Work; Lunchtime Yoga; Nutritional Cooking Demonstration; Breast Cancer Awareness, Bowling and Working Parents Wellness Coupon.

COMPLIANCE

The Human Resources Department administers the provisions of MGL Ch 32B Section 18, which was adopted at the 2008 Annual Town Meeting. In addition, the HR Office administers the Town's Flexible Spending (FSA) and (HRA) programs. The HR Assistant maintained the required recordkeeping and ongoing compliance for the Massachusetts Health Care Reform and Fair Share Contribution filing for 2011. Quarterly eligibility reports were submitted to address Massachusetts regulations.

The Town has put policies in place for adherence to The PPACA (Affordable Care Act) of 2010 and the ERRP (Early Retiree Reimbursement Program). As a government entity, WSHG is not subject to the provisions of the Employee Retirement Income Security Act of 1974.

Submitted by

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

PERSONNEL BOARD

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

PROGRAM/SERVICE AREAS

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

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

PERSONNEL BOARD MEMBERS

The five members of the Personnel Board are appointed by the Town Moderator to overlapping three-year terms. The 2011 Board consists of professionals in the fields of municipal law, human resources, personnel placement, labor law and technology management.

2011 PERSONNEL BOARD ACCOMPLISHMENTS

The Personnel Board held eight regularly scheduled meetings in 2011; in addition, the Board wrote and submitted revisions to sections in the Charter that intersected with the actions of the Personnel Board and/or Personnel Policies. Personnel Board members attended Charter Review Committee Meetings to represent the interests of the Personnel Board.

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

The Personnel Board reviewed and classified ten job descriptions in 2011: Accounting Specialist; Administrative Assistant, Recreation; Aquatics Specialist; Civilian Communications Dispatch Supervisor; Custodial Supervisor/Facilities Maintenance Worker; Finance Administrator; Financial Analyst; Land Use Assistant; Planning and Land Use Specialist; and Recreation Specialist.

The Personnel Board enacted policy changes in the Recreation Department, including an innovative, more streamlined hiring process, revised job descriptions for ten seasonal Recreation positions, and the implementation of a new Recreation Part-Time Seasonal Compensation Plan.

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

THE HUMAN RESOURCES DEPARTMENT

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

The Staff

The HR Department is staffed by full-time Human Resources Director Mary Beth Bernard, full-time Benefits Coordinator Carolyn Collins, and part-time Human Resources Assistant Linda Unger. With a staff of 2.5 FTE, the Department services the Human Resources needs of approximately 200 Town employees, 600 School employees and 300 Retirees.



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

PERSONNEL BOARD

Personnel Policy Administration

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

In 2011 the Health Care Review Committee, chaired by the Human Resources Director, bargained over employee health care plan design and unanimously agreed to remain a member of the West Suburban Health Group and make a unilateral change to Rate Saver Plans. The Rate Saver Plans mirror the traditional HMO and EPO plans, but include a lower monthly premium and higher co-pays for employees. This resulted in substantial savings for the Town and the employees. The change to Rate Saver Plans took effect on July 1, 2011, and the Human Resources Department successfully completed, with 100% participation, the communication, re-enrollment and transition paperwork for over 500 Town and School employees and non-Medicare retirees.

Benefits Administration

The HR Office administers and communicates benefit plans and all benefit-related policies to school and municipal employees. This includes health, dental and life insurance for benefit-eligible employees; flexible spending accounts, deferred compensation, FMLA administration and Wellness programs for Town and School employees; and retirement benefits and Medicare B reimbursements for eligible retirees. The Benefits Coordinator also manages health insurance offerings for 745 insured Town and School employees and retirees; processed 189 qualifying events in 2011; and organized the annual Retiree and Employee Health Fairs and Open Enrollment communications and administration.

The Personnel Board oversees compliance with Massachusetts Health Care Reform MGL Chapter 32B and the Affordable Care Act requirements, and all other applicable local, State and Federal regulations governing benefits administration. The Human

Resources Department strives to stay current on all health care issues, particularly those affecting employees and retirees, as well as COBRA and HIPAA requirements. The HR Director is the Town's Steering Committee and Board of Directors Representative to the West Suburban Health Group (WSHG), a self-insured, health insurance purchase group consisting of 16 member communities. The HR Director also serves as chair of the GIC Option Committee, charged with reviewing lower-cost health insurance options.

The HR Department remains steadfast in its commitment to promote employee wellness. The Human Resources Newsletter, a quarterly publication approaching its fifth year, highlights employee events, recognizes employee accomplishments and lists a menu of Wellness Programs sponsored by Town departments and WSHG. The Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. Some Wellness Programs in 2011 included: Lunchtime Yoga; Weight Watchers at Work; Stress & Health Seminar; Stay Fit While You Sit Info Session; Lee National Denim Day; and a Holiday Social Bowling Event.

Labor Relations

The Town engaged in negotiations and settled the following collective bargaining agreements with all groups accepting 0% increases for FY11: The Westwood Police Association, Massachusetts Coalition of Police, AFL-CIO, Local 174; The Department of Public Works, UFCW, Local 1445; The Westwood Permanent Firefighters' Association, Local 1994 I.A.F.F., AFL-CIO; and Municipal Clerical Employees, SEIU, Local 888; and The Westwood Traffic Supervisors' Association. The Human Resources Director is the Personnel Board's designee in contract negotiations. In addition, the HR Director is liaison to Labor Counsel, Union Representative and Civil Service.

Organizational and Employee Development

The Human Resources Department focuses on the development and implementation of programs to support the overall growth of the organization, and facilitate productivity improvement and employee relations. In 2011, a revised Sick Leave Policy was implemented to address employees' needs in cases of family illness. The Tuition Assistance Policy remained in effect and supported coursework that enhanced job knowledge and endorsed organizational culture. During 2011, HR managed the process of hiring well-qualified personnel into leadership and support roles throughout the Town. The Personnel Board continued to oversee the annual performance reviews of employees and remained dedicated to maintaining a performance review system that emphasizes employee performance goals and supervisor feedback.

Risk Management

The Personnel Board recognizes the importance of safety and training as a risk management tool. The HR

PERSONNEL BOARD

department provides ongoing distribution of policies and training in the areas of: Employee Safety; Anti-Harassment and Discrimination Prevention; Workers' Compensation; and Department of Transportation CDL Standards. The HR Director participates in the MIIA Safety Committee, a quarterly meeting designed to discuss safety issues, review compliance and ensure risk management best practices.

Over the past year we rolled out 20 hours of Anti-Harassment Training to Town and seasonal staff. The HR Director, as Certified MCAD Trainer, served as the trainer for these programs. In addition, the HR Director attended an MCAD "Train the Trainer" series as a guest speaker.

2011 HUMAN RESOURCES ACCOMPLISHMENTS

- Engaged in the study, creation and adoption of a new Library ATP Compensation Plan.
- Partnered with the Police Department to implement a skills assessment process for Civilian Communications Officers.
- Chaired Health Insurance Review Committee which successfully negotiated a transition to Rate Saver Plans for all Town and School union and non-union groups, and non-Medicare retirees.
- HR Director, as Certified MCAD Trainer, presented Anti-Harassment and Discrimination training to Town departments.
- Participated in Town's Executive Leadership Function group to develop strategy for Town's strategic initiatives and problem resolution.
- Continued administration of MGL Ch. 32B s.18 regulations to transition all Medicare Eligible Town and School retirees to Medicare supplement plans at age 65.
- Successful development and implementation of Recreation Department Seasonal Compensation Plan and hiring process to ensure fair and equitable hiring and promotional practices.
- Advisor and decision maker on Town's health insurance matters as Steering Committee and Board Member of West Suburban Health Group.
- Partnered with School Department to provide on-site Benefit services.
- Worked closely with Assistant School Superintendent on family leave policies for school employees, in accordance with collective bargaining agreements, State and Federal laws.
- Continued to make all new hire enrollment and benefit forms available online, eliminating vast amounts of printed material and providing 24/7 access to HR forms for prospective and current employees.
- HR Director completed Supervisor Leadership Development Program for Local Government through UMass and the Collins Institute.

- Maintain compliance and oversight of School Department Annuity 403B plans.
- Started fifth year of publishing Human Resources Quarterly Newsletter to maintain open and positive communication with employees, and to promote wellness and provide timely information to employees on a variety of work issues.
- Involvement in local, state and HR professional organizations: Board of Directors of MMPA, Member MMPA Program Committee, Board of Directors and Steering Committee, WSHG and Member of SHRM.
- Presentation at Town's New Board Member Training in conjunction with Town Clerk and Board of Selectmen's Office.

GOVERNMENT AND CHARTER STUDY TASK FORCE

MISSION STATEMENT

After successfully completing its mission in 2010 (The Task Force will review and consider potential revisions to the current Town Charter, adopted in 1970 and periodically revised thereafter. The Task Force should conclude with a recommendation to the Board of Selectmen as to the aspects of the Town Charter that should be considered for revisions and the appropriate process, as defined by state law, for accomplishing said revisions), the Government and Charter Study Task Force adopted a new mission in 2011:

The Task Force which has recently conducted a nine month analysis of the existing Charter should proceed with the drafting of a new Charter in the form of a Home Rule Petition that would replace the existing Charter once adopted by the legislature and the town electorate.

TASK FORCE MEMBERS

The Board of Selectmen re-appointed all nine members to the Task Force in July 2011 for another one year term. The Task Force consists of professionals from various fields including municipal law. In addition, each member has previously served on a Town committee or board. Ex officio members include the Town Executive Secretary and the Town Clerk. The Task Force met monthly in open public meetings preceding Annual Town Meeting in May 2011.

2011 ACCOMPLISHMENTS

In early 2011 the Task Force concluded its fifteen month research process and informational meetings with town boards and committees. The Personnel Board and the Board of Selectmen were the final two boards to formally meet with the Task Force. The Task Force continued a comprehensive review of the proposed Charter to produce a final edited version and provided a summary of Charter changes that the Task Force presented at the Finance Commission public hearings in February and March 2011.

The Task Force members and the Town's legal consultant Lauren Goldberg, Esq. of Kopelman and Paige, P.C., drafted an article for consideration at the Annual Town Meeting Public Hearing on March 21, 2011. Article 15 of the 2011 Town Warrant authorized the Board of Selectmen to petition the Massachusetts General Court to enact special legislation providing for a Town Charter. The Finance Commission, by a unanimous vote of its members present, recommended that Town Meeting vote in favor of the article.

The proposed revised Charter was approved at Town Meeting in May 2011 by a unanimous vote. The article was sent to the Legislature as a Home Rule Petition (House Bill 3763).

2012

The first Legislative public hearing of the Home Rule Petition (H. 3763) was held in January, 2012. The bill was enacted by the Legislature and subsequently

signed by the Governor on March 19th. The Board of Selectmen approved the following question to be placed on the town election ballot for final ratification by Westwood voters, in April 2012.

“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?’

MAJOR RECOMMENDATIONS

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

Highlights of Current Practices to Maintain

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

Highlights of Changes to Improve Town Government

Include within a single document, the Town Charter, reference to all critical information concerning the structure of Town government such as reference to certain additional important boards, committees, positions and provisions such as recall.

- Provide for a potential second town meeting to occur during the fall.
- Clarify the use of associate members on various Town boards.
- Incorporate a periodic charter and by-law review.
- Institutionalize Finance Department and Director of Municipal Finance position.
- Change the name of the Finance Commission to ‘Finance and Warrant Commission.’
- Update the position of ‘executive secretary’ to ‘town administrator’ and include more detail about the scope of authority of the town administrator, including oversight and some appointing authority.
- Create a “pre-petition” process to allow registered voters of the Town to seek guidance from the Finance Commission and the Board of Selectmen

GOVERNMENT AND CHARTER STUDY TASK FORCE

concerning possible petitioned warrant articles with sufficient time to be able to alter such petition warrant articles before the formal warrant process starts.

With these revisions to the Town Charter, it is the Task Force's belief that our Town Government will continue to operate in the best interests of the Town of Westwood. The Task Force would like to extend its appreciation to everyone who supported and assisted with the committee's work effort over the past year and a half.

Government and Charter Study Task Force

Peter Cahill, *Chairman*

Karen Manor Metzold, *Vice Chairman*

Tom Daly

Margery Eramo

Paul Fitzgerald

Charles Flahive

Ken Foscaldo

Frank Jacobs

Alice Moore

Ex Officio Members

Michael Jaillet, Executive Secretary

Dottie Powers, Town Clerk

Staff Administrator

Anne Marie McIntyre

TOWN ACCOUNTANT

MISSION

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

LEGAL REQUIREMENTS

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

GOALS & RESPONSIBILITIES

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

PROGRAM/SERVICE AREAS

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

1. Financial Record Keeping, Analysis, and Reporting
2. Payroll

3. Accounts Payable
4. Municipal Liability Insurance/Risk Management
5. Audit

Financial Record Keeping, Analysis, and Reporting

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

Payroll

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

Accounts Payable

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

Municipal Liability Insurance

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

TOWN ACCOUNTANT

Audit

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

ACCOMPLISHMENTS

The Town was recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY10 Comprehensive Annual Financial Report (CAFR). The Town has received this award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also maintained an unqualified audit opinion for the FY11 audit and assisted the auditors with the annual audit of financial grants. The Town maintained a high credit rating in spite of a difficult budget year. Significant efforts were made to implement a new integrated financial software system. The Town also participated in the MIIA Rewards Program which resulted in costs savings related to the Town's insurance premiums.

Specific Accomplishments

- Worked closely with the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY11 audit
- Worked closely with the independent auditors on the annual audit of Federal grant funds
- Received notification that the Town was awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY10 CAFR
- Assisted the finance team with the preparation of the FY11 CAFR
- Assisted the finance team with the implementation of the new integrated financial system
- Prepared and submitted the Schedule A annual report to the DOR and a final FY11 balance sheet required for the timely certification of the Town's available free cash
- Maintained and distributed updated financial information related to capital projects including the new Library project
- Assisted the employee safety committee with addressing and promoting safety issues
- Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees
- Promoted staff training, encouraging attendance at municipal, computer and benefit training opportunities
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2012 SERVICE PLAN

The Accounting Department is committed in FY2012 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the submission of the FY12 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist the Town with the implementation of new financial software. Collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified opinion for the FY2012 audit
- Assist with the preparation of the FY12 CAFR
- Assist the independent auditors with the annual audit of Federal grant funds
- Assist Finance team with maintaining the Town's high credit rating
- Assist with the OPEB revaluation study
- Assist with the review and continued implementation of new financial software
- Participate in the MIIA Rewards Insurance Program
- Promote training to maintain certification and keep abreast of industry changes

The following financial statements for the year ended June 30, 2011 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, *Town Accountant*

TOWN TREASURER



*Jim Gavin
Town Treasurer*

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2011. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

DUTIES

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary the aggregate receipts and disbursements for the fiscal year that began on July 1, 2010 and ended on June 30, 2011 are as follows:

Cash and Investments

General Fund – 7/01/10	16,768,239.
Trust Fund – 7/01/10	1,822,237.
Agency Funds – 7/01/10	32,888.

Students Activities and Scholarship Funds	590,425.
<u>Balance 07/01/10</u>	19,213,789.

General Fund – 6/30/11	\$26,209,833.
Trust Fund – 6/30/11	1,722,328.
Agency Funds	25,187.

Students Activities and Scholarship Funds	556,626.
<u>Balance 06/30/11</u>	\$28,513,975.

CASH MANAGEMENT

The total investment income earned for both the General Fund and the Trust Fund was \$99,359. In fiscal year 2011. The ultra low interest rates of the twelve banks doing business with the Town had an average of 0.26% on July 2010 and continued downward during the year to 0.25% on June 2011. These rates reflect the weak economy and the cost of collateralization of town funds. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

ACCOMPLISHMENTS

- Issued the new Library G.O.B. of \$9,300,000 on March 10, 2011. The bid of 3.377% was awarded to Morgan Keegan for the 20 year bond.
- Moody's assigned a negative outlook with a credit rating of Aa1, S&P also assigned negative outlook with AA+ rating due to declining reserves levels
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees payroll/retirement deductions, agency fund accounts, students' activities bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2011.
- Received notice of the award for the Town's 2010 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Tax title account increased by \$2,732,939 for both new and subsequent liens to add to FY2010 outstanding balance of \$133,912. Received payments of \$79,616 for a June 30, 2011 tax title balance of \$2,787,235. This FY outstanding balance mostly reflects Westwood Station unpaid real estate taxes.
- Received the full payment of \$2,651,883, on August 11, 2011 for the principal and interest due on Westwood Station, tax title account.
- Maintained the confidential file of tax deferral property. Subsequent and new tax deferrals increased by \$101,271 during FY2011. Received Principal payments of \$57,897 for a tax deferral balance of \$295,574 on June 30, 2011.

TOWN TREASURER

INVESTMENT INCOME SUMMARY

General Fund Investment Income

<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
282,605	111,326	91,403

Trust Fund Investment Income

<u>FY2009</u>	<u>FY 2010</u>	<u>FY2011</u>
26,405	8,332	7,955

Tax Title Outstanding Balance

<u>FY2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
113,050	133,912	2,787,235

Tax Deferral Outstanding Balance

<u>FY2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
190,333	252,200	295,574

COMMENTS

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



*Patricia A. Conley
Assistant Town Treasurer*

James J. Gavin, *Town Treasurer*
Patricia A. Conley, *Assistant Town Treasurer*
Kathryn M. Foley, *Staff Accountant, P.T.*

TAX COLLECTOR

REPORT OF THE TOWN TAX COLLECTOR

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

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2011 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,382,328 or a 99% collection rate on the total commitment of \$2,413,095.

Real Estate Tax

- Total collections of \$49,679,027 or a 96% collection rate on the total commitment of \$52,010,953.

Personal Property Tax

- Total collections of \$1,286,206 or a 99% collection rate on the total commitment of \$1,294,279.

Ambulance Fees

- Total collections of \$548,618 or a 68% collection rate on the total commitment of \$811,402.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fee, Police Details, Library, School Services, etc. reflected total collections of \$463,534.

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

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

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

Respectfully submitted,
Albert F. Wisialko
Collector of Taxes

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



Dottie Powers, Town Clerk

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

VITAL STATISTICS 2011

Births 111
Deaths 142
Marriage Intentions Filed 77
Marriages Registered 73

Annual Town Election April 26, 2011
Annual Town Meeting May 2, 2011

See Appendix B for Town Meeting and Election Results

ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)

Department Mission

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



Rendering of re-developed Colburn School facing the new Westwood Library entrance

THE EDAB AND ECONOMIC DEVELOPMENT OFFICE

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

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

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

NOTABLE RESULTS FOR FY12

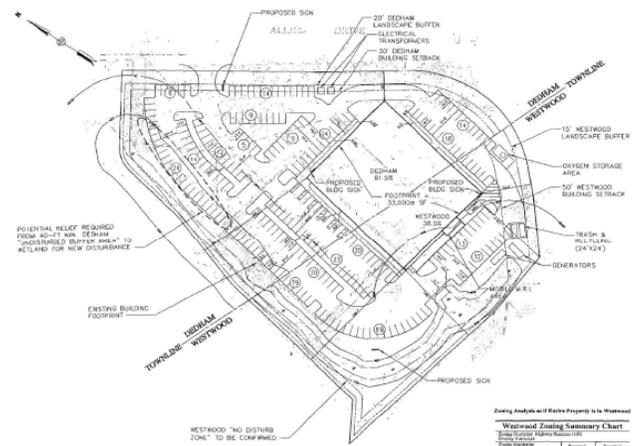
The redevelopment of 40 Allied Drive, after years sitting idle, is notable for several reasons. Paving the way for this redevelopment to happen were two initiatives of the EDAB's – the new FMUOD Zoning enacted at last year's Annual Town meeting and a joint permitting process between Dedham and Westwood's

Planning and Conservation functions. This unique process allowed a smooth, efficient process for the developer/tenant and set the stage for future cross-border regulatory cooperation. In addition to Shields Healthcare at 40 Allied Drive, FY12 saw several new businesses start the process to re-locate to Westwood including Progressive Insurance. Perhaps the most significant news from FY12 is the reemergence of the University Avenue re-development efforts as a result of new ownership of the site.

GOALS FOR FY13 AND BEYOND

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

- Utilizing the new FMUOD Zoning overlay, continue to pursue development or redevelopment opportunities at SouthWest Park & Glacier/Everett districts.
- Support/Advocate all programs and opportunities relating to State and Federal grants for economic development.
- Assist and support new businesses seeking to locate in Westwood, existing businesses seeking to expand in Westwood, and general business retention.
- Continue working with MassDoT, NVCC and neighboring communities on funding for the I-93 / I-95 interchange reconstruction project.



Conceptual Site Plan for 40 Allied Drive

Economic Development Advisory Board members:

James Elcock - Chair	Maria Salvatore - Vice Chair
Greg Agnew	Parna Sakar
James Ferraro	Gary Yessaillian
Barbara McDonald	John Wight

Members Ex Officio:

Phil Shapiro, Selectman
Mike Jaillet, Town Administrator

Economic Development Officer:

Chris McKeown

PLANNING BOARD

DEPARTMENT MISSION

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

LAND USE DEVELOPMENT REVIEW

In 2011, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

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

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

- The board reviewed three Definitive Subdivision applications pursuant to M.G.L. Chapter 41, and approved one of those applications. The board reviewed and approved a modification of a 12-buildable lot section of the previously approved Westview Estates Definitive Subdivision pursuant to MGL Chapter 41, Section 81W, which modification was intended to upgrade the roadway construction standards for a 1965 subdivision. The board reviewed and denied the proposed 11-buildable lot Morgan Farm Estates Definitive Subdivision, which would have included the modification of the previously approved Powissett Estates Definitive Subdivision pursuant to MGL Chapter 41, Section 81W. The Planning Board's 2008 denial of an 11-buildable lot Morgan Farm Estates Definitive Subdivision/Powissett Estates Definitive Subdivision Modification was returned to

the board on remand. That plan and an alternative 10-lot Open Space Residential Development (OSRD) plan are currently under review, with public hearings continued into 2012.



Town Planner Nora Loughnane; Planning Board Members Carol Chafetz, Bruce Montgomery, Steve Rafsky, Steve Olanoff & John Wiggan

In 2011, the Planning Board issued the following decisions pursuant to the Zoning Act:

- The board considered one application for a Flexible Multiple Uses Overlay District (FMUOD) Special Permit pursuant to Section 9.5 of the Zoning Bylaw, for the construction of a new 66,000 sq. ft. outpatient and medical office facility at 40 Allied Drive. The location of this property, partly in Westwood and partly in Dedham, presented an opportunity for coordinated review between the towns of Westwood and Dedham. In order to allow for the most efficient review process, the staff of the two towns convened a joint pre-application meeting, the Westwood and Dedham Planning Boards held simultaneous public hearings on their respective applications, and the two boards employed the same peer review consultant. Separate special permits were issued by the Westwood Planning Board and the Dedham Planning Board in early 2012.



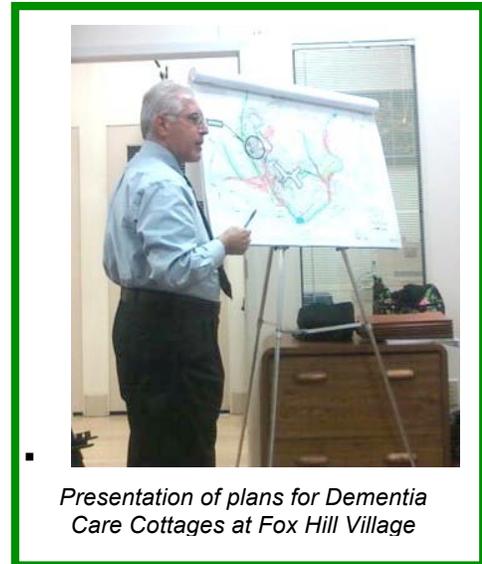
PLANNING BOARD



- The board considered and approved one application for a Senior Residential Development (SRD) special permit pursuant to Section 8.4 of the Zoning Bylaw, for the development of 12 new senior residential units at Reynold's Farm, 1561 High Street.
- The board considered two applications for Wireless Communication Overlay District (WCOD) special permits pursuant to Section 9.4 of the Zoning Bylaw. The first application, which proposed the construction of a new 100' high 36" diameter flagpole style monopole at 7 Clapboardtree Street, was considered and denied. The second application, which proposed the replacement of an existing 80' high, 12" maximum diameter tapered flagpole style monopole, with a new 90' high, 36" maximum diameter tapered flagpole at 300 Washington Street, was considered and approved.
- The Planning Board considered ten Environmental Impact and Design Review (EIDR) applications and issued nine approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: construction of a parking lot to serve the newly created Sen Ki Conservation Area at 1255 High Street; construction of two 12-unit dementia care cottages and associated infrastructure at Fox Hill Village; alterations to the existing wireless communication facility at 100 Lowder Brook Road; modifications to the approved site plan for the Audi Dealership at 420 Providence Highway; modifications to the approved site plan for an office building at 100 High Street; modifications to the existing wireless communications facility at the Thurston Middle School; modifications to the approved site plan for the new Westwood Library at 660 High Street; redevelopment including construction of a new restaurant building at 920 High Street; and modifications to the approved site plan for Fox Hill Village. A public hearing for the remaining application, for conversion of an existing unfinished building to a religious facility at 282 Blue Hill Drive, has been continued into 2012.
- The board considered and approved two applications for Earth Material Movement (EMM) Special Permits pursuant to Section 7.1 of the

Zoning Bylaw – one associated with the construction of the dementia care cottages at Fox Hill Village, and one associated with the construction of the Reynold's Farm Senior Residential Development.

- The board issued one Shared Driveway Special Permit approval pursuant to Section 6.1.26 of the Zoning Bylaw, for a one-year extension of the special permit for a shared driveway to serve 480 Summer Street.



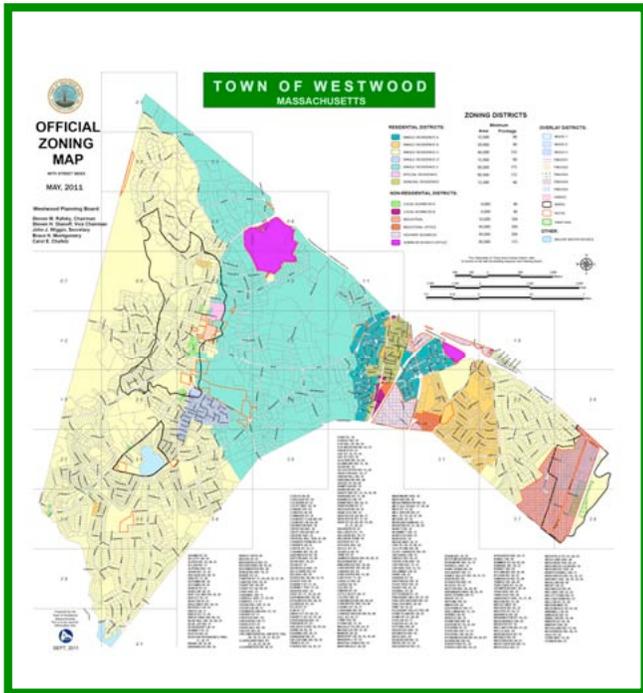
- The board began a comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, and for all Special Permits which may be issued by the Planning Board. New Flexible Multiple Use Overlay District (FMUOD) Rules and Regulations were approved by the board, and the public hearing for consideration of the remaining sets of rules and regulations has been continued into 2012.

ANNUAL TOWN MEETING

- The Planning Board sponsored eight warrant articles for the May 2011 Town Meeting, seven of which were recommended by the Finance Commission and approved by vote of Town Meeting. The eighth article, which was originally proposed by the Planning Board to establish lot shape requirements for new residential parcels, was withdrawn by the Planning Board prior to Town Meeting. Six of the seven approved articles involved amendments to the Zoning Bylaw. The first of the zoning amendment articles, which established the Upper Story Residential Overlay District (USROD), was designed to facilitate the renovation and reuse of the Colburn School Building. The second zoning article, which was jointly sponsored by the EDAB, the Board of Selectmen, and Planning Board, established the new Flexible Multiple Use Overlay District

PLANNING BOARD

(FMUOD) section of the Zoning Bylaw, to encourage appropriate development of designated areas through a more flexible, qualitative standard-based application of zoning principles.



The third zoning article added the new Open Space Residential Development (OSRD) Section to the Zoning Bylaw, and was designed to promote the conservation of open space and the preservation of natural and cultural resources, by encouraging developers to design new residential developments under this section rather than as conventional subdivisions. The fourth zoning article made refinements to the existing Senior Residential Development (SRD) bylaw section, to encourage the development of new senior housing while ensuring that such developments are not detrimental to the character of existing neighborhoods. The fifth zoning article was requested by the Building Commissioner, and involved refinements of several definitions to more closely reflect their actual application. The sixth zoning article included various minor housekeeping amendments intended to correct or clarify misleading or confusing sections of the Zoning Bylaw. The seventh approved Planning Board article was a non-zoning article. This article was requested by a Westwood resident to amend the Planning Board's Rules and Regulations for Scenic Roads by adding Fox Hill Street and Thatcher Street to the list of designated Scenic Roads.

COLLABORATION

For the past several years, the Planning Board has worked extensively with other Town boards and departments, to encourage redevelopment of

commercial and industrial areas throughout Westwood. This year, the Planning Board joined with the Economic Development Advisory Board and the Board of Selectmen to develop a new Flexible Multiple Use Overlay District (FMUOD) bylaw which was designed to encourage appropriate development of designated areas through a more flexible, qualitative standard-based application of zoning principles. Distinct FMUODs were established near University Avenue, Southwest Park, Glacier Drive, Perwal and Walper Streets, and Allied Drive. The new FMUOD bylaw will allow for development of these areas in a more flexible and efficient manner than would otherwise be permitted under existing zoning, where the determining factor in the Planning Board's review will be the effects of a proposed development on surrounding neighborhoods and the town as a whole.

- Throughout 2011, the Planning Board held a number of steering committee and subcommittee meetings related to the update of town's 2000 Comprehensive Master Plan. Philip B. Herr and Associates was engaged to provide consultant services to the Planning Board and Comprehensive Plan Steering Committee. The Steering Committee produced an electronic survey to better inform residents about the Comprehensive Plan update, and will continue working on the update in 2012.
- The board collaborated with the Pedestrian & Bicycle Safety Committee in the development of a successful application for a MAPC Sustainable Communities Grant to fund the production of a Bicycle & Pedestrian Plan, serving Westwood and Dedham. Work on that plan, which will identify opportunities for on-street and off-street improvements, within and between the neighboring towns, will continue throughout 2012.
- The Planning Department continued to facilitate the Land Use Committee, which serves as a forum for applicants to informally present proposed development projects for staff comment and technical review, and encourages collaboration and information-sharing among the various departments involved in land use development issues, including the Planning, Health, Building, Fire, Police, Public Works, Economic Development, Conservation Commission and Engineering Departments.
- The Planning Board's web site is continuously updated to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, Open Space and Recreation Plan, Development Guide, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning Board meetings are available for download.

PLANNING BOARD

2012 SERVICE PLAN

- In 2012, the Planning Board will continue to devote considerable time and attention to the update of the Town's 2000 Comprehensive Master Plan in coordination with the Comprehensive Plan Steering Committee.
- The Planning Board will work with the Board of Selectmen, Economic Development Advisory Board and other Town departments and committees to identify and implement the highest priority policies and recommendations from the Comprehensive Plan, Executive Order 418 Community Development Plan, Everett Street/Glacier Drive/Route 1 Commercial Area Study, Town Centers Study, and Municipal Growth Planning Study, and will pursue grants and other appropriate means of funding to assist in the implementation of these identified policies and recommendations.
- The Planning Board will continue to work with the Board of Selectmen, the Economic Development Advisory Board, and other town boards to pursue initiatives designed to encourage appropriate near-term development and re-development of commercial properties, especially within the University Avenue area.
- The board will continue to work with the Housing Partnership and interested parties to encourage and facilitate affordable housing and senior housing initiatives. The board will develop proposed revisions to the Zoning Bylaw related to housing, including further amendments to the Senior Residential Development (SRD) and Open Space Residential Development (OSRD) sections.
- The board will complete the comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, and for all Special Permits which may be issued by the Planning Board.

Planning Board Members

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

Staff

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



The Planning Board notes with great respect that Carol Chafetz will resign from the board for personal reasons at the conclusion of her second year of office. Planning Board members and staff thank Carol for her dedicated service to the town.



ZONING BOARD OF APPEALS

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



David W. Krumsiek – Chairman, Board of Appeals

The Board is pleased to announce the appointment of Douglas C. Stebbins as an associate member of the Board. Section 10.2.1 of the Town Zoning Bylaw mandates a three member board with six associate members and all seats are currently filled.

The number of applications filed for hearing remained the same as the prior year which in light of the continuing economic downturn was a positive note for the department.

Hearing Activity	2011	2010	2009	2008	2007
Total Applications	33	33	31	43	45
Special Permits requested	32	29	26	39	42
Variances requested	1	4	8	9	7
Appeals	3	4	3	1	3
Decisions Rendered	35	28	37	39	36

A number of applications of particular note were reviewed by the Board and reflect decisions that will enhance and protect the Town.

The Board received an application from T-Mobile to co-locate a cell tower in an area not zoned for wireless cell towers. A number of hearings were held with outside consultants and active neighborhood participants. After four months of meetings, T-Mobile requested a withdrawal of their application which was granted.

Ann’s Lunch, an iconic breakfast spot, was the subject of several hearings as the owner petitioned the Board and was granted a special permit in order to transform the site into a bakery/café.

In December, the Board heard an application for the placement of video monitors on the fuel pumps of a local gas station to be used as advertising media. While the Board recognizes that technology has created new, cutting-edge forms of signage, the application was denied in order for proper scrutiny of the effects on the Town.

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

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

Regular Members

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

Associate Members

- Robert J. Rossi, *Clerk*
- Alan A. Ward
- Joseph J. Crowley
- Gregory J. Donovan
- Michael E. Flynn
- Douglas C. Stebbins

Zoning Administrator

- Louise C. Rossi

BOARD OF ASSESSORS

The Board of Assessors is responsible for discovering, listing, equalizing and valuing all taxable property both real and personal within the Town of Westwood for the purpose of taxation. These duties and responsibilities are accomplished annually with a complete revaluation every three years to comply with Massachusetts Department of Revenue.

The Assessors office had an active and demanding year finishing a complete revaluation and, after extensive statistical analysis, the Department of Revenue certified the new values and set the tax rate. All Quarterly tax commitments and warrants for the collection of taxes were generated on time.

The housing and commercial real estate market continued to keep the office full of activity from concerned taxpayers and appraisers. The office continues to update all property record cards, including ownership, building permits and adjustment to valuation as needed. The motor vehicle abatement process was upgraded to the new software system and all transactions for motor vehicle were generated and processed smoothly.

The new software will help to maintain accurate and details records for the office.

Requests from residents and other Town offices for abutters list were processed in a timely manner and all exemptions were received and processed on time.

The Board of Assessors and the office staff of Debbie Robbins (Assessor) Lisa Ciampa (Office Coordinator) and Rose Wallace (Principal Clerk) are committed to responding to all inquiries and information requests regarding valuations, sales, abatements, motor vehicle excise and exemption procedures with a courteous and professional manner.

Mark Murphy, *Chairman*
Louis A. Rizoli, *Clerk*
Michael Krone, *3rd Member*

PERMANENT BUILDING COMMISSION

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

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

Permanent Building Commission

John Cronin, Jr., Chairman – 2014

Thomas Erickson, Vice Chairman – 2014

Judy Frodigh – 2011

Chris Anderson – 2013

John Cummings – 2012

Paul Colantuoni – 2012

Peter Paravalos – 2013

Respectfully submitted,

John Cronin, Jr., *Chairman*

Permanent Building Commission

COUNTY OF NORFOLK COMMISSIONERS

FY2011 ANNUAL REPORT MESSAGE

To the Citizens of Norfolk County:

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

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

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

County revenues are directly impacted by the real estate and credit markets. The County has continued to face the challenges of the ongoing national recession. The County has minimized operating expenditures while seeking to maintain and improve services.

Capital improvements have continued at County facilities, including relocation of the Norfolk County Law Library and Superior Court Probation Department to the Norfolk Registry building in Dedham. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School is moving forward with a major capital facilities project at its Walpole campus, with construction scheduled to begin in FY2012.

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

As County Commissioners, we are privileged to serve you.

Very truly yours,
Francis W. O'Brien, *Chairman*
John M. Gillis
Peter H. Collins

Administrative Offices – P.O. Box 310
614 High Street – Dedham MA 02027-0310

Telephone: (781) 461-6105
Facsimile: (781) 326-6480
E-mail: info@norfolkcounty.org

HOUSING AUTHORITY

DEPARTMENT MISSION

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

GOALS AND RESPONSIBILITIES

To explore various financing alternatives for the development of affordable rental housing units.

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

PROGRAM/SERVICE AREAS

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

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

CURRENT SERVICES/PROGRAMS

Development of Affordable Family Housing

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

Management of Affordable Family Housing

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

PRIOR YEAR ACCOMPLISHMENTS

All of the units owned by Westwood Affordable Housing Associates continue to be rented and leased to income qualified tenants. We continue to serve families in our six two-bedroom units, our two three-bedroom units and the one single family house that was donated in 2010. Interested applicants are urged to apply to the Dedham Housing Authority (DHA) for a Section 8 voucher. We work with DHA to generate a list of income qualified applicants if a vacancy occurs. They give Local Preference status to Westwood applicants as part of their administrative plan.

FY 2013 SERVICE PLAN

- The Housing Authority intends to continue its work on the acquisition and rehabilitation of existing vacant land or structures as affordable rental family housing; funded partly from proceeds raised from the developers of the affordable housing projects and partly from State/Federal grants.
- Continue to seek State planning funds that can be used to conduct site and/or structure analysis in preparation of a HOME or alternative grant application. Special consideration will be given to the rehabilitation of abandoned homes.
- Continue to monitor the conversion of Westwood Glen to a more conventional market rate development and assist residents with maintaining their tenancies.
- Continue to monitor the affordability of Highland Glen and assist residents with maintaining their tenancies.
- Continue to work with community groups such as the Interfaith Council to help identify suitable properties for renovation by Habitat for Humanity for affordable home ownership.
- Continue negotiations with Equity Residential for the expansion of Highland Glen to meet the need for additional affordable elderly housing.
- Continue to advocate for appropriate linkage fees from affordable housing developers for future affordable family housing development.

Housing Authority Board Members

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

Westwood Affordable Housing Associates, Inc. (WAHA) Members

John J. Cummings
Frank B. Jacobs
Pamela R. Kane
Jason E. Lee
Barbara S. McDonald
Robert W. Ritchie
Thomas R. Teehan
Jerrold B. Wolfe

HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

DEPARTMENT MISSION

HOUSING PARTNERSHIP

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

FAIR HOUSING COMMITTEE

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

GOALS AND RESPONSIBILITIES

HOUSING PARTNERSHIP

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

FAIR HOUSING COMMITTEE

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

PROGRAM/SERVICE AREAS

Housing Partnership Committee

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

Fair Housing Committee

The Fair Housing Committee is a sub-committee of the Housing Partnership Committee, which consists of the Executive Secretary, who serves as the Fair Housing Director, and the at-large members of the Housing Partnership Committee. The Committee meets periodically

to develop housing goals and to review any grievance that is filed alleging discrimination in the sale or rental of Westwood real estate.

PRIOR YEAR ACCOMPLISHMENTS

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

FY 2013 SERVICE PLAN

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

COMMUNICATION & TECHNOLOGY ADVISORY BOARD

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

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

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

The following four areas were the focus of the CTAB for 2011:

1. Monitor performance of Cable Providers:

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

The Board continues to monitor the performance of our existing broadband and cable provider COMCAST and VERIZON with respect to their contractual obligations with the Town. Foremost is customer service. The Board tries, whenever possible, to settle most subscriber complaints. The Board makes sure that those complaints falling within the provisions of the contract are satisfactorily resolved by the cable provider.

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

2. Support PEG Broadcasting in Westwood

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

3. Pace of Change of Technology

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

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

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

Ex Officio Members

Michael A. Jaillet
Donna McClellan

INFORMATION TECHNOLOGY

DEPARTMENT MISSION

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

ENABLING LEGISLATION

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

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

GOALS AND RESPONSIBILITIES

- Provide coordination, oversight and guidance for all Information Technology functions within the Town.
- To advance the comprehensive uses of information and minimize duplication of data.
- Responsible for the administration and operation of the Town's Information Technology communications network, computer facilities and associated personal computers and all peripherals.
- Support the Town's users of information technology with advice, assistance, supervision and training.
- Support and promote the use of Geographic Information Systems technology; ensure that GIS data is accessible and accurate.
- Maintain a strategic plan to stay abreast of emerging technologies and seize cost effective implementation opportunities that are consistent with the long-range plan.

PROGRAM/SERVICE AREAS

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

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

CURRENT SERVICES/PROGRAMS

Strategic Planning

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

Administration/Operations

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

Hardware & Software Support

The department supports all users of information technology with advice, assistance, supervision and training. Implementation of new technology, policies and procedures are also addressed as an element of user support. The department is the first avenue for departments in need of Information Technology resources. Properly qualified resource requirements may then be evaluated for relative merit. Departmental resources can then be provided or resolution achieved by outside forces.

PRIOR YEAR ACCOMPLISHMENTS

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

- Managed IT infrastructure which includes 17 servers over 200 PCs and 100 printers. Seventy (70) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE)

INFORMATION TECHNOLOGY

digital reporting requirements for both students (SIMS) and all school employees (EPIMS).

- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Migrated and updated email server to a new virtualized server set, providing additional storage.
- Upgraded Building Permitting Software to latest version.
- Supported Town Clerk operations to install several database management programs.
- Worked with Sewer Department to manage conversion and implementation of sewer billing to Softright, the municipal financial software.
- Worked with Board of Selectman's office to implement the paperless meeting initiative.
- Finalized web redesign project which will provide for easier navigation for the town's web site. .
- Supported school nurses to upgrade health records program and planned for future upgrade to a web based system.
- Replaced network firewall and single INET switch
- Worked with town public safety and public works personnel to evaluate emergency operations with respect network, server and pc operability. Changes identified will be implemented in the next fiscal year.
- Managed review and selection of new VOIP phone system. Implementation of the new phone system will occur in the next fiscal year.

access to online services and information available for the Town of Westwood.

Donna McClellan
Director of Information Technology

FY2013 SERVICE PLAN

- Continue the high level of training of users to maximize the software currently available.
- Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances
- Continue to improve the Town of Westwood web site with a focus on greater access to public information.
- Advance the Town's LANs and WAN with new technology resources.
- Increase the accessibility, magnitude and accuracy of data available on the GIS.
- Replace aging network node switches in all town facilities on the network.
- Manage installation and rollout of new phone system to all town departments/facilities.
- Complete Town web site redesign project and rollout live.
- Manage the implementation and rollout of the new Westwood Service Center which will provide easy

REGIONAL COUNCILS AND BOARDS

METROPOLITAN AREA PLANNING COUNCIL

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

With an infusion of federal dollars through HUD's Sustainable Communities Regional Planning Grant, MAPC has been honored and challenged this year to support and showcase the best smart growth projects and policies across Greater Boston, serving as replicable models for other communities and regions in the Commonwealth and across the country.

MAPC's **Metro Boston Sustainable Communities Consortium**, which governs the grant, numbers 158 members, including 65 municipalities representing 80 percent of the region's three million residents. The Consortium's Steering Committee has funded projects included in the HUD application. In addition, 11 new projects were selected for funding under a competitive evaluation process that emphasized the MetroFuture goals related to equity and sustainability, while aiming for geographic diversity.

Among the grants is one for **Pedestrian and Bicycle Network Planning** to encourage accommodations for biking and walking in four community clusters, one of those being awarded was Dedham and Westwood.

MAPC's many projects and programs included another successful year for its **District Local Technical Assistance (DLTA)** program, which helps cities and towns achieve more sustainable land use and more effective local governance. MAPC funded 19 projects this year, 8 in land use planning and 11 in municipal services.

In July of 2011, the **Hubway Bike Share** opened in Boston with 600 bikes available at 61 stations. This shared bicycle program was bolstered with funding from the Federal Transit Administration, MassDOT, the MPO, and local businesses and institutions. Hubway bikes clocked over 140,000 trips by the time the program closed down for the winter — wildly outpacing expectations. In 2012, MAPC will help to facilitate expansion of Hubway into surrounding cities and towns such as Brookline, Cambridge, and Somerville.

Town Administrator Michael Jaillet and Planning Board Vice Chairman Steven Olanoff represented the Town at MAPC meetings and on MAPC committees.

More information about MAPC's accomplishments during 2011, its services and ongoing activities is available on its website at www.mapc.org.

THREE RIVERS INTERLOCAL COUNCIL

TRIC is one of the eight subregions of MAPC and it meets monthly to discuss issues that are of mutual interest such as community development planning and transportation. TRIC is comprised of the towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

The third annual TRIC Legislative Breakfast was held in April of 2011, bringing together municipal staff and elected officials for informal contact with their State Representatives and Senators.

In July of 2011, the Boston Region Metropolitan Planning Organization (MPO) increased its size from 14 to 22 members. Under the new structure there is one elected municipal seat for each of the MAPC's subregions. The Town of Norwood became a sitting member of the MPO from the TRIC subregion, with a mandate to represent the best interests of the region.

Planning Board members Steven Olanoff and Carol Chafetz represented the Town at TRIC meetings and events.

REGIONAL TRANSPORTATION ADVISORY COUNCIL

The Town of Westwood is also a member of the Regional Transportation Advisory Council. Steven Olanoff represents the Town on the Advisory Council and was this year elected to serve as the Advisory Council's Chairman for 2011-2012. The Advisory Council provides the MPO with public input from its 101 municipalities, state and local agencies, and independent advocacy organizations. As a result of the recent MPO reorganization, the Advisory Council is now a full-voting member of the MPO.

MBTA ADVISORY BOARD

The MBTA Advisory Board is composed of all the municipalities served by the MBTA. Steven Olanoff serves as Westwood's designee to the MBTA Advisory Board. The Advisory Board has been working on recommendations for improved service and resolution of the MBTA's financial problems. The Town has raised local concerns such as the maintenance problems at the Route 128 Railroad Station garage. This past year the MBTA exhausted the short term financing fixes to balance its budget, and beginning in fiscal year 2013, the MBTA has proposed that the deficit be addressed through significant fare increases and service cutbacks. Long term solutions can only come from the state administration and legislature in restructuring the methods of supporting all of our transportation systems.

WESTWOOD POLICE DEPARTMENT

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

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

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	3	2
Patrol Supervisors	4	4
Traffic Safety Sergeant	1	1
Patrol Officers	16	16
Detectives	2	2
School Resource Officer	1	0
Communication Personnel	7	7
Administrative Staff	2	2

PERSONNEL

In May, 2011, Detective Paul Connor retired from the department after 38 years of service. Michael DiLalla was hired as a Student Officer in June and upon completion of the Lowell Police Academy, joined the ranks of the Westwood Police Department as a Police Officer. Two new dispatchers were hired after a lengthy selection process. Dispatcher Scott Bruno and Dispatcher Brian Kamp were hired in March 2011.

TRAINING

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

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

INVESTIGATIONS

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

TRAFFIC ENFORCEMENT

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

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

CRIME STATISTICS

Crime	Reported Incidents
Murder	0
Rape	2
Robbery	3
Arson	0
Aggravated Assault	12
Burglary & Attempts	49
Larceny-Theft	90
Motor Vehicle Theft	8
Alarms	852
Accidental 911 Calls	439
Missing Persons	19
Motor Vehicle Crashes	367
Disturbances	246
Identity Fraud	47
Theft from Motor Vehicle	27

WESTWOOD POLICE DEPARTMENT

GRANTS

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

Funding Source	Amount	Purpose
Governors Highway Safety	\$ 8,250.00	Traffic Enforcement Campaigns
E-911	\$39,100.00	Training & Technology

GOALS

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

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

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

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

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

working relationship we have with these agencies. The Westwood Schools continue to work with us to ensure the safety and well-being of our most precious community members. The residents of Westwood are considered our constituents, and we recognize how fortunate we are to be working in such a supportive environment.

William G. Chase
Chief of Police

PARKING CLERK

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

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

In 2011, the Town of Westwood issued 54 parking tickets, which equaled fines totaling \$945.00. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	8
Blocking Handicapped Ramp	0
Parking in Public Safety / Fire Lanes	2
Restricted Place or Prohibited Area	19
Obstructed Driveway	3
Obstructed Crosswalk	0
Obstructed Sidewalk	1
Within 20 Ft. of an Intersection	0
Within 10 Feet of Fire Hydrant	0
Wrong Direction	5
Over 1 Ft. from Curb	0
Obstructing Snow Removal	2
Overtime Parking	1
All Night Parking	13
Other	0
Column Total:	54

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

Michael A. Jaillet
Parking Clerk

WESTWOOD PEDESTRIAN AND BICYCLE SAFETY COMMITTEE

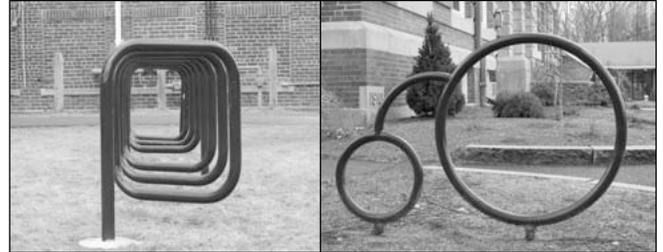
The Pedestrian and Bicycle Safety Committee was created by the Board of Selectmen in 2009 to help make Westwood a more “walkable” and “bikeable” community by engaging residents and Town departments in a sustainable and ongoing process of identifying needs, designing solutions and implementing improvements.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

The Committee focused on reaching out to neighboring communities in order to capitalize on some of their efforts. To this end, we hosted a representative from the Dedham Sustainability Advisory Committee in June. This was an opportunity for that group to learn about our work and for our Committee to begin to explore joint efforts. In October, we hosted another member of the Dedham Sustainability Committee along with the Environmental Coordinator from Dedham. One topic of discussion centered around a feasible way to develop a bike corridor connecting the towns in the area of the East Street Rotary. This discussion allowed more preliminary planning for working together with Dedham. In fact, the town filed an application written by Town Planner Nora Loughnane for a Sustainable Communities Place-Based Grant in the fall of 2011 as did the Town of Dedham. Late in 2011 we learned that applications from both towns were approved. This grant provides funding for a pedestrian and bicycle planning project and encourages cross-town collaboration. The funding will result in the creation of a set of recommendations for future improvements. The individual towns will be responsible for implementing the recommendations. More information on this opportunity can be found at <http://www.mapc.org/project-summaries>. In November we hosted a visitor from Needham Bikes. This group of over 200 members has worked extensively to implement a bicycling plan and has made significant progress in building awareness of Needham as a bicycle-friendly town.



Sign along South Street in Needham

In the summer, a subcommittee developed a proposal for a second round of bike racks that were installed in several key locations in town, including schools, athletic fields and the Senior Center. This proposal utilized funding provided by the Metropolitan Area Planning Council. A total of 18 bike racks were ordered through this program and they were installed with the cooperation of the Westwood DPW and School Department. This is in addition to 10 racks that were ordered and installed in 2010.



Bike racks at Sheehan School (L) and Town Hall (R).
A total of 28 bike racks have been purchased and installed through the MAPC program.

Future goals for this Committee include:

- development of a new trail map showing the spaces available for hiking in town.
- development of a bike corridor connecting Dedham and Westwood.
- implementation of a web based reporting system for pedestrian, bicycle and traffic safety issues in town.



Public entrance to Lowell Woods connector path on Fox Meadow Drive

We invite you to become involved in our future work. There are several ways you can do this:

- visit our webpage on the Town of Westwood website. You can read minutes from recent meetings.
- subscribe to our email list. You can do this on our webpage.
- attend our monthly meetings which are held on the 4th Thursday of each month.

2011 Members: John Craine, Michael Kraft, Steve Harte, Steve Olanoff, Wendy Muellers, Virginia Lester, George Lester, Suzanne Becker, Chris Giovino, Kela Klosi, Nora Loughnane, Sgt. Paul Sicard.

FIRE DEPARTMENT



Firefighter Wayne Paul ventilating the roof at a fire on Washington Street. (Photo courtesy of Alex Jones)

DEPARTMENT MISSION

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

STAFFING

30 Uniformed Personnel

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

2 Civilian Employees

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

PROGRAMS/SERVICE AREAS PROVIDED

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

2011 STATISTICS

Fires:

Structure	109
Vehicles	11
Brush/Grass	27
Other Fires	2

EMS/Rescue Service:

Ambulance	1632
Lock In/Ou	43
Vehicle Accidents	201
Water Rescues	1
Searches	1
Technical Rescues	3
Hazardous Conditions	47
Service Calls	133
Assist Police Dept.	11
Mutual Aid/Line Coverage	24
Good Intent Calls	56
Smoke Investigations	47
Electrical Emergencies	219
Hazardous Materials	
Incidents	53
False Alarms	4
Alarm System Malfunctions	207
Unintentional Alarms	148
<u>Carbon Monoxide Detector Investigations</u>	<u>85</u>
Total Emergency Responses	3064

2011 Fire Loss \$1,182,200

Open Burning Permits 568
Inspections & Permits 1325

Revenues Generated For 2011:

Ambulance Service	\$538,233.00
Smoke Detectors	\$7,160.00
Permit Fees	\$8,950.00
Fire Alarm Fees	\$5,000.00
Misc. Reports	<u>\$490.00</u>
Total	\$559,833.00

2011 AREAS OF NOTE

- A new ambulance that was contracted for in 2010 was accepted, delivered and placed into service.
- The Department applied for and was awarded a grant in the amount of \$4815 from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools.
- Captain William Wood retired after more than 34 years with the Department. We wish Captain Wood a long and healthy retirement and thank him for his dedication and service to the Department and the Town.
- In June, Anthony Burke was hired as a Firefighter/Paramedic. Firefighter Burke completed training at the Massachusetts Fire Academy.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.

FIRE DEPARTMENT

- The Deputy Chief, the Department's Fire Prevention Officer, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. Anyone with questions can call Station 1 and speak to the Officer on duty.
- Two members of the Department completed their training to be part of a county technical rescue team. This team is now available to all towns in the county, providing specialized rescue skills including high angle, structural collapse and confined space rescue.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided, included in this training were quality control rounds, conducted with the Department's medical control Doctor reviewing previous cases.
- The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants including new water mains and hydrants in the Oriole Rd and Pond Plain Rd neighborhoods.
- In October several hundred residents attended the Department's annual Open House at the High Street Station. Highlights included two "live burns", that demonstrate the need for residential sprinklers, as well as many other fire safety exhibits.
- Members of the Department attended seminars for sprinkler systems, fire prevention, emergency vehicle operation and new building code provisions.
- Legislation of particular concern to the Fire Department regarding residential sprinklers and insurance company payments for ambulance services was closely monitored.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town's Hazardous Materials Bylaw.
- The Department participated in a study for the feasibility of regional dispatch services for Norfolk County.
- The Deputy Chief and Fire Alarm Division coordinated with Fox Hill Village for the plans, design and inspection of the new Memory Center buildings.
- The Chief attended the meetings of the Westwood Lodge Task Force.
- Members of the Department attended training programs for Rapid Intervention Team provided by the Massachusetts' Firefighting Academy This training was held jointly with the Dedham Fire Department.
- Captain Lund continued to work with the State's Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training sessions.
- Firefighters/Paramedics Christian Pierce and Ian Brown were appointed as the Department's new EMS Coordinators and Capt. Richard Cerullo was appointed as the Department's Training Coordinator.
- The Department's officers attended training for the use of mobile data terminals in the apparatus. This technology allows information to be immediately available when responding to emergencies.
- Many natural disasters struck the State this year. Tornados in the western part of the state required the response of many departments from our area to assist with search and rescue and stabilizing damaged structures. A tropical storm in August caused extensive tree damage and power outages throughout the Town. An unusually early snow storm in October again cause considerable tree damage and power outages.
- In addition to the large number of routine fires, motor vehicle accidents, hazardous materials incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included:
 - Due to the extremely heavy snowfall during the winter, on duty and off duty firefighters were utilized to assist the water district with clearing fire hydrants.
 - A two alarm fire damaged a home on Crystal Hill Terrace
 - A two alarm fire destroyed a car and heavily damaged a motel building on Route 1
 - A three alarm fire on Washington Street heavily damaged a home
 - An Engine Company and the Chief responded to the Town of Brimfield as part of a Norfolk County Fire Task Force to assist with search and rescue efforts following the tornado strike.
 - Westwood firefighters assisted with a house fire on Hartford Street in Dover at the Westwood line

FIRE DEPARTMENT

- A serious bicycle vs. motor vehicle accident on Hartford Street requiring MedFlight
- Firefighters rescued a worker trapped under an overturned tractor on a steep hillside off of High Street
- Westwood firefighters assisted with a major Hazmat incident in Walpole
- A fire damaged a home on Thatcher Street
- A head-on motor vehicle accident at the East St. bridge required the use of MedFlight
- Fire destroyed a camp building in Hale Reservation
- A fire damaged a home on Farm Lane
- A motor vehicle accident requiring MedFlight on Route 1
- A kitchen fire damaged a home on Briar Lane

2012 OUTLOOK

- Maintain as high a level of service as possible
- Continue to pursue opportunities to expand shared Fire/EMS on regional basis
- Hire and train a recruit firefighter to fill a current vacant position
- Apply for State and Federal Grants
- Prepare for University Avenue redevelopment

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

William P. Scoble, *Chief of Department*



Firefighters operating at a 3 Alarm Fire on Washington Street.

BUILDING DEPARTMENT

MISSION

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

DUTIES

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

PROGRAMS/SERVICES

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

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

Permit Application Process

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

Inspections

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

Zoning Enforcement

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



The new library on High Street is under construction



Administration

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

ACTIVITIES AND ACCOMPLISHMENTS

The Building Department issued the following permits during 2011:

Building Permits	738
Gas Fitting Permits	237
Plumbing Permits	395
Wiring Permits	520
Sprinkler/Mechanical	4
New Dwellings	20

Seven of the twenty new dwelling permits issued were to construct houses on new lots. The other thirteen were for new houses on non-conforming lots after the existing structures were removed.

BUILDING DEPARTMENT

All restaurants, day cares, and public buildings of assembly were re-inspected as required by the State Building Code. The Health Department, Fire Department, and the Building Department are working cooperatively to bring all food establishments into compliance with all state and local code requirements.

The 8th edition of the Massachusetts State Residential Code became the official code in 2011 along with a new Mechanical Code. The codes are based on the International Codes with Massachusetts amendments.

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

Building Department Personnel

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

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

SCHOOL COMMITTEE

On behalf of the Westwood School Committee, it is my pleasure to report to the residents of Westwood on the status of the Westwood School System. Following the Annual Town Meeting, the School Committee elected Brian T. Kelly as Chairman, John J. O'Brien as Vice Chairman, and Ellen Mason as Clerk. Josepha A. Jowdy and Carol Lewis continued their terms.

Financially, this past year has been a challenging one for all sectors of government and the Westwood Schools were no exception. Despite tight finances, our school system and our students continue to perform at the highest levels. Graduation rates and attendance at four year colleges are among the highest in the State. Our MCAS scores at all grade levels are among the top in the Commonwealth. Outside the classroom, our students continue to excel as well, with the High School girls winning a state championship in lacrosse and the High School boys winning a state championship in golf. Our music and art programs also remain strong with several standing-room-only performances throughout the year.

The school department continues to place a high priority on building maintenance. Roofing projects were completed at both the Downey and Sheehan this past summer to address issues initially identified through our annual roof inspection process. The roofs throughout the district are inspected annually for leaks, tears, debris, excess moisture, or any other damage. The thorough inspections allow us to identify areas of concern that we address through either routine maintenance or capital project work.

The Student Services department continued to develop and implement in-district programming for students with significant disability needs to enhance capacity. By creating a strong portfolio of programming within Westwood, it is expected that the number of students served in costly and socially isolated out of district programming will be held to a minimum.

The Technology Department has introduced a new communication system, Google Apps, to all staff and students. This platform provides for a number of integrated applications including GMAIL (staff and 6 - 12 students only), Google Documents, Google Calendar, and Google Sites. In the context of Google Apps, the elementary staff received extensive training on using the power of technology to enhance the teaching and learning process. Additionally, four classrooms (2 middle school classes, 1 high school science class, and 1 high school English class) are piloting a new type of laptop called the Google Chromebook. Chromebooks are unique in that they are 100% web-based. As a result, these cloud computers do not have a traditional operating system (Mac OS or Windows) and all work is conducted and saved on the Internet.

At the end of the school year, two veteran administrators, Martha Jones Principal Peggy Scott and Middle School Assistant Principal Rich Bernazanni, announced their retirements. Their contributions and commitment to the Westwood School System are deeply appreciated.

We would like to thank all of our administrators, teachers and support staff for their hard work this past year. Despite limited resources, they continue to improve our programs and curriculum. They strive to address the needs of all our students and they help maintain and improve our facilities. The Westwood School System remains first rate and we are deeply grateful to the residents of Westwood for their strong and continued support of our public schools.

Brian T. Kelly, *Chairman*

WESTWOOD SCHOOL DEPARTMENT

I am pleased to submit this school department report for our town residents. Our school district has a long tradition of providing high-quality instruction and extra-curricular opportunities for our more than 3200 students in PreK-12. Whether in the classroom, on the stage, or on the playing fields, our students are provided a first-class educational experience.

Westwood students achieve at high levels in many areas – academic, the arts, and athletics. The results of Westwood's scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (S.A.T.), and Advanced Placement Tests are indicators of high levels of achievement in the academic areas. Westwood High School had one semi-finalist and one letter of commendation from the National Merit Scholarship Program. Fifty-five students received AP Scholar Awards. One student was National Scholar; 15 were Scholar with Distinction; 15 were Scholar with Honor; and, 25 students were Scholar. 292 AP exams were administered in 14 subjects. 93% of the score were 3 or above. Rahda Mastandrea and Austin Russell were recognized as New England League of Middle School Scholar Leaders. This award recognizes two 8th grade students for their academic achievement and character. The Art Department announced that 32 students had won 38 awards at the prestigious 2012 Boston Globe Scholastic Art Awards. There were 5 Gold Key winners, 13 Silver Key winners and 20 received Honorable Mentions. Katherine Deangelis, Alexandra Frangiosa, Mike Gedeon, Julia Kaplan and Chloe Snyder won Gold Keys. Rebecca Axworthy, Kendall Blizzard, Alison Giovino, Abigail Keaveney, Meredith Kress, Ivy Lee, Stephanie Lombard, Alex Miller, Katherine Murphy, Thomas Ollerhead, Sydney Petta, Olivia Smith and Shannon Stivaletta won Silver Keys. The High School Academic Decathlon team won a third place trophy and finished as the number two small school in the state. Don Liang earned a Gold medal in Economics; Kim Huang earned a Bronze medal in Music; Marina Shkuratov earned a Gold medal in the interview competition; and, Julian Zamudio-Herrera earned a Bronze medal for his interview. The Robotics Team came away from the Boston Regional tournament with a record of 6 wins and 4 losses and ranked 17th out of the 53 teams competing. In high school athletics, the Westwood High School Golf Team won the Division III State Championship and the girl's Lacrosse Team won the Division I State Championship. Matt Gillis, Coach of the Golf Team, was named Coach of the Year by the Boston Globe. High School Junior Irina Chiulli was the South Sectional Diving Champion and Senior Kate Vanasse won the 100-yard freestyle swim.

Westwood High School graduates students who are prepared and eager to continue their education. 97% of the students in the graduating class of 2011 are

continuing their education; 95% at four-year colleges or universities and 2% at two-year colleges.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas. The School Department is transitioning to the Common Core State Standards which incorporates the MA Frameworks with some additional standards that are unique to Massachusetts. Allison Borchers, Middle School Principal, presented the Anti-Bullying Curriculum to the School committee and discussed its implementation. Sean Bevan, High School Principal, drew up a policy on concussion management for athletes. Heath Petracca, Director of Business and Finance, has been overseeing a review of the school's policy manual. The School Department welcomed Emily Parks as Assistant Superintendent; Abby Hansom as Director of Student Services; Sean Bevan as High School Principal; Katy Ricard as Dean of Students; Leo Hogan as Interim High School Assistant Principal; and, Peter Richards as Interim Athletic Director. Delaney Russell, a high school senior, joined the school committee board as the student representative. Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in Kindergarten through grade 12 was prominently displayed throughout the year in each school, the Superintendent's office and in public settings, including the Westwood Public Library.

In 2011, we had 12 staff members retire after many years of dedicated service to students and town. The retirees were: Bonnie Blomquist, 25 years; Karolyn Brown, 24 years; Nancy Buell, 4 years; Patrick Coleman, 18 years; Sue Costanza, 34 years; Sue DeLuca, 13 years; Bill Ducheneau, 39 years; Karl Fogel, 8 years; Avalin Green, 14 years; Lorraine Martisaukas, 14 years; Gail Morrison, 28 years; and, Audrey Seyffert, 5 years.

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

Respectfully submitted,

John J. Antonucci
Superintendent of Schools

BLUE HILLS REGIONAL TECHNICAL SCHOOL

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

Blue Hills Regional Technical School continues its commitment to provide the highest caliber academic and vocational instruction to district students in grades nine through twelve, as well as postgraduate training. The nine towns in the district are Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood. Mr. James P. Quaglia is Superintendent / Director. Mr. Michael J. Barrett is Assistant Superintendent / Principal.

The District School Committee meets on the first and third Tuesday of each month at 7:00 p.m. at the school located at 800 Randolph St., Canton. The public is invited to attend.

Blue Hills students scored very well on last year's MCAS tests and as a result, fifty members of the Class of 2011 were recipients of the John and Abigail Adams Scholarship. They are thus entitled to free tuition at participating state and community colleges.

I am happy to report that last September, we initiated a breakfast program at the school for all students.

Ninety Blue Hills Regional students participated in the SkillsUSA District Competition at the J.P. Keefe Technical School in Framingham on March 9, 2011, and won 22 medals in various categories.

In April 2011, Supt. James P. Quaglia visited China for two weeks with other American educators on a trip sponsored by the Administrator Shadowing Project and the China Exchange Initiative, both of which are partially funded by the Freeman Foundation. Mr. Quaglia gained insight into China's approach to technical education and was able to share his experiences with the Blue Hills community.

Twenty-one new members were inducted into the National Honor Society from the Classes of 2011, 2012 and 2013.

On November 17, 2011, Blue Hills Regional hosted its annual Open House. The well-attended event allowed the public to visit classrooms and vocational areas, speak with students, teachers, and administrators, and obtain helpful information about the school. Blue Hills counselors visit the Thurston Middle School to introduce the school's programs. Seven Westwood students visited the school last February.

On Dec. 3, 2011, the Warriors varsity football team won the Eastern Mass. Division 4A Super Bowl for the first time in school history at Bentley University in Waltham. Our athletic programs continue to expand with high levels of participation.

As of October 1, 2011, total enrollment in the high school was 836 students. There were three students from Westwood. We are working to encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional.

Thirty-eight adults graduated from the post-secondary Practical Nursing Program on June 29, 2011. The Practical Nursing Program is a full-time program of study provided on a tuition basis.

Blue Hills Regional is proud to offer various services to district residents – and in some cases, the general public – from a variety of technical programs. Blue Hills Regional, within confines of the curriculum, offers Cosmetology, Culinary, Early Education and Care, Construction services, Graphics and Automotive services. This practice allows students to gain practical, hands-on experience in conjunction with their classroom work.

Residents and town departments are reminded that students have built home additions, completed printing and graphic design projects (both large and small), and offered culinary services. Many Westwood residents enjoy full-course lunches at the "Chateau de Bleu." We would like to see more Westwood citizens avail themselves of these professional-quality services.

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

I am honored to serve as Westwood's representative.

Mr. Charles W. Flahive
Westwood Representative
Blue Hills Regional Technical School District
December 31, 2011

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT MISSION

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



Department of Public Works clearing Town streets.

GOALS AND RESPONSIBILITIES

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

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

PROGRAM/SERVICE AREAS

Engineering Services

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

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

DEPARTMENT OF PUBLIC WORKS

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

Public Building Maintenance

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

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

Fleet Maintenance

Provide for the maintenance and repairs of DPW, Police, COA and other department vehicles. A weekly vehicle report has been implemented to increase responsibility and communication between divisions. A long term preventative maintenance and replacement plan for the long-term protection of the Public Works assets has now been developed. There is a need to do more and include the rest of the Town's fleet.

Street Lighting

There are currently 1,291 streetlights in the community; 1,055 overhead street lights, 236 period lights. In general, lights are provided on public ways that have been accepted by the Town. In year 2002 the Town purchased the street lights from NSTAR and a contractor maintains the lights. The costs of maintaining these lights is rising due to aging infrastructure.

Traffic Controls

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

entrance to Highland Glen. Finally, there are floodlights at the Town Hall, Library, and Police Station.

Solid Waste

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

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

Collection and Transportation

The Town has contracted with Waste Management Inc. for the weekly curbside collection of residential solid waste and the delivery of solid waste to Wheelabrator Millbury, the Town's resource recovery incinerator, with the recyclables also collected, transported, and marketed to the appropriate vendors bi-weekly. The current contract with Waste Management expires June 30, 2012. The Town is currently negotiating a new contract that will provide for fully automated trash and recycling pick-up, which will increase recycling, saving money, improving the environment and beautifying our community.

Disposal

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

Recycling

Moving to the new fully automated trash and recycling system next year will increase recycling in Westwood, saving money, improving the environment and beautifying our community. The Town is mandated by the Department of Environmental Protection to remove specific items from its waste stream. Effective April 1, 1993 the Town was mandated to remove batteries, white goods, leaves, grass clippings and other yard waste, glass and metal containers. At present, the Town is removing these items as well as cardboard, newsprint, and plastic from the solid waste stream and approximately seventy percent of the households participate in the curbside collection of recyclables. Working with the Westwood Environmental Action Committee, it is important to improve the environment and save money.

Hazardous Waste

The Town has provided an annual hazardous waste collection day where households are encouraged to dispose of hazardous waste. In past years between

DEPARTMENT OF PUBLIC WORKS

200 and 500 households have participated in the program.



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

Sewer

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

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

These programs involve the following activities:

- Provide staff support and services for the Sewer Commission
- Operation and maintenance of approximately 87 miles of gravity sewers and ten pumping stations
- Billing for 4,988 sewer customers
- Administer State Mandated T.V. and Cleaning
- Inspect the installation of sewer services and add record drawings of services to our files
- Administer repairs and upgrades to sewer pumping stations
- Administer through review of T.V. work, the repairs of sewer mains
- Review and comment on subdivision plans
- Provide customers with consultation as to the feasibility of connecting to the sewer system
- Plan for future maintenance of the sewer system and upgrades to the sewer pumping stations

PRIOR YEAR ACCOMPLISHMENTS

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

ACCOMPLISHMENTS

Traffic Safety

- Conducted a stakeholder planning process with the High Rock, Dover, Conant, and Country Lane neighborhood group and developed a phased plan to address safety problems caused by the high volume of cut-through traffic bypassing High Street
- Completed plans and worked with Mass DOT on the upcoming reconstruction of the signal at 109 and Lowder Brook in order to solve safety issues at the intersection
- Completed a traffic study and assessment of the intersection of 109 at Highland Glen
 - Route 109 – Monitored and changed traffic signals as needed
- Pavement Management
 - Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal
 - Resurfaced Pond, Clapboardtree, Old Carriage, Wagon, Wellington and Forbes streets
- Coordinated maintenance of Town owned traffic signals
- Swept 100% of town streets
- Maintained roadside right of ways, islands, Cemeteries, Town Hall, Veterans Park, Police Station, Baptist Lot, Temple Lots, and Sewer Stations with town forces
- Administered contract for cutting and removal of dead trees, as well as selective pruning of trees, and provide crews to cut excessive growth along roadways
- Kept records of locations and provide personnel to maintain and fabricate all roadway signage and oversaw contract for traffic control line painting and traffic control devices
- Began development of a traffic sign inventory to meet federal regulations

Drainage

- Completed design plans and environmental permitting for the Brook Street Culvert Replacement
- Conducted drainage assessment of the Pond Plain Area
- Cleaned all catch basins and repaired those in need; also performed video inspection on systems as needed
- Repaired and rebuilt over 60 catch basins, man-holes and pipes, and constructed new drainage structures and pipes
- Reconstructed drainage on Sandy Valley Road and temporarily paved the road surface for improved and safer travel on this street

DEPARTMENT OF PUBLIC WORKS

Snow and Ice

- Implemented the first DPW Snow and Ice Operations Plan
- Sanded and salted 95 miles of roadway
- When snow accumulates to three inches contractors then plow all roadways (15.5 miles by Town forces and 75.5 miles)
- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw two contracts providing an additional thirty-five pieces of equipment for plowing, and provided service for snow and ice events, which were less than normal for the 2011-12 seasons

Facilities

- Constructed exterior Town Hall improvements including painting and landscaping
- Re-constructed the Cemetery gazebo
- Implemented a program for catching up on the preventative maintenance backlog at all public buildings and completed numerous projects
- Contracted custodial services for the Town Hall, Carby Street Municipal Office Building, Islington Community Center, Police Station, and C.O.A. for daily general cleaning and annual cleaning of windows and rugs
- Completed garage for the cemetery department

Fleet

- Developed a long-term replacement planning tool for Public Works fleet to prepare for the future
- Specified and purchased 3 trucks and a sidewalk plow to replace very old equipment that was beyond its useful life and not working effectively in the fleet
- Performed all maintenance on Police, COA, and Public Works vehicles and other department vehicles
- Prepared all vehicles in the fall for winter operations
- Prepared all equipment for spring, summer, and fall maintenance of all town properties including field maintenance
- Prepared a draft fuel efficient vehicle purchase policy
- Instituted weekly reports from fleet maintenance to highway, fields and grounds crews for improved efficiency and effectiveness during snow and ice season

Fields and Grounds

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - Grooming
 - Lining

- Fencing/Batting Cage Setup & Daily Maintenance
- Seeding/Sod
- Aeration
- Dethatching
- Spring and Fall Cleanups
- Irrigation activation/maintenance/winterization
- Coordinated seasonal fertilization programs that are implemented by outside contractors
- Worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use

Solid Waste

- Negotiated a new trash contract for fully automated trash and recycling pick up in Westwood that will result in more recycling, reduced costs and a neater community
- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2011
- Implemented 10 Fall and Spring curbside collection of leaves
- The Environmental Action Committee held an ewaste collection event at Carby Street
- Collected Christmas trees curbside
- Continued the implementation of bi-weekly curbside collection of recyclables – single stream

Cemetery

- Constructed and opened a new phase of the cemetery
- Installed fencing and a road at the cemetery
- Reconstructed the gazebo in the old cemetery
- Made major progress in the beautification of both cemeteries
- Insulated the new cemetery barn for safety
- Performed major cleanup of cemetery before Memorial Day by Town crews
- Sold 40 burial rights in the Town's cemeteries and had 68 interments in calendar year 2011

Sewer

- Completed planning, design and construction contract documents for a project that will prevent infiltration into the most critical portions of the sewer collection system. The project will line 11,000 feet of pipe and 16 manholes and is estimated to reduce the volume treated by 150,000 gallons per day. The project is expected to be completed by late summer 2012.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.

DEPARTMENT OF PUBLIC WORKS

- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Completed planning study to prioritize lining and manhole repair projects and align them into future phases of construction. This is needed so that cost effective repairs to prevent I&I are made that will save treatment costs.

FY12 SERVICE PLAN

- To provide excellent customer service and communicate with the community
- To continue to build a strong collaborative DPW team that plans strategically for the future and focuses on continuous improvement
- To plan strategically and organize/manage DPW work for efficiency and effectiveness
- To encourage new ideas, approaches and the use of industry best practices and technology and train DPW staff on their use
- To create a safe, positive and productive work environment
- To implement the new multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices
- To replace the Brook Street Culvert and design drainage projects, including Grove, Foxhill and Thatcher street drainage prior to paving
- To work with MassDOT to replace the Lowderbrook/109 traffic signal
- To implement a phase one traffic program for the Dover/Conant/High Rock neighborhood
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure, including planning for future expansion
- To work with the Cemetery Commission and recommend an update to the Cemetery Rules and Regulations and fees to the Board of Selectmen
- To finalize and implement the new operations plan for snow and ice
- To communicate with the community by developing snow policies and customer service web updates during snow storms

- To continue improvements and organization of the Carby Street DPW facility for continuous improvement in efficiency and work environment
- To continue to revisit, update, add performance standards and improve service and public works contracts
- To develop standard contracts for consulting services that establish accountability and protect the Town's interest
- To implement a new solid waste collection contract that provides excellent customer service, increases recycling and contains costs
- To increase the amount of material recycled by Westwood residents, further protecting the environment and decreasing costs
- To continue to implement an annual fall HHW collection event
- To continue to maintain athletic fields throughout Town
- To work with the community to construct improvements to Morrison Park
- To operate the sewer collection system in a safe, healthy, efficient manner meeting all regulations
- To construct Phase One of the sewer lining project to reduce the major infiltration and inflow into the collection system and reduce treatment costs
- To continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system
- To implement an effective stormwater quality management program, complying with all water quality regulations
- To continue to implement the new long term plan for the replacement of the Town's vehicles and equipment, improving the quality and applicability
- Continue to work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency

Vicki Vickrey Quiram, *Director of Public Works*

Todd Korchin, *Superintendent of Streets and Cemeteries*

Chris Gallagher, *Assistant Director*

Robert Angelo, *Sewer Superintendent*

BOARD OF SEWER COMMISSIONERS

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

The personnel of the Sewer Commission are: Vicki Quiram, Director of Public Works; Robert J. Angelo, Superintendent; Laura J. Fiske, Secretary to the Board; Richard Barry, Sewer Operations Supervisor; and Shaun Degnan, Pumping Station Operator.

DEPARTMENT MISSION

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

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

SEWERAGE SYSTEM AT A GLANCE

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

SEWER ACCOMPLISHMENTS

- The Sewer Usage Rates have decreased or stayed the same for the past five years (3% for FY'10 and 5% for FY'09) – FY11, FY12 and FY13 rates stayed the same.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Completed planning, design and construction contract documents for a project that will prevent infiltration into the most critical portions of the sewer collection system. The project will line 11,000 feet of pipe and 16 manholes and is estimated to reduce the volume treated by 150,000 gallons per day. The project is expected to be completed by late summer 2012.
- Inspected the installation of sewer services adding record drawings of services to our files.
- Worked with Flow Assessment to prepare for repairs to the sewer mains in various locations.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Completed study to prioritize lining and manhole repair system needed so that cost effective repairs to prevent I&I are made that will save treatment costs over the next 5 years. Aligned projects into phases for future construction.

- Review and commented on subdivision plans.
- Provided customers and prospective customers with consultation as to the feasibility of connecting to the sewer system.
- Carried out the normal maintenance of 87 miles of sewer lines and 10 pumping stations.
- Produced quarterly bills for approximately 5,000 sewer customers.
- Maintained and operated 11 standby generator systems.



Sewer Pump Station located at Conant Road

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

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

The Fiscal Year 2012 Annual Sewer System Maintenance Program comprised of the following components:

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

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

STORM WATER MANAGEMENT COMMITTEE

The Storm Water Management Committee continued to work with the Neponset River Watershed Association in efforts to monitor and reduce polluted runoff. The Town joined the Watershed Association in applying for 2 related grant opportunities. We also continue to participate in water quality monitoring efforts. Five miles of sanitary sewer system were cleaned and videoed. A year end report was filed with both the EPA and Massachusetts DEP. A proposed warrant article has been included for consideration at Town Meeting that would allow us to identify the water quality projects that are imperative in protecting our water and complying with upcoming federal regulations. This effort would include cost estimates and identification of possible funding mechanisms. The Committee is anticipating EPA will release the new five-year NPDES permit this spring or summer. Within 90 days of the effective date of the permit the Westwood Committee will submit a Notice of Intent to the EPA and the Massachusetts DEP. Within 120, days the Committee shall develop and submit a SWMP (Storm Water Management Plan) following the permittee's receipt of authorization to discharge under the new permit.

Storm Water Management Committee

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

DEDHAM-WESTWOOD WATER DISTRICT

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

BOARD OF WATER COMMISSIONERS

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

PROJECTS

\$2.7 Million dollars was invested in the Water System during the past year. Highlights include the installation of 16476 feet of water main, 35 hydrants, 88 water services and 950 water meters. In Westwood, water mains were installed on Grove Street and replaced in the Beechnut and Edgewood Road areas.



Beechnut Road Water Main Installation

WATER SUPPLY

The District continues to conduct its operations towards providing high quality safe drinking water, in compliance with all Drinking Water Regulations as well as actively pursue land use and regulatory measures which will serve to protect the water resources used to supply our drinking water. The District's partial membership in the Massachusetts Water Resources Authority allows for the annual purchase of up to 36.5 million gallons of water which is available as a supplement, as well as for an emergency, to the District's existing water supply. The District conducted monitoring for lead and copper in the drinking water in the summer of 2010. The testing proved to the satisfaction of the Massachusetts Department of Environmental Protection that the water treatment has

been optimized to prevent these harmful metals dissolving into the drinking water.



Fox Hill Water Tank

SECURITY

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

RATES

There was an overall 2% rate increase in February, 2011. The so called residential minimum rate, unchanged at \$29.61 per quarter since 2000 was increased to \$35.62. A low income water rate was also implemented. A new conservation tier was added at 42 hundred cubic feet to further discourage outdoor watering.

WATER CONSERVATION

District continues to partner with the Environmental Protection Agency Water Sense initiative to help consumers save water and reduce costs on their utility bills. The rebate program for toilets and low flow washing machines returned \$31375 to customers. Residents took advantage of these rebate programs and, in so doing, contributed significantly to water conservation. The District also received a \$35000 grant from the Massachusetts Department of Environmental Protection for Water Conservation, \$8000 of which was for rebates. A new rebate has been introduced for high efficiency toilets which came on the market.



DEDHAM-WESTWOOD WATER DISTRICT

NATIONAL DRINKING WATER WEEK

May 3, 2011 – Celebration of National Drinking Water Week included poster and Essay Contests involving all Dedham and Westwood Schoolchildren from Kindergarten through grade 6. Savings Bonds were awarded to the best entries and participation of all students was recognized by the Commissioners.

RAIN SENSORS AND RAIN BARRELS

Free Rain Sensors continue to be available at the District office to allow residents to comply with the District Rules and Regulations pertaining to irrigation sprinkler systems. Well over 100 barrels were purchased with a subsidy from the District. Since the program began in 2003, over 740 barrels have been purchased.

LEAK DETECTION

The District conducted an extensive leak survey in spring of 2011. Work continues on testing a new technology for leak detection with equipment consisting of acoustical logging devices which are dropped onto underground valves and which transmit leak noise data via a text messaging transmission to a computer system which can differentiate between water pipe leaks and other noises such as traffic or transformers.

RESOURCE PROTECTION

With the support of the Dedham Conservation Commission, the District continued participation in a study with the Massachusetts Highway Department and the University of Massachusetts. The purpose of the study is to consider the District's request to have portions of the Route 128/Interstate 95 areas designated as low salt zones. The goal is to remediate water quality impacts to the District's wells that are attributed to MHD winter road deicing practices. The study was concluded in March 2011 and a Final Report issued in late summer 2011.

FUTURE GOALS

The District continues installing radio read water meters. Approximately 72% of customers now have them. These new radio meters continually monitor water flow data and can help identify customer leaks. Leak detection continues to be a priority for the District. Our existing water conservation programs that benefit both residents and commercial interests will be expanded and new initiatives will be implemented in the future. The District will continue to communicate with the Towns of Dedham and Westwood on a regular basis, particularly regarding new development projects and their impact on our water resources. The Dedham-Westwood Water District is grateful to the Planning Board, Zoning Board of Appeals, Building Department, Conservation Commission, Board of Health, the agents for the aforementioned Boards as well as the Fire and Police Departments, the DPW, the Assessor's and Treasurer-Collector's Offices, and especially the Town Administration and Board of Selectmen for their continued cooperation and support.



Earth Day Thurston Middle School

CONSERVATION COMMISSION

CONSERVATION COMMISSION

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

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

The ConCom issued 25 Orders of Conditions in 2011 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 75 applications from residents and developers for new dwellings, additions to existing buildings, new or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40.

POND PROJECTS



Haslam Pond

The Commission has been actively working with the Department of Public Works to maintain the ponds in Westwood. Together we will be working on a review of the pond characteristics and will include a plant survey, water quality testing, and identification of land maintenance requirements. These reports will provide the Conservation Commission with data and management options that allow the Commission to design long term management plans for the sites.

The Conservation Commission is currently looking at progressive ways to control loosestrife and other invasive plants which are overtaking Westwood's

wetland resource areas. In fiscal year 2011, with the Commission's Pond Maintenance funding and donations from residents, efforts were started to eradicate Loosestrife in local ponds.

VOLUNTEER PROJECTS



The Conservation Commission has also approved several volunteer projects presented by residents of the Town. Groups such as the Boy Scouts have made a very positive impact on Westwood's Conservation areas. The Commission would also like to honor Mr. Richard Thompson for his many years of service as a member of the Conservation Commission.

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

Joseph Previtera, *Chairman*
Steven Woodworth, *Vice Chairman*
Leo Crowe
John Masterson
Michael Terry
William Stowe
Charles Pare

KEEPER OF THE POUND

The Town Pound has made it through the 2011 calendar year in excellent condition.



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

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

Todd Korchin
Keeper of the Pound

CEMETERY COMMISSION

In 2011 there were a total of 68 internments at the two town cemeteries. 40 rights of burial were sold.

A new section, consisting of 240 available lots in the New Cemetery was constructed and opened. Fencing and a new road was also installed in the New Cemetery. The gazebo in the Old Cemetery was reconstructed.

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

The Commission is currently in the process of computerizing the grave layout in both Westwood cemeteries which will aid in the purchasing of lots and researching the interned.

Thomas Daly
John Lynch
Thomas Aaron

BOARD OF HEALTH

The Westwood Board of Health had a change in membership in 2011. Long-time member, Christine Previtera, R.N., J.D. resigned from the Board after serving 2 years of a three year term. Ms. Previtera served on the Board from 1995 to 2001 and 2006 to 2011. The Board adopted several important regulations during Ms. Previtera's tenure, including, a comprehensive *Private Well Regulation* and the *Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*. She was a member of the Board that enacted smoke free restaurants in Westwood. She is a strong advocate for public health and will be missed. Ryne Johnson, D.M.D, served from 2009 to 2011 and did not seek reappointment as he moved out of Westwood. The Board and the Health Department staff wish Christine and Ryne well in their future endeavors.

Veteran Board member Carol Ahearn, R.N., B.S.N., was joined by two new members to the Board in June of 2011. Susan Aries, R.N., B.S.N., was appointed to fill the one-year unexpired term left by Christine Previtera and newcomer James O'Sullivan, J.D. was appointed for a 3 year term.

The Health Department staff also changed in 2011. Lorraine Donovan joined the Health Department staff as the Office Assistant in October of 2011, replacing longtime staff member Julie Pickard. Lorraine joins staff members Linda R. Shea, R.E.H.S./R.S., Director, Cheryl Kelly, C.P.F.S., Sanitarian/Food Inspector, and Mary Beechinor, R.N., B.S.N., Public Health Nurse. Vincent Durso, D.V.M., Laura Fiske and Paul Jolicoeur, Animal Control Officer, serve as Animal Inspectors. Elliot Brown serves as the Tobacco Control Consultant.

INFLUENZA



MRC Volunteers at the Annual Family Flu Clinic on October 15, 2011

The Annual Family Seasonal Flu Clinic was held on Saturday, October 15, 2011 for all residents 5 years of age and older. We had a terrific turnout, immunizing 825 residents.

This clinic was held as a drill for the Westwood Medical Reserve Corps (MRC) volunteers, who are committed to helping the Town of Westwood in an emergency.



Registration at the Annual Family Flu Clinic on October 15, 2011

Each year, the Health Department holds one large-scale clinic in the Westwood High School gymnasium, which is the town's designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

We held an additional Flu Clinic on November 1, 2011 at the Senior Center. In total we administered over 1400 doses of flu vaccine in 2011.

The Board of Health collected monetary donations for the Westwood Food Pantry at the clinics. The money will be used to purchase items that are not donated by groups and individuals. Residents were very generous in donating to the Food Pantry.

EMERGENCY PREPAREDNESS

Emergency Preparedness continues to be a priority for the Westwood Health Department and the Board of Health. Health Department personnel are considered first responders; a role traditionally associated with fire, police and EMS. The Health Department is required to provide 24 hours a day, seven days a week coverage.

As such, we have joined with neighboring communities to share resources. The Massachusetts Department of Public Health (MADPH) created 6 emergency preparedness regions in 2003 of which Westwood is a member of Region 4b. Region 4b consists of 27

BOARD OF HEALTH

communities which meet monthly to discuss public health issues. MADPH distributes emergency preparedness funds through the regions.



Annual Family Flu Clinic held on October 15, 2011

Westwood continues to receive emergency preparedness grant money from Region 4b. In 2011, grant money was used to pay for sharps disposal, and food for the flu clinics. We also purchased educational materials and health and administrative supplies for clinics and the department. The Region expects the public health departments to use some of the grant funds for training and conferences. Health Department staff use the money to attend appropriate trainings and conferences.

This has been a good source of funding for the Health Department and the Town, as the purchase of equipment and supplies is not being purchased out of the department budget thus saving money for other town departments.

COMMUNITY SHELTER

Westwood activated the Community Shelter at the Westwood High School gymnasium on Sunday, October 30, 2011 as a result of an early snow storm that dumped heavy wet snow on the area. Many neighborhoods were without power as the storm swept through overnight on Saturday, October 29th.

Westwood's Emergency Management Team met and decided to activate the shelter when it was clear that power would not be restored quickly and outages would continue due to the heavy snow and the sheer number of outages. The Health Department was tasked with operating the shelter, so calls went out to the Health Department staff, Board of Health members and MRC volunteers.

Because of the power outage, phone lines and computers were down at Town buildings so cell phones were used to contact volunteers to report to the high school at 4:00 PM. The shelter was opened at 5:00 PM without knowing what to expect. A total of 24 residents came to the shelter; 17 wanted to shower and/or charge their cell phones but not stay overnight, 5 came to stay overnight unless their power was restored and 1 resident came to check out the accommodations. We closed the shelter at 8:00 PM because all of the residents that came to shelter had their power restored. This was the first time the Town opened the shelter since the blizzard of 1978.

Seven (7) MRC volunteers, all three BOH members and 2 staff helped to man the shelter. This was a great learning experience for the Town. The Health Department is working on a sheltering plan and purchasing shelter items.



Annual Flu Clinic held on October 15, 2011

The Health Department is actively recruiting residents to become members of the Community Sheltering Team. Members will be asked to help set up and staff the Town's shelter if it is opened for residents.

Westwood's shelter is certified by the American Red Cross (ARC) and is located at the Westwood High School gymnasium. For localized emergencies, the ARC will open and manage our shelter if called upon to do so. If several communities need shelters opened at the same time, or if the ARC cannot provide enough volunteers, some communities will be left without shelter services. The Sheltering Team will be activated when the Town determines the need to open the shelter. Team members must be physically fit and must be willing to respond to help open Westwood's shelter

BOARD OF HEALTH

or help the American Red Cross open and manage our shelter if necessary.

The Health Department continues to recruit residents to become volunteers for the Medical Reserve Corps (MRC). The MRC is a group of dedicated medical and non-medical volunteers that live or work in the community and are committed to assisting the town during a public health emergency. Members participate in drills and exercises and help staff the annual flu clinics. Training and educational opportunities are additional benefits to becoming a volunteer. It's also a great way to meet fellow residents and gain a sense of civic pride in serving the Westwood community in such a meaningful capacity.

The Westwood Board of Health has continued working with the Norfolk County 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 formed a regional coalition to participate in emergency preparedness and public health activities. NC7 received a grant of \$5,000 from the National Association of County and City Health Officials (NACCHO), and a grant of \$21,000 from the Medical Reserve Corps funding through the CDC.

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

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

PUBLIC HEALTH NURSING

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

Public Health Nurse Mary Beechinor, R.N., B.S.N., provided the following services in 2011: 12 blood pressure clinics, 222 home visits, 402 office visits, and the investigation of 82 communicable diseases.

Ms. Beechinor is a member of the Lyme Disease Task Force comprised of representatives from the surrounding communities. The Towns of Westwood, Medfield and Dover are the epicenter of Lyme disease in

Massachusetts. The task force has created educational materials and plans a yearly forum for the public.



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

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

PROGRAMS



Sharps Collection Kiosk at the Senior Center

Sharps Collection Program

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

BOARD OF HEALTH

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

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

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

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

Mercury Recovery Program

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

RABIES CONTROL

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2011, Paul Jolicoeur, Animal Control Officer, and Vincent Durso, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure. In 2011, 16 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. In 2011, 4 animals were submitted for testing.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on April 9, 2011. State law requires all dogs and cats be vaccinated against rabies. One hundred (100) dogs and twenty-six (26) cats were vaccinated. Rabies in Massachusetts continues to pose a threat to humans and domestic animals. Laura Fiske is appointed Animal Inspector by the Board of

Health to conduct barn inspections. A total of ten (10) inspections were conducted in 2011.

MOSQUITO CONTROL

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

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

Adult Control (Adulticiding) involves the use of ultra low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted only when warranted. Adulticiding is available to residents on a weekly basis, depending on the weather, between the hours of 2:00 A.M. and 6:00 A.M., by request only. Adulticiding becomes necessary when adult mosquitoes are too numerous, annoying, and/or threaten the health of residents. In 2011, 6579 acres were treated with an Adulticide.

West Nile Virus has been active in Massachusetts for the last few years. The Project and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. This is an opportunity for individual residents to take an active role in controlling this mosquito-borne disease. Individual landowners can help by making sure that they eliminate any containers that hold water for more than five days. Mosquitoes that most likely carry and spread the West Nile Virus breed in these containers. This practice can eliminate mosquito breeding without the need for pesticides. In 2011, 597 rain basins were treated with larvicide briquettes as a control measure for the West Nile Virus.



Aerial Larviciding

Westwood residents should also be aware of the spring aerial larval control application, which usually takes place in April. The Project uses helicopters to

BOARD OF HEALTH

treat the larger wetlands in Westwood and surrounding communities in an effort to control mosquitoes before they hatch into adults and leave the wetland, thus avoiding infestations in residential areas. In 2011, 159 acres were treated during the spring aerial application.

The environmentally sensitive pesticide Bti is used to control mosquito larvae without affecting the other beneficial organisms in the wetland. Briquettes and granular applications by hand for larval control were conducted on 5.7 acres in 2011. These applications also reduce the need for early morning aerosol applications that are less effective. For more information visit the Norfolk County Mosquito Control Project web site at www.massnrc.org/ncmcp.



TOBACCO CONTROL

Elliot Brown, the Tobacco Control Consultant for the Westwood Board of Health conducted compliance checks to make sure that licensed vendors are not selling tobacco products to minors in compliance with the Board of Health regulation entitled, *Regulations Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*. In 2011, 11 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in January, October and November in 2011. Unfortunately, there were sales to minors each time compliance checks were conducted. All businesses were issued violation tickets and had their permits to sell tobacco products suspended according to the *Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*.

GOALS AND RESPONSIBILITIES

The Board of Health:

- Issues permits and licenses for a wide variety of businesses and activities throughout Westwood
- Inspects all licensed and permitted facilities
- Enforces applicable state and local regulations and statutes
- Provides a comprehensive public health nursing service to residents
- Investigates all reports of communicable diseases

- Provides information and advice regarding environmental health issues
- Takes part in regional programs such as mosquito control, tobacco programs and food seminars

ENFORCEMENT

The Board of Health enforces the following:

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

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

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

Westwood Bylaws: Article 17, The Hazardous Materials Bylaw.



Public Health
Prevent. Promote. Protect.

BOARD OF HEALTH

2011 IN REVIEW

	PERMITS	INSPECTIONS
FOOD:		
Food Establishments	49	107
Retail Food Establishments	16	37
Milk and Cream	50	
Frozen Desserts	8	8
Temporary Foods	57	9
Mobile Food Trucks	1	3
Recreational Camp Food Permits	12	12
Food Complaints	9	9
Total Food Permits Issued	193	
Total Inspections Conducted		176
TITLE 5:		
Title 5 Inspection Reports	4	
Septic Repairs	2	3
Septic Constructions	0	0
Total Permits Issued	2	
Total Septic Inspections Conducted		3
MISCELLANEOUS:		
Disposal Works Installers	7	
Certificates of the Abandonment of Septic Systems	16	
Percolation/Observation Test Sites	1	2
Septage Haulers	14	14
Rubbish Removal Companies	50	
Private Well Permits	4	
Funeral Directors	2	
Retail Tobacco Permits	11	12
Tobacco Compliance Checks		22
Public/Semi-Public Pools/Spas	2	2
Recreational Camps for Children	12	24
Bathing Beaches	2	3
Hotels/Motels	1	4
Keeping of Animals	10	13
Hazardous Materials Registrations	16	16
Total Permits Issued	131	
Total Inspections Conducted		112
TICKETS ISSUED:	CITATIONS	WARNINGS
	26	9

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

COUNCIL ON AGING

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

ACCOMPLISHMENTS

- 16,128 Daily and Home Delivered meals were served at the Senior Center
- 9,632 Medical Van Trips
- 75 Families were assisted through the Food Pantry
- 315 Legal Assistance Services
- 97 Seniors worked in the Property Tax Work-Off Program
- 34,532 Volunteer Hours Served

Programs

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

Services

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

Transportation

Medical
Shopping
FISH Trips
Westfare Tickets
Community Care-A-Vans

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

The Property Tax Work Off Program now has 94 seniors enrolled. They work 126 hours per year receiving a reduction of \$1,000.00 on their property tax bill each January. This program benefits the Town and our seniors. Seniors work throughout the Town in various departments including: Town Hall, the Libraries, Schools – (Deerfield, Hanlon, Martha Jones, and the High School), Senior Center, HESSCO Nutrition Site and the Disability Commission.

The C.O.A. has 146 volunteers who donate hours of their time each year to assist in various programs and services such as: Home Delivered Meals, Newsletter Committee, Desk Coverage, Van Drivers, Computer Aids, Program Leaders, Mailings, Tax Relief Committee, Holiday Basket Committee, Telephone Reassurance Callers, Food Pantry Assistants, Nutrition Site Helpers, Home Delivered Meal Drivers, Craft Fair Assistance, etc. They have committed 34,532 hours of volunteer hours this past year. Our Volunteers are the backbone of our Senior Center. The staff and C.O.A. Board sincerely respect and value their contribution of time and loyalty to the C.O.A.

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

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

Respectfully submitted,

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

Patricia Carty-Larkin, *COA Director*

COUNCIL ON AGING

Grant Amount	Purpose	Funding Agency
\$12,600	Nutrition Site Manager	Health & Social Services Consortium, Inc.
16,848	Friendly Visitor Coordinator	Executive Office of Elder Affairs
2,000	Tai Chi Instructor	Executive Office of Elder Affairs
1,800	Quilting Instructor	Executive Office of Elder Affairs
640	Intergenerational Coordinator	Executive Office of Elder Affairs
2,000	Exercise Instructor	Executive Office of Elder Affairs
1,000	Crafts Instructor	Executive Office of Elder Affairs
1,500	Painting Instructor	Executive Office of Elder Affairs
1,660	Yoga Instructor	Executive Office of Elder Affairs
1,500	Writing Instructor	Executive Office of Elder Affairs
\$ 40,548	Total Staffing Grants	
Programs and Services		
\$ 1,000	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
72,500	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
1,000	Senior Center Programs	Howland Foundation
5,000	Senior Center Programs	Roger Piece Foundation
1,900	Coffee for Senior Center	Star Bucks
2,500	Senior Citizens Resource Book	Dedham Savings Bank
2,500	Part Time Van Driver	Young Women's Club
1,200	Farmer's Market Program	Health & Social Services Consortium, Inc.
3,000	Food for Program Events	Roche Bros.
1,500	Senior Summer Supper's	Young Women's Club
500	Fuel Assistance	Interfaith Counsel
600	History Series	Arts Lottery
2,500	Arts & Craft Supplies	Westwood Residents
600	Programs and Services	Great Blue Hill Power Squadron
1,000	Senior Center Programs	Howland Foundation
1,000	Programs	Knights of Columbus
600	History Lecture	Westwood Educational Foundation
1,500	Intergenerational Programs	Westwood Educational Foundation
2,000	Senior Center Addition Fund	Local Residents
1,800	Senior Center Programs	Memorial Accounts
500	Food Pantry	Lyons Club
18,000	Food Pantry Food Donations	Westwood Residents & Businesses
1,500	Food Pantry	Howland Foundation
5,000	Food Pantry	Copeland Foundation
500	Food Pantry	Norwood Hospital
2,000	Food Pantry	Mother's Morning Out
1,200	Food Pantry	Women's Club
\$ 132,900	Total Programs & Service Grants	
\$ 174,488	Grand Total	

YOUTH AND FAMILY SERVICES



Westwood Youth & Family Services

Staff

Danielle Sutton, LICSW, *Director*
Tracy Gabriel, LICSW, *Youth Services Counselor*
MaryAnne Carty, M.Ed., *Department Coordinator*
Jessie Conyngham, B.A., *Graduate Intern (2010-2011)*
Caroline Ogonowski, B.A., *Graduate Intern (2010-2011)*
Caroline Cohan, B.A., *Graduate Intern (2011-2012)*
Michelle Pacholec, B.A., *Graduate Intern (2011-2012)*

Board Members

Joan Courtney Murray, *Chairperson*
Mary Bamford
Christine Cassavant
Domenic Cianciarulo
Margaret Holler
Arlene Kasarjian
Colin Kiley
Stephanie Mace
Janica Midiri
Brad Pindel
Karen Poreda
David Russell
Kiernan Somers
Julia Tucke
Patricia Tucke

REPORT

In our twenty-fourth year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2011 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents. Our well respected graduate intern training program provided additional counseling and parent guidance services to residents at no cost, helping us meet increased demand for services at no additional cost. Department staff continued to promote volunteer service by our children through the ever-growing Mentor program and the annual Recognize-A-Youth (R.A.Y.) program.

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

CURRENT SERVICES/PROGRAMS

Individual & Family Counseling

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

Consultation and Referral Information

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

Youth Volunteer Program/ "Mentor Program"

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



Exhibition Table at the StandUp! 2011 Awards in Boston, where WY&FS received a Governor's Citation for their Bullying Prevention Theater Program.

(Left to Right, WY&FS Mentor Gabbie Giuliano, Youth Services Counselor Tracy Gabriel and Program Director, Erin Sullivan).

YOUTH AND FAMILY SERVICES

Group Programs and Group Counseling

Project Growth provides group services for youth and families within the Westwood community. These include: Structured Play Groups for elementary school age children; Girls Only! Groups for 4th-6th and 6th-8th grade girls; after school activity groups for middle school age children through the popular Thurston Thursday Club program; support groups and workshops for high school youth; Single Parent Support Groups; and other workshops/trainings for youth and families.

Community Education & Prevention Programs

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

Recognize a Youth Program

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

PRIOR YEAR ACCOMPLISHMENTS

- WY&FS provided **987 hours of clinical and consultation services** to residents in FY11, an increase of approximately 100 service hours from FY10 and over 300 service hours from FY09!
- **The Youth Volunteer or "Mentor"** program, made up of more than 100 high school aged volunteers, provided over **2000 volunteer hours** and served more than **900 younger children** in Westwood in FY11.
- **In FY11 WY&FS trained two graduate social work interns** who provided **313 hours** of clinical service to residents **at no extra cost!**
- **Youth & Family Services Staff served on the following boards/committees in 2011:**
Community Chest, Deerfield Site Council, Disability Commission, Early Childhood Council, WHS Child Study Team, WHS Legislative Council, Westwood Human Rights Committee, Westwood Lodge Task Force, Massachusetts Youth Commission Collaborative, Regional Internship Collaborative, Boston College GSSW Alumni Board, National Association of Social Workers

- **The Friends Network** completed a successful fourteenth year, matching 16 children in grades 3-5 with 16 high school students for weekly mentoring activities.
- **WY&FS received \$2,338 in grants** from the **Westwood Young Women's Club** to fund the Single Parent Support Group and Girls Group programs.
- **WY&FS received a grant for \$3,360** from the **Westwood Educational Foundation (WEF)** to develop and implement the new **Bullying Prevention Theater program**, which went on to earn a Governor's Citation as a new and innovative community program that addresses bullying!
- **The eleventh annual Holiday Gift Giving Project supported 42 Westwood families with 74 children.** Some of our sponsors included Dedham Institute for Savings, Westwood Rotary, Century 21 (pictured below) and the Cooperative Bank, as well as Westwood residents and town employees.



Holiday Giving at Century 21 in Westwood
Century 21 Staff and MaryAnne Carty of WY&FS
(center)

- Completed **Body Safety Theater (BST)**, a sexual abuse prevention program, for all third grade students and parents in March 2011.
- Collaborated with WHS staff on a **The Winter Chill Out**, a stress management workshop for high school students.
- WY&FS collaborated with Westwood's Early Childhood Council on a **Families with Infants Drop-In program** that has grown to over twenty families in 2011.

AID TO THE ELDERLY AND INFIRMED

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

In 2011, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Collections to the fund have amounted to \$257,000 over the 12 years since the fund was established. While some residents give a single, large contribution, many others gave a smaller amount, \$5 to \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. We thank our residents for their generosity and concern for their fellow neighbors.

The Committee also worked to improve outreach and increase the number of seniors applying to the fund. In 2011, there continued to be a high level of applicants. The Committee was able to distribute approximately \$42,000 in 2011 to approximately 48 of our most needy senior residents. These residents all met the general criteria of the fund: income less than \$40,000 per year, and home value less than Town average of \$560,000. The majority of the recipients exceeded 80 years of age and had lived in Town more than 50 years. The recipients received distributions ranging from \$250 to \$2,000, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the town they love. The Committee will continue to work in 2012 to provide this significant assistance to our elderly and disabled residents.

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

COMMISSION ON DISABILITY

During 2011 the Commission on Disability continued several initiatives to provide additional support to Town residents with disabilities and their families. The Commission offered a second annual Caregiver Support program, met with Representative McMurtry to discuss state and local disability concerns. The Commission members continue to monitor physical access in local businesses and public offices, compliance with handicapped parking and participate in local emergency planning.

CAREGIVER SUPPORT

In April, Commission members and community caregivers participated in an informative forum on resources and assistance for residents and caregivers. Again, assisted by the thoughtful and skilled facilitation by HESSCO family care-giving specialist, Sheryl Leary, participants heard from respite care and day health service providers including Norfolk Day Health program, Julia Ruth House, and private care agencies such as Centrist and Right at Home, that provide trained in-home assistance.



A representative from MassHealth, which covers medical transportation and insurance, attended and spoke about available services and eligibility requirements.

HOUSING

Unfortunately, economic conditions have continued to delay efforts to expand the availability of accessible and moderate cost housing in Westwood.



PHYSICAL ACCESS

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



STATE DISABILITY ISSUES

The Commission met with Representative Paul McMurtry in March. Representative McMurtry currently serves as Vice Chair of the Committee on Tourism, Arts and Cultural Development. He also owns and manages the Dedham Community Theater on High Street, Dedham, MA, and has been instrumental in revitalizing Dedham Square. Rep. McMurtry expressed



his appreciation of the opportunity to meet with constituents and noted that the work the commission does was of great worth. Members shared some of their personal stories with the Representative and were moved by his personal experiences relating to citizens with physical challenges. The Representative assured the Commission of his support for bills that affect people with disabilities and their families.

Commission members briefed the Representative on the work that we have accomplished, notably the handicapped accessibility of the School Street Playground. Council members also informed him of the issues facing disabled individuals and those that care for them. The glaring lack of Post-22 programs was highlighted as was the difficulty in finding respite workers for families caring for disabled and non-disabled children in one household. These issues were addressed in a free-flowing, round table discussion.

EMERGENCY PLANNING

The Commission continues to participate in the Town Emergency Planning. The Commission continues to be concerned that residents with disabled family member identify themselves to the Police and Fire Departments to make sure that any special considerations are taken into account in the event of an emergency. The Commission learned that the Emergency Operations Center received a grant from the Massachusetts Emergency Management A that was to be used to purchase a computer and tv equipment to be used during an emergency.



SPECIAL EDUCATION PARENTS ADVISORY COUNCIL (SEPAC)

The Commission continued its collaboration with the public school SEPAC. This all volunteer school committee advisory council works in conjunction with the public school special education department to support families of school children with disabilities. The Disability Commission is particularly concerned with the long term needs of families with students with severe disabilities and students placed in specialized out of district programs.



Anne Berry Goodfellow, *Chairman*

Nuala Barner

Jean Barrett

MaryAnne Carty

Pat Carty-Larkin

Michelle Fiola-Reidy

Jane Forsberg

Fran MacQueen

Jette Meglan Co-Chairman

Jude O'Hara

Jan Randlett

Connie Rizoli

SOUTH NORFOLK COUNTY ARC (SNCARC)

Turning Disabilities into Possibilities . . .

www.sncarc.org

See our updated website and online Gift Catalog !!

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

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

SUPPORT AND SERVICES

Family Support and Respite Care

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

Family Autism Center

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

Autism and Law Enforcement Education Coalition (ALEC)

ALEC is a nationally recognized training program for First Responders relative to Autism Spectrum Disorders (ASD). ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, emergency room and courtroom personnel, EMT's and firefighters, using curriculum and videos specific to each group. Presenters are first responders with direct knowledge of ASD through a family member.

Social-Recreational Programs

SNCARC provides special after-school and evening education classes, sports activities, social clubs and events, and special summer programs for individuals with developmental disabilities. A principal component

of these programs is one-to-one volunteer friendships (citizen advocacy).

Advocacy

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

Harbor Counseling Center

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

Residential Management

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

Day Habilitation Program

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

SERVICES SUPPORTED THROUGH SNCARC, VIA AFFILIATE, LIFEWORKS

Vocational Training and Job Placement Programs

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

Residential Programs

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

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

Respectfully submitted,
Daniel J. Burke, *President and CEO*

VETERANS' SERVICES

DEPARTMENT MISSION

To provide benefits and services to all Westwood veterans, widows, and dependents.

GOALS AND RESPONSIBILITIES

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

VETERANS SERVICES

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

CURRENT SERVICES/PROGRAMS

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

PRIOR YEAR ACCOMPLISHMENTS

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

FY2012 SERVICE PLAN

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

Chris McKeown
Veterans Service Director

MEMORIAL DAY COMMITTEE

MISSION

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

GOALS AND RESPONSIBILITIES

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

PROGRAM/SERVICE AREAS

Parade/Ceremonies

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

Provide Decorations for Graves

- Grave markers for flags signifying service in appropriate wars
- Flags and flowers for Veterans' graves in both Westwood cemeteries
- Flags on signs in Veterans' Square
- Large wreath for monument at Veterans' Memorial Park

PRIOR YEAR ACCOMPLISHMENTS

- Decorated veterans' graves in Westwood cemeteries with flags, grave markers, and flowers
- Furnished wreaths and flags on monument and signs in Veterans' Square
- Planted flowers in Veterans' Memorial Park and Veterans' Square
- Sons of the American Revolution marched in parade and paid tribute to early patriots buried in Westwood

FY 2012 SERVICE PLAN

- Hold Memorial Day events on Monday, May 28, 2012. The Memorial Day Parade will begin at 10:00 a.m. at Town Hall and proceed to the Old Westwood Cemetery for the traditional Memorial Day ceremonies.

Committee

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

BOARD OF LIBRARY TRUSTEES

In 2011, construction commenced for the new Westwood Library. This was an extremely exciting day for the countless citizens, employees, and Town officials who continue to dedicate themselves to this project.

We are pleased to report that: i) the Massachusetts Board of Library Commissioners (MBLC) has paid grant funding to the Town of Westwood in accordance with our expectations; ii) the Town has bonded the project at an interest rate less than projected; iii) the total projected construction costs are in line with projections; and iv) the cost to the average home is less than estimated.

Throughout this process, Library Director, Tom Viti and his staff have done an incredible job planning and managing the transition into the 32,000 square foot facility, while maintain their ongoing service level to the public. (The existing library is 18,000 square feet).

The Trustees would like to acknowledge the dedication of the Library Director, Tom Viti. Tom has served as Director for over 30 years. Tom and his staff continue to work tirelessly, and impressively, to manage the new library project, while managing day-to-day library operations.

In 2011, both library branches recorded over 100,000 public visits. In addition, almost 7,000 children and adults participated in library programs, and total circulation exceeded 225,000. During this construction period, usage has declined relative to 2010. However, we expect, and are planning for, a significant increase in usage when the new library is opened.

The success and quality of programs being offered by the Westwood Library are due in no small measure to the various organizations in town that contribute to the Library. The Friends of the Westwood Public Library provide funding for the museum passes as well as numerous programs. The Westwood Educational Foundation, the Westwood Young Women's Club, the various PTO organizations are among the many supporters of the Westwood Library and their efforts are extremely valued by the Trustees.

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

We anticipate that the new library will be ready for temporary occupancy in the spring of 2012. Once the move into the new library is complete, the existing library will be demolished, and the move to the old library site and subsequent rehabilitation of the Colburn School will commence. The projected public opening date of the new library is fall 2012.

The main branch will be closed from late spring until the fall of 2012. However, we plan to expand our Islington Branch operating hours and resources during this period.

We are extremely excited that this decade plus long endeavor is nearing a successful completion. We look forward to serving the residents of Westwood for many years to come in our exciting new facility.

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

LIBRARY DIRECTOR REPORT

On April 7, 2011 a groundbreaking ceremony marked the beginning of construction of the new Main Library. The event allowed us to reflect on the efforts that led to this moment and helped focus us on the work ahead. The Trustees and I were delighted to have Town and State officials, Friends of the Library members, library staff and other supporters attending the festivities. By the end of the year the General Contractor and trades people had completed much of the outside work and the community was enthusiastic about the building's design and progress.



Library schedules were changed just prior to construction and the Branch Library added 14 hours per week to offset the lack of parking at the Main Library. The 17% decrease in annual circulation was not unexpected. There was a 34% decrease in Main Library foot traffic, but patrons increased their use of online services. Branch circulation rose by 13,000 to 45,157. The Branch will add more hours in the summer of 2012 after the Main Library closes to prepare for the move into the new building and the second phase of the project.

The team assembled to oversee construction of the new Main Library has put in many hours managing the project. The Permanent Building Committee and our project managers, Design Technique, Inc. oversee the budget and project schedule. The Town's Finance Department coordinates the project budget with DTI. Town oversight is handled by the Building Inspector and other local officials. Monthly progress reports are submitted to the Board of Selectman and the Mass Board of Library Commissioners.

Among the Main Library's new features will be larger meeting and conference rooms with up-to-date sound and projection systems. We anticipate that community groups will make great use of these facilities. The Children's Department will have its own program space to host the many events created and led by its capable

staff. These popular areas are on the building's first floor. Access to the Adult and Young Adult Departments on the second floor will be by the main stairway or by elevator. There will be two small quiet study rooms on this floor in addition to many other areas where readers and researchers can work in comfortable surroundings.

The Friends of the Library helped fund extra services with special children's events and the museum pass program. The Friends also made a very generous contribution to the new library capital campaign. A full schedule of Friends sponsored activities will resume after the new Main Library opens in the fall.

To offset the lack of parking at the Main Library, the Library used a variety of venues for its programs. The Branch Library hosted many children's programs formerly held at the Main Library. Temple Beth David graciously allowed our staff to use their space for children's programs. Added visits were made to the Town's day care centers and nursery schools. The Children's Department staff again made visits to all Westwood schools prior to promote our annual summer reading program.

Library representatives served on the Town's Colburn School Task Force. We are pleased that the Task Force developed a plan to re-use the Colburn School. The school will be moved to the site of the current library. Town Planner Nora Loughane, Business Development Officer Chris McKeown, and Historical Commission Chair Peter Paravalos each played an important role in this process.

The Library staff has again demonstrated their commitment to public service by efficiently managing added responsibilities and by working new schedules at the Branch and Main libraries. It will be rewarding to work with such a fine group of professionals in the new library.

The work involved in the new Main Library reminds all of us that our goal is to give Westwood a new and dynamic library with services that enhance the quality of life for the entire community. I want to thank the Library Trustees and the many other people who have contributed their time and effort to make this a better project. I look forward to seeing you in the new library.

Thomas Viti, *Library Director*

WESTWOOD CULTURAL COUNCIL

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

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

The Westwood Cultural Council received applications totaling \$10,946 for the October 2011 cycle. The Council allocated \$8,846 and distributed this amount as follows.

A local theatre company, Bay Colony Productions, was granted money for "Little Mermaid Jr." Many Westwood residents are involved both in performing and in attending the production. Families will also enjoy Henry the Juggler, Mack and Sullivan's Edu-tainment for Children and Families and Reading is Magic by Ed the Wizard.

The Westwood Council on Aging will enjoy two programs -- Songbirds of the Northeast given by John Root, and Tricia Silverman's Cultural Nutrition: Habits of Healthy Populations.

Young students at the Downey school were entertained by The Tanglewood Marionette in a production entitled "The Dragon King". High School students will hear the Hornithology Ensemble presenting both a concert and a masterclass.

Westwood Historical Society presented Howard Johnson: 28 flavors in January. To round out the grants two bands will be performing – Paul Bouchard's Swing Band and Peter McNeany's Tiajuana Brass Band.

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

Respectfully submitted,
Carolyn Pope
Nancy Donahue,
Jane Kaveney
Joan Lehmann
Kathleen Purpura
Lisa Walker

RECREATION COMMISSION



RECREATION COMMISSION

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

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

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

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

A MESSAGE FROM THE DIRECTOR

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

As we begin our journey into 2012, the Recreation Staff and Commission remain focused on being proactive in our mission to continually enhance the quality of life for Westwood Residents through sports, education, arts and culture. Though we will continue to offer our traditionally successful and inclusive programming, we will focus on creating new and exciting programs based on community need, and explore and establish public/private partnerships to maximize service. We will strive to meet the needs of every constituent within the Westwood community that we proudly serve.

ADMINISTRATION AND FINANCE DIVISION

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

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

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

- Recreation Scholarships: \$23,438. Program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$6814. Monies donated to assist 17 families with summer recreation programs.
- Wellness Benefit: \$525. Collaboration with Human Resources provided town employees with summer program coupons.
- Recreation Gift Account: \$7505. Local business and residents donated \$5505 to support the annual Fireworks. The Basement program received \$2000 in donations for educational and recreational tools.

MARKETING AND SPECIAL EVENTS DIVISION

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

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

2011 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer Band Concerts, Fireman's Foam, Family Pool Party, and Fireworks.

Westwood Day

Recreation has initiated the return of the town-wide special event, Westwood Day. The goal is to bring the community together, all ages, for a fun-filled day and to celebrate town pride.

Date Scheduled: Saturday, September 22, 2012

Committees Formed: Steering, Activities, Merchants, Music/Entertainment, Fundraising, Facilities, Volunteers, and Marketing.

Hosted Kick-Off Fundraiser: Come Visit Santa, raised \$350.

RECREATION COMMISSION

PROGRAM AND SERVICES DIVISION

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

The Recreation Department implements the Field Permit Policy and issues permits for all sports groups.

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

2011 Highlights

- Summer Days was created to provide families with children ages three through Grade 8 with consistency and uniformity by streamlining Summer Playground, Summer Adventure and Summertastics
- Summer Days offered two, three and five day options for parents to choose with a total of 1,650 total participants
- Coordinated with the Westwood Public School Enrichment program staff and transported 40-50 participants to the 12:00-5:30 component of Summer Days
- The Basement (Middle School After School Program) used the donation from the Board of Directors to buy education and recreational tools for the program
- Leadership Development Program trained 83 future leaders and 6,329 summer hours were donated
- Musical theatre remained highly popular during the school year and 4 full-to-capacity summer shows
- Coordinated with Youth and Family Services for the 5th year placing High School Mentors with the Basement
- Continued a Spring Short Wednesday afterschool program at Downey
- Instructed over 350 participants in the youth and adult tennis programs
- Adult Basketball League continued to be strong with 13 teams
- Incorporated High School Varsity Coaches and hired additional Summer Sports Clinic Staff
- Purchased lacrosse goals for Youth Lacrosse
- Re-opened Morrison Tennis Courts with new nets and backboard to make the facility usable
- New Partnership with LLBean offered free kayaking and fly casting classes at Buckmaster Pond during July and August

PARENT/CHILD AND PRESCHOOL DIVISION

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

Programs for infants and toddlers include their families and /or caregivers. This provides the adults a supportive environment that nurtures friendships. Drop off programs are for preschoolers ages 3 to 5. Through a structured environment, with supportive staff, high school students, and volunteers, the children are encouraged to try new things, to learn by hands on activities and to grow through these experiences.

2011 Highlights

- Parent and Child programs blossomed with Messy Messy and Toddler Time enrollment.
- Partnership with Hale Reservation presented the opportunity for the new parent/child program, Nature at Hale. This outdoor adventure provided nature at its best with hikes, exploration, crafts, and games.

AQUATIC DIVISION

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

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

2011 Monthly Statistics - Open & Lap Swim

Month	# Members	# Daily Patrons	Total
Totals	16111	2530	18641
January	984	147	1131
February	1107	289	1396
March	1351	231	1582
April	1274	221	1495
May	1477	190	1667
June	1508	203	1711
July	2067	276	2343
August	1841	310	2151
September	1174	125	1299
October	1101	120	1221
November	1121	196	1317
December	1106	222	1328

RECREATION COMMISSION

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

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

2011 Highlights

- Facilitated 45 pool parties
- Created new program, Private Lessons, serving 107 individuals
- The Winter Swim Team registration is on the rise with 233 swimmers registered. Children ranging in age from 5-18 participate in the 17-week competitive swim program
- The Summer Swim Team provided 96 swimmers the opportunity to experience competitive swimming in a relaxed environment
- 1247 participated in The Learn to Swim Program including Parent Child, Preschool Aquatics, Levels 1-6, and Youth Beginner

WESTWOOD FITNESS DIVISION

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

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

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

2011 Highlights

- Partnered with the School Department to secured a fitness equipment preventative maintenance contract
- Coordinated with high school teachers to optimize physical education classes usage of the facility during the school day
- Summer High School memberships sales increased
- Maintained the discount program for extended term and senior memberships

2011 Memberships

Membership Type	# Memberships	Daily Admittance
Totals	698	7,495
Fitness Single	219	2,401
Fitness Family	76	1,179
Fitness Senior	83	933
High School Student	241	1,478
Town Employee	79	1,349
Daily	NA	155

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

Respectfully submitted,
Westwood Recreation Commission

Elizabeth Phillips, *Chairperson*

Ken Aries

MaryAnne Antonellis

Maureen Laughlin

Jennifer Perkins

Diane Thornton

Paul Tucceri

David Burnes, *Recreation Director*



WESTWOOD HISTORICAL COMMISSION

The Westwood Historical Commission (WHC) is appointed by the Board of Selectman (BOS) to act in the public interest concerning matters of historic preservation within the town of Westwood. The WHC works in cooperation with other Town boards and commissions, planning and implementing programs that identify, evaluate, and protect Westwood's irreplaceable historic resources.

In 2011, the Commission continued to focus its attention on preservation efforts for the Colburn School; the centerpiece of the Colburn School-High Street Historic District. Built in 1874, the School is listed on the National and State Historic Register. The School was relocated temporarily last winter, vacating its site for the construction of the Town's new public library, which is estimated to be completed in the fall of 2012. Following the demolition of the old library building, the Colburn School will then be relocated permanently back onto High Street adjacent to the new library.



The Colburn School, behind site of the new Library

A local developer purchased the Colburn School building, with an interest in restoring the exterior of the building, and rehabilitating the interior to be used as a commercial property on ground floor with residential units above. The current plan has the School rotated ninety-degrees, facing the new library with an addition to the back of the School, above drive-through lanes, used for a proposed banking institution on the ground floor.

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

The Lee estate, a historically significant property located on Summer Street, stood vacant for all of 2011. Many feared that this 19th century Greek revival estate was destined for demolition; its large parcel of land sectioned off for new construction. Following the preservation efforts of local realty and the Westwood Land Trust (WLT), an owner was found who is interested in restoring the exterior of the home and rehabilitating the interior as a private residence.

The land around the house has been parceled off, however the WLT was able to secure funding to purchase the land immediately in front of the property; preserving the historic landscape that one would see when driving down Summer Street. The Land Trust is currently seeking resources to acquire additional land around the house.



Lee Estate, Summer Street

In the coming year, the WHC will continue to work towards the preservation of the Colburn School, raise awareness of Westwood's two historic districts along High Street through possible new historic signage, and identify current structures within the districts in need of repair and upkeep.

Respectfully submitted,

Peter Paravalos, *Chair*

Members: Lura Provost, Nancy Donahue,
Mary Jo Hogan

2011/2012 WESTWOOD HUMAN RIGHTS COMMITTEE

The first annual fund raising event for the WHRC was held in November 2011. Branches, a steel drum band based in Dorchester, MA entertained a crowd of over 80 who came to enjoy the music, hors d'oeuvres and great conversation. This successful event made it possible for the committee to plan further educational and outreach programs designed to raise awareness in the community about issues of diversity.

The committee is focusing this year on integrating some social justice-related movies into the high school curriculum. The films were purchased through a grant from the Westwood Educational Foundation, which also funded the Bamidele Dancers, a program held in March 2012. Approximately fifty residents enjoyed their performance in celebration of Black History Month.

Another focus area of the WHRC is community outreach. To that end, the committee plans to have a booth at Westwood Day highlighting the existing diversity in our community. The second annual fund raising event will be held in the fall and will no doubt be fun and informative for all.

Additionally, the committee has launched a Westwood Human Rights Committee scholarship. The \$500 scholarship will be awarded to a deserving senior who demonstrates interest in and support of our mission.

In keeping with our mission to help develop and support a culture of diversity, tolerance and appreciation in Westwood, our committee is available as a resource and meetings are open to the public. Any feedback and participation is welcome.

Members

Delaney Russell, Aida Hamdan, Nancy Hyde, Michael Jaillet, Patricia Carty Larkin, Carol Lewis, Barbara Shea, Jill Onderdonk, Paul Sicard, Danielle Sutton, Anne Consoletti Schultz, Paula Webster, Lisa Zeghibe, David Burnes

WEAC (Westwood Environmental Action Committee)

MISSION

WEAC focused most of its efforts over the past year on getting Westwood to become a Green Community so we would become eligible for grants to do energy efficiency upgrades in town owned buildings. On behalf of the Selectmen we sponsored the Stretch Energy Code warrant article and have been working with the DPW and Selectmen to craft a Fuel Efficient Vehicle Policy. We believe we can save the Town money and help the environment at the same time through energy efficiency.

We also ran the Earth Week cleanup program, provided support for the new waste collection contract, pushed for an annual energy use baseline report, ran another electronics recycling event, got audits done on the elementary schools and ran a Talking Trash presentation to promote recycling.

APPENDIX A



Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Westwood, Massachusetts

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of and for the fiscal year ended June 30, 2011, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Westwood, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of June 30, 2011, and the respective changes in financial position and cash flows where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2011, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

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

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

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

Powers & Sullivan LLC

December 15, 2011

Management's Discussion and Analysis

As management of the Town of Westwood, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2011. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

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

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

Financial Highlights

- The governmental assets of the Town of Westwood exceeded its liabilities at the close of the most recent fiscal year by \$103 million (net assets).
- Of this amount, 1.8% or \$1.8 million (unrestricted net assets) may be used to meet the government's on-going obligations to citizens and creditors.
- At the close of the current fiscal year, the Town of Westwood's general fund reported an ending fund balance of \$6.8 million, an increase of \$1.3 million in comparison with the prior year. Total fund balance represents 9.7% of total general fund expenditures. Approximately \$4.6 million of this total amount is available for appropriation at the government's discretion and \$2.2 million is reserved for the subsequent fiscal year as articles and encumbrances carried forward and appropriations to balance the subsequent year's budget.
- The Town of Westwood's total governmental debt increased by \$4.7 million during the current fiscal year. This was the net result of a \$9.3 million issuance of general obligation bonds for the construction of the town library and principal payments of \$4.6 million on long-term debt.

Overview of the Financial Statements

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

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

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

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

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

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

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Fiscal year 2011 was the Town's initial year of implementation of GASB #54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The implementation of this standard has changed the fund balance components into nonspendable, restricted, committed, assigned and unassigned. Additionally, under the new standard, the Town's stabilization fund is reported within the general fund as unassigned.

The Town of Westwood adopts an annual appropriated budget for its general fund. A budgetary comparison schedule is included as required supplementary information for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains one type of proprietary fund.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses an enterprise fund to account for its sewer operations.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town of Westwood's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

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

Government-wide Financial Analysis

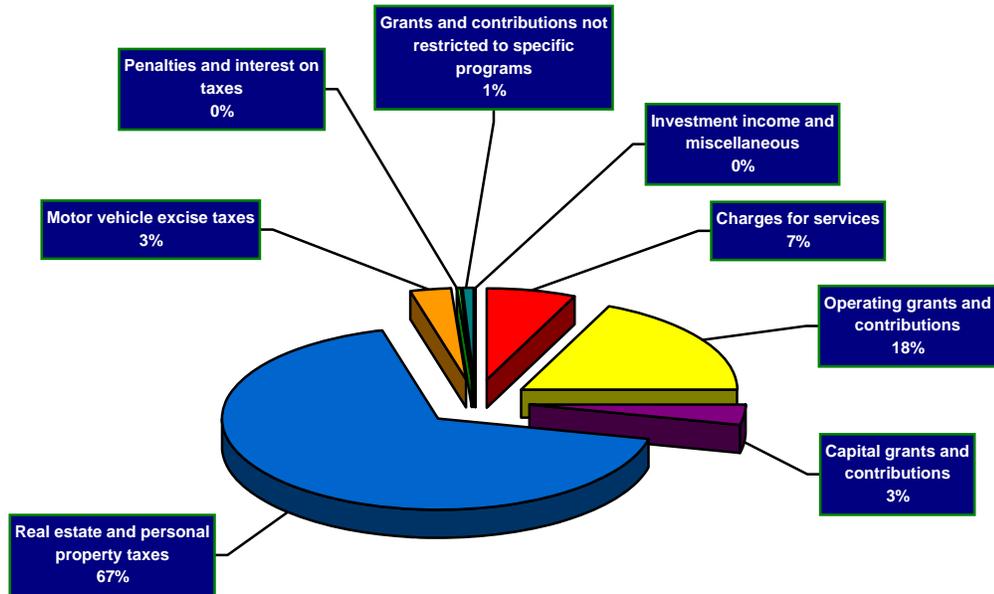
As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Town of Westwood, government-wide assets exceeded liabilities by \$120 million at the close of fiscal year 2011.

Net assets of \$112.4 million (94%) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

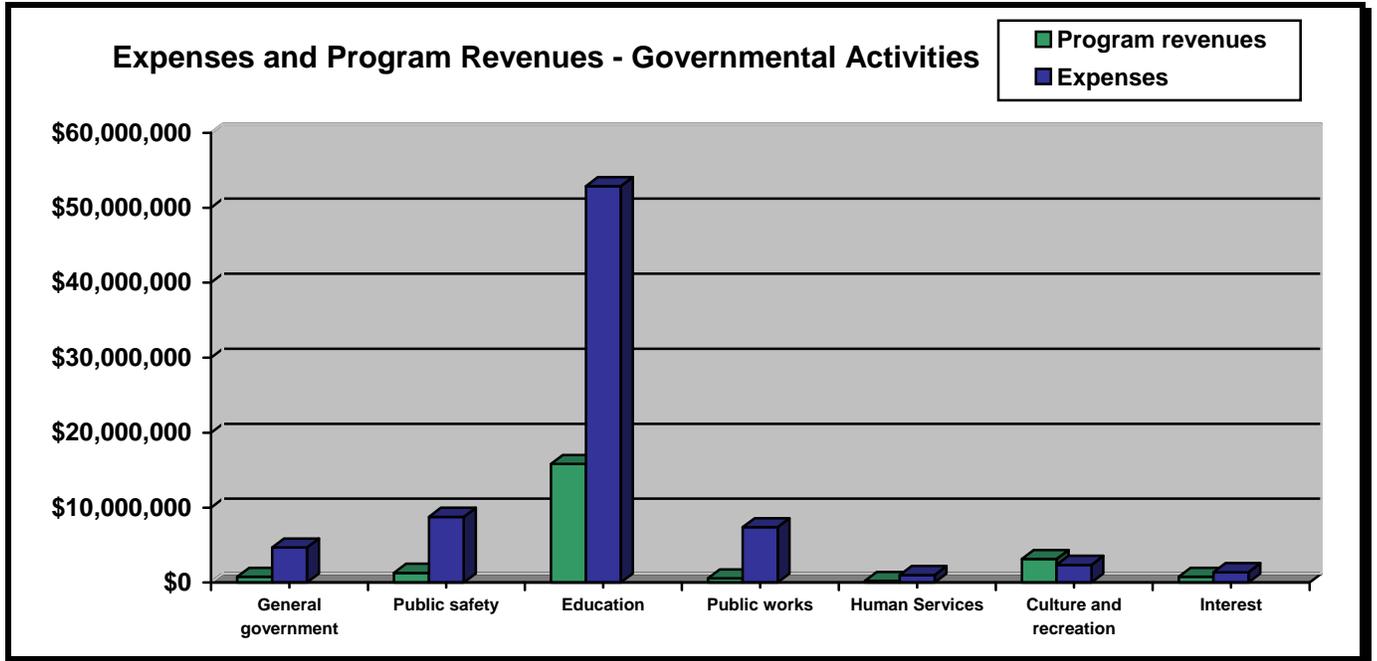
An additional portion of the Town of Westwood's net assets \$1.7 million (1%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$6.1 million (5%) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town of Westwood is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

FY11 Governmental Revenues



- Education is by far the largest governmental activity of the Town with 67% of total governmental expenses. Program revenues of \$15.8 million provided direct support to education and \$36.7 million in taxes and other general revenue were needed to cover the remaining fiscal year 2011 operating expenses.
- Public safety and public works are significant activities of the Town. Program revenues for public safety of \$1.3 million and \$563,000 in public works directly supported \$9 million and \$7.5 million of operating expenses, respectively. Taxes and other general revenue of \$4.6 million were needed to cover the remaining fiscal year 2011 operating expenses. Combined, they represent 21% of governmental activity expenses.



Business-type activities. For sewer business-type activities, assets exceeded liabilities by \$17.2 million at the close of fiscal year 2011. Capital assets net of related debt totaled \$13 million (75%) while unrestricted net assets totaled \$4.2 million (25%). There was an increase of \$37,000 in net assets reported in connection with the sewer enterprise. Charges for services increased from prior year by \$139,000 which was primarily due to an increase in sewer usage revenue. Capital grants experienced a slight decline from the prior year. The sewer fund also reported an increase in its liability for other postemployment benefits totaling \$35,000, which is a result of GASB Statement #45.

Comparative Assets, Liabilities and Net Assets – Business-type

	Balance at June 30, 2011	Balance at June 30, 2010
Assets:		
Current assets.....	\$ 4,098,123	\$ 3,662,911
Noncurrent assets (excluding capital).....	296,350	348,074
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	14,197,856	14,833,081
Total assets.....	18,943,179	19,194,916
Liabilities:		
Current liabilities (excluding debt).....	48,446	57,468
Noncurrent liabilities (excluding debt).....	117,191	82,197
Current debt.....	319,700	314,687
Noncurrent debt.....	1,230,900	1,550,600
Total liabilities.....	1,716,237	2,004,952
Net Assets:		
Invested in capital assets, net of related debt.....	12,998,106	13,318,644
Unrestricted.....	4,228,836	3,871,320
Total net assets.....	\$ 17,226,942	\$ 17,189,964

reductions in education and other essential services. During fiscal year 2011, the Town received \$459,000 in state fiscal stabilization funds, which was used to help fund school teacher salaries.

The Westwood Station fund is used to account for funds received in connection with the Westwood Station Project. At June 30, 2011, the Westwood Station fund had a year end balance of \$117,000. The Westwood Station fund balance decreased (\$22,000) from prior year as the Town utilized funds received in prior years.

The library project major fund is used to account for the construction of a new Town library. In 2011, the Town issued a \$9.3 million bond for the library construction project. During fiscal year 2011, this fund also recognized \$2.2 million in capital grant revenue and recorded \$2.2 million in project expenditures.

General Fund Budgetary Highlights

Actual revenues were lower than budgeted for real estate and personal property taxes by \$1.5 million because Westwood Station did not pay their real estate tax bill during the fiscal year. Subsequent to fiscal year end, the Town received approximately \$2.5 million in outstanding real estate taxes from the Westwood Station project.

Actual general fund expenditures and encumbrances are lower than final budget by 1.5%, with the majority of the variance occurring in the reserve fund, which turned back \$150,000, as reserve funds were not fully required to fund unanticipated events, also the general fund employee benefits expenditures were lower than the final budget by approximately \$485,000. This is partially due to conservative budgeting. Expenditures exceeded appropriations for police department salaries, snow and ice removal, and veteran's services. These deficits will be raised during the subsequent year's budget process.

The \$802,000 increase between the original budget and the final amended budget was primarily due to the supplementary appropriations to fund the police department budget, the education department budget, the department of public works snow and ice budget and the capital outlay budget.

Capital Assets and Debt Management

In conjunction with the operating budget, the Town annually prepares a capital budget which includes detailed information concerning those capital requests for the upcoming fiscal year as well as summary information for the following four fiscal years to identify current projections of what level of capital outlay will be required in future years.

As part of the capital plan the Town has historically financed the acquisition of some capital assets from current revenue. This policy will continue to improve the financial position as net assets will increase by the amount of acquisitions less the current depreciation.

Major capital assets are funded by the issuance of long and short-term debt and capital grants. The effect on net assets during the construction phase of the project is neutral for assets acquired with debt since the Town increases its assets and associated liability by the same amount. In subsequent years the net assets will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net assets are increased for assets acquired with grant funds since there is no corresponding liability incurred.

Outstanding long-term debt of the general government, as of June 30, 2011, totaled \$41.3 million of which, \$9.3 million is related to library projects, \$30.1 million is related to school projects, leaving a balance of only \$1.9 million for other non-school related projects.

The enterprise fund has \$1.6 million in sewer enterprise debt outstanding that is fully supported by the rates and does not rely on a general fund subsidy.

The most significant capital asset additions during the year included various building improvements, public safety vehicles, school equipment, and roadway improvements. Also, current year expenditures for the new library have been capitalized as construction in progress as of June 30, 2011.

Please refer to notes 6, 7, and 8 to the financial statements for further discussion of the Town’s major capital and debt activity.

CAPITAL ASSETS

Governmental activities:	Cost of Capital Assets	Accumulated Depreciation at end of year	Capital Assets, net
Land.....	\$ 5,858,382	\$ -	\$ 5,858,382
Buildings and improvements.....	91,290,332	(26,004,460)	65,285,872
Vehicles.....	6,181,409	(4,434,595)	1,746,814
Machinery and equipment.....	9,976,881	(7,055,268)	2,921,613
Furniture and fixtures.....	357,983	(246,249)	111,734
Infrastructure.....	84,830,884	(48,578,700)	36,252,184
Total governmental activities.....	<u>200,687,236</u>	<u>(86,319,272)</u>	<u>114,367,964</u>
Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	25,823,141	(15,353,849)	10,469,292
Other buildings and improvements...	6,339,070	(3,100,027)	3,239,043
Vehicles.....	506,331	(287,990)	218,341
Machinery and equipment.....	483,709	(212,529)	271,180
Furniture and fixtures.....	35,323	(35,323)	-
Total business-type activities.....	<u>33,538,424</u>	<u>(18,989,718)</u>	<u>14,548,706</u>
Total capital assets.....	<u>\$ 234,225,660</u>	<u>\$ (105,308,990)</u>	<u>\$ 128,916,670</u>

GOVERNMENTAL BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2010	Issued	Redeemed	Outstanding at June 30, 2011
Martha Jones School Construction.....	3.90-5.00	\$ 1,440,000	\$ -	\$ 720,000	\$ 720,000
Downey School Construction.....	3.90-5.00	1,260,000	-	630,000	630,000
Striar Land Purchase.....	3.90-5.00	260,000	-	130,000	130,000
Cemetery Land Purchase.....	3.90-5.00	60,000	-	30,000	30,000
School Planning.....	2.50-5.38	25,675,000	-	1,975,000	23,700,000
Public Building.....	3.00-5.00	1,130,000	-	285,000	845,000
Land Acquisition.....	3.50-4.00	150,000	-	30,000	120,000
High Street Reconstruction.....	3.50-4.00	770,000	-	110,000	660,000
High Street Lights.....	3.50-4.00	145,000	-	25,000	120,000
High School Supplement.....	3.50-4.00	1,690,000	-	130,000	1,560,000
High School Fields.....	3.50-4.00	375,000	-	50,000	325,000
Middle School Modular Classrooms.....	2.13-5.00	3,325,000	-	175,000	3,150,000
Library Construction.....	3.25-4.00	-	9,300,000	-	9,300,000
Total Governmental Bonds Payable.....		\$ 36,280,000	\$ 9,300,000	\$ 4,290,000	\$ 41,290,000

ENTERPRISE BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2010	Issued	Redeemed	Outstanding at June 30, 2011
Sewer (MWPAT).....	3.88	\$ 1,565,287	\$ -	\$ 164,687	\$ 1,400,600
Sewer.....	3.90-5.00	300,000	-	150,000	150,000
Total Enterprise Bonds Payable.....		\$ 1,865,287	\$ -	\$ 314,687	\$ 1,550,600

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

Economic Factors and Next Year's Budget and Rates

For the fiscal year 2012 budget, the Town has projected modest improvement in major revenue categories over the previous year's budget. General tax revenues are expected to increase by approximately 3%, and after several years of decline, state aid has been level funded. Economic driven local receipts; such as motor vehicle excise payments and buildings permits, have also been level funded for FY12 after improved collections in FY11.

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

- The Town provided for a 2% increase for the fiscal year 2012 school and municipal operating budgets.
- Favorable settlement of labor contracts allowed the Town to remain within the 2% increase while maintaining current staffing levels.
- The fiscal year 2012 budget has level funded the base capital budgets and provides for increase in capital equipment through a small debt authorization of \$460,000.
- The fiscal year 2012 budget provides for a \$25,000 appropriation to the stabilization reserve accounts.
- The FY12 commercial and residential tax rates are not yet finalized, but are expected to increase approximately 4%. This increase includes first year funding for the new library construction projects.

Requests for Information

This financial report is designed to provide a general overview of the Town of Westwood's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, Town Hall, 580 High Street, Westwood, Massachusetts 02090.

Basic Financial Statements

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STATEMENT OF NET ASSETS

JUNE 30, 2011

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 25,063,346	\$ 2,209,105	\$ 27,272,451
Investments.....	12,453	-	12,453
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	902,444	-	902,444
Tax liens.....	3,083,355	-	3,083,355
Motor vehicle excise taxes.....	133,402	-	133,402
User charges.....	-	1,837,294	1,837,294
Departmental and other.....	136,616	-	136,616
Intergovernmental.....	3,012,255	51,724	3,063,979
Total Current Assets.....	32,343,871	4,098,123	36,441,994
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	13,704,000	296,350	14,000,350
Capital assets, not being depreciated.....	8,049,747	350,850	8,400,597
Capital assets, net of accumulated depreciation.....	106,318,217	14,197,856	120,516,073
Total Noncurrent Assets.....	128,071,964	14,845,056	142,917,020
TOTAL ASSETS.....	160,415,835	18,943,179	179,359,014
LIABILITIES			
CURRENT:			
Warrants payable.....	1,565,291	16,124	1,581,415
Accrued payroll.....	1,122,502	5,067	1,127,569
Accrued interest.....	266,067	7,255	273,322
Other liabilities.....	553,744	-	553,744
Compensated absences.....	1,013,000	20,000	1,033,000
Bonds payable.....	4,750,000	319,700	5,069,700
Total Current Liabilities.....	9,270,604	368,146	9,638,750
NONCURRENT:			
Compensated absences.....	502,000	-	502,000
Other postemployment benefits.....	11,159,954	117,191	11,277,145
Bonds payable.....	36,540,000	1,230,900	37,770,900
Total Noncurrent Liabilities.....	48,201,954	1,348,091	49,550,045
TOTAL LIABILITIES.....	57,472,558	1,716,237	59,188,795
NET ASSETS			
Invested in capital assets, net of related debt.....	99,380,376	12,998,106	112,378,482
Restricted for:			
Permanent funds:			
Expendable.....	192,618	-	192,618
Nonexpendable.....	346,050	-	346,050
Gifts.....	310,453	-	310,453
Grants.....	886,730	-	886,730
Unrestricted.....	1,827,050	4,228,836	6,055,886
TOTAL NET ASSETS.....	\$ 102,943,277	\$ 17,226,942	\$ 120,170,219

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2011

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 4,670,650	\$ 703,996	\$ 62,704	\$ -	\$ (3,903,950)
Public safety.....	8,969,089	1,218,831	91,727	-	(7,658,531)
Education.....	52,489,520	2,364,662	13,456,629	-	(36,668,229)
Public works.....	7,472,604	30,085	-	532,848	(6,909,671)
Human services.....	1,047,144	69,336	149,111	-	(828,697)
Culture and recreation.....	2,371,894	902,164	36,537	2,219,357	786,164
Interest.....	1,475,733	-	774,163	-	(701,570)
Total Governmental Activities.....	<u>78,496,634</u>	<u>5,289,074</u>	<u>14,570,871</u>	<u>2,752,205</u>	(55,884,484)
<i>Business-Type Activities:</i>					
Sewer.....	<u>3,653,546</u>	<u>3,895,027</u>	<u>45,563</u>	<u>40,912</u>	327,956
Total Primary Government.....	<u>\$ 82,150,180</u>	<u>\$ 9,184,101</u>	<u>\$ 14,616,434</u>	<u>\$ 2,793,117</u>	(55,556,528)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2011

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ (55,884,484)	\$ 327,956	\$ (55,556,528)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	53,365,772	-	53,365,772
Motor vehicle excise taxes.....	2,408,095	-	2,408,095
Penalties and interest on taxes.....	122,486	-	122,486
Grants and contributions not restricted to specific programs.....	647,232	-	647,232
Unrestricted investment income.....	91,404	-	91,404
<i>Transfers, net</i>	290,978	(290,978)	-
Total general revenues and transfers.....	<u>56,925,967</u>	<u>(290,978)</u>	<u>56,634,989</u>
Change in net assets.....	1,041,483	36,978	1,078,461
<i>Net Assets:</i>			
Beginning of year.....	<u>101,901,794</u>	<u>17,189,964</u>	<u>119,091,758</u>
End of year.....	<u>\$ 102,943,277</u>	<u>\$ 17,226,942</u>	<u>\$ 120,170,219</u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2011

ASSETS	General	Westwood Station	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 6,365,958	\$ 116,853	\$ 9,856,344	\$ 8,724,191	\$ 25,063,346
Investments.....	-	-	-	12,453	12,453
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	902,444	-	-	-	902,444
Tax liens.....	3,083,355	-	-	-	3,083,355
Motor vehicle excise taxes.....	133,402	-	-	-	133,402
Departmental and other.....	4,030	-	-	132,586	136,616
Intergovernmental.....	15,784,116	-	-	932,139	16,716,255
TOTAL ASSETS.....	\$ 26,273,305	\$ 116,853	\$ 9,856,344	\$ 9,801,369	\$ 46,047,871
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 970,674	\$ -	\$ 528,352	\$ 66,265	\$ 1,565,291
Accrued payroll.....	1,122,502	-	-	-	1,122,502
Other liabilities.....	553,744	-	-	-	553,744
Deferred revenues.....	16,856,964	-	-	1,064,725	17,921,689
TOTAL LIABILITIES.....	19,503,884	-	528,352	1,130,990	21,163,226
FUND BALANCES:					
Nonspendable.....	-	-	-	346,050	346,050
Restricted.....	-	116,853	9,327,992	8,324,329	17,769,174
Assigned.....	2,200,891	-	-	-	2,200,891
Unassigned.....	4,568,530	-	-	-	4,568,530
TOTAL FUND BALANCES.....	6,769,421	116,853	9,327,992	8,670,379	24,884,645
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 26,273,305	\$ 116,853	\$ 9,856,344	\$ 9,801,369	\$ 46,047,871

See notes to basic financial statements.

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

JUNE 30, 2011

Total governmental fund balances.....		\$ 24,884,645
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		114,367,964
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		17,921,689
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(266,067)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Bonds and notes payable.....	(41,290,000)	
Other postemployment benefits.....	(11,159,954)	
Compensated absences.....	<u>(1,515,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(53,964,954)</u>
Net assets of governmental activities.....		<u>\$ 102,943,277</u>

See notes to basic financial statements.

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

FISCAL YEAR ENDED JUNE 30, 2011

	General	State Fiscal Stabilization Fund	Westwood Station	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 53,892,828	\$ -	\$ -	\$ -	\$ -	\$ 53,892,828
Motor vehicle excise taxes.....	2,382,329	-	-	-	-	2,382,329
Charges for services.....	-	-	-	-	4,588,668	4,588,668
Penalties and interest on taxes.....	122,486	-	-	-	-	122,486
Fees and rentals.....	277,895	-	-	-	-	277,895
Licenses and permits.....	473,966	-	-	-	-	473,966
Fines and forfeitures.....	15,120	-	-	-	-	15,120
Intergovernmental.....	12,812,949	459,199	-	2,219,357	2,957,244	18,448,749
Departmental and other.....	258,126	-	168,734	-	372,653	799,513
Contributions.....	-	-	-	-	256,741	256,741
Investment income.....	94,980	-	-	-	4,381	99,361
TOTAL REVENUES.....	70,330,679	459,199	168,734	2,219,357	8,179,687	81,357,656
EXPENDITURES:						
Current:						
General government.....	2,575,356	-	190,298	-	115,869	2,881,523
Public safety.....	5,993,576	-	-	-	121,895	6,115,471
Education.....	33,514,415	459,199	-	-	5,249,587	39,223,201
Public works.....	4,214,477	-	-	-	358,910	4,573,387
Human services.....	698,835	-	-	-	64,577	763,412
Culture and recreation.....	1,216,204	-	-	2,191,365	712,394	4,119,963
Pension benefits.....	8,065,476	-	-	-	-	8,065,476
Property and liability insurance.....	271,221	-	-	-	-	271,221
Employee benefits.....	5,616,358	-	-	-	-	5,616,358
State and county charges.....	539,989	-	-	-	-	539,989
Capital outlay.....	1,165,364	-	-	-	-	1,165,364
Debt service:						
Principal.....	4,290,000	-	-	-	-	4,290,000
Interest.....	1,609,598	-	-	-	-	1,609,598
TOTAL EXPENDITURES.....	69,770,869	459,199	190,298	2,191,365	6,623,232	79,234,963
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	559,810	-	(21,564)	27,992	1,556,455	2,122,693
OTHER FINANCING SOURCES (USES):						
Issuance of long-term debt.....	-	-	-	9,300,000	-	9,300,000
Premium from issuance of bonds.....	-	-	-	-	217,365	217,365
Transfers in.....	790,140	-	-	-	-	790,140
Transfers out.....	-	-	-	-	(499,162)	(499,162)
TOTAL OTHER FINANCING SOURCES (USES).....	790,140	-	-	9,300,000	(281,797)	9,808,343
NET CHANGE IN FUND BALANCES.....	1,349,950	-	(21,564)	9,327,992	1,274,658	11,931,036
FUND BALANCES AT BEGINNING OF YEAR, AS REVISED.....	5,419,471	-	138,417	-	7,395,721	12,953,609
FUND BALANCES AT END OF YEAR.....	\$ 6,769,421	\$ -	\$ 116,853	\$ 9,327,992	\$ 8,670,379	\$ 24,884,645

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2011

Net change in fund balances - total governmental funds.....	\$	11,931,036
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	5,167,049	
Depreciation expense.....	<u>(5,900,174)</u>	
Net effect of reporting capital assets.....		(733,125)
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		(2,110,517)
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Proceeds from bonds and notes.....	(9,300,000)	
Debt service principal payments.....	<u>4,290,000</u>	
Net effect of reporting long-term debt.....		(5,010,000)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	407,000	
Net change in accrued interest on long-term debt.....	(83,500)	
Net change in other postemployment benefits.....	<u>(3,359,411)</u>	
Net effect of recording long-term liabilities.....		<u>(3,035,911)</u>
Change in net assets of governmental activities.....	\$	<u><u>1,041,483</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2011

	<u>Business-type Sewer Enterprise</u>
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 2,209,105
Receivables, net of allowance for uncollectibles:	
User fees.....	1,837,294
Intergovernmental.....	<u>51,724</u>
Total current assets.....	<u>4,098,123</u>
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	296,350
Capital assets, not being depreciated.....	350,850
Capital assets, net of accumulated depreciation.....	<u>14,197,856</u>
Total noncurrent assets.....	<u>14,845,056</u>
TOTAL ASSETS.....	<u>18,943,179</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	16,124
Accrued payroll.....	5,067
Accrued interest.....	7,255
Compensated absences.....	20,000
Bonds payable.....	<u>319,700</u>
Total current liabilities.....	<u>368,146</u>
NONCURRENT:	
Other postemployment benefits.....	117,191
Bonds payable.....	<u>1,230,900</u>
Total noncurrent liabilities.....	<u>1,348,091</u>
TOTAL LIABILITIES.....	<u>1,716,237</u>
NET ASSETS	
Invested in capital assets, net of related debt.....	12,998,106
Unrestricted.....	<u>4,228,836</u>
TOTAL NET ASSETS.....	<u>\$ 17,226,942</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2011

	Business-type Sewer Enterprise
<u>OPERATING REVENUES:</u>	
Charges for services	\$ 3,895,027
<u>OPERATING EXPENSES:</u>	
Cost of services and administration	595,663
MWRA assessment.....	2,158,037
Depreciation.....	823,848
 TOTAL OPERATING EXPENSES	 3,577,548
 OPERATING INCOME (LOSS).....	 317,479
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(75,998)
Intergovernmental.....	45,563
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 (30,435)
 INCOME/(LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS.....	 287,044
<u>CAPITAL CONTRIBUTIONS:</u>	
Sewer betterments.....	40,912
<u>TRANSFERS:</u>	
Transfers out.....	(290,978)
 CHANGE IN NET ASSETS.....	 36,978
NET ASSETS AT BEGINNING OF YEAR.....	17,189,964
NET ASSETS AT END OF YEAR.....	\$ 17,226,942

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2011

	Business-type Sewer Enterprise
<hr/>	
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 3,875,940
Payments to vendors.....	(2,391,241)
Payments to employees.....	(330,431)
	<hr/>
NET CASH FROM OPERATING ACTIVITIES.....	1,154,268
	<hr/>
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>	
Transfers out.....	(290,978)
	<hr/>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Acquisition and construction of capital assets.....	(188,623)
Capital contributions.....	40,912
Principal payments on bonds and notes.....	(268,564)
Interest expense.....	(36,491)
	<hr/>
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(452,766)
	<hr/>
NET CHANGE IN CASH EQUIVALENTS.....	410,524
	<hr/>
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	1,798,581
	<hr/>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 2,209,105
	<hr/>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ 317,479
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	823,848
Changes in assets and liabilities:	
User fees.....	(19,087)
Warrants payable.....	(932)
Accrued payroll.....	(3,034)
Accrued compensated absences.....	1,000
Other postemployment benefits.....	34,994
	<hr/>
Total adjustments.....	836,789
	<hr/>
NET CASH FROM OPERATING ACTIVITIES.....	\$ 1,154,268
	<hr/>
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>	
Intergovernmental debt service subsidy.....	\$ 91,686
	<hr/>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2011

	Private Purpose Trust Funds	Agency Fund
ASSETS		
Cash and cash equivalents.....	\$ 349,556	\$ 879,861
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	22,828
TOTAL ASSETS	<u>349,556</u>	<u>902,689</u>
LIABILITIES		
Warrants payable.....	-	134
Liabilities due depositors.....	-	902,555
TOTAL LIABILITIES	<u>-</u>	<u>902,689</u>
NET ASSETS	<u>\$ 349,556</u>	<u>\$ -</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2011

	<u>Private Purpose Trust Funds</u>
<u>ADDITIONS:</u>	
Contributions:	
Private donations.....	\$ 77,116
Net investment income:	
Interest.....	<u>5,036</u>
TOTAL ADDITIONS.....	<u>82,152</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>96,150</u>
CHANGE IN NET ASSETS.....	(13,998)
NET ASSETS AT BEGINNING OF YEAR.....	<u>363,554</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 349,556</u>

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Westwood, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

An elected three-member Board of Selectmen governs the Town.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town’s basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the Primary Government) and its component units. The Town did not identify any component units requiring inclusion in the basic financial statements.

Joint Ventures

The Town has entered into a joint venture with the Towns of Avon, Canton, Dedham, Braintree, Holbrook, Milton, Norwood, and Randolph to pool resources and share the costs, risks and rewards of providing vocational education through the Blue Hills Regional Technical School District (District). As of June 30, 2011, the District has no significant unassigned fund balance and has approximately \$170,000 in outstanding long-term bonds related to capital improvements. The following is the address where the District’s financial statements are available, its purpose, and the assessment paid by the Town during fiscal year 2011.

<u>Joint venture and address</u>	<u>Purpose</u>	<u>2011 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 183,946</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Board of Selectmen is responsible for appointing three of the six-member Board of Water Commissioners of the Dedham-Westwood Water District. The Town’s accountability for this organization does not extend beyond making these appointments.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units.

Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all fund of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *state fiscal stabilization fund* is used to account for the Town's use of the federal state fiscal stabilization program which was awarded to Governors to help stabilize State and local budgets in order to minimize and avoid reductions in education and other essential services.

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

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

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

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

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

Government-Wide and Fund Financial Statements

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

D. Cash and Investments

Government-Wide and Fund Financial Statements

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value. The fair values were determined by the closing price for those securities traded on national stock exchanges and at the average bid-and-asked quotation for those securities traded in the over-the-counter market.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

User Fees

Sewer fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Sewer liens are processed in October of every year and included as a lien on the property owner's tax bill. Sewer charges are recorded as receivables in the fiscal year of the levy and are recorded under the full accrual basis of accounting.

Departmental and Other

Departmental and other receivables consist primarily of police details, ambulance fees and school rentals and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the basic financial statements and therefore are not reported.

G. Capital Assets

Capital assets, which include land, buildings and improvements, vehicles, machinery and equipment, furniture and fixtures, and infrastructure (e.g., roads, street lights, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

The Town has included all general infrastructure assets regardless of their acquisition date or amount. The Town was able to estimate the historical cost for the initial reporting of these assets through backtracking.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of fixed assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings and improvements.....	7-40
Plant and infrastructure.....	7-40
Other buildings and improvements.....	7-40
Vehicles.....	5-10
Machinery and equipment.....	5-50
Furniture and fixtures.....	5-20
Infrastructure.....	5-50

H. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transfers between and within governmental funds and are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

I. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets reported as "invested in capital assets, net of related debt" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state's school building program is not considered to be capital related debt.

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Gifts and Grants" – represents restrictions placed on assets from outside parties.

Fund Financial Statements (Fund Balances)

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

The governmental fund balance classifications are as follows:

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

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

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed.

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

J. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

K. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

L. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

M. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets

and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

N. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the Treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured.

Additionally, the Town’s policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits in each institution are limited to no more than 5% of an institution’s assets and no more than 20% of the Town’s total cash. At fiscal year-end, the carrying amount of deposits totaled \$23,437,712 and the bank balance totaled \$23,704,121. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$270,421 was covered by the Depositors Insurance Fund, \$99,560 was covered by the Share Insurance Fund, \$13,579,403 was collateralized and \$7,754,737 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2011, the Town had the following investments:

Equity Mutual Funds.....	\$	12,453
MMDT.....		<u>5,064,156</u>
Total Investments.....	\$	<u><u>5,076,609</u></u>

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of the outside party. At June 30, 2011, the Town does not have any custodial credit risk exposure for its investments since open-end mutual funds and MMDT deposits are not subject to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. In addition to the deposit and investment restrictions listed above, the Town’s investment policies allow for trust funds to be invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Stabilization funds may be invested in National Banks, Savings Banks, Cooperative banks or trust companies organized under Massachusetts laws, Securities legal for savings banks (i.e. those included in the Legal List issued annually by the Banking Commissioner), Federal Savings and Loan Associations situated in the Commonwealth and the MMDT.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect the fair value of the Town’s investments. The Town manages its exposure to fair value losses arising from increasing interest rates by limiting the allowable maturities of investments. The Town’s investment policy limits the maturities of investments in U.S. Treasuries, U.S. Agencies and secured Certificates of Deposit to a maximum of one year from the date of purchase. Negotiable Certificates of Deposit are limited to a maximum of three months. The Town had no debt securities as of June 30, 2011.

Credit Risk

The Town’s policy for Credit Risk requires all brokerage houses and broker/dealers wishing to do business with the Town to supply the Treasurer with audited financial statements, proof of National Association of Security Dealers certification, a statement that the dealer has read the Town’s investment policy and will comply with it and proof of credit worthiness with minimum standards of at least five years in operation and a minimum capital of \$10 million. All of the Town’s investments are unrated.

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer, except for MMDT, to no more than 5% of an institution’s assets and no more than 30% of the Town’s total investments. At June 30, 2011, the Town did not have more than 5% of the Town’s investments in with any one issuer.

NOTE 3 – RECEIVABLES

At June 30, 2011, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>	
<u>Receivables:</u>				
Real estate and personal property taxes.....	\$ 902,444	\$ -	\$ 902,444	(1)
Tax liens.....	3,083,355	-	3,083,355	(1)
Motor vehicle excise taxes.....	195,402	(62,000)	133,402	
Departmental and other.....	159,616	(23,000)	136,616	
Intergovernmental.....	<u>16,716,255</u>	<u>-</u>	<u>16,716,255</u>	
 Total.....	 <u>\$ 21,057,072</u>	 <u>\$ (85,000)</u>	 <u>\$ 20,972,072</u>	

At June 30, 2011, receivables for the fiduciary funds consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Details.....	<u>\$ 22,828</u>	<u>\$ -</u>	<u>\$ 22,828</u>

At June 30, 2011, receivables for the enterprise fund consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Sewer fees.....	\$ 1,837,294	\$ -	\$ 1,837,294
Intergovernmental.....	<u>348,074</u>	<u>-</u>	<u>348,074</u>
 Total.....	 <u>\$ 2,185,368</u>	 <u>\$ -</u>	 <u>\$ 2,185,368</u>

(1) Subsequent to year-end the Town collected approximately \$3.1 million of delinquent real estate taxes and liens due mainly from the Westwood Station. Since these amounts were collected within 60 days of year-end they have been recorded as revenue under the modified accrual basis of accounting.

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

<u>Receivable type:</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
Real estate and personal property taxes.....	\$ 404,174	\$ -	\$ 404,174
Tax liens.....	531,242	-	531,242
Motor vehicle excise taxes.....	133,402	-	133,402
Departmental and other.....	4,030	132,586	136,616
Intergovernmental.....	<u>15,784,116</u>	<u>932,139</u>	<u>16,716,255</u>
 Total.....	 <u>\$ 16,856,964</u>	 <u>\$ 1,064,725</u>	 <u>\$ 17,921,689</u>

NOTE 4 – INTERFUND TRANSFERS

At June 30, 2011, the Town did not have any interfund receivables or payables.

Interfund transfers for the fiscal year ended June 30, 2011, are summarized as follows:

<u>Transfers Out:</u>	<u>Transfers In:</u>
	<u>General Fund</u>
Nonmajor Governmental Fund.....	\$ 29,662 (A)
Nonmajor Governmental Fund.....	10,000 (B)
Nonmajor Governmental Fund.....	459,500 (C)
Sewer Enterprise Fund.....	<u>290,978 (D)</u>
 Total.....	 <u>\$ 790,140</u>

(A) - Transfer from New Library Project Premium Fund within the Nonmajor Fund to offset debt costs related to the Library project.

(B) - Transfer from Cemetery Permanent Fund to support cemetery expenditures.

(C) - Transfer from Special Revenue Ambulance Receipts for capital purchases.

(D) - Transfer from Sewer Fund to the General Fund for indirect cost reimbursements.

NOTE 5 – PENSION PLAN

Plan Description - The Town contributes to the Norfolk County Contributory Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Norfolk County Retirement Board. Substantially all employees of the Town are members of the System, except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts' Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$5,592,000 for the fiscal year ended June 30, 2011, and, accordingly, are reported in the General Fund as Intergovernmental Revenues and Pension Expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Norfolk County Contributory Retirement Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth's Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 480 Neponset Street, Building 15, Canton, MA, 02021.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL.

Annual Pension Cost - The Town's contributions to the System for the fiscal years ended June 30, 2011, 2010, and 2009 were \$2,417,220, \$2,329,423, and \$2,135,190, which equaled its required contribution for each fiscal year.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2011, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 5,858,382	\$ -	\$ -	\$ 5,858,382
Construction in progress.....	-	2,191,365	-	2,191,365
 Total capital assets not being depreciated.....	 5,858,382	 2,191,365	 -	 8,049,747
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	90,429,950	860,382	-	91,290,332
Vehicles.....	5,922,343	480,461	(221,395)	6,181,409
Machinery and equipment.....	8,878,007	1,098,874	-	9,976,881
Furniture and fixtures.....	261,123	96,860	-	357,983
Infrastructure.....	84,391,777	439,107	-	84,830,884
 Total capital assets being depreciated.....	 189,883,200	 2,975,684	 (221,395)	 192,637,489
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(23,708,187)	(2,296,273)	-	(26,004,460)
Vehicles.....	(4,227,968)	(428,022)	221,395	(4,434,595)
Machinery and equipment.....	(6,198,665)	(856,603)	-	(7,055,268)
Furniture and fixtures.....	(226,797)	(19,452)	-	(246,249)
Infrastructure.....	(46,278,876)	(2,299,824)	-	(48,578,700)
 Total accumulated depreciation.....	 (80,640,493)	 (5,900,174)	 221,395	 (86,319,272)
 Total capital assets being depreciated, net.....	 109,242,707	 (2,924,490)	 -	 106,318,217
 Total governmental activities capital assets, net.....	 \$ 115,101,089	 \$ (733,125)	 \$ -	 \$ 114,367,964

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	25,690,432	132,709	-	25,823,141
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	503,246	55,914	(52,829)	506,331
Machinery and equipment.....	483,709	-	-	483,709
Furniture and fixtures.....	35,323	-	-	35,323
Total capital assets being depreciated.....	<u>33,051,780</u>	<u>188,623</u>	<u>(52,829)</u>	<u>33,187,574</u>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(14,838,713)	(515,136)	-	(15,353,849)
Other buildings and improvements.....	(2,901,420)	(198,607)	-	(3,100,027)
Vehicles.....	(257,653)	(83,166)	52,829	(287,990)
Machinery and equipment.....	(185,590)	(26,939)	-	(212,529)
Furniture and fixtures.....	(35,323)	-	-	(35,323)
Total accumulated depreciation.....	<u>(18,218,699)</u>	<u>(823,848)</u>	<u>52,829</u>	<u>(18,989,718)</u>
Total capital assets being depreciated, net.....	<u>14,833,081</u>	<u>(635,225)</u>	<u>-</u>	<u>14,197,856</u>
Total business-type activities capital assets, net.....	<u>\$ 15,183,931</u>	<u>\$ (635,225)</u>	<u>\$ -</u>	<u>\$ 14,548,706</u>

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

Governmental Activities:

General government.....	\$ 176,680
Public safety.....	329,965
Education.....	2,747,690
Public works.....	2,611,577
Human services.....	29,956
Culture and recreation.....	<u>4,306</u>

Total depreciation expense - governmental activities..... \$ 5,900,174

Business-Type Activities:

Sewer.....	<u>\$ 823,848</u>
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NOTE 7 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund and Sewer Enterprise Fund.

The Town did not have any short-term debt activity during fiscal 2011.

NOTE 8 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the Town's outstanding general obligation indebtedness at June 30, 2011, and the debt service requirements follow.

Project	Interest Rate (%)	Outstanding at June 30, 2010	Issued	Redeemed	Outstanding at June 30, 2011
Martha Jones School Construction.....	3.90-5.00	\$ 1,440,000	\$ -	\$ 720,000	\$ 720,000
Downey School Construction.....	3.90-5.00	1,260,000	-	630,000	630,000
Striar Land Purchase.....	3.90-5.00	260,000	-	130,000	130,000
Cemetery Land Purchase.....	3.90-5.00	60,000	-	30,000	30,000
School Construction.....	2.50-5.38	25,675,000	-	1,975,000	23,700,000
Public Building.....	3.00-5.00	1,130,000	-	285,000	845,000
Land Acquisition.....	3.50-4.00	150,000	-	30,000	120,000
High Street Reconstruction.....	3.50-4.00	770,000	-	110,000	660,000
High Street Lights.....	3.50-4.00	145,000	-	25,000	120,000
High School Supplement.....	3.50-4.00	1,690,000	-	130,000	1,560,000
High School Fields.....	3.50-4.00	375,000	-	50,000	325,000
Middle School Modular Classrooms.....	2.13-5.00	3,325,000	-	175,000	3,150,000
Library Construction.....	3.25-4.00	-	9,300,000	-	9,300,000
Total Governmental Bonds Payable.....		36,280,000	9,300,000	4,290,000	41,290,000
Sewer (MWPAT).....	3.88	1,565,287	-	164,687	1,400,600
Sewer.....	3.90-5.00	300,000	-	150,000	150,000
Total Enterprise Bonds Payable.....		1,865,287	-	314,687	1,550,600
Total General Obligation Bonds Payable.....		\$ 38,145,287	\$ 9,300,000	\$ 4,604,687	\$ 42,840,600

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

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012.....	\$ 4,750,000	\$ 1,767,923	\$ 6,517,923
2013.....	3,235,000	1,572,152	4,807,152
2014.....	3,230,000	1,429,178	4,659,178
2015.....	2,950,000	1,281,291	4,231,291
2016.....	2,920,000	1,146,346	4,066,346
2017.....	2,920,000	1,029,074	3,949,074
2018.....	2,790,000	893,477	3,683,477
2019.....	2,745,000	780,666	3,525,666
2020.....	2,745,000	652,791	3,397,791
2021.....	2,745,000	531,366	3,276,366
2022.....	2,745,000	409,586	3,154,586
2023.....	2,745,000	299,369	3,044,369
2024.....	640,000	187,988	827,988
2025.....	640,000	164,713	804,713
2026.....	640,000	140,276	780,276
2027.....	640,000	115,618	755,618
2028.....	640,000	89,582	729,582
2029.....	640,000	63,456	703,456
2030.....	465,000	37,200	502,200
2031.....	465,000	18,600	483,600
Total.....	<u>\$ 41,290,000</u>	<u>\$ 12,610,648</u>	<u>\$ 53,900,648</u>

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

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012.....	\$ 319,700	\$ 58,112	\$ 377,812
2013.....	90,300	136,660	226,960
2014.....	176,300	48,124	224,424
2015.....	181,600	42,279	223,879
2016.....	187,100	32,554	219,654
2017.....	192,800	23,516	216,316
2018.....	198,500	10,451	208,951
2019.....	204,300	5,108	209,408
Total.....	<u>\$ 1,550,600</u>	<u>\$ 356,804</u>	<u>\$ 1,907,404</u>

The Town is scheduled to be subsidized by the Massachusetts Water Pollution Abatement Trust (MWPAT) on a periodic basis for principal in the amount of \$348,074 and interest costs for \$242,100. Thus, net MWPAT loan repayments including interest are scheduled to be \$1,160,668. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. The fiscal year 2011 principal and interest subsidy totaled \$46,123 and \$45,563, respectively.

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During fiscal year 2011, approximately \$2,760,000 of such assistance was received. Approximately \$19,511,000 will be received in future fiscal years. Of this amount, approximately \$3,821,000 represents reimbursement of long-term interest costs, and approximately \$15,690,000 represents reimbursement of approved construction costs. Accordingly, a \$15,690,000 intergovernmental receivable and corresponding deferred revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2011, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized and Unissued
DPW Capital Improvements.....	5/2/2011	10	\$ 460,000
Brook Street Culvert.....	5/2/2011	11	450,000
Total.....			<u>\$ 910,000</u>

Changes in Long-Term Liabilities

During the fiscal year ended June 30, 2011, the following changes occurred in long-term liabilities:

	Balance at June 30, 2010	Additions	Retirements and Other	Balance at June 30, 2011	Current Portion
Governmental Activities:					
Long-Term Bonds.....	\$ 36,280,000	\$ 9,300,000	\$ (4,290,000)	\$ 41,290,000	\$ 4,750,000
Other Postemployment Benefits.....	7,800,543	4,503,785	(1,144,374)	11,159,954	-
Compensated Absences.....	1,922,000	929,000	(1,336,000)	1,515,000	1,013,000
Total Governmental Activities.....	<u>46,002,543</u>	<u>14,732,785</u>	<u>(6,770,374)</u>	<u>53,964,954</u>	<u>5,763,000</u>
Business-Type Activities:					
Long-Term Bonds.....	1,865,287	-	(314,687)	1,550,600	319,700
Other Postemployment Benefits.....	82,197	47,294	(12,300)	117,191	-
Compensated Absences.....	19,000	20,000	(19,000)	20,000	20,000
Total Business-Type Activities.....	<u>1,966,484</u>	<u>67,294</u>	<u>(345,987)</u>	<u>1,687,791</u>	<u>339,700</u>
Total.....	<u>\$ 47,969,027</u>	<u>\$ 14,800,079</u>	<u>\$ (7,116,361)</u>	<u>\$ 55,652,745</u>	<u>\$ 6,102,700</u>

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

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town has adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*, as part of its fiscal year 2011 reporting. Implementation of GASB 54 is required for fiscal years beginning after June 15, 2010. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resource.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At fiscal year end the balance of the General Stabilization fund is \$1.2 million and is reported as unassigned fund balance within the General Fund.

In accordance with GASB Statement No. 54, the stabilization fund has been reported in the general fund, and accordingly, the general fund beginning balance increased by \$1,216,020 and the revised balance totals \$5,419,471.

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

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

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

As of June 30, 2011, the governmental fund balance consisted of the following:

	GOVERNMENTAL FUNDS				
	General	Westwood Station	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal..... \$	- \$	- \$	- \$	346,050 \$	346,050 \$
Restricted for:					
Westwood station.....	-	116,853	-	-	116,853
Library project.....	-	-	9,327,992	-	9,327,992
Town grants and revolving funds.....	-	-	-	2,144,976	2,144,976
School lunch.....	-	-	-	121,608	121,608
Ambulance fund.....	-	-	-	779,386	779,386
School grants and revolving funds.....	-	-	-	3,610,349	3,610,349
Highway improvement fund.....	-	-	-	58,460	58,460
Expendable governmental trusts.....	-	-	-	104,520	104,520
Roadway improvements.....	-	-	-	459,336	459,336
School building renovations.....	-	-	-	584,883	584,883
Cemetery.....	-	-	-	8,628	8,628
Facilities renovations.....	-	-	-	268,193	268,193
Other expendable trust funds.....	-	-	-	183,990	183,990
Assigned to:					
General government.....	14,074	-	-	-	14,074
Public safety.....	4,482	-	-	-	4,482
Education.....	1,178,512	-	-	-	1,178,512
Public works.....	146,171	-	-	-	146,171
Human services.....	393	-	-	-	393
Culture and recreation.....	6,780	-	-	-	6,780
Capital outlay.....	850,479	-	-	-	850,479
Unassigned.....	4,568,530	-	-	-	4,568,530
TOTAL FUND BALANCES..... \$	6,769,421 \$	116,853 \$	9,327,992 \$	8,670,379 \$	24,884,645 \$

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town provides health insurance to its employees through its participation in the West Suburban Health Group (the Group), a non-profit trust comprised of eleven towns, one school district and two educational collaboratives. The Group is self-sustaining through member premiums. The Town recognizes the cost of providing health insurance by recording its 60% share of insurance premiums paid to the Group in the General Fund in the fiscal year paid. The purpose of the Group is to pay medical claims of its members' employees and their covered dependents. In the event the group is terminated, the Town is obligated to pay it's prorated share of a deficit, should one exist.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during fiscal year 2011 totaled \$161,115 and are recorded in the General Fund.

The Town is self-insured for the workers' compensation claims of police officers and firefighters and are paid on a pay-as-you-go basis from the General Fund. The estimated liability for workers' compensation claims is based on history and injury type. The Town's liability is not material at June 30, 2011, and therefore is not reported.

The Town is self-insured for unemployment compensation. During fiscal year 2011, the Town appropriated \$87,000 to provide for anticipated costs of unemployment benefits. During fiscal year 2011, claims related to unemployment compensation totaled \$79,000. The liability for unemployment compensation was not material at June 30, 2011, and therefore is not reported.

NOTE 11 – STABILIZATION FUND

The Town has \$1.2 million in a stabilization fund classified as part of the general fund in the governmental funds financial statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2011, the stabilization fund earned investment income of approximately \$3,500.

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Westwood administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 60 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 40 percent of their premium costs. For fiscal year 2011, the Town contributed approximately \$1.2 million to the plan.

Annual OPEB Cost and Net OPEB Obligation – The Town's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 4,502,956
Interest on net OPEB obligation.....	275,896
Amortization of net OPEB obligation.....	<u>(227,773)</u>
Annual OPEB cost (expense).....	4,551,079
Contributions made.....	<u>(1,156,674)</u>
Increase/(Decrease) in net OPEB obligation.....	3,394,405
Net OPEB obligation-beginning of year.....	<u>7,882,740</u>
Net OPEB obligation-end of year.....	<u>\$ 11,277,145</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal years 2009, 2010 and 2011 were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2011	\$ 4,551,079	25%	\$ 11,277,145
6/30/2010	4,289,421	25%	7,882,740
6/30/2009	5,973,531	22%	4,671,531

Funded Status and Funding Progress – As of June 30, 2009, the most recent actuarial valuation date, the actuarial accrued liability for benefits totaled \$49,334,499, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$39,100,816, and the ratio of the UAAL to the covered payroll was 126.2 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2009 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 3.5% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 9% initially, graded to 5% over 7 years. The UAAL is being

amortized over a 30 year closed period using a level percentage of projected payroll with amortization payments increasing at 4.5% per year. The remaining amortization period at June 30, 2011 is 27 years.

NOTE 13 – COMMITMENTS

Westwood Station:

The Town's high profile commercial development project, known as Westwood Station, has stalled in recent years due to the economic downturn. The project originally planned to include in excess of 4.5 million square feet of retail, office, residential, and hotel space to be sited on the Town's former industrial park known as University Ave Park. Subsequent to year end, an agreement was reached for the project to be purchased by a new developer in an effort to re-energize the project and move forward. Advancement of this project has the potential to significantly enhance the Town's tax base.

Library Construction:

During fiscal year 2010, the Town approved construction of a new 32,000 square foot main library located adjacent to the current library. The two-year project has an estimated cost of \$13.85 million, began in fiscal year 2011. The project includes relocating a historic building on this site, all costs associated with the construction of the new facility, and the demolition of the current library. During fiscal 2011, the Town financed \$9.3 million and received approximately \$2.2 million from the Massachusetts Library and Green Incentive Grant. The total grant is \$4 million and the remainder will be received in fiscal 2012. Also, the remainder of the project will be financed through private donations.

NOTE 14 – CONTINGENCIES

The Town participates in a number of federal award programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2011, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2011, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2011.

NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2011, the following GASB pronouncements were implemented:

- GASB Statement #54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was implemented in fiscal year 2011. Financial statements changes include new fund balance designations and the reclassification of stabilization funds from the special revenue fund to the general fund. Notes to the basic financial statements were changed to provide additional disclosure on the new designations of fund balance.

- GASB Statement #59, *Financial Instruments Omnibus*, was implemented in fiscal year 2011 and did not impact the financial statements

Future Implementation of GASB Pronouncements:

- The GASB issued Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*, which is required to be implemented in fiscal year 2013. Management expects that the implementation of this pronouncement will have an impact on the basic financial statements.
- The GASB issued Statement #61, *The Financial Reporting Entity: Omnibus*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will not have a significant impact on the basic financial statements.
- The GASB issued Statement #62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will not have a significant impact on the basic financial statements.
- The GASB issued Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will have a significant impact on the basic financial statements.
- The GASB issued Statement #64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions, an amendment of GASB Statement No. 53*, which is required to be implemented in fiscal year 2012. Management does not believe that this pronouncement will require additional disclosure or impact the basic financial statements.

APPENDIX B



WESTWOOD RECORDS ANNUAL TOWN MEETING, MAY 2, 2011

Pursuant to a warrant dated April 4, 2011, signed by Selectmen, Patrick Ahearn, Nancy Hyde and Philip Shapiro, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Auditorium on Monday, May 2, 2011 at 7:30 p.m. for the Annual Town Meeting.

Moderator, Anthony J. Antonellis who declared the presence of a quorum, called the meeting to order at 7:54 p.m. The return on warrant was read, after which all stood for the pledge of Allegiance to the Flag. The next order of business was the swearing of those Town Officials who were elected to office on Tuesday, April 26, 2011, by Town Clerk, Dorothy A. Powers.

One Resolution was read and presented to David W. White, Jr. by Selectman, Patrick Ahearn.

WHEREAS, David W. White, Jr. served on the Sewer Commission from 2002 through 2010, and

WHEREAS, throughout his terms in office, he generously gave of his time and talents and consistently demonstrated the qualities of leadership, dedication, and fairness throughout his service to the Town, and

WHEREAS, his many worthwhile contributions were greatly valued by his fellow members of the Sewer Commission, Town staff, and members of other elected and appointed Town boards and commissions, and

WHEREAS, he volunteered his professional expertise and contributed countless hours of his time to plan, construct, and maintain the Westwood Sewer System, and

WHEREAS, he was a founding member and co-chair of OPEN, an organization that preserves land and conservation areas within the Town of Westwood and was an active member of the Community Preservation Advisory Committee, and

WHEREAS, he has generously given his time and talent as a founding member of the Westwood Land Trust, a private not-for-profit organization to protect natural land, and

WHEREAS, he spent countless hours on the Comprehensive Plan Steering Committee, to develop the goals, objectives, and implement the actions of the Comprehensive Plan, and

WHEREAS, he repeatedly demonstrated a consistent willingness to make difficult decisions while continually striving to uphold the best interests of the Town, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2011 Annual Town Meeting, officially recognizes and expresses its gratitude to David W. White, Jr. for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town and a copy be given to David W. White, Jr.

The John J. Cronin Public Service Award was then presented to Howard J. Messing for his exemplary service, dedication and commitment to the Town of Westwood by Nancy Hyde, Chairman of the Board of Selectmen as follows:

Each year, the John J. Cronin Public Service Award Committee presents this high honor to an individual who has served the Town of Westwood. John Cronin, who served as Westwood's Town Treasurer for many years, gave selflessly of his time and expertise for the betterment of the community both as an elected official and in numerous volunteer capacities. To recognize this same spirit of community involvement as exemplified by John Cronin's life, it is with great pleasure that we have chosen Howard Messing as the ninth recipient of the John J. Cronin Public Service Award.

Howard Messing has displayed exemplary service, dedication and commitment to the Town of Westwood. Through his service on numerous Town boards, Howard has made valuable contributions to the Westwood community.

Howard and his wife Colleen moved to Westwood 21 years ago with their two children Lauren and Sam. Howard attended MIT and graduated in 1973 with a degree in electrical engineering and computer science. He joined Meditech in 1974 as a programmer and has since advanced to his current position of President and CEO for one of the largest privately-held technology companies and a leading software vendor in the health care industry in the world. Meditech is also one of Westwood's largest corporate tenants.

Howard is a true leader; his most important contribution has been to offer his professional technical and business expertise to many boards in the community. While serving on the Information Systems Advisory Board in 1995 and as Chairman from 1996 to 1998, he assisted in providing advice and guidance in the area of hardware, software and networking to utilize the most modern technology, while ensuring that industry accepted standards regarding items such as privacy, security, and reliability were being followed. Howard was also instrumental in the completion and expanded use of a town wide Geographical Information System (GIS).

In 1998 Howard was appointed to the Finance Commission where he served the Town for seven years and as Chairman in 2004 and 2005. Howard's calm and level headed approach to controversial issues was critical in gaining consensus on some very important issues.

Howard combined his business and public service expertise while serving on the Economic Advisory Development Board in 2005 and also as its Chairman in 2007 and 2008. He provided support for many of the current and future economic engines of our

Town, including the encouragement of real estate and major business development proposals, facilitating the permitting process, and making recommendations to the appropriate permit granting authority. Howard participated on the task force formed by the State's Executive Office of Transportation and Mass Highway to inform the design & development phase of the I-93/ I-95 interchange reconstruction.

In his personal life Howard and his family are very involved with the Museum of Science where he has served more than a decade as an overseer and then trustee. Howard is now Chairman of the Museum's Board of Trustees. Howard also remains active at MIT through his affiliation with the Physics Department. Howard is truly a leader and honorable public servant and we are very fortunate to have him in the Westwood community.

On behalf of the John J. Cronin Public Service Award Committee, it is with great pleasure that I present this prestigious award to Howard Messing and we add his name to the plaque which hangs in Town Hall along with previously honored individuals.

An overview of the meeting was then given by Nancy Hyde, Chairman of the board of Selectmen, followed by a financial presentation made by Pamela Dukeman, Finance Director.

Moderator, Anthony J. Antonellis then presented the following articles:

ARTICLE 1

The Finance Commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of Three Hundred Eighty Thousand Dollars (\$380,000) to supplement the following fiscal year 2011 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Reserve Fund	\$300,000	Snow and Ice	\$213,000
Treasurer Expense	\$5,000	Police Salary	\$100,000
Comprehensive Insurance	\$75,000	COA Salary	\$17,000
		Treasurer Salary	\$5,000
		Legal Budget	\$45,000
Total	\$380,000	Total	\$380,000

ARTICLE 2

The Finance Commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of Six Hundred Forty-One Thousand Two Hundred Twenty-Two Dollars (\$641,222) to supplement the following fiscal year 2011 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Overlay Surplus (FY11 additional state aid)	\$641,222	School Operating Budget	\$548,041
		Municipal Salary Accounts:	
		Selectmen	\$3,570
		Finance Commission	\$112
		Accounting	\$1,696
		Assessors	\$1,020
		Treasurer	\$880
		Personnel Board	\$1,709
		Information System	\$6,388
		Conservation	\$570
		Land Use	\$53,912
		Economic Development	\$1,075
		Police	\$6,780
		Building	\$2,824
		Animal Control	\$604
		DPW Admin	\$1,421
		DPW operations	\$3,149
		Health	\$1,503
		COA	\$1,160
		Youth	\$1,261
		Library	\$1,352
		Recreation	\$2,195
Total	\$641,222	Total	\$641,222

ARTICLE 3

The Finance Commission recommended and the Town voted unanimously to appropriate by transfer from available funds the sum of One Hundred Sixty-One Thousand Dollars (\$161,000) to supplement the following fiscal year 2011 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$54,000	Ambulance Services	\$54,000
Ambulance Receipts	\$12,000	Ambulance Services	\$12,000
Overlay Surplus	\$25,000	Assessors Revaluation Services	\$25,000
Free Cash	\$70,000	DPW Salary Overtime – Snow & Ice	\$70,000
Total	\$161,000	Total	\$161,000

ARTICLE 4

The Finance Commission recommended and the Town voted unanimously to rescind certain authorized but unissued borrowings of the Town, or take any other action thereon.

Project	Town Meeting	Warrant Article	Amount
Cemetery Barn	2009 Annual	10	\$150,000

ARTICLE 5

There being no unpaid bills of the previous year, no action was taken on this article.

ARTICLE 6

The Finance Commission recommended and the Town voted unanimously 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, 2011, through June 30, 2012, as set forth in Appendix D of the Finance Commission's Report to the 2011 Annual Town Meeting, or take any other action thereon.

ARTICLE 7

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Seventeen Thousand Dollars (\$417,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Animal control officer van	Police	\$30,000	Free Cash
Information Systems Dept - end user technology	IS	\$50,000	Free Cash
Replacement of police vehicles	Police	\$124,000	\$61,500 Taxation/ \$62,500 Free Cash
Fire Chief vehicle	Fire	\$34,000	Free Cash
Deputy Fire Chief vehicle	Fire	\$34,000	Free Cash
Municipal building maintenance/energy upgrade	DPW	\$50,000	Free Cash
Cell audio monitoring system	Police	\$15,000	Free Cash
Drainage infrastructure/storm water quality	DPW	\$80,000	Free Cash

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

ARTICLE 8

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Six Thousand Dollars (\$406,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Technology	School	\$100,000	\$61,500 Taxation/ \$38,500 Free Cash
Roofing	School	\$274,000	Free Cash
Vehicles	School	\$32,000	Free Cash

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds;

and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases, or take any other action thereon.

ARTICLE 9

The Finance Commission recommended and the Town voted to raise and appropriate and/or transfer from available funds the sum of One Hundred Sixty Thousand Four Hundred Ninety-Five Dollars (\$160,495) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Inflow/infiltration repair/lining (Full project \$641,495 - MWRA grant/0% loan \$386,000 and available capital \$200,000 from FY11)	Sewer	\$55,495	Sewer User Fees
Inflow/infiltration town wide study phase II	Sewer	\$105,000	\$46,951 Sewer User Fees/\$58,049 Sewer Retained Earnings

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

ARTICLE 10

The Finance Commission recommended and the town voted unanimously to appropriate the sum of Four Hundred Sixty Thousand Dollars (\$460,000) for the purchase of the following capital equipment and improvements:

Dump truck sander & plow	\$175,000
Dump truck sander & plow	\$160,000
Sidewalk tractor	\$125,000
Total	\$460,000

and to meet this appropriation , authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of four Hundred Sixty Thousand Dollars (\$460,000) for the cost of said equipment, under and pursuant to Chapter 44, Section 7(9), or any other enabling authority, and to issue bonds or notes of the State, Federal, or other grants or assistance that may be available for such equipment and improvements.

ARTICLE 11

The Finance Commission recommended and the town voted unanimously to appropriate the sum of Four Hundred Fifty Thousand Dollars (\$450,000) to install the Brook Street Culvert Flood Prevention Project, and for the payment of all other costs incidental thereto; and to meet this appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of Four Hundred Fifty Thousand Dollars(\$450,000) under and pursuant to chapter 44, Section 7(1),(7),or 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 or Federal or other grants or assistance that may be available for such project.

ARTICLE 12

The Finance Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds a sum of money for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B.

Purpose	Amount	Funding Source
Stabilization Fund	\$25,000	Taxation

ARTICLE 13

The Finance Commission recommended and the Town voted unanimously to transfer from available funds a sum of money for the Town Wide Emergency Contingency Account to be appropriated for use by majority vote of Town Meeting, or take any other action thereon.

Purpose	Amount	Funding Source
Town Wide Emergency Contingency Account	\$210,000	Free Cash

ARTICLE 14

The Finance Commission recommended and the town voted unanimously to authorize the Board of Selectmen to apply for and accept state funds to be received as reimbursement for road improvements and deposit said funds into the Town’s road improvement account to be used as reimbursement for expenditures made or to continue the Town’s road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for the expenditure of any funds allotted or to be allotted by the Commonwealth for the improvement of Chapter 90 and other public roads within the Town of Westwood and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said program, or take any other action thereon.

ARTICLE 15

The Finance Commission recommended and the town voted by a majority to authorize the Board of Selectmen to petition the General Court to enact special legislation recommended by the Government and Charter Study Task Force Committee providing for a revised Charter for the Town of Westwood as set forth below; which special legislation shall not take effect until acceptance of the legislation by the voters at an election; and further, to authorize the General Court to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments that shall be within the scope of the general public objectives of this petition:

An Act Relative to the Charter of the Town of Westwood

Section 1. The following shall be the Charter of the Town of Westwood:

Chapter C

CHARTER

PREAMBLE: We, the people of the Town of Westwood, Massachusetts, in order to reaffirm the customary and traditional liberties of the people with respect to the conduct of our local government and to take the fullest advantages inherent in the Home Rule Amendment of the Constitution of the Commonwealth, do hereby adopt the following Home Rule Charter for this town.

CHAPTER 1

POWERS OF THE TOWN

SECTION 1. Incorporation

1-1-1. The present Town of Westwood, Massachusetts, within its corporate limits as now established, shall continue to be a body politic and corporate under the name, Town of Westwood.

SECTION 2. Scope of Town Powers

1-2-1. The town shall possess and exercise all powers possible under the constitution and laws of the Commonwealth of Massachusetts as fully and completely as though those powers were expressly enumerated in this chapter.

SECTION 3. Form of Government

1-3-1. This charter provides for a selectmen — open town meeting — town administrator form of town government.

SECTION 4. Construction of Charter

1-4-1. The power of the town under this charter shall be construed liberally in favor of the town, and the specific mention of particular powers in the charter shall not be construed as limiting in any measure the general powers of the town as stated in section 1-2-1.

SECTION 5. Intergovernmental Relations

1-5-1. The town may exercise, consistent with the provisions of law, any of its powers, or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more civil divisions, subdivisions, or agencies of the Commonwealth, other states, or of the United States government.

CHAPTER 2

ELECTIONS AND TOWN MEETING

SECTION 1. Legislative Power

2-1-1. The legislative powers of the town shall be exercised by a town meeting open to all registered voters of the town.

SECTION 2. Town Elections

2-2-1. The annual town meeting shall be held on the last Tuesday in April of each year, but the only business to be conducted on that day shall be the election of town officers and the balloting on all matters which are to be determined by official ballot.

2-2-2. All General Laws regarding town elections shall apply, except as provided by this charter, or by special act of the legislature.

SECTION 3. Elections to be Nonpartisan

2-3-1. All elections of town officers shall be nonpartisan, and election ballots for town officers shall be printed without any party mark, emblem or vignette, or designation whatsoever.

SECTION 4. Eligibility of Town Voters

2-4-1. Any registered voter of the town shall be eligible for election to any elective office or board of the town. Any person duly elected to any such office or board shall take up the duties of the office the day after the adjournment sine die of the town meeting at which the individual was elected, unless such office was vacant at the time of the election, in which case the individual shall take up the duties of the office immediately; provided, however, the individual shall first have been sworn to the faithful performance of the individual's duties by the Town Clerk.

SECTION 5. Initiative

2-5-1. Petition. Any 10 voters of the town may secure, by written petition to the board of selectmen, the inclusion of an article for the warrant of any duly scheduled annual town meeting, and at least 100 registered voters may secure the same for any duly scheduled special town meeting.

2-5-2. Pre-Petition.

- (a) Any 5 voters of the town may submit to the board of selectmen or the finance and warrant commission by a date set by bylaw prior to the annual town meeting a proposed warrant article, and shall designate a lead petitioner.
- (b) The board of selectmen or the finance and warrant commission shall include the proposed article on an agenda at a regular or special meeting for discussion, and provide the lead petitioner with nonbinding guidance, if any, concerning the same by a date set by bylaw which shall be no later than 7 days prior to the close of the warrant.
- (c) Failure to submit an article under this section shall not prevent the filing of a petition under section 2-5-1 and any guidance to the petitioners under this section shall not be binding on the finance and warrant commission or board of selectmen in the event the same petition is submitted under section 2-5-1.

SECTION 6. Business Sessions of the Town Meeting

2-6-1. Business sessions of the annual town meeting shall be held on the first Monday in May, and may be continued on such additional days as may be decided by the town meeting. There shall also be a second business session of the annual town meeting held in the last 3 months of the calendar year on a date to be determined by the board of selectmen, which meeting shall be deemed an "annual town meeting" for purposes of the General Laws; provided, however, that the board of selectmen may at its discretion, cancel said fall annual town meeting no later than September 15 in any year, so long as no more than 10 petitioned articles have been submitted for inclusion on the warrant at said fall annual town meeting, and notice

of the board's action with regard to such meeting shall be posted on the Town's website and principal bulletin board. The board's decision as to whether to hold a fall town meeting shall not prohibit the board from calling for a special town meeting from time to time at its discretion.

2-6-2. Rules of procedure of the town meeting shall be determined through bylaw.

2-6-3. A journal of the proceedings of the town meeting shall be kept, and it shall be a public record.

SECTION 7. Finance and Warrant Commission Recommendation

2-7-1. The finance and warrant commission shall consider all articles in warrants for all town meetings and shall report in writing before each town meeting in the manner provided by bylaw its advice, estimates, and recommendations for consideration by the town meeting, and it shall hold a public meeting with respect to the warrant at least 14 days prior to any town meeting. Failure to timely post, publish or mail such advice, estimates, and recommendations in the manner provided by bylaw shall not affect the validity of the town meeting.

SECTION 8. Quorum

2-8-1. The town meeting shall establish by bylaw a quorum requirement for the conduct of its business, but a smaller number than the established quorum may adjourn forthwith any meeting to a stated date, time, and place.

SECTION 9. Presiding Officer

2-9-1. A moderator, who shall be a registered voter of the town, shall be elected for a 1 year term. The moderator shall preside at all sessions of the town meeting.

2-9-2. If the office of moderator becomes vacant, or if the moderator is absent, the board of selectmen shall appoint an acting moderator for a particular meeting or to serve until the next regular election of town officers.

2-9-3. No elected town officer shall be eligible to be appointed acting moderator.

CHAPTER 3

THE BOARD OF SELECTMEN

SECTION 1. Composition and Terms

3-1-1. A board of selectmen of 3 members shall be elected for 3 year overlapping terms. At each annual town election, 1 selectman shall be elected to fill the office the term of which is expiring. Members may receive such compensation as may be appropriated by the town meeting.

SECTION 2. Powers and Duties

3-2-1. The board shall exercise those powers and duties prescribed by the General Laws, this charter, and town bylaws.

3-2-2. The board shall have the power to establish, in the performance of its duties, rules and regulations not otherwise governed by the General Laws, this charter, and town bylaws.

SECTION 3. Power of Investigation

3-3-1. The board may conduct investigations into the conduct and operation of any town department as authorized by the General Laws.

SECTION 4. Power to Appoint Town Officers

3-4-1. The board shall have the power to fill by appointment the offices of: police chief, fire chief, department of public works director and town counsel.

SECTION 5. Power to Appoint Town Boards and Commissions

3-5-1. The board shall have the power to appoint: a board of health, a council on aging, a conservation commission, a recreation commission, election officers, registrars of voters and such other boards, commissions and committees as are authorized by the General Laws, this charter, town bylaws or the town meeting, for whom appointment is not otherwise provided.

SECTION 6. Power to Rescind Appointments

3-6-1. The board shall have the power to rescind any appointment to any board, commission, committee or individual office made under this chapter, provided that the appointee shall first have been served with written notice of the board's intention, and reasons, for rescinding said appointment.

CHAPTER 4

ELECTED TOWN BOARDS AND OFFICERS

SECTION 1. School Committee

4-1-1. A school committee of 5 members shall be elected for 3 year overlapping terms. Members shall serve without compensation.

4-1-2. The committee shall have general charge of all public schools in the town, under the General Laws, this charter and town bylaws.

SECTION 2. Board of Assessors

4-2-1. A board of assessors of 3 members shall be elected for 3 year overlapping terms. Members may receive such compensation as may be appropriated by the town meeting.

SECTION 3. Sewer Commission

4-3-1. A board of sewer commissioners of 3 members shall be elected for 3 year overlapping terms. Members may receive such compensation as may be appropriated by the town meeting.

4-3-2. The board of sewer commissioners shall be responsible for the development of general goals and long term plans for the town's sewer system and shall also establish the fees, user charges or rates necessary to fully fund the sewer system operations.

SECTION 4. Planning Board

4-4-1. A planning board of 5 members shall be elected for 3 year overlapping terms. Members shall serve without compensation.

4-4-2. The board shall meet regularly and shall maintain a public record of its proceedings, resolutions and determinations. It shall be responsible for the general, physical, economic and environmental planning of the town under the general laws, this charter and town bylaws.

SECTION 5. Library Trustees

4-5-1. A board of 6 library trustees shall be elected for 3 year overlapping terms. Members shall serve without compensation.

4-5-2. The board shall be responsible for the administration and operation of the town library, including staffing, acquisitions, maintenance and the promulgation of library rules and regulations.

SECTION 6. Associate Members

4-6-1 Notwithstanding any general or special law to the contrary, there shall be not more than 2 associate members of each board elected under this chapter who may participate in all board matters. The chairman of the elected board may designate the associate member(s) to sit on the board in the case of absence, inability to act, or conflict of interest, on the part of any member of the board or in the event of a vacancy on the board. The associate members shall be appointed for 3-year rotating terms by majority vote of a joint meeting of the board of selectmen and the elected board being augmented with the associate members. Any vacancies arising in said position shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

SECTION 7. Elected Officers

4-7-1. The following town officers shall be elected by ballot of the whole town: a moderator for a term of 1 year, and a town clerk, a town treasurer, and a tax collector for terms of 3 years. Each officer may receive such compensation as may be appropriated by the town meeting.

SECTION 8. Recall

4-8-1 A holder of an elected office in the Town of Westwood may be recalled from that office by the registered voters of the town under this section, except that the maximum number of members of a board that may be recalled shall be a majority or as otherwise limited by section 4-8-7.

4-8-2 Any 200 registered voters of the Town of Westwood may initiate a recall petition by filing with the town clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for recall. Not more than 33 1/3 per cent of the signatures appearing on the affidavit may be from any 1 precinct of the town. The town clerk shall thereupon prepare a sufficient number of copies of petition blanks demanding such recall, a supply of which shall be kept on hand. Such blanks shall be issued by the town clerk, with the clerk's signature and official seal attached. Further, such blanks shall be dated, shall be addressed to the selectmen of the town and shall contain the names of the first 10 signers to the affidavit, as designated by the person identified as the lead petitioner at the time of filing of the affidavit, the name and office of the person whose recall is sought and the grounds of recall as stated in the affidavit, and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of the town clerk. The recall petition shall be returned and filed with the town clerk within 20 days after the recall petition blanks are made available to the lead petitioner and shall be signed by at least 15 per cent of the registered voters of the town as of the date of the most recent regular town election, who shall add to their signatures their place of residence, including their street, number and precinct; provided, however, that not more than 33 1/3 per cent of the total number shall be from any 1 precinct.

The town clerk shall, within 24 hours of receipt of the petition, submit the signed petition to the registrars of voters in the town and said registrars shall, within 5 working days, certify on the petition the number of signatures which are names of registered voters of the town.

4-8-3 If the petition shall be found and certified to be sufficient the town clerk shall submit the petition with a certificate to the selectmen within 5 working days, and the selectmen shall, within 5 working days, give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within 5 days thereafter, forthwith order an election to be held on a date fixed by them not less than 65 nor more than 90 days after the date the board of selectmen calls for said election; provided, however, that if any other town election is to occur within 100 days thereafter, the selectmen shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall proceed as provided in this section.

4-8-4 An officer sought to be removed may be a candidate at such election and, unless such officer requests otherwise in writing, the town clerk shall place the officer's name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for and the conduct of the removal election, shall be in accordance with the law relative to elections unless otherwise provided in this chapter.

4-8-5 An incumbent shall continue to perform the duties of the office until a recall election is held. If not recalled, such officer shall continue in office for the remainder of the unexpired term subject to recall as before, except as provided in

Section 4-8-7. If such officer is recalled in the recall election, the officer shall be deemed removed upon certification of the election results. If a successor fails to qualify within 15 days after receiving notification of election, the office shall thereupon be deemed vacant.

4-8-6 Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name and title of officer).

Against the recall of (name and title of officer).

Immediate at the right of each proposition there shall be a location in which a voter may vote for either of said propositions. Under the propositions shall appear the word "Candidates", the directions to the voters required by section 42 of chapter 54 of the General Laws and, beneath this, the names of candidates nominated in accordance with the provisions of law relating to elections. If two-thirds of the votes cast upon the question of recall are in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If more than one-third of the votes on the question are in the negative, the ballots for candidates need not be counted.

4-8-7 No recall petition shall be filed against an officer within 90 days after the officer takes office, nor shall any officer be subject to recall if the officer's term of office expires within 90 days of the town clerk's certificate issued under Section 4-8-3. In the case of an officer subjected to a recall election and not recalled thereby, no recall petition shall be filed against such officer until at least 90 days after the election at which the officer's recall was submitted to the voters.

4-8-8 No person who has been recalled from an office or who has resigned from office after the filing of a recall petition shall be appointed to town office within 1 year after such recall or such resignation.

CHAPTER 5

APPOINTED TOWN BOARDS

SECTION 1. Board of Health

5-1-1. A board of health of 3 members shall be appointed by the board of selectmen for 3 year overlapping terms. Members shall serve without compensation. One member of the board, who shall not necessarily be the chairman, shall be a doctor of medicine, certified to practice medicine in Massachusetts or a registered nurse with current and valid Massachusetts registration.

5-1-2. The board shall exercise such public health functions as may be prescribed by the General Laws, this charter and town bylaws.

SECTION 2. Council on Aging

5-2-1. A council on aging of 9 members shall be appointed by the board of selectmen for 3 year overlapping terms. No member will be eligible for reappointment to a

third term until and unless 1 year has elapsed from and after the expiration of that member's second full term. Members shall serve without compensation.

- 5-2-2. The council shall coordinate and carry out programs designed to meet the problems of aging persons, in accordance with the General Laws, this charter and town bylaws.

SECTION 3. Conservation Commission

- 5-3-1. A conservation commission of 7 members shall be appointed by the board of selectmen for 3 year overlapping terms in accordance with the General Laws. Members shall serve without compensation.
- 5-3-2. The conservation commission shall exercise such conservation-related functions as may be prescribed by the General Laws, this charter and town bylaws.

SECTION 4. Recreation Commission

- 5-4-1. A recreation commission of 7 members shall be appointed by the board of selectmen for 3 year overlapping terms. Members shall serve without compensation.
- 5-4-2. The commission shall be responsible for the development and supervision of a town recreation program.

SECTION 5. Zoning Board of Appeals

- 5-5-1. A zoning board of appeals of 3 regular members and 6 associate members shall be appointed by the board of selectmen for 3 year overlapping terms. Members shall serve without compensation.
- 5-5-2. The zoning board of appeals shall exercise such zoning-related functions as may be prescribed by the General Laws, this charter and town bylaws.

SECTION 6. Youth and Family Services

- 5-6-1. A youth and family services commission consisting of no fewer than 3 nor more than 17 members shall be appointed by the board of selectmen for 3 year overlapping terms. A quorum of the commission shall be a majority of those members then in office; provided however, that a lesser number may adjourn from time to time.
- 5-6-2. The youth and family services commission shall carry out programs designed or established to support the development of youth of the town as may be prescribed by the General Laws, this charter and town bylaws.

SECTION 7. Associate Members

- 5-7-1 There shall be not more than 2 associate members of each board appointed under this chapter, other than the zoning board of appeals, and chapter 7, who shall be eligible to participate in all board matters. The chairman of the appointed board may designate the associate members to sit on the board in the case of absence,

inability to act, or conflict of interest, on the part of any member of the appointed board or in the event of a vacancy on the appointed board. The associate members shall be appointed for 3-year rotating terms by the board or officer responsible for appointing the board itself, and any vacancies arising in said position shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

CHAPTER 6

TOWN ADMINISTRATOR

SECTION 1. Town Administrator

- 6-1-1. The board of selectmen shall appoint a town administrator for an indefinite term to serve at its pleasure, and shall fix the compensation for such person, annually, within the amount appropriated by the town. The board of selectmen may establish an employment contract with the town administrator for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties or office, liability insurance, conditions of discipline, termination, dismissal, and reappointment, performance standards and leave.
- 6-1-2. The town administrator shall not have served in an elective office in the town government for at least 12 months prior to appointment.
- 6-1-3. The town administrator shall devote full time to the office and shall not hold any other public office, elected or appointed, nor engage in any business or occupation during such service, unless such action is approved in advance by the board of selectmen; provided, however, that this section shall not prevent the town administrator from serving, at the direction of the board of selectmen, on any committee as an *ex officio* member, or as the board of selectmen's designee on other committees and boards. The board of selectmen shall provide for an annual review of the job performance of the town administrator.

SECTION 2. Duties

- 6-2-1. The town administrator shall be the chief administrative officer of the town and shall be directly responsible to the board of selectmen. The town administrator shall supervise, direct and be responsible for the efficient administration of all functions under the administrator's control as may be authorized by the charter, by bylaw, by town meeting vote or by the vote of the board of selectmen, including all department heads and employees appointed by the town administrator or the board of selectmen, and their respective departments, and shall coordinate activities of all town departments. The powers and duties of the town administrator shall include, but not be limited to, the power or duty to:
 - (a) (i) appoint, discipline, suspend, or remove town officers, department heads or principal deputies or agents of elected and appointed boards or officers, and other employees, including employees in civil service positions, for whom no other

method of selection is provided by the charter or general or special laws, consistent with the town's personnel policies and subject to the terms of any applicable collective bargaining agreements; provided, however, that the town administrator shall keep the chairman of the board of selectmen, or the chairman's designee, informed as to status of all personnel decisions made or to be made hereunder, and shall consult with the appropriate department head or principal deputy or agent prior to hiring an employee for that department;

(ii) appointments or removals of town officers, department heads or principal deputies or agents of elected and appointed boards or officers made by the town administrator under the preceding paragraph shall become effective on the 15th day following the day notice of proposed appointment or removal is filed with the board of selectmen unless said board shall, within that period, reject such appointment or removal, or has sooner voted to affirm it; copies of notices of proposed appointments as filed with the board of selectmen shall simultaneously be posted on the town bulletin board.

(iii) the town administrator shall consult with the board of selectmen prior to appointing a finance director in accordance with the provisions of section 8-1-2 of this charter; such appointment shall be subject to all other provisions of section 6-2-1(a).

(b) supervise and direct all appointed department heads and principal deputies or agents of part-time or volunteer elected and appointed boards or officers in a manner consistent with the town's personnel policies;

(c) coordinate the activities of all town agencies serving under the office of the town administrator and the office of the board of selectmen with those under the control of other officers and multiple member bodies elected directly by the voters; for this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town; the town administrator shall have the right to attend and speak at any public meeting of any multiple member body;

(d) administer and enforce, to the extent required, the General Laws, special acts of the commonwealth applicable to the town or town bylaws, and all regulations established by the board of selectmen;

(e) attend all regular and special meetings of the board of selectmen, unless excused, and shall have a voice but not a vote in all discussions;

(f) attend all sessions of the town meeting and answer all questions addressed to the town administrator which are related to the warrant articles and to matters under the general supervision of the town administrator;

(g) keep the board of selectmen fully informed as to the needs of the town and recommend to the selectmen for adoption such measures requiring action by them

or by the town as the town administrator deems necessary or expedient;

(h) ensure that the complete and full records of the financial and administrative activity of the town are maintained and render reports to the board of selectmen as may be required;

(i) serve as the chief procurement officer under chapter 30B of the General Laws, and be responsible for the procurement and award of all contracts for supplies, services materials, and equipment other than those for the school department and the library; provided, however, that any contract over \$100,000 shall require approval by the board of selectmen;

(j) develop and maintain a formal and complete inventory of all town-owned real and personal property and equipment;

(k) administer personnel policies, practices, rules and regulations, compensation and classification plan and related matters, in consultation with the personnel board, for all municipal employees; and administer all collective bargaining agreements entered into by the town;

(l) subject to the approval of the board of selectmen, fix the compensation of all officers, department heads, officers and employees appointed by the town administrator or the board of selectmen within the limits established by appropriation and any applicable compensation plan and collective bargaining agreement;

(m) be responsible for the negotiation all contracts with town employees, except employees of the school department, regarding wages and other terms and conditions of employment; collective bargaining agreements negotiated under the authority of this section shall be subject to the approval of the board of selectmen and to chapter 150E of the General Laws;

(n) prepare, in consultation with the finance director, and submit an annual operating budget and capital improvement plan as provided in section 9-3-1 of this charter and be responsible for its administration after its adoption; transfer funds between individual line-items within a department account at any time during the fiscal year, with the approval of the board of selectmen, provided, that notice of such proposed transfer shall be provided to the board of selectmen and the finance and warrant commission, and shall be posted on the town bulletin board, no less than 14 days prior to said transfer;

(o) keep the board of selectmen and the finance and warrant commission fully informed as to the financial condition of the town and make recommendations to the board of selectmen;

(p) prepare and submit to the board of selectmen at the end of the fiscal year a comprehensive report on the finances and the activities and operations of all departments, boards and committees of the town;

- (q) investigate or inquire into the affairs of any town department or office;
- (r) delegate, authorize or direct any subordinate or employee in the town to exercise any power, duty, or responsibility which the office of town administrator may exercise; provided, however, that all acts performed under such delegation shall be deemed to be the acts of the town administrator;
- (s) seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes;
- (t) approve all payroll and expense warrants for payment of town funds; in the event of the absence of the town administrator, the board of selectmen shall approve such warrants; if a vacancy exists in the office of town administrator, the board of selectmen shall approve all such warrants or may delegate such responsibility to an acting or temporary town administrator appointed pursuant to sections 6-5-1 or 6-5-2 of this charter;
- (u) represent the board of selectmen, at its direction, at any county, regional, state, and federal meetings;
- (v) supervise the issuance by the board of selectmen of licenses and permits, and schedule all related hearings;
- (w) serve as emergency management director, convening meetings and monitoring the centralized management issues during emergencies;
- (x) coordinate litigation; authorize and monitor use of town counsel, special counsel and consultants; and
- (y) perform such other duties as necessary or as may be assigned by this charter, town bylaw, town meeting vote or vote of the board of selectmen.

SECTION 3. Qualifications

6-3-1. The town administrator shall be appointed solely on the basis of educational, executive, and administrative qualifications and experience. The educational qualifications shall consist of a master's degree granted by an accredited degree granting college or university, in public or business administration or related field, and professional experience shall include at least five years of full-time, compensated service in finance, government law, personnel administration, collective bargaining and/or organization development or extensive experience in working with the public and responding to customer service requests. The board of selectmen may waive the education or experience requirements listed herein if the board determines that an applicant's qualifications provide an equivalent combination of education and experience and that such waiver is in the best interest of the town.

SECTION 4. Acting and Temporary Town Administrator

6-4-1. Acting Town Administrator. The board of selectmen may designate a qualified

person to exercise the rights and perform the duties of the town administrator during a temporary vacancy caused by the suspension, removal or resignation of the town administrator. Members of the board of selectmen shall be ineligible to serve in this capacity.

6-4-2. Temporary Town Administrator. With the approval of the board of selectmen, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator. Such delegation shall be made by letter filed with the town clerk and the board of selectmen.

6-4-3. Powers and Duties. The powers and duties of the acting or temporary town administrator, under sections 6-4-1 and 6-4-2 shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments or designations, unless otherwise authorized by the board of selectmen.

CHAPTER 7

BOARDS AND COMMISSIONS APPOINTED BY MODERATOR

SECTION 1. Moderator's Power of Appointment

7-1-1. The moderator shall have the power to appoint members of those boards and commissions authorized under this chapter. Appointments made by the moderator shall in each instance be for a fixed term, and such appointments shall not be subject to review or confirmation by any other person or group.

SECTION 2. Power to Rescind Appointments

7-2-1. The moderator may rescind any appointment to any board or commission made under the authority of this chapter; provided that the appointee shall first have been served with a written notice of the moderator's intention, and the moderator's reasons, for rescinding the appointment.

SECTION 3. Finance and Warrant Commission

7-3-1. A finance and warrant commission of 15 members shall be appointed for 3 year overlapping terms. Members shall serve without compensation, and no member may hold any other elective or appointive town position during the member's term of office.

7-3-2. In making appointments to the commission, the moderator shall take into consideration the demographic composition of the town.

SECTION 4. Personnel Board

7-4-1. A personnel board of 5 persons shall be appointed for 3 year overlapping terms. Members shall serve without compensation.

7-4-2. It shall be the responsibility of the board to administer, and to propose periodic revisions of the town classification and compensation plan, in accordance with the provisions of the General Laws.

SECTION 5. Permanent Building Commission

7-5-1. A permanent building commission of not more than 7 members shall be appointed for 3 year overlapping terms. In making appointments to the permanent building commission, the moderator shall endeavor to include town residents with architecture, engineering or construction experience, or knowledge of state public bidding laws. Members shall serve without compensation.

7-5-2. Temporary members. For each municipal project, a temporary member who is a member or representative of the appointed or elected board or committee sponsoring or requesting the project, or whose facility would benefit from the project, which project has an estimated cost of more than \$100,000, shall be appointed and may participate for the duration of the project as a voting member of the commission.

7-5-3. Ex officio members. For each project, the moderator may appoint town employees or other town residents, with particular expertise or knowledge, to advise the commission related to the particular project. Any such request shall be made to the town moderator, who shall consult with the town administrator with regard to appointment of town employees other than school department employees, and to the superintendent of schools for school department employees. Ex officio members shall have a voice, but no vote, in the proceedings of the commission and shall not count towards the quorum needed to conduct business.

7-5-4. The commission shall have charge and direction of the construction and reconstruction of all buildings owned, leased or occupied by the town, and it shall have the power to make recommendations concerning the design, plans, specifications and location of other buildings financed, in whole or in part, by other public funds. From time to time the commission shall consult with the ultimate user of such buildings concerning said design, plans, specifications and locations of such buildings.

CHAPTER 8

DEPARTMENTS

SECTION 1. Finance Department

8-1-1. There shall be a department of municipal finance which shall be responsible for the coordination of all financial services and activities of the town, the maintenance of all accounting records and other financial statements, payment of all obligations, receipt of all funds due, monitoring of and reporting on all fiscal and financial activities of the town, supervision of all purchases of goods, materials and supplies, and maintenance of inventory controls. The department

shall include the offices and functions of the town accountant, town treasurer, tax collector and board of assessors; provided, however that although the offices of the town treasurer, tax collector and board of assessors shall be part of the department of municipal finance, such officers shall continue to exercise their respective duties and responsibilities under the General Laws, except as otherwise provided in this charter. The department shall have such additional powers, duties and responsibilities with respect to municipal finance-related functions and activities as the town may from time to time provide by bylaw.

8-1-2. Finance Director. The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by the town administrator, after consultation with the board of selectmen, and whose salary shall be fixed annually within the amount appropriated by the town. The appointment, and any discipline, suspension or removal of said finance director shall be undertaken in accordance with the provisions of section 6-2-1(a)(i) through (iii).

8-1-3. Finance Director, Qualifications. The director of municipal finance shall be a person especially fitted by education, experience and training to perform the duties of the office. The educational qualifications shall consist of a master's degree in finance, accounting or public or business administration, granted by an accredited degree-granting college or university, and professional qualifications shall include at least 3 years of prior full-time compensated service in accounting or business administration, or 5 years or more of such professional experience and a bachelor's degree in an appropriate discipline. At the request of the town administrator, the board of selectmen may waive the education or experience requirements listed herein if the board determines that an applicant's qualifications provide an equivalent combination of education and experience and that such waiver is in the best interests of the town.

The salary, fringe benefits and other conditions of employment of the director of municipal finance, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave may be established by contract.

8-1-4. Finance Director, Duties and Responsibilities. The director shall be responsible for the supervision and coordination of all financial personnel, tasks and activities of the department in accordance with the charter, General Laws, town bylaws and any applicable rules and regulations. The director of municipal finance may serve as the town accountant and shall be responsible for coordinating the fiscal management procedures of the offices of the town treasurer, tax collector and board of assessors and shall be the administrator of budgeting, including financial reporting, accountability and control, as well as an advisor to the board of selectmen, town administrator, finance and warrant commission, and all other town departments, concerning financial and programmatic implications of current and future financial policies. The director of municipal finance shall provide such assistance to the town administrator as the town administrator shall request with

regard to the preparation of the town budget and capital plan, and have such additional duties and responsibilities with regard thereto as set forth in section 6-2-1(n) and chapter 9 of the charter.

SECTION 2. Other Departments

8-2-1 Department of Public Works.

There shall be a department of public works, as established by Chapter 140 of the Acts of 1992, with the powers, duties and responsibilities set forth in that chapter, as said chapter may be amended from time to time.

8-2-2 Fire Department.

There shall be a fire department, as established by vote of the September 9, 1945 Town Meeting accepting the provisions of G.L. c.48, §§42, 43 and 44, with the powers, duties and responsibilities as set forth in such statutes.

8-2-3 Police Department.

There shall be a police department, as established by vote of the March 12, 1951 Town Meeting accepting the provisions of chapter 595 of the Acts of 1948, now codified as G.L. c.41, §97A, with the powers, duties and responsibilities as set forth in that section.

CHAPTER 9

FINANCIAL PROCEDURES

SECTION 1. Fiscal Year

9-1-1. The fiscal year of the town shall commence on July 1 and end on June 30, unless another uniform fiscal year for all towns shall be specified by state law.

SECTION 2. Audit Committee

9-2-1. There shall be an audit committee consisting of 3 members appointed by the board of selectmen for overlapping 3 year terms. The audit committee shall: review annual financial statements of the town financial offices; review the independent auditor's management recommendations; and provide advice and counsel to the board of selectmen, town administrator and other financial staff.

SECTION 3. Budget - Preparation and Schedule

9-3-1. The town administrator shall prepare an annual operating budget for the town as described in Section 9-4-3. For such purposes, the town administrator shall establish a budget schedule for the development and submission of all departmental budgets to the town administrator and finance director, and for the compilation of a proposed consolidated operating budget for the town, or such schedule may be established by bylaw. The town administrator shall also prepare, in consultation with the finance director, a 5-year capital plan.

SECTION 4. Budgetary Procedures

- 9-4-1. Not less than 3 months before the business session of the spring annual town meeting, the town administrator shall submit to the board of selectmen for its review and approval a proposed operating budget for the town with a summary budget message and supporting documents, and, in conjunction therewith, a 5-year capital plan. The board of selectmen may make such changes to the proposed operating budget and budget message as it deems appropriate. Following approval by the board of selectmen, the proposed annual operating budget, with summary budget message and supporting documents, and 5-year capital plan, shall forthwith be forwarded to the finance and warrant commission.
- 9-4-2. The summary budget message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the town for the ensuing year and shall indicate any major changes from the current year in financial policies, expenditures and revenues, together with the reasons for such changes.
- 9-4-3. The operating budget shall provide a complete financial plan for all town funds and activities and shall be in such form as the finance and warrant commission may require, but it shall indicate proposed expenditures for both current operations and capital projects during the ensuing year, detailed by purpose, offices, departments, commissions and committees.
- 9-4-4. The five-year capital plan shall be designed to address unmet long-range needs and to implement the capital goals and objectives of the town, and shall include all town activities and departments. The capital improvements plan shall include: a clear summary of its contents; a list of all capital improvements proposed to be undertaken during the next 5 years, together with supporting data; cost estimates, methods of financing and recommended time schedules; and the estimated annual cost of operating and maintaining the facilities or equipment to be constructed or acquired. The information required by this section may be revised and extended each year by the town administrator and shall apply each year to capital improvements pending or in the process of construction or acquisition.
- 9-4-5. The finance and warrant commission shall conduct 1 or more public meetings on the proposed operating budget at least 14 days prior to its submission at the annual town meeting.
- 9-4-6. The board of selectmen shall be responsible for presenting the proposed operating budget to the town meeting.
- 9-4-7. Town meeting may, by bylaw, establish additional procedures applicable to consideration and adoption of the budget as are not inconsistent with this charter.

CHAPTER 10

TOWN BYLAWS

SECTION 1. How Proposed

10-1-1. Town bylaws may be proposed in warrant article form in accordance with the provisions of the General Laws and section 2-5-1 of this charter.

SECTION 2. How Adopted and Revised

10-2-1. Adoption of a new bylaw or bylaw revision shall be by a two-thirds vote of those voting at an annual or special town meeting.

SECTION 3. Revision and Publication

10-3-1. The board of selectmen shall ensure that the bylaws are reviewed and prepared for any necessary revision at least every 5 years.

10-3-2. The town clerk shall codify and republish the bylaws every 5 years. Copies shall be made available to all registered voters who request them.

SECTION 4. Continuation of Bylaws

10-4-1. All special acts, bylaws, town meeting resolutions, rules and regulations of the town in force at the time this charter takes effect, not inconsistent with the provisions of this charter, shall continue in force.

CHAPTER 11

SEVERABILITY

SECTION 1.

11-1-1. If any section or partial section of this charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the validity of the remainder of this charter, nor the context in which such section or partial section so held invalid may appear.

CHAPTER 12

CHARTER REVISION

SECTION 1. Proposal of Amendments

12-1-1. Amendments to this charter relating in any way to the composition, mode of election or appointment, or terms of office of the legislative body, board of selectmen, or the town administrator may be proposed only by a charter commission elected under the General Laws, or proposed as otherwise authorized by the Massachusetts constitution.

12-1-2. Amendments to the charter relating to other matters may be proposed by a two-thirds vote at a duly called town meeting in accordance with the General Laws, or proposed as otherwise authorized by the Massachusetts constitution.

SECTION 2. Adoption of Amendments

12-2-1 Proposed amendments under this charter shall be acted upon by ballot of the whole town at a regular or special town meeting for the election of town officers in accordance with the General Laws, or approved as otherwise authorized by the Massachusetts constitution.

SECTION 3. Periodic Review

12-3-1. The board of selectmen shall appoint a committee of no fewer than 5 nor more than 9 members to review the charter and bylaws not less than once every 10 years from the date of the last review undertaken in accordance with this section and said committee may make recommendations to a subsequent town meeting to amend said charter and bylaws.

CHAPTER 13

TRANSITIONAL PROVISIONS

SECTION 1. Effective Date

13-1-1. This charter shall take effect immediately upon acceptance of a special act enacted by the general court establishing this charter as the charter of the town of Westwood.

SECTION 2. Continuation of Government

13-2-1. Each appointed or elected town official holding office on the effective date of this charter shall continue to serve until the expiration of that official's term. All appointed officials serving on the effective date of this charter shall be eligible for reappointment.

13-2-2. No officer holding tenure of office by act of the legislature, or vote of the town, or both, shall have the same set aside as the result of the adoption of this charter.

13-2-3. Upon the effective date of this charter, the position of executive secretary shall be abolished. The person serving the town in the capacity of executive secretary/town administrator as of the effective date of this charter shall be deemed to be the first appointee to the newly created position of town administrator; provided, however, that nothing in this charter shall restrict the board of selectmen from reappointing, terminating or taking other employment action with regard to said appointee in accordance with the provisions of this charter.

13-2-4. Upon the effective date of this charter, the position of assistant town administrator/finance director shall be abolished. The person serving the town in

the capacity of assistant town administrator/finance director as of the effective date of this charter shall be deemed to be the first appointee to the newly created position of finance director. Provided, however, that nothing in this charter shall restrict the town administrator from reappointing, terminating or taking other employment action with regard to said appointee in accordance with the provisions of this charter.

13-2-5. No contracts or liabilities in force on the effective date of this charter shall be affected by the abolition or creation of appointed offices, the consolidation of financial functions of the town as provided for in this charter, or the newly created appointed offices and municipal finance department and all such newly created offices and departments shall in all respects be the lawful successor of offices and departments so abolished or consolidated.

13-2-6. All records, property and equipment whatsoever of any office, department, or part thereof, the powers and duties of which are assigned in whole or in part to another office or department shall be assigned to such office or department.

Section 2. This act shall be submitted for acceptance to the voters of the town of Westwood at an annual or special town election in the form of the following question which shall be placed on the official ballot: "Shall an act passed by the General Court in the year 2011, entitled 'An Act providing for a Charter for the Town of Westwood' be accepted?" The town counsel shall prepare a fair and concise summary of the charter set forth in section 1 of this act to include the most significant proposed changes from the charter currently applicable to the town, subject to approval by the board of selectmen, which summary shall appear below the question on the ballot.

Section 3. Section 2 shall take effect upon passage.

Section 4. Section 1 shall take effect following acceptance of this act by a majority of the registered voters of the town voting at the election specified in section 2, but not otherwise.

or take any other action relative thereto.

ARTICLE 16

The Finance Commission recommended and the Town voted unanimously to authorize the Board of Selectmen to sell the Colburn School and the parcel of land (presently occupied by the Library) upon which it will be relocated, to the business entity that responded to the Request for Proposal (RFP) issued by the Colburn Re-Use Task Force in October 2010 to be used in substantial conformity to the response to the RFP received by the Town, or if necessary, to a proponent responding to a subsequent RFP, subject to similar proposed uses and conditions, including, but not necessarily limited to, the terms of the agreement reached with the Massachusetts Historical Commission, or to take any other action related thereto.

ARTICLE 17

The Finance Commission recommended and the Town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Overlay Districts, including the adoption of a new bylaw section entitled Upper Story Residential Overlay District (USROD), as follows, or take any other action in relation thereto:

- 1) Insert a new Section 9.7 [Upper Story Residential Overlay District] to read as follows:

9.7 UPPER STORY RESIDENTIAL OVERLAY DISTRICT (USROD)

9.7.1 **Purpose.** The purpose of the Upper Story Residential Overlay District (USROD) is as follows:

9.7.1.1 to permit the most beneficial redevelopment and reuse of municipal buildings which are no longer required for municipal use;

9.7.1.2 to promote appropriate solutions to the redevelopment of existing buildings in the High Street area.

9.7.2 **Location.** The USROD is herein established as an overlay district. The USROD shall include all properties fronting on High Street, between Barlow Street and Gay Street, which were improved with one or more buildings and were either municipally-owned as of January 1, 2011 or are municipally-owned at the time of application.

9.7.3 **Special Permit Granting Authority.** The Planning Board shall be the Special Permit Granting Authority for all USROD Special Permits.

9.7.4 **Special Permit Required.** Development under this Section requires a USROD Special Permit issued by the Planning Board in compliance with the provisions of this Section. Any special permits which may otherwise be required pursuant to this Bylaw shall be consolidated into the USROD Special Permit. Any Environmental Impact and Design Review (EIDR) approval otherwise required pursuant to Section 7.3 of this Bylaw shall be consolidated into a mandatory site plan approval component of the USROD Special Permit, and no separate EIDR Approval shall be required.

9.7.5 **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 USROD may be used for any purpose permitted as of right or by special permit in the underlying district. In addition, one or more upper story dwelling units may be permitted to the extent authorized under a USROD Special Permit.

9.7.6 **Regulations.** Unless the Planning Board adopts specific rules and regulations for the administration of this Section, the Planning Board’s General Special Permit Granting Authority Rules and Regulations shall apply (henceforth referred to as the “Rules and Regulations”).

9.7.7 **Environmental Impact and Design Standards.** The standards set forth in Section 7.3.7 for EIDR shall be utilized by the Planning Board to review and evaluate all applications pursuant to this Section. Alterations and/or additions to existing buildings shall be consistent with the historic architectural character of those existing buildings, and, where possible, shall be harmoniously related to nearby pre-existing structures.

9.7.8 **Parking Standards.** Developments proposed under this Section may provide fewer parking spaces than otherwise required under Section 6.1.2, Table of Parking Requirements, where in the determination of the Planning Board, proposed parking spaces are found to be sufficient to meet the needs of the development. Parking shall be primarily located such that parking spaces are not between the building and High Street.

9.7.9 **Procedures.** The following procedures shall apply in the submission, review and consideration of any application for a USROD Special Permit.

9.7.9.1 **Application and Submittal Requirements.** An application for a USROD Special Permit shall be filed with the Town Clerk, and copies shall be submitted to the Planning Board in the manner and quantity specified in the Rules and Regulations. The application shall include all items and materials required pursuant to said rules and regulations, except to the extent waived by the Planning Board.

9.7.9.2 **Planning Board Review.** The Planning Board's review and consideration of an application for USROD Special Permit shall be in conformance with the Rules and Regulations.

9.7.9.4 **Reimbursement for Consultants.** If the Planning Board determines the need to hire one or more consultants, engineers or attorneys in connection with the review and evaluation of the an application for a USROD Special Permit, it may do so, and all reasonable costs associated with the hiring of said consultant or consultants shall be reimbursed by the applicant, in accordance with Massachusetts General Law Chapter 53G, and in the manner specified in the Rules and Regulations. Each application pursuant to this Section shall contain an agreement by the applicant to that effect.

9.7.9.5 **Special Permit Decision.** A USROD Special Permit shall be granted by the Planning Board only upon its written determination that the beneficial effects of the project will outweigh any adverse impacts on the Town or the neighborhood, in view of the particular characteristics of the site, and of the project in relation to that site, and that the uses allowed are in harmony with the general purpose and intent of this Section.

9.7.9.6 **Conditions.** A USROD Special Permit may be granted with such reasonable conditions, safeguards or limitations on design, time or use, including performance guarantees, as the Planning Board may deem necessary to serve the purposes of this Section.

9.7.9.7 **Fees.** The Planning Board may adopt reasonable administrative fees and technical review fees for applications for USROD Special Permits. Such fees shall be more particularly described in the Rules and Regulations.

2) Amend Section 2.0 [Definitions], by adding a new sub-section to reads as follows, and renumber sections as appropriate:

2.123 Upper Story Dwelling Unit A residential dwelling unit located on one or more stories above a ground story use.

- 3) Add a new reference for Upper Story Residential Overlay District to the Official Zoning Map, and delineate such district on said map accordingly;
- 4) Amend Section 3.1.3 [Overlay Districts], by adding the category “Upper Story Residential Overlay District (USROD)”;
- 5) Amend Section 4.2 [Notes for Table of Principal Uses], note 9, by adding the category “Upper Story Residential Overlay District (USROD)” to the end of the section;
- 6) Amend Section 7.1 [Earth Material Movement], Subsection 7.1.1 [Special Permit Required], by adding the category “Upper Story Residential Overlay District (USROD)” to the end of the section.

ARTICLE 18

The Finance Commission recommended and the Town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Overlay Districts, including the adoption of a new bylaw section entitled Flexible Multiple Use Overlay District (FMUOD), and the elimination of an existing bylaw section entitled Planned Development Area Overlay District (PDAOD), including the following, or take any other action in relation thereto:

- 1) Remove Section 9.5 [Planned Development Area Overlay District] in its entirety, and insert a new Section 9.5 [Flexible Multiple Use Overlay District] to read as follows:

9.5 FLEXIBLE MULTIPLE USE OVERLAY DISTRICT (FMUOD)

9.5.1 **Purpose.** The purpose of the Flexible Multiple Use Overlay District (FMUOD) is as follows:

- 9.5.1.1 to provide a desirable mix of land uses, including office, retail, service and residential uses, that will serve Town and regional interests in housing, employment, conservation and net tax revenue;
- 9.5.1.2 to promote creative, efficient and appropriate solutions to the development of complex sites and encourage redevelopment of underutilized properties by providing greater flexibility of design and promoting more efficient use of land while remaining sensitive to surrounding properties and natural resources;
- 9.5.1.3 to encourage the development of comprehensive projects of appropriate scale in transit-oriented locations and areas that provide proximate access to major transportation routes;
- 9.5.1.4 to promote walking, bicycling, and public transportation, by encouraging complementary uses and facilities that support such objectives;
- 9.5.1.5 to encourage a comprehensive approach to site design, by considering buildings, open space, landscaping and site amenities, circulation

patterns and parking, in an integrated manner, so as to create an aesthetically pleasing environment, without causing substantial detriment to abutting neighborhoods; and

- 9.5.1.6 to eliminate duplication of effort and foster coordination between applicable town boards and committees, which may be responsible for review of a proposed development project.
- 9.5.2 **Location.** Five distinct Flexible Multiple Use Overlay Districts - FMUOD 1, FMUOD 2, FMUOD 3, FMUOD 4 and FMUOD 5 - are herein established as overlay districts as shown on the Official Zoning Map and as described herein:
 - 9.5.2.1 **FMUOD 1: University Avenue Business District.** FMUOD 1 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 1, approximately bounded by Route 128/95, the Neponset River, Canton Street and Town of Westwood Conservation Land.
 - 9.5.2.2 **FMUOD 2: Southwest Park.** FMUOD 2 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 2, approximately bounded by Providence Highway, Route 128/95 and the MBTA Commuter Rail Tracks.
 - 9.5.2.3 **FMUOD 3: Glacier/Everett Business District.** FMUOD 3 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 3, in the vicinity of Glacier Avenue and Everett Street, west of Providence Highway.
 - 9.5.2.4 **FMUOD 4: Perwal/Walper Business District.** FMUOD 4 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 4, in the vicinity of Perwal and Walper Streets, east of Providence Highway.
 - 9.5.2.5 **FMUOD 5: Allied Drive Business District.** FMUOD 5 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 5, including properties abutting the Route 128 Circumferential Highway in the vicinity of Allied Drive and East Street within Westwood.
- 9.5.3 **Special Permit Granting Authority.** The Planning Board shall be the Special Permit Granting Authority for all FMUOD Special Permits.
- 9.5.4 **Regulations.** The Planning Board shall adopt rules and regulations for the administration of this Section (henceforth referred to as the “Rules and Regulations”). Such Rules and Regulations shall include, but not be limited to, the following: application and submittal requirements, fees, review procedures, reimbursement for consultants, performance guarantees, and procedures for the consideration of permit extensions.
- 9.5.5 **Special Permit Required.** Development under this Section requires a FMUOD Special Permit issued by the Planning Board in compliance with the provisions of this Section. Any special permits which may otherwise be required pursuant to this Bylaw shall be

consolidated into the FMUOD Special Permit. In such case, a consolidated Special Permit Application shall be acted upon by the Planning Board in accordance with the requirements of this Section, regardless of which board is designated as the Special Permit Granting Authority in the applicable sections of this Bylaw. Any Environmental Impact and Design Review (EIDR) approval otherwise required pursuant to Section 7.3 of this Bylaw shall be consolidated into a mandatory site plan approval component of the FMUOD Special Permit, and no separate EIDR Approval shall be required.

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.

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. If the application for a FMUOD Special Permit involves more than one ownership, all owners of property within the FMUOD shall be a party to the application and upon granting of a special permit shall be subject to its provisions. Where separate land owners are related by a single controlling entity, the Planning Board may require such controlling entity to be a joint applicant subject to the terms of each FMUOD Special Permit issued on land owned by any of its dependent entities.

9.5.8 **Permitted Uses.** FMUOD Special Permits shall be granted only for uses specified below. Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in any FMUOD may be used for any purpose permitted as of right or by special permit in the underlying district pursuant to Section 4.0, Use Regulations and other applicable sections of this Bylaw. Multiple uses may be contained within a single building or structure pursuant to an FMUOD Special Permit.

9.5.8.1 **Uses Permitted by FMUOD Special Permit in any FMUOD:**

- 9.5.8.1.1 Bank or financial institution;
- 9.5.8.1.2 Business service establishment;
- 9.5.8.1.3 Coffee shop;
- 9.5.8.1.4 Commercial recreation, indoor;
- 9.5.8.1.5 Cultural facility, art gallery or museum;
- 9.5.8.1.6 Educational facility, including public, non-profit, or for profit;
- 9.5.8.1.7 Fast order food establishment, provided such establishment is wholly within an office or other non-retail building and is not presented as available for use of the general public;
- 9.5.8.1.8 Ice cream shop;
- 9.5.8.1.9 Office of a doctor or dentist;
- 9.5.8.1.10 Personal services establishment;

- 9.5.8.1.11 Printing/copy/publishing establishment;
- 9.5.8.1.12 Professional service establishment;
- 9.5.8.1.13 Research and development facility;
- 9.5.8.1.14 Restaurant with or without entertainment, less than 10,000 sq. ft.;
- 9.5.8.1.15 Retail sales and services establishment, less than 15,000 sq. ft.;
- 9.5.8.1.16 Shuttle service system.

9.5.8.2 Additional Uses Permitted by FMUOD Special Permit in FMUOD1:

- 9.5.8.2.1 Fast order food establishment, not within 300 feet of a residentially-zoned parcel not included within the project authorized by FMUOD Special Permit;
- 9.5.8.2.2 Hotel;
- 9.5.8.2.3 Kennel, commercial;
- 9.5.8.2.4 Multi-family dwelling;
- 9.5.8.2.5 Pay-to-Park Outdoor Parking Facility;
- 9.5.8.2.6 Restaurant with or without entertainment, 10,000 sq. ft. or more;
- 9.5.8.2.7 Retail sales and services establishment, 15,000 sq. ft. or more.

9.5.8.3 Additional Uses Permitted by FMUOD Special Permit in FMUOD2:

- 9.5.8.3.1 Hotel.

9.5.8.4 Uses Permitted by FMUOD Special Permit in FMUOD3:

- 9.5.8.4.1 Assisted living residence;
- 9.5.8.4.2 Multi-family dwelling.

9.5.8.5 Accessory Uses Permitted by FMUOD Special Permit in all FMUOD districts: Any use accessory to a use permitted by FMUOD Special Permit may be permitted pursuant to that same permit, irrespective of whether such use is located on the same lot as the principal use, provided that the principal use to which such use is accessory shall be clearly identified, and further provided that such accessory use shall be specifically reviewed and approved by the Planning Board in the FMUOD Special Permit.

9.5.9 Alternative Dimensions. The alternative dimensions set forth in the table below may be used for a project developed under a FMUOD Special Permit rather than the requirements provided elsewhere in this Bylaw. There shall be no minimum lot frontage, lot width, or setback requirements, and no maximum impervious surface or lot coverage requirements for a project developed under a FMUOD Special Permit. Rather, specific project dimensions shall be determined by the Planning Board. In all cases, there shall be sufficient separation between any two structures to allow emergency vehicle access.

		<u>FMUOD 1</u>	<u>FMUOD 2</u>	<u>FMUOD 3</u>	<u>FMUOD 4</u>	<u>FMUOD 5</u>
9.5.9.1	Minimum Project Area	30 acres	5 acres	10 acres	5 acres	5 acres
9.5.9.2	Minimum Lot Area	15,000 sq. ft.				

9.5.9.3	Maximum Building Height	70 feet ¹	80 feet	45 feet	45 feet	45 feet
9.5.9.4	Maximum Floor Area Ratio, not including area of parking structure	1.0 ²	1.0	1.0	1.0	1.0
9.5.9.5	Minimum Residential District Buffer required under Section 6.3.2 (feet)	100	20	50	50	50
9.5.9.6	Minimum Public Amenity Areas or other public amenities required under Section 9.5.14.2.4.3	10%	other public amenity	10%	other public amenity	other public amenity

¹ Where a lot in FMUOD 1 is within two thousand five hundred (2,500) feet of the MBTA Train Station parcel (shown as Lot 1 on Assessor's Plat 33), and east of University Avenue, the Planning Board may allow an increased maximum building height of no more than 120 feet. In no case shall the height of any building exceed one hundred seventy-eight and one-half (178.5) feet above sea level.

² Where a lot in FMUOD 1 is within two thousand five hundred (2,500) feet of the MBTA Train Station parcel (shown as Lot 1 on Assessor's Plat 33), and east of University Avenue, the Planning Board may allow an increased maximum floor area ratio of no more than 1.2.

9.5.10 **Alternative Parking Arrangements.** The alternative parking arrangements set forth in Sections 9.5.10.1 through 9.6.10.2 may be used for a project in the FMUOD rather than the requirements applicable to the underlying district as provided elsewhere in this Bylaw.

9.5.10.1 **Parking Space Requirements.** Developments proposed under this Section may provide fewer parking spaces than otherwise required under Section 6.1.2, Table of Parking Requirements, where in the determination of the Planning Board, proposed parking spaces are found to be sufficient to meet the needs of the development. In making such determination, the Planning Board may consider complementary uses and activities having different peak demands, transportation demand management (TDM) measures, and such other means as may be applicable.

9.5.10.2 **Joint Off-street Parking.** Joint off-street parking arrangements may be permitted when determined by the Planning Board to be appropriate.

9.5.11 **Alternative Sign Requirements.** The alternative sign requirements set forth in Sections 9.5.11.1 through 9.6.11.10 may be used for a project in the FMUOD rather than the requirements applicable to the underlying district as provided elsewhere in this Bylaw.

9.5.11.1 **Definitions.** For the purposes of these alternate sign requirements, the following terms shall be defined as indicated below:

9.5.11.1.1 **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.

- 9.5.11.1.2 **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.
- 9.5.11.1.3 **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.
- 9.5.11.1.4 **Directory Sign** A listing and/or graphic representation of individual business establishments and other uses within a development or portion of a development.
- 9.5.11.1.5 **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.
- 9.5.11.1.6 **Temporary Construction Sign.** A sign at a site currently under construction which identifies the name of the development, and may include the names and addresses of the contractor, architect, landscape architect, and project engineer, and other pertinent information.
- 9.5.11.1.7 **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.
- 9.5.11.1.8 **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.
- 9.5.11.1.9 **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.

9.5.11.2 **Development Identification Sign.** A project developed under a FMUOD Special Permit shall be allowed a development identification sign at any primary entrance to the project, as determined by the Planning Board. Such development identification sign may include the name and/or logo of the development project, as well as the names and/or logos of any anchor establishments within the development, as determined by the Planning Board. Development identification signs may have two (2) faces, each of which shall not exceed one hundred and sixty (160) square feet in area. Development identification signs shall not exceed twenty (20) feet in height. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Development identification signs shall include appropriate landscaping as determined by the Planning Board.

9.5.11.3 **Individual Business Identification Signs.** Individual business identification signs shall be permitted as follows:

9.5.11.3.1 **Wall or Awning Signs.** Any combination of wall signs and awning signs shall be permitted such that the aggregate of all such signs associated with an individual business establishment shall not exceed two (2) square feet of signage for each one (1) linear feet of facade associated with said establishment, up to a maximum of two hundred (200) square feet of wall and/or awning signage per business establishment. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. In no case shall any individual letter exceed five (5) feet in height, nor shall any logo or graphic representation exceed ten (10) feet in height. Awning signs shall have at least 8 feet clearance above the pedestrian grade and shall be setback at least 4 feet from the adjacent curb. No awning sign shall extend over any public way, including a sidewalk, without further approval by the Board of Selectmen. Wall signs and/or awning signs for establishments having no direct association with an exterior facade may be permitted at the sole discretion of the Planning Board.

9.5.11.3.2 **Projecting Signs.** One projecting sign may be permitted for any individual business establishment. A projecting sign shall have two (2) legible faces, each of which shall not exceed eight (8) square feet in area. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Projecting signs must have at least 8 feet of clearance above the pedestrian grade, and shall not project more than 4 feet from a building facade. No such projecting sign shall extend over any public way, including a sidewalk, without

further approval by the Board of Selectmen. Projecting signs for establishments having no direct association with an exterior facade may be permitted at the sole discretion of the Planning Board.

9.5.11.3.3 **Window Signs.** Window signs shall be permitted such that the aggregate of all such signs associated with an individual business establishment shall not exceed a total of one (1) square foot of signage for each one (1) linear foot of facade associated with said establishment, up to a maximum of fifty (50) square feet of window signage per business establishment. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Window signs for establishments having no direct association with an exterior facade may be permitted at the sole discretion of the Planning Board.

9.5.11.4 **Directional Signs.** Directional signs shall be allowed throughout a development. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic safety. Directional signs shall not exceed two (2) square feet in area and shall have a maximum height of eight (8) feet above ground. Directional signs may be post-mounted, ground-mounted, or mounted on a building or structure, and shall provide adequate clearance for vehicular and/or pedestrian traffic.

9.5.11.5 **Way Finding Signs.** Way finding signs shall be allowed throughout a development, and may be allowed at off-premise locations at the sole discretion of the Planning Board. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic safety. Way finding signs shall be post-mounted, ground-mounted, or mounted on a building or structure, and shall not exceed thirty-two (32) square feet in area and shall have a maximum height of eight (8) feet above ground. All way finding signs located throughout a development shall be consistent in material, color and lettering style. Way finding signs shall not contain individual business identification logos. Way finding signs may include electronically changed lettering as appropriate to provide directions and/or indicate availability of public parking. Such changeable signs must be static displays that do not flash, or exhibit changes in lighting levels, or offer multiple messages on a cyclical basis.

9.5.11.6 **Directory Sign** One or more directory signs may be permitted at the sole discretion of the Planning Board. Directory signs shall not exceed thirty-five (35) square feet in area and shall have a maximum height of seven (7) feet above ground.

9.5.11.7 **Temporary Construction Signs.** Temporary constructions signs shall be permitted at any primary entrance to the project, and at such other appropriate locations as determined by the Planning Board. Temporary construction signs shall not exceed twenty-four (24) square feet in area and shall have a maximum height of six (6) feet above ground.

Temporary construction signs shall be removed within thirty (30) days of the completion of construction.

- 9.5.11.8 **Way Finding Signs.** Way finding signs shall be allowed throughout a development, and may be allowed at off-premise locations at the sole discretion of the Planning Board. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic safety. Way finding signs shall be post-mounted, ground-mounted, or mounted on a building or structure, and shall not exceed thirty-two (32) square feet in area and eight (8) feet in height. All way finding signs located throughout a development shall be consistent in material, color and lettering style. Way finding signs shall not contain individual business identification logos. Way finding signs may include electronically changed lettering as appropriate to provide directions and/or indicate availability of public parking. Such changeable signs must be static displays that do not flash, or exhibit changes in lighting levels, or offer multiple messages on a cyclical basis.
- 9.5.11.9 **Directory Sign** One or more directory signs may be permitted at the sole discretion of the Planning Board. Directory signs shall not exceed thirty-five (35) square feet in area or seven (7) feet in height.
- 9.5.11.10 **Temporary Construction Signs.** Temporary constructions signs shall be permitted at any primary entrance to the project, and at such other appropriate locations as determined by the Planning Board. Temporary construction signs shall not exceed twenty-four (24) square feet in area or six (6) feet in height. Temporary construction signs shall be removed within thirty (30) days of the completion of construction.
- 9.5.11.11 **Prohibited Signs.** Billboards, roof signs, internally illuminated signs, flashing signs, variable lit signs, variable message signs (except as permitted in Section 9.5.11.5), flags, balloons, streamers, pennants, banners, strings of lights, ribbons, spinners and other similar devices, shall be prohibited in any project authorized under a FMUOD Special Permit. No sign which indicates the time, date and temperature shall be considered a flashing sign provided such signs meet all other provisions of this Section.
- 9.5.11.12 **Sign Materials.** Signs shall be manufactured using industry standard materials that are consistent with a high quality project. Structurally necessary brackets, posts or other supports may be visible if compatible with the appearance of the sign they support. Conduit, tubing, raceways, conductors, transformers and similar equipment shall be concealed from view, to the greatest practical extent.
- 9.5.11.13 **Sign Illumination.** Indirect illumination of a sign by properly shielded light fixtures, or by edge-lighting, or by halo lighting, or internal illumination of only the lettering, wording or insignia portions of a sign, shall be permitted. In all cases illumination shall only be permitted by steady white light. Notwithstanding the above, awning signs shall not be internally illuminated.

9.5.12 **Waivers.** The Planning Board may grant waivers from some or all of the requirements set forth in Sections 9.5.9 through 9.5.11, and/or some or all of the dimensional, parking and sign requirements contained elsewhere in this bylaw if, in its determination, such waivers will result in a substantially improved project, and if, in its determination, such project will otherwise meet the performance and design standards set forth in this Section, and if, in its determination, such waiver will pose no substantial detriment to any adjacent property or proximate neighborhood, and will not nullify or substantially derogate from the intent or purpose of this Section.

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 gross floor area of housing units granted occupancy permits pursuant to the FMUOD Special Permit shall at no time exceed the gross nonresidential floor area granted occupancy permits pursuant to said FMUOD Special Permit.

9.5.14 **Housing Affordability Requirements.** In any project authorized under a FMUOD 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.

9.5.15 **Performance and Design Standards.** No FMUOD Special Permit shall be granted unless the Planning Board finds that the project meets the following performance and design standards:

9.5.15.1 **Performance Standards.**

9.5.15.1.1 **Environmental Impact Standards.** All FMUOD projects shall conform to all applicable Environmental Impact Standards, including but not limited to the following areas of potential impact:

9.5.15.1.1.1 **Air Quality.** Any use or activity which requires an air quality permit from the Massachusetts Department of Environmental Protection (MA- DEP) or successor agencies, under 310 CMR 6.00 to 8.00, as amended from time to time, shall require the submission of documentation that such air quality permit has been applied for or obtained.

9.5.15.1.1.2 **Noise.**

- a. Any use or activity on a property shall not produce sound pressure levels that exceed an existing background sound pressure level in excess of:
 - i. 10dBA at any perimeter boundary of the development tract that abuts a residential district or sensitive receptors such as nursing and rehabilitation homes, hospitals, day care centers, schools or other facilities so deemed by the Planning Board.
 - ii. 15dBa at any outer perimeter boundary of the development tract that abuts any predominantly non-residential district.
 - iii. 15dBa anywhere within the development tract.

Background or existing sound pressure level is defined as the level on the A-weighted sound pressure scale that is exceeded 90% of the time in the quietest 60 minute time interval that occurs during any hours of operation.

- b. Impulsive or intermittent sounds shall not exceed the sound pressure level limits in 9.6.14.1.1.2, a. i., ii. & iii. above, for a duration not to exceed a cumulative total of one minute within any single hour.
- c. No user or activity shall produce a sound pressure level that is in excess of:
 - i. 50dBA nighttime and 60dBA daytime at any perimeter boundary of the development tract that abuts a residential district or sensitive receptors

such as nursing and rehabilitation homes, hospitals, day care centers, schools or other facilities so deemed by the Planning Board.

- ii. 60dBA nighttime and 65dBA daytime at any perimeter boundary of the development tract that abuts any predominantly non-residential district.
 - iii. 65dBa anywhere within the development tract.
- d. “Pure tone” conditions that are typically produced by facilities such as heating, ventilation and air conditioning systems, outdoor transformers or energy generation systems shall be designed so as to generally comply with widely-applied standards for pure tone levels from the American Noise Standards Institute/American Standards Association. ANSI/ASA S3.21-2004 (R2009) as amended from time to time.

9.5.15.1.1.3 **Vibration.** Any use or activity shall not produce vibration, measured at any receptor internal or external to the permitted site, that exceeds the combined-axis, one-third octave band vibration accelerations of the American National Standards Institute, Section 3.29 or currently applicable standards regulating human vibration exposure, or associated sound levels in the 31.5 Hz octave band or lower, in which a sound pressure level of 65 dB is exceeded. Exceptions shall include public gatherings and special events, emergency and public safety vehicle operations, use of outdoor maintenance equipment, temporary construction of buildings or infrastructure, or similar activity conducted for public benefit.

9.5.15.1.1.4 **Electrical Disturbances.** Any use or activity shall not produce electromagnetic interference on a repeat or prolonged basis, in any electrical or electronic device used by receptors internal or external to the permitted site.

9.5.15.1.1.5 **Cultural, Historical and Archeological Resources.** Where there is evidence on a development tract of a resource that is on or eligible for inclusion on the Massachusetts Register of Historic Places, or where the tract overlies a designated Historic District under state or federal auspices, the application shall demonstrate that the design makes every reasonable effort to avoid or minimize damage or impairment to the cultural, historic or archaeological resources. Any unavoidable damage or impairment shall be mitigated to the greatest extent practicable.

9.5.15.1.1.6 **Natural Resources and Habitat.** Where there is evidence on a development tract of sensitive natural resources, whether in the form of vegetation communities, wildlife habitat or hydrological systems, especially as identified in the Massachusetts Natural Heritage Program, the application shall demonstrate that the design makes every reasonable effort to avoid or minimize damage or impairment to those resources. Any unavoidable damage or impairment shall be mitigated to the greatest extent practicable.

9.5.15.1.1.7 **Construction Solid Waste Management.** An application shall include documentation of satisfactory arrangements for the disposal of tree stumps and debris resulting from construction. An application shall also include documentation of satisfactory permanent arrangements for on-site storage of refuse pending its removal. Such on-site storage shall be screened from public view, secure from birds or other animals, and located so as to

present minimal hazard in the event of fire and minimal threat to water quality in the event of container failure.

9.5.15.1.1.8 **Visual Mitigation and Screening of Infrastructural Elements.** Exposed storage areas, exposed machinery or electric installations, common service areas, truck loading areas, utility structures, trash/recycling areas and other elements of the infrastructure shall be subject to reasonable visual mitigation requirements, including but not limited to, modified site location, screen plantings or buffer strips, combinations of visually impermeable fencing and plantings, or other screening methods determined by the Planning Board to be necessary to assure an attractive visual environment.

9.5.15.1.2 **Water Quality.** If a site authorized for development pursuant to a FMUOD Special Permit is located within a Water Resources Protection Overlay District established under Section 9.3 of this Bylaw, and any use or activity subject to said special permit requires a special permit under Section 9.3.5 therein, the Planning Board shall be the Special Permit Granting Authority for the Water Resources Protection Special Permit, and that required special permit shall be consolidated into the FMUOD Special Permit.

9.5.15.1.3 **Compatibility of Uses and Activities.** Any development authorized under a FMUOD Special Permit must contain a compatible mix of uses sufficiently advantageous to the Town. Developers are strongly encouraged to include a beneficial mix of office and non-office uses. Compatibility between uses shall take into account peak hours of use and parking for individual components.

9.5.15.2 **Design Standards.**

9.5.15.2.1 **Building Design.**

9.5.15.2.1.1 **Context.** Structures shall relate harmoniously to the existing landscape and to the scale and architecture of existing buildings that have a functional and/or visual relationship to the proposed structures. The Planning Board

may require a modification in massing or layout so as to reduce the effect of shadows on an abutting property, public open space or street, or to otherwise lessen any negative visual impacts of a proposed structure.

9.5.15.2.1.2 **Architectural Design.** Structures shall be designed to create a visually pleasing, unifying and compatible image for the development as a whole. Any combination of architectural design elements may be employed to meet this standard, including building color, texture, materials, scale, height, setbacks, roof and cornice lines, signs, and elements such as door and window size and location, and door and window detailing,

9.5.15.2.1.3 **Visual Relief.** Structures shall include one or more features which create visual relief, such as varied roof lines, articulated building facades, including a higher level of treatment on one or more primary facades as designated by the Planning Board; elements of transparency or windows within a facade to provide architectural contrast and interior views; breaking up of continuous building surface by providing space between structures and/or jogs in the building line or plane; signs, vertical free-standing elements or other elements. Complementary use of public pedestrian spaces may also be considered as a contributory element.

9.5.15.2.1.4 **Energy Efficiency.** Insofar as practicable, projects shall incorporate energy-efficient technology in building materials, lighting, heating, ventilating and air conditioning systems, as well as use of renewable energy resources, and shall adhere to the principles of energy-conscious design with regard to building orientation, shading, landscaping and other elements. Efforts shall be made to harmonize energy-related components with the character of a building and its surroundings and to prevent adverse

effects on the energy consumption of neighboring structures and on the environment.

9.5.15.2.2 **Street Design.** Streets, interior drives and related infrastructure within the proposed development shall comply with the applicable standards contained in the Planning Board's Rules and Regulations Governing the Subdivision of Land, and shall be designed with sufficient capacity to accommodate anticipated trip generation, to provide for adequate access by public safety vehicles and maintenance equipment, and to safely maintain pedestrian and bicycle circulation. The Planning Board may waive any such provisions to permit an alternate design standard, if in its determination, doing so enhances the project, is consistent with the purposes of this Section, and does not negatively impact access, safety, or environmental protection.

9.5.15.2.3 **Circulation, Traffic Impact & Public Street Access.** Development authorized under a FMUOD Special Permit shall provide for a comprehensive, interconnected, safe and efficient system of circulation that adequately incorporates all feasible transportation modes, vehicular and non-vehicular. This system shall include the layout of roadways, interior drives and parking facilities, and shall include separated pedestrian and bicycle circulation, wherever feasible. Review of site circulation shall include: entrances and approaches, ramps, walkways, interior drives, and parking access. Traffic planning shall consider the surrounding system of public streets, the existing and future vehicular trip volume, the number and location of proposed access points to public streets, and existing and proposed traffic controls and management measures. The impact of volume increases on adjacent residential districts and business areas shall be mitigated to the satisfaction of the Planning Board. Each facility, to the extent feasible, shall accommodate alternative means of transportation, including bicycle routes and pedestrian ways separated by grade or physical division from vehicular circulation; internal shuttle bus routes where warranted; accommodation of vehicles for regional transit connections; and convenient and safe connections to sidewalks and streets in adjacent business areas and neighborhoods, in order to encourage non-vehicular travel. Minor improvements designed to facilitate alternative transportation, such as shuttle bus turn-outs at individual buildings, bicycle racks, and directional

signage shall be provided to the satisfaction of the Planning Board.

9.5.15.2.4 **Open Space and Common Landscaped Areas.**

9.5.15.2.4.1 **Attractive Utilization of Existing Open Space.** Existing natural landscapes, including trees and vegetation, shall be preserved in their natural state ~~to~~ in so far as practicable. Such open space may be attractively utilized to meet minimum open space requirements, buffering and screening needs, or landscaping requirements. Existing surface waters shall be similarly used as a site amenity, subject to protection under the MA Wetlands Protection Act. All open space which cannot be preserved in its natural state shall be replanted as far as practicable with new plantings that establish similar effects on the landscape.

9.5.15.2.4.2 **Site Disturbance.** Soil removal shall be minimized and major grade changes avoided, in so far as practicable. Grade changes and elevations shall be consistent with adjacent developed areas in so far as practicable.

9.5.15.2.4.3 **Public Amenity Areas.** Development authorized under a FMUOD Special Permit shall include one or more areas, exclusive of wetlands, to which the public has at least visual access, and preferably physical access, including landscaped areas and features such as pedestrian walks, landscaped pedestrian spaces and plazas, and incidental support structures, but excluding vehicular travelways, driveways and parking surfaces. Public amenity areas shall be designed to maximize visibility for persons passing the site or viewing it from nearby properties. The Planning Board may accept other public amenities which, in its determination, are appropriate for the development in substitution of such public amenity area.

9.5.15.2.5 **Stormwater Management.**

9.5.15.2.5.1 **General.** Stormwater management systems serving the proposed development shall be designed in conformance with the Massachusetts Department of Environmental Protection Stormwater Standards, as amended from time to time, to efficiently collect runoff from all impervious surfaces, roofs and canopies in a manner that avoids adverse drainage impact on any neighboring property.

Where possible, the review of stormwater plans and associated materials by the Planning Board shall be coordinated with any Conservation Commission review of the same.

9.5.15.2.5.2 **Erosion and Sedimentation Controls.** A plan for controls that are appropriate and specific to the site and the project, and which includes both pre-construction and post-development measures, shall be employed to mitigate erosion and sedimentation impacts.

9.5.15.2.5.3 **Alternative Design.** Where space, topography, soils and the character of the proposed development make it practical, low impact designs (LID) that capture and recharge runoff to the groundwater may be used as an alternative to closed systems. Examples of LID practices include, but are not limited to vegetated swales, filtration strips, rain gardens or other bio-retention cells, disconnection of impervious surface areas, reduction of impervious surface, retention of existing open space, vegetated rooftops, and other methods.

9.5.15.2.6 **Off-Street Parking.**

9.5.15.2.6.1 **Parking Types and Design.** Any combination of surface, under-building and structured parking may be included in development authorized under a FMUOD Special Permit, provided that

the parking plan is found by the Planning Board to be adequate to meet the purposes of this section. Parking may be provided at ground level, but with preference given to sub-grade or structured parking. In all cases, parking areas shall be designed to minimize paved surface area. In developments or portions of developments where structures are at or close to the street line in an urban or village layout, parking shall generally be located to the sides, rear, or below said structures.

- 9.5.15.2.6.2 **Surface Lots.** Surface parking lots shall generally be provided in multiple, distinctly separated lots, screened and landscaped in accordance with Section 6.1.17. Separation of parking lots may occur by means of intervening open space, landscaped areas, buildings or other structures, streets or physical elements clearly delineating a division between two or more parking lots. The number of entrances and exits shall be the minimum necessary to ensure traffic safety.
- 9.5.15.2.6.3 **Parking Structures.** Parking structures may be free-standing or may be integrated into the structural design of a building containing a principal use authorized by the FMUOD Special Permit. Parking structures and decks shall contain architectural facing or other articulation or visual relief on all primary or highly visible facades, as determined by the Planning Board.
- 9.5.15.2.6.4 **Pedestrian Facilities.** Sidewalks or multi-purpose pedestrian ways and facilities shall connect each parking lot or facility to buildings, public spaces or other destination points within the development.
- 9.5.15.2.6.5 **Loading Areas.** Adequate loading areas shall be provided for all businesses and other applicable uses containing more than ten thousand (10,000) square feet of net floor area. When exclusive

loading areas are provided, such areas shall be designed so as to have unobstructed access and shall be configured so that no trucks or other vehicles are parked on a public street or way while loading or unloading, or while waiting to load or unload.

9.5.15.2.7 **Exterior Lighting.**

9.5.15.2.7.1 **General.** Exterior lighting specifications and requirements shall be in compliance with Section 6.4.

9.5.15.2.7.2 **Design Standards.** Lighting shall be designed so as to avoid light trespass and glare on adjacent neighborhoods, business areas and streets. Where appropriate, exterior lighting fixtures shall be of the full-cutoff type, and hoods and shields shall be incorporated as needed to prevent light trespass and glare. Lighting in minimally used areas shall be reduced after business hours, particularly where access is limited by gated entry.

9.5.15.2.8 **Public Utilities, Water and Sewer Systems.** All developments authorized under a FMUOD Special Permit, and all principal buildings within them, shall be connected to public water supply. Sewage collection shall be by the public sewage collection system or by an approved local area or on-site treatment facility. Access easements to any utility connections shall be granted to the Town to assure maintenance and emergency repair.

9.5.15.2.9 **Communications Facilities.** All towers, antennas and poles permitted under a consolidated FMUOD Special Permit with consolidated WCOD Special Permit shall be sited, designed and sized to have minimal visual impact on nearby properties.

9.5.16 **Procedures.** The following procedures shall apply in the submission, review and consideration of any application for a FMUOD Special Permit.

9.5.16.1 **Pre-application Conference.** Applicants may elect to submit, prior to filing a special permit application, a preliminary application and sketch plan as the basis for preliminary discussion with the Planning Board, following which the Board shall provide non-binding guidance in regard to the development proposal. The Board may consult with other regulatory departments and committees in the formulation of its response

. The sketch plan shall meet the submission requirements specified in the Rules and Regulations.

- 9.5.16.2 **Application and Submittal Requirements.** An application for a FMUOD Special Permit shall be filed with the Town Clerk, and copies shall be submitted to the Planning Board in the manner and quantity specified in the Rules and Regulations. The application shall include all items and materials required pursuant to said rules and regulations, except to the extent waived by the Planning Board.
- 9.5.16.3 **Planning Board Review.** The Planning Board's review and consideration of an application for FMUOD Special Permit shall be in conformance with the Rules and Regulations.
- 9.5.16.4 **Public Hearing Required.** The Planning Board shall hold a public hearing within sixty (60) days of the filing date of said application and shall render a decision within one hundred and eighty (180) days from the date of the opening of the public hearing. Failure to take final action within the one hundred and eighty (180)-day period shall be deemed to be a constructive approval of the special permit, unless the applicant and the Planning Board execute a written extension agreement.
- 9.5.16.5 **Reimbursement for Consultants.** If the Planning Board determines the need to hire one or more consultants, engineers or attorneys in connection with the review and evaluation of the an application for a FMUOD Special Permit, it may do so, and all reasonable costs associated with the hiring of said consultant or consultants shall be reimbursed by the applicant, in accordance with Massachusetts General Law Chapter 53G, and in the manner specified in the Rules and Regulations. Each application pursuant to this Section shall contain an agreement by the applicant to that effect.
- 9.5.16.6 **Special Permit Decision.** A FMUOD Special Permit shall be granted by the Planning Board only upon its written determination that the beneficial effects of the project will outweigh any adverse impacts on the Town or the neighborhood, in view of the particular characteristics of the site, and of the project in relation to that site, and that the uses allowed are in harmony with the general purpose and intent of this Section.
- 9.5.16.7 **Conditions.** A FMUOD Special Permit may be granted with such reasonable conditions, safeguards or limitations on design, time or use, including performance guarantees, as the Planning Board may deem necessary to serve the purposes of this Section.
- 9.5.16.8 **Performance Guarantee.** The Planning Board may require that the applicant provide a performance guarantee, in the form and amount required pursuant to the Rules and Regulations.
- 9.5.16.9 **Impact Mitigations.** Since approval of a FMUOD Special Permit authorizes substantial increases in permissible densities of population and employment, a condition of the FMUOD Special Permit shall be that

the project shall mitigate some or all of the impacts of those density increases on water and sewer utilities, off-site traffic circulation, facilities, and schools through grants and incentives obtained from other agencies, or from contributions at the expense of the applicant.

- 9.5.16.10 **Non-Regulatory Agreements.** Development under a FMUOD Special Permit, in addition to compliance with provisions of this Section and other regulatory provisions, may involve memoranda of understanding or non-regulatory agreements reached between the Applicants and the Town, and possibly other entities. Said non-regulatory agreements shall be incorporated by reference and made part of a FMUOD Special Permit.
- 9.5.16.11 **Fees.** The Planning Board may adopt reasonable administrative fees and technical review fees for applications for FMUOD Special Permits. Such fees shall be more particularly described in the Rules and Regulations.
- 9.5.16.12 **Special Permit Modification.** Once a FMUOD Special Permit has been granted by the Planning Board, any subsequent change which the Building Commissioner determines will substantially affect or alter the visual appearance of the project, or of any building facade or roof within the project, or will substantially affect or alter traffic flow, or will constitute a significant modification to the site plan, will be considered a major modification, and will require the submission of an application for amendment of the FMUOD Special Permit. Said application for amendment shall be considered in accordance with the same standards and procedures set forth in this Section for the approval of the original application. Any modification, which the Building Commissioner determines not to rise to the level of a major modification, shall be considered a minor modification, and may be authorized by a majority vote of the Planning Board. However, if the Planning Board in its review determines such modification to constitute a major modification, it shall require the submission of an application for amendment of the FMUOD Special Permit.
- 9.5.16.13 **Appeals.** Appeals to a court of competent jurisdiction may be taken by a person aggrieved by reason of their inability to obtain a permit under this Section. Such appeals shall be filed in court within twenty (20) days after the decision has been filed with the Town Clerk. Notice of such action with a copy of the complaint shall be filed with the Town Clerk within said twenty (20) days.
- 9.5.16.14 **Lapse.** A FMUOD Special Permit shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within two (2) years following the grant of the FMUOD Special Permit. The Planning Board may extend such approval, for good cause, upon the written request of the applicant pursuant to procedures established under the Rules and Regulations.
- 9.5.17 **Superseding Provisions.** In the event of any conflict between the provisions of this Section and other sections of the Zoning Bylaw, the provisions of this Section shall

govern and control. Following the completion of construction of a project developed pursuant to a FMUOD Special Permit granted under this Section, all requirements applicable to underlying zoning shall be superseded by the terms and conditions of the FMUOD Special Permit.

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- 2) Remove all references to and delineations of Planned Development Area from the Official Zoning Map;
 - 3) Add new references for Flexible Multiple Use Overlay District 1, Flexible Multiple Use Overlay District 2, Flexible Multiple Use Overlay District 2, Flexible Multiple Use Overlay District 4, and Flexible Multiple Use Overlay District 5 to the Official Zoning Map, and delineate such districts on said map accordingly;
 - 4) Amend Section 3.1.3 [Overlay Districts], by replacing the words “Planned Development Area Overlay District (PDAOD)” with the words “Flexible Multiple Use Overlay District (FMUOD)”;
 - 5) Amend Section 4.2 [Notes for Table of Principal Uses], note 9, by replacing the words “Planned Development Area Overlay District (PDAOD)” with the words “Flexible Multiple Use Overlay District (FMUOD)”;
 - 6) Amend Section 7.1 [Earth Material Movement], Sub-section 7.1.1 [Special Permit Required], by replacing the words “Planned Development Area Overlay District (PDAOD)” with the words “Flexible Multiple Use Overlay District (FMUOD)”.

ARTICLE 19

The Finance Commission recommended and the Town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw related to Special Residential Regulations, including the adoption of a new bylaw section entitled Open Space Residential Development (OSRD), and the elimination of two existing bylaw sections entitled Flexible Development and Fifty Percent Bonus, including the following, or take any other action in relation thereto:

- 1) Remove Section 8.3 [Flexible Development] and Section 8.4 [Fifty Percent Density Bonus] in their entirety, and insert a new Section 8.3 [Open Space Residential Development] to read as follows, and renumber sections as appropriate:

8.3 OPEN SPACE RESIDENTIAL DEVELOPMENT.

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

- 8.3.1.1 to conserve natural, hydrological and wetlands resources, wildlife habitat, scenic corridors and views, agriculture, horticulture and forestry operations, cultural resources and other natural and man-made features of value to the community;
- 8.3.1.2 to lessen the amount of disturbance to soils, topography and vegetation on the site, and to provide roads and infrastructure in more efficient and less intrusive ways than with conventional subdivisions;

- 8.3.1.3 to provide the opportunity for more flexibility and imagination in the design of residential developments;
 - 8.3.1.4 to assure that the 4-step Design Process (as defined in 8.3.10.3.3) guides the design of an OSRD by identifying the resources and amenities to be protected, prior to laying out buildings, roadways, and lots;
 - 8.3.1.5 to offer greater housing choice by allowing varied mixes of housing type, compatible with community character.
- 8.3.2 **Definitions.** For the purposes of this Section, the following terms are defined:
- 8.3.2.1 **Single-family Attached Dwelling Units.** Single-family attached dwelling units shall mean buildings where two (2) or more individual single-family dwellings units are physically connected to like dwellings for at least a portion of one or more of their exterior walls. Single-family attached dwelling units may include townhouses in traditional row or other configuration or shape; or individual single-family dwellings units meeting at a common lot line. Single-family attached dwelling units shall not include any building where any dwelling unit is located above or below any other dwelling unit.
 - 8.3.2.2 **Cluster.** Cluster shall mean a distinct area or “pod” of housing within an OSRD development, separated physically and visually from other clusters of housing by open space and/or other facilities or common areas.
 - 8.3.2.3 **Tract.** Tract shall mean the boundaries and area of the original parcel of land proposed for the OSRD, prior to further division.
- 8.3.3 **Eligible Districts.** An OSRD shall be permitted only within the Single Residence B (SRB), Single Residence C (SRC), and Single Residence E (SRE) districts, pursuant to the requirements of this Section.
- 8.3.4 **Minimum Tract Requirements.** The minimum tract of land for an OSRD shall consist of one parcel or two or more contiguous parcels, with a minimum area of 120,000 square feet in SRB, 160,000 square feet in SRC, and 200,000 square feet in SRE, prior to further division. The Planning Board may make a finding that two or more parcels separated by a road or other infrastructural element are effectively contiguous if such is consistent with the purposes of this Section.
- 8.3.5 **Uses Allowed As of Right.** The following uses are allowed as of right in an OSRD:
- 8.3.5.1 Detached single-family dwelling units.
- 8.3.6 **Special Permit Uses.** The following uses are only allowed by OSRD Special Permit in an OSRD:
- 8.3.6.1 Single-family attached dwelling units;
 - 8.3.6.2 Density bonus dwelling units.

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

- 8.3.7.1 Common open space areas for active or passive recreation, preservation of habitat and natural resources, maintenance of scenic amenities, buffering between uses, both within the site and from abutting properties, connecting greenways to abutting protected open space, lawn and landscaped areas within the site, pedestrian and bicycle trails, and similar features;
- 8.3.7.2 Recreational amenities primarily for residents of the OSRD, including but not limited to: a community center, swimming pool, beach, tennis court, or children’s playground;
- 8.3.7.3 Accessory uses necessary to the operation and maintenance of the development, including but not limited to detached structures for parking, sheds for equipment and tool storage, structures housing heating/ventilating and air conditioning, pumping stations or similar facilities, and energy generating facilities allowed by this bylaw.

8.3.8 **Planning Board Approvals Required.**

- 8.3.8.1 **Subdivision Approval Required.** When applicable under M.G.L. c. 41, § 81K through § 81GG and the Westwood Rules and Regulations Governing the Subdivision of Land, an OSRD shall require a Definitive Subdivision Plan approval. No building permit shall be issued for any new structure within an OSRD subdivision prior to the recording of an endorsed Definitive Subdivision Plan with the Norfolk Registry of Deeds.
- 8.3.8.2 **Site Plan Approval Required.** An OSRD shall be subject to Environmental Impact and Design Review (EIDR) approval pursuant to Section 7.3 of this bylaw, and no building permit shall be issued for any structure within the OSRD prior to the recording of the EIDR Approval in the office of the town clerk.
- 8.3.8.3 **Uses Requiring Special Permit.** An OSRD containing one or more structures of single-family attached housing, and/or one of more density bonus dwelling units, shall require an OSRD Special Permit issued by the Planning Board in addition to the required EIDR Approval, and no building permit shall be issued for any structure within the OSRD prior to the recording of the OSRD Special Permit and EIDR Approval in the office of the town clerk.

8.3.9 **Density and Dimensional Requirements.**

- 8.3.9.1 **Base Density from Underlying District.** The base number of dwelling units allowed in an OSRD shall be determined by the minimum lot size in the underlying district, SRB, SRC, and SRE, except as provided in Section 8.3.4.4 herein in regard to allowed density bonuses.

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 40% 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:

<u>Yield</u>	<u>Added Units</u>
1 to 3 units	0
4 to 8 units	1
9 to 13 units	2
14 to 18 units	3
Over 18 units	4

Yield: The result is the maximum base number of dwelling units allowed, provided that all other conditions required in Section 8.3 are met.

8.3.9.3

OSRD Dimensional Requirements. The following dimensional requirements shall apply within an OSRD, in place of the requirements set forth in Section 5.2, Table of Dimensional Requirements:

Minimum Dimensional Requirements in OSRD		
	Detached single-family dwelling units	Single-family attached dwelling units

8.3.9.3.1	Lot Size	10,000 sq. ft.	7500 sq. ft.
8.3.9.3.2	Lot Frontage	75'	75'
8.3.9.3.3	Perimeter Tract Setback	30'	30'
8.3.9.3.4	Front Setback on existing street	50% of front setback in underlying district	50% of front setback in underlying district
8.3.9.3.5	Front Setback on an interior drive	20'	10'
8.3.9.3.6	Side setback for principal structure	10'	10'
8.3.9.3.7	Rear setback for principal structure	10'	10'
8.3.9.3.8	Side and rear setbacks for accessory structures	5'	5'

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

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

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

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

8.3.9.4 **Density Increases Allowed by Special Permit.** The Planning Board may grant one or more density bonus units beyond the maximum base number of units allowed pursuant to the Yield Calculation using one or more of the following options:

8.3.9.4.1 **Open Space.** For each additional five (5) percent of the tract set aside as common open space above the minimum required below in Section 8.3.7.1, a bonus of ten (10) percent of the Yield Calculation of units may be allowed.

8.3.9.4.2 **Affordable Housing.** For every one (1) dwelling unit restricted in perpetuity as affordable housing, as defined in this bylaw, two (2) additional market rate dwelling units may be allowed.

8.3.9.4.3 **Moderate Income Housing.** For every one (1) dwelling unit restricted in perpetuity as moderate income housing, as defined in this bylaw, one (1) additional market rate dwelling unit may be allowed.

8.3.9.4.4 **Historic Preservation.** For a historically significant building or a major structure, including a barn or other accessory use preserved as part of the OSRD, one (1) additional market rate unit may be allowed. The determination of historical significance shall be made by the Planning Board, which may choose to consult with the Westwood Historical Commission.

8.3.9.4.5 **Aggregate Yield.** A density bonus shall be based on any combination of the bonuses listed above, provided that in no event shall the density bonus for the OSRD exceed, in the aggregate, fifty (50) percent of the dwelling units allowed in the Yield Calculation, and provided that all other conditions required in Section 8.3 are met.

8.3.10 **Procedures.**

8.3.10.1 **Pre-application Meetings.** All OSRD applicants are encouraged to meet informally with the Planning Board prior to submitting an EIDR or Special Permit application, and to accompany this discussion with a Sketch Plan under the provisions of Section 8.3.5.2. The purposes of a pre-application review are to solicit guidance from the Planning Board at the earliest possible stage in the process, in order to identify site design issues and to establish an approximate number of allowed residential dwelling units, thereby keeping the applicant's costs for landscape design, site engineering and other technical expertise to a minimum. At the request and expense of the applicant, the Planning Board may engage technical experts to review the applicant's informal plans and to facilitate submittal of a formal EIDR application.

8.3.10.2 **Sketch Plan.** A sketch plan shall be submitted as part of the EIDR application, defined as a minimally detailed, schematic drawing of the proposed OSRD that contains sufficient information in regard to existing and proposed conditions to allow the Planning Board to understand the nature and physical impact of the development on the land. Site constraints that figure into the analysis may be delineated from existing secondary sources such as local wetlands maps, Massachusetts Department of Environmental Protection Wetlands Conservancy Program maps, Natural Heritage maps, MA Geographic Information system resources, USDA soils maps, information from deed documentation, and other governmental, institutional and private sources. Applicants are encouraged to submit sketch plans in advance of filing for formal application as the basis of pre-application discussions with the board.

8.3.10.3 **Environmental Impact and Design Review for OSRD.**

8.3.10.3.1 **General.** All OSRD applications shall be subject to the EIDR process in Section 7.3 of this bylaw. The Planning Board may waive particular submission requirements for OSRD's if they are determined to be inapplicable or unnecessary for EIDR review purposes, provided that doing so is consistent with the purposes of this Section.

8.3.10.3.2 **Public Hearing and Decision.** A public hearing shall be conducted by the Planning Board within sixty-five (65) days of submission of the application and plans. Decisions shall be rendered within ninety (90) days of the close of said hearing. Failure to take action within the 90 day period shall be deemed to constitute constructive approval of the EIDR application.

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

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

preliminary way the potentially developable parts of the OSRD tract.

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

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

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

8.3.11 Common Open Space Requirements.

8.3.11.1 **Minimum Open Space Requirement.** In the SRC and SRE districts, the OSRD shall protect in perpetuity at least forty (40) percent of the total tract as common open space, or fifty (50) percent where the OSRD must employ shared or individual septic systems or other on-site treatment, because no public sanitary sewer collection system is available. In the SRB district, the OSRD shall protect in perpetuity at least fifty (50) percent of the total tract as common open space. The common open space shall not be further divided or subdivided, and a restriction to such effect shall be noted on the EIDR plans recorded at the Registry of Deeds.

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

The open space shall be contiguous to the maximum extent possible. Connectivity between open space areas within the development tract, and to open space areas external to it, shall be incorporated wherever possible. No

open space area shall be less than 50 feet in its smallest dimension. Open space traversed by a roadway may be considered by the Planning Board to be connected. Not more than five (5) percent of the open space areas may be covered by pavement or paved roads and allowable accessory structures.

Structures located within the common open space shall only include those structures used to support proper use of the open space, including but not limited to equipment storage, temporary shelters, sanitary facilities, and trail information stations. New or existing trails or walkways shall be constructed or retained, as applicable, for the purpose of providing reasonable access to the open space. No cluster, at its nearest point, shall lie farther than three-hundred (300) feet from the closest point of the open space, with the exception of minor adjustments allowed by the Planning Board where compliance with this standard is impractical. Underground utilities, stormwater management facilities, and shared wastewater treatment systems serving the site may be located within the common open space. Surface collection systems such as retention and detention ponds shall not count toward the minimum common open space requirement. Existing or proposed utility easements shall not be counted as common open space unless allowed by the Planning Board.

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

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

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

8.3.11.3.2 **Conservation Restrictions.** When common open space is not conveyed to the Town or to its Conservation Commission, a conservation restriction or agricultural or forest preservation restriction enforceable by the Westwood Conservation Commission or other board under M.G.L. c. 184, § 31, is required, in compliance with the standards of the Massachusetts

Executive Office of Energy and Environmental Affairs, Division of Conservation Services, or Department of Agricultural Resources, or their successor agencies. Said restriction shall be recorded in the manner provided by statute. The Board of Selectmen is hereby authorized to accept such restrictions if the Conservation Commission declines to do so. The common open space shall be perpetually kept in an open state, shall be preserved exclusively for the purposes set forth in this Section, and shall be maintained in a manner which will ensure its suitability for its intended purposes.

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

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

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

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

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

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

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

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

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

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

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

8.3.12.8 **Off-street Parking.** All off-street parking in an OSRD shall comply with the requirements of Section 6.0 in this bylaw.

- 8.3.12.9 **Mix of Housing Types.** Any mix of one or more of the allowed housing types, shall be permitted in an OSRD, up to the maximum number of dwelling units permitted under this Section.
- 8.3.13 **EIDR Decision.** Approval shall be granted by means of a written EIDR decision, based upon a determination by the Planning Board that the OSRD application meets the criteria below.
- 8.3.13.1 Consistency with the purposes of this Section.
 - 8.3.13.2 Demonstration of proper and complete application of the OSRD 4-step design process.
 - 8.3.13.3 General consistency with all applicable elements of the EIDR standards in Section 7.3.7.
 - 8.3.13.4 Responsiveness to all applicable elements of the Design Standards in Section 8.3.12.
 - 8.3.13.5 Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.
- 8.3.14 **Special Permit Decision for Single-family Attached Housing.** Approval shall be granted by means of a written Special Permit decision, based upon a finding by the Planning Board that the OSRD application demonstrates consistency with the standards below:
- 8.3.14.1 Consistency with the purposes of this Section.
 - 8.3.14.2 Demonstration of proper and complete application of the OSRD 4-step design process.
 - 8.3.14.3 General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.
 - 8.3.14.4 Compatibility with the scale, visual character and amenities of the neighborhood.
 - 8.3.14.5 Compatibility of the single-family attached housing with the other housing types and clusters within the OSRD, using site design, architectural elements, building massing, and open space and landscaping, thereby creating a unified development that succeeds in establishing a harmonious residential environment.
- 8.3.15 **Special Permit Decision for Density Bonus Units.** Approval shall be granted by means of a written Special Permit decision, based upon a finding by the Planning Board that the proposed density bonus meets one or more of the allowed bonuses in Section 8.3.9.4.

8.3.15.1 **Limit on Density Yield.** The Planning Board shall further find that the density bonus for the OSRD project will not exceed, in the aggregate, fifty (50) percent of the Yield Calculation of dwelling units.

8.3.16 **Special Conditions and Performance Guarantee.** The Planning Board may impose reasonable conditions as part of any EIDR or Special Permit approval and may require suitable performance guarantees to assure compliance with those conditions.

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

=====

2) Amend Section 7.3 [Environmental Impact and Design Review] by adding a new sub-section 7.3.2.3 to read as follows:

7.3.2.3 Construction of an Open Space Residential Development (OSRD), under Article 8.3 of this bylaw.

3) Amend Section 2.0 [Definitions] by adding a new sub-section 2.96 to read as follows, and renumber sections as appropriate:

2.96 Open Space Residential Development A residential development proposed under the procedures of Article 8.3 of this bylaw, using the 4-step design process described therein and employing the practices established in that section for the design, protection and maintenance of common open space.

4) Amend Section 4.1 [Principal Uses], Sub-section 4.1.3 [Residential Uses] by adding a new Sub-section 4.1.3.9 to read as follows, with “Y” in columns under districts SRB, SRC, and SRE, and with “N” in all other columns:

4.1.3.9 Open Space Residential Development in accordance with Section 8.3

5) Amend Section 4.2 [Notes for Table of Principal Uses] by adding a new Note 10 to read as follows:

10 Open Space Residential Development shall be permitted in the SRB, SRC and SRE districts and the uses delineated in Article 8.0, Special Residential Development, Section 8.3, Open Space Residential Development, shall be the allowed uses in OSRD projects.

6) Amend Section 5.0 [Dimensional Requirements], Sub-section 5.1 [General] by adding a new paragraph at the end of the section, to read as follows:

In the case of an Open Space Residential Development project proposed under sub-article 8.3 in this bylaw, the dimensional and density requirements established therein shall take precedence over those established in Section 5.2, TABLE OF DIMENSIONAL REQUIREMENTS for purposes of increased design flexibility and enhanced open space preservation.

- 7) Amend Section 5.2 [Table of Dimensional Regulations] by adding a new Footnote 13 in the District Column for Section 5.2.2 [SRB], Section 5.2.3 [SRC] and Section 5.2.5 [SRE], and amend Section 5.3 [Notes for Table of Dimensional Regulations] by inserting the text of Footnote 13 at the end of said section to read as follows:

13 See Section 8.3 OPEN SPACE RESIDENTIAL DEVELOPMENT for density and dimensional requirements for OSRD.

ARTICLE 20

The Finance Commission recommended and the Town voted by a 2/3 vote declared by the Moderator on a unanimous voice vote by Town Meeting, to approve certain amendments to the Westwood Zoning Bylaw related to Special Residential Regulations, involving revisions to the existing bylaw section entitled Senior Residential Development (SRD) as set forth below, or take any other action in relation thereto:

- 1) Remove Section 8.5 [Senior Residential Development] in its entirety, and insert a new Section 8.5 [Senior Residential Development] to read as follows:

8.5 SENIOR RESIDENTIAL DEVELOPMENT (SRD)

8.5.1 **Special Permit Required.** A Senior Residential Development shall require the issuance of a SRD Special Permit by the Planning Board in compliance with the provisions of this Section.

8.5.2 **Conditions.** A SRD shall be subject to the following conditions:

8.5.2.1 Occupancy shall be limited to persons who have reached the age of fifty-five (55) years and any close relative residing with such person. For purposes hereof, "close relative" shall mean a spouse, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece or nephew, and shall include a person so related by legal adoption and by the half blood.

8.5.2.2 There shall be not more than two (2) bedrooms in any dwelling unit.

8.5.2.3 The SRD shall be developed as a Coordinated Unit, which shall mean a building or group of buildings under common management and serving a common function.

8.5.2.4 Maximum building height requirements shall be as set forth in Section 5.4.1 of this bylaw unless the Planning Board determines, in its discretion, that any structure may exceed maximum height requirements by up to ten (10) additional feet without having any undue negative affect on surrounding properties.

8.5.2.5 There shall be provided-in all cases suitable means of access and egress to and from dwelling units for handicapped persons.

8.5.3 **Types of Permissible Dwellings.** The following types of dwellings may be authorized by SRD Special Permit:

8.5.3.1 single-family detached houses;

- 8.5.3.2 two-family houses;
 - 8.5.3.3 two-family semi-detached houses;
 - 8.5.3.4 townhouse-type dwelling units; or
 - 8.5.3.5 any combination of such housing types or other housing types determined by the Planning Board to be appropriate for a SRD.
- 8.5.4 **Specific Restrictions.** A SRD shall also be subject to the following specific restrictions:
- 8.5.4.1 The dwelling unit density shall not exceed ten (10) dwelling units per acre. To determine the maximum number of dwelling units permitted in the SRD, all land in the development lot or parcel not reasonably suited for residential development shall be excluded, and (subject to such exclusion), all land therein utilized for access and egress, parking, buffer areas or dedicated to public ownership as open space shall be included. The determination of compliance with this provision shall be made by the Planning Board, which shall take into consideration any graphic or analytic materials provided by the Applicant.
 - 8.5.4.2 Where proposed structures are to be developed on existing streets or direct extensions of existing streets, front yard setbacks may be reduced to not less than twenty (20) feet. Where proposed structures are to be developed on new interior drives, front yard setbacks may be reduced to not less than ten (10) feet. There shall be no minimum side or rear setback between structures within a proposed SRD, however each proposed structure shall be set back a minimum of thirty (30) feet from the sides and rear of the perimeter of the SRD.
 - 8.5.4.3 There shall be provided at least one and one-half (1½) off-street parking space per dwelling unit, one of which is reserved for the use of such dwelling unit and within one hundred fifty (150) feet thereof.
 - 8.5.4.4 The maximum permitted lot coverage for a SRD shall be fifty percent (50%), including roadways and parking areas.
 - 8.5.4.5 Any SRD Special Permit shall incorporate by reference the site plan approval.
- 8.5.5 **Procedures.** An application for a SRD Special Permit shall be filed in accordance with the Planning Board's Rules and Regulations for Special Permits.
- 8.5.6 **Application and Submittal Requirements.** An application for a SRD Special Permit shall include plans in conformance with the Planning Board's Rules and Regulations for Special Permits.
- 8.5.7 **Decision.** A SRD Special Permit shall be granted by the Planning Board, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the

neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this Bylaw, the determination shall include consideration of each of the following:

- 8.5.7.1 Impact on the quantity and quality of available housing choices for residents fifty-five (55) years of age and older, with a range of income levels and physical abilities;
- 8.5.7.2 Proximity of the proposed development to public transportation, open space, neighborhood shopping and service facilities;
- 8.5.7.3 Impact on the natural environment;
- 8.5.7.4 Impact on vehicular and pedestrian movement and safety;
- 8.5.7.5 Compatibility of the proposed development with the surrounding neighborhood.

8.5.8 **Compliance with Subdivision Rules and Regulations.** Nothing contained herein shall in any way exempt a proposed SRD involving a subdivision from compliance with the Planning Board's Rules and Regulations Governing the Subdivision of Land or the rules and regulations of any other Town board having jurisdiction. Nor shall this section in any way affect the right of the Board of Health and of the Planning Board to approve, with or without modifications, or disapprove a subdivision plan in accordance with the provisions of such rules and regulations and of the Subdivision Control Law.

ARTICLE 21

The Finance Commission recommended and the Town voted unanimously to amend the list of Designated Scenic Roads in Westwood to include Fox Hill Street and Thatcher Street, or take any other action in relation thereto.

ARTICLE 22

The Finance Commission recommended and the town by a Majority vote in favor of indefinite postponement of this Article.

To see if the Town will vote to 2/3 vote declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments related to proposed revisions to the existing bylaw Section 5.5 entitled Special Dimensional Regulations, or take any other action in relation thereto:

- 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 or approval not required plan shall have a Shape Factor of thirty (30) 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.

ARTICLE 23

The Finance Commission recommended and the Town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments related to proposed revisions to the existing bylaw Section 2.0 entitled Definitions, or take any other action in relation thereto:

- 1) Amend Section 2.18 [Boarding House] to read as follows:

2.18 Boarding House A dwelling or part thereof in which lodging is provided by the owner or operator to more than three (3) individuals who are not part of the owner's family.

- 2) Amend Section 2.20 [Building, Accessory] to read as follows:

2.20 Building, Accessory A subordinate, detached building located on the same lot as the main or principal building or principal use, the use of which is customarily incidental to that of the principal building or use of the land.

- 3) Remove Section 2.26 [Building Tradesman] in its entirety;

- 4) Amend Section 2.32 [Commercial Recreation, Indoor] to read as follows:

2.32 Commercial Recreation, Indoor A structure for recreational, social or amusement purposes, which may include as an accessory use the consumption of food and drink, including all connected rooms or space with a common means of egress and entrance. Commercial indoor recreation shall include the following places of assembly: theatres, concert halls, dance halls, skating rinks, bowling alleys, health clubs, or other commercial recreational centers conducted for or not for profit.

- 5) Amend Section 2.36 [Contractor's Yard] to read as follows:

2.36 Contractor's Yard Premises used by a building contractor or subcontractor for storage of equipment and supplies, fabrication of subassemblies and/or parking of wheeled equipment.

- 6) Amend Section 2.46 [Family] to read as follows:

2.46 Family One or more persons related by blood, adoption, or marriage, living and cooking together as a single house-keeping unit; or a number of persons, but not exceeding four (4), living and cooking together as a single housekeeping unit though not related by blood, adoption or marriage.

- 7) Amend Section 2.56 [Floor Area Ratio (FAR)] to read as follows:

2.56 Floor Area Ratio (FAR) The gross floor area of a building 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 net floor area ($43,560 \times .75 = 32,670$). The total square feet of floor space within a parking garage as an accessory use shall not be included in the calculation of Floor Area Ratio.

8) Amend Section 2.64 [Home Occupation] to read as follows:

2.64 Home Occupation An occupation, business, trade, service or profession which is incidental to and conducted in a dwelling unit or in a building or other structure accessory thereto, by a resident thereof, which does not alter the residential character of the property or negatively affect surrounding residential properties. Examples of home occupations include, but are not limited to, the office of a physician, dentist, attorney, accountant, architect, engineer, real estate agent or insurance agent; or the studio of an artist, musician or dancer; or the studio of a teacher of art, music or dance; or the workroom of a dressmaker, milliner or photographer.

9) Amend Section 2.78 [Lot, Depth of] to read as follows:

2.78 Lot, Depth of The mean distance from the street layout of the lot to its opposite rear line measured in the general direction of the side lines of the lot. Where a lot has no frontage on a street, the lot depth shall be the mean distance from the property line determined by the Building Commissioner to be the front lot line to the opposite rear lot line measured in the general direction of the side lines of the lot.

10) Amend Section 2.98 [Parking Garage] to read as follows:

2.98 Parking Garage A structure, or a portion of a structure, which use is accessory to a commercial or industrial establishment and is primarily for the parking of vehicles operated by the customers, visitors and employees of such an establishment.

11) Amend Section 2.105 [Recreational Vehicle] to read as follows:

2.105 Recreational Vehicle A vehicle or vehicular attachment, with or without utilities, flush toilets or bath facilities, which is used for recreational purposes, and which is not a residence, including but not limited to such items as a travel trailer, a pick-up camper, a tent trailer, a boat, a boat trailer or a motor home.

12) Amend Section 2.116 [Structure] to read as follows:

2.116 Structure An assembly of materials forming a construction for occupancy or use including among others, buildings, stadiums, gospel and circus tents, reviewing stands, platforms, staging, observation towers, communication towers, flag poles, water tanks, trestles, piers, wharfs, open sheds, coal bins, shelters, fences and display signs, tanks in excess of 500 gallons used for the storage of any fluid other than water and swimming pools. A freestanding fence or wall six (6) feet or less in height, or a fence installed on or immediately adjacent to a wall such that the fence and wall together have a combined height of six (6) feet or less, measured from the lowest point of grade adjacent to the fence, or combined wall and fence, will not be considered a structure.

13) Amend Section 2.120 [Use, Accessory] to read as follows:

2.120 Use, Accessory Either a subordinate use of a building, structure or land, or a subordinate, detached building or structure (i) whose use is clearly incidental to the main use of the premises on which located, and (ii) which does not constitute, in effect, a conversion of that main use to any use not permitted.

14) Amend Section 2.126 [Yard, Rear] to read as follows:

2.126 Yard, Rear A yard the full width of the lot and situated between the rear line of the lot and the nearest part of the principal building projected to the side lines of the lot.

ARTICLE 24

The Finance Commission recommended and the Town voted by a 2/3 vote declared by the Moderator on a unanimous voice vote by Town Meeting, to approve certain housekeeping amendments, including the following, or take any other action in relation thereto:

- 1) Amend Section 4.1.5.3 [Animal Clinic or Hospital] by changing the title of this principal use category, without changing the districts within which the use is permitted by right, allowed by special permit or prohibited, so that the amended category reads as follows:

4.1.5.3 Animal Hospital or Animal Clinic

- 2) Amend Section 4.1.7.1 [Commercial Outdoor Parking] by changing the title of this principal use category, without changing the districts within which the use is permitted by right, allowed by special permit or prohibited, so that the amended category reads as follows:

4.1.7.1 Pay-to-Park Outdoor Parking Facility

- 3) Amend Section 4.3.3.6 [Office, studio or workroom for the conduct of a profession or customary home occupation, subject to the conditions in Sub-section 4.4.1 through 4.4.2] by changing the title of this accessory use category, without changing the districts within which the use is permitted by right, allowed by special permit or prohibited, so that the amended category reads as follows:

4.3.6 Home Occupation pursuant to Section 4.4.1

- 4) Consolidate and amend Sections 4.4.1 [Home Occupations] and 4.4.2 [Conditions] so that the consolidated amended section reads as follows, and renumber subsequent sections as appropriate:

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

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

4.4.2 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;

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

4.4.4 No external change shall be made which alters the residential appearance of the buildings or structures on the premises; and

- 4.4.5 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).
- 5) Amend Section 4.4.3.7 (related to off-street parking for accessory apartments) by replacing the word “or” with the word “and/or” so that the amended section reads as follows:
- 4.4.3.7 Off-street parking shall be provided for each automobile used by an occupant of the principal dwelling and/or the accessory apartment.
- 6) Amend Notes 5, 6, 7 and 8 under Section 5.3 [Notes for Table of Dimensional Requirements] by adding the word “detached” before the words “accessory building or structure“ and by refining the language of the notes so that the amended notes read as follows:
- 5 Except that a portion of any building or structure not exceeding fifteen (15) feet in height shall be set back a minimum of ten (10) feet from the side lines of its lot, and a detached accessory building or structure having a height of less than fifteen (15) feet and a front setback of at least seventy-five (75) feet shall be set back a minimum of three (3) feet from the side lines of its lot.
- 6 Except that a detached accessory building or structure having a height of less than fifteen (15) feet shall be set back a minimum of three (3) feet from the rear line of its lot.
- 7 Except that a portion of any building or structure not exceeding fifteen (15) feet in height shall be set back a minimum of fifteen (15) feet from the side lines of its lot, and a detached accessory building or structure having a height of less than fifteen (15) feet and a front setback of at least one hundred (100) feet shall be set back a minimum of six (6) feet from the side lines of its lot.
- 8 Except that a detached accessory building or structure having a height of less than fifteen (15) feet shall be set back a minimum of six (6) feet from the rear line of its lot.
- 7) Amend Section 6.3.10 [Perimeter Fence Special Permit] by refining the language of the section so that the amended section reads as follows:
- 6.3.10 **Perimeter Fence Special Permit.** The Board of Appeals may grant a special permit to install a freestanding fence a maximum of eight (8) feet in height, or a fence installed on or immediately adjacent to a wall such that the fence and wall together have a combined height of a maximum of eight (8) feet, measured from the lowest point of grade adjacent to the fence or combined wall and fence, only upon its written determination that the adverse effects of the project will not outweigh its beneficial impacts on the Town or the neighborhood, in view of the particular characteristics of the site, and of the project in relation to the site. In addition to any specific factors that may be set forth in this Bylaw, the determination shall include consideration of each of the following:
- 6.3.10.1 degree to which existing landscaping, vegetation and other screening will be maintained;

- 6.3.10.2 proximity to abutting residences;
 - 6.3.10.3 proximity to heavily traveled roadways; and
 - 6.3.10.4 consistency with the interests of public safety, particularly sight distances for traffic visibility.
- 8) Amend Section 10.1.3 [Occupancy Permits] by refining the language of the section so that the amended section reads as follows:
- 10.1.3 Occupancy Permits.** It shall be unlawful to initially use any building or structure, or any addition to an existing building or structure, hereafter constructed, or to use that portion of a building or structure which is hereafter renovated, or to occupy or use any building or structure for a purpose other than that for which it was designed (as set forth in the permit for its construction, if any), until the Building Inspector has issued an occupancy permit. Such permit shall not be issued unless and until the Building Inspector has found the premises to be in apparent conformity in all applicable respects to the provisions of this Bylaw or decision rendered hereunder.
- 9) Amend Section 7.1 [Earth Material Movement], sub-section 7.1.10.3 by deleting the words “, or import” after the word “Export” so that the amended section reads as follows:
- 7.1.10.3 Export and/or regrading of earth material necessarily excavated in connection with the lawful construction of a building or structure, or of a driveway, sidewalk or path incidental to any such building or structure, provided that the quantity of earth material removed does not exceed that actually displaced by the portion of building, structure, driveway, sidewalk or path below finished grade.
- 10) Amend Section 4.4 [Notes for Table of Accessory Uses], note 2 by replacing the words “Gross Floor Area” with the words “Floor Area Ratio”.

ARTICLE 25

The Finance Commission recommended and the Town voted unanimously to amend the General Bylaws Article II General Financial Regulations, section 30-19, paragraph A (1), line 8, by deleting therefrom the term “90 days” and substituting therefor the term “twelve month period.”

ARTICLE 26

The Finance Commission recommended and the Town voted by a majority to authorize the Board of selectmen to petition the General Court, in compliance with Clause (1), section 8 of Article LXXXIX of the amendments to the Constitution, for enactment of a special law substantially in the following form as printed below as part of the article entitled:

AN ACT AUTHORIZING THE TOWN OF WESTWOOD TO GRANT LICENSES FOR THE SALES OF ALL ALCOHOL BEVERAGES AND OR WINES AND MALT ONLY BEVERAGES PURSUANT TO SECTION 14 OF CHAPTER 138 OF THE GENERAL LAWS.

Section 1. Notwithstanding section 11 of chapter 138 of the General Laws or the provisions of any general or specific law to the contrary, the licensing authority of the Town of Westwood may grant (i) special licenses for the sale of wines and malt beverages only, or either of them, to the responsible manager of any indoor or outdoor activity or enterprise and (ii) may grant special

licenses for the sale of all alcoholic beverages or wine and malt beverages only to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise under section 14 of said Chapter 138. The licenses shall be subject to all of said chapter 138 except section 11; provided, that such beverages shall be served only to persons over twenty-one years of age. The fees for license granted under this special act shall be fixed from time to time by the local licensing authority and need not be uniform.

A license under this special act shall not be granted to any person while his application for a license under section 12 is pending before the licensing authority.

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

ARTICLE 27

The Finance Commission recommended and the Town voted unanimously to accept a footway easement from the owners of 46 Buckmaster Road (formerly known as 39 Hoover Avenue and known as Assessor’s Parcel 28/167)) and 41 Sexton Avenue (formerly known as 33 Hoover Avenue and known as Assessor’s Parcel 28/150) said easement to be 10 feet in width and to run on the southerly side of the center line of the former Hoover Avenue in a Westerly direction from Buckmaster Road and to its intersection with Sexton Avenue as shown on an Easement Plan dated March 25, 2011 by Hoyt Land Surveying to be recorded by the Town with the Norfolk County Registry of Deeds. Said easement to be used for passage of pedestrian and bicycle traffic only.

ARTICLE 28

The Finance Commission recommended and the Town voted unanimously to accept Massachusetts General Law Chapter 41, Section 19K.

ARTICLE 29

The Finance Commission recommended and the Town voted unanimously to amend Article 5 of the General By-Laws §380-11 All Night Parking by deleting it in its entirety and substituting therefor the following:

Article V-Street Parking

- SECTION 380-11 It shall be unlawful for the owner or operator of any vehicle, other than one acting in an emergency, to park said vehicle on any public street or place where the traveling public has the right of access between the hours of 2:00 a.m. and 5:00 a.m. of any day during the period of December 1 through March 31.

Obstructing Traffic

- No owner or operator of a motor vehicle shall leave it parked or standing on a public street or place where the traveling public has the right of access in such a way that obstructs or impedes the flow of traffic. If an owner or operator refuses to move such a vehicle or the owner or operator can not be located, the vehicle may be ticketed and/or towed in order to restore the safe flow of traffic.

Snow and Ice Emergencies

- In order to facilitate the safe and orderly snow clearing operations, The Emergency Management Director may declare a Snow or Ice Emergency based on existing or expected weather conditions.

- During a Snow or Ice Emergency all parking on Town roads is prohibited.
- Vehicles parked on Town roadways in violation of the ban may be ticketed and/or towed at the owner's expense.
- When possible, advance notice will be sent out through various media electronic means, including posting on the town's website: www.town.westwood.ma.us

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 9:32 p.m.

Attest:

A handwritten signature in black ink that reads "Dorothy A. Powers". The signature is written in a cursive, flowing style.

Dorothy A. Powers, CMMC
Town Clerk

2011 ANNUAL TOWN ELECTION

Town of Westwood

Tuesday, April 26, 2011

ASSESSOR - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	5	19	9	12	45	16.19%
MARK MURPHY 27 Webster Street-Candidate for re-election	64	64	65	37	230	82.73%
Miscellaneous Write-ins	1	1	1	0	3	1.08%
TOTAL	70	84	75	49	278	100%
COLLECTOR OF TAXES - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	7	11	7	6	31	11.15%
ALBERT F. WISIALKO 202 Strasser Avenue-Candidate for re-election	63	72	67	43	245	88.13%
Miscellaneous Write-ins	0	1	1	0	2	0.72%
TOTAL	70	84	75	49	278	100%
HOUSING AUTHORITY - For Five Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	8	18	12	13	51	18.35%
JULIET W. ONDERDONK 28 Lynn Terrace-Candidate for re-election	61	64	62	36	223	80.22%
Miscellaneous Write-ins	1	2	1	0	4	1.44%
TOTAL	70	84	75	49	278	100%
LIBRARY TRUSTEE - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	23	43	36	29	131	23.56%
MARY T. FEELEY 125 Woodland Road-Candidate for re-election	60	61	53	35	209	37.59%
MARY BETH PERSONS 7 Bridle Path-Candidate for re-election	56	63	60	34	213	38.31%
Miscellaneous Write-ins	1	1	1	0	3	0.54%
TOTAL	140	168	150	98	556	100%
MODERATOR - For One Year (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	8	16	9	16	49	17.63%
ANTHONY J. ANTONELLIS 21 Gay Street-Candidate for re-election	62	68	65	32	227	81.65%
Miscellaneous Write-ins	0	0	1	1	2	0.72%
TOTAL	70	84	75	49	278	100%
PLANNING BOARD - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	9	28	14	14	65	23.38%
CAROL E. CHAFETZ 120 Birch Tree Drive-Candidate for re-election	59	55	59	35	208	74.82%
Miscellaneous Write-ins	2	1	2	0	5	1.80%
TOTAL	70	84	75	49	278	100%
SCHOOL COMMITTEE - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	23	39	27	33	122	21.94%
JOSEPHA A. JOWDY 24 Wellington Drive-Candidate for re-election	62	62	61	33	218	39.21%
ELLEN R. MASON 20 Meadowbrook Road-Candidate for re-election	51	65	60	32	208	37.41%
Miscellaneous Write-ins	4	2	2	0	8	1.44%
TOTAL	140	168	150	98	556	100%
SELECTMAN - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	5	23	11	14	53	19.06%
PHILIP N. SHAPIRO 159 Mill Street-Candidate for re-election	64	58	63	35	220	79.14%
Miscellaneous Write-ins	1	3	1	0	5	1.80%
TOTAL	70	84	75	49	278	100%
SEWER COMMISSIONER - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	10	18	8	13	49	17.63%
FRANCIS X. MACPHERSON JR. 82 School Street-Candidate for re-election	60	65	66	36	227	81.65%
Miscellaneous Write-ins	0	1	1	0	2	0.72%
TOTAL	70	84	75	49	278	100%

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,568	70	3%
Precinct 2	2,524	84	3%
Precinct 3	2,530	75	3%
Precinct 4	2,383	49	2%
TOTAL	10,005	278	3%

APPENDIX C

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

REPORT OF THE SCHOOL COMMITTEE

OF THE

TOWN OF WESTWOOD

YEAR ENDING

DECEMBER 31, 2011

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

SCHOOL COMMITTEE

Mr. Brian T. Kelly, Chairman	- Term Expires April 2012
Mr. John J. O'Brien, Jr., Vice-Chairman	- Term Expires April 2013
Mrs. Ellen R. Mason, Clerk	- Term Expires April 2014
Mrs. Josepha A. Jowdy,	- Term Expires April 2014
Mrs. Carol S. Lewis	- Term Expires April 2013

ADMINISTRATION

John J. Antonucci, Superintendent of Schools
Emily Parks, Assistant Superintendent
Aprile Albertelli, Elementary Special Education Team Chair/Department Head
Glen Atkinson, Elementary Special Education Team Chair/Department Head
Abby Hanscom, Director of Student Services
Steve Ouellette, Director of Technology, Learning and Innovation
Heath Petracca, Director of Business & Finance

SCHOOL HEALTH

Karen A. Poreda, R.N.	High School
Terry Sweeney, R.N.	Middle School
Patricia DeAngelis, R.N.	Deerfield School
Ellen Nadeau, R.N.	Downey School
Celeste Mahoney, R.N.	Martha Jones School
Leslie Davie, R.N.	Paul Hanlon School
Lori Brown, R.N.	Sheehan School
Andrea Clifford, R.N.	Preschool
Paul Lilla	Athletic Trainer

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

WESTWOOD PUBLIC SCHOOLS STAFF

<u>NAME</u>	<u>POSITION</u>	<u>DEGREE</u>	<u>YRS.IN</u>	<u>TOTAL</u>	<u>YRS.</u>	<u>EDUCATION</u>
			<u>WESTWOOD</u>	<u>EXPERIENCE</u>		
Antonucci, John J.	Superintendent	B.A., M.B.A.	7		16	Tufts, Boston University, University of Mass
<u>DIRECTORS</u>						
Albertelli, Aprile	Elementary SPED Team Chair/Dept. Head	B.S., M.S., M.Ed.	2		28	Worcester State College, Northeastern Univ., Endicott College
Atkinson, Glen	Elementary SPED Team Chair/Dept. Head	B.S., M.Ed., Ph.D.	7		23	University of Mass., University of CT., Suffolk
Brunelli, Cynthia	Out-of-District Coordinator	B.S., M.Ed.	3		24	Fitchburg State College
Hanscom, Abigail	Director of Student Services	B.A., M.Ed.,MSW, C.A.G.S.	1		17	Boston University, University Massachusetts
Ouellette, Steve	Director of Technology	B.S.,M.A.T.	5		19	Boston Univ.,WPI
Parks, Emily	Assistant Superintendent	B.A.,M.Ed.	18		18	Harvard University
Petracca, Heath	Director of Business & Finance	B.S.	12		15	University of MA.
<u>SPECIAL NEEDS STAFF</u>						
Adams, Marla	Speech	B.A., M.S.	6		39	University of Wisconsin
Anderson, Diane	Occupational Therapist	B.S.	22		23	Boston University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Arcscott, Deborah	Physical Therapy	B.S.	13	35	Boston University
Barry, Lauren	Special Needs	B.S.	3	3	Fitchburg State College
Bergiel, Lauren	Special Needs	B.A.,M.Ed.	10	10	Boston College
Berkowitz, Melissa	Psychologist	B.A., M.A.	5	17	Hobart & William Smith College, Tufts
Bowes, Laura	Speech	B.S.,M.S.	4	7	College of the Holy Cross MGH Institute for health
Brody, Rebecca	Psychologist	B.S., M.A., Ph.D.	10	16	Union College, Tufts North Central University
Bruss, Mackenzie	Special Needs	B.S., M.S.	3	7	University of Michigan, Simmons
Cataldo, Jessica	Psychologist	B.A., M.S. C.A.G.S.	3	6	Northeastern University, Fairfield University
Cavanaugh, Kelly	Special Needs	B.A., M.Ed.	1	9	University of Mass., Bridgewater
Cecere, Bridget	ED/BD	B.A.,M.A.,M.Ed.	6	14	S.U.N.Y., University of MA., University of Hartford
Collins, Denise	Special Needs	B.S., M.Ed.	8	17	Bridgewater State, Pennsylvania State
Corbin, Kristal	Psychologist	B.A., M.Ed.	4	7	University of Vermont College of William & Mary
Corrigan, Jennifer	Special Needs	B.A., M.Ed.	13	18	Providence, Framingham
Cournoyer, Amy	Special Needs	B.S., M.A., M.A.	8	9	University of CT., Bridgewater
Danforth, Thomas	Psychologist	B.A., M.A., Ph.D.	7	21	Boston College,Hamilton College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

DiNatale, Joanne	Psychologist	B.A., M.S. Ph.D.	7	15	Hofstra Univ., St. John's University, Alfred Univ.
Eaton, Lauren	Special Needs	B.S., M.Ed.	13	14	Simmons, Brandeis
Fanning, Robert	Director 9-12	B.A., M.S.W. C.A.G.S.	13	25	Bridgewater, Boston College, U. of MA
Fass, Lisa	Occupational Therapist	B.S., M.S.	7	7	Boston University, Tufts
Feeley, Amy	Special Needs	B.A., M.Ed.	14	14	Boston College, Framingham State College
Finnerty, Dawn	Special Needs	B.S., M.Ed.	1	15	Bridgewater State, Cambridge College
Glovasky, Sarah	Occupational Therapist	B.S., M.S.	2	3	Worcester State College
Goldstein, Cheri	Special Needs	B.A., M.A., C.A.G.S., M.Ed.	7	17	Harvard, Univ. of Mass.
Gopin, Candice	Speech Therapist	B.S.	9	12	Boston University
Houston, Paul	Special Needs	B.A., M.A.	8	9	Univ. of Notre Dame, Seattle University
Kuklantz, Matthew	Psychologist	B.A., M.S., C.A.G.S.	4	10	Boston University, Northeastern University
Lader, Sheera	Speech	B.A., M.S.	13	23	University of MA., Northeastern
Lickteig, Kelly	Special Needs	B.S., M.Ed.	2	8	St. Joseph's University, Southern Connecticut State University
Longoria, Elizabeth	Special Needs	B.A., M.S.	12	15	Simmons, St. Edward's University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Lund, Patricia	Special Needs	B.S.,M.Ed.	19	23	Bridgewater State, Lesley
Marck, Jennifer	Special Needs	B.S., M.Ed.	7	9	Bentley College, Lesley
Matteson,Ann	Special Needs	B.S.,M.Ed.	32	32	Emmanuel College, Bridgewater State Fitchburg Coll.
Maxwell, Sarah	Special Needs	B.A., M.Ed.	1	1	Saint Michael's College, Vanderbilt University
Mehigan, Seamus	Special Needs	B.A.	2	2	University of Vermont, Bridgewater State College
Menghi, Edward	Special Needs	B.A., M.S.	5	9	University of CT.,Wheellock
Miles, Beth Anne	Behavior Specialist	B.S., M.A.	3	15	Lesley Univ., Emmanuel College
McNabb, Daniel	Special Needs	B.S., M.Ed.	8	14	Fitchburg State College
Noland, Emily	Speech	B.A., M.S.	3	3	Wellesley Coolege, MGH Institute of Health Professions
Peters, Elizabeth	Special Needs	B.A.,M.A.	7	8	Providence College, Framingham State College
Peterson,Sally	Special Needs	B.A.,M.S.	13	15	Connecticut College Simmons
Poppenga, Ann	Behavior Specialist	B.A.,M.S.	2	13	Keene State College, Simmons College
Raffol, Jaclyn	Special Needs	B.A., M.A.	3	3	Providence College, Regis College
Rothenberg,Nancy	Special Needs	B.A.,M.Ed.	13	21	Beloit College, Boston College
Schoen, Carol	Speech	B.A., M.A.	3	32	University of CT., Hofstra Univ.

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Scholl, Jessica	Special Needs	B.A., M.Ed.	1	1	Bay Path College, American International College
Schulte, Marybeth	Special Needs	B.S.,M.Ed.	12	12	Boston College, St. Joseph's University
Shores, Patricia	Speech	B.S.,M.A.	10	27	Elmira College,S.U.N.Y.
Small, Phyllis	Special Needs	B.A.	15	19	Boston College
Spadoni, Claire	Special Needs	B.A., M.A.	2	3	Merrimack College
Spigulis-DeSnyder, A.	Special Needs	B.A., M.S.	4	4	Trinity College, Framingham State College
St. Martin, Steven	Special Needs	B.S., M.Ed.	1	10	Assumption College, Salem State
Tannenbaum, Lisa	Special Needs	B.A., M.S.	1	7	Hamilton College, Wheelock
Teebagy, Joan	Special Needs	B.A.,B.Ed.,M.S.	13	22	Brock Univ.,S.U.N.Y. at Buffalo
Toomajian,Susanne	Psychologist	B.S.,M.Ed., C.A.E.S.	28	32	Boston College,Harvard, Notre Dame,U. of Mass.
Tucceri, Sharyn	Speech	B.A., M.S.	4	12	Tufts, Wheelock, MGH Institute of Health
Ventura, Lorri	Dept. Head 6-8	B.A., M.Ed. Ed.D.	1	26	Simmons, Univ. of Vermont, Univerity of Massachusetts
Wallach, Jocelynn	Occupational Therapist	B.A.,M.A.	14	19	S.U.N.Y. at Binghamton, Virginia Commonwealth College
West, Eileen	Special Needs	B.S., M.S.	8	12	Bridgewater State, Simmons
Williamson, Nancy	Speech & Hearing	B.A.,M.Ed.	19	23	Northeastern, South Connecticut State Univ.

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

WESTWOOD HIGH SCHOOL STAFF

Bevan, Sean	Principal	B.A., M.A.,	3	10	LaSalle Univ., Temple Univ.
Ricard, Kathryn	Dean of Students	B.A., B.S.,M.A.	5	5	Boston University, Univ. of MA
Goodloe,Sheryl	METCO Director	B.A.,M.Ed.	19	21	Claflin College,Antioch, Northeastern Univ.
Aykanian, Nancy	Foreign Language	B.A., M.A.	5	10	University of CA., Wellesley College
Baylor, Brian	Mathematics	B.A.	14	14	Wesleyan University
Bean, Douglas	Science	B.S., M.A.T.	5	8	SUNY at Cortland,Iona
Bognanno, Brianne	Math	B.A.	5	13	Emmanuel College
Bowe, Maryanne	Guidance	B.A., M.S., M.S., M.S. W.	10	16	University of Rochester, Bentley, Northeatern, Boston College
Brackman, Karen	English	B.A.,M.Ed.	11	14	Harvard, Bridewater State, Oxford University
Braney, Mary	Library Director	B.A., M.S.L.S., C.A.S.	4	34	Emmanuel College, Harvard Case Western Reserve Univ., Worcester State, Anna Maria College
Bresnick, Helena	English	B.A., M.A., M.A.T.	2	13	Clark University, U. of Mass.
Cable, Susan	Physics	B.S., M.S.	5	19	UNH, Bridgewater State
Chatterton,Wayne	English Dept. Chair	B.A.,M.A.T.	27	31	Brown Univ.,Univ. of Massachusetts,Harvard
Chu, Christine	Social Studies	B.A.	2	7	Wellesley College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Clifford, Katherine	Mathematics	B.A.	2	2	College of the Holy Cross, Bridgewater State
Cote, Heather	Director of Performing Arts	B.Music M. Music	10	10	U. of Hartford, Emerson
Craig-O'Brien, Carol	Early Childhood Coordinator	B.S.,M.Ed.	24	35	Rhode Island College, University of MA
Davenport, Amy	English	B.A.,M.A.	6	6	Boston College
DeLeon, Andrea	Spanish	B.A., M.A.	4	14	University of Massachusetts Universidad Complutense
Dolleman, Ethan	Social Studies	B.A.	7	9	Bates College
Donahue, Alison	Social Studies	B.A., M.A.	13	13	Boston College, Univ. of MA
Dore', David	Social Studies Dept. Chair	B.A.,M.A.T.	21	37	Clark Univ.,Brown Univ.,Yale,S.U.N.Y., Bridgewater State,Univ. of Mass.
Felton, Jennifer	English	B.A., M.A., M.Ed.	9	13	Bates College, University Penn.
Ferguson, Tanya	Mathematics Dept. Chair	B.S., M.A.	7	11	Columbia University, Univ. of Massachusetts
Feroli, Eavan	Mathematics	B.S.,M.S.	7	9	University of Limerick, Bridgewater
Flanagan, Eileen	Spanish	B.A.	4	4	College of the Holy Cross
Frasca, Suzanne	Biology	B.A.,M.A.T.	2	2	Wheaton College, Boston University
Fredrickson, David	Guidance	B.S., M.Ed.	1	14	University of Hartford, Cambridge College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Furber, Mary	Business	A.A.,B.S.,M.Ed.	27	35	Suffolk Univ.,Aquinas Jr.College,Fitchburg, Northeastern University
Geary, Peter	Science	B.A.	38	40	Dartmouth,Framingham State,Fitchburg State
Gibb, Reen	Chemistry	B.S., M.S.	5	33	WPI, Tufts
Gillis, Matthew	Physical Ed.	B.A., M. Ed.	20	20	Bridgewater State
Goldman, Robert	Music	B.A.,B.S.	1	10	Berklee College of Music
Goodwin, Whitney	Guidance	B.A., M.Ed.	4	5	Sulfolk Univ., Butler Univ.
Grover, Lucy	Art	B.F.A., M.S.	4	11	Tufts University, Mass. College of Art, Cornell U.
Hanlon, Linda	English	B.A.,M.A.	31	35	Bridgewater State,Univ. of Mass.,Fitchburg State
Higgins, Caroline	Guidance	B.A., C.A.S.	4	7	Boston College, Harvard
Hilton, Christopher	Social Studies	B.A., M.A.	1	7	Georgetown, Boston University
Holthouse, Mark	Mathematics	B.S., M.B.A.	9	10	M.I.T., Boston University
Houston, Liza	Art	B.F.A.	10	10	Rhode Island School of Design
Howard, James	Performing Arts	B.S., M.Ed	10	14	Emerson College
Jellinghaus, Kathryn	Art	B.A.,B.F.A., M.A., M.F.A.	2	12	Stanford Univ., National Academy of Art, Bulgaria
Jibson, Daniel	Physics	B.A.,M.A.T.	1	1	Brigham Young Univ., Boston University
Johnson, Kristina	Spanish	B.A., M.A.	1	8	Wheaton College, California State University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Kaczenski, Jeffrey	English	B.A.,M.A., M.S.T.	5	8	University of CT.,Pace, NY University
Kaiser, Diane	Art Director	B.A.,M.F.A.	18	33	Brandeis,Columbia, Syracuse
Keene, Nathan	Mathematics	B.A., M.A.	3	4	Rhode Island College
Kelly, Liam	Spanish	B.A.	3	9	College of the Holy Cross
Kop, Milton	Mathematics	B.S., B.S., M.Ed.	8	24	Harvard, Creighton Univ.
Lee, Kathy	Dept. Head Foreign Lang.	B.A., M.A., M.Phil., Ph.D.	2	11	Penn State, Yale University
Lilla, Paul	Athletic Trainer	B.S., M.S.	10	10	Boston University, Bridgewater State
Magee, Allison	Science	B.S., M.A.T.	5	11	Davidson College, Brown
Mao, Michael	Mathematics	B.S.,M.S.	13	14	Rennesselear, Northeastern
Medsker, Lynn	Director of Guidance	B.A., M.Ed.	12	19	Univ. of Maine, Univ. Of San Diego
Miller, Emily	Science	B.S., Ph.D.	3	3	University of MA.,M.I.T.
Misuta, Mary Alice	Instructional Technology	B.S.,M.Ed.	16	20	Boston College, Northeastern U.
McEachern, Brian	Social Studies	B.A., M.A.	5	9	Holy Cross, Bridgewater, Univ. of Massachusetts
McGarey, Thomas	Mathematics	B.A.,M.P.A.	8	9	Washington University, New York University, U. of Cincinnati

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

McGrath, Ashley	Mathematics	B.A., M.A.	8	10	College of the Holy Cross, Framingham State, Fitchburg
McGunagle, Mark	English	B.A., M.Ed.	8	8	Boston College, Fairfield
Percy, Elizabeth	Librarian	B.F.A., M.Ed., M.S.	7	9	Lesley, Simmons, Rhode School of Design
Peters, Susan	Physical Ed.	B.S.P.E.	30	30	Univ. of Massachusetts
Peysler, Claire	English	B.A., M.A.	2	2	University of Connecticut
Poreda, Karen	Nurse	B.S., R.N.	16	16	West Texas A & M Univ.
Rocha, Corey	Social Studies	B.A., M.A.	5	15	University of MA, Providence
Russell, Ellen	Director of Science	B.S., M.A.T., C.A.G.S.	8	23	Bridgewater State College
Schwanbeck, Gregory	Physics	B.S., B.S. M.Ed.	4	8	Union College, Harvard
Sherr, Jonas	History/ Psychology	B.A., M.Ed.	9	9	Bates College, Tufts
Shuman, Brian	Social Studies	B.A., M.A.	7	7	Bowdoin College, Tufts
Sprayregen, Benjamin	French	B.A., M.Ed.	1	12	Colgate University, Middlebury
Tapsell, Charles	English	B.A.	2	2	Boston University
Testa, Katelyn	Spanish	B.S., M.A.	6	6	Fairfield University, St. Louis University
Whelan, Caitlin	English	B.A., M.A., M.S.	11	12	Boston College, Fairfield, Miami University
Wilson, Angela S.	English	B.A., M.A.	7	13	Clark University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Witzburg, Ann Marie	Foreign Language	B.A., M.A.	10	10	Amherst College, Suffolk, Framingham State
Zarrow, Edward	Latin	B.A., M.S.T., M.A., Ph.D.	5	9	Boston College, Oxford, Yale

MIDDLE SCHOOL STAFF

Borchers, Allison	Principal	B.A., M.Ed.	14	14	Harvard, Lesley
Bernazzani, Richard	Asst. Principal	B.S.	37	37	Bridgewater State
Abate, Nicole	Performing Arts	B.A., M.A.	9	10	Regis, Emerson College
Abramson, Marcie	Mathematics	B.S., M.Ed.	30	31	Boston University, Univ. of Massachusetts
Amber, Maribeth	Art	B.A.	22	22	Framingham State, Mass. College of Art
Ballard, Kathryn	Grade 6	B.S., M.A.	16	17	Lesley, Skidmore
Barrillon, Marie	Foreign Language	B.S., B.A., M.S.	1	8	Rennes II University
Bolger, Cathleen	Library/Media	B.A., M.Ed.	18	26	Bridgewater, Emmanuel
Bova, Robin	Social Studies	B.A., M.A.	7	10	Tufts University
Bushey, Austin	Guidance	B.A., M.A.	3	3	SUNY, Suffolk University
Campion, Kevin	Mathematics	B.A.	1	1	Furnham University
Cohutt, Anthony	Science	B.A., M.A.	10	13	Simmons, Univ. of MA
Corbin, Mark	Social Studies	B.A., M.Ed.	1	6	St. Michael's College, Boston University
Donovan, Marian	Mathematics	B.A., M.A.	15	15	Emmanuel, Simmons Fitchburg State
Fedun, Ashley	Mathematics	B.A.	1	1	Stonehill

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Franklin-Briggs, Jo-Ellen	Grade 6	B.A.,M.A.	23	27	Smith College,Lesley, Univ. of Mass.,Salem State
Gruetzke-Blais, C.	Art	B.A., M.A.	5	11	Tufts University
Gudaitis, Michelle	Reading	B.S.,M.Ed.	19	33	Trenton State College, Bridgewater State
Hart, Brian	English	B.A.,M.S.	32	32	Framingham State, Bridgewater State, Fitchburg State
Hebner, Michelle	Physical Ed.	B.S., M.Ed.	14	14	Westfield, Fresno State Univ.
Hochman, Peter	Physical Ed.	B.S., M.S.	5	13	SUNY at Cortland
Hostnick, Jessica	Science	B.S.	1	1	Wentworth Institute, Lesley
Johnson, Naida	Science	B.A.	6	16	Connecticut College
Kiernan, Daniel	Science	B.S., M.A.	8	13	UNH
Kinsman, Kathleen	Inst. Tech.	B.S., M.Ed.	5	32	Bridgewater State, Lesley
Kulick, Neil	English	B.A.,M.Ed.,J.D.	18	18	Harvard,Yale
Lashway, Kelsey	Guidance	B.A., M.A.	1	3	Flagler College, Framingham State College
Lawlor, Joseph	English	B.A., B.A. M.A.	8	10	State University College At Oswego, Univ. of MA.
Legere, Diana	Music	B. of Music B. of Music	19	19	Univ. of Lowell,Boston University
Marchbanks, Tiffany	English	B.A.,M.A.	8	8	Plattsburgh State Univ., Univ. of Mass., Simmons, Fitchburg
Mathur, Parul	Consumer Sciences	B.S., M.S.	1	8	Delhi University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Morgenlender, Barbara	Spanish	B.S.	13	24	Boston University
Morrell, Andrea	Math/Science	B.A.	3	4	Boston University
Morris, Megan	Social Studies	B.A.	1	1	Wellesley College
McCarthy, Michael	Science	B.S.	11	16	U. of Massachusetts
McDonald, Carolyn	Social Studies	B.S., M.S.	1	3	Boston College, Lesley
McHugh, Michelle	Mathematics	B.A.,M.A.	13	13	Providence College University of MA
O'Reilly, Kathryn	Foreign Language	B.A.,M.A.	6	19	Saint Anselm College Middlebury College
Palermo, Joan	Mathematics	B.S., M.S.	4	5	Merrimack College, Fitchburg
Peppercorn, Daniel	Social Studies	B.A., M.Ed.	10	14	Harvard
Peterson, Deborah	English	B.A.,M.Ed.	20	22	Univ. of New Hampshire
Rivers-Wright, Meg	Reading	B.A.,M.A.	5	11	Middlebury, Simmons
Sanders, Allison	Music	B.of Music Masters	25	26	Univ. of Lowell,New England Conservatory of Music, Univ. of MA
Santabarbara, Donna	Computer	B.S.,M.S.	23	30	S.U.N.Y.,Central Connecticut State College
Scott, Maureen	English	B.A., M.A.	29	31	Northeastern,Brandeis, Lesley,Boston College, Univ. of Massachusetts Suffolk University
Shine, Matthew	Social Studies	B.A.,M.A.,M.A.	12	14	College of William&Mary Georgetown,Boston U.
Shoer, Gina	Drama	B.A., M.A.	6	7	Salem State College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Sweeney, Terry	Nurse	B.S.	11	14	Fitchburg State
Thress, Meghan	Science	B.S., M.A.	2	10	Trinity College, Duke Univ.
Van Dyke, Wendy	Science	B.A., M.Ed.	1	10	Colby College, Harvard
Walsh, Jennifer	Drama	B.A., M.A.	2	2	Emerson, Holy Cross
Wambolt, Kristina	Physical Ed.	B.S., M. Ed.	10	11	Bridgwater State, Cambridge College,
Weidenaar, Sharon	ELL	B.A.	4	5	Indiana University
Whelan, Brian	Phys.Ed./Health	B.S.,M.Ed.	13	13	Stonehill, University of MA., Bridgewater
Witt, Shawn	Spanish	B.A.,M.Ed.	13	13	U.R.I., U. of MA.
Wright, Emily	English	B.A., M.Ed.	1	2	Amherst College, Harvard
Yettman, Lisa	Mathematics	B.A., M.A.	11	14	Boston College,Lesley
<u>PRESCHOOL</u>					
Raymond,Sandra	Director of Preschool	B.A.,M.S.	10	23	Univ. of MA., Univ. of Rhode Island
Brennan, Kristin	Teacher	B.A., M.A.	5	8	Providence College, Northeastern Univ.
Clifford, Andrea	Nurse	B.S., R.N.	6	14	Boston College
Kennedy, Kelley	Teacher	B.S., M.Ed.	2	5	University of Lowell, Framingham State College
Weltman, Sally	Teacher	B.A.,M.Ed.	7	11	University of Michigan, Lesley

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

DEERFIELD SCHOOL

Cameron, Allan	Principal	B.A.,M.A., Ph.D.	4	14	University of Connecticut, Fairfield University
Bellan, Alison	Kindergarten	B.S.	4	5	Salve Regina University
Casey, Carolyn	Grade 3	B.S., M.Ed.	12	33	Framingham State, Lesley
Chen, Tien-Lih	Grade 3	B.A., M.A.T.	10	10	Brown University
D'Angelis, Patricia	Nurse	B.S.	10	14	Northeastern Univ.
Galante, Julie	Grade 5	B.A., M.A.	14	18	Lesley, Boston College
Gillis, Jennifer	Math Specialist	B.A., M.S.	9	13	Brandeis, Wheelock
Goldman, Caitlin	Music	B.Music,M.Ed.	11	15	Boston University, Lesley
Greene, Robin	Kindergarten	B.A.,M.Ed.	16	17	Lesley,Regis
Hardy, Terese	Grade 2	B.A.,M.Ed.	24	25	Tufts,Lesley,Wheelock, Fitchburg State
Hayes, Amy	Grade 5	B.A.,M.Ed.	11	16	U. of New Hampshire
Krass, Julie	Library/Media	B.A.,M.A.T. M.L.S.	12	13	Simmons, Northern Illinois University
Kunkel, Sarah	Grade 1	B.A., M.Ed.	2	3	Colby College, Lesley Univ.
Mangiacotti, Karen	Literacy Specialist	B.S., M.Ed.	8	21	Bridgewater State, Framingham State
McCarty, Shauna	Grade 2	B.S.,B.A.,M.Ed .	20	20	Univ. of Massachusetts Lesley University
Saada-Smith, Deana	Music	B.M., M.M.	2	10	Ithaca College School of Music
Schaffner, Elaine	Art	B.A.	5	8	Upper Iowa University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Spellman, Jennifer	Grade 1	B.S., M.A.T.	5	6	Bentley College, Lesley
Sullivan, Judith	Grade 4	B.A.,M.Ed.	17	17	Lesley,Miami University
Urquijo, Laura	Grade 4	B.A.,M.Ed.	12	12	Tufts, Lesley
Wine, Judith	Wellness Director	B.A.,M.A.	20	23	Antioch,Boston Univ. Bridgewater and Salem State

DOWNEY SCHOOL STAFF

Gallagher, Debra	Principal	B.A.,M.Ed., M.A.	3	14	Quinnipiac Univ., Simmons College, Saint Joseph College
Barber, Susan	Grade 3	B.S., M.Ed.	25	25	Framingham State College, Lesley
Billini, Tara	Grade 2	B.S.	1	3	Bridgewater State College
Cantarella, Donna	Library	B.A.	23	31	Boston College,Lesley
Carbone, Karen	Grade 4	B.A., M.Ed.	5	10	St. Michael's College, Cambridge College
Carey, Amy	Grade 5	B.A.,M.Ed.	6	6	Boston Univ., University Of New Hampshire
Carr, Kristin	Grade 1	B.A., M.Ed.	11	15	Middlebury College, Lesley
Chant, Tim	Physical Ed.	B.S.	6	6	University of Vermont
Cocivera, Amy	Literacy Specialist	B.A., M.Ed.	1	1	Boston College, Villanova
Condon, Cheryl	Math Specialist	B.S.	5	18	University of Vermont
Endicott, Meghan	Grade 2	B.S.,M.Ed.	6	7	University of New Hampshire
Giannitti, Jill	Grade 2	B.A., M.A.	1	6	Quinnipiac University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Grant, Leanne	Grade 4	B.S., M.S.	9	17	S.U.N.Y.
Johnson, Andrea	Kindergarten	B.S., M.Ed.,M.Ed.	6	7	Vanderbilt Univ., Harvard, Cambridge College
Johnson, Heather	Grade 1	B.A., M.A.T.	7	12	Tufts University
Kress, Judith	Instructional Technology	B.A.	4	4	Cambridge College
Leahy, Christine	Grade 5	B.A.,M.A.	12	12	Simmons
Marsh, Meredith	Grade 1	B.A., M.A.	2	2	Assumption College, Bridgewater State
Miller, Caron	Grade 5	B.A., M.A.	3	13	Providence College
Munroe, Melissa	Grade 3	B.S.,	2	7	University of NH
Nadeau, Ellen	Nurse	B.S.	3	15	Salve Regina University
Odabashian, Marsha	Art	B.A.,B.S. M.F.A.	11	11	University of New Orleans, Tufts
Rocha, Kristen	Kindergarten	B.A., M.S.	6	19	Fordham University
Starsiak, Catherine	Grade 3	B.A., M.Ed.	5	5	Wellesley College, Lesley
Worthen, Sidney	Literacy Specialist	B.A.,M.A.,J.D.	11	11	Wheelock, Brown University University of California
<u>MARTHA JONES STAFF</u>					
Scott, Margaret	Principal	B.A.,M.S.	12	35	Hunter College,Bank Street College of Ed.
Ariemma, Katherine	Math Coordinator	B.A., M. Ed.	1	9	Boston College, Framingham State College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Bartlett, Robert	Grade 5	B.A., M.A.	4	7	Univ. of Gloustershire,UK Univ. of Exeter, UK, Fitchburg
Bass, Susan	Grade 1	B.A., M.A.	1	8	George Washington Univ., New York University
Child, Jennifer	Literacy Specialist	B.S.,M.Ed.	10	15	Framingham State
Dunn, Tiffany	Grade 1	B.S., M.A.	8	9	Simmons College
Feintuck, Joseph	Grade 3	B.A., M.A.	3	4	Hartwick College, Lesley Univ.
Foley, Patrick	Physical Ed.	B.S.	16	16	Plymouth State College
Giovanangelo, Sara	Kindergarten	B.A.,M.S.	1	2	Franklin Pierce College, Wheelock
Hartwell, Stacey	Grade 2	B.A.,M.A.	12	17	Denison Univ.,Lesley
Holden, Ashley	Grade 4	B.A., M.Ed.	1	3	Brown University, Lesley
Kyvelos, Carli	Grade 1	B.A., M.S.	5	8	Mercy College, Colby
Layton, Christine	Kindergarten	B.S.,M.Ed.	14	14	Wheelock College
Luskin, Jill	Grade 3	B.A.,M.Ed.	12	14	Berklee School of Music Lesley College
MacDonald, Karen	Grade 3	B.A.,M.A.T.	11	11	Simmons, Clark Univ.
Mahoney, Celeste	Nurse	B.S.	16	17	Salem State College
Markofski, Elizabeth	Music	B.Music, M.Music	1	1	Catholic University, B.U.
Moody, Mary	Library/Media	B.A.,M.Ed.	14	19	Wheelock,Bridgewater, Univ. of Maine
Mundy, Mary	Grade 2	B.S., M.Ed.	17	17	Farifield Univ., Boston College

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

McDonough, Kristen	Grade 1	B.A.,M.Ed.	16	16	Boston College
O'Toole, Mary	Grade 4	B.Ed.	25	25	Bridgewater,Lesley, Northeastern,Fitchburg
Parkhurst, Joseph	Grade 5	B.A., M.Ed.	1	12	Central Connecticut State U., Sacred Heart University
Pontes, Mary Jane	Grade 5	B.A.	16	16	Univ. of Mass., Pine Manor College
Schwartz, Janet	Kindergarten	B.A.	17	17	Simmons
Sees, Erin	Instructional Technology	B.A.,B.S., M.Ed.	1	10	Lesley, Westfield State Fitchburg State
Size, Christine	Math Specialist	B.A., M.A.	2	13	Warren Wilson College Mercer University
Teahan, Jennifer	Grade 5	B.A.,M.A.	6	7	Stonehill College, Lesley
Thurston, Kathryn	Art	B.A.,M.A.	10	12	Framingham State, Bridgewater State
Tierney, Pamela	Literacy Specialist	B.S.,M.A.	10	21	S.U.N.Y.,Bridgewater
Yennior, Joel	Music	B.Music,M.Music	1	4	University of Miami, N.E. Conservatory of Music

PAUL HANLON SCHOOL STAFF

Herlihy, Elizabeth	Principal	B.A., M.Ed.	5	14	Tufts, Lesley
Carney, Linda	Grade 3	B.S.,M.Ed.	27	32	Wheelock,Framingham State
Clifford, Gail	Grade 2	B.S.,M.Ed.	16	22	Lesley,Boston State
Davie, Leslie	Nurse	B.S.N.	15	15	Albany Medical Center, Boston University

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Derris, Amy	Literacy Specialist	B.S.,M.Ed.	7	7	Boston University Framingham State
Feuer-Beck, Stephanie	Grade 5	B.A., M.S.	2	2	Hunter College, Univ. Of Massachusetts
Gelinas, Ellen	Physical Ed.	B.S., M.Ed.	2	2	UNH, Boston University
Kelly, Beth	Grade 1	B.S.	10	11	Lesley University
Nichols, Laura	Grade 2	B.A.,M.Ed.	6	12	Stonehill, Framingham State
Patterson,Rosana	Kindergarten	B.A.,M.Ed.	23	25	Univ.of Massachusetts,
Rizzi, Rena	Grade 3	B.S.,M.Ed.	9	10	Boston Univ., Bates Lesley,Framingham
Sharpe, Valerie	Grade 1	B.A., M.Ed.	6	8	Brandeis University, Framingham State, Fitchburg State
Silverstein, Barbara	Librarian	B.S., M.S.	6	16	Wheelock, Penn State
Spygles, Jennifer	Grade 4	B.S., M.Ed.	5	5	Lesley University
Velluti, Kathryn	Grade 5	B.A., M.Ed.	4	5	Boston College
Walsh,Elizabeth	Kindergarten	B.A.,M.A., M.Ed.	16	20	Lesley,Boston College
Wolfe, Jeremy	Grade 4	B.A.,M.Ed.	1	2	Assumption College, Boston College

WILLIAM SHEEHAN SCHOOL STAFF

Evans, Kristen	Principal	B.A., M.Ed.	4	17	Boston College, Lesley
Bast, Katherine	Grade 2	B.A.,M.Ed.	12	13	Lesley,Providence
Bhide, Varsha	ELL	M.A., Ph.D.	5	14	University of Delaware

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Brown, Lori	Nurse	B.S.N.	12	12	Univ. of Massachusetts
Cain, Valerie	Grade 3	B.A.,M.Ed.,M.A.	1	9	Harvard, McMaster Univ., University of Toronto
Carpenter, Stephanie	Grade 1	B.Ed.,M.Ed.	6	7	Salve Regina, Lesley
Cook, Jennifer	Physical Ed.	B.S.,M.Ed.	10	10	Bridgewater State
Cormier, Beth	Math Specialist	B.A.	13	13	University of MA
Cusick, Doreen	Grade 4	B.S.	1	5	Bridgewater State Colleg
Dunn, Caitlin	Grade 5	B.A., M.Ed.	4	5	University of Massachusetts
Folsom, Sarah	Grade 3	B.A., M.Ed.	2	3	Connecticut College, Lesley
Grenham,Paul	Grade 4	B.A,M.A..	12	16	Lesley, Merrimack
Hagel, Matthew	Art	B.A., M.Ed.	5	6	Art Institute of Boston, Lesley University
Harrison, Christy	Grade 5	B.A., M.A.	7	7	Boston College, Framingham Stat State College, Bridgewater
Labeledz, Lori	Music	B.M., M.M.	3	11	Wichita State University, University of Colorado
Lindsay, Barbara	Literacy Specialist	B.A.,M.Ed.	10	15	Boston College, S.U.N.Y.
Michel, Erin	Grade 2	B.A., M.Ed.	8	10	Franklin & Marshall Coll., Boston College
Monteiro, Amy	Kindergarten	B.S., M.S.	10	11	Northeastern, Wheelock
Murphy,Carolyn	Grade 1	B.A.,M.Ed.	16	21	Univ. of Mass,Lesley, Westfield State, Framingham State

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Peters, Deidre	Literacy Specialist	B.A.,M.Ed.	8	10	Assumption College, Lesley, Framingham State College
Petrucci, Denise	Kindergarten	B.S., M.Ed.	6	16	Lesley, Fitchburg State
Purcell, Susan	Grade 3	B.S.,M.Ed.	10	10	Philadelphia College of Textiles, Lesley
Riley, Christine	Grade 5	B.S.,M.A.	2	3	University of Connecticut, Emmanuel College
St. Pierre, Tanea	Grade 2	B.A., M.A.	5	6	University of MA, Framingham
Thurston, Katherine	Library	B.A., M.L.S.	2	7	University of Mary Washington, Syracuse University
Troy, Lauren	Grade 4	B.A., M.A.	6	10	Union College, Simmons
Truman, Tracey	Kindergarten	B.S., M.Ed.	9	9	Springfield, Lesley
Walkowicz,Mari	Grade 1	B.S.	19	19	Wheelock,Lesley
Yennior, Erica	Music	B.M., M.Ed.	7	7	Berklee School of Music Boston University

RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>YRS. IN WESTWOOD</u>	<u>DATE OF RESIGNATION</u>	<u>REASON FOR RESIGNATION</u>
Allen, Marie	Dept. Head Student Services 6-8/TMS	1	6/30/11	Resignation
Anzenberger, Enid	Literacy Specialist	34	6/30/11	Retirement
Beisel, Teresa	Mathematics/HS	1	6/30/11	1 year Position
Blomquist, Bonnie	Special Education/Sheehan	25	6/30/11	Retirement
Brown, Karolyn	Foreign Language/TMS	24	6/30/11	Retirement

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Buell, Nancy	Math Coordinator	4	6/30/11	Retirement
Coffey, Linda	Math/Thurston	12	1/27/11	Resignation
Coleman, Patrick	Science/TMS	18	6/30/11	Retirement
Costanza, Susan	Life Skills/TMS	34	6/30/11	Retirement
Cote, Christine	Instructional Technology/ Elementary	4	4/15/11	Resignation
Dardia, Christine	Grade 4/Sheehan	2	6/30/11	Leave of Absence
Delaporta, Aimee	English/HS	1	6/30/11	Non-Renewal
DeLuca, Susan	Special Education/TMS	13	6/30/11	Retirement
Ducheneau, William	Spanish/HS	39	6/30/11	Retirement
Fitzgerald, Margaret	Math/TMS	1	1/31/11	Resignation
Fogel, Karl	Athletic Director	8	12/23/11	Retirement
Frankenfield, Andrew	Social Studies/TMS	17	6/30/11	Leave of Absence
Frey, Leigh	Science/TMS	3	6/30/11	Leave of Absence
Green, Avalin	Director of Currciulum	14	6/30/11	Retirement
Guadagno, Erin	Grade 4/Sheehan	9	6/30/11	Leave of Absence
Ioannone, Lisa	Grade 3/Sheehan	10	6/30/11	Leave of Absence
Jourdan, Kahla	Library/Sheehan	6	6/30/11	Leave of Absence
Macuk, John	Physics/HS	1	6/30/11	Non-Renewal
Mann, Erin	Grade 2/MJ	4	6/30/11	Leave of Absence
Maresh, Meghan	Science/HS	6	6/30/11	Resignation

TOWN OF WESTWOOD – 115TH ANNUAL REPORT

Moore, Diane	Grade 2/Downey	10	6/30/11	Leave of Absence
Pickering, Katelyn	Music/Elementary	4	6/30/11	Leave of Absence
Proulx, Allison	SPED/TMS	10	6/30/11	Leave of Absence
Rae, Charles	Guidance/HS	6	1/11/11	Resignation
Reavey, Michael	Music/MJ	6	6/30/11	Resignation
Renoni, David	Music/HS	2	8/1/11	Resignation
Riley, Lois	Guidance/TMS	16	5/25/11	Death
Seyffert, Audrey	Director of Student Services	5	6/30/11	Retirement
Skuse, Heather	Kindergarten/MJ	5	6/30/11	Leave of Absence
Stark, Eric	Grade 2/Downey	5	6/30/11	Resignation
Themistos, Andrea	Grade 4/Sheehan	1	6/30/11	Non-Renewal
Vogelgesang, Kerry	Math/HS	8	6/30/11	Resignation
Weldon, Megan	Grade 5/PH	1	6/30/11	Resignation
Wilkinson, Monika	English/TMS	3	6/30/11	Resignation
Wilson, Katie	Grade 4/MJ	5	7/25/11	Resignation



Town of Westwood
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