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# **Town of Westwood**

## **116<sup>th</sup> Town Report**

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**For Year Ending December 31, 2012**

Printed Version  
Recycled Paper  
30% Post Consumer

# ***IN MEMORIAM***

***Lois S. Breese***



***Executive Assistant to the Board of Selectmen  
1984-1993***

*Acting Executive Secretary.....1986*  
*Finance Commission Secretary.....1973-1984*  
*Affirmative Action Officer.....1990-1993*  
*West Suburban Health Group.....1991-1993*  
*Centennial Committee.....1993-1996*

*It is noteworthy to mention here that Lois spent many hours every year compiling information for the Annual Town Report while working for the Board of Selectmen; it is for that and her unfailing dedication to the Town of Westwood we owe her our gratitude.*

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Available at [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us)

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# TOWN OF WESTWOOD 116<sup>TH</sup> ANNUAL REPORT FOR YEAR ENDING DECEMBER 31, 2012



## GENERAL INTEREST

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

Population: 15,251

Area: Approximately 10.56 square miles - 6,758 acres

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

Road Miles in Westwood: 89

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

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

Town Hall: Built, 1910

Wentworth Hall: Built, 1884

Carby Street Municipal Office Building: Built, 2004

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

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

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

## Election and Registration

### *Qualifications for Voter Registration*

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

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

## Dog Licenses

Effective January 1, 2012, the term of any license issued by the Town Clerk shall be for the period of January 1st to December 31st. The Town may charge a late fee of twenty-five (\$25.00) dollars to be paid by the owners who license said dog or dogs after January 31st. All dogs 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unspayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerk's office. Licensing may be done by mail provided all required documentation and the proper fees are received on time. Residents with more than (3) dogs, three (3) months or older, are required to obtain a Kennel License per Westwood Zoning bylaws, Section 2.70. All kennels in residential zoning districts must obtain a special permit through the Zoning board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

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

## Quarterly Tax Bills

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

## ELECTED OFFICIALS

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### **ASSESSOR**

Maureen H. Bleday – 2015  
Michael P. Krone – 2013  
Mark Murphy – 2014

### **COLLECTOR OF TAXES**

Albert F. Wisialko – 2014

### **HOUSING AUTHORITY**

John J. Cummings III – 2014  
Jason C. Lee – 2013  
(4 years) (to fill a vacancy)  
Juliet W. Onderdonk – 2016  
Jerrold B. Wolfe – 2015  
Vacant – 2012 (appointed)

### **LIBRARY TRUSTEE**

Karen A. Coffey – 2013  
Mary T. Feeley – 2014  
Eric N. Gutterson – 2013  
  
Daniel J. Lehan – 2015  
MaryBeth Persons – 2014  
Jane. M. Wiggin – 2015

### **MODERATOR**

Anthony J. Antonellis – 2013

### **PLANNING BOARD**

Bruce H. Montgomery – 2013  
Steven H. Olanoff – 2015  
Christopher L. Pfaff – 2014  
(2 years) (to fill a vacancy)  
Steven M. Rafsky – 2015  
John Wiggin – 2013

### **REGIONAL VOCATIONAL SCHOOL COMMITTEE**

Charles Flahive – 2016

### **SCHOOL COMMITTEE**

Joseph A. Jowdy – 2014  
Brian Kelly – 2015  
Carol Lewis – 2013  
Ellen R. Mason – 2014  
John J. O'Brien, Jr. – 2013

### **SELECTMEN**

Patrick Ahearn, Clerk – 2013  
Nancy C. Hyde, 3rd Member –  
2015  
Phillip N. Shapiro, Chair – 2014

### **SEWER COMMISSIONER**

Anthony J. Antonellis – 2015  
Frank X. MacPherson – 2014  
James M. Connors – 2013

### **TOWN CLERK**

Dorothy A. Powers – 2013

### **TOWN TREASURER**

James J. Gavin – 2015

## APPOINTED BY TOWN MODERATOR

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### **FINANCE COMMISSION**

David Blessing – 2015  
Richard Cocivera – 2013  
Lee Ann Cote – 2013  
Barbara Delisle – 2013  
Margery EramoYoung – 2014  
Craig Foscaldo – 2014  
George Hertz – 2015  
Russell Lavoie – 2014  
Marianne LeBlanc – 2015  
Thomas Looney – 2015  
Mary Masi-Phelps – 2014  
Denise Murphy – 2013  
Peter Neville – 2013  
Raymond G. Sleight, Jr. – 2014  
Robert Uek – 2015

### **PERMANENT BUILDING COMMITTEE**

Christopher Anderson – 2013  
Paul Colantuoni – 2015  
John Cronin, Jr. – 2014  
John Cummings – 2015  
Thomas Erickson – 2014  
Peter Paravalos – 2013

### **Ex Officio**

William Chase – 2013  
Pamela Dukeman – 2013  
Christopher Gallagher – 2013  
Michael Jaillet – 2013  
Frank MacPherson – 2013  
Marie O'Leary – 2013  
Heath Petracca – 2013  
Edward Richardson – 2013  
Paula Scoble – 2013  
William Scoble – 2013  
Thomas Viti – 2013

### **PERSONNEL BOARD**

Joseph Emerson, Jr. – 2014  
Douglas Hyde – 2013  
Robert Shea – 2015  
Pamela Smith – 2015  
Louis Valentine II – 2014

## APPOINTED BY THE BOARD OF SELECTMEN

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### **AID TO THE ELDERLY INFIRM**

Patrick Ahearn – 2013  
Patricia Carty-Larkin – 2013  
Leo Crowe – 2013  
Pamela Dukeman – 2013  
James Gavin – 2013  
Janice Polin – 2013  
Al Wisalko – 2013  
Josepha Jowdy – 2013  
Michael Krone – 2013  
Leo Crowe – 2013

### **ALCOHOL REVIEW COMMITTEE**

William Chase – 2013  
Michael Jaillet – 2013  
Thomas McCusker – 2013  
Louise Rossi – 2013  
William Scoble – 2013  
Linda Shea – 2013

#### **Ex Officio**

Christine McCarthy – 2013

### **AMERICANS WITH DISABILITIES ACT COORDINATOR**

Michael Jaillet – 2013

### **AUDIT COMMITTEE**

Susan Flanagan Cahill – 2015  
Thomas Metzold – 2014  
Frederick Steeves, III – 2013

#### **Associate Member**

Michael Papetti – 2013

### **BOARD OF HEALTH**

Carol Ahearn – 2013  
James O'Sullivan – 2014  
Tarah Somers – 2015

### **BUILDING SURVEY BOARD**

William Scoble – 2013

### **BURIAL AGENT**

Robert Folsom-2013

### **CEMETERY COMMISSION**

Thomas Aaron – 2014  
John Lynch – 2015  
Linda Walter – 2013  
**Ex Officio**  
Michael Jaillet – 2013  
Todd Korchin- 2013  
Brendan Ryan – 2013

### **CENTRAL NORFOLK REGIONAL EMERGENCY PLANNING COMMITTEE**

Linda Shea – 2013

### **TOWN BYLAW REVIEW COMMITTEE**

Thomas Daly – 2013  
Kenneth Foscaldo – 2013  
Margery Eramo – 2013  
Paul Fitzgerald – 2013  
Charles Flahive – 2013

#### **Ex Officio**

Michael Jaillet – 2013  
Dorothy Powers – 2013

### **CHIEF PROCUREMENT OFFICER**

Michael Jaillet – 2013

### **COMMISSION ON DISABILITY**

Jean Barrett – 2014  
Anne Berry Goodfellow – 2013  
Michelle Fiola-Reidy – 2014  
Frances MacQueen – 2013  
Jette Meglan – 2013  
Jude O'Hara – 2015  
Jan Randlett – 2014  
Constance Rizoli – 2013  
Mary Sethna – 2014

#### **Associate Member**

Jane Forsberg – 2013  
Nuala Barner – 2013

#### **Ex Officio**

MaryAnne Carty – 2013  
Patricia Carty-Larkin – 2013

### **COMMUNICATIONS & TECHNOLOGY ADVISORY BOARD**

Steve Anderson – 2015  
Christopher Gervais – 2014  
Steve Greffenius – 2014  
Mark Hichar – 2013  
Ayman Mahmoud – 2015

#### **Ex Officio**

Michael Jaillet – 2013  
Donna McClellan – 2013

### **COMPENSATION AGENT**

Michael Jaillet – 2013

### **COMPREHENSIVE PLANNING COMMITTEE**

Maureen Bleday – 2013  
John Cummings – 2013  
Peter Kane – 2013  
Pat Larkin – 2013  
Mary Masi-Phelps – 2013  
John Masterson – 2013  
Peter Paravalos – 2013  
Barbara Shea – 2013  
Diane Thornton – 2013  
Jack Wiggin – 2013  
Jerrold Wolfe – 2013  
Mike Jaillet – 2013  
Nora Loughnane – 2013  
Mary Beth Persons – 2013  
James O'Sullivan – 2013  
Charles Pare – 2013

#### **Alternate**

Karon Skinner-Catrone – 2013  
Craig Foscaldo – 2013  
Dottie West – 2013  
Eric Gutterson – 2013  
Joyce Cannon – 2013

## APPOINTED BY THE BOARD OF SELECTMEN

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### **CONSERVATION COMMISSION**

Leo Crowe – 2014  
Joseph Previtera – 2015  
William Stowe – 2014  
Michael Terry – 2013  
John Masterson – 2013  
Steven Woodworth – 2013  
Charles Pare – 2014  
Associate Member

#### **Ex Officio**

Karon Skinner-Catrone – 2013

### **CONSERVATION SPECIALIST**

Karon Skinner-Catrone  
Council on Aging  
Betty Connors – 2013  
Margaret Dullea – 2013  
Robert Folsom – 2013  
William Galvin – 2013  
Mary Gens – 2014  
Irene MacEachern – 2015  
Edith McCracken – 2014  
Colleen Messing – 2014

### **DPW DIRECTOR**

Todd Korchin – 2013

### **DEDHAM WESTWOOD WATER COMMISSION**

James J. Galvin – 2013  
Robert E. McLaughlin, Jr. – 2014  
Joseph Carter – 2015

### **ECONOMIC DEVELOPMENT ADVISORY BOARD**

Greg Agnew – 2013  
Alokparna Sarkar-Basu – 2013  
James Elcock – 2014  
James Ferraro – 2014  
Barbara Shea – 2015  
Maria Salvatore – 2015  
John Wight – 2015  
Gary Yessallian – 2015  
Edward Dewolf – 2014

#### **Ex Officio**

Philip Shapiro – 2013  
Michael Jaillet – 2013

### **ELECTION OFFICERS**

Patricia Aaron-2013  
Claire Asbrand – 2013  
Ann Bean – 2013  
Betty Connors – 2013  
Gerald Cronin – 2013  
Leo Crowe – 2013  
Denise Crowe – 2013  
Thomas Daly – 2013  
Elsa Delaplace – 2013  
Elaine DeReyna-2013  
Claudia Duff – 2013  
Priscilla Draper Wallace – 2013  
Stella Easland – 2013  
Margery Eramo – 2013  
Charles Flahive – 2013  
Maureen Foley – 2013  
Marilyn Foxx – 2013  
Carolyn Ganim – 2013  
Joseph Gearon – 2013  
Charles Harper – 2013  
Jennifer Kinnear – 2013  
Jean Lemieux-2013  
Beverly Lowery – 2013  
Frances MacQueen – 2013  
Judy McDonald – 2013  
Karen McGilly – 2013  
Marie McGrail – 2013  
Ann Neville – 2013  
Paula Scoble – 2013  
Priscilla Shaughnessy -2013  
Diane Snyder – 2013

### **EMERGENCY MANAGEMENT AGENCY**

Philip Shapiro – 2013  
Robert Angelo – 2013  
Ken Aries – 2013  
William Chase – 2013  
Pam Dukeman – 2013  
Michael Jaillet – 2013  
William Scoble – 2013  
Linda Shea – 2013

### **FAIR HOUSING DIRECTOR**

Michael Jaillet – 2013

### **FIRE CHIEF**

William Scoble

### **FOREST WARDEN**

William Scoble – 2013

### **HEARING OFFICER OF BLDGS AND FIRE**

Michael Jaillet – 2013

### **HEALTH CARE REVIEW COMMITTEE**

Carolyn Collins -2013  
Sheree Rau – 2013  
Denise Singleton – 2013  
Frank Chillemi – 2013  
Daniel Fafara – 2013  
Heath Petracca – 2013  
John Antonucci – 2013  
Matthew Gillis – 2013  
Pamela Dukeman – 2013  
Russell Lavoie – 2013  
Marie O'Leary – 2013  
Sandra Warnick – 2013  
Robert Velluzzi – 2013  
Michael Jaillet – 2013  
Mary Beth Bernard – 2013

### **HISTORICAL COMMISSION**

Nancy Donahue – 2013  
Peter Paravalos – 2015  
Lura Provost – 2014  
Mary Jo Hogan – 2014  
Kristi Noone – 2013  
Joseph Clancy – 2013

### **HOUSING PARTNERSHIP FAIR HOUSING COMMITTEE**

Philip Shapiro – 2013  
Pamela Kane – 2013  
Barbara Shea – 2013  
Steven Rafsky – 2013  
Jerrold Wolfe – 2013

#### **Alternate**

Christopher Pfaff – 2013

#### **Ex Officio**

Michael Jaillet – 2013

### **HUMAN RIGHTS COMMITTEE**

Christopher Dodge – 2013

## APPOINTED BY THE BOARD OF SELECTMEN

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Aida Hamdan – 2013  
Carol Lewis – 2013  
Barbara Shea – 2015  
Anne Consoletti Schultz – 2013  
Jill Onderdonk – 2015

### **Ex Officio**

Patricia Carty-Larkin – 2013  
David Burnes – 2013  
Nancy Hyde – 2013  
Michael Jaillet – 2013  
Paul Sicard – 2013  
Danielle Sutton – 2013

### **JOHN J. CRONIN PUBLIC SERVICE AWARD COMMITTEE**

John J. Cronin Jr. – 2013  
John Patterson – 2013  
Howard Messing – 2014  
Louis Rizoli – 2015

### **Ex Officio**

Philip Shapiro – 2013  
Pamela Dukeman – 2013  
Michael Jaillet – 2013  
Christine McCarthy – 2013  
Local Emergency Planning  
Nancy Hyde – 2013  
Philip Shapiro – 2013  
Patrick Ahearn – 2013  
Michael Jaillet – 2013  
William Scoble -2013  
William Chase -2013  
Linda Shea – 2013  
Todd Korchin – 2013  
Paul Jolicuer – 2013  
Joseph Doyle – 2013  
Ken Aries -2013  
Donna McClellan – 2013  
Jan Randlett – 2013  
Robert Eiben – 2013  
Donna Kilburne – 2013  
Cynthia Butters – 2013

### **LOCAL EMERGENCY PLANNING COMMITTEE**

Kathleen Merrigan – 2013  
Carmen Agresti – 2013  
David Bethoney – 2013  
William Polin – 2013  
Richard Hillman- 2013  
David Lawson – 2013

### **Alternate**

Michael Reardon – 2013  
Jeff Task – 2013  
Patrick Coleman – 2013  
Robert Lexander – 2013  
Paul Sicard – 2013  
Robert Angelo – 2013  
Mary Beechinor – 2013  
George Popovici – 2013  
Caroline Haviland – 2013  
Len Chadbourne – 2013  
John Antonucci – 2013  
Pamela Dukeman – 2013  
James Gavin – 2013  
Michael Jaillet – 2013  
Josepha Jowdy – 2013  
Michael Krone – 2013  
Mary Masi-Phelps – 2013  
Bruce Montgomery – 2013  
Barbara Shea – 2013  
Heath Petracca – 2013  
Nancy Hyde – 2013  
Al Wisialko – 2013  
Robert Uek – 2013  
Barb Delisle – 2013  
Maureen Bleday – 2013

### **MAPC REPRESENTATIVE**

Steve Olanoff – 2013

### **Alternate**

Jack Wiggin – 2013

### **MBTA ADVISORY BOARD REPRESENTATIVE**

Jack Wiggin – 2013

Alternate

Steve Olanoff – 2013

### **MWRA ADVISORY BOARD**

Robert Angelo – 2013  
Chris Gallagher – Interim

### **NATIONAL ORGANIZATION ON DISABILITY – WESTWOOD REP**

Anne Berry Goodfellow – 2013

### **NOISE ABATEMENT SUBCOMMITTEE OF NORWOOD**

Dennis Cronin – 2013

### **NORFOLK COUNTY SELECTMEN'S ASSOCIATION**

Patrick Ahearn – 2013

### **OPEB LIABILITY TASK FORCE**

Philip Shaprio – 2013  
James Gavin – 2013  
Maureen Bleday – 2013  
Matthew Gillis – 2013  
Michael Krone – 2013  
Robert Valluzzi – 2013  
Russ Lavoie – 2013  
Peter Neville – 2013  
Brian Kelly – 2013  
John Bertorilli – 2013  
**Ex Officio**  
Michael Jaillet – 2013  
Pam Dukeman – 2013  
John Antonucci – 2013  
Heath Petracca – 2013  
Mary Beth Bernard – 2013

### **PARKING CLERK**

Michael Jaillet – 2013

## APPOINTED BY THE BOARD OF SELECTMEN

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### **PEDESTRIAN & BIKE SAFETY COMMITTEE**

Michael Kraft – 2013  
Steve Olanoff – 2014  
Virginia Lester – 2015  
Wendy Muellers – 2013  
George Lester – 2015  
Steve Harte – 2013  
Enkelejda Klosi – 2015  
John Craine – 2014  
Christopher Giovino – 2014

#### **Ex Officio**

Chris Gallagher – 2013  
Michael Jaillet – 2013  
Paul Sicard – 2013  
Nora Loughnane – 2013

### **POLICE CHIEF**

William Chase – 2013

### **RECREATION COMMISSION**

Timothy Adams – 2014  
Joyce Cannon – 2013  
Elizabeth Phillips – 2014  
Diane Thorton – 2015  
Paul Tucceri – 2015  
Paul Aries – 2015  
David Reilly – 2013

#### **Associate Members**

Ann Delaney – 2013  
PJ Vande Rydt – 2013

### **REGIONAL TRANSPORTATION ADVISORY COUNCIL**

Steve Olanoff – 2013

#### **Alternate**

Bruce Montgomery – 2013

### **REGISTRAR OF VOTERS**

Alice E. Moore-2015  
David O'Leary – 2013  
Dorothy A. Powers-2013  
Lawrence B. Roche – 2015

### **ROY LONDON AWARD COMMITTEE**

Pamela Dukeman – 2013  
Barb Delisle – 2013  
Margery Eramo – 2013  
Nancy Hyde – 2013  
Michael Jaillet – 2013  
Lisa Lehan – 2013  
Megan Licameli – 2013  
Danielle Sutton – 2013  
Todd Danforth – 2013

#### **Ex Officio**

Christine McCarthy – 2013

### **STORM WATER MANAGEMENT COMMITTEE**

Robert Angelo – 2013  
Joseph Doyle – 2013  
Lynne Fielding – 2013  
Chris Gallagher – 2013  
David Harrison – 2013  
Michael Jaillet – 2013  
Nora Loughnane -2013  
Heath Petracca – 2013  
William Scoble – 2013  
Linda Shea -2013  
Todd Korchin – 2013  
Brendan Ryan – 2013

### **THREE RIVER INTERLOCAL COUNCIL REPRESENTATIVE**

Christopher Pfaff – 2013

#### **Alternate**

Steve Olanoff – 2013

### **TOWN ADMINISTRATOR**

Michael Jaillet – 2013

### **TOWN COUNSEL**

Thomas McCusker – 2013

### **VETERANS DAY/MEMORIAL DAY COMMITTEE**

Harry Aaron – 2013  
Richard Paster – 2013

#### **Ex Officio**

Chris McKeown – 2013  
Dorothy Powers – 2013  
Paula Scoble – 2013  
Paul Sicard – 2013

### **WESTCAT REPRESENTATIVE**

Mel Bernstein – 2013

### **WESTWOOD CULTURAL COUNCIL**

Melanie Guerra – 2015  
Kathleen Purpura – 2013  
Jeanne Shapiro – 2014  
Lisa Walker – 2014  
Debbie Wells – 2015

### **WESTWOOD ENVIRONMENTAL ACTION COMMITTEE**

Thomas Philbin – 2013  
Pamela Kane – 2013  
Peter Kane – 2014  
Maria Constantini – 2014  
Wendy Muellers – 2013  
Claire Sullivan – 2013  
Jan Galkowski – 2015  
Michael Vanin – 2015

#### **Ex Officio**

Ken Aries – 2013  
Christopher Gallagher – 2013  
Nancy Hyde – 2013  
Karon Skinner Catrone – 2013

## APPOINTED BY THE BOARD OF SELECTMEN

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### **YOUTH & FAMILY SERVICES**

Domenic Cianciarulo – 2013  
Joan Courtney-Murray – 2014  
Arlene Kasarjian – 2013  
Jan Midiri – 2015  
Brad Pindel – 2013  
Karen Poreda – 2014  
David Russell – 2013  
Patricia Tucke – 2014  
**Student Members**  
Christine Casavant-2013  
Celia Condrick – 2015  
Jake Greenberg – 2015  
Margaret Holler – 2013  
Stephanie Mace – 2013  
Kiernan Somers – 2013  
Angela Wicket – 2015

### **ZONING BOARD OF APPEALS**

David Krumsiek – 2013  
John Lally – 2014  
Doug Stebbins – 2015  
Associate Members  
Gregory Donovan – 2013  
Michael Flynn – 2014  
Robert Rossi – 2014  
Charles Reilly – 2015  
David Belcher – 2015  
Danielle Button – 2013

## OTHER APPOINTMENTS

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### APPOINTED BY THE FIRE CHIEF

#### ***Fire Department Officers***

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

### APPOINTED BY THE SCHOOL COMMITTEE ***Superintendent of Schools***

John Antonucci

### APPOINTED BY THE BOARD OF HEALTH

#### ***Health Director***

Linda Shea

### APPOINTED BY THE LIBRARY TRUSTEES

#### ***Library Director***

Thomas P. Viti

### APPOINTED BY THE COUNCIL ON AGING ***Council on Aging Director***

Patricia Carty-Larkin

### STATE DEPARTMENT OF FOOD AND AGRICULTURE

#### ***Animal Inspectors***

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

### TRUST FUNDS

#### ***Trustee of the***

#### ***Charles F. Baker Fund***

Chairman, Board of Selectmen  
Town Clerk  
Town Treasurer

#### ***Trustees of the***

#### ***Mary Emerson Fund***

Town Treasurer

#### ***Veterans' Emergency Fund***

Chairman, Board of Selectmen  
Town Treasurer  
Veterans' Services Director

### BONDS ON TOWN OFFICIALS

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

### SENATORS IN CONGRESS

Scott P. Brown  
John F. Kerry

### REPRESENTATIVE IN CONGRESS

Ninth Congressional District,  
Stephen F. Lynch

### STATE SENATOR

Norfolk & Suffolk, Michael F. Rush

### REPRESENTATIVE IN GENERAL COURT

Eleventh Norfolk, Paul McMurtry

### NORFOLK COUNTY OFFICERS

#### ***County Commissioners***

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

#### ***Clerk of Courts***

Walter F. Timilty

#### ***County Surveyor / Dept. Head***

Joseph McNichols

#### ***County Treasurer***

Joseph A. Connolly

#### ***Registrar of Deeds***

William P. O'Donnell

#### ***District Attorney***

Michael W. Morrissey

#### ***Registrar of Probate***

Patrick McDermott

#### ***Sheriff***

Michael G. Bellotti

## BOARD OF SELECTMEN

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### *Residents of Westwood:*

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2012. When the Board of Selectmen reorganized in May of 2012, Philip Shapiro was named Chairman, Patrick Ahearn was named Clerk and Nancy Hyde was elected to her fifth term and was named Third Member.



*Nancy Hyde, Patrick Ahearn, Philip Shapiro*

### **ROY LONDON HUMANITARIAN AWARD**

In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen established the Roy London Humanitarian Award to be given annually in recognition of exceptional service within the Westwood Community. The 2012 recipients were Kenneth Foscaldo, the Ouellette Family and the Westwood Community Chest.

### **JOHN CRONIN PUBLIC SERVICE AWARD**

The Board of Selectmen established the John Cronin Public Service Award, which is named after the former Town Treasurer who passed away while in office, in honor of his long and dedicated service to the Town. Louis Rizoli was awarded the John Cronin Public Service Award in 2012. Lou has served on the Disability Commission, Zoning Board of Appeals, Housing Partnership and most recently as an elected member of the Board of Assessors. Lou's dedication to his volunteer work makes him an outstanding citizen and asset to the Town of Westwood.

### **FINANCE**

With advice from Pamela Dukeman, Finance Director, the Board of Selectmen oversaw the development and approval of an operational budget that provided the same level of service to the community and allocated and/or borrowed funds to augment the Town's financial reserves and reinvest in its capital stock in spite of fiscal constraints. The approved budget included significant appropriations to reserve accounts, including the newly established Other Post Employment Benefit (OPEB) Account, which begins the Town's commitment to address the unfunded liability from the obligation to provide post-retirement benefits to its employees and retirees. The Annual Town Meeting approved two borrowing articles for the Department of Public Works providing necessary funds to augment the Town's efforts to maintain the road infrastructure and to invest in Public Work's equipment and vehicles.

The Accounting Department reported that the external auditors had no findings. The Tax Collector's office remains one of the leading collection departments in the Commonwealth with a tax collection rate of 96%. The Treasurer's Office effectively managed the Town's Tax Title accounts and the successful issuance of a \$4.6 million bond for road improvement and equipment bonds and the bond funds for the Deerfield roof. Once again, the Town received a national award for our Comprehensive Annual Financial Report. The Assessing Department updated its values as required. Finally, the Board of Assessors, Economic Development Advisory Board and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential tax burdens.

The Board of Selectmen continued to encourage and support the Long Range Financial Planning Committee in its efforts to initiate and improve long term financial practices. This past year the committee was involved in reviewing and recommending approval of a plan to reinvest in the Town's roads, vehicles, and equipment in Public Works and in commencing a study of municipal facilities in advance of the commercial development proposed for University Station. The Committee recommended the Town Meeting approval of significant financial contributions to the Stabilization Reserves and Other Post Retirement Benefit (OPEB) Trust Funds. The Board of Selectmen established the OPEB Task Force, which was tasked to reduce the unfunded liability through modification of eligibility requirements and identifying sustainable funding sources.

### **BYLAW UPDATE**

In order that the General Bylaws remain consistent with the recently adopted Town Charter, the Board of Selectmen appointed a Task Force to review and recommend modifications to be presented for adoption at the 2013 Annual Town Meeting.

# BOARD OF SELECTMEN

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## **FACILITIES IMPROVEMENT**

The Board of Selectmen supported the Permanent Building Committee's and Library Trustees' efforts overseeing the construction of the New Library.



*Interior of New Library – Staircase before completion*

The Colburn Reuse Task Force recommended Coffman Realty as the preferred developer for the reuse of the Colburn School as a mixed use facility. The Board of Selectmen entered into a Purchase and Sale Agreement with the developer and supported a necessary change to the Zoning Bylaws allowing for this mixed use commercial/residential reuse of the building on the former library site. The Board also supported the developer through the permitting process, including the possible reestablishment of the spire for use as a wireless antenna site.

## **PUBLIC SAFETY**

The Town's Emergency Management Planning Committee was activated in October to monitor and prepare for the impact of Hurricane Sandy. At the height of the storm, the Department of Public Works addressed a dozen blocked roads, seven of which involved power lines that caused power failure to approximately 1/3 of the community. By November 1<sup>st</sup>, NStar, with the Town's assistance, restored power to the entire community with the vast majority of homes having their power restored within the first few days.

In response to two significant escapes from Westwood Lodge Hospital that interfered with the peace and tranquility of the neighborhood, the Board of Selectmen, following the recommendation of the Westwood Lodge Task Force, conducted a Public Hearing to discuss the issues. As a result of testimony received and recommendation of the security report that had recently been completed, the hospital agreed to install fencing around the exits and outside gathering areas and to improve the double security lock system that would significantly reduce the likelihood of escape of patients. In the six months following the installation of the fence and locks, there was only one escape from

the hospital. Previously one or two escapes each month were common.

After several accidents at the East Street bridge (head on collisions due to the narrowness of the opening and striking the bridge by trucks over 10'6" in height), especially an accident involving a liquid propane powered MBTA bus that resulted in the need to evacuate the area including Roche Brother's Supermarket, the Town engaged a consultant to conduct an analysis of the East Street Bridge problem. The conclusion was that the bridge opening is much too narrow and the bridge is too low, resulting in a high number of accidents. The short term recommendation was to install clearer and better warning signage leading up to the bridge in order to divert vehicles with a height of more than 10'6" and to slow traffic passing through the opening. The recommendation was approved by the Selectmen and installed by the DPW. The long term recommendation was to fully reconstruct this obsolete bridge. Town officials met with the MBTA, who owns the bridge, to discuss the process leading to a commitment of funds to design and reconstruct the bridge. The Board of Selectmen is committed to continuing pursuit of bridge replacement, which is difficult because of a seriously under-funded capital infrastructure program at the MBTA.

The Fire Department applied for and was awarded a grant in the amount of \$4,665 from the S.A.F.E. Program Grant to continue Fire Prevention Programs in the schools.

## **PUBLIC WORKS**

The 2012 Annual Town Meeting approved the Public Works Department's \$2 million dollar fleet improvement plan. Throughout 2012, the DPW utilized this article to borrow \$1.5 million and purchased 8 new heavy duty dump trucks, 1 front end loader, and a new town sweeper. The Department has implemented a full fleet replacement program that will include spending the \$500K left from the approved article over the next two years. It is the Department's goal to carry its replacement plan forward by creating an on-going capital item that will seek funding each year to replace vehicles in a timely manner.

The 2012 Annual Town Meeting approved a Road Improvement Bond for \$2.4 million dollars. This bond has been and will be used over the next few years to fund the design and construction costs associated with infrastructure improvements and traffic calming measures. In 2012, using \$1.5 million of the bond authorized by this article, the Public Works Department successfully completed drainage and paving projects on Fox Hill, Thatcher, and Everett Streets. The DPW also designed the drainage projects on Grove Street and Edgewood Road. A significant portion of this bond has been committed for the design and construction costs of the traffic calming project along the High Rock/Dover Road/Conant Road area.

## BOARD OF SELECTMEN

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By the end of December of 2012 the Town had completed 90% Design of the High Rock/Dover Road/Conant Road traffic calming project. Included in this plan were the locations of the various devices that will be installed as traffic calming measures. This apparatus will consist of speed humps, raised intersections, and traffic island installations. It is the Town's plan to move forward with construction in July of 2013.

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

The Sewer Commission has adopted procedures for reducing infiltration and inflow and extending the life of the sewer system. The DPW has tested a system to upgrade the sewer pipeline through a procedure that installs a permanent hard lining within the existing pipe. This work saves the community having to replace the pipes and can be completed with minimal excavation of the roadways. In 2012, the Town successfully used this procedure to repair approximately 15,000 feet of sewer pipeline and 22 manholes. A request for \$1.5 million will be made at the 2013 ATM that will use the same procedure to repair an additional 16,000 feet of pipe and 50 manholes.

### **CULTURE, RECREATION AND HUMAN SERVICES**

The Board of Selectmen supported the establishment of Westwood Day. The Westwood Day celebration occurred on September 22, 2012 and was well worth the year of preparation that went into its organization and coordination. Over 4,000 participants of all ages took part in a wide variety of activities concluded with a High School football game and an excellent fireworks display. The Recreation Department and the Westwood Day Steering Committee deserve enormous thanks for organizing the day's events and logistics. They were assisted on Westwood Day by staff from throughout Town Government and over 400 volunteers of all ages, but mainly High School and Middle School students. A special thank you to all the sponsors that helped make the events, activities and food all possible. The Recreation Department has already begun the preparation for an even better 2013 Westwood Day celebration.

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

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

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

### **ECONOMIC DEVELOPMENT**

The property formerly known as Westwood Station was resold by Lone Star Investment to a local development group comprised of New England Development, National Development, and Eastern Development. Subsequent to the acquisition, the developers began discussing a 2.4 million square foot mixed used development proposal which would include approximately 750,000 square feet of retail, 350,000 square feet of office, up to 650 units of housing, a 100 bed senior/memory care facility and a 160 key hotel. These discussions evolved into a Master Plan proposal which will be used as a basis of the establishment of a new overlay district to be approved by Town Meeting along with the initial phase of construction. The first phase of construction would be comprised of 600,000 square feet of core retail including a Wegman's food store and between 350 – 420 units of housing.



*Conceptual Plans for University Station*

The Towns of Dedham, Canton, Norwood, Walpole and Westwood and the Neponset Valley Chamber of Commerce continue to participate in a regional economic development committee, which, through the NVCC Executive Director, lobbies for our joint economic interests including transportation enhancements, especially to I95/I93/Rt128 and Route 1. Through the Chamber of Commerce, MassDOT has organized a regional Task Force to serve as the sounding board for the redesign of the interchanges

# BOARD OF SELECTMEN

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and to pursue funding opportunities for the construction of the ramps. Further, the Town of Norwood ran for and won a seat on the Metropolitan Planning Organization (MPO), the organization that directs all federal and state allocated road and bridge improvement funds and appointed the NVCC Executive Director Tom O'Rourke to serve as the Three Rivers Interlocal Council Representative.

The Board of Selectmen supported and encouraged the scheduling of a Farmer's Market that had been operating in Norwood to be accommodated in the Council on Aging parking area. The Farmer's Market was a big hit and highly successful in its first year in operation in Westwood.

## **OPEN MEETING LAW CHANGES**

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

The Board of Selectmen has fully implemented a paperless meeting management site which allows for preparation and backup of Selectmen packets to be easily accessible. The website allows for each agenda item to be viewed by the public along with decisions, minutes and video.

## **CITIZEN INITIATIVES**

The Board of Selectmen supported Westwood Environmental Action Committee (WEAC) efforts to meet the five criteria required by the Commonwealth to be designated a Green Community. WEAC applied for a grant which allowed WEAC to engage VHB as consultants to review and advise the Town on how to implement each of the five criteria. WEAC effectively lead the Town to meet all five criteria, including the adoption of the Stretch Code at the 2012 Annual Town Meeting and the implementation of an Energy Efficient Vehicle Policy for the replacement of its municipal vehicles, which resulted in Westwood being designated a Green Community in 2012 and entitled to receive a \$138,875 energy efficiency improvement grant.

## **APPOINTMENT**

The Board of Selectmen appointed Todd Korchin, the Highway Superintendent, to serve as the third Director of Public Works following the resignation of Vicki Quiram who left to take a position as the Assistant Commissioner with the New Hampshire Department of Environmental Protection.

## **CONTINUING INITIATIVES**

The Board of Selectmen will continue to support and encourage the redevelopment of University Park. The Board expects that a Master Plan, a new overlay zoning district, and the plans for the first phase of the development will be presented to a Special Town Meeting for approval. Assuming Town Meeting approval is given, the Board will ensure that the construction of the first phase is consistent with the approved plans and appropriate building codes and that required modifications to town services are made in advance of the issuance of the occupancy permits. The Board of Selectmen will work with the Economic Development Advisory Board, Planning Board and other permitting and inspectional entities to ensure that the redevelopment of University Park will not only add to the Town's tax base, but will be a development that the Town is proud of.

The Board of Selectmen will also continue to work with and support the Planning Board's efforts to update the Town's Comprehensive Master Plan which was adopted 12 years ago. It is expected that the adoption of this new plan will provide a path and vision to specific community wide supported developments that will improve the Westwood Community.

## **APPRECIATION**

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



*Philip N. Shapiro, Chairman*

## TOWN ADMINISTRATOR

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In the year 2012 the primary focus of municipal government was to consider the major economic development proposal known as University Station, reorganize and upgrade the capital investment in Public Works, substantially increase the Town's financial reserves, and prepare for expected future new growth in tax revenue.

### **ADMINISTRATION**

#### **Adoption and Implementation of Charter**

After several years of study, the Charter Review Task Force, with the help of Counsel, prepared a revised and updated Charter which was reviewed at several public hearings prior to its adoption at the 2011 Town Meeting followed by its legislative adoption as a Home Rule Petition which was all confirmed at the 2012 Annual Town Election. The modifications to the Town's Administration were then fully implemented.

#### **Executive Function Group**

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

#### **Reorganization of the Department of Public Works**

Following the resignation of Vicki Quiram who accepted a position of Assistant Commissioner of the Department of Environmental Protection in the state of New Hampshire, the Board of Selectmen promoted Todd Korchin, the Highway Superintendent, to serve as the third Director of Public Works.

Brendan Ryan, the Cemetery Foreman, was subsequently promoted to serve as Highway Superintendent and Billy Triano was promoted to Cemetery Foreman.

#### **Phone System Upgrade**

After experiencing poor response performance from the service provider of the Centrex system, the municipal departments considered various alternatives for providing Voice Over IP. The Town ultimately selected Whaleback Managed Services as its service provider for an upgraded phone system.

### **FINANCE**

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



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

#### **Comprehensive Annual Financial Report (CAFR)**

The joint efforts of the Financial staff resulted in the thirteenth approved Comprehensive Annual Financial Report (CAFR) for 2012, which is the highest standard of financial reporting provided by communities. Once again Westwood joins a relatively small number of Commonwealth communities capable of receiving approval for a CAFR. The CAFR has been made more difficult by additional GASB reporting requirements imposed on local government. Increasingly more communities are being required to participate.

#### **Town Treasurer Issues Bond and High School Bond Refinance**

Jim Gavin, the Town Treasurer, and Patricia Conley, Assistant Town Treasurer, along with Pam Dukeman, the Finance Director, assembled, prepared information required to issue a \$4.635 million municipal bond at a rate of 1.43% for the Town's outstanding approved debt including the road improvement, equipment and roof replacement borrowing approved at Town Meeting and also refinanced the remaining term of the high school bond at a rate of 1.52% which resulted in an aggregate savings for the Town of \$1.1 million and the Mass School Building Assistant another \$1 million bringing the total savings to over \$2 million.

#### **Town Collector Reports Collection Rates**

Al Wisialko, the Town Collector, and staff members Janice Polin and Louisa Pisano were responsible for keeping the Town of Westwood's collection rate on its receivables among the highest in the Commonwealth -- 96% for real estate, 99% for personal property, 99% for motor vehicle excise and 68% for ambulance fees, which is an extremely good collection rate.

#### **Town Assessor Property Values**

The Board of Assessors and Debbie Robbins, the Town Assessor, provided adjusted values of property for the current year, including the land formerly proposed as the Westwood Station Project and recommended at tax rate for the Board of Selectmen's consideration and adoption.

# TOWN ADMINISTRATOR

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## **Annual Budget**

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances and proposed annual Budget FY13. This presentation, which was given to a variety of town boards and commissions, all of which were aired on WestCAT, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY13 Budget led the Board of Selectmen to recommend a balanced budget that maintained the existing level of Town services, significantly improved the Town's funding of its stabilization reserves and significantly increased the Town's financial commitment to reinvesting in the Public Works infrastructure (roads and equipment).

## **PLANNING & ECONOMIC DEVELOPMENT**

### **University Station**

After several years in a limbo state, the Anglo Irish Bank (AIB), the owners of the Westwood Station Project Land, sold its holdings in Westwood to Lonestar Bank in Dallas Texas, which was subsequently resold to a local development team comprised of New England Development, National Development and Eastern Development. The new owners presented the Town with a new conceptual plan for a mixed-use development that was half the proposed size of the Westwood Station Project. The conceptual proposal was then submitted to the Planning Board to begin the process of developing a new overlay-district and phased development plans that included 700,000 square feet of core retail, up to 650 units of housing, a 100 bed assisted care facility, 350 square feet of office and a 160 key hotel facility. The proposed plan also called for the improvement of infrastructure including improvements to the drainage and road systems and the creation of open space, especially in the vicinity of drinking wells. The proposed development is anticipated to be presented to a Special Town Meeting to be held in the spring.

### **Farmer's Market**

After hearing that a Farmer's Market previously located in Norwood was searching for a new location in Westwood, the Town encouraged the organizers to consider locating in the parking area at the Senior Center on Nahatan Street. The Farmer's Market was opened in June and remained open every Tuesday through October. The retailers reported that they had been more successful in this new location than expected and that they will return in 2013.

### **Progressive Insurance**

The Town received a proposal for a new insurance office on property on Everett Street previously serving as the operations center for a trucking company. The proposed plans were presented and approved by the Planning Board, and construction began in late fall.

## **Shield Health Care**

The Towns of Dedham and Westwood jointly approved plans to construct a 65,000 square foot office building on Allied Drive that straddled the joint boarder owned and operated by Shields Health Care. The construction began on the building in the late fall with completion expected in 2013.

## **Regional Economic Development Working Group**

The towns of Canton, Dedham, Norwood, Walpole and Westwood continue to seek a federal and state commitment and funding for the reconstruction of the I-95/I-93/Rt128 Interchange. Each community in this working group contributes \$7,500 to the Neponset Valley Chamber of Commerce for a staff person to lobby the Commonwealth and federal government for the funding required realizing these enhancements. The Towns and other TRIC communities supported the nomination and election of the Town of Norwood to the MPO so that the Executive Director of the Neponset Valley Chamber of Commerce could serve as the region's representative.

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

## **Land Use Committee Review Process**

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

## **PUBLIC SAFETY**

### **Fire Department**

In anticipation of the University Station Project and in an effort to assess any shortfall in the current resources in the Fire Department, a comprehensive Fire Assessment Study was sought and contracted for. The study is being conducted by Emergency Service Consulting International (ESCI) out of Mooresville, NC to be completed in the spring of 2013.

Robert Kilroy and Michael Narciso were hired as Fire-fighter/Paramedics in September of 2012. They are expected to complete their training in 2013.

### **Police Department**

Sean Pilia was hired and began training at the Police Academy. Special praise should be given to Sean for

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his identification and subsequent apprehension of an individual suspected in a hit and run on Washington Street. While traveling to the Police Academy for his training, Officer/Trainee Pilia spotted a vehicle matching the description from a picture taken just prior to the accident which he reported to Westwood Dispatch along with the license plate number. Subsequent investigation concluded that the vehicle had recently been involved in the accident which was determined, by DNA testing, to be the hit and run accident in question.

### **Westwood Lodge Task Force**

The Westwood Lodge Task Force, which consists of a member of the Board of Selectmen, the Police and Fire Chiefs, the Director of Youth and Family Services, the Town Administrator, Town Counsel, DMH the State's licensing authority and representatives of the Westwood Lodge Hospital, reviewed the recommendations of a security study of the facility which would address the issues of assaults and escapes from the facility. Subsequent to a public hearing held to discuss recent escapes and the recommendations, the Hospital Administration agreed to install an independent double locking system on all exits and to enclose all primary exits and walking and recreation areas within a 10 foot high fence in order to inhibit escapes from the facility. The installation of the fence was relatively successful with only one escape occurring over the last six month of the year.

### **Local Emergency Management Committee**

The Local Emergency Management Committee continued to meet on a bi-annual basis to discuss emergency preparation and participation in a Regional Emergency Management Committee. The rationale was that certain potential emergencies are better planned for and addressed on a regional basis, while others are better addressed on a local basis.

### **Westwood Emergency Management Agency**

Westwood Emergency Management Agency, which is comprised of a member of the Board of Selectmen, Police Chief, Fire Chief, Director of Public Works, Finance Director, Town Accountant, Building Commissioner, Health Director and Town Administrator, who serves as the Emergency Management Director, met several times in advance of Hurricane Sandy. The Town implemented an Emergency Operation Center during Hurricane Sandy to test the Town's enhanced communication systems and develop further recommendations for how the center might be improved to deal with future emergencies. The Town, especially the Department of Public Works, was able to immediately address and reopen several of the blocked streets during and immediately after the storm and to communicate to NStar situations where the roadway was blocked by trees that had fallen on power

lines. The Town's response time in this storm was significantly better than it had been in previous storm.

## **PUBLIC WORKS**

### **Road Improvement Program**

The Department of Public Works sought and received an appropriation of \$2.4 million at the Annual Town Meeting to increase the Town's commitment to reconstruct the drainage and road systems and implement the first phase of a traffic calming program for the neighborhood streets running parallel to Route 109.

The Department completed the installation of a culvert on Brook Street, improved the drainage system on Fox Hill, Thatcher, and Everett Streets. Along with this extensive work came the design for the drainage projects on Grove Street and Edgewood Road.

### **Equipment Maintenance Plan**

The Department of Public Works sought and received an appropriation of \$2 million at the Annual Town Meeting to implement an equipment and vehicle replacement program, significantly improving the quality of the Town's assets. This improvement will greatly increase the efficiency of the operation, ensuring that the services will be provided without equipment failure.

### **Automated Solid Waste and Recycling Collection**

In the process of renegotiating the solid waste and recycling collection contract, the Department of Public Works negotiated the implementation of an automated collection system, modeled after programs in several of the area communities. The upgrade was discussed with and supported by the Board of Selectmen. This new system is expected to save the Town in excess of \$100,000 per year from simply diverting solid waste to recycling by providing a large covered container. Early assessment of the first few months after implementation indicated that the Town's recycling efforts significantly increased above expectations.

### **Sewer Lining Program**

The Sewer division of the Department of Public Works, tested a new sewer lining system to address the infiltration and inflow and pipe deterioration in its aging asbestos pipe sewer main system. These tests identified certain issues with the system that can be corrected in the next contract to be implemented after the 2013 Annual Town Meeting.

## **FACILITY IMPROVEMENTS**

### **Library**

The Library Construction Project continued through 2012 with much attention and detail given by the Permanent Building Committee to remain within budget and to ensure a high standard of construction. The construction project was rescheduled to be completed in the spring of 2013.

### **Colburn School**

As a result of a Request for Proposal issued by the Colburn School Task Force, the Town selected and

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signed a Purchase and Sale Agreement with Coffman Realty for the sale of the former library lot and the Colburn building to be renovated for use by a bank of the first floor and six rental housing units on the second and third floor which includes an addition. The details for moving the building onto the old library site had to be incorporated into the Library Construction program.

## **Facility Management**

Using opportunities provided by resignations in the Department of Public Works, a new position of Facility Manager was created to oversee the maintenance and improvement to various town facilities. Over this past year, this position oversaw the replacement of the roof and other improvements at the Islington Fire Station, the assemblage of shelving for the Town's new document achieving system, the renovation of the Information System offices at the High School, to name but a few projects.

## **Facility Study**

In preparation for an expected increase in new growth revenue, the Town sought and received funding to update the municipal facilities study. The study is expected to consider such issues as the possible liquidation of properties owned by the Town in Islington Center, addressing the facility needs of the Public Safety departments, considering a long sought addition to the Senior Center as well as the establishment of a maintenance schedule for all Town facilities. The Long Range Financial Planning Committee will take an active role in working with the consultant and Department Heads in conducting this study and developing recommendations.

## **CULTURE RECREATION AND HUMAN SERVICES**

### **Senior Tax Work-off Program**

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

### **Volunteer Medical Corps and Sharps Disposal**

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

### **Recreation Activities**

The Recreation Department, following through on its commitment, conducted an extensive planning and fundraising effort to re-establish Westwood Day events which occurred in September of 2012. The celebration was deemed highly successful with over 4,000 residents in attendance at various activities staffed and coordinated by over 400 volunteers and civic organizations including many middle school and high school students. The Recreation Department promised to have an even more successful event in the fall of 2013.

## **BENEFITS**

### **Health Care Review Task Force**

The initial year following the transfer of employees to the Rate Saver Health Care plans was deemed entirely successful. So successful that the rate difference between the Legacy Plans and the Rate Saver Plans in the next year were estimated to be \$1.6 million which is \$600,000 more than realized in the first year. The Health Care Review Task Force considered and upgraded its dental coverage, a benefit fully funded by the participants through payroll deductions.

### **APPRECIATION OF DEDICATED SERVICE**

Lou Rizoli became the tenth recipient of the John Cronin Public Service Award, which is given to an individual selected for continued outstanding service to the community.

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

Best wishes to Captain William Cannata on his retirement from the Fire Department in December. Cpt. Cannata worked for the Fire Department for over 30 years.

Best wishes to Firefighter Joseph McDonald on his retirement from the Fire Department. Joe worked for the Fire Department for over 30 years.

Best wishes to Sgt. Bruce McDonald who retired from the Police Department. Sgt. McDonald worked for the Police Department for 29 years.

Vicki Quiram left her position as Director of Public Works to accept a position as the Assistant Commissioner for the Department of Environmental Protection in the state of New Hampshire.

Best wishes to Ellen Hurley on her retirement from her position as the Executive Assistant to the Board of Selectmen. Ellen worked for the Town for 25 years serving most of the time as the Purchasing Agent.

Best wishes to Jill Onderdonk on her retirement. Jill served as the Town of Westwood's first Housing Director after 10 years of service.

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

## **CONDOLENCES**

Condolences to the family of Lois Breeze. Lois worked for the Finance Commission for many years prior to being hired as the Executive Assistant to the Board of Selectmen, a position she held until she retired. In that position, Lois was responsible for compiling editing, and submitting the Annual Town Report for publication.

Condolences to the family of Michael McCusker. Over the years, Michael served in various public roles including

## TOWN ADMINISTRATOR

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Chairman of the Democratic Committee, member and Chair of the Zoning Board of Appeals and finally, Registrar of Voters.

### **SPECIAL THANKS**

I wish to recognize and especially thank those with whom I served closely this year: Pam Dukeman, Christine McCarthy, Mary Beth Bernard, Thomas McCusker, Anne Marie McIntyre and Ellen Hurley, among others. Each in his/her own way has capably assisted me over the course of this year in carrying out my duties.



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

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

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



*Michael A. Jaillet  
Town Administrator*

## PROCUREMENT DEPARTMENT

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

All procurement activity is regulated by Massachusetts General Laws and Town By-Laws. The type of purchase and estimated value determine which law(s) apply in a particular purchase. The Town of Westwood is subject to MGL Chapter 30B for goods and services, MGL Chapter 30, 39M for public works projects, and MGL Chapter 149 for building projects.

The Town of Westwood is also subject to Massachusetts Prevailing Wage laws. The Procurement Officer is also responsible for ensuring that all bids reflect prevailing wage rates (MGL c 149, §§26-27H) and must, therefore, review all bids carefully. Weekly payroll records must be collected from all contractors and kept on file.

MGL 30B—Purchases for items exceeding \$5,000.00 through \$25,000 are based upon three price quotes. During this year the Department requested seven such quotes in order to obtain the best possible prices in a highly inflationary market. Purchases of \$25,000 and over require a formal sealed bid process.

Town By-Laws provide that no contract for the purchase of equipment, supplies or materials, the actual or estimated cost of which amounts to \$25,000.00 or more, shall be awarded unless proposals for the same have been invited by advertisement in at least one newspaper published in the Town as in accordance with the Massachusetts General Laws.

MGL 30, §39M—Governs all contracts for construction, reconstruction, alteration, remodeling, or repair for public works projects or “horizontal construction projects.” All contracts are subject to prevailing wages regardless of the cost or size of the project.

Projects for a contract of less than \$10,000 requires that three quotations should be solicited from qualified contractors.

Contracts of \$10,000 or more, requires a formal solicitation process.

MGL 149 – Governs all contracts for the construction, reconstruction, installation, demolition, maintenance, or repair of a building. This statute also applies to contracts for maintenance or repair work as well as construction. All contracts are subject to prevailing wage laws.

Contracts estimated less than \$10,000 require sound business practices. Contracts \$10,000 to \$25,000 require three written responses through a public solicitation of the contract. Contracts estimated to cost \$25,000 to \$100,000 requires a formal bidding process. Contracts estimated at \$100,000 must follow a formal bidding process and General bidders and filed sub-bidders must be Division of Capital Asset Management Certified.

Massachusetts Public construction contracts of \$10,000 or more, mandates training certification requirements that will be measured by the completion of a 10-hour OSHA approved course in construction safety and health. See Chapter MGL30: Section 39S.

The Town is eligible to use the Commonwealth’s Statewide Contracts. All Statewide Contracts are the result of a competitive bidding process, municipalities can purchase goods and services using the Statewide contract without having to conduct their own competitive procurement process. The Town does require that departments execute the appropriate contract documents. The Town takes advantage of The Commonwealth Procurement and Solicitation System (Comm-PASS); it is the only official procurement record system for the Commonwealth of Massachusetts.

The Town also participates in State approved Cooperative Purchasing programs, which provides competitive prices and contracts to participating Massachusetts municipalities.

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

Michael A. Jaillet, *Chief Procurement Officer*

Anne Marie McIntyre,  
*Procurement/Contract Compliance Officer*



*Westwood Town Hall Cupola*

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

**PROCUREMENT DEPARTMENT**

**TOWN COUNSEL**

The following is a list of solicitations broken down into categories and departments. A total of 26 were processed.

<b>General Government</b>	<b>Category</b>	<b>Number Processed</b>
	Selectmen	4
	Accounting	
	Assessors	
	Economic Development	
	Islington Community Center	
General Gov't	Finance Committee	
	Housing Authority	
	Housing Part/Fair Housing Com.	
	Information Systems	
	Personnel Board	2
	Town Clerk	1
	Town Collector	
	Town Treasurer	
	ZBA	
Public Safety	Police	
	Animal Control	
	Fire (Includes Ambulance)	
	Building Inspection	
Health	Health Education	
Human Svc.	Library	1
	Commission on Disability	
	Council on Aging	
	Veterans	
	Recreation	
	Youth Commission	
Planning & Engineering	Planning	
	Engineering	
	Consulting	3
DPW	Public Works	4
	Snow & Ice Removal	
	Fields	
	Recycling	1
	Conservation	
	Cemetery	1
	Sewer	2
Capital	Capital Equipment	7

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

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

Anne Marie McIntyre, *Procurement Officer*  
 Contract Compliance Officer

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

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

Thomas McCusker, *Town Counsel*

## AFFIRMATIVE ACTION

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### **AFFIRMATIVE ACTION**

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

In 2012, The Human Resources Department expanded its efforts to advertise open positions to a wider audience by using Monster.com, professional organizations and web advertising. The Town continues this recruiting strategy with the goal of attracting a more diverse workforce in the Town of Westwood.

The Human Resources Director, Mary Beth Bernard, the Town's Affirmative Action Officer, attended professional diversity workshops through the Society of Human Resource Management. In addition, the Human Resources Director, a certified MCAD Trainer, conducted Anti-Harassment training for Town departments and distributed the Town's Anti-Harassment Policy to all Town and School employees.

### **EQUAL EMPLOYMENT**

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

### **FAIR HOUSING**

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

## HEALTH CARE REVIEW COMMITTEE

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### **CONTRACT COMPLIANCE**

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

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

### **HEALTH CARE OPTION REVIEW COMMITTEE**

#### **Mission**

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

#### **Duties**

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

The group negotiated a unilateral to Rate Saver Plans through the West Suburban Health Group. The Rate Saver Plans mirror the traditional HMO and EPO plans, but include a lower monthly premium and higher co-pays for employees. This resulted in substantial savings for the Town and the employees. The agreement is in place through FY15.

**Health Care Review Committee Members** for 2012 included:

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

# WEST SUBURBAN HEALTH GROUP

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## BACKGROUND

The Town purchases all of its health plans for employees and retirees through the West Suburban Health Group (WSHG). WSHG was organized in July 1990 under Chapter 32B, Section 12 of the Massachusetts General Laws to obtain health insurance for its member governments that have signed the Joint Negotiation and Purchase of Health Coverage governmental agreement. WSHG employers pool risk, and WSHG self-funds most health plans with reinsurance protection for high cost claims.

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

Member communities as of December, 2012, were Ashland, Dedham, Dover, Holliston, Natick, Needham, Sherborn, Shrewsbury, Walpole, Wayland, Wellesley, Westwood and Wrentham, along with the Dover Sherborn Regional School District, the ACCEPT Educational Collaborative and The Education Cooperative.

## 2012 PLAN OFFERINGS

The WSHG Board actively participates in the process of health plan design and prescription drug options, and applies for subsidies to ensure competitive products at the best available rates for its 11,633 contracted subscribers, a total of over 21,000 insured members. Westwood had 745 subscribers in FY12.

### Rate Saver Plans

- Harvard Pilgrim Rate Saver
- Tufts Navigator Rate Saver
- Blue Choice Rate Saver
- Fallon Direct Rate Saver
- Fallon Select Rate Saver

### Retiree Plans

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

### Other

- Harvard Pilgrim PPO
- Tufts POS

## INFORMATION

The Human Resources Department communicates open enrollment information and hosts an Employee Benefit Fair in April, sending mailings to every enrolled employee, as well as email communication. A separate open enrollment and Health Fair was held in November for retirees. These provided a venue for employees and retirees to discuss the options of each plan directly with health insurance company representatives. Attendees at each Health Fair were invited to participate in various health screenings offered by health insurance providers. Past screenings have included a Blood Pressure Check, Body Fat Measurement, Skin Cancer Testing, Vision Check, Hearing Testing, Bone Density Screening and Cholesterol Screening.

## INITIATIVES

The West Suburban Health Group is committed to Wellness as a tool to educate, motivate and enable employees and retirees to live a healthier lifestyle. In A recent WSHG Audit report affirmed that "WSHG is operating in an environment of escalating health care costs. Given this environment, the group is actively participating in ongoing wellness programs to promote healthier lifestyles and ultimately reduce health claim costs." Good Health Gateways Diabetes Reward Program and the myMedication Advisor educational and support program for insured employees. The WSHG funded the following Town of Westwood employee wellness programs in 2012: Weight Watchers at Work; Nutritional Cooking Demonstration; Breast Cancer Awareness, Humor as a Healthy Habit, Holiday Bowling and Working Parents Wellness Coupon.

## COMPLIANCE

The Human Resources Department administers the provisions of MGL Chapter 32B Section 18, which was adopted at the 2008 Annual Town Meeting. In addition, the HR Office administers the Town's Flexible Spending (FSA) and (HRA) programs. The Benefits Coordinator administers all Town employee and retiree health plans. In addition, the HR Assistant maintained the required recordkeeping and ongoing compliance for the Massachusetts Health Care Reform and Fair Share Contribution filing for 2012. Quarterly eligibility reports were submitted to address Massachusetts regulations.

The Town has put policies in place for adherence to The PPACA (Affordable Care Act) of 2010 and the ERRP (Early Retiree Reimbursement Program). The Human Resources department maintains compliance with HIPAA.

Submitted by

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

## PERSONNEL BOARD

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

### **PROGRAM/SERVICE AREAS**

The Personnel Board provides five major programs/services which are implemented through the Human Resources Department: Personnel Policy Administration; Labor Relations; Performance Review System; Benefits Administration in accordance with Personnel Policies and federal and state regulations; and Risk Management.

Major responsibilities of the Personnel Board include:

- Establishing and maintaining the Town of Westwood Personnel Policies, along with a Personnel Administration System and a Performance Management System to ensure a uniform, fair and equitable application of policies;
- Conducting periodic reviews and adjusting job descriptions and compensation plans to make certain there is equity within the Town's Compensation and Classification system;
- Ensuring fair recruiting, interviewing and hiring practices for Town employees;
- Maintaining a centralized personnel data and record keeping system in accordance with state and federal requirements;
- Overseeing compliance with provisions of applicable sections of MGL Ch. 32B; Civil Service requirements; and federal, state & local employment laws.

### **PERSONNEL BOARD MEMBERS**

The Personnel Board consists of five members, each appointed by the Town Moderator to overlapping three-year terms. The 2012 Board has extensive experience in the areas of municipal law, human resources, personnel placement, employment law, labor law & technology management.

### **2012 PERSONNEL BOARD ACTIVITY OVERVIEW**

- Conducted seven regularly scheduled meetings;
- Wrote and submitted revisions to sections in the Charter that intersect with the Personnel Bylaw, and may subsequently impact the actions of the Personnel Board and/or Personnel Policies;
- Approved and implemented a revised ATP and Library Performance Evaluation form to encourage communication, feedback and goal setting;
- Reviewed and classified 19 job descriptions.

### **THE HUMAN RESOURCES DEPARTMENT**

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

### **The Staff**

The HR Department is staffed by a full-time Human Resources Director, a full-time Benefits Coordinator, and a part-time Human Resources Assistant. The staff services the Human Resources needs of approximately 200 Town employees, 600 School employees and 300 Retirees.



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

### **Personnel Policy Administration**

The Personnel Board is committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record-keeping system in accordance with state and federal requirements. Acting as the Personnel Board's agent, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is accessible to staff and supervisors with regard to interpreting policy and responding to questions or concerns. The HR Director serves as the Town's Hiring Officer in all aspects of the employment process, including Police Civil Service. The Human Resources Assistant provides administrative support to the Personnel Board and the Town Moderator; assists with job postings, applicant tracking and communication with applicants; processes new hires and terminations; maintains employee files; and

## PERSONNEL BOARD

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issues personnel memos for all payroll and performance transactions. In addition, the HR Assistant serves as co-editor of the HR Newsletter, and handles all marketing and budgeting for Wellness initiatives.

### **Benefits Administration**

The HR Office administers and communicates benefit plans and all benefit-related policies to eligible School and municipal employees. This includes health; dental; life insurance; flexible spending; LTD; deferred compensation; FMLA administration; and Wellness programs. It also includes retirement benefits and Medicare B reimbursements for eligible retirees. The Benefits Coordinator manages health insurance offerings for more than 700 insured Town and School employees and retirees; organizes the annual Employee and Retiree Health Fairs; delivers Open Enrollment communications; and manages employee and dependent benefit changes. During 2012, the Town changed from a 48-week to a 52-week payroll deduction schedule requiring new calculation tables to be set up for employees with health and dental coverage. In addition, Sentinel Benefits, which manages Flexible Spending, Health and Dependent Care Accounts, switched from a calendar year to a fiscal year deduction basis, also necessitating recalculations for payroll deductions.

The Benefits Coordinator communicated new self-pay dental offerings to benefit-eligible employees, conducted information and enrollment sessions, and set up payroll deductions. Dental enrollments grew by 11%, from 270 to 300 enrollees.

The Personnel Board oversees compliance with Massachusetts Health Care Reform MGL Ch. 32B and the Affordable Care Act requirements, and all other applicable local, state and federal regulations governing benefits administration. The Human Resources Department strives to stay current on all health care issues, particularly those affecting employees and retirees, as well as COBRA and HIPAA requirements. The HR Director is the Town's Steering Committee and Board of Directors Representative to the West Suburban Health Group (WSHG), a self-insured health insurance purchase group consisting of 16 member communities. Also, the HR Director has been appointed by the Board of Selectmen to the OPEB (Other Post Employment Benefit) Task Force. The Task Force will review and consider the Town's current and future unfunded liability related to the post-employment benefits provided to employees, and will make recommendations on ways to reduce and fund the liability.

The HR Department remains steadfast in its commitment to promote employee wellness. The Human Resources Newsletter, a quarterly publication approaching its sixth year, highlights employee events, recognizes employee accomplishments and lists a

menu of Wellness programs sponsored by Town departments and WSHG. Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. An example is *Lee National Denim Day*, a Wellness event held in October that focuses on Breast Cancer Awareness. Employees who made a donation were entered in a raffle to win one of the 30 prizes donated by local merchants.



### **Labor Relations**

In 2012 the Health Care Review Committee, chaired by the Human Resources Director, negotiated an agreement through FY2015 for health insurance Rate Saver Plans and HRA reimbursements to mitigate high-cost claims. The Committee, comprised of union leaders, Town and School administrators, and Board representatives, also reviewed and selected an independent company to assist in the delivery of two new Delta Dental products.

The Town engaged in negotiations and settled the following collective bargaining agreements through June 30, 2013, with all groups accepting 2% increases for FY13: The Westwood Police Association, Massachusetts Coalition of Police, AFL-CIO, Local 174; The Department of Public Works, UFCW, Local 1445; The Westwood Permanent Firefighters' Association, Local 1994 I.A.F.F., AFL-CIO; Municipal Clerical Employees, SEIU, Local 888; and The Westwood Traffic Supervisors' Association. The Human Resources Director is the Personnel Board's designee in contract negotiations. In addition, the HR Director is liaison to Labor Counsel, Union Representatives and Civil Service.

### **Organizational and Employee Development**

The Human Resources Department focuses on the development and implementation of programs to support the overall growth of the organization, and facilitate improved productivity and employee relations.

During the first quarter of 2012, the Human Resources Director assisted the Town Administrator in a restructure of the Board of Selectmen's Office in response to a long-standing employee's retirement. The result was a reassignment of responsibilities and downsizing from 3.5 FTE to 2.5 FTE.

In May 2012, the Human Resources Director worked closely with the outgoing Director of Public Works to develop an Interim Operational Plan, which put in place

## PERSONNEL BOARD

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a long-term staffing plan for management of the DPW. A new Director of Public Works was hired in October.

Human Resources continued to provide hands-on assistance with the hiring of seasonal employees in the Recreation Department and DPW. Through the HR Department the Town applied for Seasonal Employer status, which limits the liability for unemployment insurance claims by seasonal employees.

The Personnel Board continued to oversee the annual performance reviews of employees and remained dedicated to maintaining a performance review system that emphasizes employee performance goals and supervisor feedback. The HR Director conducted a training session in early June for supervisory personnel on the revised Performance Evaluation document, focusing on goal setting and feedback.

During 2012 the ATP Tuition Assistance Program remained in place under the administration of the Personnel Board. Two employees in Graduate programs were awarded partial reimbursement for two courses completed with a grade of B or better.

### **Risk Management**

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

Over the past year the HR Department conducted Anti-Harassment and Discrimination Training to Police and Civil Communications Officers, DPW employees, and 80 seasonal and staff members in the Recreation Department. The HR Director, as Certified MCAD Trainer, served as the trainer for these programs. The HR Director also completed MCAD internal complaint investigation training.

The Town adopted a new Criminal Offender Record Investigation (CORI) and Affirmative Action policy and conducted CORI checks on applicable hiring positions.

### **2012 HUMAN RESOURCES ACCOMPLISHMENTS**

- Participated in the Health Insurance Review Committee to negotiate health plan design, rates and HRA provisions.
- Created an organizational development plan for DPW, Youth & Family Services, Recreation Department and Board of Selectmen Office.
- Consulted in Police Department job description study to ensure accuracy, ADA compliance and market comparability.

- Managed recruitment, hiring and on-boarding process for new hires. Remained eco-friendly by keeping most new hire enrollment and benefit forms available online for new and current employees.
- HR Director became certified in conducting MCAD internal complaint investigations.
- Participated in Town's Executive Leadership Function group to develop strategy for Town's strategic initiatives and problem resolution.
- Continued administration of MGL Ch.32B §18 regulations to transition all Medicare-eligible Town and School retirees to Medicare supplement plans at age 65. Held fall Retiree Health Fair with health plan representatives in attendance.
- Designed and implemented a new retiree health insurance billing and payment tracking process in coordination with NCRS and MTRB.
- Transitioned Sentinel Benefits program from a calendar year to fiscal year plan.
- Evaluated Town's current Occupational Health provider services to ensure most effective and efficient means of pre-placement, occupational health and fit-for-duty services.
- Partnered with School Department to provide on-site benefit services, procedural improvements & a streamlined FMLA process.
- Conducted seven regularly scheduled Personnel Board Meetings during the year.
- Personnel Board Members attended Charter Task Force Committee meetings to discuss the role of the Personnel Board and changes to the Town Charter as they impact the Personnel Policies.
- The HR Department supported the Personnel Board's review and evaluation of new and existing Town job descriptions for update and classification.
- Concluded sixth year of publishing *Human Resources Quarterly Newsletter*.
- Participated in ongoing Collective Bargaining with the SEIU; DPW; IAFF; Police; Police Superiors; and Traffic Supervisors through June 30, 2013.
- Involvement in local, state and HR professional organizations: Board of Directors of Massachusetts Municipal Personnel Association; MMPA Program Committee Member; Board of Directors, West Suburban Health Group; WSHG Steering Committee Member; Society of Human Resources Management.

# TOWN ACCOUNTANT

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## **MISSION**

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

## **LEGAL REQUIREMENTS**

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

## **GOALS & RESPONSIBILITIES**

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

## **PROGRAM/SERVICE AREAS**

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

1. Financial Record Keeping, Analysis, and Reporting

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

## **Financial Record Keeping, Analysis, and Reporting**

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

## **Payroll**

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

## **Accounts Payable**

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

## **Municipal Liability Insurance**

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

# TOWN ACCOUNTANT

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## **Audit**

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

## **ACCOMPLISHMENTS**

The Town was recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY11 Comprehensive Annual Financial Report (CAFR). The Town has received this award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also maintained an unqualified audit opinion for the FY12 audit and assisted the auditors with the annual audit of financial grants. The Town maintained a high credit rating in spite of a difficult budget year. Significant efforts were made to implement a new integrated financial software system. The Town also participated in the MIIA Rewards Program which resulted in costs savings related to the Town's insurance premiums.

## **Specific Accomplishments**

- Worked closely with the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY12 audit.
- Worked closely with the independent auditors on the annual audit of Federal grant funds.
- Received notification that the Town was awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY11 CAFR.
- Assisted the finance team with the preparation of the FY12 CAFR.
- Assisted the finance team with the implementation of the new integrated financial system.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY12 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to capital projects including the new Library project.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees.
- Promoted staff training, encouraging attendance at municipal, computer and benefit training opportunities.
- Participated in the MIIA Rewards Program which resulted in premium savings.

## **FY2013 SERVICE PLAN**

The Accounting Department is committed in FY2013 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the timely submission of the FY13 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist with the annual audit of Federal grants and collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

## **Specific Goals**

- Maintain the Town's unqualified opinion for the FY2013 audit.
- Assist with the preparation of the FY13 CAFR
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist Finance team with maintaining the Town's high credit rating.
- Assist with the OPEB regulatory compliance.
- Assist with the review and continued implementation of new financial software.
- Participate in the MIIA Rewards Insurance Program.
- Promote training to maintain certification and keep abreast of industry changes.

The following financial statements for the year ended June 30, 2012 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, *Town Accountant*

# TOWN TREASURER



Jim Gavin  
Town Treasurer

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2012. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

## DUTIES

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary the aggregate receipts and disbursements for the fiscal year that began on July 1, 2011 and ended on June 30, 2012 are as follows:

## CASH AND INVESTMENTS

General Fund – 7/01/11	\$26,209,833.
Trust Fund – 7/01/11	1,722,328.
Agency Fund – 7/01/11	25,187.
Students Activities and Scholarship Funds	<u>556,626.</u>
<b>Balance 07/01/011</b>	<b>\$28,513,975.</b>

General Fund – 6/30/12	\$24,689,700.
Trust Fund – 6/30/12	2,663,104.
Agency Funds – 6/30/12	25,217.
Students Activities and Scholarship Funds	<u>572,076.</u>
<b>Balance 06/30/12</b>	<b>\$27,950,099.</b>

## CASH MANAGEMENT

The total investment income earned for both the General Fund and the Trust Fund was \$78,759. for FY 2012. Interest rates averaged 0.25% July 2011 with little improvement during the year to 0.27% June 2012. These banking rates reflect the weak economy and the bank collateralization cost to secure town funds. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

## Accomplishments

- Issued \$19,095,000 Refunding G.O.B on February 22, 2012 to Raymond James & Associates, Inc. at an interest rate of 1.52% for 10 years. This debt replaces the remaining 10 years of the \$42,103,000 G.O.B. issued for the new High School project in 2003. This new issue generated a saving of \$1,103,627 for the town over the next ten year period and an equal amount to the Mass School Building Authority.
- Moody's assigned credit rating of Aa1, and S&P AA+ for the Refunding G.O.B.
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees payroll/retirement deductions, agency fund accounts, student activity bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2012.
- Received notice of the award for the Town's 2011 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Subsequent and new tax title accounts in FY12 increased by \$330,212. The interest applied to tax title receipts totaled \$135,412. Received total payments of \$2,710,717, majority being the full payment of Westwood Station real estate taxes that reduced the outstanding tax title account. The outstanding tax title balance as of June 30, 2012 was \$542,138.
- Maintained the confidential file of tax deferral property in fiscal year 2012. Tax deferrals increased by \$79,357 during FY 2012 for an ending balance of \$279,308 on June 30, 2012. This ending balance reflects principal/interest payments of \$105,265 in FY12.

## Investment Income Summary

### General Fund Investment Income

<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 201</u>
111,326	91,403	74,289

### Trust Fund Investment Income

<u>FY2010</u>	<u>FY 2011</u>	<u>FY2012</u>
8,332	7,955	4,469

### Tax Title Outstanding Balance

<u>FY2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
133,912	2,787,235	542,138

### Tax Deferral Outstanding Balance

<u>FY2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
252,200	295,574	279,308

## TOWN TREASURER

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### COMMENTS

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



*Patricia A. Conley*  
Assistant Town Treasurer

James J. Gavin, *Town Treasurer*

Patricia A. Conley, *Assistant Town Treasurer*

Kathryn M. Foley, *Staff Accountant, P.T.*

## REPORT OF THE TOWN TAX COLLECTOR

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

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2012 represented the following:

### **MOTOR VEHICLE EXCISE TAX**

- Total collections of \$2,274,470 or a 98% collection rate on the total commitment of \$2,339,460.

### **REAL ESTATE TAX**

- Total collections of \$54,198,039 or a 99% collection rate on the total commitment of \$54,298,467.

### **PERSONAL PROPERTY TAX**

- Total collections of \$1,298,975 or a 99% collection rate on the total commitment of \$1,297,065.

### **AMBULANCE FEES**

- Total collections of \$541,257 or a 69% collection rate on the total commitment of \$784,567.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$557,466.

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

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

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

Respectfully submitted,

Albert F. Wisialko  
*Collector of Taxes*

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

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*Dottie Powers, CMC, CMMC  
Town Clerk*

*Teresa Riordan, Assistant Town Clerk*

**VITAL STATISTICS 2012**

Births ..... 105  
Deaths ..... 162  
Marriage Intentions Filed ..... 54  
Marriages Registered ..... 56

Presidential Primary ..... March 6, 2012  
Annual Town Election ..... April 24, 2012  
Annual Town Meeting ..... May 7, 2012  
State Primary ..... September 6, 2012  
State Election ..... November 6, 2012

See Appendix B for Town Meeting and Election Results

## PLANNING BOARD

### DEPARTMENT MISSION

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

### LAND USE DEVELOPMENT REVIEW

For the past several years, the Planning Board has worked extensively with other Town boards and departments, to encourage redevelopment of commercial and industrial areas throughout Westwood. This year, the Planning Board has put considerable time and effort into the review of plans for a large-scale mixed use development in the University Avenue area.

The Board received an initial proposal for a 2.1 million square foot development known as University Station in June, 2012. Since that time, the Board has been reviewing all aspects of the proposed development, and has drafted a plan-specific Zoning Bylaw amendment for consideration by Special Town Meeting. If approved by Town Meeting, the bylaw amendment would permit the start of construction for the initial phase of development in Spring 2013.



*Conceptual Site Plan for  
Proposed University Station Mixed-Use  
Development along University Avenue*



*Planning Board Members: Chris Pfaff, Steve Olanoff,  
Jack Wiggin, Steve Rafsky and Bruce Montgomery*

In 2012, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed two Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, § 41P.
- The board reviewed four Definitive Subdivision applications pursuant to M.G.L. Chapter 41, and approved all of those applications. The board approved a new OSRD Definitive Subdivision for a 10-lot subdivision known as Morgan Farm Estates; a 2-lot Definitive Subdivision known as 600 Clapboardtree Street; modifications to the previously granted Definitive Subdivision Approval for the 11-buildable lot subdivision known as Westview Estates; and modifications to the previously approved OSRD Definitive Subdivision for Morgan Farm Estates.

In 2012, the Planning Board issued the following decisions pursuant to the Zoning Act:

- The board considered and approved one application for a FMUOD Special Permit pursuant to Section 9.5 of the Zoning Bylaw, for the construction of a new 66,000 sq. ft. outpatient and medical office facility at 40 Allied Drive. The location of this property, partly in Westwood and partly in Dedham, presented an opportunity for coordinated review between the towns of Westwood and Dedham. In order to allow for the most efficient review process, the staff of the two towns convened a joint pre-application meeting, the Westwood and Dedham Planning Boards held simultaneous public hearings on their respective applications, and the two boards employed the same peer review consultant. The board subsequently approved a modification of the FMUOD Special Permit to permit alterations to the buildings south facade.

## PLANNING BOARD



*Architect's rendering of  
Renovated Colburn School Building*

- The board considered and approved one application for an Upper Story Residential Overlay District (USROD) Special Permit pursuant to Section 9.7 of the Zoning Bylaw, for the relocation, renovation, and reuse of the historic Colburn School Building at 668 High Street including an architecturally appropriate building addition. The exterior of the structure will be restored in accordance with appropriate standards for the rehabilitation of historic structures, and the interior will be renovated to accommodate a bank with drive-through window on the first floor and residential units on the upper floors.
- The board considered and approved two minor modifications to an application for a Senior Residential Development (SRD) special permit pursuant to Section 8.4 of the Zoning Bylaw, for the development of 12 new senior residential units at Reynolds Farm, 1561 High Street.

<b>Activity</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Approval Not Required Plans	2	5	5	4	4
Preliminary Subdivision Plans	0	0	0	0	0
Definitive Subdivision Plans	4	3	2	2	5
Site Plan Review Decisions	14	10	7	11	14
Special Permit Decisions	5	6	5	2	3
Scenic Roads Applications	2	2	0	1	1

- The board considered and approved four applications for review of alterations and additions to existing Wireless Communication Overlay District (WCOD) special permits pursuant to Section 9.4 of the Zoning Bylaw, including two separate applications for alterations to existing wireless communication facilities at 690 Canton Street; one application for alterations to an existing wireless communication facility at 213 Fox Hill Street; and one application for alterations to an existing wireless communication facility at 100 Lower Brook Drive.



*Renovations to baseball fields and tennis courts  
at Morrison Park in Islington*

- The Planning Board considered ten Environmental Impact and Design Review (EIDR) applications and issued ten approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Conversion of an existing unfinished building to a religious facility at 282 Blue Hill Drive; Open Space Residential Development (OSRD) at Morgan Farm Estates; parking lot reconstruction and landscaping at 355 Providence Highway; construction of a new office building and claims center at 62 Everett Street; expansion of the new Library parking lot at 660 High Street; alterations to the Morrison Park Little League Field at 300 Washington Street; expansion of the parking lot and alterations to vehicular circulation for Westwood Lodge at 45 Clapboardtree Street; modifications to a previously granted EIDR Approval for the Mobil Station at 710 High Street; modifications to the previously approved OSRD Approval for Morgan Farm Estates; and satisfaction of parking requirements for a conversion of a retail space to a restaurant at 301 Washington Street.
- The board issued one Shared Driveway Special Permit approval pursuant to Section 6.1.26 of the Zoning Bylaw, for a one-year extension of the special permit for a shared driveway to serve 303 Grove Street. The board has another request pending for consideration for a one-year extension of the special permit for a shared driveway to serve 480 Summer Street.

# PLANNING BOARD

## COMPREHENSIVE PLANNING

- The Planning Board and Comprehensive Plan Steering Committee continued work necessary for an update of town's 2000 Comprehensive Master Plan. The board engaged Philip B. Herr and Associates to provide consultant services to the Planning Board and Steering Committee. The Steering Committee produced and disseminated an electronic survey to better inform the Comprehensive Plan update, and will continue working on the update in 2013.
- The board continued its comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, and for all Special Permits that may be issued by the Planning Board. New interim Subdivision Rules and Regulations were approved by the board, and the public hearing for consideration of the remaining sets of rules and regulations will be continued in 2013.

## ANNUAL TOWN MEETING

- The Planning Board sponsored thirteen warrant articles for the May 2012 Town Meeting, ten of which were recommended by the Finance Commission, and approved by vote of Town Meeting. All of the ten approved articles involved amendments to the Zoning Bylaw, as follows:
  1. Revised section pertaining to treatment of lots in multiple jurisdictions, to allow for special treatment of lots within the Highway Business District which lay partly in Westwood and partly in Dedham.
  2. Amended Use Chart and Parking Requirement sections to add "for-profit educational facilities" and "contractor's yards".
  3. Revised definition for Floor Area Ratio (FAR) to exclude atriums, entranceways and parking facilities.
  4. Rewrote Sign Requirement section for consistency and ease of application.
  5. Created new Lot Shape Requirement to prevent creation of irregularly shaped lots without valid purpose.
  6. Amended Open Space Residential Development (OSRD) section to prevent excessive development of areas with extensive wetlands.
  7. Amended Senior Residential Development (SRD) section to clarify handicap accessibility requirements and to require affordable housing provisions for projects with more than ten units.
  8. Revised Flood Area Overlay District (FAOD) section of bylaw to bring into conformance with current FEMA maps and regulations.
  9. Amended Flexible Multiple Use Overlay District (FMUOD) section to clarify issues related to the phasing of projects and the development of parcels owned by separate entities.

10. Clarified and corrected various minor inconsistencies and errors throughout the Zoning Bylaw.

## COLLABORATION AND OUTREACH

- The board continued to work collaboratively with the Neponset Valley Chamber of Commerce and the Towns of Norwood, Dedham, Canton and other municipalities to advance regional planning initiatives, especially the comprehensive redesign of the Interstate 95/93/Route 128 interchange.
- The Planning Department continued to facilitate the Land Use Committee, which serves as a forum for applicants to informally present proposed development projects for staff comment and technical review, and encourages collaboration and information-sharing among the various departments involved in land use development issues, including the Planning, Health, Building, Fire, Police, Public Works, Economic Development, Conservation Commission and Engineering Departments.
- The Planning Board's web site is continuously updated to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, Open Space and Recreation Plan, Development Guide, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning

Board meetings are available for download. The web site also serves as the repository for the voluminous amount of Westwood Station information generated as part of the permitting process.

## 2013 SERVICE PLAN

- In 2013, the Planning Board will continue to devote considerable time and attention to the review of plans and materials for the proposed University Station Development.



## PLANNING BOARD

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- The Planning Board will continue to work collaboratively with the Board of Selectmen, the Economic Development Advisory Board, and other town boards and project developers to pursue initiatives designed to encourage near-term development and re-development of commercial properties throughout Westwood.
- The board will complete the comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, and for all Special Permits that may be issued by the Planning Board.
- The Planning Board will continue to work with the Comprehensive Plan Steering Committee and toward an update of Town's 2000 Comprehensive Master Plan.
- The board will continue to work with the Housing Partnership and interested parties to encourage and facilitate affordable housing and senior housing initiatives. The board will develop proposed revisions to the Zoning Bylaw related to housing, including further amendments to the Senior Residential Development (SRD) section. The board will also consider the adoption of specific linkage requirements in association with various special permits.
- The Planning Board will continue to work collaboratively with the Neponset Valley Chamber of Commerce and the Towns of Norwood, Dedham, Canton and other municipalities to advance regional planning initiatives, especially the comprehensive redesign of the Interstate 95/93/Route 128 interchange. These regional planning efforts will be coordinated primarily through the Route 128/ABC Coalition and the Regional Working Group.
- The Land Use Committee will continue to serve as a forum for applicants to informally present proposed development projects for staff comment and technical review, and as a vehicle for improved collaboration and information-sharing among the various departments involved in land use development issues.
- As time permits, the Planning Board will work cooperatively with the Board of Selectmen, Economic Development Advisory Board and other Town departments and committees to identify and implement the highest priority policies and recommendations from the Comprehensive Plan, Executive Order 418 Community Development Plan, Everett Street/Glacier Drive/Route 1 Commercial Area Study, Town Centers Study, and Municipal Growth Planning Study, and will pursue grants and other appropriate means of funding to assist in the implementation of these identified policies and recommendations.



*Planning Board Members: Chris Pfaff, Steve Olanoff, Jack Wiggin, Steve Rafsky and Bruce Montgomery*

### **Planning Board Members**

John J. Wiggin, *Chairman*  
Steven H. Olanoff, *Vice Chairman*  
Christopher A. Pfaff, *Secretary*  
Steven M. Rafsky  
Bruce H. Montgomery

### **Staff**

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

## ZONING BOARD OF APPEALS

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

This year, the Board welcomed two new Associate Members: David Belcher and Danielle Button.

Alan Ward and Joseph Crowley retired after many years of service and we are grateful to them for all the time and effort they devoted to the Board. There are now three standing Regular Members with six Associate Members who fill in at hearings should a Regular Member be unable to attend.



*John Lally-Clerk, David Krumsiek, Chair and Danielle Button*

The numbers of applications filed for hearing were down and this can be seen as a reflection of the economy. Many projects that did come before the Board were smaller in scope than in past years.

Several applications heard by the Board have a direct impact on the Town and the approval of these will enhance the quality of life in town for many years to come.

A number of special permits and variances were granted to allow the new library construction and relocation of the Colburn School to move forward.

The establishment by special permit of a farmer's market located at the Senior Center has been a popular addition to the Town. The fresh produce available has met with much approval from residents.

Various forms of zoning relief were required and granted by the Board to begin renovation of Morrison Field. Work commenced in November and a beautiful

new field is expected to be ready for Spring 2013. A new softball field and tennis court will also be constructed. Future plans include dugouts and a new refreshment stand.

In keeping with the growing numbers over the past several years, four special permits were granted for accessory apartments which serve to increase the housing stock in Town.

Hearing Activity	2012	2011	2010	2009	2008
<b>Total Applications</b>	<b>28</b>	<b>33</b>	<b>33</b>	<b>31</b>	<b>43</b>
Special Permits requested	23	32	29	26	39
Variances requested	7	1	4	8	9
Appeals	1	3	4	3	1
Decisions rendered	24	35	28	37	39

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

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

**Regular Members:**

David W. Krumsiek, Chairman  
 John F. Lally  
 Douglas C. Stebbins

**Associate Members:**

Charles D. Reilly  
 Robert J. Rossi  
 Michael E. Flynn  
 Gregory J. Donovan  
 David M. Belcher  
 Danielle L. Button

**Zoning Administrator:**

Louise Rossi

## ASSESSORS OFFICE

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The Board of Assessors is responsible for the assessment and administration of all local taxes provided for by the General Laws of Massachusetts. The primary function of the Board is to determine the value of all real and personal property located with the Town of Westwood. The Board is required to assess all property at its full and fair market value as of January 1 of each year.

The decline of the business/commercial population in town and with real estates values holding steady prove to give the Assessors office a active and demanding year. The office continued to update all property records cards, including ownership, building permits and adjustments to valuation as needed. The Department of Revenue certified values and approved the new tax rate. All Quarterly tax commitments and warrants for the collection of taxes were generated on time.

All requests from residents and other Town offices for abutters, motor vehicle were processed in a timely manner and all exemptions were received and processed on time.

A major change for the Assessors office this year came with the retirement of Louis Rizoli who served on the Board for over 14 years. Lou's knowledge and dedication brought unmeasured service and he will be greatly missed by town employees and residents alike.

The Board now welcomes Maureen Bleday who was sworn in at Town Meeting in May as the third member to the Board. Maureen's experience on other Town Boards and knowledge of the Town will prove to been an asset to the Board of Assessors. Maureen completed the Assessors 101 course required by the Department of Revenue.

The Board of Assessors and the office staff of Debbie Robbins (Assessor), Lisa Ciampa (Office Coordinator), and Rose Wallace (Principal Clerk) are committed to responding to all inquiries, requests and concerns about assessment, motor vehicle excise, exemption or abatements with a courteous and professional manner

Michael P. Krone, *Chairman*

Mark F. Murphy, *Clerk*

Maureen H. Bleday, *3<sup>rd</sup> Member*

## PERMANENT BUILDING COMMISSION

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

The Permanent Building Commission is currently supervising the planning and completion of the New Westwood Library Project.

### **Permanent Building Commission**

John Cronin, Jr., *Chairman* - 2014

Judy Frodigh - 2014

John Cummings - 2015

Thomas Erickson - 2014

Paul Colantuoni - 2015

Peter Paravalos - 2013

Respectfully submitted,

John Cronin, Jr., *Chairman*

Permanent Building Commission

# COUNTY OF NORFOLK COMMISSIONERS

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## **FY2012 ANNUAL REPORT MESSAGE**

*To the Citizens of Norfolk County:*

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston. Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

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

County revenues are directly impacted by conditions in the real estate and credit markets. In recent years, the County has met the challenges of the national recession. The County has minimized operating expenditures while seeking to maintain and improve services.

Capital improvements have continued at County facilities, including our Courthouses and the Registry of Deeds. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School this year began construction of a major renovation and expansion project at its Walpole campus.

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

As County Commissioners, we are privileged to serve you.

Very truly yours,

Francis W. O'Brien, *Chairman*

John M. Gillis

Peter H. Collins

Administrative Offices – P.O. Box 310  
614 High Street – Dedham MA 02027-0310  
Telephone: (781) 461-6105  
Facsimile: (781) 326-6480  
E-mail: [info@norfolkcounty.org](mailto:info@norfolkcounty.org)

# NORFOLK COUNTY REGISTRY OF DEEDS



## MISSION

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

Ongoing technology improvements, the security and management of records and increased levels of customer service remain areas of focus for the Norfolk County Registry of Deeds. Some of our recent and ongoing initiatives in 2012 include:

- Register O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell visited Westwood Town Hall on May 10<sup>th</sup> and the Westwood Council on Aging on January 12<sup>th</sup>.
- The full service telephone and walk-in Customer Service and Copy Center continues to provide residents and businesses of Norfolk County with quality customer assistance in all areas of Registry operations.
- Multiple technological improvements were implemented in 2012 including an upgrade of the Registry's server and the introduction of an improved Registry of Deeds website. The Registry's new website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics and answers to frequently asked questions.



- Our ongoing community programs; Suits for Success, the Annual Holiday Food Drive, Cradles

to Crayons and Toys for Tots Collection were once again successful thanks to the generosity of Registry employees as well as many residents and businesses across Norfolk County.

- Improvements to the physical and structural appearance of the historic Registry Building continued in 2012 with the installation of new energy efficient windows throughout the facility.
- Electronic recording which allows for documents to be sent for recording via the internet has attracted interest from the real estate business community.
- The internet library of images accessible to the public through the Registry of Deeds online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. All documents back to the first documents recorded in Norfolk County in 1793 are available for viewing online.

Real estate activity in Westwood, MA during 2012 showed increases across all measurement categories.

There was a 25% increase in documents recorded by the Norfolk County Registry of Deeds for the Town of Westwood during 2012 at 5,083 which was 1,027 more documents than the 2011 total of 4,056.

The total volume of real estate sales in Westwood during 2012 was \$228,315,791.00 which showed a 51% increase over 2011. The average sale price of deeds over \$1,000 (both residential and commercial properties) was up in Westwood by 25% in 2012 at \$1,028,449.51 which showed a \$152,380.91 increase from the 2011 average.

The number of mortgages recorded on Westwood properties in 2012 was up 32% from 2011 at 1,411, while total mortgage indebtedness increased by 50% to \$579,127,923.00 from the 2011 total of \$386,190,919.00.

The number of foreclosure deeds filed in Westwood during 2012 was down by 2 at 4 filings compared to the 2011 total of 2, while the number of notice to foreclose mortgage filings remained even in 2012 with the 2011 total of 11.

Finally, homestead activity was on the rise in Westwood during 2012 with 377 homesteads filed representing a 21% increase over the 2011 total of 311.

The modernization and business improvements that have enhanced our ability to provide first rate customer service to residents and businesses of Norfolk County will continue. I have been and always will be committed to an efficient customer service oriented operation here at the Registry. It is a privilege to serve as your Register of Deeds.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Rill0's". The signature is stylized and appears to be a variation of the name "Rill0's".

William P. O'Donnell  
Norfolk County Register of Deeds

# HOUSING AUTHORITY

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## **DEPARTMENT MISSION**

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

## **GOALS AND RESPONSIBILITIES**

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

## **PROGRAM/SERVICE AREAS**

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

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

## **CURRENT SERVICES/PROGRAMS**

### **Development of Affordable Family Housing**

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

### **Management of Affordable Family Housing**

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

## **PRIOR YEAR ACCOMPLISHMENTS**

All of the units owned by Westwood Affordable Housing Associates continue to be rented and leased to income qualified tenants. We continue to serve families in our six two-bedroom units, our two three-bedroom units and the two single family houses one that was donated in 2012. Interested applicants are urged to apply to the Dedham Housing Authority (DHA) for a Section 8 voucher. We work with DHA to generate a list of income qualified applicants if a vacancy occurs. They give Local Preference status to Westwood applicants as part of their administrative plan.

## **FY 2013 SERVICE PLAN**

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

### *Housing Authority Board Members:*

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

### *Westwood Affordable Housing Associates, Inc.*

#### *(WAHA) Members:*

John J. Cummings  
Frank B. Jacobs  
Pamela R. Kane  
Jason E. Lee  
Barbara S. McDonald  
Jerrold B. Wolfe

# HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

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## **DEPARTMENT MISSION**

### **HOUSING PARTNERSHIP**

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

### **FAIR HOUSING COMMITTEE**

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

## **GOALS AND RESPONSIBILITIES**

### **Housing Partnership**

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

### **Fair Housing Committee**

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

## **PROGRAM/SERVICE AREAS**

### **Housing Partnership Committee**

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

### **Fair Housing Committee**

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

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

## **PRIOR YEAR ACCOMPLISHMENTS**

- Members of the Housing Partnership have continued working with community groups and developers to explore ideas for increasing the amount of affordable housing in Westwood or a variety of age groups and needs.

## **FY 2012 SERVICE PLAN**

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

## COMMUNICATION & TECHNOLOGY ADVISORY BOARD

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

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

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

The following four areas are the focus of the CTAB:

1. **Monitor performance of Cable Providers:**

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

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

2. **Support PEG Broadcasting in Westwood**

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

3. **Pace of Change of Technology**

The CTAB will advise the Director of Information Technology to determine the most fiscally prudent ways for the Town to stay abreast of appropriate technology.

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

Christopher Gervais, *Chairman*

Steven Anderson

Stephen Grephenius

Mark Hichar

Eric Lin

*Ex Officio Members*

Michael A. Jaillet

Donna McClellan

# INFORMATION TECHNOLOGY

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## **DEPARTMENT MISSION**

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

## **ENABLING LEGISLATION**

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

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

## **GOALS AND RESPONSIBILITIES**

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

## **PROGRAM/SERVICE AREAS**

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

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

## **CURRENT SERVICES/PROGRAMS**

### **Strategic Planning**

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

### **Administration/Operations**

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

### **Hardware & Software Support**

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

## **PRIOR YEAR ACCOMPLISHMENTS**

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

- Managed IT infrastructure which includes 17 servers over 200 PCs and 100 printers. Fifty (50) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital

## INFORMATION TECHNOLOGY

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

- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Supported implementation of new VOIP phone system to all town offices and buildings.
- Managed implementation of PeopleForms to all town departments.
- Worked with School Department to change community messaging program
- Replaced network core switch
- Managed the implementation and rollout of the Westwood Service Center which provides easy access to online services and information
- Implemented a power management solution for network core equipment which will ensure a smooth transition to and from diesel generator power in case of a loss of power.
- Implemented an online Kindergarten registration process using PeopleForms
- Configured and installed a storage server to replace an aging server. The new server also provides much needed additional storage capacity.
- Managed the implementation and rollout of the new Westwood Service Center which will provide easy access to online services and information available for the Town of Westwood.
- Migrated Assessing Server Software to a new server and updated the software to a new version
- Worked with School Administration to implement a Curriculum and Learning solution.
- Configured and rolled out a virtual desktop solution for a limited number of users. This is a pilot for future use of virtual desktops.

### **FY2014 SERVICE PLAN**

- Continue the high level of training of users to maximize the software currently available.
- Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances
- Continue to improve the Town of Westwood web site with a focus on greater access to public information.
- Advance the Town's LANs and WAN with new technology resources.
- Increase the accessibility, magnitude and accuracy of data available on the GIS.
- Continue to replace aging network node switches in all town facilities on the network.
- Implement a mobile device management solution for both ios and android devices

Donna McClellan

*Director of Information Technology*

## REGIONAL COUNCILS AND BOARDS

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### **METROPOLITAN AREA PLANNING COUNCIL**

**MAPC** is the regional planning agency serving the 101 cities and towns in the Greater Boston region. With a mission to promote smart growth and regional collaboration, MAPC's work is being guided by its regional plan, **MetroFuture: Making a Greater Boston Region**. Founded in 1963, MAPC will celebrate its Golden Anniversary this year.

MAPC continues its work with support from the federal **Sustainable Communities Regional Planning Grant**, entering its final phase in 2013. The grant's projects have continued to showcase the very best of smart growth planning and policy throughout Greater Boston, with guidance from MAPC's Metro Boston Sustainable Communities Consortium, which governs the grant. The Consortium is now comprised of 170 member organizations, including 66 municipalities representing more than 80 percent of the region's 3 million residents.

Among the Sustainable Communities grants is the **Dedham and Westwood Bicycle and Pedestrian Network Plan** being written by MAPC staff in collaboration with the two towns. The purpose of the plan is to encourage accommodations for biking and walking in the communities of Dedham and Westwood. Meetings have taken place with boards in the two towns as well as joint meetings with representatives from both towns. After review by the Selectmen and the Planning Board, the plan will be submitted for endorsement at Town Meeting to familiarize residents with the plan and build support for its implementation.

MAPC's many projects and programs included another successful year for its **District Local Technical Assistance (DLTA)** program, which helps cities and towns achieve more sustainable land use and more effective local governance. MAPC funded 18 DLTA projects this year, 12 in land use planning, 4 related to energy, and others for regional municipal services.

Last year, MAPC helped launch the **Hubway Bike Share** system in Boston, with more than 670,000 trips logged since the program's inception. In 2012, MAPC worked to expand Hubway beyond Boston's borders and into Brookline, Cambridge, and Somerville. MAPC expects to continue facilitating Hubway's expansion into additional cities and towns in coming years.

Planning Board Vice Chair Steve Olanoff and Planning Board Chair Jack Wiggin represented the Town at MAPC meetings. Steve Olanoff also serves on the MAPC Legislative Committee.

More information about MAPC's accomplishments during 2012, its services and ongoing activities is available on its website at [www.mapc.org](http://www.mapc.org).

### **THREE RIVERS INTERLOCAL COUNCIL**

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

The fourth annual TRIC Legislative Breakfast was held in April of 2012, bringing together municipal staff and elected officials for informal contact with their State Representatives and Senators.

TRIC towns have benefited from the Sustainable Communities Project, and TRIC this year selected proposals and directed use of the grant funds for subregional planning and projects in our region. TRIC also presented local and regional transportation priorities to the Boston Region Metropolitan Planning Organization (MPO) for formation of its regional transportation plans and programs.

Planning Board members Chris Pfaff and Steve Olanoff represented the Town at TRIC meetings and events.

### **REGIONAL TRANSPORTATION ADVISORY COUNCIL**

The Town of Westwood is also a member of the Regional Transportation Advisory Council. Steve Olanoff represents the Town on the Advisory Council and was this year re-elected to serve a second year as its Chair. The Advisory Council provides the MPO with public input from its 101 municipalities, state and local agencies, and independent advocacy organizations. The Advisory Council is a full-voting member of the MPO and as Advisory Council Chair, Steve Olanoff represents the Advisory Council at all MPO meetings.

### **MBTA ADVISORY BOARD**

The MBTA Advisory Board is composed of all the municipalities served by the MBTA. Jack Wiggin and Steve Olanoff serve as Westwood's designees to the MBTA Advisory Board. This past year the Advisory Board made a number of recommendations to the MBTA for maintaining service and avoiding the significant fare increases that were proposed by the T. This year the state administration and legislature are examining proposals for long term fixes to the state's transportation financing. Hopefully the outcome will then provide the funds needed to maintain and expand as necessary our transportation infrastructure which is essential to maintain and grow the economy of this state and the region.

# WESTWOOD POLICE DEPARTMENT

## MISSION

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

## PERSONNEL

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

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	3	2
Patrol Supervisors	4	4
Traffic Safety Sergeant	1	1
Patrol Officers	16	15
Detectives	2	2
School Resource Officer	1	1
Communication Personnel	6 Full, 3 Part	6 Full, 3 Part
Administrative Staff	2	2

In April, Sergeant Bruce McDonald retired from the police department. He joined the Westwood PD in 1983, was promoted to Sergeant in 1990, and retired in 2012. He served 29 years as a police officer and 22 years as a Sergeant.

Sergeant Sicard, Detective Toland, and Officer Foley all celebrated their 25th anniversary with the department.

Sean Pillai was appointed a student officer in June and attended the Lowell Police Academy. He graduated that academy and is currently working the overnight shift.



*Officer Sean Pillai being sworn in  
by Town Clerk Powers*

Officer Pillai's graduation from field training allowed us to deploy Officer Brad Pindel back into the schools as a school resource officer.

Officer Joseph Vinci was promoted to sergeant to fill Sergeant McDonald's vacancy.

We hired one new full time Dispatcher, Eric Gutekunst, who had just completed a six year enlistment in the US Coast Guard. We also hired 3 part time dispatchers, Dorothy Mucciarone, Paul Hogan, and Steven Cromack.

Chief Chase announced his retirement in December after 10 years as Westwood's Police Chief.

## TRAINING

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

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

## INVESTIGATIONS

The Department's two detectives continue to follow-up on cases initiated by patrol officers. The manner in which cases are funneled to the Detectives vary from case to case, but generally speaking, criminal investigations requiring a significant investment of time and resources usually are assigned to a Detective. The

# WESTWOOD POLICE DEPARTMENT

caseload is also impacted by self-initiated investigations, and can encompass drug investigations, fraudulent activity, and quality of life issues.

## TRAFFIC ENFORCEMENT

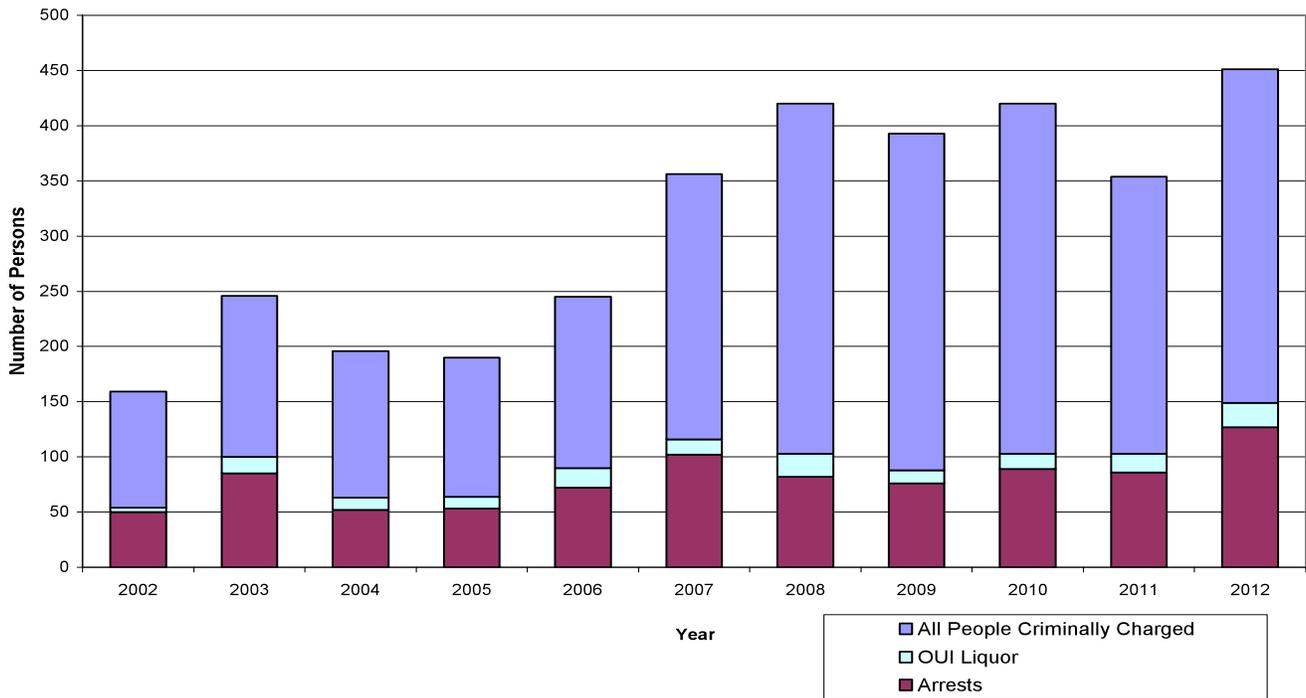
The volume of traffic and the speed at which it travels continues to be a shared concern of many residents. Selective enforcement is a strategy employed by the Department to target traffic violations at specific times and locations, often based on resident complaints, and continue to be a priority of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

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

## CRIME STATISTICS

Crimes Reported	2011	2012
Murder	0	0
Rape	2	6
Robbery	3	2
Arson	0	0
Aggravated Assault	12	12
Burglary & Attempts	49	52
Larceny-Theft	90	85
Motor Vehicle Theft	8	6
Theft from Motor Vehicle	27	39
Alarms	852	770
Accidental 911 Calls	439	530
Missing Persons	19	17
Motor Vehicle Crashes	367	417
Disturbances	246	302
Identity Fraud	47	53

**Persons Criminally Charged by Year**



# WESTWOOD POLICE DEPARTMENT

## GRANTS

The police department was successful in obtaining a number of grants to help offset some of its capital and operational costs. The Governor's highway safety grant was awarded for seat belt and operating under the influence enforcement.

Funding Source	Amount	Purpose
Governors Highway Safety	\$ 3000.00	Traffic Enforcement Campaigns
E-911	\$39,100.00	Training & Technology

## GOALS

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

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

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

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

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

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

William G. Chase  
*Chief of Police*



*Sergeant Sicard's restored 1965 Ford Galaxie.*



*Chief Chase driving a modern cruiser.*

*Both photos from the 2012 Memorial Day Parade, courtesy of Sergeant Saleda.*

## PARKING CLERK

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

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

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

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

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

Michael A. Jaillet  
*Parking Clerk*

# PEDESTRIAN AND BICYCLE SAFETY COMMITTEE

## MISSION

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

## 2012 WORK

In 2012, we continued a program started in 2011 by facilitating the purchase and installation of a total of 29 bike racks throughout town. This project utilized funding provided by the Metropolitan Area Planning Council. These bike racks were installed with the cooperation of the Westwood DPW, School Department and the MBTA.

Our committee made a commitment to expand our outreach in the community. To this end, we developed a brochure to raise awareness of our work and attended the PMC Kids' Ride to interface with interested citizens. We also attended Westwood Day and provided a Safety Town activity for our town's youngsters. In addition to providing the activity, members staffed an information table and raffle and were available to speak about issues with the general public.



*Westwood Day 2012- Safety Town*

In June we facilitated discussion on safety issues in the area of the East Street Bridge with a group of area residents. This meeting focused on problem areas and possible solutions. Later in 2012, the town put improvements in place with additional and enhanced signage. The town also initiated talks about the safety of the area with the MBTA.

In March, we hosted the Metropolitan Area Planning Council organizers and gave input on the Dedham and Westwood Bicycle and Pedestrian Plan. The MAPC grant provides funding for a pedestrian and bicycle planning project and encourages cross-town collaboration. The funding will result in the creation of a set of recommendations for implementation. The individual towns will be responsible for implementing the

recommendations. More information on this opportunity can be found at [www.mapc.org/project-summaries](http://www.mapc.org/project-summaries). To see an interactive cycling and pedestrian map of the area on the MAPC website, visit [trailmap.mapc.org](http://trailmap.mapc.org).

Late in 2012, we began discussions with DPW Director Todd Korchin about how our committee can work in collaboration with the DPW. We also were included in pedestrian plans for the Morrison Park revitalization project. There are several solutions in place that will encourage safer travel routes for pedestrians in the area of the park.

## FUTURE GOALS

- evaluate how road striping affects speed of vehicles and pedestrian safety. Engage neighborhood residents in raising awareness of the issues with the DPW.
- brainstorm ways to raise awareness of bicycle and pedestrian safety in town
- revisit our list of areas that would be suitable for possible infrastructure improvements. Invite neighborhood residents to a meeting when we discuss certain issues.
- evaluate the MAPC plan and work with DPW to identify achievable goals.
- brainstorm ways for residents to submit bicycle and pedestrian safety issues to the town.



*Westwood Day 2012- committee information table*

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

- visit our webpage on the Town of Westwood website. You can read minutes from recent meetings.
- subscribe to our email list. You can do this on our webpage.
- attend our monthly meetings which are held on the 4th Thursday evening of each month. Meetings are at 7:30 at the Carby Street building.

**2012 Members:** John Craine, Michael Kraft, Steve Harte, Steve Olanoff, Wendy Muellers, Virginia Lester, George Lester, Suzanne Becker, Chris Giovino, Kela Klosi, Nora Loughnane, Sgt. Paul Sicard, Todd Korchin.

# WESTWOOD FIRE DEPARTMENT

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*Memorial Day Parade 2012*

## **DEPARTMENT MISSION**

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

## **STAFFING**

### **30 Uniformed Personnel**

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

### **2 Civilian Employees**

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

## **PROGRAMS/SERVICE AREAS PROVIDED:**

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

## **2012 STATISTICS:**

### **Fires:**

In Structures	91
Vehicles	10
Brush/Grass	38
Other Fires	1

### **Ems/Rescue Service:**

Ambulance	1487
Lock In/Out	54
Vehicle Accidents	186
Searches	1
Technical Rescues	1

Hazardous Conditions	29
Service Calls	157
Assist Police Dept.	11
Mutual Aid/Line Coverage	32
Good Intent Calls	54
Smoke Investigations	39
Electrical Emergencies	105
Hazardous Materials Incidents	33
False Alarms	6
Alarm System Malfunctions	195
Unintentional Alarms	141
<u>Carbon Monoxide Detector Investigations</u>	<u>59</u>

**Total** Emergency Responses 2730

Open Burning Permits 467  
 Inspections & Permits 1337

### **Revenues Generated for 2012:**

Ambulance Service	\$521,449.00
Smoke Detectors	\$9,000.00
Permit Fees	\$10,025.00
Fire Alarm Fees	\$6,800.00
Misc. Reports	<u>\$442.00</u>
<b>TOTAL</b>	<b>\$547,716.00</b>

## **2012 AREAS OF NOTE**

- A spare ambulance was purchased, delivered and placed into service.
- The Department applied for and was awarded a grant in the amount of \$4665 from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools.
- Captain William Cannata retired after more than 29 years with the Department. He is the Coordinator for The Autism & Law Enforcement Coalition. We wish Captain Cannata great success and thank him for his dedication and service to the Department and the Town.
- In the fall Robert Kilroy and Michael Narciso were hired as Firefighter/Paramedics. Firefighters Kilroy and Narciso completed training at the Brockton Fire Academy.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.

## WESTWOOD FIRE DEPARTMENT

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- The Deputy Chief, the Department's Fire Prevention Officer, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. For more specific information visit us online, call 781-320-1060, or stop by Fire Headquarters.
- Two members of the Department continued their training as part of a county technical rescue team. This team is available to all towns in the county, providing specialized rescue skills including high angle, structural collapse and confined space rescue.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided, included in this training were quality control rounds, conducted with the Department's medical control Doctor reviewing previous cases.
- The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants including planning for new water mains and hydrants in the School St. and Pine Lane neighborhood.
- In October several hundred residents attended the Department's annual Open House at the High Street Station. Highlights included two "live burns", that demonstrate the need for residential sprinklers, as well as many other fire safety exhibits.
- The Department Training Officer, Captain Richard Cerullo coordinated an Impact Training Program in conjunction with the Massachusetts Firefighting Academy. Instructors from the Academy were on site monthly to teach classes such as Structural Collapse and Fireground Safety.
- Captain Cerullo also coordinated Compressed Natural Gas training through the MBTA, Railway Safety Training through Mass Bay Commuter Rail and Electrical Safety Training through NSTAR.
- Deputy Chief Michael Reardon graduated from Massachusetts Firefighting Academy's Chief Fire Officer Management Training Program. The thirteen week program is a comprehensive course providing training in the non-fire suppression aspects of managing fire department organizations and was presented in conjunction with the University of Massachusetts Collins Institute Center for Public Management.
- The Department purchased and put into use a LUCAS device which automatically administers chest compressions to a patient during CPR.
- Legislation regarding residential sprinklers and insurance company payments for ambulance services were closely monitored.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town's Hazardous Materials Bylaw.
- The Chief attended the meetings of the Westwood Lodge Task Force.
- Captain Lund continued to work with the State's Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training sessions.
- In addition to the large number of routine fires, motor vehicle accidents, hazardous materials incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included:
  - Firefighters responded to a large gasoline spill on High Street that had permeated the soil and into the ground water.
  - There was a hazardous materials incident on Glacier Drive.
  - A large brush fire off of Morgan Farm Road required mutual aid from the Towns of Dover and Norwood.
  - There was a large brush fire in Fowl Meadow bordering Westwood, Canton and Dedham.
  - Westwood Firefighters assisted with several large brush fires in area towns.
  - An MBTA bus fueled by Compressed Natural Gas struck the Eat Street Bridge rupturing the pressurized gas tanks forcing the evacuation of the area.
  - A serious pedestrian vs. motor vehicle accident on Washington Street requiring MedFlight.
  - A fire in a rooftop heating unit caused damage to a commercial building on East Street.
  - A gas main break on Briarwood Drive.
  - A serious Motor vehicle accident on Route 128 requiring MedFlight.
  - Firefighters dealt with emergencies caused by Hurricane Sandy.
  - A construction accident on Glandore Road required the use of technical rescue skills.
  - A large commercial truck hit the East Street Bridge causing a petroleum fluid spill creating an environmental hazard.

## WESTWOOD FIRE DEPARTMENT

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### 2013 OUTLOOK:

- Maintain as high a level of service as possible.
- Continue to pursue opportunities to expand shared Fire/EMS on regional basis.
- Hire and train a recruit firefighter to fill a current vacant position.
- Apply for State and Federal Grants.
- Prepare for University Ave. redevelopment
- Continue building improvement projects
- Draft specifications for, and complete purchases of capital items
- Equip and license Engine 2 to the Advanced Life Support level

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

William P. Scoble, *Chief of Department*



*Brush Fire off of Morgan Farm Road*

# BUILDING DEPARTMENT

## **MISSION**

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

## **DUTIES**

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

## **PROGRAMS/SERVICES**

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

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

## **Permit Application Process**

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

## **Inspections**

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

## **Zoning Enforcement**

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



*40 Allied Drive*



*Reynolds Farm, 1561 High Street*

## **Administration**

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

## **ACTIVITIES AND ACCOMPLISHMENTS**

The Building Department issued the following permits during 2012:

Building Permits	669
Gas Fitting Permits	295
Plumbing Permits	422
Wiring Permits	578
Sprinkler/Mechanical	65
New Dwellings	12

Of the twelve new dwelling permits issued six were for new houses on non-conforming lots after the existing structures were removed. In addition there are four

## BUILDING DEPARTMENT

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houses on new lots and two two-family buildings at the Reynolds Farm development on High Street. At this time the future of the existing house at that location is undecided. The Building Department continues to be very busy as a result of the volume of renovations to residential homes and construction of the medical building at 40 Allied Drive and the claims center for Progressive Insurance Company at 62 Everett Street.

The Health Department, Fire Department, and the Building Department are working cooperatively to bring all food establishments into compliance with all state and local code requirements.

The residents voted at the 2012 Town Meeting to adopt the Massachusetts stretch energy code. This is a series of amendments to the 2009 International Energy Conservation Code and will require changes in construction and renovations that will result in more energy efficient construction. There is an overlap period for enforcement. Contractors will have the option to use the base code or the stretch code until January 1, 2013.

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

After fifteen years of dedicated service to the Town as the head electrical inspector, Dan McIntyre has retired to Arizona. His expertise in his field will be missed.

### **Building Department Personnel**

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

The Building Department would also like to extend its thanks to all the Town Departments that have assisted us this past year especially those members of the Land Use Committee.

## WESTWOOD SCHOOL DEPARTMENT

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

Westwood students achieve at high levels in many areas – academic, the arts, and athletics. The results of Westwood's scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (S.A.T.), and Advanced Placement Tests are indicators of high levels of achievement in the academic areas. Westwood High School had one semi-finalist and eleven letters of commendation from the National Merit Scholarship Program. Sixty-two students received AP Scholar Awards. Fifteen were Scholar with Distinction; 14 were Scholar with Honor; and, 33 students were Scholar. 341 AP exams were administered in 14 subjects. 90% of the score were 3 or above. 95% of the Class of 2012 took the SAT and 85% of the Class of 2012 took the ACT. The Art Department announced that 27 students had won 30 awards at the prestigious 2013 Boston Globe Scholastic Art Awards. For Westwood High School there were 5 Gold Key winners, 6 Silver Key winners and 5 received Honorable Mentions. Khadijah Desanges, Olivia Smith(2), Chloe Snyder and Isabelle Xu won Gold Keys. Celia Condrick, Steven Kane, Zachary Phelps, Chloe Snyder, Shannon Stivaletta and Michael Yessailian won Silver Keys. For Thurston Middle School there were 2 Gold Key winners, 2 Silver Key winners and 10 received Honorable Mentions. Erin Fallon and Samantha Simonetti won Gold Keys and Emma Pan and Amy Tang won Silver Keys. High School Chorus members, Julia Deininger and David Driscoll were selected for the All-State Music Festival which culminates with a concert at Symphony Hall in March. Sheehan 4<sup>th</sup> grade student Jonah Levis qualified to join the Russian School Math Olympiad Team for Grades 4-6. In sports, Alex Berluti, football, was named Boston Globe All-Scholastic Div III "Player of the Year"; Patrick Frodigh, golf, claimed 2<sup>nd</sup> straight Boston Globe All-Scholastic honor; and, Irina Chiulli, four-time Div II State Diving Champion, was named Boston Globe All-Scholastic for the 4<sup>th</sup> consecutive year. Andrew Machiewicz, fencing star, won the Silver medal at the Cadet World Championships in Moscow.

Westwood High School graduates students who are prepared and eager to continue their education. 97% of the students in the graduating class of 2012 are continuing their education; 94% at four-year colleges or universities and 3% at two-year colleges.

This year Westwood High School was named a 2012 National Blue Ribbon High School by U.S. Secretary of Education Arne Duncan. The school is one of just 38 high schools nationwide, and the only one in Massachusetts, to be identified as "Exemplary High

Performing" a designation reserved for schools that are among their state's highest performing schools. As the name suggests, earning Blue Ribbon status is the highest honor a United States school can receive from the U.S. Department of Education.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas. This year reviews were conducted in Wellness with Judith Wine and Art with Diane Kaiser. Phase 2 of the Transition to Common Core was implemented.

The School Department welcomed Donna Tobin as Principal of Martha Jones Elementary School; Brian Harrigan as High School Assistant Principal; Kyle Grady as Thurston Middle School Assistant Principal; Aprile Albertelli as Director of the Preschool; and, Robin Fabiano as Director of Student Services PreK-5. Julia Bugeau-Heartt, a high school senior, joined the school committee board as the student representative. Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in Kindergarten through grade 12 was prominently displayed throughout the year in each school, the Superintendent's office and in public settings, such as the Public Library and Vello's.

In 2012, we had 9 staff members retire after many years of dedicated service to students and town. The retirees were: Maribeth Amber, 23 years; Richard Bernazzani, 37 years; Linda Carney, 28 years; Carol Craig-O'Brien, 25 years; Kathleen Kinsman, 5 years; Carolyn Murphy, 16 years; Sandra Raymond, 11 years; Peggy Scott, 12 years; Sue Toomajian, 29 years.

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

Respectfully submitted,

John J. Antonucci, *Superintendent of Schools*

John J. O'Brien, *School Committee Chairman*

## BLUE HILLS REGIONAL TECHNICAL SCHOOL

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

Blue Hills Regional Technical School continues its commitment to provide the highest caliber academic and vocational instruction to district students in grades nine through twelve, as well as postgraduate training. The nine towns in the district are Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood.

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

Fifty-three members of the Class of 2012 were recipients of the John and Abigail Adams Scholarship, which is given to students whose combined English Language Arts and Math scores on the MCAS rank them in the top 25 per cent of students in the graduating class in their school district. They are entitled to free tuition at participating state and community colleges in Massachusetts. In addition, twenty-one new members were inducted into the National Honor Society from the Classes of 2012, 2013 and 2014.

Seventy-seven Blue Hills Regional students participated in the SkillsUSA District Competition at the J.P. Keefe Technical School in Framingham on March 7, 2012, and won 25 medals in various categories.

Our athletic programs continue to expand with high levels of participation and success. The Warriors varsity football team was honored at the State House for winning the Eastern Mass. Division 4A Super Bowl in 2011; they won the Mass. Vocational Small Schools Football title over Minuteman High School in 2012. Other teams, including boys' and girls' soccer, co-ed swimming, hockey, boys' and girls' basketball, and boys' track qualified for tournament play.

As of October 1, 2012, total enrollment in the school was 817 students. There were six students from Westwood. We are working to encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional. Students can be admitted in grades nine and ten.

Adults are encouraged to explore the Practical Nursing Program, a full-time program of study provided on a tuition basis. The program earned accreditation in 2012 from the Council on Occupational Education.

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

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

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

I am honored to serve as Westwood's representative and strive to do what is best for our wonderful community.

Mr. Charles W. Flahive  
*Board Secretary and Westwood Representative*  
Blue Hills Regional Technical School District

December 31, 2012

# DEPARTMENT OF PUBLIC WORKS

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## **MISSION**

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



*Newest Plow/Slide-In-Sander Truck*

## **GOALS AND RESPONSIBILITIES**

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

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

## **PROGRAM/SERVICE AREAS**

### **ENGINEERING SERVICES**

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

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

## DEPARTMENT OF PUBLIC WORKS

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

### **PUBLIC BUILDING MAINTENANCE**

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

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

### **FLEET MAINTENANCE**

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

### **STREET LIGHTING**

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

### **TRAFFIC CONTROLS**

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

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

### **SOLID WASTE**

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

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

### **Collection and Transportation**

The Town has contracted with Waste Management Inc. for the weekly curbside collection of residential solid waste and the delivery of solid waste to Wheelabrator Millbury, the Town's resource recovery incinerator, with the recyclables also collected, transported, and marketed to the appropriate vendors bi-weekly. The Town has negotiated a new 5 year contract with Waste Management that expires June 30, 2017. The new contract will provide for fully automated trash and recycling pick-up, which will increase recycling, saving money, improving the environment and beautifying our community.

### **Disposal**

The Town has contracted with Wheelabrator Millbury for twenty years for the incineration of residential solid waste. Wheelabrator Millbury is a co-generation facility, generating electricity with steam produced as a by-product of waste incineration. The tipping fee per ton, which began at \$55 per ton in 1988, is annually adjusted in January of each year by the rate of inflation as measured by the Consumer Price Index. The 2007 tipping fee was \$108.93 per ton with ash treatment fee of approximately \$6.50 per ton. On January 1, 2008, we have entered into a new twenty year contract with Wheelabrator Millbury, at a rate of \$67.73 per ton. The anticipated rate for 2012-13 is \$74.00 per ton.

### **RECYCLING**

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

## DEPARTMENT OF PUBLIC WORKS

### HAZARDOUS WASTE

The Town has provided an annual hazardous waste collection day where households are encouraged to dispose of hazardous waste. In past years between 200 and 500 households have participated in the program.

### SEWER

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

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

These programs involve the following activities:

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

### PRIOR YEAR ACCOMPLISHMENTS

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

### ACCOMPLISHMENTS

#### TRAFFIC SAFETY

- Conducted a stakeholder planning process with the High Rock, Dover, Conant, and Country Lane neighborhood group and developed a phased plan to address safety problems caused by the high volume of cut-through traffic bypassing High Street.
- Completed plans and worked with Mass DOT on the upcoming reconstruction of the signal at 109 and Lowder Brook in order to solve safety issues at the intersection.
- Completed a traffic study and assessment of the intersection of 109 at Highland Glen

- Route 109 – Monitored and changed traffic signals as needed
- Pavement Management
- Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal
- Resurfaced Thatcher, Fox Hill and Everett streets.
- Coordinated maintenance of Town owned traffic signals.
- Swept 100% of town streets
- Maintained roadside right of ways, islands, Cemeteries, Town Hall, Veterans Park, Police Station, Baptist Lot, Temple Lots, and Sewer Stations with town forces.

Administered contract for cutting and removal of dead trees, as well as selective pruning of trees, and provide crews to cut excessive growth along roadways.



*Bucket Truck*

- Purchased bucket truck to aid staff in tree removal, pruning, and limb removal.
- Kept records of locations and provide personnel to maintain and fabricate all roadway signage and oversaw contract for traffic control line painting and traffic control devices.
- Began development of a traffic sign inventory to meet federal regulations

#### DRAINAGE

- Completed construction of the Brook Street Culvert Replacement
- Completed drainage design of the Pond Plain Area
- Conducted drainage assessment of Grove St
- Cleaned all catch basins and repaired those in need. Performed video inspection on systems as needed.
- Repaired and rebuilt over 60 catch basins, manholes and pipes, and constructed new drainage structures and pipes.

#### SNOW AND ICE

- Implemented the first DPW Public Snow Removal Policy.
- Sanded and salted 95 miles of roadway.

## DEPARTMENT OF PUBLIC WORKS

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- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw one contract providing an additional twenty-nine pieces of equipment for plowing, and provided service for snow and ice events.
- Responded to 15 snow and ice events throughout the season.

### **FACILITIES**

- Constructed exterior Town hall improvements including painting and landscaping
- Re-constructed the Cemetery shed.
- Implemented a program for catching up on the preventative maintenance backlog at all public buildings and completed numerous projects
- Contracted custodial services for the Town Hall, Carby Street Municipal Office Building, Islington Community Center, Police Station, and C.O.A. for daily general cleaning and annual cleaning of windows and rugs.
- Conducted a town wide facilities energy efficiency study and implemented and upgraded buildings as needed, including new lighting and energy management systems.

### **FLEET**

- Developed a long term replacement planning tool for Public Works fleet to prepare for the future.
- Specified and purchased 4 sanding trucks, 3 one ton dump trucks, a sweeper, a loader and a trackless roadside machine as part of the fleet replacement plan through our fleet improvement bond approved at the annual town meeting.
- Performed all maintenance on Police, COA, and Public Works vehicles and other department vehicles.
- Prepared all vehicles in the fall for winter operations.
- Prepared all equipment for spring, summer, and fall maintenance of all town properties including field maintenance.
- Prepared a draft fuel efficient vehicle purchase policy.
- Continued our weekly reports from fleet maintenance to highway, fields and grounds crews for improved efficiency and effectiveness during snow & ice season.

### **FIELDS AND GROUNDS**

- Maintained all athletic fields and encompassing grounds:
  - Mowing/edging
  - Grooming
  - Lining
  - Fencing/Batting Cage Setup & Daily Maintenance
  - Seeding/Sod
  - Aeration
  - Dethatching
  - Spring and Fall Cleanups
  - Irrigation activation/maintenance/winterization

- Coordinated seasonal fertilization programs that are implemented by outside contractors.
- Worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use.
- Worked with Little League and outside contractors to begin field reconstruction of Morrison Park including new tennis court, new irrigation, relocating light poles, new fencing at both little league and softball field and snack/restroom facility.

### **SOLID WASTE**

- Negotiated a new trash contract for fully automated trash and recycling pick up in Westwood that will result in more recycling, reduced costs and a neater community.
- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2012.
- Implemented 10 Fall and Spring curbside collection of leaves.
- The Environmental Action Committee held an ewaste collection event at Carby Street
- Collected Christmas trees curbside.
- Continued the implementation of bi-weekly curbside collection of recyclables – single stream.
- Held a town wide recycling day of trash barrels that were no longer needed with new automated trash and recycling pick up.

### **CEMETERY**

- Opened a new phase of the cemetery and have been discussing projections for future expansion.
- Installed plantings and removed old plantings to enhance the landscape.
- Reconstructed the shed in the old cemetery
- Reconstruction to the Old Cemetery wall as well as the wall in the lower section of the New Cemetery.
- Insulated, blue boarded and plastered the new cemetery barn for safety
- Performed major cleanup of cemetery prior to Memorial Day by Town crews.
- Sold 61 burial rights in the Town's cemeteries and had 40 interments in calendar year 2012.
- Currently working with a consultant to review and update the cemetery rules and regulations.

### **SEWER**

- Completed a project that will prevent infiltration into the most critical portions of the sewer collection system. The project lined 11,000 feet of pipe and 16 manholes and is estimated to reduce the volume treated by 150,000 gallons per day.

## DEPARTMENT OF PUBLIC WORKS

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- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.

### **FY14 SERVICE PLAN**

- To provide excellent customer service and communicate with the community.
- To continue to build a strong collaborative DPW team that plans strategically for the future and focuses on continuous improvement.
- To plan strategically and organize/manage DPW work for efficiency and effectiveness
- To encourage new ideas, approaches and the use of industry best practices and technology and train DPW staff on their use.
- To create a safe, positive and productive work environment
- To implement the new multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices.
- To construct drainage improvements on Edgewood, and Grove Street. Paving projects will include Hartford Street, Grove Street, Burgess Ave, Pond Plain, and Oriole Road.
- Incorporate improvements to Highland Glenn traffic signal by installing a new traffic beacon.
- To work with MassDOT to replace the Lowderbrook/109 traffic signal
- To implement a phase one traffic program for the Dover/Conant/High Rock neighborhood.
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure, including planning for future expansion.
- To work with the Cemetery Commission and recommend an update the Cemetery Rules and Regulations and fees to the Board of Selectmen.
- To implement the new operations plan for snow and ice.
- To communicate with the community by following snow policies and provide customer service web updates during snow storms.
- To continue improvements and organization of the Carby Street DPW facility for continuous improvement in efficiency and work environment
- To continue to revisit, update, add performance standards and improve service and public works contracts.

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

Todd Korchin, *Director of Public Works*

Brendan Ryan, *Superintendent of*

*Streets and Cemeteries*

Chris Gallagher, *Assistant Director*

Robert Angelo, *Sewer Superintendent*

## BOARD OF SEWER COMMISSIONERS

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The members of the Sewer Commission for 2012 were: James Connors, Chairman; Francis X. MacPherson, Clerk; and Anthony J. Antonellis, Third Member.

The personnel of the Sewer Commission are: Robert J. Angelo, Superintendent; Elizabeth A. Keefe, Secretary to the Board; Laura Fiske, Account Specialist; Richard Barry, Head Pumping Station Operator; and Shaun Degnan, Pumping Station Operator.

### DEPARTMENT MISSION

To provide administration, planning, construction, and related services in an efficient and effective manner for the operation, maintenance, and expansion of the sanitary sewerage system.

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

### SEWERAGE SYSTEM AT A GLANCE

- Approximately 87 miles of sewer mains (8" to 24" pipe size).
- 10 pumping stations
- Approximately 4,270 buildings are connected to the system.
- Approximately 98% of all buildings with service available are connected to the system.
- Approximately 85% of all buildings in the Town are connected to the system.

### SEWER ACCOMPLISHMENTS

- Completed a project that will prevent infiltration into the most critical portions of the sewer collection system. The project lined 11,000 feet of pipe and 16 manholes and is estimated to reduce the volume treated by 150,000 gallons per day.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.
- Held usage rates level for the 3<sup>rd</sup> year in a row, following 2 years of decrease.



*Pumping Station, Far Reach Road*

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

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

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

- Lining 11,000 feet of pipe.
- Rehabilitation of approximately 16 sewer manholes.
- Investigation and design to line an additional 10,000 feet of pipe and Rehabilitation of approximately 50 manholes.

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

## STORM WATER MANAGEMENT COMMITTEE

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The Storm Water Management Committee continued to work with the Neponset River Watershed Association in efforts to monitor and reduce polluted runoff. Two miles of the sanitary sewer system were lined to reduce inflow and infiltration. A year end report was filed with both the EPA and Massachusetts DEP. The Committee has contracted with VHB, Inc. in anticipation of the EPA's release of the new five-year NPDES permit this spring or summer. Within 90 days of the effective date of the permit the Westwood Committee will submit a Notice of Intent to the EPA and the Massachusetts DEP. Within 120, days the Committee shall develop and submit a SWMP (Storm Water Management Plan) following the permittee's receipt of authorization to discharge under the new permit.

### *Storm Water Management Committee*

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

# DEDHAM-WESTWOOD WATER DISTRICT

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## REPORT OF THE DEDHAM-WESTWOOD WATER DISTRICT 2012

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

### BOARD OF WATER COMMISSIONERS

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

### PROJECTS

\$1.4 Million dollars was invested in the Water System during the past year. Highlights include the installation of 1588 feet of water main, 10 fire hydrants, 79 water services and 979 water meters. Water mains were replaced in Dedham Square and on Clark, Charles and Eleanor Streets in Dedham and on several MADOT bridges. Several large meter vaults were replaced including the Dedham Mall and at Nobles and Greenough School. Several pieces of laboratory equipment were replaced. A new pump and motor were installed at Well #5. Variable frequency drives were replaced at Bridge Street Treatment Plant. The District received a \$12,000 grant from the Commonwealth to purchase reagent free chemical analyzers and \$30,000 to conduct a leak survey and conservation rebates.

### WATER SUPPLY

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



*Fox Hill Water Tank*

### SECURITY

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

### RATES

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

### WATER CONSERVATION

District continues to partner with the Environmental Protection Agency Water Sense initiative to help consumers save water and reduce costs on their utility bills. The rebate program for toilets and low flow washing machines returned \$15950 to customers. Residents took advantage of these rebate programs and, in so doing, contributed significantly to water conservation. A new rebate has been introduced for high efficiency toilets, which came on the market, and commercial customers are allowed to participate.



# DEDHAM-WESTWOOD WATER DISTRICT



*Beechnut Road Water Main Installation*

## **RAIN SENSORS AND RAIN BARRELS**

Free Rain Sensors continue to be available at the District office to allow residents to comply with the District Rules and Regulations pertaining to irrigation sprinkler systems. 80 barrels were purchased with a subsidy from the District. Since the program began in 2003, over 820 barrels have been purchased.

## **LEAK DETECTION**

The District conducted an extensive leak survey in summer of 2012. Work continues on testing a new technology for leak detection with equipment consisting of acoustical logging devices which are dropped onto underground valves and which transmit leak noise data via a text messaging transmission to a computer system which can differentiate between water pipe leaks and other noises such as traffic or transformers.

## **RESOURCE PROTECTION**

With the support of the Dedham Conservation Commission, the District concluded participation in a study with the Massachusetts Highway Department (now MADOT) and the University of Massachusetts. The purpose of the study was to consider the District's request to have portions of the Route 128/Interstate 95 areas designated as low salt zones. The goal is to remediate water quality impacts to the District's wells that are attributed to MADOT winter road deicing practices. The MADOT has not acted on the District's petition for the low salt designation. They have introduced some new equipment and technologies, which they claim, will result in less salt usage.

## **FUTURE GOALS**

The District continues installing radio read water meters. Approximately 75% of customers now have them. These new radio meters continually monitor water flow data and can help identify customer leaks. Leak detection continues to be a priority for the District. Our existing water conservation programs that benefit both residents and commercial interests will be expanded and new initiatives will be implemented in the future. The District will continue to communicate with the Towns of Westwood and Dedham on a regular basis, particularly regarding new development projects and their impact on our water resources. The Dedham-Westwood Water District is grateful to the Planning Board, Zoning Board of Appeals, Building Department, Conservation Commission, Board of Health, the agents for the aforementioned Boards as well as the Fire and Police Departments, the DPW, the Assessor's and Treasurer-Collector's Offices, and especially the Town Administration and Board of Selectmen for their continued cooperation and support.



*Earth Day Thurston Middle School*

## CONSERVATION COMMISSION

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

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

The ConCom issued 12 Orders of Conditions in 2012 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 368 applications from residents and developers for new dwellings, additions to existing buildings, new or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40.

### POND PROJECTS



*Haslam Pond*

The Commission has been actively working with neighborhood groups to maintain the ponds in Westwood. The Westwood Pond Preservation Project was initiated to look at the ecological health of our neighborhood ponds. Each pond study reviews the pond characteristics and includes a plant survey, water quality testing, and identification of land maintenance requirements. The reports provide the Conservation Commission with data and management options that allow the Commission to design long term management plans for the sites.



*The Conservation Commission is currently looking at progressive ways to control loosestrife and other invasive plants which are overtaking Westwood's wetland resource areas. In fiscal year 2012, with the Commission's Pond Maintenance funding, efforts were started to eradicate Loosestrife in Pettee Pond and other ponds in Westwood.*

### VOLUNTEER PROJECTS

The Conservation Commission has also approved several volunteer projects presented by residents of the Town. Groups such as the Boy Scouts have made a very positive impact on Westwood's Conservation areas.

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

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

The Town Pound has made it through the 2012 calendar year in excellent condition.



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

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

Brendan Ryan  
*Keeper of the Pound*

In 2012 there were a total of 40 internments at the two town cemeteries. 61 rights of burial were sold.

The new section has had many improvements to enhance the area with plantings and fencing. The wall in the Old Cemetery along Nahatan St. was repaired as well as the wall in the lower section of the New Cemetery. The shed in the Old Cemetery was reconstructed. A message board was installed to notify visitors of important messages/services.

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

The Commission is currently in the process of updating rules and regulations which have not been adjusted since 1993. In conjunction with rules and regulations changes, lot prices and fees will also be reviewed.

Linda Walter  
John Lynch  
Thomas Aaron

## BOARD OF HEALTH

Current Members of the Westwood Board of Health are Carol Ahearn, R.N., B.S.N., James O'Sullivan, J.D and Tarah Somers, R.N., M.S.N/M.P.H. The Board members are appointed by the Board of Selectmen and serve 3-year terms. Ms. Ahearn has served as the chairman since July 1, 2012.

The Health Department staff consists of Health Director Linda R. Shea, REHS/RS, Administrative Assistant Lorraine Donovan, Cheryl Kelly, C.P.F.S., Sanitarian/Food Inspector, and Mary Beechinor, R.N., B.S.N., Public Health Nurse.

Vincent Durso, D.V.M., Laura Fiske and Paul Jolicoeur, Animal Control Officer, serve as Animal Inspectors. Elliot Brown serves as the Tobacco Control Consultant.

### INFLUENZA

The Annual Family Flu Clinic was held on Saturday, October 13, 2012 for all residents 5 years of age and older. We had a terrific turnout, immunizing 700 individuals.

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



*Registration at the Annual Family Flu Clinic on October 13, 2012*

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

The Board of Health also offered flu shots at Westwood Day on September 22, 2012.

The fall of 2012 was a busy flu season with the disease being identified earlier in MA than the past several seasons. The Public Health Nurse spent much of her time between the holidays immunizing residents. In total we administered over 1100 doses of flu vaccine in 2012.

### EMERGENCY PREPAREDNESS

Emergency Preparedness continues to be a priority for the Westwood Health Department and the Board of Health. Health Department personnel are considered first responders; a role traditionally associated with fire, police and EMS. The Health Department is required to provide 24 hours a day, 7 days-a-week coverage.

As such, we have joined with neighboring communities to share resources. The Massachusetts Department of Public Health (MADPH) created 6 emergency preparedness regions in 2003 of which Westwood is a member of Region 4b. Region 4b consists of 27 communities which meet monthly to discuss public health issues. MADPH distributes emergency preparedness funds through the regions.



*Board of Health Emergency Supply Trailer*

Westwood continues to receive emergency preparedness grant money from Region 4b. In 2012, grant money was used to pay for sharps disposal, communication service, membership fees, conferences, educational materials and health and administrative supplies for clinics and the department.

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

The Westwood Board of Health would like to remind residents that it is important to **“Plan Ahead. Be Prepared. Emergency Preparedness Begins at Home”**.

Residents are encouraged to prepare themselves and their families for emergencies. Planning ahead will give you peace of mind and can keep your family and friends safe. There is a range of possible emergencies, like hurricanes and blizzards that are especially likely in New England. The following information may help you prepare such events:

- Have an emergency plan for your family. Plan how your family will contact each other and where you will meet, in the event you are separated.

## BOARD OF HEALTH

- Have a first aid kit with health products and prescription medications for family members.
- Have an evacuation kit packed with supplies ready in the event that you must leave home quickly. Pack lightly and include basic supplies for 24-48 hours.
- If you have cordless phones, cable or FIOS, you will lose your phones and internet during a power outage. In order to receive the recorded messages from the Police Department, you should register all your phone numbers with the Town's Connect CTY System, (<https://www.westwoodpd.org> – Forms, Permits and Applications – Online Forms – Connect CTY Form) or School Department (register your email address and cell phone number with the secretary at your child's school).
- Consider investing in a cell phone. If you have a cell phone, keep it charged. You can charge your phone with a car phone charger, an emergency phone charger, or at a public building that has emergency power.
- Freeze empty soda bottles and keep them in your freezer to help keep your food safe if the freezer is without power. Make sure you have food staples in your home. Do not purchase large quantities of perishable foods right before a storm to avoid loss if the power goes out.
- Make sure you have fresh batteries for flashlights, carbon monoxide alarms and smoke detectors. If you have a generator, make sure to follow the manufacturer's directions on the safe operation of the unit. Use caution with candles. Consider purchasing battery operated candles.
- Make sure you know how to operate your fireplace; consider having it cleaned on a yearly basis.

Contact friends or family that may have power to see if you can keep warm with them. Westwood's High School serves as the emergency shelter. You should call or go to the Police Station to report any need for a shelter and to see if and when it will be opened.

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

Westwood's shelter is certified by the American Red Cross (ARC) and is located at the Westwood High School gymnasium. The Sheltering Team will be activated when the Town determines the need to open the shelter. Team members must be physically fit and must be willing to respond to help open Westwood's shelter.



*Volunteers at the Annual MRC Conference March 24, 2012*

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

The Westwood Board of Health has continued working with the Norfolk County 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 formed a regional coalition to participate in emergency preparedness and public health activities. NC7 funds itself through grants from public health organizations. In 2012, NC7 received ~\$60,000 in grants.

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

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

# BOARD OF HEALTH

## **PUBLIC HEALTH NURSING**

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



*Board of Health Display Table*

Public Health Nurse Mary Beechinor, R.N., B.S.N, provided the following services in 2012: 11 blood pressure clinics, 189 home visits, 566 office visits, and the investigation of 98 communicable diseases.

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

## **PROGRAMS**

### **Westwood Day**

On September 22, 2012, the Town of Westwood brought back Westwood Day. The Westwood Board of Health participated in mini town hall providing flu shots and educational materials. The Health Department used "The Importance of Handwashing" as the theme for the table. We offered many give-a-ways; including coloring books and crayons, bookmarks, "clappers", hand sanitizer and lots of educational materials.



*Selectmen Pat Ahearn receiving Flu Shot at Westwood Day*

## **Sharps Collection Program**

The Westwood Sharps Collection Program has proven to be a very popular program. Many residents are using the program to dispose of their sharps from medical treatments administered at home. Communities in Massachusetts are required to remove sharps (needles, syringes and lancets) from the residential trash stream. Sharps are considered medical waste and must be disposed of in a safe and sanitary manner. Throwing sharps in the trash exposes the waste haulers and the public to a possible exposure. Residents can dispose of their sharps 24 hours a day, 7 days a week in the sharps collection kiosks that have been installed outside at the Town Hall on High Street and at the Islington Fire Station, on Washington Street.

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

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

## **Medication Collection Program**

In 2012, the Westwood Board of Health and the Westwood Police Department began collecting expired prescription and over the counter medications for proper disposal. The Medication Collection Box is located in the lobby of the Police Station at 590 High Street and is available 24 hours a day, 7 days a week for residents.



*Medication Collection Box*

## **Mercury Collection Program**

The Westwood Board of Health has continued participating in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The program

## BOARD OF HEALTH

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is in place to remove mercury containing items from residential trash. The Health Department distributes digital thermometers in exchange for residents' mercury thermometers. Button batteries, mercury thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Board of Health office to be recycled properly.

### **RABIES CONTROL**

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2012, Paul Jolicoeur, Animal Control Officer, and Vincent Durso, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure. In 2012, 10 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. No specimens were submitted for testing in 2012.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on April 14, 2012, vaccinating over 80 cats and dogs. State law requires all dogs and cats be vaccinated against rabies. Rabies in Massachusetts continues to pose a threat to humans and domestic animals.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of fourteen (14) inspections were conducted in 2012.

### **MOSQUITO CONTROL**

The Town of Westwood is a member of the Norfolk County Mosquito Control District, (The District). An integrated pest management (IPM) approach is used by the District to control mosquitoes. The District uses a 4 pronged model consisting of Surveillance, Water Management, Larval Control and Adult Control. 2012 was a challenging mosquito season, with Eastern Equine Encephalitis (EEE) and West Nile virus (WNV) detected in the surrounding communities. West Nile Virus was detected in a pool of mosquitoes in Westwood in August. As a result, the ball fields and playgrounds were sprayed as a precaution.

In Westwood, surveillance is used to detect disease. WNV was isolated in a pool of mosquitoes in August.

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2012, 10 culverts and 8,540 feet of drainage ditches were checked and cleaned. 890 catch basins were treated

Larval Control is used to control mosquito's before they become flying adults. The District conducts aerial applications of wetlands for nuisance control in the spring. In 2012, we did not conduct an aerial

application due to dry conditions. However, 890 catch basins were treated.

Adult Control (Adulticiding) involves the use of ultra low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2012, 10, 602 acres were treated in Westwood.

Mosquito spraying is available to residents on a weekly basis, depending on the weather, between the hours of 2:00 A.M. and 6:00 A.M., by request only.

The District and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. Individual landowners can help by making sure that they eliminate any containers that hold water for more than five days. Mosquitoes that most likely carry and spread the West Nile Virus

breed in these containers. This practice can eliminate mosquito breeding without the need for pesticides.

Visit the Districts website at

[www.norfolkcountymosquito.org](http://www.norfolkcountymosquito.org).

### **TOBACCO CONTROL**

Elliot Brown, the Tobacco Control Consultant for the Westwood Board of Health conducted compliance checks to make sure that licensed vendors are not selling tobacco products to minors in compliance with the Board of Health regulation entitled, *Regulations Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*. In 2012, 9 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in May and October 2012. Unfortunately, there were sales to minors each time compliance checks were conducted. Those businesses were issued violation tickets and had their permits to sell tobacco products suspended according to the *Regulation Affecting Smoking and the Sale and Distribution of Tobacco in Westwood*.

### **GOALS AND RESPONSIBILITIES**

The Board of Health:

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

## BOARD OF HEALTH

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- Manages the Medical Reserve Corps and the Community Sheltering Team
- Takes part in regional programs such as mosquito control, tobacco programs and food seminars

### **ENFORCEMENT**

The Board of Health enforces the following:

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

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

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

Westwood Bylaws: Article 17, The Hazardous Materials Bylaw.



**Public Health**  
Prevent. Promote. Protect.

# BOARD OF HEALTH

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## 2012 IN REVIEW

	PERMITS	INSPECTIONS
<b>FOOD:</b>		
Food and Retail Establishments	67	127
Milk and Cream	56	
Frozen Desserts	7	10
Temporary Foods	59	14
Farmer's Market Vendors	4	4
Mobile Food Trucks	2	3
Recreational Camp Food Permits	10	15
Westwood Day Vendors	21	21
Food Complaints	8	8
Total Food Permits Issued	234	
Total Inspections Conducted		182
<b>TITLE 5:</b>		
Title 5 Inspection Reports	7	
Septic Repairs	1	5
Septic Constructions	0	
Total Permits Issued	1	
Total Septic Inspections Conducted		5
<b>MISCELLANEOUS:</b>		
Disposal Works Installers	7	
Certificates of the Abandonment of Septic Systems	16	
Percolation/Observation Test Sites	0	0
Septage Haulers	14	14
Rubbish Removal Companies	51	
Private Well Permits	2	
Funeral Directors	2	
Retail Tobacco Permits	10	10
Tobacco Compliance Checks		20
Public/Semi-Public Pools/Spas	2	2
Recreational Camps for Children	12	24
Bathing Beaches	2	3
Hotels/Motels	1	2
Keeping of Animals	14	14
Hazardous Materials Registrations	8	8
Total Permits Issued	141	
Total Inspections Conducted		97
<b>TICKETS ISSUED:</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
	13	6

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

## COUNCIL ON AGING

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The Council on Aging administers their Programs and services through the Senior Center located at 60 Nahatan Street.

The Senior Center hours of operation are 8:00am-4:00pm Monday-Friday.

### **ACCOMPLISHMENTS**

- 19,895 Daily and Home Delivered meals were served at the Senior Center
- 8,145 Medical Van Trips
- 75 Families were assisted through the Food Pantry
- 325 Legal Assistance Services
- 94 Seniors worked in the Property Tax Work-Off Program

#### **Programs**

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

#### **Services**

Drop In Service  
Food Pantry  
Friendly Visitor  
Fuel Assistance  
Health Care Proxy  
Health Clinics  
Homestead Forms  
AARP Income Tax Assistance  
Legal Assistance  
SHINE Program  
TRIAD  
Passport Intake  
Support Groups  
**Transportation**  
Medical  
Shopping  
FISH Trips  
Westfare Tickets  
Community Care-A-Vans

The C.O.A. has 102 volunteers who donate hours of their time each year to assist in various programs and services such as: Home Delivered Meals, Newsletter Committee, Desk Coverage, Van Drivers, Computer Aids, Program Leaders, Mailings, Tax Relief Committee, Holiday Basket Committee, Telephone Reassurance Callers, Food Pantry Assistants, Nutrition Site Helpers, Home Delivered Meal Drivers, Craft Fair Assistance, etc. They have committed 34,532 hours of volunteer hours this past year. Our Volunteers are the backbone of our Senior Center. The staff and C.O.A. Board sincerely respect and value their contribution of time and loyalty to the C.O.A.

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

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

Respectfully submitted,

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

The Council on Aging provides transportation to and from medical appointments Monday –Friday.

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

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

COUNCIL ON AGING

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**COUNCIL ON AGING**

Grant Amount	Purpose	Funding Agency
\$12,600	Nutrition Site Manager	Health & Social Services Consortium, Inc.
16,850	Friendly Visitor Coordinator	Executive Office of Elder Affairs
2,000	Tai Chi Instructor	Executive Office of Elder Affairs
1,800	Quilting Instructor	Executive Office of Elder Affairs
840	Intergenerational Coordinator	Executive Office of Elder Affairs
2,000	Exercise Instructor	Executive Office of Elder Affairs
1,200	Crafts Instructor	Executive Office of Elder Affairs
2,000	Painting Instructor	Executive Office of Elder Affairs
1,660	Yoga Instructor	Executive Office of Elder Affairs
1,200	Knitting Instructor	Executive Office of Elder Affairs
<b>\$ 40,950</b>	<b>Total Staffing Grants</b>	
<b>Programs and Services</b>		
\$ 1,500	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
75,500	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
1,000	Senior Center Programs	Howland Foundation
3,500	Senior Center Programs	Roger Piece Foundation
2,000	Coffee for Senior Center	Star Bucks
2,500	Senior Citizens Resource Book	Dedham Savings Bank
2,500	Part Time Van Driver	Young Women's Club
1,800	Farmer's Market Program	Health & Social Services Consortium, Inc.
4,000	Food for Program Events	Roche Bros.
1,500	Senior Summer Supper's	Young Women's Club
500	Fuel Assistance	Mason's Lodge
1,500	Senior Center Programs	Johnson & Johnson
1,600	History Series	Arts Lottery
2,400	Arts & Craft Supplies	Westwood Residents
700	Programs and Services	Great Blue Hill Power Squadron
1,000	Senior Center Programs	Howland Foundation
1,000	Programs	Knights of Columbus
600	History Lecture	Westwood Educational Foundation
1,200	Intergenerational Programs	Westwood Educational Foundation
4,000	Senior Center Addition Fund	Bert & Betty Greene Foundation
2,800	Senior Center Programs	Memorial Accounts
500	Food Pantry	Lyons Club
18,500	Food Pantry Food Donations	Westwood Residents & Businesses
1,500	Food Pantry	Howland Foundation
5,000	Food Pantry	Copeland Foundation
500	Food Pantry	Norwood Hospital
1,200	Food Pantry	Women's Club
2,000	Food Pantry	Mother's Morning Out
<b>\$ 142,300</b>	<b>Total Programs &amp; Service Grants</b>	
<b>\$ 183,250</b>	<b>Grand Total</b>	

# WESTWOOD YOUTH & FAMILY SERVICES



## **Staff**

Danielle Sutton, LICSW, *Director*  
Tracy Gabriel, LICSW, *Youth Services Counselor*  
MaryAnne Carty, M.Ed., *WY&FS Coordinator*  
Caroline Cohan, LCSW, *Interim Counselor*  
Angela Ridgley, B.S., *Graduate Intern (2012-2013)*  
Noah Weisman, B.A., *Graduate Intern (2012-2013)*

## **Board Members (2012-2013)**

**Joan Courtney Murray, Chair**

**David Russell, Vice Chair**

Domenic Cianciarulo	Janica Midiri
Celia Condrick	Brad Pindel
Jake Greenberg	Karen Poreda
Margaret Holler	Kiernan Somers
Arlene Kasarjian	Patricia Tucke
Stephanie Mace	Angela Wickett

## **REPORT**

In our twenty-fifth year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2012 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents. Our well respected graduate intern training program provided additional counseling and parent guidance services to residents at no cost, helping us meet increased demand for services at no additional cost. Department staff continued to promote volunteer service by our children through the ever-growing Mentor program and the annual Recognize-A-Youth (R.A.Y.) program.

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

## **CURRENT SERVICES/PROGRAMS**

### **Individual & Family Counseling**

Short term, problem-focused counseling and clinical consultation services are available from Westwood Youth & Family Services' staff to younger residents (ages 4-18) and family members. Parent education and counseling are also available. Referrals to appropriate treatment providers and advocacy for needed services

are provided. Westwood Youth & Family Services provides crisis stabilization services to residents through referrals from the public schools, Police Department, and area mental health professionals and organizations.

### **Consultation and Referral Information**

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

### **Youth Volunteer Program/ "Mentor Program"**

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



***Mentor Program Registration at Westwood High School*** WY&FS Counselor, *Caroline Cohan (L)* and Graduate Intern, *Angela Ridgley (R)*.

### **Group Programs and Group Counseling**

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

## WESTWOOD YOUTH & FAMILY SERVICES

### **Community Education & Prevention Programs**

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

### **Recognize a Youth Program**

Created by the Westwood Youth & Family Services in partnership with the Westwood Rotary, the RAY (Recognize-a-Youth) Program recognizes outstanding citizenship by Westwood young people. Recipients have distinguished themselves through their initiative and commitment to community service, and have demonstrated an ethic of caring for others that is essential for the health of the community. Each year Westwood Youth & Family Services and the Westwood Rotary select outstanding young people to be recognized. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary. The recipients of the 2012 R.A.Y. Awards are: **Sam Hornstein and Kyle, Gabrielle and Bianca Ouellette.**

### **PRIOR YEAR ACCOMPLISHMENTS**

- WY&FS provided **1290 hours of clinical and consultation services** in FY12, marking the fifth consecutive year of growth in these services.
- **The Youth Volunteer or "Mentor"** program, made up of more than 100 high school aged volunteers, provided **3267 volunteer hours** and served **1428 younger children** in Westwood in FY12. The highest number of volunteer hours and children served since the beginning of this program over twenty years ago!
- **In FY12 WY&FS trained two graduate social work interns** who provided **326 hours** of clinical service (*individual and family counseling, social skills and support groups*) to residents at no extra cost, an estimated value of over \$10,000.
- WY&FS **received \$2,719 in local gifts and grants** for programming in 2012.
- **The Friends Network** completed a successful fifteenth year, matching 16 children in grades 3-5 with 16 high school students for weekly mentoring activities.
- WY&FS continued to collaborate with Westwood's Early Childhood Council on a **Families with Infants Drop-In program** for the second year in 2012.
- Thanks to funding from the Westwood Young Women's Club, WY&FS held two sessions of **Girls Only! Groups** for girls in 4<sup>th</sup>-6<sup>th</sup> and 6<sup>th</sup>-8<sup>th</sup> grades.

- **The twelfth annual Holiday Gift Giving Project supported 45 Westwood families with 80 children.** Some of our thirty sponsors included Dedham Institute for Savings, Westwood Rotary, Century 21 and the Cooperative Bank, as well as Westwood residents and town employees.
- WY&FS, in collaboration with the Westwood Public Schools, completed **Body Safety Theater (BST)**, a sexual abuse prevention program, for all third grade students and parents in April 2012.



**Body Safety Theater Performance Day 2012.** High School Volunteers from the Mentor Program perform for third grade classes at the Hanlon School.

- Youth & Family Services Staff served on the following boards/committees in 2012:  
Community Chest, Deerfield Site Council, Disability Commission, Early Childhood Council, Roy London Humanitarian Award Committee, WHS Child Study Team, WHS Legislative Council, Westwood Human Rights Committee, Westwood Lodge Task Force, Massachusetts Youth Commission Collaborative, Regional Internship Collaborative, and National Association of Social Workers.

## AID TO THE ELDERLY AND INFIRMED

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

In 2012, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Collections to the fund have amounted to \$288,000 over the 13 years since the fund was established. While some residents give a single, large contribution, many others gave a smaller amount, \$5 - \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. We thank our residents for their generosity and concern for their fellow neighbors.

The Committee also worked to improve outreach and increase the number of seniors applying to the fund. In 2012, there continued to be a high level of applicants. The Committee was able to distribute approximately \$31,000 in 2012 to approximately 51 of our most needy senior residents. These residents all met the general criteria of the fund: income less than \$40,000/Yr., and home value less than Town average of \$560,000. The majority of the recipients exceeded 80 years of age and had lived in Town more than 50 years. The recipients received distributions ranging from \$250 to \$1,500, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the Town they love. The Committee will continue to work to in 2013 to provide this significant assistance to our elderly and disabled residents.

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

# COMMISSION ON DISABILITY

The Commission on Disability had a very productive year collaborating with the Council on Aging, Westwood Public Schools, Westwood Department of Public Works and the Special Education Parent Advisory Council on a number of issues of great importance to Town residents with disabilities and their families.

## PHYSICAL ACCESS

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

It was noted that the doors of CVS in Islington have been changed to much more accessible friendly folding ones. A person need only approach the door and an automatic eye triggers the doors to open. This change appreciated by the Commission as a terrific solution to a nagging accessibility and safety issue.

The Commission hosted Chris Gallagher, Dep. Director of Public Works. The Commission and the DPW pledged to work in a cooperative and collaborative way to help disabled in our community especially through the winter months.

## EMERGENCY PLANNING

The Commission continues to participate in the Town Emergency Planning. The Commission recommends that residents with disabilities identify themselves to the Police and Fire Departments to make sure that any special considerations are taken into account in the event of an emergency. But it is also recommended that individuals plan to be as independent in their planning for an emergency as possible, so as to be less dependent on town services.

## HOUSING

In the Commission's continuing efforts to work with the Westwood Public Schools to support the Transition for young adults from the school setting into the local community; a presentation by Abby Hanscom, Director for Student Services was given. Ms. Hanscom presented her vision of Westwood as an inclusive community and what it would take to have this vision become a part of the community's culture and be supported by and embraced by the whole community.

The Commission also hosted a discussion with the main topic: "What can we do as a Commission and community to create residential options for the 22 year and over special needs/disabled population and to support their pursuit of meaningful, connected life to the level of independence that is individual and

possible." To help in this discussion we invited Mass. Representative Paul McMurtry of Dedham along with Doreen Cummings from JF&CS and Abby Hanscom.

## BUILDING A CARING COMMUNITY



The Commission held its third Caregiver Support meeting in April with the title "Building a Caring Community" with the theme of residential options for over 22 year old residents. As prior years, this evening was skillfully guided by HESSCO family care-giving specialist, Sheryl Leary. Other invited speakers for this evening were Abby Hanscom, and Mary

Barry, Area Director, Department of Developmental Services (DDS). Mary Barry made it very clear, that because of funding cuts, very few adults will automatically be eligible for housing through DDS, and so it falls back on the local communities to give the need support for the individuals and their families that deals with special needs.



Anne Berry Goodfellow, *Chairman*  
Nuala Barner  
Jean Barrett  
MaryAnne Carty  
Michelle Fiola-Reidy  
Pat Carty-Larkin  
Jane Forsberg  
Fran MacQueen  
Jette Meglan, *Co-Chair*  
Jude O'Hara  
Jan Randlett  
Connie Rizoli  
Mary Sethna



Achieve with us.

**2012 Report of The Arc of South Norfolk, Inc.**

[www.arcsouthnorfolk.org](http://www.arcsouthnorfolk.org)

**See our new website and online Gift Catalog !!**

As part of a number of local chapters representing more than thirty states, The Arc of South Norfolk (formerly The South Norfolk County Arc) has joined in a rebranding initiative to promote a powerful, shared identity that reflects the energy and action of The Arc US as we work together to transform the lives of people with intellectual and developmental disabilities (I/DD). The Arc's vibrant new logo and tagline, as shown above, communicate the organization's commitment to promoting and protecting the human rights of people with I/DD and actively supporting their full inclusion and participation in the community throughout their lifetimes.

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

**SUPPORT AND SERVICES PROVIDED TO THE CITIZENS OF WESTWOOD INCLUDE:**

**Family Support and Respite Care**

The Arc provides temporary in-home or out-of-home professional care and training for children and adults with intellectual or other developmental disabilities on a planned or emergency basis. It operates after-school/school vacation week programs for children, provides a wide range of support groups for families and operates a resource center for parents and professionals at our facility in Westwood. We are excited about our new Adult Foster Care program currently in development for adults who cannot live safely alone but want to live in a family setting.

**Family Autism Center**

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

**Autism and Law Enforcement Education Coalition (ALEC)**

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

**Social-Recreational Programs**

The Arc provides special after-school and evening education classes, sports activities, social clubs and events, and special summer programs for individuals with developmental disabilities. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy).

**Advocacy**

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

**Harbor Counseling Center**

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

**Residential Management**

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

**Day Habilitation Program**

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

## THE ARC OF SOUTH NORFOLK, INC

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### **SERVICES SUPPORTED BY THE ARC OF SOUTH NORFOLK THROUGH ITS AFFILIATE, LIFEWORKS:**

#### **Vocational Training and Job Placement Programs**

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

#### **Residential Programs**

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

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

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

# VETERANS' SERVICES

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## **MISSION**

To provide benefits and services to all Westwood Veterans, Widows, and Dependents.

## **GOALS AND RESPONSIBILITIES**

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

## **VETERANS SERVICES**

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

## **CURRENT SERVICES/PROGRAMS**

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

## **PRIOR YEAR ACCOMPLISHMENTS**

- Welcomed home Westwood's Service men and women from active duty.
- Aided, assisted and advised veterans, dependents and others.
- Provided administrative and budgetary support for the Memorial Day parade, ceremonies, and cemetery decorating.
- Worked closely with community human services organizations, including HESSCO, DET, COA, Social Security administration, and various housing authorities, to help secure benefits for clients.
- Assisted the American Legion Post 320 with Veterans Day services at Veterans Memorial Park
- Supplied information and applications to those eligible to receive a veteran's bonus, death benefits, insurance, pension, and DIC benefits.
- Displayed and maintained U.S. Street flags flown on patriotic holidays.

## **FY2012 SERVICE PLAN**

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

Chris McKeown  
*Veterans' Service Director*

# MEMORIAL DAY COMMITTEE

## DEPARTMENT MISSION

- Organize parade and ceremonies memorializing those who gave their lives for their country.

## GOALS AND RESPONSIBILITIES

- Organize parade and ceremonies
- Provide Veteran grave markers and flags for veterans' graves and memorial squares.



*2012 Memorial Day Parade approaches the Old Westwood Cemetery*

## PROGRAM/SERVICE AREAS

### Parade/Ceremonies

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

### Provide Decorations for Graves

Grave markers for flags signifying service in appropriate wars.

- Flags and flowers for Veterans graves in both Westwood cemeteries.
- Flags on signs in Veteran Squares.
- Large Wreath for Monument at Veterans Memorial Park.

## PRIOR YEAR ACCOMPLISHMENTS

- Decorated veterans' graves in Westwood cemeteries with Flags, Grave markers, and flowers.
- Furnished Wreaths and flags on monument and signs in Veterans square.
- Planted flowers in park and squares

## FY 2014 SERVICE PLAN

- Hold Memorial Day Events on Monday, May 27, 2013. The Memorial Day Parade will begin at 10:00 A.M. at Town Hall and proceed to the Old Westwood Cemetery for the traditional Memorial Day ceremony.

## COMMITTEE

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



*Old Glory Flies on Memorial Day 2012*



*Memorial Day 2012: Pipers Ed McCarthy and Firefighter Bill Little play 'Amazing Grace'.*

## BOARD OF LIBRARY TRUSTEES

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During 2013 construction on the new Westwood Library continued. The project is nearing completion, and the townspeople are eagerly anticipating the grand opening of the facility. The quality of construction has been carefully monitored by the Permanent Building Committee, as well as our Library Director, Thomas Viti.

We are pleased to report that we have received the 90% of the grant funds from the Massachusetts Board of Library Commissioners (MBLC) in accordance with our expectations and that the total construction costs to date are in line with projections.

The Library project has been greatly enhanced by donations from town residents and businesses. In addition to the building project, our programs have been augmented by ongoing annual support of The Friends of the Westwood Public Library and other local organizations who provide funding for the museum passes as well as numerous programs. We are deeply grateful for this generosity.

The old library was razed, making room for the Colburn School to occupy a prominent location in the historical district. The Library Project and the Colburn renovation have been coordinated to present a unified and appealing design that will enhance the town center.

The Library staff, under the direction the Library Director, has been readying the facility for the public as the construction continues around them. Over 90,000 books and other media have been readied for our new RFID system and shelved. Sixty computers have been programmed for use by the public and staff. The Trustees are very appreciative of the efforts and attitude of the staff in preparing the library for its opening.

The Islington Branch Library has been open six days a week since the main library closed in the fall to provide services for the town. Many townspeople have enjoyed using the facility during the construction as the staff at the branch was supplemented by personnel from the main library.

The Trustees would like to recognize the efforts of the Library Director, Tom Viti. Tom, who has served as Director for over 30 years, has coordinated the library project for the last decade. He has worked countless hours to ensure the town has a library that will be enjoyed for many years while managing day-to-day library operations.

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

Mary Feeley, *Chair*

Jane Wiggin, *Secretary*

Karen Coffey

Eric Gutterson

Dan Lehan

Mary Beth Persons

## LIBRARY DIRECTOR REPORT

Throughout 2012 work continued on the new 32,000 square foot new Main Library. By the end of the year work on the first phase of the project was ninety-five percent complete and the entire materials collection had been moved and shelved in the new Library. The phase two paving and landscape is scheduled for completion in 2013.



*Adult Fiction book stacks on 2<sup>nd</sup> floor*

The old Main Library closed at the end of October to prepare for the move into the new building. Much of the surplus shelving and furnishings were given to the Westwood Schools and other Town Departments. A number of important historical items such as the Rufus Porter mural and the Town Seal were carefully transferred to the new Library where they will be installed.



*Children's book stacks with Virginia Precourt mural*

With the closing of the old Main Library the Islington Branch became the Town's sole library with a six day week schedule. Library staff were assigned to the Branch with some time reserved for training at the new building. Circulation totaled 193,000 for the year with Branch circulation increasing to 61,000. The Branch also became the pick-up point for inter-library loan requests often providing 1,000 items a month.

The old Library was slated for demolition to make way for the new home of the Colburn School. The old Library was built in 1955 and replaced the Town's first library building, which opened in 1901. An addition was built in 1969 bringing the total size to 18,000 square feet. After fifty-seven years of service and well over a million patron visits, it was a bittersweet moment when the doors closed for the last time. Many long-time library users and some much younger patrons stopped in for a final goodbye.

The Town's Permanent Building Committee met each month to evaluate the project's progress and to review the budget. The PBC members provided invaluable support and direction to the Library project management team. The Town received its third payment from the Massachusetts Library Building Award and this is ninety percent of the pledged four million dollar grant.

Among the Main Library's new features will be larger meeting and conference rooms with up-to-date sound and projection systems. The Children's Room will have its own program space to host Story Hours and other events led by our staff. The Adult and Young Adult Departments are located on the second floor, which can be reached by elevator or the main stairway. There are two small quiet study rooms on this floor in addition to other areas where readers and researchers can work in comfortable surroundings. During the day the second floor skylights and windows bring a great deal of natural light into the space.



*The Adult and Young Adult Departments are located on the second floor, which can be reached by elevator or the main stairway (shown here, close to finished).*

The building project received valuable assistance from the Town's Finance and Accounting Departments, the Board of Selectman, Town Administrator, Building Inspector, Westwood Police Department and Business Development Officer. For their professional expertise I am especially grateful to the architects from Finegold, Alexander and Associates and our project managers at Design Technique, Inc.

## LIBRARY DIRECTOR REPORT

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The Library staff seamlessly managed work at the Branch Library with project related assignments at the Main. Despite the closing of the old Library, staff provided a high level of library services at Islington. My sincere thanks to the Library Trustees for their hard work and wise counsel in support of this important project.

Thomas Viti, *Library Director*

## WESTWOOD CULTURAL COUNCIL

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### **MISSION**

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

Grant requests are thoroughly reviewed by council members who assess applications by considering various criteria. These criteria were examined in April 2012 during an open community input meeting that took place at the Westwood Historical Society. Members of the council look for a direct benefit to the community, the potential for excellence, evidence of a sound track record in their field, financial need, educational opportunities presented, and the community involvement demonstrated by each applicant.

The Westwood Cultural Council received applications totaling \$19,311 for the October 2012 cycle. The council allocated \$5,475 and distributed this amount as follows.

A local theatre company, Bay Colony Productions, was granted money for "Fame - The Musical". Many Westwood residents are involved both in performing and attending the production.

The Westwood Council on Aging will enjoy four programs: "Celebrating New England: A performance for Seniors" given by Davis Bates; "An Evening of Frost" preformed by Stephan Collins; "Longevity Gifts of Abkhazia, Vilcabamba and Hunza" taught by Tricia Silverman; and, "Meet Abigail Adams" as preformed by Linda Myer.

Young students at the Sheehan School were entertained and enriched by "Capoeira: Afro-Brazilian Ensemble Performance". Martha Jones students learned about the Native American Experience and Perspectives in two November programs. Downey School students heard "A Journey Home", a musical on immigration to America.

The Arc of South Norfolk will offer cultural field trips called "Explorers and Community Adventures Social Skills" for individuals aged 14-28 who have autism or other developmental disabilities.

Westwood Historical Society presented "Historic Quilts", a presentation by Anita Loscalzo in November.

To round out the grants, Rachael Daly presents the opportunity for school aged french horn players to join her Hornthology Summer Horn Ensemble, and Parkway Concert Orchestra offers a similar opportunity for adult musicians who played in the presentation of "Dvorak New World" in a November Ochestral Concert.

Due to the construction at the Westwood Public Library, and therefore space constraints, we extended

Peter Maichack's 2011 grant into 2012 so that he could host his Pastel Paint demonstration for adults.

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

Respectfully submitted,  
Lisa Walker  
Nancy Donahue  
Kathleen Purpura  
Jeanie Shapiro  
Debbie Wells  
Melanie Guerra

## RECREATION DEPARTMENT AND COMMISSION

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

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

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

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

### **A MESSAGE FROM THE DIRECTOR**

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

The Recreation Department had a very successful year with the addition of many new programs, services and partnerships. With a focus on sports, arts, and cultural activities, the Recreation Staff and Commission remain proactive in our mission to continually enhance the quality of life through enriching experiences which support the Westwood Community in developing and maintaining healthy lifestyles.

As we will remain committed to offering our traditionally successful and inclusive programming, we will focus on creating new and exciting programs based on community need, and explore and establish public/private partnerships to maximize service. We will strive to meet the needs of every constituent within the Westwood community that we proudly serve.

### **ADMINISTRATION AND FINANCE**

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

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

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

- Recreation Scholarships: \$23,104. Program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$10,038. Monies donated to assist 23 families with summer recreation programs.
- Wellness Benefit: \$775. Collaboration with Human Resources provided town employees with summer program coupons.
- Recreation Gift Account: \$10,800. Swim Team Parents raised \$1800 for the purchase of Pace Clocks for the pool. Needham Bank sponsored \$3000 for March Into Summer. Roche Bros. donated \$6000 for New Year's Eve Fireworks.

### **MARKETING AND SPECIAL EVENTS**

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

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

2012 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer Band Concerts, Fireman's Foam, Westwood Day, and New Year's Eve Fireworks.

#### **Westwood Day**

It had been over 21 years since efforts have been put forth toward recreating an opportunity to build Westwood pride and camaraderie. On September 22<sup>nd</sup>, a beautiful fall day, the Westwood Recreation Department and Commission took on the task of 'bringing back' Westwood Day!

Over 4000 residents of all ages enjoyed a full day of activities and events, which more than doubled the anticipated amount that was expected.

## RECREATION DEPARTMENT AND COMMISSION

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The department planned, implemented and evaluated this event along with many volunteers. The goal to bring the community together for a fun-filled day to celebrate town-pride, was successfully achieved. Residents of all ages enjoyed live entertainment, a vendor village, countless activities, food, and a Westwood High School football game followed by a grand fireworks display.

### Important facts:

- Saturday, September 22, 2012
- Committees formed: Steering, Activities, Merchants, Music/Entertainment, Fundraising, Facilities, Volunteers, and Marketing.
- Event was self-sustaining. Raised \$51,839 (Sponsorships \$23,600, Fundraisers \$7,373, \$543 Donations, Vendors \$3,250, 5K and Fun Run \$4,907, Admission Buttons \$7,269, Merchandise \$4,897).
- Over 4000 people attended the event.
- 300 plus students and adult volunteers contributed



### PROGRAMMING AND SERVICES

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

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

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

### 2012 Highlights

- Summer Days offered two, three and five day options for ages 3-5 year olds, 4 and 5 day option for 5 and older. Another very successful summer with a total of 1,640 total participants.
- Coordinated with the Westwood Public School Enrichment program staff and transported 50-60 participants to the 12:00-5:30 component of Summer Days.

- Leadership Development Program trained 83 future leaders and 6,329 summer hours were donated.
- Musical theatre remained highly popular during the school year and 2 full-to-capacity summer shows.
- Coordinated with Youth and Family Services for the 6<sup>th</sup> year to place High School Mentors with the Basement.
- Offered Short Wednesday Middle school trips.
- Continued a Short Wednesday afterschool program at Downey and introduced a new one at Sheehan.
- Incorporated High School Varsity Coaches and hired additional Summer Sports Clinic Staff. Sports Clinics had over 1,000 participants.
- Instructed over 350 participants in the youth and adult tennis programs.
- Added additional seasonal programs in Sports & Fitness areas to include: Baseball, Basketball, Fencing, Golf Lessons, Kids Yoga, Adult Kickboxing, Pilates & Zumba
- Adult Basketball League continued with 9 teams
- Held basketball referee training clinics for Westwood Youth Basketball with over 90 kids from Grades 7-12.
- Continued a partnership with LLBean, to offer free kayaking classes at Buckmaster Pond during July and August.
- PathFinders classes were introduced with a variety of offerings to provide the special needs children/teens of Westwood and our surrounding communities the opportunity to participate in social and creative recreational activities such as swim lessons, sports and game and pool parties.

### Parent/Child and Preschool Division

Programs for infants and toddlers include their families and/or caregivers. This provides the adults a supportive environment that nurtures friendships.

### 2012 Highlights

- Preschool room moved over to the Islington Community Center and provided a much bigger and brighter space for participants.
- Parent and Child programs blossomed with new offerings.
- Vacation weeks were very popular throughout the year and stayed strong during the summer.

### Aquatic Division

The Aquatic Division provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an Authorized Provider of the American Red Cross offering swimming programs including; Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety

## RECREATION DEPARTMENT AND COMMISSION

Courses, Life Guard Training, Water Safety Instructor Training, CPR/AED and First Aid.

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

### 2012 Monthly Statistics - Open & Lap Swim

Month	# Members	# Daily Patrons	Total
<b>Totals</b>	<b>17610</b>	<b>2711</b>	<b>20321</b>
January	1216	200	1416
February	1509	352	1861
March	1561	246	1807
April	1340	236	1576
May	1459	178	1637
June	1692	210	1902
July	2337	258	2595
August	2189	411	2600
September	1037	129	1166
October	1068	109	1177
November	1074	156	1230
December	1128	226	1354

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

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

### 2012 Highlights

- Facilitated 38 pool parties
- Created new program, Aquatic Leadership Development, known as Aquanauts
- Increased open swim opportunities by adding Monday, Wednesday and Friday 1:00-2:15 to the schedule
- High demand lead to an increase of Private Lessons offerings, serving 114 individuals
- 221 Winter Swim Team swimmers. Children ranging in age from 5-18 participate in the 17-week competitive swim program

- The Summer Swim Team provided 73 swimmers the opportunity to experience competitive swimming in a relaxed environment.
- 1142 participated in The Learn to Swim Program including Parent Child, Preschool Aquatics, Levels 1-6, and Youth Beginner.
- 2168 total participated in Aquatics Programs



### Westwood Fitness

Westwood Fitness provided recreational, educational, health, and sports related programs. Our mission was to provide a safe environment, and to enhance the overall health and well-being of our patrons. We offered quality programming appropriate for all levels of fitness. As of July 1<sup>st</sup>, 2012, the operations of the fitness room was effectively turned over to the school department for their classes and programs.

### 2012 Highlights:

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

### 2012 Memberships (January 1-June 30)

Membership Type	# Memberships	Daily Admittance
<b>Totals</b>	<b>425</b>	<b>3,270</b>
Fitness Single	82	1,168
Fitness Family	16	418
Fitness Senior	43	532
High School Student	263	471
Town Employee	21	621
Daily	NA	60

## RECREATION DEPARTMENT AND COMMISSION

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As a Department, we thank you for reading through our report and hope that you find our services reaching the needs of our community. We continually strive to improve and are always receptive to new ideas. We encourage creativity and innovation for programs and recreational services that serve the public.

Respectfully submitted,

Westwood Recreation Department  
David Burnes, *Recreation Director*

Commission Members

Diane Thornton, *Chairperson*

Tim Adams

Paul Aries

Joyce Cannon

Elizabeth Phillips

Dave Reilly

Paul Tucceri

PJ Vande RYTE, Associate Member

Ann Delaney, Associate Member



*March Into Summer – Needham Bank Sponsor*

## HISTORICAL COMMISSION

### **MISSION**

The Westwood Historical Commission works in cooperation with other Town boards and commissions, planning and implementing programs that identify, evaluate, and protect Westwood's irreplaceable historic resources.



*The Westwood Historical Commission is appointed by the Board of Selectman. Pictured Left to right: Kristi Noone, Lura Provost, Peter Paravalos, Mary Jo Hogan, Nancy Donahue and Joseph Clancy*

### **PAST YEAR**

In 2012, the Commission continued to focus its attention on preservation efforts for the Colburn School; the centerpiece of the Colburn School High Street Historic District. Built in 1874, the School is listed on the National and State Historic Registers. The School was temporarily relocated in 2010, vacating its site on High Street for the construction of the Town's new public library which is estimated to be completed in the spring of 2013.

The School building was purchased by a local developer, with an interest in restoring the exterior of the building, and rehabilitating the interior to be used as a commercial property.

The Colburn School will soon be permanently relocated back on High Street, near its original location, rotated ninety-degrees, facing the new library. The building will go through an extensive exterior restoration and interior rehabilitation, with an addition on the back portion of the structure.

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



*The Colburn School circa 1900 with original cupola facing High Street. The building in the foreground is the original Westwood Public Library. The School and the new library will once again be located next to each other after they trade places in the coming months.*

With the goal of raising awareness and celebrating Westwood's two National Register Historic Districts along High Street: *the Colburn School and the Fisher School Historic Districts*, the Commission has begun to plan for the erection of Historic District signage.

The signs will highlight Westwood's National Historic District status, with the aim to foster educated planning and thoughtful development. Visitors, commuters and residents will know that Westwood takes pride in its historic structures like the Fisher School (moved in 1995), the Obed Baker House (moved in 2001), and the soon to be re-moved Colburn School.

In the coming year, the Westwood Historical Commission will continue to work towards identifying and helping preserve Westwood's many cultural resources.

Westwood Historical Commission:

Peter Paravalos, *Chairman*  
Lura Provost  
Nancy Donahue  
Mary Jo Hogan  
Kristi Noone  
Joseph Clancy

## WESTWOOD ENVIRONMENTAL ACTION COMMITTEE

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A successful three year effort to qualify Westwood as a Green Community culminated this year as Westwood joined 109 other towns and became eligible for grants for municipal energy efficiency grants. With much help from Tom Philbin, the Selectmen, Mike Jaillet, the DPW and the school department, Westwood is now on a path towards reducing our municipal energy use by 20% over the next five years. This effort will benefit the environment as well as save the town money on their energy bills.

The Recycling Subcommittee actively promoted the new trash/recycling program. An informative presentation (Trash Talk) was offered by Claire Sullivan and a booth at Westwood Day was manned by Jan Galkowski to answer questions about the new program. An electronics recycling event was spearheaded by Maria Constantini , Wendy Muellers and Claire Sullivan in May.

Wendy Muellers led another successful Earth Week cleanup program and is at it again this year:  
[keepourtownclean.org](http://keepourtownclean.org).

# **APPENDIX A**



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## Independent Auditors' Report

To the Honorable Board of Selectmen  
Town of Westwood, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of and for the fiscal year ended June 30, 2012, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Westwood, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of June 30, 2012, and the respective changes in financial position and cash flows where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2012, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financials statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Westwood's basic financial statements. The combining and individual fund statements and schedules, as listed in the table of contents, are presented for the purpose of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United State of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

The introductory section and statistical sections, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

*Powers & Sullivan LLC*

November 9, 2012

## Management's Discussion and Analysis

As management of the Town of Westwood, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2012. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

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

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

### Financial Highlights

- The governmental assets of the Town of Westwood exceeded its liabilities at the close of the most recent fiscal year by \$101.3 million (net assets).
- At the close of the current fiscal year, the Town of Westwood's general fund reported an ending fund balance of \$8.2 million, an increase of \$1.5 million in comparison with the prior year. Total fund balance represents 11.5% of total general fund expenditures. Approximately \$5.6 million of this total amount is available for appropriation at the government's discretion, \$1.5 million is committed for capital articles approved by Town Meeting and \$1.2 million is assigned for encumbrances carried forward to the subsequent fiscal year.
- The Town of Westwood's total governmental debt decreased by \$4.9 million during the current fiscal year. The Town advance refunded \$20,030,000 of general obligation bonds which was undertaken to reduce total debt service payments over the next 11 years by \$2,794,860 and resulted in an economic gain of \$2,542,536.

### Overview of the Financial Statements

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

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

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

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

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

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

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

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

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

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

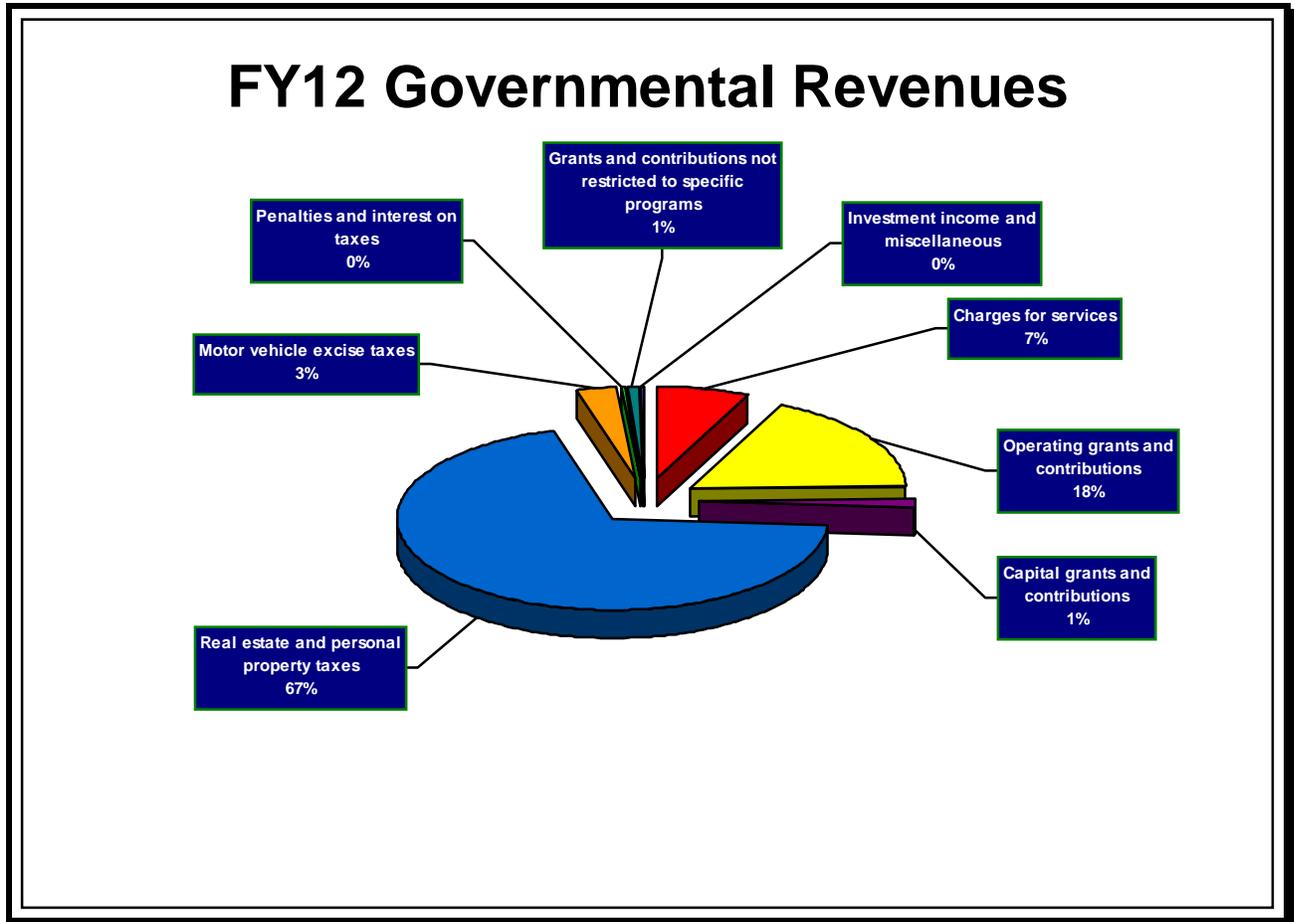


**Governmental activities.** The governmental activities net assets decreased by approximately \$1.6 million during the current fiscal year. Key factors in the decrease include the \$3.1 million increase in other postemployment benefit (OPEB) obligation liabilities which is recorded to comply with the requirements of GASB Statement #45, net of a positive result of operations in the Town's general fund of approximately \$1.5 million. The increase in the OPEB liability is also the reason for the increase in noncurrent liabilities (excluding debt).

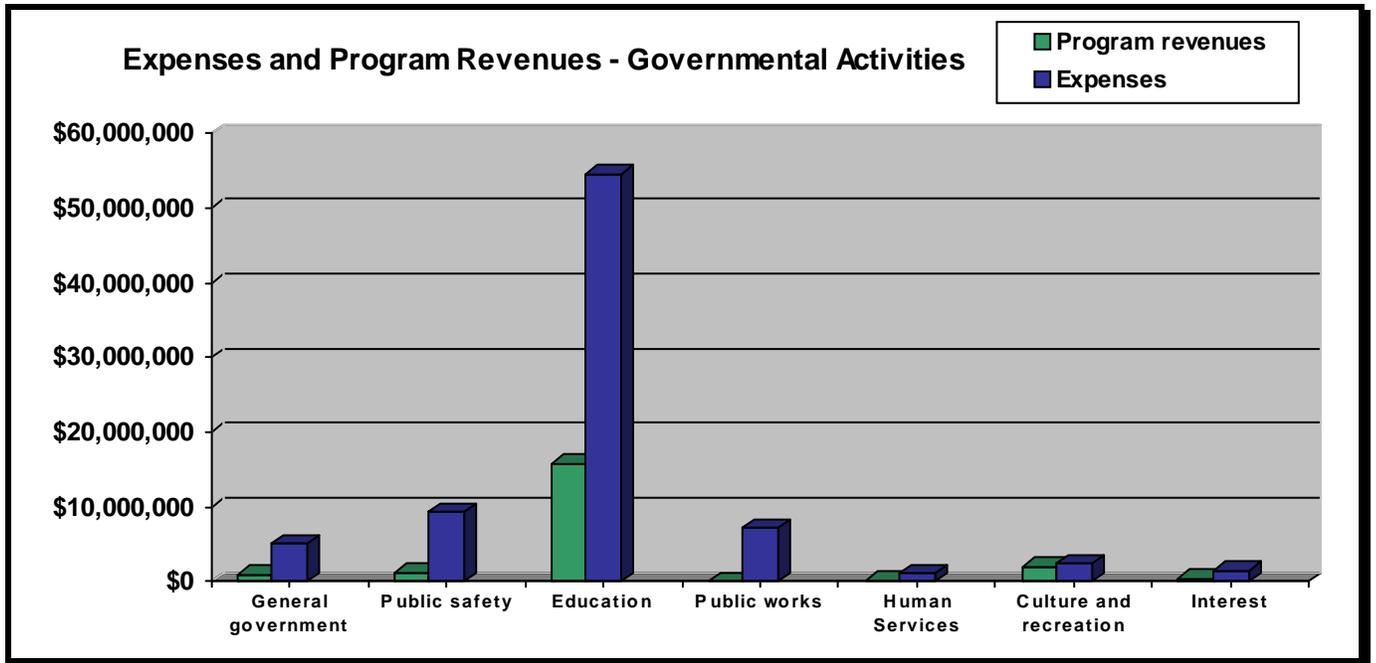
<b>Governmental Activities:</b>	Fiscal Year Ended June 30, 2012	Fiscal Year Ended June 30, 2011
<b>Program revenues:</b>		
Charges for services.....	\$ 5,535,316	\$ 5,289,074
Operating grants and contributions.....	14,155,121	14,570,871
Capital grants and contributions.....	1,110,679	2,752,205
<b>General revenues:</b>		
Real estate and personal property taxes.....	55,088,302	53,365,772
Motor vehicle excise taxes.....	2,335,495	2,408,095
Penalties and interest on taxes.....	264,092	122,486
Nonrestricted grants and contributions.....	748,294	647,232
Unrestricted investment income.....	74,274	91,404
Gain on sale of capital assets.....	50,000	-
<b>Total revenues.....</b>	<b>79,361,573</b>	<b>79,247,139</b>
<b>Expenses:</b>		
General government.....	5,135,899	4,670,650
Public safety.....	9,391,010	8,969,089
Education.....	54,472,071	52,489,520
Public works.....	7,204,025	7,472,604
Human services.....	1,157,238	1,047,144
Culture and recreation.....	2,386,859	2,371,894
Interest.....	1,542,158	1,475,733
<b>Total expenses.....</b>	<b>81,289,260</b>	<b>78,496,634</b>
<b>Excess (Deficiency) before transfers.....</b>	<b>(1,927,687)</b>	<b>750,505</b>
<b>Transfers.....</b>	<b>290,978</b>	<b>290,978</b>
<b>Change in net assets.....</b>	<b>\$ (1,636,709)</b>	<b>\$ 1,041,483</b>

- Charges for services represent about 7% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category. Most of these resources apply to public safety and education operations, such as building permits, ambulance revenue, athletic receipts, kindergarten revenue and bus fees.
- Operating and capital grants and contributions account for 18% of the governmental activities resources. Most of these resources apply to education operations.
- In fiscal years 2011 and 2012, the Town recorded \$2.2 million and \$1.1 million, respectively, in capital grants from the state related to the construction of a new Town library.

- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Other taxes and other revenues comprised a total of 4% of the governmental activities resources. These primarily include excise taxes, nonrestricted grants, and investment earnings.



- Education is by far the largest governmental activity of the Town with 67% of total governmental expenses. Program revenues of \$15.8 million provided direct support to education and \$38.6 million in taxes and other general revenue were needed to cover the remaining fiscal year 2012 operating expenses.
- Public safety and public works are significant activities of the Town. Program revenues for public safety of \$1.3 million and \$40,000 in public works directly supported \$9.4 million and \$7.2 million of operating expenses, respectively. Taxes and other general revenue of \$15.3 million were needed to cover the remaining fiscal year 2012 operating expenses for public safety and public works. Combined, they represent 20% of governmental activity expenses.



**Business-type activities.** For sewer business-type activities, assets exceeded liabilities by \$17 million at the close of fiscal year 2012. Capital assets net of related debt totaled \$12.4 million (73%) while unrestricted net assets totaled \$4.6 million (27%). There was a net decrease of \$297,000 in net assets reported in connection with the sewer enterprise. Charges for services decreased from prior year by \$218,000 which was primarily due to decreases in sewer usage. Capital grants experienced an increase which was due to the Town receiving a MWRA capital grant of \$173,700 toward the Westwood Sewer System Rehabilitation Construction Project. The MWRA also provided \$212,300 in an interest free loan payable by the Town over the next 5 years. The total project is estimated to cost \$533,000. The sewer fund also reported an increase in its operating costs as well as an increase in its liability for other postemployment benefits totaling \$74,000, which is a result of reporting a portion of the OPEB liability in accordance with GASB Statement #45.

**Business-Type Activities:**

	Balance at June 30, 2012	Balance at June 30, 2011
<b>Assets:</b>		
Current assets.....	\$ 4,597,592	\$ 4,098,123
Noncurrent assets (excluding capital).....	296,350	296,350
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	13,463,973	14,197,856
<b>Total assets.....</b>	<b>18,708,765</b>	<b>18,943,179</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	144,230	48,446
Noncurrent liabilities (excluding debt).....	190,934	117,191
Current debt.....	132,760	319,700
Noncurrent debt.....	1,310,440	1,230,900
<b>Total liabilities.....</b>	<b>1,778,364</b>	<b>1,716,237</b>
<b>Net Assets:</b>		
Invested in capital assets, net of related debt.....	12,371,623	12,998,106
Unrestricted.....	4,558,778	4,228,836
<b>Total net assets.....</b>	<b>\$ 16,930,401</b>	<b>\$ 17,226,942</b>



The University Station Project fund is used to account for funds received in connection with the University Station Project. At June 30, 2012, the University Station Project fund had a year-end balance of \$58,000. This balance decreased by \$59,000 from prior year as the Town utilized funds received in prior years.

The Library Project major fund is used to account for the construction of a new Town library. During fiscal year 2012, this fund recognized \$1.1 million in capital grant revenue from a state library grant and recorded \$6.7 million in project expenditures.

### **General Fund Budgetary Highlights**

Actual general fund expenditures and encumbrances are lower than final budget by 2%, with the majority of the variance occurring in the reserve fund, which turned back \$400,000, as reserve funds were not fully required to fund unanticipated events. Additionally, the general fund employee benefits expenditures were lower than the final budget by approximately \$378,000. This is partially due to health insurance plan design changes implemented by the Town.

The \$770,600 increase between the original budget and the final amended budget was primarily supplementary appropriations from free cash to fund the Town's stabilization fund and the High School litigation fund and appropriations from the ambulance and sale of lots and graves revolving funds and from additional state aid to fund the fire department budget, the cemetery department, and salary increases. Additionally the Town voted several transfers within budgetary line items during the fiscal year.

### **Capital Assets and Debt Management**

In conjunction with the operating budget, the Town annually prepares a capital budget which includes detailed information concerning those capital requests for the upcoming fiscal year as well as summary information for the following four fiscal years to identify current projections of what level of capital outlay will be required in future years.

As part of the capital plan the Town has historically financed the acquisition of some capital assets from current revenue. This policy will continue to improve the financial position as net assets will increase by the amount of acquisitions less the current depreciation.

Major capital assets are funded by the issuance of long and short-term debt and capital grants. The effect on net assets during the construction phase of the project is neutral for assets acquired with debt since the Town increases its assets and associated liability by the same amount. In subsequent years the net assets will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net assets are increased for assets acquired with grant funds since there is no corresponding liability incurred.

Outstanding long-term debt of the general government, as of June 30, 2012, totaled \$35.5 million of which, \$8.8 million is related to library projects, \$26.3 million is related to school projects, leaving a balance of only \$370,000 for other non-school related projects.

The enterprise fund has \$1.4 million in sewer enterprise debt outstanding that is fully supported by the rates and does not rely on a general fund subsidy.

To take advantage of favorable interest rates, the Town advance refunded \$20,030,000 of general governmental bonds outstanding to reduce total future debt service payments by \$2,794,860 over the next 11 years.

The most significant capital asset additions during the year included various school building improvements, public safety and public works vehicles, school computers and equipment, and roadway improvements. Also, current year expenditures for the new library have been capitalized as construction in progress as of June 30, 2012.

Please refer to notes 6, 7, and 8 to the financial statements for further discussion of the Town's major capital and debt activity.

**CAPITAL ASSETS**

	Cost of Capital Assets	Accumulated Depreciation at end of year	Capital Assets, net
<b>Governmental activities:</b>			
Land.....	\$ 5,858,382	\$ -	\$ 5,858,382
Construction in progress.....	8,938,689	-	8,938,689
Buildings and improvements.....	92,438,395	(28,261,805)	64,176,590
Vehicles.....	6,515,157	(4,510,334)	2,004,823
Machinery and equipment.....	10,637,712	(8,018,351)	2,619,361
Furniture and fixtures.....	386,986	(272,689)	114,297
Infrastructure.....	<u>85,668,825</u>	<u>(50,910,447)</u>	<u>34,758,378</u>
Total governmental activities.....	<u>210,444,146</u>	<u>(91,973,626)</u>	<u>118,470,520</u>
<b>Business-type activities:</b>			
Land.....	350,850	-	350,850
Plant and infrastructure.....	25,916,432	(15,871,244)	10,045,188
Other buildings and improvements...	6,339,070	(3,296,742)	3,042,328
Vehicles.....	506,331	(374,116)	132,215
Machinery and equipment.....	483,709	(239,467)	244,242
Furniture and fixtures.....	<u>35,323</u>	<u>(35,323)</u>	<u>-</u>
Total business-type activities.....	<u>33,631,715</u>	<u>(19,816,892)</u>	<u>13,814,823</u>
Total capital assets.....	<u>\$ 244,075,861</u>	<u>\$ (111,790,518)</u>	<u>\$ 132,285,343</u>

## GOVERNMENTAL BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2011	Issued	Redeemed	Outstanding at June 30, 2012
Municipal Purpose Bonds of 2002.....	3.90 - 5.00	\$ 1,510,000	\$ -	\$ (1,510,000)	\$ -
Municipal Purpose Bonds of 2004.....	2.50 - 5.38	24,545,000	-	(22,290,000)	2,255,000
Municipal Purpose Bonds of 2008.....	3.50 - 4.00	2,785,000	-	(340,000)	2,445,000
Municipal Purpose Bonds of 2009.....	2.13 - 5.00	3,150,000	-	(175,000)	2,975,000
Municipal Purpose Bonds of 2010.....	3.25 - 4.00	9,300,000	-	(465,000)	8,835,000
Municipal Purpose Refunding Bonds of 2012....	2.00 - 4.00	-	19,095,000	(60,000)	19,035,000
Total Governmental Activities.....		\$ 41,290,000	\$ 19,095,000	\$ 24,840,000	\$ 35,545,000

## ENTERPRISE BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2011	Issued	Redeemed	Outstanding at June 30, 2012
Municipal Purpose Bonds of 1998.....	3.88	\$ 1,400,600	\$ -	\$ (169,700)	\$ 1,230,900
Municipal Purpose Bonds of 2002.....	3.90 - 5.00	150,000	-	(150,000)	-
MWRA Notes of 2012.....	0.00	-	212,300	-	212,300
Total Enterprise Bonds Payable.....		\$ 1,550,600	\$ 212,300	\$ 319,700	\$ 1,443,200

The Town of Westwood has an “AA+” rating from Standard & Poor’s and an “Aa1” from Moody’s for general obligation debt.

### Economic Factors and Next Year’s Budget and Rates

For the fiscal year 2013 budget, the Town has projected modest improvement in major revenue categories over the previous year’s budget. General tax revenues are expected to increase by approximately 2.7%, and after prior years of level funding, state aid is scheduled to increase by 13%. Economic driven local receipts; such as motor vehicle excise payments and buildings permits, have also been level funded for FY13 after improved collections in FY12.

The modest revenue increases have allowed the Town to make the following conservative budget decisions:

- The Town provided for a 3% increase for the fiscal year 2013 school and municipal operating budgets.
- Favorable settlement of labor contracts allowed the Town to remain within the 3% increase while maintaining current staffing levels.
- The fiscal year 2013 budget has level funded the base capital budgets and provides for increase in capital equipment and road and roof work through a new debt authorization of \$5.3 million. The fiscal year 2013 budget provides for a \$50,000 appropriation to the stabilization reserve accounts, following a \$744,000 appropriation through one time revenue.
- The FY13 commercial and residential tax rates are not yet finalized, but are expected to increase approximately 2.15%.

## **Requests for Information**

This financial report is designed to provide a general overview of the Town of Westwood's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, Town Hall, 580 High Street, Westwood, Massachusetts 02090.

# ***Basic Financial Statements***

**STATEMENT OF NET ASSETS**

JUNE 30, 2012

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 24,006,777	\$ 2,811,967	\$ 26,818,744
Investments.....	12,946	-	12,946
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	619,228	-	619,228
Tax liens.....	829,242	-	829,242
Motor vehicle excise taxes.....	194,406	-	194,406
User charges.....	-	1,785,625	1,785,625
Departmental and other.....	121,636	-	121,636
Intergovernmental.....	2,643,100	-	2,643,100
<b>Total Current Assets.....</b>	<b>28,427,335</b>	<b>4,597,592</b>	<b>33,024,927</b>
<b>NONCURRENT:</b>			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	10,954,000	296,350	11,250,350
Capital assets, not being depreciated.....	14,797,071	350,850	15,147,921
Capital assets, net of accumulated depreciation.....	103,673,449	13,463,973	117,137,422
<b>Total Noncurrent Assets.....</b>	<b>129,424,520</b>	<b>14,111,173</b>	<b>143,535,693</b>
<b>TOTAL ASSETS.....</b>	<b>157,851,855</b>	<b>18,708,765</b>	<b>176,560,620</b>
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	1,852,093	77,670	1,929,763
Accrued payroll.....	1,254,986	7,668	1,262,654
Tax refunds payable.....	365,019	-	365,019
Accrued interest.....	294,229	41,892	336,121
Other liabilities.....	500,578	-	500,578
Compensated absences.....	1,050,000	17,000	1,067,000
Bonds payable.....	3,352,917	132,760	3,485,677
<b>Total Current Liabilities.....</b>	<b>8,669,822</b>	<b>276,990</b>	<b>8,946,812</b>
<b>NONCURRENT:</b>			
Compensated absences.....	525,000	-	525,000
Other postemployment benefits.....	14,301,299	190,934	14,492,233
Bonds payable.....	33,049,166	1,310,440	34,359,606
<b>Total Noncurrent Liabilities.....</b>	<b>47,875,465</b>	<b>1,501,374</b>	<b>49,376,839</b>
<b>TOTAL LIABILITIES.....</b>	<b>56,545,287</b>	<b>1,778,364</b>	<b>58,323,651</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt.....	99,367,799	12,371,623	111,739,422
Restricted for:			
Permanent funds:			
Expendable.....	202,403	-	202,403
Nonexpendable.....	346,034	-	346,034
Gifts.....	342,080	-	342,080
Grants.....	987,716	-	987,716
Unrestricted.....	60,536	4,558,778	4,619,314
<b>TOTAL NET ASSETS.....</b>	<b>\$ 101,306,568</b>	<b>\$ 16,930,401</b>	<b>\$ 118,236,969</b>

See notes to basic financial statements.

**STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2012

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 5,135,899	\$ 853,775	\$ 99,423	\$ -	\$ (4,182,701)
Public safety.....	9,391,010	1,177,994	104,954	-	(8,108,062)
Education.....	54,472,071	2,455,709	13,373,053	-	(38,643,309)
Public works.....	7,204,025	29,536	8,985	1,000	(7,164,504)
Human services.....	1,157,238	66,900	133,292	-	(957,046)
Culture and recreation.....	2,386,859	951,402	43,250	1,109,679	(282,528)
Interest.....	1,542,158	-	392,164	-	(1,149,994)
<b>Total Governmental Activities.....</b>	<b>81,289,260</b>	<b>5,535,316</b>	<b>14,155,121</b>	<b>1,110,679</b>	<b>(60,488,144)</b>
<i>Business-Type Activities:</i>					
Sewer.....	3,937,046	3,677,221	31,638	222,624	(5,563)
<b>Total Primary Government.....</b>	<b>\$ 85,226,306</b>	<b>\$ 9,212,537</b>	<b>\$ 14,186,759</b>	<b>\$ 1,333,303</b>	<b>\$ (60,493,707)</b>

See notes to basic financial statements.

(Continued)

**STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2012

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net assets:</b>			
Net (expense) revenue from previous page.....	\$ <b>(60,488,144)</b>	\$ <b>(5,563)</b>	\$ <b>(60,493,707)</b>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	55,088,302	-	55,088,302
Motor vehicle excise taxes.....	2,335,495	-	2,335,495
Penalties and interest on taxes.....	264,092	-	264,092
Grants and contributions not restricted to specific programs.....	748,294	-	748,294
Unrestricted investment income.....	74,274	-	74,274
Gain on sale of capital assets.....	50,000	-	50,000
<i>Transfers, net</i> .....	290,978	(290,978)	-
Total general revenues and transfers.....	58,851,435	(290,978)	58,560,457
Change in net assets.....	(1,636,709)	(296,541)	(1,933,250)
<i>Net Assets:</i>			
Beginning of year.....	102,943,277	17,226,942	120,170,219
End of year.....	\$ <u>101,306,568</u>	\$ <u>16,930,401</u>	\$ <u>118,236,969</u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2012

<b>ASSETS</b>	General	University Station Project	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 10,978,063	\$ 57,609	\$ 4,494,656	\$ 8,476,449	\$ 24,006,777
Investments.....	-	-	-	12,946	12,946
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	619,228	-	-	-	619,228
Tax liens.....	829,242	-	-	-	829,242
Motor vehicle excise taxes.....	194,406	-	-	-	194,406
Departmental and other.....	5,837	-	-	115,799	121,636
Intergovernmental.....	13,322,000	-	-	275,100	13,597,100
Due from other funds.....	-	-	-	203,711	203,711
<b>TOTAL ASSETS.....</b>	<b>\$ 25,948,776</b>	<b>\$ 57,609</b>	<b>\$ 4,494,656</b>	<b>\$ 9,084,005</b>	<b>\$ 39,585,046</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES:</b>					
Warrants payable.....	\$ 989,512	\$ -	\$ 804,309	\$ 58,272	\$ 1,852,093
Accrued payroll.....	1,251,413	-	-	3,573	1,254,986
Tax refunds payable.....	365,019	-	-	-	365,019
Other liabilities.....	500,578	-	-	-	500,578
Deferred revenues.....	14,600,995	-	-	390,899	14,991,894
Due to other funds.....	-	-	-	203,711	203,711
<b>TOTAL LIABILITIES.....</b>	<b>17,707,517</b>	<b>-</b>	<b>804,309</b>	<b>656,455</b>	<b>19,168,281</b>
<b>FUND BALANCES:</b>					
Nonspendable.....	-	-	-	346,034	346,034
Restricted.....	-	57,609	3,690,347	8,285,227	12,033,183
Committed.....	1,518,171	-	-	-	1,518,171
Assigned.....	1,172,866	-	-	-	1,172,866
Unassigned.....	5,550,222	-	-	(203,711)	5,346,511
<b>TOTAL FUND BALANCES.....</b>	<b>8,241,259</b>	<b>57,609</b>	<b>3,690,347</b>	<b>8,427,550</b>	<b>20,416,765</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 25,948,776</b>	<b>\$ 57,609</b>	<b>\$ 4,494,656</b>	<b>\$ 9,084,005</b>	<b>\$ 39,585,046</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

JUNE 30, 2012

Total governmental fund balances.....		\$ 20,416,765
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		118,470,520
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		14,991,894
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(294,229)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Bonds payable.....	(36,402,083)	
Other postemployment benefits.....	(14,301,299)	
Compensated absences.....	<u>(1,575,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(52,278,382)</u>
Net assets of governmental activities.....		<u>\$ 101,306,568</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2012

	General	University Station Project	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 54,944,965	\$ -	\$ -	\$ -	\$ 54,944,965
Motor vehicle excise taxes.....	2,274,492	-	-	-	2,274,492
Charges for services.....	-	-	-	4,798,942	4,798,942
Penalties and interest on taxes.....	264,092	-	-	-	264,092
Fees and rentals.....	521,268	-	-	-	521,268
Licenses and permits.....	456,436	-	-	-	456,436
Fines and forfeitures.....	12,937	-	-	-	12,937
Intergovernmental.....	13,416,197	-	1,109,679	3,240,208	17,766,084
Departmental and other.....	246,242	-	-	652,350	898,592
Contributions.....	-	-	-	224,819	224,819
Investment income.....	77,839	-	-	902	78,741
<b>TOTAL REVENUES.....</b>	<b>72,214,468</b>	<b>-</b>	<b>1,109,679</b>	<b>8,917,221</b>	<b>82,241,368</b>
<b>EXPENDITURES:</b>					
Current:					
General government.....	2,567,325	59,244	-	751,696	3,378,265
Public safety.....	6,198,337	-	-	150,828	6,349,165
Education.....	34,133,323	-	-	6,100,290	40,233,613
Public works.....	4,153,298	-	-	1,082,125	5,235,423
Human services.....	756,107	-	-	55,454	811,561
Culture and recreation.....	1,273,148	-	6,747,324	657,467	8,677,939
Pension benefits.....	8,708,603	-	-	-	8,708,603
Property and liability insurance.....	291,839	-	-	-	291,839
Employee benefits.....	5,624,542	-	-	-	5,624,542
State and county charges.....	531,795	-	-	-	531,795
Capital outlay.....	805,568	-	-	-	805,568
Debt service:					
Principal.....	4,810,000	-	-	-	4,810,000
Interest.....	1,696,931	-	-	-	1,696,931
<b>TOTAL EXPENDITURES.....</b>	<b>71,550,816</b>	<b>59,244</b>	<b>6,747,324</b>	<b>8,797,860</b>	<b>87,155,244</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>663,652</b>	<b>(59,244)</b>	<b>(5,637,645)</b>	<b>119,361</b>	<b>(4,913,876)</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	-	-	-	110,997	110,997
Issuance of refunding bonds.....	19,095,000	-	-	-	19,095,000
Premium from issuance of refunding bonds.....	2,274,135	-	-	-	2,274,135
Payments to refunded bond escrow agent.....	(21,375,114)	-	-	-	(21,375,114)
Sale of capital assets.....	-	-	-	50,000	50,000
Transfers in.....	814,165	-	-	-	814,165
Transfers out.....	-	-	-	(523,187)	(523,187)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>808,186</b>	<b>-</b>	<b>-</b>	<b>(362,190)</b>	<b>445,996</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>1,471,838</b>	<b>(59,244)</b>	<b>(5,637,645)</b>	<b>(242,829)</b>	<b>(4,467,880)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>6,769,421</b>	<b>116,853</b>	<b>9,327,992</b>	<b>8,670,379</b>	<b>24,884,645</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 8,241,259</b>	<b>\$ 57,609</b>	<b>\$ 3,690,347</b>	<b>\$ 8,427,550</b>	<b>\$ 20,416,765</b>

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2012

Net change in fund balances - total governmental funds..... \$ (4,467,880)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay.....	10,196,200
Depreciation expense.....	<u>(6,093,644)</u>

Net effect of reporting capital assets..... 4,102,556

Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue..... (2,929,795)

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Issuance of refunding debt.....	(19,095,000)
Payment to refunding bond escrow agent.....	21,375,114
Premium from issuance of refunding bonds.....	(2,274,135)
Debt service principal payments.....	<u>4,810,000</u>

Net effect of reporting long-term debt..... 4,815,979

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Net change in compensated absences accrual.....	(60,000)
Net change in accrued interest on long-term debt.....	43,776
Net change in other postemployment benefits.....	<u>(3,141,345)</u>

Net effect of recording long-term liabilities..... (3,157,569)

Change in net assets of governmental activities..... \$ (1,636,709)

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF FUND NET ASSETS

JUNE 30, 2012

	<u>Business-type Sewer Enterprise</u>
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 2,811,967
Receivables, net of allowance for uncollectibles:	
User fees.....	<u>1,785,625</u>
Total current assets.....	<u>4,597,592</u>
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	296,350
Capital assets, not being depreciated.....	350,850
Capital assets, net of accumulated depreciation.....	<u>13,463,973</u>
Total noncurrent assets.....	<u>14,111,173</u>
TOTAL ASSETS.....	<u>18,708,765</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	77,670
Accrued payroll.....	7,668
Accrued interest.....	41,892
Compensated absences.....	17,000
Bonds payable.....	<u>132,760</u>
Total current liabilities.....	<u>276,990</u>
NONCURRENT:	
Other postemployment benefits.....	190,934
Bonds payable.....	<u>1,310,440</u>
Total noncurrent liabilities.....	<u>1,501,374</u>
TOTAL LIABILITIES.....	<u>1,778,364</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt.....	12,371,623
Unrestricted.....	<u>4,558,778</u>
TOTAL NET ASSETS.....	<u>\$ 16,930,401</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2012

	Business-type Sewer Enterprise
<u>OPERATING REVENUES:</u>	
Charges for services .....	\$ 3,677,221
<u>OPERATING EXPENSES:</u>	
Cost of services and administration .....	748,491
MWRA assessment.....	2,268,632
Depreciation.....	827,174
 TOTAL OPERATING EXPENSES .....	 3,844,297
 OPERATING INCOME (LOSS).....	 (167,076)
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(92,749)
Intergovernmental.....	205,338
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 112,589
 INCOME/(LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS.....	 (54,487)
<u>CAPITAL CONTRIBUTIONS:</u>	
Sewer betterments.....	48,924
<u>TRANSFERS:</u>	
Transfers out.....	(290,978)
 CHANGE IN NET ASSETS.....	 (296,541)
NET ASSETS AT BEGINNING OF YEAR.....	17,226,942
NET ASSETS AT END OF YEAR.....	\$ 16,930,401

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2012

	Business-type Sewer Enterprise
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 3,685,497
Payments to vendors.....	(2,543,044)
Payments to employees.....	(339,189)
	803,264
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>	
Transfers out.....	(290,978)
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Proceeds from the issuance of bonds and notes.....	212,300
Acquisition and construction of capital assets.....	(93,291)
Capital receipts from other governments.....	173,700
Capital contributions.....	92,317
Principal payments on bonds and notes.....	(267,976)
Interest expense.....	(26,474)
	90,576
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	90,576
NET CHANGE IN CASH EQUIVALENTS.....	602,862
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	2,209,105
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 2,811,967
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ (167,076)
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	827,174
Changes in assets and liabilities:	
User fees.....	8,276
Warrants payable.....	61,546
Accrued payroll.....	2,601
Accrued compensated absences.....	(3,000)
Other postemployment benefits.....	73,743
Total adjustments.....	970,340
NET CASH FROM OPERATING ACTIVITIES.....	\$ 803,264
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>	
Intergovernmental debt service subsidy.....	\$ 83,362

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2012

	Private Purpose Trust Funds	Agency Fund
<b>ASSETS</b>		
Cash and cash equivalents.....	\$ 339,418	\$ 779,338
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	48,902
<b>TOTAL ASSETS</b> .....	<b>339,418</b>	<b>828,240</b>
<b>LIABILITIES</b>		
Liabilities due depositors.....	-	828,240
<b>NET ASSETS</b> .....	<b>\$ 339,418</b>	<b>\$ -</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS**

FISCAL YEAR ENDED JUNE 30, 2012

	<u>Private Purpose Trust Funds</u>
<u>ADDITIONS:</u>	
Contributions:	
Private donations.....	\$ 83,031
Net investment income:	
Interest.....	<u>3,678</u>
TOTAL ADDITIONS.....	<u>86,709</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>96,847</u>
CHANGE IN NET ASSETS.....	(10,138)
NET ASSETS AT BEGINNING OF YEAR.....	<u>349,556</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 339,418</u>

See notes to basic financial statements.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Westwood, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

An elected three-member Board of Selectmen governs the Town.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town’s basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the Primary Government) and its component units. The Town did not identify any component units requiring inclusion in the basic financial statements.

Joint Ventures

The Town has entered into a joint venture with the Towns of Avon, Canton, Dedham, Braintree, Holbrook, Milton, Norwood, and Randolph to pool resources and share the costs, risks and rewards of providing vocational education through the Blue Hills Regional Technical School District (District). As of June 30, 2012, the District has no significant unassigned fund balance and has no outstanding long-term bonds. The following is the address where the District’s financial statements are available, its purpose, and the assessment paid by the Town during fiscal year 2012.

<u>Joint venture and address</u>	<u>Purpose</u>	<u>2012 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 151,228</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Board of Selectmen is responsible for appointing three of the six-member Board of Water Commissioners of the Dedham-Westwood Water District. The Town’s accountability for this organization does not extend beyond making these appointments.

B. Government-Wide and Fund Financial Statements

*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units.

*Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

#### *Fund Financial Statements*

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

#### *Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all fund of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

#### C. Measurement Focus, Basis of Accounting and Basis of Presentation

##### *Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

#### *Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *University Station Project fund* is used to account for the funds received in connection with the development and renovation of the new train station as well as residential, commercial, and retail units.

The *Library Project fund* is used to account for the funds used in the construction and development of the Town library.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value. The fair values were determined by the closing price for those securities traded on national stock exchanges and at the average bid-and-asked quotation for those securities traded in the over-the-counter market.

#### E. Accounts Receivable

##### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

**Real Estate, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Motor Vehicle Excise Taxes**

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

**User Fees**

Sewer fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Sewer liens are processed in October of every year and included as a lien on the property owner's tax bill. Sewer charges are recorded as receivables in the fiscal year of the levy and are recorded under the full accrual basis of accounting.

**Departmental and Other**

Departmental and other receivables consist primarily of police details, ambulance fees and school rentals and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the basic financial statements and therefore are not reported.

G. Capital Assets

Capital assets, which include land, buildings and improvements, vehicles, machinery and equipment, furniture and fixtures, and infrastructure (e.g., roads, street lights, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

The Town has included all general infrastructure assets regardless of their acquisition date or amount. The Town was able to estimate the historical cost for the initial reporting of these assets through backtracking.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of fixed assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings and improvements.....	7-40
Plant and infrastructure.....	7-40
Other buildings and improvements.....	7-40
Vehicles.....	5-10
Machinery and equipment.....	5-50
Furniture and fixtures.....	5-20
Infrastructure.....	5-50

H. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances".

*Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as “Due from other funds” or “Due to other funds” on the balance sheet.

I. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Government-Wide Financial Statements*

Transfers between and within governmental funds and are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as “Transfers, net”.

*Fund Financial Statements*

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

J. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets reported as “invested in capital assets, net of related debt” includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state’s school building program is not considered to be capital related debt.

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been “restricted for” the following:

“Permanent funds – expendable” represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

“Permanent funds – nonexpendable” represents the endowment portion of donor restricted trusts that support governmental programs.

“Gifts and Grants” – represents restrictions placed on assets from outside parties.

*Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments’ or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town Meeting is the highest level of decision making authority that can, by Town Meeting vote, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed. The Town’s by-laws authorize the Town Accountant to assign fund balance. Assignments generally only exist temporarily. Additional action does not have to be taken for the removal of an assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

#### K. Long-term debt

##### *Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

##### *Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

#### L. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

### M. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

#### *Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

#### *Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

### N. Use of Estimates

#### *Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

### O. Total Column

#### *Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

#### *Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

### P. Fund Deficits

A fund deficit existed at June 30, 2012 within the nonmajor capital project fund. This deficit will be funded through borrowing during fiscal year 2013.

## **NOTE 2 – CASH AND INVESTMENTS**

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury,

agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the Treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured.

Additionally, the Town's policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits in each institution are limited to no more than 5% of an institution's assets and no more than 20% of the Town's total cash. At fiscal year-end, the carrying amount of deposits totaled \$21,822,890 and the bank balance totaled \$22,354,312. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$2,174,378 was covered by the Depositors Insurance Fund, \$7,461,673 was covered by Transaction Account Guarantee Program, \$89,417 was covered by the Share Insurance Fund, \$4,433,981 was collateralized and \$6,194,863 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2012, the Town had the following investments:

Equity Mutual Funds.....	\$	12,946
MMDT.....		<u>6,114,610</u>
Total Investments.....	\$	<u><u>6,127,556</u></u>

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of the outside party. At June 30, 2012, the Town does not have any custodial credit risk exposure for its investments since open-end mutual funds and MMDT deposits are not subject to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. In addition to the deposit and investment restrictions listed above, the Town's investment policies allow for trust funds to be invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Stabilization funds may be invested in National Banks, Savings Banks, Cooperative banks or trust companies organized under Massachusetts laws, Securities legal for savings banks (i.e. those included in the Legal List issued annually by the Banking Commissioner), Federal Savings and Loan Associations situated in the Commonwealth and the MMDT.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect the fair value of the Town's investments. The Town manages its exposure to fair value losses arising from increasing interest rates by limiting the allowable maturities of investments. The Town's investment policy limits the maturities of investments in U.S. Treasuries, U.S. Agencies and secured Certificates of Deposit to a maximum of one year from the date of purchase. Negotiable Certificates of Deposit are limited to a maximum of three months. The Town had no debt securities as of June 30, 2012.

Credit Risk

The Town's policy for Credit Risk requires all brokerage houses and broker/dealers wishing to do business with the Town to supply the Treasurer with audited financial statements, proof of National Association of Security Dealers certification, a statement that the dealer has read the Town's investment policy and will comply with it and proof of credit worthiness with minimum standards of at least five years in operation and a minimum capital of \$10 million. All of the Town's investments are unrated.

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer, except for MMDT, to no more than 5% of an institution's assets and no more than 30% of the Town's total investments. At June 30, 2012, the Town did not have more than 5% of the Town's investments in with any one issuer.

**NOTE 3 – RECEIVABLES**

At June 30, 2012, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 619,228	\$ -	\$ 619,228
Tax liens.....	829,242	-	829,242
Motor vehicle excise taxes.....	259,406	(65,000)	194,406
Departmental and other.....	155,636	(34,000)	121,636
Intergovernmental.....	13,597,100	-	13,597,100
 Total.....	 \$ 15,460,612	 \$ (99,000)	 \$ 15,361,612

At June 30, 2012, receivables for the fiduciary funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Details.....	\$ 48,902	\$ -	\$ 48,902

At June 30, 2012, receivables for the enterprise fund consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Sewer fees.....	\$ 1,785,625	\$ -	\$ 1,785,625
Intergovernmental.....	296,350	-	296,350
 Total.....	 \$ 2,081,975	 \$ -	 \$ 2,081,975

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

	General Fund	Nonmajor Governmental Funds	Total
<u>Receivable type:</u>			
Real estate and personal property taxes.....	\$ 249,510	\$ -	\$ 249,510
Tax liens.....	829,242	-	829,242
Motor vehicle excise taxes.....	194,406	-	194,406
Departmental and other.....	5,837	115,799	121,636
Intergovernmental.....	13,322,000	275,100	13,597,100
 Total.....	 \$ 14,600,995	 \$ 390,899	 \$ 14,991,894

**NOTE 4 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

Interfund receivables and payables between funds at June 30, 2012, are summarized as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
Facilities Renovations	Roadway Improvements	\$ <u>203,711</u>

(1) Represents advances between funds to meet temporary cash flow needs.

Interfund transfers for the fiscal year ended June 30, 2012, are summarized as follows:

<u>Transfers Out:</u>	<u>Transfers In:</u>	
	General Fund	
Nonmajor Governmental Fund.....	\$ 27,687	(A)
Nonmajor Governmental Fund.....	32,000	(B)
Nonmajor Governmental Fund.....	453,500	(C)
Nonmajor Governmental Fund.....	10,000	(D)
Sewer Enterprise Fund.....	<u>290,978</u>	(E)
Total.....	<u>\$ 814,165</u>	

- (A) - Transfer from Special Revenue Bond Premiums Fund to support debt service expenditures.
- (B) - Transfer from Special Revenue Conservation Fund (\$17,000), and Sale of Lots Fund (\$15,000), to support conservation and cemetery expenditures.
- (C) - Transfer from Special Revenue Ambulance Receipts for ambulance operations.
- (D) - Transfer from Cemetary Perpetual Care Fund to support cemetery expenditures.
- (E) - Transfer from Sewer Fund to the General Fund for indirect cost reimbursements.

**NOTE 5 – PENSION PLAN**

*Plan Description* - The Town contributes to the Norfolk County Contributory Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Norfolk County Retirement Board. Substantially all employees of the Town are members of the System, except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts’ Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$6,031,000 for the fiscal year ended June 30, 2012, and, accordingly, are reported in the General Fund as Intergovernmental Revenues and Pension Expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth’s state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Norfolk County Contributory Retirement Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth’s Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 480 Neponset Street, Building 15, Canton, MA, 02021.

*Funding Policy* - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL.

*Annual Pension Cost* - The Town's contributions to the System for the fiscal years ended June 30, 2012, 2011, and 2010 were \$2,619,736, \$2,417,220, and \$2,329,423, which equaled its required contribution for each fiscal year.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

## NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2012, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 5,858,382	\$ -	\$ -	\$ 5,858,382
Construction in progress.....	2,191,365	6,747,324	-	8,938,689
Total capital assets not being depreciated.....	<u>8,049,747</u>	<u>6,747,324</u>	<u>-</u>	<u>14,797,071</u>
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	91,290,332	1,148,063	-	92,438,395
Vehicles.....	6,181,409	773,038	(439,290)	6,515,157
Machinery and equipment.....	9,976,881	660,831	-	10,637,712
Furniture and fixtures.....	357,983	29,003	-	386,986
Infrastructure.....	84,830,884	837,941	-	85,668,825
Total capital assets being depreciated.....	<u>192,637,489</u>	<u>3,448,876</u>	<u>(439,290)</u>	<u>195,647,075</u>
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(26,004,460)	(2,257,345)	-	(28,261,805)
Vehicles.....	(4,434,595)	(515,029)	439,290	(4,510,334)
Machinery and equipment.....	(7,055,268)	(963,083)	-	(8,018,351)
Furniture and fixtures.....	(246,249)	(26,440)	-	(272,689)
Infrastructure.....	(48,578,700)	(2,331,747)	-	(50,910,447)
Total accumulated depreciation.....	<u>(86,319,272)</u>	<u>(6,093,644)</u>	<u>439,290</u>	<u>(91,973,626)</u>
Total capital assets being depreciated, net.....	<u>106,318,217</u>	<u>(2,644,768)</u>	<u>-</u>	<u>103,673,449</u>
Total governmental activities capital assets, net.....	<u>\$ 114,367,964</u>	<u>\$ 4,102,556</u>	<u>\$ -</u>	<u>\$ 118,470,520</u>

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-type Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	25,823,141	93,291	-	25,916,432
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	506,331	-	-	506,331
Machinery and equipment.....	483,709	-	-	483,709
Furniture and fixtures.....	35,323	-	-	35,323
<b>Total capital assets being depreciated.....</b>	<b>33,187,574</b>	<b>93,291</b>	<b>-</b>	<b>33,280,865</b>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(15,353,849)	(517,395)	-	(15,871,244)
Other buildings and improvements.....	(3,100,027)	(196,715)	-	(3,296,742)
Vehicles.....	(287,990)	(86,126)	-	(374,116)
Machinery and equipment.....	(212,529)	(26,938)	-	(239,467)
Furniture and fixtures.....	(35,323)	-	-	(35,323)
<b>Total accumulated depreciation.....</b>	<b>(18,989,718)</b>	<b>(827,174)</b>	<b>-</b>	<b>(19,816,892)</b>
<b>Total capital assets being depreciated, net.....</b>	<b>14,197,856</b>	<b>(733,883)</b>	<b>-</b>	<b>13,463,973</b>
<b>Total business-type activities capital assets, net.....</b>	<b>\$ 14,548,706</b>	<b>\$ (733,883)</b>	<b>\$ -</b>	<b>\$ 13,814,823</b>

Depreciation expense was charged to functions/programs of the primary government as follows:

**Governmental Activities:**

General government.....	\$ 176,540
Public safety.....	368,585
Education.....	2,840,835
Public works.....	2,667,709
Human services.....	34,358
Culture and recreation.....	5,617

Total depreciation expense - governmental activities..... **\$ 6,093,644**

**Business-Type Activities:**

Sewer.....	\$ 827,174
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**NOTE 7 – SHORT-TERM FINANCING**

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund and Sewer Enterprise Fund.

The Town did not have any short-term debt activity during fiscal year 2012.

**NOTE 8 – LONG-TERM DEBT**

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the Town's outstanding general obligation indebtedness at June 30, 2012, and the debt service requirements follow.

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2011	Issued	Redeemed	Outstanding at June 30, 2012
Municipal Purpose Bonds of 2002.....	2012	15,100,000	3.90 - 5.00	\$ 1,510,000	\$ -	\$ (1,510,000)	\$ -
Municipal Purpose Bonds of 2004.....	2023	42,103,000	2.50 - 5.38	24,545,000	-	(22,290,000)	2,255,000
Municipal Purpose Bonds of 2008.....	2023	3,830,000	3.50 - 4.00	2,785,000	-	(340,000)	2,445,000
Municipal Purpose Bonds of 2009.....	2029	3,500,000	2.13 - 5.00	3,150,000	-	(175,000)	2,975,000
Municipal Purpose Bonds of 2010.....	2031	9,300,000	3.25 - 4.00	9,300,000	-	(465,000)	8,835,000
Municipal Purpose Refunding Bonds of 2012....	2023	19,095,000	2.00 - 4.00	-	19,095,000	(60,000)	19,035,000
<b>Total Future Debt Service Requirements.....</b>				<b>41,290,000</b>	<b>19,095,000</b>	<b>(24,840,000)</b>	<b>35,545,000</b>
Bond premium.....				-	935,000	(77,917)	857,083
<b>Total Governmental Bonds Payable.....</b>				<b>41,290,000</b>	<b>20,030,000</b>	<b>(24,917,917)</b>	<b>36,402,083</b>
Municipal Purpose Bonds of 1998.....	2019	3,220,700	3.88	1,400,600	-	(169,700)	1,230,900
Municipal Purpose Bonds of 2002.....	2012	1,500,000	3.90 - 5.00	150,000	-	(150,000)	-
MWRA Notes 2012.....	2017	212,300	0.00	-	212,300	-	212,300
<b>Total Enterprise Bonds Payable.....</b>				<b>1,550,600</b>	<b>212,300</b>	<b>(319,700)</b>	<b>1,443,200</b>
<b>Total General Obligation Bonds Payable.....</b>				<b>\$ 42,840,600</b>	<b>\$ 20,242,300</b>	<b>\$ (25,237,617)</b>	<b>\$ 37,845,283</b>

Debt service requirements for principal and interest for bonds payable in the general fund in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013.....	\$ 3,275,000	\$ 1,188,721	\$ 4,463,721
2014.....	3,275,000	1,143,697	4,418,697
2015.....	2,950,000	1,025,560	3,975,560
2016.....	2,865,000	949,865	3,814,865
2017.....	2,840,000	857,943	3,697,943
2018.....	2,675,000	752,702	3,427,702
2019.....	2,620,000	652,391	3,272,391
2020.....	2,605,000	539,391	3,144,391
2021.....	2,590,000	433,441	3,023,441
2022.....	2,555,000	347,911	2,902,911
2023.....	2,525,000	268,081	2,793,081
2024.....	640,000	187,988	827,988
2025.....	640,000	164,713	804,713
2026.....	640,000	140,276	780,276
2027.....	640,000	115,618	755,618
2028.....	640,000	89,582	729,582
2029.....	640,000	63,456	703,456
2030.....	465,000	37,200	502,200
2031.....	465,000	18,600	483,600
Total.....	\$ <u>35,545,000</u>	\$ <u>8,977,132</u>	\$ <u>44,522,132</u>

Debt service requirements for principal and interest for bonds payable in the sewer enterprise fund in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013.....	\$ 132,760	\$ 136,660	\$ 269,420
2014.....	218,760	48,124	266,884
2015.....	224,060	42,279	266,339
2016.....	229,560	32,554	262,114
2017.....	235,260	23,516	258,776
2018.....	198,500	10,451	208,951
2019.....	204,300	5,108	209,408
Total.....	\$ <u>1,443,200</u>	\$ <u>298,692</u>	\$ <u>1,741,892</u>

In order to take advantage of favorable interest rates, the Town issued \$19,095,000 of General Obligation Refunding Bonds on March 8, 2012. The proceeds of the refunding bonds along with the bond premiums and \$252,531 of Town funds were used to advance refund \$20,030,000 of general obligation bonds by placing the proceeds of the refunding bonds and additional Town funds in an irrevocable trust to provide for all future debt service payments on the refunded bonds. As a result, the refunded bonds are considered to be defeased and the liability has been removed from the statement of net assets. This advance refunding was undertaken to reduce total debt service payments over the next 11 years by \$2,794,860 and resulted in an economic gain of

\$2,542,536. At June 30, 2012, \$20,030,000 of bonds outstanding from the advance refunding are considered defeased.

The debt service payments on the refunded bonds were scheduled to be subsidized through the Massachusetts School Building Authority (MSBA). In accordance with MSBA regulations, a portion of the savings from the refunding will be allocated to the MSBA in the form of a reduction in the future interest subsidy payments totaling \$1,336,929.

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During fiscal year 2012, approximately \$2,760,000 of such assistance was received. Approximately \$15,414,000 will be received in future fiscal years. Of this amount, approximately \$2,092,000 represents reimbursement of long-term interest costs, and approximately \$13,322,000 represents reimbursement of approved construction costs. Accordingly, a \$13,322,000 intergovernmental receivable and corresponding deferred revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is scheduled to be subsidized by the Massachusetts Water Pollution Abatement Trust (MWPAT) on a periodic basis for principal in the amount of \$296,350 and interest costs for \$210,462. Thus, net MWPAT loan repayments including interest are scheduled to be \$1,022,780. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. The fiscal year 2012 principal and interest subsidy totaled \$51,724 and \$31,638, respectively.

The Town is a member of the Massachusetts Water Resources Authority (MWRA) which offers its members interest free loans for various purposes. The Town issued \$212,300 in loans through this program during fiscal year 2012. The imputed interest on this loan is immaterial and has not been recognized by the Town.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2012, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized and Unissued
DPW Capital Improvements.....	5/2/2011	10	\$ 460,000
Brook Street Culvert.....	5/2/2011	11	450,000
Road Improvements.....	5/7/2012	13	2,400,000
DPW Capital Improvements.....	5/7/2012	14	2,000,000
Deerfield School Roof.....	5/7/2012	15	<u>935,000</u>
Total.....			<u>\$ 6,245,000</u>

Changes in Long-Term Liabilities

During the fiscal year ended June 30, 2012, the following changes occurred in long-term liabilities:

	Balance at June 30, 2011	Additions	Retirements and Other	Balance at June 30, 2012	Current Portion
<b>Governmental Activities:</b>					
Long-Term Bonds.....	\$ 41,290,000	\$ 20,030,000	\$ (24,917,917)	\$ 36,402,083	\$ 3,352,917
Other Postemployment Benefits.....	11,159,954	4,845,877	(1,704,532)	14,301,299	-
Compensated Absences.....	1,515,000	1,073,000	(1,013,000)	1,575,000	1,050,000
Total Governmental Activities.....	<u>53,964,954</u>	<u>25,948,877</u>	<u>(27,635,449)</u>	<u>52,278,382</u>	<u>4,402,917</u>
<b>Business-Type Activities:</b>					
Long-Term Bonds.....	1,550,600	212,300	(319,700)	1,443,200	132,760
Other Postemployment Benefits.....	117,191	121,037	(47,294)	190,934	-
Compensated Absences.....	20,000	17,000	(20,000)	17,000	17,000
Total Business-Type Activities.....	<u>1,687,791</u>	<u>350,337</u>	<u>(386,994)</u>	<u>1,651,134</u>	<u>149,760</u>
Total.....	<u>\$ 55,652,745</u>	<u>\$ 26,299,214</u>	<u>\$ (28,022,443)</u>	<u>\$ 53,929,516</u>	<u>\$ 4,552,677</u>

Compensated absence liabilities and other postemployment benefit liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

**NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

The Town adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*, as part of its fiscal year 2011 reporting. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resource.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At fiscal year end the balance of the General Stabilization fund is \$2 million and is reported as unassigned fund balance within the General Fund.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- **Restricted:** fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- **Committed:** fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- **Assigned:** fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- **Unassigned:** fund balance of the general fund that is not constrained for any particular purpose.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

As of June 30, 2012, the governmental fund balance consisted of the following:

	GOVERNMENTAL FUNDS				
	General	Westwood Station	Library Project	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ 346,034	\$ 346,034
Restricted for:					
Westwood station.....	-	57,609	-	-	57,609
Library project.....	-	-	3,690,347	-	3,690,347
Town grants and revolving funds.....	-	-	-	2,358,553	2,358,553
School lunch.....	-	-	-	138,387	138,387
Ambulance fund.....	-	-	-	848,782	848,782
School grants and revolving funds.....	-	-	-	4,018,989	4,018,989
Highway improvement fund.....	-	-	-	122,650	122,650
Expendable governmental trusts.....	-	-	-	104,737	104,737
Roadway improvements.....	-	-	-	404,172	404,172
School building renovations.....	-	-	-	86,554	86,554
Cemetery.....	-	-	-	19,982	19,982
Other expendable trust funds.....	-	-	-	182,421	182,421
Committed to:					
General government.....	804,195	-	-	-	804,195
Public safety.....	351,960	-	-	-	351,960
Education.....	126,989	-	-	-	126,989
Public works.....	235,027	-	-	-	235,027
Assigned to:					
General government.....	77,090	-	-	-	77,090
Public safety.....	9,495	-	-	-	9,495
Education.....	1,044,795	-	-	-	1,044,795
Public works.....	39,159	-	-	-	39,159
Human services.....	772	-	-	-	772
Culture and recreation.....	571	-	-	-	571
Employee benefits.....	984	-	-	-	984
Unassigned.....	5,550,222	-	-	(203,711)	5,346,511
<b>TOTAL FUND BALANCES.....</b>	<b>\$ 8,241,259</b>	<b>\$ 57,609</b>	<b>\$ 3,690,347</b>	<b>\$ 8,427,550</b>	<b>\$ 20,416,765</b>

**NOTE 10 – RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town provides health insurance to its employees through its participation in the West Suburban Health Group (the Group), a non-profit trust comprised of eleven towns, one school district and two educational collaboratives. The Group is self-sustaining through member premiums. The Town recognizes the cost of providing health insurance by recording its share of insurance premiums paid to the Group in the General Fund in the fiscal year paid. The purpose of the Group is to pay medical claims of its members' employees and their covered dependents. In the event the group is terminated, the Town is obligated to pay its prorated share of a deficit, should one exist.

Effective for fiscal year 2012, the Town negotiated to require every employee to move to cost-saver plans offered by West Suburban Health Group and to share the cost savings with the employees. To accomplish this, the health insurance split for fiscal year 2012 was increased from 60/40 (Town/employee) to a 64/36 percent split. The percentages paid by the Town and employees will be adjusted each fiscal year in a manner that would allow any excess savings to the Town to be shared with the employees.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during fiscal year 2012 totaled \$176,369 and are recorded in the General Fund.

The Town is self-insured for the workers' compensation claims of police officers and firefighters and are paid on a pay-as-you-go basis from the General Fund. The estimated liability for workers' compensation claims is based on history and injury type. The Town's liability is not material at June 30, 2012, and therefore is not reported.

The Town is self-insured for unemployment compensation. During fiscal year 2012, the Town appropriated \$85,000 to provide for anticipated costs of unemployment benefits. During fiscal year 2012, claims related to unemployment compensation totaled \$80,000. The liability for unemployment compensation was not material at June 30, 2012, and therefore is not reported.

**NOTE 11 – STABILIZATION FUND**

The Town has \$2 million in a stabilization fund classified as part of the general fund in the governmental funds financial statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2012, the stabilization fund earned investment income of approximately \$4,000.

**NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description* – The Town of Westwood administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

*Funding Policy* – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 60 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 40 percent of their premium costs. For fiscal year 2012, the Town contributed approximately \$1.8 million to the plan.

*Annual OPEB Cost and Net OPEB Obligation* – The Town’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town’s net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$	4,891,733
Interest on net OPEB obligation.....		451,086
Amortization of net OPEB obligation.....		<u>(375,905)</u>
Annual OPEB cost (expense).....		4,966,914
Contributions made.....		<u>(1,751,826)</u>
Increase/(Decrease) in net OPEB obligation.....		3,215,088
Net OPEB obligation-beginning of year.....		<u>11,277,145</u>
Net OPEB obligation-end of year.....	\$	<u><u>14,492,233</u></u>

The Town’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal years 2010, 2011 and 2012 were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2012	\$ 4,966,914	35%	\$ 14,492,233
6/30/2011	4,551,079	25%	11,277,145
6/30/2010	4,289,421	25%	7,882,740

*Funded Status and Funding Progress* – As of June 30, 2011, the most recent actuarial valuation date, the actuarial accrued liability for benefits totaled \$59,054,291, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$37,620,046, and the ratio of the UAAL to the covered payroll was 157%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements,

presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions* – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2011 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 4.0% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 7.5% initially, graded to 4.5% over 7 years. The UAAL is being amortized over a 30 year open period using a level percentage of projected payroll with amortization payments increasing at 4.0% per year. The remaining amortization period at June 30, 2012 is 26 years.

### **NOTE 13 – COMMITMENTS**

#### University Station Project:

The Town's high profile commercial development project, formally known as Westwood Station, has stalled in recent years due to the economic downturn. The project originally planned to include in excess of 4.5 million square feet of retail, office, residential, and hotel space to be sited on the Town's former industrial park known as University Ave Park. During fiscal year 2012 a team of developers purchased the site and is planning to resurrect the project under the new name of University Station. Advancement of this project has the potential to significantly enhance the Town's tax base.

#### Library Construction:

The Town is in the process of constructing a new 32,000 square foot main library located adjacent to the current library. The two-year project has an estimated cost of \$13.85 million, began in fiscal year 2011. The project includes relocating a historic building on this site, all costs associated with the construction of the new facility, and the demolition of the current library. The Town has financed \$9.3 million and received approximately \$4 million from the Massachusetts Library and Green Incentive Grant. The Town anticipates completion of this project in fiscal year 2013.

### **NOTE 14 – CONTINGENCIES**

The Town participates in a number of federal award programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2012, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2012, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2012.

**NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During fiscal year 2012, the following GASB pronouncements were implemented:

- GASB Statement #62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions, an amendment of GASB Statement No. 53*. The implementation of this pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in future fiscal years. Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements:

- The GASB issued Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #61, *The Financial Reporting Entity: Omnibus*, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #65, *Items Previously Reported as Assets and Liabilities*, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #66, *Technical Corrections – 2012, an amendment of GASB Statement No. 10 and No. 62*, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #67, *Financial Reporting for Pension Plans, an amendment of GASB Statement No. 25*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #68, *Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27*, which is required to be implemented in fiscal year 2015.

# *Required Supplementary Information*

# *General Fund*

## *Budgetary Comparison Schedule*

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 55,447,442	\$ 55,447,442	\$ 57,990,648	\$ -	2,543,206
Motor vehicle excise taxes.....	2,030,000	2,030,000	2,274,492	-	244,492
Penalties and interest on taxes.....	70,000	70,000	264,092	-	194,092
Fees.....	222,000	222,000	521,268	-	299,268
Licenses and permits.....	350,000	350,000	456,436	-	106,436
Fines and forfeitures.....	15,000	15,000	12,938	-	(2,062)
Intergovernmental.....	7,269,037	7,313,637	7,339,404	-	25,767
Departmental and other.....	245,000	245,000	246,242	-	1,242
Investment income.....	60,000	60,000	74,274	-	14,274
<b>TOTAL REVENUES.....</b>	<b>65,708,479</b>	<b>65,753,079</b>	<b>69,179,794</b>	<b>-</b>	<b>3,426,715</b>
<b>EXPENDITURES:</b>					
<b>SELECTMEN</b>					
Salaries.....	415,263	419,263	418,866	-	397
Expenditures.....	45,896	45,896	45,620	-	276
<b>TOTAL.....</b>	<b>461,159</b>	<b>465,159</b>	<b>464,486</b>	<b>-</b>	<b>673</b>
<b>FINANCE COMMISSION</b>					
Salaries.....	34,658	40,058	39,682	-	376
Expenditures.....	21,763	21,763	21,173	-	590
<b>TOTAL.....</b>	<b>56,421</b>	<b>61,821</b>	<b>60,855</b>	<b>-</b>	<b>966</b>
<b>ACCOUNTING</b>					
Salaries.....	182,640	182,640	182,554	-	86
Expenditures.....	4,680	4,680	4,656	-	24
<b>TOTAL.....</b>	<b>187,320</b>	<b>187,320</b>	<b>187,210</b>	<b>-</b>	<b>110</b>
<b>AUDIT-SCHOOL &amp; MUNICIPAL FINANCIALS</b>					
Professional Services.....	52,500	52,500	45,505	-	6,995
<b>ASSESSORS</b>					
Salaries.....	174,703	175,903	175,898	-	5
Expenditures.....	19,700	19,700	15,573	3,626	501
<b>TOTAL.....</b>	<b>194,403</b>	<b>195,603</b>	<b>191,471</b>	<b>3,626</b>	<b>506</b>
<b>TREASURER</b>					
Salaries.....	89,853	89,853	89,783	-	70
Expenditures.....	12,167	12,167	7,676	-	4,491
<b>TOTAL.....</b>	<b>102,020</b>	<b>102,020</b>	<b>97,459</b>	<b>-</b>	<b>4,561</b>
<b>COLLECTOR</b>					
Salaries.....	101,779	101,779	101,728	-	51
Expenditures.....	73,850	73,850	71,591	-	2,259
<b>TOTAL.....</b>	<b>175,629</b>	<b>175,629</b>	<b>173,319</b>	<b>-</b>	<b>2,310</b>
<b>LEGAL</b>					
Salaries.....	89,260	89,260	89,219	-	41
Expenditures.....	103,475	103,475	65,686	37,018	771
<b>TOTAL.....</b>	<b>192,735</b>	<b>192,735</b>	<b>154,905</b>	<b>37,018</b>	<b>812</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
<b>PERSONNEL BOARD</b>					
Salaries.....	142,361	155,361	154,537	-	824
Expenditures.....	7,895	7,895	6,339	-	1,556
TOTAL.....	150,256	163,256	160,876	-	2,380
<b>INFORMATION SYSTEMS</b>					
Salaries.....	230,197	230,197	215,623	-	14,574
Expenditures.....	215,812	215,812	211,031	4,762	19
TOTAL.....	446,009	446,009	426,654	4,762	14,593
<b>TOWN CLERK</b>					
Salaries.....	136,905	136,905	136,865	-	40
Expenditures.....	46,940	46,940	32,910	-	14,030
TOTAL.....	183,845	183,845	169,775	-	14,070
<b>CONSERVATION COMMISSION</b>					
Salaries.....	42,161	42,161	42,079	-	82
Expenditures.....	4,925	4,925	2,755	680	1,490
TOTAL.....	47,086	47,086	44,834	680	1,572
<b>PLANNING BOARD</b>					
Salaries.....	96,185	96,185	75,921	20,000	264
Expenditures.....	3,215	3,215	1,210	-	2,005
TOTAL.....	99,400	99,400	77,131	20,000	2,269
<b>ZONING BOARD OF APPEALS</b>					
Salaries.....	25,373	25,373	25,364	-	9
Expenditures.....	2,059	2,059	765	-	1,294
TOTAL.....	27,432	27,432	26,129	-	1,303
<b>ECONOMIC DEVELOPMENT TASK FORCE</b>					
Salaries.....	103,413	103,413	101,599	-	1,814
Expenditures.....	1,150	1,150	159	-	991
TOTAL.....	104,563	104,563	101,758	-	2,805
<b>OUTSIDE PROFESSIONAL SERVICES</b>					
Expenditures.....	49,798	49,798	35,087	11,004	3,707
<b>MASS HOUSING PARTNERSHIP</b>					
Expenditures.....	15,000	15,000	14,716	-	284
<b>HOUSING AUTHORITY</b>					
Expenditures.....	10,000	10,000	9,205	-	795
<b>OFFICE COMMUNICATIONS</b>					
Expenditures.....	121,000	121,000	120,979	-	21
<b>TRAINING</b>					
Expenditures.....	6,750	6,750	2,954	-	3,796
<b>CHARTER COMMISSION</b>					
Expenditures.....	25,000	25,000	2,017	-	22,983
Total General Government.....	2,708,326	2,731,926	2,567,325	77,090	87,511

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	2,600,909	2,650,909	2,622,016	-	28,893
Expenditures.....	221,632	221,632	215,066	109	6,457
<b>TOTAL.....</b>	<b>2,822,541</b>	<b>2,872,541</b>	<b>2,837,082</b>	<b>109</b>	<b>35,350</b>
<b>PUBLIC SAFETY FUNDING.....</b>	<b>169,430</b>	<b>169,430</b>	<b>148,022</b>	<b>-</b>	<b>21,408</b>
<b>ANIMAL CONTROL</b>					
Salaries.....	44,313	44,313	43,934	-	379
Expenditures.....	7,500	7,500	5,601	-	1,899
<b>TOTAL.....</b>	<b>51,813</b>	<b>51,813</b>	<b>49,535</b>	<b>-</b>	<b>2,278</b>
<b>CROSSING GUARDS</b>					
Salaries.....	99,226	99,226	89,791	-	9,435
Expenditures.....	4,900	4,900	4,547	-	353
<b>TOTAL.....</b>	<b>104,126</b>	<b>104,126</b>	<b>94,338</b>	<b>-</b>	<b>9,788</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	2,507,165	2,637,165	2,637,020	-	145
Expenditures.....	174,950	174,950	165,520	9,386	44
<b>TOTAL.....</b>	<b>2,682,115</b>	<b>2,812,115</b>	<b>2,802,540</b>	<b>9,386</b>	<b>189</b>
<b>BUILDING INSPECTION</b>					
Salaries.....	253,745	253,745	244,009	-	9,736
Expenditures.....	32,950	32,950	22,811	-	10,139
<b>TOTAL.....</b>	<b>286,695</b>	<b>286,695</b>	<b>266,820</b>	<b>-</b>	<b>19,875</b>
<b>CIVIL DEFENSE.....</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>
<b>Total Public Safety.....</b>	<b>6,118,720</b>	<b>6,298,720</b>	<b>6,198,337</b>	<b>9,495</b>	<b>90,888</b>
<b>EDUCATION</b>					
<b>PUBLIC SCHOOLS</b>					
Salaries and expenditures.....	34,896,100	35,071,100	33,910,120	1,044,796	116,184
<b>BLUE HILLS REGIONAL.....</b>	<b>185,683</b>	<b>151,683</b>	<b>151,228</b>	<b>-</b>	<b>455</b>
<b>Total Education.....</b>	<b>35,081,783</b>	<b>35,222,783</b>	<b>34,061,348</b>	<b>1,044,796</b>	<b>116,639</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
<b>PUBLIC WORKS</b>					
<b>DEPARTMENT OF PUBLIC WORKS</b>					
Salaries.....	1,469,339	1,469,339	1,467,283	-	2,056
Expenditures.....	442,000	442,000	419,400	16,060	6,540
<b>TOTAL.....</b>	<b>1,911,339</b>	<b>1,911,339</b>	<b>1,886,683</b>	<b>16,060</b>	<b>8,596</b>
<b>BUILDING MAINTENANCE</b>					
Expenditures.....	634,678	634,678	574,637	23,099	36,942
<b>MUNICIPAL &amp; SCHOOL FIELD MAINTENANCE</b>					
Expenditures.....	112,044	112,044	110,686	-	1,358
<b>SNOW &amp; ICE</b>					
Expenditures.....	250,000	250,000	207,953	-	42,047
<b>STREET LIGHTING</b>					
Expenditures.....	139,436	139,436	104,422	-	35,014
<b>WASTE/COLLECTION/DISPOSAL</b>					
Expenditures.....	1,341,527	1,341,527	1,268,917	-	72,610
<b>Total Public Works.....</b>	<b>4,389,024</b>	<b>4,389,024</b>	<b>4,153,298</b>	<b>39,159</b>	<b>196,567</b>
<b>HEALTH AND HUMAN SERVICES</b>					
<b>HEALTH DIVISION</b>					
Salaries.....	184,320	200,320	199,404	-	916
Expenditures.....	8,811	8,811	8,773	-	38
<b>TOTAL.....</b>	<b>193,131</b>	<b>209,131</b>	<b>208,177</b>	<b>-</b>	<b>954</b>
<b>OUTSIDE HEALTH AGENCIES.....</b>	<b>14,316</b>	<b>14,316</b>	<b>13,006</b>	<b>-</b>	<b>1,310</b>
<b>DISABILITY COMMISSION</b>					
Expenditures.....	500	500	-	-	500
<b>COUNCIL ON AGING</b>					
Salaries.....	215,998	222,498	222,452	-	46
Expenditures.....	25,285	25,285	25,037	-	248
<b>TOTAL.....</b>	<b>241,283</b>	<b>247,783</b>	<b>247,489</b>	<b>-</b>	<b>294</b>
<b>YOUTH COMMISSION</b>					
Salaries.....	162,078	167,078	166,237	-	841
Expenditures.....	14,514	14,514	13,821	667	26
<b>TOTAL.....</b>	<b>176,592</b>	<b>181,592</b>	<b>180,058</b>	<b>667</b>	<b>867</b>
<b>VETERANS SERVICES</b>					
Salaries.....	26,772	26,772	26,590	-	182
Expenditures.....	85,300	85,300	81,454	105	3,741
<b>TOTAL.....</b>	<b>112,072</b>	<b>112,072</b>	<b>108,044</b>	<b>105</b>	<b>3,923</b>
<b>Total Health and Human Services.....</b>	<b>737,894</b>	<b>765,394</b>	<b>756,774</b>	<b>772</b>	<b>7,848</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
<b>CULTURE AND RECREATION</b>					
<b>RECREATION</b>					
Salaries.....	245,690	245,690	245,254	-	436
Expenditures.....	37,654	37,654	37,584	-	70
<b>TOTAL.....</b>	<b>283,344</b>	<b>283,344</b>	<b>282,838</b>	<b>-</b>	<b>506</b>
<b>PUBLIC LIBRARY</b>					
Salaries.....	784,055	784,055	771,258	571	12,226
Expenditures.....	211,830	211,830	211,808	-	22
Lost Books.....	1,100	1,100	-	-	1,100
<b>TOTAL.....</b>	<b>996,985</b>	<b>996,985</b>	<b>983,066</b>	<b>571</b>	<b>13,348</b>
<b>MEMORIAL DAY</b>					
Expenditures.....	7,000	7,000	6,577	-	423
<b>Total Culture and Recreation.....</b>	<b>1,287,329</b>	<b>1,287,329</b>	<b>1,272,481</b>	<b>571</b>	<b>14,277</b>
<b>PENSION BENEFITS</b>					
Contributory Pension.....	2,619,715	2,619,715	2,619,736	-	(21)
Non-Contributory Pension.....	59,818	59,818	58,074	-	1,744
<b>Total Pension Benefits.....</b>	<b>2,679,533</b>	<b>2,679,533</b>	<b>2,677,810</b>	<b>-</b>	<b>1,723</b>
<b>INSURANCE</b>					
General Liability.....	402,000	317,000	291,839	-	25,161
<b>CAPITAL OUTLAY.....</b>	<b>1,926,013</b>	<b>2,328,013</b>	<b>805,568</b>	<b>1,518,170</b>	<b>4,275</b>
<b>EMPLOYEE BENEFITS.....</b>	<b>6,440,708</b>	<b>6,003,208</b>	<b>5,624,542</b>	<b>984</b>	<b>377,682</b>
<b>RESERVE FUND.....</b>	<b>625,000</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
<b>STATE AND COUNTY ASSESSMENTS.....</b>	<b>560,444</b>	<b>560,444</b>	<b>531,795</b>	<b>-</b>	<b>28,649</b>
<b>DEBT SERVICE PRINCIPAL.....</b>	<b>4,848,994</b>	<b>4,848,994</b>	<b>4,810,000</b>	<b>-</b>	<b>38,994</b>
<b>DEBT SERVICE INTEREST.....</b>	<b>1,707,926</b>	<b>1,707,926</b>	<b>1,702,910</b>	<b>-</b>	<b>5,016</b>
<b>TOTAL EXPENDITURES.....</b>	<b>69,513,694</b>	<b>69,540,294</b>	<b>65,454,027</b>	<b>2,691,037</b>	<b>1,395,230</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>(3,805,215)</b>	<b>(3,787,215)</b>	<b>3,725,767</b>	<b>(2,691,037)</b>	<b>4,821,945</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Transfers in.....	722,165	814,165	814,165	-	-
Transfers out.....	(25,000)	(769,000)	(769,000)	-	-
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(3,108,050)</b>	<b>(3,742,050)</b>	<b>3,770,932</b>	<b>(2,691,037)</b>	<b>4,821,945</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>3,299,742</b>	<b>3,299,742</b>	<b>3,299,742</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 191,692</b>	<b>\$ (442,308)</b>	<b>\$ 7,070,674</b>	<b>\$ (2,691,037)</b>	<b>\$ 4,821,945</b>

See notes to required supplementary information.

(Concluded)

# ***Retirement System Schedules of Funding Progress and Employer Contributions***

The Retirement System Schedule of Funding Progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The Retirement System Schedule of Employer Contributions presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions.

**NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM**  
**SCHEDULE OF FUNDING PROGRESS**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/10	\$ 600,790,835	\$ 1,001,881,055	\$ 401,090,220	60.0%	\$ 223,332,595	179.6%
01/01/08	596,157,147	907,719,124	311,561,977	65.7%	223,814,977	139.2%
01/01/07	533,077,948	855,677,413	322,599,465	62.3%	219,620,865	146.9%
01/01/05	467,186,566	762,900,650	295,714,084	61.2%	196,639,163	150.4%
01/01/03	415,150,776	675,275,257	260,124,481	61.5%	185,281,985	140.4%
01/01/00	371,646,793	533,959,970	162,313,177	69.6%	163,542,978	99.2%
01/01/97	258,771,070	392,463,080	133,692,010	65.9%	126,219,194	105.9%
01/01/93	151,546,609	291,472,940	139,926,331	52.0%	107,482,975	130.2%

The Town's share of the UAAL, as of January 1, 2010, is approximately 6.08%.

See notes to required supplementary information.

**NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Plan Year Ended December 31	System Wide			Town of Westwood	
	Annual Required Contributions	(A) Actual Contributions	Percentage Contributed	(B) Actual Contributions	(B/A) Town's Percentage of System Wide Actual Contributions
2011	\$ 41,206,587	\$ 41,206,587	100%	\$ 2,619,736	6.36%
2010	39,749,857	39,749,857	100%	2,417,220	6.08%
2009	38,920,499	38,920,499	100%	2,329,423	5.99%
2008	33,104,903	33,104,903	100%	2,135,190	6.45%
2007	32,877,890	32,877,890	100%	1,852,100	5.63%
2006	31,755,708	31,755,708	100%	1,810,830	5.70%
2005	28,238,996	28,238,996	100%	1,590,774	5.63%

The Town's Actual Contributions equaled 100% of its Required Contributions for each year presented.

See notes to required supplementary information.

# *Other Postemployment Benefits Plan Schedules*

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions compares, overtime, the Annual Required Contributions to the Actual Contributions made.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**OTHER POSTEMPLOYMENT BENEFITS PLAN**  
**SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS**

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
6/30/2011	\$ -	\$ 59,054,291	\$ 59,054,291	0%	\$ 37,620,046	157.0%
6/30/2009	-	49,334,499	49,334,499	0%	39,100,816	126.2%
7/1/2006	-	53,091,156	53,091,156	0%	29,437,171	180.4%

**Schedule of Employer Contributions**

Fiscal Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
2012	\$ 4,891,733	\$ 1,751,826	36%
2011	4,502,956	1,156,674	26%
2010	4,260,901	1,078,212	25%
2009	5,973,531	1,302,000	22%

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFITS PLAN**  
**ACTUARIAL METHODS AND ASSUMPTIONS**

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Actuarial Methods:

Valuation date.....	June 30, 2011
Actuarial cost method.....	Projected credit unit
Amortization method.....	30 year level percent of pay assuming a 4.0% annual increase, open.
Remaining amortization period.....	26 years as of June 30, 2012

Actuarial Assumptions:

Investment rate of return.....	4.0%, pay-as-you-go scenario
Medical/drug cost trend rate.....	7.5%, graded to 4.5% over 7 years.

Plan Membership:

Current retirees, beneficiaries, and dependents.....	370
Current active members.....	<u>629</u>
Total.....	<u><u>999</u></u>

See notes to required supplementary information.

**NOTE A – BUDGETARY BASIS OF ACCOUNTING**

1. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Special Town Meeting approval via a special article.

The majority of the Town’s appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year’s original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2012 approved budget for the General Fund authorized approximately \$69.5 million in appropriations and other amounts to be raised and \$2.2 million in encumbrances and appropriations carried over from previous fiscal years. During fiscal year 2012, the Town increased the original budget by \$770,600, which was primarily due to the supplementary appropriations to fund the fire department budget, the education department budget and the capital outlay budget.

The Town Accountant’s office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the Town’s accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the fiscal year ended June 30, 2012, is presented below:

Net change in fund balance - budgetary basis.....	\$ 3,770,932
<u>Perspective difference:</u>	
Activity of the stabilization fund recorded in the general fund for GAAP.....	818,565
<u>Basis of accounting differences:</u>	
Net change in recording 60-day receipts accrual.....	(2,680,664)
Net change in recording tax refunds payable.....	(365,019)
Net change in expenditure accruals.....	(71,976)
Recognition of revenue for on-behalf payments.....	(6,030,793)
Recognition of expenditures for on-behalf payments.....	<u>6,030,793</u>
Net change in fund balance - GAAP basis.....	<u>\$ 1,471,838</u>

**NOTE B – PENSION PLAN**

The Town contributes to the Norfolk County Contributory Retirement System ("Retirement System"), a cost-sharing, multiple-employer defined benefit pension plan ("Plan") administered by the Norfolk County Retirement Board. The Retirement System provides retirement, disability, and death benefits to members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the Plan. Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the system-wide actuarially determined contribution which is apportioned among the employers based on active covered payroll.

The schedule of funding progress, presented as required supplementary information, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

The following actuarial methods and assumptions were used in the Retirement System's most recent actuarial valuation:

- Valuation Date..... January 1, 2010
- Actuarial Cost Method..... Entry Age Normal Cost Method
- Amortization Method..... Increasing at 4.5% per year, level dollar for ERI liability for certain units
- Remaining Amortization Period..... 28 years remaining as of January 1, 2010
- Asset Valuation Method..... The actuarial value of assets is determined by projecting the actuarial value of assets as of the beginning of the prior plan year with the assumed rate of return during that year (8.25%) and accounting for deposits and disbursements with interest at the assumed rate of return. An adjustment is then applied to recognize the difference between the actual investment return and expected return over a five year period. This preliminary actuarial value is not allowed to differ from the market value of assets by more than 20%.

Actuarial Assumptions:

- Investment rate of return..... 8.25%
- Projected salary increases..... 4.00%
- Cost of living adjustments..... 3.00% of the lesser of the pension amount and \$12,000 per year

Plan Membership:

Retired participants and beneficiaries receiving benefits.....	2,557
Inactive participants.....	2,059
Disabled.....	313
Active participants.....	<u>5,526</u>
Total.....	<u><u>10,455</u></u>

**NOTE C – OTHER POSTEMPLOYMENT BENEFITS**

The Town administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare for eligible retirees and their spouses through the Town’s health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actual value of assets expressed as a percentage of the actuarial accrued liability) is 0%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multiyear trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the plan.

Projections of benefits for financial reporting purposes are based on the substantive plan and included the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit cost between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

# *Other Supplementary Information*

# *Combining and Individual Fund Statements and Schedules*

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

# *Nonmajor Governmental Funds*

## ***Special Revenue Funds***

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than permanent funds or major capital project funds) that are restricted by law or administrative action to expenditures for specific purposes. The Town's special revenue funds are grouped into the following categories:

- ***School Lunch Fund*** – accounts for the operations of the public school lunch program.
- ***Ambulance Fund*** – accounts for the fees collected for ambulance services which can legally only be appropriated for costs to provide the service, such as Emergency Medical Technician firefighter stipend and ambulance supplies.
- ***Departmental Grants/Other Revolving Funds*** – accounts for various grants and legally restricted revenues for special programs administered by Town departments.
- ***Educational Grants Funds*** – accounts for all educational programs specially financed by grants and other restricted revenues.
- ***Educational Revolving Funds*** – accounts for educational programs financed by non-grant revenues and gifts.
- ***Expendable Governmental Trusts*** – accounts for contributions where both principal and investment earnings may be spent to support the government.
- ***Highway Improvement Fund*** – accounts for funds received from the State Highway Department which is used for construction, reconstruction and improvements of roadways.

## ***Capital Projects Funds***

Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction or improvement of major capital assets (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

- ***Roadway Improvements*** – accounts for construction, reconstruction and improvements of roadways, streets and sidewalks. Funding is provided primarily by bond proceeds, various grants and legally restricted revenues for special programs administered by Town departments.
- ***School Building Renovations*** – accounts for renovation, improvements and capital equipment associated with public school buildings.
- ***Facilities Renovations*** – accounts for renovation, improvements and capital equipment associated with town buildings and facilities.

### ***Permanent Funds***

Permanent Funds are used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

- ***Cemetery Fund*** – accounts for contributions associated with cemetery care and maintenance.
- ***Other Nonexpendable Trust Funds*** – accounts for various contributions associated with the public library, schools and veterans services.

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**NONMAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET**

JUNE 30, 2012

	Special Revenue Funds							Sub-total
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	
<b>ASSETS</b>								
Cash and cash equivalents.....	\$ 139,962	\$ 848,782	\$ 2,375,340	\$ 830,602	\$ 3,203,640	\$ 104,737	\$ 122,650	\$ 7,625,713
Investments.....	-	-	-	-	-	-	-	-
Receivables, net of uncollectibles:								
Departmental and other.....	-	115,799	-	-	-	-	-	115,799
Intergovernmental.....	-	-	-	-	-	-	275,100	275,100
Due from other funds.....	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS.....</b>	<b>\$ 139,962</b>	<b>\$ 964,581</b>	<b>\$ 2,375,340</b>	<b>\$ 830,602</b>	<b>\$ 3,203,640</b>	<b>\$ 104,737</b>	<b>\$ 397,750</b>	<b>\$ 8,016,612</b>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>LIABILITIES:</b>								
Warrants payable.....	\$ 1,575	\$ -	\$ 13,214	\$ 1,315	\$ 13,938	\$ -	\$ -	\$ 30,042
Accrued payroll.....	-	-	3,573	-	-	-	-	3,573
Deferred revenues.....	-	115,799	-	-	-	-	275,100	390,899
Due to other funds.....	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES.....</b>	<b>1,575</b>	<b>115,799</b>	<b>16,787</b>	<b>1,315</b>	<b>13,938</b>	<b>-</b>	<b>275,100</b>	<b>424,514</b>
<b>FUND BALANCES:</b>								
Nonspendable.....	-	-	-	-	-	-	-	-
Restricted.....	138,387	848,782	2,358,553	829,287	3,189,702	104,737	122,650	7,592,098
Unassigned.....	-	-	-	-	-	-	-	-
<b>TOTAL FUND BALANCES.....</b>	<b>138,387</b>	<b>848,782</b>	<b>2,358,553</b>	<b>829,287</b>	<b>3,189,702</b>	<b>104,737</b>	<b>122,650</b>	<b>7,592,098</b>
<b>TOTAL LIABILITIES AND FUND BALANCES...</b>	<b>\$ 139,962</b>	<b>\$ 964,581</b>	<b>\$ 2,375,340</b>	<b>\$ 830,602</b>	<b>\$ 3,203,640</b>	<b>\$ 104,737</b>	<b>\$ 397,750</b>	<b>\$ 8,016,612</b>

(Continued)

Capital Projects Funds				Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	
\$ 204,378	\$ 110,867	\$ -	\$ 315,245	\$ 346,034	\$ 189,457	\$ 535,491	\$ 8,476,449
-	-	-	-	-	12,946	12,946	12,946
-	-	-	-	-	-	-	115,799
-	-	-	-	-	-	-	275,100
203,711	-	-	203,711	-	-	-	203,711
<u>\$ 408,089</u>	<u>\$ 110,867</u>	<u>\$ -</u>	<u>\$ 518,956</u>	<u>\$ 346,034</u>	<u>\$ 202,403</u>	<u>\$ 548,437</u>	<u>\$ 9,084,005</u>
\$ 3,917	\$ 24,313	\$ -	\$ 28,230	\$ -	\$ -	\$ -	\$ 58,272
-	-	-	-	-	-	-	3,573
-	-	-	-	-	-	-	390,899
-	-	203,711	203,711	-	-	-	203,711
3,917	24,313	203,711	231,941	-	-	-	656,455
-	-	-	-	326,050	19,984	346,034	346,034
404,172	86,554	-	490,726	19,984	182,419	202,403	8,285,227
-	-	(203,711)	(203,711)	-	-	-	(203,711)
404,172	86,554	(203,711)	287,015	346,034	202,403	548,437	8,427,550
<u>\$ 408,089</u>	<u>\$ 110,867</u>	<u>\$ -</u>	<u>\$ 518,956</u>	<u>\$ 346,034</u>	<u>\$ 202,403</u>	<u>\$ 548,437</u>	<u>\$ 9,084,005</u>

(Concluded)

**NONMAJOR GOVERNMENTAL FUNDS**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

FISCAL YEAR ENDED JUNE 30, 2012

	Special Revenue Funds							Sub-total
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	
<b>REVENUES:</b>								
Charges for services.....	\$ 993,051	\$ 472,896	\$ 877,286	\$ -	\$ 2,455,709	\$ -	\$ -	\$ 4,798,942
Intergovernmental.....	104,661	-	118,963	2,358,545	-	-	658,039	3,240,208
Departmental and other.....	-	-	652,350	-	-	-	-	652,350
Contributions.....	-	-	96,080	-	108,914	-	-	204,994
Investment income.....	-	-	-	-	-	217	-	217
<b>TOTAL REVENUES.....</b>	<b>1,097,712</b>	<b>472,896</b>	<b>1,744,679</b>	<b>2,358,545</b>	<b>2,564,623</b>	<b>217</b>	<b>658,039</b>	<b>8,896,711</b>
<b>EXPENDITURES:</b>								
Current:								
General government.....	-	-	713,990	-	-	-	-	713,990
Public safety.....	-	-	150,828	-	-	-	-	150,828
Education.....	1,080,933	-	6,500	2,271,430	2,243,098	-	-	5,601,961
Public works.....	-	-	114	-	-	-	593,849	593,963
Human services.....	-	-	55,454	-	-	-	-	55,454
Culture and recreation.....	-	-	655,526	-	-	-	-	655,526
<b>TOTAL EXPENDITURES.....</b>	<b>1,080,933</b>	<b>-</b>	<b>1,582,412</b>	<b>2,271,430</b>	<b>2,243,098</b>	<b>-</b>	<b>593,849</b>	<b>7,771,722</b>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	16,779	472,896	162,267	87,115	321,525	217	64,190	1,124,989
<b>OTHER FINANCING SOURCES (USES):</b>								
Premium from issuance of bonds.....	-	-	110,997	-	-	-	-	110,997
Sale of capital assets.....	-	50,000	-	-	-	-	-	50,000
Transfers out.....	-	(453,500)	(59,687)	-	-	-	-	(513,187)
<b>TOTAL OTHER FINANCING SOURCES (USES)...</b>	<b>-</b>	<b>(403,500)</b>	<b>51,310</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(352,190)</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>16,779</b>	<b>69,396</b>	<b>213,577</b>	<b>87,115</b>	<b>321,525</b>	<b>217</b>	<b>64,190</b>	<b>772,799</b>
FUND BALANCES AT BEGINNING OF YEAR.....	121,608	779,386	2,144,976	742,172	2,868,177	104,520	58,460	6,819,299
FUND BALANCES AT END OF YEAR.....	\$ 138,387	\$ 848,782	\$ 2,358,553	\$ 829,287	\$ 3,189,702	\$ 104,737	\$ 122,650	\$ 7,592,098

(Continued)

Capital Projects Funds				Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,798,942
-	-	-	-	-	-	-	3,240,208
-	-	-	-	-	-	-	652,350
-	-	-	-	9,825	10,000	19,825	224,819
-	-	-	-	159	526	685	902
-	-	-	-	9,984	10,526	20,510	8,917,221
-	-	37,706	37,706	-	-	-	751,696
-	-	-	-	-	-	-	150,828
-	498,329	-	498,329	-	-	-	6,100,290
55,164	-	432,998	488,162	-	-	-	1,082,125
-	-	-	-	-	-	-	55,454
-	-	1,200	1,200	-	741	741	657,467
55,164	498,329	471,904	1,025,397	-	741	741	8,797,860
(55,164)	(498,329)	(471,904)	(1,025,397)	9,984	9,785	19,769	119,361
-	-	-	-	-	-	-	110,997
-	-	-	-	-	-	-	50,000
-	-	-	-	(10,000)	-	(10,000)	(523,187)
-	-	-	-	(10,000)	-	(10,000)	(362,190)
(55,164)	(498,329)	(471,904)	(1,025,397)	(16)	9,785	9,769	(242,829)
459,336	584,883	268,193	1,312,412	346,050	192,618	538,668	8,670,379
\$ 404,172	\$ 86,554	\$ (203,711)	\$ 287,015	\$ 346,034	\$ 202,403	\$ 548,437	\$ 8,427,550

(Concluded)

# *Agency Fund*

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

**AGENCY FUND**  
**COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

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	July 1, 2011	Additions	Deletions	June 30, 2012
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 879,861	\$ 1,035,821	\$ (1,136,345)	\$ 779,338
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	22,828	477,430	(451,356)	48,902
<b>TOTAL ASSETS.....</b>	<b>\$ 902,689</b>	<b>\$ 1,513,251</b>	<b>\$ (1,587,701)</b>	<b>\$ 828,240</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 134	\$ -	\$ (134)	\$ -
Liabilities due depositors - Student Activities.....	207,071	529,222	(503,635)	232,658
Liabilities due depositors - Planning Deposits.....	695,484	984,029	(1,083,932)	595,582
<b>TOTAL LIABILITIES.....</b>	<b>\$ 902,689</b>	<b>\$ 1,513,251</b>	<b>\$ (1,587,701)</b>	<b>\$ 828,240</b>

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# *Statistical Section*

*Ten Year History of the Following  
Major Categories:*

*Expenditures*

*Revenues*

*Property Tax Collections*

*Debt*

*Town Demographics*

*General Information*



Veterans' Day 2009 marked a special occasion as Westwood dedicated its new Veterans' Memorial Park. Approximately 600 people including residents and local politicians attended the ceremony. A Westwood resident who is a landscape architect donated his services and time to design a monument and site plan that included walkways, benches and a new flagpole.

Memorial bricks were sold to individuals and families who sought to recognize a veteran. The response to this effort was remarkable with over 460 engraved bricks sold in honor of our veterans. In addition to those with names on a brick, every one of Westwood's veterans is memorialized in the park.

# *Statistical Section*

This part of the Town of Westwood comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

## **Financial Trends**

These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

## **Revenue Capacity**

These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

## **Debt Capacity**

These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

## **Demographic and Economic Information**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

## **Operating Information**

These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

*SOURCES: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.*

Town of Westwood, Massachusetts

Net Assets By Component

Last Ten Fiscal Years

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Governmental activities:										
Invested in capital assets, net of related debt.....	\$ 79,937,570	\$ 92,686,112	\$ 95,230,650	\$ 98,408,025	\$ 98,291,275	\$ 98,219,632	\$ 97,986,113	\$ 97,375,492	\$ 99,380,376	\$ 99,367,799
Restricted.....	1,982,394	2,396,038	2,040,497	1,964,324	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,878,233
Unrestricted.....	6,972,221	8,079,192	6,906,276	7,056,149	6,676,163	8,255,277	4,689,882	2,354,269	1,827,050	60,536
Total governmental activities net assets.....	\$ <u>88,892,185</u>	\$ <u>103,161,342</u>	\$ <u>104,177,423</u>	\$ <u>107,428,498</u>	\$ <u>107,427,878</u>	\$ <u>108,897,180</u>	\$ <u>105,267,371</u>	\$ <u>101,901,794</u>	\$ <u>102,943,277</u>	\$ <u>101,306,568</u>
Business-type activities:										
Invested in capital assets, net of related debt.....	11,777,013	12,576,170	13,031,429	13,291,362	13,471,826	13,521,282	13,678,560	13,318,644	12,998,106	12,371,623
Unrestricted.....	4,048,154	3,674,751	3,125,801	3,151,996	3,067,928	3,813,896	3,620,615	3,871,320	4,228,836	4,558,778
Total business-type activities net assets.....	\$ <u>15,825,167</u>	\$ <u>16,250,921</u>	\$ <u>16,157,230</u>	\$ <u>16,443,358</u>	\$ <u>16,539,754</u>	\$ <u>17,335,178</u>	\$ <u>17,299,175</u>	\$ <u>17,189,964</u>	\$ <u>17,226,942</u>	\$ <u>16,930,401</u>
Primary government:										
Invested in capital assets, net of related debt.....	91,714,583	105,262,282	108,262,079	111,699,387	111,763,101	111,740,914	111,664,673	110,694,136	112,378,482	111,739,422
Restricted.....	1,982,394	2,396,038	2,040,497	1,964,324	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,878,233
Unrestricted.....	11,020,375	11,753,943	10,032,077	10,208,145	9,744,091	12,069,173	8,310,497	6,225,589	6,055,886	4,619,314
Total primary government net assets.....	\$ <u>104,717,352</u>	\$ <u>119,412,263</u>	\$ <u>120,334,653</u>	\$ <u>123,871,856</u>	\$ <u>123,967,632</u>	\$ <u>126,232,358</u>	\$ <u>122,566,546</u>	\$ <u>119,091,758</u>	\$ <u>120,170,219</u>	\$ <u>118,236,969</u>

Town of Westwood, Massachusetts

Changes in Net Assets

Last Ten Fiscal Years

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 3,462,155	\$ 3,635,830	\$ 3,637,013	\$ 4,050,919	\$ 6,876,348	\$ 8,392,072	\$ 7,984,596	\$ 4,745,598	\$ 4,670,650	\$ 5,135,899
Public safety.....	5,979,119	6,932,516	6,788,670	6,681,974	7,571,002	7,851,039	8,778,769	8,490,129	8,969,089	9,391,010
Education.....	33,748,282	33,726,237	37,194,249	40,436,635	41,522,952	45,462,795	52,088,397	52,200,467	52,489,520	54,472,071
Public works.....	6,047,156	6,497,815	7,106,772	6,870,792	6,025,150	7,193,036	7,037,271	7,425,668	7,472,604	7,204,025
Human services.....	657,325	686,770	769,618	676,238	844,529	833,985	942,357	1,052,991	1,047,144	1,157,238
Culture and recreation.....	1,470,450	1,660,585	1,714,349	1,476,621	1,880,631	2,376,794	2,468,819	2,378,042	2,371,894	2,386,859
Interest.....	1,300,036	2,887,074	2,280,112	2,115,474	1,966,558	1,983,060	1,692,305	1,750,493	1,475,733	1,542,158
Total government activities expenses.....	52,664,523	56,026,827	59,490,783	62,308,653	66,687,170	74,092,781	80,992,514	78,043,388	78,496,634	81,289,260
Business-type activities:										
Sewer.....	3,531,101	3,346,728	3,670,564	3,472,503	3,944,791	3,734,283	3,761,813	3,670,498	3,653,546	4,149,346
Total primary government expenses.....	\$ 56,195,624	\$ 59,373,555	\$ 63,161,347	\$ 65,781,156	\$ 70,631,961	\$ 77,827,064	\$ 84,754,327	\$ 81,713,886	\$ 82,150,180	\$ 85,438,606
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 938,178	\$ 1,362,860	\$ 1,570,591	\$ 2,266,074	\$ 2,281,378	\$ 2,448,952	\$ 2,187,026	\$ 2,360,978	\$ 2,364,662	\$ 2,455,709
Public Safety charges for services.....	719,892	824,255	1,117,709	978,855	1,032,522	1,208,295	1,282,996	1,064,513	1,217,831	1,177,994
Other charges for services.....	738,635	745,324	897,929	1,674,457	4,098,574	5,601,007	4,866,297	1,810,492	1,705,581	1,901,613
Operating grants and contributions.....	9,583,746	10,228,691	10,538,810	11,286,009	11,341,858	13,597,090	15,435,834	14,179,816	14,570,871	14,155,121
Capital grant and contributions.....	8,850,868	10,228,896	206,689	3,890,753	255,834	405,154	404,240	416,865	2,752,205	1,110,679
Total government activities program revenues.....	20,831,319	23,390,026	14,331,728	20,096,148	19,010,166	23,260,498	24,176,393	19,832,664	22,611,150	20,801,116
Business-type activities:										
Charges for services.....	3,673,919	3,657,703	3,402,779	3,682,473	3,788,725	4,276,856	3,623,588	3,756,083	3,895,027	3,677,221
Operating grants and contributions.....	130,477	114,779	174,094	76,158	72,022	200,163	54,547	-	45,563	31,638
Capital grant and contributions.....	-	-	-	-	-	52,688	47,675	96,182	40,912	222,624
Total business-type activities program revenues.....	3,804,396	3,772,482	3,576,873	3,758,631	3,860,747	4,529,707	3,725,810	3,852,265	3,981,502	3,931,483
Total primary government program revenues.....	\$ 24,635,715	\$ 27,162,508	\$ 17,908,601	\$ 23,854,779	\$ 22,870,913	\$ 27,790,205	\$ 27,902,203	\$ 23,684,929	\$ 26,592,652	\$ 24,732,599
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (29,874,293)	\$ (30,677,590)	\$ (43,199,844)	\$ (40,253,294)	\$ (47,677,004)	\$ (50,832,283)	\$ (56,816,121)	\$ (58,210,724)	\$ (55,884,484)	\$ (60,488,144)
Business-type activities.....	273,295	425,754	(93,691)	286,128	96,396	795,424	(36,003)	181,767	327,956	(5,563)
Total primary government net (expense)/program revenue.....	\$ (29,600,998)	\$ (30,251,836)	\$ (43,293,535)	\$ (39,967,166)	\$ (47,580,608)	\$ (50,036,859)	\$ (56,852,124)	\$ (58,028,957)	\$ (55,556,528)	\$ (60,493,707)
<b>General Revenues and other Changes in Net Assets</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 37,137,655	\$ 42,923,460	\$ 42,580,416	\$ 41,634,700	\$ 43,748,150	\$ 48,295,949	\$ 49,761,536	\$ 51,462,011	\$ 53,365,772	\$ 55,088,302
Motor vehicle excise taxes.....	2,417,791	2,167,086	2,401,439	2,226,361	2,138,434	2,245,316	2,164,294	2,152,241	2,408,095	2,335,495
Penalties and interest on taxes.....	965,211	109,524	80,853	55,045	67,239	96,970	96,949	105,602	122,486	264,092
Grants and contributions not restricted to specific programs.....	724,330	700,468	703,263	789,487	945,762	962,617	882,855	723,159	647,232	748,294
Unrestricted investment income.....	731,824	494,065	402,355	688,030	707,268	615,900	280,678	111,156	91,404	74,274
Gain of sale of capital assets.....	-	-	-	-	-	-	-	-	-	50,000
Miscellaneous.....	473,967	511,355	6,810	69,957	69,531	84,833	-	-	-	-
Transfers.....	212,000	-	-	-	-	-	-	290,978	290,978	290,978
Total governmental activities.....	42,662,778	46,905,958	46,175,136	45,463,580	47,676,384	52,301,585	53,186,312	54,845,147	56,925,967	58,851,435
Business-type activities:										
Transfers.....	(212,000)	-	-	-	-	-	-	(290,978)	(290,978)	(290,978)
Total primary government general revenues and other changes in net assets.....	\$ 42,450,778	\$ 46,905,958	\$ 46,175,136	\$ 45,463,580	\$ 47,676,384	\$ 52,301,585	\$ 53,186,312	\$ 54,554,169	\$ 56,634,989	\$ 58,560,457
<b>Changes in Net Assets</b>										
Governmental activities.....	\$ 12,788,485	\$ 16,228,368	\$ 2,975,292	\$ 5,210,286	\$ (620)	\$ 1,469,302	\$ (3,629,809)	\$ (3,365,577)	\$ 1,041,483	\$ (1,636,709)
Business-type activities.....	61,295	425,754	(93,691)	286,128	96,396	795,424	(36,003)	(109,211)	36,978	(296,541)
Total primary government changes in net assets.....	\$ 12,849,780	\$ 16,654,122	\$ 2,881,601	\$ 5,496,414	\$ 95,776	\$ 2,264,726	\$ (3,665,812)	\$ (3,474,788)	\$ 1,078,461	\$ (1,933,250)

**Town of Westwood, Massachusetts**  
**Fund Balances, Governmental Funds**  
**Last Ten Fiscal Years**

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>General Fund</b>										
Committed.....	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,479	\$ 1,518,171
Assigned.....	\$ 972,309	\$ 1,363,820	\$ 919,078	\$ 545,225	\$ 795,859	\$ 1,041,648	\$ 1,450,831	\$ 1,855,781	\$ 1,350,412	\$ 1,172,866
Unassigned.....	2,464,039	3,576,642	2,845,975	3,111,460	2,383,588	3,148,155	2,939,926	2,347,670	4,568,530	5,550,222
<b>Total general fund.....</b>	<b>\$ 3,436,348</b>	<b>\$ 4,940,462</b>	<b>\$ 3,765,053</b>	<b>\$ 3,656,685</b>	<b>\$ 3,179,447</b>	<b>\$ 4,189,803</b>	<b>\$ 4,390,757</b>	<b>\$ 4,203,451</b>	<b>\$ 6,769,421</b>	<b>\$ 8,241,259</b>
<b>All Other Governmental Funds</b>										
Reserved.....	\$ 282,479	\$ 260,154	\$ 264,878	\$ 276,663	\$ 292,110	\$ 300,298	\$ 314,274	\$ 325,949	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	5,007,313	5,275,639	5,113,969	5,513,725	5,402,561	6,408,669	6,945,755	6,867,072	-	-
Capital projects funds.....	21,943,519	6,064,002	(687,108)	736,508	(686,881)	1,661,627	4,536,063	1,356,217	-	-
Permanent funds.....	188,960	219,535	96,550	104,165	205,104	214,874	210,544	200,920	-	-
Nonspendable.....	-	-	-	-	-	-	-	-	346,050	346,034
Restricted.....	-	-	-	-	-	-	-	-	17,769,174	11,829,474
<b>Total all other governmental funds....</b>	<b>\$ 27,422,271</b>	<b>\$ 11,819,330</b>	<b>\$ 4,788,289</b>	<b>\$ 6,631,061</b>	<b>\$ 5,212,894</b>	<b>\$ 8,585,468</b>	<b>\$ 12,006,636</b>	<b>\$ 8,750,158</b>	<b>\$ 18,115,224</b>	<b>\$ 12,175,508</b>

The Town implemented GASB 54 in fiscal 2011, fund balances prior to fiscal year 2011 have been reported in the pre-GASB 54 format.

Town of Westwood, Massachusetts

Changes in Fund Balances, Governmental Funds

Last Ten Fiscal Years

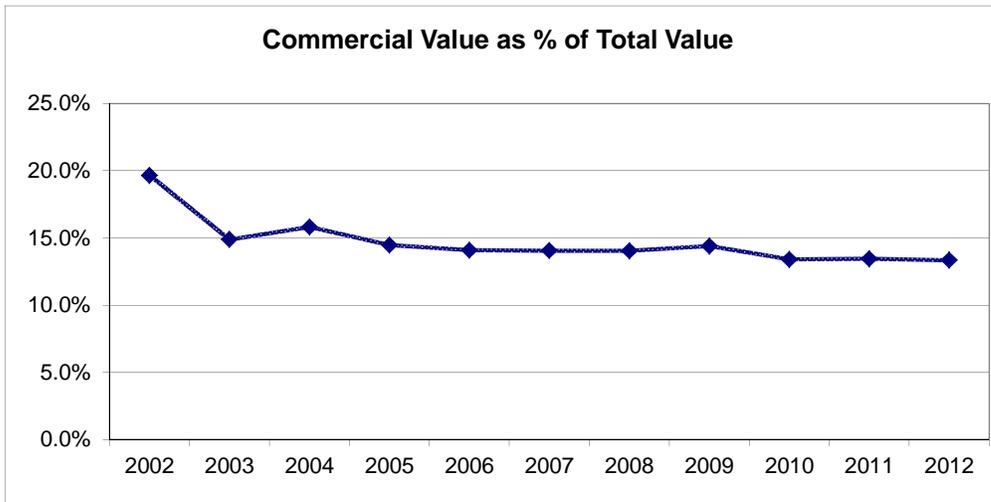
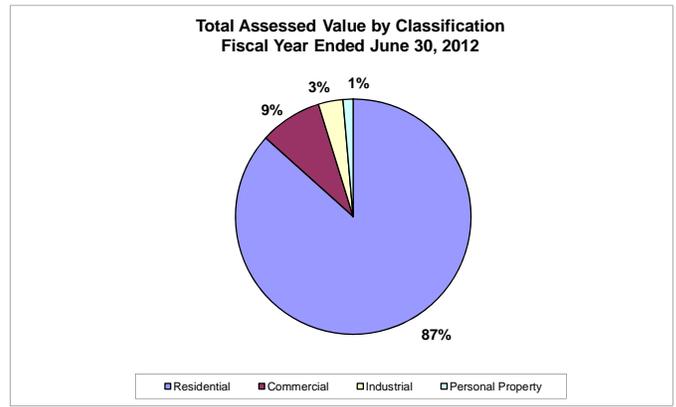
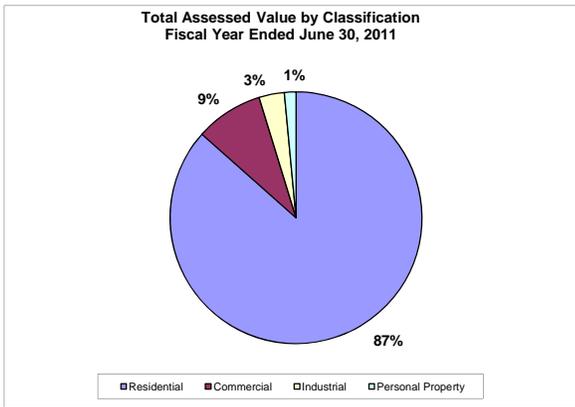
	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Revenues:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 37,231,915	\$ 42,985,534	\$ 42,597,265	\$ 41,656,689	\$ 43,390,323	\$ 48,329,364	\$ 49,655,987	\$ 50,545,249	\$ 53,892,828	\$ 54,944,965
Motor vehicle and excise taxes.....	2,268,563	2,273,692	2,309,888	2,298,852	2,135,754	2,213,371	2,242,922	2,131,252	2,382,329	2,274,492
Charges for Service.....	2,136,492	2,651,950	3,117,619	3,935,558	4,126,579	4,391,067	4,366,363	4,671,063	4,588,668	4,798,942
Westwood station guaranteed tax payment.....	-	-	-	-	-	-	1,750,000	615,000	-	-
Westwood station building permits.....	-	-	-	-	-	-	811,079	-	-	-
Penalties and interest on taxes.....	95,211	109,524	80,853	55,045	67,239	96,970	96,949	105,602	122,486	264,092
Fees and rentals.....	194,161	193,562	139,377	159,315	310,687	279,096	251,898	233,430	277,895	521,268
Licenses and permits.....	389,218	390,896	488,924	563,180	438,345	479,822	378,525	403,405	473,966	456,436
Fines and forfeitures.....	22,131	20,103	19,535	20,233	20,030	16,825	16,982	17,521	15,120	12,937
Intergovernmental.....	9,538,368	9,278,949	11,003,129	18,939,179	14,204,828	15,026,293	15,663,177	15,877,013	18,448,749	17,766,084
Departmental and other.....	824,161	315,548	510,053	423,943	989,160	1,130,706	962,412	522,101	630,779	898,592
Departmental and other - Westwood Station.....	-	-	-	695,000	2,214,230	3,853,037	2,508,971	424,882	168,734	-
Special assessments.....	2,635	2,279	2,196	227	219	94	91	-	-	-
Contributions.....	254,579	292,751	198,012	278,475	209,027	1,232,407	257,657	293,161	256,741	224,819
Investment income.....	764,835	526,102	462,815	737,541	875,775	788,518	318,376	121,794	99,361	78,741
<b>Total Revenue.....</b>	<b>53,722,269</b>	<b>59,040,890</b>	<b>60,929,666</b>	<b>69,763,237</b>	<b>68,982,196</b>	<b>77,837,570</b>	<b>79,281,389</b>	<b>75,961,473</b>	<b>81,357,656</b>	<b>82,241,368</b>
<b>Expenditures:</b>										
General government.....	2,409,292	2,375,437	2,325,420	2,198,819	2,733,190	2,650,320	3,496,046	2,670,152	2,786,584	3,344,297
General government - Westwood Station.....	-	-	-	573,703	2,758,642	4,438,354	2,328,458	458,553	190,298	59,244
Public safety.....	5,048,020	5,553,718	5,319,769	5,532,508	5,864,064	6,028,392	6,152,929	5,920,912	6,263,893	6,416,397
Education.....	26,417,335	27,272,432	29,837,234	31,290,271	32,129,154	34,626,723	36,684,935	37,717,356	37,617,989	38,925,806
Public works.....	3,624,461	3,826,652	4,371,327	4,160,299	3,259,828	4,365,544	3,672,775	4,178,898	4,130,176	3,807,414
Human services.....	583,656	553,891	591,063	542,579	679,913	677,563	685,177	788,912	754,398	811,561
Culture and recreation.....	1,320,645	1,387,503	1,426,902	1,226,874	1,607,006	2,097,742	2,079,125	1,969,701	1,931,934	1,930,615
Pension benefits.....	4,623,294	4,914,630	5,532,520	6,087,190	6,521,911	6,705,488	7,294,027	7,557,081	8,065,476	8,708,603
Property and liability insurance.....	241,297	273,966	298,824	324,298	335,255	371,053	317,418	278,318	271,221	291,839
Employee benefits.....	2,872,277	3,073,485	3,318,828	3,962,780	4,349,031	4,788,339	5,323,520	5,453,428	5,616,358	5,624,542
State and MWRA assessments.....	538,506	513,867	496,131	496,993	508,634	514,316	521,780	536,238	539,989	531,795
Capital outlay.....	18,893,055	19,309,906	8,895,320	5,327,301	4,163,245	3,920,736	3,574,654	6,075,252	5,167,049	10,196,200
Capital outlay - Westwood Station.....	-	-	-	-	-	-	792,600	18,400	-	-
Debt service.....										
Principal.....	2,360,000	4,028,000	4,415,000	4,165,000	4,165,000	4,165,000	4,515,000	4,295,000	4,290,000	4,810,000
Interest.....	834,458	3,258,430	2,307,778	2,140,218	1,988,350	1,959,070	1,810,846	1,778,034	1,609,598	1,696,931
<b>Total Expenditures.....</b>	<b>69,766,296</b>	<b>76,341,917</b>	<b>69,136,116</b>	<b>68,028,833</b>	<b>71,063,223</b>	<b>77,308,640</b>	<b>79,249,290</b>	<b>79,696,235</b>	<b>79,234,963</b>	<b>87,155,244</b>
Excess of revenues over (under) expenditures.....	(16,044,027)	(17,301,027)	(8,206,450)	1,734,404	(2,081,027)	528,930	32,099	(3,734,762)	2,122,693	(4,913,876)
<b>Other Financing Sources (Uses)</b>										
Issuance of debt.....	39,841,000	2,262,000	-	-	-	3,830,000	3,500,000	-	9,300,000	-
Issuance of debt refunding.....	-	-	-	-	-	-	-	-	-	19,095,000
Premium from issuance of refunding bonds.....	-	-	-	-	-	-	-	-	-	2,274,135
Payments to refunded bond escrow agents.....	-	-	-	-	-	-	-	-	-	(21,375,114)
Premium from issuance of bonds.....	-	511,354	-	-	-	-	90,023	-	217,365	110,997
Sale of capital assets.....	-	-	-	-	-	-	-	-	-	50,000
Capital lease financing.....	869,865	428,846	-	-	185,622	24,000	-	-	-	-
Transfers in.....	1,202,728	1,197,433	1,523,180	543,198	433,671	535,221	676,859	1,598,609	790,140	814,165
Transfers out.....	(990,728)	(1,197,433)	(1,523,180)	(543,198)	(433,671)	(535,221)	(676,859)	(1,307,631)	(499,162)	(523,187)
<b>Total other financing sources (uses).....</b>	<b>40,922,865</b>	<b>3,202,200</b>	<b>-</b>	<b>-</b>	<b>185,622</b>	<b>3,854,000</b>	<b>3,590,023</b>	<b>290,978</b>	<b>9,808,343</b>	<b>445,996</b>
<b>Net change in fund balance.....</b>	<b>\$ 24,878,838</b>	<b>\$ (14,098,827)</b>	<b>\$ (8,206,450)</b>	<b>\$ 1,734,404</b>	<b>\$ (1,895,405)</b>	<b>\$ 4,382,930</b>	<b>\$ 3,622,122</b>	<b>\$ (3,443,784)</b>	<b>\$ 11,931,036</b>	<b>\$ (4,467,880)</b>
Debt service as a percentage of noncapital expenditures.....	6.28%	12.78%	11.16%	10.06%	9.20%	8.34%	8.36%	8.25%	7.97%	8.46%

Town of Westwood, Massachusetts

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Fiscal Years

Fiscal Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2003 (1)	\$2,471,698,300	\$11.45	\$217,111,450	\$186,762,200	\$28,226,499	\$432,100,149	\$20.80	14.9%	\$12.84	\$2,903,798,449
2004	\$2,485,356,400	\$12.96	\$220,942,100	\$190,054,500	\$55,705,658	\$466,702,258	\$23.36	15.8%	\$14.60	\$2,952,058,658
2005	\$2,777,182,391	\$11.97	\$257,451,131	\$175,306,750	\$36,935,683	\$469,693,564	\$20.97	14.5%	\$13.27	\$3,246,875,955
2006 (1)	\$3,135,347,507	\$10.37	\$270,425,345	\$192,667,650	\$50,618,745	\$513,711,740	\$18.85	14.1%	\$11.56	\$3,649,059,247
2007	\$3,147,514,446	\$10.73	\$271,807,104	\$190,849,800	\$51,962,800	\$514,619,704	\$19.81	14.1%	\$12.01	\$3,662,134,150
2008	\$3,175,772,814	\$11.74	\$272,818,535	\$193,747,600	\$51,955,500	\$518,521,635	\$21.67	14.0%	\$13.13	\$3,694,294,449
2009 (1)	\$3,197,768,457	\$12.01	\$325,730,795	\$164,387,500	\$47,764,400	\$537,882,695	\$22.25	14.4%	\$13.48	\$3,735,651,152
2010	\$3,088,616,907	\$13.07	\$313,502,764	\$116,181,450	\$48,381,800	\$478,066,014	\$23.98	13.4%	\$14.53	\$3,566,682,921
2011	\$3,014,069,261	\$13.83	\$303,956,394	\$111,888,000	\$52,502,700	\$468,347,094	\$25.38	13.4%	\$15.38	\$3,482,416,355
2012 (1)	\$3,019,444,695	\$14.48	\$298,952,742	\$116,563,050	\$49,223,000	\$464,738,792	\$26.55	13.3%	\$16.09	\$3,484,183,487



(1) Revaluation year.

Source: Assessor's Department, Town of Westwood

All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value.

The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Town of Westwood, Massachusetts

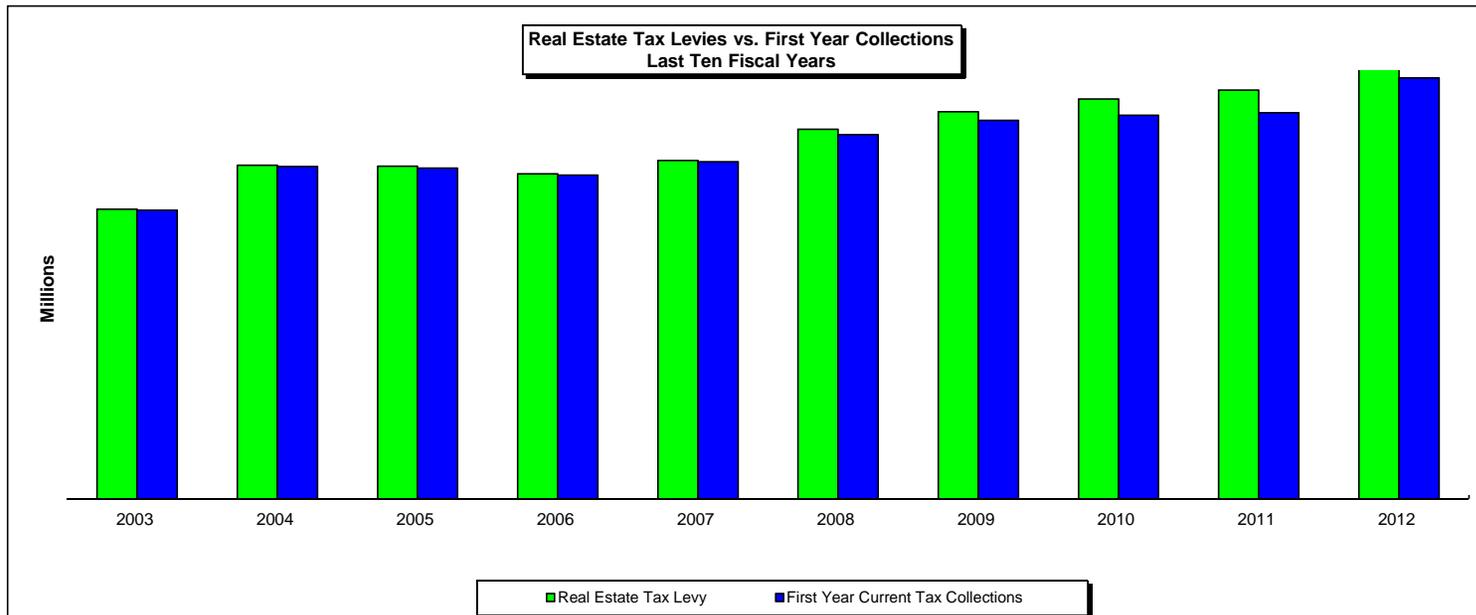
Principal Taxpayers

Current Year and Nine Years Ago

Name	Nature of Business	2012			2003		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
CFRI/Doherty Westwood Station	Office Building/Warehouse	\$ 99,081,350	1	4.6%	-	-	-
Foxhill	Residential Community	\$ 77,559,350	2	2.1%	\$ 80,095,000	1	2.6%
Medical Information Tech Inc.	Office Building/Medical Info	\$ 47,530,400	3	2.3%	\$ 50,161,000	3	2.8%
Nstar	Office Building	\$ 47,044,800	4	2.2%	-	-	-
GR-Highland/Westwood Glen LP	Residential Community	\$ 45,001,250	5	1.2%	-	-	-
L&B CIP 690 Canton St LLC	Office/Research & Development	\$ 17,758,700	6	0.8%	-	-	-
Fairlane Westwood LLC	Office	\$ 11,312,500	7	0.5%	-	-	-
346 University LLC	Office	\$ 9,737,100	8	0.5%	-	-	-
AMR Real Estate Holdings LLC	Auto Sales	\$ 9,088,000	9	0.4%	-	-	-
Westwood Cloverleaf LLC	Office	\$ 8,075,200	10	0.4%	-	-	-
Boston Edison Company	Office Building	-	-	-	\$ 50,360,000	2	2.8%
Perry and Walker	Office Building/Financial Services	-	-	-	\$ 40,993,000	4	2.3%
ATC Westwood	Office Building	-	-	-	\$ 31,300,000	5	1.2%
Westwood Glen LP	Residential Community	-	-	-	\$ 25,250,000	6	0.8%
Piravano, John A. Trustee	Warehouse Storage	-	-	-	\$ 12,350,000	7	0.7%
Uniave Two Ltd. Partnership	Office Building/Research & Development	-	-	-	\$ 10,142,000	8	0.6%
Glacier Limited Partnership	Office Building	-	-	-	\$ 9,737,000	9	0.5%
Wells Avenue Senior Holdings LLC	Office Building/Research & Development	-	-	-	\$ 9,448,000	10	0.5%
<b>Totals</b>		<u>\$372,188,650</u>		<u>15.0%</u>	<u>\$319,836,000</u>		<u>14.8%</u>
Source: Town of Westwood, Assessor Department							

**Town of Westwood, Massachusetts**  
**Property Tax Levies and Collections**  
**Last Ten Fiscal Years**

Fiscal Year		(2) Total Tax Levy	Less Abatements & Exemptions	(2) Net Tax Levy	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	(4) Percent of Total Tax Collections to Net Tax Levy
2003	(1)	\$37,288,629	\$128,647	\$37,159,982	\$37,036,617	99.67%	\$96,832	\$37,133,449	99.93%
2004		\$43,112,384	\$304,176	\$42,808,208	\$42,644,456	99.62%	\$73,971	\$42,718,427	99.79%
2005		\$43,092,347	\$398,683	\$42,693,664	\$42,455,987	99.44%	\$13,692	\$42,469,679	99.48%
2006	(1)	\$42,197,020	\$492,206	\$41,704,814	\$41,549,899	99.63%	\$207,375	\$41,757,274	100.13%
2007		\$43,967,446	\$535,530	\$43,431,916	\$43,236,824	99.55%	\$353,812	\$43,590,636	100.37%
2008		\$48,519,937	\$1,084,368	\$47,435,569	\$46,745,693	98.55%	\$320,455	\$47,066,148	99.22%
2009	(1)	\$50,373,089	\$688,159	\$49,684,930	\$48,566,011	97.75%	\$192,656	\$48,758,667	98.14%
2010		\$51,832,246	\$523,010	\$51,309,236	\$49,220,471	95.93%	\$367,183	\$49,587,654	96.64%
2011		\$53,571,227	\$1,121,203	\$52,450,024	\$49,535,302	94.44%	\$287,125	\$49,822,427	94.99%
2012	(1)	\$56,060,374	\$612,932	\$55,447,442	\$54,002,524	97.39%	\$0	\$54,002,524	97.39%



(1) Revaluation year.

(2) Includes tax liens.

(3) Source: Town of Westwood Collectors Department and Town Records

(4) If the actual abatements and exemptions are lower than the estimate the actual collections can exceed the net levy.

Town of Westwood, Massachusetts

Ratios of Outstanding Debt and General Bonded Debt

Last Ten Fiscal Years

Fiscal Year	Population Estimates	Personal Income	Assessed Value	Governmental Activities Debt				
				General Obligation Bonds	Capital Leases	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2003	14,885	\$588,211,056	\$2,903,798,449	\$16,595,000	\$ -	\$1,115	2.82%	0.57%
2004	15,165	\$598,643,683	\$2,952,058,658	\$54,670,000	\$ 869,865	\$3,662	9.28%	1.88%
2005	15,229	\$632,810,637	\$3,246,875,955	\$50,255,000	\$ 605,479	\$3,340	8.04%	1.57%
2006	15,418	\$700,529,904	\$3,649,059,247	\$46,090,000	\$ 245,668	\$3,005	6.61%	1.27%
2007	15,485	\$714,127,717	\$3,662,134,150	\$41,925,000	\$ 185,622	\$2,719	5.90%	1.15%
2008	15,648	\$732,469,524	\$3,694,294,449	\$41,590,000	\$ 146,004	\$2,667	5.70%	1.13%
2009	15,680	\$744,976,928	\$3,735,651,152	\$40,575,000	\$ 74,737	\$2,592	5.46%	1.09%
2010	15,715	\$757,839,420	\$3,566,682,921	\$36,280,000	\$ -	\$2,309	4.79%	1.02%
2011	14,618	\$715,511,810	\$3,482,416,355	\$41,290,000	\$ -	\$2,825	5.77%	1.19%
2012	14,618	\$726,244,487	\$3,484,183,487	\$35,545,000	\$ -	\$2,432	4.89%	1.02%

Fiscal Year	Business-type Activities (1)		Total Primary Government			
	General Obligation Bonds	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2003	\$5,805,810	\$ -	\$22,400,810	\$1,505	3.81%	0.77%
2004	\$4,823,582	\$ -	\$60,363,447	\$3,980	10.08%	2.04%
2005	\$3,854,664	\$ -	\$54,715,143	\$3,593	8.65%	1.69%
2006	\$3,440,498	\$ -	\$49,776,166	\$3,228	7.11%	1.36%
2007	\$3,022,828	\$ -	\$45,133,450	\$2,915	6.32%	1.23%
2008	\$2,600,875	\$ -	\$44,336,879	\$2,833	6.05%	1.20%
2009	\$2,175,125	\$ -	\$42,824,862	\$2,731	5.75%	1.15%
2010	\$1,865,287	\$ -	\$38,145,287	\$2,427	5.03%	1.07%
2011	\$1,550,600	\$ -	\$42,840,600	\$2,931	5.99%	1.23%
2012	\$1,443,200	\$ -	\$36,988,200	\$2,530	5.09%	1.06%

(1) Sewer Fund  
Source: Audited Financial Statements, U. S. Census

**Town of Westwood, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2012**

<u>Town of Westwood, Massachusetts</u>	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt repaid with property taxes			
Norfolk County.....\$	700,000	3.16%	\$ 22,106
Town direct debt.....			35,545,000
Total direct and overlapping debt.....			\$ 35,567,106

Source: Town of Westwood, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Town of Westwood, Massachusetts

Computation of Legal Debt Margin

Last Ten Fiscal Years

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Equalized Valuation.....	\$ 2,795,016,900	\$ 3,415,448,600	\$ 3,415,448,600	\$ 3,834,008,100	\$ 3,834,008,100	\$ 3,906,162,100	\$ 3,906,162,100	\$ 3,845,002,400	\$ 3,845,002,400	\$ 3,702,302,900
Debt Limit -5% of Equalized Valuation.....	\$ 139,750,845	\$ 170,772,430	\$ 170,772,430	\$ 191,700,405	\$ 191,700,405	\$ 195,308,105	\$ 195,308,105	\$ 192,250,120	\$ 192,250,120	\$ 185,115,145
Less:										
Outstanding debt applicable to limit.....	\$ 22,400,810	\$ 59,493,582	\$ 54,109,664	\$ 49,530,498	\$ 44,947,828	\$ 44,190,875	\$ 42,750,125	\$ 38,145,287	\$ 42,840,600	\$ 36,988,200
Authorized and unissued debt.....	\$ 9,183,640	\$ 5,833,340	\$ 7,023,340	\$ 3,445,000	\$ 3,865,000	\$ 4,535,000	\$ 1,150,000	\$ 9,450,000	\$ 910,000	\$ 6,245,000
Legal debt margin.....	\$ 108,166,395	\$ 105,445,508	\$ 109,639,426	\$ 138,724,907	\$ 142,887,577	\$ 146,582,230	\$ 151,407,980	\$ 144,654,833	\$ 148,499,520	\$ 141,881,945
Total debt applicable to the limit as a percentage of debt limit.....	22.60%	38.25%	35.80%	27.63%	25.46%	24.95%	22.48%	24.76%	22.76%	23.35%

Source: Town of Westwood, Finance Department

**Town of Westwood, Massachusetts**  
**Demographic and Economic Statistics**  
**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Population Estimates</b>	<b>Personal Income</b>	<b>Per Capita Personal Income</b>	<b>Median Age</b>	<b>School Enrollment</b>	<b>Unemployment Rate</b>
2003	14,885	\$ 646,769,229	\$ 43,451	41.0	2,761	3.6%
2004	15,165	\$ 668,819,563	\$ 44,103	41.0	2,830	2.1%
2005	15,229	\$ 681,716,777	\$ 44,764	41.0	2,867	3.3%
2006	15,418	\$ 700,529,904	\$ 45,436	41.0	2,915	2.7%
2007	15,485	\$ 714,127,717	\$ 46,117	41.0	3,023	3.0%
2008	15,648	\$ 732,469,524	\$ 46,809	41.0	3,008	2.7%
2009	15,680	\$ 744,976,928	\$ 47,511	41.0	3,012	5.7%
2010	15,715	\$ 757,839,420	\$ 48,224	41.0	3,184	6.1%
2011	14,618	\$ 715,511,810	\$ 48,947	41.0	3,180	4.5%
2012	14,618	\$ 726,244,487	\$ 49,682	41.0	3,019	4.3%

Source: U. S. Census, Division of Local Services  
 Median age is based on most recent census data  
 MA Department of Education  
 School and Town Clerk Departments, Town of Westwood  
 MA Office of Workforce Development

Town of Westwood, Massachusetts

Principal Employers (excluding Town)

Current Year and Nine Years Ago

Employer	Nature of Business	2012			2003		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Nstar	Power Company	1,115	1	17%	1,100	1	16%
State Street Bank	Financial Services	700	2	11%	750	2	11%
Meditech, Inc.	Medical Information	435	3	7%	450	3	7%
New York Life Insurance	Life Insurance	325	4	5%	-		-
Roche Brothers	Supermarkets	280	5	4%	390	4	6%
Turnbine, Inc.	Video Games	250	6	4%	-		-
ADE Corporation	Measurement Technology	200	7	3%	300	7	4%
MIB	Medical Information	176	8	3%	200	9	3%
Northrop Grumman	Military Electronics	150	9	2%	-		-
Clair Motors	Car Dealer	111	10	2%	-		-
LTX Corporation	Test Equipment for Computer Components	-		-	350	5	5%
RCN	Communications	-		-	300	6	4%
General Motors Corp	Auto Parts Distribution	-		-	200	8	3%
Quebecor	Print Production	-		-	130	10	2%
<b>Total</b>		<u>3,742</u>		<u>57%</u>	<u>4,170</u>		<u>62%</u>

Source: Massachusetts Workplace Development

**Town of Westwood, Massachusetts**  
**Full-time Equivalent Town Employees by Function**  
**Last Ten Fiscal Years**

Function	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General government.....	19	18	20	20	21	21	22	22	22	22
Public Safety.....	68	68	68	66	69	69	70	70	70	72
Education.....	391	379	396	431	488	493	513	512	476	479
Public works.....	29	28	28	28	28	29	29	29	29	29
Human services.....	6	6	6	6	6	6	6	6	6	9
Culture and recreation.....	9	9	9	9	9	9	10	10	10	13
Total .....	<u>522</u>	<u>508</u>	<u>527</u>	<u>560</u>	<u>621</u>	<u>627</u>	<u>650</u>	<u>649</u>	<u>613</u>	<u>624</u>

Source: Town Records

**Town of Westwood, Massachusetts**  
**Operating Indicators by Function/Program**

Last Ten Fiscal Years

Function/Program	Fiscal Year								
	2003	2004	2005	2006	2007	2008	2009	2010	2011
<b>General Government</b>									
Population.....	14,885	15,196	15,418	15,485	15,648	15,680	15,584	14,618	14,618
Registered Voters, Annual Town Election.....	9,032	8,999	9,323	9,353	9,584	10,040	10,182	9,450	9,926
<b>Town Clerk</b>									
Births.....	176	152	135	158	143	117	113	94	111
Marriages.....	49	41	53	44	36	42	36	47	73
Deaths.....	153	141	146	145	145	156	163	154	142
Dogs licensed.....	997	1,109	1,000	1,138	1,098	1,239	1,213	1,331	1,382
<b>Police</b>									
Documented calls for police services.....	15,408	15,858	15,300	15,993	16,234	12,819	14,464	12,913	12,800
Uniform crimes reported.....	210	262	214	238	263	237	254	259	191
Arrests.....	147	NA	126	155	153	90	76	89	86
Traffic citations issued.....	1,804	NA	1,666	2,042	2,583	1,816	2,191	988	1,130
Parking tickets issued.....	343	356	82	129	74	4	46	14	54
False burglary alarms.....	1,261	1,245	1,135	1,091	846	829	788	843	912
Total number of animal complaints.....	888	861	621	572	458	467	938	372	415
<b>Fire</b>									
Inspections.....	840	852	839	939	840	716	701	736	779
Plan reviews.....	111	125	96	105	106	75	69	81	77
Permits/certificates issued.....	563	547	408	418	242	362	330	405	524
Emergency responses.....	2,658	2,793	2,798	2,680	2,767	3,015	2,841	3,039	3,064
<b>Building Department</b>									
Permits issued.....	1,764	1,782	1,784	1,992	1,899	1,897	1,601	1,821	1,823
<b>Education</b>									
Public school enrollment.....	2,573	2,720	2,867	3,023	3,008	3,024	3,079	3,178	3,213
<b>Public Works</b>									
<b>Cemetery</b>									
Lots sold.....	26	47	60	36	51	32	54	32	43
interments.....	52	68	68	62	66	72	76	69	72
Recycling/tons.....	1,840	1,807	1,764	1,656	1,595	1,501	1,329	1,324	1,297
Hazardous Waste Day Participants.....	360	479	513	336	344	276	292	343	250
<b>Human Services</b>									
<b>Board of Health</b>									
Permits issued.....	348	359	343	354	375	324	317	356	326
Inspections.....	475	427	426	505	422	431	321	300	288
<b>Council on Aging</b>									
Home delivered meals served.....	15,040	14,625	15,898	19,603	19,576	19,878	19,988	19,638	19,404
Medical-van trips.....	2,832	2,945	2,347	4,182	7,561	6,088	8,422	6,876	7,025
<b>Libraries</b>									
Volumes in collection.....	112,017	119,325	109,304	111,646	120,148	115,214	111,114	115,131	115,131
Circulation.....	235,300	247,321	243,811	235,964	242,464	265,772	288,241	280,422	277,941
Program attendance.....	12,500	14,907	12,274	11,217	11,136	11,522	10,824	10,058	8,791
<b>Youth &amp; Family Services</b>									
Misc resident clinical consultation hours.....	1,268	1,320	1,500	683	822	726	677	889	987
<b>Recreation</b>									
Participants.....	7,105	6,832	6,950	7,967	7,327	7,877	8,327	8,013	7,264
Special Events Participants.....	-	-	-	-	-	-	-	-	4,850

NA Information not available  
 Note: 2012 information not available  
 Source: Various Town Departments

**Town of Westwood, Massachusetts**  
**Capital Asset Statistics by Function/Program**  
**Last Ten Fiscal Years**

<b>Function/Program</b>	<b>Fiscal Year</b>									
	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
General Government										
Number of Buildings.....	1	3	3	3	3	3	3	3	3	3
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Education										
Number of elementary schools.....	5	5	5	5	5	5	5	5	5	5
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	2	2	2	2	2	2	2	2	2	2
Conservation land (acreage).....	N/A	N/A	N/A	N/A	700	700	700	700	700	700

Source: Various Town Departments

## How Does Westwood Compare with Other Communities?

In determining the list of communities with which to compare Westwood, three factors were considered: location, population, and per capita equalized valuation (EQV).

**Location** - Communities within a 30 mile radius of Westwood were considered.

**Population** - Towns with a population significantly smaller than Westwood probably do not have similar service demands; one larger in population will have increased service delivery demands.

**Per Capita Equalized Valuation (EQV)** - This factor measures the relative "wealth" of a community by dividing property valuations by population. Per capita valuation is directly related to the amount of revenue that a community can raise via the property tax. It offers some comparison of a community's "ability to pay."

Source: MA Department of Revenue

Municipality	Miles from Westwood	2010 Population	2010 EQV Per Capita	2000 Income Per Capita
Canton	8	21,561	\$195,971	\$33,510
Concord	24	17,668	\$316,412	\$51,477
Holliston	14	13,547	\$153,190	\$32,116
Medfield	6	12,024	\$198,507	\$42,891
Sharon	9	17,612	\$165,534	\$41,323
Sudbury	21	17,659	\$240,264	\$53,285
Wayland	17	12,994	\$243,503	\$52,717
Weston	15	11,261	\$484,979	\$79,640
<b>Westwood</b>		<b>14,618</b>	<b>268,318</b>	<b>41,553</b>

Fiscal Year 2012				
Municipality	Residential Tax Rate	Commercial Tax Rate	Tax Levy	Taxes As % of Total Revenue
Canton	11.91	24.23	\$58,074,485	68.36
Concord	13.58	13.58	\$69,122,996	82.43
Holliston	18.32	18.32	\$36,608,105	64.81
Medfield	15.73	15.73	\$35,174,304	66.82
Sharon	20.11	20.11	\$52,450,200	72.92
Sudbury	17.60	22.95	\$69,007,532	82.01
Wayland	19.01	19.01	\$55,514,200	73.48
Weston	12.11	12.11	\$63,256,256	72.98
<b>Westwood</b>	<b>14.48</b>	<b>26.55</b>	<b>\$56,060,374</b>	<b>77.54</b>

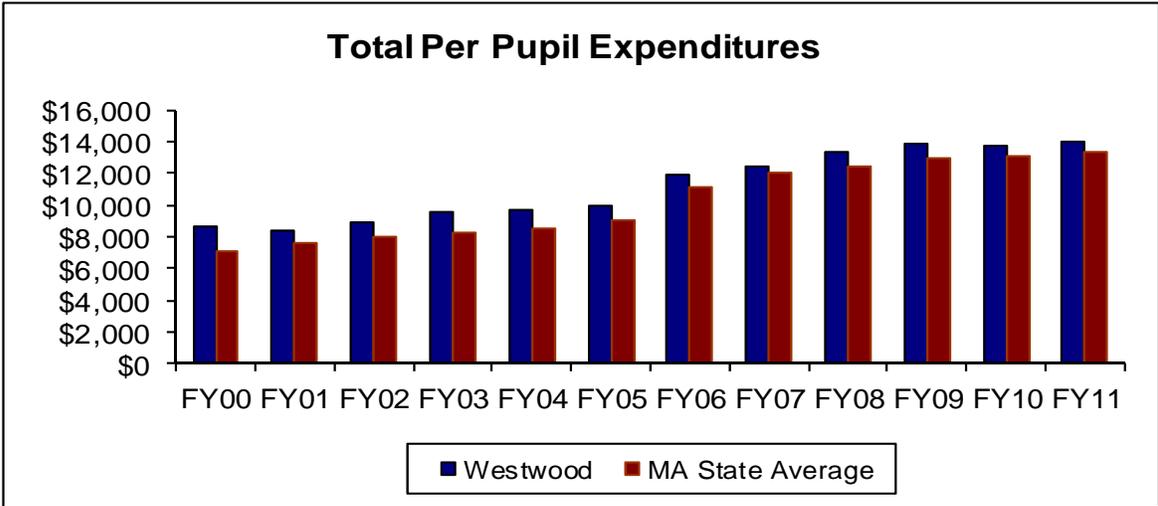
Municipality	Fiscal Year 2012			Fiscal Year 2011	December, 2010
	Average Single Family Tax Bill	2010 State Hi-Lo Rank	Free Cash	Stabilization Fund	Moody's Bond Rating*
Canton	\$5,526	76	\$2,180,097	\$3,463,814	Aa1
Concord	\$11,564	9	\$9,567,656	\$2,709,196	Aaa
Holliston	\$6,916	44	\$1,084,078	\$1,049,045	Aa2
Medfield	\$8,811	22	\$1,828,377	\$2,965,328	Aa1
Sharon	\$8,310	25	\$2,081,703	\$378	Aa2
Sudbury	\$10,937	9	\$674,860	\$1,956,224	Aa1
Wayland	\$11,274	8	\$10,304,704	\$1,531,570	Aaa
Weston	\$16,643	1	\$3,463,758	\$0	Aaa
<b>Westwood</b>	<b>\$9,019</b>	<b>19</b>	<b>\$2,572,798</b>	<b>\$1,219,595</b>	<b>Aa1</b>

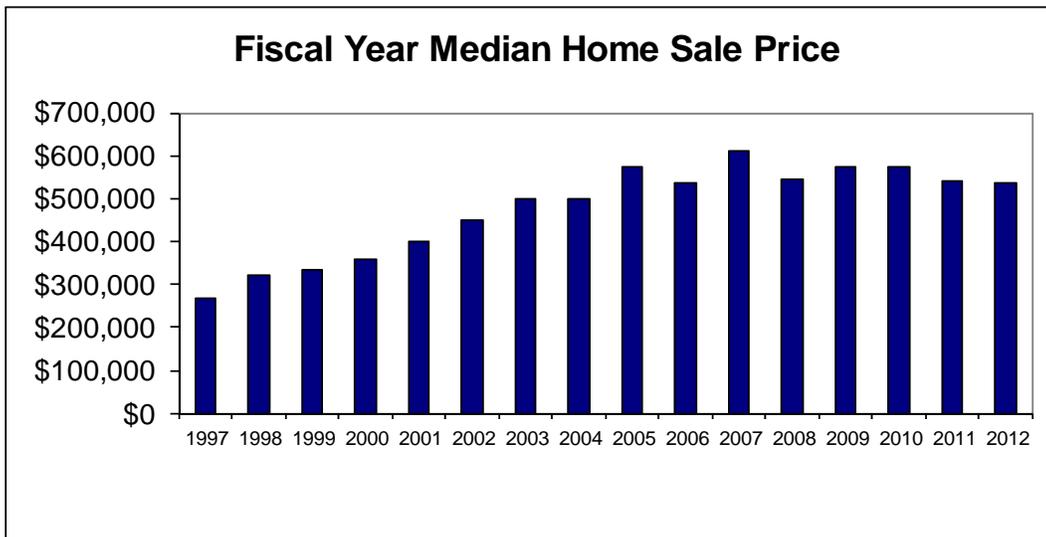
## Some Facts About Westwood

<b>Form of Government</b>	Board of Selectmen, Town Administrator, Open Town Meeting			
<b>Population Trends</b>	<b>2000</b>		<b>2010</b>	
	14,117		14,618	
<b>Registered Voters (2011)</b>	<b>Total</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Unenrolled/Other</b>
	9,926	2,633	1,598	5,695

### Westwood Schools

At Town Meetings in 2000, 2002, and 2006, Westwood residents reaffirmed their commitment to education by approving a total of \$46.2 million for the construction of a new high school and recreational sports fields. In April, 2005 the new high school was opened for students. The new school features beautiful classroom facilities, a state of the art media center, and a new performing arts facility.





**Visit Westwood's Web Site!**  
<http://www.townhall.westwood.ma.us/>



#### Important Links...

- About Westwood
- Address & Phone Directory
- Community Resources Links
- Employment Opportunities
- Forms, Documents, Minutes
- How Do I?
- New Residents
- News and Announcements
- Photo Gallery
- Traffic Updates
- Upcoming Events

Sources: MA Department of Revenue  
 MA Department of Education  
 U. S. Census  
 Town Clerk – Town of Westwood  
 Board of Assessors – Town of Westwood

# **APPENDIX B**



## WESTWOOD RECORDS ANNUAL TOWN MEETING MAY 7 & 8, 2012

Pursuant to a warrant dated April 9, 2012, signed by Selectmen, Patrick J. Ahearn, Nancy C. Hyde and Philip N. Shapiro, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Auditorium on Monday, May 7, 2012 at 7:30 p.m. with an adjournment on Tuesday, May 8, 2012, for the Annual Town Meeting.

Moderator, Anthony J. Antonellis who declared the presence of a quorum with Three Hundred and twenty one (321) registered voters in attendance, called the meeting to order at 7:41 p.m. The return on warrant was read, after which all stood for the pledge of Allegiance to the Flag. The next order of business was the swearing of those Town Officials who were elected to office on Tuesday, April 24, 2012, by Town Clerk, Dorothy A. Powers. The Town then voted unanimously on the Selectmen's move to dispense the reading of the articles and full warrant, and to adjourn the meeting until 7:30 pm on Tuesday, May 8, 2012 if business was not completed by 10:45 pm.

One Resolution was read and presented to Louis A. Rizoli, Jr. by Selectman, Philip Shapiro for his service to the town.

WHEREAS, Louis A. Rizoli has served on Town boards and committee as an Associate Member of the Zoning Board of Appeals from 1978 until 1979 and as a full time member from 1980 until 1982, and

WHEREAS, after serving on the Zoning Board of Appeals, was appointed to the Housing Partnership as one of the founding members and in 1988, he assisted in the passage of a Home Rule Petition to form the Housing Authority to which he was subsequently elected and served as Chairman until 1998, and

WHEREAS, in that role as Chairman, he assisted in the consideration and permitting of both the Cedar Hill and Chase Estates developments, two affordable housing developments, and assisted the Authority in the purchase of the first affordable rental housing building located on Grafton Avenue, and

WHEREAS, In 1998, Louis was appointed to and subsequently elected to the Board of Assessors and remained on the board for fourteen years where he served as Chairman, and

WHEREAS, he participated in the reorganization of the Assessor's Office and transition to virtualization of all field cards for properties in Westwood, allowing residents to search an online database and compare home values, spent a lot of his free time working with the Assessor's staff in training and on the conversion to the online system, reducing the operational costs of the staff, and

WHEREAS, he served on the University Avenue Steering Committee in 2005 and worked with the committee on property assessments in the University Avenue Park, and

BE IT THEREFORE RESOLVED, that the Town of Westwood, by vote of those present at the 2012 Annual Town Meeting, officially recognize and express its gratitude to Louis A. Rizoli for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town and a copy be given to Louis A. Rizoli.

The John J. Cronin Public Service Award was then presented to Louis Rizoli who was chosen as the 10<sup>th</sup> recipient, for his exemplary service, dedication and commitment to the Town of Westwood by Patrick Ahearn, Chairman of the Board of Selectmen as follows:

Each year, the John J. Cronin Public Service Award committee awards this high honor to an individual who has served the Town of Westwood. John J. Cronin, Town Treasurer, for many years selflessly gave of his time and expertise for the betterment of the community both as an elected official and in numerous volunteer activities. To recognize this same spirit of community involvement as illustrated by John Cronin's life, it is with great pleasure that we have chosen Louis Rizoli as the tenth recipient of the John J.

Cronin Public Service Award. Louis Rizoli has displayed devoted service, dedication and commitment to the Town of Westwood. Through his service on numerous Town boards and organizations, Louis has made valuable contributions to the Westwood community and the Commonwealth.

Lou and his wife Connie, a member of the town’s Disability Commission, have lived in Westwood for over thirty years. They have two daughters, Becky and Lisa who attended Westwood Public Schools and are the proud grandparents of Rachel and Daniel. Lou began his legal career as an Assistant Attorney General for the Commonwealth of Massachusetts and served as Vice President and Associate General Counsel for the Bank of New England. In 1985 Lou was named as Chief Legal Counsel for the Massachusetts House of Representatives. He was the longest serving Chief Legal Counsel serving in that position for twenty-four years under five speakers until he retired in 2009. Lou currently serves as Of Counsel to the Boston Law Firm of Smith, Segel, and Ruddock.

Louis is a true leader; he has served on several boards and committees in Westwood since the late 1970’s. Louis began on the Zoning Board of Appeals as an Associate Member in 1978 until 1979 when he became a full member in 1980. Louis remained on the Board of Appeals until 1982.

In 1987, Louis was appointed to the newly created Housing Partnership as one of the founding members. In 1988, he assisted in the passage of a Home Rule Petition to form the Housing Authority to which he was subsequently elected and served as Chairman until 1998. During that time, Louis assisted in the consideration and permitting of both the Cedar Hill and Chase Estates developments, two affordable housing developments. Louis, in his role as Chairman of the Housing Authority, assisted the Authority in the purchase of the first affordable rental housing building located on Grafton Avenue.

In 1998, Louis was appointed to and subsequently elected to the Board of Assessors and remained on the board for fourteen years where he served as Chairman. During that time, he is proud to have reorganized the Assessor’s Office and virtualized all field cards for properties in Westwood that allowed residents to search an online database and compare home values. Louis spent a lot of his free time providing training to the Assessor’s staff and working on the conversion to the online system. His dedication to the Town reduced the operational costs of the staff.

In his private life Louis has taught CCD at both St. Timothy’s Church in Norwood from 1982 to 1990 and St. Margaret Mary’s church from 1991 until 1998. Louis was the President of the Clapboardtree Nursery School from 1984 until 1988. For the past fifteen years, Louis has been an adjunct professor of Public Policy Law at Suffolk University Law School. He currently sits on the Board of Trustees and Bank Audit Committee of Dedham Savings Bank. For the last 20 years, Louis has been volunteering as a Lector at the Paulist Center in Boston. Louis is truly a leader and honorable public servant and we are fortunate to have him in the Westwood community.

An overview of the meeting was then given by Patrick Ahearn, Chairman of the board of Selectmen, followed by a financial presentation made by Pamela Dukeman, Finance Director.

**ARTICLE 1**

The Finance and Warrant Commission recommended and the Town voted unanimously to appropriate by transfer from available funds the sum of One Hundred Fifty-Six Thousand Five Hundred Dollars (\$156,500) to supplement the following fiscal year 2012 appropriations, or take any other action thereon:

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

**ARTICLE 2**

The Finance and Warrant Commission recommended and the Town voted unanimously to appropriate by transfer from available funds the sum of One Hundred Thirty-Six Thousand Six Hundred Dollars (\$136,600) to supplement the following fiscal year 2012 appropriations, or take any other action thereon:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Ambulance Receipts	\$30,000	Fire Salary	\$30,000
Ambulance Receipts	\$35,000	Ambulance Services	\$35,000
Ambulance Receipts	\$12,000	Ambulance Services	\$12,000
Cemetery Lot Sales	\$15,000	Cemetery Rules & Regulations Update	\$15,000
FY12 Additional State Aid	\$44,600	Selectmen Salary	\$4,000
		Finance Commission Salary	\$5,400
		Assessors Salary	\$1,200
		Personnel Salary	\$13,000
		Board of Health Salary	\$16,000
		Youth & Family Services Salary	\$5,000
<b>Total</b>	<b>\$136,600</b>	<b>Total</b>	<b>\$136,600</b>

### ARTICLE 3

There being no unpaid bills of the previous year, no action was taken on this article.

### ARTICLE 4

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Seven Hundred and Forty Four Thousand Dollars (\$744,000) to the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B, or take any other action thereon.

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
Stabilization Fund	\$344,000	Free Cash
	<u>\$400,000</u>	FY12 Health Insurance Budget
<b>Total</b>	<b>\$744,000</b>	

### ARTICLE 5

The Finance and Warrant Commission recommended and the Town voted by a Majority to raise and appropriate and/or transfer from available funds the sum of Five Hundred Thousand Dollars for the High School litigation, or take any other action thereon.

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

### ARTICLE 6

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2012, through June 30, 2013, as set forth in Appendix D of the Finance Commission's Report to the 2012 Annual Town Meeting, or take any other action thereon.

### ARTICLE 7

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Seventeen Thousand Dollars (\$417,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Replacement of police vehicles	Police	\$135,000	\$61,500 Taxation/ \$73,500 Free Cash
Municipal building maintenance/energy upgrades/	Fire	\$100,000	Free Cash

Fire station	Selectmen	\$65,000	Free Cash
Municipal building facilities study	IT	\$50,000	Free Cash
Information Technology Dept. – end user technology	IT	\$49,000	Free Cash
IT office renovations	IT	\$49,000	Free Cash
Fire turnout gear	Fire	\$18,000	Free Cash
<b>Total</b>		<b>\$417,000</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.

**ARTICLE 8**

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Six Thousand Dollars (\$406,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

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

**ARTICLE 9**

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Fifteen Thousand Dollars (\$415,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

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

**ARTICLE 10**

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Fifty Thousand Dollars (\$50,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B, or take any other action thereon.

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
Stabilization Fund	\$50,000	Taxation

**ARTICLE 11**

The Finance and Warrant Commission recommended and the Town voted unanimously to accept General Laws Chapter 32B, Section 20 or take any other action related thereon.

**ARTICLE 12**

The Finance and Warrant Commission recommended and the Town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred and Thirty Five Thousand Dollars 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	\$435,000	Taxation

**ARTICLE 13**

The Finance and Warrant Commission recommended and the Town voted unanimously to appropriate Two Million Four Hundred Thousand Dollars (\$2,400,000), or any other amount, to pay costs of (i) making various roadway repairs throughout the Town, (ii) traffic studies relating to traffic mitigation and signal improvements, and (iii) various surface drainage and storm water improvements, including payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or take any other action thereon.

**ARTICLE 14**

The Finance and Warrant Commission recommended and the Town voted unanimously to appropriate Two Million Dollars (\$2,000,000), or any other amount, to pay costs of purchasing various items of capital equipment for the use of the Department of Public Works, including the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action thereon.

**ARTICLE 15**

The Finance and Warrant Commission recommended and the Town voted unanimously to appropriate Nine Hundred and Thirty Five Thousand Dollars (\$935,000), or any other amount, to pay costs of making school roof repairs to the Deerfield School, including the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrow or otherwise, or take any other action thereon.

**ARTICLE 16**

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

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
Stormwater Compliance Regulations	\$30,000	Free Cash

**ARTICLE 17**

The Finance and Warrant Commission recommended and the Town voted unanimously to authorize the Board of Selectmen to apply for and accept state funds to be received as reimbursement for road improvements and deposit said funds into the Town's road improvement account to be used as reimbursement for expenditures made or to continue the Town's road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for the expenditure of any funds allotted or to be allotted by the Commonwealth for the improvement of Chapter 90 and other public roads within the Town of Westwood and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said program, or take any other action thereon.

**ARTICLE 18**

The Finance and Warrant Commission recommended and the Town voted unanimously, pursuant to Chapter 44, Section 53E ½ of the Massachusetts General Laws, to establish a revolving fund in order to utilize revenue from the sale of surplus vehicles and equipment

to fund the purchase of vehicles and equipment at auction and to authorize municipals department heads, with the approval of the Board of Selectmen and direction of the Town Administrator, to expend money from said revolving fund for the purchase of vehicles and equipment at auction up to a preset limit voted by subsequent Town Meeting, or take any other action thereon.

## ARTICLE 19

The Finance and Warrant Commission recommended Indefinite Postponement and the Town voted 93 YES to 147 NO, defeating the Finance Commissions recommendation for Indefinite Postponement. The Town than voted by a majority vote in favor to enact Chapter 251 of the Code of the Town of Westwood by adopting 780 CMR 115.AA the “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective uses of energy, including future additions, amendments or modifications, thereon, a copy of which is on file with the Town Clerk, or take any other action relative thereon. A motion from the floor to reconsider was then lost.

## ARTICLE 20

The Finance and Warrant Commission recommended and the town voted by a majority to petition Massachusetts General Court to enact the following special act:

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

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

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

Section 3. The act shall take effect upon its passage.  
or take any other action thereon.

## ARTICLE 21

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw, Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)], Subsection 9.5.6 [Phased Development], Subsection 9.5.7 [Applicability], and Subsection 9.5.13 [Percentage of Residential Units], as set forth below:

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

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

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

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

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

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

**ARTICLE 22**

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw, Section 8.3 [Open Space Residential Development (OSRD)], Subsection 8.3.9.2 [Yield Calculation] and Subsection 8.3.11 [Common Open Space Requirements], as set forth below:

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

8.3.9.2 **Yield Calculation.** The maximum base number of dwelling units to which an OSRD is entitled shall be determined by the Planning Board following the submission of a Yield Calculation, as set forth below. The Yield Calculation shall be submitted as part of the EIDR application, but may be submitted on a preliminary basis to the Planning Board, as part of an informal pre-application meeting, as provided for in Section 8.3.5.1 herein.

The Yield Calculation is determined by the following steps:

- Step One:** Subtract from the total original area of the development tract 100% of all wetlands.
- Step Two:** Reduce that result by 10%, as an infrastructure factor
- Step Three:** Divide that result by the minimum lot size required in the underlying district.
- Step Four:** For results less than 2, eliminate any fractional part, and for results greater than 2, round up to the next whole number for fractions of .5 or greater, and down for fractions less than .5.
- Step Five:** The result shall then be adjusted by the addition of the following number of units, to attain general parity with that of a conventional subdivision:

<b>Yield</b>	<b>Added Units</b>
1 to 3 units	0
4 to 8 units	1
9 to 13 units	2
14 to 18 units	3
Over 18 units	4

**Yield:** The result is the maximum base number of dwelling units allowed, provided that all other conditions required in Section 8.3 are met.

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

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

**ARTICLE 23**

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw, Section 8.4 [Senior Residential Development (SRD)], Subsection 8.4.2 [Conditions] as set forth below:

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

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

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

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

**ARTICLE 24**

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw Section 4.1 [Principal Uses], and related amendments to Section 6.1.5 [Parking Requirements for Commercial Uses] as set forth below:

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

4.1.5.35 Educational Use, Non-Exempt

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

4.1.5.36 Contractor’s Yard

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

<sup>2</sup> Non-exempt farm stands on municipal properties are permitted and exempt from BA special permit requirements.

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

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

**ARTICLE 25**

The Finance Commission recommended Indefinite Postponement and the town voted by a majority to approve certain amendments to the Westwood Zoning Bylaw Section 4.4 [Notes for Table of Accessory Uses], Subsection 4.4.1 [Home Occupations] and Subsection 4.4.2 [Accessory Apartments], and related amendments to Section 6.1.3 [Parking Requirements for Residential Uses] as set forth below:

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

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

- 4.4.1.1 Not more than two (2) persons other than the residents of the premises shall be regularly employed thereon in connection with such use.
- 4.4.1.2 No stock in trade shall be regularly maintained except for products of the occupation itself, or for goods or materials customarily used incidental to its performance.
- 4.4.1.3 Such use shall not produce noise or other effects observable at the lot lines in amounts exceeding those normal to residential property.
- 4.4.1.4 No external change shall be made which alters the residential appearance of the buildings or structures on the premises.
- 4.4.1.5 There shall be no exterior display or other outward evidence that the premises are being used for any purpose other than residential (except for a sign as herein permitted).
- 4.4.1.6 Notwithstanding the provisions of Section 4.3.3.2, off-street parking shall be provided for both the principal use and the accessory home occupation in accordance with the requirements of Section 6.1.3. In cases where five (5) or more spaces are provided, such spaces shall be screened from view pursuant to Section 6.3.6. Parking of more than five (5) motor vehicles, or more than one (1) commercial vehicle with a gross vehicle weight of less than 26,000 pounds, or garage for more than three (3) motor vehicles, shall be allowed only upon the issuance of a special permit by the Zoning Board of Appeals.

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

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

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

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

## ARTICLE 26

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the moderator, to approve certain amendments to the Westwood Zoning Bylaw, Section 5.5 [Special Dimensional Regulations], as set forth below:

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

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

## ARTICLE 27

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw, Section 6.2 [Signs], as set forth below:

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

### 6.2 SIGNS

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

- 6.2.1.1 to promote the public safety and convenience of streets, highways, sidewalks and other pedestrian spaces, and public and private property within public view through the location, sizing, and aesthetics of signage;
- 6.2.1.2 to reduce distractions, hazards and obstructions from signage that will have an adverse impact on vehicular and pedestrian safety;
- 6.2.1.3 to discourage excessive visual competition in signage;
- 6.2.1.4 to ensure that signage will adequately aid communication and orientation, identify uses and activities, and express local history and character; and
- 6.2.1.5 to preserve or enhance town character by requiring new and replacement signage which is compatible with the surroundings, appropriate to the type of activity to which it pertains, expressive of the identity of individual proprietors or of the community as a whole, and appropriately sized in its context.

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

- 6.2.2.1 **Awning Sign** A sign consisting of letters or graphics painted on, incorporated into, or affixed to any fixed or retractable device, of any material, which extends over or otherwise covers a sidewalk, courtyard, walkway, eating area, driveway or similar area or space.
- 6.2.2.2 **Banner** A sign, frequently constructed of fabric or other flexible material and frequently displayed on a pole or staff which can be freestanding or attached to a building or structure, and temporary in nature.
- 6.2.2.3 **Billboard** An off- premises sign which is either a freestanding sign larger than one hundred (100) square feet, or a wall sign covering more than fifteen percent (15%) of the area to which it is affixed.

- 6.2.2.4 Changeable Sign A sign whose wording, design, or appearance changes periodically, or whose illumination is not kept constant in intensity at all times or which exhibits changes in light, color, direction or animation.
- 6.2.2.5 Construction Sign An on-premises sign at a site under construction or to be developed to identify the contractor, architect, landscape architect and/or engineer's name, address and other pertinent information.
- 6.2.2.6 Development Identification Sign A sign or group of signs clustered together as a single compositional unit which identifies a development, and may also identify individual business establishments within that development.
- 6.2.2.7 Directional Sign A sign providing pedestrian and/or vehicular traffic instruction, and/or restrictions on the use of parking or travel areas. "No Parking", "One Way", "No Outlet", and "Do Not Enter" are examples of directional signs.
- 6.2.2.8 Directory Sign A listing and/or graphic representation of individual business establishments and other uses within a development or portion of a development.
- 6.2.2.9 Facade The exterior surface of a building wall facing a street or containing a public entrance, which corresponds to the height and width of the interior space owned or leased by the occupant of the building.
- 6.2.2.10 Flag A sign, frequently constructed of fabric or other flexible material and frequently displayed on a pole or staff which can be freestanding or attached to a building or structure, and temporary in nature. Official flags of governmental jurisdictions properly displayed and decorative flags on residences shall not be considered as signs for the purposes of this Section.
- 6.2.2.11 Freestanding Sign A sign structurally separate from a building or structure that is attached to or part of a self-supporting structure.
- 6.2.2.12 Historic Designation Sign A sign listing only the date of origin, historic name, original owner, or official historic designation of a historic building or structure.
- 6.2.2.13 Illuminated Sign A sign illuminated by electricity, or other artificial light including reflective or phosphorescent light and shall include the location of the source of illumination.
- 6.2.2.14 Internally Illuminated Sign A sign which utilizes translucent panels, canvas or other fabric, letters, devices or other similar components to create an image by allowing light to pass through.
- 6.2.2.15 Landmark Sign An older sign of artistic or historic merit, uniqueness or extraordinary significance to the Town as identified by the local Historical Commission.
- 6.2.2.16 Marquee Sign A sign painted on, or attached to, a sheltering structure of permanent construction projecting from and totally supported by the wall and/or the roof of a building.
- 6.2.2.17 Moveable Sign A sign capable of being readily moved or relocated, including portable signs mounted on a chassis and wheels or supported by legs, sandwich signs and A-frame signs.
- 6.2.2.18 Municipal Sign A sign installed by the Town.
- 6.2.2.19 Off-Premises Sign A sign that advertises, calls attention to or identifies an occupant of a premises, or the business transacted on a premises or advertises the property itself or any part thereof for sale or lease which is located elsewhere than the premises where the sign is maintained.
- 6.2.2.20 On-Premises Sign A sign that advertises, calls attention to or identifies an occupant of a premises on which the sign is maintained, or the business transacted on a premises or advertises the property itself or any part thereof as for sale or lease.

- 6.2.2.21 Open House Sign A temporary sign announcing an open house during which an agent or owner will show property for sale or lease.
- 6.2.2.22 Projecting Sign A sign consisting of letters or graphics which is attached to or suspended from a building or structure such that any part of said sign extends more than six (6) inches from the wall surface of that building or structure.
- 6.2.2.23 Real Estate Sign A temporary sign advertising property being sold or leased.
- 6.2.2.24 Roof Sign A sign erected, constructed and maintained wholly upon, connected to or over the roof, gutter line, top of wall coping or parapet of any building or structure.
- 6.2.2.25 Sign Any temporary or permanent lettering, word, numeral, billboard, pictorial representation, display, emblem, trademark, device, banner, pennant, insignia or other figure of similar character, located outdoors or visible outdoors, attached to, painted on, or in any other manner represented on a building or other structure, and which is used to announce, direct, attract, advertise or promote.
- 6.2.2.26 Special Events Sign A temporary sign that advertises a charitable, nonprofit or civic event.
- 6.2.2.27 Temporary Sign A sign that is used temporarily and is not permanently mounted. Posters, construction signs, seasonal business signs, real estate signs, yard sale signs, special event signs, banner signs, and open house signs are all considered to be temporary signs. Hand-held signs are excluded.
- 6.2.2.28 Video Media Display Any video display which is used to announce, direct, attract, advertise, or promote. Video media display shall not include displays used solely for the purpose of operating a device to conduct business on the premises, such as video display portions of ATM machines, gasoline dispensers, or vending machines.
- 6.2.2.29 Wall Sign A sign consisting of letters or graphics painted on, incorporated into, or affixed parallel to the wall of a building or structure and which extends not more than six (6) inches from the wall surface of that building or structure.
- 6.2.2.30 Way Finding Sign A sign providing instructions for circulation throughout a development, including direction to individual business establishments and parking areas related to said business establishments. “Retail Center Parking”, “Shuttle Bus Stop Ahead”, “Exit to Providence Highway”, “Additional Parking in Rear” are examples of way finding signs.
- 6.2.2.31 Window Sign A sign consisting of letters or graphics painted on, incorporated into, or affixed to either side of the glass surface of a window or door, or any interior sign designed to be visible from the exterior of a building or structure.
- 6.2.3 **Sign Permits.** No sign, including a temporary sign, shall be erected, displayed, altered or enlarged until a permit for such action has been issued by the Building Commissioner. Applications may be filed by the owner of the land, building or structure, or any person who has the authority to erect a sign on the premises. All applications shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, color, support systems and location with all relevant measurements. The Building Commissioner shall act within thirty (30) days of receipt of such application and required fee. Sign permits shall be issued only if the Building Commissioner determines that the sign is in compliance with all provisions of this Section and the State Building Code. Notwithstanding the above, special event signs, historic designation signs, open house signs, real estate signs, and yard sale signs shall not require a sign permit.
- 6.2.4 **Signs Allowed in Residential Districts.** The following signs may be erected or maintained in Residential Districts provided such signs are in compliance with all conditions set forth in this Section: Wall signs and freestanding signs.
- 6.2.4.1 The maximum number of signs shall not exceed one sign for each lawful dwelling unit on the premises, indicating the name of the owner or occupant and/or the address of the building, plus one (1) additional sign pertaining to a permitted accessory use, plus one (1) additional historic sign.

- 6.2.4.2 The maximum area of each sign shall not exceed one (1) square foot, except municipal signs.
- 6.2.4.3 The sign surface shall be wood or synthetic material made to resemble wood. The supporting framework shall be wood or granite, or synthetic material made to resemble wood or granite.
- 6.2.4.4 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
- 6.2.5 **Signs Allowed in Local Business A (LBA) and Local Business B (LBB) Districts.** The following signs may be erected or maintained in Local Business A and Local Business B Districts, provided such signs are in compliance with all conditions set forth in this Section: Awning signs, directory signs, freestanding signs, marquee signs, projecting signs, wall signs and window signs.
- 6.2.5.1 The maximum number of signs shall not exceed the number of commercial establishments located on the premises, plus one (1) additional sign, plus one (1) additional historic sign.
- 6.2.5.2 The maximum area of one (1) sign associated with a commercial establishment shall not exceed seventy-five (75) square feet, and the maximum area of all other signs associated with that same commercial establishment shall not exceed twenty (20) square feet each.
- 6.2.5.3 The total square footage of all signs associated with any commercial establishment shall not exceed ten percent (10%) of the facade attributed to that commercial establishment.
- 6.2.5.4 The sign surface of any sign other than an awning sign shall be wood or synthetic material made to resemble wood. The supporting framework of any sign other than an awning sign shall be wood or granite, or synthetic material made to resemble wood or granite.
- 6.2.5.5 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
- 6.2.6 **Signs Allowed in Highway Business (HB), Industrial (I), Industrial Office (IO), and Administrative-Research-Office (ARO) Districts.** The following signs may be erected or maintained in Highway Business, Industrial, Industrial Office, and Administrative-Research-Office Districts, provided such signs are in compliance with all conditions set forth in this Section: Awning signs, development identification signs, directory signs, freestanding signs, marquee signs, projecting signs, wall signs, wayfinding signs, and window signs.
- 6.2.6.1 The maximum number of signs shall not exceed the number of commercial establishments located on the premises, plus one (1) additional sign.
- 6.2.6.2 The maximum area of one (1) sign associated with a commercial establishment shall not exceed one hundred (100) square feet, and the maximum area of all other signs associated with that same commercial establishment shall not exceed thirty (30) square feet each.
- 6.2.6.3 The total square footage of all signs associated with any commercial establishment shall not exceed fifteen percent (15%) of the facade attributed to that commercial establishment.
- 6.2.6.4 The sign surface and supporting framework shall be of a material in compliance with the applicable provisions of the Massachusetts State Building Code.
- 6.2.6.5 Notwithstanding the above limitations on number and area of signs, municipal directional signs and parking restriction signs, of any size, shall be permitted, and all other directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
- 6.2.7 **Prohibited Signs.** The following signs shall be prohibited in all districts except as specified herein:

- 6.2.7.1 Billboards, roof signs, moveable signs, changeable signs, off-premises signs, including off-premises commercial directional signs; except that changeable municipal signs, shall be permitted in all districts.
- 6.2.7.2 Flags, buntings, balloons, streamers, pennants, banners, strings of lights, ribbons, spinners and other similar devices; except that temporary exhibition associated with the commemoration of national holidays, shall be permitted.
- 6.2.7.3 Signs advertising any defunct commercial establishment or organization, except landmark signs which may be preserved and maintained even if they no longer pertain to the present use of the premises.
- 6.2.7.4 Sign, other than traffic, regulatory or directional signs, which use the words “stop”, “caution”, or “danger”, or incorporate red, amber or green lights resembling traffic signals, or resemble universal “stop” or “yield” signs in shape and color.
- 6.2.7.5 Signs or sign structures projecting or extending over a public way, including a sidewalk.
- 6.2.8 **Dimensional Requirements.**
- 6.2.8.1 **Sign Area Requirements.** Maximum sign area requirements shall be as set forth in Sections 6.2.3 through 6.2.5. Sign area measurements shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the actual sign surface. For a sign painted on or applied to a building or structure, the area shall be considered to include all lettering, wording and accompanying designs or symbols together with any background of a different color than the natural color or finish material of the building or structure. For a sign consisting of individual letters or symbols attached to or painted on a surface, building wall or window, the area shall be considered to be that of the smallest rectangle, circle, oval or other simple straight-lined shape which encompasses all of the letters and symbols. The area of supporting framework, such as the brackets and posts, shall not be included in the area if such framework is incidental to the display. When a sign has two (2) or more faces, the area of all faces shall be included in determining the area, except where two (2) faces are placed back to back and are at no point more than two (2) feet from each other. In this case, the sign area shall be taken as the area of either face, and if the faces are unequal, the larger shall determine the area.
- 6.2.8.2 **Sign Height Requirements.** No part of any sign, or light fixture illuminating said sign, shall be at a height greater than the maximum height permitted pursuant to Section 5.2 of this bylaw for the building or structure to which the sign pertains. No part of any sign, or light fixture illuminating said sign, shall be higher than the highest point of any building or structure on the same premises. In the case of a sign located on a lot where there is no other structure, no part of said sign, or light fixture illuminating said sign, shall exceed a height of ten (10) feet above ground.
- 6.2.8.3 **Sign Setback Requirements.** Signs exceeding one (1) square foot in area shall be set back at least fifteen (15) feet from the edge of roadway pavement, except for temporary signs which shall be set back at least ten (10) feet from the edge of roadway pavement, but in no case shall signs be placed within the public right-of-way without written permission from the Board of Selectmen. All signs shall meet side and rear setback requirements for accessory structures as set forth in Section 5.2 of this bylaw.
- 6.2.9 **Illumination and Movement.** Sign illumination and movement shall be prohibited except as specified herein.
- 6.2.9.1 **Illumination in Residential, Local Business and Administrative-Research-Office Districts.** Illumination of any sign within a Residential District, Local Business District, or Administrative-Research-Office District shall only be external illumination by properly shielded light fixtures, or by edge-lighting, or by halo lighting. Internal illumination shall not be permitted. In all cases illumination shall only be by steady white light. Notwithstanding the above, awning signs shall not be internally illuminated.

- 6.2.9.2 **Illumination in Highway Business, Industrial, and Industrial Office Districts.** Illumination of any sign within a Highway Business, Industrial, or Industrial Office District shall be external illumination by properly shielded light fixtures, or by edge-lighting, or by halo lighting, or internal illumination of only the lettering, wording or insignia portions of a sign. In all cases illumination shall only be by steady white light. Notwithstanding the above, awning signs shall not be internally illuminated.
- 6.2.9.3 **Prohibited Means of Illumination.** Illumination of signs by neon or external florescent lighting shall be prohibited in all districts. Changeable signs, variable lit signs, and variable message signs shall be prohibited in all districts, except that signs or portions of signs displaying time, date and/or temperature shall be permitted provided that such signs meet all other provisions of this section. Variable message municipal signs, used to provide public information, traffic or safety messages, shall be permitted in all districts.
- 6.2.9.4 **Prohibited Means of Sign Movement.** Movement of a sign body or any segment thereof, by rotation, revolution, up and down movement, or any other type of action involving a change of position of a sign body or segment thereof, whether caused by mechanical or other means, shall be prohibited in all districts.
- 6.2.9.5 **Video Media Display.** Video media display shall be permitted in Local Business and Highway Business Districts, only as follows:
- 6.2.9.5.1 No video media display shall be positioned so as to be visible from any public way, including any sidewalk, whether such display is located on the interior or exterior of a building or structure.
- 6.2.9.5.2 No more than four (4) video media displays shall be permitted on any property at one time.
- 6.2.9.5.3 No single video media display shall exceed one and one-half (1-1/2) square feet in area.
- 6.2.10 **Temporary Signs.** Temporary signs shall be prohibited except as specified herein.
- 6.2.10.1 **General Provisions for Temporary Signs.**
- 6.2.10.1.1 Temporary signs may only be installed with the permission of the property owner. Temporary signs to be placed on Town property require the prior written permission of the Town Administrator.
- 6.2.10.1.2 Temporary signs must be removed within the period of time specified herein.
- 6.2.10.1.3 Temporary signs shall not be attached to utility poles, fences, walls, trees or other vegetation, nor shall they be installed upon a sidewalk or public way.
- 6.2.10.1.4 No temporary signs shall exceed twenty (20) square feet in area, unless otherwise provided herein.
- 6.2.10.1.5 There shall no more than two (2) temporary signs installed on any premise at any one time.
- 6.2.10.1.6 No temporary sign shall be installed such that the highest point of said sign is more than three (3) feet above ground level, unless otherwise provided herein.
- 6.2.10.1.7 Temporary signs shall not be illuminated.
- 6.2.10.2 **Temporary Real Estate Signs.** A maximum of two (2) temporary real estate signs shall be permitted, where such signs may be maintained on a property listed for sale or lease during the period of such listing, and shall be removed by the owner or agent within thirty (30) days of

conveyance. Such signs shall advertise only the property on which the signs are located. Where permitted, temporary real estate signs shall be limited to the following maximum area requirements:

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

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

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

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

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

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

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

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

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

6.2.10.5 **Temporary Banners.** Temporary banners announcing charitable, nonprofit, or civic events, shall be permitted for a period of time not to exceed thirty (30) consecutive days prior to the event. All temporary banners shall be removed within ten (10) days after such event. Such banners may be erected across public ways with the prior written permission of the Town Administrator upon such terms and conditions as it shall determine, including size, location and design.

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

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

- 6.2.10.8 **Yard Sale Signs.** Yard sale signs, not exceeding six (6) square feet in area, shall be permitted only on the property engaged in the yard sale, and/or at nearby intersections to guide potential buyers to that location, and shall be removed within twenty-four (24) hours after the yard sale.
- 6.2.11 **Nonconforming Signs.**
- 6.2.11.1 Nonconforming signs and sign structures may continue to be maintained but shall not be reconstructed, remodeled, relocated, reworded or redesigned unless it is brought into conformity with all provisions of this Zoning Bylaw.
- 6.2.11.2 Nothing in this Section shall be deemed to prevent the repair and maintenance of a nonconforming sign including general maintenance, repainting and replacement of inoperative or deteriorated parts of the sign face. Supporting structures for nonconforming signs may be replaced, providing that such replacement brings the structure into more conformity as to height, setback and other requirements.
- 6.2.11.3 A nonconforming sign or sign structure which is destroyed or damaged by a casualty may be restored within six (6) months after such destruction or damage only after it is shown that the damage did not exceed fifty percent (50%) of the appraised value of the sign. If such sign or sign structure is destroyed or damaged to an extent exceeding fifty percent (50%), it shall be removed and shall not be reconstructed or replaced unless such action brings the sign and sign structure into conformity with all provisions of this Zoning Bylaw.
- 6.2.11.4 A nonconforming sign or sign structure shall be removed within thirty (30) days if the building or structure containing the use to which the sign is accessory is demolished or destroyed to an extent exceeding fifty percent (50%) of the appraised value of the building.
- 6.2.12 **Sign Materials and Maintenance.** Signs shall be manufactured using industry standard materials that are consistent with a high quality project. Structurally necessary brackets, posts or other supports may be visible if compatible with the appearance of the sign they support. Conduit, tubing, raceways, conductors, transformers and similar equipment shall be concealed from view, to the greatest practical extent. All signs and support structures shall be kept in good repair and shall be painted or cleaned as often as necessary to maintain a clean, neat, safe and orderly appearance. The Building Commissioner may order the repair of a sign that is not secure, safe or in good state of repair by written notice to the owner. If the defect in the sign is not corrected within thirty (30) days of said written notice, the Building Commissioner may order the removal of the sign or impose fines as specified pursuant to Section 10.1, Execution and Enforcement.
- 6.2.13 **Sign Removal.** Any sign which has been ordered removed by the Building Commissioner or which is abandoned or discontinued, shall be removed by the person, firm or corporation responsible for the sign within thirty (30) days of the written notice.
- 6.2.14 **Special Permit.** The Board of Appeals may grant a special permit for a sign that does not comply with sign area, height, or setback requirements set forth herein, or which exceeds the maximum permitted number of signs permitted, provided that said sign is otherwise in compliance with all other provisions of this section, and provided further that the Board of Appeals makes the following findings:
- 6.2.14.1 Applicant has adequately demonstrated that compliance with the provisions of this Section will be an undue hardship.
- 6.2.14.2 Sign scale is determined to be in reasonable relation to the scale of the building or structure and the sizes of signs on nearby structures.
- 6.2.14.3 Sign size, shape and placement serves to define or enhance architectural elements of the building or structure such as columns, sill lines, cornices and roof edges.
- 6.2.14.4 Sign design is harmonious with other signage on the same or adjacent structures and provides reasonable continuity in mounting location and height, proportions and materials.
- 6.2.14.5 Sign materials, colors, lettering style, illumination and form are reasonably compatible with

building design, and surrounding neighborhood.

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

## ARTICLE 28

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw, Section 2.0 [Definitions], Subsections 2.54 [Floor Area, Net] and 2.55 [Floor Area Ratio (FAR)] as set forth below:

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

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

## ARTICLE 29

The Finance and Warrant Commission recommended Indefinite Postponement and the town voted by a majority in favor of Indefinite Postponement to approve certain amendments to the Westwood Zoning Bylaw, Section 7.3 [Environmental Impact and Design Review (EIDR)], Subsection 7.3.3 [Exempt Uses], Subsection 7.3.6 [Submittal Requirements], and Subsection 7.3.13 [Appeal], as set forth below:

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

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

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

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

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

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

## ARTICLE 30

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw Section 4.1 [Principal Uses], Subsection 4.1.1 [General], as set forth below:

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

4.1.1 **General.** No building or structure shall be constructed, and no building, structure or land shall be used, in whole or in part, for any purpose other than for one or more of the uses herein set forth as permitted in the district in which said building, structure or land is located, or set forth as permissible by special permit in said district, and so authorized. In the case of lots lying partly within the Industrial District or Highway Business District of the Town of Westwood and partly within another abutting municipality, that portion of the lot lying outside of the Town of Westwood may be used to meet the zoning requirements of this Bylaw, and such lot may have effective access

through such abutting municipality. However, in all other cases, no building or structure shall be constructed or used on a lot lying only partly within the Town of Westwood unless the Westwood portion of the lot shall meet the zoning requirements herein set forth, and the lot shall have effective access to the Town of Westwood. There shall be no more than one non-agricultural principal use for each lot in a Residential District, except as may otherwise be provided herein.

### ARTICLE 31

The Finance and Warrant Commission recommended Indefinite Postponement. A motion to reconsider Indefinite Postponement from the floor was made with the Town voting 62 YES, 102 NO, defeating Indefinite Postponement. The article was then voted on, 106 YES to 56 NO and the 2/3 vote that was required was not achieved thus failing, to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments related to proposed revisions to the existing bylaw Section 9.4 [Wireless Communication Overlay District (WCOD)], including the following:

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

#### 9.4 WIRELESS COMMUNICATION OVERLAY DISTRICT (WCOD)

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

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

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

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

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

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

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

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

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

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

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

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

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

9.4.5 **Permits Required.**

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

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

9.4.5.3 Minor wireless communication facilities to be located entirely within the interior of an addition to an existing building, which addition is approved pursuant to a WCOD Special Permit, and which facilities are

not visible from the exterior, may be permitted in WCOD1 or WCOD2 only upon the issuance of a WCOD Special Permit from the Planning Board in compliance with the provisions of this section.

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

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

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

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

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

9.4.6.2.2 Property boundaries of the site.

9.4.6.2.3 Topographical site information, including existing and proposed elevations.

9.4.6.2.4 Fencing, landscaping, lighting and signage.

9.4.6.2.5 Areas to be cleared of vegetation and trees.

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

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

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

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

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

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

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

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

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

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

9.4.7 **Development Standards.**

9.4.7.1 An Applicant proposing a wireless communication facility must demonstrate to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal. The Applicant must also demonstrate that the facility must be located at the

proposed site due to technical, topographical or other unique circumstances, and that no reasonable combination of locations, techniques or technologies will mitigate the height or visual impact of the proposed wireless communication facility.

- 9.4.7.2 Co-location of wireless communication facilities is encouraged. To the extent possible, wireless communication facilities shall be located in or on existing buildings or structures, including, but not limited to, buildings, communication facilities, utility transmission towers or poles, water towers, and related facilities, provided that such installation preserves the character and integrity of these buildings or structures. The Applicant shall have the burden of demonstrating to the satisfaction of the Planning Board that a good faith effort has been made to co-locate on an existing building or structure, or on an existing Major or Minor wireless communication facility, that there are no feasible existing buildings or structures upon which to locate, and that no reasonable combination of locations, techniques or technologies will obviate the need for the proposed wireless communication facility.
- 9.4.7.3 Major wireless communication facilities shall be designed and constructed to accommodate the maximum number of presently interested users that is technologically practical. In addition, if the number of proposed users is less than four, the applicant shall provide a plan showing how the proposed tower can be expanded to accommodate up to four users. In the event that the Planning Board finds that co-location is preferable, the applicant must agree to allow co-location pursuant to commercially reasonable terms to additional users.
- 9.4.7.4 Antenna support structures shall be buildings or monopoles. Where appropriate to the surrounding area, at the sole discretion of the Planning Board, monopoles shall be disguised as flag poles or trees.
- 9.4.7.5 The highest point of a Major wireless communication facility, including its antenna support structure and any component thereof or attachment thereto, shall not exceed one hundred (100) feet above ground level.
- 9.4.7.6 The maximum diameter or width of any Major wireless communication facility antenna support system shall be no more than three (3) feet.
- 9.4.7.7 All Major wireless communication facilities is shall be setback from all property lines abutting any public way, including any sidewalk, a distance one hundred percent (100%) of the height of the highest point of the wireless communication facility, except that this setback requirement may be reduced, at the sole discretion of the Planning Board, to allow the integration of a wireless communication facility into an existing or proposed building or structure.
- 9.4.7.8 No Major wireless communication facility shall be constructed within a distance equal to one hundred percent (100%) of the height of the highest point of the wireless communication facility from any existing residential dwelling or any proposed dwelling for which a building permit or subdivision approval has been issued. However, this regulation shall not prohibit the later development of any residential dwelling within said distance from an existing wireless communication facility.
- 9.4.7.9 All equipment enclosures and other improvements included within a wireless communication facility shall be architecturally designed to blend in with the surrounding environment and shall be maintained in good appearance and repair.
- 9.4.7.10 Fencing shall be provided to control access to the base of a Major wireless communication facility. The fencing shall be compatible with the scenic character of the Town, as determined by the Planning Board, and shall not consist of barbed wire or razor wire.
- 9.4.7.11 All exterior wireless communication facilities shall be painted, colored, molded, installed or otherwise screened to minimize their visibility to abutters, adjacent streets, views from scenic roads, and residential neighborhoods. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood. Existing on-site vegetation shall be preserved to the maximum extent feasible.
- 9.4.7.12 All antennas on a Major wireless communication facility shall be single unit cross-polar antennas. Antennas shall be designed and mounted in such a manner as to present the smallest possible silhouette, profile, or cross-section.
- 9.4.7.13 Wireless communication facilities shall not be lighted unless required by the Federal Aviation Administration (FAA), or unless after consultation with the Police and Fire Chiefs, the Planning Board requires such lighting for public safety reasons.
- 9.4.7.14 Wireless communication facilities shall not interfere with nor have any negative effect on the Town's emergency radio communications.
- 9.4.7.15 Signs posted for advertisement or any other reasons shall not be allowed on or in the vicinity of a Major wireless communication facility, with the exception of one (1) sign not exceeding four (4) square feet in area at the facility which shall display the name and telephone number of the person and company responsible for the maintenance of the facility. The signage shall also display a 'No Trespassing' warning.

- 9.4.8 **Decision.** A WCOD Special Permit or WCOD EIDR Approval shall only be granted upon the determination of the Planning Board that the application meets the objectives cited herein. The Planning Board may impose reasonable conditions at the expense of the Applicant, including performance guarantees, to promote these objectives. Prior to the issuance of any WCOD Special Permit or WCOD EIDR Approval, the Planning Board shall make positive findings that:
- 9.4.8.1 The Applicant has demonstrated to the satisfaction of the Planning Board that there exists a significant gap in coverage and that said gap would be sufficiently reduced or eliminated by the proposed wireless communication facility.
- 9.4.8.2 The Applicant has demonstrated to the satisfaction of the Planning Board that the wireless communication facility must be located at the proposed site due to technical, topographical or other unique circumstances, in order to satisfy a demonstrated gap in coverage.
- 9.4.8.3 The Applicant has demonstrated to the satisfaction of the Planning Board that the visual and aesthetic impacts of the wireless communication facility on nearby properties will be minimal, and that no reasonable combination of locations, techniques or technologies will mitigate the height or visual impact of the proposed wireless communication facility.
- 9.4.8.4 The Applicant has demonstrated, in any case where a major wireless communication facility is permitted within WCOD 2 pursuant to Section 9.4.4, that the location of the proposed facility would provide adequate screening and buffering such that the proposed facility would not be detrimental to the Town or to the general character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of the Bylaw.
- 9.4.8.5 The wireless communication facility will have no significant adverse impact on the town and surrounding residential properties.
- 9.4.9 **Discontinuance of Use.** A wireless communication facility, and all accessory equipment, shall be removed within six (6) months of abandonment or discontinuation of use. As a condition of any special permit for the placement, construction or modification of a Major wireless communication facility, the Applicant shall provide a bond, in a form acceptable to the Town, or shall place into escrow a sum of money sufficient to cover the costs of removing the facility from the subject property and said funds shall be held by an independent escrow agent to be appointed by the Applicant and the Planning Board. The amount of the surety shall be certified by a Registered Professional Engineer or Registered Professional Architect. The Applicant shall authorize and, as necessary, shall provide the authorization of the owner of the property to allow the Town or the escrow agent to enter upon the subject property to remove the facility when the facility has been abandoned or discontinued.
- 9.4.10 **Pre-existing Non-conforming Facilities.** Any wireless telecommunication facility legally in existence on the date of enactment of this section which does not comply in all respects with these provisions shall be deemed a pre-existing non-conforming use. Such wireless communication facilities may be renewed after a public meeting of the Planning Board. Non-conforming Major wireless communication facilities may be reconstructed, expanded and/or altered pursuant to the issuance of a WCOD Special Permit from the Planning Board in compliance with the applicable provisions of this section. A Minor wireless communication facility associated with a Major wireless communication facility may be granted WCOD-EIDR Approval in compliance with the applicable provisions of this section.
- 9.4.11 **Time Limitation.** A special permit issued for a Major wireless communication facility over fifty (50) feet in height shall be valid for a period of five (5) years. At the end of this time period, the Major wireless communication facility shall be removed at the Applicant's expense unless the Applicant receives approval from the Planning Board to renew the WCOD Special Permit for an additional five (5) years.

## ARTICLE 32

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain housekeeping amendments, including the following:

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

4.3.3.11 The use by a resident builder, carpenter, painter, plumber or other artisan for incidental work and storage in connection with this off-premise trade, subject to the conditions in Section 4.4.1.
- 2) Replace the words "Subsections 4.4.3 through 4.4.9" in the title portion of Section 4.3.3.12 with the words "Section 4.4.2", so that the revised title portion of Section 4.3.3.12 reads as follows:

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

- 3) Replace the words “Building Inspector” with the words “Building Commissioner” wherever they appear in the bylaw.

A motion was then made to reconsider article 31 at which time two residents doubted the presence of a quorum. A standing count of all registered voters still remaining was conducted. One hundred and thirty-nine (139) were still present thus lacking the number of registered voters necessary to constitute a quorum which is one hundred and seventy-five (175) per town by-laws §138-12. The Moderator then adjourned the meeting until the following evening, Tuesday, May 8, 2012 at 7:30p.m. in the High School Auditorium.

## ARTICLE 33

The Finance and Warrant Commission recommended and the town voted unanimously to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map, including amendments to Section 9.2 [Flood Area Overlay District (FAOD)], including the following:

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

### 9.2 FLOOD AREA OVERLAY DISTRICT (FAOD)

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

9.2.2 **Location.** The FAOD is herein established as an overlay district. The FAOD includes all Special Flood Hazard Areas, designated as Zone A and AE as set forth on the Norfolk County Flood Insurance Rate Map (FIRM), issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program, including map panels 25021C0038E, 25021C0039E, 25021C0159E, 25021C0176E, 25021C0177E, 25021C0178E, 25021C0179E, 25021C0181E, 25021C0183E, 25021C0184E, and 25021C0186E, effective as of July 17, 2012. The exact boundaries of the FAOD are defined by the one percent (1%) annual chance base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 17, 2012. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Board of Health and Building Inspector.

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

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

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

- a. Chapter 131, Section 40 of the Massachusetts General Laws, as amended from time to time;
- b. Sections of the Massachusetts State Building Code addressing floodplain and coastal high hazard areas, under 780 CMR, as amended from time to time;
- c. Wetlands Protection Regulations promulgated by the Massachusetts Department of Environmental Protection (MA-DEP), under 310 CMR 10.00, as amended from time to time;
- d. Inland Wetlands Restrictions promulgated by MA-DEP, under 310 CMR 13.00, as amended from time to time; and
- e. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, promulgated by MA-DEP under 310 CMR 15, Title 5.

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

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

9.2.4.3 In Zones A and AE, along watercourses that have no designated regulatory floodway, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in

floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

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

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

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

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

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

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

## ARTICLE 34

The Finance and Warrant Commission recommended and the town voted unanimously to amend the Code of the Town of Westwood by adding a new Chapter 310 Lodging Facilities as follows:

### Lodging Facilities

#### § 310 – 1 Definitions

**HOTEL** - any building used for the feeding and lodging of guests licensed or required to be licensed under the provisions of section six of chapter one hundred and forty.

**LODGING HOUSE** - a house where lodgings are let to four or more persons not within the second degree of kindred to the person conducting it, licensed or required to be licensed under Massachusetts General Laws section twenty-three of chapter one hundred and forty.

**MOTEL** - any building or portion thereof, other than a hotel or lodging house, in which persons are lodged for hire with or without meals and which is licensed or required to be licensed under the provisions of Massachusetts General Laws, section thirty-two B of chapter one hundred and forty, or is a private club.

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

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

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

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

#### § 310-2 Responsibilities of the Licensee

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

### **§ 310-3 Agents**

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

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

### **§ 310-4 Registers and Card Files**

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

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

### **§ 310-5 Providing False information**

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

### **§ 310-6 Letting Rooms to Minors Prohibited**

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

### **§ 310-7 Training**

All licensees and agents of each lodging facility shall complete a one-time training conducted by the Westwood Police Department along with representatives from the Town's Health, Building and Fire Departments. This instructional program will cover the requirements and expectations of the Town's lodging facility regulations and any other laws or regulations as the participating Town officials deem necessary for the safe and proper operation of the lodging facility. Any newly designated licensee or agent shall be required to complete the training program within thirty (30) days of his or her designation. The Westwood Police Department will submit a list of persons completing the training program to the Board of Selectmen. Failure to comply with the training requirement may result in revocation of the license at the discretion of the Board of Selectmen.

### **§ 310-7 Severability**

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

### **§ 310-8 Penalties**

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

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

## **ARTICLE 35**

The Finance and Warrant Commission recommended and the town voted unanimously to amend The Code of the Town of Westwood, Part II General Legislation by deleting therefrom Part II, General Legislation Chapter 338 in its entirety and substituting therefore the following:

### **Soliciting and Canvassing**

#### **§ 338-1. Title.**

This chapter shall be known as the “Door-to –Door Solicitation Law of the Town of Westwood.”

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

#### **§ 338-3. Definitions.**

The following words and phrases shall have the following meanings:

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

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

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

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

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

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

#### **§ 338-4 Administration.**

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

#### **§ 338-5 Application Requirements.**

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

11. Such other verifying information as may be reasonably required.

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

**§ 338-6. Background Check.**

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

**§ 338-7. No Solicitation List.**

- A. The No Solicitation List shall be established and maintained by the Westwood Police Department. Residents may submit their property for inclusion on the list without charge.
- B. Upon approval and issuance of a Town of Westwood Door-to-Door Sales Permit, each sales person shall be provided with a copy of the No Solicitation List.

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

- A. No sales person shall engage in door to door sales without first having applied for and received a Town of Westwood Door-to-Door Sales Permit.
- B. No sales organization shall allow any sales person to engage in door to door sales who has not applied for and received a Town of Westwood Door-to-Door Sales Permit.
- C. No sales supervisor shall direct, supervise, or allow any sales person to engage in door to door sales who has not applied for and received a Town of Westwood Door-to-Door Sales Permit.
- D. No sales person shall enter within the perimeter of any residential property included on the No Solicitation List. In addition to the fine(s) established below, inclusion of a residential property on the No Solicitation List shall constitute notice prohibiting trespass under M.G.L.c.266 § 120.
- E. No sales person shall solicit sales from a person situated within a residential property included on the No Solicitation List from a street, sidewalk or other adjacent property.
- F. Each sales person shall carry the Town of Westwood Door-to-Door Sales Permit at all times while engaged in door to door sales, and shall display said Permit upon request by any police officer, Town official, or any person present at a residential property where door-to-door sales is solicited.
- G. No sales person or supervisor shall use any vehicle to transport persons or materials for door-to-door sales unless said vehicle is identified in the Town of Westwood Door-to-Door Sales Permit Application and the exterior of said vehicle is marked with name of the sales organization and the words "DOOR-TO-DOOR SALES". All required information shall be in letters a minimum of 4" in height on both sides of the vehicle.
- H. Door-to-door sales shall not be conducted except during the hours between 9:00 am and 7:00pm.

**§ 338-9. Penalties.**

- A. Each violation of any provision of this By-Law shall be punished by a fine not to exceed Three Hundred (\$300) Dollars.
- B. Upon the occurrence of a second violation of this By-Law by any sales person, the issuing authority may revoke that sales person's Town of Westwood Door to Door Sales Permit.

**§ 338—10. Severability.**

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

*A motion from the floor was then made at 11:03 p.m., to reconsider article 31 at which time two residents doubted the presence of a quorum. A standing count of all registered voters still remaining was conducted. One hundred and thirty-nine (139) were still present thus lacking the number of registered voters necessary to constitute a quorum which is one hundred and seventy-five (175) per town by-laws §138-12. The Moderator then adjourned the meeting until the following evening, Tuesday, May 8, 2012 at 7:30p.m. in the High School Auditorium.*

*The adjourned session of Town Meeting began at 7:45 p.m. with the presence of a quorum ,two hundred and thirty eight registered voters(238) declared by the Moderator. At this time the Moderator rejected the motion to reconsider article 31 stating it violated town traditions and by-laws §138-16 and reconsideration may only occur on the same night the article is voted and requires a 2/3 vote of those present and voting.*

*Town Meeting was then continued beginning with Article 36.*

## **ARTICLE 36**

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the Moderator to amend the Code of the Town of Westwood, Part II, General Legislation by adding to Chapter 380, Vehicles and Traffic, a new Article as follows, or take any other action thereon:

### **VIII - Hackney Carriages; Taxicabs and Vehicles for Hire.**

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

## **ARTICLE 37**

The Finance and Warrant Commission recommended and the town voted unanimously to amend Chapter 380, Article III Public Safety Lanes, Section 380-7 of the Code of the Town of Westwood by deleting “fine of \$25” and replacing it with “fine of \$50” and amend Chapter 380, Article IV Handicapped Parking, Section 380-10 of the By-Laws by deleting “fine of \$50” and replacing it with “fine of \$100” or take any other action thereon.

## **ARTICLE 38**

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the Moderator to amend the bylaws by inserting the following in Part II: General Legislation:

### **Chapter 325 Dealers of Second Hand Articles**

#### **§ 325 – 1 Authority**

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

#### **§ 325-2 License and Other Requirements**

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

#### **§ 325-3 Record of Acquisitions**

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

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

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

#### **§ 325-4 Retention of Acquisitions**

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

#### **§ 325-5 Acquisitions from Minors Prohibited**

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

**§ 325-6 Providing False information**

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

**§ 325-7 Severability**

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

**§ 325-8 Penalties**

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

**§ 325-9 Exemptions**

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

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

**ARTICLE 39**

The Finance and Warrant Commission recommended and the town voted by a 2/3 vote in favor declared by the Moderator to amend The Code of the Town of Westwood, Part II General Legislation by adding thereon Chapter 339, as follows, or take any other action thereon:

**Fingerprint Based Criminal Record Background Checks**

**§ 339-1 Purpose and Authorization**

In order to protect the health, safety, and welfare of the inhabitants of the Town of Westwood, and as authorized by Chapter 6, § 172B½ of the Massachusetts General Laws as enacted by Chapter 256 of the Acts of 2010, this by-law shall require a) applicants for certain Town licenses permitting the engagement in specific occupational activities within the Town as enumerated in § 339-2 below to submit to fingerprinting by the Westwood Police Department, b) the Police Department to conduct criminal record background checks based on such fingerprints, and c) the Town to consider the results of such background checks in determining whether or not to grant a license.

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

**§ 339-2 Applicant’s Submission to Fingerprinting**

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

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

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

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

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

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

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

**§ 339-4 Reliance on Results**

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

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

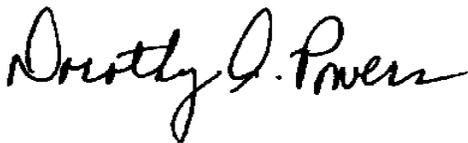
Implementation of this by-law and the conducting of fingerprint based criminal record background checks by the Town shall be in accordance with all applicable laws, regulations, and Town policies, which shall include record retention and confidentiality requirements. The Town shall not disseminate the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

**§ 339-6 Fees**

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

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 7:58 p.m.

Attest:



Dorothy A. Powers, CMM  
Westwood Town Clerk

**PRESIDENTIAL PRIMARY, March 6, 2012**

Town of Westwood

Tuesday, March 6, 2012

<b>PRESIDENTIAL PREFERENCE - REPUBLICAN</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	0	2	1	0	3	0.17%
RON PAUL	36	37	25	26	124	6.93%
MITT ROMNEY	381	370	396	306	1453	81.22%
RICK PERRY	1	2	0	2	5	0.28%
RICK SANTORUM	45	30	31	31	137	7.66%
JON HUNTSMAN	3	0	3	2	8	0.45%
MICHELE BACHMANN	0	1	1	0	2	0.11%
NEWT GINGRICH	9	10	13	16	48	2.68%
NO PREF	2	2	2	1	7	0.39%
ALL OTHERS	0	1	1	0	2	0.11%
<b>TOTAL</b>	<b>477</b>	<b>455</b>	<b>473</b>	<b>384</b>	<b>1789</b>	<b>100%</b>

<b>STATE COMMITTEE MAN - NORFOLK &amp; SUFFOLK DISTRICT</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	186	184	179	176	725	40.53%
BRAD WILLIAMS 29 Furbush Rd., Boston	289	270	293	207	1059	59.20%
ALL OTHERS	2	1	1	1	5	0.28%
<b>TOTAL</b>	<b>477</b>	<b>455</b>	<b>473</b>	<b>384</b>	<b>1789</b>	<b>100%</b>

<b>STATE COMMITTEE WOMAN - NORFOLK &amp; SUFFOLK DISTRICT</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	179	179	176	170	704	39.35%
PATRICIA E. BARRETT 44 Sycamore St., Norwood	297	275	295	214	1081	60.42%
ALL OTHERS	1	1	2	0	4	0.22%
<b>TOTAL</b>	<b>477</b>	<b>455</b>	<b>473</b>	<b>384</b>	<b>1789</b>	<b>100%</b>

<b>TOWN COMMITTEE</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
BLANKS	2713	2682	2789	2464	10648	59.54%
DOUGLAS E. OBEY 435 High St.	307	259	268	207	1041	5.82%
DAVID BLOMQUIST 578 Pond St.	267	269	252	172	960	5.37%
KEVIN S. DOUGHERTY 52 Salisbury Dr.	252	222	233	165	872	4.88%
ELIZABETH W. TULEJA 5 Wight Ln.	232	211	230	171	844	4.72%
ELENA M. NIELL 86 Pond St.	235	221	226	156	838	4.69%
KEITH R. BARNETT 38 Fox Hill St.	242	221	240	161	864	4.83%
MAUREEN A. OBEY 435 High St.	270	234	249	170	923	5.16%
DEBRA A. ROMANO 73 Nahatan St.	245	224	240	170	879	4.92%
WRITE-INS	3	7	3	2	15	0.08%
<b>TOTAL</b>	<b>4766</b>	<b>4550</b>	<b>4730</b>	<b>3838</b>	<b>17884</b>	<b>100%</b>

<b>PRESIDENTIAL PREFERENCE - DEMOCRATIC</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
BLANKS	4	8	6	5	23	5.26%
BARACK OBAMA	91	77	117	65	350	80.09%
NO PREF	14	18	14	14	60	13.73%
ALL OTHERS	2	1	0	1	4	0.92%
<b>TOTAL</b>	<b>111</b>	<b>104</b>	<b>137</b>	<b>85</b>	<b>437</b>	<b>100%</b>

STATE COMMITTEE MAN - NORFOLK & SUFFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	24	28	32	22	106	24.26%
DANIEL R. SETTANA 10 Stratford St., Boston - Candidate for Re-election; Veteran	25	28	34	23	110	25.17%
THOMAS JOSEPH HOLLOWAY 1 Taylor Ln., Dover	56	42	58	36	192	43.94%
WAYNE J. WILSON, JR. 31 Lindall St., Boston	6	6	13	4	29	6.64%
ALL OTHERS	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>111</b>	<b>104</b>	<b>137</b>	<b>85</b>	<b>437</b>	<b>100%</b>
STATE COMMITTEE WOMAN - NORFOLK & SUFFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	32	33	36	28	129	29.52%
JUDITH A. SETTANA 10 Stratford St., Boston - Candidate for Re-election	78	71	101	57	307	70.25%
ALL OTHERS	1	0	0	0	1	0.23%
<b>TOTAL</b>	<b>111</b>	<b>104</b>	<b>137</b>	<b>85</b>	<b>437</b>	<b>100%</b>
TOWN COMMITTEE	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	2379	2326	3014	2110	9829	64.58%
JULIET W. ONDERDONK 28 Lynn Ter.	69	62	85	42	258	1.70%
ANDREW B. ONDERDONK 28 Lynn Ter.	68	62	85	42	257	1.69%
ROBERT W. RITCHIE 20 Oak St.	72	60	80	36	248	1.63%
MARCIA A. HIRSHBERG 40 Putting Dr.	71	65	86	43	265	1.74%
CHRISTINE E. PREVITERA 16 Dean St.	67	63	83	45	258	1.70%
SUSAN SLOAN-ROSSITER 186 Conant Rd.	72	58	83	37	250	1.64%
CATHERINE A. QUINN 117 Lake Shore Dr.	70	63	88	36	257	1.69%
GREGORY J. AGNEW 34 Magaletta Dr.	66	60	77	40	243	1.60%
DAVID W. WHITE 870 Gay St.	68	59	82	39	248	1.63%
DENISE I. MURPHY 870 Gay St.	69	59	88	39	255	1.68%
BARBARA F. FITZGERALD 77 Green Hill Rd.	65	61	85	37	248	1.63%
PAUL T. FITZGERALD 77 Green Hill Rd.	70	60	80	38	248	1.63%
JUDITH E. SULLIVAN 196 Hartford St.	69	59	83	37	248	1.63%
JOHN J. CUMMINGS, III 4 Chickadee Ln.	62	61	87	37	247	1.62%
MARIANNE C. LeBLANC 4 Chickadee Ln.	66	58	85	35	244	1.60%
BARRY J. O'BRIEN 29 Lynn Ter.	66	58	81	37	242	1.59%
SHEILA HANLEY LONGVAL 24 Willow Street	66	60	81	38	245	1.61%
PATRICK J. AHEARN 103 Church St.	81	69	87	44	281	1.85%
ANTHONY J. ANTONELLIS 21 Gay St.	84	69	90	50	293	1.93%
MICHAEL J. McCUSKER 50 Windsor Rd.	75	63	88	41	267	1.75%
LAWRENCE B. ROCHE 26 Fensview Dr.	69	61	80	39	249	1.64%
Claire Sullivan 320 Dover Rd.	2	2	4	1	9	0.06%
Charles J. Heims 10 Longwood Dr. #415		2	4	1	7	0.05%

Kevin Longval 24 Willow St.		2	4	1	7	0.05%
Michael Walsh 47 Phillips Brooks Rd.		2	4	2	8	0.05%
ALL OTHERS	1	2	1	5	9	0.06%
<b>TOTAL</b>	<b>3847</b>	<b>3626</b>	<b>4795</b>	<b>2952</b>	<b>15220</b>	<b>100%</b>
<b>PRESIDENTIAL PREFERENCE - GREEN-RAINBOW</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	0	0	0	0	0	0.00%
KENT MESPLAY	0	0	0	0	0	0.00%
JILL STEIN	0	0	0	1	1	50.00%
HARLEY MIKKELSON	0	0	0	0	0	0.00%
NO PREFERENCE	0	0	0	0	0	0.00%
Santorum	1					
ALL OTHERS	1	0	0	0	1	50.00%
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>100%</b>
<b>STATE COMMITTEE MAN - NORFOLK &amp; SUFFOLK DISTRICT</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	1	0	0	1	2	100.00%
ALL OTHERS	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>100%</b>
<b>STATE COMMITTEE WOMAN - NORFOLK &amp; SUFFOLK DISTRICT</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	0	0	0	1	1	50.00%
ALL OTHERS	1	0	0	0	1	50.00%
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>100%</b>
<b>TOWN COMMITTEE</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
BLANKS	10	0	0	10	20	100.00%
WRITE-INS	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>100%</b>

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,602	589	23%
Precinct 2	2,616	559	21%
Precinct 3	2,581	610	24%
Precinct 4	2,404	470	20%
<b>TOTAL</b>	<b>10,203</b>	<b>2228</b>	<b>22%</b>

## 2012 ANNUAL TOWN ELECTION RESULTS

Tuesday, April 24, 2012

ASSESSOR - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	35	68	44	99	246	22.88%
<b>MAUREEN H. BLEDAY</b> 16 Fieldstone Road	188	261	186	191	826	76.84%
All Others	0	0	2	1	3	0.28%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
LIBRARY TRUSTEE - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	100	177	114	246	637	29.63%
<b>DANIEL J. LEHAN</b> 80 Wagon Road-Candidate for re-election	163	240	175	172	750	34.88%
<b>JANE M. WIGGIN</b> 55 Gloucester Road-Candidate for re-election	183	240	175	164	762	35.44%
All Others	0	1	0	0	1	0.05%
<b>TOTAL</b>	<b>446</b>	<b>658</b>	<b>464</b>	<b>582</b>	<b>2150</b>	<b>100%</b>
MODERATOR - For One Year (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	41	72	32	99	244	22.70%
<b>ANTHONY J. ANTONELLIS</b> 21 Gay Street-Candidate for re-election	182	256	196	191	825	76.74%
All Others	0	1	4	1	6	0.56%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
PLANNING BOARD - For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	134	211	143	267	755	35.12%
<b>STEVEN H. OLANOFF</b> 52 Glandore Road-Candidate for re-election	157	228	165	157	707	32.88%
<b>STEVEN M. RAFSKY</b> 646 Canton Street-Candidate for re-election	153	217	153	158	681	31.67%
All Others	2	2	3	0	7	0.33%
<b>TOTAL</b>	<b>446</b>	<b>658</b>	<b>464</b>	<b>582</b>	<b>2150</b>	<b>100%</b>
PLANNING BOARD - For Two Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	13	14	28	6	61	5.67%
<b>PETER L. HACK</b> 42 Pond Plain Road	94	160	74	39	367	34.14%
<b>CHRISTOPHER A. PFAFF</b> 534 Everett Street	115	155	129	246	645	60.00%
Miscellaneous Write-ins	1	0	1	0	2	0.19%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
SCHOOL COMMITTEE - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	53	76	48	101	278	25.86%
<b>BRIAN T. KELLY</b> 90 Church Street - Candidate for re-election	170	252	182	188	792	73.67%
All Others	0	1	2	2	5	0.47%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
SELECTMAN - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	49	72	45	118	284	26.42%
<b>NANCY C. HYDE</b> 15 Martingale Lane-Candidate for re-election	174	254	181	172	781	72.65%
All Others	0	3	6	1	10	0.93%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
SEWER COMMISSIONER - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	48	77	39	107	271	25.21%
<b>ANTHONY J. ANTONELLIS</b> 21 Gay Street-Candidate for re-election	175	252	190	182	799	74.33%
All Others	0	0	3	2	5	0.47%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>
TOWN TREASURER - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	38	57	35	98	228	21.23%
<b>JAMES J. GAVIN</b> 96 Sexton Avenue-Candidate for re-election	184	272	196	192	844	78.58%
All Others	0	0	1	1	2	0.19%
<b>TOTAL</b>	<b>222</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1074</b>	<b>100%</b>

<b>BALLOT QUESTION</b>						
Blanks	41	70	60	75	246	22.88%
YES	161	228	149	180	718	66.79%
NO	21	31	23	36	111	10.33%
<b>TOTAL</b>	<b>223</b>	<b>329</b>	<b>232</b>	<b>291</b>	<b>1075</b>	<b>100%</b>

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

### Summary

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

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,613	223	9%
Precinct 2	2,618	329	13%
Precinct 3	2,589	232	9%
Precinct 4	2,409	291	12%
<b>TOTAL</b>	<b>10,229</b>	<b>1075</b>	<b>11%</b>

THE COMMONWEALTH OF MASSACHUSETTS STATE PRIMARY  
TOWN OF WESTWOOD  
THURSDAY, SEPTEMBER 6, 2012

<b>DEMOCRATIC PARY</b>						
<b>SENATOR IN CONGRESS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	24	32	42	44	142	18.59%
ELIZABETH A. WARREN	154	171	167	106	598	78.27%
All Other Votes	9	4	3	8	24	3.14%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>REPRESENTATIVE IN CONGRESS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	42	32	44	34	152	19.90%
STEPHEN F. LYNCH	145	173	166	123	607	79.45%
All Other Votes	0	2	2	1	5	0.65%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>COUNCILLOR</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	33	24	26	7	90	11.78%
BRIAN M. CLINTON	34	43	71	62	210	27.49%
ROBERT L. JUBINVILLE	69	77	65	57	268	35.08%
PATRICK J. McCABE	18	16	16	12	62	8.12%
BART ANDREW TIMILTY	33	47	34	20	134	17.54%
All Other Votes	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>SENATOR IN GENERAL COURT</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	42	45	50	50	187	24.48%
MICHAEL F. RUSH	145	160	162	107	574	75.13%
All Other Votes	0	2	0	1	3	0.39%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	42	33	43	39	157	20.55%
PAUL McMURTRY	145	174	169	118	606	79.32%
All Other Votes	0	0	0	1	1	0.13%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>CLERK OF COURTS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	45	48	51	45	189	24.74%
WALTER F. TIMILTY, JR.	142	159	161	112	574	75.13%
All Other Votes	0	0	0	1	1	0.13%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>REGISTER OF DEEDS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	40	34	44	45	163	21%
WILLIAM P. O'DONNELL	147	173	168	113	601	79%
All Other Votes	0	0	0	0	0	0%
<b>TOTAL</b>	<b>187</b>	<b>207</b>	<b>212</b>	<b>158</b>	<b>764</b>	<b>100%</b>
<b>COUNTY COMMISSIONER</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	141	147	166	138	592	38.74%
JOHN M. GILLIS	95	122	109	75	401	26.24%
FRANCIS W. O'BRIEN	138	145	149	103	535	35.01%
All Other Votes	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>374</b>	<b>414</b>	<b>424</b>	<b>316</b>	<b>1528</b>	<b>100%</b>

**REPUBLICAN PARTY**

<b>SENATOR IN CONGRESS</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	2	0	1	1	4	0.78%
SCOTT P. BROWN	122	115	152	117	506	99.22%
All Other Votes	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>REPRESENTATIVE IN CONGRESS</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	24	13	33	26	96	18.82%
JOE SELVAGGI	65	70	95	66	296	58.04%
MATIAS TEMPERLEY	35	32	25	26	118	23.14%
All Other Votes	0	0	0	0	0	0.00%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>COUNCILLOR</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	31	27	42	37	137	26.86%
EARL H. SHOLLEY	93	87	111	81	372	72.94%
All Other Votes	0	1	0	0	1	0.20%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>SENATOR IN GENERAL COURT</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	123	114	153	117	507	99.41%
All Other Votes	1	1	0	1	3	0.59%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	123	113	153	117	506	99.22%
All Other Votes	1	2	0	1	4	0.78%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>CLERK OF COURTS</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	123	114	152	117	506	99.22%
All Other Votes	1	1	1	1	4	0.78%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>REGISTER OF DEEDS</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	123	114	153	117	507	99%
All Other Votes	1	1	0	1	3	1%
<b>TOTAL</b>	<b>124</b>	<b>115</b>	<b>153</b>	<b>118</b>	<b>510</b>	<b>100%</b>
<b>COUNTY COMMISSIONER</b>	<b>Pct.1</b>	<b>Pct.2</b>	<b>Pct.3</b>	<b>Pct.4</b>	<b>TOTAL</b>	<b>TOTAL</b>
Blanks	246	229	306	234	1015	99.51%
All Other Votes	2	1	0	2	5	0.49%
<b>TOTAL</b>	<b>248</b>	<b>230</b>	<b>306</b>	<b>236</b>	<b>1020</b>	<b>100%</b>

**GREEN-RAINBOW**

<b>SENATOR IN CONGRESS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REPRESENTATIVE IN CONGRESS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COUNCILLOR</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SENATOR IN GENERAL COURT</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CLERK OF COURTS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REGISTER OF DEEDS</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COUNTY COMMISSIONER</b>	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	0	0	0	0	0
All Other Votes	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Precinct	Registered	Voted	Percent
1	2,628	311	12%
2	2,677	322	12%
3	2,646	365	14%
4	2,438	276	11%
<b>TOTAL</b>	<b>10,389</b>	<b>1,274</b>	<b>49%</b>
<b>TOTAL PERCENTAGE OF VOTERS:</b>			<b>12%</b>







# 2012 STATE ELECTION

Town of Westwood  
Tuesday, November 6, 2012

ELECTORS OF PRESIDENT AND VICE PRESIDENT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	6	12	9	14	41	0.45%
JOHNSON AND GRAY- Libertarian	13	22	13	22	70	0.77%
OBAMA and BIDEN - Democratic	1137	1178	1157	921	4393	48.12%
ROMNEY and RYAN - Republican	1187	1130	1134	1124	4575	50.12%
STEIN and HONKALA - Green-Rainbow	8	12	10	8	38	0.42%
Miscellaneous Write-ins	5	5	0	2	12	0.13%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
SENATOR IN CONGRESS						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	11	13	8	14	46	0.50%
SCOTT P. BROWN - Republican 70 Hayden Woods, Wrentham	1374	1358	1342	1288	5362	58.74%
ELIZABETH A. WARREN - Democratic 24 Linnaean St., Cambridge	970	987	973	787	3717	40.72%
Miscellaneous Write-ins	1	1	0	2	4	0.04%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REPRESENTATIVE IN CONGRESS - EIGHT DISTRICT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	173	168	180	150	671	7.35%
STEPHEN F. LYNCH - Democratic 55 G St., Boston	1432	1500	1448	1287	5667	62.08%
JOE SELVAGGI - Republican 49 Beacon St., Boston	750	690	694	653	2787	30.53%
Miscellaneous Write-ins	1	1	1	1	4	0.04%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
COUNCILLOR - SECOND DISTRICT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	466	498	513	421	1898	20.79%
ROBERT L. JUBINVILLE - Democratic 487 Adams St., Milton	993	995	966	869	3823	41.88%
EARL H. SHOLLEY - Republican 8 Lakeshore Dr., Norfolk	896	863	844	801	3404	37.29%
Miscellaneous Write-ins	1	3	0	0	4	0.04%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
SENATOR IN GENERAL COURT NORFOLK & SUFFOLK DISTRICT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	854	828	845	772	3299	36.14%
MICHAEL F. RUSH - Democratic 65 Cass St., Boston	1493	1522	1476	1312	5803	63.57%
Miscellaneous Write-ins	9	9	2	7	27	0.30%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REPRESENTATIVE IN GENERAL COURT ELEVENTH NORFOLK DISTRICT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	840	797	809	712	3158	35%
PAUL McMURTRY - Democratic 7 South Stone Mill Dr., Dedham	1509	1556	1514	1375	5954	65%
Miscellaneous Write-ins	7	6	0	4	17	0%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
CLERK OF COURTS - NORFOLK COUNTY						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	852	855	854	785	3346	36.65%
WALTER F. TIMILTY, JR. - Democratic 90 Nancy Rd., Milton	1499	1499	1468	1303	5769	63.19%
Miscellaneous Write-ins	5	5	1	3	14	0.15%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REGISTER OF DEEDS - NORFOLK DISTRICT						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	847	836	857	800	3340	36.59%
WILLIAM P. O'DONNELL - Democratic 55 Abermarle Rd., Norwood	1506	1519	1465	1289	5779	63.30%
Miscellaneous Write-ins	3	4	1	2	10	0.11%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

COUNTY COMMISSIONER - NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	2487	2462	2522	2292	9763	53.47%
JOHN M. GILLIS - Democratic 1000 Southern Artery, Quincy	1072	1025	972	807	3876	21.23%
FRANCIS W. O'BRIEN - Democratic 1000 Presidents Way, Dedham	1149	1225	1151	1081	4606	25.23%
Miscellaneous Write-ins	4	6	1	2	13	0.07%
<b>TOTAL</b>	<b>4712</b>	<b>4718</b>	<b>4646</b>	<b>4182</b>	<b>18258</b>	<b>100%</b>
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) HOLBROOK	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	1009	999	1014	901	3923	42.97%
ROBERT A. McNEIL - 22 Sherrick Ave., Holbrook	1347	1357	1308	1190	5202	56.98%
Miscellaneous Write-ins	0	3	1	0	4	0.04%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) MILTON	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	1048	1041	1059	958	4106	44.98%
FESTUS JOYCE - 104 Washington St., Milton	1307	1315	1263	1132	5017	54.96%
Miscellaneous Write-ins	1	3	1	1	6	0.07%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) NORWOOD	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	953	950	994	837	3734	40.90%
KEVIN L. CONNOLLY - 44 Nahatan St., Norwood	1112	1118	1071	982	4283	46.92%
DANIEL J. BRENT - 12 Brierwood Ln., Norwood	291	290	257	271	1109	12.15%
Miscellaneous Write-ins	0	1	1	1	3	0.03%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) RANDOLPH	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	1071	1059	1094	981	4205	46.06%
MARYBETH E. NEAREN - 193 Union St., Randolph	1285	1298	1228	1110	4921	53.91%
Miscellaneous Write-ins	0	2	1	0	3	0.03%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>
REGIONAL VOCATIONAL SCHOOL COMMITTEE BLUE HILLS (4 YEARS) WESTWOOD	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	884	857	908	809	3458	37.88%
Charles W. Flahive - 21 Glen Rd., Westwood	1470	1501	1414	1280	5665	62.05%
Miscellaneous Write-ins	2	1	1	2	6	0.07%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

QUESTION 1 LAW PROPOSED BY INITIATIVE PETITION						
Motor Vehicle Manufacturers - Diagnostic and Repair Info.	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	391	365	386	348	1490	16.32%
YES VOTE	1688	1786	1705	1493	6672	73.09%
NO VOTE	277	208	232	250	967	10.59%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

QUESTION 2 LAW PROPOSED BY INITIATIVE PETITION						
End of Life	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	107	78	119	114	418	4.58%
YES VOTE	1111	1129	1090	847	4177	45.76%
NO VOTE	1138	1152	1114	1130	4534	49.67%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

QUESTION 3 LAW PROPOSED BY INITIATIVE PETITION						
Use of Medical Marijuana	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	119	81	146	141	487	5.33%
YES VOTE	1297	1366	1275	1065	5003	54.80%
NO VOTE	940	912	902	885	3639	39.86%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

QUESTION 4 THIS QUESTION IS NOT BINDING						
Resolution for Congress and the President	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	522	453	584	476	2035	22.29%
YES VOTE	1175	1248	1135	1000	4558	49.93%
NO VOTE	659	658	604	615	2536	27.78%
<b>TOTAL</b>	<b>2356</b>	<b>2359</b>	<b>2323</b>	<b>2091</b>	<b>9129</b>	<b>100%</b>

Precinct	Registered	Voted	Percent
1	2,710	2356	87%
2	2,722	2359	87%
3	2,719	2323	85%
4	2,486	2091	84%
<b>TOTAL</b>	<b>10,637</b>	<b>9129</b>	<b>86%</b>

## **APPENDIX C**

# TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

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**REPORT OF THE SCHOOL COMMITTEE**

**OF THE**

**TOWN OF WESTWOOD**

**YEAR ENDING**

**DECEMBER 31, 2012**

# TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

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## SCHOOL COMMITTEE

Mr. John J. O'Brien, Jr., Chairman	- Term Expires April 2013
Mrs. Ellen R. Mason, Vice-Chairman	- Term Expires April 2014
Mrs. Carol S. Lewis, Clerk	- Term Expires April 2013
Mrs. Josepha A. Jowdy,	- Term Expires April 2014
Mr. Brian T. Kelly	- Term Expires April 2015

## ADMINISTRATION

John J. Antonucci, Superintendent of Schools  
Emily Parks, Assistant Superintendent  
Glen Atkinson, Elementary Special Education Department Head  
Robin Fabiano, , Elementary Special Education Department Head  
Abby Hanscom, Director of Student Services  
Steve Ouellette, Director of Technology, Learning and Innovation  
Heath Petracca, Director of Business & Finance

## SCHOOL HEALTH

Karen A. Poreda, R.N.	High School
Eileen McCarthy-Galvin	High School
Terry Sweeney, R.N.	Middle School
Patricia DeAngelis, R.N.	Deerfield School
Ellen Nadeau, R.N.	Downey School
Celeste Mahoney, R.N.	Martha Jones School
Leslie Davie, R.N.	Paul Hanlon School
Lori Brown, R.N.	Sheehan School
Andrea Clifford, R.N.	Preschool
Paul Lilla	Athletic Trainer

# TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

## WESTWOOD PUBLIC SCHOOLS STAFF

<u>NAME</u>	<u>POSITION</u>	<u>DEGREE</u>	<u>YRS.IN</u>	<u>TOTAL YRS.</u>	<u>EDUCATION</u>
			<u>WESTWOOD</u>	<u>EXPERIENCE</u>	
Antonucci, John J.	Superintendent	B.A., M.B.A. Ed.D	8	17	Tufts, Boston University, University of Mass, Northeastern
Parks, Emily	Assistant Superintendent	B.A.,M.Ed.	19	19	Harvard University
<u>DIRECTORS/COORDINATORS</u>					
Atkinson, Glen	Elementary SPED Dept. Head	B.S., M.Ed., Ph.D.	8	24	University of Mass., University of CT., Suffolk
Brunelli, Cynthia	Out-of-District Coordinator	B.S., M.Ed.	4	25	Fitchburg State College
Fabiano, Robin	Elementary SPED Dept. Head	B.A.,M.A., C.A.G.S.	1	16	Univ. of MA, Simmons College, University of AZ
Freedman, Lisa	Professional Devel. Coordinator	B.A., M.Ed.	12	12	Lesley, University of PA
Hanscom, Abigail	Director of Student Services	B.A., M.Ed.,MSW, C.A.G.S.	2	18	Boston University, University Massachusetts
Ouellette, Steve	Director of Technology	B.S.,M.A.T.	6	20	Boston Univ.,WPI
Petracca, Heath	Director of Business & Finance	B.S., M.B.A.	13	16	University of MA.
<u>SPECIAL NEEDS STAFF</u>					
Adams, Marla	Speech	B.A., M.S.	7	40	University of Wisconsin
Anderson, Diane	Occupational Therapist	B.S.	23	24	Boston University

## TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

Arscott, Deborah	Physical Therapy	B.S.	14	36	Boston University
Bennett, Maura	Special Needs	B.A., M.Ed.	1	5	College of the Holy Cross, Curry College, Univ. of MA., Endicott
Bergiel, Lauren	Special Needs	B.A.,M.Ed.	11	11	Boston College
Berkowitz, Melissa	Psychologist	B.A., M.A.	6	18	Hobart & William Smith College, Tufts
Bowes, Laura	Speech	B.S.,M.S.	5	8	College of the Holy Cross MGH Institute for health
Brody, Rebecca	Psychologist	B.S., M.A., Ph.D.	11	17	Union College, Tufts North Central University
Cataldo, Jessica	Psychologist	B.A., M.S. C.A.G.S.	4	7	Northeastern University, Fairfield University
Cavanaugh, Kelly	Special Needs	B.A., M.Ed.	2	10	University of Mass., Bridgewater
Cecere, Bridget	ED/BD	B.A.,M.A.,M.Ed.	7	15	S.U.N.Y., University of MA., University of Hartford
Collins, Denise	Special Needs	B.S., M.Ed.	9	18	Bridgewater State, Pennsylvania State
Corbin, Kristal	Psychologist	B.A., M.Ed.	5	8	University of Vermont College of William & Mary
Corrigan, Jennifer	Special Needs	B.A., M.Ed.	14	19	Providence, Framingham
Danforth, Thomas	Psychologist	B.A., M.A., Ph.D.	8	22	Boston College,Hamilton College
DiNatale, Joanne	Psychologist	B.A., M.S. Ph.D.	8	16	Hofstra Univ., St. John's University, Alfred Univ.
Eaton, Lauren	Special Needs	B.S.,M.Ed.	14	15	Simmons, Brandeis
Fanning, Robert	Director 9-12	B.A.,M.S.W. C.A.G.S.	14	26	Bridgewater,Boston College, U.of MA

## TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

<b>Fass, Lisa</b>	<b>Occupational Therapist</b>	<b>B.S., M.S.</b>	<b>8</b>	<b>8</b>	<b>Boston University, Tufts</b>
<b>Feeley, Amy</b>	<b>Special Needs</b>	<b>B.A., M.Ed.</b>	<b>15</b>	<b>15</b>	<b>Boston College, Framingham State College</b>
<b>Finnerty, Dawn</b>	<b>Special Needs</b>	<b>B.S., M.Ed.</b>	<b>2</b>	<b>16</b>	<b>Bridgewater State, Cambridge College</b>
<b>Flynn, Sumner</b>	<b>Special Needs/ Behavior Analyst</b>	<b>B.A., M.S.</b>	<b>2</b>	<b>4</b>	<b>Suffolk University, Simmons College</b>
<b>Glovasky, Sarah</b>	<b>Occupational Therapist</b>	<b>B.S., M.S.</b>	<b>3</b>	<b>4</b>	<b>Worcester State College</b>
<b>Goldstein, Cheri</b>	<b>Special Needs</b>	<b>B.A., M.A., C.A.G.S., M.Ed.</b>	<b>8</b>	<b>18</b>	<b>Harvard, Univ. of Mass.</b>
<b>Gopin, Candice</b>	<b>Speech Therapist</b>	<b>B.S.</b>	<b>10</b>	<b>13</b>	<b>Boston University</b>
<b>Houston, Paul</b>	<b>Special Needs</b>	<b>B.A., M.A.</b>	<b>9</b>	<b>10</b>	<b>Univ. of Notre Dame, Seattle University</b>
<b>Kimbar, Whitney</b>	<b>Psychologist</b>	<b>B.A., M.A.</b>	<b>1</b>	<b>1</b>	<b>Suffolk University, Tufts</b>
<b>Kotwas, Susan</b>	<b>Special Needs</b>	<b>B.A., M.A.</b>	<b>1</b>	<b>5</b>	<b>Syracuse, Northeastern, Fitchburg, Univ. of MA.</b>
<b>Kuklantz, Matthew</b>	<b>Psychologist</b>	<b>B.A., M.S., C.A.G.S.</b>	<b>5</b>	<b>11</b>	<b>Boston University, Northeastern University</b>
<b>Lader, Sheera</b>	<b>Speech</b>	<b>B.A.,M.S.</b>	<b>14</b>	<b>24</b>	<b>University of MA., Northeastern</b>
<b>Lickteig, Kelly</b>	<b>Special Needs</b>	<b>B.S., M.Ed.</b>	<b>3</b>	<b>9</b>	<b>St. Joseph's University, Southern Connecticut State University</b>
<b>Longoria, Elizabeth</b>	<b>Special Needs</b>	<b>B.A.,M.S.</b>	<b>13</b>	<b>16</b>	<b>Simmons, St. Edward's University</b>
<b>Lund, Patricia</b>	<b>Special Needs</b>	<b>B.S.,M.Ed.</b>	<b>20</b>	<b>24</b>	<b>Bridgewater State, Lesley</b>

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MacDonald, Lisa	Special Needs	B.S., M.Ed.	1	13	Rhode Island College, Endicott College, Johnson & Wales Univ.
Malatesta, Nancy	Psychologist	B.A., M.A., C.A.G.S.	1	14	Boston State, Northeastern, University of MA
Mansour, Tara	Occupational Therapist	B.S., M.S.	1	1	University of CT., Tufts
Marck, Jennifer	Special Needs	B.S., M.Ed.	8	10	Bentley College, Lesley
Matteson, Ann	Special Needs	B.S., M.Ed.	33	33	Emmanuel College, Bridgewater State Fitchburg Coll.
McNabb, Daniel	Special Needs	B.S., M.Ed.	9	15	Fitchburg State College
Mehigan, Seamus	Special Needs	B.A.,	3	3	University of Vermont, Bridgewater State College
Menghi, Edward	Special Needs	B.A., M.S.	6	10	University of CT., Wheelock
Miles, Beth Anne	Behavior Specialist	B.S., M.A.	4	16	Lesley Univ., Emmanuel College
Noland, Emily	Speech	B.A., M.S.	4	4	Wellesley Coolege, MGH Institute of Health Professions
Peters, Elizabeth	Special Needs	B.A., M.A.	8	9	Providence College, Framingham State College
Poppenga, Ann	Behavior Specialist	B.A., M.S.	3	14	Keene State College, Simmons College
Raffol, Jaclyn	Special Needs	B.A., M.A.	4	4	Providence College, Regis
Rothenberg, Nancy	Special Needs	B.A., M.Ed.	14	22	Beloit College, Boston College
Schoen, Carol	Speech	B.A., M.A.	4	33	University of CT., Hofstra Univ.

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Scholl, Jessica	Special Needs	B.A., M.Ed.	2	2	Bay Path College, American International College
Schulte, Marybeth	Special Needs	B.S.,M.Ed.	13	13	Boston College, St. Joseph's University
Seiler, Roberta	Speech	B.S., M.A.	1	14	The College of New Jersey, Emerson College
Shores, Patricia	Speech	B.S.,M.A.	11	28	Elmira College,S.U.N.Y.
Sleath-Crowley, Amber	Special Needs	B.S., M.S., M.Ed.	1	5	Lesley, Wheelock, U.R.I.
Small, Phyllis	Special Needs	B.A.	16	20	Boston College
Spadoni, Claire	Special Needs	B.A., M.A.	3	4	Merrimack College
Spigulis-DeSnyder, A.	Special Needs	B.A., M.S.	5	5	Trinity College, Framingham State College
St. Martin, Steven	Special Needs	B.S., M.Ed.	2	11	Assumption College, Salem State
Tannenbaum, Lisa	Special Needs	B.A., M.S.	2	8	Hamilton College, Wheelock
Teebagy, Joan	Special Needs	B.A.,B.Ed.,M.S.	14	23	Brock Univ.,S.U.N.Y. at Buffalo
Tucceri, Sharyn	Speech	B.A., M.S.	5	13	Tufts, Wheelock, MGH Institute of Health
Ventura, Lorri	Dept. Head 6-8	B.A., M.Ed. Ed.D.	2	27	Simmons, Univ. of Vermont, Univerity of Massachusetts
Wallach, Jocelynn	Occupational Therapist	B.A.,M.A.	15	20	S.U.N.Y. at Binghamton, Virginia Commonwealth College
West, Eileen	Special Needs	B.S., M.S.	9	13	Bridgewater State, Simmons
Whitney, Ashley	Special Needs	B.A.	1	1	Providence College
Williamson, Nancy	Speech & Hearing	B.A.,M.Ed.	20	24	Northeastern, South Connecticut State Univ.

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### WESTWOOD HIGH SCHOOL STAFF

Bevan, Sean	Principal	B.A., M.A.,	4	11	LaSalle Univ., Temple Univ.
Harrigan, Brian	Asst. Principal	B.A., M.A., M.S., C.A.G.S.	1	18	Amherst College, Georgetown, Catholic University
Ricard, Kathryn	Dean of Students	B.A., B.S.,M.A.	6	6	Boston University, Univ. of MA
Goodloe,Sheryl	METCO Director	B.A.,M.Ed.	20	22	Claflin College,Antioch, Northeastern Univ.
Aykanian, Nancy	Foreign Language	B.A., M.A.	6	11	University of CA., Wellesley College
Baylor, Brian	Mathematics	B.A.	15	15	Wesleyan University
Bean, Douglas	Science	B.S., M.A.T.	6	9	SUNY at Cortland,Iona
Bhujle, Jennifer	English	B.A., M.A., M.Ed.	10	14	Bates College, University Penn.
Bowe, Maryanne	Guidance	B.A., M.S., M.S., M.S. W.	11	17	University of Rochester, Bentley, Northeatern, Boston College
Brackman, Karen	English	B.A.,M.Ed.	12	15	Harvard, Bridewater State, Oxford University
Braney, Mary	Library Director	B.A., M.S.L.S., C.A.S.	5	35	Emmanuel College, Harvard Case Western Reserve Univ., Worcester State, Anna Maria College
Bresnick, Helena	English	B.A., M.A., M.A.T.	3	14	Clark University, U. of Mass.
Cable, Susan	Physics	B.S., M.S.	6	20	UNH, Bridgewater State
Chant, Tim	Physical Ed.	B.S.	7	7	University of Vermont

## TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

Chatterton, Wayne	English Dept. Chair	B.A., M.A.T.	28	32	Brown Univ., Univ. of Massachusetts, Harvard
Chu, Christine	Social Studies	B.A.	3	8	Wellesley College
Clifford, Katherine	Mathematics	B.A.	3	3	College of the Holy Cross, Bridgewater State
Cote, Heather	Director of Performing Arts	B.Music M. Music	11	11	U. of Hartford, Emerson
Davenport, Amy	English	B.A., M.A.	7	7	Boston College
DeLeon, Andrea	Spanish	B.A., M.A.	5	15	University of Massachusetts Universidad Complutense
Dolleman, Ethan	Social Studies	B.A.	8	10	Bates College
Donahue, Alison	Social Studies	B.A., M.A.	14	14	Boston College, Univ. of MA
Dore', David	Social Studies Dept. Chair	B.A., M.A.T.	22	38	Clark Univ., Brown Univ., Yale, S.U.N.Y., Bridgewater State, Univ. of Mass.
Ferguson, Tanya	Mathematics Dept. Chair	B.S., M.A.	8	12	Columbia University, Univ. of Massachusetts
Feroli, Eavan	Mathematics	B.S., M.S.	8	10	University of Limerick, Bridgewater
Flanagan, Eileen	Spanish	B.A.	5	5	College of the Holy Cross
Frasca, Suzanne	Biology	B.A., M.A.T.	3	3	Wheaton College, Boston University
Fredrickson, David	Guidance	B.S., M.Ed.	2	15	University of Hartford, Cambridge College
Furber, Mary	Business	A.A., B.S., M.Ed.	28	36	Suffolk Univ., Aquinas Jr. College, Fitchburg, Northeastern University

## TOWN OF WESTWOOD – 116<sup>TH</sup> ANNUAL REPORT

<b>Geary, Peter</b>	<b>Science</b>	<b>B.A.</b>	<b>39</b>	<b>41</b>	<b>Dartmouth,Framingham State,Fitchburg State</b>
<b>Gillis, Matthew</b>	<b>Athletic Director</b>	<b>B.A., M. Ed.</b>	<b>21</b>	<b>21</b>	<b>Bridgewater State</b>
<b>Goldman, Robert</b>	<b>Music</b>	<b>B.A.,B.S.</b>	<b>2</b>	<b>11</b>	<b>Berklee College of Music</b>
<b>Goodwin, Whitney</b>	<b>Guidance</b>	<b>B.A., M.Ed.</b>	<b>5</b>	<b>6</b>	<b>Sulfolk Univ., Butler Univ.</b>
<b>Grover, Lucy</b>	<b>Art</b>	<b>B.F.A., M.S.</b>	<b>5</b>	<b>12</b>	<b>Tufts University, Mass. College of Art, Cornell U.</b>
<b>Hanlon, Linda</b>	<b>English</b>	<b>B.A.,M.A.</b>	<b>32</b>	<b>36</b>	<b>Bridgewater State,Univ. of Mass.,Fitchburg State</b>
<b>Hebner, Michelle</b>	<b>Physical Ed.</b>	<b>B.S., M.Ed.</b>	<b>15</b>	<b>15</b>	<b>Westfield, Fresno State Univ.</b>
<b>Higgins, Caroline</b>	<b>Guidance</b>	<b>B.A., C.A.S.</b>	<b>5</b>	<b>8</b>	<b>Boston College, Harvard</b>
<b>Hilton, Christopher</b>	<b>Social Studies</b>	<b>B.A., M.A.</b>	<b>2</b>	<b>8</b>	<b>Georgetown, Boston University</b>
<b>Holthouse, Mark</b>	<b>Mathematics</b>	<b>B.S., M.B.A.</b>	<b>10</b>	<b>11</b>	<b>M.I.T., Boston University</b>
<b>Howard, James</b>	<b>Performing Arts</b>	<b>B.S., M.Ed</b>	<b>11</b>	<b>15</b>	<b>Emerson College</b>
<b>Jellinghaus, Kathryn</b>	<b>Art</b>	<b>B.A.,B.F.A., M.A., M.F.A.</b>	<b>2</b>	<b>13</b>	<b>Stanford Univ., National Academy of Art, Bulgaria</b>
<b>Jibson, Daniel</b>	<b>Physics</b>	<b>B.A.,M.A.T.</b>	<b>2</b>	<b>2</b>	<b>Brigham Young Univ., Boston University</b>
<b>Johnson, Kristina</b>	<b>Spanish</b>	<b>B.A., M.A.</b>	<b>2</b>	<b>9</b>	<b>Wheaton College, California State University</b>
<b>Kaczenski, Jeffrey</b>	<b>English</b>	<b>B.A.,M.A., M.S.T.</b>	<b>6</b>	<b>9</b>	<b>University of CT.,Pace, NY University</b>
<b>Kaiser, Diane</b>	<b>Art Director</b>	<b>B.A.,M.F.A.</b>	<b>19</b>	<b>34</b>	<b>Brandeis,Columbia, Syracuse</b>
<b>Keene, Nathan</b>	<b>Mathematics</b>	<b>B.A., M.A.</b>	<b>4</b>	<b>5</b>	<b>Rhode Island College</b>

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Kelly, Colleen	Chemistry	B.S.	1	2	U. Mass Boston
Kelly, Liam	Spanish	B.A.	4	10	College of the Holy Cross
Kop, Milton	Mathematics	B.S., B.S., M.Ed.	9	25	Harvard, Creighton Univ.
Lee, Kathy	Dept. Head Foreign Lang.	B.A., M.A., M.Phil., Ph.D.	3	12	Penn State, Yale University
Lilla, Paul	Athletic Trainer	B.S., M.S.	11	11	Boston University, Bridgewater State
Lucey, Janet	Early Childhood Coordinator	B.S., M.Ed.	1	12	North Adams State College, Framingham State College
Magee, Allison	Science	B.S., M.A.T.	6	12	Davidson College, Brown
Mao, Michael	Mathematics	B.S.,M.S.	14	15	Rennesselear, Northeastern
McCarthy-Galvin, Eileen	Nurse	B.S.N., M.S.N. F.P.N.	1	14	College of Mt. St. Vincent, Hunter College, Pace Univ.
McEachern, Brian	Social Studies	B.A., M.A.	6	10	Holy Cross, Bridgewater, Univ. of Massachusetts
McGarey, Thomas	Mathematics	B.A.,M.P.A.	9	10	Washington University, New York University, U. of Cincinnati
McGrath, Ashley	Mathematics	B.A., M.A.	9	11	College of the Holy Cross, Framingham State, Fitchburg
McGunagle, Mark	English	B.A., M.Ed.	9	9	Boston College, Fairfield
Medsker, Lynn	Director of Guidance	B.A., M.Ed.	13	20	Univ. of Maine, Univ. of San Diego
Mehigan, Brianne	Math	B.A., M.Ed.	6	14	Emmanuel College, Providence
Miller, Emily	Science	B.S., Ph.D.	4	4	University of MA.,M.I.T.

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Misuta, Mary Alice	Instructional Technology	B.S.,M.Ed.	17	21	Boston College, Northeastern U.
Parrish, Mark	Physics	B.S., M.A.	1	14	Duke, Univ. of Michigan
Pearce, Katie	Art	B.F.A.	1	6	Mass. College of Art
Penner-Hahn, Marie	French	B.A., M.Ed.	1	1	Univ. of Chicago, Boston College
Percy, Elizabeth	Librarian	B.F.A., M.Ed., M.S.	8	10	Lesley, Simmons, Rhode School of Design
Peysen, Claire	English	B.A.,M.A.	3	3	University of Connecticut
Poreda, Karen	Nurse	B.S.,R.N.	17	17	West Texas A & M Univ.
Rocha, Corey	Social Studies	B.A.,M.A.	6	16	University of MA, Providence
Russell, Ellen	Director of Science	B.S., M.A.T., C.A.G.S.	9	24	Bridgewater State College
Schwanbeck, Gregory	Physics	B.S.,B.S. M.Ed.	5	9	Union College, Harvard
Sherr, Jonas	History/ Psychology	B.A.,M.Ed.	10	10	Bates College, Tufts
Shuman, Brian	Social Studies	B.A., M.A.	8	8	Bowdoin College, Tufts
Sklarwitz, Ann Marie	Foreign Language	B.A., M.A.	11	11	Amherst College,Suffolk, Framingham State
Tapsell, Charles	English	B.A.	3	3	Boston University
Testa, Katelyn	Spanish	B.S., M.A.	7	7	Fairfield University, St. Louis University
Whelan,Caitlin	English	B.A.,M.A.,M.S.	12	13	Boston College, Fairfield, Miami University
Wilson, Angela S.	English	B.A., M.A.	8	14	Clark University

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<b>Zarrow, Edward</b>	<b>Latin</b>	<b>B.A., M.S.T., M.A., Ph.D.</b>	<b>6</b>	<b>10</b>	<b>Boston College, Oxford, Yale</b>
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### MIDDLE SCHOOL STAFF

<b>Borchers, Allison</b>	<b>Principal</b>	<b>B.A.,M.Ed.</b>	<b>15</b>	<b>15</b>	<b>Harvard, Lesley</b>
<b>Grady, Kyle</b>	<b>Asst. Principal</b>	<b>B.A., M.A.</b>	<b>1</b>	<b>7</b>	<b>Earlham College, Tufts</b>
<b>Abate, Nicole</b>	<b>Performing Arts</b>	<b>B.A.,M.A.</b>	<b>10</b>	<b>11</b>	<b>Regis, Emerson College</b>
<b>Abramson, Marcie</b>	<b>Mathematics</b>	<b>B.S.,M.Ed.</b>	<b>31</b>	<b>32</b>	<b>Boston University,Univ. of Massachusetts</b>
<b>Ballard, Kathryn</b>	<b>Grade 6</b>	<b>B.S.,M.A.</b>	<b>17</b>	<b>18</b>	<b>Lesley,Skidmore</b>
<b>Bolger,Cathleen</b>	<b>Library/Media</b>	<b>B.A.,M.Ed.</b>	<b>19</b>	<b>27</b>	<b>Bridgewater,Emmanuel</b>
<b>Bova, Robin</b>	<b>Social Studies</b>	<b>B.A., M.A.</b>	<b>8</b>	<b>11</b>	<b>Tufts University</b>
<b>Bushey, Austin</b>	<b>Guidance</b>	<b>B.A., M.A.</b>	<b>4</b>	<b>4</b>	<b>SUNY, Suffolk University</b>
<b>Campion, Kevin</b>	<b>Mathematics</b>	<b>B.A., M.Ed.</b>	<b>2</b>	<b>2</b>	<b>Furnham University, Cambridge College</b>
<b>Clasby, Michael</b>	<b>Social Studies</b>	<b>B.A.</b>	<b>1</b>	<b>2</b>	<b>Bridgewater State</b>
<b>Cohutt, Anthony</b>	<b>Science</b>	<b>B.A.,M.A.</b>	<b>11</b>	<b>14</b>	<b>Simmons, Univ. of MA</b>
<b>Corbin, Mark</b>	<b>Social Studies</b>	<b>B.A., M.Ed.</b>	<b>2</b>	<b>7</b>	<b>St. Michael's College, Boston University</b>
<b>DeISignore, Kelly</b>	<b>Reading</b>	<b>B.S., M.S.</b>	<b>1</b>	<b>5</b>	<b>U.R.I., Bridgewater State</b>
<b>Donovan, Marian</b>	<b>Mathematics</b>	<b>B.A.,M.A.</b>	<b>16</b>	<b>16</b>	<b>Emmanuel,Simmons Fitchburg State</b>
<b>Durant, Christina</b>	<b>ELL</b>	<b>B.A., M.A.</b>	<b>1</b>	<b>10</b>	<b>University of Michigan</b>
<b>Fedun, Ashley</b>	<b>Mathematics</b>	<b>B.A.</b>	<b>2</b>	<b>2</b>	<b>Stonehill</b>

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Frankenfield, T. Andrew	Social Studies	B.S., M.Ed.	18	19	Harvard, Penn. State
Franklin-Briggs, Jo-Ellen	Grade 6	B.A.,M.A.	24	28	Smith College,Lesley, Univ. of Mass.,Salem State
Gudaitis, Michelle	Reading	B.S.,M.Ed.	20	34	Trenton State College, Bridgewater State
Hart, Brian	English	B.A.,M.S.	33	33	Framingham State, Bridgewater State, Fitchburg State
Hochman, Peter	Physical Ed.	B.S., M.S.	6	14	SUNY at Cortland
Hostnick, Jessica	Science	B.S., M.S.	2	2	Wentworth Institute, Lesley, Adams State
Jaung, Sheila	Math	B.S.	1	4	Columbia University, Framingham State
Johnson, Naida	Science	B.A.	7	17	Connecticut College
Kiernan, Daniel	Science	B.S., M.A.	9	14	UNH
Kulick, Neil	English	B.A.,M.Ed.,J.D.	19	19	Harvard,Yale
Lashway, Kelsey	Guidance	B.A., M.A.	2	4	Flagler College, Framingham State College
Lawlor, Joseph	English	B.A., B.A. M.A.	9	11	State University College At Oswego, Univ. of MA.
Legere, Diana	Music	B. of Music B. of Music	20	20	Univ. of Lowell,Boston University
Marchbanks, Tiffany	English	B.A.,M.A.	9	9	Plattsburgh State Univ., Univ. of Mass., Simmons, Fitchburg
Mathur, Parul	Consumer Sciences	B.S., M.S.	2	9	Delhi University
McCarthy, Michael	Science	B.S.	12	17	U. of Massachusetts

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<b>McHugh, Michelle</b>	<b>Mathematics</b>	<b>B.A.,M.A.</b>	<b>14</b>	<b>14</b>	<b>Providence College University of MA</b>
<b>Montana, Shannon</b>	<b>French/Spanish</b>	<b>B.A., M.A.</b>	<b>1</b>	<b>8</b>	<b>Union College, Middlebury College</b>
<b>Morgenlender, Barbara</b>	<b>Spanish</b>	<b>B.S.</b>	<b>14</b>	<b>25</b>	<b>Boston University</b>
<b>Morrell, Andrea</b>	<b>Math/Science</b>	<b>B.A.</b>	<b>4</b>	<b>5</b>	<b>Boston University</b>
<b>Ogletree, Julie</b>	<b>Adjustment Counselor</b>	<b>B.A., M.S.W.</b>	<b>1</b>	<b>7</b>	<b>Macalester College, Simmons</b>
<b>O'Reilly, Kathryn</b>	<b>Foreign Language</b>	<b>B.A.,M.A.</b>	<b>7</b>	<b>20</b>	<b>Saint Anselm College Middlebury College</b>
<b>Palermo, Joan</b>	<b>Mathematics</b>	<b>B.S., M.S.</b>	<b>5</b>	<b>6</b>	<b>Merrimack College, Fitchburg</b>
<b>Peppercorn, Daniel</b>	<b>Social Studies</b>	<b>B.A., M.Ed.</b>	<b>11</b>	<b>15</b>	<b>Harvard</b>
<b>Peters,Susan</b>	<b>Physical Ed.</b>	<b>B.S.P.E.</b>	<b>31</b>	<b>31</b>	<b>Univ. of Massachusetts</b>
<b>Peterson, Deborah</b>	<b>English</b>	<b>B.A.,M.Ed.</b>	<b>21</b>	<b>23</b>	<b>Univ. of New Hampshire</b>
<b>Rivers-Wright, Meg</b>	<b>Reading</b>	<b>B.A.,M.A.</b>	<b>6</b>	<b>12</b>	<b>Middlebury, Simmons</b>
<b>Sanchez, Sarah</b>	<b>Art</b>	<b>B.A., M.A.T.</b>	<b>1</b>	<b>1</b>	<b>Smith College, Rhode Island School of Design</b>
<b>Sanders, Allison</b>	<b>Music</b>	<b>B.of Music Masters</b>	<b>26</b>	<b>27</b>	<b>Univ. of Lowell,New England Conservatory of Music, Univ. of MA</b>
<b>Santabarbara, Donna</b>	<b>Computer</b>	<b>B.S.,M.S.</b>	<b>24</b>	<b>31</b>	<b>S.U.N.Y.,Central Connecticut State College</b>
<b>Scott, Maureen</b>	<b>English</b>	<b>B.A., M.A.</b>	<b>30</b>	<b>32</b>	<b>Northeastern,Brandeis, Lesley,Boston College, Univ. of Massachusetts Suffolk University</b>

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Shine, Matthew	Social Studies	B.A.,M.A.,M.A.	13	15	College of William&Mary Georgetown,Boston U.
Shoer, Gina	Drama	B.A., M.A.	7	8	Salem State College
Sweeney, Terry	Nurse	B.S.	12	15	Fitchburg State
Thress, Meghan	Science	B.S., M.A.	3	11	Trinity College, Duke Univ.
Thurston, Kathryn	Art	B.A.,M.A.	11	13	Framingham State, Bridgewater State
Van Dyke, Wendy	Science	B.A., M.Ed.	2	11	Colby College, Harvard
Walsh, Jennifer	Drama	B.A., M.A.	3	3	Emerson, Holy Cross
Wambolt, Kristina	Physical Ed.	B.S., M. Ed.	11	12	Bridgwater State, Cambridge College,
Whelan, Brian	Phys.Ed./Health	B.S.,M.Ed.	14	14	Stonehill, University of MA., Bridgewater
Whelan, Kathleen	English	B.A.	1	2	University of Vermont
Whittlesey, William	Physical Ed.	B.S., B.S.	1	2	Gordon College, Bridgewater State
Witt, Shawn	Spanish	B.A.,M.Ed.	14	14	U.R.I., U. of MA.
Wright, Emily	English	B.A., M.Ed.	2	3	Amherst College, Harvard
Yetman, Lisa	Mathematics	B.A., M.A.	12	15	Boston College,Lesley
<b><u>PRESCHOOL</u></b>					
Albertelli, Aprile	Director of Preschool	B.S., M.S., M.Ed.	3	29	Worcester State College, Northeastern Univ., Endicott College
Brennan, Kristin	Teacher	B.A., M.A.	6	9	Providence College, Northeastern Univ.

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Clifford, Andrea	Nurse	B.S., R.N.	7	15	Boston College
Fitzgerald, Kelly	Teacher	B.A., M.Ed.	1	2	Endicott College, Lesley
Kennedy, Kelley	Teacher	B.S., M.Ed.	3	6	University of Lowell, Framingham State College
<b><u>DEERFIELD SCHOOL</u></b>					
Cameron, Allan	Principal	B.A.,M.A., Ph.D.	5	15	University of Connecticut, Fairfield University
Bellan, Alison	Kindergarten	B.S.	5	6	Salve Regina University
Casey, Carolyn	Grade 3	B.S., M.Ed.	13	34	Framingham State, Lesley
Chen, Tien-Lih	Grade 3	B.A., M.A.T.	11	11	Brown University
D'Angelis, Patricia	Nurse	B.S.	11	15	Northeastern Univ.
Galante, Julie	Math Specialist	B.A., M.A.	15	19	Lesley, Boston College
Goguen, Mark	Inst. Technology	B.S., M.S.	1	14	Univ. of RI, Emporia State University
Goldman, Caitlin	Music	B.Music,M.Ed.	12	16	Boston University, Lesley
Greene, Robin	Kindergarten	B.A.,M.Ed.	17	18	Lesley,Regis
Hardy, Terese	Grade 2	B.A.,M.Ed.	25	26	Tufts,Lesley,Wheelock, Fitchburg State
Hayes, Amy	Grade 5	B.A.,M.Ed.	12	17	U. of New Hampshire
Krass, Julie	Library/Media	B.A.,M.A.T. M.L.S.	13	14	Simmons, Northern Illinois University
Kunkel, Sarah	Grade 1	B.A., M.Ed.	3	4	Colby College, Lesley Univ.
Mangiacotti, Karen	Literacy Specialist	B.S., M.Ed.	9	22	Bridgewater State, Framingham State

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McCarty, Shauna	Grade 2	B.S.,B.A.,M.Ed .	21	21	Univ. of Massachusetts Lesley University
Saada-Smith, Deana	Music	B.M., M.M.	3	11	Ithaca College School of Music
Schaffner, Elaine	Art	B.A.	6	9	Upper Iowa University
Spellman, Jennifer	Grade 1	B.S., M.A.T.	6	7	Bentley College, Lesley
Sullivan, Judith	Grade 5	B.A.,M.Ed.	18	18	Lesley,Miami University
Tosches, Lindsey	Grade 4	B.A., M.A.	2	2	Boston College, Simmons College
Urquijo, Laura	Grade 4	B.A.,M.Ed.	13	13	Tufts, Lesley
Wine, Judith	Wellness Director	B.A.,M.A.	21	24	Antioch,Boston Univ. Bridgewater and Salem State

### DOWNEY SCHOOL STAFF

Gallagher, Debra	Principal	B.A.,M.Ed., M.A.	4	15	Quinnipiac Univ., Simmons College, Saint Joseph College
Barber, Susan	Grade 3	B.S., M.Ed.	26	26	Framingham State College, Lesley
Billini, Tara	Grade 2	B.S.	2	4	Bridgewater State College
Cantarella, Donna	Library	B.A.	24	32	Boston College,Lesley
Carbone, Karen	Grade 4	B.A., M.Ed.	6	11	St. Michael's College, Cambridge College
Carey, Amy	Grade 5	B.A.,M.Ed.	7	7	Boston Univ., University Of New Hampshire
Carr, Kristin	Grade 1	B.A., M.Ed.	12	16	Middlebury College, Lesley
Cocivera, Amy	Literacy Specialist	B.A., M.Ed.	2	2	Boston College, Villanova
Condon, Cheryl	Math Specialist	B.S.	6	19	University of Vermont

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Endicott, Meghan	Grade 2	B.S.,M.Ed.	7	8	University of New Hampshire
Giannitti, Jill	Grade 2	B.A., M.A.	2	7	Quinnipiac University
Grant, Leanne	Grade 4	B.S., M.S.	10	18	S.U.N.Y.
Johnson, Andrea	Kindergarten	B.S., M.Ed.,M.Ed.	7	8	Vanderbilt Univ., Harvard, Cambridge College
Johnson, Heather	Grade 1	B.A., M.A.T.	8	13	Tufts University
Kress, Judith	Instructional Technology	B.A.	5	5	Cambridge College
Leahy, Christine	Grade 5	B.A.,M.A.	13	13	Simmons
Marsh, Meredith	Grade 1	B.A., M.A.	3	3	Assumption College, Bridgewater State
Miller, Caron	Grade 5	B.A., M.A.	4	14	Providence College
Nadeau, Ellen	Nurse	B.S.	4	16	Salve Regina University
Odabashian, Marsha	Art	B.A.,B.S. M.F.A.	12	12	University of New Orleans, Tufts
Pialtos, Ariana	Physical Ed.	B.S.	1	1	Bridgewater State College
Rocha, Kristen	Kindergarten	B.A., M.S.	7	20	Fordham University
Starsiak, Catherine	Grade 3	B.A., M.Ed.	6	6	Wellesley College, Lesley
Worthen, Sidney	Literacy Specialist	B.A.,M.A.,J.D.	12	12	Wheelock, Brown University University of California
<b><u>MARTHA JONES STAFF</u></b>					
Tobin, Donna	Principal	B.S., M.Ed.	1	9	University of Massacusetts
Bartlett, Robert	Grade 4	B.A., M.A.	5	8	Univ. of Gloucestershire,UK Univ. of Exeter, UK, Fitchburg

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<b>Bass, Susan</b>	<b>Grade 1</b>	<b>B.A., M.A.</b>	<b>2</b>	<b>9</b>	<b>George Washington Univ., New York University</b>
<b>Child, Jennifer</b>	<b>Literacy Specialist</b>	<b>B.S.,M.Ed.</b>	<b>11</b>	<b>16</b>	<b>Framingham State</b>
<b>Dunn, Tiffany</b>	<b>Grade 1</b>	<b>B.S., M.A.</b>	<b>9</b>	<b>10</b>	<b>Simmons College</b>
<b>Foley, Patrick</b>	<b>Physical Ed.</b>	<b>B.S.</b>	<b>17</b>	<b>17</b>	<b>Plymouth State College</b>
<b>Giovanangelo, Sara</b>	<b>Grade 1</b>	<b>B.A.,M.S.</b>	<b>2</b>	<b>3</b>	<b>Franklin Pierce College, Wheelock</b>
<b>Hall, Meredith</b>	<b>Art</b>	<b>B.A.</b>	<b>1</b>	<b>2</b>	<b>Wellesley College, Mass. College of Art</b>
<b>Hartwell, Stacey</b>	<b>Grade 2</b>	<b>B.A.,M.A.</b>	<b>13</b>	<b>18</b>	<b>Denison Univ.,Lesley</b>
<b>Kyvelos, Carli</b>	<b>Grade 2</b>	<b>B.A., M.S.</b>	<b>6</b>	<b>9</b>	<b>Mercy College, Colby</b>
<b>Layton, Christine</b>	<b>Kindergarten</b>	<b>B.S.,M.Ed.</b>	<b>15</b>	<b>15</b>	<b>Wheelock College</b>
<b>Luskin, Jill</b>	<b>Grade 3</b>	<b>B.A.,M.Ed.</b>	<b>13</b>	<b>15</b>	<b>Berklee School of Music Lesley College</b>
<b>MacDonald, Karen</b>	<b>Grade 3</b>	<b>B.A.,M.A.T.</b>	<b>12</b>	<b>12</b>	<b>Simmons, Clark Univ.</b>
<b>Mahoney, Celeste</b>	<b>Nurse</b>	<b>B.S.</b>	<b>17</b>	<b>18</b>	<b>Salem State College</b>
<b>Marin, Katherine</b>	<b>Math Coordinator</b>	<b>B.A., M. Ed.</b>	<b>2</b>	<b>10</b>	<b>Boston College, Framingham State College</b>
<b>McDonough, Kristen</b>	<b>Grade 3</b>	<b>B.A.,M.Ed.</b>	<b>17</b>	<b>17</b>	<b>Boston College</b>
<b>Moody, Mary</b>	<b>Library/Media</b>	<b>B.A.,M.Ed.</b>	<b>15</b>	<b>20</b>	<b>Wheelock,Bridgewater, Univ. of Maine</b>
<b>Mundy, Mary</b>	<b>Grade 2</b>	<b>B.S., M.Ed.</b>	<b>18</b>	<b>18</b>	<b>Farifield Univ., Boston College</b>
<b>O'Toole, Mary</b>	<b>Grade 4</b>	<b>B.Ed.</b>	<b>26</b>	<b>26</b>	<b>Bridgewater,Lesley, Northeastern,Fitchburg</b>

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Parkhurst, Joseph	Grade 5	B.A., M.Ed.	2	13	Central Connecticut State U., Sacred Heart University
Pickering, Katelyn	Music	B.A., M.A.	5	9	UNH
Pontes, Mary Jane	Grade 5	B.A.	17	17	Univ. of Mass., Pine Manor College
Schwartz, Janet	Kindergarten	B.A.	18	18	Simmons
Sees, Erin	Instructional Technology	B.A.,B.S., M.Ed.	2	11	Lesley, Westfield State Fitchburg State
Size, Christine	Math Specialist	B.A., M.A.	3	14	Warren Wilson College Mercer University
Teahan, Jennifer	Grade 5	B.A.,M.A.	7	8	Stonehill College, Lesley
Tierney, Pamela	Literacy Specialist	B.S.,M.A.	11	22	S.U.N.Y.,Bridgewater
Wilson, Ashley	Grade 4	B.A., M.Ed.	2	4	Brown University, Lesley
Yennior, Joel	Music	B.Music,M.Music	2	5	University of Miami, N.E. Conservatory of Music
<b><u>PAUL HANLON SCHOOL STAFF</u></b>					
Herlihy, Elizabeth	Principal	B.A., M.Ed.	6	15	Tufts, Lesley
Arnold, Hildi	P.E.	B.A., M.Ed.	1	8	Hamilton College, Wheelock
Clifford, Gail	Grade 2	B.S.,M.Ed.	17	23	Lesley,Boston State
Davie, Leslie	Nurse	B.S.N.	16	16	Albany Medical Center, Boston University
Derris, Amy	Literacy Specialist	B.S.,M.Ed.	8	8	Boston University Framingham State

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Feuer-Beck, Stephanie	Grade 5	B.A., M.S.	3	3	Hunter College, Univ. Of Massachusetts
Gillis, Jennifer	Math Specialist	B.A., M.S.	10	14	Brandeis, Wheelock
Kelly, Beth	Grade 1	B.S.	11	12	Lesley University
Nichols, Laura	Grade 2	B.A.,M.Ed.	7	13	Stonehill, Framingham State
Patterson,Rosana	Kindergarten	B.A.,M.Ed.	24	26	Univ.of Massachusetts,
Rizzi, Rena	Grade 3	B.S.,M.Ed.	10	11	Boston Univ., Bates Lesley,Framingham
Sharpe, Valerie Framingham	Grade 1	B.A., M.Ed.	7	9	Brandeis University, State, Fitchburg State
Silverstein, Barbara	Librarian	B.S., M.S.	7	17	Wheelock, Penn State
Stygles, Jennifer	Grade 4	B.S., M.Ed.	6	6	Lesley University
Velluti, Kathryn	Grade 5	B.A., M.Ed.	5	6	Boston College
Walsh,Elizabeth	Grade 3	B.A.,M.A., M.Ed.	17	21	Lesley,Boston College
Wolfe, Jeremy	Grade 4	B.A.,M.Ed.	2	3	Assumption College, Boston College

### WILLIAM SHEEHAN SCHOOL STAFF

Evans, Kristen	Principal	B.A., M.Ed.	5	18	Boston College, Lesley
Bast, Katherine	Grade 2	B.A.,M.Ed.	13	14	Lesley,Providence
Bhide, Varsha	ELL	M.A., Ph.D.	6	15	University of Delaware
Blair, Christine	Grade 5	B.S.,M.A.	3	4	University of Connecticut, Emmanuel College

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Brown, Lori	Nurse	B.S.N.	13	13	Univ. of Massachusetts
Cain, Valerie	Grade 3	B.A.,M.Ed.,M.A.	2	10	Harvard, McMaster Univ., University of Toronto
Carpenter, Stephanie	Grade 1	B.Ed.,M.Ed.	7	8	Salve Regina, Lesley
Cook, Jennifer	Physical Ed.	B.S.,M.Ed.	11	11	Bridgewater State
Cormier, Beth	Math Specialist	B.A.	14	14	University of MA
Cusick, Doreen	Grade 4	B.S.	2	6	Bridgewater State Colleg
DeMatteis, Lauren	Grade 4	B.A., M.A.	7	11	Union College, Simmons
Del Pozzo, Susan	Library Media	B.S., M.L.S.	1	3	SUNY Buffalo, SUNY Brockport
Dunn, Caitlin	Grade 5	B.A., M.Ed.	5	6	University of Massachusetts
Folcrum, Sarah	Grade 3	B.A., M.Ed.	3	4	Connecticut College, Lesley
Grenham,Paul	Grade 4	B.A,M.A..	13	17	Lesley, Merrimack
Guadagno, Erin	Math Specialist	B.A., M.Ed.	10	14	Boston College, Boston University
Hagel, Matthew	Art	B.A., M.Ed.	6	7	Art Institute of Boston, Lesley University
Harrison, Christy	Grade 5	B.A., M.A.	8	8	Boston College, Framingham Stat State College, Bridgewater
Labeledz, Lori	Music	B.M., M.M.	4	12	Wichita State University, University of Colorado
Lazazzero, Karlyn	Grade 1	B.Ed., M.Ed.	1	4	Boston College, Stonehill
Lindsay, Barbara	Literacy Specialist	B.A.,M.Ed.	11	16	Boston College, S.U.N.Y.
Michel, Erin	Grade 2	B.A., M.Ed.	9	11	Franklin & Marshall Coll., Boston College

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Monteiro, Amy	Kindergarten	B.S., M.S.	11	12	Northeastern, Wheelock
Peters, Deidre	Literacy Specialist	B.A., M.Ed.	9	11	Assumption College, Lesley, Framingham State College
Petrucci, Denise	Kindergarten	B.S., M.Ed.	7	17	Lesley, Fitchburg State
Purcell, Susan	Grade 3	B.S., M.Ed.	11	11	Philadelphia College of Textiles, Lesley
Silva, Amanda	Kindergarten	B.A.	1	1	Rhode Island College
St. Pierre, Tanea	Grade 2	B.A., M.A.	6	7	University of MA, Framingham
Truman, Tracey	Kindergarten	B.S., M.Ed.	10	10	Springfield, Lesley
Walkowicz, Mari	Grade 1	B.S.	20	20	Wheelock, Lesley
Yennior, Erica	Music	B.M., M.Ed.	8	8	Berklee School of Music Boston University

### RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>YRS. IN WESTWOOD</u>	<u>DATE OF RESIGNATION</u>	<u>REASON FOR RESIGNATION</u>
Amber, Maribeth	Art/TMS	23	9/24/12	Retirement
Barrillon, Marie	Foreign Lang./TMS	2	6/30/12	Resignation
Barry, Lauren	SPED/Deerfield	3	6/30/12	Resignation
Bernazzani, Richard	Asst. Principal/TMS	37	6/30/12	Retirement
Bruss, Mackenzie	SPED/TMS	4	6/30/12	Resignation
Carney, Linda	Grade 3/PH	28	6/30/12	Retirement
Craig-O'Brien, Carol	ECAC Coordinator	25	6/30/12	Retirement
Dardia, Christine	Grade 4/Sheehan	2	6/30/12	Leave of Absence

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Feintuck, Joseph	Grade 3/MJ	3	6/30/12	Non-Renewal
Frey, Leigh	Science/TMS	3	6/30/12	Leave of Absence
Gelinas, Ellen	P.E./PH	3	6/30/12	Resignation
Gibb, Reen	Science/HS	6	6/30/12	Leave of Absence
Gruetzke-Blais, C.	Art/TMS	6	6/30/12	Resignation
Houston, Lisa	Art/HS	10	6/30/12	Leave of Absence
Ioannone, Lisa	Grade 3/Sheehan	10	6/30/12	Resignation
Kinsman, Kathleen	IT/TMS	5	6/30/12	Retirement
Jourdan, Kahla	Library/Sheehan	6	6/30/12	Resignation
Mann, Erin	Grade 2/MJ	4	6/30/12	Leave of Absence
Markofski, Elizabeth	Music/MJ	2	6/30/12	Non-Renewal
Maxwell, Sarah	SPED/Downey	2	6/30/12	Resignation
McCullough, C.	SPED/Downey	0	11/19/12	Termination
McDonald, Carolyn	S.S./TMS	2	6/30/12	Leave of Absence
Moore, Diane	Grade 2/Downey	10	6/30/12	Resignation
Morris, Megan	S.S./TMS	2	6/30/12	Non-Renewal
Munroe, Melissa	Grade 3/Downey	3	6/30/12	Resignation
Murphy, Carolyn	Grade 1/Sheehan	16	6/30/12	Retirement
Peterson, Sally	SPED/ Deerfield	14	6/30/12	Resignation
Proulx, Allison	SPED/TMS	10	6/30/12	Leave of Absence
Raymond, Sandra	Preschool Director	11	6/30/12	Retirement

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<b>Scott, Margaret</b>	<b>Principal/MJ</b>	<b>12</b>	<b>10/5/12</b>	<b>Retirement</b>
<b>Skuse, Heather</b>	<b>Kindergarten/MJ</b>	<b>5</b>	<b>6/30/12</b>	<b>Resignation</b>
<b>Sprayregen, Ben</b>	<b>Science/HS</b>	<b>2</b>	<b>6/30/12</b>	<b>Resignation</b>
<b>Thurston, Katherine</b>	<b>Library/Sheehan</b>	<b>3</b>	<b>6/30/12</b>	<b>Leave of Absence</b>
<b>Toomajian, Sue</b>	<b>Psychologist/TMS</b>	<b>29</b>	<b>6/30/12</b>	<b>Retirement</b>
<b>Weidenaar, Sharon</b>	<b>ELL/TMS</b>	<b>5</b>	<b>6/30/12</b>	<b>Resignation</b>
<b>Weltman, Sally</b>	<b>SPED/Preschool</b>	<b>7</b>	<b>6/30/12</b>	<b>Leave of Absence</b>



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