

Town of Westwood  
Finance and Warrant Commission

2015 Annual Report  
Warrant and Recommendations for  
Annual Town Meeting

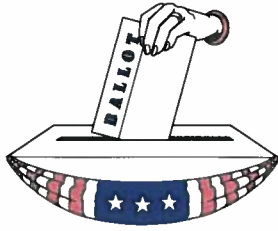
Annual Town Meeting

May 4, 2015

7:30 P.M., High School Auditorium



Welcome to University Station!



**Westwood's Town Election  
Tuesday, April 28, 2015  
Polls Open From 7:00 A.M. to 8:00 P.M.**

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

Vote for the following persons to wit:

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

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Annual Town Meeting

May 4, 2015

7:30 P.M.

High School Auditorium

Note from the Town Moderator...

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



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## Finance and Warrant Commission Membership Appointments Made by Town Moderator

### Terms Expiring in 2015

David Blessing  
Marianne LeBlanc Cummings  
George Hertz  
Thomas Looney  
Robert Uek

### Terms Expiring in 2016

Julianne Bride  
Barbara Delisle  
James Ferraro  
Peter Kane  
Peter Neville

### Terms Expiring in 2017

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

Sheila E. Nee, Administrator

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**WESTWOOD FINANCE AND WARRANT COMMISSION**  
**A MESSAGE TO RESIDENTS**  
**FROM CHAIRMAN MARIANNE LEBLANC CUMMINGS**

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Dear Resident,

I hope that you will attend the Spring Town Meeting on May 4, 2015.

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

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

I wish to thank the chairs of these FinCom subcommittees, George Hertz (University Station Subcommittee), Barbara Delisle (Education Subcommittee), Peter Neville (OPEB Subcommittee), and David Blessing (Municipal Subcommittee), for their leadership in chairing the substantial work of these subcommittees, which has greatly informed our analysis and recommendations. In addition, I wish to thank member Peter Kane, appointed as FinCom’s first Energy Liaison this year, whose advice and engagement with the Town on energy issues has permeated many of the warrant articles discussed this year in productive ways.

FinCom conducted public hearings on the Town Warrant on March 2d and March 23rd to solicit input from residents prior to voting our recommendations. Although FinCom meetings and public hearings are later televised by Westcat (and available on the Town website), we encourage residents to attend and participate in our ongoing meetings so that we may have an even more robust discussion on the issues facing Westwood. The reports of our subcommittees, in addition to our substantive descriptions of the articles and our voting thereon, are contained within.

The FinCom’s single biggest task each year is to review and analyze the Town’s operating budget, which includes the budgets for the municipal and school departments. After considerable discussion, which included presentations from department heads in our regular meetings, public hearings and subcommittee meetings, FinCom unanimously voted to approve the FY ’16 budget.

With the partial opening of the University Station Development this Spring, many years of planning are coming to fruition. Public safety recommendations have been implemented to more adequately staff the Fire Department and to better serve the needs of the Town, with less reliance on mutual aid from

neighboring communities. We urge the Board of Selectmen to continue on this path toward fully staffing the Fire Department and to continue to evaluate the public safety needs of the Town as University Station comes fully online. While the proposed FY '16 budget includes \$1.5 million in new revenue from this project, continued prudence should be used in future budgets with regard to the use of additional new revenue from University Station.

The Public Safety Task Force, convened by the Board of Selectmen with representation from FinCom, has diligently continued its work to address the Town's public safety capital needs. After the 2014 Fall Town Meeting vote which authorized design funds for a new Fire substation, the Task Force, along with the Board of Selectmen, is now presenting its proposal at Spring Town Meeting for the construction of a new Islington Fire Substation which is both a highly energy efficient facility as well as an aesthetically appealing civic structure that sets a standard for the revitalization of Islington Center. We heartily thank the community members and Town employees who have shared generously of their time and talents over the last year and a half to bring this thoughtful proposal, which is unanimously supported by FinCom, to Town Meeting. I wish to recognize George Hertz, our FinCom representative on the Task Force, who has served as both an engaged Task Force member and an effective liaison between the Task Force and FinCom. I would also like to recognize our Energy Liaison, Peter Kane, for his advice to both the Task Force and FinCom on the energy efficiency issues inherent to this project. As presented by the Public Safety Task Force and the Board of Selectmen, the proposal for the construction of the new Islington Fire Substation meets the future needs of the Fire Department and also meets LEED Silver and Advanced Building Tier 2 Energy Standards.

Westwood Public Schools and their students continue to excel. The FY '16 proposed school budget represents a 5.2% increase which will allow for continued academic excellence, without any cuts to staff or services, while also addressing a major mandated increase to the Special Education budget. We applaud Superintendent John Antonucci for his leadership, along with the dedicated work of his entire team of talented administrators, teachers and staff who work to provide our children with the best education possible.

The Town continues to make significant strides to meet our OPEB liability, including the proposed allocation of \$650,000 in OPEB funding this year, which would be added to the total assets in the OPEB Trust Fund, now equal to \$1.69 million. As of June 30, 2013, Westwood's unfunded OPEB liability was estimated to equal \$55.9 million. The Board of Selectmen has also proposed a prudent allocation (\$100,000) to the Stabilization Fund this year.

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, Town Clerk Dottie Powers, Fire Department Chief William Scoble, Police Chief Jeffrey Silva, Department of Public Works Director Todd Korchin, Energy Manager Tom Philbin, and Superintendent of Schools John Antonucci have all regularly appeared before FinCom this year 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, Nora Loughnane, 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.



Again, I wish to recognize all the members of the FinCom for their allegiance to their duties to the Town this season, with a special thanks to Vice-Chairman Craig Foscaldo. 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 especially grateful to Sheila Nee, Finance and Warrant Commission Administrator, for her professionalism and diligence which has served FinCom, and the Town, so well for so many years.

We urge you to review the issues to be voted and to plan to participate in these important decisions pertaining to Westwood on May 4.

Sincerely,

Marianne LeBlanc Cummings, Chairman

**Introductory Note**

The School Department has proposed an operating budget (included as part of **Article 4 - FY16 Town Salary and Expense Budget**) of \$39,813,636 for fiscal year 2016 (FY16). This amount increases the School Department operating budget by \$1,963,745 (5.2%) from FY15.

Since first presented, the Finance and Warrant Commission’s Education Subcommittee has spent considerable time reviewing the Superintendent’s proposed budget. In addition, the Subcommittee met with the Superintendent, key members of his staff and School Committee members in order to fully understand the proposed budget, which allowed the Subcommittee to evaluate and give an informed recommendation for the FY16 budget.

**The FY16 School Spending Request**

The Superintendent’s proposed FY16 operational budget request is \$39.8MM, a 5.2% increase from the FY15 budget. In addition to the Budget Request there is an additional \$2.8MM of operation expenses offset by grants, fees, and state/ federal reimbursements. This includes \$1.3MM of salary offset and \$1.4MM of non-salaried offset. With the inclusion of this offset, the Total Operational Spending is \$42.6MM. Details can be seen in the table below.

	FY'15 Budget	Proposed FY'16 Budget	Incremental Change (\$)	Incremental Change (%)
<b>Total Salaries</b>	\$ 31,855,133	\$ 33,261,427	\$ 1,406,294	4.4%
SPED (non-salary)	\$ 1,378,129	\$ 1,817,631	\$ 439,502	31.9%
Utilities	\$ 1,432,650	\$ 1,432,650	\$ -	0.0%
O&M (non-salary)	\$ 818,225	\$ 818,225	\$ -	0.0%
All other non-salary	\$ 2,365,754	\$ 2,483,754	\$ 118,000	5.0%
<b>Total Requested</b>	<b>\$ 37,849,891</b>	<b>\$ 39,813,687</b>	<b>\$ 1,963,796</b>	<b>5.2%</b>
Offsets	\$ 3,051,120	\$ 2,824,588	\$ (226,532)	-7.4%
<b>Total Operational Spending</b>	<b>\$ 40,901,011</b>	<b>\$ 42,638,275</b>	<b>\$ 1,737,264</b>	<b>4.2%</b>

In summary, this budget:

- Provides funding for all existing programs and services (i.e. there will be no cuts to any programs or services)
- Addresses important enrollment needs through additional staff (4.6 FTE)
- Adds new resources for elementary math and technology support
- Adds Special Education staff and additional transportation to meet individual student needs

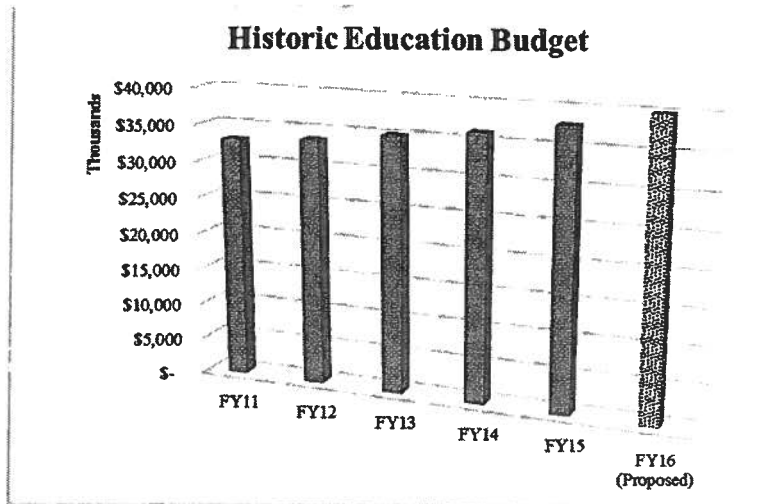
Consistent with previous requests, the following school-related expenses are incorporated elsewhere in the Town’s budget articles:

- School capital budget
- School employee benefits (i.e. Health insurance and pension obligations)
- Crossing guards

**EDUCATION SUBCOMMITTEE REPORT (CONTINUED)**

- School field maintenance
- Blue Hill Regional assessment

Of particular note is that transportation expenses related to McKinney-Vento Act and Furniture, Fixtures & Equipment (FF&E), which in previous years were included in the Education budget, are now covered elsewhere in the town budget.

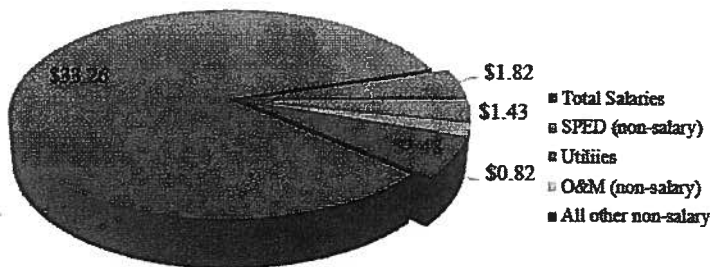


**Where the money goes by major category and function**

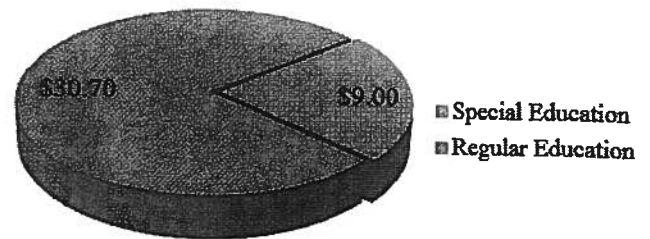
The money expenditures can be seen in the following graphs.

**FY16 Request by Category**

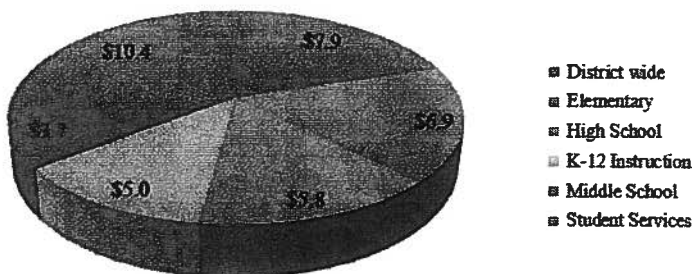
Chart Area



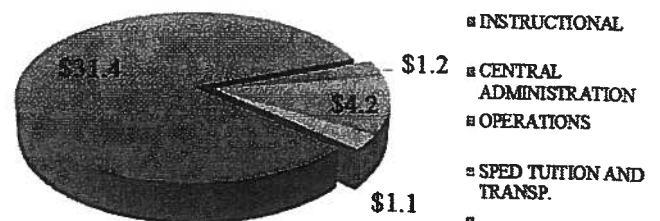
**FY16 Request by Regular & Special**



**FY16 Request by Function**



**FY16 Request by Major Category**



## EDUCATION SUBCOMMITTEE REPORT (CONTINUED)

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As in previous years, and as expected, the majority (83%) of the education expenses are salaries. It also makes up 932% of the non-SPED increase in the budget from FY15. The number of Full Time Equivalent personnel (FTE) in FY16 has been increased by 4.6, for an additional \$279,953. Special Education positions account for 1.5 FTE of the total. This change in personnel is guided by three drivers: changes in enrollment, changes in program, and identified student needs.

- To address Enrollment needs at the High School there will be an additional 0.6 FTE Science teacher and 1.0 FTE Math Teacher. For the elementary enrollment needs 2 FTE will be retained from graduating 5<sup>th</sup> grade classes.
- To address Program needs a Middle school Engineering/Computer Science Teacher will be added, offset partially by a reduction in Library Aide. Also, a Middle School Strings Teacher (0.3 FTE) will be restored and there will be a 0.5 FTE additional custodian.
- To address Student needs an additional 0.6 FTE Middle School Math Teacher will be added as well as a 0.5 FTE Elementary Reading Specialist (offset by a reduced literacy para-professional)

Also, as in previous years, a large portion of the budget (24%) is to address the Special Education needs of our students. This is addressed in more detail in a future section of this report.

### **How does the School Budget get funded?**

The School District receives funding from three sources:

- Local Property Taxes - \$35.1M
- State Chapter 70 funding - \$4.72M
- Offsets including fees (bus transportation, kindergarten tuition and athletic fees) and State Circuit Breaker for Special Education and 94-142 Federal Grant - \$2.80M

Westwood receives State and Federal money to help offset the cost of education. Some of these pertain solely to the costs of Special Education. These amounts fluctuate from year to year. With the election of a new governor, the Chapter 70 State Aid picture is unclear at this time.

### **School Capital Improvements:**

This year's capital improvement budget for the district is \$756,000. While this represents a 25% increase from FY15, the Capital Needs of the schools continues to outpace the funding. In order to help prioritize capital spending, the School Department authorized a Capital Needs Study. All buildings were thoroughly inspected and enrollment projections were developed. The results of this study are to be presented at the April School Committee Meeting.

#### **FY16 School Capital Improvements:**

Technology:	\$140,000
Roofing:	\$170,000
Repairs and maintenance:	\$270,000
Copiers:	\$ 60,000
Vehicles:	\$116,000

**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 about 18% of the student population. Great effort has been undertaken to reduce costly out-of-district placements by creating in-house programs. This results in lower tuition costs, greater accountability of programs and keeping the students nearer home. The district has been very flexible in meeting changing student needs. However, forecasting for these needs is very difficult, as just a few additional students with intensive needs could result in a significant increase in the budget.

This being said, Special Education transportation, which is not eligible for any governmental reimbursement, continues to grow as fewer placements have resulted in more expensive individual routes.

Another area affecting Special Education is the decrease in SPED Circuit Breaker reimbursements from the State. Reimbursement is traditionally for approximately 70% of out of district tuition above a certain threshold. This funding is based on previous years' expenditures. As a result of the trend of more special education students moving from out-of-district to in-district programs, a significantly reduced reimbursement (down \$206,532) will affect this year's budget. In addition, due to sequestration, federal reimbursement will be down \$20,000. This highlights the reliance the district has on state SPED funding.

**Class Sizes** Currently class sizes are nearing unacceptable levels. Despite decreasing enrollment at the elementary level, 25% of classrooms are at or above class size guidelines. The Middle School has its largest population with two grades at 273 students, the largest in the system. Class sizes are problematic as there is no unused classroom space. As the High School population continues to grow (and will reach its maximum enrollment in several years) class sizes have grown and 25% of all sections have 25 or more students. To address this 1.6 FTE teachers will be added at the High School. Further additions will be needed over the next few years. While there are many factors that can offset class size concerns, it is a key element that the district administration follows closely. There are 2 unallocated positions in the FY16 budget that can be assigned as determined by the Superintendent. Budget flexibility will continue to be important to address class size issues.

**University Station/Mitigation Funds** With the first phase of housing at University Station coming on line this summer, it is important that the district monitors the number of school age children and the costs associated with them. As this housing is rental, it is expected that there will be more turnover than with owner occupied housing, and therefore this will need to be an ongoing exercise. We would expect any increased costs would be associated with an increased allocation of revenues over time. It is important that the Mitigation funds received by the district are held in reserve while at least the full effects of University Station are realized.

**Facilities** Faced with 3 elementary schools in need of significant systems renovations, and declining enrollment, the district has commissioned a Space and Capital Needs Study which will evaluate a range of physical plant upgrades and needs for educational program. A full range of possibilities including redistricting and consolidation are under consideration. The School Committee will be reviewing these recommendations over the next couple of months. It is imperative that a long term plan be adopted as a guide for future capital expenditures.

**Reliance on Fees** The district currently takes in almost \$1 million in user fees including athletic, full day kindergarten, and bus fees. This revenue source has proven to be a key component to achieving a

## **EDUCATION SUBCOMMITTEE REPORT (CONTINUED)**

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balanced budget while maintaining programs. Going forward the concern remains as to what level fees should be and still make participation in various activities and services affordable.

**Chapter 70 Funding.** After property taxes, Chapter 70 funding from the state is the largest source of income for the school district. This budget has assumed that the town will have level funding at \$4.5 million. The ongoing unpredictability of the level of this funding source has always been a concern, and this year with a new governor and a larger than expected deficit in the State budget, there is a greater concern. The timing is also difficult as the State budget is finalized well after Town Meeting. The Town and District need to continue to advocate our fair share of Chapter 70 funds, while continuing to budget conservatively.

### **Conclusion**

The Finance and Warrant Commission supports the Board of Selectmen's recommended School Department operating budget of \$39,813,636 for FY16.

Historically the citizens of Westwood have supported the investments required to have one of the top school systems in the Commonwealth. Over the past several years, strategic decisions (responsible contracts, structuring of Special Education programs) and funding availability (stable Ch. 70 funding, additional funding availability from the Town) have enable the School District to preserve core educational services within budgetary constraints imposed by Proposition 2 ½ and in fact enhance programming.

To maintain this tradition of excellence in a sustainable way, it is important for the there to be an ongoing dialogue among all parties, including residents, on what Westwood wants and expects from its public schools, and how to fund these needs on an annual basis. Westwood consistently ranks in the top 15 districts in the state when evaluating traditional performance measures such teacher-student ratios, graduate attending 2- and 4- year colleges, MCAS and SAT scores and Advanced Placement offerings. While these measures are informative they only tell part of the story, and we urge the community to become aware of all the ways our schools measure up, and what is necessary for Westwood to maintain its standard of excellence.

### **With Thanks**

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

We also recognize all the department heads and town leaders who work tirelessly to make Westwood a well-managed town. We urge all citizens to be actively involved in the budgetary process so that they may collectively determine Westwood's priorities.

**MUNICIPAL SUBCOMMITTEE REPORT**

**Municipal Budget Overview**

The municipal budget for fiscal year 2016 (“FY16”) includes the staffing and operational needs for the Police, Fire, Public Works, Library, Recreation, Human Services, and other General Government departments. The Municipal Subcommittee of the Finance and Warrant Commission (“Fincom”) has reviewed the budget material for each department, and met with the department heads and town Finance Director in order to provide an informed opinion regarding the appropriateness of the budgets and adequacy of the services provided.

The proposed FY16 municipal operating budget of \$18.1MM is a 5.2% increase over the FY15 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)	\$7,863,727	43.4%
Department of Public Works	\$4,601,191	25.4%
General Government	\$2,932,242	16.2%
Library, Human Services and Other	\$2,708,010	15.0%

Public safety is the largest share of the municipal budget and has received the most investment in recent years. As discussed in more detail below, following independent review in 2013, the Fire Department was authorized by town vote to add a total of eight firefighters over the course of FY14 and FY15. The new hires were funded in whole or in part by mitigation funds and new tax revenue from University Station during those budget cycles, and the incremental expense was segregated from the traditional operating budget process. The costs associated with the last four firefighters, which are projected to come on board late in FY15, will be recognized within the operating budget for a full fiscal year in FY16. To support the resulting 11.9% Fire Department budget increase, all other municipal departments will balance to a 3.3% budget increase for FY16.

It is worth noting that \$1.5MM of new tax revenue from University Station is supporting the 5.2% increase to both the school and municipal FY16 operating budgets. This point indicates that University Station revenue is already partially enabling solutions to certain needs of the town - such as increased fire protection resources – which, due to tight budgets, had been sub-optimally served even before the new development began. As University Station continues to ramp up and realize its full tax revenue potential over the coming fiscal years, residents are encouraged to review publicly available Finance Department materials that outline both new and existing revenue sources and year over year changes in each, as well as any additional corresponding increases in police, fire, and other resources that will be required to serve the new development.

**Municipal Capital Overview**

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. For the FY16 budget, \$767k will be allocated for municipal capital, an increase of

## MUNICIPAL SUBCOMMITTEE REPORT (CONTINUED)

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\$350k from base level capital funding, and within the range of target financial goals. Of this amount, \$305k is earmarked for DPW vehicles and building maintenance; \$196k for Fire department vehicles, including the third of five reserve installments for a ladder truck; \$146k for police vehicles; \$75k for a wheelchair accessible van for the Council on Aging; and \$45k for information technology needs across municipal departments. In meetings with the various department heads, Fincom members were encouraged by the forward-thinking around capital needs for each area, which raises awareness and enables robust planning and prioritization of town capital investment.

In addition to these base-level investments, other articles to be voted at town meeting also relate to municipal capital investment. The largest municipal capital investment request is to borrow up to \$8MM in order to build a replacement for Fire Station Two in Islington. This request has undergone extensive analysis and public review, including prior town meeting support of funding for related consulting and design work. The debt would be adequately serviced by funds generated within the standard tax levy, as other existing debt is retired to allow for new capacity, and projected University Station revenues increase. A town-wide LED streetlight upgrade valued at \$500k will also be financed through a bond, with annual debt service self-funded through annual energy cost savings over a 10 year period. This project demonstrates the town's continued positive attention to economically beneficial energy conservation and efficiency. Cemetery expansion is targeted at \$450,000, which will be financed by borrowings that will be self-funded through annual cemetery lot sales. Sewer capital improvements are funded directly from sewer department retained earnings, and thus do not place a drain on core tax revenues or free cash. Fincom has reviewed and supports all of these capital investments.

### **Fire Department**

The Fire Department (FD) provides comprehensive fire protection and prevention measures as well as paramedic and ambulance services. The services are provided 24 hours per day, 7 days a week to safeguard the Town and its residents. Following the addition of four firefighters in FY 2014, the FD is currently staffed with 32 firefighters, 4 lieutenants, and 4 captains. In calendar 2014, the FD responded to nearly 2,800 calls about half of which involved one of the Town's ambulances. Strong progress has been made in the past year on the FD's recent priorities: increase the Department's ability to respond to multiple simultaneous calls, prepare for the public safety impact of University Station, and replace the outdated and inadequate Station 2 (located in the center of Islington).

The FY16 proposed budget for the FD (including the Building Inspection Department) is \$4,180,937, which represents an 11.9% (\$444,000) increase from the FY15 budget. This increase is primarily the result of hiring four firefighters effective January 1, 2014, and the planned hiring of an additional four firefighters in April, 2015. Following these hires, the FD will have a full complement of 36 firefighters with 9 per shift, in line with the recommendation of the FD consulting project described below. The FD anticipates hiring an additional 6 firefighters most likely during calendar 2016 with the exact timing to be determined in the fall of 2015.

The FD operates out of two locations, which allows the FD to respond quickly to calls across Westwood's large geographic area. Given Westwood's area and configuration, the nature of the cross-town road system and the size of the vehicles utilized by the FD, neither station can independently respond to a life emergency within the critical timeframe (4 to 6 minutes) for the entire town. Further, unlike towns of comparable population, Westwood has a



## **MUNICIPAL SUBCOMMITTEE REPORT (CONTINUED)**

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disproportionate amount of major roadways (Rt. 95, Rt. 1 and Rt. 109). As a result, Westwood has a high number of traffic accidents that require a FD response. Policy dictates a minimum of three firefighters per truck in service and a minimum of two firefighters needed to staff an ambulance in service.

Particular stress is placed on the department's resources when multiple calls occur simultaneously. During 2014, there were more than 500 instances of simultaneous multiple calls. Historically, when multiple calls occurred, the FD had to depend on mutual aid from neighboring communities to provide a timely, adequate response. As noted below, in the past two years considerable progress has been made in increasing the FD's resources resulting in better response times and reduced dependence on mutual aid.

Several years ago, the Town engaged an independent consultant, Emergency Services Consulting International ("ESCI"), to review the adequacy of the FD's resources and its ability to respond to emergencies with the right level of equipment in the appropriate timeframe. This review (performed during February to April 2013) included an analysis of department call data, a comparison of the Town's FD performance to peer communities and a benchmarking of the FD against national safety standards. A critical recommendation of ESCI's report was that the Town hire additional firefighters to achieve a full complement of nine firefighters per shift. These recommendations were based upon the Town of Westwood as currently constituted and do not account for the effects of increased call volume that may be generated from the development of University Station.

As a result of the increase in staffing (initial hires following the release of the report in April 1, 2013 and additional hires in FY 15), the FD has seen a dramatic increase in its ability to service simultaneous calls. Reliance on mutual aid has been substantially reduced, resulting in both improved response times and an increase in revenues generated from town-owned ambulance receipts. The number of simultaneous calls responded to by the Westwood FD increased from 18 during the period April 1, 2012 to January 31, 2013 to 111 and 170 during the comparable periods in the following two years. According to Chief Scoble, for the first time in the history of the Westwood FD, the Town was able to dispatch three Town ambulances simultaneously (achieved twice in 2013 and 22 times in 2014).

In addition to operating costs, the Fire Department has on-going capital needs that have been underfunded in recent years. The FD's facilities in particular are showing considerable signs of age (Station 2 was built in the 1960s and the Main Station was last refurbished in 1975), and in need of updating or full replacement. A separate article at Town Meeting addresses the planned replacement of Station 2 for an approximate cost of \$8 million. The Municipal capital budget for FY16 provides \$151,050 for the third year of funding (out of five) for the purchase of a new ladder truck (truck will cost \$750,000 in total) and \$45,000 for the replacement of a Fire Shift Command Vehicle.

### **Police Department**

The mission of the Westwood Police Department ("WPD") includes providing a safe and caring environment in Westwood by "reducing the incidence of crime and the perception of fear." The WPD provides essential public safety services to the community to preserve the peace, enforce the laws and protect the public. The WPD delivers these services through 16 major programs, of which the Uniform Patrol is the central component, and most visible. The WPD currently has 31 sworn-officers, eight dispatchers, two administrators, an animal control officer, and numerous traffic supervisors.

## **MUNICIPAL SUBCOMMITTEE REPORT (CONTINUED)**

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The FY16 WPD proposed budget is \$3,682,790, a 3.08% (\$110,201) increase over FY15. The increase is the result of an average salary increase of 5%, primarily driven by the terms of the union contract, which were partially influenced by negotiation of the removal of the WPD from civil service hiring requirements.

Budgeted staffing levels are flat, following an increase in FY15 that included two officers and one dispatcher. Like the recent Fire Department personnel authorizations, the majority of expense associated with FY15 Police Department hires was funded by one-time University Station mitigation funds and some new recurring revenue, which was managed outside of operating budget. Those resources are now part of the FY16 operating budget.

The department strives to maximize existing resources and maintain the already high level of professionalism in the force, while creating an environment that engenders loyalty and attracts well qualified candidates. As an example, the training budget has almost doubled since FY14 (an increase of over \$12k), which is reflective of the Chief's effort to provide WPD officers with opportunities to improve their skills and advance within the department. As University Station ramps up, it is anticipated that the town will need to add more uniformed officers to the department, as was contemplated in the original revenue and expense projections for the new development.

As discussed last year, the current police station was built in 1966 and is inadequate to meet the Town's public safety needs, law enforcement standards, and regulatory requirements. Much preliminary leg work has been done in the development of plans to replace the current station, which is generally viewed as the next major capital investment priority following the replacement of Fire Station Two.

### **Department of Public Works**

The Department of Public Works (DPW) has a broad range of responsibilities including the management, maintenance, and upgrade of the town's roads, sidewalks, storm water drainage system, sewer system, cemetery, parks, sports fields, and swimming pool. The DPW also manages snow and ice removal, vehicle fleet repair and maintenance, and the town's waste collection and recycling contract. In addition, the DPW has taken on the responsibility for building maintenance across all municipal buildings, showing marked improvement and better recognition of needs, and is taking the lead in monitoring and improving town-wide energy efficiency, including a proposed LED streetlight upgrade.

The DPW FY16 budget of \$4,601,191 represents an increase of 1.6% over FY15. Overall department staffing remains unchanged at 35 employees, and total salaries are essentially flat as a result of optimization of roles and responsibilities in several areas. The trash and recycling contract is subject a pre-negotiated increase of approximately \$56,000. The purchase of three new vehicles for a total of \$260k is included in the capital budget, consisting of a one ton pickup truck, a heavy duty dump truck and an asphalt hot box trailer.

The DPW has a full docket of plans for the upcoming year. Target road paving projects tentatively include Clapboardtree Street, Downey Street, East Street, Blue Hill Drive, Grove Street, Pond Street, Martingale Lane, Bridle Path, and Smith Drive. Traffic calming projects are in the works for Canton/Everett and Forbes Road as well as providing Downey Safe Routes to school. If approved, the cemetery will be expanded to accommodate projected town needs, and Deerfield fields will be renovated with one-time mitigation funds from

## **MUNICIPAL SUBCOMMITTEE REPORT (CONTINUED)**

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University Station. In conjunction with the construction of Fire Station Two, if approved, a new cost-effective and durable sprung structure is planned to accommodate equipment displaced from the Morrison Field garage.

On the energy efficiency front, the DPW plans to further leverage centralized data collection activities, make money-saving improvements at the Library and Senior Center, pursue Green Communities grants for eligible projects, contribute to the appropriate implementation and use of energy technology in new town buildings such as Fire Station Two, cooperate with the schools to find potential savings opportunities, and if approved, implement a new LED streetlight system. Several recycling events are also planned.

The proposed FY16 sewer budget, funded through user fees and retained earnings, is \$3,682,975, up 2.1% from the FY 2015 budget, driven by an increase in the MWRA Assessment. The sewer infiltration and inflow reduction capital improvement project will move into phase two in FY16. Also, Westwood's pumping facilities are among the highest ranked within the state of Massachusetts, and capital plans that are in place based on a study of replacement needs are contemplated within sewer user rates.

### **Library**

Westwood's Public Library provides high quality resources with diverse and creative activities for residents of all ages. The total library budget for FY16 is \$1,170,340, an increase of 5.1% over FY15. The budget increase contemplates more hours for staff to accommodate the larger space, increased custodial needs, and appropriate vacation time.

Part of the mission of the library is to support the pursuit of life-long learning. In addition to providing physical and electronic materials, it also provides programs for residents of all ages from storytelling for preschoolers to guest speakers for adults and seniors. The library is a popular gathering spot for middle school students and also a sought after spot for students who want to study, while local and community groups use the small and large conference areas for gathering. And, in partnership with local art groups, the gallery space is used to exhibit artwork on a regular basis.

While other libraries have seen a decline in circulation, Westwood's libraries are trending upward. For example, in 2014, the overall circulation increased by 24% with 70% of the main library done using self-check. The main library on High Street has more than 140,000 visits and accounts for 87% of the circulations. Use of the Islington branch grew slightly in 2014 due, in part, to the temporary closing of the main branch for repairs.

At this time the Permanent Building Committee is working on permanently resolving the ceiling issue on behalf of the town. The Permanent Building Committee is also investigating a roof leak, although the roofing company investigated and found no issues. The Library Director is working with the Department of Public Works to repair damage to the Young Adult Room due to the roof leak.

The library staff is looking for ways to improve energy efficiency and plans to partner with the Department of Public Works to track utility expenses and identify savings. Current efforts include working with the Town Energy Manager to install more cost effective LED lighting, and reprogramming automated settings for utilities to reduce energy costs.

## **MUNICIPAL SUBCOMMITTEE REPORT (CONTINUED)**

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Other capital maintenance issues addressed in FY15 include repairs to community room doors that were incorrectly installed and caused a safety issue; repairing the fireplace on the second floor; minor repair of the East Coast Security Fire Panel Alarm; and repairs to some library shades.

Looking ahead to FY16, the Westwood Library plans to enhance some services and programs for residents. With support from the Friends of the Library, museum passes will be available for new facilities such as ICA and the Peabody Essex Museum. In effort to improve online resources, the library website will also be revamped to improve usability.

### **Recreation**

The Recreation Department is comprised of four areas – Aquatics, Business, Programs, and Sports and Fitness. Together they offer a variety of activities such as American Red Cross swimming lessons, Summer Days camp program, adult sports leagues and fitness activities, and our annual Westwood Day. The programs and activities offered through the Recreation Department are designed for residents of all ages and some programs are available to non-residents. Of the 9,790 participants last year, 78% were residents of Westwood.

The Recreation Department's budget for FY16 is \$298,598, an increase of 3.2%, which is attributed primarily to expected salary increases. Over the past year the Recreation Department generated \$755k in revenue through several sources of income. The Westwood pool is rented to other towns for swim team use and is also available for pool party rental. Annual revenue from the Aquatics department (rentals plus earnings from swim lessons and membership fees) totaled over \$220k. Recreational programs earned approximately \$495k in additional revenue and more than \$40k was collected in fees for use of fields.

The Recreation Department is implementing the capital improvement plan it created last year. The pool deck is being refurbished, lockers are being upgraded in both men's and women's locker rooms, and an ultraviolet sanitation system is being installed. The total cost of these three projects will be \$79k and will be funded through the revolving fund. Going forward the Recreation Director will work with the Comprehensive Master Plan Committee to address Recreation needs with open spaces and initiate research on the need for a Community Center – a facility or space to be used to host recreational programs and activities for residents – as well as Recreation Department office space. While the town prioritization and timing for such a Community Center is uncertain, the Recreation Department is raising awareness of the potential to sponsor more activities if dedicated space was made available. In the meantime, the Director of the Recreation Department will continue to work with the school and Department of Public Works to organize the use of facilities (schools, courts) and fields.

### **General Government and Other Human Services**

General Government encompasses all Town Hall activities, including the Board of Selectmen, Finance Commission, Finance and Accounting departments, Assessors, Treasurer, Collector, Legal, Personnel, IT, Town Clerk, Conservation Commission, Planning Board, Zoning Board, and Economic Development. The proposed FY16 budget is \$2,932,242, which represents a salary-driven 3.1% increase over FY15. In addition, the FY16 Human Services budgets include a full year impact of the FY15 staffing realignment within Youth and Family Services, as well as additional hours for van drivers and outreach workers at the Council on Aging.

**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, 2013, Westwood’s unfunded OPEB liability was estimated to equal \$55.9 million.

**OPEB’s Current Status**

During the current fiscal year (2015), it is estimated that Westwood’s annual required contribution to OPEB should total \$3.77 million. In fiscal 2015, Westwood will pay approximately \$2.2 million out of pocket for OPEB costs relating to former employees. In addition, Westwood appropriated \$550,000 to the OPEB Trust Fund which was created to hold funds for future OPEB obligations. Total assets in the OPEB Trust Fund now equal \$1.69 million. The Selectmen also approved a reduction of Medicare B benefits for new retirees starting July 1, 2014 which will save Westwood’s OPEB liability an additional \$400,000 per year. By taking the \$3.77 million, less the \$2.2 million paid and the \$550,000 put into the trust fund and the \$400,000 Medicare B savings, the unfunded OPEB liability not covered in the fiscal year end 2015 is estimated to equal \$620,000. This was a significant improvement over the increase of more than \$1 million in fiscal year 2014 but still not enough to stop the yearly increase in Westwood’s unfunded OPEB Liability.

For upcoming fiscal 2016, Westwood is expected to incur an OPEB liability of approximately \$3.93 million. Westwood will fund approximately \$2.4 million for current OPEB costs and is proposing to appropriate \$650,000 to the OPEB Trust Fund. In addition, the Medicare B savings should continue to save the town \$400,000 and a move later this year to the State GIC Health Care Plans could save the town another \$200,000 to \$500,000. This will put Westwood in the position of almost covering the new OPEB liability for fiscal year 2016 and not adding to the unfunded OPEB liability.

**Looking forward;**

The Board of Selectmen and OPEB Task Force continue to focus on resolving the unfunded OPEB Liability issue. The Selectmen have a targeted OPEB funding plan of:

FY 2017	\$850,000
FY 2018	\$950,000

This additional revenue will be helpful in meeting the annual funding requirements of OPEB. The Board of Selectmen, the Finance department and OPEB Task Force have worked diligently towards eliminating the annual increase in unfunded OPEB. Staying on track and meeting the full funding requirement within the next 2 -3 years is important to the fiscal health of the town and towards meeting our future obligations. With new revenue sources from the development of University Avenue and possible cost reductions from State benefit changes, Westwood is in the fortunate position to be able to

fully fund OPEB annually and formally adopt a plan to pay off the unfunded OPEB liability over the next 20 to 30 years. We should not miss that opportunity.

**Summary and Conclusion:**

For fiscal 2016, Westwood is taking another positive step towards reducing our OPEB costs and increasing our OPEB Funding. It appears that Westwood is on track to fully fund its annual OPEB Liability within the next year or two and be in a position to create a formal plan to eliminate the unfunded OPEB liability over the next 20 to 30 years. The Finance and Warrant Commission encourages the Board of Selectmen and Long Range Financial Committee to formalize the plan to pay down the Unfunded OPEB Liability and for the town to include the OPEB liability costs in any staffing analysis. The Finance and Warrant Commission voted unanimously to support the funding of the OPEB Liability Trust Fund with \$650,000 in fiscal year 2016 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***

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

#### ***General Information***

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

#### ***Motions, Motions to Amend, and Votes Required***

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

#### ***Motions for Indefinite Postponement and Motions to Reconsider***

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

#### ***Rules of Debate and Vote Counting***

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

**Summary of 2015 Annual Town Meeting  
Financial Articles**

Article No.	Article Description	Amount	Description	
1	FY15 Supplemental Budget	\$200,000	Article will transfer funds from available funds or one FY15 budget account to another. No increase in cost to residents.	
2	FY15 Supplemental Budget	\$567,509	Article will transfer from available funds. No increase in cost to residents.	
3	Unpaid Bills of Prior Years	None at this time.	If necessary, article will transfer funds from one budget account to another; no increase in cost.	
4	Operating Budgets	\$78,858,055	The FY2016 maximum tax levy within Proposition 2 ½ will result in a 3.2% increase or \$267 to the average home.	
5	Municipal Capital	\$767,000		
6	School Capital	\$756,000		
7	Sewer Capital	\$450,000		
8	Stabilization Fund	\$100,000		
9	OPEB Liability Trust Fund	\$650,000		
	Total FY2016 Appropriation Requests Within Proposition 2 ½	<b>\$81,581,055</b>		
10	University Station Building Fee Revenue	\$441,000		Article will appropriate building fee revenue to cover costs.
11	Construct New Islington Fire Station	\$8,000,000		Article will be funded as a borrowing article. Debt to be paid within current debt budget.
12	Deerfield Field Reconstruction	\$500,000	Article will accept and appropriate funds to be received per University Station development agreement.	
13	Town-wide LED Streetlight Upgrade	\$500,000	Article will be funded as a borrowing article. Debt to be paid with utility savings.	
14	Cemetery Expansion	\$450,000	Article will be funded as a borrowing article. Debt to be paid from cemetery lot sales.	





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-eighth (28) day of said month, A.D. 2015, from 7 a.m. to 8 p.m. for the following purpose:

To bring their vote for the following persons to wit:

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

and you are hereby further directed to notify the inhabitants of said Town of Westwood qualified to vote in elections and Town affairs to meet in the Westwood High School Auditorium, 200 Nahatan Street, in said Westwood, on Monday, May 4, 2015 at 7:30 in the evening, there and then to act on the following articles:

**ARTICLE 1**

To see if the Town will vote to appropriate by transfer from available funds the sum of Two Hundred Thousand Dollars (\$200,000) to supplement the following fiscal year 2015 appropriations, or take any other action thereon:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Reserve Account	\$200,000	Snow and Ice	\$98,491
		McKinney-Vento School Transportation Costs	\$101,509
<b>Total</b>	<b>\$200,000</b>	<b>Total</b>	<b>\$200,000</b>

(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 Five Hundred Sixty-Seven Thousand Five Hundred Nine Dollars (\$567,509) to supplement the following fiscal year 2015 appropriations, or take any other action thereon:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Ambulance Receipts	\$131,000	Ambulance Services/Equipment	\$131,000
Overlay Surplus	\$35,000	Assessing Revaluation Services	\$35,000
Free Cash	\$401,509	Snow and Ice	\$276,509
		DPW Salary – Snow and Ice	\$125,000
<b>Total</b>	<b>\$567,509</b>	<b>Total</b>	<b>\$567,509</b>

(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, 2015, through June 30, 2016, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2015 Annual Town Meeting, or take any other action thereon.

(Board of Selectmen)

**The Finance and Warrant Commission, by unanimous vote of those present, 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, 2015, through June 30, 2016, as set forth in Appendix D of this report.**

**Town Budget  
Appendix D – See Page 88**

*This article, traditionally, known as the Omnibus Article, compiles all Town budgets and groups them into related areas for presentation. The school and municipal budgets have been extensively reviewed by Finance and Warrant Commission subcommittees, and their reports are on pages 7 and 12 respectively.*

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

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

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

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

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

*Appendix E - The School Department Budget Summary.*

**ARTICLE 5**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Seven Hundred Sixty-Seven Thousand Dollars (\$767,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Wheelchair accessible van	Council on Aging	\$75,000	Free Cash
One ton pickup truck	DPW	\$55,000	Free Cash
Heavy duty dump truck	DPW	\$165,000	Free Cash
Asphalt hot box trailer	DPW	\$40,000	Free Cash
Municipal building maintenance	DPW	\$45,000	Free Cash
Ladder truck (3 <sup>rd</sup> of 5 lease/purchase payment)	Fire	\$151,050	Free Cash
Shift command vehicle	Fire	\$45,000	Free Cash
End user technology – all departments	Information Technology	\$45,000	Free Cash
Police vehicles	Police	\$145,950	Free Cash
<b>Total</b>		<b>\$767,000</b>	

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 Seven Hundred Fifty-Six Thousand Dollars (\$756,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Technology	School	\$140,000	Free Cash
Roofing	School	\$170,000	Free Cash
Repairs and maintenance	School	\$270,000	Free Cash
Copiers	School	\$60,000	Free Cash
Vehicles	School	\$116,000	Free Cash
<b>Total</b>		<b>\$756,000</b>	

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.**

**ARTICLE 7**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Four Hundred Fifty Thousand Dollars (\$450,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Upgrades at all pump stations	Sewer	\$450,000	Sewer Retained Earnings
<b>Total</b>		<b>\$450,000</b>	

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.**

**ARTICLE 8**

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.

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
Stabilization Fund	\$100,000	Free Cash

**(Board of Selectmen)**

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

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

**ARTICLE 9**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Six Hundred Fifty Thousand Dollars (\$650,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20, or take any other action thereon

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
OPEB Liability Trust Fund	\$650,000	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, 2013, the OPEB actuarial accrued liability for Westwood was estimated to be \$55.9 million and will continue to grow each year. 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 year's funding level is \$100,000 higher than last fiscal year and is part of a long term plan to cover Westwood's annual OPEB costs and begin paying down the unfunded liability. Additional detail is provided in the OPEB report on page 18.*

#### **ARTICLE 10**

To see if the Town will vote to accept and appropriate Four Hundred and Forty One Thousand Dollars (\$441,000) and reserve in building permit fees paid by the proponents of the University Station project to the Town of Westwood and appropriate and allocate said funds by vote of the Board of Selectmen for the cost associated with the resources, staffing and equipment needs and facility plans and land acquisition related to the permitting, inspection, legal, valuation and other services for the University Station Project prior, during and after construction, or take any other action relative thereon.

**(Board of Selectmen)**

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

*This article authorizes the Board of Selectmen to appropriate and allocate building permit fees related to the Core Development of University Station.*

*Section 10.4 of the Development Agreement for University Station entered into by the Board of Selectmen and effective as of May 7, 2013 addresses the treatment of these fees. This article, which addresses the receipt of \$441,000, represents the 3<sup>rd</sup> article earmarking these funds. The first article passed at the November 18, 2013 Fall Annual Town Meeting earmarked \$925,000 and the second article passed at the May 5, 2014 Annual Town Meeting earmarked \$905,000. This brings the total amount of building permit fees collected related to University Station to \$2,271,000.*

#### **ARTICLE 11**

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

**(Board of Selectmen)**

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

**Recommends: That the Town appropriates up to Eight Million Dollars (\$8,000,000) to pay costs of constructing the Islington Fire Station, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*Last November, Town Meeting approved \$850,000 to design and bid a new Islington Fire Substation, temporarily relocate the existing station to the DPW fields garage (located adjacent to the third base line of Morrison Field), and procure a temporary DPW garage to replace the field's garage. The goal of that article was to come to the annual Town Meeting in the Spring of 2015 requesting funds to build that station with bids in hand to meet the current and future public safety needs of the Town as it relates to the Westwood Fire Department. The article presented for this Town Meeting fulfills that goal and is requesting funds not to exceed \$8 million to construct, fit out, and commission for occupancy that Substation as well as move the Fire Department from its temporary structure to the new station. It is important to note that the bids which will be received and reviewed before Town Meeting will allow appropriate Town officials to confirm that the funding requested for this article will not exceed \$8.0 million. For residents who were not present at the November Special Town Meeting, the following is a brief history of this project.*

*In the summer of 2013, the Board of Selectmen, in response to a need identified over 15 years ago, appointed a Public Safety Task Force comprised of both town employees (including the Fire and Police Chiefs) and representation from Town boards (including the Finance and Warrant Commission). That Task Force met monthly for over a year and a half to develop a comprehensive plan to upgrade the two fire stations and our police station. As part of that plan, the Task Force examined how the departments have changed and will change. For the fire department, this means a larger, highly trained force that is just as proficient in emergency medical response as it is in traditional fire and rescue response.*

*The Task Force considered several factors in arriving at a recommended solution. These included the response times, pending and future developments (including University Station), and necessary staffing adjustments to determine the appropriate station configuration and location for the police and fire stations. After a thorough review and analysis of 19 different options and configurations, the Task Force, with the input of the Finance and Warrant Commission, the Fire and Police chiefs and the Board of Selectmen concluded: 1) the most effective town-wide solution is to build a new fire substation at the same location of the current Islington station and 2) a new police station directly behind the current police station.*

*Design for the Fire Substation commenced immediately after approval of funding at the November Town Meeting. Utilizing an iterative and collaborative process involving the Board of Selectmen, Finance and Warrant Commission, Planning Board, and the Public Safety Task Force, the project team developed a comprehensive set of bid documents for a 12,800 square foot substation. Importantly, the station has been designed with the active and integral involvement of Chief Scoble and Deputy Chief Reardon such that it will suit Westwood's needs for the next 50 plus years. Among the other challenges to which the design responds was the Board of Selectmen's stated goal to deliver a highly energy efficient facility as well as an aesthetically appealing civic structure that sets a standard for the revitalization of Islington Center. As presented at the Public Safety Task Force meeting with the Selectmen on February 23rd, the program design meets the future needs of the fire department, uses materials that are of high quality and low maintenance, and the "[e]nergy consumption is 31% better than the base code and the design meets LEED Silver and Advanced Building Tier 2 Energy Standards."*



*The project was put out to bid to a pre-qualified list of General Contractors on March 26<sup>th</sup>. At the printing of this article, the bids were scheduled to be received on April 27<sup>th</sup>. The construction budget is estimated to be \$6.3 million with the remainder of this appropriation comprised of project management and administration, furniture, equipment, public safety communications and contingency. It is the full intent of the Board of Selectmen and Town administration to only borrow the amount of funding necessary to complete the project not to exceed \$8 million. Should that amount ultimately be less, the Board of Selectmen will propose rescinding the excess appropriation at a future town meeting.*

*Additional information about the proposed Islington Fire Station is available on the Town's website under the "Public Safety" Tab on the Home Page. Material about "Existing Conditions" can be found under that Tab including Chief Scoble's video presentation about issues with the current facility. The "Presentations" Tab includes the most recent material presented to the Selectman and provides an overview of the project as well as architectural drawings of the proposed building.*

*The Board of Selectmen, in consultation with the Finance Director, has determined that this article can be funded within Proposition 2 ½ with available debt service resources and will not necessitate a tax increase.*

## **ARTICLE 12**

To see if the Town will vote to take the following actions related to the Athletic Field Improvements at the Deerfield School.

- (A) To authorize the Board of Selectmen to accept and appropriate the Housing Impact Fee of up to five hundred thousand dollars (\$500,000) from the proponents of University Station for the Athletic Field Improvements at the Deerfield School, pursuant to paragraph 6.3 of the development agreement.
- (B) To authorize the Board of Selectmen to enter into all necessary contracts and agreements and to do all things necessary to implement the purposes of this article,

or take any other action thereto.

**(Board of Selectmen)**

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

*This article is intended to authorize the Board of Selectmen to accept up to \$500,000 to fund reconstruction of the Deerfield School playing fields. These funds must be paid before the issuance of a certificate of occupancy for the first building containing residential units expected in late spring / early summer. BETA Engineering, who was engaged to prepare the design and bid documents for this project, has been working with the Deerfield Field Committee on the*

*layout of softball fields and four-on-four soccer fields to accommodate field needs of the girls softball and youth soccer programs. The design and engineering cost will be covered by the reimbursement, provided that the construction costs do not exceed \$500,000. The objective is to reconstruct these fields in the fall so they are usable for use in the spring of 2016.*

**ARTICLE 13**

To see if the Town will vote to appropriate a sum not to exceed Five Hundred Thousand Dollars (\$500,000) for the purpose of converting the Town of Westwood street lights to LED Technology and radio frequency technology, including the payment of all costs incidental or related thereto, and to determine whether this amount shall be raised by taxation, transferred from available funds, lease, borrowing or otherwise, or take any other action related thereto.

**(Board of Selectmen)**

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

**Recommends: That the Town appropriates up to Five Hundred Thousand Dollars (\$500,000) to pay costs of converting the Town of Westwood street lights to LED Technology and radio frequency technology, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*The benefits of this article are as follows:*

- 1. Reduction of street lighting energy consumption by over 60% with annual cost savings of approximately \$40,000 based on current rates;*
- 2. Reduced maintenance costs (10 year warranty – 20 year life) of system with annual cost savings of over \$6,000;*
- 3. Improved visible lighting levels with built-in internal adjustment capability in fixtures;*
- 4. Establishment of RF mesh of “intelligent controls” over the town that allows monitoring of all lights from a central location and a future ability to install remote metering and monitoring of Town facilities;*
- 5. Reduced CO2 emissions.*

*The system will pay for itself in savings over a ten year period.*

**ARTICLE 14**

To see if the Town will vote to appropriate a sum of money not to exceed Four Hundred and Fifty Thousand Dollars (\$450,000) to pay costs of developing town-owned land for cemetery purposes, including the payment of all costs incidental and related thereto, and to determine

whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereto.

**(Board of Selectmen)**

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

**Recommends: That the Town appropriates up to Four Hundred Fifty Thousand Dollars (\$450,000) to pay costs of developing town-owned land for cemetery purposes, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(20) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*This article allows for the development of Town-owned land for expansion of the cemetery, in order to meet anticipated future demand for burials and cremations. An affirmative vote in favor of this article will authorize the Town to borrow up to \$450,000 to clear and develop the targeted parcel of land for the intended purpose. It is estimated that the sale of approximately 50-60 cemetery lots per year would adequately fund the debt service and repayment of a ten year bond, without reliance on other tax revenues for support.*

**ARTICLE 15**

To see if the Town will vote to authorize the Board of Selectmen to apply for and/or 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 thereto.

**(Board of Selectmen)**

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

*This is a standard article, which provides the Board of Selectmen with the authority to allocate State provided road improvement funds, including Chapter 90 and MassWorks funds, to maintain the Town's secondary roadways. The distribution of these funds is determined by a long range Road Improvement Plan adopted many years ago which assesses the current condition of all Town streets on a regular basis and determines the appropriate level of maintenance to extend the life expectancy of our streets.*

## **ARTICLE 16**

To see if the Town will vote to revise the Chapter 350 of the General Bylaws, entitled Stormwater Management, by deleting said chapter in its entirety and inserting the following General Bylaw, entitled, Chapter 350: Stormwater Management, in its place:

### **CHAPTER 350: STORMWATER MANAGEMENT** Chapter 350. STORMWATER MANAGEMENT

#### **ARTICLE I – GENERAL PROVISIONS**

##### **§ 350-1. Purpose.**

- A. The purpose of this bylaw is to protect the health, safety, general welfare, and environment in the management, operation, and maintenance of the Town's stormwater system by regulating or prohibiting actions detrimental to either the proper quality or quantity of water in the system. Actions regulated or prohibited include unauthorized or improper connections and discharges to the stormwater system, allowing or enabling pollutants to enter the system, and controlling construction site runoff and post-construction runoff. Stormwater runoff is potentially a major cause of:
- (1) Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands, groundwater and drinking water supplies;
  - (2) Contamination of drinking water supplies;
  - (3) Contamination of downstream areas;
  - (4) Alteration or destruction of aquatic and wildlife habitat;
  - (5) Overloading or clogging of municipal stormwater management systems; and
  - (6) Flooding.
- B. The objectives of this bylaw are to:
- (1) Protect water resources;
  - (2) Comply with state and federal statutes and regulations relating to stormwater discharges, including total maximum daily load (TDML) requirements;
  - (3) Prevent pollutants from entering the Town's municipal separate storm sewer system (MS4) and reduce or eliminate pollutants entering the Town's MS4 from existing uses;
  - (4) Prohibit illicit connections and unauthorized discharges to the MS4 and require their removal;
  - (5) Establish minimum construction and post-construction stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
  - (6) Establish provisions for the long-term responsibility for, and maintenance of, structural stormwater control facilities and nonstructural stormwater management

practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety; and

- (7) Establish the Town of Westwood's legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

### **§ 350-2. Definitions.**

Definitions applicable to this bylaw are provided herein:

**APPLICANT** – Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision of the commonwealth or the federal government to the extent permitted by law requesting a land disturbance permit for proposed land-disturbance activity.

**BEST MANAGEMENT PRACTICE (BMP)** – An activity, procedure, restraint, or structural improvement found to be effective and practical to reduce the quantity or improve the quality of stormwater runoff.

**CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC)** – A certified specialist in soil erosion and sediment control. This certification program, sponsored by the Soil and Water Conservation Society in cooperation with the American Society of Agronomy, provides the public with evidence of professional qualifications.

**CLEAN WATER ACT** – The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

**DEVELOPMENT** – The modification of land to accommodate a new use or expansion of use, usually involving construction.

**DISCHARGE OF POLLUTANTS** – The addition from any source of any pollutant or combination of pollutants into the MS4 or into the waters of the United States or commonwealth from any source.

**DISTURBANCE OF LAND** – Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material.

**EROSION** – The wearing away of the land surface by natural or artificial forces, such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**EROSION AND SEDIMENTATION CONTROL PLAN** – A document containing a narrative, drawings and details developed by a qualified professional engineer (PE) or a certified professional in erosion and sedimentation control (CPESC), which includes best management practices (BMPs), or equivalent measures designed to control surface runoff and erosion and sedimentation during preconstruction and construction-related land disturbance activities.

**GROUNDWATER** – Water beneath the surface of the ground.

**ILLICIT CONNECTION** – A surface or subsurface drain or conveyance which allows an illicit discharge into the MS4, including without limitation sewage, process wastewater, or wash water, and any connections from indoor drains, sinks, or toilets, regardless of

whether said connection was previously allowed, permitted, or approved before the effective date of the Stormwater Management Bylaw.

**ILLICIT DISCHARGE** - Direct or indirect discharge to the MS4 that is not composed entirely of stormwater, except as exempted in §350-9. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or resulting from firefighting activities exempted pursuant to §350-9D(1) of the Stormwater Management Bylaw.

**IMPERVIOUS SURFACE** - Any material or structure on or above the ground that prevents water from infiltrating the underlying soil, including without limitation roads, paved parking lots, sidewalks, and rooftops.

**IMPOUNDMENT** – A stormwater pond created by either constructing an embankment or excavating a pit which retains a permanent pool of water.

**INFILTRATION** – The act of conveying surface water into the ground to permit groundwater recharge and the reduction of stormwater runoff from a project site.

**LAND DISTURBING ACTIVITY** – Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**LAND USE OF HIGHER POTENTIAL POLLUTANT LOAD (LUHPPL)** – Land uses or activities with higher potential pollutant loadings, as defined in the Massachusetts Stormwater Management Standards, such as auto salvage yards, auto fueling facilities, fleet storage yards, commercial parking lots with high-intensity use, road salt storage areas, commercial nurseries and landscaping, outdoor storage and loading areas of hazardous substances or marinas.

**MASSACHUSETTS ENDANGERED SPECIES ACT** –MGL c. 131A and its implementing regulations 321 CMR 10.00 which prohibit the taking of any rare plant or animal species listed as endangered, threatened, or of special concern.

**MASSACHUSETTS STORMWATER MANAGEMENT STANDARDS** – The standards issued by the Department of Environmental Protection, and as amended, that coordinate the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act MGL c. 131, § 40 and Massachusetts Clean Waters Act MGL c. 21, § 23-56. The policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and controlling the quantity of runoff from a site.

**MS4** - –Municipal separate storm sewer system; the system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Westwood.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**

**STORMWATER DISCHARGE PERMIT** - A permit issued by the United States Environmental Protection Agency or jointly with the Commonwealth of Massachusetts that authorizes the discharge of pollutants to waters of the United States.

**NONSTORMWATER DISCHARGE** - Discharge to the MS4 not composed entirely of stormwater.

**OPERATION AND MAINTENANCE PLAN** – A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**OWNER** – A person with a legal or equitable interest in property.

**PERSON** - An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**PRECONSTRUCTION** – All activity in preparation for construction.

**POLLUTANT(S)** - Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter, whether originating at a point or nonpoint source, that is or may be introduced into any MS4, sewage treatment works or waters of the commonwealth. Pollutants shall include without limitation:

- A. Paints, varnishes, and solvents;
- B. Oil and other automotive fluids;
- C. Nonhazardous liquid and solid wastes and yard wastes;
- D. Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnance, accumulations and floatables;
- E. Pesticides, herbicides, and fertilizers;
- F. Hazardous materials and wastes, sewage, fecal coliform and pathogens;
- G. Dissolved and particulate metals;
- H. Animal wastes;
- I. Rock, sand, salt, and soils;
- J. Construction wastes and residues; and
- K. Noxious or offensive matter of any kind.

**PROCESS WASTEWATER** - Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**RECHARGE** - The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**REDEVELOPMENT** – Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface on previously developed sites.

**RUNOFF** – Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT** – Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

**SEDIMENTATION** – The process or act of deposition of sediment.

**SITE** – Any lot or parcel of land or area of property where land disturbing activities are, were, or will be performed.

**SOIL** – Any earth, sand, rock, gravel, or similar material.

**STORMWATER** – Runoff from precipitation or snow melt and surface water runoff and drainage.

**STORMWATER AUTHORITY** – Town of Westwood Conservation Commission or its authorized agent(s).

**STORMWATER MANAGEMENT PLAN** – A plan required as part of the application for a land disturbance permit.

**TOXIC OR HAZARDOUS MATERIAL OR WASTE** – Any material which, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as "toxic" or "hazardous" under MGL c. 21C and c. 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**WASTEWATER** - Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, by-product or waste product.

**WATERCOURSE** - A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**WATERS OF THE COMMONWEALTH** - All waters within the jurisdiction of the commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

**WETLAND RESOURCE AREA** – Areas specified in the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and in the Town of Westwood Wetlands Protection Bylaw.

**WETLANDS** – Tidal and nontidal areas characterized by saturated or nearly saturated soils most of the year that are located between terrestrial (land-based) and aquatic (water-based) environments, including freshwater marshes around ponds and channels (rivers and streams), brackish and salt marshes; common names include “marshes,” “swamps” and “bogs.”

### **§ 350-3. Authority.**

This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the home rule statutes, the regulations of the Federal Clean Water Act found at 40 CFR 122.34, Chapter 1, § 1-4, of the General Bylaws of the Town of Westwood and Chapter 9 of the Charter of the Town of Westwood.

### **§ 350-4. Responsibility for administration.**

The Stormwater Authority shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Stormwater Authority may be delegated in writing by the Stormwater Authority to its employees or agents.



**§ 350-5. Waivers.**

- A. Following a public hearing on a waiver request, the Stormwater Authority may waive strict compliance with any requirement of this bylaw or the rules and regulations promulgated hereunder, where:
  - (1) Such action is allowed by federal, state and local statutes and/or regulations; and
  - (2) Is in the public interest; and
  - (3) Is not inconsistent with the purpose and intent of this bylaw.
- B. All waiver requests shall be submitted in writing and shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of the bylaw does not further the purposes or objective of this bylaw.
- C. All waiver requests shall be discussed and voted on at the public hearing for the project.
- D. If in the Stormwater Authority's opinion, additional time or information is required for review of a waiver request, the Stormwater Authority may continue a hearing to a certain date announced at the meeting. In the event the applicant objects to a continuance, or fails to provide requested information, the waiver request shall be denied.

**§ 350-6. Regulations.**

- A. The Stormwater Authority may adopt, and periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this bylaw by majority vote after conducting a public hearing to receive comments. Such hearing shall be advertised in a newspaper of general local circulation, at least 14 days prior to the hearing date. Failure of the Stormwater Authority to issue such rules, or regulations, or a legal declaration of their invalidity by a court, shall not act to suspend or invalidate the effect of this bylaw.
- B. Such regulations, rules or guidance may include without limitation, provisions for the establishment of one or more categories of administrative review approvals for specific types or sizes of projects. Administrative review applications that meet all the standard requirements may be issued by one or more agents designated in writing by the Stormwater Authority, without the requirement for a public hearing as detailed in Article III of this bylaw. Administrative review approval shall comply with all other provisions of this bylaw.

**§ 350-7. Severability.**

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

## **ARTICLE II – DISCHARGES TO THE MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

### **§ 350-8. Applicability.**

Article II of this bylaw shall apply to all water entering the MS4 that is generated on any developed or undeveloped lands except as explicitly exempted in this bylaw or where the Stormwater Authority has issued a waiver in accordance with Article I, § 350-5.

### **§ 350-9. Prohibited activities; exemptions.**

- A. Illicit discharges. No person shall dump, discharge, spill, cause or allow to be discharged any pollutant or nonstormwater discharge into the MS4, onto an impervious surface directly connected to the MS4, into a watercourse, or into the waters of the commonwealth.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection to the MS4, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. Obstruction of MS4. No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior consent from the Stormwater Authority.
- D. Exemptions. The following nonstormwater discharges or flows are exempt from the prohibition of nonstormwaters provided that the source is not a significant contributor of a pollutant to the MS4:
  - (1) Discharge or flow resulting from firefighting activities;
  - (2) Waterline flushing;
  - (3) Flow from potable water sources, with the exception of landscape irrigation and lawn watering;
  - (4) Springs;
  - (5) Natural flow from riparian habitats and wetlands;
  - (6) Diverted stream flow;
  - (7) Rising groundwater;
  - (8) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater (e.g. sump pump), provided that where a pump intake exists inside a structure, the operator seeks a permit from the Stormwater Authority prior to discharge and thereafter discharges in accordance with the requirements of the permit and applicable laws and regulations to be issued by the Stormwater Authority;
  - (9) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air-conditioning condensation;

- (10) Discharge from dechlorinated swimming pool water (less than one ppm chlorine), provided that the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- (11) Discharge from street sweeping;
- (12) Dye testing, provided that verbal notification is given to the Stormwater Authority prior to the time of the test;
- (13) Nonstormwater discharge permitted under a National Pollutant Discharge Elimination System (NPDES) permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (14) Discharge for which advanced written approval is received from the Stormwater Authority as necessary to protect public health, safety, welfare or the environment.

**§ 350-10. Additional prohibited pollutants.**

- A. Pet waste: Because pet feces are a major component of stormwater pollution, and Westwood is subject to a bacteria TMDL, it shall be the duty of each person who owns, possesses, or controls a pet to remove and properly dispose of any feces left by the pet on any public or private property neither owned nor occupied by said person, or on any private property where untreated stormwater flows to the MS4. It is prohibited to dispose of pet feces in any public or private storm drain, catch basin, wetland or water body or on any paved or impervious surface. However, this provision shall not be applicable to a person using a service dog or other service animal registered as such. Persons walking pets must carry with them a device designed to dispose of pet feces including, but not limited to, a plastic bag or “pooper scooper.” For specific requirements and penalties for violations see General Bylaw Chapter 184, Animals.
- B. Pavement sealers: Coal-tar-based driveway and pavement sealers have been identified as a primary source of poly-aromatic hydrocarbons affecting streams in developed areas. Poly-aromatic hydrocarbons are classified by the United States Environmental Protection Agency as a probable human carcinogen and are highly toxic to aquatic life. The application of coal-tar-based driveway and pavement sealers is prohibited for all paved areas directly connected to the MS4. Asphalt-based driveway and pavement sealers contain low concentrations of poly-aromatic hydrocarbons and are thus permitted.

**§ 350-11. Emergency suspension of storm drainage system access.**

The Stormwater Authority may suspend MS4 access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Stormwater Authority may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

### **§ 350-12. Notification of spills.**

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the MS4 or waters of the commonwealth, the person shall take all necessary steps to ensure containment and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the Westwood Fire and Police Departments. In the event of a release of nonhazardous material, the reporting person shall notify the authorized enforcement agency no later than the next business day. The reporting person shall provide to the Stormwater Authority written confirmation of all electronic or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

### **§ 350-13. Enforcement.**

The Stormwater Authority or its authorized agent shall enforce this bylaw, the regulations, and any associated orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

- A. Civil relief. If a person violates the provisions of this bylaw, or any associated regulations, permit, notice, or order issued thereunder, the Stormwater Authority may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations, or compelling the person to perform abatement or remediation of the violation.
- B. Orders. The Stormwater Authority or its authorized agent may issue a written order to enforce the provisions of this bylaw or any regulations thereunder, which may include:
  - (1) Elimination of illicit connections or discharges to the MS4;
  - (2) Performance of monitoring, analyses, and reporting;
  - (3) Requirement that unlawful discharges, practices, or operations shall cease and desist;
  - (4) Implementation of measures designed to minimize the discharge of pollutants until such time as the illicit connection shall be eliminated; and
  - (5) Remediation of pollutants in connection therewith.
- C. Deadline. If the enforcement authority determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline for the completion of abatement or remediation. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the costs thereof shall be charged to the violator.

- D. Reimbursement of costs. If the Stormwater Authority determines that abatement or remediation of pollutants is required, the order shall set forth a deadline for completion of the abatement or remediation. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the costs thereof shall be charged to the violator or property owner. Within 30 days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Stormwater Authority within 30 days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within 30 days following a decision of the Stormwater Authority affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the cost shall become a special assessment against the property owner of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in MGLc. 59, § 57, after the 30th day at which the costs first become due.
- E. Criminal and civil penalties. Any person who violates any provision of this bylaw, the regulations, or the terms or conditions in any permit or order issued thereunder, shall be subject to a fine not to exceed \$300 for each day such violation occurs or continues, or in the alternative shall be subject to a civil penalty, which may be assessed in an action brought on behalf of the Town in any court of competent jurisdiction.
- F. Noncriminal disposition. As an alternative to criminal prosecution or civil action, the Town may elect to utilize the noncriminal disposition procedure set forth in MGL c. 40, § 21D, and Chapter 1, § 1-6, of the Town of Westwood General Bylaws, in which case the agent of the Stormwater Authority shall be the enforcement authority. The penalty for the first violation shall be a warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- G. Entry to perform duties under this bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Stormwater Authority, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Stormwater Authority deems reasonably necessary.
- H. Appeals. The decisions or orders of the Stormwater Authority shall be final. Further relief shall be to a court of competent jurisdiction.
- I. Remedies not exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

#### **§ 350-14. Transitional provisions.**

Residential property owners shall have 60 days from the effective date of this bylaw to comply with its provisions, provided that good cause is shown for the failure to comply with the bylaw during that period.

## **ARTICLE III – STORMWATER MANAGEMENT AND LAND DISTURBANCE**

### **§ 350-15. Applicability.**

A. Article III of this bylaw shall apply to all activities that result in disturbance of 5,000 square feet of land or more that drains to the municipal separate storm sewer system (MS4). Except as authorized by the Stormwater Authority in a land disturbance permit or as otherwise provided in these regulations, no person shall perform any activity that results in disturbance of 5,000 square feet of land or more. There are two levels of reviews based on the amount of land proposed to be disturbed as part of a single project as follows:

- (1) Administrative land disturbance review is required for projects disturbing at least 5,000 square feet but less than 1/2 acre (21,780 square feet) of land.
- (2) A land disturbance permit is required for disturbance of 1/2 acre (21,780 square feet) or more of land or if the proposed use is listed as a land use of higher potential pollutant loads as defined in the Massachusetts Stormwater Management Standards, regardless of the amount of land to be disturbed.

B. Exemptions:

- (1) Maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling conducted in such a way as not to cause a nuisance;
- (2) Construction of fencing that will not substantially alter existing terrain or drainage patterns;
- (3) Construction of utilities other than drainage (gas, water, electric, communication, etc.) which will not alter terrain or drainage patterns or result in discharge of sediment to the MS4;
- (4) Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Wetlands Protection Act Regulation 310 CMR 10.04; and
- (5) Disturbance of land or redevelopment that is subject to jurisdiction under the Wetlands Protection Act and demonstrates compliance with the Massachusetts Stormwater Management Standards and the Town of Westwood Stormwater Management Regulations as reflected in a valid order of conditions issued by the Conservation Commission.

### **§ 350-16. Permit required.**

An applicant seeking an approval and/or permit shall file an appropriate application with the Stormwater Authority in a form and containing information as specified in this bylaw and in regulations adopted by the Stormwater Authority. An approval or permit must be obtained prior to the commencement of land disturbing or redevelopment activity based on thresholds described in the Town of Westwood Stormwater Management Regulations (regulations). Permit procedures and requirements are outlined in the regulations. Where appropriate, said regulations will require an erosion and sedimentation control plan and/or an operation and maintenance plan. Any person that fails to follow the requirements of a land disturbance permit and/or the

requirements of an erosion and sedimentation control plan, or operation and maintenance plan issued under the regulations shall be in violation of the Town of Westwood Bylaws.

**§ 350-17. Entry.**

Filing an application for an approval or permit grants the Stormwater Authority and its employees or agents permission to enter the site to verify the information in the application and to inspect for compliance with approval or permit conditions.

**§ 350-18. Inspection and site supervision.**

The Stormwater Authority or its designated agent shall make inspections as outlined in the regulations to verify and document compliance with the land disturbance permit.

**§ 350-19. Surety.**

The Stormwater Authority may require the applicant to post before the start of land disturbance or construction activity a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by the Stormwater Authority and be in an amount deemed sufficient by the Stormwater Authority to ensure that the work will be completed in accordance with the permit. If the project is phased, the Stormwater Authority may release part of the bond as each phase is completed in compliance with the permit.

**§ 350-20. Final reports.**

Upon completion of the work, the applicant shall submit a report, including certified as-built construction plans, from a professional engineer (P.E.), surveyor, or certified professional in erosion and sedimentation control (CPESC), certifying that all erosion and sedimentation control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved erosion and sediment control plan and stormwater management plan. Any discrepancies shall be noted in the cover letter.

**§ 350-21. Enforcement.**

The Stormwater Authority or its authorized agent shall enforce this bylaw, the regulations, and any associated orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

- A. Civil relief. If a person violates the provisions of this bylaw, or any associated regulations, permit, notice, or order issued thereunder, the Stormwater Authority may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
- B. Orders. If the Stormwater Authority determines that a person has failed to follow the requirements of a land disturbance permit, and/or the requirements of a related erosion and sedimentation control plan or operation and maintenance plan, or is creating an adverse impact to a water resource area, or if the Stormwater Authority determines that an activity not otherwise required to obtain a land disturbance permit is causing an adverse impact to a water resource area, then the Authority may issue a written order to

the person to enforce the provisions of this bylaw or any regulations thereunder, and to remediate the adverse impact, which may include:

- (1) A requirement to cease and desist from the land-disturbing activity until there is compliance with the bylaw and provisions of the land disturbance permit
  - (2) Maintenance, installation or performance of additional erosion and sediment control measures;
  - (3) Monitoring, analyses, and reporting; and
  - (4) Remediation of erosion and sedimentation resulting directly or indirectly from the land disturbing activity.
- C. **Deadline.** If the enforcement authority determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline for the completion of abatement or remediation. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the costs thereof shall be charged to the violator.
- D. **Reimbursement of costs.** If the Stormwater Authority determines that abatement or remediation of pollutants is required, the order shall set forth a deadline for completion of the abatement or remediation. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, undertake such work, and the costs thereof shall be charged to the violator or property owner. Within 30 days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Stormwater Authority within 30 days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within 30 days following a decision of the Stormwater Authority affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the cost shall become a special assessment against the property owner of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in MGLc. 59, § 57, after the 30<sup>th</sup> day at which the costs first become due.
- E. **Criminal and civil penalties.** Any person who violates any provision of this bylaw, the regulations, or the terms or conditions in any permit or order issued thereunder, shall be subject to a fine not to exceed \$300 for each day such violation occurs or continues, or in the alternative shall be subject to a civil penalty, which may be assessed in an action brought on behalf of the Town in any court of competent jurisdiction.
- F. **Noncriminal disposition.** As an alternative to criminal prosecution or civil action, the Town may elect to utilize the noncriminal disposition procedure set forth in MGLc. 40, § 21D and Chapter 1, § 1-6, of the Town of Westwood General Bylaws, in which case the agent of the Stormwater Authority shall be the enforcement authority. The penalty for the first violation shall be a warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.



- G. Entry to perform duties under this bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Stormwater Authority, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Stormwater Authority deems reasonably necessary.
- H. Appeals. The decisions or orders of the Stormwater Authority shall be final. Further relief shall be to a court of competent jurisdiction.
- I. Remedies not exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

**(Board of Selectmen and Conservation Commission)**

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

*Westwood has an extensive stormwater drainage system that is completely separate from our sewer system. Our stormwater does not go to pumping stations and is not treated the way sanitary sewage is. Instead, our stormwater drains untreated through town-maintained catch-basins and pipes and is deposited into the nearest body of water, usually streams or wetlands. These streams and wetlands ultimately drain in the Charles or Neponset rivers. Stormwater picks up contaminants such as oil, fertilizers and animal waste from the environment before entering the drain system. Because of these contaminants, the U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate stormwater that flows into these rivers.*

*Every town that discharges into these rivers must operate under a permit with the EPA and/or DEP. This permit, and federal law generally, require towns to maintain bylaws to protect the flow of possibly contaminated stormwater into protected bodies of water. Westwood has a stormwater management bylaw, but it is non-compliant with current environmental law. Working with an outside consultant and the Conservation Commission, The Board of Selectmen has proposed this warrant article to comply with current law and to improve the town's stormwater management program generally. The proposed bylaw updates the existing bylaw by providing more detailed regulations of discharges into the stormwater drain system and adds new provisions regulating the stormwater implications from land disturbances, such as construction activity. The proposed bylaw would require the Conservation Commission to conduct an Administrative Land Disturbance Review for projects impacting at least 5,000 square feet of land but under one-half acre (21,780 square feet). For land disturbances impacting greater than a half-acre, a Land Disturbance Permit would be required.*

*The Finance and Warrant Commission unanimously supports the adoption of this bylaw. In addition to becoming compliant with state and federal law, the proposed bylaw permits the Conservation Commission to more completely monitor our stormwater system and take measures to stop contamination at its source. While the new land disturbance provisions may provide additional burdens to those undertaking larger outdoor construction projects, these additional*

*burdens appear reasonable and are tailored to the important goal of preventing contamination of protected water bodies.*

#### **ARTICLE 17**

To see if the Town will vote to authorize the Board of Selectmen to grant temporary and permanent easements to the Algonquin Gas Transmission LLC for the purpose of the transmission and distribution of gas, all as set forth in an Easement Agreement to be executed by the parties, said easements being shown on a plan entitled "Norfolk County, Massachusetts, Town of Westwood, Tract 1-17-6.02," dated 3/2/2015, by SpectraEnergy Partners, a copy of which is on file at the office of the Town Clerk, 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 Board of Selectmen has brought this article which would authorize them to grant temporary and permanent easements to the Algonquin Gas Transmission LLC for the purpose of gas transmission and distribution. The easement proposed is on Town owned-property which consists of a three foot wide strip that is immediately adjacent to Elm Street. Algonquin's pipeline will cross the 3 foot strip at 2 locations. At those locations the permanent easement will be 30 feet wide and three feet long. A small triangular piece of the permanent easement will extend into the 3-foot strip at a third location. The total area of the permanent easement areas is 219 sq. ft. There will also be 258 sq. ft. of temporary work space on the Town's property.*

*This easement is proposed as an alternative to an easement which would otherwise be located on Meditech's property and result in the permanent destruction of mature trees which provide a buffer to the highway. Algonquin has received the necessary federal approvals for the installation of this new pipeline and expects to begin construction in the summer. If this article is not approved at Town Meeting, Algonquin has federal approval to install the pipeline on the original route through the Meditech property.*

#### **ARTICLE 18**

To see if the Town will vote to amend the Town of Westwood Code, Chapter 380 – Hackney/Taxi License Penalties to include Section 21 as follows:

##### **§380-21 – Hackney/Taxi License Penalties**

Whoever violates any of the Rules and Regulations promulgated under §380-20 shall be punished as follows:

- (a) Violations related to the licensing of taxis or the conduct of taxi operators as required by the regulations shall be punished by a fine of \$300. Violations shall include, but are not limited to: Operating a taxi company without a proper license, operating a taxi without a

proper license, allowing an improperly licensed taxi driver to operate a taxi and refusing to accept a passenger.

- (b) Any other violations as required by the regulations related to the lawful operation of a taxi and/or a taxi company shall be punished by a fine of \$100 for the first offense, \$200 for the second offense and \$300 for each subsequent offense.
- (c) Notwithstanding any violation or fine referenced in the previous paragraphs, the license of a duly licensed taxi company, taxi operator or both may have said licenses suspended or revoked for a period of time determined appropriate by the Chief of Police based on conduct that he/she deems to be in violation of this bylaw, the regulations cited above or that is necessary to ensure the health, safety and/or welfare of the Town.
- (d) Any violations of this bylaw shall be issued using a civil violation notice as approved by the Town.
- (e) Appeals will need to be filed with the Town Administrator's Office, 580 High Street, Westwood, MA 02090 within 21 days after the date of the violation. The Town Administrator will set up a hearing on said appeal in or within 30 days of the appeal; otherwise payment must be received within that time or by subject to interest and demand notice charge to be set by the Board of Selectmen. Failure to pay a fine that has been imposed within 30 days of the date of issuance or the date of a decision of an appeal, may result in revocation of license.

or take any other action thereto.

**(Board of Selectmen)**

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

*The purpose of the taxi bylaw is to allow enforcement of the Regulation of Taxis passed by the Board of Selectmen in 2014.*

*The primary regulations, as originally proposed, did not have a process for enforcement. This bylaw provides just that. If passed, this regulation would allow Westwood police officers observing violations of the regulation the ability to act to protect the Town at the time violations occur and take immediate action. It also provides a method for appeal, which was formerly lacking.*

**ARTICLE 19**

To see if the Town will vote to accept Chapter 53, Section 18B of the Massachusetts General Law, or take any other action thereto.

**(Town Clerk)**

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

*This article would allow the Town to adopt Massachusetts General Laws, Chapter 53, Section 18B. The adoption of this statute would give the Town the ability to provide detailed information to voters about ballot questions, which the Town is currently not authorized to do. The statute provides a process for the Town to solicit summary arguments for and against ballot questions from proponents and opponents. These summary arguments and other information can then be posted in public spaces, on the Town's website, in newspapers, or sent to residents through direct mailings. The additional printing and mailing costs would be insignificant compared to the benefit of providing voters with important information about ballot questions. The statutory process would not be used in the case of every ballot question, but its adoption would provide the Town with the option to give voters more information than currently allowed.*

#### **ARTICLE 20**

To see if the Town will vote to change the Zoning District of parcel designated Map 24, Lot 74 from Single Residence B (SRB) to High Business (HB) and to further amend the Official Zoning Map to reflect this change, or take any action relative thereto.

**(Petitioner – Edward Richardson, 67 Webster Street)**

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

*This article would change the Zoning District of the Lambert's Plaza property from Single Residence B (SRB) to Highway Business (HB), thereby bringing the zoning of the property in line with its longstanding commercial status on Route 1. The Planning Board unanimously voted in favor of this article.*

#### **ARTICLE 21**

To see if the Town will vote to adopt a Demolition Delay Bylaw as a separate General Bylaw, numbered in proper sequence within the General Bylaws:

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

##### **1.0 Demolition Delay Bylaw**

- 1.1 **Intent and Purpose.** The purpose of this Bylaw is to protect the historic and aesthetic resources of the Town of Westwood by surveying, preserving, rehabilitating, researching, or restoring whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural, cultural, or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage of Westwood.

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

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

Commission The Westwood Historical Commission.

Commissioner The Building Commissioner of the Town of Westwood.

Demolition Any act of pulling down, destroying, removing or razing a building and/or structure or commencing the work of total or substantial destruction with the intent of completing the project.

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

Historically or Architecturally Significant Structure Any building or structure which is:

- a. Importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic, or social history of the Town of Westwood, the Commonwealth of Massachusetts, or the United States of America; or which is
- b. Historically or architecturally important by reason of period, style, method of construction, or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

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

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

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

- 1.3.1 Buildings and structures listed on the National Register of Historic Places or the State Register of Historic Places, including contributing properties

within the Colburn School Historic District and the Fisher School Historic District.

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

#### 1.4 Procedure.

- 1.4.1 Upon receipt of an application for a demolition permit for a building or structure regulated by this Bylaw, the Commissioner shall within ten (10) days transmit a copy thereof to the Commission. No demolition permit shall be issued except in conformance with the provisions of this section.
- 1.4.2 A public hearing shall be conducted by the Commission within sixty-five (65) days of receipt of the application for demolition permit by the Commission, and shall be closed within sixty-five (65) days of the opening of said hearing. Failure to open or close the hearing within these prescribed time periods shall be deemed to constitute constructive approval by the Commission, and in such case, the Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.
- 1.4.3 The Commission shall give notice of the public hearing by publishing at least fourteen (14) days before the hearing an announcement in a local newspaper of the time, place, and purpose of the hearing. The Commission shall also transmit a copy of said notice to the applicant, to the owner of record (if different from the applicant), to the owners of all properties within three hundred (300) feet of the subject property, to the Westwood Historical Society, and to any others the Commission deems necessary to notice. In cases where it is known that additional approvals will be required for the proposed redevelopment of the premises, including zoning variances, special permits, and/or subdivision approvals, notice of the Commission's public hearing shall be provided to the authority responsible for granting said approvals.
- 1.4.4 If, following the public hearing, the Commission determines that the building or structure proposed for demolition is not a historically or architecturally significant structure, or that the proposed demolition of the building or structure would not be detrimental to the purposes protected by this Bylaw, the Commission shall notify the Commissioner within fourteen (14) days of such determination. Upon receipt of such notification, or upon the expiration of fourteen (14) days from the close of the hearing without such notification, the Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.

- 1.4.5 If, following the public hearing, the Commission determines that (1) the building or structure is a historically or architecturally significant structure and (2) the demolition of this historically or architecturally significant structure would be detrimental to the historical or architectural resources of the Town, the Commission shall declare the building or structure a preferably preserved historically or architecturally significant structure. The Commission shall notify the applicant and the Commissioner within fourteen (14) days of such determination. If the Commission determines the building or structure to be a preferably preserved building or structure, then no demolition permit shall be issued for six (6) months from the date of such determination. If six (6) months have passed since the Commission issued its determination that a building or structure is a preferably preserved building or structure, then a demolition permit shall be promptly issued by the Building Commissioner..
- 1.4.6 Notwithstanding the above, the Commissioner may issue a demolition permit for a preferably preserved historically or architecturally significant structure after receipt of written notice from the Commission that (a) the structure has been fully documented to the satisfaction of the Commission, and that (b) all salvageable and valuable artifacts and materials have been or will be removed and preserved to the satisfaction of the Commission, and that (c) any of the following applies:
- 1.4.6.1 The Commission is satisfied that there is no reasonable likelihood that the applicant, owner, or some other reasonable person or group is willing to purchase, preserve, rehabilitate, restore, or relocate said building structure; or
- 1.4.6.2 The Commission is satisfied that for at least six (6) months, including periods of time prior to the date of submission of an application for demolition permit, the owner has made continuing, bona fide, and reasonable efforts to locate a purchaser to preserve, rehabilitate, restore, or relocate said building or structure, and that such efforts have been unsuccessful; or
- 1.4.6.3 The Commission is satisfied that the proposed demolition may be conducted in a manner that is not detrimental to the historical or architectural resources of the Town.
- 1.4.7 A decision by the Commission expires two (2) years from the date of the decision. If demolition has not occurred prior to the expiration of the Commission's decision, a new application for a demolition permit must be filed with the Commissioner, and reviewed by the Commission in accordance with the provisions of this section, prior to any subsequent demolition.

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

**1.5 Commission's review and recommendation on other applications.**

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

**1.6 Enforcement, remedies and appeals.**

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

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

1.6.3 **Appeals to Board of Selectmen.** Appeals to the Board of Selectmen may be taken by a person aggrieved by reason of their inability to obtain a permit under this Section. The Petitioner shall file such appeal with the Town Clerk within twenty (20) days after the refusal of a permit or the issuance of the order of decision. The Petitioner shall forthwith transmit a copy thereof, with the date of filing certified by the Town Clerk, with the Board of Selectmen. The Board of Selectmen shall hold a public hearing within thirty (30) days of the receipt of the petition and shall render a decision within sixty (60) days from the date of filing. Failure by the



Board of Selectmen to take final action upon a petition within the sixty (60) day period shall be deemed to be a grant of the appeal.

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

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

**(Planning Board)**

**The Finance and Warrant Commission, by a vote of 14 in favor and 1 opposed, recommends that the Town vote Indefinite Postponement.**

*This article seeks to put in place a demolition delay mechanism for structures built before December 31, 1910 or those within specified historic districts. Co-sponsored by the Planning Board and the Historic Commission, this article is intended to protect the historic character of Westwood by delaying the potential demolition of a significant structure for six months with the hope that the building can be preserved. During this delay owners will be encouraged to seek out alternative options to demolition, as well as document and preserve aspects of the structure.*

*Various forms of this bylaw are in place in approximately 100 communities in Massachusetts.*

*While the official demolition delay would be for 6 months, procedures including notifications, hearings and announcements add up to a maximum additional period of over 150 days from the time a demolition permit application is submitted, bringing the potential delay up to a maximum of 11 months.*

*While the Finance and Warrant Commission understands the importance of preserving historical structures within Westwood and supports retaining the character of the Town, it had specific issues regarding this article. It is believed that owners may not be generally aware of this proposed bylaw, and while there is a plan for an education program to be undertaken, it is to take place after the Warrant hearings. The Finance and Warrant Commission did not receive any input from the affected owners. There was concern that this bylaw may adversely impact the property rights of existing homeowners who purchased their homes prior to the implementation of these restrictions.*

**ARTICLE 22**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 8.4 [Senior Residential Development (SRD)]:

- 1) Add a new Section 8.4.1 [Moratorium on the Issuance of Senior Residential Development (SRD) Special Permits] to read as follows, and renumber subsequent sections accordingly:

**8.4.1 MORATORIUM ON THE ISSUANCE OF SENIOR RESIDENTIAL DEVELOPMENT SPECIAL PERMITS**

**8.4.1.1 Restriction on Applicability of Section 8.4.** In order to allow the Town adequate time to consider appropriate revisions to the provisions, standards, criteria and conditions of Section 8.4, no application for Senior Residential Development shall be accepted and no special permit pursuant to Section 8.4 shall be granted so long as this Section 8.4.1 is effective.

**8.4.1.3 Period of Restriction.** The Section 8.4.1 shall be effective immediately and continuing through May 10, 2016.

**(Planning Board)**

**The Finance and Warrant Commission, by a vote of 10 in favor and 5 opposed, recommends that the Town vote Indefinite Postponement.**

*This article proposes a one-year moratorium on the issuance of special permits for Senior Residential Developments in order to allow additional time for the Planning Board to research and develop amendments to the SRD section to improve the likelihood of achieving the type of senior housing that would be most desirable to Westwood residents without negatively affecting the character of existing neighborhoods. Although the Finance and Warrant Commission acknowledges the need for improvement as to the SRD provision, a majority of the Commission voted for indefinite postponement as to this Article so as not to discourage or delay the development of senior residential housing for which there is high demand in Westwood. A minority of the Finance Commission voted in favor of the article, so as to allow the Town a year to clarify goals for permits and set better expectations with potential developers.*

**ARTICLE 23**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)], including changes to the underlying zoning designation of one or more parcels and/or the expansion of one or more FMUOD districts:

- 1) Add a new Section 9.5.8.7 to read as follows, and renumber subsequent sections, and references to those renumbered sections, as appropriate:

**9.5.8.7 Additional Uses Permitted by FMUOD Special Permit in FMUOD6:**

**9.5.8.7.1 Multi-family dwelling.**

- 2) Add a new Section 9.5.8.8 to read as follows, and renumber subsequent sections, and references to those renumbered sections, as appropriate:

**9.5.8.8 Additional Uses Permitted by FMUOD Special Permit in FMUOD7:**

**9.5.8.8.1 Multi-family dwelling.**

- 3) Revise Section 9.5.13 to read as follows:

**9.5.13 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, FMUOD 6 or FMUOD 7. 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.

**(Planning Board)**

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

*This article proposes amendments to the FMUOD section of the bylaw to allow residential uses in the recently created Washington Street and High Street FMUOD districts. Residential uses in these districts and in the Glacier–Everett FMUOD district will be permitted up to 50% of an overall mixed-use project. This would allow two-story buildings with upper floor residential units in these districts, with retail, restaurant and office uses on the first floor.*

*The article proposes to change the maximum floor area of residential use in the University Avenue FMUOD district from 50% back down to 1/3 of an overall mixed-use project. The Planning Board believes this would permit an appropriate amount of housing in the town's prime commercial district, without unduly reducing the area available for preferred commercial uses.*

## ARTICLE 24

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 4.4.2 [Accessory Apartments]:

- 1) Delete Section 4.4.2 [Accessory Apartments] in its entirety and adopt a new Section 8.3 [Accessory Apartments] to read as follows, and renumber subsequent sections, and references to those renumbered sections, as appropriate:

### 8.6 ACCESSORY APARTMENTS

8.6.1 **Purposes.** The purposes of this section are as follows:

8.6.1.1 to offer greater housing choice by allowing varied mixes of housing type, compatible with community character; and

8.6.1.2 to encourage preservation of community character through the continued ownership of existing residential properties and their surrounding landscapes.

8.6.2 **Special Permit Required.** An Accessory Apartment shall require the issuance of a special permit by the Board of Appeals in compliance with the provisions of this Section.

8.6.3 **Applicability.** The principal dwelling or accessory building or structure to be altered or constructed to contain an Accessory Apartment shall be a single-family dwelling or building accessory thereto.

8.6.4 **Limited Number of Special Permits.** The maximum number of special permits to be issued and in effect shall not exceed one percent (1%) of the current number of single-family and two-family dwelling units in Town. All applications for a special permit pursuant to this Section shall be acted upon in the order in which they are filed.

8.6.5 **General Requirements.** An Accessory Apartment shall be subject to the following general requirements:

8.6.5.1 There shall be no more than one (1) Accessory Apartment per lot.

8.6.5.2 No Accessory Apartment shall be permitted on a property which also contains a Conversion of a One-family Dwelling pursuant to Section 8.1.

8.6.5.3 No Accessory Apartment shall be permitted on a property which also contains a boarding house.

- 8.6.5.4 The owner of the premises within which the Accessory Apartment is located shall occupy either the principal dwelling or the Accessory Apartment. For purposes of this Section, the owner shall be one or more individuals who constitute a family, who holds title to the premises, and for whom the premises is the primary residence for voting and tax purposes. An affidavit certifying owner occupancy shall be filed with the Building Commissioner upon initial occupancy and every four years thereafter.
- 8.6.5.5 Adequate provision shall be made for the disposal of sewage, waste and drainage to be generated by the occupancy of the Accessory Apartment, in accordance with the requirements of the Board of Health.
- 8.6.6 **Design Requirements.** An Accessory Apartment shall be subject to the following design requirements:
- 8.6.6.1 The exterior character of the property containing an Accessory Apartment within a principal or accessory building or structure shall maintain the appearance of a single-family property.
- 8.6.6.2 The floor area of the Accessory Apartment shall not be less than five hundred (500) square feet.
- 8.6.6.3 The floor area of the Accessory Apartment shall not exceed the lesser of nine hundred (900) square feet, or thirty-three percent (33%) of the floor area of the combined dwelling or dwellings if the footprint of the principal dwelling remains unchanged, or twenty-four percent (24%) of the floor area of the combined dwelling if the footprint of the principal dwelling is enlarged.
- 8.6.6.4 Adequate provision shall be made for direct ingress and egress to and from the Accessory Apartment without passage through any other portion of the principal structure, except that passage to and from the Accessory Apartment shall be permitted through a garage or breezeway connected to the principal structure.
- 8.6.6.5 All stairways to upper stories shall be enclosed within the exterior walls of the building in which the Accessory Apartment is located.
- 8.6.7 **Alterations, Relocations, or Additions.** The Board of Appeals may allow for the alteration or relocation of a structure proposed for conversion under this section, and may allow for the construction of one or more additions to said structure, if in the Board's determination, the proposed alteration,

relocation, or addition does not significantly change the exterior character of the property.

8.6.8 **Parking Requirements.** An Accessory Apartment shall be subject to the following parking requirements:

8.6.8.1 Off-street parking shall be provided for each automobile used by an occupant of the Accessory Apartment. Said parking shall be in addition to the number of parking spaces required pursuant to Section 6.1.3.1 of this Bylaw.

8.6.8.2 Each parking space and the driveway leading thereto shall be paved or shall have an all-weather gravel surface. No motor vehicle shall be regularly parked on the premises other than in such a parking space. No parking space shall be located within a street right-of-way.

8.6.8.3 If a total of more than four (4) parking spaces are required to serve the principle dwelling and the Accessory Apartment, the provision of such additional spaces shall require a special permit pursuant to Section 4.3.3.2 of this Bylaw.

8.6.8.4 Where there are more than four (4) outdoor parking spaces associated with the principal dwelling and the Accessory Apartment, said parking spaces shall be screened with evergreen or dense deciduous plantings, walls or fences, or a combination thereof acceptable to the Zoning Board of Appeals. Said screening shall be sufficient to minimize the visual impact on abutters and to maintain the single-family appearance of the neighborhood.

8.6.9 **Building Permit and Certificate of Occupancy Required.** No accessory apartment shall be constructed without the issuance of a building permit by the Building Commissioner. No use of an Accessory Apartment shall be permitted unless a certificate of occupancy therefor, issued by the Building Commissioner, shall be in effect. A certificate of occupancy shall not be issued unless the Building Commissioner determines that the accessory apartment is in conformity with the provisions of this Section and any special permit issued therefor.

8.6.10 **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 8.3.5.4 shall be grounds for automatic expiration.

- 2) Revise Section 8.1 [Conversion of One-family Dwelling] subsection Section 8.1.2 [Special Permit Required] 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 8.6 of this Bylaw.

- 3) Revise Section 4.3.3 [Accessory Uses in Residential Districts] subsection 4.3.3.12 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 8.6

**(Planning Board)**

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

*This article proposes amendments to the Accessory Apartment section of the Zoning Bylaw at the request of the Zoning Board of Appeals. All of the amendments are intended to reorganize the bylaw section and clarify provisions to make it easier for applicants to understand. As is the case with the existing bylaw section, the proposed amendments would permit Accessory Apartments without requiring occupants of the Accessory Apartments to be related to occupants or owners of the principal dwelling.*

**ARTICLE 25**

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)]:

- 1) Delete Section 7.1 [Earth Material Movement] in its entirety and replace with a new Section 7.1 [Earth Material Movement] to read as follows:

**7.1 EARTH MATERIAL MOVEMENT (EMM)**

7.1.1 **Special Permit 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 a special permit therefor granted by the Planning Board.

**7.1.2 Application Requirements.** An application for a special permit for Earth Material Movement (EMM) shall be accompanied by a site plan and all other application materials required by the rules and regulations of the Planning Board. The site plan shall be prepared by a Registered Land Surveyor or Registered Professional Engineer and shall include the following information:

- 7.1.2.1 Existing topographical contours of the subject land shown at two (2) foot intervals;
- 7.1.2.2 Existing topographical contours of adjacent land shown at two (2) foot intervals, if available;
- 7.1.2.3 Topographical contours as proposed after completion of the operation;
- 7.1.2.4 Proposed lateral support to adjacent properties;
- 7.1.2.5 Proposed drainage and soil erosion prevention measures;
- 7.1.2.6 Quantity and composition of earth material to be exported, imported or regraded;
- 7.1.2.7 Other information necessary to indicate the complete physical characteristics of the operation.

**7.1.3 Special Permit Decision.** An EMM Special Permit shall be granted by the Planning Board only upon its written determination that operations conducted under such special permit, 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 for the movement of earth material (including temporary structures accessory thereto), shall be granted if the Board finds that operations conducted thereunder would:

- 7.1.3.1 Be injurious or dangerous to the public health or safety;
- 7.1.3.2 Produce noise, dust or other effects observable at the lot lines in amounts seriously objectionable or detrimental to the normal use of adjacent property;
- 7.1.3.3 Result in transportation of materials on ways giving access to the subject land which will cause traffic congestion or hazards;
- 7.1.3.4 Result in transportation which will cause undue injury to roadway surfaces;



- 7.1.3.5 Result in change in topography and cover which will be disadvantageous to the most appropriate use of the land on which the operation is conducted;
  - 7.1.3.6 Have a material adverse effect on the natural or engineered drainage patterns of groundwater or surface water; or
  - 7.1.3.7 Have a material adverse effect on the health or safety of persons living in the neighborhood or on the use or amenities of adjacent land.
- 7.1.4 **Conditions.** In granting a special permit hereunder, the Planning Board shall impose reasonable conditions specially designed to safeguard the neighborhood and the Town, which shall include conditions as to:
- 7.1.4.1 Area and limits of work;
  - 7.1.4.2 Method of import, export and/or regrading of earth material;
  - 7.1.4.3 Type and location of temporary structures;
  - 7.1.4.4 Duration of time and termination date of import, export and/or regrading of earth material;
  - 7.1.4.5 Hours of operation;
  - 7.1.4.6 Policing of traffic entering and leaving the site;
  - 7.1.4.7 Routes for transporting earth material through the Town;
  - 7.1.4.8 Area and depth of excavation and/or fill;
  - 7.1.4.9 Proximity to street and lot lines;
  - 7.1.4.10 Grades of slopes;
  - 7.1.4.11 Reestablishment of ground levels and grades;
  - 7.1.4.12 Provisions for temporary and permanent drainage and erosion control;
  - 7.1.4.13 Disposition of boulders, tree stumps and other debris;
  - 7.1.4.14 Replacement of loam over the area of removal;
  - 7.1.4.15 Planting of the area to suitable cover, including trees; and

- 7.1.4.16      **Cleaning of roadway surfaces during and following transport of earth material.**
- 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 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.
- 7.1.6      **Surety and Performance Bond.** A surety and performance bond, cash or other adequate security may be required to insure compliance with the terms, conditions, limitations and safeguards of such special permit and to indemnify the Town for any harm to any public well, roadway, wetland or other resource caused by such import, export and/or regrading of earth material and the equipment used for such operations on the premises or by ancillary activities.
- 7.1.7      **Time Limit.** No special permit for the export, import and/or regrading of earth material shall be granted for a period of more than one (1) year in a Residential District or more than three (3) years in a Nonresidential District, although the special permit may be renewed for additional periods in the same manner as for the initial issuance.
- 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:
- 7.1.8.1      **Less Than 200 Cubic Yards in Residential Districts.** Export, import and/or regrading of less than two hundred (200) cubic yards of earth material in the aggregate in any year on any one premises within a Residential District, so long as such export, import or regrading results in finished slopes of less than fifteen percent (15%) and finished elevations of less than five (5) feet above surrounding and undisturbed natural grade elevations.
- 7.1.8.2      **Less Than 250 Cubic Yards in Nonresidential Districts.** Export, import and/or regrading of less than two hundred (250) cubic yards of earth material in the aggregate in any year on any one premises within a Nonresidential District, so long as such export, import or regrading results in finished slopes of less than fifteen percent (15%) and finished elevations of less than five (5) feet above surrounding and undisturbed natural grade elevations.
- 7.1.8.3      **Excavation for Foundations.** Export and/or regrading of earth material necessarily excavated in connection with the lawful construction of a building or structure, or of a driveway, sidewalk or path incidental to any such building or structure, provided that the quantity of earth material removed does not exceed that actually displaced by the portion of

building, structure, driveway, sidewalk or path below finished grade, and provided that resultant finished slopes are less than fifteen percent (15%) and finished elevations are less than five (5) feet above surrounding and undisturbed natural grade elevations.

7.1.8.4 **Agricultural, Horticulture or Floriculture Uses.** Export, import and/or regrading of earth material consisting of compost, peat, manure, loam or other vegetative or earthen matter by exempt agricultural, horticulture or floriculture uses necessary for, or directly related to, the planting, cultivation or harvesting of vegetative products or the raising or care of animals.

7.1.8.5 **Governmental Uses.** Export, import and/or regrading of earth material on land in use by the Town or other governmental agency.

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 Special Permit shall be required pursuant to this Section.

7.1.10 **Existing Earth Material Removal Operations.** A sand or gravel pit, quarry or other earth material removal activity in lawful operation on any premises on the effective date of this Bylaw may continue as an exempt operation unless and until abandoned, or if operating under a prior special permit issued by the Board of Appeals or Planning Board, until the expiration thereof. Discontinuance for more than twelve (12) consecutive months shall be deemed to constitute abandonment. However, unless specifically authorized by such prior special permit or by a new special permit issued hereunder (i) the depth of excavation shall not be increased below the grade of the lowest point excavated on the effective date of this Bylaw; (ii) the total area of excavation shall not be increased by more than fifty percent (50%) over its area on said date; and (iii) the amount of material removed per day shall not exceed by more than fifty percent (50%) the daily average for the twelve (12) months preceding said date or the actual period of operation, if less than twelve (12) months.

**(Planning Board)**

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

*This article proposes amendments to the Earth Material Movement ("EMM") section of the Zoning Bylaw. The primary purpose of the article is to change the special permit granting authority for EMM special permits. Most non-residential EMM special permits are currently*

*issued by the Planning Board, and most residential EMM special permits are issued by the ZBA. The Planning Board currently serves in an advisory role to the ZBA in the review of EMM special permits for projects that are not otherwise under Planning Board review, resulting in a duplication of effort. The proposed article would make the Planning Board the special permit granting authority for all EMM special permits.*

## **ARTICLE 26**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 2.0 [Definitions] and to Section 4.1 [Principal Uses], including amendments related to various uses:

- 1) Replace the definition for the term “Height, Building” with a new definition for “Building Height” to read as follows:

**Building Height** The vertical distance from grade plane to the average height of the highest roof surface. The limitations of height shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, amateur radio antennas and other necessary features usually carried above the roof line, provided such features do not cover more than twenty-five percent (25%) of the area of the roof of the building or other structure and are used in no way for human occupancy.

- 2) Replace the definition for the term “Manufacturing” with a new definition for “Manufacturing” to read as follows:

**Manufacturing** A use engaged in the basic processing and manufacturing of materials, or the manufacture from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales and distribution of such products, but excluding the following: acid manufacture; cement, bituminous concrete or asphalt manufacture; lime, gypsum or plaster of paris manufacture; production of chlorine or similar noxious gases; distillation of bones; drop-forge industries manufacturing forging with power hammers; explosives manufacture; fertilizer manufacture; garbage, offal, or dead animal reduction or dumping; glue manufacture; hair manufacture; petroleum refining; processing of sauerkraut, vinegar or yeast; rendering or refining of fats or oils; smelting of tin, copper, zinc or iron ore, including blast furnace or blooming mill; stockyard or feeding pen; slaughter of animals.

- 3) Add a new definition for the term “Accessory Apartment” 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 8.3 of this Bylaw.

- 4) Add new definitions for the terms “Commercial Scale Solar” and “Non-commercial Scale Solar” to read as follows:

Commercial Scale Solar Any Solar Energy Facility which exceeds fifteen (15) kilowatts capacity.

Non-commercial Scale Solar Any Solar Energy Facility which has a capacity of fifteen (15) kilowatts or less.

- 5) Add a new Sections 4.1.7.5 and 4.1.7.6 to read as follows, and renumber subsequent sections as appropriate:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.17.5 Commercial Scale Solar	N	N	BA	N	BA	N	N	BA	BA	Y	Y	Y	BA
4.17.6 Non-commercial Scale Solar	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

- 6) Add a new definition for the term “Fire Arms/Explosives Sales and Service” to read as follows:

Fire Arms/Explosives Sales and Service The sale and/or service and/or repair of firearms, ammunition, or explosives by a firearms dealer, whether it is the principal sales item or incidental to the overall sales. This use includes firearms dealers that transfer and lease any firearms.

- 7) Add a new Sections 4.1.5.39 to read as follows, and renumber subsequent sections as appropriate:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.5.39 Fire Arms/Explosives Sales and Service	N	N	N	N	N	N	N	BA	BA	BA	BA	N	N

- 8) Add a new definition for the term “Grade Plane” to read as follows:

Grade Plane A reference plane representing the average of finished ground level adjoining the building at all exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than six (6) feet from the building, between the building and a point six (6) feet from the building.

9) Add a new definition for the term "Taxi Service" to read as follows:

Taxi Service An individual, business or organization engaged in the operation or dispatch of one or more vehicles used or designed to be used for the conveyance of persons or parcels from place to place for hire, including limousine service, but excluding said service operated or authorized by municipal or state authority.

10) Add a new Sections 4.1.5.40 to read as follows, and renumber subsequent sections as appropriate:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.5.41 Taxi Service	N	N	N	N	N	N	N	N	N	BA	N	N	N

11) Add a new definition for the term "Yard Sale" to read as follows:

Yard Sale Any display of goods and/or samples for sale of said goods on a residential property.

12) Add a new Sections 4.3.3.10 to read as follows, and renumber subsequent sections as appropriate:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.3.3.10 Yard Sale, limited to no more than two days per sale, and no more than two sales per year on any residential property	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N

**(Planning Board)**

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

*This article proposes amendments to several definitions, and proposes new definitions for terms that are currently undefined. Where uses are not currently set forth in the Zoning Bylaw, this article also adds those terms to the Use Chart and establishes whether those uses are permitted, permitted by special permit, or prohibited in the various zoning districts.*

*Terms proposed for definition, or redefinition, under this article include: Accessory Apartment, Building Height, Commercial Scale Solar, Fire Arms/Explosives Sales and Service, Grade Plane, Manufacturing, Taxi Service and Yard Sale.*

**ARTICLE 27**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 6.3 [Enclosure, Screening, and Buffers]:

1) Revise Section 6.3.4 to read as follows:

6.3.4 **Uses within Buffer Areas.** Buffer areas, except as the same are part of a public street, shall be used only as provided herein. No building or structure, except for fences constructed in accordance herewith, shall be constructed or otherwise placed within any portion of the buffer area, whether or not used for business or industrial purposes. However, in an Industrial District the buffer area may contain driveways, and in a Local Business, Highway Business or Industrial District the buffer area may contain sidewalks or pedestrian paths, as long as the applicable screening requirements set forth in Sections 6.3.4.1 or 6.3.4.2 are achieved to the satisfaction of the Planning Board. The following distances nearest the Residential District boundary shall be used and maintained so as to preserve the natural features of the area, including trees, woods, streams and ponds, and as a planting area for lawns with trees, shrubs and other landscape materials:

6.3.4.1 In the Industrial Districts, one hundred twenty-five (125) feet. The remaining seventy-five (75) feet of buffer area may be used for unenclosed surface off-street parking or other permitted outdoor uses, providing such uses are screened from view at normal eye level on said Residential District boundary line.

6.3.4.2 In the Local Business or Highway Business Districts, twenty (20) feet. A suitable planting area shall be interpreted as requiring a substantially sight impervious screen of evergreen foliage at least eight (8) feet in height, or less dense planting of shrubs and trees complemented by a sight impervious fence at least five (5) feet and not more than eight (8) feet in height. Notwithstanding the foregoing, the plantings within any portion of a buffer area located within eight (8) feet of a public street or any other roadway shall be such as to avoid impairment of traffic visibility.

2) Revise Section 6.3.5.1 to replace the words “parking facility” with the words “parking area” so that the revised Section 6.3.5.1 reads as follows:

6.3.5.1 Any off-street parking area containing five (5) or more parking spaces and located in or adjacent to a Residential District, and not contained within a structure;

**(Planning Board)**

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

*This article proposes amendments to the Enclosure, Screening and Buffers section of the zoning bylaw. The proposed amendments allow for pedestrian paths in local Business and Highway Business buffer areas with approval by the Planning Board. They also clarify that screening requirements apply in certain outdoor parking areas.*

**ARTICLE 28**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 5.4 [Height Regulations]:

- 1) Revise Section 5.4.2 to replace the words “the Massachusetts State Building Code” with the words “the definition of ‘Building Height’ contained in Section 2 of this Bylaw” so that the revised Section 5.4.2 reads as follows:

**5.4.2 Height Determination and Exceptions.** In all Districts, the height of a building or structure shall be measured as set forth in the definition of “Building Height” contained in Section 2 of this Bylaw, except that in Residential Districts, the height of a building or other structure shall be measured from the highest finished ground elevation adjoining the structure at the exterior walls. The limitations of height shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, amateur radio antennas and other necessary features usually carried above the roof line, provided such features do not cover more than twenty-five percent (25%) of the area of the roof of the building or other structure and are not used in any way for human occupancy.

**(Planning Board)**

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

*This article proposes amendments to the section of the zoning bylaw regulating the height of buildings. The amendments are intended to make the Town’s building height requirements consistent with, yet independent of, Massachusetts Building Code requirements.*

**ARTICLE 29**

To see if the Town will vote to approve housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections, including the following:

- 1) Delete the section reference to Section 4.3.3.6 [Home Occupation pursuant to Section 4.4.1] which was erroneously duplicated in the Accessory Use Chart.

**(Planning Board)**



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

*Minor housekeeping amendments are often necessary to clarify sections of the Zoning Bylaw, or correct errors and inconsistencies within the bylaw or map.*

### **ARTICLE 30**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 7.5 [Street Access Special Permit]:

- 2) Delete the existing Section 7.5 [Street Access Special Permit] in its entirety and add a new Section 7.5 [Access Approval Overlay District] to read as follows:

### **SECTION 7.5 ACCESS APPROVAL OVERLAY DISTRICT**

**7.5.1 Purpose.** This overlay district shall be called the Clapboardtree Street/Canton Street Corridors Access Approval Overlay District. The purpose of this overlay district is to maintain the integrity, viability and safety of certain portions of Clapboardtree Street and Canton Street that are subject to or potentially subject to traffic by non-residential or multi-family residential uses of adjacent properties. In order to protect residentially zoned districts in Westwood and in the general public interest, it is vital to ensure that the limited public road, highway, private way and ancillary traffic resources adjacent to and contributing to traffic on Clapboardtree Street and Canton Street, the Route 1A/Clapboardtree Street/Everett Street/Washington Street intersection and the University Avenue/Canton Street intersection are not overburdened, becoming inoperable and unsafe “gateways” to our community and causing detriment to the public safety and harm to the residents currently within this district.

**7.5.2 Granting Authority.** The Planning Board shall be the granting authority for all approvals required under this Section.

**7.5.3 Applicability.** The Clapboardtree Street Corridor Overlay shall apply to all land abutting Clapboardtree Street from Milk Street to Everett Street. The Canton Street Corridor Overlay shall apply to all land abutting Canton Street from Hemlock Drive to the beginning of Dedham Street.

**7.5.3.1** Except as provided herein, an Access Approval shall be required for a new or modified curb cut that provides access for a commercial, institutional or multifamily use to any public road within the overlay district. The Access Approval shall be required prior to the issuance of a curb cut permit by the Department of Public Works.

**7.5.3.2** The Access Approval requirement shall not apply to any existing or proposed curb cut on a state highway.

- 7.5.3.3 The Access Approval requirements shall not apply to any existing or proposed curb cuts for projects which are anticipated to add fewer than fifty (50) vehicle trips per day to Clapboardtree Street or Canton Street, and which are not anticipated to negatively affect the level of service of either the Route 1A/Clapboardtree Street/Everett Street/Washington Street intersection or the University Avenue/Canton Street intersection, and which are otherwise determined by the Town Planner to have de minimis effects on traffic within the overlay district.
  - 7.5.3.4 This Section 7.5 shall not apply to any building or use which prior to March 27, 2015 has (i) been issued a special permit pursuant to General Laws Chapter 40A, Section 9, and (ii) has submitted an application for a curb cut permit for an access drive to serve that building or use.
  - 7.5.3.5 This overlay district's regulations supplement the zoning regulations of the underlying zoning district. The overlay district is an additional zoning requirement that does not change the underlying zoning.
  - 7.5.3.6 When the overlay district standards conflict with applicable standards of the underlying zoning district or with other regulations of this bylaw, the regulations of the overlay district shall govern. When no special overlay district standards are specified, the base district standards and all other applicable regulations of this bylaw shall govern.
- 7.5.4 **Procedures.** An application for Access Approval shall be accompanied by a site plan and other application materials in accordance with the requirements specified below and in the Planning Board's rules and regulations. The Planning Board shall hold a public hearing in accordance with its rules and regulations and shall provide its decision forthwith to the Applicant and Director of Public Works. The public hearing shall be noticed in accordance with the notice requirements set forth in the Planning Board's rules and regulations. A written decision shall be filed with the Town Clerk within ninety (90) days following the closure of the public hearing.
- 7.5.5 **Submittal Requirements.** To assist the Planning Board in its evaluation of an application for Access Approval hereunder, the Applicant shall submit the following materials at the time of application, except to the extent waived by the Planning Board:
- 7.5.5.1 **Application Form.** The application form as provided in the rules and regulations.
  - 7.5.5.2 **Traffic Impact Study.** A detailed traffic impact analysis shall be provided for any new or expanded development which will have an anticipated change in traffic volume in excess of an average of 50 additional vehicle trips per day. The traffic impact shall analyze access and egress to Clapboardtree Street or Canton Street, as the case may be, and the impact at all intersections within one mile of the proposed curb cut.

- a. **Determination of Traffic Impact.** In determining traffic generation under this provision, the data contained in the most recent edition of the Institute of Traffic Engineers publication "Trip Generation" shall be used.
- b. The traffic impact analysis shall be prepared by a registered professional engineer experienced and qualified in traffic engineering. The Planning Board may engage, at the applicant's expense, a traffic engineer to peer review the traffic impact analysis.

**7.5.5.3 Site Plan.** A site plan, prepared by a Registered Professional Engineer, Registered Landscape Architect and/or Registered Professional Land Surveyor, showing the location of all structures, the number and location of parking and loading spaces, and the layout of all site drives. The purpose of this requirement is to provide the context for the proposed curb cut, and nothing herein shall authorize the Planning Board to regulate parking, the layout of internal driveways, and other aspects of a proposed development not related directly to the use of the proposed curb cut by project-related traffic.

**7.5.6 Decision.** All new curb cuts or proposed changes for existing curb cuts, except as exempt pursuant to Section 7.5.3.2 or Section 7.5.3.3, shall require the receipt of an Access Approval from the Planning Board. Access Approval shall be granted upon the determination of the Planning Board that the application meets the objectives cited herein. The Planning Board shall not deny an application for an Access Approval but, consistent with the guidelines above, may impose reasonable conditions at the expense of the Applicant, including performance guarantees, to promote these objectives. The Access Approval requirement shall not give rise to an implication as to whether or not a particular use or structure is permitted as of right or by special permit under this Zoning Bylaw. Review of uses protected by M.G.L. Chapter 40A, Section 3 shall be limited consistent with that statutory provision.

**7.5.6.1** The Planning Board shall base its decision on the safety, design and expected performance of the proposed access/egress point as detailed in the traffic study and on the site plan, as well as the effect of the additional vehicles on existing intersections within one mile of the curb cut. In order to issue the Access Approval, the Planning Board must find that the traffic generated by the proposed project will adequately protect the public interest and will not cause material detriment to the public safety of residents within the district and the Town of Westwood. If the Planning Board cannot make this finding based on the traffic impact analysis and peer review of said analysis, if any, the Planning Board shall condition its Access Approval as necessary to enable positive findings to be made.

**7.5.6.2** All reasonable efforts shall be made to align curb cuts with existing curb cuts on the opposite side of the street in order to maximize pedestrian and vehicular safety.

- 7.5.6.3 The Planning Board may require off-site mitigation within up to one mile of the curb cut if necessary to protect public safety.
- 7.5.7 **Modifications.** Once an Access Approval has been granted by the Planning Board, if any subsequent changes are proposed to a project approved hereunder, which changes are determined by the Town Planner to modify the site plan or proposed use so as to negatively affect or alter traffic flow or volume, an application for modification of the Access Approval shall be submitted pursuant to this Section.
- 7.5.8 **Lapse.** Access Approval shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within two (2) years following the grant of the Access Approval. The Planning Board may extend such approval, for good cause, upon the written request of the Applicant.
- 7.5.9 **Regulations.** The Planning Board may adopt reasonable rules and regulations for the administration of this Section.
- 7.5.10 **Fees.** The Planning Board may adopt reasonable administrative fees and technical review fees for applications for Access Approval.
- 7.5.11 **Reimbursement for Consultants.** It is contemplated that in some cases it will be necessary for the Planning Board to hire consultants in connection with the review and evaluation of applications for Access Approval under this Section. The Planning Board will be reimbursed by the Applicant for the reasonable fees and expenses of such consultants, and each application for approval hereunder shall contain an agreement by the Applicant to that effect.

**(Planning Board)**

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

*This article proposes amendments to Section 7.5 of the Zoning Bylaw, which was adopted at the November 17, 2014 Special Town Meeting. Section 7.5 was subsequently disapproved by the Attorney General's Office, and a report disapproving the article was received on March 9, 2015. Public hearing sessions on the proposed article were held on March 10, 2015 and March 23, 2015. The language of the article was revised to respond to points raised in the Attorney General's report and to address concerns which came to light during the public hearing sessions.*

*The proposed bylaw amendments would establish a procedure for the Planning Board's review of proposed development projects within specified overlay corridors along Clapboardtree Street and Canton Street. Planning Board review and approval would be required for all projects proposing access onto these streets for commercial, institutional or multifamily residential uses, with certain exceptions set forth in the bylaw.*

*This article is intended to allow an opportunity for public review of projects which could be*

*expected to generate increased traffic on these roads. The review procedure is necessary to ensure that development projects do not negatively affect the integrity, viability and safety of these residentially-zoned roads by overburdening them with traffic from non-residential or multi-family residential uses on adjacent properties. Pursuant to the revised Section 7.5, the Planning Board would be authorized to establish mitigation measures necessary to adequately protect public safety on these roads and at proximate intersections.*

### **ARTICLE 31**

To see if the Town will vote to require the Town to establish in all municipal and school buildings to benchmark monthly building utility energy and water use in order to establish a baseline and ongoing energy and water building performance scores.

**(Petitioner – Michael Brier, 43 Dover Terrace)**

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

*The Town has been tracking energy use in municipal buildings and school buildings for the last five years, which is one of the requirements for being designated a Green Community. The DPW has improved this process by assuming responsibility for centralized payment and tracking of energy bills for the municipal buildings. In January of 2015, the Town hired an Energy Manager who has the responsibility of identifying and implementing cost-effective building energy efficiency projects. Numerous energy audits have been done and there is already a good understanding of where our efforts should be focused. Benchmarking is not necessary and would divert resources away from actually implementing efficiency measures. The Town's Energy Manager should be free to decide the most effective way to go about increasing the energy efficiency of the Town's buildings.*

## ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
4	no positions assigned	7/1/14 - 6/30/15	Annual \$ 32,735	\$ 33,554	\$ 34,393	\$ 35,252	\$ 36,135	\$ 37,038	\$ 37,963	\$ 38,912	\$ 39,885	\$ 40,882
		7/1/15 - 6/30/16	Annual \$ 33,308	\$ 34,141	\$ 34,995	\$ 35,869	\$ 36,767	\$ 37,686	\$ 38,627	\$ 39,593	\$ 40,583	\$ 41,598
5	no positions assigned	7/1/14 - 6/30/15	Annual \$ 35,682	\$ 36,574	\$ 37,488	\$ 38,425	\$ 39,385	\$ 40,370	\$ 41,380	\$ 42,415	\$ 43,474	\$ 44,562
		7/1/15 - 6/30/16	Annual \$ 36,306	\$ 37,214	\$ 38,144	\$ 39,098	\$ 40,074	\$ 41,077	\$ 42,104	\$ 43,157	\$ 44,235	\$ 45,341
6	Aquatics Specialist COA Van Driver/Custodian Construction Permitting Coordinator Town Service Representative	7/1/14 - 6/30/15	Annual \$ 38,893	\$ 39,866	\$ 40,861	\$ 41,884	\$ 42,930	\$ 44,004	\$ 45,103	\$ 46,231	\$ 47,387	\$ 48,572
		7/1/15 - 6/30/16	Annual \$ 39,574	\$ 40,563	\$ 41,576	\$ 42,617	\$ 43,681	\$ 44,774	\$ 45,893	\$ 47,040	\$ 48,217	\$ 49,422
7	Custodial Supv/Animal Control Officer Custodial Supv/Facilities Maintenance Public Safety Dispatcher Recreation Assistant Planning & Land Use Specialist	7/1/14 - 6/30/15	Annual \$ 42,393	\$ 43,454	\$ 44,539	\$ 45,652	\$ 46,795	\$ 47,964	\$ 49,163	\$ 50,392	\$ 51,653	\$ 52,943
		7/1/15 - 6/30/16	Annual \$ 43,134	\$ 44,214	\$ 45,319	\$ 46,451	\$ 47,614	\$ 48,803	\$ 50,023	\$ 51,274	\$ 52,557	\$ 53,870
8	Finance Commission Administrator Human Resources Administrator Public Safety Dispatch Supervisor Recreation Program Manager Solid Waste Coordinator/Facilities Mgr Sports and Fitness Manager	7/1/14 - 6/30/15	Annual \$ 46,208	\$ 47,363	\$ 48,548	\$ 49,762	\$ 51,005	\$ 52,281	\$ 53,587	\$ 54,927	\$ 56,301	\$ 57,709
		7/1/15 - 6/30/16	Annual \$ 47,016	\$ 48,192	\$ 49,397	\$ 50,633	\$ 51,898	\$ 53,196	\$ 54,525	\$ 55,888	\$ 57,286	\$ 58,719
9	COA Outreach Counselor COA Program Development Manager Procurement Manager Sanitarian/Food Inspector	7/1/14 - 6/30/15	Annual \$ 50,368	\$ 51,626	\$ 52,918	\$ 54,240	\$ 55,596	\$ 56,987	\$ 58,410	\$ 59,871	\$ 61,368	\$ 62,902
		7/1/15 - 6/30/16	Annual \$ 51,249	\$ 52,550	\$ 53,844	\$ 55,189	\$ 56,569	\$ 57,984	\$ 59,432	\$ 60,918	\$ 62,442	\$ 64,003
10	Assistant Building Inspector Conservation Agent Electrical Inspector Facilities Manager Gas/Plumbing Inspector Public Health Nurse Recreation Business Manager Youth Services Counselor	7/1/14 - 6/30/15	Annual \$ 54,900	\$ 56,273	\$ 57,679	\$ 59,122	\$ 60,599	\$ 62,115	\$ 63,668	\$ 65,259	\$ 66,891	\$ 68,563
		7/1/15 - 6/30/16	Annual \$ 55,861	\$ 57,258	\$ 58,689	\$ 60,157	\$ 61,660	\$ 63,202	\$ 64,782	\$ 66,401	\$ 68,062	\$ 69,763
11	Aquatics Manager Computer Systems Analyst Geographic Information Specialist Sewer Operations Manager	7/1/14 - 6/30/15	Annual \$ 59,842	\$ 61,338	\$ 62,872	\$ 64,443	\$ 66,055	\$ 67,705	\$ 69,398	\$ 71,133	\$ 72,911	\$ 74,734
		7/1/15 - 6/30/16	Annual \$ 60,889	\$ 62,412	\$ 63,972	\$ 65,571	\$ 67,211	\$ 68,890	\$ 70,612	\$ 72,378	\$ 74,187	\$ 76,042

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

## ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
12	Assessor Assistant Town Treasurer Construction Inspector Council on Aging Director Deputy Building Commissioner Economic Development Officer Executive Assistant Town Planner	7/1/14 - 6/30/15	\$ 65,227	\$ 66,858	\$ 68,529	\$ 70,242	\$ 71,999	\$ 73,798	\$ 75,643	\$ 77,536	\$ 79,473	\$ 81,460
		7/1/15 - 6/30/16	\$ 66,368	\$ 68,028	\$ 69,728	\$ 71,471	\$ 73,259	\$ 75,090	\$ 76,967	\$ 78,892	\$ 80,864	\$ 82,885
13	Building Commissioner Director of Youth and Family Services Health Director Recreation Director Sewer Superintendent Operations Mgr., Dept. Public Works	7/1/14 - 6/30/15	\$ 71,098	\$ 72,875	\$ 74,697	\$ 76,565	\$ 78,479	\$ 80,441	\$ 82,451	\$ 84,513	\$ 86,626	\$ 88,792
		7/1/15 - 6/30/16	\$ 72,342	\$ 74,151	\$ 76,004	\$ 77,905	\$ 79,852	\$ 81,848	\$ 83,894	\$ 85,992	\$ 88,142	\$ 90,345
14	Deputy Director DPW Deputy Fire Chief Library Director Police Lieutenant Project Manager Town Accountant Town Engineer	7/1/14 - 6/30/15	\$ 79,630	\$ 81,620	\$ 83,660	\$ 85,752	\$ 87,896	\$ 90,094	\$ 92,346	\$ 94,655	\$ 97,021	\$ 99,447
		7/1/15 - 6/30/16	\$ 81,023	\$ 83,049	\$ 85,125	\$ 87,253	\$ 89,434	\$ 91,670	\$ 93,962	\$ 96,311	\$ 98,719	\$ 101,187
15	Director, Econ. & Comm. Development Director of Information Technology Human Resources Director	7/1/14 - 6/30/15	\$ 89,186	\$ 91,415	\$ 93,700	\$ 96,043	\$ 98,444	\$ 100,905	\$ 103,428	\$ 106,013	\$ 108,664	\$ 111,381
		7/1/15 - 6/30/16	\$ 90,746	\$ 93,015	\$ 95,340	\$ 97,724	\$ 100,166	\$ 102,671	\$ 105,238	\$ 107,868	\$ 110,565	\$ 113,330
16	Director of Public Works Finance Director Fire Chief Police Chief	7/1/14 - 6/30/15	\$ 99,887	\$ 102,385	\$ 104,943	\$ 107,569	\$ 110,257	\$ 113,013	\$ 115,839	\$ 118,735	\$ 121,703	\$ 124,747
		7/1/15 - 6/30/16	\$ 101,635	\$ 104,176	\$ 106,780	\$ 109,451	\$ 112,187	\$ 114,991	\$ 117,866	\$ 120,813	\$ 123,833	\$ 126,930
17	Town Administrator	7/1/14 - 6/30/15	\$ 127,921	\$ 131,119	\$ 134,398	\$ 137,758	\$ 141,202	\$ 144,732	\$ 148,350	\$ 152,058	\$ 155,860	\$ 159,756
		7/1/15 - 6/30/16	\$ 130,160	\$ 133,413	\$ 136,750	\$ 140,169	\$ 143,673	\$ 147,265	\$ 150,946	\$ 154,719	\$ 158,588	\$ 162,551

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

**DEPARTMENT OF PUBLIC WORKS**

Grade	Title	Fiscal Year	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step		
D-6	Senior Working Foreman Grounds Fields Foreman	7/1/14 - 6/30/15	Weekly	\$1,026.27	\$1,047.19	\$1,068.58	\$1,112.19	\$1,134.43	\$1,157.12	10 yrs+	\$1,180.26	
		7/1/15 - 6/30/16	Weekly	\$1,044.23	\$1,065.51	\$1,087.28	\$1,131.65	\$1,154.28	\$1,177.37	10 yrs+	\$1,200.92	
		7/1/15 - 6/30/16	Bi-Weekly	\$2,088.46	\$2,131.02	\$2,174.56	\$2,264.30	\$2,308.56	\$2,352.74	\$2,396.92		
D-5	Cemetery Foreman Foreman Head Mechanic	7/1/14 - 6/30/15	Weekly	\$997.64	\$1,015.43	\$1,035.04	\$1,079.85	\$1,101.45	\$1,123.48	10 yrs+	\$1,145.95	
		7/1/15 - 6/30/16	Weekly	\$1,015.10	\$1,033.20	\$1,053.16	\$1,098.74	\$1,120.73	\$1,143.14	10 yrs+	\$1,166.00	
		7/1/15 - 6/30/16	Bi-Weekly	\$2,030.20	\$2,066.40	\$2,102.60	\$2,197.48	\$2,233.68	\$2,278.28	\$2,322.88		
D-4	Sewer Operations Suprvsr	7/1/14 - 6/30/15	Weekly	\$932.81	\$951.86	\$969.28	\$1,016.30	\$1,036.62	\$1,057.36	10 yrs+	\$1,078.50	
		7/1/15 - 6/30/16	Weekly	\$949.14	\$968.52	\$986.24	\$1,034.09	\$1,054.77	\$1,075.86	10 yrs+	\$1,097.38	
		7/1/15 - 6/30/16	Bi-Weekly	\$1,898.28	\$1,937.04	\$1,974.48	\$2,068.18	\$2,109.54	\$2,150.72	\$2,191.74		
D-3	Mechanic Heavy Equipment Oper Sewer Pump Operator	7/1/14 - 6/30/15	Weekly	\$867.98	\$888.26	\$903.51	\$934.06	\$952.73	\$971.79	10 yrs+	\$1,011.04	
		7/1/15 - 6/30/16	Weekly	\$883.17	\$903.80	\$919.33	\$950.40	\$969.41	\$988.79	\$1,008.57	10 yrs+	\$1,028.74
		7/1/15 - 6/30/16	Bi-Weekly	\$1,766.34	\$1,807.60	\$1,838.66	\$1,900.80	\$1,938.82	\$1,977.58	\$1,997.14		
D-2	Operator-Laborer	7/1/14 - 6/30/15	Weekly	\$823.98	\$837.74	\$861.02	\$881.03	\$898.64	\$916.61	10 yrs+	\$953.64	
		7/1/15 - 6/30/16	Weekly	\$838.40	\$852.40	\$876.09	\$896.45	\$914.37	\$932.65	\$951.30	10 yrs+	\$970.32
		7/1/15 - 6/30/16	Bi-Weekly	\$1,676.80	\$1,704.80	\$1,752.18	\$1,792.90	\$1,828.74	\$1,865.30	\$1,901.60		
D-1	Building Custodian	7/1/14 - 6/30/15	Weekly	\$715.94	\$740.64	\$767.51	\$802.73	\$818.78	\$835.16	10 yrs+	\$868.90	
		7/1/15 - 6/30/16	Weekly	\$728.47	\$753.60	\$780.94	\$816.78	\$833.11	\$849.77	\$866.77	10 yrs+	\$884.10
		7/1/15 - 6/30/16	Bi-Weekly	\$1,456.94	\$1,507.20	\$1,561.88	\$1,633.56	\$1,666.22	\$1,699.54	\$1,732.54		

Note: Both Weekly and Bi-Weekly Rates are shown for FY 15



**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	7/1/14 - 6/30/15	Annual \$72,749.42	\$74,204.41					10 yrs+	\$76,245.03		
		7/1/15 - 6/30/16	Hourly \$33.22	\$33.89					10 yrs+	\$34.82		
		7/1/15 - 6/30/16	Annual \$74,022.54	\$75,502.99					10 yrs+	\$77,579.32	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$33.71	\$34.39					10 yrs+	\$35.33	\$36.30	
	CAPTAIN EMT-B	7/1/14 - 6/30/15	Annual \$78,205.63	\$79,769.74						10 yrs+	\$81,963.41	
		7/1/15 - 6/30/16	Hourly \$35.71	\$36.43					10 yrs+	\$37.43		
		7/1/15 - 6/30/16	Annual \$79,574.23	\$81,165.71					10 yrs+	\$83,397.77	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$36.24	\$36.96					10 yrs+	\$37.98	\$39.03	
	CAPTAIN EMT-P	7/1/14 - 6/30/15	Annual \$83,661.83	\$85,335.07						10 yrs+	\$87,681.78	
		7/1/15 - 6/30/16	Hourly \$38.20	\$38.97					10 yrs+	\$40.04		
		7/1/15 - 6/30/16	Annual \$85,125.92	\$86,828.43					10 yrs+	\$89,216.22	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$38.77	\$39.54					10 yrs+	\$40.63	\$41.75	
F-3	LIEUTENANT NON-EMT	7/1/14 - 6/30/15	Annual \$64,792.45	\$66,088.30					10 yrs+	\$67,905.73		
		7/1/15 - 6/30/16	Hourly \$29.59	\$30.18					10 yrs+	\$31.01		
		7/1/15 - 6/30/16	Annual \$65,926.32	\$67,244.85					10 yrs+	\$69,094.08	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$30.02	\$30.62					10 yrs+	\$31.47	\$32.33	
	LIEUTENANT EMT - B	7/1/14 - 6/30/15	Annual \$69,651.89	\$71,044.92						10 yrs+	\$72,998.66	
		7/1/15 - 6/30/16	Hourly \$31.81	\$32.44					10 yrs+	\$33.33		
		7/1/15 - 6/30/16	Annual \$70,870.79	\$72,288.21					10 yrs+	\$74,276.14	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$32.28	\$32.92					10 yrs+	\$33.83	\$34.76	
	LIEUTENANT EMT - P	7/1/14 - 6/30/15	Annual \$74,511.32	\$76,001.55						10 yrs+	\$78,091.59	
		7/1/15 - 6/30/16	Hourly \$34.03	\$34.71					10 yrs+	\$35.66		
		7/1/15 - 6/30/16	Annual \$75,815.27	\$77,331.57					10 yrs+	\$79,458.19	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$34.53	\$35.22					10 yrs+	\$36.19	\$37.18	
F-4	FIREFIGHTER NON-EMT	7/1/14 - 6/30/15	Annual \$45,503.25	\$48,075.15					10 yrs+	\$56,835.48		
		7/1/15 - 6/30/16	Hourly \$20.79	\$21.97					10 yrs+	\$25.97		
		7/1/15 - 6/30/16	Annual \$46,299.56	\$48,916.46					10 yrs+	\$57,830.11	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$21.09	\$22.28					10 yrs+	\$26.34	\$27.81	
	FIREFIGHTER EMT-B	7/1/14 - 6/30/15	Annual \$48,916.00	\$51,680.79						10 yrs+	\$61,098.15	
		7/1/15 - 6/30/16	Hourly \$22.35	\$23.62					10 yrs+	\$27.92		
		7/1/15 - 6/30/16	Annual \$49,772.03	\$52,585.20					10 yrs+	\$62,167.36	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$22.67	\$23.95					10 yrs+	\$28.31	\$29.89	
	FIREFIGHTER EMT - P	7/1/14 - 6/30/15	Annual \$52,328.74	\$55,286.42						10 yrs+	\$67,158.23	
		7/1/15 - 6/30/16	Hourly \$23.91	\$25.26					10 yrs+	\$29.87		
		7/1/15 - 6/30/16	Annual \$53,244.49	\$56,253.93					10 yrs+	\$66,504.62	15 yrs+	
		7/1/15 - 6/30/16	Hourly \$24.25	\$25.62					10 yrs+	\$30.29	\$31.98	

**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	7/1/14 - 6/30/15	Annual \$32,740.07	\$33,558.57	\$34,397.53	\$35,257.47	\$36,138.90	\$37,042.39	\$37,968.44	\$38,917.66	\$39,890.60	\$40,887.86	
		7/1/15 - 6/30/16	Hourly \$17.99	\$18.44	\$18.91	\$19.36	\$19.86	\$20.35	\$20.87	\$21.39	\$21.92	\$22.47	\$22.47
L-5	Library Assistant Technical Services Asst	7/1/14 - 6/30/15	Annual \$33,313.02	\$34,145.85	\$34,999.49	\$35,874.48	\$36,771.33	\$37,690.63	\$38,632.89	\$39,598.71	\$40,588.68	\$41,603.40	\$42,646.86
		7/1/15 - 6/30/16	Hourly \$18.30	\$18.76	\$19.24	\$19.70	\$20.21	\$20.71	\$21.24	\$21.76	\$22.30	\$22.86	\$23.41
L-6	Library Bookkeeper	7/1/14 - 6/30/15	Annual \$35,359.27	\$36,243.26	\$37,149.34	\$38,078.07	\$39,030.03	\$40,005.77	\$41,005.92	\$42,031.06	\$43,081.85	\$44,158.89	\$45,262.20
		7/1/15 - 6/30/16	Hourly \$19.43	\$19.91	\$20.41	\$20.93	\$21.45	\$21.99	\$22.53	\$23.10	\$23.67	\$24.27	\$24.87
L-7	Senior Library Custodian	7/1/14 - 6/30/15	Annual \$38,188.03	\$39,142.73	\$40,121.29	\$41,124.32	\$42,152.43	\$43,206.24	\$44,286.40	\$45,393.55	\$46,528.39	\$47,691.61	\$48,882.20
		7/1/15 - 6/30/16	Hourly \$20.98	\$21.50	\$22.05	\$22.59	\$23.16	\$23.74	\$24.33	\$24.94	\$25.57	\$26.20	\$26.86
L-8	Branch Librarian Children's Librarian Reference Librarian	7/1/14 - 6/30/15	Annual \$41,243.06	\$42,274.14	\$43,331.00	\$44,414.25	\$45,524.62	\$46,662.73	\$47,829.32	\$49,025.03	\$50,250.66	\$51,506.93	\$52,794.49
		7/1/15 - 6/30/16	Hourly \$22.65	\$23.22	\$23.81	\$24.40	\$25.02	\$25.64	\$26.27	\$26.94	\$27.60	\$28.30	\$29.01
L-9	no positions assigned	7/1/14 - 6/30/15	Annual \$44,542.51	\$45,656.06	\$46,797.47	\$47,967.41	\$49,166.60	\$50,395.76	\$51,655.65	\$52,947.05	\$54,270.72	\$55,627.49	\$57,000.97
		7/1/15 - 6/30/16	Hourly \$24.48	\$25.08	\$25.71	\$26.35	\$27.02	\$27.69	\$28.38	\$29.09	\$29.81	\$30.57	\$31.30
L-10	Head - Adult Services Head - Children's Svcs Head - Circulation Svcs Head - Technology Svcs	7/1/14 - 6/30/15	Annual \$48,105.90	\$49,308.57	\$50,541.26	\$51,804.80	\$53,099.93	\$54,427.42	\$55,788.11	\$57,182.81	\$58,612.39	\$60,077.69	\$61,500.97
		7/1/15 - 6/30/16	Hourly \$26.43	\$27.10	\$27.78	\$28.47	\$29.17	\$29.89	\$30.66	\$31.43	\$32.20	\$33.01	\$33.86
L-10	Temporary Support Staff	7/1/14 - 6/30/15	Annual \$51,954.37	\$53,253.22	\$54,584.56	\$55,949.18	\$57,347.92	\$58,781.60	\$60,251.15	\$61,757.42	\$63,301.35	\$64,883.89	\$66,499.36
		7/1/15 - 6/30/16	Hourly \$28.54	\$29.26	\$29.99	\$30.74	\$31.51	\$32.30	\$33.11	\$33.94	\$34.79	\$35.65	\$36.54
<p>Note: Annual salary is based on a 35-hour work week</p>													

LIBRARY PART-TIME SEASONAL COMPENSATION PLAN - FY15/FY16		
POSITION	Date	Range
Substitute Librarian	7/1/14 - 6/30/15	Hourly \$18.04 - \$21.18
	7/1/15 - 6/30/16	Hourly \$18.36 - \$21.55
Sub Librarian Assistant	7/1/14 - 6/30/15	Hourly \$12.78 - \$15.92
	7/1/15 - 6/30/16	Hourly \$13.00 - \$16.20
Temporary Support Staff	7/1/14 - 6/30/15	Hourly \$9.18 - \$15.05
	7/1/15 - 6/30/16	Hourly \$10.00 - \$15.31

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	7/1/14 - 6/30/15		\$67,548.59	\$68,899.56	\$70,277.55				\$72,737.27	\$75,283.07
		7/1/15 - 6/30/16		\$68,730.69	\$70,105.33	\$71,507.41				\$74,010.19	\$76,600.56
P-4											
	OFFICER	7/1/14 - 6/30/15		\$49,455.85	\$52,097.77	\$55,650.49	\$56,763.50	\$57,898.76	\$59,056.77	\$61,123.74	\$63,263.07
		7/1/15 - 6/30/16		\$50,321.33	\$53,009.48	\$56,624.40	\$57,756.89	\$58,911.99	\$60,090.27	\$62,193.43	\$64,370.21
P-5											
	STUDENT OFFICER*	7/1/14 - 6/30/15	\$45,668.41								
		7/1/15 - 6/30/16	\$46,467.61								

\* 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

SEIU CLERICAL EMPLOYEES

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
2	<i>no positions assigned</i>	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$16.06 \$16.34	\$16.70 \$17.00	\$17.04 \$17.34	\$17.38 \$17.68	\$17.73 \$18.04	\$18.08 \$18.40	\$18.44 \$18.76	\$18.81 \$19.14
3	<i>no positions assigned</i>	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$17.34 \$17.65	\$18.04 \$18.35	\$18.40 \$18.72	\$18.76 \$19.09	\$19.14 \$19.48	\$19.52 \$19.86	\$19.91 \$20.26	\$20.31 \$20.67
4	Principal Clerk	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$19.29 \$19.63	\$20.07 \$20.42	\$20.47 \$20.82	\$20.88 \$21.24	\$21.29 \$21.67	\$21.72 \$22.10	\$22.15 \$22.54	\$22.60 \$22.99
5	Accounting Specialist Office Assistant	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$21.04 \$21.40	\$21.88 \$22.26	\$22.32 \$22.71	\$22.76 \$23.16	\$23.22 \$23.62	\$23.68 \$24.10	\$24.15 \$24.58	\$24.64 \$25.07
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$22.93 \$23.33	\$23.85 \$24.26	\$24.32 \$24.75	\$24.81 \$25.24	\$25.31 \$25.75	\$25.81 \$26.26	\$26.33 \$26.79	\$26.85 \$27.32
7	Staff Accountant Youth & Family Svcs. Coord.	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$24.98 \$25.42	\$25.98 \$26.44	\$26.50 \$26.97	\$27.03 \$27.50	\$27.57 \$28.05	\$28.12 \$28.62	\$28.69 \$29.19	\$29.26 \$29.77
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Office Manager Purchasing Administrator	7/1/14 - 6/30/15 7/1/15 - 6/30/16	\$27.23 \$27.71	\$28.32 \$28.82	\$28.89 \$29.39	\$29.47 \$29.98	\$30.06 \$30.58	\$30.66 \$31.19	\$31.27 \$31.82	\$31.90 \$32.45

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

<b>PART-TIME, SEASONAL AND OTHER POSITIONS</b>		
<b>OFFICE OF THE TOWN CLERK</b>	<b>FY2015 SALARY</b>	<b>FY2016 SALARY</b>
Registrar of Voters	\$500 per year	\$500 per year
Election Warden	\$14.00 per hour	\$15.00 per hour
Election Clerk	\$12.00 per hour	\$13.00 per hour
Election Inspector	\$10.00 per hour	\$11.00 per hour
<b>INSPECTORS</b>	<b>FY2015 SALARY</b>	<b>FY2016 SALARY</b>
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	\$24.52 - \$31.21 per hour	\$24.52 - \$31.21 per hour
<b>PUBLIC SAFETY POSITIONS</b>	<b>FY2015 SALARY</b>	<b>FY2016 SALARY</b>
Assistant Animal Control Officer	\$14.14 - \$18.98 per hour	\$14.14 - \$18.98 per hour
Fire Alarm Maintenance Specialist	\$29.33 per hour	\$29.33 per hour
Fire Apparatus Maintenance Specialist	\$31.00 - \$39.00 per hour	\$31.00 - \$40.00 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	\$17.00 per hour	\$17.30 per hour
Level 2	\$18.33 per hour	\$18.65 per hour
Level 3	\$19.64 per hour	\$19.99 per hour
<b>PUBLIC WORKS POSITIONS</b>	<b>FY2015 SALARY</b>	<b>FY2016 SALARY</b>
Engineering Intern	\$13.00 - \$16.00 per hour	\$13.25 - \$16.30 per hour
Seasonal Laborer - Highway	\$11.15 - \$13.00 per hour	\$11.35 - \$13.25 per hour
<b>GOVERNMENT SERVICES POSITIONS</b>	<b>FY2015 SALARY</b>	<b>FY2016 SALARY</b>
Board / Commission Secretary	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
COA Part-Time Van Driver	\$15.74 - \$19.65 per hour	\$15.74 - \$19.65 per hour
Temporary Support Staff	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Town Counsel	\$90.28 per hour	\$91.86 per hour
Veterans Agent	\$1200 per year	\$1200 per year
Veterans Service Director	\$1800 per year	\$1800 per year

RECREATION PART-TIME SEASONAL COMPENSATION PLAN*						
Grade	Position Title	Fiscal Year	Step 1	Step 2	Step 3	Minimum Requirements
1	Assistant Leader	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$8.25 \$9.00	\$8.66 \$9.36	\$9.10 \$9.73	2 yrs. LDP Experience Preferred. First Aid, CPR, AED Certification Required.
2	WSA - Aquatics (Water Safety Aide)	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$8.50 \$9.25	\$8.93 \$9.62	\$9.37 \$10.00	Age 15, LGT Required. First Aid, CPR, AED Certification Required.
3	Leader	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$9.50 \$10.00	\$9.98 \$10.40	\$10.47 \$10.82	2 yrs. Asst. Leader Experience Preferred. First Aid, CPR, AED Certification Required.
4	Lifeguard	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$10.00 \$10.50	\$10.50 \$10.92	\$11.03 \$11.36	Age 16, LGT Required. First Aid, CPR, AED Certification Required.
5	WSI (Water Safety Instr.)	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$10.50 \$11.00	\$11.03 \$11.44	\$11.58 \$11.90	Age 16, LGT, WSI Required. First Aid, CPR, AED Certification Required.
6	Supervisor	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$12.00 \$12.50	\$12.60 \$13.00	\$13.23 \$13.52	HS Graduate, Minimum 2 yrs. Leader Experience. First Aid, CPR, AED Certification Required.
7	Specialist/ Coach	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$14.00 \$14.50	\$14.70 \$15.08	\$15.44 \$15.68	Assoc. Degree, Min. 2 yrs. Supervisor Experience. First Aid, CPR, AED Certification Required.
8	Asst. Coordinator Senior Supervisor	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$16.50 \$17.00	\$17.33 \$17.68	\$18.19 \$18.39	Bachelors Degree, Min. 3 yrs. Supervisor Experience. First Aid, CPR, AED Certification Required.
9	Coordinator	7/1/14 - 12/31/14 1/1/15 - 12/31/15	\$20.50 \$21.00	\$21.53 \$21.84	\$22.60 \$22.71	Bachelors Degree, Min. 4 yrs. Supervisor Experience. First Aid, CPR, AED Certification Required.
Grade	Position Title		MIN		MAX	Minimum Requirements
10	Certified Instructor	7/1/13 - 6/30/14 7/1/14 - 12/31/15	\$20.00 \$20.00		\$40.00 \$40.00	3 yrs. Experience & Certification in Subject Area First Aid, CPR, AED Certification Required.
11	Master Instructor	7/1/13 - 6/30/14 7/1/14 - 12/31/15	\$40.00 \$40.00		\$60.00 \$60.00	Subject Matter Expert; 5 yrs. Experience at College or Professional Level

\*Compensation Plan reflects rates for calendar year 2015 due to changes in Minimum Wage Law on January 1, 2015.

**Appendix B.  
Salary Schedule for School Employees**

**ADMINISTRATION**

Superintendent	FY '15	\$ 193,413
	FY '14	\$ 187,780
Assistant Superintendent	FY '15	\$ 161,177
	FY '14	\$ 156,483
Director of Student Services	FY '15	\$ 134,354
	FY '14	\$ 132,369
Director of Business and Finance	FY '15	\$ 131,127
	FY '14	\$ 127,308
Director of Technology	FY '15	\$ 126,210
	FY '14	\$ 122,534

**PRINCIPALS**

**ASSISTANT PRINCIPAL**

Senior High School	FY '15	\$ 135,265	\$ 111,456
	FY '14	\$ 132,613	\$ 109,271
Dean of Students	FY '15	\$ 74,633	
	FY '14	\$ 80,784	
Middle School	FY '15	\$ 134,879	\$ 114,823
	FY '14	\$ 132,885	\$ 111,456
Elementary	FY '15	\$112,000 - \$127,803	
	FY '14	\$118,568 - \$125,297	

**CAFETERIA EMPLOYEES**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Lead Cook	FY '15	\$ 12.75	\$ 13.78	\$ 14.56	\$ 15.70	\$ 16.69	\$ 17.36
	FY '14	\$ 12.50	\$ 13.51	\$ 14.28	\$ 15.40	\$ 16.37	\$ 17.02
Cooks	FY '15	\$ 12.50	\$ 13.53	\$ 14.31	\$ 15.45	\$ 16.44	\$ 17.11
	FY '14	\$ 12.25	\$ 13.26	\$ 14.03	\$ 15.15	\$ 16.12	\$ 16.77
General	FY '15	\$ 11.51	\$ 12.77	\$ 13.53	\$ 14.63	\$ 15.62	\$ 16.30
	FY '14	\$ 11.28	\$ 12.52	\$ 13.26	\$ 14.34	\$ 15.31	\$ 15.98

**Appendix B.**  
**Salary Schedules for School Employees**  
(Continued)

**TEACHERS and NURSES**

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '16	1	\$ 46,352	\$ 47,253	\$ 49,498	\$ 51,186	\$ 52,873	\$ 54,450	\$ 56,810	\$ 64,520
FY '15	1	\$ 45,443	\$ 46,326	\$ 48,528	\$ 50,182	\$ 51,837	\$ 53,383	\$ 55,696	\$ 63,255
FY '16	2	\$ 48,206	\$ 49,143	\$ 51,478	\$ 53,233	\$ 54,988	\$ 56,628	\$ 59,082	\$ 67,101
FY '15	2	\$ 47,261	\$ 48,179	\$ 50,469	\$ 52,189	\$ 53,910	\$ 55,518	\$ 57,923	\$ 65,785
FY '16	3	\$ 50,134	\$ 51,109	\$ 53,537	\$ 55,363	\$ 57,188	\$ 58,894	\$ 61,445	\$ 69,785
FY '15	3	\$ 49,151	\$ 50,107	\$ 52,487	\$ 54,277	\$ 56,066	\$ 57,739	\$ 60,240	\$ 68,417
FY '16	4	\$ 52,140	\$ 53,153	\$ 55,679	\$ 57,577	\$ 59,476	\$ 61,249	\$ 63,903	\$ 72,576
FY '15	4	\$ 51,117	\$ 52,111	\$ 54,587	\$ 56,448	\$ 58,309	\$ 60,048	\$ 62,650	\$ 71,153
FY '16	5	\$ 54,225	\$ 55,279	\$ 57,906	\$ 59,881	\$ 61,854	\$ 63,699	\$ 66,459	\$ 75,479
FY '15	5	\$ 53,162	\$ 54,195	\$ 56,771	\$ 58,707	\$ 60,641	\$ 62,450	\$ 65,156	\$ 73,999
FY '16	6	\$ 56,394	\$ 57,490	\$ 60,223	\$ 62,276	\$ 64,329	\$ 66,247	\$ 69,117	\$ 78,498
FY '15	6	\$ 55,288	\$ 56,363	\$ 59,042	\$ 61,055	\$ 63,067	\$ 64,948	\$ 67,762	\$ 76,959
FY '16	7	\$ 58,650	\$ 59,790	\$ 62,631	\$ 64,766	\$ 66,902	\$ 68,897	\$ 71,882	\$ 81,638
FY '15	7	\$ 57,500	\$ 58,618	\$ 61,403	\$ 63,496	\$ 65,590	\$ 67,546	\$ 70,473	\$ 80,038
FY '16	8	\$ 60,996	\$ 62,182	\$ 65,136	\$ 67,357	\$ 69,578	\$ 71,653	\$ 74,757	\$ 84,904
FY '15	8	\$ 59,800	\$ 60,962	\$ 63,859	\$ 66,036	\$ 68,214	\$ 70,248	\$ 73,292	\$ 83,239
FY '16	9	\$ 63,436	\$ 64,669	\$ 67,742	\$ 70,051	\$ 72,361	\$ 74,519	\$ 77,748	\$ 88,300
FY '15	9	\$ 62,192	\$ 63,401	\$ 66,414	\$ 68,678	\$ 70,942	\$ 73,058	\$ 76,223	\$ 86,569
FY '16	10	\$ 65,973	\$ 67,256	\$ 70,452	\$ 72,854	\$ 75,256	\$ 77,500	\$ 80,858	\$ 91,832
FY '15	10	\$ 64,680	\$ 65,937	\$ 69,071	\$ 71,425	\$ 73,780	\$ 75,980	\$ 79,272	\$ 90,031
FY '16	11	\$ 68,612	\$ 69,946	\$ 73,270	\$ 75,767	\$ 78,265	\$ 80,600	\$ 84,092	\$ 95,505
FY '15	11	\$ 67,267	\$ 68,574	\$ 71,833	\$ 74,282	\$ 76,730	\$ 79,020	\$ 82,443	\$ 93,633
FY '16	12	\$ 71,357	\$ 72,744	\$ 76,201	\$ 78,798	\$ 81,396	\$ 83,824	\$ 87,456	\$ 99,326
FY '15	12	\$ 69,957	\$ 71,317	\$ 74,706	\$ 77,253	\$ 79,800	\$ 82,180	\$ 85,741	\$ 97,378
FY '16	13	\$ 74,211	\$ 75,654	\$ 79,248	\$ 81,950	\$ 84,652	\$ 87,177	\$ 90,954	\$ 103,299
FY '15	13	\$ 72,756	\$ 74,170	\$ 77,694	\$ 80,343	\$ 82,993	\$ 85,468	\$ 89,170	\$ 101,273
FY '16	14	\$ 79,663	\$ 81,880	\$ 88,288	\$ 90,749	\$ 92,725	\$ 95,448	\$ 97,911	\$ 105,952
FY '15	14	\$ 78,101	\$ 80,275	\$ 86,557	\$ 88,969	\$ 90,907	\$ 93,576	\$ 95,991	\$ 103,875



**Appendix B.  
Salary Schedule for School Employees  
(Continued)**

**ADMINISTRATIVE ASSISTANTS**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Classification 1	FY '16	\$ 969.60	\$ 1,008.40	\$ 1,048.80	\$ 1,090.80	\$ 1,134.40
	FY '15	\$ 950.80	\$ 988.80	\$ 1,028.40	\$ 1,069.20	\$ 1,112.00
Classification 2	FY '16	\$ 913.20	\$ 950.00	\$ 988.00	\$ 1,027.60	\$ 1,068.40
	FY '15	\$ 895.60	\$ 931.20	\$ 968.40	\$ 1,007.20	\$ 1,047.60
Classification 3	FY '16	\$ 877.20	\$ 912.40	\$ 948.80	\$ 986.80	\$ 1,026.40
	FY '15	\$ 860.00	\$ 894.40	\$ 930.00	\$ 967.20	\$ 1,006.00

**SCHOOL CUSTODIANS**

Classification:		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Jr. Custodian	FY '16	\$ 689.20	\$ 726.40	\$ 752.40	\$ 792.40	\$ 830.00	\$ 880.00
	FY '15	\$ 678.80	\$ 715.60	\$ 741.20	\$ 780.40	\$ 817.60	\$ 867.60
Head Grounds/Senior/ Custodian/Maintenance	FY '16	\$ 752.80	\$ 797.20	\$ 822.00	\$ 861.60	\$ 902.40	\$ 954.40
	FY '15	\$ 741.60	\$ 785.60	\$ 810.00	\$ 849.20	\$ 889.20	\$ 940.40

**DIRECTOR OF OPERATIONS**

FY '15	\$ 89,120
FY '14	\$ 86,524

**INSTRUCTIONAL ASSISTANTS**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
FY '15	\$ 14.66	\$ 15.44	\$ 16.22	\$ 17.11	\$ 17.98
FY '14	\$ 14.37	\$ 15.14	\$ 15.90	\$ 16.77	\$ 17.63

**Appendix C**

**Salary Schedule for Elected Town Officers  
Fiscal Year July 1, 2015 – June 30, 2016**

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<i>Position</i>	<i>Fiscal Year 2015 Salary</i>	<i>Fiscal Year 2016 Salary</i>
<i>Town Clerk (Full Time)</i>	\$70,185	\$74,984
<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

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**Appendix D**  
**Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
<b>Selectmen Department</b>						
1. Salaries	431,210	484,333	502,624	18,291	3.8%	Taxation
2. Expenses	45,899	48,250	50,250	2,000	4.1%	Taxation
	<u>477,109</u>	<u>532,583</u>	<u>552,874</u>	<u>20,291</u>	<u>3.8%</u>	
<b>Finance Commission</b>						
3. Salary	56,879	42,141	42,582	441	1.0%	Taxation
4. Expenses	21,333	21,763	21,950	187	0.9%	Taxation
	<u>78,212</u>	<u>63,904</u>	<u>64,532</u>	<u>628</u>	<u>1.0%</u>	
<b>Accounting Department</b>						
5. Salaries	198,946	208,534	214,776	6,242	3.0%	Taxation
6. Expenses	3,021	5,300	5,300	0	0.0%	Taxation
	<u>201,968</u>	<u>213,834</u>	<u>220,076</u>	<u>6,242</u>	<u>2.9%</u>	
<b>Audit - School &amp; Municipal Financials</b>						
7. Expenses	49,505	57,750	57,750	0	0.0%	Taxation
<b>Assessors Department</b>						
8. Salaries	183,907	193,209	202,924	9,715	5.0%	Taxation
9. Expenses	16,991	17,200	17,400	200	1.2%	Taxation
	<u>200,898</u>	<u>210,409</u>	<u>220,324</u>	<u>9,915</u>	<u>4.7%</u>	
<b>Treasurer's Department</b>						
10. Salary	88,714	92,324	96,139	3,815	4.1%	Taxation
11. Expenses	9,185	12,250	12,750	500	4.1%	Taxation
	<u>97,900</u>	<u>104,574</u>	<u>108,889</u>	<u>4,315</u>	<u>4.1%</u>	
<b>Collector's Department</b>						
12. Salaries	109,260	111,741	116,386	4,645	4.2%	Taxation
13. Expenses	73,311	74,775	74,825	50	0.1%	\$32,500 Amb. Receipts/Taxation
	<u>182,571</u>	<u>186,516</u>	<u>191,211</u>	<u>4,695</u>	<u>2.5%</u>	
<b>Legal Department</b>						
14. Salary	93,464	95,111	96,104	993	1.0%	Taxation
15. Expenses	99,635	104,500	104,500	0	0.0%	Taxation
	<u>193,099</u>	<u>199,611</u>	<u>200,604</u>	<u>993</u>	<u>0.5%</u>	
<b>Human Resources</b>						
16. Salary	168,531	198,302	206,386	8,084	4.1%	Taxation
17. Expenses	5,991	7,500	7,500	0	0.0%	Taxation
	<u>174,522</u>	<u>205,802</u>	<u>213,886</u>	<u>8,084</u>	<u>3.9%</u>	
<b>Information Systems Department</b>						
18. Salaries	256,541	262,243	276,917	14,674	5.6%	Taxation
19. Expenses	128,019	65,500	67,250	1,750	2.7%	Taxation
	<u>384,560</u>	<u>327,743</u>	<u>344,167</u>	<u>16,424</u>	<u>5.0%</u>	

**Appendix D  
Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
<b>Town Clerk Department</b>						
20. Salaries	134,326	145,464	153,405	7,941	5.5%	Taxation
21. Expenses	36,209	61,400	55,700	(5,700)	-9.3%	Taxation
	170,535	206,864	209,105	2,241	1.1%	
<b>Conservation Commission</b>						
22. Salary	45,110	48,051	48,917	866	1.8%	\$17,000 Consv. Receipts/ Taxation
23. Expenses	6,795	5,600	5,600	0	0.0%	
	51,905	53,651	54,517	866	1.6%	
<b>Planning Board</b>						
24. Salaries	97,772	112,719	114,910	2,191	1.9%	Taxation
25. Expenses	2,011	3,100	3,100	0	0.0%	Taxation
	99,783	115,819	118,010	2,191	1.9%	
<b>Zoning Board of Appeals</b>						
26. Salaries	26,608	28,266	29,483	1,217	4.3%	Taxation
27. Expenses	557	1,867	1,867	0	0.0%	Taxation
	27,165	30,133	31,350	1,217	4.0%	
<b>Community &amp; Economic Development</b>						
28. Salaries	64,113	105,093	111,321	6,228	5.9%	Taxation
29. Expenses	41,805	2,250	3,700	1,450	64.4%	Taxation
	105,918	107,343	115,021	7,678	7.2%	
<b>Outside Professional Services</b>						
30. Expenses	39,447	41,000	41,000	0	0.0%	Taxation
<b>MA Housing Partnership/Housing Authority</b>						
31. Salary	23,507	24,667	25,726	1,059	4.3%	Taxation
32. Expenses	979	1,200	3,200	2,000	166.7%	Taxation
	24,486	25,867	28,926	3,059	11.8%	
<b>Communications Systems</b>						
33. Expenses	129,788	145,000	145,000	0	0.0%	Taxation
<b>Training/Professional Development</b>						
34. Expenses	5,000	15,000	15,000	0	0.0%	Taxation
<b>Total General Government</b>	<b>2,694,369</b>	<b>2,843,403</b>	<b>2,932,242</b>	<b>88,839</b>	<b>3.1%</b>	

**Appendix D  
Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
<b>Police Department</b>						
35. Salaries	2,955,426	3,267,512	3,354,444	86,932	2.7%	Taxation
36. Expenses	222,204	242,425	262,950	20,525	8.5%	Taxation
	<u>3,177,630</u>	<u>3,509,937</u>	<u>3,617,394</u>	<u>107,457</u>	<u>3.1%</u>	
<b>Auxiliary Police/Civil Defense</b>						
37. Expenses	1,956	3,000	3,000	0	0.0%	Taxation
	<u>1,956</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0.0%</u>	
<b>Animal Control</b>						
38. Salary	48,470	50,602	52,796	2,194	4.3%	Taxation
39. Expenses	4,403	9,050	9,600	550	6.1%	Taxation
	<u>52,873</u>	<u>59,652</u>	<u>62,396</u>	<u>2,744</u>	<u>4.6%</u>	
<b>Fire Department</b>						
40. Salaries	2,942,610	3,199,850	3,617,809	417,959	13.1%	\$304,000 Amb. Receipts/Taxation
41. Expenses	185,199	216,275	217,775	1,500	0.7%	\$40,000 Amb. Receipts/Taxation
	<u>3,127,808</u>	<u>3,416,125</u>	<u>3,835,584</u>	<u>419,459</u>	<u>12.3%</u>	
<b>Building Inspection Department</b>						
42. Salaries	268,878	286,794	308,378	21,584	7.5%	Taxation
43. Expenses	23,414	35,025	36,975	1,950	5.6%	Taxation
	<u>292,292</u>	<u>321,819</u>	<u>345,353</u>	<u>23,534</u>	<u>7.3%</u>	
<b>Total Public Safety</b>	<b>6,652,560</b>	<b>7,310,533</b>	<b>7,863,727</b>	<b>553,194</b>	<b>7.6%</b>	
<b>Department of Public Works</b>						
44. Salaries	1,649,662	1,536,928	1,513,115	(23,813)	-1.5%	Taxation
45. Expenses	462,020	471,600	478,600	7,000	1.5%	Taxation
	<u>2,111,682</u>	<u>2,008,528</u>	<u>1,991,715</u>	<u>(16,813)</u>	<u>-0.8%</u>	
<b>Building Maintenance</b>						
46. Salaries		57,392	113,476	56,084		Taxation
47. Expenses	643,842	705,558	736,000	30,442	4.3%	Taxation
		<u>762,950</u>	<u>849,476</u>	<u>86,526</u>	<u>11.3%</u>	
<b>Municipal &amp; School</b>						
48. Field Maintenance	113,291	120,000	130,000	10,000	8.3%	Taxation
49. Snow & Ice	589,870	250,000	250,000	0	0.0%	Taxation
50. Street Lighting/ Traffic Light Maint	105,798	140,000	140,000	0	0.0%	Taxation
<b>Waste Collection/Disposal</b>						
51. Expenses	1,180,000	1,249,000	1,240,000	(9,000)	-0.7%	Taxation
<b>Total Public Works</b>	<b>4,744,484</b>	<b>4,530,478</b>	<b>4,601,191</b>	<b>70,713</b>	<b>1.6%</b>	

**Appendix D  
Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
<b>Health Department</b>						
52. Salaries	211,520	252,473	261,925	9,452	3.7%	Taxation
53. Expenses	8,254	9,300	9,650	350	3.8%	Taxation
	<u>219,774</u>	<u>261,773</u>	<u>271,575</u>	<u>9,802</u>	<u>3.7%</u>	
54. Outside Health Agencies	12,226	13,416	13,416	0	0.0%	Taxation
55. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
<b>Council On Aging</b>						
56. Salaries	235,579	235,766	278,190	42,424	18.0%	Taxation
57. Expenses	18,303	26,785	27,185	400	1.5%	Taxation
	<u>253,881</u>	<u>262,551</u>	<u>305,375</u>	<u>42,824</u>	<u>16.3%</u>	
<b>Youth and Family Services Commission</b>						
58. Salaries	178,673	189,887	228,779	38,892	20.5%	Taxation
59. Expenses	12,982	15,000	15,000	0	0.0%	Taxation
	<u>191,654</u>	<u>204,887</u>	<u>243,779</u>	<u>38,892</u>	<u>19.0%</u>	
<b>Veterans Services Department</b>						
60. Salaries	25,913	29,557	50,043	20,486	69.3%	Taxation
61. Expenses	62,067	92,300	72,300	(20,000)	-21.7%	Taxation
	<u>87,980</u>	<u>121,857</u>	<u>122,343</u>	<u>486</u>	<u>0.4%</u>	
<b>Total Human Services</b>	<b>765,516</b>	<b>864,984</b>	<b>956,988</b>	<b>92,004</b>	<b>10.6%</b>	
<b>Public Library</b>						
62. Salaries	851,177	880,038	930,990	50,952	5.8%	Taxation
63. Expenses	225,559	231,800	237,850	6,050	2.6%	Taxation
64. Lost Books	1,500	1,500	1,500	0	0.0%	Taxation
	<u>1,078,236</u>	<u>1,113,338</u>	<u>1,170,340</u>	<u>57,002</u>	<u>5.1%</u>	
<b>Recreation Department</b>						
65. Salaries	269,864	273,550	285,314	11,764	4.3%	Taxation
66. Expenses	38,781	15,784	13,284	(2,500)	-15.8%	Taxation
	<u>308,645</u>	<u>289,334</u>	<u>298,598</u>	<u>9,264</u>	<u>3.2%</u>	
<b>Memorial/Veteran's Day</b>						
67. Expenses	8,774	12,050	12,050	0	0.0%	Taxation
<b>Total Culture and Recreation</b>	<b>1,395,655</b>	<b>1,414,722</b>	<b>1,480,988</b>	<b>66,266</b>	<b>4.7%</b>	
<b>Other</b>						
68. Operating Equipment, Projects and Hardware/Software Maintenance	157,815	232,834	270,034	37,200	16.0%	Taxation
69. Contract Reserve/Other		17,517	\$0	(17,517)		
* This contract reserve budget may be transferred to the respective budgets upon vote by the Board of Selectmen.						
<b>Total Other</b>	<b>157,815</b>	<b>250,351</b>	<b>270,034</b>	<b>19,683</b>	<b>7.9%</b>	
<b>Total Municipal Budget</b>	<b>16,410,399</b>	<b>17,214,471</b>	<b>18,105,170</b>	<b>890,699</b>	<b>5.2%</b>	

**Appendix D  
Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
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**Fixed Costs Budgets - School and Municipal**

**Municipal Employee Benefits/Costs**

Retirement Assessment	2,007,210	2,258,111	2,511,019	252,908	11.2%	Taxation
Non-Contrib Pension	32,919	34,000	35,000	1,000	2.9%	Taxation
Worker's Compensation	48,490	78,992	94,790	15,798	20.0%	Taxation
Unemployment Compensation	21,881	13,860	13,860	0	0.0%	Taxation
Health Insurance	1,378,804	1,314,543	1,445,997	131,454	10.0%	Taxation
Life Insurance	2,916	6,000	6,000	0	0.0%	Taxation
Pre-Hire/Payroll	66,977	92,000	98,000	6,000	6.5%	Taxation
Public Safety Medical/111F ins	67,130	73,600	83,600	10,000	13.6%	Taxation
Medicare Part B	57,298	58,410	58,410	0	0.0%	Taxation
Social Security Tax	4,648	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	167,110	187,588	206,346	18,758	10.0%	Taxation
OPEB (now in separate TM article)	44,000			0		
<b>Municipal Employee Benefits/Costs</b>	<b>3,899,383</b>	<b>4,127,104</b>	<b>4,563,022</b>	<b>435,918</b>	<b>10.6%</b>	

**School Employee Benefits/Costs**

Retirement Assessments	858,310	965,598	1,072,758	107,160	11.1%	Taxation
Worker's Compensation	153,407	167,734	201,280	33,546	20.0%	Taxation
Unemployment Compensation	16,756	98,175	98,175	0	0.0%	Taxation
Health Insurance	3,482,847	3,983,766	4,382,143	398,377	10.0%	Taxation
Life Insurance	6,645	10,000	10,000	0	0.0%	Taxation
Payroll service	22,447	19,000	19,000	0	0.0%	Taxation
Medicare Part B	130,899	144,000	144,000	0	0.0%	Taxation
Social Security Tax	7,012	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	437,759	477,024	524,726	47,702	10.0%	Taxation
OPEB (now in separate TM article)	24,000			0		
<b>School Employee Benefits/Costs</b>	<b>5,140,082</b>	<b>5,875,297</b>	<b>6,462,082</b>	<b>586,785</b>	<b>10.0%</b>	

70. **Total Benefits/Costs**      **9,039,465**      **10,002,401**      **11,025,104**      **1,022,703**      **10.2%**

**Insurance/Reserves**

<b>Comprehensive &amp; Liability Ins</b>						
71. School & Municipal Expenses	290,897	402,000	422,000	20,000	5.0%	Taxation
72. Other/Energy Reserve Fund*		225,000	225,000	0	0.0%	Taxation
73. Special Town Mtg/Charter Review	24,970	25,000	25,000	0	0.0%	Taxation
74. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
<b>Total Ins./Reserve</b>	<b>315,867</b>	<b>1,052,000</b>	<b>1,072,000</b>	<b>20,000</b>	<b>1.9%</b>	

<b>Total Fixed Costs Budget</b>	<b>9,355,332</b>	<b>11,054,401</b>	<b>12,097,104</b>	<b>1,042,703</b>	<b>9.4%</b>	
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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**

<b>Municipal Related</b>						
Debt Service	1,710,764	1,856,063	1,850,938	(5,125)	-0.3%	\$17,963 Bond Premium/Taxation
<b>School Related</b>						
Debt Service	3,265,432	3,151,534	3,043,560	(107,974)	-3.4%	\$1,401,276 sch bld reimb/\$17,812 Bond Premium/Taxation

75. <b>Total Debt Budget</b>	<b>4,976,196</b>	<b>5,007,597</b>	<b>4,894,498</b>	<b>(113,099)</b>	<b>-2.3%</b>	
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**FY16 Debt Change**

Non Exempt	\$0
Exempt	(\$113,000)
<b>Total</b>	<b>(\$113,000)</b>

**Appendix D  
Proposed FY2016 Departmental Salary/Expense Budgets**

Description	Expended FY2014	Current FY2015 Budget	Proposed FY2016 Budget	\$ Change FY16 vs FY15	% Change FY16 vs FY15	Funding Source
<b>Westwood Public Schools</b>						
Salaries		31,855,133	33,261,427	1,406,294	4.4%	Taxation
Expenses		5,994,758	6,552,209	557,451	9.3%	Taxation
76. School salaries & exps	36,412,305	37,849,891	39,813,636	1,963,745	5.2%	
77. Blue Hills Regional School	101,646	109,523	158,431	48,908	44.7%	Taxation
Crossing Guards						
78. Salaries	106,341	101,709	102,741	1,032	1.0%	Taxation
79. Expenses	2,366	4,900	3,500	(1,400)	-28.6%	Taxation
Total	108,707	106,609	106,241	(368)	-0.3%	
<b>Total School Budgets</b>	<b>36,622,658</b>	<b>38,066,023</b>	<b>40,078,308</b>	<b>2,012,285</b>	<b>5.3%</b>	
<b>Sewer Enterprise</b>						
80. Salaries	345,239	377,233	405,044	27,811	7.4%	Sewer Enterprise Funds
81. Expenses	108,050	131,000	133,000	2,000	1.5%	Sewer Enterprise Funds
82. Pumping Stations	144,622	147,500	147,500	0	0.0%	Sewer Enterprise Funds
83. MWRA Assessment	2,362,136	2,426,124	2,475,000	48,876	2.0%	Sewer Enterprise Funds
84. Mandated Inspections	120,332	120,000	120,000	0	0.0%	Sewer Enterprise Funds
				0		
85. Sewer Debt & Int	186,825	380,500	377,431	(3,069)	-0.8%	Sewer Enterprise Funds
86. System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
<b>Total Sewer Enterprise</b>	<b>3,292,204</b>	<b>3,607,357</b>	<b>3,682,975</b>	<b>75,618</b>	<b>2.1%</b>	Note: Sewer revenue will be operating budget + \$290,978 for indirect costs - total \$3,973,953
<b>Total Operating Budget</b>	<b>70,656,789</b>	<b>74,949,849</b>	<b>78,858,055</b>	<b>3,908,206</b>	<b>5.2%</b>	



**Exhibit 1**  
**FY'15 vs. FY'16 Budget Summary by Major Category**

	FY'15 Appropriation	FY'16 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
<b>I. INSTRUCTIONAL</b>				
Salary	\$ 29,372,301	\$ 30,707,827	\$ 1,335,526	4.55%
Non-Salary	1,979,717	2,099,390	119,673	6.04%
<i>Instructional Sub-total</i>	<b>\$ 31,352,018</b>	<b>\$ 32,807,217</b>	<b>\$ 1,455,199</b>	<b>4.64%</b>
<b>II. CENTRAL ADMINISTRATION</b>				
Salary	947,071	972,881	25,810	2.73%
Non-Salary	245,975	245,975	-	0.00%
<i>Administration Sub-total</i>	<b>\$ 1,193,046</b>	<b>\$ 1,218,856</b>	<b>\$ 25,810</b>	<b>2.16%</b>
<b>III. OPERATIONS</b>				
Salary	1,535,761	1,580,719	44,958	2.93%
Non-Salary	2,637,139	2,691,139	54,000	2.05%
<i>Operations Sub-total</i>	<b>\$ 4,172,900</b>	<b>\$ 4,271,858</b>	<b>\$ 98,958</b>	<b>2.37%</b>
<b>Sub-Total Sections I.-III.</b>	<b>\$ 36,717,964</b>	<b>\$ 38,297,931</b>	<b>\$ 1,579,967</b>	<b>4.30%</b>
<b>IV. SPED TUITION AND TRANSP.</b>				
Out-of-district Tuition	588,336	806,573	218,237	37.09%
Sped Transportation	543,591	709,183	165,592	30.46%
<i>Spec. Ed. Tuition and Transp. Sub-total</i>	<b>\$ 1,131,927</b>	<b>\$ 1,515,756</b>	<b>\$ 383,829</b>	<b>33.91%</b>
<b>Sub-Total Section IV.</b>	<b>\$ 1,131,927</b>	<b>\$ 1,515,756</b>	<b>\$ 383,829</b>	<b>33.91%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 37,849,891</b>	<b>\$ 39,813,687</b>	<b>\$ 1,963,796</b>	<b>5.19%</b>

## **Town Financial Information**

This section is intended to provide readers with background on the Town's current financial situation as well as the basis for the Board of Selectmen and Finance and Warrant Commission's FY16 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.

This year, we continue efforts to reduce the printing cost associated with disseminating this information to every residence. We therefore would like to direct you to the Town's web site:

[www.town.westwood.ma.us](http://www.town.westwood.ma.us)

for more detailed financial data including, but not limited to:

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

The following summary was taken from the Town's FY16 budget documents. While the data should provide a summary of the FY16 budget, please note there is further detailed information on the Town's web site at: [www.town.westwood.ma.us](http://www.town.westwood.ma.us).

### **FY2016 Budget Summary**

The FY16 overall budget strives to provide a well-balanced, comprehensive budget for the community. There are many needs to provide for in each budget year. It is important to maintain quality services provided to our residents through the school and municipal departments. It is also important for the budget to provide for appropriate funds for the capital budget, so that the Town's assets are well maintained. In addition, it is very necessary for the Town to maintain appropriate balances in our reserve accounts, as well as to provide for long term liabilities such as pensions and OPEB. The FY16 budget balances all of these needs.

The Town experienced difficult budget years in FY10 – FY12. The already difficult budgets in those years had additional pressure through declining revenue due to the poor economy and high fixed cost increases. The Town worked through those difficult years, 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 and FY14 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.

The FY15 budget was the first budget year of new tax revenue from the University Station commercial development. Approximately \$500K in new tax revenue, combined with previously received mitigation funds, allowed for important increases to the police and fire staffing levels. These staffing needs had been identified as direct services to be funded from the new tax revenue, and were the first increases in public safety staffing in decades.

The FY16 budget will continue to see additional new tax growth from the University Station project as it continues to build out. Due to the timing of the Department of Revenue tax and assessment rules, the full amount of the new tax growth from the project for FY16 will not be known at the May Town Meeting. Therefore, the budget has been structured to utilize a portion of estimated revenue to support the school and municipal operating budgets. This \$1.5M in new tax revenue has allowed for operating budgets of 5%, a critical increase beyond the limited 2.5% of normal budget years.

The other additional new tax growth from University Station has been targeted for continued non-operating budget needs. These include:

- Capacity for future direct service impact, if any (school enrollment, public safety).
- Capital budget needs:
  - Articles.
  - Capital Stabilization Fund.
  - Increase debt service budget.
- Tax relief/senior tax relief.

These needs will continue to be reviewed by the Board of Selectmen with support from the Long Range Financial Planning Committee. It is critical that the Town responsibly utilize the new funding from University Station project – addressing overall needs of the community and approving responsible, sustainable operating budgets.

The new tax revenue for FY16, coupled with the budget decisions the Town has implemented over the last few budget years have resulted in a comprehensive FY16 budget. The overall FY16 budget is outlined below.

Improvements to the overall budget continue to come from both decisions implemented by the Town and improvement in outside revenue. These include:

- Responsible budget decisions.
  - Limited operating budget increases during years with no revenue growth.
  - Responsible labor contracts.
  - Significant changes to the health insurance coverage.
  - Continual change of services.
  - Aggressive debt repayment terms.
  - Commitment to base level of capital.
  - Commitment to additional capital through use of free cash.
  - Commitment to ongoing funding for reserve accounts and long term liability.
  - Commitment to responsible budgets to maintain high credit rating.
- Improved revenue after several years of decline.
  - State education Chapter 70 aid stabilized and increases per equity formula.
  - Municipal aid level funded.
  - Improvement in motor vehicle and other local receipts as the economy slightly improves.
  - Continued strong tax collections.
  - Start of new commercial tax revenue from University Station project.
- Other contributing factors.
  - Historic low interest rates for borrowing costs.
  - Continued focus and restructuring of employee benefit eligibility and costs.

The FY16 budget currently includes:

- Approximate 5% increases to municipal and school operating budgets providing for quality services to the community.
- Commitment to base capital of \$823,000.
- Commitment to increased capital through use of additional \$700,000 of free cash, bringing capital total to \$1.5M.
- Continuation of significant progress on reserves including OPEB and Stabilization, through ongoing revenue sources.
  - Stabilization appropriation - \$100,000.
  - OPEB appropriation - \$650,000.
- Structuring of debt budget to maintain current debt capacity, thereby allowing for new debt to replace debt rolling off.

The FY16 budget will maintain excellent core services to the community, including in our School, Police, Fire, and DPW departments. The FY16 budget will also continue with the significant progress made on our reserves and capital accounts, including the Stabilization, OPEB, and capital funding.

Additional FY16 Budget Action – Fall 2015 Town Meeting

This year, there will be additional FY16 budget appropriations done at the Fall 2015 Town Meeting. These items, listed below, are not ready to be voted at the May Town Meeting, and will be more appropriately handled at the Fall Town Meeting when information is known and finalized.

- **Additional OPEB appropriation** – The Town is transitioning to the Group Insurance Commission (GIC) for health insurance as of 7/1/2015. While there will be significant savings in the health budget, the amount will not be known at May Town Meeting. Therefore, at the Fall Town Meeting, the full amount of the savings will be transferred from the health insurance budget to the OPEB appropriation, thus increasing the ongoing annual OPEB appropriation.
- **Final State Aid** – The current budget assumes level funding of State aid, including Chapter 70 and municipal aid. If the final State budget includes any additional aid, these amounts will be appropriated at the Fall Town Meeting.
- **University Station New Tax Revenue** - The current budget utilizes approximately \$1.5M of new growth tax revenue from the University Station project. FY16 new growth taxes will be based on actual new value as of June 30, 2015. This new value is not finalized and assessed until Fall 2015. At the Fall Town Meeting, any additional new tax revenue, which will be known at that time, will be appropriated to non-operating budget needs, including Capital Stabilization Fund, tax relief, additional debt capacity and other reserves. The Long Range Financial Planning Committee will continue to advise the Board of Selectmen on these important items and recommended funding levels.

**Tax Bill Impact**

Operating Budget

Capital Assets



Long Term Liabilities

Reserve Accounts

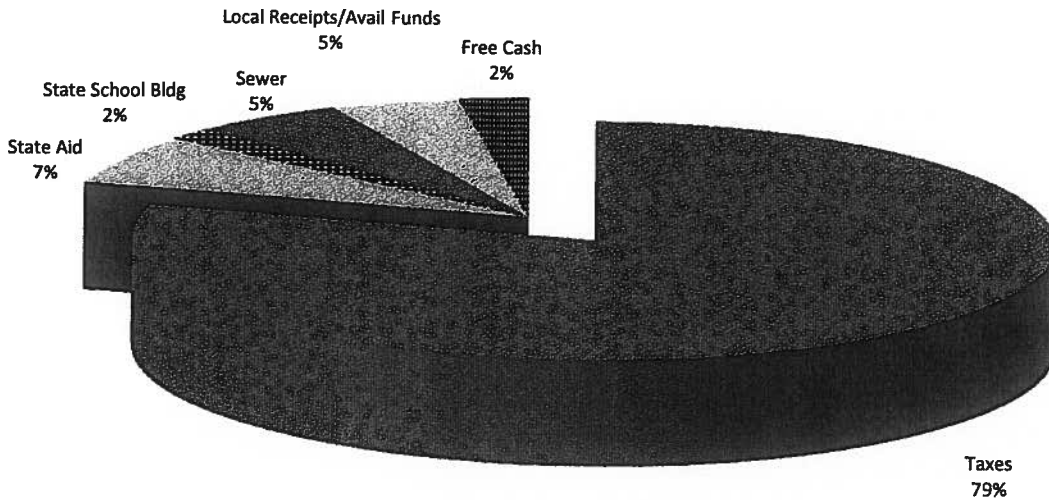
Service Levels

**Balance Many Needs!**

**Town of Westwood  
Summary of FY16 Recommended Budget**

	FY2013 Approved Per recap	FY2014 Approved Per recap	FY2015 Approved Per recap	FY2016 Recommended
<b>BUDGET CATEGORIES</b>				
<b>Appropriations Made by Town Meeting:</b>				
Operations Budget	\$69,562,276	\$71,629,853	\$74,756,849	\$78,858,055
Capital - Municipal	\$417,000	\$417,000	\$760,250	\$767,000
Capital Schools	\$406,000	\$406,000	\$606,000	\$756,000
Capital - Sewer	\$415,000	\$100,000	\$0	\$450,000
Stabilization Account Appropriation - annual article	\$50,000	\$100,000	\$100,000	\$100,000
OPEB Account Appropriation - annual article	\$435,000	\$435,000	\$550,000	\$650,000
Other Financial Warrant Articles	\$320,000	\$58,000	\$430,000	\$0
Prior yr Adjustments voted at Town Meeting	\$136,600	\$749,637	\$394,500	\$567,509
Stabilization Account Appropriation -additional	\$344,000	\$500,000	\$0	\$0
Other capital	\$0	\$195,000	\$339,000	\$0
	\$72,085,876	\$74,590,490	\$77,936,599	\$82,148,564
<b>Other Amounts to be Raised (not Voted at Town Meeting)</b>				
State Aid Offsets (Funds which must be restricted )	\$26,770	\$26,574	\$29,080	\$32,430
State and County Charges	\$560,670	\$580,817	\$587,371	\$607,534
Overlay (Reserve for abatements/exemptions)/other-snow	\$612,721	\$605,165	\$566,267	\$517,113
	\$1,200,161	\$1,212,556	\$1,182,718	\$1,157,077
	\$73,286,037	\$75,803,046	\$79,119,317	\$83,305,641
<b>Financial Resources</b>				
<b>State Revenue:</b>				
State Aid	\$5,160,284	\$5,314,274	\$5,511,055	\$5,511,055
State School Building Assistance Funding	\$1,401,276	\$1,401,276	\$1,401,276	\$1,401,276
<b>Local Revenue:</b>				
Total Property Taxes	\$57,671,933	\$59,453,776	\$61,991,050	\$66,037,573
Local Receipts	\$3,092,000	\$3,092,000	\$3,312,000	\$3,312,000
Enterprise (Sewer ) Funding (for all - capital , articles, etc)	\$4,009,882	\$3,746,455	\$3,898,335	\$4,423,953
Available Funds/ - for misc articles	\$136,600	\$819,637	\$748,000	\$166,000
Available Funds	\$450,062	\$617,628	\$433,951	\$429,275
	\$0	\$0	\$0	\$0
Free Cash	\$1,364,000	\$1,358,000	\$1,823,650	\$2,024,509
	\$73,286,037	\$75,803,046	\$79,119,317	\$83,305,641
	\$0	\$0	\$0	\$0
<b>Additional University Station Articles</b>				
		\$3,075,000	\$3,155,000	\$941,000
<b>Authorization to borrow (Projects approved at Town Meeting -funds are borrowed and debt service included in future budgets) :</b>				
Approved at 2012 ATM -Road improvement	\$2,400,000			
Approved at 2012 ATM - DPW Capital Equipment	\$2,000,000			
Approved at 2012 ATM - Deerfield School Roof	\$935,000			
Approved at 2013ATM - Sewer Infiltration Project		\$1,570,000		
Approved at 2013 ATM -Rescind Balance Brook st Culvert		(\$210,000)		
Approved at 2014 Fall TM -Design Funding Islington Fire Station			\$850,000	
Approved at 2014 Fall TM -Design Funding Police Station			\$1,000,000	
Approved at 2015 ATM -Construction Islington Fire Station				\$8,000,000
Approved at 2015 ATM -Cemetery Expansion				\$450,000
Approved at 2015 ATM -LED Street Lights				\$500,000

## FY2016 Projected Budget Revenue



<b>FY2016 Projected Budget Revenue</b>					
	FY2015 Per Recap	FY2016 Proj	\$ Increase	%	% Increase
Taxes	\$61,991,050	\$66,037,573	\$4,046,523		6.5%
State Aid	\$5,511,055	\$5,511,055	\$0		0.0%
State School Bldg Reimbursement	\$1,401,276	\$1,401,276	\$0		0.0%
Sewer Enterprise	\$3,898,335	\$4,423,953	\$525,618		13.5%
Local Receipts	\$3,312,000	\$3,312,000	\$0		0.0%
Available Funds	\$433,951	\$429,275	(\$4,676)		-1.1%
Available Funds - prior year/other articles	\$748,000	\$166,000	(\$582,000)		-77.8%
Free Cash	\$1,823,650	\$2,024,509	\$200,859		11.0%
<b>Total Revenue</b>	<b>\$79,119,317</b>	<b>\$83,305,641</b>	<b>\$4,186,324</b>		<b>5.3%</b>

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

The tax levy shown includes \$1.5M in estimated new FY16 taxes from the University Station development. These taxes are the initial amount estimated and appropriated. Any additional new taxes beyond this amount will be handled at the Fall 2015 Town Meeting.

State aid estimates - level funding.

# The Tax Levy

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## Proposition 2 ½

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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?

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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?

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

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

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

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



## Proposition 2 1/2 Overrides

### *General Overrides Approved*

Project Date of Vote	Amount	Type of Override	Year Cost Impact to be Completed
School Override 1995 Annual Town Election	\$560,413	General Override	Permanent change to the allowable taxation levy limits
School Override 1999 Special Town Election	\$999,164	General Override	Permanent change to the allowable taxation levy limits.
School Override 2002 Annual Town Election	\$1,615,203	General Override	Permanent change to the allowable taxation levy limits.
School Override 2007 Annual Town Election	\$2,777,387	General Override	Permanent change to the allowable taxation levy limits.

### *Debt/Capital Exemption Overrides Approved & Still Ongoing*

High School - New Construction 2000 Special Town Election	\$35,962,000	Debt Exemption*	Will be completed in 2023. Net cost to average home \$4,693 or \$233/yr. for 20 years.
High School - Additional Appropriation for New High School 2002 Annual Town Election	\$8,333,640	Debt Exemption*	
Library - New Construction 2010 Annual Town Election	\$9,300,000	Debt Exemption	Will be completed in 2031. Net cost to average home \$1,947 total, or \$97/yr. for 20 years.

\*Amount of taxation is directly reduced by state reimbursement (59% of total project).

For debt exemption overrides - debt payment each year is raised outside of Proposition 2 1/2.

### *Debt/Capital Exemption Overrides Completed*

Vote to Exempt Sewer Construction Bonds 1982 Annual Town Election	\$4,000,000	Debt Exemption	Completed - FY1993
Capital Equipment 1989 Annual Town Election	\$298,000	Capital Exemption	Completed - FY1990
Road Improvement Program 1990 Special Town Election	\$1,703,000	Debt Exemption	Completed - FY2001
Reconstruction of Middle School 1990 Special Town Election	\$2,282,000	Debt Exemption*	Completed - FY2002
Road Improvement Program 1994 Annual Town Election	\$2,200,000	Debt Exemption	Completed - FY2005
Middle School/Fields 1997 Annual Town Election	\$2,373,430	Debt Exemption*	Completed - FY2009
Middle School/Gymnasium 1997 Annual Town Election	\$550,000	Debt Exemption*	Completed - FY2009
Downey School Expansion 1999 Annual Town Election	\$6,500,000	Debt Exemption*	Completed - FY2012
Martha Jones School Expansion 2000 Special Town Election	\$7,200,000	Debt Exemption*	Completed - FY2012

**Town of Westwood  
Tax Levy Budget FY16**

Tax Levy Calculation	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Prior Year Levy Limit	\$48,296,355	\$50,167,618	\$51,960,889	\$53,713,887	\$55,765,994	\$57,773,665	\$60,753,121
Plus 2.5% Increase	\$1,207,409	\$1,254,190	\$1,299,022	\$1,342,847	\$1,394,150	\$1,444,342	\$1,518,828
Plus New Growth**	\$658,066	\$539,081	\$453,976	\$709,259	\$613,522	\$970,114	\$450,000
New Tax Levy - University Station***	\$0	\$0	\$0	\$0	\$0	\$565,000	\$1,575,000
General Overrides	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Tax Levy Limit</b>	<b>\$50,161,830</b>	<b>\$51,960,889</b>	<b>\$53,713,887</b>	<b>\$55,765,994</b>	<b>\$57,773,665</b>	<b>\$60,753,121</b>	<b>\$64,296,949</b>
<b>Exempt Debt*</b>	<b>\$1,722,080</b>	<b>\$1,838,094</b>	<b>\$2,497,391</b>	<b>\$2,073,234</b>	<b>\$1,965,112</b>	<b>\$1,850,048</b>	<b>\$1,740,624</b>
<b>Levy Capacity</b>	<b>\$51,883,910</b>	<b>\$53,798,983</b>	<b>\$56,211,278</b>	<b>\$57,839,228</b>	<b>\$59,738,777</b>	<b>\$62,603,169</b>	<b>\$66,037,573</b>
Actual Levy Assessed	\$51,832,246	\$53,571,227	\$56,060,374	\$57,671,932	\$59,453,776	\$61,991,050	\$66,037,573
Excess Levy(Taxes not raised )	\$51,664	\$227,756	\$150,904	\$167,296	\$285,001	\$612,119	\$0
Increase in Actual Levy (including new growth)	2.9%	3.4%	4.6%	2.9%	3.1%	4.3%	6.5%
Increase in Levy without new growth	1.59%	2.31%	3.80%	1.61%	2.03%	1.69%	3.26%

\* 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.

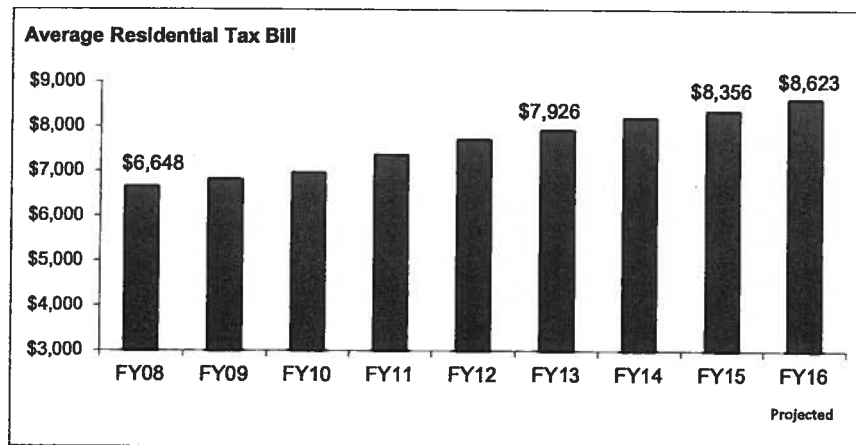
\*\*\*University Station New Taxes - The FY16 amount of \$1.5m represents taxes new taxes from the development estimated and used as part of this FY16 budget for May town meeting. Any additional new taxes will be appropriated at the Fall 2015 Town Meeting.

FY2016 Tax Change Detail

2.5 increase	\$1,518,828
FY15 excess levy	\$612,119
Change in current exempt debt	-\$109,424
New Growth -	\$450,000
New Growth - University Station	\$1,575,000
<b>Total Change</b>	<b>\$4,046,523</b>

### Tax Rate/Tax Bill History

Tax Rate per Thousand	FY09	FY10	FY11	FY12	FY13	FY14	FY15	Projected FY16
Residential	\$12.01	\$13.07	\$13.83	\$14.48	\$14.89	\$15.40	\$15.24	
Commercial	\$22.25	\$23.98	\$25.38	\$26.55	\$27.28	\$28.18	\$28.79	
<b>% of Total Town Value</b>								
Residential Property	85.6%	86.6%	86.5%	86.6%	86.7%	86.8%	87.5%	
Commercial Property	14.3%	13.4%	13.4%	13.3%	13.2%	13.1%	12.5%	
Tax Shift Factor	1.65	1.65	1.65	1.65	1.65	1.65	1.70	
<b>% of Total Town Taxes</b>								
Residential Properties	76.2%	77.9%	77.8%	77.9%	78.1%	78.3%	78.7%	
Commercial Properties	23.7%	22.1%	22.1%	22.0%	21.8%	21.6%	21.3%	
<b>Average Residential Tax Bill</b>								
Home Value	\$566,324	\$532,345	\$532,345	\$532,345	\$532,345	\$532,345	\$548,315	
Tax Bill	\$6,802	\$6,958	\$7,362	\$7,708	\$7,926	\$8,198	\$8,356	\$8,623
<b>Average Tax Bill Increase</b>	2.3%	2.3%	5.8%	4.7%	2.8%	3.4%	1.9%	3.2%
Single Tax Rate	\$13.49	\$14.54	\$15.38	\$16.09	\$16.53	\$17.08	\$16.93	
<b>Savings to Average Tax Bill from Having Split Tax Rate</b>	\$838.0	\$782	\$825	\$857	\$874	\$894	\$926	



## Analysis of Average Tax Bill Increase.....

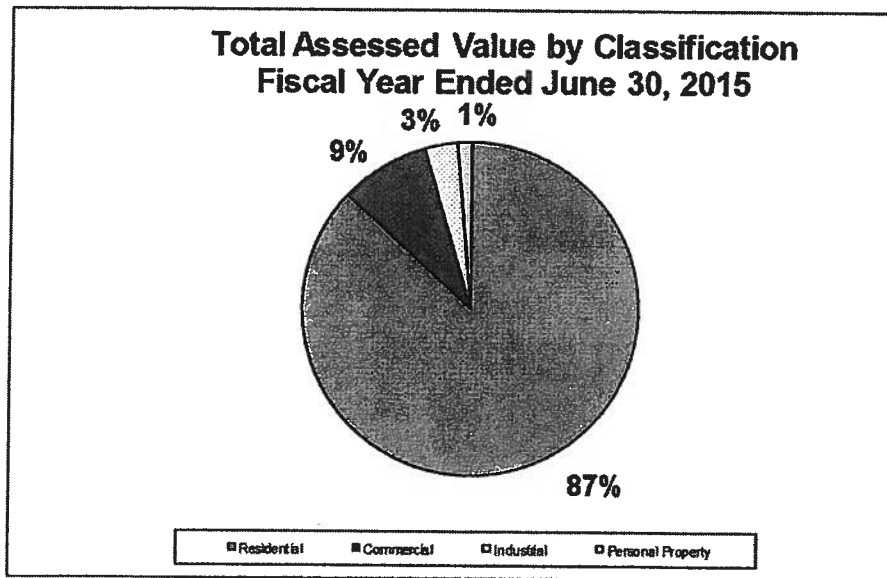
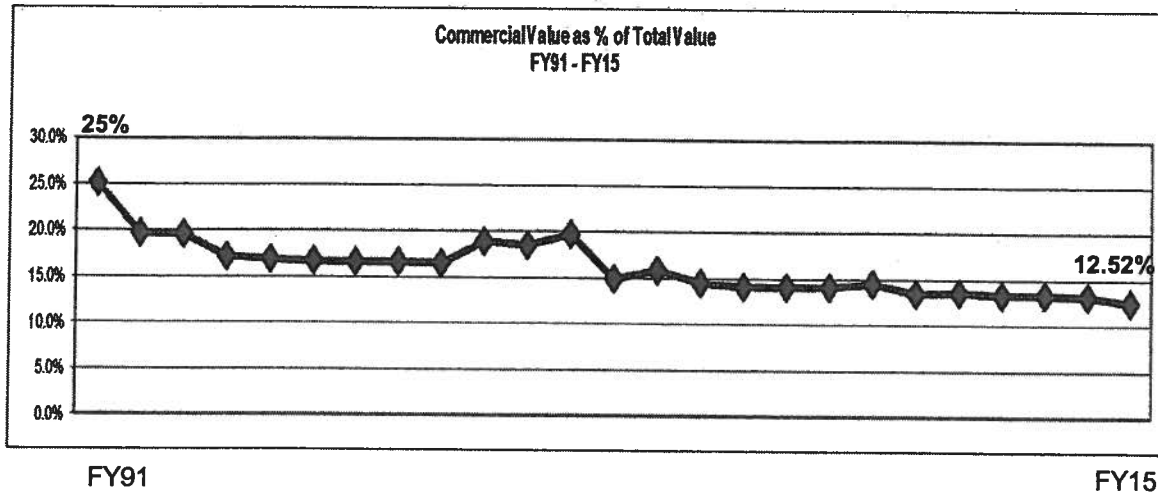
The change in taxes each year is driven by multiple factors. These include:

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

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

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Proposition 2 ½ Increase	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.1%	2.6%	2.5%	2.5%	2.1%
General Overrides	--	--	--	--	6.5%	--	--	--	--	--	--	--
Change in Exempt Debt	10.50%	-4.53%	-5.94%	.6%		-2%	-1%	.2%	1.2%	-8%	-47%	-4%
Effect of Value Shift	.2%	2.7%	-4%	.39	.4%		.8%	3.5%	.9%	1.1%	1.37%	.2%
<b>Total Tax Increase</b>	<b>13.2%</b>	<b>.67%</b>	<b>-3.84%</b>	<b>3.5%</b>	<b>9.4%</b>	<b>2.3%</b>	<b>2.3%</b>	<b>5.8%</b>	<b>4.7%</b>	<b>2.8%</b>	<b>3.4%</b>	<b>1.9%</b>

## Commercial as % of Total Town Value



- Commercial value important source of tax revenue.
- In FY15, based on 1.70 shift factor, commercial pays 21.29% of taxes, although representing only 12.52% of Town value.
- Without split rate, average tax bill would be \$926 or 11% higher.

## ***Information about your Fiscal Year 2015 Real Estate Tax Bill***

This insert is intended to provide you with some information about your enclosed tax bill. The following questions are most commonly asked by residents about their tax bills.

### ***Did overall property value in Westwood change from FY14 to FY15?***

Yes. The value of all real estate in Town increased by 5.1%, with residential value increasing 5.84% and commercial value experiencing a slight increase of .3%.

### ***Did my individual home value change?***

Yes. Approximately 95% of the residential homes in Town had a change in value for FY15. Values are required to be updated to reflect market conditions and sales activity. As always, values also change due to home renovation or improvements.

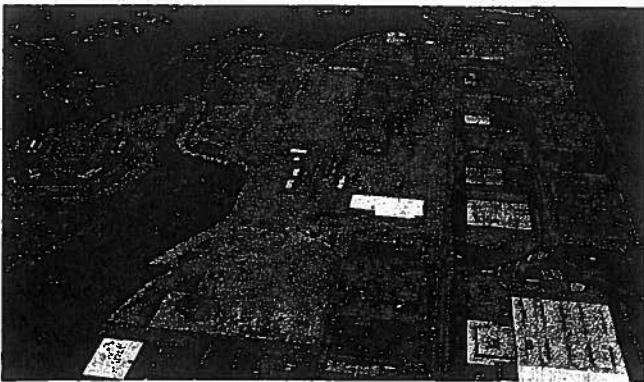
Approximately 65% of homes had a value change in the range of -1% to +6% increases, with the average experiencing a 3% increase in value.

A report listing all home values for FY14 and FY15 can be found on the Town's web site at [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us) (left side of home page under "Quick Links") or in printed form at Town Hall. For more detail, you may also access the Assessors' on-line database, which is also located on the Town's website under "Quick Links". It is important to remember that state tax law dictates that your FY15 tax bill is based on assessed home value as of **January 1, 2014** and home sales during calendar year **2013**.

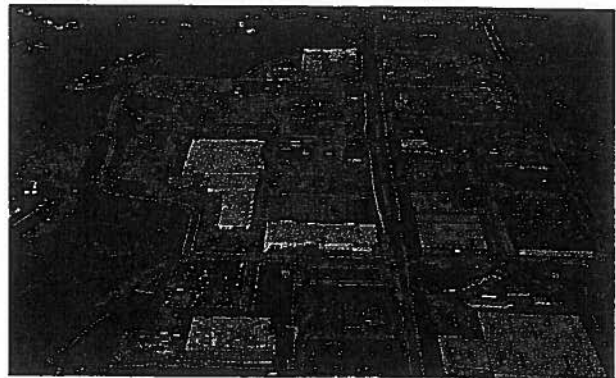
If you notice any data errors when viewing the on-line Assessors' database, please contact the Assessors' Office. The Board of Assessors is committed to ensuring that each property is fairly and accurately assessed.

### ***Did the University Station property increase in value for FY15?***

Yes. The University Station property saw an overall increase in value of approximately \$25 million. It is important to remember that State law looks at the value as of June 30, 2014. The new construction that has occurred at University Station since June 30, 2014 (see below) will be included in the FY16 tax bill calculation.



University Station June, 2014



University Station November, 2014

### ***Was there any significant change or shifting in tax burden between residential and commercial properties?***

No. The Board of Selectmen, in consultation with the Board of Assessors, voted to increase the FY15 shift factor to 1.7 from the current 1.65. As residential value increased more than commercial, the higher shift rate was necessary to keep equity among the property classes.

In FY15, commercial property, while only representing 12.5% of the Town's value, will pay 21% of the total taxes, a similar percentage of the tax levy as FY14. Without this split rate, the average tax bill would increase an additional 11% or \$926.

**What is the change in real estate tax rates for FY15?**

The Town's overall value increased by 5.1%, with residential value increasing 5.8% and commercial value remaining relatively flat at .3% change. The FY15 tax rates must adjust accordingly to meet the budgets as approved by Town Meeting per the Proposition 2 ½ levy.

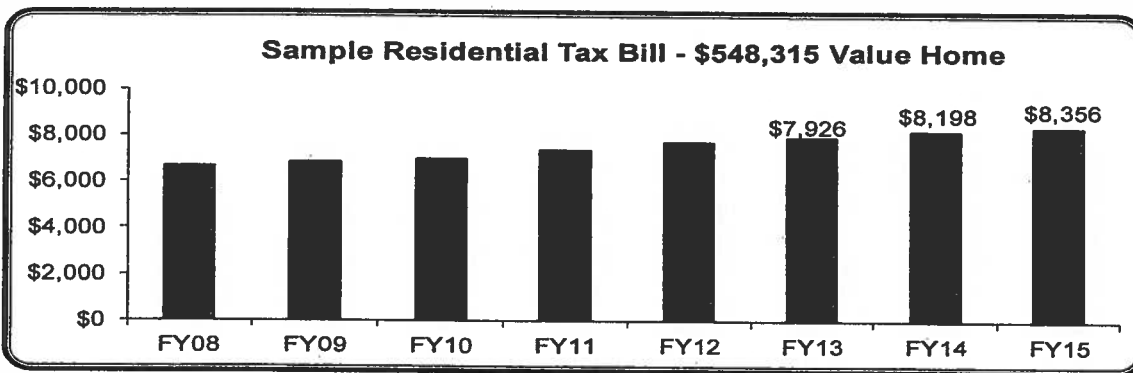
The FY15 tax rates per \$1,000 of valuation are as follows:

Tax Rate	FY14	FY15	Rate Increase FY14 to FY15	% Increase in Rate FY14 to FY15
Residential	\$15.40	\$15.24	\$-.16	-1%
Commercial	\$28.18	\$28.79	+\$+.61	+2%

**What happened to my individual tax bill?**

The tax rate on your bill is based upon the value of the residential and commercial property in the Town and the amount of money that was voted to be spent at the 2013 fall town meeting and the annual town meeting in May, 2014. It also includes debt outside of Proposition 2 ½ described below. This tax rate is then multiplied by the value of your house to arrive at your new tax amount.

Proposition 2 ½ places limits on the total amount of taxes that can be raised by a city or town. It does not apply to an individual tax bill. While the total taxes collected by the Town increased by 4%, each individual tax bill is determined by the change in the tax rate and the change in valuation for that particular parcel.



*This sample home has a tax increase of \$158, or 2% from FY14 to FY15 and has a 3% increase in assessed value from FY14 to FY15.*

**What debt outside Proposition 2 ½ is included in this bill?**

There are two components to the total taxes collected by the Town: 1) the general tax levy, and 2) the exempt debt, which is the principal and interest costs for the debt approved outside the limits of Proposition 2 ½.

The FY15 tax levy includes principal and interest payments that the Town will be making for the Proposition 2 ½ debt exclusion projects listed below. All other debt projects approved outside of Proposition 2 ½ have been completed, meaning the bond has been fully repaid and the cost removed from the tax levy.

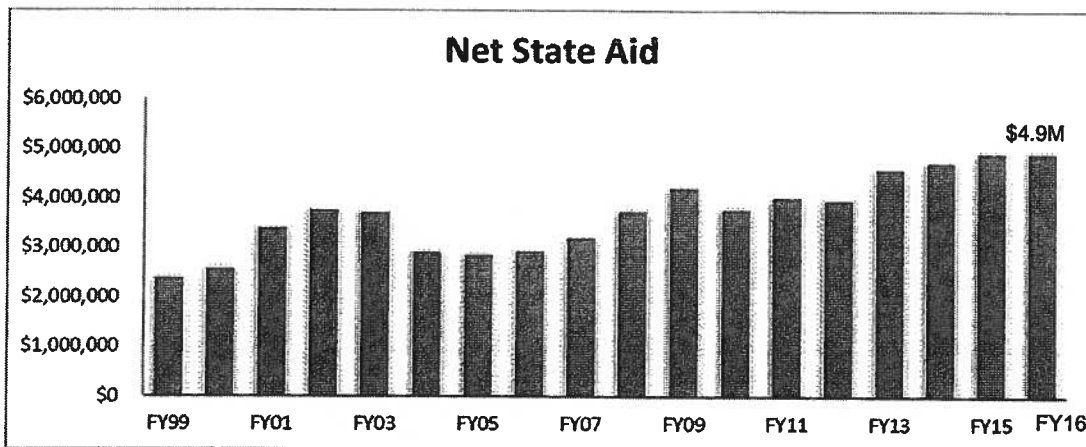
Project/Bond Issued	Fiscal Year Debt Will Be Completed	FY15 Debt Payments	Net Amount of Debt in FY15 Levy
High School Construction - \$39,262,300	2023	12 <sup>th</sup> of 20	\$1,108,943
Library Construction - \$9,300,000	2031	4 <sup>th</sup> of 20	\$741,105

Other Town debt is being funded within Proposition 2 ½.

## FY16 Projected State Aid

	FY2011	FY2012	FY2013	FY2014	FY2015	Projected FY2016
Chapter 70-Education	\$3,756,916	\$3,777,085	\$4,382,005	\$4,528,863	\$4,725,913	\$4,725,913
Municipal Aid (Old Lottery & Adfl Assistance)	\$617,080	\$572,463	\$617,080	\$631,666	\$649,183	\$649,183
Other	\$181,938	\$159,326	\$134,429	\$127,171	\$106,879	\$103,529
Offsets (Restricted to Metco, Library, School Lunch)	\$25,628	\$26,493	\$26,770	\$26,574	\$29,080	\$32,430
<b>Total Receipts</b>	<b>\$4,581,562</b>	<b>\$4,535,367</b>	<b>\$5,160,284</b>	<b>\$5,314,274</b>	<b>\$5,511,055</b>	<b>\$5,511,055</b>
<b>Charges</b>						
County Tax	\$160,097	167,439	171,625	174,184	178,538	182,293
MBTA Assessment	\$289,409	287,847	308,926	312,275	314,279	318,562
Other	\$105,040	\$105,158	\$80,119	\$94,358	\$94,554	\$106,679
<b>Total Charges</b>	<b>\$554,546</b>	<b>\$560,444</b>	<b>\$560,670</b>	<b>\$580,817</b>	<b>\$587,371</b>	<b>\$607,534</b>
<b>Net State Aid</b>	<b>\$4,027,016</b>	<b>\$3,974,923</b>	<b>\$4,599,614</b>	<b>\$4,733,457</b>	<b>\$4,923,684</b>	<b>\$4,903,521</b>

- The current budget level funds projected state aid revenue.
- FY16 state charges are per the Governor's initial budget.



### Potential Additional State Aid Revenue:

- The Governor's initial FY16 state budget would allocate an additional \$62K in Chapter 70 and an additional \$23K in municipal aid.
- If this becomes the final state budget, adjustment will be made at the Fall 2015 Town Meeting to appropriate the additional amounts.



## FY2016 Local Receipts

	FY12	FY13	FY14	FY14	FY15	FY16
	Actual	Actual	Budget	Actual	Budget	Budget
Motor Vehicle Excise Tax	\$2,274,492	\$2,396,286	\$2,135,000	\$2,844,489	\$2,285,000	\$2,285,000
Penalties and Interest	\$278,482	\$182,959	\$80,000	\$119,708	\$80,000	\$80,000
License/Permits	\$456,434	\$658,179	\$372,000	\$643,568	\$400,000	\$400,000
Departmental Receipts	\$553,739	\$350,297	\$265,000	\$414,030	\$302,000	\$302,000
Investment Income	\$74,273	\$45,830	\$40,000	\$25,928	\$25,000	\$25,000
Recreation	\$160,000	\$160,000	\$160,000	\$160,000	\$180,000	\$180,000
Other	\$52,331	\$61,298	\$40,000	\$83,643	\$40,000	\$40,000
	<b>\$3,849,751</b>	<b>\$3,854,849</b>	<b>\$3,092,000</b>	<b>\$4,291,366</b>	<b>\$3,312,000</b>	<b>\$3,312,000</b>

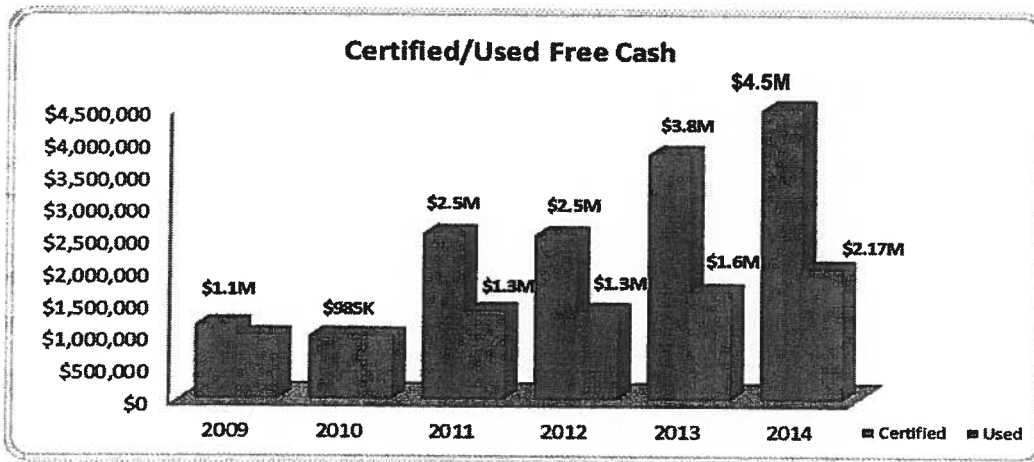
- Local receipts are various revenue sources collected at the local level – categorized as such by the Department of Revenue.

Available Funds Allocated	FY12	FY13	FY14	FY15	FY16
	Budget	Budget	Budget	Budget	Budget
Conservation Receipts	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Cemetery Trust	\$10,000	\$10,000	\$1,000	\$1,000	\$0
Ambulance Receipts for Ongoing Budget	\$376,500	\$376,500	\$376,500	\$376,500	\$376,500
High School Bond Premium	\$27,687	\$25,278	\$22,750	\$20,281	\$17,812
Additional One Time Use Ambulance for Operating Budget			\$180,000		
Library Bond Premium		\$21,284	\$20,378	\$19,170	\$17,963
	<b>\$431,187</b>	<b>\$450,062</b>	<b>\$617,628</b>	<b>\$433,951</b>	<b>\$429,275</b>
Available Funds for Prior Year/Misc Warrant Articles	FY12	FY13	FY14	FY15	FY16
	Budget	Budget	Budget	Budget	Budget
Additional Ambulance (equipment/salaries/purchase ambulance)	\$66,000	\$77,000	\$212,950	\$448,000	\$131,000
Sale of Assets Account				\$275,000	
Overlay Surplus	\$25,000			\$25,000	\$35,000
Cemetery Lot Sales		\$15,000	\$70,000		
Additional State Aid	\$641,222	\$44,600	\$236,456	\$17,517	
Miscellaneous Funding			\$300,231		
	<b>\$732,222</b>	<b>\$136,600</b>	<b>\$819,637</b>	<b>\$765,517</b>	<b>\$166,000</b>

- Available funds, categorized as such by the Department of Revenue, are transferred from these accounts to the general fund to support the corresponding appropriation.

## A Look at Free Cash

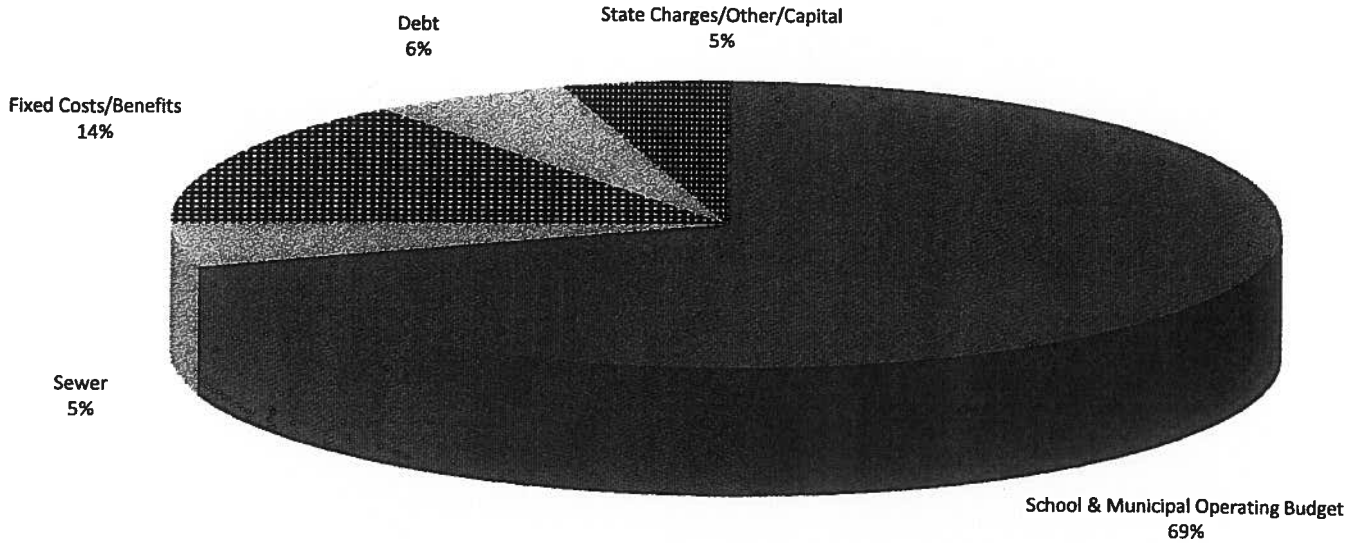
- Certified Free Cash as of July 1, 2014 is \$4,502,878.
- Free cash stabilized and strong.
- Good FY14 budget to actual results, motor vehicle revenue \$500K higher than prior year.
- Disciplined use of prior year balance.
  - Not applied to operating budgets. Not using full allowance.
  - In line with Policy, apply higher amounts to capital needs.
- FY16 projections use \$1,523,000 for capital, \$100,000 for Stabilization and \$401,509 for Article 2 – snow and ice.



	July 2014	July 2013	July 2012	July 2011	July 2010	July 2009
<b>Certified</b>	<b>\$4,502,878</b>	<b>\$3,806,582</b>	<b>\$2,547,593</b>	<b>\$2,572,798</b>	<b>\$985,616</b>	<b>\$1,148,459</b>
Fall 2014 Town Meeting/Other	\$155,000					\$110,000
Stabilization	\$100,000	\$100,000	\$500,000	\$344,000		
Capital	\$1,523,000	\$1,308,150	\$800,000	\$700,000	\$700,000	\$700,000
Articles	\$401,509	\$260,500	\$58,000	\$320,000	\$280,000	\$175,000
<b>Total Used</b>	<b>\$2,179,509</b>	<b>\$1,668,650</b>	<b>\$1,358,000</b>	<b>\$1,364,000</b>	<b>\$980,000</b>	<b>\$985,000</b>
<b>Unallocated</b>	<b>\$2,323,369</b>	<b>\$2,137,932</b>	<b>\$1,189,593</b>	<b>\$1,208,798</b>	<b>\$5,616</b>	<b>\$163,459</b>

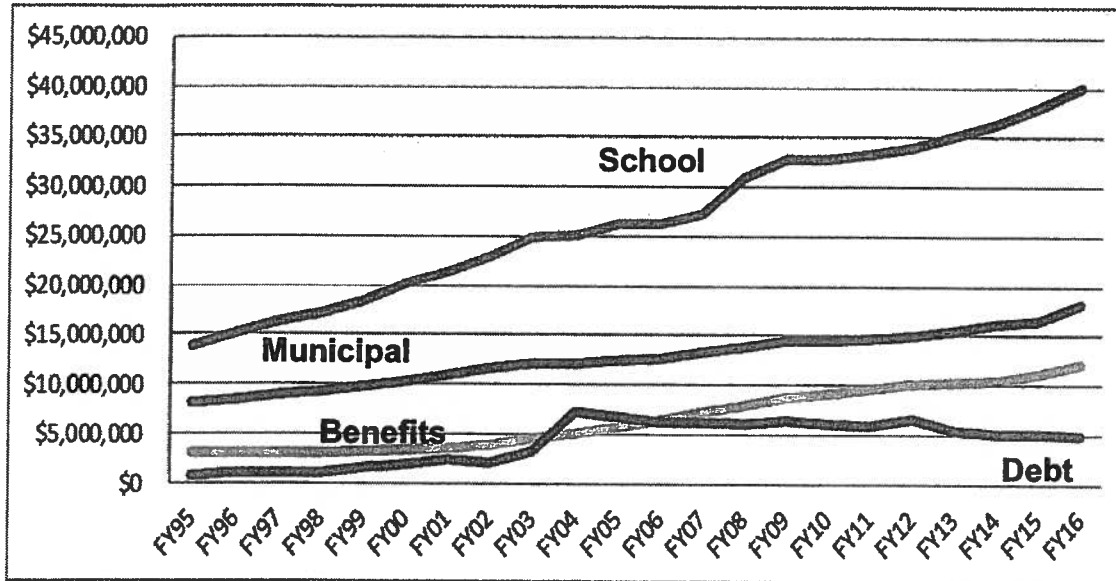
- Financial Policy target is \$2.6M unallocated.

## FY2016 Proposed Expenditure Summary



FY2016 Proposed Expenditure Summary				
	FY2015 Budget	FY2016 Proj	\$ Increase	% Increase
Total Municipal & School Operating Budgets	\$55,087,494	\$58,183,478	\$3,095,984	5.6%
Sewer Operating & Capital	\$3,607,357	\$4,132,975	\$525,618	14.6%
Reserves/Benefits/Insurance	\$11,054,401	\$12,097,104	\$1,042,703	9.4%
Debt Service	\$5,007,597	\$4,894,498	(\$113,099)	-2.3%
Capital Budget - School & Municipal	\$1,366,250	\$1,523,000	\$156,750	11.5%
Overlay/State Charges/Other	\$1,182,718	\$1,157,077	(\$25,641)	-2.2%
Stabilization and OPEB Accounts Approp. - ongoing	\$650,000	\$750,000	\$100,000	15.4%
Prior Year Adjustments	\$394,500	\$567,509	\$173,009	43.9%
Other Financial Articles	\$769,000	\$0	(\$769,000)	-100.0%
<b>Total Expenditures</b>	<b>\$79,119,317</b>	<b>\$83,305,641</b>	<b>\$4,186,324</b>	<b>5.3%</b>

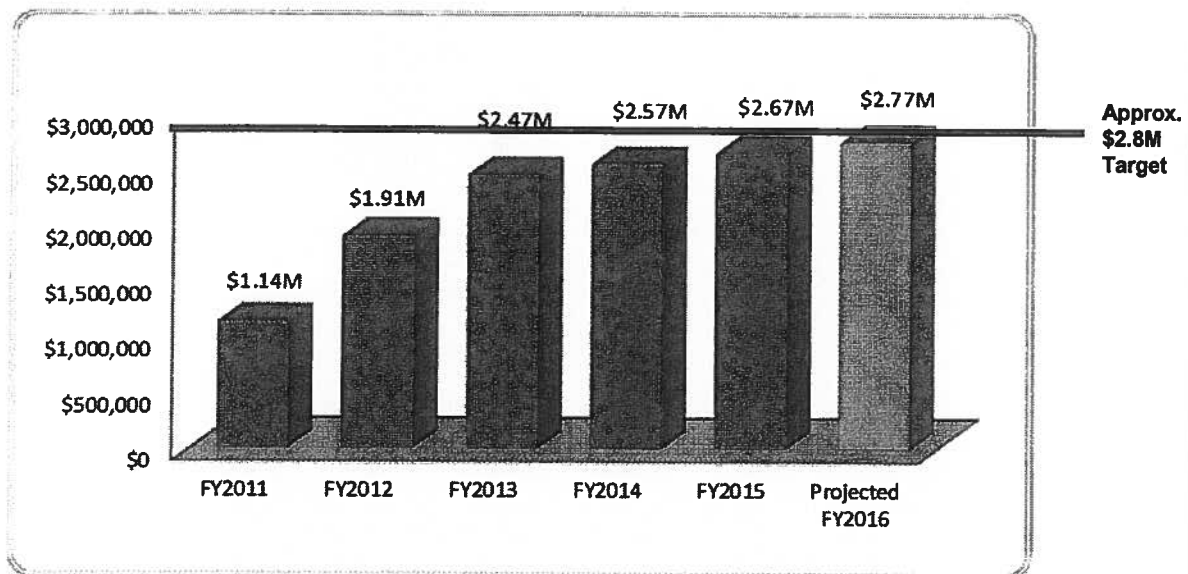
## A Look at the Budget History.....



Budget	% Change in Budget										
	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
School Budgets	.1%	4%	12.9%	5.8%	0%	1.7%	2%	3.3%	3.8%	4.2%	5.3%
Municipal Budgets	1.2%	4.5%	3.7%	5.4%	0%	.6%	2.3%	3%	3.2%	3.4%	5.2%
Benefits/ Insurance/ Reserves	11.2%	13.6%	7.6%	12.3%	3.7%	5.5%	5.6%	0.5%	2.5%	5.5%	9.4%
Debt Service	-6.3%	-2.2%	-0.7%	4.1%	-3.9%	-3.7%	11.1%	-18%	-4.7%	-2.3%	-2.3%

## 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.
- 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					
	FY2012	FY2013	FY2014	FY2015	Budget Plan FY2016
Annual Appropriation	\$25,000	\$50,000	\$100,000	\$100,000	\$100,000
One Time Appropriation	\$0	\$744,000	\$500,000	\$0	\$0

- The FY16 budget plan provides for a \$100,000 annual appropriation funded by a transfer from free cash.
- A strong Stabilization Fund protects the Town and contributes to a strong credit rating, resulting in lower costs when funding capital projects through borrowing.

## 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.

### Westwood's June 30, 2013 Actuarial Valuation

<b>OPEB Liability – Most Recent Study</b>		
	<b>Partial Funding</b>	<b>Fully Fund</b>
Unfunded Actuarial Liability	\$55M	\$39M
Annual Required Contribution (ARC)	\$4.7M	\$3.6M
Estimated Pay As You Go Costs	\$2M	\$2M
Additional Funding Required Over Current Pay As You Go	\$2.7M	\$1.6M
Additional Funding Required After Board of Selectmen Medicare B Change	\$2.1M	\$1.2M

- The next valuation update will be as of June 30, 2015 and the update will be completed Fall 2015. This update will include the elimination of the Medi B reimbursement, the investment of Town funds in the State PRIT program, and the Town's conversion of health insurance to the State GIC program.

## 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 Town's financial policies, updated in January 2014, establish a minimum \$550,000 annual contribution.
- Current funding plans are to increase the annual contribution to:
  - FY16 - \$650,000; FY17 - \$850,000; FY18 - \$950,000, with increases in funding coming from new tax revenue thus a permanent funding source.
- The FY16 appropriation of \$650K will be supplemented at the Fall 2015 Town Meeting with the savings from the GIC conversion.

### 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 \$3M 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 will be 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.

### Board of Selectmen Ongoing Effort to be Updated in Fall, 2015

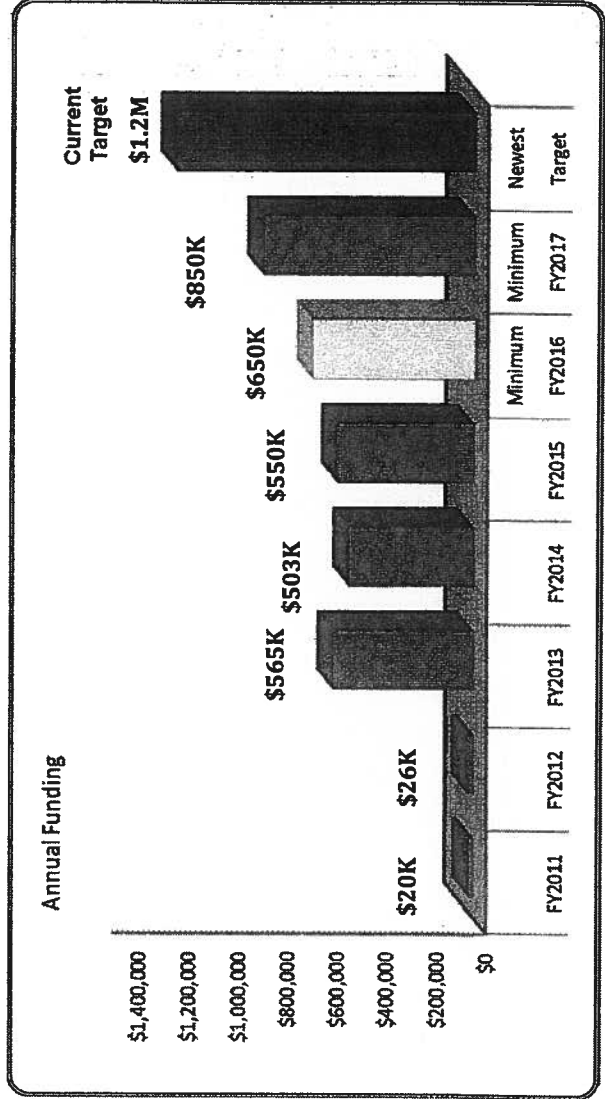
- In Fall of 2015, the Town will know the savings from the GIC conversion and will add these funds to the current annual appropriation.
- Also in Fall 2015, the updated valuation of the liability will be performed, taking into account all action items to date.
- The new valuation update and new funding level will provide the Town with a revised status on OPEB progress and determine necessary action going forward.

# OPEB Liability – FY16 Funding

FY16 budget plan:

- Continue progress made in prior year:
  - Reduction of expenses.
  - Investment of funds with State PRIT program.
- Continue action on revenue and expense side.
  - Transition to GIC program for health insurance.
- Increase to \$650K annual appropriation built into budget.
- The Town is transitioning its health insurance program to the GIC effective July 1, 2015.
- The savings from the GIC conversion will be transferred at the Fall 2015 Town Meeting from the FY16 health insurance budget to the annual OPEB appropriation.

Westwood OPEB Funding						Budget Plan FY2015
	FY2011	FY2012	FY2013	FY2014	FY2015	
Small annual appropriation coming from decrease in other fixed costs (social security match and non-contrib pension)	\$20,000	\$26,000	\$38,000	\$68,000	Combine with Article	
New appropriation (from savings in health care costs)			\$435,000	\$435,000	\$550,000	\$650,000
Total Annual Appropriation	\$20,000	\$26,000	\$473,000	\$503,000	\$550,000	\$650,000
Retiree drug subsidy from West Suburban			\$92,235			





## Pension System

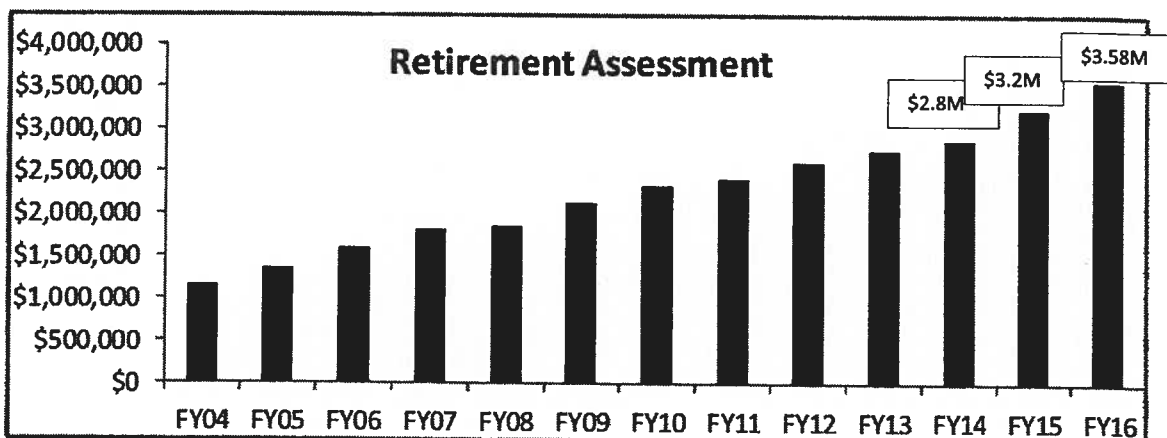
### Teachers:

- 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 (FY14 - \$6.45M).

### 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 56%.
- 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. Westwood's share of the unfunded liability is approximately \$33M as of 1/1/14.

# Debt Management

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

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

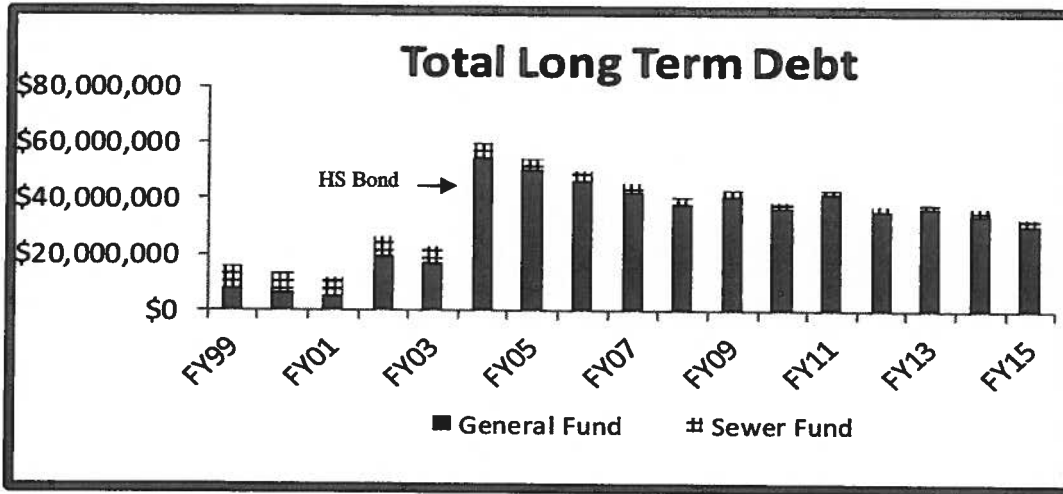
All debt is issued as general obligation debt. This means that the full faith and credit of the Town is pledged to the bondholder. Debt issued on behalf of the Town's enterprise operation (sewer) is, however, supported by sewer user revenues when authorized by vote of Town Meeting.

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

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

Current Credit Ratings  
 AAA Standard & Poor's (2014)  
 Aa1 Moody's (2013)

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



Total Long Term Debt Issued and Outstanding	FY15	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07
General Fund	30,545,000	34,100,000	36,441,500	35,545,000	41,290,000	36,280,000	40,575,000	37,760,000	41,925,000
Sewer Fund	2,277,620	2,661,680	1,310,440	1,443,200	1,550,600	1,865,287	2,175,125	2,600,875	3,022,828
<b>Total</b>	<b>32,822,620</b>	<b>36,761,680</b>	<b>37,751,940</b>	<b>36,988,200</b>	<b>42,840,600</b>	<b>38,145,287</b>	<b>42,750,125</b>	<b>40,360,875</b>	<b>44,947,828</b>

### Long Term General Fund Debt Outstanding

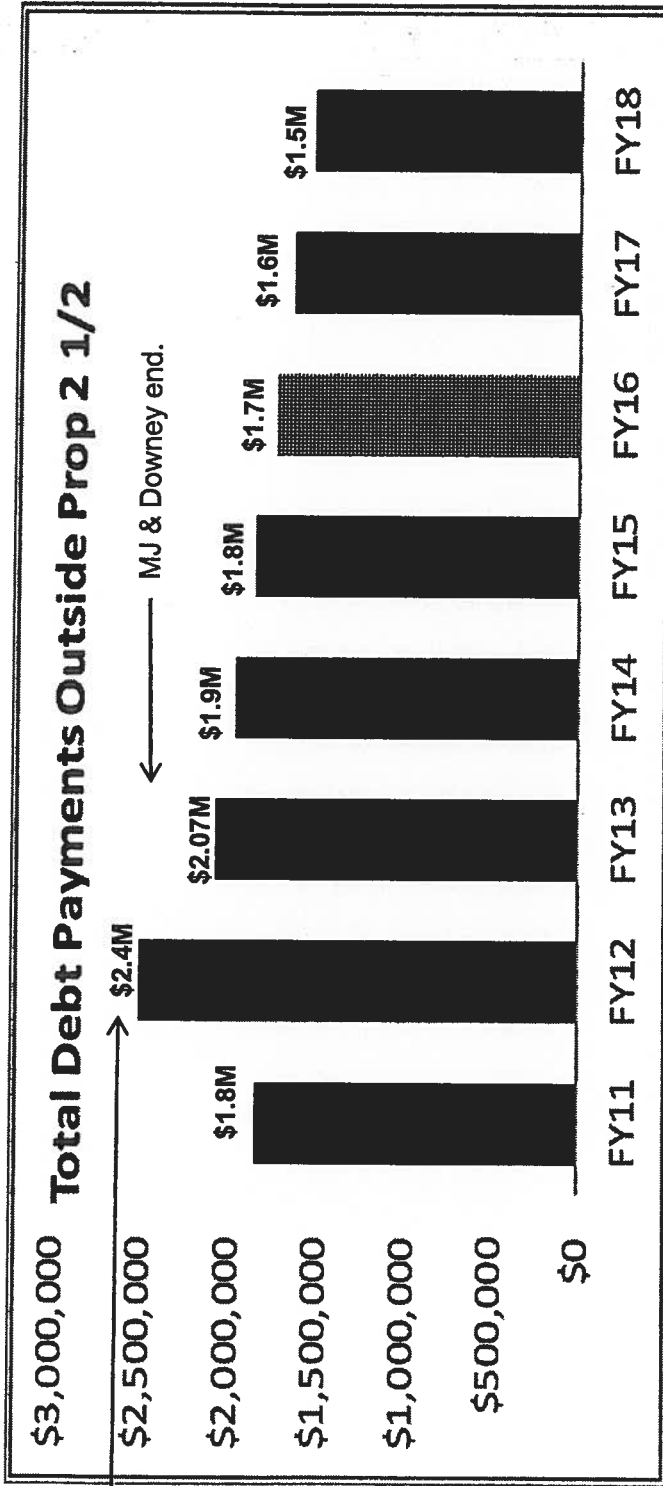
Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-15
<b>E = Exempt</b>					
E High School Project	1.63	5/2012	06/01/2023	\$39,262,300	\$14,720,000
E Library Construction	3.37	3/10/11	03/10/2031	\$9,300,000	\$7,440,000
<b>Within Prop 2 1/2</b>					
Municipal 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	\$220,000
High Street Lights	3.39	8/01/08	02/01/2017	\$195,000	\$40,000
High School Fields	3.84	8/01/08	02/01/2018	\$475,000	\$135,000
High School Completion	3.48	8/01/08	02/01/2023	\$1,950,000	\$1,040,000
Middle Sch Modular Construction	3.79	6/15/09	06/15/2029	\$3,500,000	\$2,450,000
DPW Roads/Equip & School Roof	1.43	12/20/12	06/01/2022	\$4,635,000	\$3,240,000
DPW Roads/Equipment	1.62	05/15/14	05/15/2024	\$1,400,000	\$1,260,000
<b>Total General Fund</b>					<b>\$30,545,000</b>

#### General Fund Debt Authorized - Not Yet Issued Long Term

Design Islington Fire Station	Fall TM 11/2014	\$850,000
Design Police Station	Fall TM 11/2014	\$1,000,000
<b>Total</b>		<b>\$1,850,000</b>

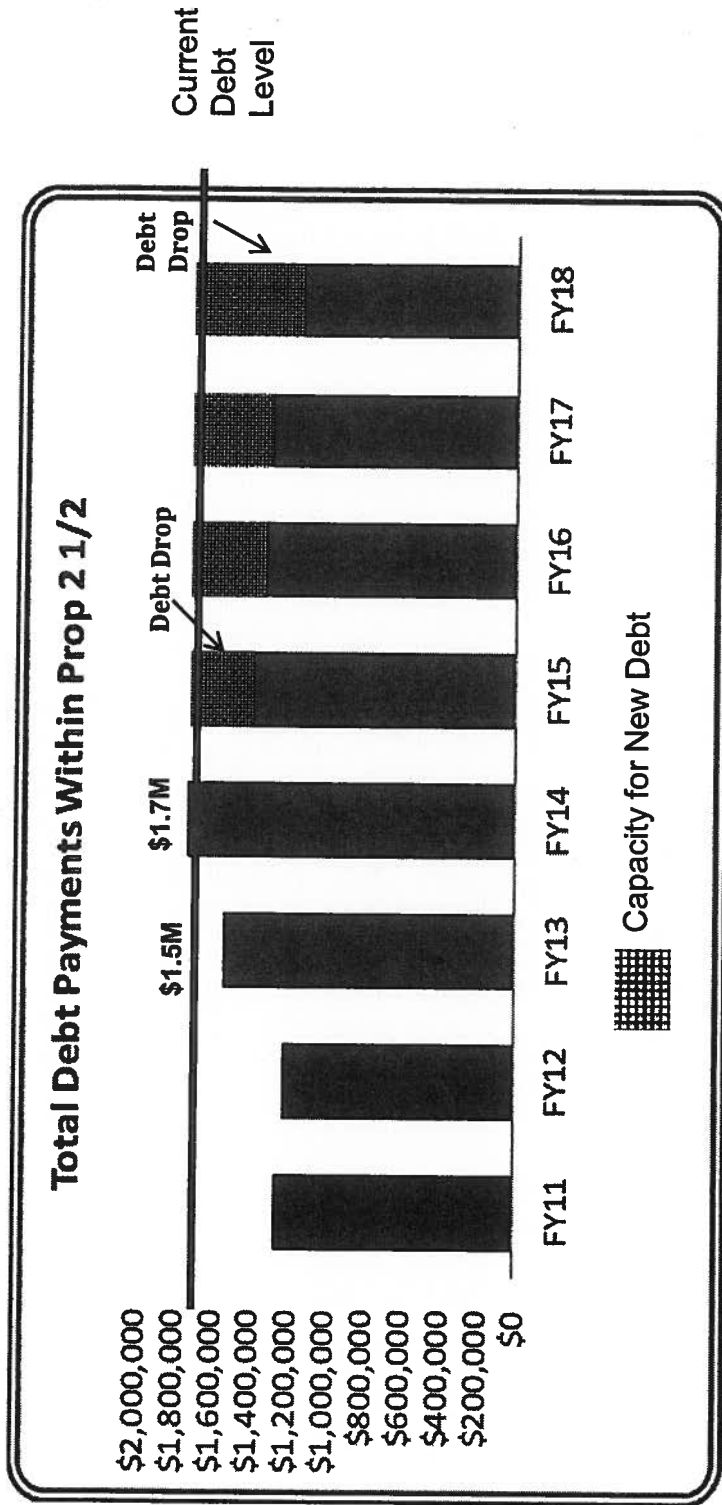
# Total Net Exempt Debt – Debt Outside of Proposition 2 1/2

11



- Principal and interest payments for projects approved outside Proposition 2 1/2.
- Exact amount of debt cost, net of state school reimbursement, is raised in taxes.
- When bond ends, exempt taxes end.
- FY16: High School \$1.01M/Yr., Library - \$723K.
- High School bond ends FY2023; Library 2031.
- Payments decline approximately \$100K each year.

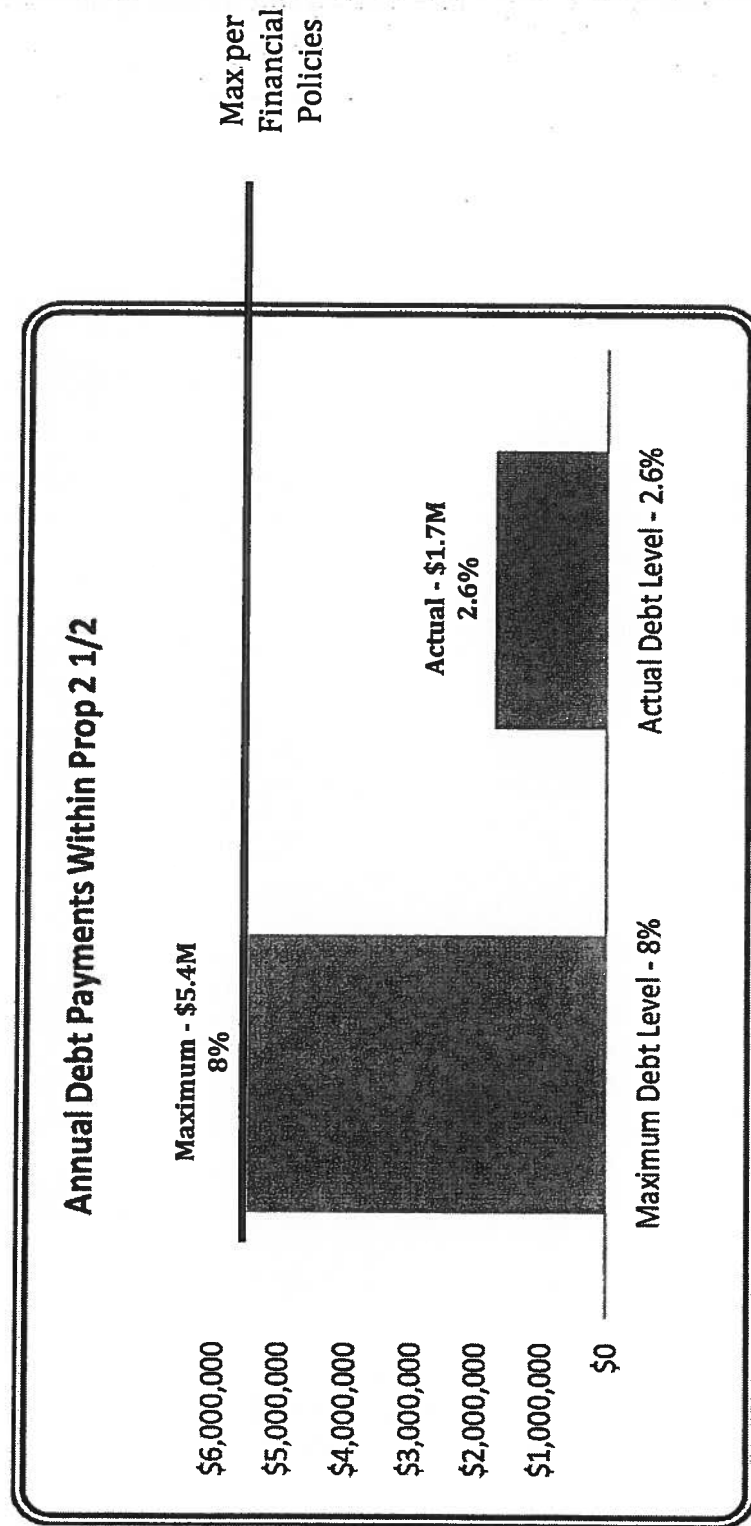
# Debt Budget – Capacity for New Debt



- Debt drop off FY14:
  - \$2.8M 10-year municipal facility bond issued August 2003 – repayment completed FY14.
- Debt drop off – FY17:
  - \$1.2M 10-year High Street construction bond issued August 2008 – repayment completed FY17.

## Debt Level – Well Within Guidelines

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



- The Town has ability to assume new debt.

## Westwood Financial Policies

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- 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](http://www.townhall.westwood.ma.us).
- The current status of the *Policies* can be seen on the following pages.

Financial Policies Status Update – September 15, 2014

	Target	Actual	Comments	Target Status	Comparison to Previous Year
<b>B. 2. Operating Reserve Fund</b> – shall be 1% of total general fund operating budget, net of debt service. Per new policy.	\$326,111 .5%	FY15 Budget \$400,000	Above target. This target was recently revised. \$400,000 is comfortable budget.	✓	New Target
<b>B. 3. Free Cash</b> – shall maintain at 4% of general fund operating budget, net of debt service.	\$2,608,895 4%	Est. \$4,502,000 6.9%	Actual is at goal. This would be before use of any free cash. This allows us to utilize standard free cash amount for FY16 budget and still meet target.	✓	Continued Improvement
<b>D. 3. Reserve accounts</b> – shall maintain at 8% of general fund operating revenues, net of debt service. Total reserve goals should be maintained at 4% in general fund and 4% in stabilization account.	Stabilization Target 4% \$2,736,852  Total 8% or \$5,473,703	Stabilization \$2,675,575 3.9%  Est. Total 10.5% or \$7,177,575	Stabilization approximately \$61K short of target.  Total is over target. This would be before use of free cash. Allow standard use of free cash, and then remain at target.	✓	Continued Improvement
<b>D.4 Annual OPEB appropriation</b> – the Town will appropriate no less than \$550,000 per year to the OPEB Liability Trust Fund.	\$550,000	FY15 budget \$505,000	FY15 budget includes \$550,000 appropriation. At target.	✓	Improving
<b>E. 4. General fund nonexempt debt service</b> should not exceed 8% of net general fund revenues.	Not exceed 8% Or \$5,473,703	\$1,716,822 2.5%	Target is met. Non exempt debt service is very low. Can take on more debt within Proposition 2 ½.	✓	Too Low Below Target
<b>E. 4. Total General fund exempt and nonexempt debt</b> should not exceed 10-12% of net general fund revenues.	Not exceed 12% Or \$8,210,555	\$5,007,597 7.3%	Target is met.	✓	Improved
<b>F. 5. Investment in capital stock</b> – will maintain 3% of general fund operating budget, net of debt, on ongoing capital maintenance and replacement.	\$1,956,671 3%	\$1,366,250 2.1%	Actual is approximately \$590K short of target. Actual at 69% of target. FY15 increased capital by \$540K.	Not Met	Much Improved
<b>G. 5. Maintain sewer retained earnings</b> – will maintain 10% of sewer fund revenues.	\$370,654 10%	\$952,133 25%	Actual is above target.	✓	Well Above Target



**Other Policies – September 15, 2014**

Other Policies	Comments	Target Status	Comparison to Previous Year
<p><b>B.1. General Fund</b> – Annual budget should be prepared covering operating expenditures with current operating revenue, not non-recurring revenue sources.</p>	<p>No Free Cash used for operating budget.</p>	✓	<p>Target has been met consistently</p>
<p><b>D.3. Reserves</b> – Town will strive to make annual appropriation to the Stabilization Fund</p>	<p>\$100,000 appropriation to stabilization reserve at 2014 Annual Town Meeting, funded by free cash. Continued in FY16 budget plan.</p>	✓	<p>Target has been met consistently</p>
<p><b>D.4. OPEB</b> – Town will strive to move towards fully funding ARC.</p>	<p>\$550,000 appropriated to OPEB reserve at 2014 Annual Town Meeting, within budget funds. Minimum \$650,000 appropriation to be included in FY16 budget plan. Any additional health care savings would be added to annual appropriation.</p>	✓	<p>Greatly Improved</p>
<p><b>F.2. Capital Planning</b> – Town will develop a multi-year plan for capital improvements.</p>	<p>Produced 5-year Capital Improvement Plan document; will continue to improve document and produce on an annual basis.</p>	✓	<p>Same</p>