

Westwood's Annual Town Election
Tuesday, April 25, 2017
Polls Open From 7:00 A.M. to 8:00 P.M.

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

Vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS
ONE COLLECTOR OF TAXES FOR THREE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
ONE PLANNING BOARD MEMBER FOR THREE YEARS
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS

ANNUAL TOWN MEETING

MONDAY, MAY 1, 2017

6:30pm Check-in begins

7:00pm Recognitions

7:30pm Business portion

WESTWOOD HIGH SCHOOL AUDITORIUM

Note from the Town Moderator....

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

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2017 ANNUAL REPORT**

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A LOOK AT THE TOWN'S FINANCES

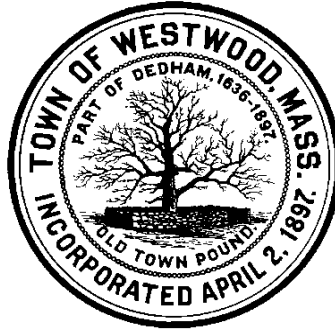
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2017 Annual Town Meeting Warrant Article List

	Article Description	Sponsor
1	Supplemental Appropriations FY17	Board of Selectmen
2	Supplemental Appropriations FY17	Board of Selectmen
3	Unpaid Prior Year's Bills	Board of Selectmen
4	Town Operating Budgets – FY18	Board of Selectmen
5	Appropriation – Municipal Capital Improvements	Board of Selectmen
6	Appropriation – School Capital Improvements	Board of Selectmen
7	Appropriation – Sewer Capital Improvements	Sewer Commission
8	Appropriation – Other Capital Improvements	Board of Selectmen
9	Appropriation – Stabilization Fund – FY18	Board of Selectmen
10	Appropriation – Capital Stabilization Fund	Board of Selectmen
11	Appropriation of Free Cash to Reduce Tax Levy	Board of Selectmen
12	Appropriation – OPEB Liability Trust Fund FY18	Board of Selectmen
13	Street Acceptances (Phillips Way, Fox Meadow Drive and Deerfield Avenue Extension)	Board of Selectmen
14	Street Acceptances (Wilson Way)	Board of Selectmen
15	Road Improvements (Chapter 90 Funds)	Board of Selectmen
16	Clapboardtree Easements and Takings	Board of Selectmen
17	Clapboardtree/Washington Intersection Construction Funding	Board of Selectmen
18	Complete Street (Design Next Projects)	Board of Selectmen
19	Town Bylaw Amendment – Prohibit the Consumption/Use of Marijuana on Public Property	Board of Selectmen
20	Zoning Amendment Related to Recreational Marijuana	Planning Board
21	Housing Demolition Moratorium Petition	Petition – Jerry Wolfe
22	Amendment to Flexible Multiple Use Overlay District 9.5.2.6 – Islington Center and High Street Center Zoning Article	Petition – Deborah Conant
23	Amendment to Flexible Multiple Use Overlay District – Delete Footnote 1 - Islington Center and High Street Center Zoning Article	Petition – Deborah Conant

24	Zoning Amendment Related to Accessory Apartments	Planning Board
25	Zoning Amendment Related to Storage Facilities	Planning Board
26	Zoning Amendment Related to Large Scale Solar for Residential Properties	Planning Board
27	Zoning Amendment Related to Earth Material Movement Permit Process	Planning Board
28	Zoning Amendment Related to Exterior Lighting for Nonresidential	Planning Board
29	Zoning Amendment Related to Nonconforming Uses and Structures	Planning Board
30	Zoning Amendment Related to Corner Clearance	Planning Board
31	Zoning Amendment Related to Penalty for Noncriminal Complaint	Planning Board
32	Housekeeping Amendments to Zoning Bylaw and Official Zoning Map	Planning Board
33	Rescind the Vote Taken at the September 9, 1946 Special Town Meeting for MGL Chapter 48, Sections 42, 43 and 44	Board of Selectmen
34	Amend Town Charter, Section 8-2-2 “Fire Department”	Board of Selectmen
35	Amend Town Charter, Adding Chapter V, “Fire Chief”	Board of Selectmen
36	Amendments to Westwood General Bylaw Article 1, Section 6 to establish a due date and interest rate for the payment of municipal charges and bills in a manner permitted by MGL Chapter 40 Section 21E [Municipal charges and bills; interest]	Board of Selectmen
37	Acceptance of MGL Chapter 40 Section 58 [Municipal Charges Lien] – Building Division Fees and Fines	Board of Selectmen
38	Acceptance of MGL Chapter 40 Section 58 [Municipal Charges Lien] – Board of Health and Health Division Fees and Fines	Board of Selectmen
39	Acceptance of MGL Chapter 40 Section 58 [Municipal Charges Lien] – Conservation Commission and Conservation Division Fees and Fines	Board of Selectmen

Annual Town Meeting Warrant Begins on Page 14.



Finance and Warrant Commission Membership Appointments Made by Town Moderator

Terms Expiring in 2017

Paul Bierden
Cynthia Buckley
Michael O'Hara
Margery Eramo Young

Terms Expiring in 2018

Marianne LeBlanc Cummings
George Hertz
Peter Lentz
Michael Powers
Rob Uek

Terms Expiring in 2019

Julie Bride
Barbara Delisle
James Ferraro
Thomas Kilgarriff
Jennifer Perkins

Jane O'Donnell, Administrator



WESTWOOD FINANCE AND WARRANT COMMISSION

A MESSAGE TO RESIDENTS FROM CHAIRMAN MARIANNE LEBLANC CUMMINGS

Dear Resident,

I hope that you will attend the Annual Town Meeting on May 1, 2017.

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

The Finance and Warrant Commission (“FinCom”) consists of 15 volunteer members, representing a cross-section of our community, who have been appointed by the Town Moderator to advise residents on the Town Meeting Warrant. We are a completely independent body and all of our deliberations are fully open and transparent. FinCom members have spent considerable time and effort in considering and commenting on the issues currently before the Town. In addition to our work at regularly scheduled public meetings, FinCom has established several subcommittees to further study the proposed budget allocations and other issues facing our schools and municipal departments, in addition to issues concerning zoning articles, the Town’s Other Post-Employment Benefits Liability (“OPEB”), and long range planning. FinCom also provides representation to the Town’s Long Range Financial Planning Committee (which reports to the Board of Selectmen and is comprised of people from many different boards and functions within town government) and to the Islington Center Task Force.

FinCom conducted public hearings on the Town Warrant on March 7, 8, and 27 to solicit input from residents prior to voting our recommendations. Although video recordings of all FinCom meetings and public hearings are made available by the Westwood Media Center on the Town website, we strongly encourage residents to attend and participate in our ongoing meetings so that we may have an even more robust discussion on the issues facing Westwood. We were very pleased to see so many residents engaging in our public hearings this year. The reports of our subcommittees, in addition to our substantive descriptions of the articles and our voting thereon, are contained within.

Westwood’s finances are in great shape in large part due to careful and conservative management and insightful long-term thinking by our talented and experienced Finance Department and Board of Selectmen (past and present), with financial policies that are consistent with state and industry guidelines. The proposed FY ’18 budget includes a 3% increase in the budgets of both the Municipal Departments and Westwood Public Schools, and represents a successful balancing of Westwood’s budget priorities. The proposed budget also allocates funds for capital improvements and expenditures, as well as the allocation of funds to reduce the tax levy so as to mitigate the growth of taxation on residents. Continued new growth from University Station has helped to support growth in the budget while also keeping increases to taxpayers lower than they otherwise would have been. New growth seen from University Station has also been allocated to meet the increased demand for public safety services which it has generated. The proposed FY ’18 budget additionally allocates funds to the Town’s Stabilization Fund, Capital Stabilization Fund, and OPEB, which is consistent with the Town’s financial policies and important to maintaining the Town’s excellent bond rating.

Our children continue to thrive in Westwood Public Schools and the proposed FY ’18 budget funds the needs of our schools expressed by the School Department... We congratulate and thank Superintendent John Antonucci for his successful 12 years of leadership as he concludes his tenure as our Superintendent at the end of this school year. John has been a fervent advocate on behalf of our children and schools, and he will leave behind a legacy of excellence for which we are truly grateful. We look forward to working with our incoming Superintendent, current Assistant Superintendent Emily Parks, in the years to come. We also wish to thank the Westwood Public Schools’ entire team of talented administrators, teachers and staff who work to provide our children with the best education possible.

The Town's public services continue to meet and in many cases exceed the changing needs of the Town. We thank Police Chief Silva and Fire Chief Scoble, and all of our dedicated police officers and firefighters, for keeping our families safe. We would especially like to recognize and thank Chief Scoble, who will be retiring at the end of 2017, for his decades of strong leadership in the Westwood Fire Department. Chief Scoble's regular and active participation in FinCom meetings has been of great assistance to us in the consideration of public safety issues. He will be greatly missed as Chief.

This year we have spent considerable time in discussing issues pertaining to Town planning, particularly issues concerning development in Islington Center, which have also been actively discussed by the Planning Board and the Islington Center Task Force, since its creation by the Board of Selectmen in 2015. George Hertz serves as FinCom's representative to the Task Force, along with 20 other representatives from various Town boards and committees, Islington neighborhood residents, business owners and Town staff, for the purpose of creating an avenue for transparent, respectful and open discussions for proactive and positive redevelopment of this vital section of our Town. Islington residents have made clear their concern that development in their neighborhood should not come at the expense of sacrificing the character of its village community, and they should be lauded for organizing and engaging so actively in the Town's planning for Islington Center and the Town as a whole. We hope their activism will continue far after Town Meeting has concluded as it will only serve to better shape our Town's future. Further, thoughtful economic development in town, including Islington, which provides a greater diversity in our housing stock and additional commercial activity, will do much to sustain all that makes Westwood the great community in which we live. As Westwood does not have extensive undeveloped land for commercial and residential projects, the Town must seek to increase its commercial tax base in order to maintain the commercial/residential split tax rate so that residents are not saddled with even higher taxes. The Planning Board has also proposed several Articles which seek to preserve the character of our Town while also protecting residents' property rights.

On behalf of the Finance and Warrant Commission, I would like to thank and acknowledge the dedicated staff in Westwood's Town Administration, Municipal, Public Works, and School Departments. Town Administrator Mike Jaillet, Finance Director Pam Dukeman, Director of Community and Economic Development Nora Loughnane, Town Clerk Dottie Powers, Department of Public Works Director Todd Korchin, Energy Manager Tom Philbin, and Superintendent of Schools John Antonucci, WPS Director of Business and Finance Heath Petracca and School Committee Member Charlie Donahue have all regularly appeared before FinCom to assist us with our inquiry; we specifically thank all of them, in addition to all of their many department heads and employees for their assistance to FinCom and their dedicated work for the Town. We also thank our Town Planner, Abby McCabe, and the entire Planning Board, for their professionalism and commitment in working with FinCom in a collaborative fashion. We thank Alice Moore, Town Moderator, the Board of Selectmen, the Long Range Financial Planning Committee, and all other elected and appointed officials and boards for their dedication and work throughout the year.

I wish to thank the chairs of the FinCom subcommittees, Paul Bierden (Zoning Articles Subcommittee), Julie Bride (Municipal Subcommittee), Barbara Delisle (Education Subcommittee), Mike O'Hara (Long Range Planning Subcommittee), and Robert Uek (OPEB Subcommittee), for their leadership in chairing the substantial work of these subcommittees. I would also like to thank Margery Eramo for serving as our University Station Liaison and George Hertz for serving as the FinCom's representative to the Islington Center Task Force. George, along with all of the other members of this Task Force, has performed a tremendous public service for the Town which is ongoing. I would like to recognize and thank all the members of the FinCom for their serious dedication to their duties to the Town this season. We look forward to continuing to work collaboratively with all other Town officials and boards as we conduct our independent assessment of the questions to be placed before all residents in Westwood. We are grateful to Jane O'Donnell, Finance and Warrant Commission Administrator, for her energy and attention to detail which has served FinCom so well this year.

We look forward to joining you to discuss and vote on the important issues pertaining to Westwood on May 1.

Respectfully,

Marianne LeBlanc Cummings
Chairman,
Westwood Finance and Warrant Commission

MUNICIPAL SUBCOMMITTEE REPORT

Municipal Budget Overview

The municipal budget for fiscal year 2018 (“FY18”) includes the staffing and operational needs for the Police; Fire; Public Works; General Government; Culture and Recreation; Human Services; and Community and Economic Development. The Municipal Subcommittee of the Finance and Warrant Commission (“Fincom”) has reviewed the budget material for each department, and met with the department heads and town Finance Director in order to provide an informed opinion regarding the appropriateness of the budgets and adequacy of the services provided.

The proposed FY18 municipal operating budget of \$19,462,436 is a 3.6% increase over the FY17 budget. The breakdown of spending by department is shown below:

<u>Function</u>	<u>Amount</u>	<u>% of Muni Budget</u>
Public Safety (Fire & Police)	\$7,934,120	41%
Department of Public Works	\$4,960,053	25%
General Government	\$2,561,911	13%
Culture and Recreation	\$1,633,784	8%
Human Services and other	\$ 1,247,548	7%
Community and Economic Development	\$1,125,020	6%

As a percent of budget, Salaries remains 73% of the total municipal budget for FY18. This budget includes cost of living (COLA) salary increases as well as the addition of staff in the Community and Economic Department and building maintenance within the Department of Public Works Department. The Community and Economic Department was formed in 2016 to ensure responsible economic growth by partnering with its constituent departments (i.e., Planning Board, Zoning Board of Appeals, and Building Department). This department is also organized to better serve commercial and residential development efforts.

This budget includes a change for approving the budgets of the Fire and Police Departments at a new level. By approving the proposed budget, the Public Safety departments will have greater autonomy with how they use their respective budgets. If this approach is successful, the Town may roll this out to other departments in the future. Details of department budgets are included in Appendix D.

University Station

Public Safety continues to be most impacted by University Station. Calls for service increased for both Fire and Police Departments in FY17. In addition to increases to the Public Safety operating budgets, the FY18 budget includes an additional \$570k from unused state revenue to cover direct services related to Public Safety. This money is being held for additional staff, if needed. These funds would have to be approved by the Board of Selectmen before being released. These funds will also help as Phase II of development at University Station commences.

Both the Fire Department and Police Department are preparing to occupy their new stations in FY18. The Fire Department will have room for additional staff needed at the new Islington Station to meet the increased service calls to University Station. The Police Department has also seen an overall increase in calls and will evaluate the need for additional staff to maintain existing service levels for all residents. The FinComm will continue to monitor activity at University Station to understand the impact to the town and operational budget.

Municipal Capital

The Town continues to invest a significant amount each year in ongoing capital items such as building maintenance, roadways, sewer, vehicles and equipment. Capital expenses have primarily been funded on a “pay as you go” basis within the budget. Town financial policies target 3-5% of the general fund operating budget, net of debt, to be maintained for capital maintenance and replacement. In 2010, the town lowered the amount of annual base capital funding from \$757k to \$417k, which falls just short of financial policy targets. Since then, pay-as-you-go capital has increased steadily to \$867,000 in FY18.

In FY18, capital equipment and replacement funds of \$867,000 proposed in Article 5 will be used to for:

1. **Fire:** Ladder truck payment and 2 fire vehicles
2. **Police:** Replacement Vehicles and Equipment
3. **DPW:** Heavy Duty Truck, Pick-up truck, Municipal Facility Maintenance, and Energy Efficiency
4. **Library:** Patron Technology and “Maker Space” Station
5. **Technology:** End-user fees for all departments

Capital articles for FY18 fund expenses beyond what is included in the Municipal Operating Budget include:

Article and Cost	Capital Included	Funding Source
Sewer Capital Improvements for \$600k Article 7	SCADA Systems Upgrade	Retained earnings from Sewer
Proposed Capital Article for \$949,00 Article 8	1. Council on Aging improvements; and Expansion Design 2. School IT Network 3. Fire: Replace 2 engines	Payment made in lieu of Taxes; Free Cash; and Ambulance Revenue

Debt Service and Fixed Costs

Debt Service for Municipal costs will increase in FY18 as full payments on debt for Police Station construction begins. Debt that is dropping off includes High Street construction project; High Street lights as well as Sewer.

Municipal Employee benefits, are expected to increase by 11.4% or \$547,304. This increase is primarily due to a pension assessment increase of \$433,101, a projected increase in health insurance cost increase of 4.5% or \$62,263 as well as a Medicare payroll tax cost increase of \$22,698 or 10%.

Conclusion

The FY18 budget has been prepared in accordance with Financial Policies that require operating expenditures to be covered with current operating revenue, not non-recurring revenue sources. The Municipal Sub-Committee supports the proposed FY18 budget and appreciates the efforts of Department Heads, Town Administration and the Finance Director for preparing operational performance data, detailed reports and information.

School Budget Overview

The School Committee has voted to approve the Superintendent’s proposed operating budget (included as part of **Article 4** Fiscal Year 2018 (FY18) Town Salary and Expense Budget) of \$43,226,362. The amount represents an increase in the School Department operating budget of \$1,396,309 or 3.34%. The Education subcommittee of the Finance and Warrant Commission (FinCom) has reviewed the budget and met with the Superintendent, key members of the School Department Staff and School Committee members in order to fully understand the proposed budget and has attended School committee meetings throughout the year, which has allowed the Subcommittee to evaluate and give an informed recommendation of the FY18 budget. We thank all those who gave of their time in preparing these budgets and responding to our questions.

The FY18 School Spending Request

Information on the breakdown of the budget can be found at the back of this book both in **E. Summary of the School Budget** and in **A Look at the Town’s Finances**. Actual operational spending by the School Department is \$2,953,388 higher but offset by external funding sources including Federal Special Education (SPED) grants, State SPED circuit Breaker reimbursement, user fees, offsets attributed to Recreation use and University Station related expenses. The bulk of the School budget is funded through property taxes.

In summary, this budget:

- Provides funding for all existing programs and services
- Addresses enrollment needs through additional staff in the High School and Middle School
- Accommodates the increases included in the teacher contract
- Meets specific SPED needs
- Addresses several concerns raised by the School Committee, including elementary class size and Middle School science supports.

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

- School capital budget (addressed below)
- School employee benefits, (specifically health insurance and OPEB obligations)
- Crossing guards
- School field maintenance improvements
- Resource officer and other police services
- DPW services and plowing
- Blue Hill Regional Technical School assessments
- Debt service related to school projects

Education is very labor intensive, with salaries representing 85% of the total budget request. In line with other districts, SPED expenditures are almost 25% of the budget. In a change from more recent trends, SPED tuition and transportation has decreased by \$239,000 due to the graduation of out-of-district students. Full Time Equivalent (FTE) personnel numbers are increased by 6.96, with 4.93 of these related specifically to SPED requirements. The remainder of the net increase (2.03 FTE) is related to class size mitigation in the High School and an expansion of existing programs at the Middle School and in kindergarten.

Specific significant additions to the budget include:

- \$967,862 to meet the contractual requirements under the teachers' contract. A new 3 year contract was agreed to provide a 2% COLA annually over the 3 year period.
- 1.0 FTE for \$60,000 for Science and English teachers, to provide class size mitigation in the High School.
- 0.9 FTE in Music and Wellness in the Middle School, costing \$54,000 to enhance programs at the Middle School
- An elementary science content specialist and an increase in Kindergarten assistants due to schedule changes.
- 4.93 FTE increases in teachers/instructional assistants/ABA tutors to meet the requirements for IEP's for in-district SPED students, totaling \$145,770.
- Adjustments to the Athletic budget to reflect actual expenditures and additional assistant coaches
- Adjustments to salary and extra-curricular stipend line items which reflect actual expenditures, totaling \$83,672. This does not represent new personnel but rather a more appropriate categorization of budget line items. While in the past these amounts were accommodated within the budget, with the increase here there was no concurrent decrease in any other area of the budget. This increase provides some flexibility to the School Department during the year.
- Net increases to non-salary accounts of approximately \$70,000. Because of significant decreases to the SPED tuition and transportation line items, increases to School bus transportation and FFE were able to be absorbed with less impact. Additions include a communications consultant, furniture at Deerfield and the Middle School, elementary curriculum supplies and technology at the Middle School.
- It was noted that there has been no adjustment to the Utility budgets this year. As a result of increased efficiency, lower fuel costs and warmer weather, actual electric and fuel costs are running about \$400,000 below budget. In addition, the District chose to not account for any potential savings in the FY18 budget from the installation of solar panels on 3 of its schools. The rationale is that the panels are not in operation as of now and therefore any savings cannot be estimated. It is expected that these will go live in April; any savings the District realizes from the solar panels and continued utility efficiencies will provide flexibility to spend money on building maintenance.
- In order to address concerns about STEM, especially in the Middle School, and potential class size issues in the elementary level, the School committee has requested that the Superintendent include, within the initial budget request, allocations for an additional unassigned elementary teacher (\$60,000) and a Middle School Science Coordinator (\$45,000). [In FY16 there was a reduction of a 1 FTE Elementary teacher in the staff, with no concurrent budget reduction.]

The School Committee, Selectmen and Town Meeting vote for a single line item (**Line 65 in Appendix D**) which represents the total School budget. How that money is spent within the broad categories of Salary and Non-salary accounts is at the sole discretion of the Superintendent, with the School Committee serving in an advisory role.

School Capital Budget (See Article) The proposed Capital Budget is \$867,000, slightly less than FY17 but significantly higher than pre-FY16 levels when the capital needs of the schools were extremely underfunded at \$406,000 per annum. The amount for FY18 still does not meet the capital needs of 7 schools, especially as the basic infrastructure needs of 3 older elementary schools become more urgent. In addition, technology upgrades, such as Chromebooks, continue to be an ever larger capital need. The District carefully directs its capital expenditures in the context of pending decisions regarding the Space and Capital Needs Study.

Concerns for the Future:

Managing the Economics of Special Education In general the School District devotes a quarter of its annual budget and a third of its staff to provide Special Education services to over 500 students, or approximately 18% of the student population. Significant cost savings (and improved services) have been realized through the creation of

in-house programs. This results in lower tuition costs, greater accountability of programs and retention of students in their home district. As a result, the number of out-of-district students is at 22, down from over 50 a few years ago. However, forecasting for these needs is very difficult as a change in just a few students with intensive needs could result in a large shift (as evidenced for FY18 when there is a projected decrease of almost \$240,000 in SPED tuition and relevant transportation.) While tuition expenses are offset by State Circuit Breaker reimbursement, there are lags in reimbursement. In addition transportation is not eligible for reimbursement. Last year the town put in place a \$100,000 SPED reserve account to assist with unexpected and therefore non-budgeted expenses. This account is not expected to be tapped in FY17, but will be available in FY18.

University Station For FY17 there have only been at most 21 students in the School District who live in University Station apartments (which is approximately 68% leased). These students are spread among several elementary schools, the Middle School and the High School. This will continue to be monitored as the complex becomes fully leased and costs related to additional students can be attributable to direct costs.

Enrollment/Class Sizes In general, elementary enrollment has been declining slightly over the past few years, and it is projected to continue that trend. However, as these enrollments numbers are spread over 6 grades and 5 schools, the impact on the number of classrooms is minimal and the disparity in class sizes throughout the system continues to be wide. Class sizes are manageable with potentially 3 classes above School Committee guidelines. In light of the potential impact on the future budgets and the implications it would have in the Space Study, it would be timely for the School Committee to undertake a review of their policy guidelines. Student populations at the Middle School and the High School remain high with little relief over the next few years. Selective additions in teaching staff have been made over the past few years to address class sizes and it is expected that this will continue to be a budget driver.

Space and Capital Needs Study Faced with 3 elementary schools in need of significant systems renovations, a shifting elementary enrollment and a wide range of elementary school sizes, the District commissioned a Space and Capital Needs Study which evaluated a range of physical plant upgrades and needs of education programs. A full range of possibilities including redistricting and consolidation will be under consideration. Currently the School Committee and the Board of Selectmen have jointly signed a Statement of Interest to be submitted to the Massachusetts School Building Assistance program (MSBA) to initiate the discussion and involve the State. Any further progress is on hold until a response from the State is received, which is expected in November 2017.

Reliance on Fees The District currently takes in almost \$1 million in user fees, including for High School athletics, full day kindergarten tuition and bus transportation. These revenue sources have proven to be key components in achieving balanced budgets while maintaining programs. However, during each budget cycle there have been questions as to the appropriateness of the fees. The School Committee, in conjunction with the new Superintendent, needs to undertake a thorough review of the fees, prior to next year's budget cycle, with a goal of establishing a long term strategy for future budgets.

Budget Detail and Transparency While progress has been made in presenting a clear and transparent budget, especially in the Executive Summary, it has become apparent through this year's budget process that more detail would assist the School Committee as well as the Fincom and the public in evaluating the proposed budgets in light of the goals of the School District. We would also encourage more robust long range planning to ensure continued success and appropriate allocation of resources.

Conclusion The Finance and Warrant Commission supports the Board of Selectmen's recommended School Department FY18 Operating Budget of \$43,226,362 and the FY18 Capital Budget of \$867,000. This budget meets the immediate goals of the School Department, addresses specific student needs and enrollment issues, targets areas of academic needs and maintains the valuable assets of the Town. Historically the residents of Westwood have supported the investments required to have one of the top school systems in the Commonwealth. Over the past several years, strategic decisions and funding availability have enabled the School District to not only preserve core educational services within Proposition 2-1/2 but also to enhance programming. This budget continues that trend.

Other Post Employment Benefits (“OPEB”) Subcommittee Report**What is OPEB?**

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

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

OPEB’s Current Status

For the current fiscal year (2017), it is estimated that Westwood’s annual required contribution to OPEB will total about \$3.4 million. In fiscal 2017, Westwood will pay approximately \$2.0 million out of pocket for OPEB costs relating to former employees and will also fund \$1.35 million to the OPEB Liability Trust Fund to cover the OPEB costs of current employees in the future. The \$1.35 million has been funded within the budget by savings in the health care budget achieved through plan redesign. As at the end of calendar year 2016, the OPEB Liability Trust Fund holds about \$4.5 million from primarily five years of funding. This Trust Fund is being managed by the Massachusetts Pension Reserves Investment Trust and is overseen by the Town Treasurer.

For upcoming fiscal 2018, Westwood is expected to incur an OPEB liability of approximately \$3.4 million. Westwood will pay approximately \$2.0 million for current OPEB costs and is proposing to fund the OPEB Trust Fund with an additional \$1.39 million. The contribution to the Trust is \$40,000 higher in FY 2018 than in the prior year, reflecting the need to gradually increase the annual contributions per the actuarial recommendation. This will put Westwood in the position of essentially covering the new OPEB liability for fiscal years 2017 and 2018 and on the road to paying off the OPEB Liability over the next 30 years.

Looking forward

The Board of Selectmen, the Finance department and OPEB Task Force have worked diligently towards eliminating the annual increase in the unfunded OPEB liability. A 30 year plan to pay off the Unfunded OPEB Liability has been created and is being followed. This plan requires an increase in funding the OPEB Liability Trust Fund from \$1.35 million to \$2.1 million over 30 years with approximately \$110,000 increases in funding every four years. As noted above, in FY 2018 the Town is increasing its annual contribution to the Trust Fund by \$40,000 rather than waiting for four years to increase the amount by the \$110,000. The Finance and Warrant Commission is encouraged the Board of Selectmen’s commitment to proactively adhere to a strategy to set aside funds to offset the Town’s OPEB liability.

The next required OPEB actuarial valuation report will be as of June 30, 2017 and is expected to be completed in early calendar 2018. This report will determine if there have been any changes in the estimated OPEB liability that might affect the Town’s annual funding requirements. The OPEB liability can be affected by many variables including: discount rate, expected investment returns, mortality rates, and estimated healthcare cost inflation. The OPEB Task Force will meet with the actuarial consultants, analyze the results and determine if any recommended change to the Town’s funding strategy is needed.

Summary and Conclusion:

For fiscal 2018, Westwood is taking another positive step towards reducing our unfunded OPEB liability. Westwood is now fully funding its annual OPEB Liability and is on track to eliminate the unfunded OPEB liability over the next 30 years. The Finance and Warrant Commission voted unanimously to support the funding of the OPEB Liability Trust Fund with \$1,390,000 in fiscal year 2018 and supports the good work of the Board of Selectmen, Finance department and OPEB Task Force.



What Goes On At Town Meeting?

A Message from the Moderator

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

General Information

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

Motions, Motions to Amend, and Votes Required

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

Motions for Indefinite Postponement and Motions to Reconsider

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

Rules of Debate and Vote Counting

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



Norfolk ss:

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

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

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

on the last Tuesday in April, it being the twenty-fifth (25) day of said month, A.D. 2017, from 7 a.m. to 8 p.m. for the following purpose:

To bring their vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS
ONE COLLECTOR OF TAXES FOR THREE YEARS
TWO LIBRARY TRUSTEES FOR THREE YEARS
ONE MODERATOR FOR ONE YEAR
ONE PLANNING BOARD MEMBER FOR THREE YEARS
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS
ONE SELECTMAN FOR THREE YEARS
ONE SEWER COMMISSIONER FOR THREE YEARS

Question:

“Shall this Town prohibit the operation of all types of marijuana establishments as defined in MGL Chapter 94G, Section 1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses within the Town of Westwood, except for any Registered Marijuana Dispensary which might be granted a special permit pursuant to Westwood Zoning Bylaw Section 7.4?”

Summary:

This question would prohibit all commercial businesses related to marijuana, including marijuana cultivation, marijuana testing facilities, marijuana product manufacturing, marijuana retailers, and any other type of licensed marijuana related businesses.

It would not prohibit any Registered Marijuana Dispensary which might be granted a Special Permit pursuant to the Westwood Zoning Bylaw Section 7.4 from selling marijuana for medicinal purposes.

and you are hereby further directed to notify the inhabitants of said Town of Westwood qualified to vote in elections and Town affairs to meet in the Westwood High School Auditorium, 200 Nahatan Street, in said Westwood, on Monday, May 1, 2017 at 7:30 in the evening, there and then to act on the following articles:

ARTICLE 1

To see if the Town will vote to appropriate by transfer from available funds the sum of Three Hundred Fifty-Five Thousand Dollars (\$355,000) to supplement the following fiscal year 2017 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Reserve Account	\$200,000	Snow and Ice	\$200,000
Sewer Salaries	\$50,000	Sewer Stormwater Compliance	\$50,000
Police Expenses	\$60,000	Police Salaries	\$80,000
Retirement Assessment	\$45,000	Library Salaries	\$25,000
Total	\$355,000	Total	\$355,000

(Board of Selectmen)

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

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

ARTICLE 2

To see if the Town will vote to appropriate by transfer from available funds the sum of Four Hundred Three Thousand Eight Hundred Dollars (\$403,800) to supplement the following fiscal year 2017 appropriations, or take any other action thereon:

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$140,800	Ambulance Services/Equipment	\$140,800
Sewer Retained Earnings	\$73,000	Sewer MWRA Assessment	\$73,000
Free Cash	\$190,000	Snow and Ice	\$100,000
		DPW Salaries – Snow and Ice	\$90,000
Total	\$403,800	Total	\$403,800

(Board of Selectmen)

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

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

ARTICLE 3

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

Unpaid Bill	Amount	From Account

(Board of Selectmen)

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

ARTICLE 4

To see what sum(s) of money the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2017, through June 30, 2018, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2017 Annual Town Meeting, or take any other action thereon.

(Board of Selectmen)

The Finance and Warrant Commission, by a vote 11 in favor and 1 abstention, recommends that the Town vote to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2017 through June 30, 2018, as set forth in Appendix D of this report.

**Town Budget
Appendix D – See Page 71**

This article, traditionally, known as the Omnibus Article, compiles all Town budgets and groups them into related areas for presentation. The municipal and school budgets have been extensively reviewed by Finance and Warrant Commission subcommittees, and their reports are on pages 6 and 8 respectively.

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

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

Appendix B - *The classification and compensation plan for School employees, as voted by the School Committee.*

Appendix C - The classification and compensation plan for elected officials as recommended by the Finance and Warrant Commission

Appendix D - As noted, the operating budget for all Town departments as recommended by the Finance and Warrant Commission. This is the Town’s legal operating budget document.

*Appendix E - The School Department Budget Summary.
 . This is printed for information only.*

ARTICLE 5

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Sixty-Seven Thousand Dollars (\$867,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Fire – Ladder Truck – Lease Payment – 5 th of 5	Fire	\$151,050	Free Cash
Fire – Vehicle	Fire	\$48,000	Free Cash
Fire - Vehicle	Fire	\$38,500	Free Cash
End User Technology – All Departments	Information Technology	\$60,000	Free Cash
Replacement of Police Vehicles	Police	\$163,200	Free Cash
Police – Traffic Safety Cameras/Equipment	Police	\$12,500	Free Cash
Police –Booking/Fingerprint Equipment	Police	\$21,500	Free Cash
DPW Equipment – Heavy Duty Truck/Pickup Truck	DPW	\$230,000	\$39,025 Free Cash/ \$190,975 Taxation
Municipal Facility Maintenance	DPW	\$50,000	Free Cash
Energy Efficiency	DPW	\$50,000	Free Cash
Library – Patron/Staff End User Technology	Library	\$21,750	Free Cash
Library – “Maker Space” Station	Library	\$20,500	Free Cash
Total		\$867,000	

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

(Board of Selectmen)

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

Articles 5, 6 and 7

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

ARTICLE 6

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Sixty-Seven Thousand Dollars (\$867,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	\$225,000	Free Cash
Furniture, Fixtures, and Equipment	School	\$129,500	Free Cash
HVAC	School	\$96,000	Free Cash
Repair & Maintenance	School	\$321,950	\$130,975 Free Cash/ \$190,975 Taxation
Copiers	School	\$60,000	Free Cash
Vehicles	School	\$34,550	Free Cash
Total		\$867,000	

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

(Board of Selectmen)

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

This article seeks approval from Town Meeting to fund from available funds items critical to the operations and maintenance of the School Department. Major projects include support of the Chromebook one-to-one program, replacement of a playground, 2 boilers, carpeting, a maintenance van and furniture, and safety improvements district-wide. In general, these items do not represent new initiatives but rather repair and replacement of the Department’s existing capital stock.

ARTICLE 7

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Six Hundred Thousand Dollars (\$600,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
SCADA System Upgrade	Sewer	\$600,000	Sewer Retained Earnings
Total		\$600,000	

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

(Sewer Commission)

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

Please see Article 5 comments for further information.

ARTICLE 8

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Nine Hundred Forty-Nine Thousand Dollars (\$949,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Council on Aging Building Improvements	COA	\$300,000	Payment in Lieu of Tax (PILOT)
Council on Aging Building Expansion Design	COA	\$40,000	Free Cash
School IT Network	School	\$377,000	Free Cash
Replace Engines (2)-Lease Payment – 1 st of 5	Fire	\$232,000	Ambulance Funds
Total		\$949,000	

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

(Board of Selectmen)

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

Like all towns, Westwood has a number of buildings and a great deal of equipment that need to be maintained. The Board of Selectmen hears capital requests from all departments during the budgeting period and reviews these requests with The Long-Range Financial Planning Committee and the FinCom. Each year, limited funds require the Selectmen to prioritize certain capital projects over others. Attention is given to the urgency and expense of the capital project, each asset's importance to residents and whether other funding exists to help mitigate the taxation impact of the project. The Selectmen have identified non-taxation sources to fund all four of the specific capital projects proposed in this warrant article.

The proposed improvements to the Council on Aging building, which is heavily used and in some disrepair, will be paid for by funds generated by a new medical facility proposed for University Station. As a non-profit, this entity might have otherwise been entitled to pay the Town no taxes but for agreements put in place between the Selectmen and the developer of University Station. This agreement requires the medical facility to make a payment to the Town in lieu of traditional property taxes, and the Selectmen believe using this funding for the Senior Center aligns the sources and uses of these funds.

The Selectmen also propose using free cash to acquire equipment that will enhance the wireless environment of the Westwood schools. Wireless bandwidth is increasingly important in education, and the Westwood schools seek to upgrade their systems so that our teachers and students have adequate access to wireless capability throughout the school day. Importantly, the schools believe they can offset approximately 40 percent of the cost of the project with grant money available from the Federal Communications Commission. The grant money is only available to the Town for a short period of time, so undertaking this project in this window will result in a much lower cost to the Town for this important project.

Finally, the Selectmen are funding the leasing of two new fire engines approved at the 2016 Annual Town Meeting and making the first payment from ambulance funds.

The FinCom supports the identified capital improvement projects and applauds the Town officials for identifying non-taxation resources to help pay for them. The warrant article also requires that a majority of the Board of Selectmen vote in favor of any of these expenditures before they are actually made, which provides a useful final review before the funds are actually expended. The FinCom unanimously recommends this warrant article.

ARTICLE 9

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B, or take any other action thereon.

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

(Board of Selectmen)

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

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

ARTICLE 10

To see if the Town will vote to transfer from available funds the sum of Three Hundred Ninety-Seven Thousand Dollars (\$397,000) to the Capital Improvements Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B, or take any other action thereon.

Purpose	Amount	Funding Source
Capital Improvements Stabilization Fund	\$397,000	Bond Premium Account

(Board of Selectmen)

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

The Town voted to establish a separate Capital Stabilization Fund several years ago to allow us to save money to support important future capital projects. This account went largely unfunded through the recession, but we have been able to allocate monies to it in recent years, especially as commercial tax revenues from University Station have come in. The Town used funds from this account last year to retrofit the Flahive turf field at Westwood High School. Today, the balance of this account is approximately \$1.0 million. This warrant article would increase the balance by nearly \$400,000 by appropriating the "bond premium" the Town received when it issued bonds to pay for the new police station and related projects last year. (This bond premium is the difference between the market price of a bond and its face value, when the market price is higher. A premium will occur when the bond's stated interest rate is set higher than the true interest cost, the market rate..)

The FinCom supports appropriations to the Capital Stabilization Fund whenever they can be justified – especially when we receive one-time, unallocated cash like a bond premium. With anticipated and unanticipated capital projects on the horizon, the Capital Stabilization Fund can help the Town take care of some of its capital needs without resorting to increased taxation. The FinCom unanimously recommends this warrant article.

ARTICLE 11

To see if the Town will vote to appropriate from Free Cash the sum of Five Hundred Thousand Dollars (\$500,000) to reduce the tax levy in fiscal year 2018, or take any other action thereon.

(Board of Selectmen)

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

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

The Massachusetts Department of Revenue encourages communities to generate and retain free cash in an amount equal to 3 percent to 5 percent of its annual budget, and Westwood follows this guideline by seeking to maintain a free cash balance of approximately 4 percent of its annual general operating budget, or about \$2.9 million in FY 2018. Since free cash is a non-recurring revenue source, the DOR guides that a prudent use of free cash would be to fund one-time expenditures such as capital projects or a reserve account. Westwood strives to follow this guideline, too.

Free cash is not available for use until a balance sheet for the prior year is submitted by the town to, and certified by, the Mass. Department of Revenue. Once certified by the DOR, the use of free cash requires an appropriation by Town Meeting. In the fall of 2016, the DOR certified Westwood's free cash level at approximately \$5.4 million as of June 30, 2016. Because this account is meaningfully larger than our policies suggest we retain, the Town now proposes to use the surplus free cash for a variety of reasons, most notably one-time capital expenditures (as shown in other warrant articles) and the \$500,000 reduction to the tax levy proposed by this warrant article.

While it is critical that the Town use surplus free cash to maintain its capital assets so that they remain useful and do not later turn into more expensive problems, Town residents have repeatedly asked our officials for relief from growing tax bills, too. Appropriating to the 2018 operating budget \$500,000 from the free cash account instead of from taxation allows the Town to mitigate the growth of taxation on residents, while maintaining a healthy level of free cash for unanticipated future needs and preserving some free cash for the important capital needs addressed in other warrant articles.

The FinCom supports this balance of budgeting priorities and unanimously recommends this warrant article.

ARTICLE 12

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Million Three Hundred Ninety Thousand Dollars (\$1,390,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20 or take any other action thereon

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$1,390,000	Taxation

(Board of Selectmen)

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

*As of June 30, 2015, the Other Post-Employment Benefits (“OPEB”) actuarial accrued liability for Westwood was estimated to be \$35.6 million. This is a reduction of approximately \$20 million since June, 2013 primarily due to Westwood’s intention to fully fund the OPEB liability. The town of Westwood recognizes the importance of making a sustained effort to reduce this liability and this article appropriates funds for this purpose. This fiscal year’s funding level is \$1,390,000, an increase of \$40,000 from the prior year, which is consistent with a long term plan to cover Westwood’s annual OPEB costs and pay down the unfunded liability over the next 30 years. FinCom unanimously recommends this warrant article. Additional detail is provided in the OPEB report at **page 11**.*

ARTICLE 13

To see if the Town will vote to accept as Town Ways the streets listed below as laid out by the Selectmen, or take any other action thereon.

Phillips Way
 Fox Meadow Drive
 Deerfield Avenue Extension

(Board of Selectmen)

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

As these streets have been certified as complete by the Town Engineer, the Finance and Warrant Commission unanimously votes in favor of the acceptance of Phillips Way, Fox Meadow Drive and Deerfield Avenue Extension as Town Ways.

ARTICLE 14

To see if the Town will vote to raise and appropriate and/or borrow and/or transfer from available funds a sum of money to reconstruct Wilson Way, to which the businesses along said Wilson Way will be responsible for betterment charges equal to half the cost to reconstruct Wilson Way; and to authorize the selectmen to accept a grant of easement and accept said Wilson Way as a public way once reconstructed; and to meet said appropriation, appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000) from Free Cash, or take any other action thereon.

(Board of Selectmen)

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

The Finance and Warrant Commission unanimously votes to recommend acceptance of Wilson Way as a Town way, which anticipates that businesses abutting Wilson Way will be responsible for betterment charges equal to half the cost to reconstruct Wilson Way as a public way, and to appropriate the sum of \$140,000 from Free Cash for same.

ARTICLE 15

To see if the Town will vote to authorize the Board of Selectmen to apply for and accept state funds to be received as pre-payment and/or reimbursement for road improvements and deposit said funds into the Town’s Road Improvement Account to be used to pay expenditures made or to continue the Town’s road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for expenditure of any funds allocated or to be allocated by the Commonwealth for the improvement of roads within the Town of Westwood; and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said road improvement program, or take any other action thereon.

(Board of Selectmen)

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

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

ARTICLE 16

To see if the Town will vote to authorize the Board of Selectmen to acquire or take by eminent domain four (4) parcels of land abutting the north side of Clapboardtree Street, north of its intersection with Washington Street as shown on a plan by WSP Transportation & Infrastructure entitled "Layout Alternation Plan, Clapboardtree Street, Westwood, Massachusetts," and dated September 23, 2016 and to raise and/or appropriate and/or transfer from available funds a sum of money necessary to compensate the landowners:

- Taking #1 Assessor's Reference: Parcel 23-8
Address: 914 Clapboardtree Street
Owner: Xaverian Brothers High School
Deed Reference: Book 14436 Page 111
Area: 149+/- sq. ft.
- Taking #2 Assessor's Reference: Parcel 23-9
Address: 924 Clapboardtree Street
Owner: Xaverian Brothers High School
Deed Reference: Book 31472 Page 347
Area: 467+/- sq. ft.
- Taking #3 Assessor's Reference: Parcel 23-12
Address: 936 Clapboardtree Street
Owner: Xaverian Brothers High School
Deed Reference: Book 27192 Page 186
Area: 1,136+/- sq. ft.
- Taking #4 Assessor's Reference: Parcel 23-13
Address: 946 Clapboardtree Street
Owner: Emad Qasrawi & Rana Awwad
Deed Reference: Book 33428 Page 325 (Land Court)
Area: 492+/- sq. ft.

The four parcels shall be taken in conjunction with proposed traffic improvements which include widening Clapboardtree Street on the northerly side thereof to provide a second approach lane to Washington Street, traffic signal modifications, drainage system and utility adjustments, reconstruction of stone retaining walls, sidewalk and wheelchair ramp reconstruction, pavement markings and signing upgrades and landscape restoration, or take any other action thereon.

(Board of Selectmen)

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

The intersection of Clapboardtree Street and Washington Street, approaching from the Xaverian Brothers High School direction, currently does not have a dedicated lane to take a left turn onto Washington Street. This situation results in lengthy traffic queues and safety concerns, which are now magnified with the introduction of the Benchmark Senior Living facility. This warrant seeks to authorize the Board of Selectman to acquire, or take by eminent domain, four (4) parcels of land to provide sufficient room to accommodate the proposed traffic improvement, and to provide a sidewalk that meets ADA compliance. The Finance and Warrant Commission unanimously recommends this warrant article, as we believe it is necessary for traffic abatement and public safety.

ARTICLE 17

To see if the Town will vote to appropriate a sum of money for the purpose of reconstructing Clapboardtree Street and Washington Street intersection, including the payment of all costs incidental or related thereto including takings; and to meet said appropriation, appropriate the sum of Four Hundred Thousand Dollars (\$400,000) from Free Cash, or take any other action related thereon.

(Board of Selectmen)

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

In conjunction with the preceding Article, this Article seeks to appropriate the necessary funding of \$400,000 to complete the Clapboardtree/Washington Intersection project including costs for land easements and takings, and construction. This proposed cost is the net amount needed taking into account prior expenditures dedicated for preparation of appraisals, design and bid documents, offset by mitigation funds already received from Benchmark Senior Living. Consistent with the discussion above, the Finance and Warrant Commission unanimously recommends this warrant article, as we believe it is necessary for traffic abatement and public safety.

ARTICLE 18

To see if the Town will vote to raise and appropriate and/or borrow and/or transfer from available funds a sum of money to pay for the design of sidewalk improvements along Clapboardtree Street, Winter Street, Stanford Drive, and improvements to the intersection of North Street and Route 109 and other locations to be submitted to the Complete Streets Program for approval and Notice to Proceed; to authorize the Board of Selectmen to enter into contracts for expenditure of any funds allocated or to be allocated by the Commonwealth for the sidewalk improvements; and to authorize the Board of Selectmen to make necessary minor takings of land and/or easements to accomplish said sidewalk improvements; and to meet said appropriation, appropriate the sum of Sixty-Five Thousand Dollars (\$65,000) from Free Cash, or take any other action thereon.

(Board of Selectmen)

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

This article seeks to fund from free cash the design of sidewalk improvements along Clapboardtree Street, Winter Street, and Stanford Drive, and improvements to the intersection of North Street and Route 109 and other locations to be submitted to the Complete Streets Program. The design cost is estimated to be \$65,000.

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

ARTICLE 19

To see if the Town will vote to amend the General Bylaws of the Town of Westwood by inserting a new chapter:

CHAPTER 284: MARIJUANA

§284-1 Public consumption regulated

No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol (as defined by M.G.L. c 94C § 1, as amended) for non-medical purposes (i.e.: for other than medical use of marijuana as defined in Chapter 369 of the Acts of 2012 as it may be amended from time to time) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, trail, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot or any area or structure owned by or under the care, custody and control of any board, committee or commission of the Town of Westwood; or in a vehicle or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible by the public; or on any private land, building structure or place without the consent of the owner or person in control thereof. In addition, no person shall smoke marijuana or tetrahydrocannabinol (as defined by M.G.L. c 94C § 1, as amended) for medical purposes in the areas noted above.

§284-2 Enforcement; violations and penalties

This by-law may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L. c.40, §21, or by noncriminal disposition pursuant to M.G.L. c. 40, §21D, by any police officer. The fine for violation of this by-law shall be one hundred dollars (\$100.00) for the first offense, two hundred dollars (\$200.00) for the second offense and three hundred dollars (\$300.00) for each subsequent offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under M.G.L. c. 94C, § 32L or other section of the General Laws that is or may be applicable upon its passage.

§284-3 Appeals, hearing

Appeals must be filed with the Town Administrator's Office, 580 High Street, Westwood, MA 02090 within 21 days after the date of the violation after which time the Town Administrator will schedule and conduct a hearing date for said appeal, otherwise payment must be received within that time (21 days) or be subject to interest and demand notice charges to be set by the Board of Selectmen. The hearing will be presided over by the Town Administrator and both the Appellant and the Police Department shall be entitled to present evidence on their behalf, after which the Town Administrator will render a decision or take any other action thereon.

(Board of Selectmen)

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

Due to the legalization of marijuana by voters of the Commonwealth in November 2016, this by-law amendment has been proposed to prevent the smoking of marijuana in public places in Westwood. If passed, smoking of marijuana, for both recreational use and medicinal use, will be prohibited in public. The aim of this article is to protect those who do not wish to inhale marijuana from being exposed to it in public. Fines for failing to comply with this by-law will be \$100 for the first offense, \$200 for the second and \$300 for the third and all subsequent offenses. Under the proposed by-law, medical marijuana can be ingested, but not smoked, in public.

ARTICLE 20

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to marijuana establishments, including amendments to Section 2.0 [Definitions], Section 4.1.2 [Table of Principal Uses], and any necessary amendments to Section 7.4 [Registered Marijuana Dispensary], or take any other action in relation thereto:

- 1) Amend Section 2.0 [Definitions] to delete the terms “Other Marijuana Facility” and “Registered Marijuana Dispensary” and to add new definitions for “Medical Marijuana Establishment” and “Non-Medical Marijuana Establishment” to read as follows:

Medical Marijuana Establishment A facility registered pursuant to 105 CMR 725 as a Registered Marijuana Dispensary (RMD).

Non-Medical Marijuana Establishment A facility defined in M.G.L. Ch.94G, Section I, including all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of marijuana-related businesses, other than a licensed Registered Marijuana Dispensary (RMD) lawfully permitted and licensed pursuant to 105 CMR 725.

- 2) Amend Section 4.1.5.39 and Section 4.1.5.40 to read as follows: ***(bold italics indicates new wording)***

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.5.39 Registered Marijuana Dispensary <i>Medical Marijuana Establishment</i> per Section 7.4	N	N	N	N	N	N	N	N	N	N	N	N	BA
4.1.5.40 Other Marijuana Facility <i>Non-Medical Marijuana Establishment</i>	N	N	N	N	N	N	N	N	N	N	N	N	N

- 3) Amend Section 7.4 to read as follows: (***bold italics indicates new wording, words to be removed have strikethrough***)

SECTION 7.4 REGISTERED MARIJUANA DISPENSARIES ~~MEDICAL MARIJUANA ESTABLISHMENT~~

- 7.4.1 **Purpose.** The purpose of this Section is to assure that ***Medical Marijuana Establishments, which shall be limited to*** Registered Marijuana Dispensaries (RMDs) ***which are lawfully permitted and licensed pursuant to 105 CMR 725,*** are carefully designed, located and operated in accordance with applicable state and local laws, rules and regulations, and to assure that adequate provisions are made for impacts of such facilities upon the character of the Town and upon traffic, utilities and property values therein, thereby affecting the public health, safety and general welfare thereof.
- 7.4.2 **Special Permit Required.** No ~~RMD~~ ***Medical Marijuana Establishment*** shall be constructed or operated except pursuant to a special permit therefor granted by the Board of Appeals in accordance with Section 7.4.
- 7.4.3 **Application Requirements.** An application for a special permit for a ~~RMD~~ ***Medical Marijuana Establishment*** shall be accompanied by a ***certified*** site plan, ***building and elevation plans*** and all other application materials ***and plan information as*** required by the rules and regulations of the Board of Appeals.
- 7.4.4 **Referral of Application to Board of Health.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Board of Health, whereupon ~~said~~ ***the Board of Health*** may, at its discretion, review the proposed ~~RMD~~ ***Medical Marijuana Establishment*** project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Board of Health, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.
- 7.4.5 **Referral of Application to Police Chief.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Police Chief, whereupon said Police Chief may, at his or her discretion, review the proposed ~~RMD~~ ***Medical Marijuana Establishment*** project and report in writing recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Police Chief, or until said Police Chief has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.

7.4.6 **Referral of Application to Planning Board.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Planning Board, whereupon said Board may, at its discretion, review the proposed ~~RMD~~ **Medical Marijuana Establishment** project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Planning Board, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report. Said Planning Board report **shall** indicate the status of the proposed ~~RMD's~~ **Medical Marijuana Establishment's** Environmental Impact and Design Review (EIDR) application which is required pursuant to Section 7.3 of this Bylaw. If the Board of Appeals shall vote to grant a ~~RMD~~ **Medical Marijuana Establishment** Special Permit prior to the Planning Board's issuance of an EIDR Approval for the ~~RMD~~ **Medical Marijuana Establishment** project, the Board of Appeals decision shall be conditional upon the granting of such EIDR Approval by the Planning Board and subject to any conditions thereof.

7.4.7 **Findings.** No ~~RMD~~ **Medical Marijuana Establishment** Special Permit shall be granted unless the Board of Appeals finds that operations conducted under such special permit, subject to the conditions imposed thereby, will not be contrary to the best interests of the Town.

(Planning Board)

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

This Article changes the language in the current by-law to bring it up to date with new state definitions regarding marijuana establishments. Under the new State Law legalizing the recreational use of marijuana, a distinction must be made between "Non-Medical Marijuana Establishment" and "Medical Marijuana Establishment." Medical Marijuana Establishments are currently only allowed in an Administrative-Research-Office (ARO) zone by special permit. This article is written in anticipation of a yes vote to the ballot question at the April 25th Town election seeking to exclude all marijuana establishments other than Medical Marijuana Establishments, and proposes zoning that prohibits Non-Medical Marijuana Establishments in all zoning districts in Westwood.

ARTICLE 21

To see if the Town will impose a moratorium against demolishing dwellings for a period of three (3) years. This regulation will curtail the building of a new, larger structure and priced so as to put out of reach for entry level buyers.

Exclusion:

A building that has suffered severe damage from a fire and considered a total loss.

A building that has suffered severe damage from an explosion and is considered a total loss.

A building that has been condemned by the Westwood Health Department, or, the Building Department that is considered a public hazard.

Any like incident which will cause the building uninhabitable which would cause the building to be demolished.

Restrictions:

Any buyer of a dwelling in Westwood would be restricted by the Town of Westwood regulation from demolishing the building for a period of one year (1) from date of purchase and being recorded in the Norfolk Registry of Deeds.

Appeal:

Any aggrieved party may appeal for exemption to this regulation by submitting an application for exemption to this regulation to the Board of Selectmen. said appeal shall be heard as soon as possible.

(Petitioner – Jerry Wolfe – PO Box 2586/46 Buckmaster Road)

The Finance and Warrant Commission, by a vote of 8 in favor and 1 abstention, recommends that the Town vote Indefinite Postponement.

This Article would prohibit demolition of dwellings for a period of three years, with certain exclusions to dwellings considered a total loss due to fire or an explosion, to condemned dwellings, or to like incidents which would cause uninhabitability. The Article contains internal inconsistencies which render it unworkable as drafted.

ARTICLE 22

To see if the Town will vote to amend Section 9.5 of the Westwood Zoning Bylaw [Flexible Multiple Use Overlay District (FMUOD)] to eliminate multi-family residential uses within FMUOD6 [Washington Street Business District] and FMUOD7 [High Street Business District] as follows, or take any other action thereon:

- 1) Delete Sections 9.5.8.7, 9.5.8.7.1, 9.5.8.8 and 9.5.8.8.1 in their entirety;

- 2) Remove reference to FMUOD6 and FMUOD7 in Section 9.5.13 so that the revised Section 9.5.13 reads as follows:

9.5.13 **Percentage of Residential Units.** Pre-existing and new housing units, where permitted, shall occupy no more than thirty-three (33%) of the total gross floor area of any project within FMUOD 1, and no more than fifty percent (50%) of the total gross floor area of any project within FMUOD 3, except that age-restricted dwelling units for persons 55-years or older permitted within FMUOD 3 may occupy up to 100% of the total gross floor area of a project. The maximum allowable number and type of residential units shall be determined by the Board, in its sole discretion, following the Board's acceptance of a fiscal impact report demonstrating that said residential units will have no significant negative fiscal impact on the town. The Planning Board shall have the authority to approve, in its sole discretion, phased construction of the residential components of a project, independent of the phased construction of the non-residential components of the same project, as long as the total gross floor area of the residential components of all phases does not exceed the approved percentage of total gross floor area of the project authorized under the FMUOD Special Permit, and as long as no portion of the total land area approved for non-residential components is developed for residential use. Residential units shall be located on upper stories unless the Planning Board determines that a combination of first floor and upper floor residential units are acceptable in a particular development.

- 3) Renumber all sections as appropriate.

(Petitioner – Deborah Conant, 21 Strasser Avenue)

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

HISTORY

The Flexible Multiple Use Overlay Districts [FMOUD] were previously adopted by Town Meeting(s) to provide the Planning Board and the Town with flexible tools to work with residents, property owners, and developers to stimulate residential, commercial and business development in those areas of town that had experienced limited or stagnant growth and had underutilized commercial or vacant properties.

PLANNING BOARD

This proposed zoning amendment would eliminate the potential for multi-use projects and especially multi-family housing in the Islington/Washington Street and Town Center/High Street areas of town's FMOUD 6 and FOUMD 7 overlay zoning districts.

The Planning Board held public hearings to review the Petitioner's Article and on February 28, 2017 voted unanimously to recommend Indefinite Postponement of this article to the Finance and Warrant Commission. It should be noted that 4 of the 5 elected Planning Board members live in Islington.

ISLINGTON CENTER TASK FORCE

The Finance and Warrant Commission asked the Islington Center Task Force for its recommendation on the Petitioner's Article.

ICTF ESTABLISHMENT

As indicated on the Town web site, "The Islington Center Task Force was created by the Board of Selectmen in October 2015 to study Islington Center and to facilitate meaningful discussions to benefit the future of Islington Center. The Task Force is comprised of 21 representatives from various Town boards and committees, Islington neighborhood residents, business owners, and Town staff. The primary purpose is to create an avenue for transparent, respectful and open discussions for proactive and positive redevelopment of this vital section of our Town."

ICTF MISSION STATEMENT

Members of the Task created the following Mission Statement to guide the Task Force's work through an open, public and transparent process. As indicated on the Town website:
"The Islington Center Task Force (ICTF) is an advisory committee that reviews and discusses the physical attributes and uses of privately and municipally-owned properties in the vicinity of the Washington Street, East Street, and School Street intersection. The ICTF will focus its attention on Washington Street between Fairview Street and Clapboardtree Street, School Street between Pine Lane and Washington Street, and East Street between the East Street Bridge and Washington Street. The Task Force will identify the most significant character-defining elements of Islington Center, consider obstacles and opportunities for improvements, and encourage building, site, infrastructure, and pedestrian improvements appropriate to this area's unique village-style development. The Task Force makes recommendations to the Planning Board and Board of Selectmen as either board considers decisions affecting Islington Center."

ICTF SURVEY

As part of its outreach to Islington and to other town residents, the Task Force prepared and sent out a survey to identify needs, observations and concerns that people have about Islington. The results of the survey are available on the Islington Task Force section of the Town website for all to review. It is also important to note that eleven (11) of the Task Force members are voting members and eight (8) of these 11 voting members live in Islington. On March 22, 2017, the Islington Center Task Force voted 9 to 1 with 1 abstention to recommend Indefinite Postponement of this Article to the Finance and Warrant Commission.

DISCUSSION

The Petitioner and her fellow residents should be lauded for their efforts to bring forward their concerns about the future development and character of the Islington Neighborhood and its feel of a village. Members of the Finance and Warrant Commission, the Planning Board and the Islington Task Force have conducted multiple public meetings and listened to residents' concerns about multiple family housing and commercial development in town. However, after weighing many of the issue involved, the Finance and Warrant Commission voted for Indefinite Postponement of this Article. The Finance and Warrant Commission strongly encourages the Petitioner and all Islington residents to continue to attend Task Force, Planning Board and Finance and Warrant Commission meetings to ensure that Islington residents are involved, and their concerns considered, with respect to all future development in Islington. This is democracy

working at its best. This way Westwood will be able to work toward the right path to balance the concerns of residents with the need for diversity in housing and economic growth.

CONCLUSION

Westwood has a pressing need for diversity in its housing stock, especially affordable housing that can be accessed by all of our residents. Multi-family housing units must be part of that mix. Seniors, retirees, single parents, students, returning college graduates, and young professionals need access to housing options besides ownership. The Town through its Planning Board and FMOUD tools must have the flexibility to work with residents, property owners and developers to create these opportunities and to stimulate economic growth and create new housing opportunities. FinCom therefore voted to recommend Indefinite Postponement of this Article.

ARTICLE 23

To see if the Town will vote to amend Section 9.5 of the Westwood Zoning Bylaw [Flexible Multiple Use Overlay District (FMUOD)] to remove footnote marker 1 from after the words “Minimum Project Area” in Section 9.5.9.1 and to add footnote marker 1 after each of the values listed for FMUOD1, FMUOD2, FMUOD3, FMUOD4 and FMUOD5, so that Section 9.5.9 reads as follows, or take any other action thereon:

9.5.9 **Alternative Dimensions.** The alternative dimensions set forth in the table below may be used for a project developed under a FMOUD Special Permit rather than the requirements provided elsewhere in this Bylaw. There shall be no minimum lot frontage, lot width, or setback requirement, 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</u> <u>1</u>	<u>FMUOD</u> <u>2</u>	<u>FMUOD</u> <u>3</u>	<u>FMUOD</u> <u>4</u>	<u>FMUOD</u> <u>5</u>	<u>FMUOD</u> <u>6</u>	<u>FMUOD</u> <u>7</u>
9.5.9.1	Minimum Project Area	10 acres ¹	5 acres ¹	10 acres ¹	5 acres ¹	5 acres ¹	1 acre	1 acre
9.5.9.2	Minimum Lot Area	15,000 sq. ft.	15,000 sq. ft.	15,000 sq. ft.	15,000 sq. ft.	15,000 sq. ft.	4,000 sq. ft.	4,000 sq. ft.
9.5.9.3	Maximum Building Height	70 feet ²	80 feet	45 feet	45 feet	45 feet	36 feet	36 feet
9.5.9.4	Maximum Floor Area Ratio, not including area of parking structure	1.0 ³	1.0	1.0	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	20 feet	20 feet
9.5.9.6	Minimum Public Amenity Area or other public amenities required under Section 9.5.14.2.4.3	10%	other public amenity	10%	other public amenity	other public amenity	other public amenity	other public amenity

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

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 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.

³ Where a lot in FMUOD 1 is within two thousand five hundred (2,500) 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.

The Finance and Warrant Commission, by a vote of 9 in favor and 4 opposed, recommends that the Town vote Indefinite Postponement.

HISTORY

PLANNING BOARD: *As indicated in the Planning Board’s February 28, 2017 minutes which are available for review on the Town website, “ this footnote [footnote marker 1] was added one year ago and was proposed in response to a settlement agreement with a property owner on University Avenue that had property that crosses the road and a railway and was nearing a settlement agreement from a land taking with the Town almost ten years ago “The [Planning] Board commonly reviews applications for more than one parcel when they are next to each other and proposed to operate and function together such as the recent approval of a new Shell Station and retail store at 75-85 Providence Highway, the plaza on High Street (719-745 High Street), and University Station consists of several parcels. “The proposal to remove this footnote from FMUOD-6 and FMUOD-7 is forcing the board to treat applications in these zones differently than how it treats other projects in town in other zoning districts and could make the board open to challenges in other applications for Planning Board approvals where more than one property is involved. “The amendment is not consistent with the FMUOD’s stated purpose of promoting creative and efficient” design solutions to complex sites, does not encourage a comprehensive [approach] and effectively takes the “flexibility” out of the Flexible Multiple Use Overlay District.” The proposed zoning amendment would dampen opportunities for mixed use development especially including multi-family housing in the Islington/Washington Street and Town Center/High Street FMOUD 6 and 7 overlay districts. On February 28, 2017, the Planning Board voted unanimously to recommend to the Finance and Warrant Commission that this petitioners’ article be indefinitely postponed.*

ISLINGTON TASK FORCE: *At the request of the Finance and Warrant Commission, the Islington Task Force reviewed the Petitioner’s Article at its March 22, 2017 public meeting and voted 9 to 1 with 1 abstention to recommend Indefinite Postponement of this article to the Finance and Warrant Commission. Please refer to the write up for the Petitioner’s previous article for information about the Islington Center Task Force’s establishment and the Mission Statement.*

DISCUSSION: *In reviewing this Petition Article, a majority of Finance and Warrant Commission members felt that the Planning Board should have consistent authority in all FMOUD districts to look at combining properties adjacent or near to each other to stimulate retail, commercial, residential and open space projects. Having the flexibility of combining commercial properties rather than having every project standalone is an important tool. Several members of the Finance and Warrant Commission did not view this as necessary when properties may be across the street or railroad tracks from one another. However, the majority of Finance and Warrant Commission members supported the need for flexible residential and commercial projects that may include multi-family housing in both Islington and High Street sections of Westwood.*

CONCLUSION: *Members of the Finance and Warrant Commission along with Members of the Islington Task Force have heard the concerns stated by residents of Islington about the need to balance growth and housing options with the need to maintain a sense of Village in Islington.*

This can best achieved by residents continuing to actively participate in Planning Board, Islington Task Force and Finance and Warrant Commission public hearings and meetings. If passed, the Petitioner's Article would restrict the flexibility of elected Planning Board Members and would hinder the Town's ability to control its residential and commercial growth. Therefore, the Finance and Warrant Commission has voted to recommend Indefinite Postponement of this Article.

ARTICLE 24

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 8.5 [Accessory Apartments] to amend the limited number of special permits to be issued and in effect in Section 8.5.4 [Limited Number of Special Permits], or take any other action in relation thereto:

- 1) Amend Section 8.5.4 [Limited Number of Special Permits] to increase the maximum number from one (1%) to two percent (2%) to read as follows:

8.5.4 **Limited Number of Special Permits.** The maximum number of special permits to be issued and in effect shall not exceed two percent (2%) of the current number of single-family and two-family dwelling units in Town. All applications for a special permit pursuant to this Section shall be acted upon in the order in which they are filed.

- 2) Amend Section 2.0 [Definitions] to change the Section reference from 8.3 to 8.5 to read as follows:

Accessory Apartment A self-contained area comprised of living space, kitchen space and a bathroom, within a single family home or as an accessory structure thereto, and which may be occupied by one or more individuals, related or unrelated to the owner of the principal dwelling, and which accessory apartment is subject to the conditions of Section 8.5 of this Bylaw.

(Planning Board)

The Finance and Warrant Commission, by a vote of 10 in favor and 3 opposed, recommends that the Town so vote.

Currently the number of accessory apartments in Westwood is at its limit (1% of total homes or 45 units). There is a demand for more accessory apartments and this zoning amendment proposed by the Planning Board would increase the limit of special permits for accessory apartments to 2% of total homes (90 units). There is currently a waiting list for such permits, which supports the idea that there is a desire for more. These apartments are not limited to use by family members, which some Finance and Warrant Commission members felt would be ideal, but the residence must be owner occupied (i.e. the owner needs to live in either the main home or the accessory apartment), which keeps the owner invested in the property. Also, the plans for a new apartment need to be approved - accessory apartments must fit the look and feel of the

existing home and not be easily identifiable as an accessory apartment. This proposed change would also provide more of the variety of housing options in town, which has been requested by residents.

The vote by Finance and Warrant Commission was not unanimous. The minority of members who favor indefinite postponement agree that while the proposed increase in the number of allowable accessory apartments (as a percentage of total homes) would meet the increased demand for such apartments, they believe this may have unintended consequences for the Town. Ongoing concerns about density in Westwood coupled with the ability of owners to rent these apartments (not limited to use by family) may be detrimental to other residents. They believe there is a better solution to meet the requests of residents who have personal reasons (i.e., aging parents) for adding an apartment while not impacting neighbors.

ARTICLE 25

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related Section 4.1.6.8 [Self-Storage or Mini-Storage Facility] in the Table of Uses, add a new Section 7.6 [Storage Facilities Regulations], and amend the parking requirements for storage facilities in Section 6.1.6.6, to take any other action in relation thereto:

- 1) Amend Section 4.1.6.8 [Table of Principal Uses] to change the Special Permit Granting Authority from the Zoning Board of Appeals to the Planning Board, so that Section 4.1.6.8 reads as follows:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
Self-Storage or Mini-Storage Facility per Section 7.6	N	N	N	N	N	N	N	N	N	PB	PB	PB	N

- 2) Insert a new Section 7.6 [Self-Storage or Mini-Storage Facilities] to read as follows:

SECTION 7.6 STORAGE FACILITY REGULATIONS

7.6.1 Purpose. The purpose of this section is to assure that self-storage and mini-storage facilities are appropriately sited in Highway Business and Industrial zones, while maintaining the desired character and function of the area. Storage facilities are characterized as industrial uses but have low activity levels that do not add to the vitality of a commercial area. The general and design requirements of this section are intended to allow self-storage facilities to locate where they best serve residents and businesses while not having prominent frontage on major commercial streets.

7.6.2 Special Permit Required. A self-storage or mini-storage facility shall require the issuance of a special permit granted by the Planning Board in compliance with the provisions of this Section and Section 10.3.3 of this Bylaw [Special Permits].

7.6.3 Application Requirements. Application for a special permit for a self-storage or mini-storage facility shall be subject to Environmental Impact and Design Review (EIDR) approval pursuant to Section 7.3 of this Bylaw, which shall be consolidated into a mandatory site plan approval component of the self-storage special permit, and no separate EIDR Approval shall be required. Submittal requirements shall be as required pursuant to Section 7.3.7 with the following additional requirements:

- 7.6.3.1 Parking plan shall clearly demonstrate a sufficient number of parking spaces for customers and employees, clear vehicular and pedestrian access ways, and appropriate loading and unloading areas.
- 7.6.3.2 Landscape Planting Plan, shall indicate the species and size of all existing trees, and shall clearly note which trees are proposed for removal. Trees shall be planted along all streets at intervals of approximately every thirty (30) feet.
- 7.6.3.3 Application shall include a narrative description of all proposed on-site activities and proposed hours of operation.
- 7.6.3.4 Application shall include an analysis demonstrating how the proposed project serves the needs, services or other interests of Town residents.
- 7.6.3.5 A Storage Facility Map showing all existing and/or permitted self-storage and mini-storage facilities within a one-mile radius of the project site, whether within Westwood or another community.

7.6.4 General and Design Requirements.

- 7.6.4.1 **Landscaping.** In addition to the Screening and Buffer Requirements of Section 6.3, there shall be a minimum landscape area of at least ten feet required along all street frontages with tree plantings approximately every thirty (30) feet.
- 7.6.4.2 **Siting.** No self-storage or mini-storage facility shall be located within 200 feet of the right-of-way of any of the following major roads: University

Avenue, Station Drive, Blue Hill Drive, Harvard Street, Everett Street, and Providence Highway (Route 1). No such facility shall be located within one mile of another similar facility unless the Planning Board in its sole discretion grants a waiver of this requirement upon finding that there is a clear need and benefit to the Town demonstrated by a market and occupancy analysis including such other nearby facilities.

- 7.6.4.3 **Accessory Uses.** Accessory uses such as the sale or rental of moving equipment are permitted as required by Section 4.0 [Use Regulations], subject to all other necessary approvals, and shall be appropriately screened. Living quarters for one caretaker or watchmen may be permitted as an Accessory Use according to the Section 4.3.4.1 provided there are proper provisions for wastewater disposal and at least two dedicated parking spaces.
- 7.6.4.4 **Street Facades.** The design and layout of the street side of a proposed facility shall provide a varied and interesting façade. Considerations shall include the building placement, fenestration, roof design, variations in building walls, and other structural elements.
- 7.6.4.5 **Building Design.** Storage facilities are permitted only as or within multi-story structures. Buildings shall be designed and situated so that overhead doors and loading areas into such facilities are not visible from any adjacent right-of-way. All individual storage units shall be accessed from the interior of the building.
- 7.6.4.6 **Building Materials.** The materials for buildings shall be compatible with the desired character of the surrounding area and shall be visually pleasing.
- 7.6.4.7 **Building Setbacks.** The front, rear and side yard setback requirements regulated in Section 5.2 [Table of Dimensional Requirements] may be reduced by the Planning Board to allow for better design and compatibility with surrounding buildings upon a finding by the Planning Board that the proposed layout is in keeping with the purpose of this section of the bylaw.

7.6.5 Parking Requirements. Self-storage and mini-storage facilities may provide fewer parking spaces than required under Section 6.1.2 [Table of Parking Regulations], where in the determination of the Planning Board, the number and configuration of proposed parking spaces are found to be sufficient to meet the needs of the proposed development. Customer parking shall be separate from truck parking and loading and unloading space shall be clearly designated.

7.6.6 Findings. In addition to the specific decision findings outlined in Section 10.3.3 of this Bylaw, the Planning Board shall make a determination of each of the following:

- 7.6.6.1 Demonstration of need for town residents and/or businesses.
- 7.6.6.2 Facility located off a primary commercial local road to meet the purpose of this Section 7.6.1.
- 7.6.6.3 Sufficient buffering and screening from nearby uses.
- 7.6.6.4 Consistency with the purpose of this Section 7.6.
- 7.6.6.5 Degree to which the proposal serves job, service or other interests of Town residents.

7.6.7 Conditions. In granting a special permit, the Planning Board shall impose reasonable conditions specifically designed to safeguard the surrounding properties and Town such as noise controls, limits on hours of operation, landscaping, and/or drainage controls.

1) Amend Section 6.1.6.6 in the parking table to read as follows:

6.1.6.6 Self-Storage or Mini-Storage Facility per Section 7.6.5	Not less than one (1) space for each employee on the largest shift, plus one (1) space per 500 sq. ft. of sales floor area, plus two (2) spaces for any resident manager or caretaker, plus one (1) space per 50 storage units.
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(Planning Board)

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

This proposed amendment to the Zoning bylaw would include a section requiring special permit for storage facilities in the Highway Business and Industrial Zones. Criteria for this special permit include parking, siting, setbacks, and screening requirements. The Finance and Warrant Commission unanimously voted to recommend this proposed amendment as it allows storage facilities to find appropriate locations while not having prominent frontage on major commercial ways.

ARTICLE 26

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 2.0 [Definitions], Section 4.1 [Table of Principal Uses] and Section 4.3 [Table of Accessory Uses], for amendments related to solar energy facilities, large scale solar and small scale solar, or take any other action in relation thereto:

- 1) Amend Section 2.0 [Definitions] by deleting the terms “Large Scale Solar” and “Small Scale Solar” in their entirety, and by adding new definitions for “Roof-mounted Solar” and “Ground-mounted and Other Solar”.

Roof-mounted Solar Any solar arrays, facilities, or solar photovoltaic installations mounted to the roof of a principal building which do not extend or project beyond the principal building’s roof and at the same pitch as the existing roof.

Ground-mounted and Other Solar Any solar arrays, facilities, or solar photovoltaic installations which do not meet the definition of “Roof-mounted Solar”.

- 2) Revise Section 4.1.2 [Table of Principal Uses] to delete Section 4.1.7.5 [Large Scale Solar] and Section 4.1.7.6 [Small Scale Solar] in their entirety.
- 3) Revise Section 4.3 [Table of Accessory Uses] to add a new Section 4.3.2.6 [Roof-mounted Solar] and a new Section 4.3.2.7 [Other Solar] to read as follows:

Section 4.3.2.6 ³ Roof-mounted Solar	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Section 4.3.2.7 Ground Mounted & Other Solar ³	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA

- 4) Add a new note 3 to Section 4.4 [NOTES FOR TABLE OF ACCESSORY USES] as follows, and renumber subsequent notes as appropriate:

³All solar arrays, facilities, and solar photovoltaic installations must comply with applicable setbacks as required by Section 5.0 [DIMENSIONAL REQUIREMENTS], 5.2 [TABLE OF DIMENSIONAL REQUIREMENTS], and 5.4 [HEIGHT REGULATIONS].

(Planning Board)

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

This Article seeks to remove the definitions for "Large Scale Solar" and "Small Scale Solar" from the zoning bylaw related to solar energy facilities. The proposed amendment provides that solar projects will now be defined as only "Roof Mounted Solar" and "Ground Mounted Solar." Under the proposed amendment, the 15 kw benchmark will be removed and homeowners will, by right, be allowed to put as many solar panels on the roof of a main dwelling as it has capacity for. Ground Mounted Solar and Accessory Dwellings will continue to require a Special Permit.

ARTICLE 27

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 7.1 [Earth Material Movement (EMM)] to change the type of permit from a

Special Permit to an Environmental Impact and Design Review (EIDR) in Section 7.3, or take any other action in relation thereto (***bold italics denote new language, words to be removed have strikethrough***):

- 1) Amend Section 7.1.1 by deleting “Special Permit” and replacing with “Environmental Impact and Design Review (EIDR) so that Section 7.1.1 reads as follows :
 - 7.1.1 ~~Special Permit~~ ***Environmental Impact and Design Review (EIDR)*** **Required.** No soil, loam, sand, gravel, topsoil, borrow, rock, sod peat, humus, clay, stone or other earth material shall be exported, imported and/or regraded on any premises within the Town unless such export, import and/or regrading will constitute an exempt operation as hereinafter provided or is done pursuant to ~~an special permit~~ ***EIDR Approval*** therefor granted by the Planning Board.
 - 2) Add a new Section 7.1.2 as follows, and renumber subsequent sections as appropriate.
 - 7.1.2 **Purpose.** To protect the safety, health and wellbeing of the citizens and property of the Town by regulating the transportation of earth material to and from a property. The intent is to eliminate or minimize harmful impacts to the public ways associated with the movement of earth.
- 3) Amend Section 7.1.3 by deleting “Special Permit” as follows:
 - 7.1.3 ~~Special Permit~~ **Decision.** An EMM ~~Special Permit~~ ***EIDR Approval*** shall be granted by the Planning Board only upon its written determination that operations conducted under such ~~special permit~~ ***EIDR Approval***, subject to the conditions imposed thereby, will not be contrary to the best interests of the Town, and will be in harmony with the general purpose and intent of this Section. No ~~special permit~~ ***EIDR Approval*** for the movement of earth material (including temporary structures accessory thereto), shall be granted if the Board finds that operations conducted thereunder would:
- 4) Amend Section 7.1.4 as follows:
 - 7.1.4 **Conditions.** In granting a ~~special permit~~ ***an EIDR Approval*** hereunder, the Planning Board shall impose reasonable conditions specially designed to safeguard the neighborhood and the Town, which shall include conditions as to:
- 5) Amend Section 7.1.5 as follows:

7.1.5 **Fill Material.** A statement may be required from a certified professional to verify the source and content of fill material if the ~~special permit~~ **EIDR Approval** is issued for the placement of fill. The analysis of the content of the fill material may be required so as to detect the presence and quantity of hazardous or substandard materials. This analysis shall be conducted by a certified professional hired by the Planning Board at the expense of the Applicant.

6) Amend Section 7.1.7 to read as follows:

7.1.7 **Time Limit.** No ~~special permit~~ **EIDR Approval** for the export, import and/or regrading of earth material shall be granted for a period of more than ~~one (1)~~ **two (2)** years in a Residential District or more than three (3) years in a Nonresidential District, although the ~~special permit~~ **EIDR Approval** may be renewed for additional periods in the same manner as for the initial issuance.

7) Amend Section 7.1.8 to read as follows:

7.1.8 **Exempt Operations.** The movement of earth material in any of the following operations shall constitute an exempt operation and shall not require an EMM ~~special permit~~ **EIDR Approval**:

8) Amend Section 7.1.9 to read as follows:

7.1.9 **Subdivisions.** The export, import and/or regrading of earth material on any parcel of land for which a preliminary or definitive subdivision plan has been prepared shall be allowed only in the same manner as removal from other parcels of land in the Town. Consequently, tentative or final approval of a subdivision plan by the Planning Board shall not be construed as authorizing the export, import and/or regrading of earth material on the premises, even though in connection with the construction of streets and the installation of municipal services shown on a subdivision plan, and an EMM **EIDR Approval** ~~Special Permit~~ shall be required pursuant to this Section.

9) Add a new Section 7.3.2.6 to read as follows:

7.3.2.6 Exporting, importing or regrading on premises subject to Earth Material Movement (EMM), pursuant to Section 7.1 of this bylaw.

(Planning Board)

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

The Finance and Warrant Commission unanimously voted to recommend the proposed amendment of Zoning Bylaw Section 7.1, regarding the movement of earth materials (soil, gravel, sand, etc. to and from a property), which would change the permitting process from a special permit to an Environmental Impact and Design Review (EIDR), concluding that the change would decrease the time delay in the permitting process and that the requirements to obtain/prepare an EIDR would reasonably satisfy the interests of the Town.

ARTICLE 28

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 6.4 [Exterior Lighting] to clarify the height limit for wall mounted fixtures for nonresidential properties, limit the hours for exterior lighting at nonresidential properties, and identify security and non-security lighting on the exterior lighting plan, or take any other action in relation thereto (***bold italics denote new language, words to be removed have strikethrough***):

- 1) Add a new Section 6.4.4.6 to read as follows:

6.4.4.6 identification of any security lighting to remain illuminated outside of operating hours and identification of any non-security lighting to be turned off no later than one (1) hour after close of business.

- 2) Amend Section 6.4.6 to read as follows:

6.4.6 **Wall Mounted Fixtures.** ~~In Nonresidential Districts~~ ***For all uses other than single and two-family dwellings***, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than fifteen (15) feet above ***the ground directly below the luminaire grade*** and shall be shielded to control glare.

- 3) Add a new Section 6.4.12 as follows:

6.4.12 **Hours.** All exterior lighting, including fixtures located on walls, light poles, and canopies, with the exception of security lighting, shall be turned off within one (1) hour after the close of business. This limitation shall only apply to commercial and institutional properties and not residential properties.

(Planning Board)

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

The Finance and Warrant Commission unanimously voted to recommend the proposed amendment to Zoning By-law Section 6.4 regarding non-residential, exterior lighting which would require commercial properties to prepare a plan depicting the location and type of lighting (security and non-security lighting) on the premises. The amendment would also limit the height of exterior, wall mounted, light fixtures to no more than 15 feet above the ground, and establish a deadline for turning off non-security lighting. The Finance and Warrant Commission concluded that this proposed amendment was a reasonable balance of the interests of abutting properties and commercial properties.

ARTICLE 29

To see if the Town will vote to approve certain zoning amendments to the Westwood Zoning Bylaw related to Section 2.0 [Definitions], Section 4.5 [Nonconforming Uses and Structures], or take any other action in relation thereto:

- 1) Delete Section 4.5 in its entirety and replace with a new Section 4.5 to read as follows:

4.5 NONCONFORMING USES AND STRUCTURES

4.5.1 **Applicability.** Nonconforming uses and structures, as defined in Section 2.0 of this Bylaw, may continue. Any alteration of a nonconforming use, or any alteration of a nonconforming structure, shall require authorization in accordance with this section. An alteration of a structure is a modification, structural change, extension, or reconstruction of the structure.

4.5.2 Nonconforming Uses.

4.5.2.1 **Permitted Alterations of Nonconforming Uses.** A structure that conforms dimensionally to current zoning regulations while its use no longer conforms, can be altered without needing a special permit if the Building Commissioner determines that the proposed alteration falls under any of the following circumstances:

4.5.2.1.1 There is no extension or expansion of the exterior of the structure.

4.5.2.1.2 There is no interior expansion that would intensify the use.

4.5.2.1.3 The alteration is made for the purposes of conforming to the building code for health and safety purposes.

4.5.2.2 Special Permit Required for Alteration to Nonconforming Use.

The Board of Appeals may grant a special permit to modify, alter or extend a nonconforming use in accordance with this Section only if it determines that such modification, alteration or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood and the town. To be considered insubstantial, the Board must find that the proposed use reflects the nature and purpose of the prior use, there is no difference in the quality, character or degree of the proposed use, and the proposed use is not different in its effect on the neighborhood.

4.5.3 Nonconforming Structures.

4.5.3.1 Permitted Alterations of Nonconforming Single and Two-Family Residential Structures. Nonconforming single and two-family residential structures may be altered upon a determination by the Building Commissioner that such proposed alteration does not increase the nonconforming nature of said structure. The following circumstances shall be deemed not to increase the nonconforming nature of said structure and may be permitted as of right:

4.5.3.1.1 Alteration to a structure which complies with all current setbacks, building coverage and building height requirements but is located on a lot with insufficient lot area, where the alteration will still comply with all such current requirements.

4.5.3.1.2 Alteration to a structure which complies with all current setbacks, building coverage and building height requirements but is located on a lot with insufficient lot frontage, where the alteration will still comply with all such current requirements.

4.5.3.1.3 Alteration to a structure which violates one (1) or more required setbacks, where the alteration will now comply with all current setback, yard, building coverage and building height requirements regardless of whether the lot complies with current lot area and lot frontage requirements.

4.5.3.1.4 Alteration to a side or face of a structure which violates a required setback, where the alteration will not increase the setback violation, and will comply with building height restrictions regardless of whether the lot complies with current lot area and lot frontage requirements.

4.5.3.1.5 Alteration to a nonconforming structure which will not increase the footprint of the existing structure provided that existing height restrictions of Section 5.0 of this bylaw shall not be exceeded.

4.5.3.2 **Special Permit Alterations of Nonconforming Structures.** In the event that the Building Commissioner determines that a proposed alteration to a nonconforming structure does not meet the requirements of Section 4.5.3.1, the Board of Appeals may grant a special permit to make alterations to a nonconforming structure in accordance with this Section only if it determines that such alteration does not substantially increase the nonconforming nature of said structure and would not be substantially more detrimental than the existing nonconforming structure to the neighborhood. The following types of alterations to nonconforming structures may be considered for a special permit by the Board of Appeals:

4.5.3.2.1 Horizontal extension of an exterior wall at or along the same nonconforming distance within a required setback as the existing wall, provided that existing height restrictions shall not be exceeded, regardless of whether the lot complies with current lot area and lot frontage requirements.

4.5.3.2.2 Vertical extension of an existing exterior wall at or along the same or greater distance from a lot line, provided that the structure has a building height of no more than twenty-five (25) feet, if constructed on a lot that does not comply with current lot area and/or lot frontage requirements, or a building height no greater than permitted by this Bylaw if constructed on a lot that complies with current lot area and/or lot frontage requirements.

4.5.3.2.3 Construction of an overhang, porch, portico, or similar

decorative feature, which extends no further than four (4) additional feet into a required setback area, provided that the Board of Appeals makes a positive finding that the proposed design element is de minimis in nature and improves the aesthetic quality of the property.

4.5.3.3 **Variance Required for New or Expansion of Nonconformity.** In the event that the Building Commissioner determines that a proposed alteration to a nonconforming structure increases the nonconformity or results in a new nonconformity and does not meet the requirements of Section 4.5.3.1 nor of Section 4.5.3.2, a variance is required in accordance with Section 10.4 of this Bylaw. If the nonconforming nature of a structure would be increased by the proposed alteration, a variance from Board of Appeals shall be required to allow such alteration. In addition, no nonconforming structure, commercial or residential, shall be altered to accommodate a substantially different use, or to accommodate the same use in a substantially different manner or to a substantially greater extent, unless a variance allowing said alteration is granted by the Board of Appeals.

4.5.3.4 **Special Provisions for Reconstruction of Single and Two-Family Structures after Catastrophe or Voluntary Demolition.** Any single and two-family nonconforming structure may be reconstructed after a catastrophe or voluntary demolition only in accordance with the following provisions:

4.5.3.4.1 Reconstruction of said premises shall commence within one (1) year after such voluntary demolition, or within two (2) years after such catastrophe, which time period may be extended by the Building Commissioner for good cause.

4.5.3.4.2 The building as reconstructed:

4.5.3.4.2.1 Shall be located on the same footprint as the original structure, and shall only be as great in volume or area as the original nonconforming structure; or

4.5.3.4.2.2 Shall comply with all current setbacks, and building coverage and height

requirements, except that if the lot does not comply with lot, area and frontage requirements, it must comply with a building height limit of twenty-five (25) feet.

4.5.3.4.3 In the event that the proposed reconstruction does not meet the provisions of Section 4.5.3.4.2, a special permit pursuant to Section 4.5.3.2, or a variance pursuant Section 4.5.3.3, as applicable, shall be required from the Board of Appeals for such reconstruction.

4.5.4 **Abandonment or Non-use.** A nonconforming use or nonconforming structure which has been abandoned, or not used for a period of two (2) years, shall lose its protected status and be subject to all of the provisions of this Bylaw.

4.5.5 **Reversion to Nonconformity.** No nonconforming use shall, if changed to a conforming use, revert to a nonconforming use.

(Planning Board)

The Finance and Warrant Commission, by a vote of 11 in favor and 2 opposed, recommends that the Town so vote.

This Article would amend Section 4.5 of the Westwood Zoning Bylaw which addresses both Nonconforming Uses and Nonconforming Structures. The Westwood Zoning Bylaw, section 2.0, defines a Nonconforming Use or Structure as a use or structure which lawfully existed before later adopted zoning caused it be nonconforming. These uses and structures are often referred to as "Pre-existing nonconforming."

Nonconforming Structures: The two primary purposes behind this portion of the Article are to further increase the Zoning Board of Appeals' ability to prohibit encroachments between abutter properties and to further limit size variations of properties within neighborhoods. If adopted, this Article shall require property owners to obtain a Variance from the Zoning Board of Appeals before constructing particular types of alterations to their pre-existing Nonconforming Structures when such alterations would make their structures more nonconforming. Currently these same types of alterations require a Special Permit. The Zoning Board of Appeals must apply a substantially more stringent test when reviewing a Variance application than that applied when reviewing a Special Permit application. The considerations for a Variance are found at section 10.4 of the Westwood Zoning Bylaw, and the considerations made for a Special Permit are found at section 10.3 of the Westwood Zoning Bylaw.

Nonconforming Uses: This Article also newly defines permitted alterations of Nonconforming Uses, not previously defined, and also redefines those alterations to Use which require a Special Permit.

ARTICLE 30

To see if the Town will vote to approve certain zoning amendments to the Westwood Zoning Bylaw related to Section 5.5.5 [Corner Clearance], to prohibit fences from being located within a certain distance from intersections, or take any other action in relation thereto:

- 1) Amend Section 5.5.5 to read as follows:

5.5.5 **Corner Clearance.** On any corner lot, no building, structure, fence, wall, landscaping, or any other similar obstruction greater than three (3) feet above the road surface shall be located within the sight distance triangle. The sight distance triangle is the area formed by the point of intersection of the tangents of the curb lines or the tangents of the edge of pavement lines of the intersecting streets and the two points along those tangents that are a distance from that intersection point of twenty-five (25) feet. Said triangular area shall remain clear as to not interfere with traffic visibility around the corner.

(Planning Board)

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

The proposed zoning amendment would prevent obstructions on street corners that would block the site lines for motorists and pedestrians. This would include fences, landscaping and other obstructions. The Finance and Warrant Commission voted unanimously to recommend this amendment as it would provide greater safety for pedestrians and motorists in Westwood.

ARTICLE 31

To see if the Town will vote to approve certain zoning amendments to the Westwood Zoning Bylaw related to Section 10.1.6 [Penalty for Noncriminal Complaint] to increase the penalty for a violation from \$100.00 to up to \$300.00 for each offense, or take any other action in relation thereto.

- 1) Amend Section 10.1.6 to read as follows: ***(bold italics denote new language words to be removed have strikethrough)***

Penalty for Noncriminal Complaint. In addition to the procedures for enforcement as described in this Section, the provisions of this Bylaw may be enforced by the Building Commissioner by noncriminal complaint pursuant to the provisions of M.G.L. Chapter 40, Section 21D. The penalty for a violation enforced hereunder shall be ~~one~~ **up to three** hundred dollars (~~\$100~~ **300.00**) for each offense **and the specific amount shall be in accordance with the Building Commissioner's adopted guidelines** Each day that such violation continues shall constitute and be considered a separate offense.

(Planning Board)

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

The Finance and Warrant Commission unanimously voted to recommend the proposed amendment to Zoning Bylaw Section 10.1.6 which would increase the penalty for non-criminal violations of the Zoning By-laws from \$100.00 to \$300.00 per offense in accordance with the Building Commissioner's guidelines, concluding that this was a reasonable penalty for non-compliance.

ARTICLE 32

To see if the Town will vote to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct any errors or inconsistencies, including without limitation the correction of one or more erroneous section references, update the footnotes in Section 4.1 [Table of Principal Uses], and update the Official Zoning Map to remove an area depicted as a road without a zoning designation as follows:

- 1) Renumber and reorder the notes in Section 4.2 [NOTES TO TABLE OF PRINCIPAL USES] to correspond to the correct use in the table.

4.2 NOTES FOR TABLE OF PRINCIPAL USES

- 1 Accessory dwellings may be allowed to the extent expressly allowed by the special permit.
- 2 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.
- 3 Non-exempt farm stands on municipal properties are permitted and exempt from BA special permit requirements.
- 4 For only retail sales and services in the Highway Business District that do not require a special permit pursuant to other sections of the Bylaw and do not involve Adult Uses
- 5 Except for a retail grocery store which may exceed 10,000 square feet.
- 6 Retail sales and services in the Industrial and Industrial-Office Districts between 15,000 square feet and 50,000 square feet shall require a special permit from the Board of Appeals. Retail sales and services over 50,000 square feet shall require only a special permit from the Planning Board pursuant to Section 7.2, Major Business Development.
- 7 In addition to meeting all other requirements for a special permit for a Fast Order Food Establishment in the Highway Business District, the Applicant shall be

required to submit the opinion of a qualified professional expert, and the data upon which such opinion is based, showing to the reasonable satisfaction of the Board of Appeals that the facilities for on-site parking (taking into account all other uses and activities that share the premises with the proposed use) will be sufficient to serve the employees and customers of such establishment without encroaching upon or using neighboring streets or property.

8 A special permit from the Board of Appeals shall be required if there is outdoor storage of equipment or materials.

9 Does not include wireless communications facilities.

- 2) Replace the number 15,000 in the below note with the number 10,000 so that the note is consistent with the table and reads as follows.

Retail sales and services in the Industrial and Industrial-Office Districts between 10,000 square feet and 50,000 square feet shall require a special permit from the Board of Appeals. Retail sales and services over 50,000 square feet shall require only a special permit from the Planning Board pursuant to Section 7.2, Major Business Development.

- 3) Amend the Official Zoning Map to correct the portion of a lot depicted as a road without a zoning designation on the lot at 120 Birch Tree Drive (Assessor's Map 09, Lot 158) be amended so the lot is fully in the SRC (Single-Family Residence) zoning district, as shown on the revised Official Zoning Map dated May, 2017.

- 4) Amend Section 8.5.10 [Expiration of Special Permit] to change the Section reference from 8.6.5.4 to 8.5.5.4 to read as follows:

8.5.10 Expiration of Special Permit. A special permit issued pursuant to this Section shall automatically become null and void upon the expiration of ninety (90) days following such time as neither the principal dwelling nor the accessory apartment is occupied as the primary residence of the owner thereof for voting and tax purposes. Failure to provide recertification of owner occupancy pursuant to Section 8.5.5.4 shall be grounds for automatic expiration.

- 5) Amend Section 4.3.3.12 to change the Section reference from 8.6 to 8.5 to read as follows:

4.3.3.12 Accessory apartment consisting of a second dwelling unit located within a detached one-family dwelling, or a building accessory thereto, subject to the conditions in Section 8.5.

6) Amend Section 8.1.2 [Special Permit Required] to change the Section reference from 8.6 to 8.5 to read as follows:

8.1.2 Special Permit Required. Upon the grant of a special permit by the Board of Appeals, the conversion and/or use of a one-family dwelling to a dwelling for not more than two (2) families may be authorized, provided that such one-family dwelling was constructed on or before December 31, 1938, and provided that the exterior character of the property remains consistent with that of a single-family dwelling, and provided that no accessory apartment is in existence on the same property pursuant to Section 8.5 of this Bylaw.

(Planning Board)

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

This Article proposes to correct errors and/or inconsistencies in the Zoning By-laws. The Finance and Warrant Commission voted unanimously to recommend these changes, concluding that these were in the best interest of the Town and/or necessary to preserve the accuracy of the Zoning Bylaws.

ARTICLE 33

To see if the Town will vote to rescind the vote taken at the September 9, 1946 Special Town Meeting to accept Section 42, 43, and 44 of Chapter 48 of the General Laws, or take any other action related thereon.

(Board of Selectmen)

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

Articles 33, 34 and 35

Articles 33, 34 and 35 are proposed by the Board of Selectmen in conjunction with the recommendations made by the Fire Department Task Force which was created by the Board of Selectmen in January of 2017 to look at the role of the Fire Chief relative to the Town Administration and Charter changes. The Task Force was created in the context of the impending retirement of the Fire Chief because he will reach mandatory retirement age within the next year. The Task Force is comprised of community members including a sitting Selectman, the Town's Human Resources Manager, and ex officio Town Administration officials, including Fire Department Chief Bill Scoble.

The Task Force's recommendations on Articles 33-35 are also made in the context of two changes that have occurred relevant to the current administrator of the Fire Department: 1) Our Town Charter was amended by Town Meeting in 2012, which assigned responsibility and the day to day operation of the Town to the Town Administrator under the policy direction of the Board of Selectmen. Through this change, responsibility for personnel actions, within all of the Town's departments, became the responsibility of the Town Administrator, with the exception of the Fire Chief; and 2) In 2015, the Town voted to remove the Fire Department and the Fire Chief from Civil Service. Although this gives the Town greater flexibility in personnel decisions, it also removed protections that the Fire Chief had until that point.

Article 33 seeks to rescind the vote taken at the September 9, 1946 Special Town Meeting which adopted Mass. Gen. L. Chapters 48, s42, 43 and 44, which confers all responsibility and authority for managing the Fire Department to the Fire Chief, including complete ownership of all personnel functions as well as sole responsibility for the creation and implementation of all rules and regulations related to fire safety, emergency medical procedures, and day to day administration. Section 42 also provides for "lifetime protection" to a Fire Chief; once appointed, the Fire Chief cannot be removed from the position without cause.

This Article seeks to rescind the 1946 vote so as to allow for alignment with current Town governance, to match the structure for the Police Chief, and to allow for the flexibility to recruit/hire/retain in the absence of Civil Service. In other words, the incumbent Fire Chief would gain protections lost when the Town exited Civil Service, and the Town would gain the flexibility of periodic review of the incumbent Fire Chief (as opposed to lifetime appointment).

Article 34 seeks to delete Section 8-2-2, "Fire Department," of the Town Charter, which references the 1946 vote, and to insert language which provides in that the Fire Department shall be established in accordance with the terms of the Town Charter and general bylaws.

Article 35 seeks to amend the Town Charter to add "Chapter V: Fire Chief," which would define the duties, responsibilities and authority of the Fire Chief, modeled after the Police Chief Bylaw. FinCom unanimously recommends Articles 33-35 so as to better align the position of Fire Chief with the changes previously made to the Town Charter and the 2015 decision of the Town to remove the Fire Department and Fire Chief from Civil Service.

ARTICLE 34

To see if the Town will vote to delete Section 8-2-2 "Fire Department" of Chapter 8 in the Town Charter and insert in its place:

8-2-2. Fire Department. There shall be a fire department in accordance with the terms in this charter and the general bylaws, and in accordance with Chapter 149 of the Acts of 2015.

(Board of Selectmen)

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

Please see Article 33 comments for further information.

ARTICLE 35

To see if the Town will vote to amend the Town of Westwood Charter by inserting a new Chapter V "Fire Chief" as follows:

§80-27. *Duties of the Fire Chief.* There shall be a fire department to be under the control of an officer to be known as the Chief of the fire department. S/he shall have charge of extinguishing fires in the town and the protection of life and property in case of fire, medical emergency, or any hazard. S/he shall also act as Forest Warden for the Town. S/he shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. S/he shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided. Officers and firefighters shall be appointed in accordance with the town charter. The Chief shall have authority in the administration of the department and shall make all rules and regulations for its operation, all in accordance with the terms of the charter. S/he shall report to the Town Administrator and shall annually report to the Town the condition of the department with his/her recommendation thereon. In the expenditure of money, the chief shall be subject to such further limitations as the Board of Selectmen and Town Administrator from time to time prescribe.

§80-28. *Qualifications of Fire Chief.* The Personnel Board shall draft, and may from time to time amend, a set of qualifications for the selection of a Fire Chief, one of which shall be at least seven years of fire and emergency medical response experience, except that each year of supervisory experience in the rank of Lieutenant or higher shall count for two year.

§80-29. *Notice of availability of the position.* Prior to making an appointment, the Selectmen shall cause notice of availability of the position to be posted in places in the Town where notices to employees are generally posted, including within the Fire Department, and to be advertised in a newspaper of general circulation in the Town and in such other media as can be reasonably expected to give notice to qualified applicants.

§80-30. *Appointments.* The appointment shall be made by the Board of Selectmen for a term of not fewer than three (3) no more than five (5) years.

§80-31. *Discharge, removal, suspension, lowering of rank or compensation, abolishment of the position.* Without his/her consent in writing, the Fire Chief shall not be discharged, removed, suspended for a period exceeding five days, lowered in rank or compensation, nor shall the position be abolished except for just cause and for reasons specifically given to him/her in writing by the Board of Selectmen. At least three days after the Selectmen have given the Fire Chief a written statement of the specific reasons for contemplated action, the Fire Chief shall be given full hearing before them or a Hearing Officer appointed by the Selectmen for the purpose. Within ten days after the hearing, the Fire Chief shall be given a written notice of the decision of the Board of Selectmen stating fully and specifically the reasons therefore.

- (a) *Suspension.* A suspension of the Fire Chief for a period not exceeding five days may be made by the Board of Selectmen, only for just cause. Within twenty-four hours of his/her suspension, the Fire Chief shall be given written notice stating the specific reasons for the suspension and informing him/her that s/he may, within forty-eight hours of receipt of written notice, request a hearing before the Board of Selectmen on the question of whether there was just cause for the suspension. Such a hearing will be held within seven days of receipt of written notice by the Fire Chief. Within seven days after the hearing, the Board of Selectmen shall give the Fire Chief written notice of its decision. By majority vote, the Board of Selectmen may find that the suspension was for just cause, or may reduce the number of days of the suspension, or may find that it was without just cause. If this suspension is found to be without just cause, the Fire Chief shall be deemed not to have been suspended and shall be entitled to compensation for the period for which s/he was suspended. If the number of days of the suspension is reduced by the full Board after the hearing, the Fire Chief shall receive compensation based on the number of days restored.
- (b) *Public Hearing.* Any hearing under this section shall be public, if requested in writing by the Fire Chief, and s/he shall be allowed to answer the charges against him/her either personally or through counsel.
- (c) *Right to arbitration.* Should the Fire Chief be aggrieved by a decision by the Board of Selectmen s/he may, within thirty days following the receipt of such decision, file a written notice of demand for arbitration with the Board of Selectmen and the American Arbitration Association. Within thirty days of receipt of such notice of demand, the Board of Selectmen shall file with the American Arbitration Association a complete copy of all proceedings before them, certified by the Clerk of the Board, and the Board may file any other supplementary documents or statements as may pertain to such matter. The matter shall then be settled by arbitration in the Town of Westwood or within Norfolk County, in accordance with the rules then existing of the American Arbitration Association. Such arbitration shall take place as soon as reasonably possible thereafter. In no event shall such arbitration take place after the date when institution of legal or equitable proceedings based on such aggrieved decision would be barred by applicable statute of limitation.
- (d) *Judgment on arbitration.* The decision rendered by the arbitrator shall be final and the judgment then be entered upon in accordance with applicable laws in any court having jurisdiction thereof. In rendering his/her decision, the arbitrator shall consider whether the Board of Selectmen's decision is:
- In violation of constitutional provisions
 - In excess of the authority of the Board of Selectmen
 - Based upon an error of fact or law
 - Made upon unlawful procedure

- Unsupported by substantial evidence
- Arbitrary or capricious, an abuse of discretion, or otherwise not in accordance with law

If the arbitrator finds that the decision by the Board of Selectmen should be reversed, the Fire Chief shall be reinstated to his/her position without loss of compensation. The decision of the arbitrator shall be final and conclusive.

(e) *Delivery of Notice.* Any notice required under this section may be delivered by hand to the address shown in the records of the Town. A certificate of the person mailing the notice shall be proof of giving the notice.

(Board of Selectmen)

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

Please see Article 33 comments for further information.

ARTICLE 36

To see if the Town will vote to amend the Code of the Town of Westwood, Chapter 1 General Provisions, Section, 1-6 Non-Criminal Disposition of bylaw violations by adding the following:

- C. Any violation issued shall include a due date for payment. Any payment received after said date shall accrue a rate of interest to be established at a rate equal to, or such other rate established by the Board of Selectmen no more than, the interest charged on tax bills under the provision of MGL Chapter 59, Section 57.

or take any other action thereon.

(Board of Selectmen)

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

This new language is intended to provide clarity with this issue and conforms with Massachusetts General Law.

ARTICLE 37

To see if the Town will vote to accept Massachusetts General Law Chapter 40, Section 58, Municipal Charges Lien, specifically for Building Division Fines and Fees; or take any other action thereon.

(Board of Selectmen)

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

Massachusetts General Law allows for liens to be placed on properties, where Building Division fines and fees have not been paid, providing approval has been established through a vote at Town Meeting. Prior to Liens being assigned, approval from the Chairman of the Board of Selectman, Chairman of the Board of Assessors, and the Town Treasurer must be established.

ARTICLE 38

To see if the Town will vote to accept Massachusetts General Law Chapter 40, Section 58, Municipal Charges Lien, specifically for Board of Health and Health Division Fines and Fees; or take any other action thereon.

(Board of Selectmen)

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

Massachusetts General Law allows for Liens to be placed on properties, where Board of Health and Health Division Fines and Fees have not been paid, providing approval has been established through a vote at Town Meeting. Prior to Liens being assigned, approval from the Chairman of the Board of Selectman, Chairman of the Board of Assessors and the Town Treasurer must be established.

ARTICLE 39

To see if the Town will vote to accept Massachusetts General Law Chapter 40, Section 58, Municipal Charges Lien, specifically for Conservation Commission and Conservation Division Fines and Fees; or take any other action thereon.

(Board of Selectmen)

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

Massachusetts General Law allows for Liens to be placed on properties where Conservation Commission and Conversation Division fines and fees have not been paid, providing approval has been established through a vote at Town Meeting. Prior to Liens being assigned, approval from the Chairman of the Board of Selectman, Chairman of the Board of Assessors and the Town Treasurer must be established.

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
4	<i>no positions assigned</i>	7/1/16 - 6/30/17	Annual	\$ 33,891	\$ 34,738	\$ 35,608	\$ 36,496	\$ 37,410	\$ 38,345	\$ 39,303	\$ 40,286	\$ 41,293	\$ 42,326
		7/1/17 - 6/30/18	Annual	\$ 34,569	\$ 35,433	\$ 36,320	\$ 37,226	\$ 38,159	\$ 39,112	\$ 40,089	\$ 41,091	\$ 42,119	\$ 43,172
5	<i>no positions assigned</i>	7/1/16 - 6/30/17	Annual	\$ 36,941	\$ 37,865	\$ 38,812	\$ 39,782	\$ 40,776	\$ 41,796	\$ 42,841	\$ 43,912	\$ 45,009	\$ 46,135
		7/1/17 - 6/30/18	Annual	\$ 37,680	\$ 38,623	\$ 39,588	\$ 40,577	\$ 41,591	\$ 42,632	\$ 43,698	\$ 44,790	\$ 45,909	\$ 47,058
6	COA Van Driver/Custodian Town Service Representative	7/1/16 - 6/30/17	Annual	\$ 40,266	\$ 41,273	\$ 42,304	\$ 43,362	\$ 44,446	\$ 45,558	\$ 46,696	\$ 47,863	\$ 49,061	\$ 50,287
		7/1/17 - 6/30/18	Annual	\$ 41,071	\$ 42,098	\$ 43,150	\$ 44,230	\$ 45,335	\$ 46,469	\$ 47,630	\$ 48,821	\$ 50,042	\$ 51,293
7	Custodial Supv/Animal Control Officer Custodial Supv/Facilities Maintenance Finance & Warrant Comm. Admin. Public Safety Dispatcher Recreation Assistant Planning & Land Use Specialist	7/1/16 - 6/30/17	Annual	\$ 43,889	\$ 44,988	\$ 46,112	\$ 47,264	\$ 48,447	\$ 49,658	\$ 50,898	\$ 52,171	\$ 53,476	\$ 54,812
		7/1/17 - 6/30/18	Annual	\$ 44,767	\$ 45,888	\$ 47,034	\$ 48,210	\$ 49,416	\$ 50,651	\$ 51,916	\$ 53,214	\$ 54,546	\$ 55,909
8	Aquatics Assistant Manager Human Resources Administrator Public Safety Dispatch Supervisor Recreation Program Manager Solid Waste Coordinator/Facilities Mgr	7/1/16 - 6/30/17	Annual	\$ 47,839	\$ 49,035	\$ 50,262	\$ 51,519	\$ 52,806	\$ 54,127	\$ 55,479	\$ 56,866	\$ 58,289	\$ 59,746
		7/1/17 - 6/30/18	Annual	\$ 48,796	\$ 50,016	\$ 51,267	\$ 52,549	\$ 53,862	\$ 55,209	\$ 56,589	\$ 58,004	\$ 59,455	\$ 60,941
9	COA Outreach Counselor Recreation Program Administrator Sanitarian/Food Inspector	7/1/16 - 6/30/17	Annual	\$ 52,146	\$ 53,449	\$ 54,786	\$ 56,155	\$ 57,559	\$ 58,999	\$ 60,472	\$ 61,984	\$ 63,535	\$ 65,123
		7/1/17 - 6/30/18	Annual	\$ 53,189	\$ 54,518	\$ 55,882	\$ 57,278	\$ 58,710	\$ 60,179	\$ 61,682	\$ 63,224	\$ 64,805	\$ 66,426
10	Assistant Building Inspector Conservation Agent Electrical Inspector Facilities Manager Gas/Plumbing Inspector Housing and Zoning Agent Operations Manager, COA Public Health Nurse Recreation Business Manager Youth Services Counselor	7/1/16 - 6/30/17	Annual	\$ 56,838	\$ 58,260	\$ 59,716	\$ 61,209	\$ 62,739	\$ 64,308	\$ 65,916	\$ 67,564	\$ 69,253	\$ 70,983
		7/1/17 - 6/30/18	Annual	\$ 57,975	\$ 59,425	\$ 60,910	\$ 62,433	\$ 63,994	\$ 65,594	\$ 67,234	\$ 68,915	\$ 70,638	\$ 72,403
11	Aquatics Manager Computer Systems Analyst Financial Analyst Geographic Information Specialist Sewer Operations Manager	7/1/16 - 6/30/17	Annual	\$ 61,955	\$ 63,504	\$ 65,092	\$ 66,718	\$ 68,387	\$ 70,096	\$ 71,848	\$ 73,644	\$ 75,486	\$ 77,373
		7/1/17 - 6/30/18	Annual	\$ 63,194	\$ 64,774	\$ 66,393	\$ 68,053	\$ 69,755	\$ 71,498	\$ 73,285	\$ 75,117	\$ 76,995	\$ 78,920

NOTE: Annual salary levels are based on full-time employment.

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
12	Assessor												
	Assistant Town Treasurer												
	Construction Inspector												
	Council on Aging Director	7/1/16 - 6/30/17	Annual	\$ 67,530	\$ 69,219	\$ 70,948	\$ 72,722	\$ 74,541	\$ 76,404	\$ 78,314	\$ 80,273	\$ 82,279	\$ 84,336
	Deputy Building Commissioner	7/1/17 - 6/30/18	Annual	\$ 68,880	\$ 70,603	\$ 72,367	\$ 74,176	\$ 76,032	\$ 77,932	\$ 79,880	\$ 81,879	\$ 83,925	\$ 86,022
	Economic Development Officer												
	Executive Assistant												
	Procurement Officer Town Planner												
13	Building Commissioner												
	Director of Youth and Family Services												
	Health Director	7/1/16 - 6/30/17	Annual	\$ 73,608	\$ 75,448	\$ 77,334	\$ 79,268	\$ 81,249	\$ 83,281	\$ 85,362	\$ 87,496	\$ 89,684	\$ 91,927
	Recreation Director Sewer Superintendent	7/1/17 - 6/30/18	Annual	\$ 75,081	\$ 76,957	\$ 78,881	\$ 80,854	\$ 82,874	\$ 84,946	\$ 87,070	\$ 89,246	\$ 91,478	\$ 93,765
14	Asst. Dir. Public Works/Operations Mgr.												
	Deputy Fire Chief												
	Library Director	7/1/16 - 6/30/17	Annual	\$ 82,441	\$ 84,502	\$ 86,614	\$ 88,780	\$ 90,999	\$ 93,275	\$ 95,607	\$ 97,997	\$ 100,447	\$ 102,958
	Police Lieutenant	7/1/17 - 6/30/18	Annual	\$ 84,090	\$ 86,192	\$ 88,346	\$ 90,556	\$ 92,819	\$ 95,140	\$ 97,519	\$ 99,956	\$ 102,456	\$ 105,017
	Project Manager												
	Town Accountant Town Engineer												
15	Director, Econ. & Comm. Development	7/1/16 - 6/30/17	Annual	\$ 92,334	\$ 94,642	\$ 97,008	\$ 99,434	\$ 101,919	\$ 104,468	\$ 107,080	\$ 109,756	\$ 112,500	\$ 115,313
	Director of Information Technology	7/1/17 - 6/30/18	Annual	\$ 94,181	\$ 96,535	\$ 98,948	\$ 101,423	\$ 103,958	\$ 106,557	\$ 109,221	\$ 111,951	\$ 114,750	\$ 117,619
	Human Resources Director												
16	Director of Public Works												
	Finance Director	7/1/16 - 6/30/17	Annual	\$ 103,414	\$ 105,999	\$ 108,648	\$ 111,366	\$ 114,150	\$ 117,003	\$ 119,929	\$ 122,927	\$ 126,000	\$ 129,151
	Fire Chief	7/1/17 - 6/30/18	Annual	\$ 105,482	\$ 108,119	\$ 110,821	\$ 113,594	\$ 116,433	\$ 119,344	\$ 122,328	\$ 125,385	\$ 128,520	\$ 131,734
	Police Chief												
17	Town Administrator	7/1/16 - 6/30/17	Annual	\$ 132,438	\$ 135,748	\$ 139,143	\$ 142,622	\$ 146,187	\$ 149,842	\$ 153,587	\$ 157,427	\$ 161,363	\$ 165,396
		7/1/17 - 6/30/18	Annual	\$ 135,086	\$ 138,463	\$ 141,926	\$ 145,474	\$ 149,111	\$ 152,839	\$ 156,659	\$ 160,576	\$ 164,590	\$ 168,704

NOTE: Annual salary levels are based on full-time employment.

LIBRARY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

GR	POSITION TITLE	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
L-4	Library Custodian	7/1/16 - 6/30/17	Annual	\$33,896.00	\$34,743.40	\$35,611.98	\$36,502.28	\$37,414.83	\$38,350.22	\$39,308.96	\$40,291.69	\$41,298.99	\$42,331.46
			Hourly	\$18.62	\$19.09	\$19.57	\$20.06	\$20.56	\$21.07	\$21.60	\$22.14	\$22.69	\$23.26
		7/1/17 - 6/30/18	Annual	\$35,438.27	\$36,324.22	\$37,232.33	\$38,163.13	\$39,117.22	\$40,095.14	\$41,097.52	\$42,124.97	\$43,178.09	\$44,257.55
			Hourly	\$19.47	\$19.96	\$20.46	\$20.97	\$21.49	\$22.03	\$22.58	\$23.15	\$23.72	\$24.32
L-5	Library Assistant Technical Services Asst	7/1/16 - 6/30/17	Annual	\$36,607.68	\$37,522.87	\$38,460.95	\$39,422.46	\$40,408.03	\$41,418.22	\$42,453.69	\$43,515.02	\$44,602.90	\$45,717.97
			Hourly	\$20.11	\$20.62	\$21.13	\$21.66	\$22.20	\$22.76	\$23.33	\$23.91	\$24.51	\$25.12
		7/1/17 - 6/30/18	Annual	\$37,339.83	\$38,273.33	\$39,230.17	\$40,210.91	\$41,216.19	\$42,246.59	\$43,302.76	\$44,385.32	\$45,494.96	\$46,632.33
			Hourly	\$20.52	\$21.03	\$21.56	\$22.09	\$22.65	\$23.21	\$23.79	\$24.39	\$25.00	\$25.62
L-6	<i>no positions assigned</i>	7/1/16 - 6/30/17	Annual	\$39,536.30	\$40,524.71	\$41,537.82	\$42,576.26	\$43,640.67	\$44,731.70	\$45,849.99	\$46,996.23	\$48,171.14	\$49,375.42
			Hourly	\$21.72	\$22.27	\$22.82	\$23.39	\$23.98	\$24.58	\$25.19	\$25.82	\$26.47	\$27.13
		7/1/17 - 6/30/18	Annual	\$40,327.03	\$41,335.20	\$42,368.58	\$43,427.79	\$44,513.49	\$45,626.33	\$46,766.99	\$47,936.16	\$49,134.56	\$50,362.93
			Hourly	\$22.16	\$22.71	\$23.28	\$23.86	\$24.46	\$25.07	\$25.70	\$26.34	\$27.00	\$27.67
L-7	Senior Library Custodian	7/1/16 - 6/30/17	Annual	\$42,699.20	\$43,766.69	\$44,860.86	\$45,982.35	\$47,131.92	\$48,310.22	\$49,517.99	\$50,755.92	\$52,024.82	\$53,325.45
			Hourly	\$23.46	\$24.05	\$24.65	\$25.27	\$25.90	\$26.54	\$27.21	\$27.89	\$28.59	\$29.30
		7/1/17 - 6/30/18	Annual	\$43,553.18	\$44,642.02	\$45,758.07	\$46,902.00	\$48,074.56	\$49,276.42	\$50,508.35	\$51,771.04	\$53,065.32	\$54,391.95
			Hourly	\$23.93	\$24.53	\$25.14	\$25.77	\$26.41	\$27.07	\$27.75	\$28.45	\$29.16	\$29.89
L-8	Children's Librarian Library Bus. Administrator Part-Time Ref. Librarian Reference Librarian	7/1/16 - 6/30/17	Annual	\$46,115.14	\$47,268.00	\$48,449.71	\$49,660.96	\$50,902.49	\$52,175.04	\$53,479.41	\$54,816.41	\$56,186.82	\$57,591.49
			Hourly	\$25.34	\$25.97	\$26.62	\$27.29	\$27.97	\$28.67	\$29.38	\$30.12	\$30.87	\$31.64
		7/1/17 - 6/30/18	Annual	\$48,213.36	\$49,418.70	\$50,654.18	\$51,920.54	\$53,218.54	\$54,549.00	\$55,912.74	\$57,310.56	\$58,743.32	\$60,211.91
			Hourly	\$26.49	\$27.15	\$27.83	\$28.53	\$29.24	\$29.97	\$30.72	\$31.49	\$32.28	\$33.08
L-9	<i>no positions assigned</i>	7/1/16 - 6/30/17	Annual	\$49,804.34	\$51,049.47	\$52,325.68	\$53,633.83	\$54,974.69	\$56,349.05	\$57,757.78	\$59,201.72	\$60,681.77	\$62,198.81
			Hourly	\$27.37	\$28.05	\$28.75	\$29.47	\$30.21	\$30.96	\$31.74	\$32.53	\$33.34	\$34.18
		7/1/17 - 6/30/18	Annual	\$50,800.43	\$52,070.46	\$53,372.20	\$54,706.51	\$56,074.18	\$57,476.03	\$58,912.94	\$60,385.75	\$61,895.40	\$63,442.78
			Hourly	\$27.91	\$28.61	\$29.33	\$30.06	\$30.81	\$31.58	\$32.37	\$33.18	\$34.01	\$34.86
L-10	Head - Adult Services Head - Children's Svcs Head - Circulation Svcs Head - Library Branch Svcs Head - Technology Svcs	7/1/16 - 6/30/17	Annual	\$53,788.69	\$55,133.39	\$56,511.74	\$57,924.54	\$59,372.66	\$60,856.95	\$62,378.39	\$63,937.84	\$65,536.28	\$67,174.70
			Hourly	\$29.55	\$30.29	\$31.05	\$31.83	\$32.62	\$33.44	\$34.27	\$35.13	\$36.01	\$36.91
		7/1/17 - 6/30/18	Annual	\$54,864.46	\$56,236.06	\$57,641.97	\$59,083.03	\$60,560.11	\$62,074.09	\$63,625.96	\$65,216.60	\$66,847.01	\$68,518.19
			Hourly	\$30.15	\$30.90	\$31.67	\$32.46	\$33.27	\$34.11	\$34.96	\$35.83	\$36.73	\$37.65

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

LIBRARY SUBSTITUTES & TEMPORARY STAFF

POSITION	Dates		Range
Substitute Librarian	1/1/17 - 6/30/17	Hourly	\$20.68 - \$23.93
	7/1/17 - 6/30/18	Hourly	\$21.09 - \$24.41
Substitute Library Assistant	1/1/17 - 6/30/17	Hourly	\$14.23 - \$17.48
	7/1/17 - 6/30/18	Hourly	\$14.51 - \$17.83
Temporary Support Staff	7/1/16 - 6/30/17	Hourly	\$9.50 - \$15.58
	7/1/17 - 6/30/18	Hourly	\$11.00 - \$15.89

DEPARTMENT OF PUBLIC WORKS												
Grade	Title	Fiscal Year		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	
D-6	Senior Working Foreman	7/1/16 - 6/30/17	Bi-Weekly	\$2,088.46	\$2,131.02	\$2,174.56	\$2,218.92	\$2,263.30	\$2,308.56	\$2,354.74	10 yrs+	\$2,401.84
	Grounds Fields Foreman	7/1/17 - 6/30/18	Bi-Weekly	\$2,088.46	\$2,131.02	\$2,174.56	\$2,218.92	\$2,263.30	\$2,308.56	\$2,354.74	10 yrs+	\$2,401.84
D-5	Cemetery Foreman	7/1/16 - 6/30/17	Bi-Weekly	\$2,030.20	\$2,066.40	\$2,106.32	\$2,154.40	\$2,197.48	\$2,241.46	\$2,286.28	10 yrs+	\$2,332.00
	Foreman Head Mechanic	7/1/17 - 6/30/18	Bi-Weekly	\$2,030.20	\$2,066.40	\$2,106.32	\$2,154.40	\$2,197.48	\$2,241.46	\$2,286.28	10 yrs+	\$2,332.00
D-4	Sewer Operations Suprvsr	7/1/16 - 6/30/17	Bi-Weekly	\$1,898.28	\$1,937.04	\$1,972.48	\$2,027.62	\$2,068.18	\$2,109.54	\$2,151.72	10 yrs+	\$2,194.76
		7/1/17 - 6/30/18	Bi-Weekly	\$1,898.28	\$1,937.04	\$1,972.48	\$2,027.62	\$2,068.18	\$2,109.54	\$2,151.72	10 yrs+	\$2,194.76
D-3	Mechanic	7/1/16 - 6/30/17	Bi-Weekly	\$1,766.34	\$1,807.60	\$1,838.66	\$1,900.80	\$1,938.82	\$1,977.58	\$2,017.14	10 yrs+	\$2,057.48
	Heavy Equipment Oper Sewer Pump Operator	7/1/17 - 6/30/18	Bi-Weekly	\$1,766.34	\$1,807.60	\$1,838.66	\$1,900.80	\$1,938.82	\$1,977.58	\$2,017.14	10 yrs+	\$2,057.48
D-2	Operator-Laborer	7/1/16 - 6/30/17	Bi-Weekly	\$1,676.80	\$1,704.80	\$1,752.18	\$1,792.90	\$1,828.74	\$1,865.30	\$1,902.60	10 yrs+	\$1,940.64
		7/1/17 - 6/30/18	Bi-Weekly	\$1,676.80	\$1,704.80	\$1,752.18	\$1,792.90	\$1,828.74	\$1,865.30	\$1,902.60	10 yrs+	\$1,940.64
D-1	Building Custodian	7/1/16 - 6/30/17	Bi-Weekly	\$1,456.94	\$1,507.20	\$1,561.88	\$1,633.56	\$1,666.22	\$1,699.54	\$1,733.54	10 yrs+	\$1,768.20
		7/1/17 - 6/30/18	Bi-Weekly	\$1,456.94	\$1,507.20	\$1,561.88	\$1,633.56	\$1,666.22	\$1,699.54	\$1,733.54	10 yrs+	\$1,768.20

FY18 CONTRACT NOT SETTLED AT TIME OF PRINTING

FIRE DEPARTMENT

Grade	Title	Fiscal Year		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	Service Step				
F-2	CAPTAIN NON-EMT	7/1/16 - 6/30/17	Annual	\$74,022.54	\$75,502.99						10 yrs+	\$77,579.32	15 yrs+	\$79,712.75	
			Hourly	\$33.80	\$34.48								\$35.43		\$36.40
		7/1/17 - 6/30/18	Annual	\$74,022.54	\$75,502.99							10 yrs+	\$77,579.32	15 yrs+	\$79,712.75
			Hourly	\$33.80	\$34.48									\$35.43	
	CAPTAIN EMT-B	7/1/16 - 6/30/17	Annual	\$79,574.23	\$81,165.71							10 yrs+	\$83,397.77	15 yrs+	\$85,691.21
			Hourly	\$36.34	\$37.06								\$38.08		\$39.13
		7/1/17 - 6/30/18	Annual	\$79,574.23	\$81,165.71							10 yrs+	\$83,397.77	15 yrs+	\$85,691.21
			Hourly	\$36.34	\$37.06								\$38.08		\$39.13
	CAPTAIN EMT-P	7/1/16 - 6/30/17	Annual	\$85,125.92	\$86,828.43							10 yrs+	\$89,216.22	15 yrs+	\$91,669.66
			Hourly	\$38.87	\$39.65								\$40.74		\$41.86
		7/1/17 - 6/30/18	Annual	\$85,125.92	\$86,828.43							10 yrs+	\$89,216.22	15 yrs+	\$91,669.66
			Hourly	\$38.87	\$39.65								\$40.74		\$41.86
F-3	LIEUTENANT NON-EMT	7/1/16 - 6/30/17	Annual	\$65,926.32	\$67,244.85						10 yrs+	\$69,094.08	15 yrs+	\$70,994.17	
			Hourly	\$30.10	\$30.71								\$31.55		\$32.42
		7/1/17 - 6/30/18	Annual	\$65,926.32	\$67,244.85							10 yrs+	\$69,094.08	15 yrs+	\$70,994.17
			Hourly	\$30.10	\$30.71								\$31.55		\$32.42
	LIEUTENANT EMT-B	7/1/16 - 6/30/17	Annual	\$70,870.79	\$72,288.21							10 yrs+	\$74,276.14	15 yrs+	\$76,318.73
			Hourly	\$32.36	\$33.01								\$33.92		\$34.85
		7/1/17 - 6/30/18	Annual	\$70,870.79	\$72,288.21							10 yrs+	\$74,276.14	15 yrs+	\$76,318.73
			Hourly	\$32.36	\$33.01								\$33.92		\$34.85
	LIEUTENANT EMT-P	7/1/16 - 6/30/17	Annual	\$75,815.27	\$77,331.57							10 yrs+	\$79,458.19	15 yrs+	\$81,643.29
			Hourly	\$34.62	\$35.31								\$36.28		\$37.28
		7/1/17 - 6/30/18	Annual	\$75,815.27	\$77,331.57							10 yrs+	\$79,458.19	15 yrs+	\$81,643.29
			Hourly	\$34.62	\$35.31								\$36.28		\$37.28
F-4	FIREFIGHTER NON-EMT (FF 5)	7/1/16 - 6/30/17	Annual	\$46,299.56	\$48,916.46	\$51,529.50	\$55,043.53	\$56,419.62	\$57,830.11		10 yrs+	\$59,420.43	15 yrs+	\$61,054.50	
			Hourly	\$21.14	\$22.34	\$23.53	\$25.14	\$25.76	\$26.41			\$27.13		\$27.88	
		7/1/17 - 6/30/18	Annual	\$46,299.56	\$48,916.46	\$51,529.50	\$55,043.53	\$56,419.62	\$57,830.11		10 yrs+	\$59,420.43	15 yrs+	\$61,054.50	
			Hourly	\$21.14	\$22.34	\$23.53	\$25.14	\$25.76	\$26.41			\$27.13		\$27.88	
	FIREFIGHTER EMT-B (FF 6)	7/1/16 - 6/30/17	Annual	\$49,772.03	\$52,585.20	\$55,394.22	\$59,171.79	\$60,651.09	\$62,167.36		10 yrs+	\$63,876.97	15 yrs+	\$65,633.58	
			Hourly	\$22.73	\$24.01	\$25.30	\$27.02	\$27.70	\$28.39			\$29.17		\$29.97	
		7/1/17 - 6/30/18	Annual	\$49,772.03	\$52,585.20	\$55,394.22	\$59,171.79	\$60,651.09	\$62,167.36		10 yrs+	\$63,876.97	15 yrs+	\$65,633.58	
			Hourly	\$22.73	\$24.01	\$25.30	\$27.02	\$27.70	\$28.39			\$29.17		\$29.97	
	FIREFIGHTER EMT-P (FF 7)	7/1/16 - 6/30/17	Annual	\$53,244.49	\$56,253.93	\$59,258.93	\$63,300.06	\$64,882.56	\$66,504.62		10 yrs+	\$68,333.50	15 yrs+	\$70,212.67	
			Hourly	\$24.31	\$25.69	\$27.06	\$28.91	\$29.63	\$30.37			\$31.20		\$32.06	
		7/1/17 - 6/30/18	Annual	\$53,244.49	\$56,253.93	\$59,258.93	\$63,300.06	\$64,882.56	\$66,504.62		10 yrs+	\$68,333.50	15 yrs+	\$70,212.67	
			Hourly	\$24.31	\$25.69	\$27.06	\$28.91	\$29.63	\$30.37			\$31.20		\$32.06	

FY18 CONTRACT NOT SETTLED AT TIME OF PRINTING

POLICE DEPARTMENT

Grade	Title	Fiscal Year		Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (6 yrs+)	Service Step 1 (10 yrs+)	Service Step 2 (15 yrs+)
P-3												
	SERGEANT	7/1/16 - 6/30/17	Annual		\$68,730.69	\$70,105.33	\$71,507.41				\$74,010.19	\$76,600.56
Biweekly				\$2,636.39	\$2,689.12	\$2,742.90				\$2,838.90	\$2,938.26	
7/1/17 - 6/30/18		Annual		\$68,730.69	\$70,105.33	\$71,507.41				\$74,010.19	\$76,600.56	
		Biweekly		\$2,636.39	\$2,689.12	\$2,742.90				\$2,838.90	\$2,938.26	
P-4												
	OFFICER	7/1/16 - 6/30/17	Annual		\$50,321.33	\$53,009.48	\$56,624.40	\$57,756.89	\$58,911.99	\$60,090.27	\$62,193.43	\$64,370.21
Biweekly				\$1,930.24	\$2,033.35	\$2,172.01	\$2,215.45	\$2,259.76	\$2,304.96	\$2,385.63	\$2,469.13	
7/1/17 - 6/30/18		Annual		\$50,321.33	\$53,009.48	\$56,624.40	\$57,756.89	\$58,911.99	\$60,090.27	\$62,193.43	\$64,370.21	
		Biweekly		\$1,930.24	\$2,033.35	\$2,172.01	\$2,215.45	\$2,259.76	\$2,304.96	\$2,385.63	\$2,469.13	
P-5												
	STUDENT OFFICER*	7/1/16 - 6/30/17	Annual	\$46,467.61								
Biweekly			\$1,782.42									
7/1/17 - 6/30/18		Annual	\$46,467.61									
		Biweekly	\$1,782.42									

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

FY18 CONTRACT NOT SETTLED AT TIME OF PRINTING

SEIU CLERICAL EMPLOYEES

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
											<i>10+ yrs. Service</i>
2	<i>no positions assigned</i>	7/1/16-12/31/16	Hourly	\$16.34	\$17.00	\$17.34	\$17.68	\$18.04	\$18.40	\$18.76	\$19.14
		1/1/17 - 6/30/17	Hourly	\$16.67	\$17.34	\$17.68	\$18.04	\$18.40	\$18.76	\$19.14	\$19.52
		7/1/17 - 6/30/18	Hourly	\$17.00	\$17.68	\$18.04	\$18.40	\$18.76	\$19.14	\$19.52	\$19.91
3	<i>no positions assigned</i>	7/1/16-12/31/16	Hourly	\$17.65	\$18.35	\$18.72	\$19.09	\$19.48	\$19.86	\$20.26	\$20.67
		1/1/17 - 6/30/17	Hourly	\$18.00	\$18.72	\$19.09	\$19.48	\$19.86	\$20.26	\$20.67	\$21.08
		7/1/17 - 6/30/18	Hourly	\$18.36	\$19.09	\$19.48	\$19.86	\$20.26	\$20.67	\$21.08	\$21.51
4	Principal Clerk	7/1/16-12/31/16	Hourly	\$19.63	\$20.42	\$20.82	\$21.24	\$21.67	\$22.10	\$22.54	\$22.99
		1/1/17 - 6/30/17	Hourly	\$20.02	\$20.82	\$21.24	\$21.67	\$22.10	\$22.54	\$22.99	\$23.45
		7/1/17 - 6/30/18	Hourly	\$20.42	\$21.24	\$21.67	\$22.10	\$22.54	\$22.99	\$23.45	\$23.92
5	Accounting Specialist Office Assistant	7/1/16-12/31/16	Hourly	\$21.40	\$22.26	\$22.71	\$23.16	\$23.62	\$24.10	\$24.58	\$25.07
		1/1/17 - 6/30/17	Hourly	\$21.83	\$22.71	\$23.16	\$23.62	\$24.10	\$24.58	\$25.07	\$25.57
		7/1/17 - 6/30/18	Hourly	\$22.26	\$23.16	\$23.62	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/16-12/31/16	Hourly	\$23.33	\$24.26	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79	\$27.32
		1/1/17 - 6/30/17	Hourly	\$23.80	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79	\$27.32	\$27.87
		7/1/17 - 6/30/18	Hourly	\$24.27	\$25.24	\$25.75	\$26.26	\$26.79	\$27.32	\$27.87	\$28.42
7	Staff Accountant Y&FS Administrative Asst.	7/1/16-12/31/16	Hourly	\$25.42	\$26.44	\$26.97	\$27.50	\$28.05	\$28.62	\$29.19	\$29.77
		1/1/17 - 6/30/17	Hourly	\$25.93	\$26.97	\$27.50	\$28.05	\$28.62	\$29.19	\$29.77	\$30.37
		7/1/17 - 6/30/18	Hourly	\$26.45	\$27.50	\$28.05	\$28.62	\$29.19	\$29.77	\$30.37	\$30.97
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Office Manager Purchasing Administrator	7/1/16-12/31/16	Hourly	\$27.71	\$28.82	\$29.39	\$29.98	\$30.58	\$31.19	\$31.82	\$32.45
		1/1/17 - 6/30/17	Hourly	\$28.26	\$29.39	\$29.98	\$30.58	\$31.19	\$31.82	\$32.45	\$33.10
		7/1/17 - 6/30/18	Hourly	\$28.83	\$29.98	\$30.58	\$31.19	\$31.82	\$32.45	\$33.10	\$33.76

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

PART-TIME, SEASONAL AND OTHER POSITIONS		
OFFICE OF THE TOWN CLERK	FY2017 SALARY	FY2018 SALARY
Registrar of Voters	\$500 per year	\$500 per year
Election Warden	\$15.00 per hour	\$15.00 per hour
Election Clerk	\$13.00 per hour	\$13.00 per hour
Election Inspector	\$11.00 per hour	\$11.00 per hour
INSPECTORS	FY2017 SALARY	FY2018 SALARY
Inspector of Animals	\$500 per year	\$500 per year
Sealer of Weights and Measures	<i>vacant</i>	<i>vacant</i>
Assistant Plumbing, Wiring, Gas Inspectors	\$24.95 - \$31.76 per hour	\$24.95 - \$31.76 per hour
PUBLIC SAFETY POSITIONS	FY2017 SALARY	FY2018 SALARY
Assistant Animal Control Officer	\$14.39 - \$19.31 per hour	\$14.39 - \$19.31 per hour
Fire Alarm Maintenance Specialist	\$33.83 per hour	\$33.83 per hour
Fire Apparatus Maintenance Specialist	\$31.54 - \$40.70 per hour	\$31.54 - \$40.70 per hour
Fire EMS Coordinator	\$1633 per year	\$1633 per year
Fire Training Officer	\$1633 per year	\$1633 per year
Police Matron	\$22.50 per hour	\$22.50 per hour
Traffic Supervisors: *		
Level 1	\$17.30 per hour	\$17.30 per hour
Level 2	\$18.65 per hour	\$18.65 per hour
Level 3	\$19.99 per hour	\$19.99 per hour
PUBLIC WORKS POSITIONS	FY2017 SALARY	FY2018 SALARY
Engineering Intern	\$13.25 - \$16.30 per hour	\$13.25 - \$16.30 per hour
Seasonal Laborer - Highway	\$11.35 - \$13.25 per hour	\$11.35 - \$13.25 per hour
GOVERNMENT SERVICES POSITIONS	FY2017 SALARY	FY2018 SALARY
Board / Commission Secretary	\$13.00 - \$23.00 per hour	\$13.00 - \$23.00 per hour
COA Part-Time Van Driver	\$15.74 - \$19.65 per hour	\$15.74 - \$19.65 per hour
Temporary Support Staff	\$13.00 - \$23.00 per hour	\$13.00 - \$23.00 per hour
Town Counsel	\$93.47 per hour	\$95.34 per hour
Veterans Agent	\$1200 per year	\$1200 per year
Veterans Service Director	\$1800 per year	\$1800 per year
*Traffic Supervisors' FY18 Contract Not Settled at Time of Printing		

2017 Recreation Part-Time Seasonal Compensation Plan

Compensation plan reflects rates for calendar year 2017 due to change in Minimum Wage Law on January 1, 2017

Grade	Position Title	Fiscal Year		Step 1	Step 2	Step 3	Step 4	Minimum Requirements
1	Assistant Leader	1/1/16 - 12/31/16	Hourly	\$10.00	\$10.20	\$10.40	\$10.61	Asst. Leader: 2 yrs. CIT Experience or Similar Exp.w/Children Required. First Aid, CPR/AED Certification Required. Aquatics: Minimum Age 15+, Lifeguard Training (LGT) Required. First Aid, CPR/AED Certification Required.
	Water Safety Aide	1/1/16 - 12/31/16	Hourly	\$10.25	\$10.46	\$10.66	\$10.88	
		1/1/17 - 12/31/17	Hourly	\$11.00	\$11.22	\$11.44	\$11.67	
2	Leader	1/1/16 - 12/31/16	Hourly	\$11.00	\$11.22	\$11.44	\$11.67	2 yrs. Asst. Leader & Group Supervision Experience Required. High School Graduate. First Aid, CPR/AED Cert Required.
		1/1/17 - 12/31/17	Hourly	\$11.75	\$11.99	\$12.22	\$12.47	
3	Lifeguard	1/1/16 - 12/31/16	Hourly	\$11.25	\$11.48	\$11.70	\$11.94	Minimum Age 16+, Lifeguard Training Required. First Aid, CPR/AED Certification Required.
		1/1/17 - 12/31/17	Hourly	\$12.25	\$12.50	\$12.74	\$13.00	
4	Water Safety Instructor	1/1/16 - 12/31/16	Hourly	\$12.00	\$12.24	\$12.48	\$12.73	Minimum Age 16+, LGT, Water Safety Instructor (WSI) Required. First Aid, CPR/AED Certification Required.
		1/1/17 - 12/31/17	Hourly	\$13.25	\$13.52	\$13.79	\$14.06	
5	Supervisor	1/1/16 - 12/31/16	Hourly	\$13.50	\$13.77	\$14.05	\$14.33	HS Graduate, Minimum 3 yrs. Leader & Supervisory Experience. First Aid, CPR/AED Certification Required. Aquatics: LGT Required.
		1/1/17 - 12/31/17	Hourly	\$14.25	\$14.54	\$14.83	\$15.12	
6	Specialist/Coach	1/1/16 - 12/31/16	Hourly	\$14.50	\$15.08	\$15.68	\$16.31	Minimum 3 yrs. Supervisory Experience. First Aid, CPR/AED Certification Required. Aquatics: LGT Required; Coaching Experience Preferred.
		1/1/17 - 12/31/17	Hourly	\$15.50	\$16.12	\$16.76	\$17.44	
7	Asst. Coordinator Senior Supervisor	1/1/16 - 12/31/16	Hourly	\$17.00	\$17.68	\$18.39	\$19.13	Min Age 21+, Bachelors Degree Pref., Min. 3 yrs. Supervisory Experience. First Aid, CPR/AED Certification Required. Aquatics: LGT Required; 3 yrs. Supervisory Experience.
		1/1/17 - 12/31/17	Hourly	\$17.50	\$18.20	\$18.93	\$19.69	
8	Coordinator	1/1/16 - 12/31/16	Hourly	\$21.00	\$21.84	\$22.71	\$23.62	Bachelor Degree Preferred, Min. 4 yrs. Supervisory Experience. First Aid, CPR/AED Certification Required.
		1/1/17 - 12/31/17	Hourly	\$21.00	\$21.84	\$22.71	\$23.62	
9	Camp Director							Bachelor Degree Required; Teacher Certification Preferred; Min. 4+ yrs. Supervisory Experience. First Aid and CPR/AED Certification Required.
		1/1/17 - 12/31/17	Hourly	\$24.00	\$24.96	\$25.96	\$27.00	
					MIN		MAX	
10	Certified Instructor	1/1/17 - 12/31/17	Hourly		\$25.00		\$50.00	5+ yrs. Experience & Certification in Subject Area. First Aid, CPR/AED Certification Required.

AQUATICS POSITIONS MAY BE ELIGIBLE FOR A \$2.00 PER HOUR DIFFERENTIAL FOR EARLY MORNING SHIFT WORK

Appendix B.
Salary Schedules for School Employees
(Continued)

TEACHERS and NURSES

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '17	1	\$ 47,279	\$ 48,198	\$ 50,488	\$ 52,210	\$ 53,931	\$ 55,539	\$ 57,946	\$ 65,810
FY '17	2	\$ 49,170	\$ 50,126	\$ 52,508	\$ 54,298	\$ 56,088	\$ 57,761	\$ 60,264	\$ 68,443
FY '17	3	\$ 51,137	\$ 52,131	\$ 54,608	\$ 56,470	\$ 58,331	\$ 60,071	\$ 62,674	\$ 71,181
FY '17	4	\$ 53,182	\$ 54,216	\$ 56,793	\$ 58,728	\$ 60,665	\$ 62,474	\$ 65,181	\$ 74,028
FY '17	5	\$ 55,310	\$ 56,385	\$ 59,064	\$ 61,078	\$ 63,091	\$ 64,973	\$ 67,788	\$ 76,989
FY '17	6	\$ 57,522	\$ 58,640	\$ 61,427	\$ 63,521	\$ 65,615	\$ 67,572	\$ 70,500	\$ 80,068
FY '17	7	\$ 59,823	\$ 60,986	\$ 63,884	\$ 66,062	\$ 68,240	\$ 70,275	\$ 73,320	\$ 83,271
FY '17	8	\$ 62,216	\$ 63,425	\$ 66,439	\$ 68,704	\$ 70,969	\$ 73,086	\$ 76,253	\$ 86,602
FY '17	9	\$ 64,704	\$ 65,962	\$ 69,097	\$ 71,452	\$ 73,808	\$ 76,010	\$ 79,303	\$ 90,066
FY '17	10	\$ 67,293	\$ 68,601	\$ 71,861	\$ 74,311	\$ 76,761	\$ 79,050	\$ 82,475	\$ 93,669
FY '17	11	\$ 69,984	\$ 71,345	\$ 74,735	\$ 77,283	\$ 79,830	\$ 82,212	\$ 85,774	\$ 97,415
FY '17	12	\$ 72,784	\$ 74,199	\$ 77,725	\$ 80,374	\$ 83,023	\$ 85,500	\$ 89,205	\$ 101,312
FY '17	13	\$ 75,695	\$ 77,167	\$ 80,833	\$ 83,589	\$ 86,345	\$ 88,920	\$ 92,773	\$ 105,365
FY '17	14	\$ 81,256	\$ 83,518	\$ 90,054	\$ 92,564	\$ 94,580	\$ 97,356	\$ 99,869	\$ 108,071

Appendix C

Salary Schedule for Elected Town Officers Fiscal Year July 1, 2017 – June 30, 2018

<i>Position</i>	<i>Fiscal Year 2017 Salary</i>	<i>Fiscal Year 2018 Salary</i>
<i>Town Clerk (Full Time)</i>	\$78,204	\$81,762
<i>Part Time Positions</i>		
<i>Assessor</i>	\$1,800	\$1,800
<i>Selectman</i>	\$2,000	\$2,000
<i>Sewer Commissioner</i>	\$1,800	\$1,800
<i>Tax Collector</i>	\$4,000	\$4,000
<i>Town Treasurer</i>	\$4,000	\$4,000

Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Selectmen Department						
1. Salaries	554,294	560,924	580,574	19,650	3.5%	Taxation
2. Expenses	45,519	51,500	55,500	4,000	7.8%	Taxation
	599,813	612,424	636,074	23,650	3.9%	
Finance and Warrant Commission						
3. Salary	13,088	15,248	17,638	2,390	15.7%	Taxation
4. Expenses	36,419	32,213	35,989	3,776	11.7%	Taxation
	49,507	47,461	53,627	6,166	13.0%	
Accounting Department						
5. Salaries	231,054	241,624	249,565	7,941	3.3%	Taxation
6. Expenses	4,418	5,300	7,000	1,700	32.1%	Taxation
	235,472	246,924	256,565	9,641	3.9%	
Assessors Department						
7. Salaries	202,872	206,436	210,818	4,382	2.1%	Taxation
8. Expenses	12,956	17,400	22,450	5,050	29.0%	Taxation
	215,828	223,836	233,268	9,432	4.2%	
Treasurer's Department						
9. Salary	96,023	100,019	103,480	3,461	3.5%	Taxation
10. Expenses	11,213	12,800	12,800	0	0.0%	Taxation
	107,237	112,819	116,280	3,461	3.1%	
Collector's Department						
11. Salaries	116,249	118,382	121,004	2,622	2.2%	Taxation
12. Expenses	72,357	74,725	73,850	(875)	-1.2%	\$32,500 Ambulance receipts/Taxation
	188,606	193,107	194,854	1,747	0.9%	
Legal Department						
13. Salary	96,013	97,806	99,783	1,977	2.0%	Taxation
14. Expenses	88,586	104,500	112,000	7,500	7.2%	Taxation
	184,598	202,306	211,783	9,477	4.7%	
Human Resources						
15. Salary	205,019	211,500	221,008	9,508	4.5%	Taxation
16. Expenses	7,436	7,500	7,500	0	0.0%	Taxation
	212,454	219,000	228,508	9,508	4.3%	
Information Systems Department						
17. Salaries	259,547	263,238	262,878	(360)	-0.1%	Taxation
18. Expenses	67,245	69,500	72,500	3,000	4.3%	Taxation
	326,792	332,738	335,378	2,640	0.8%	

Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Town Clerk Department						
19. Salaries	148,244	157,728	160,735	3,007	1.9%	Taxation
20. Expenses	52,232	68,300	52,300	(16,000)	-23.4%	Taxation
	<u>200,476</u>	<u>226,028</u>	<u>213,035</u>	<u>(12,993)</u>	<u>-5.7%</u>	
WAHA/Housing Authority						
21. Salary	17,490	8,944	17,639	8,695	97.2%	Taxation
22. Expenses	0	3,200	3,400	200	6.3%	Taxation
	<u>17,490</u>	<u>12,144</u>	<u>21,039</u>	<u>8,895</u>	<u>73.2%</u>	
Outside Professional Services						
23. Expenses	40,962	41,000	46,500	5,500	13.4%	Taxation
Training/Professional Development						
24. Expenses	6,245	15,000	15,000	0	0.0%	Taxation
Total General Government	2,385,480	2,484,787	2,561,911	77,124	3.1%	
Police Department						
Salaries	3,437,641	3,475,868	3,535,856	59,988	1.7%	Taxation
Expenses	190,471	275,950	279,700	3,750	1.4%	Taxation
	<u>3,628,113</u>	<u>3,751,818</u>	<u>3,815,556</u>	<u>63,738</u>	<u>1.7%</u>	
Auxiliary Police/Civil Defense						
Expenses	1,329	3,000	3,000	0	0.0%	Taxation
	<u>1,329</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0.0%</u>	
Animal Control						
Salary	52,758	55,084	57,606	2,522	4.6%	Taxation
Expenses	4,794	9,600	9,800	200	2.1%	Taxation
	<u>57,552</u>	<u>64,684</u>	<u>67,406</u>	<u>2,722</u>	<u>4.2%</u>	
25. Total Police	<u>3,686,994</u>	<u>3,819,502</u>	<u>3,885,962</u>	<u>66,460</u>	<u>1.7%</u>	
Fire Department						
Salaries	3,504,538	3,675,845	3,773,058	97,213	2.6%	\$304,000 Ambulance Receipts/Taxation
Expenses	229,086	249,895	275,100	25,205	10.1%	\$40,000 Ambulance Receipts/Taxation
26. Total Fire	<u>3,733,624</u>	<u>3,925,740</u>	<u>4,048,158</u>	<u>122,418</u>	<u>3.1%</u>	
Total Public Safety	7,420,618	7,745,242	7,934,120	188,878	2.4%	

**Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets**

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Conservation Commission						
27. Salary	48,900	67,924	71,028	3,104	4.6%	\$17,000 Conservation Receipts/Taxation
28. Expenses	2,779	5,600	6,400	800	14.3%	Taxation
	51,679	73,524	77,428	3,904	5.3%	
Planning Board						
29. Salaries	120,517	124,687	129,302	4,615	3.7%	Taxation
30. Expenses	3,081	3,100	4,400	1,300	41.9%	Taxation
	123,598	127,787	133,702	5,915	4.6%	
Housing/Zoning						
31. Salaries	29,482	48,649	70,638	21,989	45.2%	Taxation
32. Expenses	934	2,800	3,700	900	32.1%	Taxation
	30,416	51,449	74,338	22,889	44.5%	
Community & Economic Development						
33. Salaries	109,353	158,926	171,002	12,076	7.6%	Taxation
34. Expenses	2,367	3,650	4,000	350	9.6%	Taxation
	111,719	162,576	175,002	12,426	7.6%	
Building Inspection Department						
35. Salaries	230,847	317,803	320,069	2,266	0.7%	Taxation
36. Expenses	25,149	39,975	43,875	3,900	9.8%	Taxation
	255,996	357,778	363,944	6,166	1.7%	
Health Department						
37. Salaries	261,818	266,730	275,440	8,710	3.3%	Taxation
38. Expenses	7,213	11,150	11,750	600	5.4%	Taxation
	269,031	277,880	287,190	9,310	3.4%	
39. Outside Health Agencies	11,026	13,416	13,416	0	0.0%	Taxation
Total Community and Economic Development	853,466	1,064,410	1,125,020	60,610	5.7%	
Department of Public Works						
40. Salaries	1,520,040	1,575,715	1,602,588	26,873	1.7%	Taxation
41. Expenses	478,074	498,600	511,100	12,500	2.5%	Taxation
	1,998,114	2,074,315	2,113,688	39,373	1.9%	
Building Maintenance						
42. Salaries	147,379	121,903	180,365	58,462	48.0%	Taxation
43. Expenses	727,323	825,750	881,500	55,750	6.8%	Taxation
	874,702	947,653	1,061,865	114,212	12.1%	
44. Municipal & School Field Maintenance	128,153	135,000	150,000	15,000	11.1%	Taxation
45. Snow & Ice	596,492	250,000	300,000	50,000	20.0%	Taxation
46. Street Lighting/ Traffic Light Maint	104,517	125,000	125,000	0	0.0%	Taxation
47. Waste Collection/Disposal Expenses	1,239,299	1,245,000	1,209,500	(35,500)	-2.9%	Taxation
Total Public Works	4,941,275	4,776,968	4,960,053	183,085	3.8%	

Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
48. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging						
49. Salaries	270,133	290,009	305,887	15,878	5.5%	Taxation
50. Expenses	26,940	29,500	31,450	1,950	6.6%	Taxation
	<u>297,073</u>	<u>319,509</u>	<u>337,337</u>	<u>17,828</u>	<u>5.6%</u>	
Youth and Family Services Commission						
51. Salaries	273,709	239,497	244,442	4,945	2.1%	Taxation
52. Expenses	14,948	15,000	15,000	0	0.0%	Taxation
	<u>288,657</u>	<u>254,497</u>	<u>259,442</u>	<u>4,945</u>	<u>1.9%</u>	
Veterans Services Department						
53. Salaries	49,796	52,155	56,860	4,705	9.0%	Taxation
54. Expenses	61,613	72,300	72,300	0	0.0%	Taxation
	<u>111,409</u>	<u>124,455</u>	<u>129,160</u>	<u>4,705</u>	<u>3.8%</u>	
Total Human Services	697,139	698,961	726,439	27,478	3.9%	
Public Library						
55. Salaries	921,298	946,333	998,224	51,891	5.5%	Taxation
56. Expenses	238,189	269,155	291,100	21,945	8.2%	Taxation
57. Lost Books	626	1,600	1,600	0	0.0%	Taxation
	<u>1,160,113</u>	<u>1,217,088</u>	<u>1,290,924</u>	<u>73,836</u>	<u>6.1%</u>	
Recreation Department						
58. Salaries	284,671	297,576	305,276	7,700	2.6%	\$180,000 Recreation Funds/Taxation
59. Expenses	13,163	15,784	15,784	0	0.0%	Taxation
	<u>297,834</u>	<u>313,360</u>	<u>321,060</u>	<u>7,700</u>	<u>2.5%</u>	
60. Memorial/Veteran's Day/Westwood Day Expenses	5,019	12,950	21,800	8,850	68.3%	Taxation
Total Culture and Recreation	1,462,965	1,543,398	1,633,784	90,386	5.9%	
Other						
61. Operating Equipment,Projects and Hardware/Software Maintenance	270,014	314,534	341,359	26,825	8.5%	Taxation
62. Salary Reserve			25,000	25,000		Taxation
63. Communications Systems	139,747	149,750	154,750	5,000	3.3%	Taxation
Total Other	409,761	464,284	521,109	56,825	12.2%	
Total Municipal Budget	18,170,705	18,778,050	19,462,436	684,386	3.6%	

University Station Related Services
Board of Selectmen Approval Required to Proceed with These Budgets*

64. University Station Related Services, Police & Fire			570,000			Taxation
Total University Station Public Safety Related			570,000			

*Expenditures and positions must be authorized by majority vote of the Board of Selectmen prior to any expenditure of funds or hiring.

Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Westwood Public Schools						
Salaries	32,889,775	35,205,736	37,080,298	1,874,562	5.3%	Taxation
Expenses	6,995,964	6,624,317	6,146,064	(478,253)	-7.2%	Taxation
65. School salaries & exps	39,885,739	41,830,053	43,226,362	1,396,309	3.3%	
66. Blue Hills Regional School	158,075	124,732	147,489	22,757	18.2%	Taxation
Crossing Guards						
67. Salaries	97,561	103,454	101,079	(2,375)	-2.3%	Taxation
68. Expenses	1,829	3,500	3,500	0	0.0%	Taxation
Total	99,390	106,954	104,579	(2,375)	-2.2%	
Total School Budgets	40,143,204	42,061,739	43,478,430	1,416,691	3.4%	

School Department University Station Direct Related Services

University Station Bus	N/A	64,800	64,800	0	0.0%	Taxation
Expenses - University Station Students	N/A	150,000	150,000	0	0.0%	Taxation
69. Total University Station Related		214,800	214,800	0	0.0%	

Fixed Costs Budgets - School and Municipal

School Employee Benefits/Costs

Retirement Assessments	1,072,758	1,201,488	1,385,764	184,276	15.3%	Taxation
Worker's Compensation	161,529	241,536	265,690	24,154	10.0%	Taxation
Unemployment Compensation	26,185	98,175	98,175	0	0.0%	Taxation
Health Insurance	3,370,985	4,134,143	4,324,313	190,170	4.6%	Taxation
Life Insurance	5,766	10,000	11,200	1,200	12.0%	Taxation
Payroll service	27,761	29,000	29,000	0	0.0%	Taxation
Medicare Part B	125,531	151,200	158,760	7,560	5.0%	Taxation
Social Security Tax	7,651	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	490,268	577,197	634,917	57,720	10.0%	Taxation
School Employee Benefits/Costs	5,288,434	6,452,739	6,917,819	465,080	7.2%	

**Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets**

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Municipal Employee Benefits/Costs						
Retirement Assessment	2,511,019	2,812,341	3,245,442	433,101	15.4%	Taxation
Worker's Compensation	71,015	113,748	125,123	11,375	10.0%	Taxation
Unemployment Compensation	9,895	13,860	13,860	0	0.0%	Taxation
Health Insurance	1,329,100	1,364,967	1,427,230	62,263	4.6%	Taxation
Life Insurance	3,160	6,000	6,800	800	13.3%	Taxation
Pre-Hire/Payroll	64,302	98,000	112,000	14,000	14.3%	Taxation
Public Safety Medical/111F ins	60,129	83,600	83,600	0	0.0%	Taxation
Medicare Part B	59,059	61,330	64,397	3,067	5.0%	Taxation
Social Security Tax	1,329	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	205,890	226,980	249,678	22,698	10.0%	Taxation
Municipal Employee Benefits/Costs	4,314,898	4,790,826	5,338,130	547,304	11.4%	
Shared Fixed Costs						
Comprehensive & Liability Ins.	351,987	464,000	487,100	23,100	5.0%	Taxation
School Waste Collection Services	0	0	70,000	70,000		Taxation
Audit Services	51,505	57,750	67,750	10,000	17.3%	Taxation
Total Shared Fixed Costs	403,492	521,750	624,850	103,100	19.8%	
70. Total Benefits/Shared Fixed Costs	10,006,824	11,765,315	12,880,799	1,115,484	9.5%	
Reserve Funds						
71. Other/Energy Reserve Fund*	0	225,000	225,000	0	0.0%	Taxation
72. Special Town Mtg/Charter Review	16,814	25,000	25,000	0	0.0%	Taxation
73. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Reserves	16,814	650,000	650,000	0	0.0%	
Total Fixed Costs Budget	10,023,638	12,415,315	13,530,799	1,115,484	9.0%	

Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.

* This reserve budget may be transferred to budgets upon vote by the Board of Selectmen.

Debt Service Budget

Municipal Related Debt Service	2,382,338	3,509,362	3,545,618	36,256	1.0%	\$105,750 Cemetery Funds/ \$16,000 Bond Premium/ \$256,000 Free Cash/Taxation
School Related Debt Service	2,364,000	2,946,830	2,820,523	(126,307)	-4.3%	\$1,401,276 Sch Bld Reimb/ \$13,084 Bond Premium/Taxation
74. Total Debt Budget	4,746,338	6,456,192	6,366,141	(90,051)	-1.4%	

FY18 Debt Change

Non Exempt	\$32,373
Exempt	(\$122,425)
Total	(\$90,052)

**Appendix D
Proposed FY2018 Departmental Salary/Expense Budgets**

Description	Expended FY2016	Current FY2017 Budget	Proposed FY2018 Budget	\$ Change FY18 vs FY17	% Change FY18 vs FY17	Funding Source
Sewer Enterprise						
Salaries	394,699	468,363	479,209	10,846	2.3%	Sewer Enterprise Funds
Expenses	132,917	143,500	145,500	2,000	1.4%	Sewer Enterprise Funds
Pumping Stations	144,840	168,280	170,280	2,000	1.2%	Sewer Enterprise Funds
MWRA Assessment	2,473,296	2,524,500	2,789,172	264,672	10.5%	Sewer Enterprise Funds
Mandated Inspections	21,228	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Sewer Debt & Int	371,044	421,690	374,723	(46,967)	-11.1%	Sewer Enterprise Funds
System Ext./Repairs	125,210	25,000	25,000	0	0.0%	Sewer Enterprise Funds
75. Total Sewer Enterprise	3,663,234	3,871,333	4,103,884	232,551		Note: Sewer revenue will be operating budget + \$290,978 for indirect costs for a total of \$4,394,862 6.0%
Total Operating Budget	76,747,118	83,797,429	87,726,490	3,929,061	4.7%	

Exhibit 1
FY'17 vs. FY'18 Budget Summary by Major Category

	FY'17 Appropriation	FY'18 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
I. INSTRUCTIONAL				
Salary	\$ 33,105,385	\$ 34,327,550	\$ 1,222,165	3.69%
Non-Salary	2,190,063	2,366,938	176,875	8.08%
<i>Instructional Sub-total</i>	\$ 35,295,448	\$ 36,694,488	\$ 1,399,040	3.96%
II. CENTRAL ADMINISTRATION				
Salary	1,051,724	\$ 1,084,853	\$ 33,129	3.15%
Non-Salary	245,975	245,975	-	0.00%
<i>Administration Sub-total</i>	\$ 1,297,699	\$ 1,330,828	\$ 33,129	2.55%
III. OPERATIONS				
Salary	1,597,072	\$ 1,667,895	\$ 70,823	4.43%
Non-Salary	2,719,939	2,853,138	133,199	4.90%
<i>Operations Sub-total</i>	\$ 4,317,011	\$ 4,521,033	\$ 204,022	4.73%
Sub-Total Sections I.-III.	\$ 40,910,158	\$ 42,546,349	\$ 1,636,191	4.00%
IV. SPED TUITION AND TRANSP.				
Out-of-district Tuition	182,763	\$ (13,492)	\$ (196,255)	-107.38%
Sped Transportation	737,132	693,505	(43,627)	-5.92%
<i>Spec. Ed. Tuition and Transp. Sub-total</i>	\$ 919,895	\$ 680,013	\$ (239,882)	-26.08%
Sub-Total Section IV.	\$ 919,895	\$ 680,013	\$ (239,882)	-26.08%
TOTAL OPERATING BUDGET	\$ 41,830,053	\$ 43,226,362	\$ 1,396,309	3.34%

Supplemental Financial Information

This section is intended to provide readers with background on the Town's current financial situation as well as the basis for the Board of Selectmen and Finance and Warrant Commission's FY18 budget recommendations.

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

If you would like additional information, please visit the Town's website: www.town.westwood.ma.us for more detailed financial data including, but not limited to:

- Town wide budget summary book.
- Budget detail book.
- Annual financial statements.
- Credit ratings.
- Bond sale official statement.
- Other Post Employment Benefits (OPEB) liability.
- Financial policies and current status.

FY2018 Budget Summary

The FY18 overall budget strives to provide a well-balanced, comprehensive budget for the community. The Board of Selectmen, working closely with the Long Range Financial Planning Committee, the Finance and Warrant Commission, and Town and School officials and administration, has continued to work cooperatively to balance the many needs of the community.

Tax Bill Impact

Operating Budget

Capital Assets

Reserve Accounts

Long Term Liabilities



Service Levels

Balance Many Needs

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

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

The Town budgets in FY13 through FY17 exhibited overall improvement in the economy and revenue sources. This coupled with significant savings due to health insurance reforms, allowed for budgets that provided for moderate operating budget growth while making continued progress on capital, reserves, and long term liability needs.

FY2018 Budget Summary

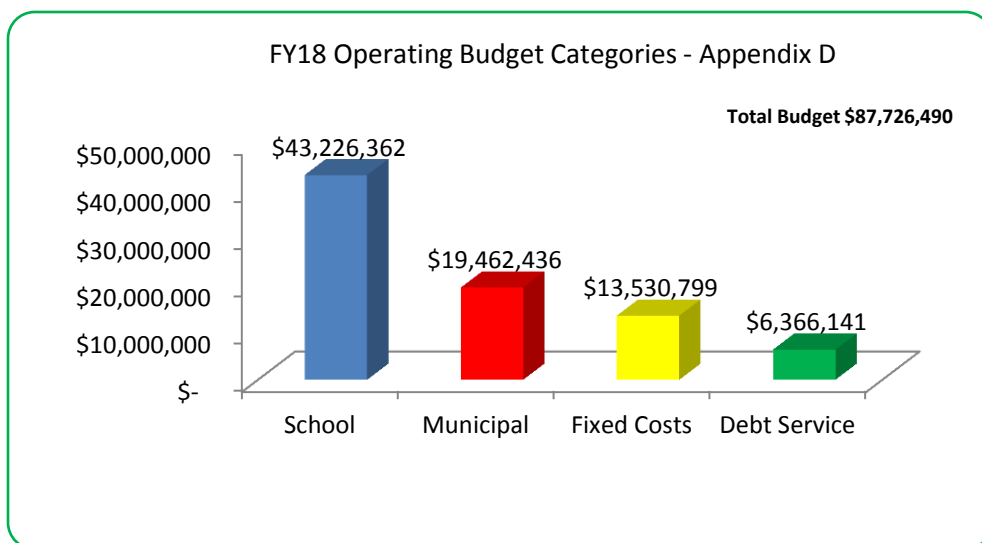
As the economy has improved, the Town continues with disciplined measures, focusing on the multiple budgetary needs and implementing sound decisions allowing the Town to stay on track going forward. Some of these measures include:

- Moderate operating budget increases so as to provide for future sustainability of services and staffing levels.
- Responsible labor contracts.
- Significant changes to the employees' health insurance costs.
- Prudent use of debt financing to capture historically low interest rates.
- Commitment to capital reinvestment and appropriate funding of reserves and liabilities.

The FY18 proposed budget continues with this discipline and seeks to balance all of the many needs of the community.

The FY18 budget currently includes:

- Commitment to high quality services provided by school and municipal departments.
- Approximate 3% increases to municipal and school operating budgets.
- Commitment to high level of ongoing base school and municipal capital \$1,734,000.
- Continue small annual allocation to the Stabilization Fund of \$100,000 funded from free cash to keep account in line with financial policies.
- Commitment to OPEB liability fund, by funding \$1.39M annual appropriation. This funding has been primarily provided in the budget by negotiated health insurance savings, therefore not taking away from other operating budgets.
- Implementation of tax relief tools to slow the growth of the annual residential tax bill.
- Continue to address direct service needs for University Station by appropriating \$570K of University Station tax money for public safety needs.



FY2018 Budget Summary

University Station

Through significant work by so many in Town for so many years, the University Station project is now in place and continues to provide a significant opportunity for the Town to continue with the responsible established budget practices.

FY18 represents the fourth year of new tax revenue from the University Station project. To date this additional revenue has been utilized as follows:

- **In FY15**, the initial revenue (\$565K) was used to implement identified direct service needs for the project. These funds, combined with previously received mitigation funds, allowed for important increases to the police and fire staffing levels. These staffing needs had been identified at the project review and initial acceptance as direct services to be funded from the new tax revenue, and were the first increases in public safety staffing in decades.
- **In FY16**, final tax revenue from the project was \$3.2M. Approximately \$1.5M was voted toward the FY16 operating budget to provide an increase over the base 2 ½% to 5.2% for both school and municipal departments. The funding was allocated as follows:

FY16 Budget	
School	\$1,020,225
Municipal	\$461,578
Blue Hills/Other	\$93,197
Total	\$1,575,000

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

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

- **In FY17**, final new tax revenue from University Station was \$1.17M. Appropriation of \$1.15M was voted toward the FY17 operating budget to provide an increase over the base 2 ½ % to provide higher increases to both the school and municipal operating budgets. The funding for operating budgets was allocated as follows:

FY17 Budget	
School	\$883,000
Municipal	\$272,000
Total	\$1,155,000

FY2018 Budget Summary

In addition, in FY17 direct services costs of \$215,000 were allocated for school services for University Station expenses. Additionally, \$800,000 of University Station revenue was allocated for additional debt service for the police station construction. This allowed the debt to remain within Proposition 2 ½, providing relief to taxpayers. In FY17 a balance of \$670,000 of revenue was not utilized. This left unused tax levy, which provided significant tax relief to our residents.

- **In FY18** there is approximately, \$1,170,000 of unused University Station revenue to consider. This consists of \$670,000 unused in FY17 and \$500,000 of additional new revenue anticipated for FY18. Current proposed use is as follows

FY18 Proposed Budget	
Direct Services – Public Safety	\$570,000
Unused tax levy to provide tax relief	\$600,000
Total	\$1,170,000

Tax Relief

The Board of Selectmen has worked to structure tax relief into the budget proposals. The tax relief comes from efforts and works to limit the annual tax increase.

FY17 Budget

FY17 Selectmen's budget incorporated several tax relief measures, both general relief for all tax payers and targeted relief for seniors in the community. The FY17 budget addressed tax relief through the following tools:

- Debt for the new police station within Proposition 2 ½.
- Maintain commercial/residential tax split (\$1,207 savings to the average household)
- Appropriate \$500K free cash to general tax relief to all taxpayers.
- Allocate increased tax revenue of \$1.5M to general tax relief to all taxpayers.
- Proposed Town Meeting Home Rule Petition article to appropriate funds to the Town's *Aid to the Elderly and Disabled* to provide eventual targeted relief for qualified seniors.

These tools resulted in an average tax bill increase in FY17 of 1.3% versus a potential increase of 4.7% if measures had not been taken. The 1.3% increase was the lowest residential tax bill increase in 10 years.

FY18 Budget

The Board of Selectmen will continue with tax relief measures in FY18.

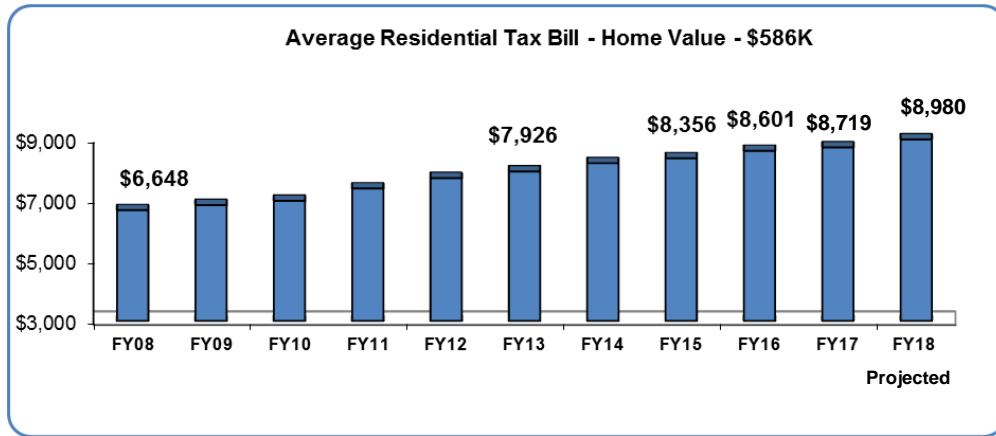
These include:

- Keeping all debt and operating budget requests within Proposition 2 ½.
- Maintain the commercial/residential tax split.
- Appropriate \$500K free cash to general tax relief to all tax payers.
- Allocating the unused tax levy of \$600,000 to provide general tax relief to all homeowners.
- As the Home Rule Petition for Aid to the Elderly has recently passed at the State level, future Town Meeting action will work to supplement the direct tax relief to our most needy residents.

FY2018 Budget Summary

The current FY18 tax bill is projected to increase approximately 3%. However, it is expected this will decrease as actual new tax revenue for FY18 residential and University Station is finalized.

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



Striving to Provide Balance to All Areas of the Budget

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

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

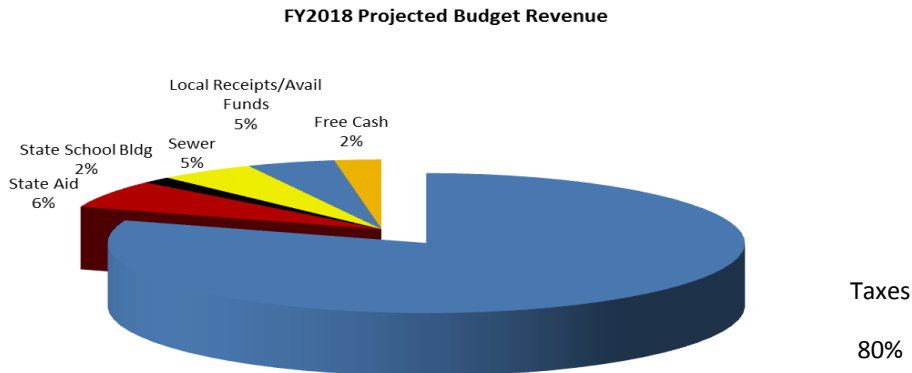
Our Town and School administration and staff have done a tremendous job in maintaining quality services within the difficult budget structure of Proposition 2 ½. We must continue to, and the community must support, a continual change of programs to ensure efficient and optimal delivery of services.

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

FY2018 Budget Summary

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

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



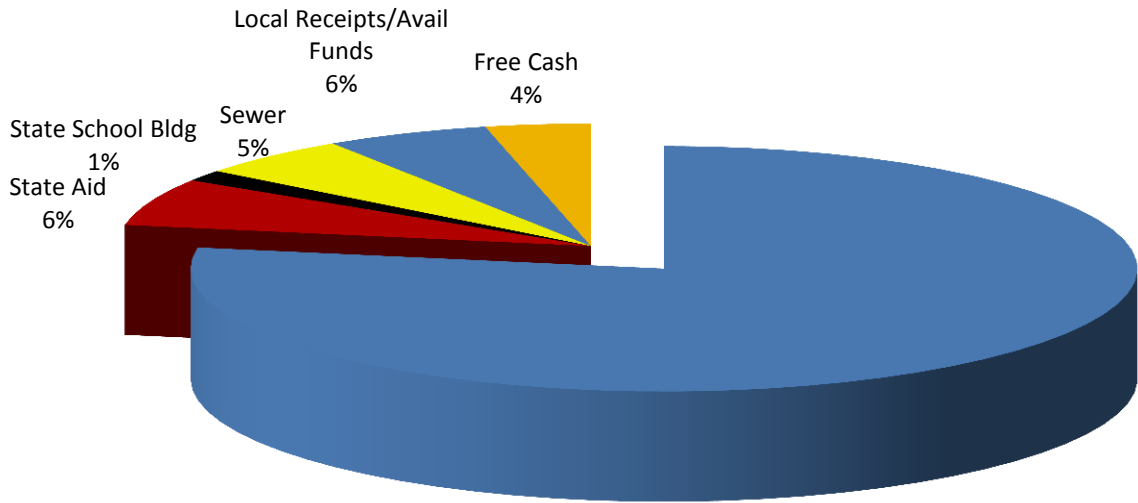
The Board of Selectmen will continue to structure the annual budget proposals to provide progress on all areas and maintain the quality and sustainability of services that our residents deserve.

Summary of Proposed FY18 Budget

	FY2016 Approved Per Recap	FY2017 Approved Per Recap	FY2018 Proposed
BUDGET CATEGORIES			
Appropriations Made by Town Meeting:			
Operations Budget	\$78,258,926	\$83,797,429	\$87,726,490
Capital - Municipal	\$767,000	\$850,100	\$867,000
Capital -Schools	\$756,000	\$885,050	\$867,000
Capital - Sewer	\$850,000	\$135,000	\$600,000
Stabilization Account Appropriation	\$100,000	\$100,000	\$100,000
Capital Stabilization Appropriation	\$1,650,000	\$0	\$397,000
OPEB Account Appropriation	\$1,350,000	\$1,350,000	\$1,390,000
Other Financial Warrant Articles	\$400,000	\$90,000	\$605,000
Prior yr. Adjustments voted at Town Meeting	\$567,509	\$421,000	\$403,800
Other Capital - School & Municipal	\$0	\$750,000	\$949,000
		\$0	\$0
Total Appropriations -Town Meeting	\$84,699,435	\$88,378,579	\$93,905,290
Other Amounts to be Raised (not Voted at Town Meeting)			
State Aid Offsets (Funds which must be restricted)	\$19,152	\$19,646	\$18,602
State and County Charges	\$581,920	\$591,670	\$673,023
Overlay (Reserve for abatements/exemptions)	\$651,421	\$639,929	\$576,977
Other - Snow & Ice Raised on Recap	\$173,826	\$121,492	\$0
Total Other Amounts	\$1,426,319	\$1,372,737	\$1,268,602
Total Expenditures	\$86,125,754	\$89,751,316	\$95,173,892
Financial Resources			
State Revenue:			
State Aid	\$5,606,183	\$5,781,433	\$5,942,531
State School Building Assistance Funding	\$1,401,276	\$1,401,276	\$1,401,276
Local Revenue:			
Total Property Taxes	\$67,637,558	\$70,500,803	\$74,000,624
Local Receipts	\$3,312,000	\$3,312,000	\$3,743,415
Enterprise (Sewer) Funding (for all - capital , articles, etc)	\$4,823,953	\$4,250,511	\$5,067,862
Available Funds/ - for misc articles	\$891,000	\$228,000	\$1,069,800
Available Funds - Ongoing	\$429,275	\$536,243	\$528,334
Capital Stabilization Fund		\$650,000	\$0
Free Cash to Reduce the Tax Rate	\$0	\$500,000	\$500,000
Free Cash - for Capital/Articles/Other	\$2,024,509	\$2,591,050	\$2,920,050
Total Revenues	\$86,125,754	\$89,751,316	\$95,173,892
Total Revenue less Expenditures	\$0	\$0	\$0
Additional University Station Articles(Mitigation/Permit)	\$941,000	\$0	\$0
Authorization to borrow (Projects approved at Town Meeting -funds are borrowed and debt service included in future budgets) :			
Approved at 2015 ATM -Construction Islington Fire Station	\$8,650,000		
Approved at 2015 ATM -Cemetery Expansion	\$450,000		
Approved at 2015 ATM -LED Street Lights	\$500,000		
Approved at 2015 Fall TM - Deerfield Road/Parking Area	\$2,000,000		
Approved at 2015 Fall TM -Land Purchase	\$890,000		
Approved at 2016 ATM -Police Station Construction		\$13,205,000	
Approved at 2016 ATM -Sewer System Inspection/ Repair - MWRA Program		\$666,000	
			\$0

FY2018 Projected Budget Revenue

FY2018 Projected Budget Revenue



FY2018 Projected Budget Revenue

	FY2017 Per Recap	FY2018 Proj	\$ Increase	% Increase
Taxes	\$70,500,803	\$74,000,624	\$3,499,821	5.0%
State Aid	\$5,781,433	\$5,942,531	\$161,098	2.8%
State School Bldg Reimbursement	\$1,401,276	\$1,401,276	\$0	0.0%
Sewer Enterprise	\$4,250,511	\$5,067,862	\$817,351	19.2%
Local Receipts	\$3,312,000	\$3,743,415	\$431,415	13.0%
Available Funds	\$536,243	\$528,334	(\$7,909)	-1.5%
Available Funds - prior year/other articles	\$228,000	\$1,069,800	\$841,800	369.2%
Capital Stabilization Use	\$650,000	\$0	(\$650,000)	-100.0%
Free Cash voted for Tax Relief	\$500,000	\$500,000	\$0	0.0%
Free Cash	\$2,591,050	\$2,920,050	\$329,000	12.7%
Total	\$89,751,316	\$95,173,892	\$5,422,576	6.0%

FY18 budget revenue per current Board of Selectmen proposed budget.

Proposition 2 ½

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

Overrides

What is a General Override?

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

What is a Debt Exclusion?

What is a Capital Outlay Expenditure Exclusion?

Proposition 2 ½ allows communities to raise funds for certain purposes above the amount of their levy limits or levy ceilings. Subject to voter approval, a community can assess taxes in excess of its levy limit or levy ceiling for the payment of certain

capital projects and for the payment of specified debt service costs. An exclusion for the purpose of raising funds for debt service costs is referred to as a debt exclusion and an exclusion for the purpose of raising funds for capital projects costs is referred to as a capital outlay expenditure exclusion.

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

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

Proposition 2 ½ Overrides

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

History of Tax Levy – Budget FY2018

Tax Levy Calculation	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	Budget FY2018
Prior Year Levy Limit	\$51,960,889	\$53,713,887	\$55,765,994	\$57,773,665	\$60,753,121	\$66,435,457	\$70,367,740
Plus 2.5% Increase	\$1,299,022	\$1,342,847	\$1,394,150	\$1,444,342	\$1,518,828	\$1,660,886	\$1,759,194
Plus New Growth**	\$453,976	\$709,259	\$613,522	\$970,114	\$921,201	\$1,099,667	\$450,000
New Tax Levy - University Station	\$0	\$0	\$0	\$565,000	\$3,242,307	\$1,171,730	\$500,000
General Overrides	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Levy Limit	\$53,713,887	\$55,765,994	\$57,773,665	\$60,753,121	\$66,435,457	\$70,367,740	\$73,076,934
Exempt Debt*	\$2,497,391	\$2,073,234	\$1,965,112	\$1,850,048	\$1,740,624	\$1,642,706	\$1,523,690
Levy Capacity	\$56,211,278	\$57,839,228	\$59,738,777	\$62,603,169	\$68,176,081	\$72,010,446	\$74,600,624
Actual Levy Assessed	\$56,060,374	\$57,671,932	\$59,453,776	\$61,991,050	\$67,637,558	\$70,500,803	\$74,000,624
Excess Levy(Taxes not raised)	\$150,904	\$167,296	\$285,001	\$612,119	\$538,523	\$1,509,643	\$600,000
Increase in Actual Levy (including new growth)	4.6%	2.9%	3.1%	4.3%	9.1%	4.2%	5.0%
Increase in Levy without new growth	3.80%	1.61%	2.03%	1.69%	2.39%	0.88%	3.62%

* Exempt debt - This is the net principal and interest payment required each year for borrowing projects approved outside Proposition 2 1/2.

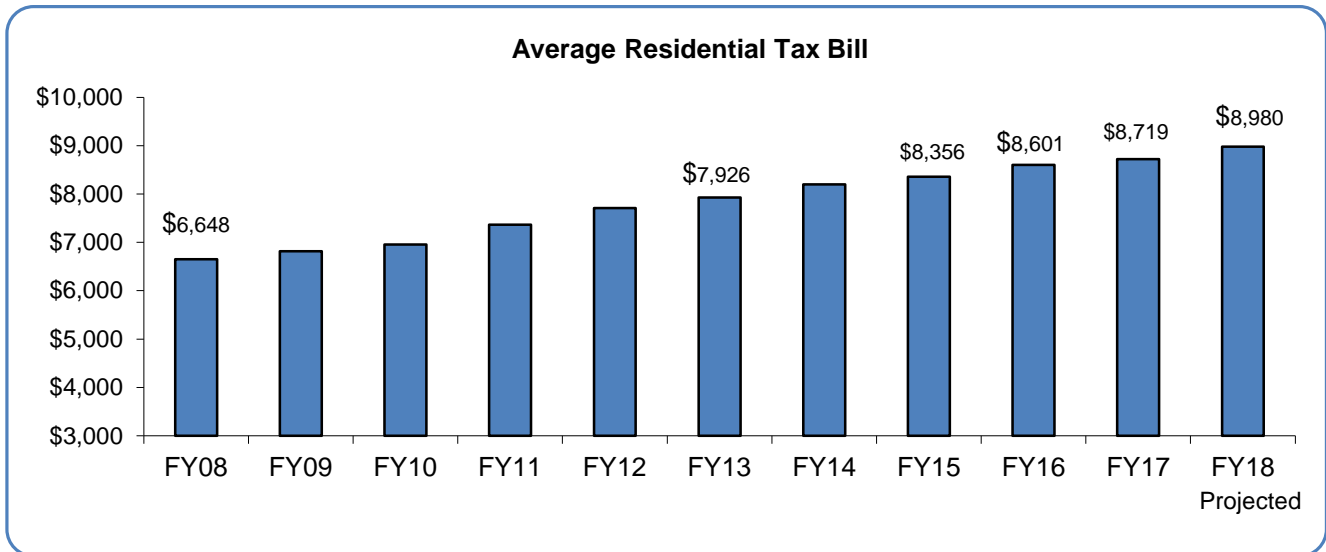
**New Growth - This represents taxes from new residential and commercial development.

FY2018 Tax Change Detail

2.5 increase	\$1,759,194
FY17 excess levy	\$1,509,643
Change in exempt debt	-\$119,016
New Growth -	\$450,000
New Growth - University Station	\$500,000
Total Change in Levy FY17 Actual to FY18 Capacity	\$4,099,821
Total Change in Proposed Levy Actually Used	\$3,499,821

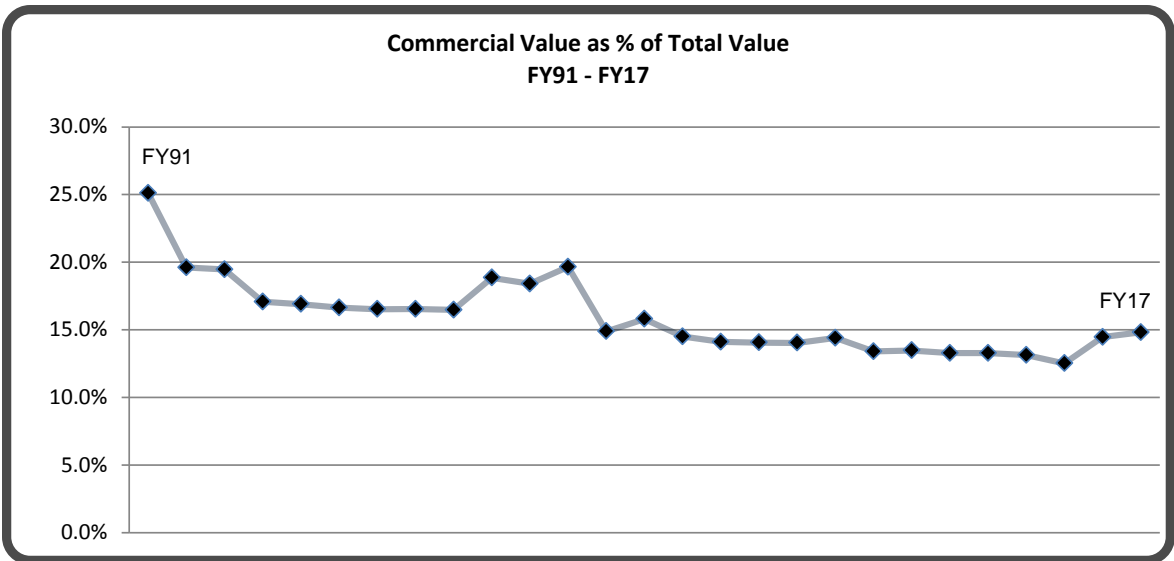
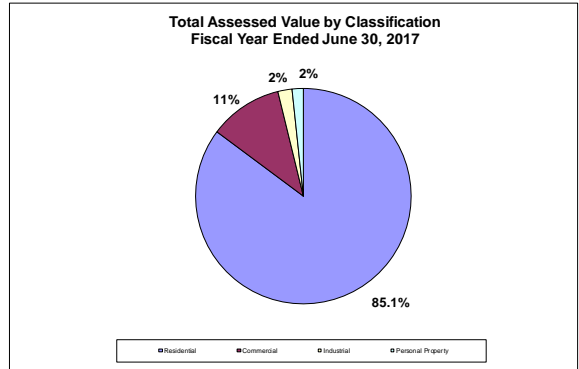
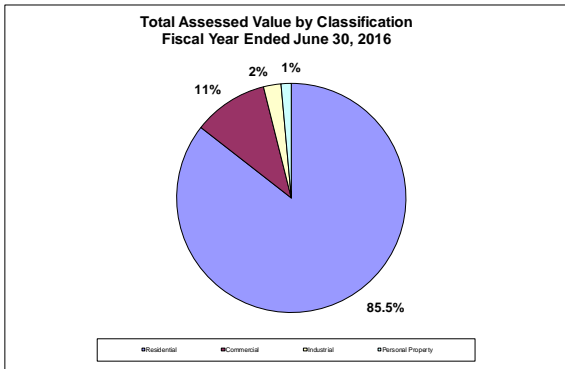
Tax Rate/Tax Bill History

Tax Rate per Thousand	FY11	FY12	FY13	FY14	FY15	FY16	FY17	Projected FY18
Residential	\$13.83	\$14.48	\$14.89	\$15.40	\$15.24	\$14.66	\$14.57	
Commercial	\$25.38	\$26.55	\$27.28	\$28.18	\$28.79	\$28.27	\$28.20	
% of Total Town Value								
Residential Property	86.5%	86.6%	86.7%	86.8%	87.5%	85.5%	85.1%	
Commercial Property	13.4%	13.3%	13.2%	13.1%	12.5%	14.4%	14.8%	
Tax Shift Factor	1.65	1.65	1.65	1.65	1.70	1.70	1.70	
% of Total Town Taxes								
Residential Properties	77.8%	77.9%	78.1%	78.3%	78.7%	75.4%	74.8%	
Commercial Properties	22.1%	22.0%	21.8%	21.6%	21.3%	24.5%	25.2%	
Average Residential Tax Bill								
Home Value	\$532,345	\$532,345	\$532,345	\$532,345	\$548,315	\$586,697	\$598,431	
Tax Bill	\$7,362	\$7,708	\$7,926	\$8,198	\$8,356	\$8,601	\$8,719	\$8,980
Average Tax Bill Increase	5.8%	4.7%	2.8%	3.4%	1.9%	2.9%	1.3%	3.0%
Single Tax Rate	\$15.38	\$16.09	\$16.53	\$17.08	\$16.93	\$16.63	\$16.59	
Savings to Average Tax Bill from Having Split Tax Rate	\$825	\$857	\$874	\$894	\$926	\$1,155	\$1,207	



Assessed Value by Classification

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2007	\$3,147,514,446	\$10.73	\$271,807,104	\$190,849,800	\$51,962,800	\$514,619,704	\$19.81	14.1%	\$12.01	\$3,662,134,150
2008	\$3,175,772,814	\$11.74	\$272,818,535	\$193,747,600	\$51,955,500	\$518,521,635	\$21.67	14.0%	\$13.13	\$3,694,294,449
2009 (1)	\$3,197,768,457	\$12.01	\$325,730,795	\$164,387,500	\$47,764,400	\$537,882,695	\$22.25	14.4%	\$13.48	\$3,735,651,152
2010	\$3,088,616,907	\$13.07	\$313,502,764	\$116,181,450	\$48,381,800	\$478,066,014	\$23.98	13.4%	\$14.53	\$3,566,682,921
2011	\$3,014,069,261	\$13.83	\$303,956,394	\$111,888,000	\$52,502,700	\$468,347,094	\$25.38	13.4%	\$15.38	\$3,482,416,355
2012 (1)	\$3,019,444,695	\$14.48	\$298,952,742	\$116,563,050	\$49,223,000	\$464,738,792	\$26.55	13.3%	\$16.09	\$3,484,183,487
2013	\$3,025,447,435	\$14.89	\$305,246,315	\$110,035,850	\$47,438,500	\$462,720,665	\$27.28	13.3%	\$16.53	\$3,488,168,100
2014	\$3,024,619,084	\$15.40	\$301,008,803	\$108,446,500	\$47,416,300	\$456,871,603	\$28.18	13.1%	\$17.08	\$3,481,490,687
2015	\$3,201,759,309	\$15.24	\$305,143,078	\$104,513,800	\$48,705,000	\$458,361,878	\$28.79	12.5%	\$16.94	\$3,660,121,187
2016 (1)	\$3,479,561,719	\$14.66	\$429,192,713	\$100,498,400	\$58,369,200	\$588,060,313	\$28.27	14.5%	\$16.63	\$4,067,622,032
2017	\$3,620,229,895	\$14.57	\$467,768,522	\$90,401,550	\$71,406,300	\$629,576,372	\$28.20	14.8%	\$16.59	\$4,249,806,267



(1) Revaluation year.

Source: Assessor's Department, Town of Westwood
 All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

University Station

Through significant work by so many in Town for so many years, the University Station project is now in place and continues to provide a significant opportunity for the Town to continue with responsible established budget practices.

University Station has provided important new commercial tax revenue for the community.

University Station New Growth Tax Revenue				
FY15	FY16	FY17	FY18 Estimated	Total
\$565,000	\$3,242,307	\$1,171,730	\$500,000	\$5,479,037

Use of New Revenue

The Town has worked hard to utilize this new revenue for several important financial areas including:

- Providing for growth for the school and municipal budgets above 2 ½%.
 - Funding debt service for major capital projects.
 - Helping to limit the tax bill increase.
 - Funding the Capital Stabilization reserve.
- **In FY15**, the initial revenue (\$565K) was used to implement identified direct service needs for the project. These funds, combined with previously received mitigation funds, allowed for important increases to the police and fire staffing levels. These staffing needs had been identified at the project review and initial acceptance as direct services to be funded from the new tax revenue, and were the first increases in public safety staffing in decades.
 - **In FY16**, final tax revenue from the project was \$3.2M. Approximately \$1.5M was voted toward the FY16 operating budget to provide an increase over the base 2 ½% to 5.2% for both school and municipal departments. The funding was allocated as follows:

FY16 Budget	
School	\$1,020,225
Municipal	\$461,578
Blue Hills/Other	\$93,197
Total	\$1,575,000

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

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

University Station

- **In FY17**, final new tax revenue from University Station was \$1.17M. Appropriation of \$1.15M was voted toward the FY17 operating budget to provide an increase over the base 2 1/2 % to provide higher increases to both the school and municipal operating budgets. The funding for operating budgets was allocated as follows:

FY17 Budget	
School	\$883,000
Municipal	\$272,000
Total	\$1,155,000

In addition, in FY17 direct services costs of \$215,000 were allocated for school services for University Station expenses. Additionally, \$800,000 of University Station revenue was allocated for additional debt service for the police station construction. This allowed the debt to remain within Proposition 2 ½, providing relief to taxpayers. In FY17 a balance of \$670,000 of revenue was not utilized. This left unused tax levy, which provided significant tax relief to our residents.

- **In FY18** budget, \$570,000 will be set aside for direct service costs for public safety staffing needs. These funds will provide for the next phase of police and fire staffing needs, the first since FY15. These funds will be set aside in the budget and released upon vote of the Board of Selectmen. In addition, \$600,000 of new revenue will not be utilized in the budget. This will leave unused tax levy, which will provide for tax relief to our residents.

Summary of Use of New Tax Revenue

	FY15	FY16	FY17	FY18 Proposed	Total
Provide for Operating Budgets Above 2.5%					
School		\$1,020,225	\$883,000		\$1,903,225
Municipal		\$461,578	\$272,000		\$733,578
Other		\$94,000			\$94,000
Direct Service Costs					
School			\$215,000		\$215,000
Municipal	\$565,000			\$570,000	\$1,135,000
Debt Service					
Police Construction			\$800,000		\$800,000
Allocated for Ongoing Costs and Built Into Budget					\$4,880,803

	FY15	FY16	FY17	FY18 Proposed
One Time Use/Unused Levy				
Capital Fund		\$975,000		
Unused Tax Levy/Tax Relief		\$500,000	\$670,000	\$600,000

Overall

The Board of Selectmen has worked to structure tax relief into the recent budget proposals. As the University Station project has come on line, a portion of the new revenue has been used to mitigate the growth of the average residential tax bill.

Tools for Tax Relief

There are several methods to try to limit the growth of the annual property tax bill. These include:

- General tax relief for all taxpayers:
 - Not use full levy limit
 - Pay for debt within Proposition 2 ½ vs. debt exemption
 - Commercial tax shift – higher commercial tax rate
 - Apply free cash to tax rate – general appropriation to reduce overall tax levy
 - Each \$100K appropriated provides approximately \$13 in annual tax savings to the average home
 - So \$500K appropriation provides approximately \$65 tax savings to the average home
- Targeted tax relief for the senior population:
 - Current tool through donations to the Aid to the Elderly and Disabled
 - Town Meeting Home Rule Petition article to appropriate funds to the Aid to the Elderly and Disabled has recently been approved by the State. The Board of Selectmen will now be able to utilize this tool for future Town Meeting approval.

Tax Relief Efforts

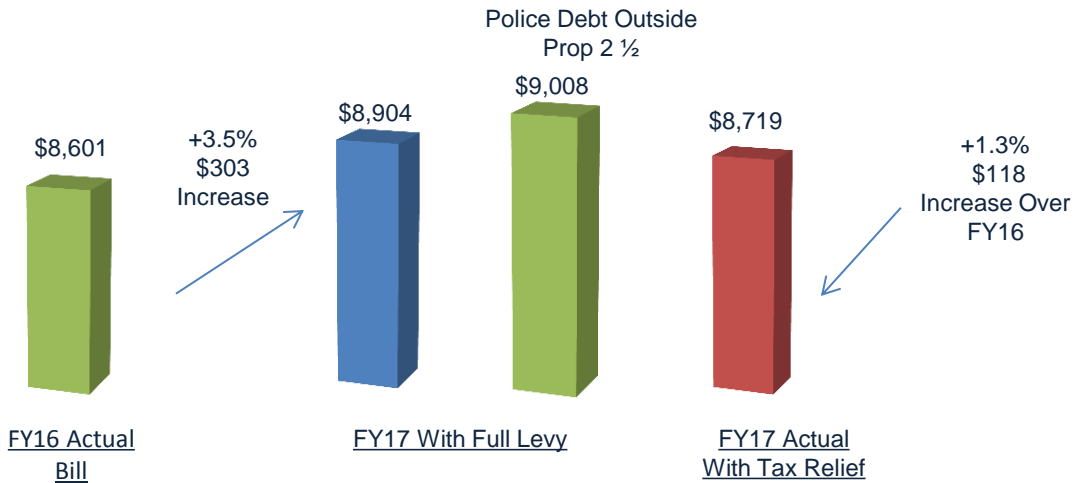
Recent Steps Taken to Address Residential Tax Relief

FY17:

- Approved new police station debt within Proposition 2 ½.
- Not utilizing all of the available tax levy (approximately \$1.5 million) permitted by state law. Historically, the Town has used all of the available levy.
- Appropriating \$500K from free cash to directly reduce the tax rate.

These measures resulted in an average tax bill increase of 1.37% vs. a potential 4.73% increase.

Without these tax measures, the average home bill would have been \$9,008 vs. the actual \$8,719.



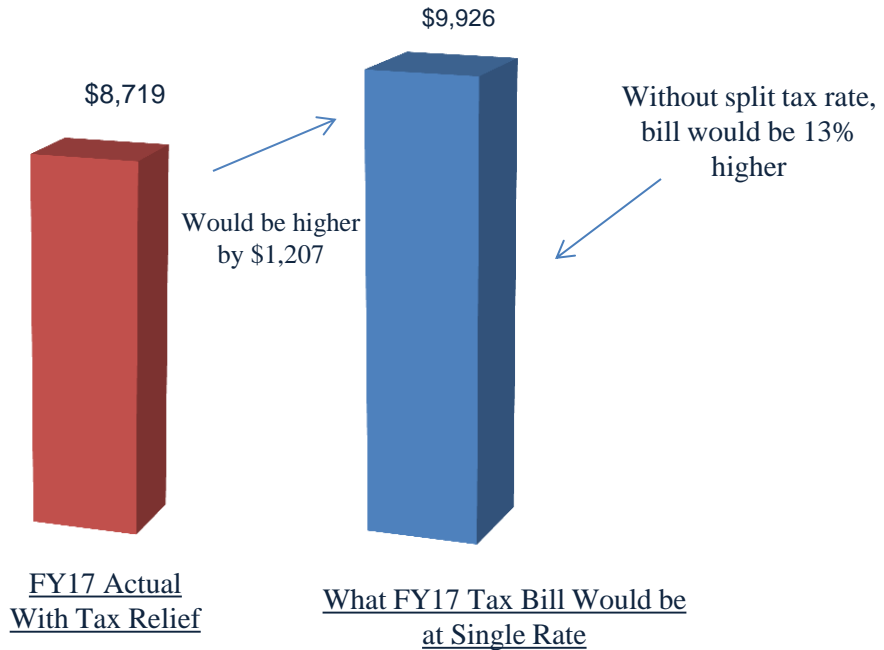
FY18:

The Board of Selectmen will continue with tax relief measures in FY18.

These include:

- Keeping all debt and operating budget requests within Proposition 2 ½.
- Maintain the commercial/residential tax split.
- Appropriate \$500K free cash to general tax relief to all tax payers.
- Allocating the unused tax levy of \$600,000 to provide general tax relief to all homeowners.
- As the Home Rule Petition for Aid to the Elderly has recently passed at the State level, future Town Meeting action will work to supplement the direct tax relief to our most needy residents.

Benefits of Commercial Tax Rate



The commercial split tax rate provides significant relief for homeowners.
In FY17 that relief is \$1,207.

The Town has a split tax rate, charging commercial property a higher rate than residential. The Board of Selectmen, in consultation with the Board of Assessors, voted to keep the FY17 shift factor, which sets the different rates, at the current 1.70.

In FY17, commercial property, while only representing 14.81% of the Town’s value, will pay 25.2% of the total taxes, a slight increase from 24% in FY16.

FY17 Tax Rates

Residential	\$14.57
Commercial	\$28.20

State Aid

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

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

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

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

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

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

The FY18 state aid estimates per the Governor's January 2017 budget are shown below. The Governor's budget provides only a small increase in Chapter 70 and a small increase in municipal aid. The Governor's numbers are all subject to change during the state budget process. We will monitor the state budget process and update our state aid estimates for Town Meeting.

						Governor
						Projected
	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
Chapter 70-Education	\$4,382,005	\$4,528,863	\$4,725,913	\$4,803,413	\$4,971,878	\$5,076,173
Municipal Aid (Old Lottery & Add'l Assistance)	\$617,080	\$631,666	\$649,183	\$672,554	\$701,474	\$728,832
Other	\$134,429	\$127,171	\$106,879	\$111,064	\$88,435	\$118,924
Offsets (Restricted to Metco, Library, School Lunch)	\$26,770	\$26,574	\$29,080	\$19,152	\$19,646	\$18,602
Total Receipts	\$5,160,284	\$5,314,274	\$5,511,055	\$5,606,183	\$5,781,433	\$5,942,531
Charges						
County Tax	171,625	174,184	178,538	182,293	186,851	196,478
MBTA Assessment	308,926	312,275	314,279	318,562	321,728	325,361
Other	\$80,119	\$94,358	\$94,554	\$81,065	\$83,091	\$151,184
Total Charges	\$560,670	\$580,817	\$587,371	\$581,920	\$591,670	\$673,023
Net State Aid	\$4,599,614	\$4,733,457	\$4,923,684	\$5,024,263	\$5,189,763	\$5,269,508

- Preliminary FY18 budget plan based on level funding.
- Base budget plan has been increased to include the Governor's projection.
- Governor's preliminary FY18 local aid projections are the initial step of the State budget process.
- We will monitor the State budget process and update the estimate accordingly.

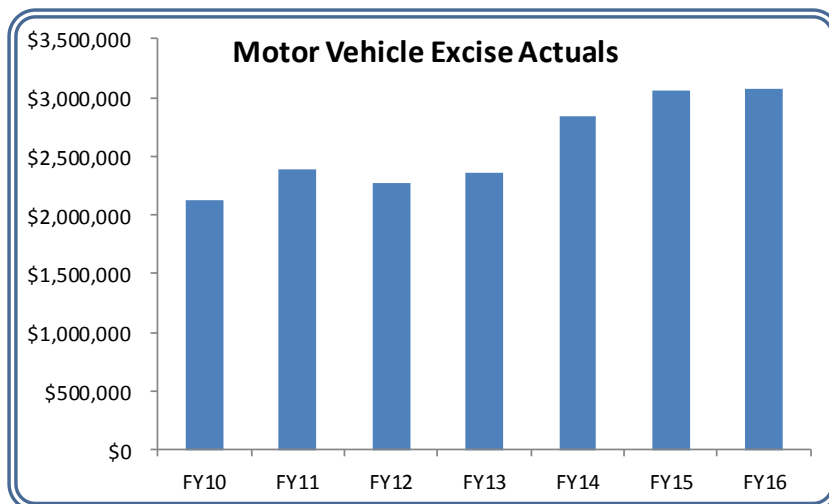
FY2018 Local Receipts

	FY14	FY15	FY16	FY16	FY17	FY18
	Actual	Actual	Budget	Actual	Budget	Budget
Motor Vehicle Excise Tax	\$2,844,489	\$3,057,592	\$2,285,000	\$3,077,486	\$2,172,000	\$2,603,415
Penalties and Interest	\$119,708	\$171,893	\$80,000	\$186,350	\$80,000	\$80,000
License/Permits	\$643,568	\$771,231	\$400,000	\$1,052,958	\$400,000	\$400,000
Departmental Receipts	\$414,030	\$454,064	\$302,000	\$502,643	\$300,000	\$302,000
Investment Income	\$25,928	\$28,388	\$25,000	\$56,770	\$20,000	\$25,000
Recreation	\$160,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
Other	\$83,643	\$78,363	\$40,000	\$217,269	\$160,000	\$153,000
	\$4,291,366	\$4,741,531	\$3,312,000	\$5,273,476	\$3,312,000	\$3,743,415

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

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

- Major revenue in this category is motor vehicle excise tax. Motor vehicle revenue has recently been very strong after several years of fluctuations due to the economy. Accordingly, the motor vehicle budget has been increased, with the increase in budget applied to capital funding.



FY2018 Available Funds

Available Funds Allocated	FY13	FY14	FY15	FY16	FY17	FY18
	Budget	Budget	Budget	Budget	Budget	Budget
Conservation Receipts	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Cemetery Trust	\$10,000	\$1,000	\$1,000	\$0	\$0	
Cemetery Lot Sales					\$110,250	\$105,750
Ambulance Receipts for Ongoing Budget	\$376,500	\$376,500	\$376,500	\$376,500	\$376,500	\$376,500
High School Bond Premium	\$25,278	\$22,750	\$20,281	\$17,812	\$15,738	\$13,084
Additional One Time Use Ambulance for Operating Budget		\$180,000				
Library Bond Premium	\$21,284	\$20,378	\$19,170	\$17,963	\$16,755	\$16,000
	\$450,062	\$617,628	\$433,951	\$429,275	\$536,243	\$528,334

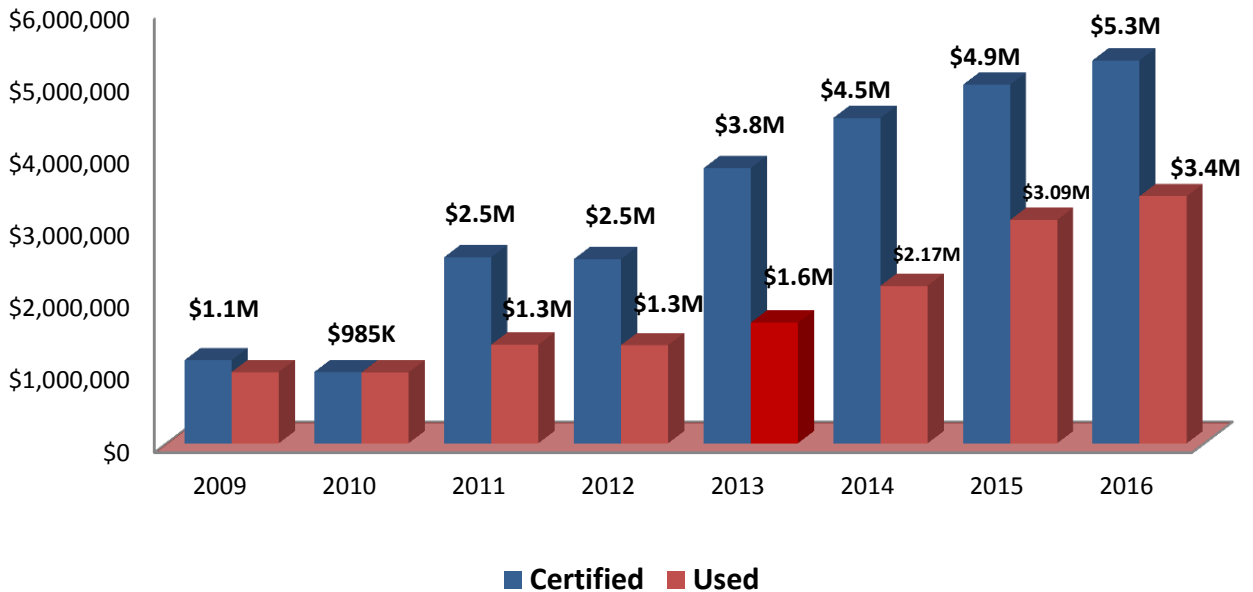
Available Funds for Prior Year/Misc Warrant Articles	FY13	FY14	FY15	FY16	FY17	FY18
	Budget	Budget	Budget	Budget	Budget	Budget
Additional Ambulance (equipment/salaries/purchase ambulance)	\$77,000	\$212,950	\$448,000	\$131,000	\$208,000	\$372,800
Sale of Assets Account			\$275,000			
Overlay Surplus			\$25,000	\$35,000		
Cemetery Lot Sales for special article	\$15,000	\$70,000				
Additional State Aid	\$44,600	\$236,456				
Bond Premium				\$725,000		\$397,000
Miscellaneous Funding		\$300,231			\$20,000	\$300,000
	\$136,600	\$819,637	\$748,000	\$891,000	\$228,000	\$1,069,800

- Available funds are transferred from these accounts to the general fund to support the corresponding appropriation.
 - Major available fund is ambulance receipts – used to offset costs of providing service.
 - High School and library bond premium – this is a required annual apportionment of bond premium received from the sale of bonds to fund the high school and library debt. As the debt was approved outside of Proposition 2 ½, an apportionment of the premium must be used each year to offset the exempt taxes.
 - The FY17 and FY18 budget includes cemetery lot sales to pay for cemetery debt service for a 5-year bond approved at May 2015 Town Meeting.

A Look at Free Cash

- Certified Free Cash as of July 1, 2016 is \$5,386,7
- Good FY16 budget to actual results and continued strong motor vehicle revenue.
- Disciplined use of prior year balance.
 - Not applied to operating budgets. Not using full allowance.
 - In line with Financial Policy, apply higher amounts to capital needs.
- FY18 current budget uses \$1,352,050 for capital, \$100,000 for Stabilization, \$256,000 for debt service budget and \$500,000 for general tax relief.
- Additional free cash will be used for additional capital budget items.

Certified/Used Free Cash



	July 2016	July 2015	July 2014	July 2013	July 2012	July 2011	July 2010
Certified	\$5,386,795	\$4,961,737	\$4,502,878	\$3,806,582	\$2,547,593	\$2,572,798	\$985,616
Proposed 2017 ATM:							
Fall Town Meeting/ Other	\$256,000	\$456,000	\$155,000				
Stabilization	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$344,000	
Capital	\$1,769,050	\$1,652,050	\$1,523,000	\$1,308,150	\$800,000	\$700,000	\$700,000
Articles	\$1,295,000	\$883,000	\$401,509	\$260,500	\$58,000	\$320,000	\$280,000
Total Used	\$3,420,050	\$3,091,050	\$2,179,509	\$1,668,650	\$1,358,000	\$1,364,000	\$980,000
Unallocated	\$1,966,745	\$1,870,687	\$2,323,369	\$2,137,932	\$1,189,593	\$1,208,798	\$5,616

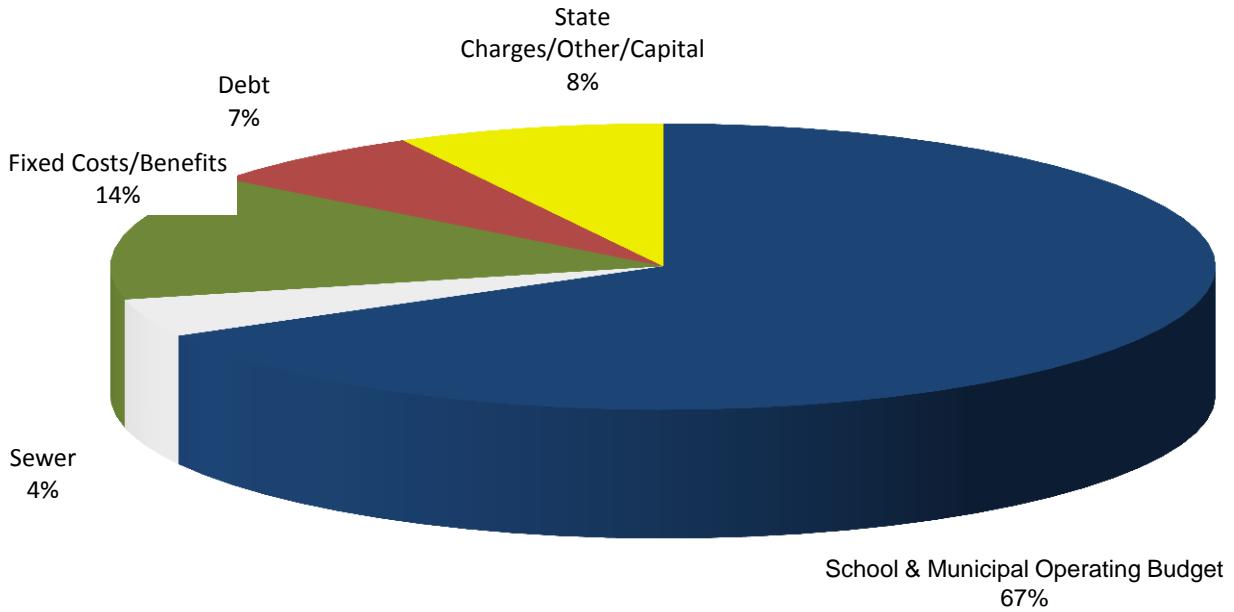
- Financial Policy target is approximately \$2.9M unallocated.

Meals Tax

- In 2009 the State allowed municipalities to adopt .75% additional on the 6.25% State excise tax on restaurant meals.
- The Department of Revenue (DOR) collects the money and sends the .75% local share to the Town quarterly.
- Westwood adopted the additional meals tax at the 2014 Fall Town Meeting and it became effective January 1, 2015.
 - Town Meeting further voted that all collections of this revenue be reserved for appropriation in an account for future transfer by Town Meeting vote.
- As of March 30, 2017 the balance in the meals tax account was \$606K.

<u>Quarterly Distribution</u>	<u>Period</u>	<u>Amount</u>	<u>Cumulative Total</u>
March 31, 2015	December, January, February	\$12,948	\$12,948
June 30, 2015	March, April, May	\$43,202	\$56,150
September 30, 2015	June, July, August	\$67,267	\$123,417
December 31, 2015	September, October, November	\$67,881	\$191,298
March 31, 2016	December, January, February	\$72,899	\$264,197
June 30, 2016	March, April, May	\$78,373	\$342,570
September 30, 2016	June, July, August	\$88,274	\$430,844
December 30, 2016	September, October, November	\$90,301	\$521,145
March 30, 2017	December, January, February	\$84,856	\$606,001

FY2018 Expenditure Summary



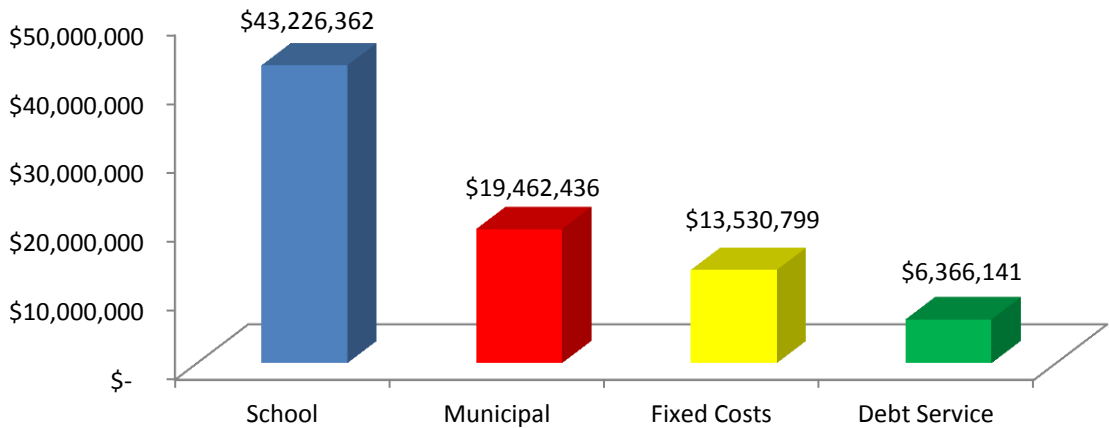
FY2018 Proposed Expenditure Summary

	FY2017 Budget	FY2018 Proj	\$ Increase	% Increase
Operating Budget - School Categories	\$42,061,739	\$43,478,430	\$1,416,691	3.4%
University Station Direct Services-School	\$214,800	\$214,800	\$0	0.0%
Operating Budget - Municipal	\$18,778,050	\$19,462,436	\$684,386	3.6%
University Station Direct Services-Municipal		\$570,000	\$570,000	
Benefits/Reserves/Comprehensive Insurance	\$12,415,315	\$13,530,799	\$1,115,484	9.0%
Sewer - Operating	\$3,871,333	\$4,103,884	\$232,551	6.0%
Debt Service	\$6,456,192	\$6,366,141	(\$90,051)	-1.4%
Capital Budget - School & Municipal	\$1,735,150	\$1,734,000	(\$1,150)	-0.1%
Capital - Sewer	\$135,000	\$600,000	\$465,000	344.4%
Appropriations:				
Stabilization	\$100,000	\$100,000	\$0	0.0%
Capital Stabilization	\$0	\$397,000	\$397,000	
OPEB	\$1,350,000	\$1,390,000	\$40,000	3.0%
Prior Year	\$421,000	\$403,800	(\$17,200)	-4.1%
Other Financial Articles/Other Capital	\$840,000	\$1,554,000	\$714,000	85.0%
State Charges/Offsets/Overlay/Snow	\$1,372,737	\$1,268,602	(\$104,135)	-7.6%
Total Expenditures	\$89,751,316	\$95,173,892	\$5,422,576	6.0%

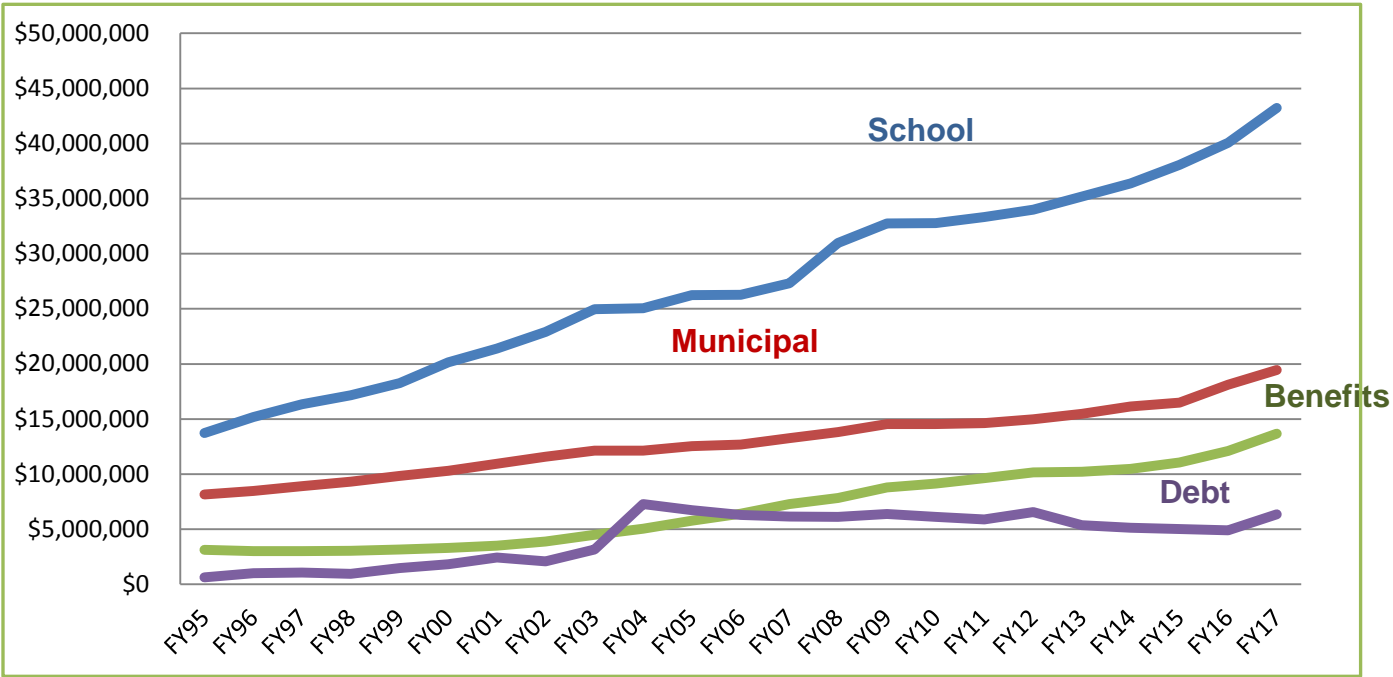
Operating Budget Categories

FY17 Budget	Category	FY18 Selectmen Proposed	\$ Change FY18 v FY17	% Change FY18 v FY17
\$ 41,830,053	School Operating	\$ 43,226,362	\$ 1,396,309	3.3%
\$ 18,778,050	Municipal Operating	\$ 19,462,436	\$ 684,386	3.6%
\$ 124,732	Blue Hills	\$ 147,489	\$ 22,757	18.2%
\$ 106,954	Traffic Supervisors	\$ 104,579	\$ (2,375)	-2.2%
\$ 12,415,315	Fixed Costs	\$ 13,530,799	\$ 1,115,484	9.0%
\$ 6,456,192	Debt Service	\$ 6,366,141	\$ (90,051)	-1.4%
\$ 214,800	University Station Direct Services	\$ 784,800	\$ 570,000	265.4%
\$ 3,871,333	Sewer	\$ 4,103,884	\$ 232,551	6.0%
\$ 83,797,429	Total	\$ 87,726,490	\$ 3,929,061	4.7%

**FY18 Operating Budget Categories - Appendix D
(Excludes Sewer)**



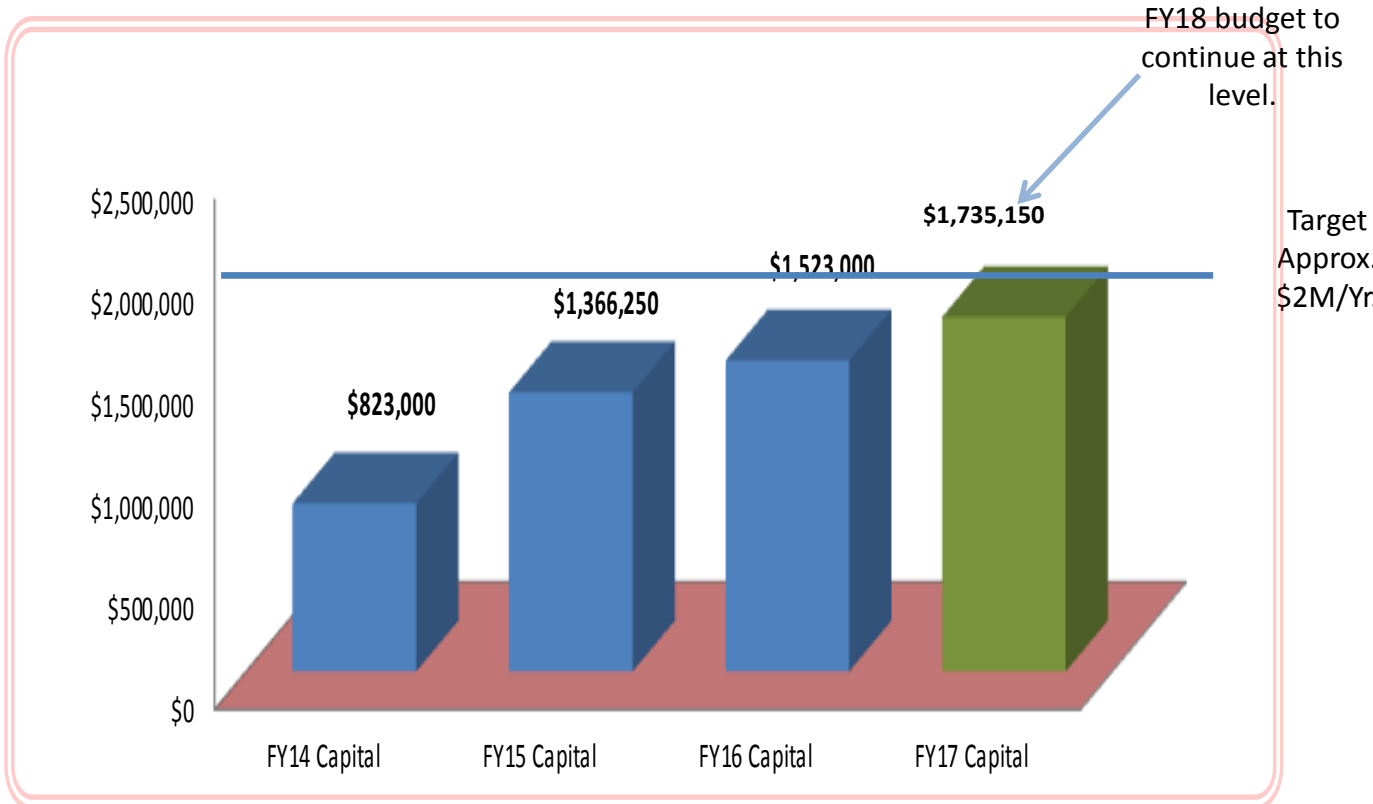
A Look at the Budget History



Budget	% Change in Budget											
	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
School Budgets	4%	12.9%	5.8%	0%	1.7%	2%	3.3%	3.8%	4.2%	5.3%	4.9%	3.3%
Municipal Budgets	4.5%	3.7%	5.4%	0%	.6%	2.3%	3%	3.2%	3.4%	5.2%	3.7%	3.6%
Benefits/ Insurance/ Reserves	13.6%	7.6%	12.3%	3.7%	5.5%	5.6%	0.5%	2.5%	5.5%	3.1%	8.8%	9.0%
Debt Service	-2.2%	-0.7%	4.1%	-3.9%	-3.7%	11.1%	-18%	-4.7%	-2.3%	-2.3%	30%	-1.4%

Capital – Continued Improvement in Ongoing Capital Funding

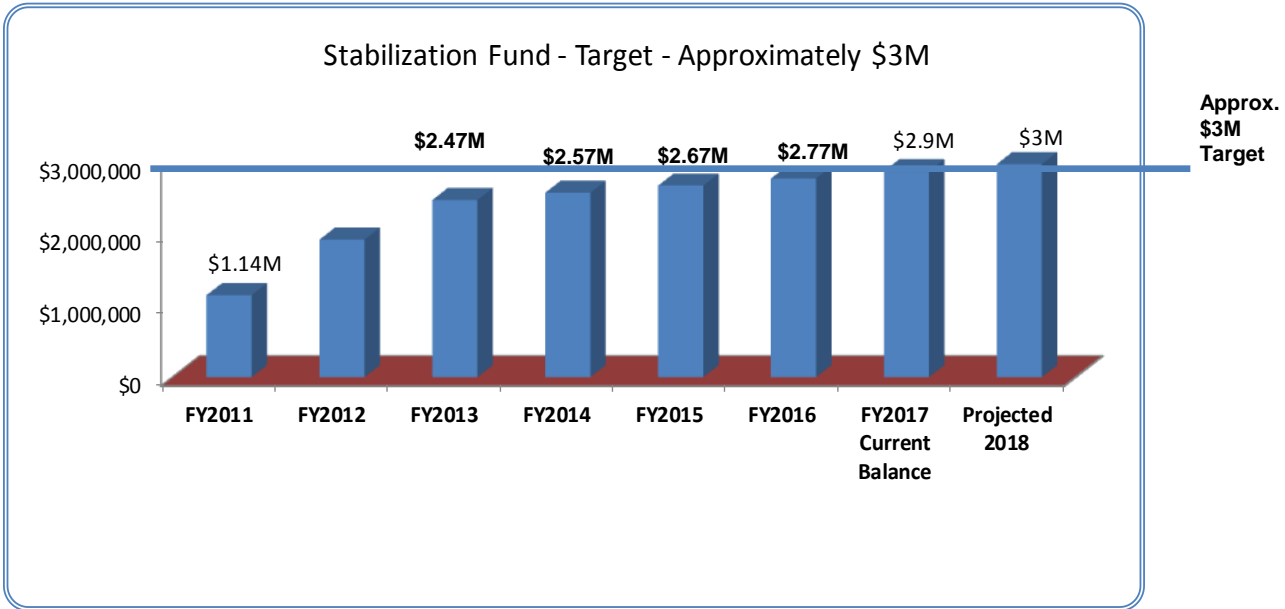
- Important to maintain Town assets – buildings, infrastructure, equipment.
- The Town has made significant progress in increasing the ongoing capital budget.
 - FY17 more than double FY14 levels.



- Similar to FY17, utilize free cash to keep ongoing capital at higher levels (double FY14).
- Fund capital at \$1.73 million
 - School - \$867K
 - Municipal - \$867K
- Other Capital Articles will include:
 - Senior Center Renovation and Addition Design
 - School Department's IT Network Upgrade

Stabilization Fund

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

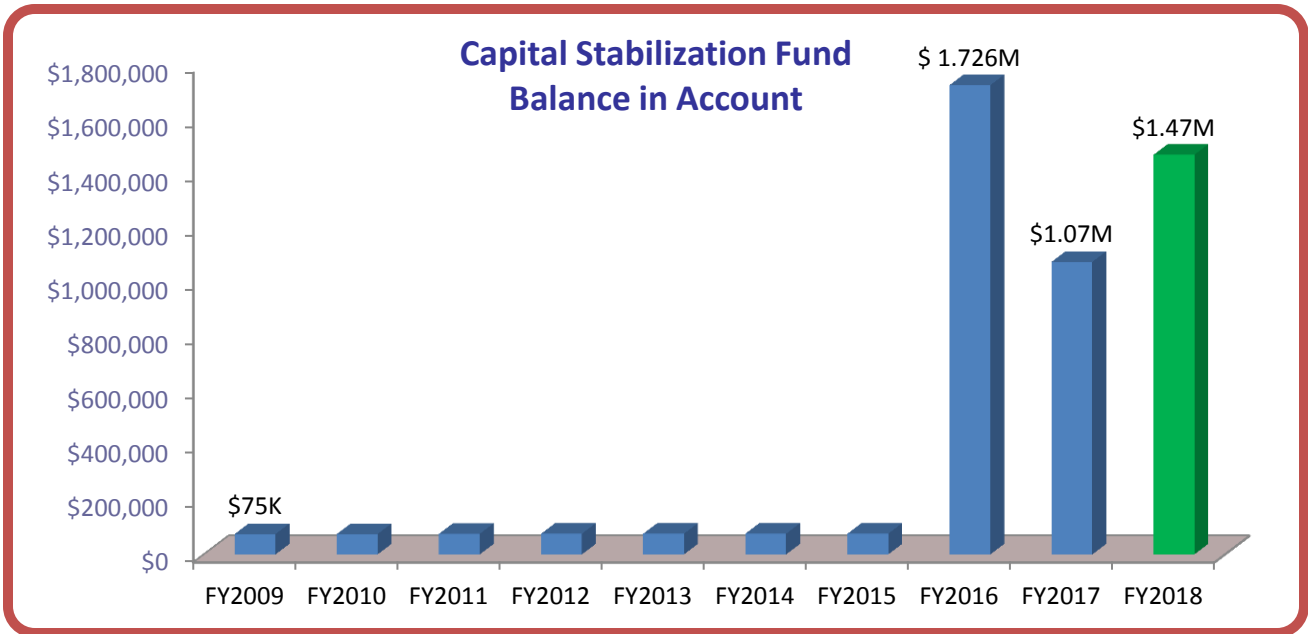


Stabilization Fund					
	FY2014	FY2015	FY2016	FY2017	Budget Plan FY2018
Annual Funding	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
One Time Funding	\$500,000	\$0	\$0	\$0	\$0

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

Capital Stabilization Fund

- The Capital Stabilization Fund was established by Town Meeting in 2005 for the purpose of investing in the long term maintenance of the Town’s capital assets – primarily buildings and equipment.
- Funds designated to this Fund cannot be used for purposes other than those for which the Fund was established.
- Appropriations into and from this Fund require a 2/3 vote of Town Meeting.
- At the 2008 Annual Town Meeting, \$75,000 was appropriated to this account funded by some initial Westwood Station payments.
- At the 2015 Fall Town Meeting, two articles appropriated one time revenue in the account:
 - \$925,000 was appropriated into this account funded by available FY16 new taxes from the University Station project.
 - \$725,000 was appropriated from one time bond premium.
- This Fund can be a useful tool to provide funding for important capital needs.
- In FY16, \$650,000 was used from the account to fund replacement of the high school turf field and track resurfacing.



Capital Stabilization Fund				
	FY2009	FY2016	FY2017	FY2018
Annual Funding	\$0	\$0	\$0	\$0
One Time Funding	\$75,000	\$1,650,000	\$0	\$397,000
Town Meeting Voted Use		109	\$650,000	

Debt Management

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

The Town Treasurer and Selectmen support a rapid repayment schedule of ten years or less whenever possible. This ensures cost savings to the community and seeks to avoid strapping future generations with large debt loads. The High School, Library and Fire Station were bonded for 20 years and the Police Station for 30 years to mitigate the effect of the annual tax burden.

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

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

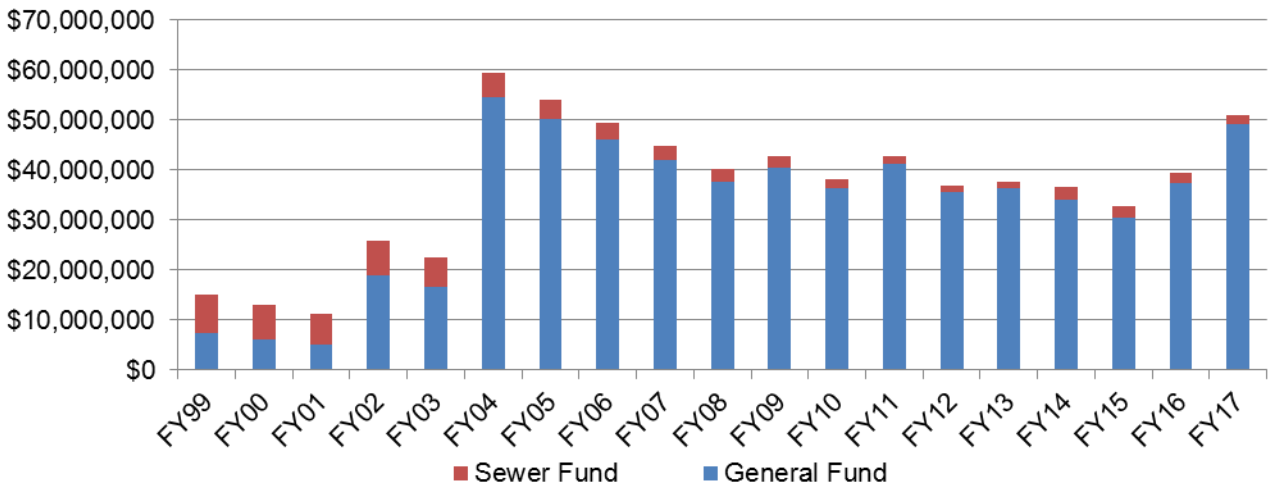
As with a personal credit rating, the Town's credit rating is a statement of its overall fiscal health as a government and as a community. The benefit of a strong credit rating is realized in lower interest costs on the Town's long-term debt issues.

The Town underwent an updated credit review in August 2016, in conjunction with the sale of a \$16.64M bond.

Current Credit Ratings
 AAA Standard & Poor's (2016)
 Aa1 Moody's (2013)

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

Total Long Term Debt



Total Long Term Debt Issued and Outstanding	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
General Fund	37,760,000	40,575,000	36,280,000	41,290,000	35,545,000	36,441,500	34,100,000	30,545,000	37,525,000	49,355,000
Sewer Fund	2,600,875	2,175,125	1,865,287	1,550,600	1,443,200	1,310,440	2,661,680	2,277,620	2,122,060	1,680,000
Total	40,360,875	42,750,125	38,145,287	42,840,600	36,988,200	37,751,940	36,761,680	32,822,620	39,647,060	51,035,000

Long Term Debt Outstanding – General Fund and Sewer

Long Term General Fund Debt Outstanding

Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-17
E = Exempt					
E High School Project	1.63	5/2012	06/01/2023	\$39,262,300	\$10,905,000
E Library Construction	3.37	3/10/11	03/10/2031	\$9,300,000	\$6,510,000
Within Prop 2 1/2					
Municipal DPW Building	4.25	8/01/03	06/81/2014	\$2,600,000	\$0
Public Building	4.25	8/01/03	06/08/2014	\$240,700	\$0
Land Acquisition	3.19	8/01/08	02/01/2015	\$210,000	\$0
High Street Reconstruction	3.40	8/01/08	02/01/2017	\$1,000,000	\$0
High Street Lights	3.39	8/01/08	02/01/2017	\$195,000	\$0
High School Fields	3.84	8/01/08	02/01/2018	\$475,000	\$45,000
High School Completion	3.48	8/01/08	02/01/2023	\$1,950,000	\$780,000
Middle Sch Modular Construction	3.79	6/15/09	06/15/2029	\$3,500,000	\$2,100,000
School Roof	1.43	12/20/12	06/01/2022	\$935,000	\$465,000
DPW Roads/Equipment	1.43	12/20/12	06/01/2022	\$3,700,000	\$1,845,000
DPW Roads/Equipment	1.62	05/15/14	05/15/2024	\$1,400,000	\$980,000
Design Fire Station	2.66	9/1/2015	09/01/2035	\$850,000	\$807,500
Construct Fire Station	2.66	9/1/2015	09/01/2035	\$8,650,000	\$8,217,500
LED Lights Upgrade	2.66	9/1/2015	09/01/2025	\$500,000	\$450,000
Cemetery Expansion	2.66	9/1/2015	09/01/2020	\$450,000	\$360,000
Deerfield Rd/Parking Imprvments	2.42	9/1/2016	06/30/2026	\$2,000,000	\$1,800,000
Land Purchase	2.42	9/1/2016	06/30/2026	\$890,000	\$800,000
Police Station Design	2.42	9/1/2016	06/30/2045	\$1,000,000	\$965,000
Police Station Construction	2.42	9/1/2016	06/30/2046	\$12,755,000	\$12,325,000
				Total General Fund	\$49,355,000

All debt authorized through Town Meeting 5/2016 has been issued

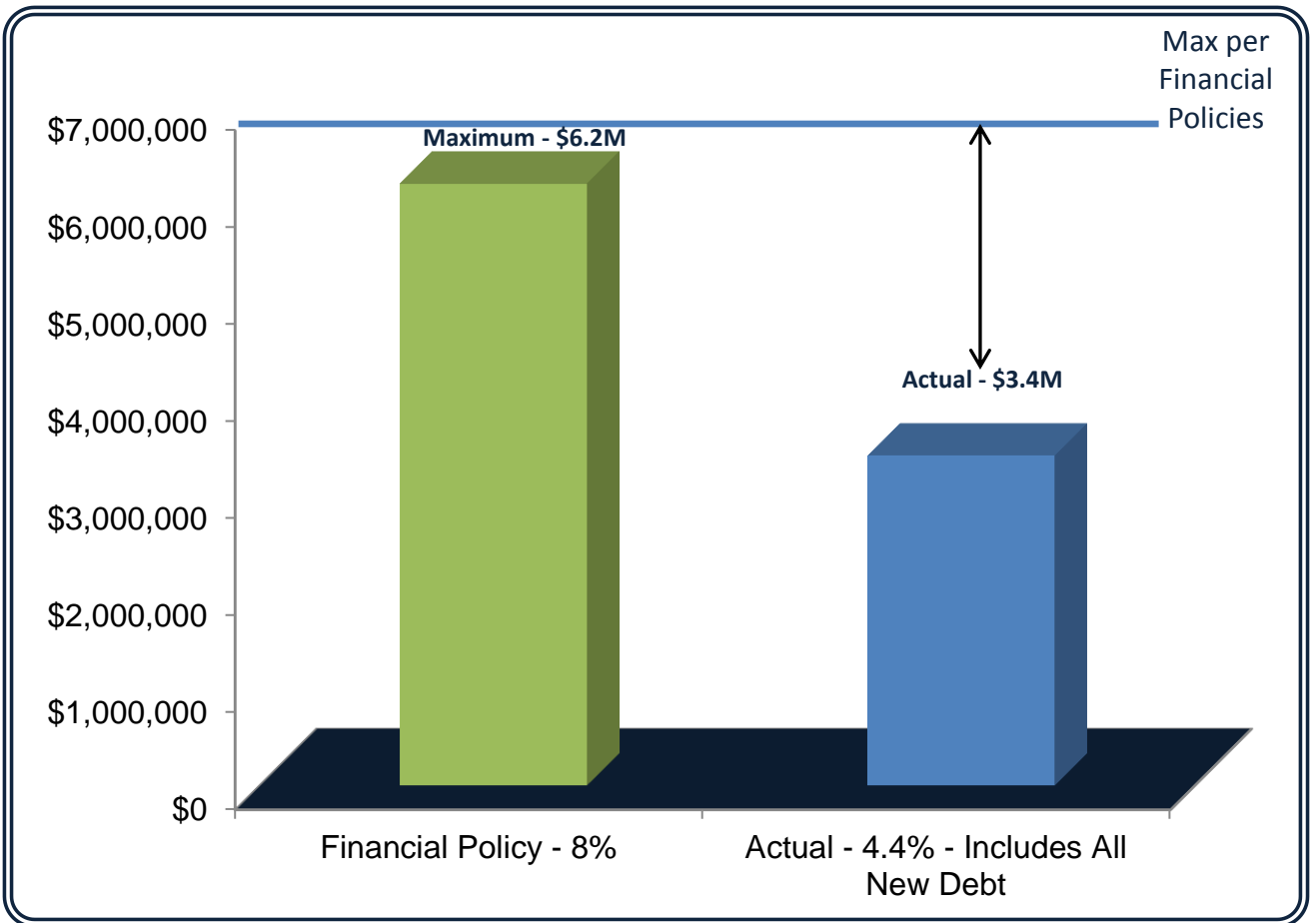
Long Term Sewer Fund Debt Outstanding

Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-17
Sewer Abatement Trust	3.88	11/1998	6/1/2019	\$3,220,700	\$402,800
MWRA - no interest Loan	0.00	7/1/2012	6/1/2017	\$212,300	\$0
MWRA - no interest loan	0.00	6/1/2016	6/2021	\$234,000	\$187,200
Sewer Bond	2.50	5/1/2014	6/2024	\$1,570,000	\$1,090,000
				Total General Fund	\$1,680,000

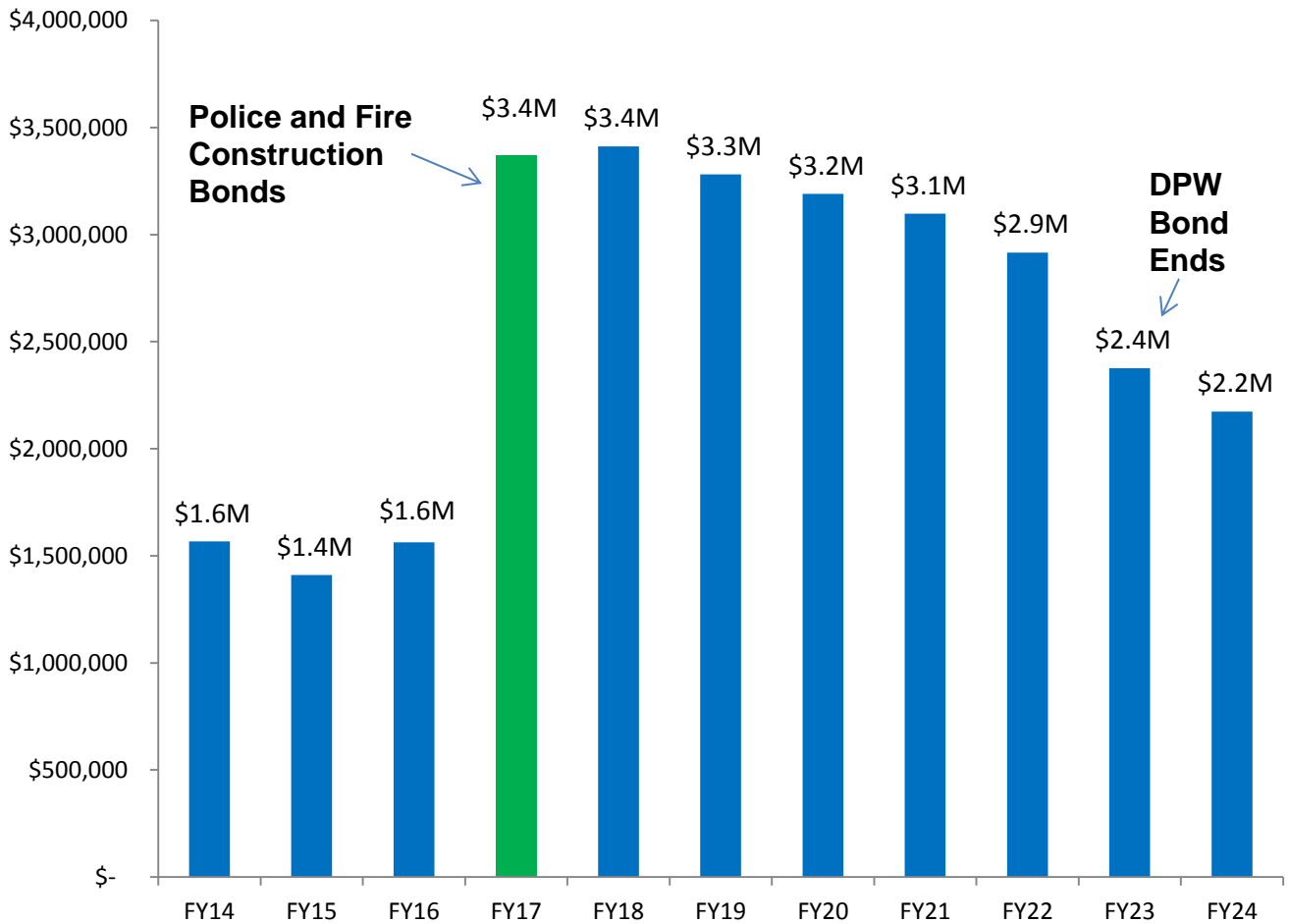
Debt Level

Debt Level – Well Within Guidelines

- Town has earned AAA Rating
- Financial Policies – annual debt payments should not exceed 8% of net general fund revenue.



Total Debt Payments Within Proposition 2 1/2



- Debt drop off FY23:
 - \$4.6M, 10 year DPW bond for Roads, Equipment, and School Roofs, issued in 2012, is completed in 2022.

Total Net Exempt Debt Payments Outside Proposition 2 1/2



- Principal and interest payments for projects approved outside Proposition 2 ½.
- Exact amount of debt cost, net of state school reimbursement, is raised in taxes.
- When bond ends, exempt taxes end.
- FY17: High School \$936K, Library \$706K
- High School bond ends FY2023, Library FY2031
- Payments decline approximately \$100K each year
- FY2023 – High School \$406K.

Other Post Employment Benefit Costs (OPEB)

What is it?

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

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

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

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

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

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

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

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

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

The \$35M liability is comprised as follows:

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

Other Post Employment Benefit Costs (OPEB)

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

Funding

- The effort to fund started in FY11, with a \$20K budget item. The \$20K was funded by the exact amount another fixed cost line item, social security, was decreasing. In the FY12 budget, we continued, within the fixed costs budget, to fund the OPEB obligation with \$26K allocation.
- In FY13, we continued the funding within the fixed cost allocation at \$38K. In addition, in FY13 significant savings from changes to the health care benefits provided for a \$435K annual contribution to the OPEB liability.
- In FY14, funding continued with a \$68K appropriation from savings in the fixed costs budget and the annual health care savings costs of \$435K.
- In FY15, a \$550K annual appropriation built into the budget continued the funding program.
- The FY16 appropriation of \$650K was supplemented at the Fall 2015 Town Meeting with the savings from the GIC conversion, calculated at \$700K, bringing the new annual appropriation to \$1.35M.
- The \$1.35M appropriation will be increased incrementally by approximately \$40K per year.
- The FY18 appropriation is \$1.39M

Benefits/Expense

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

Investment of Funds

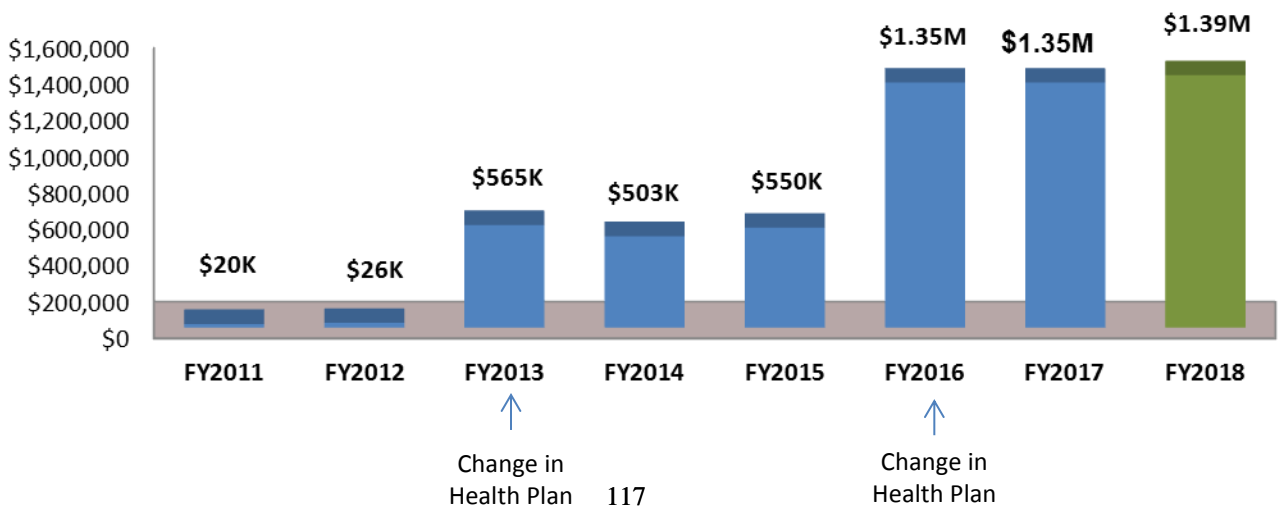
- In FY15, the Town Treasurer, with approval from the Board of Selectmen, transferred funding in the OPEB Trust to the State PRIM program for OPEB funds, allowing the funds to earn a greater investment return. PRIM currently invests over \$60 billion of State and municipal retiree funds and \$600M of OPEB funds. The investments match the long term nature of these funds.
- The balance in the OPEB trust fund is \$4.5M as of 9/30/16.

OPEB Liability – FY18 Funding

- The Town transitioned its health insurance program to the GIC effective July 1, 2015. The savings of \$700K from the GIC conversion was transferred at the Fall 2015 Town Meeting from the FY16 health insurance budget to the annual OPEB appropriation, bringing the new appropriation level to \$1.35M. The FY18 funding will be \$1.39M.

Westwood OPEB Funding							
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	Budget Plan FY2018
Small annual appropriation coming from decrease in other fixed costs (social security match and non-contrib pension)	\$26,000	\$38,000	\$68,000	Combine with Article			
New appropriation (from savings in health care costs)		\$435,000	\$435,000	\$550,000	\$1,350,000	\$1,350,000	\$1,390,000
Total Annual Appropriation	\$26,000	\$473,000	\$503,000	\$550,000	\$1,350,000	\$1,350,000	\$1,390,000
Retiree drug subsidy from West Suburban		\$92,235					

Annual Funding - OPEB Liability



Pension System

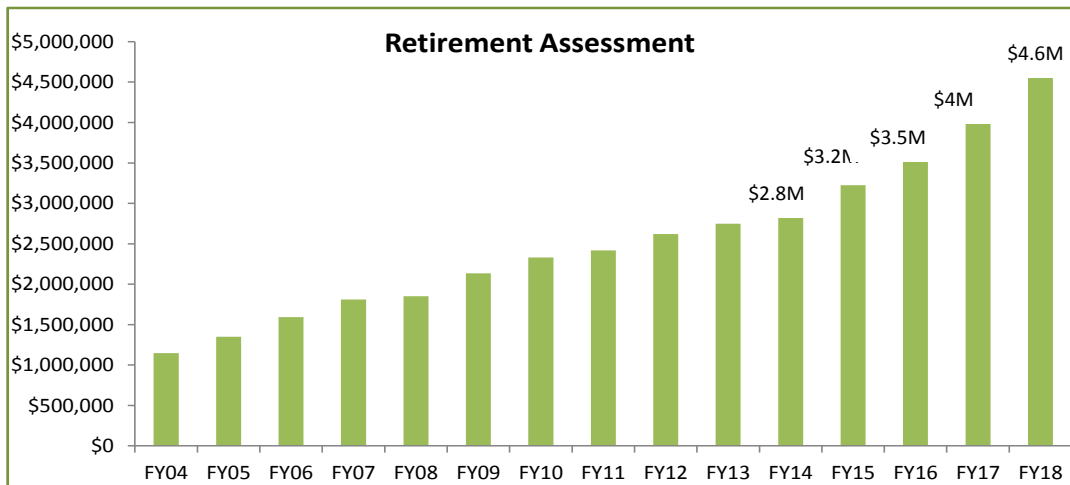
Teachers:

- All MA teachers are part of State Teachers' Retirement System (MTRB).
- Employees required to contribute 5 - 11% of weekly earnings, depending on hire date.
- State, not Westwood, pays an annual assessment (employers' share) for Westwood teachers to MTRB (FY16 - \$6.78M), FY15 (\$4.4M).

Non teaching staff:

Westwood is part of Norfolk County Pension System:

- All non-teacher staff working 20 hours per week are required to join the system.
- Employees are required to contribute 5 - 11% of weekly earnings, depending on hire date.
- Town is charged annual assessment, which is appropriated at Town Meeting.
- Norfolk County pension system overseen by State Public Employee Retirement Commission.
- Required to be fully funded by 2031.
- Currently funded at 60%.
- Westwood is approximately 6% of overall Norfolk system.



- The Town is required to annually appropriate sufficient funds to cover the annual assessment of the Norfolk County Retirement System, which covers the ongoing cost, the unfunded pension liability for all current employees, and current administration costs.
- The annual assessment from Norfolk County includes an appropriation towards the unfunded liability, approximately 70% of the annual assessment is for the unfunded liability.

Organization/Role/Responsibilities

- Established by Board of Selectmen in 2003
- Comprised of representatives from the following Boards and Committees:

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

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

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

Some recent areas of review and revision:

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

Westwood Financial Policies

- Westwood's *Financial Policies* were originally adopted in 2004 and were revised in 2014.
 - The Town of Westwood has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The Board of Selectmen has set forth the financial objectives and policies in the *Financial Policies* document intended to establish guidelines for the continued financial strength and stability of the Town of Westwood.
- The *Policies* can be viewed in the finance section of the Town's web site at: www.townhall.westwood.ma.us.
- The current status of the *Policies* can be seen on the following pages.

Financial Policies Status Update – November 1, 2016

Financial Policies Status Update – November 1, 2016	Target	Actual	Comments	Target Status	Comparison to Previous Year
B. 2. Operating Reserve Fund – shall be .5% of total general fund operating budget, net of debt service. Per new policy.	\$365,349 .5%	FY17 Budget \$400,000	Above target. This target was recently revised. \$400,000 is comfortable budget.	✓	Continued to Meet Target
B. 3. Free Cash – shall maintain at 4% of general fund operating budget, net of debt service.	\$2,922,796 4%	\$5,386,795 7%	Actual is at goal. Full amount <u>before</u> use of any free cash. This allows us to utilize standard free cash amount for FY18 budget and still meet target.	✓	Continued Improvement
D. 3. Reserve accounts – shall maintain at 8% of general fund operating revenues, net of debt service. Total reserve goals should be maintained at 4% in general fund and 4% in stabilization account.	Stabilization Target 4% \$3,118,061	Stabilization \$2,919,473 3.9%	Stabilization approximately \$198K short of target.	✓	Continued Improvement On Track With Target
	Total 8% or \$6,236,122	Total 10% or \$8,306,268	Total is over target. This would be <u>before</u> use of free cash. Allows for standard use of free cash, and then remain at target.		
D.4 Annual OPEB appropriation – the Town will appropriate no less than \$550,000 per year to the OPEB Liability Trust Fund.	\$550,000	FY17 budget \$1,350,000	FY17 budget includes \$1,350,000 May appropriation. Above minimum target and on track with required funding.	✓	Significant Improvement Target to be Revised
E. 4. General fund nonexempt debt service should not exceed 8% of net general fund revenues.	Not exceed 8% Or \$6,236,122	\$3,426,517 4.4%	Target is met. Non exempt debt service is at approximately ½ of target.	✓	Continued Below Target
E. 4. Total General fund exempt and nonexempt debt should not exceed 10-12% of net general fund revenues.	Not exceed 12% Or \$9,354,183	\$6,502,992 7.6%	Target is met. Total debt is well below target.	✓	Continue to Meet Target
F. 5. Investment in capital stock – will maintain 3% of general fund operating budget, net of debt, on ongoing capital maintenance and replacement.	\$2,192,097 3%	\$1,735,150 2.4%	Actual is approximately \$457K short of target. Actual at 80% of target. Base capital has been increased annually from \$823K to \$1,735,150.	Not Met	Much Improved
G. 5. Maintain sewer retained earnings – will maintain 10% of sewer fund revenues.	\$411,551 10%	\$1,794,679 43%	Actual is well above target, due to new commercial funds to be used for capital maintenance of system.	✓	Well Above Target

Other Policies Status Update – November 1, 2016

Other Policies	Comments	Target Status	Comparison to Previous Year
B.1. General Fund – Annual budget should be prepared covering operating expenditures with current operating revenue, not non-recurring revenue sources.	No Free Cash used for operating budget.	✓	Target has been met consistently
D.3. Reserves – Town will strive to make annual appropriation to the Stabilization Fund	\$100,000 appropriation to stabilization reserve at 2016 Annual Town Meeting, funded by free cash. Continued in FY18 budget plan.	✓	Target has been met consistently
D.4. OPEB – Town will strive to move towards fully funding ARC.	\$1,350,000 appropriated to OPEB reserve at 2016 Annual Town Meeting, within budget funds. This is currently on target with required annual payment. OPEB trust account now has \$4.6M.	✓	Greatly Improved On Target with ARC from Current Valuation
F.2. Capital Planning – Town will develop a multi-year plan for capital improvements.	Produced 5-year Capital Improvement Plan document; will continue to improve document and produce on an annual basis.	✓	Same

2017 ANNUAL TOWN MEETING

Notes.....

