

Town of Westwood

113th Town Report

For Year Ending December 31, 2009

Recycled Paper
30% Post Consumer

IN MEMORIAM
Barton P. Smith

Years of Service to the Town of Westwood
1971 - 2008



Board of Health

IN MEMORIAM
M. Roy London Jr.

Years of Service to the Town of Westwood
1971 -2007



Finance Commission, Personnel Board, Long Range Planning Committee, Energy Conservation Committee, Sheehan School Site Council, Westwood Historical Society, John J. Cronin Public Service Award Committee, Centennial Committee, Special Committee on Open Space, Town Charter Study Committee

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TOWN OF WESTWOOD 113TH ANNUAL REPORT FOR YEAR ENDING DECEMBER 31, 2009



GENERAL INTEREST

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

Population: 15,584

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
FY07	I Residential	\$13.07
	II Open Space	\$13.07
	III Commercial	\$23.98
	IV Industrial	\$23.98
	V Personal Property	\$23.98

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 AM to 4:30 PM; Tuesday, 8:30 AM to 7:00 PM; Friday, 8:30 AM to 1:00 PM

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 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:

All dog licenses expire on March 31st of any given year. After April 30th, a late fine of \$25 will be imposed per Town Bylaws. 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.

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.

OFFICERS OF THE TOWN OF WESTWOOD

ELECTED BY THE VOTERS

Selectmen

Nancy C. Hyde - 2012
Philip N. Shapiro - 2011
Patrick J. Ahearn - 2010

Moderator

Anthony J. Antonellis - 2010
Paul Fitzgerald (appointed)

Assessors

Louis A. Rizoli - 2012
Mark F. Murphy - 2011
Michael P. Krone - 2010

Town Collector

Albert F. Wisialko - 2011

Town Treasurer

James J. Gavin - 2012

Town Clerk

Dorothy A. Powers - 2010

Planning Board

Steven H. Olanoff - 2012
Steven M. Rafsky - 2012
Robert C. Malster - 2010
Bruce H. Montgomery - 2010
John Wiggin - 2010 (appointed)

Sewer Commissioners

Anthony J. Antonellis - 2012
Frank X. MacPherson - 2011
David W. White - 2010

School Committee

Brian T. Kelly - 2012
Joseph Anne Jowdy - 2011
Ellen R. Mason - 2011
Barbara H. Delisle - 2010
John J. O'Brien, Jr. - 2010

Regional Vocation School District Commission

Charles W. Flahive - 2012

Library Trustees

Edward R. Hansen - 2012
Jane M. Wiggin - 2012
Mary T. Feeley - 2011
Jane E. Nash - 2011
Eric N. Gutterson - 2010
Karen A. Coffey - 2010

Housing Authority

John Cummings - 2014
Jason C. Lee - 2013
Diane M. Walsh - 2012
(appointed by Governor)
Juliet W. Onderdonk - 2011
Jerrold B. Wolfe - 2010

APPOINTED BY THE MODERATOR

Finance Commission

George Hertz - 2012
Marianne LeBlanc - 2012
Michael O'Hara - 2012
Richard Wade - 2012
Robert Uek - 2012
Charles Bean - 2011
Craig Foscaldo - 2011
Russell Lavoie - 2011
Mary Masi-Phelps - 2011
Raymond Sleight - 2011
Maria Costantini - 2010
Peter Frodigh - 2010
John Grogan - 2010
Lynne Liebrock - 2010
Kevin McManus - 2010

Permanent Building Committee

Paul Colantuoni - 2012
John Cummings - 2012
John Cronin - 2011
Thomas Erickson - 2011
Judy Frodigh - 2011
James Gavin - 2010
John Salvatore - 2010
Ex Officio Members
William Chase - 2010
Pam Dukeman - 2010
Karl Fogel - 2010
Michael Jaillet - 2010
Frank MacPherson - 2010
Jane Murphy - 2010
Marie O'Leary - 2010
Heath Petracca - 2010
Edward Richardson - 2010
Paula Scoble - 2010
William Scoble - 2010
Thomas Viti - 2010
Tim Walsh - 2010

Personnel Board

Jamie H. Resker - 2012
Robert M. Shea - 2012
Joseph A. Emerson, Jr. - 2011
Louis C. Valentine II - 2011
Douglas K. Hyde - 2010

APPOINTED BY BOARD OF SELECTMEN

Affirmative Action Officer

Mary Beth Bernard - 2010

Aid to the Elderly and Infirm

Patrick Ahearn – 2010
Pamela Dukeman – 2010
James Gavin – 2010
Michael Krone - 2010
Sharon Papetti – 2010
Bill Ribas – 2010
Al Wisialko – 2010

Ex Officio Member

Pat Larkin – 2010
Janice Polin – 2010

Alcohol Review Committee

Barbara Benway – 2010
William Chase – 2010
Michael Jaillet – 2010
Thomas McCusker – 2010
Chris McKeown – 2010
Louise Rossi – 2010
William Scoble – 2010
Linda Shea – 2010

Americans with Disability Act Coordinator

Michael A. Jaillet - 2010

Animal Control Officer

Paul Jolicoeur - 2010

Board of Health

Christine Previterra - 2012
Ryne Johnson, DMD - 2011
Susan Aries - 2010

Building Commissioner

Joseph J. Doyle, Jr. - 2010

Assistant Building Inspector

Michael McLean – 2010

Building Survey Board

William Scoble - 2010
J. Timothy Walsh – 2010

Communications & Technology Advisory Board

Steve Anderson - 2012
Christopher Gervais – 2011
Leon Barzin - 2010
Mark Hichar - 2010

Ex Officio Member

Michael A. Jaillet - 2010
Donna McClellan - 2010

Cemetery Commission

John Lynch – 2012
Thomas Aaron - 2011
Thomas Daly - 2010

Cemetery Administrator

Michael A. Jaillet - 2010

Cemetery Horticultural

Consultant

Linda Walter – 2010

Central Norfolk Regional Emergency Planning Committee

Linda Shea - 2010

Commission on Disability

Nuala Barner - 2012
Anne Berry Goodfellow - 2012
Jude O'Hara – 2012
Jean Barrett – 2011
MaryAnne Carty – 2011
Janice Randlett - 2011
Patricia Carty Larkin - 2010
Jette Meglan - 2010
Fran MacQueen - 2010
Constance Rizoli - 2010

Associate Member

Jane R. Forsberg – 2010
Alan Macdonald – 2010

Compensation Agent

Michael A. Jaillet – 2010

Conservation Commission

Richard Thompson - 2012
Joseph Previterra - 2012
Leo Crowe – 2011
William Stowe – 2011
Barry Hoffman - 2010
John Masterson – 2010
Michael Terry - 2010

Constables

Paul Connors – 2010
Robert O'Donnell – 2010

Contract Compliance Officer

Ellen M. Hurley - 2010

Council on Aging

Patricia Davies Verzino - 2012
Irene Mac Eachern - 2012
Mary Gens – 2011
Colleen Messing – 2011
Edith McCracken - 2011
Betty Connors – 2010
Margaret Dullea – 2010
Robert Folsom - 2010
William Galvin - 2010

Council on Aging Director

Patricia Carty-Larkin - 2010

Custodian Tax Title

James Gavin - 2010

Dedham/Westwood Water District Commission

Joseph Carter – 2012
Robert McLaughlin – 2011
James J. Galvin - 2010

DPW Director

J. Timothy Walsh - 2010

Economic Development Advisory Board

Carol Chafetz – 2012
Maria Salvatore – 2012
Gary Yessallian – 2012
James Elcock – 2011
James Ferraro – 2011
Jason Lee – 2011
Greg Agnew – 2010
Barbara McDonald – 2010
Robert Powell – 2010
Ex Officio Member
Glenn Garber – 2010
Nancy Hyde – 2010
Michael Jaillet – 2010
Chris McKeown - 2010

Economic Development Officer

Chris McKeown – 2010

Election Officers

Patricia Aaron – 2010
Claire Ashbrand – 2010
Ann Bean – 2010
Catherine Clegg – 2010
John Clegg – 2010
Betty Connors – 2010
Gerard Cronin – 2010
Leo Crowe – 2010
Denise M. Crowe – 2010
Thomas P. Daly – 2010
Elsa Delaplace – 2010
Susan DiMascio – 2010
Priscilla Draper Wallace – 2010
Claudia Duff – 2010
Stella Easland – 2010
Margery Eramo – 2010
Charles Flahive – 2010
Maureen Foley – 2010
Lois Foscaldo – 2010
Joseph Gearon – 2010
Peter Giambanco – 2010
Chalres Harper – 2010

APPOINTED BY BOARD OF SELECTMEN

Beverly Lowery – 2010
John T. Lucas – 2010
Irene MacEachern – 2010
Frances MacQueen – 2010
Judy McDonald – 2010
Karen McGilly – 2010
Angeline McInney-Hudson – 2010
John Nash – 2010
Frances Schifone – 2010
Priscilla Shaughnessy – 2010
Diane Synder – 2010
Richard Toland – 2010
Louise Toland - 2010

Electrical Inspector

James Naughton – 2010

Emergency Management Agency

Robert Angelo - 2010
Ken Aries - 2010
William Chase - 2010
Michael A. Jaillet - 2010
William Scoble - 2010
Philip N. Shapiro - 2010
Linda Shea - 2010
Timothy Walsh - 2010

Finance Director

Pamela Murray Dukeman - 2010

Fire Chief

William Scoble - 2010

Fire Department Chaplain

Reverend Sheldon Keller – 2010

Forest Fire Warden

William Scoble - 2010

Gas Inspector

John F. O'Malley - 2010

Assistant Gas Inspector

William F. Jacobs – 2010

GIC Health Care Option Review Committee

John Antonucci – 2010
Mary Beth Bernard - 2010
Lisa Chiampa – 2010
Pamela Dukeman – 2010
Dan Fafara - 2010
Matthew Gillis – 2010
Michael Jaillet - 2010
Russell Lavoie – 2010
Marie O'Leary - 2010
Heath Petracca – 2010
Elyse Plotnick – 2010

Jamie Resker – 2010
Nick Troiano – 2010
William Wood - 2010

Government Charter Review Task Force

Peter Cahill – 2010
Thomas Daly – 2010
Margery Eramo – 2010
Paul Fitzgerald – 2010
Charles Flahive – 2010
Ken Foscaldo – 2010
Frank Jacobs – 2010
Karen Manor Metzold – 2010
Alice Moore - 2010

Hazardous Waste Coordinator

Linda Shea - 2010

Historical Commission

Patricia Lanning – 2012
Peter Paravalos – 2012
Ralph Buonopane - 2011
Nora Loughnane – 2011
William Conley - 2010
Lura Provost – 2010

Housing Partnership

Fair Housing Committee

Nancy Hyde - 2010
Pamela Kane - 2010
Robert Malster – 2010
Barbara McDonald - 2010
Richard Thompson - 2010
Jack Wiggin - 2010
Jerrold B. Wolfe - 2010

Ex Officio Member

Michael A. Jaillet – 2010

Alternate Member

Jill Onderdonk - 2010
Steve Rafsky - 2010

Fair Housing Director

Michael A. Jaillet – 2010

Human Rights Committee

Madeline Bugeau-Heart – 2010
Roy Chiulli – 2010
William DeFranc – 2010
Rev. Christopher Dodge – 2010
Michelle Ewing-Perry – 2010
Marge Griffin - 2010
Aida Hamden – 2010
Sarina Huang – 2010
Nancy Hyde - 2010
Michael Jaillet – 2010
Pat Carty Larkin – 2010
Doug Morgan – 2010
Jill Onderdonk – 2010

Dianne Rees – 2010
Paul Sicard – 2010
Danielle Sutton – 2010
Lewis Ware – 2010
Paula Webster – 2010
Ann-Marie Witzburg – 2010
Lisa Zeghibe - 2010

John J. Cronin Public Service Award Committee

Maureen Bleday – 2010
John J. Cronin, Jr. – 2010
Michael Jaillet – 2010
Jack Patterson – 2010
Philip N. Shapiro – 2010
Thomas Viti – 2010
John Wiggin - 2010

Ex Officio Member

Barbara Benway – 2010

Keeper of the Lockup

William Chase - 2010

Keeper of the Pound

Ralph Phaneuf - 2010

Local Emergency Planning Committee

Carmen Agresti - 2010
Patrick J. Ahearn – 2010
Anthony J. Antonellis – 2010
Ken Aries - 2010
John Bertorelli - 2010
David Bethoney - 2010
Cynthia Butters - 2010
William Chase - 2010
Joseph Doyle - 2010
Robert Eiben - 2010
Richard Hillman - 2010
Nancy C. Hyde - 2010
Michael Jaillet - 2010
Donna Kilburne - 2010
Cathy Merrigan - 2010
William Polin - 2010
Jan Randlett - 2010
William Scoble – 2010
Philip N. Shapiro – 2010
Linda Shea - 2010
Tim Walsh - 2010

Alternates

Robert Angelo - 2010
Mary Beechinor - 2010
Len Chadbourne – 2010
Patrick Coleman - 2010
Chris Gallagher - 2010
Robert Lexander - 2010
Rocky Morrison – 2010
Robert O'Donnell - 2010

APPOINTED BY BOARD OF SELECTMEN

Ralph Phaneuf - 2010
George Popovici – 2010
Paul Sicard – 2010

Long Range Financial Committee

John Antonucci – 2010
Maureen Bleday - 2010
Barbara Delisle - 2010
Pamela Dukeman - 2010
James Gavin - 2010
John Grogan – 2010
Michael Jaillet - 2010
Joseph Jowdy - 2010
Michael Krone - 2010
Mary Masi-Phelps – 2010
Heath Petracca - 2010
Philip Shapiro – 2010
Al Wisialko – 2010

MBTA Advisory Board Designee

Steve Olanoff - 2010

Metropolitan Area Planning Council Representative

Steven Olanoff - 2010

Alternate Member

Steven Rafsky - 2010

MWRA Advisory Board

Robert Angelo - 2010
Tim Walsh - 2010

National Organization on Disability-Westwood Rep.

Anne Berry Goodfellow – 2010

Neponset Valley Transportation Association

Chris McKeown - 2010

Noise Abatement Subcommittee of Norwood Airport Commission

Dennis M. Cronin – 2010

Norfolk County Advisory Board Member

Jerome McDermott - 2010

Norfolk County Selectmen's Association Member

Philip Shapiro – 2010

Parking Clerk

Michael A. Jaillet - 2010

Chief Procurement Officer

Michael Jaillet - 2010

Purchasing Administrator Facilities Manager

Ellen Hurley - 2010

Pedestrian & Bike Safety Committee

Dave Atkins - 2010
Suzanne Becker – 2010
David Belcher – 2010
Ralph Buonopane – 2010
William Conley - 2010
Phyllis Craine - 2010
John Crehan - 2010
Dennis Cronin - 2010
Eric Dubiner – 2010
Stephen Harte – 2010
Michael Kraft - 2010
Wendy Muellers - 2010
Steve Olanoff – 2010
Molly Polansky - 2010

Ex Officio

John Bertorelli - 2010
Michael Jaillet - 2010
Nora Loughnane - 2010
Paul Sicard - 2010
Tim Walsh – 2010

Recreation Commission

Maureen Laughlin - 2012
Diane Thornton - 2012
Paul Tucceri - 2012
Mary Anne Antonellis - 2011
Elizabeth Phillips - 2011
Ken Aries - 2010
Jennifer Latchford - 2010

Recreation Director

Jane Murphy – 2010

Regional Transportation Advisory Council

Steven Olanoff – 2010

Alternate

Robert Malster - 2010

Registrars of Voters

Lawrence B. Roche, Jr. – 2012
Michael McCusker – 2011
Richard Grady - 2010
Dorothy A. Powers – 2010

Right to Know Coordinator

Linda Shea - 2010

Roy London Award Committee

Joseph Clancy – 2010
Gerard Cronin – 2010
Barbara Delisle – 2010
Sue Deluca – 2010

Margery Eramo – 2010
Nancy Hyde – 2010
Lisa Lehan – 2010
Ex Officio Member
Pamela Dukeman – 2010
Michael Jaillet - 2010

Sewer Superintendent

Robert Angelo - 2010

Solid Waste Coordinator

Tim Walsh - 2010

Storm Water Management Committee

Robert Angelo - 2010
John Bertorelli – 2010
Karen Catrone - 2010
Joseph Doyle - 2010
Lynne Fielding - 2010
Chris Gallagher – 2010
David Harrison – 2010
Michael Jaillet - 2010
Nora Loughnane – 2010
Chris McKeown - 2010
Heath Petracca - 2010
Ralph Phaneuf - 2010
William Scoble - 2010
Linda Shea - 2010
Tim Walsh - 2010

Superintendent of Streets and Cemeteries

Ralph Phaneuf - 2010

Three Rivers Interlocal Council

Steven Olanoff – 2010

Alternate

Bruce Montgomery - 2010

Town Accountant

Marie O'Leary - 2010

Town Administrator

Michael A. Jaillet - 2010

Town Counsel

Thomas P. McCusker - 2010

Town Engineer

John Bertorelli – 2010

Town Planner

Nora Loughnane - 2010

Veterans Day / Memorial Day Committee

Harry Aaron – 2010

APPOINTED BY BOARD OF SELECTMEN

Commander of AL Post 320 or
Designee - 2010
Chris McKeown – 2010
Dottie Powers – 2010
Paula Scoble – 2010
Paul Sicard – 2010
Lou Valentine – 2010

Veteran's Service Director/Agent

Chris McKeown - 2010

Veteran's Grave Officer

Richard Dunn – 2010

West Suburban Health Group

Marybeth Bernard - 2010

Alternate Member

Pam Dukeman - 2010

Westwood Cultural Council

Jane Kaveney - 2012
Joan Lehmann - 2012
Carolyn Pope – 2012
Jeanne Shapiro – 2011
William Crowley Jr. - 2010
Nancy Donahue - 2010
Kathleen Purpura - 2010

Westwood Environmental Action Committee

Ken Aries – 2010
Michael Brier – 2010
Karon Catrone – 2010
Marie Costantini - 2010
Adrienne Farfalla – 2010
Chris Gallagher - 2010
Mary Joyce – 2010
Pamela Kane - 2010
Peter Kane - 2010
Peter Mueller – 2010
Wendy Mueller – 2010
Thomas Philbin - 2010
Jay Walsh - 2010
Tim Walsh – 2010

Ex Officio Member

Angela Lin – 2009
Nancy Hyde – 2010

Youth & Family Services

Mary Bamford – 2012
Jan Midiri – 2012
Carol Sargent - 2012
Joan Courtney-Murray – 2011
Karen Poreda – 2011
Patricia Tucke – 2011
Susan DeLuca - 2010
Lois Riley - 2010
Paul Toland - 2010

Associate Members

James Laughlin - 2010
Rebecca McClellan – 2010
Ailyn Pestana - 2010
Will Spear - 2010
Michael Ventura – 2010

Youth Services Director

Danielle Sutton - 2010

Wiring Inspector

Daniel McIntyre - 2010

Assistant Wiring Inspectors

Gerald Graham - 2010
Kevin Malloy – 2010

Zoning Board of Appeals

Charles Reilly – 2012
Jack Lally - 2011
David Krumsiek - 2010

Associate Members

Joseph Crowley - 2012
Alan A. Ward - 2012
Robert Rossi – 2011
Michael Flynn – 2011
John J. Clancy - 2010
Gregory Donovan - 2010

Police Chief

William Chase - 2010

**APPOINTED BY THE
FIRE CHIEF**

Fire Department Officers

Roderick C. Morrison, Jr., Dep. Chief
William A. Cannata, Jr., Captain
Richard J. Cerullo, Captain
Steven A. Lund, Captain
William J. Wood, Captain
Michael S. Ford, Lieutenant
Luigi Molinaro, Lieutenant
David R. Pond, Lieutenant
Michael F. Reardon, 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
BUILDING INSPECTOR**

Plumbing/Gas Inspector
John J. O'Malley
Asst. Plumbing/Gas Inspector
William F. Jacobs, Jr.

**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

SENATORS IN CONGRESS

Edward M. Kennedy
John F. Kerry

**REPRESENTATIVE IN
CONGRESS**

Ninth Congressional District,
Stephen Lynch

STATE SENATOR

Norfolk & Suffolk, Marian Walsh

**REPRESENTATIVE IN
GENERAL COURT**

Eleventh Norfolk, Paul McMurtry

NORFOLK COUNTY OFFICERS

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

Clerk of Courts
Walter F. Timilty

County Surveyor / Dept. Head
Joseph McNichols

County Treasurer
Joseph A. Connolly

Registrar of Deeds
William P. O'Donnell

District Attorney
William R. Keating

Registrar of Probate
Patrick McDermott

Sheriff
Michael G. Bellotti

BOARD OF SELECTMEN

Residents of Westwood:

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2009. When the Board of Selectmen reorganized in May of 2009, Philip Shapiro was named Chairman, Patrick Ahearn was named Clerk and Nancy Hyde was elected to her third term and was named Third Member.



Nancy Hyde, Patrick Ahearn, Phil Shapiro

John Cronin Public Service Award

The John Cronin Public Service Award is named after the former Town Treasurer, who passed away while in office. In honor of his long and dedicated service to the Town, the Board of Selectmen established the John Cronin Public Service Award where the annual recipient is announced at the commencement of each Annual Town Meeting. Jack Wiggin, who has served the community in various capacities including serving on the Town's Planning Board, Economic Development Board and Housing Partnership, was the 2009 recipient.

Finance and Administration

The Town of Westwood was once again extremely successful in the area of administration and finance. The Town continues to maintain one of the smallest tax title accounts in the Commonwealth of Massachusetts which remains under \$160,000.

The Board of Selectmen oversaw the development and approval of an operational budget that provided virtually the same level of service to the community with the same operational dollars as the previous fiscal year.

The Accounting Department reported through its auditors that there were no findings. The Tax Collector's office remains one of the leading collection departments in the Commonwealth.

Once again, the Town received national and state awards for its budget and comprehensive financial report. The Assessor's Department implemented a model for revising and estimating the true value of the Westwood Station project now that a master plan has been approved. Finally, the Board of Assessors, Economic Development Advisory Board and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential property values and tax burden.

Facilities Improvement

The Board of Selectmen supported the Library Trustees in its efforts to finalize plans and cost estimates for presentation at a Special Town Meeting to be held on March 8, 2010. In that effort, the Board of Selectmen also appointed a Task Force to study the possibility of maintaining the existing library and the alternative locations for the Colburn School. It was concluded that zoning regulations and parking limitations inhibited the ability to retain and use the existing library and therefore this location remains the best location for relocating the Colburn School after the New Library has been constructed.

The Board of Selectmen, through the Department of Public Works, approved the replacement of the boiler in Town Hall with an updated energy efficient system.

Public Safety

The Fire Department expanded its quality assurance and improvement program for its paramedic service. In this program, training is developed based on needs identified from the review of actual ambulance responses.

The Town's Emergency Management Planning Committee has maintained official certification from the state and recommended and supported the Town's membership in a regional emergency management committee being coordinated by the county.

The Police Department designed and made application for a grant to update its dispatching console system which it plans to replace in the upcoming fiscal year.

Public Works

The Board of Selectmen, through the Department of Public Works, received Town Meeting approval for the construction of a period barn behind the Obed Baker House that will be used to store Cemetery Division equipment and supplies.

BOARD OF SELECTMEN

Culture and Human Services

The Board of Selectmen continues to support the Aid to the Elderly activity which sought and obtained contributions which were distributed to individuals in need to assist them with meeting their property tax bills.

The Board of Selectmen continues to support the Council on Aging in expanding 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 continues to support efforts by the Board of Health to address the H1N1 Pandemic by obtaining and distributing vaccinations beginning with school-aged children and expecting mothers, who were the first level of priority, and then expanding the inoculation program to the entire community when sufficient supplies were available.

Economic Development

The Board of Selectmen directed staff to prepare a reorganization plan for the Economic Development Advisory Board. The Board of Selectmen subsequently adopted the recommendations made and appointed a new committee comprised of past and new members.

The Board of Selectmen actively continues its support for the Westwood Station Project which was placed on hold as a result of instability in the global financial market. The Board actively held discussions with the developer on a revised first phase of the project with all hope that it can commence construction in the upcoming construction season.

In accordance with Town Meeting vote, the Board of Selectmen submitted a Home Rule Petition to the legislature seeking the authority to issue three additional licenses to sell wine and malt liquor in food stores for off-premise consumption.

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 its coordinator, lobbies for our joint economic interests including transportation enhancements, especially to I95/I93/Rt128 and Route 1. Through the Chamber of Commerce, MassHighway has organized a regional Task Force to serve as the sounding board for the redesign of the interchange.

Town Report

For the past eight years, the Board of Selectmen directed the Town staff to continue to improve the readability and organization of the Annual Town Report. This year the Town will be providing copies of the Town Report on the website and encouraging residents to access the online version rather than providing a printed version, which will reduce the Town's annual printing costs.

Open and Transparent Governance

The Town of Westwood continues to provide citizens with information recommended by CommonCause, as a means of providing more transparency. The Town of Westwood received a second E-Government Award with Distinction in recognition of its commitment to post key government records on its website, including governing bodies' agendas and minutes, budget, bylaws and ordinance, town meeting warrants and results, school and other committee agendas and minutes, a community calendar and zoning bylaws.

Island Program

With the continued cooperation of local businesses, landscapers, and not for profits, the Town continues to maintain and improve the islands in the Town's roadways.



Summer and Westfield Island

Citizen Initiatives

The Board of Selectmen decided to merge Keep Westwood Clean Committee and Westwood Environmental Action Committee, who have very similar objectives, into one committee whose primary purpose is to improve the aesthetics and energy efficiency of the Town. This committee has actively pursued an agreement with NStar for funding to implement various energy saving measures in the High School and Middle School.

BOARD OF SELECTMEN

Continuing Initiatives

The Board of Selectmen continues to encourage and support the Long Range Financial Planning Committee which was initiated to explore and recommend financial practices, including long term financing of the Town's capital needs, maintenance plans for all of the Town's existing assets and other cost saving measures.

The Board of Selectmen authorized the GIC Task Force to negotiate the terms under which the Town might opt to join the Commonwealth's health insurance program, Group Insurance Commission Program (GIC Program), which could possibly result in savings to both the Town and employees. A mid-year adjustment to the GIC Program plan design, which was instituted to make up for a \$50 million deficit, imposed a significant obstacle in making an agreement.

The permitting and support of Westwood Station, which includes consideration of how best to finance and construct the public infrastructure, will continue to take up a vast amount of time as the project proceeds through the finalization of its plans and efforts to obtain construction financing, including public infrastructure improvements.

The Board of Selectmen will also endeavor to proceed with the presentation and implementation of a facility plan to refurbish, reallocate space and construct additional space within municipal government. The goal of this effort is to plan for space needs of personnel that will be hired to service the community more efficiently, to increase customer satisfaction and to have the services to the community more readily available.

Appreciation

On behalf of the Board of Selectmen, I would like to thank all the 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

In the year 2009 the primary focus of municipal government was to undertake measures which minimized the impact of the global fiscal crisis on the level of municipal services provided to the community. The Town, through creative measures, was able to address the situation without a significant loss in municipal and school services.

Planning and Economic Development

Westwood Station

The final Site Plan Review for Westwood Station was achieved shortly after the onset of the global fiscal crisis. Therefore, although the project had finally arrived at a point where construction could begin, the global fiscal crisis had virtually brought the lending market to a standstill. The developer decided to suspend further activity in constructing the roadway until such time as a clearer vision as to how the project would proceed could be achieved. The primary focus shifted to seeking federal and/or state stimulus funding for the infrastructure improvements in support of a modified first phase of construction. By the year's end, there was indication that the state was inclined to provide such support, but official notice had not yet been received.



Wegman's Grocery Store

Regional Economic Development Working Group

The towns of Canton, Dedham, Norwood, Walpole and Westwood continue to seek a federal commitment and funding for the reconstruction of the I-95/I-93/Rt.128 Interchange. Each community in this working group contributes \$7,500 to the Neponset Valley Chamber of Commerce to hire a staff person to lobby the Commonwealth for the funding required to realize these enhancements. Massachusetts Department of Transportation continued the Environmental Impact Design Review and completed 25% design of the interchange which were presented to the regional task force to offer feedback.

Community Development and Land Use Committee Review Process

The Land Use Committee, which is comprised of staff from the Building Department, Planning Board, Zoning Board of Appeals, Health Department, Conservation Commission, Police, Fire, Department of Public Works and Board of Selectmen, continued to meet monthly to provide technical review of major development projects in advance of formal presentations to the various permitting committees and boards. Developers of large projects meet with the Land Use Committee early in the design process to determine problems and major issues that may result from their proposed project. The Town also employed one of the Planning consultants working on the Westwood Station project to assist with further coordination of the Town's permitting and inspectional services within a community development department, which is being organized in anticipation of the significant increase in workload that will result when Westwood Station actually begins construction.

Reorganization of the Economic Development Advisory Board

The Town appointed Chris McKeown to serve as the new Economic Development Officer in addition to his other roles as the Project Manager for Westwood Station and as Veteran's Agent. At the Board of Selectmen's direction, he and Glenn Garber, the Town's Community Development Consultant, prepared a recommendation for the reorganization of the Economic Development Advisory Board, which was subsequently approved by the Board of Selectmen followed by appointment of members to the new committee.

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

TOWN ADMINISTRATOR

Comprehensive Annual Financial Report (CAFR)

The joint efforts of Pam Dukeman, Sheila Nee, Marie O'Leary and Pat Conley resulted in the tenth approved Comprehensive Annual Financial Report (CAFR) for 2009, 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 Reduces Tax Title Accounts

Jim Gavin, the Town Treasurer, and Patricia Conley, Assistant Town Treasurer, were able to reduce Tax Title Accounts to under \$160,000, which is virtually zero when one considers that this is all the property taxes still due to the town since it was incorporated and to maintain the town's Moody and S&P rating for a bond offering.

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 -- 99% for real estate, 100% for personal property, 99% for motor vehicle excise and 75% for ambulance fees, which is an extremely good collection rate.

Property Values and Tax Bills

The Board of Assessors adjusted the values of all of the Town's property for the current year, including the development of the Westwood Station project.

Financial Presentations

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances. This presentation, which was given to a variety of town boards and commissions some of which were run on cable television, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY10 Budget helped the Board of Selectmen and School Committee to address the pending fiscal crisis by maintaining the same level of funding appropriated in FY09. This was achieved by virtue of the employees accepting a zero cost of living increase for the upcoming year.

Facility Improvements

Library

Responding to the Commonwealth's decision to require all prospective grant recipients to decide by June 15, 2010 (which was changed from the original date of December 31, 2009) if it planned to proceed with construction, the Library Trustees requested that the Board of Selectmen schedule a Special Town Meeting in advance of the Town Election. The purpose of the Special Town Meeting would be to present and seek Town Meeting authority to borrow the necessary funds for the Town's share of the Library Project through a debt exemption question, which would then be posed to the Town Electorate subsequent to the Town Election on April 27th.



Artists Rendition of Proposed New Library with Colburn School

Colburn School

The Colburn School, which is currently located on the proposed site for the new library, will need to be relocated on a temporary basis during the library construction project. The Town's architect has developed three alternatives and cost estimates for the temporary relocation of the Colburn School, which will ultimately need the approval of Town Meeting. Bargmann, Hendrie & Architype, Inc. prepared an analysis related to the possibility of retaining and renovating the existing library after the New Library is completed in order to provide additional municipal space, as well as any alternative locations for the Colburn School. The analysis concluded that zoning issues, parking constraints and constraints to the width of the parcel made it impossible to retain the existing library. A presentation of this analysis and conclusion was announced at a public information meeting.

TOWN ADMINISTRATOR

Administration

Executive Function Group

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

Public Safety

Fire Department

The Fire Department began participating in Project Lifesaver International. Funds from a local grant provided the Department with Lojack's electronic tracking equipment used to rescue wandering or lost high-risk individuals. Through the continued support of the Westwood Lions Club, the Department received the funds necessary to properly train all Westwood Firefighters in the use of the tracking equipment.

Police Department

The Police Department adopted a town wide policy for communicating with Town residents using the Connect-CTY, a town-wide communication system. The policy specifically identifies types of communication and approvals that would be required.

Westwood Lodge Task Force

The Westwood Lodge Task Force, which consists of the Police and Fire Chiefs, the Director of Youth and Family Services, the Town Administrator, Town Counsel, the State's licensing authority and representatives of the Westwood Lodge, continued to meet to discuss the hospital impact on Town services and adjacent neighborhoods.

Local Emergency Management Committee

The Local Emergency Management Committee continues to meet on a bi-annual basis to meet and discuss emergency preparation. The committee also elected to participate in a regional Emergency Management Committee, without abandoning the local 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.

Public Works

Town Hall Boiler

A new energy efficient boiler was installed Town Hall.

In an energy saving maneuver the Town of Westwood through the Department of Public Works converted the remaining 208 street lights to sodium vapor lamps.

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 H1N1 (Swine Flu) Pandemic and the regular annual flu clinic.

Human Rights Committee

The Human Rights Committee sponsored a Race & Place Series, which consisted of viewing a three-part PBS series on racism and its impact on housing policy in the United States. Each program was followed by a general discussion of the program. The fourth and final evening was devoted to discussing the impact on the Boston Metropolitan area, including Westwood, and developing suggestions for achieving greater racial diversity within the community. Subsequent to the series, the committee continued to meet and discuss the prioritization and implementation of these suggestions.



Race and Place Series Attendees

TOWN ADMINISTRATOR

Benefits

GIC Task Force

At the Board of Selectmen's direction, following the presentation of an analysis that indicated that there might be significant savings for both the Town and its employees, the GIC Task Force engaged in a negotiation on the terms of an agreement to transfer the Town's health insurance to the Commonwealth's Group Insurance Commission (GIC). After a two month discussion, the parties informed the Board of Selectmen that they were unable to reach an understanding. The primary impediment to reaching an agreement was that on the final day of negotiation, the Commonwealth's Group Insurance Commission voted to implement a mid-year adjustment, in order to close a \$50 million budget gap that included the introduction of a \$750 /\$250 family/individual deductible and a series of co-payment increases.

Appreciation of Dedicated Service

Jack Wiggin became the seventh 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 the Board of Selectmen.

Condolences

Dr. Bart Smith, a long standing member of the Board of Health, passed away after a long illness while still an active member of the Board.

Roy London, who had served the community in various ways and several in capacities over his entire lifetime, including membership on the Finance Commission, Public Works Study Committee and Personnel Board, passed away peacefully. The Roy London Humanitarian Award was instituted by the Board of Selectmen in his memory.

Special Thanks

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



Barbara Benway, Christine Narciso, Ellen Hurley, Thomas McCusker, Michael Jaillet, Mary Beth Bernard, Chris McKeown and Pam Dukeman

It has been a pleasure to serve Phil Shapiro, Nancy Hyde and Patrick Ahearn, 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 too often underappreciated.

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



*Michael A. Jaillet
Town Administrator*

PROCUREMENT DEPARTMENT

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

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

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

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

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

The Procurement Officer is also responsible for ensuring that all bids reflect prevailing wage rates (MGL c 149, §§26-27H) and must, therefore, review all bids carefully. Contractors may be called upon to "demonstrate... how (they) could complete the project and comply with Mass. General Laws." During the project, it is the awarding authority's responsibility to monitor contractors' compliance with the prevailing wage. Weekly payroll records must be collected from all contractors and kept on file. The law states that all "public works" projects require payments of the prevailing wage. This generally includes: new construction, renovation, repair, demolition, road or highway work, maintenance, the rental of equipment, moving office furniture, cleaning state office buildings, trash hauling and school bus transportation. The prevailing wage law applies to all public works projects, regardless of the cost or size of the project. To obtain state grant monies we work closely with the State

Office of Minority and Women Owned Business Enterprise (A Program of the Massachusetts Executive

Office of Economic Affairs) when using the bidding process. During the time we acquire quotes we must send the bid to at least one minority or woman owned business, when we advertise, (equipment over \$25,000.00) we also include a minority newspaper such as Cape Verdean News. Previous to advertising in a local newspaper we must send the bid proposals to minority and/or woman owned businesses two weeks prior to advertising to the general public.

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

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

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

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



Town Hall Tree Lighting Ceremony 2009. On stilts are Mary Narciso and Amy Ellsworth

PROCUREMENT DEPARTMENT

TOWN COUNSEL

The following is a list of requisitions broken down into categories and departments. A total of 29 were processed.

General Government	Category	Number Processed
	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	3
	Town Clerk E&R	1
	Town Collector	1
	Town Treasurer	1
	ZBA	
Public Safety	Police	
	Animal Control	
	Fire (Includes Ambulance)	
	Building Inspection	
Health	Health Education	
Human Svc.	Recreation	1
	Commission on Disability	
	Council on Aging	
	Veterans	
	Youth Commission	
Planning & Engineering	Planning	
	Engineering	
	Consulting	5
DPW	Public Works	2
	Snow & Ice Removal	
	Fields	
	Recycling	1
	Conservation	
	Cemetery	
	Sewer	1
Capital	Capital Equipment	9

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

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

Thomas McCusker, Town Counsel

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

Michael A. Jaillet, Town Administrator Chief Procurement Officer
 Ellen M. Hurley, Purchasing Administrator
 Contract Compliance Officer

AFFIRMATIVE ACTION

The Town continues to comply with State and Federal mandates that cities and towns provide equal opportunity to all in the areas of housing, employment and business enterprise. The Affirmative Action Officer (the Town's Human Resources Director) earned Certification as an MCAD Anti-Discrimination trainer through the MIIA MCAD Train-the-Trainer Course in March 2008. Anti-Harassment and Discrimination training sessions were conducted for Town Departments and will continue through 2009. The Town is committed to provide a workplace that is free from harassment and discriminatory practices.

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.

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*

GIC OPTION REVIEW COMMITTEE**MISSION**

The committee will review the Town's option to join the State GIC Program to purchase healthcare for all employees and retirees. The committee will make a recommendation to the Board of Selectmen.

DUTIES

The GIC Option Review Committee shall be charged with reviewing the Town's option to purchase healthcare through the State GIC Program. The committee shall review all relevant information and make a recommendation to the Board of Selectmen. The committee' was charged with the following:

- An Analysis of State GIC health plans.
- Analysis and comparison of current plans offered through West Suburban Health Group.
- A review of the requirements necessary for the Town to join the GIC.
- A cost analysis to determine if joining the GIC would provide savings to the Town.
- The analysis of impact on employees' healthcare costs with new plans.

Group Insurance Commission Option Review Committee members: Mary Beth Bernard, *Committee Chair*, John Antonucci; Michael Jaillet; Lisa Ciampa; Russ Lavoie; Frank Chillemi; Marie O'Leary; Pamela Dukeman; Heath Petracca; Dan Fafara; Elyse Plotnick; Matthew Gillis; Jamie Resker; Steven Lund.

In October 2009 the Board of Selectmen adopted MGL 32B section 19 to adopt coalition bargaining and form a Public Employee Committee (PEC) for the purpose of engaging in negotiations to join the GIC by December 1, 2009. The PEC was comprised of representatives from all town and school bargaining units and the committee's votes would be based on a weighted average of the number of employees represented by each bargaining unit. A total of 70% of represented employees' votes would be needed to join the GIC. The terms of the Selectmen's adoption of Ch 32B s. 19 would only be in effect through December 1, 2009, to pursue an agreement.

The Town's Bargaining Team and the PEC met several times over two months to attempt to come to agreement on the decision to join the State's Group Insurance Commission. The negotiation sessions were frequent and well attended. The discussions ended without a negotiated agreement prior to the December 1, 2009, deadline, in large part due to a mid-year adjustment in the existing GIC program in order to close a significant budget deficit.

WEST SUBURBAN HEALTH GROUP

BACKGROUND

The Town of Westwood has participated in the West Suburban Health Group (WSHG), a municipal health benefits purchasing group comprised of sixteen (16) towns and districts in the metro west and central Massachusetts area, since July 1990. WSHG was organized under Chapter 32B, section 12 (Joint Purchase and Negotiation of Health Insurance) of the Massachusetts General Laws to obtain health insurance for its member governments at costs eligible to larger groups. WSHG is governed by a Board of Delegates (the Board), comprised of representatives from each of the sixteen governmental units. The Board has elected a Steering Committee to oversee the business of the Group. The Town purchases all of its health plans for employees and retirees through the WSHG.

The Town's Human Resources Director, Mary Beth Bernard, is the Town of Westwood's Board Member and Steering Committee Representative. The Finance Director, Pamela Dukeman, serves as alternate.

Participating in the WSHG has allowed the Town to receive a cost benefit for both the Town and the employees. In 2009, the West Suburban Health Group's sixteen communities represented over 11,000 subscribers and a total of over 20,000 insured members. Westwood insures 713 subscribers - of which 401 are active employees and 312 are retirees.

2009 PLAN OFFERINGS

The West Suburban Health Group Board in cooperation with Group Benefits Strategies studies the current health plan design, prescription drug options and costs to ensure competitive products at the best available rates for employees

INFORMATION

Plan information is provided to employees and retirees at the annual Benefit Fair in April. This is an opportunity to discuss the benefit options of each plan directly with health insurance company representatives. A representative from Social Security was available to meet with employees and retirees regarding Social Security and Medicare eligibility. Participants were invited to participate in various health screenings offered by health providers at the Benefits Fair. Past screenings have included a Blood Pressure Check, Body Fat Composition, Skin Cancer Testing, Vision Check, Bone Density Screening and Cholesterol Screening.

At the 2008 Annual Town Meeting, the Town adopted Chapter 32B, section 18 which went into effect July 1, 2009. This law requires Medicare-eligible retirees to enroll in Medicare Parts A & B upon their 65th birthday and change to one of the Medicare Supplement Plans offered through the WSHG. There were 24 retirees and their spouses who changed to Medicare Supplement Plans in July 2009, which resulted in an estimated savings of \$77,000. A percentage of the Town's costs will be covered by the Federal government. To ensure equity, the West Suburban Health Group sponsored an actuarial study to confirm that the WSHG retiree health plans are actuarially comparable to the Town's active employee health plans. The results of the study confirmed that WSHG retiree health plans, in combination with Medicare, are equivalent, less costly and more suited to the needs of the 65+ retiree population.

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 2009 Town of Westwood employees took advantage of several Wellness Programs sponsored by West Suburban Health Group, including: Lunchtime Fitness; Weight Watchers; Yoga; Feng Shui; Better Sleep Seminar; Walking Program; and Weights - Stretch and Strength Classes.

The Town continued its compliance with Massachusetts Health Care Reform and Fair Share Contribution filing for 2009. Quarterly eligibility reports were submitted to address Massachusetts regulations. The Town continued to maintain a specialized 125 Plan designed to address Massachusetts Health Care Reform employer requirements.

SUBMITTED BY MARY BETH BERNARD, HUMAN RESOURCES DIRECTOR, WSHG BOARD REPRESENTATIVE, WSHG STEERING COMMITTEE

BLUE CROSS	FALLON	HARVARD PILGRIM	TUFTS
HMO PLANS			
Network Blue, N.E. EPO	Fallon Selectcare or Directcare	Harvard Pilgrim EPO	Tufts EPO
PPO PLANS			
		Harvard Pilgrim PPO	Tufts POS
RATE SAVER PLANS			
Blue Options Rate Saver	Fallon Direct or Select Rate Saver	HPHC Rate Saver EPO	Tufts Navigator Rate Saver
RETIREE PLANS			
Managed Blue for Seniors	Fallon Senior Plan	HPHC Medicare Enhance	Tufts Medicare Complement
Medicare HMO Blue		HP First Seniority Freedom	Tufts Medicare Preferred
Medex			

PERSONNEL BOARD

MISSION STATEMENT

To maintain fair and equitable Personnel Policies and to establish a personnel administration system based on merit principles to ensure a uniform, fair and efficient application of Personnel Policies.

LEGAL REQUIREMENTS

The Personnel Bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and the General Laws, Chapter 41, Section 108A and 108C.

THE BOARD MEMBERS

The five members of the Personnel Board are appointed by the Town Moderator to overlapping three year terms. The 2009 Board consists of professionals in the fields of municipal law, human resources, personnel placement, labor law and technology management. The Personnel Board held eleven regularly scheduled meetings in 2009.



Personnel Board Members left to right: Vice Chairman Joseph Emerson, Jr., Jamie Resker, Chairman Louis Valentine II, Robert Shea and Douglas Hyde

2009 ACCOMPLISHMENTS

The Personnel Board revised and adopted the 2009 *Personnel Policy Handbook*. The Board conducted reviews of job descriptions, including reclassifications as warranted. The FY10 Appendix A Classification and Compensation Plans were reviewed and approved, and an ATP Salary Structure study was conducted. Tuition assistance requests were reviewed and processed.

PROGRAM/SERVICE AREAS

The Personnel Board provides (5) five major programs/services which are carried out through the Human Resources Department:

1. Personnel Policy Administration
2. Labor Relations
3. Performance Review System
4. Benefits Administration
5. Risk Management

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. The Board is committed to periodic reviews and adjustments to the compensation plan and the maintenance of accurate job descriptions.

LABOR RELATIONS

The Human Resources Director is the Personnel Board's designee in contract negotiations. The following Collective Bargaining Agreements were in place through June 30, 2009: 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*. In addition, The Westwood *Traffic Supervisors Association* was in the third year of a three-year agreement expiring June 30, 2010.

PERFORMANCE REVIEW SYSTEM

The Personnel Board oversees the annual performance reviews of employees and is dedicated to maintaining a performance review system which emphasizes employee performance goals and supervisor feedback. Town employees are evaluated during their first six months of employment and on an annual basis thereafter.

BENEFITS ADMINISTRATION

The Personnel Board, through the Human Resources Department, directs the administration and communication of benefit plans and all benefit related policies regarding school and municipal employees. This includes health dental and life insurance for benefit eligible employees; retirement benefits for eligible employees; Flexible Spending Plans, Deferred Compensation, FMLA Administration and Wellness programs. The Personnel Board oversees compliance with Massachusetts Health Care Reform requirements and complies with local, state and federal regulations governing the administration of benefits.

RISK MANAGEMENT

The Personnel Board, through the Human Resources Department, strives for safety in all aspects of workplace operations and regularly reviews risk control measures. This includes ongoing employee training and distribution of policies, including *Employee Safety Manual* and the *Anti-Harassment and Discrimination Prevention Policy*. The Personnel Board oversees the management of: Workers' Compensation in 111F/Injured on Duty; EAP and Occupational Health contracts; the MIIA Rewards Program; and the Employee Safety Committee.

HUMAN RESOURCE DEPARTMENT

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

The HR Department is staffed by full-time Human Resources Director Mary Beth Bernard, part-time Benefits Coordinator Barbara Moore, and part-time HR Assistant Linda Unger. The Human Resources Department, under the policy direction of the Personnel Board, services the HR needs of approximately 200 Town employees, 600 school employees and 300 retirees.



Human Resources Department employees left to right: Linda Unger, HR Assistant, Barbara Moore, Benefits Coordinator; and Mary Beth Bernard, Human Resources Director

PERSONNEL POLICY ADMINISTRATION

Under the Policy direction of the Personnel Board, we are focused on finding new and better ways of managing the HR function and assisting the Town with change management initiatives through clear cut policy, consistency and communication. 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 bulk of the Human Resources Assistant's duties involve administrative support for the Personnel Board, processing new hires and terminations, maintaining employee files and issuing personnel memos for all payroll and performance transactions. In the past year we accomplished major policy revisions to the Town of Westwood Personnel Policies, Vacation Accrual Policy, Anti-Harassment and Discrimination Policy and Tuition Assistance Policy. We worked with the Board of

Selectmen's Office and Board of Health on the creation of an Emergency Pandemic Planning Manual.

BENEFITS ADMINISTRATION

Skyrocketing health care costs, implementation and compliance around Massachusetts Health Care Reform, West Suburban Health Group negotiations, the GIC Option Committee and the adoption of Chapter 32B section 18 for retiree health care are at the forefront of HR activities and concerns. The HR Director is the Town's Steering Committee and Board of Director Representative to the West Suburban Health Group, a self-insured purchase group consisting of 16 member communities. The Benefits Coordinator administers employee benefits and insurance for 713 insured Town, School and Retired employees, processed 176 qualifying events in 2009, handles open enrollment for 22 health plans and FSA and organizes the annual Employee Benefits Fair. It is critical that HR stays current on health care issues, COBRA, MA Health Reform, Medicare, MGL Chapter 32B and HIPAA requirements. We prepare government-related reports and audits to maintain compliance and to decrease the incidence of fines. We also introduced Web access for all benefits and new hire materials. This 'green' initiative has saved countless employee hours and decreased ordering of paper and supplies.

WELLNESS ACTIVITIES

The Human Resources Department continues its ongoing commitment to promote employee wellness through the *Human Resources Newsletter*. This quarterly publication highlights employee events, recognizes employee accomplishments and lists a menu of Wellness Program offerings sponsored by the Town's EAP provider and the West Suburban Health Group. The Wellness offerings are designed to target employee health and lifestyle awareness. Wellness Programs in 2009 included: Yoga, Fitness Classes, Weight Watchers, Nutrition & Cancer Risk, Feng Shui, Better Sleep Better Health and a Walking Program.

LABOR RELATIONS

These are challenging times for contract discussions. The Town has five contracts that expired in June 2009 and we are currently in negotiations with all groups. The HR Director functions as Personnel Board representative and a key team member in collective bargaining with all bargaining units. In addition, the HR Director is liaison to Labor Counsel, Union Representative and Civil Service, and also serves as Chair of the GIC Option Committee and Insurance Advisory Committee. Our department administers terms of collective bargaining agreements and personal contracts. HR is a resource for research and comparability studies. We recently engaged in coalition bargaining with all Town and School collective bargaining groups to explore the option of joining the

HUMAN RESOURCE DEPARTMENT

State's Group Insurance Commission. We did not reach an agreement, despite an earnest effort on both sides.

ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT

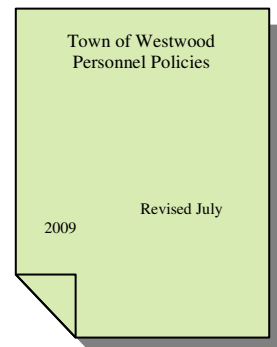
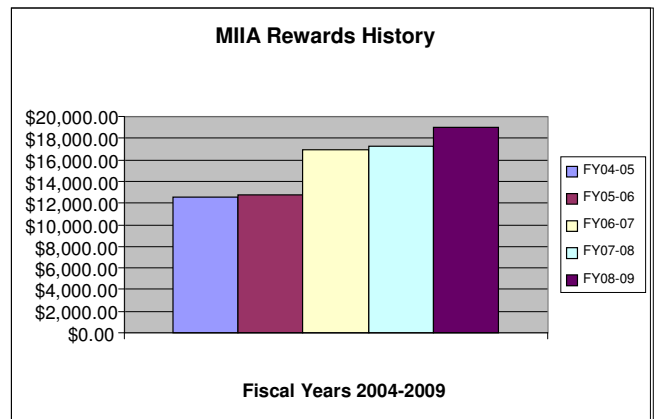
The Human Resources Department focuses on the development and implementation of programs to support the overall growth of the organization, productivity improvement and employee relations. The declining economy brought challenges to employee well being. We stepped up our communication of EAP programs, promoted wellness offerings, instituted a *Tuition Assistance Policy* and implemented a new *Vacation Accrual Policy* that allows employees more reasonable access to their earned vacation time. We continue to foster internal communication through the *HR Newsletter* and employee wellness events, both funded by West Suburban Health Group.

We are currently in the process of succession and replacement planning for key leadership roles in the Department of Public Works. Every vacancy provides an opportunity to lead and manage organizational change by conducting job analyses and looking at opportunities for reorganization. The HR Department's *Tuition Assistance Policy* has been a successful tool in our succession planning efforts.

RISK MANAGEMENT

We continue to integrate risk control measures and best practices for safer workplace operations by conducting safety training and outreach to minimize risk to the organization. Measures such as 111F insurance, a Workers' Compensation program, participation in a Safety Committee, and Department of Transportation/CDL program and compliance activities ensure compliance and offset risk. Employee well being remains a top focus of HR, both operationally and strategically. A combined effort with the Health Director and the Town Services Representative has produced a Continuity of Operations Plan and a step by step manual for staffing the organization in the event of a pandemic by identifying, ranking and prioritizing Town Services.

Over the past year we rolled out 36 hours of Anti-Harassment Training. The HR Director served as the instructor in lieu of hiring a trainer at \$250 per hour. One hundred and seventy-seven Town employees have received training; a total savings of nearly \$9,000 in training fees. In addition, we earned \$19,018 in reward credit in 2009 for improved Risk Management procedures through the MIIA Rewards program.



TOWN ACCOUNTANT

MISSION

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

LEGAL REQUIREMENTS

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

GOALS & RESPONSIBILITIES

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

PROGRAM/SERVICE AREAS

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

1. Financial Record Keeping, Analysis, and Reporting
2. Payroll
3. Accounts Payable
4. Municipal Liability Insurance/Risk Management
5. Audit

CURRENT SERVICES/PROGRAMS

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 Personnel authorization.
- 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-2's 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 1099's at calendar year end.

Municipal Liability Insurance

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

TOWN ACCOUNTANT

Audit

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

ACCOMPLISHMENTS

The Town was recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY08 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 FY09 audit and assisted the auditors with the annual audit of financial grants. Significant efforts were made to maintain the financial records of the Westwood Station project as well as the Middle School project which resulted in updated financial information to make informed decisions. 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 FY09 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 FY08 CAFR.
- Assisted the finance team with the preparation of the FY09 CAFR.
- Assisted the finance team with maintaining the Town's "AAA" credit rating status.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY09 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to the Westwood Station and Middle School project.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099's, and coordinated the timely distribution of W2's 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.

FY2010 SERVICE PLAN

The Accounting Department is committed in FY2010 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the submission of the FY10 CAFR as well as monitor the implementation of the newly adopted financial policies approved by the Town. The department will assist the Town with the implementation of new financial software. Collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified opinion for the FY2010 audit.
- Assist with the preparation of the FY10 CAFR.
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist Finance team with maintaining the Town's "AAA" rating.
- Assist with the implementation of new general ledger 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, 2009 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, Town Accountant

TOWN TREASURER

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, 2009. 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, 2008 and ended on June 30, 2009 are as follows:

Cash and Investments

General Fund – 7/01/08	\$16,154,073.
Trust Fund – 7/01/08	1,618,075.
Agency Funds – 7/01/08	32,654.
Students Activities and Scholarship Funds	<u>607,754.</u>
Balance 07/01/08	\$18,412,556.
General Fund – 6/30/09	\$19,242,583.
Trust Fund – 6/30/09	1,812,680.
Agency Funds	32,812.
Students Activities and Scholarship Funds	<u>590,696.</u>
Balance 06/30/09	\$ 21,678,771.

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$309,043. in fiscal year 2009. The interest rates of the ten banks doing business with the Town had an average of 1.93% July 2008 and continued to drop to a low of 0.31% by June 2009. These rates reflect the current economic condition and the cost of collateralization of town funds. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

Accomplishments

- Issued a 15 year General Obligation Bond on August 1, 2008 in the amount of \$3,830,000 to payoff the BANS due August 14, 2008 less the pay down of \$35,000 on the East Street land purchase. The winning bid of 3.62% was awarded to Morgan Keegan & Company.
- Issued a 20 year GOB on June 15, 2009 in the amount of \$3,500,000 for the Middle School modular classrooms. This project came in \$1,000,00 less than the debt authorization to borrow, town meeting will vote to rescind the \$1,000,000 authorized borrowing.
- Standard & Poor's upheld Westwood long-term AAA credit rating in June 2009 and Moody's upheld the Aa1 rating.
- Annual Town Meeting, May 2009, authorized borrowing \$150,000 for OBED barn/garage.
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees payroll/retirement deductions, agency fund accounts, students' activities bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2009.
- Received notice of the award for the Town's 2008 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Reduced \$123,725 of the outstanding tax title account balance by monitoring monthly activity. The June 30, 2009 tax title balance was \$113,050.
- Maintained the confidential file of tax deferral property in FY2009. Tax deferral applications increased by \$81,107 for a June 30, 2009 balance of \$190,333.

Investment Income Summary**General Fund Investment Income**

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
707,268	620,959	282,605

Trust Fund Investment Income

<u>FY2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
59,042	57,534	26,405

Tax Title Outstanding Balance

<u>FY2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
47,089	96,100	113,050

Tax Deferral Outstanding Balance

<u>FY2007</u>	<u>FY 2008</u>	<u>FY 2009</u>
81,376	115,130	190,333

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, Part time Account Staff

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 2009 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,242,366 or a 100% collection rate on the total commitment of \$2,240,848.

Real Estate Tax

- Total collection of \$48,757,906 or a 99% collection rate on the total commitment of \$49,519,924.

Personal Property Tax

- Total collections of \$1,052,712 or a 99% collection rate on the total commitment of \$1,062,761.

Ambulance Fees

- Total collections of \$613,948 or a 69% collection rate on the total commitment of \$889,692.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$477,849.

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

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

Janice 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.

Albert F. Wisialko
Collector of Taxes

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



Dottie Powers, Town Clerk

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

- **Vital Statistics 2009**

Births.....113
Deaths.....163
Marriages.....36

Annual Town Election	April 28, 2009
Annual Town Meeting	May 4, 2009
Special State Primary	December 8, 2009

See Appendix B for Town Meeting and Election Results

ECONOMIC DEVELOPMENT ADVISORY BOARD

Department Mission

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

The EDAB and Economic Development Office

The EDAB consists of Westwood residents with experience in law, finance, business, real estate development and municipal governance. They advise the Board of Selectmen on a full range of matters relating to economic development. James Elcock serves as Chairman. The economic development office provides an important link between town government and the business community. Staff and the EDAB work with representatives of the general business, commercial real estate and real estate development communities who are considering Westwood as a location for their project or enterprise. They review all applications for major business development proposals, help facilitate the permitting process, and make recommendations to the appropriate permit granting authorities regarding any mitigation that might be necessary or appropriate. Staff also helps existing businesses negotiate both regulatory and non-regulatory issues with the Town in an effort to ensure that they continue to flourish in Westwood. The office is regularly open during normal town business hours. Appointments can be scheduled outside of those hours as needed.

FY10

In FY10, the EDAB was evaluated and reconstituted in the wake of several years of intense focus on Westwood Station. The board's mission and mandate were reviewed and edited and a newly appointed board was established on late October.

The Board was active in business related policy issues including refinement of the town's alcohol policies, potential changes to fast food related zoning by-laws, and appropriate re-location of the Town's adult use zoning in concert with the Town of Dedham.

Economic Development Staff actively supported the establishment of new businesses in town including Enterprise Rent-A-Car, Thyssen-Krupp Elevator, Chase Corporation and took an active role in advancing the grants available to the town through efforts on the Commonwealth Capital program.

In late October, the EDO took a lead role in establishing the Neponset Valley I-93 / I-95 Interchange Coalition. The coalition, made up of area

cities and towns, labor unions, environmental groups and elected local and state officials, is focused on obtaining sufficient state and federal funding to complete the interchange at Route 128 as soon as possible.

Goals for FY11 and beyond

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

- 1) Coordinate with the other town boards to develop and adopt area-specific economic development plans as a component of a broader long-range strategic plan for Westwood.
- 2) Pursue specific development opportunities in Westwood for further development of University Avenue area, SouthWest Park & Glacier/Everett districts and the Route 1, Route 109 and Washington Street corridors
- 3) Support/Advocate all programs and opportunities relating to State and Federal grants for economic development.
- 4) Assist and support new businesses seeking to locate in Westwood, existing businesses seeking to expand in Westwood, general business retention.
- 5) Continue in the lead role in advancing the long awaited I-93 / I-95 interchange reconstruction which will greatly enhance Westwood's economic development opportunities by alleviating the traffic congestion throughout the southern Route 95 / Route 128 region.

Economic Development Advisory Board members:

James Elcock - <i>Chair</i>	Maria Salvatore - <i>Vice Chair</i>
Greg Agnew	Carol Chafetz
James Ferraro	Jason Lee
Barbara McDonald	Robert Powell
Gary Yessaillian	

Members Ex Officio:

Nancy Hyde, Selectman
Michael Jaillet, Town Administrator
Glen Garber, Community Development

Economic Development Officer

Chris McKeown

PLANNING BOARD

DEPARTMENT MISSION

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



LAND USE DEVELOPMENT REVIEW

In 2009, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed four Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, § 41P.
- Reviewed two Definitive Subdivision applications pursuant to M.G.L. Chapter 41, including the following: Proposed Amendment #1 to the Definitive Subdivision for Westwood Station, and proposed 81W Modification of the Definitive Subdivision for Presidential Heights off of High Street. Both applications were withdrawn without prejudice and both public hearings were closed with no action taken by the Planning Board.

The Planning Board issued the following decisions pursuant to the Zoning Act:

- In 2009, the Planning Board considered eleven Environmental Impact and Design Review (EIDR) applications and issued nine approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Construction of modular additions to the Thurston Middle School located at 850 High Street; Establishment of a wellness facility for the Center at Westwoods located at 590 Gay Street; Removal and relocation of the Noanet Parking Lot located at Hale Reservation off Carby Street; Construction and establishment of an equestrian facility for Wildstar Farm located at 401 Sandy Valley Road; Construction of an addition and exterior renovations to the Dedham Institution

for Savings located at 673 High Street; Construction of a new facility to house the Westwood Public Library at 660 High Street; Installation wireless communication antennas and equipment for Clear Wireless LLC at 60-90 Glacier Drive; Installation wireless communication antennas and equipment for Clear Wireless LLC on the Dedham-Westwood Water Tanks located at 213 Fox Hill Street; Installation wireless communication antennas and equipment for Clear Wireless LLC on the roof of the Westwood Business Center located at 690 Canton Street. Public hearings for the two remaining applications - for an additional 99-car parking lot for St. Margaret Mary's Parish located at 837 High Street, and for a new entrance portal and sign canopy, along with alterations to an existing parking lot, at the Mercedes-Benz Dealership located at 425 Providence Highway – were continued to dates in 2010. An EIDR approval was granted for the Mercedes application in January 2010. The St. Margaret Mary's Parish hearing was continued until May 2010 at the applicant's request.

- Issued one Shared Driveway Special Permit approval pursuant to Section 6.1.26 of the Zoning Bylaw for a one-year extension of the Permit for a shared driveway to serve lots 122, 123 and 124 at 300 Grove Street.
- Issued one approval pursuant to the Scenic Roads Act and the Board's Scenic Roads Rules and Regulations for the removal and relocation of a stone wall and the establishment of a new driveway entrance at 423 Sandy Valley Road.

Activity	2009	2008	2007	2006	2005
Approval Not Required Plans	4	4	5	5	9
Preliminary Subdivision Plans	0	0	0	0	0
Definitive Subdivision Plans	2	5	0	1	3
Site Plan Review Decisions	11	14	5	6	3
Special Permit Decisions	2	3	4	3	1

ANNUAL TOWN MEETING

- Sponsored three warrant articles for the May 2009 Town Meeting, all of which were recommended by the Finance Commission and approved by vote of Town Meeting. The approved articles all involved amendments to the Zoning Bylaw. The first article involved certain amendments related to agricultural uses and farm stands, including amendments to

PLANNING BOARD

Section 2.0 [Definitions], Section 4.1 [Principal Uses], Section 4.3 [Accessory Uses], and Section 6.1 [Off-street Parking], each of which was intended to clarify the classes of agricultural use and provide consistency with respect to the identification of these uses throughout the Zoning Bylaw. The second article, submitted at the request of the Building Inspector, involved the amendment of the Zoning Bylaw definition of "lot width", such that under the amended definition, lot width would be calculated up to the foremost point of the principal structure, rather than to the foremost point of any lesser structure on a lot, such as a flagpole. The third article included various minor housekeeping amendments, intended to correct or clarify misleading or confusing sections of the Zoning Bylaw. This article included minor amendments to sections of the Zoning Bylaw related to professional service establishments, business service establishments, front yards, rear yards, allowable exterior noise levels, and repetitive petitions.

WESTWOOD STATION

- For the past several years, the Planning Board has worked extensively with other Town boards and departments, staff and consultants to review and approve several applications related to the development of Westwood Station. The most recent application for Amendment # 1 to the Definitive Subdivision was received on June 23, 2008. The public hearing for this application was opened on August 4, 2008, and continued through March 10, 2009, at which time the application was withdrawn without prejudice in order to allow the developer to suspend design related expenses while pursuing alternatives for construction financing. Soon thereafter, the Planning Board appointed a Westwood Station subcommittee to meet with the developer, other Town boards, and staff, to discuss options for moving the Westwood Station project forward. Applications for further amendment of the Westwood Station Master Plan Special Permit, the amendment of one or more EIDR Approvals, and the amendment of the Definitive Subdivision Approval are all anticipated in the coming months. The Planning Board and staff are well poised to handle the review of these applications in a most efficient and effective manner.

COLLABORATION

- In 2010, the Planning Board will continue to work collaboratively with the Board of Selectmen and the Economic Development Advisory Board on the permitting process for the Westwood Station project.

- The Planning Board will continue to work collaboratively with the Board of Selectmen, the Library Board of Trustees and the Westwood Historical Commission on the refinement of plans for the proposed new Westwood Library and for relocation of the Colburn School.
- As time permits, the Planning Board will continue to work on other planning/economic development initiatives derived from planning studies and plans including the Route 1/Everett Street Commercial Area Study, EO 418 Community Development Plan, Comprehensive Plan, Town Centers Study and the Municipal Growth Planning Study.
- 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 Add-A-Lane project which will add an additional lane on Route 128 between Randolph and Wellesley and the comprehensive redesign of the Interstate 95/93/Route 128 interchange.



MassDOT- Highway Division's proposed I-95/I-93 University Avenue/Dedham Street Interchanges Project

- The Planning Board's web site is continuously updated to include information on pending applications, public hearings, decisions, meeting minutes 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. The web site also serves as the repository for the voluminous amount of Westwood Station information generated as part of the permitting process.
- The Land Use Committee serves as a forum for applicants to informally present proposed development projects for staff comment and technical review. It also provides the added benefit of stronger collaboration and information-sharing among the various departments involved in land use development issues, including the

PLANNING BOARD

Planning, Health, Building, Fire, Police, Public Works, Economic Development, Conservation Commission and Engineering Departments.

FY 2011 SERVICE PLAN

- Maintain existing level of service.
- Work cooperatively with Town boards and departments, peer review advisors and the project developer to continue a smooth and thorough permitting process for the remaining permits required for the Westwood Station project, including all proposed amendments to existing approvals related to the development.
- As time permits, 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, EO 418 Community Development Plan, Everett Street/Glacier Drive/Route 1 Commercial Area Study, Town Centers Study, Municipal Growth Planning Study and Executive Order 418. Also, pursue grants and other appropriate means of funding to assist in the implementation of these identified policies and recommendations.
- As time permits, continue working with the Task Force on Senior Housing and the Housing Partnership on affordable housing and senior housing initiatives.
- As time permits, complete the comprehensive revision of the Subdivision Rules and Regulations.
- As time permits, begin the process of updating the Town's 2000 Comprehensive Plan.



Planning Board Members

Steven H. Olanoff, Chairman
Steven M. Rafsky, Vice Chairman
Bruce H. Montgomery, Secretary
Robert C. Malster
John J. Wiggin

Nora Loughnane, Town Planner
Janice Barba, Land Use Assistant

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) and as such is subject to time limits and legal filings. The ZBA hears appeal petitions from decisions of the Building Commissioner, requests for special permits and variances and other relief under Town Zoning By-laws (regulations) which are adopted and subject to amendment by Town Meeting.



John Lally, Dave Krumsiek- Chairman, Charles Reilly

The economic downturn in 2009 was reflected with a concurrent decrease in the number of applications brought before the Board of Appeals. It is very likely that people are delaying projects until the economy reestablishes itself and is on a firmer footing. There were fewer applications for accessory apartments and far less for additional garaging units. On a more positive note, two of the local banks applied for special permits and variances in order to upgrade their facilities and several new commercial entities came to town along Route One and University Avenue.

While many of the applications heard were for the standard special permits, there were a couple of specialty permits that needed to be decided upon as was the case with the extension of the Special Permit granted to Cabot, Cabot and Forbes in 2007 in the Water Resource Protection Overlay District of the Westwood Station Project on University Avenue. A one year extension of the permit was granted. Then, an amendment to a special permit which was granted in 1998 for an accessory apartment was requested. A change of locus of the apartment from the second floor to the first floor in order to accommodate the needs of the elderly tenant was approved.

Hearings	2009	2008	2007	2006
Matters	37	43	52	37
Special Permits	27	39	51	37
Variances	7	9	8	9
Appeals	3	1	3	2
Decisions	36	39	41	35

The Director of the Westwood Library, Thomas Viti, petitioned the Board for variances for the proposed new Westwood Library should the project receive approval from the Town. The variances were granted.

The Board Administrator continues to pursue educational opportunities as they arise and has attended two seminars this past year. Ms. Rossi and Mr. Krumsiek are collaborating on updating rules and regulations which will service all members and applicants. Land Use Committee meeting attendance continues to ensure open communication among the Board of Appeals, Building Department, Planning Board, and Conservation Commission.

The Board looks forward to continuing to provide service to the Town within the legal constraints placed upon it by the Zoning Bylaws and state laws. The year ahead again looks to be a very challenging one and an opportunity for growth.

Regular Members:

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

Associate Members:

Robert J. Rossi, Clerk	Michael E. Flynn
John J. Clancy	Alan A. Ward
Joseph J. Crowley	Gregory J. Donovan

Louise C. Rossi, Administrator

BOARD OF ASSESSORS

PERMANENT BUILDING COMMITTEE

The Assessors Office has gone through another active and demanding year. After extensive statistical analysis The Department of Revenue certified the new values and set the new tax rate. All Quarterly tax commitments and warrants for the collection of taxes were generated on time.

The Department of Revenue mandated Measure and List was completed this year and has provided more accurate and detailed account information. There are some homes we were not able to get into but will continue to try and access those homes through the up coming year.

With the unsteady housing market the office proved to be both steady and full of activity from concerned taxpayers. Westwood slowed in its sales but most of the housing values stayed consistent. Land sales continued to grow which caused larger increases in land values then in recent years.

The office continues to update all property record cards, including ownership, building permits and adjustments to valuation as needed.

In April Mark Murphy was elected to the Board of Assessors. Mark comes to the board with wide spread experience in real estate tax appeals and assessment law. During the year Mark has also completed the required course sponsored by the Department of Revenue for valuation responsibilities.

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

Louis A. Rizoli
Chairman

Michael P. Krone
Clerk

Mark Murphy
3rd Member

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 supervised the completion of the Thurston Middle School modular addition and associated athletic fields.

Permanent Building Commission

John Cronin, Jr., Chairman - 2011

Judy Frodigh - 2011

James Gavin - 2010

John Cummings - 2012

Thomas Erickson - 2011

John Salvatore - 2010

Paul Colantuoni - 2012

Respectfully submitted,

John Cronin, Jr., Chairman
Permanent Building Commission

NORFOLK COUNTY COMMISSIONERS

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 which include the Registry of Deeds, County Agricultural High School, Sheriff's Department, County Engineering, Trial Court facilities Maintenance, Wollaston Recreational Facility, and other departments and services.

The national economic crisis which reached a precipitous stage in the Fall of 2008 affected both private and public sector activity at every level, and Norfolk County was no exception. County revenues are directly impacted by the real estate and credit markets, which were major centers of the crisis and historic adverse conditions.

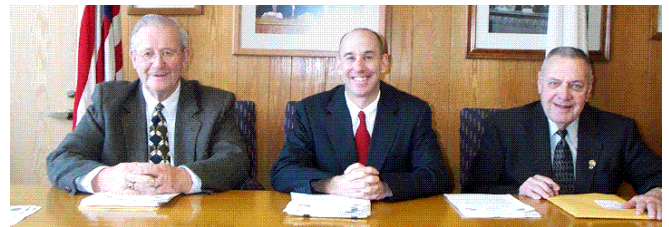
The County implemented a range of measures to reduce costs while continuing efforts to maintain and improve services. Although at a reduced level, capital improvements continued to be made to County facilities. A complete list of projects is listed elsewhere in this report.

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,

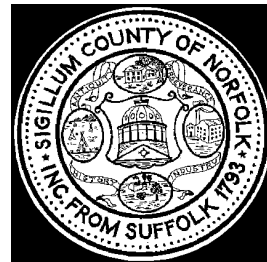
Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collins



John M. Gillis

Peter H. Collins

Francis W. O'Brien



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

HOUSING AUTHORITY

DEPARTMENT MISSION

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

GOALS AND RESPONSIBILITIES

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

PROGRAM/SERVICE AREAS

The Housing Authority provides two major 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

WAHA board members voted to accept the donation of a single family house on Gay Street in September 2009. The donor stipulated in the donation agreement that the house must remain as a rental property in perpetuity. This house has three bedrooms and is suitable for a larger family. WAHA is working with several contractors to make minor renovations that bring the property up to current rental standards. The property will be rented to a qualified household when the work is completed. WAHA members are thrilled to add this property to our current stock of affordable rental properties in town.

WAHA monitored the two rental duplexes that it purchased in 1998, the renovated Heywood House that was constructed in 2002, and the rental duplex that was purchased in 2004. WAHA now owns four duplexes in addition to the single family house. All units are under lease agreements and have substantial waiting lists.

FY 2010 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.

HOUSING AUTHORITY

HOUSING PARTNERSHIP/ FAIR HOUSING COMMITTEE

- Continue negotiations with Equity Residential for the expansion of Highland Glen to meet the need for additional affordable elderly housing.
- Continue to advocate for appropriate linkage fees from affordable housing developers for future affordable family housing development.

Housing Authority Board Members:

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

Westwood Affordable Housing Associates, Inc. (WAHA) Members:

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

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.

HOUSING PARTNERSHIP/FAIR HOUSING COMMITTEE

PROGRAM/SERVICE AREAS

Housing Partnership Committee

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

Fair Housing Committee

The Fair Housing Committee is a sub-committee of the Housing Partnership Committee, which consists of the Executive Secretary, who serves as the Fair Housing Director, and the at-large members of the Housing Partnership Committee. The Committee meets periodically to develop housing goals and to review any grievance that is filed alleging discrimination in the sale or rental of Westwood real estate.

PRIOR YEAR ACCOMPLISHMENTS

- The Board of Selectmen appointed a consultant to serve as Housing Lottery Director and to administrate the lottery process under state guidelines and maintain a list of qualified buyers for both Local Initiative Program developments.
- Members of the Housing Partnership, Housing Authority, and Town officials worked with officials from Cabot, Cabot, & Forbes on supporting plans to expand the number of affordable housing units in Westwood at Westwood Station.
- 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 2010 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.
- Monitor the lottery plan for marketing and selection of buyers for the affordable units that are proposed at Westwood Station.

Housing Partnership/ Fair Housing Committee Members

Nancy C. Hyde
Pamela R. Kane
Barbara S. McDonald
Steven M. Rafsky
Richard P. Thompson
John J. Wiggin
Jerrold B. Wolfe

Ex-Officio Member/Fair Housing Director

Michael A. Jaillet

Alternate Member

Robert C. Malster
Jill Onderdonk

COMMUNICATION & TECHNOLOGY ADVISORY BOARD

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

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

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

The following four areas were the focus of the CTAB for 2008:

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.

Comcast, one of the existing cable television providers is operating under a franchise license which expires in September of 2010. The Board has started and is continuing the renewal process with Comcast.

2. Support PEG Broadcasting in Westwood

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

3. Pace of Change of Technology

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

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

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

Ex Officio Members

Michael A. Jaillet
Donna McClellan

INFORMATION TECHNOLOGY

DEPARTMENT MISSION

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

ENABLING LEGISLATION

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

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

GOALS AND RESPONSIBILITIES

- Provide coordination, oversight and guidance for all Information Technology functions within the Town.
- To advance the comprehensive uses of information and minimize duplication of data.
- Responsible for the administration and operation of the Town's Information Technology communications network, computer facilities and associated personal computers and all peripherals.
- Support the Town's users of information technology with advice, assistance, supervision and training.
- Support and promote the use of Geographic Information Systems technology; ensure that GIS data is accessible and accurate.

- Maintain a strategic plan to stay abreast of emerging technologies and seize cost effective implementation opportunities that are consistent with the long-range plan.

PROGRAM/SERVICE AREAS

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

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

CURRENT SERVICES/PROGRAMS

Strategic Planning

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

Administration/Operations

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

Hardware & Software Support

The department supports all users of information technology with advice, assistance, supervision and training. Implementation of new technology, policies and procedures are also addressed as an element of user support. The department is the

INFORMATION TECHNOLOGY

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. Sixty (60) 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 Education (DOE) digital reporting requirements for both students (SIMS) and all school employees (EPIMS). Work this year included successful conversion and implementation of a new SIS provided by X2 Development.

Processed RMV files for import into municipal software and also prepared and transmitted quarterly real estate files for tax services.

Deployed a second virtualized server which provides real time mirroring of existing virtualized server.

Migrated Patch update server, Recreation Program Server, Antivirus Server and Assessing Database server to the mirrored pair of virtualized servers.

Deployed Email Backup device providing backup and retrieval of all emails sent and/or received by network users. .

Upgraded Recreation Server, Assessing Server and Email Programs to latest versions.

Worked with Building Department and vendor to upgrade Building Permitting Server software including a move to a new server.

FY2011 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.

Migrate two (2) Police Department servers to a virtualized server.

Work with Finance and Accounting Department to manage conversion and implementation to new municipal software.

Donna McClellan
Director of Information Technology

METROPOLITAN AREA PLANNING COUNCIL AND THE THREE RIVERS INTERLOCAL COUNCIL

The **Metropolitan Area Planning Council** (MAPC) is the regional planning agency serving the people who live and work in Metro Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by its regional plan, **MetroFuture: Making a Greater Boston Region**.

Despite economically challenging times, MAPC has proudly helped the 101 cities and towns in Greater Boston in navigating the recession with an eye toward preserving our region's vast resources for future generations. Whether in the area of public safety, open space preservation, clean water, affordable housing, transportation equity, sustainable development, or intermunicipal cooperation, MAPC is uniquely positioned to bring cities and towns together for the betterment of the region as a whole. MAPC's work encompasses many facets of living and working in Massachusetts, but is always guided by smart growth principles, and the philosophy that collaborative approaches can best solve regional issues.

In the past year, MAPC has worked on the following:

- With its progressive new regional plan, **MetroFuture: Making a Greater Boston Region**, MAPC is helping to guide both development and preservation in Metropolitan Boston, now through 2030. The plan was approved in December 2008, and campaigns for its implementation were launched to the public at an energizing event in June 2009. With the plan officially in place, MAPC's work has turned to advancing and measuring its implementation.
- One way MAPC is advancing **MetroFuture** is through its work with the **Massachusetts Smart Growth Alliance** (MSGA). Through MSGA, MAPC has successfully advocated for policies and initiatives that advance sustainable and equitable development, including increased state investment in transit and other transportation options, the state's "Gateway Cities" revitalization program, and meaningful state zoning reform.
- Through MSGA, MAPC is working with various other groups on the national **Transportation for America** campaign, which urges federal transportation policies that are consistent with smart growth principles. MAPC is also working with the **New England Regional Rail Coalition**, an association of planning, environmental, municipal and business groups from all six New England states to improve the region's competitiveness for rail investments.
- MAPC is also a founding member of **Our Transportation Future** (OTF), a coalition of business, labor, planning, and environmental groups pushing for increased investment in the state's transportation infrastructure. OTF played a key role in the 2009 transportation reform debate.

More information about MAPC's services and ongoing activities is available at www.mapc.org.

TRIC: The Three Rivers Interlocal Council (TRIC), one of eight subregions of MAPC, meets monthly to discuss issues of mutual interest from community development planning to transportation. TRIC is comprised of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

During 2009, TRIC provided input to MAPC on subregional legislative and transportation priorities and sponsored a Legislative Breakfast that brought together our State Legislators, TRIC members, and municipal officials for a frank discussion of local issues and the state response to them. TRIC also presented its transportation priorities for local and regional projects to the Boston Region Metropolitan Planning Organization (MPO) for the formation of the regional transportation plans and programs.

As the Town's MAPC and TRIC representative, I attend all Council, TRIC, and MAPC Legislative Committee meetings to express the Town's viewpoint on local and regional issues.

RTAC: I am also the Town's representative to the **Regional Transportation Advisory Council**, which provides the MPO with input from municipalities, agencies, and advocacy organizations. My activities at RTAC included attending MPO meetings and representing the Advisory Council on the UPWP Committee, which selects planning studies, and on the Suburban Mobility Committee, which finances suburban transportation initiatives.

MBTA Advisory Board: I am the Westwood designee to this organization where I advocated for increased funding sources and reasonable fare structures to resolve the T's budget problems. The transportation reform legislation provided only a one-year fix and eliminated the only real powers of this Board.

Routes 95/93/University Avenue Interchange:

After many years of delay, the design work for this project is moving forward, however the date for construction has been postponed because of fiscal restraints until 2026 to 2030. We are bringing together neighboring towns, organizations, and businesses to unite in an effort to get this project back on schedule.

Steven H. Olanoff
MAPC Representative
Three Rivers Interlocal Council Representative
RTAC Representative
MBTA Advisory Board Designee

WESTWOOD POLICE DEPARTMENT

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

The Westwood Police Department is comprised of twenty-eight sworn police officers, six 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	3
Patrol Supervisors	4	4
Traffic Safety Sergeant	1	1
Patrol Officers	16	16
Detectives	2	2
School Resource Officer	1	1
Communication Personnel	6	6
Administrative Staff	2	2

PERSONNEL

There was very little turnover in personnel in the Westwood Police Department during 2009. In September, Communications Officer Paul VanVliet resigned to accept a position as a Police Officer in another community. Jon Creek, was hired as a replacement. Jon previously worked as a dispatcher in a regional dispatch center.

TRAINING

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

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

INVESTIGATIONS

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

TRAFFIC ENFORCEMENT

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

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

WESTWOOD POLICE DEPARTMENT

CRIME STATISTICS

Crime	Reported Incidents
Murder	0
Rape	1
Robbery	2
Arson	0
Aggravated Assault	17
Burglary & Attempts	90
Larceny-Theft	89
Motor Vehicle Theft	11
Alarms	788
Accidental 911 Calls	530
Missing Persons	20
Motor Vehicle Crashes	460
Disturbances	137
Identity Fraud	25
Bomb Threat	0

GRANTS

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

Funding Source	Amount	Purpose
Community Policing	\$13,734.29	Community Policing Program
Governors Highway Safety	\$5,798.00	Traffic Enforcement Campaigns
E-911	\$10,000.00	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 to work with residents, businesses, and municipal agencies on the Westwood Station Impact Study

- Continue revision of the WPD Policy Manual to ensure compliance with all state and federal laws

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

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

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

William G. Chase
Chief of Police

PARKING CLERK

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

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

In 2009, the Town of Westwood issued 46 parking tickets, which equaled fines totaling \$730.00. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	4
Blocking Handicapped Ramp	0
Parking in Public Safety / Fire Lanes	1
Restricted Place or Prohibited Area	12
Obstructed Driveway	0
Obstructed Crosswalk	1
Obstructed Sidewalk	0
Within 20 Ft. of an Intersection	1
Within 10 Feet of Fire Hydrant	0
Wrong Direction	4
Over 1 Ft. from Curb	0
Obstructing Snow Removal	0
Overtime Parking	0
All Night Parking	23
Other	0
Column Total:	46

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

Michael A. Jaillet
Parking Clerk

WESTWOOD FIRE DEPARTMENT



Live burn demonstration at the Westwood Fire Department's Open House in October 2009.

DEPARTMENT MISSION

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

STAFFING

30 Uniformed Personnel

1 Chief
1 Deputy
4 Captains
4 Lieutenants
20 Firefighters

2 Civilian Employees

1 Administrative Clerk
1 Part-time Apparatus Maintenance Specialist

PROGRAMS/SERVICE AREAS PROVIDED:

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

2009 STATISTICS:

FIRES:

STRUCTURE	78
VEHICLES	15
BRUSH/GRASS	14
OTHER FIRES	10

EMS/RESCUE SERVICE:

AMBULANCE	1706
LOCK IN/OUT	62
VEHICLE ACCIDENTS	216
ANIMAL RESCUES	5

HAZARDOUS CONDITIONS	28
SERVICE CALLS	80
ASSIST POLICE DEPT.	10
MUTUAL AID/LINE COVERAGE	15
GOOD INTENT CALLS	13
SMOKE INVESTIGATIONS	64
ELECTRICAL EMERGENCIES	88
HAZARDOUS MATERIALS INCIDENTS	67
FALSE ALARMS	8
ALARM SYSTEM MALFUNCTIONS	183
UNINTENTIONAL ALARMS	130
CARBON MONOXIDE DETECTOR INVESTIGATIONS	47
<u>BOMB SCARES</u>	<u>2</u>
TOTAL EMERGENCY RESPONSES	2841

2009 FIRE LOSS \$141,000

OPEN BURNING PERMITS	412
INSPECTIONS & PERMITS	1031
TRAINING PROGRAMS	228

REVENUES GENERATED FOR 2008:

AMBULANCE SERVICE	\$624,607.64
SMOKE DETECTORS	\$7760.00
PERMIT FEES	\$7410.00
FIRE ALARM FEES	\$5150.00
MISC. REPORTS	\$359.00
TOTAL	<u>\$645,286.64</u>

2009 AREAS OF NOTE

- ◆ The Fire Department, has successfully incorporated payroll and accounts payable into the Incident Dispatch and Reporting Software and continued personnel training.

WESTWOOD FIRE DEPARTMENT

- ◆ The Department began participating in Project Lifesaver International. Funds from a local grant provided the Department with Lojack's electronic tracking equipment used to rescue wandering or lost high risk individuals. Through the continued support of the Westwood Lions Club, the department received the funds necessary to properly train all Westwood Firefighters in the use of tracking equipment.
- ◆ The Department applied for and was awarded a grant from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools.
- ◆ The Department instituted use of CPAP (continuous positive airway pressure), a medical device that efficiently treats patients with fluid in their lungs
- ◆ This year the Department has expanded the Quality Assurance/Quality Improvement Program for the Paramedics. This program is coordinated by a third party firm and overseen by the Doctor in charge of Medical Direction for our ambulance service. All ambulance calls and the resulting treatments are reviewed and training programs are developed based upon the needs identified by the reviews.
- ◆ All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- ◆ Deputy Chief Morrison, the Department's Fire Prevention Officer performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- ◆ The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. Anyone with questions can call Station 1 and speak to the Officer on duty.
- ◆ SCBA (self contained breathing apparatus) was upgraded to include personal tracking devices to help ensure the safety of the firefighters.
- ◆ Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses are also provided.
- ◆ The Department began participating in a nationwide trial of CCR (cardiocerebral resuscitation) protocol to increase the survivability of a cardiac arrest versus standard CPR.
- ◆ All Paramedics were trained for the public delivery of the H1N1 vaccine.
- ◆ The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants
- ◆ In October the Department held an Open House at the High Street Station that was attended by several hundred residents. In addition to fire safety exhibits there were two "live burn" demonstrations.
- ◆ The Department provided community based CPR programs.
- ◆ 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:
 - ◆ A major fire in a residence on Alder Road
 - ◆ A motor vehicle accident involving a pick up truck and a tractor trailer unit on University Ave. resulting in serious injuries
 - ◆ A motor vehicle accident between a truck and a car beneath the East St. Bridge
 - ◆ A car fire inside the parking garage at the 128 Railroad Station
 - ◆ Assisting Norwood Fire Department with 3 multi-alarm fires
 - ◆ Assisting the State Police Bomb Squad with a hazardous device on Church Street
 - ◆ A Hazardous Materials Incident on Nahatan Street
 - ◆ A lightning strike caused fire in a structure on Pond Street
 - ◆ A motor vehicle accident requiring a Medflight Helicopter on Route 128
 - ◆ Assisting Walpole Fire Department with 3 multi-alarm fires
 - ◆ A fire damaged a residence on Woodridge Road
 - ◆ A motor vehicle accident involving a truck carrying propane bottles and a car on Route 128
 - ◆ A serious accident on High Street requiring a Medflight helicopter

WESTWOOD FIRE DEPARTMENT



Firefighter Bill Little at the dedication of the new Westwood Memorial Park.

(courtesy of Community Newspapers)

2010 OUTLOOK:

- ◆ Continue to pursue opportunities to expand shared Fire/EMS on regional basis.
- ◆ Provide community based CPR and Fire Education Programs.
- ◆ Apply for State and Federal Grants.
- ◆ Prepare for pending budget constraints
- ◆ The Fire Department appreciates the high level of cooperation it receives from the other town departments and boards we interact with especially the Police Department, Building Department and Board of Health.

William P. Scoble, Chief of Department

BUILDING DEPARTMENT

DEPARTMENT RESPONSIBILITIES

- To ensure the safety and integrity of all buildings and new construction by enforcing the State Building Code, Local Zoning Bylaws, Electrical, Plumbing, Gasfitting, and Mechanical Codes.
- Inspect all educational buildings and buildings of assembly annually or as prescribed in 780 CMR (Massachusetts State Building Code) Table 106.

STAFFING

MGL Chapter 143: Section 3

The chief administrative officer of each city or town shall employ and designate an inspector of buildings or building commissioner as well as such other local inspectors as reasonably necessary to assist the inspector of buildings or building commissioner to administer and enforce the state building code.

BUILDING DEPARTMENT PERSONNEL

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

SERVICES

The Building Department provides (6) major services. These are:

1. Review plan.
2. Issue Permits in five diverse categories.
3. Inspections of permitted work and periodic inspections of buildings of assembly
4. Zoning Enforcement
5. Certificates of Occupancy
6. Administration

PERMIT APPLICATION PROCESS

- State statute requires applications be reviewed and acted upon within 30 days of submittal

- 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.
- 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.

2009 PERMITTING ACTIVITY

Building Permits	612
Gasfitting Permits	209
Plumbing Permits	341
Wiring Permits	435
Sprinkler Permits	4

Twelve permits were issued for new dwellings. Of these one was to replace a home destroyed by fire, three were for new residences, and eight were constructed after the existing residence was demolished.

ZONING ENFORCEMENT

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

BUILDING DEPARTMENT

ADMINISTRATION

- Prepare department annual budget.
- Prepare department payroll and accounts payable.
- Represent Building Department with contractors and residents both in person and on the telephone.
- Prepare correspondence to other departments and agencies at the Town and State levels.
- Prepare 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.

ACCOMPLISHMENTS AND GOALS

- Successful implementation of the 7th edition of the Massachusetts State Building Code.
- Continue to provide exemplary service to residents and contractors.
- Work with the Land Use Committee to increase efficiency in the permitting process.
- Improve the content of the web page.

WESTWOOD SCHOOL COMMITTEE

Westwood School Committee Report to the Town of Westwood in the 113th Annual Town Report

On behalf of the Westwood School Committee, it is my pleasure to report to the residents of Westwood on the status of the Westwood School System. Following the Annual Town Meeting, the School Committee elected Barbara H. Delisle as Chairman, Josepha A. Jowdy as Vice Chairman, and John O'Brien as Clerk. Brian Kelly was reelected to the Committee, and Ellen Mason continued her term.

This past year has been a difficult financial year for all sectors of government and the Westwood Schools were no exception. Faced with budgets constraints seen all across the state, a budget with a 0% increase over the previous year was approved at Town Meeting in the spring. In order to meet this budget we were unable to achieve class size guidelines in several pockets in the Elementary Schools, throughout the Middle School and in certain disciplines in the High School. In addition, the Westwood Teachers Association settled for a one year contract which restructured the pay scales and resulted in a 0% COLA, and we thank the teachers for their spirit of cooperation in this trying economic environment.

Despite tight finances, our school system and our students continue to perform at the highest levels. Graduation rates and attendance at four year colleges are among the highest in the State, if not the country. Our MCAS scores at all grade levels are also among the top in the Commonwealth.

With assistance from a State kindergarten grant, Westwood was able to implement a full day kindergarten program throughout the system. This will now allow for more time to be spent on each curriculum strand which will provide a stronger base for our youngest elementary students.

At the Thurston Middle School the classroom and cafeteria expansion project was completed \$1 million under budget and on time for occupancy at the beginning of the 2009/2010 school year. This project included improved parking and drive through space as well as enhancements to existing spaces adjacent to the addition. While the addition provided additional classroom and meeting space, our budget constraints did not allow for us to hire additional teachers to address high class sizes.

A focus of the Westwood School System is to provide 21st century skills and to this end technology must be at the forefront. Professional development has been centered on integrating technology in the classroom at all levels as a means to improving learning outcomes. However, this will require continual investment in technology and we continue to look at innovative ways to sustain this.

At the beginning of this school year we welcomed two administrators, Deborah Gallagher as principal at the Downey School and Sean Bevan as Assistant Principal at the High School.

We would like to thank all our administrators, teachers and staff for their hard work this year. Despite limited resources they continue to improve our programs and curriculum, address the needs of all our students and maintain and improve our facilities, making the Westwood School System one of which all residents should be proud. And finally, we remain grateful to the townspeople of Westwood for their continued support.

Barbara H. Delisle, Chairman

SUPERINTENDENT OF SCHOOLS

I am pleased to submit this school department report for our town residents. Our school district has a long tradition of providing high-quality instruction and extra-curricular opportunities for our more than 3,100 students in PK-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. Seventeen Westwood High School students received letters of commendation from the National Merit Scholarship Program and there was one semi-finalist. Sixty-nine students received AP Scholar Awards. Four students were National Scholars; 27 were Scholar with Distinction; 11 were Scholar with Honor; and 27 students were Scholar. Twelve high school students were award recipients in the Boston Globe Scholastic Art Competition. Seven received the Silver Key Award and 5 received an Honorable Mention. Two Martha Jones students placed in the top 50 on the nation-wide online bridge design contest sponsored by MIT and the Boston Society of Civil Engineers. Four high school students were accepted into the Massachusetts Music Educators (MMEA) Eastern District Music Festival and two received scores high enough to qualify them for January auditions for the Massachusetts All State Band. The Robotics Team reached the quarter-finals this year and ranked 11th out of the 53 teams competing. Brad Baldwin and Scott Delisle were honored as Eagle Scouts this past year. In high school athletics, the Girls' Lacrosse Team won the state championship. Irina Chiulli was the Division 2 Diving Champion and Tayla Allen came in 6th in the 100 yard dash at the All State Meet. Westwood High School graduates students prepared and eager to continue their education. 96% of the students in the graduating class of 2009 are continuing their education; 93% at four-year colleges or universities and 3% at 2-year colleges. Westwood High School was ranked #15 this year by Boston Magazine.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas. The Mentoring Program chaired by Dr. Avalin Green, Director of Curriculum & Instruction, and Beth Herlihy, Paul Hanlon Principal, is successfully completing its second year. The Department of Elementary and Secondary Education (DESE) visited Westwood to look at our exemplary practices and see how we meet the needs of all learners. Dr. Avalin Green, Director of Curriculum

& Instruction, and a committee comprised of faculty and parents conducted an in-depth review of K-12 English Language Arts. A review was conducted of the district's systems and practices addressing the differentiated needs of all students. At the November 30th All Day Inservice a Technology Showcase was held at the High School. The message they came out of that workshop with was that we want to use technology to improve teaching and learning, not as an add-on in the classroom. Technology should be viewed as an environment and not viewed as a "tool". Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in kindergarten through grade twelve was prominently displayed throughout the year in each school and in public settings, including the Westwood Public Library.

We welcomed Debra Gallagher to the Downey School as Principal and Sean Bevan to the High School as Assistant Principal.

In 2009, two faculty members retired after many years of dedicated service to students and town. The retirees were: Christy Baldwin, 33 years and Jim Giurleo, 24 years. Allan Butters was recognized for his 17 years as the Westwood Representative on the Blue Hills Regional High School Board.

John J. Antonucci
Superintendent of Schools

BLUE HILLS REGIONAL TECHNICAL SCHOOL

The Blue Hills Regional District School Committee is pleased to submit its Annual Report to the residents of the Town of Westwood.

Blue Hills Regional Vocational Technical School continues its steadfast commitment to providing 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 include Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood.

Mr. Joseph A. Ciccolo continues to serve as the Superintendent-Director. The District School Committee meets on the first and third Tuesday of each month at 7:00 p.m. at the school at 800 Randolph St., Canton. The public is invited to attend. The Committee is comprised of:

AVON: Francis J. Fistori, Chairman

BRAINTREE: Robert P. Kimball

CANTON: Aidan G. Maguire, Jr., Secretary

DEDHAM: Joseph A. Pascarella, Vice Chairman

HOLBROOK: Robert S. Austin

MILTON: Festus Joyce

NORWOOD: Kevin L. Connolly

RANDOLPH: Richard Riman

WESTWOOD: Charles W. Flahive

On October 8, several members of the Blue Hills Regional staff made an informational presentation about the school to the general public at the Westwood Public Library. The participants included Supt. Ciccolo, Westwood representative to the Blue Hills Regional District School Committee Charles W. Flahive, Admissions Director Marybeth Joyce, Freshman Guidance Counselor Sarah Titus, Instructor Wapaemi Wariboko of Westwood, Communications Specialist Judy Bass, and Westwood student Renee Ragucci.

Late in 2004, Gov. Mitt Romney announced the inception of the John and Abigail Adams Scholarships, which are given to high school students in recognition of their outstanding MCAS scores. The scholarships entitle the recipients to four years of free tuition at any University of Massachusetts campus or any participating state or community college in Massachusetts. Forty-seven members of the Class of

2010 were honored including Nicholas Angelici of Westwood.

Blue Hills Regional students participated in the SkillsUSA District Competition at the J.P. Keefe Regional Vocational Technical School in Framingham and they won 23 medals. Wendell Myers of Westwood won a bronze medal in Culinary Arts.

The Annual National Honor Society (NHS) Induction was held on February 25, 2009. Twenty-three new members were welcomed, and 15 second- and third-year members participated in the ceremony as well. Members from the Class of 2010 included Renee Ragucci of Westwood. Second-year members of the Class of 2009 included Brian McKenna of Westwood.

The Engineering Technology program successfully entered its sixth year at Blue Hills Regional. In 2009, the program earned Chapter 74 status from the Massachusetts Dept. of Elementary and Secondary Education signifying that it is recognized as a full-technical program.

On November 19, 2009, Blue Hills Regional hosted its annual Open House. The well-attended event allowed the public to visit classrooms and vocational areas, speak with students, teachers, and administrators, and obtain helpful information about the school.

As of October 1, 2009, total enrollment in the high school was 845 students. There are currently eleven students from Westwood.

Two adults from Westwood graduated from the post-secondary Practical Nursing Program on June 24, 2009. The Practical Nursing Program is a full-time program of study provided on a tuition and fee basis.

Blue Hills Regional is proud to offer various services to district residents – and in some cases, the general public – from a variety of technical programs. This practice allows students to utilize their training in practical, hands-on situations that augment their classroom work. Furthermore, these professional-quality services are available at well below commercial cost. Over the years, residents and civic or municipal groups in the Town of Westwood have saved considerable money by having Blue Hills Regional students perform work for them such as printing, graphics and carpentry.

Students in Cosmetology offer a full range of services for hair, skin and nails by appointment. All members of the public are welcome. Students in the Adult Cosmetology class also welcome customers in the evening.

BLUE HILLS REGIONAL TECHNICAL SCHOOL

Full-course lunches prepared by students are served to the public during the school year in the Blue Hills Regional restaurant, the Chateau de Bleu. Bakery goods are available for purchase, and the facility can also be used for civic group meetings.

The Early Education Center features a preschool program for youngsters who are two years, nine months old to kindergarten-entrance age. It is accredited by the National Association for the Education of Young Children. The program also provides a learning environment for students studying Early Education.

Each year, Blue Hills Regional's Construction Technology and Electrical students build two major residential projects. District residents are invited to submit applications for these projects, which must last the full school year and have significant educational value.

The Auto Body and Auto Repair students complete automotive projects for community residents on a departmental-approved appointment basis.

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

Mr. Charles W. Flahive
Westwood Representative
Blue Hills Regional Technical School District

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT MISSION

- To maintain and expand the Public Works infrastructure by providing for the planning and implementation of related activities.
- 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.
- To provide for the safety of pedestrian and vehicular traffic on Town roads with street lighting and traffic control signals, traffic markings, and signs.
- To maintain and expand the Town-owned Cemeteries, Parks, and Athletic Fields.
- 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.



Highway Department Crew collecting Christmas Trees

GOALS AND RESPONSIBILITIES

- Maintain the infrastructure of the Town, which includes sewer system, streets, drainage systems, street lighting, traffic control devices, buildings, Town grounds, fields, parks, cemeteries, solid waste and recycling programs.
- Repair and maintain the Town's infrastructure, including the solid waste and recycling programs, storm drain system, the roadway and sidewalk system, street lighting and traffic control signals, municipal vehicles and equipment, the sewerage system, engineering services, parks, fields, and cemeteries.



New Cemetery Barn

- Improve and maintain the roadway system providing safer, more economical traveling conditions, and a reduction in long-term maintenance.
- Maintain and beautify Town properties and public ways.
- Repair and maintain most municipal vehicles and equipment as required.
- Remove dead trees, cut excessive growth, and trim trees within the public ways to maintain and improve public safety.
- Maintain and improve the safe and efficient flow of traffic through proper roadway signage and striping.
- Provide for efficient management of all services and programs required providing residents with waste collection, disposal and recycling programs.
- Maintain the Town's public buildings to provide attractive and clean buildings for public use and a comfortable work environment for Town employees.
- Provide engineering information (Federal flood maps, street layouts, etc.) to general public, businesses and developers.
- Furnish engineering support for Town departments and boards as requested.
- Define existing problems with the Town's infrastructure and recommend proper corrective measures.
- Provide complete and efficient lighting on Town streets, in order to ensure the safe nighttime driving on public roadways.
- Provide and maintain street directional signs and traffic controls signals.
- Provide weekly curbside collection of residential solid waste and to dispose of the waste at an approved disposal site.
- 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

DEPARTMENT OF PUBLIC WORKS

household hazardous waste at an annual Hazardous Waste Day.

- Provide sewer services to all residents and businesses located within the sewer portion of Town.
- Expand the sewerage system to provide service to those residents in need if possible.
- Improve the existing sewerage system to provide better service and increased reliability.
- Enhance equipment and training to handle emergencies.

PROGRAM/SERVICE AREAS

ENGINEERING SERVICES

Planning Board:

- Review submittals, make recommendations
- Inspect developments under construction

Board of Selectmen:

- Drainage recommendations
- Traffic recommendations
- Maintain road inventory, plan files, emergency dispatch maps

Conservation Commission:

- Review submittals, make recommendations.
- Inspect developments under construction.
- Miscellaneous studies as requested

Sewer Commission:

- Review submittals, make recommendations
- Inspect installations

All Departments/Commissions/Boards/Councils:

- Provide reviews, recommendations, inspection, liaison, etc., when requested

PUBLIC BUILDING MAINTENANCE

Provide for the maintenance of Town Hall, the Carby Street Municipal Office Building, the Main and Islington Libraries, Department of Public Works Garages, Council on Aging, the Police Station, the Main and Islington Fire Stations, Islington Community Center. Custodial services are provided in the Town Hall, Council on Aging, Islington Community Center, Police Station, Department of Public Works Garages and the Carby Street Municipal Office Building by contracts and staff, with the custodial services for the Libraries and Fire Station accomplished with their staffs.

All costs of utilities - heat, electricity, water, sewer user fees, are included in the building maintenance budget, along with the cost of cleaning supplies and needed repairs and maintenance to boilers, heating systems, plumbing systems and cooling systems.

STREET LIGHTING

There are currently 1,117 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 has purchased the street lights from NSTAR and has hired a street light service company for maintenance at

a considerable cost reduction in the maintenance portion of the Street Light Budget.

TRAFFIC CONTROLS

There are currently seventeen intersections with traffic controls which are High Street at Summer Street, High Street at Windsor Road, High Street at Gay Street, High Street at Hartford Street, High Street and Westwood Glen Road, Route 109 and entrance to Fox Hill Village/Prudential Office Park, Washington and East Streets, Burgess Avenue and High Street, Washington Street and Gay Street, Roche Bros, Washington and Clapboardtree Streets, University Avenue, at Rosemont, University Avenue at Blue Hill Drive, and Canton Street. In addition, there are flashers on either side of the Hanlon School on Gay Street, Sheehan School on Pond Street, Nahatan Street at the Middle School and on High Street near the entrance to Highland Glen. Finally, there are floodlights at Summer St. and High St.; Windsor Rd & High St.; Gay St. and High St.; Hartford St. and High St., Town Hall, Police Station and Library.

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.

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. After renegotiating a new contract in 2008 the tipping fee as of January 1, 2009 is set at \$69.20. Total tonnage of trash delivered in 2009 was 5,273 tons.

DEPARTMENT OF PUBLIC WORKS



D.P.W. Truck being washed down

RECYCLING

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, glass, and plastic from the solid waste stream and approximately seventy percent of the households participating in the curbside collection of recyclables. A total of 1,329 tons of recyclables were collected in 2009.

HAZARDOUS WASTE

The Town has provided a fall annual hazardous waste collection day where households are encouraged to dispose of hazardous waste, which they have been collecting. In the year 2009, 292 households have participated in the program. In addition to the household collection, the Town also disposed of hazardous waste, which had accumulated in the Public Works, Fire, and School Departments.

SEWER

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

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

These programs involve the following activities:

- Operation and maintenance of approximately 87 miles of gravity sewers and ten pumping stations.
- Produced billing for 4,927 sewer customers.
- Administer State Mandated T.V. and Cleaning of 7 miles of sewer main.

- Inspected the installation of 54 sewer services adding record drawings of services to our files.
- Administer repairs and upgrades to sewer stations.
- Administer through review of T.V. work, the repairs of sewer mains.
- Review and commented on various subdivision plans.
- Provided customers and prospective customers with consultation as to the feasibility of connecting to the sewer system.
- Plan for future expansion of the sewer system and upgrades to the sewer pumping stations.

PRIOR YEAR ACCOMPLISHMENTS ENGINEERING DEPARTMENT

Westwood Station

- Amendment #1 to the Definitive Subdivision for Westwood Station
- Westwood Station closure and site stabilization
- Amount of Security Permitted under the Westwood Station Master Plan Special Permit and Westwood Station Phase 1A EIDR
- Canton Street and Westwood Station Boulevard for Report on Layout and discontinuance of Town Ways.

Autumn Lane and Autumn Drive for Report on Layout and Discontinuance of Town Ways Pursuant to MG

Release of Covenants – Autumn Estates

Modification of Definitive Subdivision Approval for Presidential Estates – High Street

Extension of Shred Driveway and Scenic Roadway Special Permits for 303 Grove Street, Lots 122, 123, and 124

Environmental Impact and Design Review:

- Renovations at Dedham Institution for Savings – 673 High Street
- 401 Sandy Valley Road
- Construction and Establishment of Modular Additions to the Thurston Middle School – 850 High Street
- Construction of an Additional 99-Car Parking Lot at St. Margaret Mary Parish – 837 High Street

Scenic Roads Approval – 423 Sandy Valley Road

Wireless Communication Facility special Permit For:

- Clear Wireless LLC – 60-90 Glacier Drive
- Clear Wireless LLC – 213 Fox Hill Street
- 690 Canton Street

High Rock Village:

- Deposition
- Trial preparation
- Trial testimony

DEPARTMENT OF PUBLIC WORKS

ANR plan reviews:

- 7 Alcott Lane and 158 Washington Street
- 480 Summer Street
- 102-114 Canton Terrace
- 425 Providence Highway and 100 Everett Street

Other accomplishments:

- Cemetery barn
 - Con Com submittal
 - Lot Survey-building location
 - Construction oversight
- Westwood Station
 - Site stabilization
 - Pavement Repair
 - Safety signing
- Autumn Estates-oversight of:
 - Reconstruction of detention basin
 - Paving
 - Installation of bounds
 - Street acceptance plans and descriptions
- Route 109
 - Traffic study-updater signal timing
 - Upgrade of pedestrian audio signals Hartford Street/High Street
 - High @ Lowder Brook U-turn modifications
- Drainage:
 - Brookfield Drainage study
 - Coach Lane plan review
 - Drainage installation – Wildwood
 - Dover Road washing out - fixed
- Stormwater station set up for middle school field trip to Hale
- Sewer details for new regulations
- Veterans Park – walkway and brick layout and installations
- Pavement Management:
 - Cedar Lane
 - High Rock Lane
 - Rock Meadow Road
 - Hartford Street – High Rock to Mayfair
 - Pine Lane (mill and pave)
 - Pond Street – Clapboardtree to Cemetery (mill and pave)
 - Winter Street (mill and pave)
 - Oak Street – Pond to Spruce (mill and pave)
 - Gay Street – Thatcher to Milk
 - Summer Street
 - Whitewood Road
 - Juniper Ridge Road

HIGHWAY DIVISION

- Resurfaced and related work on the following streets: Pond St., Winter St., Oak St., Rockmeadow Rd., Cedar Lane, Dover Rd., High Rock Ln., Pine Ln., Juniper Ridge Rd., and Whitewood Rd.
- During the summer the DPW worked to prepare the site for Veterans Memorial Park. The DPW not only coordinated the activities of the various

contractors, they also performed a substantial amount of work on their own.

- Swept 100% of town streets this spring with town sweeper and hired one sweeper. Rest of the year spot sweeping was done as needed by town sweeper.
- Swept all sidewalks, which were plowed during the winter.
- Roadside mowing took place this year with approximately 1/3 of all streets mowed twice this year.
- Spent a considerable amount of time mowing islands, Cemeteries, Town Hall, Veterans Park, Fisher School, Obed Baker House, Morrison Park, School Street Playground, Police Station, Baptist Lot, Temple Lots, and Sewer Stations, all with town forces.
- Another time-consuming project taken on was the watering of town flowers and shrubs.
- Clean catch basin sumps and manholes, clean culverts as required, repair and rebuild catch basins, manholes and pipes, and construct new drainage structure and pipes.
- Administer contract for cutting and removal of dead trees, as well as selective trimming of trees, and provide crews to cut excessive growth along roadways.
- Keep records of locations and provide personnel to maintain and fabricate all roadway signage and oversee contract for traffic control line painting and traffic control devices.
- Provided crews to operate nine pieces of Town equipment for sanding, salting and plowing; and oversee two contracts providing an additional thirty-five pieces of equipment for plowing.
- With stump grinder bought through the consortium, the Department was able to grind more than one-hundred stumps.
- Cleared Sewer Easements of brush.
- Aerated Morrison Park Little League, Softball Fields, High School Football, Hanlon Soccer, Martha Jones, Sheehan, Middle School, Town Hall, and the Police Station, and Council on Aging.
- Grade all gravel roads.
- Maintain all Town Athletic fields – mowing, fertilizing, and grooming.

VEHICLE MAINTENANCE

- Performed all maintenance on Police, COA, and Public Works vehicles.
- Prepared all vehicles in the fall for winter operations such as installing all sander bodies.
- Continued to paint, letter, and put Town seals on all Public Works vehicles.

BUILDING

- Contracted custodial services for the Town Hall, Carby Street Municipal Office Building, and C.O.A.

DEPARTMENT OF PUBLIC WORKS

for daily general cleaning and annual cleaning of windows and rugs.

- Installed new sign & new holiday lighting at the Town Hall and Islington Center.
- Continued the process of straightening out the heating control system of the Town Hall.

SOLID WASTE

- Secured the services of a Hazardous Waste Contractor to hold a Hazardous Waste Day in September 2009.
- Fall and Spring curbside collection of leaves.
- Christmas tree curbside collection.
- Bi-weekly curbside collection of recyclables
- Weekly collection of household trash.

CEMETERY

- Considerable amount of time was spent in preparation of construction of new cemetery barn.
- Continued in the removal of overgrown shrubs in the old cemetery.
- Major cleanup of cemetery prior to Memorial Day by Town crews.
- Sold 54 lots in the Town's cemeteries and had 76 interments in 2009.
- Mowed and trimmed grass areas; trimmed shrubbery; provided fall clean-up; furnished interment services; and maintained, repaired, and constructed foundations for headstones at the Town cemeteries.

SEWER

- Upgraded all pumping stations with radio communications integrated into the computer control system.
- Carried out the normal maintenance of sewer lines and pumping stations.
- Produced quarterly bills for approximately 4,927 sewer customers.

SNOW AND ICE

- Sanded and salted 92 miles of roadway, exclusively by Town forces.
- When snow accumulates to three inches all roadways are then plowed, 15.5 miles by Town forces and 80.5 miles by contractors.
- Plowed snow eleven times in the winter of 2008 - 2009.
- Sanded and salted a total of thirty-one times.



New Flag Pole located at the Veteran's Park

FY10 SERVICE PLAN

- To continue with the road improvement program by crack-sealing, leveling and sealing Town roads.
- To continue with the annual maintenance of the Town's cemeteries, buildings, and infrastructure.
- To prepare for the upcoming winter season.
- To negotiate a street light maintenance contract.
- To continue to provide collection transportation and disposal of solid waste and collection and marketing of recyclable materials.
- To provide a Fall Household Hazardous Waste Day.
- To continue to update and maintain athletic field throughout the Town.
- To continue to maintain the existing sewer infrastructure.
- To update and computerize the record-keeping process for newly constructed house service connections.
- To continue the aggressive program for the reduction of Infiltration and Inflow (I/I) in the sewerage system.
- To encourage further training of the field personnel when appropriate programs are offered.
- To continue to improve the quality of equipment used in removal of snow and ice.
- To complete construction of vehicle wash at Highway yard.

Timothy Walsh, Director of Public Works
Ralph J. Phaneuf, Superintendent of Streets and Cemeteries
John R. Bertorelli, Town Engineer
Robert Angelo, Sewer Superintendent

BOARD OF SEWER COMMISSIONERS

The Board of Sewer Commissioners is organized as Anthony J. Antonellis Chairman, David W. White as Clerk and Francis X. MacPherson, Jr. as Third Member.

The personnel of the Sewer Commission are: Robert J. Angelo, Superintendent; Laura J. Fiske, Secretary to the Board; Carolyn Collins, 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 97% 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

- The Sewer Usage Rates have decreased for the past two years (3% for FY'10 and 5% for FY'09)
- Inspected the installation of 54 sewer services adding record drawings of services to our files.
- Administer repairs and upgrades to sewer stations.
- Administer through review of T.V. work, the repairs of sewer mains.
- Review and commented on various subdivision plans.
- Provided customers and prospective customers with consultation as to the feasibility of connecting to the sewer system.
- Plan for future expansion of the sewer system and upgrades to the sewer pumping stations.
- Carried out the normal maintenance of sewer lines and pumping stations.
- Produced quarterly bills for approximately 4,927 sewer customers.



Sewer Pump Station located at Stonemeadow Drive

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 2010 Annual Sewer System Maintenance Program is comprised of the following components:

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

Anthony J. Antonellis, Chairman
David W. White
Francis X. MacPherson, Jr.
Board of Sewer Commissioners

STORM WATER MANAGEMENT COMMITTEE

This year marked the end of the first five year permit through the EPA's Stormwater Management Program. With support of the Thurston Middle School we continued our public education through a wetland and watershed station for the seventh grade field trip to Hale Reservation. Outfall sampling was completed with no results that showed no negative impact to the environment. A year end report was filed with both the EPA and Massachusetts DEP at the end of April with the specifics completed for the year's program. Review of the new draft permit is underway and progress will begin on all new requirements when the permit is issued.

A study on Brookfield Rd watershed has been completed and proposals are being reviewed that would act as a first step toward the permanent solution to this chronic problem.

Stormwater Management Committee

Robert Angelo
Town Planner
John Bertorelli
Karen Catrone
Joseph Doyle
Lynne Fielding
Chris Gallagher
David Harrison
Michael Jaillet
Chris McKeown
Health Petracca
Ralph Phaneuf
William Scoble
Linda Shea
Tim Walsh

DEDHAM-WESTWOOD WATER DISTRICT

The 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 Selectmen each appoint three Commissioners to serve three year terms.

Chairman: Kenneth C. Bragg, (Dedham) Vice Chairman; Joseph S. Carter, Jr. (Westwood) Clerk, Robert E. McLaughlin, Jr. (Westwood); Steven M. Mammone (Dedham); Michael Powers, (Dedham), James Galvin, (Westwood).

Projects \$2.7 Million dollars was invested in the Water System during 2009. Highlights include the installation of 4143 feet of water main, 38 hydrants, 68 water services and 1023 meters. The water main on Cedar Lane was replaced as well as the main spanning the Route 1A Bridge over Route 128. Final paving over the new main on Dover Road was completed. Water mains were replaced in Dedham in Washington St., Commonwealth Ave, Elmwood Ave. and Jersey St. Significant savings were achieved for the Washington Street project which cost 1.1 million dollars because the work was done as part of a larger Mass Highway project.



. New Look for Fire Hydrants

Water Supply – The District continues to evaluate options regarding the Bridge Street Treatment Plant in order to determine if rehabilitation or replacement of the treatment plant is the best course of action. The

District's membership in the Massachusetts Water Resources Authority allows for the annual purchase of up to 36.5 million gallons of water from the MWRA. This water is available as a supplement, when necessary, to the District's existing water supply. With the advent of new development, the District will have the option of increasing the amount of water it can receive from the MWRA.

Security The District continues to upgrade the Supervisory Control and Data Acquisition (SCADA) system which monitors the Districts treatment and other equipment sites electronically and provides operating data to District personnel 24 hours per day. Fencing was upgraded at one of the water tanks.

Rates There was an overall 3% rate increase in 2009 however the minimum rate, which many elderly and low income residents are able to use, has been kept unchanged at \$118.44 per year 2001. There were also increases for the higher use conservation tiers and a new tier was added for quarterly usage over 75 hundred cubic feet (56,100 gallons) to further discourage outdoor watering.

Water Conservation Dedham-Westwood Water District continues to partner with the Environmental Protection Agency WaterSense initiative to help consumers save water and reduce costs on their utility bills. The rebate program for toilets and low flow washing machines returned \$39475 to customers in 2009. Residents took advantage of these rebate programs and, in so doing, contributed significantly to water conservation. The District processed 425 rebates for front loading washers and low flow toilets.

National Theatre for Children Performance May 5, 2009 – Celebration of National Drinking Water Week. The National Theatre for Children performed a water awareness show at a Westwood Elementary school.



DEDHAM-WESTWOOD WATER DISTRICT

Rain Sensors 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.

Rain Barrels Well over 100 barrels were purchased with a subsidy from the District. Since the program began in 2003, over 700 barrels have been purchased.



Leak Detection The District conducted an extensive leak survey in 2009 and began to test a new technology for leak detection on a pilot scale. The equipment consists 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 continues participation in a study with the Massachusetts Highway Department and the University of Massachusetts. The purpose of the study is to consider the District's request to have portions of the Route 128/Interstate 95 areas designated as low salt zones. The goal is to remediate water quality impacts to the District's wells that are attributed to MHD winter road deicing practices.

Personnel. A new customer Service representative was hired in 2009 along with an accountant. Two Northeastern Engineering students were hired under the CO-OP program to assist with the Distribution Department and provide the engineering student with valuable learning experiences.

Future Goals The District will continue installing new radio read water meters in 2010. These new radio meters continually monitor water flow data and can help identify customer leaks. Leak detection continues to be a priority for the District. Our existing water conservation programs that benefit both residents and commercial interests will be expanded and new initiatives will be implemented in the future. The District will continue to communicate with the Towns of Dedham and Westwood on a regular basis, particularly regarding new development projects and their impact on our water resources.

The Dedham-Westwood Water District is grateful to the Planning Board, 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 Collector's Offices, and especially the Town Administration and Board of Selectmen for their continued cooperation and support.



Students tour Whitelodge Treatment Plant

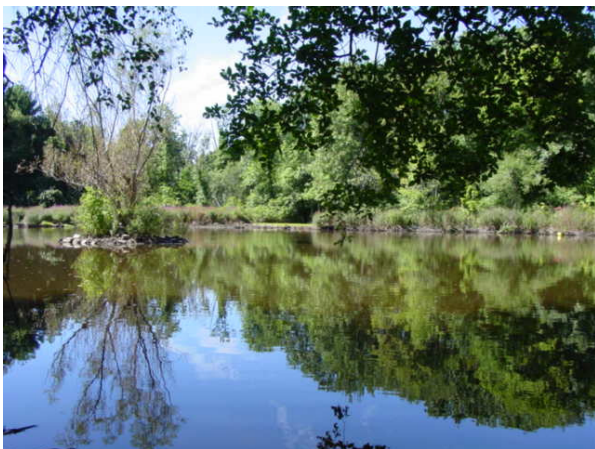
CONSERVATION COMMISSION

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

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

The ConCom issued 15 Orders of Conditions in 2009 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 450 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 2009, with the Commission's Pond Maintenance funding and donations from resident, efforts were started to eradicate loosestrife in Pettee Pond.

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 Tim Walsh, Director of the Westwood 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
Richard Thompson, Vice Chairman
Leo Crowe
Barry Hoffman
John Masterson
Michael Terry
William Stowe
Max Gowen, associate member

KEEPER OF THE POUND

The Town Pound has made it through the 2009 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 DPW.

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.

Ralph J Phaneuf
Keeper of the Pound

CEMETERY COMMISSION

Town cemeteries had 76 internments in 2009 and 54 lots were sold.

Major cleanups were performed prior to Memorial Day and again in the fall, in both cemeteries as follows:

- Shrubs were trimmed
- Grass was mowed and trimmed
- Old trees and branches were removed
- Paths were repaired and cleaned
- Headstone foundations were constructed, repaired, and maintained
- Internment services were provided

The commission is currently in the process of computerizing the grave layout in both Westwood cemeteries, which will aid in the purchase of lots in the New Cemetery, and research the interred in the Old cemetery.

Thomas Daly
John Lynch
Thomas Aaron

BOARD OF HEALTH

The Westwood Board of Health was saddened by the loss of long-time member Barton P. Smith, M.D. after a brief illness in June of 2009. Dr. Smith served on the very first Westwood Board of Health from 1971 through 1974. He also served from 1991 until his passing. Many regulations were adopted during Dr. Smith's tenure, including the *Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Westwood* in 1996, which required Westwood food establishments to become smoke-free. A comprehensive *Private Well Regulation* and the *Regulations for the Control of Animals in the Town of Westwood* were also adopted while he served on the Board. He was very interested in protecting the environment, maintaining open space and providing housing for senior citizens in Westwood. Barton P. Smith, M.D. will be missed by all.

Ryne Johnson, D.M.D. was appointed in September to fill Dr. Smith's unexpired term. He joins board members Christine Previtara, R.N.J.D., and Susan Aries, R.N. Health Department staff consists of Linda R. Shea, R.E.H.S./R.S., Director, Cheryl Kelly, C.F.S.P., Sanitarian/Food Inspector, Mary Beechinor, R.N., Public Health Nurse and Julie Pickard, Administrative Assistant. 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:

H1N1 Influenza dominated public health in 2009. The Westwood Board of Health held 13 clinics, where individuals received Seasonal and H1N1 Influenza and Pneumococcal vaccines. H1N1 Influenza made the news in the spring of 2009. It was identified as a novel influenza and quickly became a pandemic, targeting children and young adults.

In the summer of 2009, the Health Department began working with the School Department on a plan for immunizing Westwood Public School children against H1N1 Influenza. Meanwhile, the Massachusetts Department of Public Health encouraged Boards of Health to schedule Seasonal Influenza clinics early. Unfortunately, seasonal vaccine distribution was delayed as a result of the manufacture of H1N1 vaccine, prompting the cancellation of the Seasonal Influenza clinic in September.

The Annual Seasonal Influenza clinic was held on October 17, 2009 for adults 65 years of age and older due to limited quantities of vaccine. Pneumococcal vaccine was also offered to residents at this clinic.

This clinic was held as an Emergency Dispensing Site Drill for Westwood Medical Reserve Corps (MRC) volunteers. This was the third year that the drill was held at the Westwood High School gym, which is the town's designated emergency dispensing site. We were able to successfully test the system that we would use to administer vaccine and/or medication to Westwood residents in the event of an emergency. We duplicated to the extent possible Westwood Board of Health's Emergency Dispensing Site Plan. We intend to conduct all future flu clinics using this plan. We held an additional Seasonal Influenza clinic on December 15, 2009 for the general public.

In November, the Health Department began hosting closed H1N1 Influenza clinics for pregnant women, day care providers of infants, parents of newborns and health care providers due to limited quantities of vaccine.



Annual Flu Clinic/Emergency Dispensing Site Drill at Westwood High School, October 17, 2009

Once we received enough H1N1 vaccine, we began working with the school nurses on a plan to immunize public school students. Thurston students were immunized on December 3, 2009 during the school day. Elementary school students were immunized on Saturday, December 12, 2009 in the High School cafeteria, and high school students were immunized on December 21, 2009 during the school day. The Public Health Nurse also collaborated with the school nurse from Xaverian Brothers High School and the students were immunized on December 16, 2009 during the school day. Private school students and children who needed a second dose of vaccine were immunized in January 2010.

Westwood received \$25,000 in federal grant money through the Center for Disease Control and Prevention's Public Health Emergency Response (PHER) grant to fund equipment and supplies necessary to immunize the population against H1N1 Influenza.

BOARD OF HEALTH

The Westwood Health Department administered 5150 doses of vaccine in 2009; 3770 doses of H1N1 Influenza vaccine, 1180 doses of Seasonal Influenza vaccine and 200 doses of Pneumococcal vaccine.

EMERGENCY PREPAREDNESS:

Emergency Preparedness has continued to be a priority for the Westwood Health Department and the Board of Health. Health Department personnel are considered first responders; a role traditionally associated with fire, police and EMS. The Health Department is required to provide 24 hours a day, seven days a week coverage. As such, we have joined with neighboring communities to share resources. The Massachusetts Department of Public Health (MADPH) created 6 emergency preparedness regions in 2003 of which Westwood is a member of Region 4b. Region 4b consists of 27 communities which meet monthly to discuss public health issues. MADPH distributes emergency preparedness funds through the regions.



Public Health
Prevent. Promote. Protect.

Westwood received a \$6092.95 grant from Region 4b in 2009. The grant money was used for the purchase of an LCD projector, a notebook computer and hand-held radios. Grant money was also used for training health department staff, holding educational programs, purchasing supplies, and educational materials.

The Board of Health has continued 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.

The Westwood Board of Health along with the Boards of Health of Canton, Dedham, Milton, Needham, Norwood, and Wellesley has formed a regional coalition, Sub-Region 3, to continue emergency preparedness activities. In 2009, the Sub-Region received a grant of \$5,000 from the National

Association of County and City Health Officials (NACCHO), and a grant of \$21,000 from the Medical Reserve Corps funding through the CDC.

The seven communities once again partnered with the Harvard School of Public Health, Center for Public Health Preparedness on a full-scale emergency dispensing site exercise. This exercise was held on September 12, 2009 in Wellesley. Approximately 250 MRC volunteers participated from the seven towns in Sub-Region 3.

This exercise involved the practice of activating an emergency dispensing site (EDS) employing MRC volunteers, but under much more "real world" conditions. In order to better assess how the emergency activation and set-up of an EDS would function with limited preparation and notice, a scenario was crafted that tested how the participating health departments and MRC volunteers respond in real time to the often chaotic events of a public health emergency.

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.

In 2009, Westwood became 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 was appointed by the Board of Selectmen as the Westwood representative to the committee.

PUBLIC HEALTH NURSING:

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

Public Health Nurse Mary Beechinor, R.N. provided the following services in 2009: 12 blood pressure clinics, 176 home visits, 331 office visits, and the investigation of 129 communicable diseases.

BOARD OF HEALTH

In 2009, the Health Department began using the Massachusetts Virtual Epidemiologic Network (MAVEN). MAVEN is a secure electronic disease surveillance system that allows public health officials to receive, manage, process, and analyze disease-related data. Through data analysis, MAVEN can provide surveillance data for the identification of a possible public health emergency. MAVEN supports the state and local public health need to investigate, monitor and report a health event or act of bioterrorism.

Mary Beechinor, R.N. is a member of the Lyme Disease Task Force with Dr. Hartman of Westwood Pediatrics and the surrounding communities. The Towns of Westwood, Medfield and Dover are the epicenter of Lyme disease in Massachusetts. The task force has created educational materials and plans a yearly forum for the public.



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

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

PROGRAMS:

The Westwood Sharps Collection Program has proven to be a robust program. It has been well received by the residents. An amendment to the Massachusetts Medical Waste Regulations requires all communities in Massachusetts to comply by removing sharps (needles, syringes and lancets) from the residential trash stream.

Sharps are considered medical waste and as such 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 sharps exposure.

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

In order to dispose of sharps in the sharps collection kiosks, you must use 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.



Sharps Collection Kiosk at the Senior Center

In May, The Public Health Nurse, Mary Beechinor, R.N. conducted choke-saver training for all food establishments in Westwood. The state food code regulations require that establishments having 25 seats or more must train their employees in anti-choking procedures. A total of 23 participants from 11 establishments attended one of the training sessions.

Also in May, the Health Director attended the annual camp director's meeting for recreational camps for children held at Hale Reservation, and was hosted by Steven Larsen, Director of Programs for Hale Reservation. The Health Department reviewed the requirements of the *State Sanitary Code for*

BOARD OF HEALTH

Recreational Camps for Children with representatives from each of the day camps that operate in Westwood. The Board of Health licenses all recreational camps for children, which includes reviewing, and approving applications and inspecting each camp. The Public Health Nurse oversees the camp medical requirements and works closely with the camp health supervisors of each camp. The Public Health Nurse reviews camper and staff medical records to make sure that each record is complete and that all campers and staff are up to date with their immunizations. The 2009 camp season was very successful with approximately 1000 children and 200 staff per day at the 11 recreational camps for children licensed in Westwood.

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

RABIES CONTROL:

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2009, 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 2009, 13 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. In 2009, 3 animals were submitted for testing.

The Westwood Board of Health the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on April 4 2009. State law requires all dogs and cats be vaccinated against rabies. Thirty-nine (39) cats and ninety-three (93) dogs were vaccinated. Rabies in Massachusetts continues to pose a threat to humans and domestic animals.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of eight inspections were conducted in 2009.

MOSQUITO CONTROL:

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



Larval Control (Larviciding) consists of treating mosquito larvae during aquatic development in wetlands where mosquitoes breed. Adult Control (Adulticiding) involves the use of ultra low volume cold aerosol applications from truck-mounted equipment. These applications are conducted only when warranted. Adulticiding is available to residents on a weekly basis, depending on the weather, between the hours of 2:00 A.M. and 6:00 A.M., by request only. Adulticiding becomes necessary when adult mosquitoes are too numerous, annoying, and/or threaten the health of residents. In 2009, 5,214 acres were treated with an Adulticide. West Nile Virus has been active in Massachusetts for the last few years. The Project and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. This is an opportunity for individual residents to take an active role in controlling this mosquito-borne disease. Individual landowners can help by making sure that they eliminate any containers that hold water for more than five days. The mosquitoes that most likely carry and spread the West Nile Virus breed prolifically in these containers. This practice can eliminate mosquito breeding without the need for pesticides. In 2009, 1,231 rain basins were treated with larvicide briquettes as a control measure for the West Nile Virus. Due to the increase in West Nile Virus activity in Norfolk County this year the surveillance program was expanded dramatically.

Westwood residents should also be aware of the spring aerial larval control application, which usually

BOARD OF HEALTH

takes place in April. The Project uses helicopters to treat the larger wetlands in Westwood and surrounding communities in an effort to control mosquitoes before they hatch into adults and leave the wetland, thus avoiding infestations in residential areas. In 2009, 357 acres were treated during the spring aerial application. The environmentally sensitive pesticide Bti is used to control mosquito larvae without affecting the other beneficial organisms in the wetland. Briquettes and granular applications by hand for larval control were conducted on 5.4 acres in 2009. These applications also reduce the need for early morning aerosol applications that are less effective. For more information visit the Norfolk County Mosquito Control Project web site at www.massnrc.org/nmcp.



Ariel Larviciding

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 2009, 11 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in May and September in 2009. The Board of Health is happy to report that there were no sales to minors during either compliance check.

GOALS AND RESPONSIBILITIES:

The Board of Health:

- Issues permits and licenses for a wide variety of businesses and activities throughout Westwood
- Inspects all licensed and permitted facilities
- Enforces applicable state and local regulations and statutes
- Provides a comprehensive public health nursing service to residents
- Investigates all reports of communicable diseases
- Provides information and advice regarding environmental health issues
- Takes part in regional programs such as mosquito control, tobacco programs and food seminars

ENFORCEMENT:

The Board of Health enforces the following:

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

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

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

Westwood Bylaws: Article 17, The Hazardous Materials Bylaw.

BOARD OF HEALTH

2009 IN REVIEW

	PERMITS	INSPECTIONS
FOOD:		
Food Establishments	43	122
Retail Food Establishments	16	35
Milk and Cream	52	
Frozen Desserts	7	5
Temporary Foods	39	12
Mobile Food Trucks	2	5
Recreational Camp Food Permits	9	12
Food Complaints	7	7
Total Food Permits Issued	175	
Total Inspections Conducted		198
TITLE 5:		
Title 5 Inspection Reports	13	
Septic Repairs	3	5
Septic Constructions	0	
Total Permits Issued	3	
Total Septic Inspections Conducted		5
MISCELLANEOUS:		
Disposal Works Installers	9	
Certificates of the Abandonment of Septic Systems	10	
Percolation/Observation Test Sites	3	6
Septage Haulers	15	15
Rubbish Removal Companies	47	
Private Well Permits	2	
Funeral Directors	2	
Retail Tobacco Permits	11	11
Tobacco Compliance Checks		21
Public/Semi-Public Pools/Spas	3	5
Recreational Camps for Children	11	25
Bathing Beaches	2	3
Hotels/Motels	1	4
Keeping of Animals	10	12
Hazardous Materials Registrations	16	16
Total Permits Issued	142	
Total Inspections Conducted		118
TICKETS ISSUED:	CITATIONS	WARNINGS
	31	17

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

COUNCIL ON AGING

The Council on Aging administers all of 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

19,878 Daily and Home Delivered meals were served at the Senior Center
8,422 Medical Van Trips
4,280 Reassurance Calls
210 Intergenerational Series
65 Families were assisted through the Food Pantry
89 Minor Home Repairs
123 Legal Assistance Services
118 Support Group Sessions
100 Seniors worked in the Property Tax Work – Off Program
34,265 Volunteer Hours Served

Programs

Arts & Crafts
Bingo
Book Club
Bowling
Bridge
Coffee Hours
Computer Classes
Cribbage
Exercise
Financial Planning
Health Lectures
Knitting & Crocheting
Quilting
Tia Chi
Walking Group
WII
Whist Writing Class

Services

Food Pantry
Food Pantry
Friendly Visitor
Fuel Assistance
Health Care Proxy
Health Clinics
Homestead Forms
Income Tax Assist.
Legal Assistance
Passport Service
Support Groups
Transportation
Medical
Shopping
FISH Trips
Westfare
The Ride

The Property Tax Work Off Program now has 100 seniors enrolled. The Seniors work 126 hours per year receiving a reduction of \$1,000.00 from their property tax bill each January. This program assists the Town

and our seniors. Seniors work throughout the Town in various departments including: Town Hall, the Libraries, Schools – (Deerfield, Hanlon, Martha Jones, and the High School), Senior Center, HESSCO Nutrition Site and the Recreation Department.

This year the Council on Aging developed and implemented a Friendly Visitor Program, which allows a staff member to visit seniors who live alone. Many seniors have been assisted through this program. A visit can identify other available services that might enrich the quality of their lives.

The C.O.A. has 126 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 34,285 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 in providing programs and service at the Senior Center. The COA staff and Board are appreciative of their on going 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.

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

Patricia Carty-Larkin, COA Director

COUNCIL ON AGING

Grant Amount	Purpose	Funding Agency
\$12,800	Nutrition Site Manager	Health & Social Services Consortium, Inc.
\$ 9,930	Friendly Visitor Coordinator	Executive Office of Elder Affairs
\$ 1,500	Tai Chi Instructor	Executive Office of Elder Affairs
\$ 1,500	Quilting Instructor	Executive Office of Elder Affairs
\$ 1,000	Intergeneration Coordinator	Executive Office of Elder Affairs
\$ 2,000	Exercise Instructor	Executive Office of Elder Affairs
\$ 1,000	Crafts Instructor	Executive Office of Elder Affairs
\$ 1,500	Painting Instructor	Executive Office of Elder Affairs
\$1,000	Volunteer Coordinator	Executive Office of Elder Affairs
\$ 1,500	Writing Instructor	Executive Office of Elder Affairs
\$ 33,730	Total Staffing Grants	
Programs and Services		
\$ 1,900	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
\$69,300	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
\$ 1,000	Senior Center Programs	Howland Foundation
\$ 3,000	Senior Center Programs	Roger Piece Foundation
700	Intergenerational Program at the Deerfield School	Target
\$ 1,500	Coffee for Senior Center	Star Bucks
\$ 2,500	Programs & Services	Bert & Betty Greene Foundation
\$ 1,000	Food Pantry Monthly Supplies	Knights of Columbus
\$ 800	Farmer's Market Program	Health & Social Services Consortium, Inc.
\$ 3,800	Food for Program Events	Roche Bros.
\$ 1,500	Senior Summer Supper's	Young Women's Club
\$ 500	Fuel Assistance	Interfaith Counsel
\$ 300	John Root Musical	Arts Lottery
\$ 2,500	Arts & Craft Supplies	Westwood residents
\$ 500	Food Pantry	Lyons Club
\$16,000	Food Pantry Food Donations	Westwood Residents & Businesses
\$ 300	Evening Dinners	Masonic Lodge
\$ 1,000	Food Pantry	Women's Club
\$ 1,000	Senior Center Programs	Knights of Columbus
\$ 150	Roosevelt's New Deal Lecture	Westwood Educational Foundation
\$ 1,000	Low Vision Magnification Equip.	Westwood Educational Foundation
\$ 3,600	Senior Center Programs	Senior Center Manorial Account
\$ 1,500	Food Pantry	Howland Foundation
\$ 5,000	Food Pantry	Copeland Foundation
\$ 500	Food Pantry	Caritas Norwood Foundation
\$ 1,000	Senior Center Services	Howland foundation
\$ 2,600	Senior Center Programs	Memorial Accounts
\$ 124,450	Total Program & Service	
\$ 158,180	Total Grants	

WESTWOOD YOUTH & FAMILY SERVICES



Westwood Youth & Family Services

REPORT

In our twenty-second 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. 2009 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 Mentor and RAY programs.

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.

- Dedham Institute for Savings
- Dedham Youth Commission
- First Baptist Church
- First Parish Church
- Mother's Morning Out, Inc.
- Needham Youth Services
- Norfolk County District Attorney's Office
- The Cooperative Bank
- Westwood Cares
- Westwood Community Chest
- Westwood Council on Aging
- Westwood Early Childhood Council
- Westwood Police Department
- Westwood Public Library
- Westwood Public Schools
- Westwood Recreation Department
- Westwood Rotary
- Westwood Young Women's Club

CURRENT SERVICES/PROGRAMS

Individual & Family Counseling-

Short term, problem-focused counseling, diagnostic assessment 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 the Westwood Youth & Family Services has also worked closely with a number of community groups including: Westwood Cares, Westwood Community Chest, Westwood Food Pantry, Westwood Public Schools, and the Westwood Rotary.

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; after school activity groups for middle school age children through the popular Thurston Thursday Club program; support groups and workshops for high school youth; single parent support groups; and other workshops/trainings for youth and families.

Community Education & Prevention Programs

The Westwood Youth & Family Services staff are involved providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theatre (Grade 3); Teen Center at Thurston Middle School (Grade 7 & 8); Friends Network Program (Grade 3-5); and the Our Changing Bodies Program (Gr. 5).

WESTWOOD YOUTH & FAMILY SERVICES

Youth Volunteer Program/ "Mentors' Program"

Established in 1987, the Mentors' 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.

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 the Westwood Youth & Family Service Board of Directors and the Westwood Rotary select outstanding young people to be recognized. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary.

PRIOR YEAR ACCOMPLISHMENTS

- **WY&FS provided 677 hours** of clinical and consultation services to residents.
- **WY&FS received \$6400** gifts and grants to support such programs as Body Safety Theatre and the Single Parent Support Group.
- **Youth & Family Services Staff** were represented on the following boards/committees:
Westwood Community Chest, Human Rights Committee, Youth Commission Collaborative, Disability Commission, Early Childhood Council, Deerfield Site Council, Westwood Lodge Task Force, WHS Legislative Council, WHS Child Study Team and the Early Childhood Mental Health Committee.
- **Project Growth Programs** provided **243 hours** of psychoeducational services to children and adolescents.
- **The Youth Volunteer or "Mentors"** program provided **2037** volunteer hours and serviced **1499** children. This program is comprised of the Teen Center Dance at the Thurston

Middle School, Body Safety Theatre, Friends Network, the Basement After School Program and Thurston Thursdays (after school drop-in program at the Middle School).

- **Recognize A Youth Awards (RAY)** completed its eighth year. This collaboration with the Westwood Rotary recognizes children who have demonstrated a commitment to volunteerism and community service. Three children were so recognized in 2009: Shane Troy, Peter Champion and Sarina Haung
- **The Friends Network** completed a very successful ninth year. This program matches 16 children in grades 3-5 with 16 high school students for mentoring activities.
- **WY&FS received a \$1500 grant** from the Westwood Young Woman's Club to support the Single Parent Support Group.
- **WY&FS received \$2500 in grant money** from the Dedham Institute for Savings to support the Body Safety Theatre Program.
- **The ninth annual Holiday Gift Giving Project supported 37 Westwood families with 67 children.** Some of our sponsors included The Dedham Institute for Savings, The Westwood Rotary, Ann Wood, AAA, Leslie Carver, Century 21/The Alexanders, Westwood Montessori School, Starbucks, The Coop Bank. Westwood residents and Town of Westwood Employees also helped provide each family with Roche Bros gift certificates.
- **WY&FS trained two graduate student counseling interns** from Lesley College and Boston College's Lynch School of Education. Clinical interns allow WY&FS to provide over 500 clinical services hours to residents at no cost.
- **Completed the Body Safety Program** for all third grade students in March 2009.
- **WY&FS participated in a seminar training program** for graduate student interns in collaboration with the Needham and Dedham Youth Commissions.

WESTWOOD YOUTH & FAMILY SERVICES

- **The Director of Youth & Family Services** functioned as liaison to the Employee Assistance Program (EAP) for Town employees.

During 2009 Westwood contracted with Alice Barkin, LICSW, a licensed clinical social worker, to provide ongoing bereavement and caregivers' support groups at the Senior Center and to assist residents in crisis access available state and local assistance. These services can be accessed by calling Westwood Youth & Family services at 781-320-1006.

Joan Courtney Murray, Chairperson
Carol Sargent, Vice Chairperson
Paul Toland
Susan Deluca
Mary Bamford
Lynne Medsker
Lois Riley
Katelyn Raftery
Matt Sawyer
James Laughlin
Rebecca McClellan
Will Spear
Ailyn Pestana
Michael Ventura
Danielle Sutton, Youth Services
Counselor
Tracy Gabriel, LICSW, Youth Services
Counselor
William DeFranc, Director
MaryAnne Carty, M.Ed., Administrative
Clerk

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 2009, 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 181,000 over the 10 years since the fund was established. While some residents give a single, large contribution, many others give 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 2009, there were approximately triple the number of applicants than in 2008. The Committee was able to distribute roughly \$40,000 to approximately 50 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 40 years. The recipients received distributions ranging from \$500 to \$1,000, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in the homes and Town they love. The Committee will continue to work in 2010 to provide this significant assistance to our elderly and disabled residents.

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

During the program year ending September 30, 2009 Self Help, Inc., received a total funding of approximately \$27.5M and provided direct services to 34,481 limited income households in the area.

In the TOWN OF WESTWOOD Self Help, Inc. provided services totaling \$72,035 to 60 households during program year 2009.

Self Help's total funding of \$27,410,394 does not tell the real value of services delivered to the area as a whole. This funding enabled us to mobilize an additional \$2,134,300 of other community resources such as, volunteers, donations of space, and private donations in the form of goods and services. Therefore, the total impact of Self Help, Inc., during the past program year was \$29,544,694.

In addition, Self Help currently employs 285 individuals. Many of these individuals are of limited income, and most reside in our service area.

We feel that October 1, 2008 through September 30, 2009 was a successful program year for us because we were able to assist as many individuals and/or families as we did, regardless of the challenges of being a human service provider.

We thank the Town of Westwood, and all the volunteers for helping us to make fiscal year 2009 a successful one.

Norma Wang
Executive Assistant/Human Resource Manager

COMMISSION ON DISABILITY

The Commission on Disability continues to collaborate with other Town Boards and Offices in issues of importance to Town residents with disabilities and their families.

Housing

Economic and land use considerations have halted efforts to expand the availability of housing in Westwood. The Commission is hopeful that the economy will improve and that work on planned projects will resume soon.

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 Webstie www.ada.gov.

The State Architectural Access Board has taken a very conservative approach in reviewing applications for waivers of the AAB regulations, and has required strict adherence to access requirements. This approach is necessary to ensure that physically disabled citizens have equal access to facilities and programs open to the general public.

Disability Awareness

The Commission held a viewing of the commercial film "Including Samuel" that portrays the successful inclusion of a physically disabled child in a regular public school. The Commission also discussed an international initiative by L'Arche to develop inclusive community housing for developmentally disabled people.

Commission members also visited the Massachusetts Hospital School in Canton that provides day and residential educational programs for school age disabled students in a barrier free campus.

Commission member Jude O'Hara arranged for a tour of the school. Our guide gave a brief history of the school which opened in 1907 to serve children with

polio and tuberculosis. Initially the hospital at the school provided extensive orthopedic and medical services that were not available elsewhere and provided a full school day that the students could attend. Over the years the hospital school has served an increasingly multi-handicapped student body.

Presently the school occupied 160 acres, has 209 employees and provides day and residential services to 99 students. The school has many specialized educational, clinical, and recreational programs that provide a stimulating and supportive educational environment to the students and develop prototypical programs that can be used in other educational facilities.

The Commission discussed the impact that state budget cuts are having on the availability of these vital programs. Commission members were given information on steps consumers can take to appeal a change or loss of services. Additional information on state issues is available through the Disability Policy Consortium, www.dpcma.org

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.

Anne Berry Goodfellow, chairman
Nuala Barner
Jean Barrett
MaryAnne Carty
Pat Carty-Larkin
Jane Forsberg
Alan MacDonald
Fran MacQueen
Jette Meglan Co-Chair
Jude O'Hara
Jan Randlett
Connie Rizoli
Susan Rogers

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC.

Turning Disabilities into Possibilities . . .

www.sncarc.org - See our updated website and online Gift Catalog !!

With funding through the Westwood Board of Health, the South Norfolk County Arc (SNCARC) provides and supports services to citizens of Westwood who are disabled by mental retardation or other developmental disabilities. SNCARC is a private, non-profit membership-based organization founded in 1954 by local parents. For more than half a century SNCARC has been, and continues to be, governed by the family members of the individuals we serve. It is a testament to the good works we perform that the town of Westwood, along with the other eleven 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 mental retardation and other developmental disabilities and to their families."**

Supports and services provided by SNCARC to the citizens of Westwood include:

Family Support and Respite Care:

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

Family Autism Center:

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

Autism and Law Enforcement Education Coalition (ALEC)

ALEC is a collaboration of the Family Autism Center with the office of Norfolk County District Attorney, William R. Keating and local fire and police precincts. ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, emergency room personnel and firefighters, using curriculum and videos specific to each group.

Presenters are first responders with direct knowledge of ASD through a family member.

Social-Recreational Programs:

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

Advocacy:

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

Harbor Counseling Center:

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

Residential Management:

SNCARC provides Residential Management Services for residential homes and apartments housing individuals with mental retardation.

Day Habilitation Program:

SNCARC provides educational and therapeutic services for adults with severe and multiple developmental disabilities. The program works to help individuals improve their communication skills, physical well being, domestic and self-care skills, community living skills and social skills. This program includes a component for individuals who are elderly and disabled by mental retardation. 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.

SNCARC was selected by the Massachusetts Council of Human Services Providers to receive the prestigious *'Peer Provider Award'* which this statewide organization presented to us at their annual Convention and Expo held this year on 12/3/08 at the Marriott Copley Place in Boston. Specifically, we were nominated by the staff of Rehabilitation Resources, an agency providing residential services, for the work of our Day Habilitation Program staff. The nomination states, in part, "Seven individuals served by Rehabilitation Resources attend the day habilitation program at SNCARC where they receive exemplary services . . ."

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC

In addition, we were informed that the collaborative way in which our staff work with other agencies in the best interest of the individuals at the program was a primary reason for the nomination. It is a tribute to our entire Day Habilitation staff to be recognized for such important work.

Services supported by SNCARC through its affiliate Lifeworks:

Vocational Training and Job Placement Programs:

Lifeworks Employment Services provides vocational rehabilitation for mentally retarded 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 disabled by mental retardation or other developmental disability should contact us at (781) 762-4001.

William F. Abel, Ph.D., Chief Executive Officer

VETERANS' SERVICES

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 eligible 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

- Coordinates all Memorial Day and Veterans Day activities.
- Provides 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.



Veterans Day November 11, 2009

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

- Dedicated the New Veterans' Memorial Park on Veterans' Day. Placed 460 engraved bricks honoring veterans and a time capsule. Thurston Middle School students wrote and read essays remembering our Veterans and the Boy Scouts and Girl Scouts Participated in the dedication.
- Assisted in organizing the Memorial Day parade and ceremony. The parade was much larger than prior years and was well attended by the citizens of Westwood.

Welcomed home Westwood's Servicemen and Servicewomen from active duty and introduced them to their fellow veterans at the American Legion, Veterans of Foreign Wars, Marine Corps League, and other veterans' organizations.

- Aided, assisted and advised veterans, dependents and others.
- Acted as liaison to the Veterans Administration, VA hospitals, nursing homes, outpatient clinics, vocational rehabilitation programs, and various veterans groups.
- Coordinated an enhanced Memorial Day Parade and provided administrative and budgetary support for the 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.
- Coordinated the dedication of the New Veterans' Memorial Park on Veterans' Day. Placed 460 engraved bricks honoring veterans and a time capsule. Thurston Middle School students wrote and read essays remembering

our Veterans and the Boy Scouts and Girl Scouts Participated in the dedication.

- 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.

FY2010 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 the necessary work to maintain and enhance the New Veterans' Memorial Park.
- Memorial Day ceremonies will be held on Monday, May 31st, 2010 at 10:00 A.M.



Veterans Day November 11, 2009

Chris McKeown
Veterans' Service Director

DEPARTMENT MISSION

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

GOALS AND RESPONSIBILITIES

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

PROGRAM/SERVICE AREAS

Parade/Ceremonies

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

Provide Decorations for Graves

- Grave markers for flags signifying service in appropriate wars.
- Flags and flowers for Veterans graves in both Westwood cemeteries.
- Flags on signs in 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 flowers and flags on monument and signs in Veterans square, assisted by local residents and the Girls Scouts and Boy Scouts.
- Planted flowers in Veterans' Park and cemeteries.
- Sons of the American Revolution marched in parade and paid tribute to early patriots buried in Westwood.

COMMITTEE:

- Veterans Services
- American Legion Post 320

BOARD OF LIBRARY TRUSTEES

This year sees the culmination of a thirteen year process based on the finding of the Library's 1997 Long Range Plan that determined that the Main Library had reached maximum capacity. Since that time the Library Trustees have conducted a feasibility study, purchased land adjacent to the library, been awarded a provisional state grant, hired an owner's project manager, and a fundraising firm as well as an architectural firm, Finegold, Alexander & Associates, which has designed the plans for the new library. The architectural renderings are available at the Main Library and on the library's web site.

The Massachusetts Board of Library Commissioners (MBLC) gave the Town a \$4 million grant for the new Main Library project in 2008. Since then the Library Trustees have raised over \$550,000 in donations and pledges from the Friends of the Library, foundations, area businesses, and individuals. The grant and the donations will be used to defray the cost of the \$13.8 million project.

State funding for the new library is conditional pending Town approval for its portion of the project budget, which is \$9.3 million. For the average homeowner in Westwood, the average annual cost will be \$106 a year for twenty years. The MBLC has set the deadline for local approval by June 15, 2010.

On Monday, March 8 a Special Town Meeting at Westwood High School will consider the new library project. A 2/3 vote of Town Meeting is required for the library article to pass. If the article is passed, the town must also vote at the Annual Town Election, which will be held on April 27. Should the project win approval, the drawings and specifications will be put out for bid in a very favorable construction environment. Work could start later this year and a completion date is estimated for late summer 2012. During the renovations the Branch Library will increase its hours to ensure that library services are available while parking and access to the main library construction site is limited..

The Trustees are extremely grateful for all those who have contributed to the new library project. The Friends of the Library made an important leadership donation. Many town residents have given their time and professional expertise to help develop the project plans. The Town's boards and commissions have also been an important part of the process.

The first phase of the fundraising project focused on businesses, foundations, and community leaders. The next phase will be a community-wide effort. The goal of involving all Westwood residents is based on the recognition that the library is a town resource used by all ages for many reasons. The Trustees strongly believe that a new library will play a significant role in the Town for many years to come.

The Westwood Public Library has served its residents for over 115 years, when the town was part of Dedham. After Westwood became a separate town in 1897 it's first library was soon constructed in 1901. When that library became too small to handle the required services a new library was built in 1955 and an addition was built in 1969. More than 40 years later the size of the library is the same but the circulation and attendance has doubled, and many new services have been added.

The Trustees ask your support for the new Library project so that a new facility can provide the important services that will meet the needs of Westwood residents for many years to come.

Karen A. Coffey, Chair
Jane Nash, Secretary
Mary Feeley
Eric Gutterson
Dan Lehan
Jane Wiggin

LIBRARY DIRECTOR



The major achievement in 2009 was the completion of schematic plans for the new Main Library. Town meeting appropriations in 2008 and 2009 allowed the Library Trustees to hire a project manager team and an architectural firm. These professionals worked with library staff, citizens committees and various town boards to develop the plans.

In order to take advantage of a \$4 million grant from the Mass Board of Library Commissioners and privately raised donations, voters will be asked to approve the \$13.8 million project at a Special Town Meeting in March and at the annual Town election in April.

The new 32,000 square foot building would replace the current library, which was last expanded 40 years ago. As approved by the Mass Historical Commission, the Colburn Elementary School will be moved to the rear of the High Street lot during construction. The Town would then analyze options for the School's re-use.

In addition to the work of the Library Trustees, and the staff from Design Techniques and Finegold, Alexander Architects, the time and efforts of the Library Building Committee were essential in successfully completing this phase of the project. My thanks to Liz Knight, Tom Erickson, Maurice Gallagher, Bob Noonan, Ralph Buonopane, Peter Paravalos, Claire Connors, and Dan Lehan for their insights, questions, and support.

Library Use Statistics

	2009	3 Yr %
Circulation	288,241	+18.9%
Inter-Library Loan	63,642	+48.5%
Program Attendance	10,824	-2.8%
Meeting Room Use	642	+1.5%
Register Borrowers	9,436	+2.9%
Door Count (Main)	124,730	+14.1

A second consecutive year of record library use also made 2009 noteworthy. Circulation totaled 288,241, almost a 10% increase over the previous year. The count of people entering the Main Library rose to

124,730, which was an 8.7% increase. Another large jump was seen in the number of Inter-Library Loans with the total rising to more than 60,000.

While activity at the Main and Branch libraries remained high, customers also used our resources and services via the Internet. The library's web page had almost 100,000 hits in 2009. More than 39,000 items were renewed on-line and people also reserved books and paid their fines without having to stop by the Library. Remote searches of the library's business, health and consumer databases continue to be well-used.

Library programs drew audiences of more than 10,500 as both libraries presented events for adults and children. Thanks to the creativity of library staff and the financial support of the Friends of the Library, more than 260 programs were held.

Westwood's jazz favorites Mike Monaghan and Brad Hatfield played a concert in April. Authors Dick Lehr and Michael Tougias, illustrator Eddie Germano, poet Tom Daley, and artist Greg Maichack appeared to adult audiences.

More than 850 Westwood kids took part in the summer reading program Starship Adventures, highlighted by a visit from the Boston Museum of Science's Sky Lab. The Westwood Young Woman's Club sponsored a series of cultural dance programs. Annual events such as the Middle School students visit in October, the spring Poetry reading, and pre-summer visits to school classes were all popular.

The Friends of the Westwood Public Library continued to provide great support for programs, museum passes, and special events. They also unveiled an attractive newsletter. Their community leadership is very much appreciated.

I regret that library funding on both the local and state level continues to suffer. From fiscal year 2003 through 2008, the library's portion of the total town budget decreased by more than 16%. State funding to local libraries has been cut to levels not seen since 2001. If these trends continue major service cuts are inevitable.

I want to express my appreciation and admiration for the wonderful job done by library employees and volunteers. Town residents continue to benefit from the collaborations that we enjoy with the Early Childhood Council, the Westwood Schools and other departments. I am especially indebted to the Planning Board, the Community Development staff and Town Engineers whose time and expertise have added greatly to the new library project.

Thomas Viti, Library Director

WESTWOOD CULTURAL COUNCIL

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

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

The Westwood Cultural Council received applications totaling \$9605 for the October 2009 cycle. The Council allocated \$7660 and distributed this amount as follows.

Two local theatre companies were granted monies this cycle. The Bay Colony Performing Arts Academy will produce Annie Jr. and Les Miserables Jr. The Un-Common Theatre Company is performing three shows: The Little Mermaid, "13-the Musical", and a young adult company production.

A grant was given to Westwood favorite, Gregory Maichack who will teach "How to Pastel Paint Expressively: Van Gogh's Starry Night". Families will enjoy attending "Henry the Juggler", "The lean, Green, Cleanup Machine", "The Pied Potter Hamlin's Magical Potter's Wheel, and the 4th annual Westwood Chinese Cultural Night. The Westwood Historical Society is hosting "The Great Escape" an audience interactive escapology program.

Lastly, for the music lovers, the Shane Wood Jazz Trio and The Tequila Amigos Latin Orchestra will be playing pieces for everyone's enjoyment.

Respectfully submitted,
Carolyn Pope
Jane Kaveney
Kathleen Purpura
Nancy Donahue
Joan Lehmann
Jeannie Shapiro
William Crowley

RECREATION COMMISSION



Recreation Commission

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

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

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

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

A message from the Director

It is with great pleasure that I present this report to our residents providing an overview of our special events, programs, and services that were successfully undertaken by the Recreation Department this year. We provide quality facilities, programs and services that are safe, accessible and appealing to a wide range of people.

Looking ahead, the continued doubt of the national and local economic situation will continue to make things very challenging. It is our collective promise to continue to do our very best in providing excellent service and assuring efficient and effective stewardship of our public resources. The Recreation Staff and Commission remains focused on commitment, caring and collaboration in all that we do for all residents.

The staff is dedicated to providing quality service in a friendly, courteous, and fiscally responsible manner.

Divisions of Programming and Services

In all divisions, we strive for safety, efficiency, effectiveness and excellence.

Administrative Division

This division provides administrative and organizational support services to all divisions to assist in the development and implementation of the Department's programs and services.

Responsibilities include: the develop and administer the overall budget, establishment a fee structure for all programs and services, propose capital projects and schedule playgrounds, fields, and buildings.

The Islington Community Center (ICC) provides additional 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 he ICC is invaluable. The space is used for community programs including the Boys Scout of America, AA Meetings, and the Commission on Disability.

The Recreation Department continues to implement the Field Permit Policy and issue permits for all sports groups.

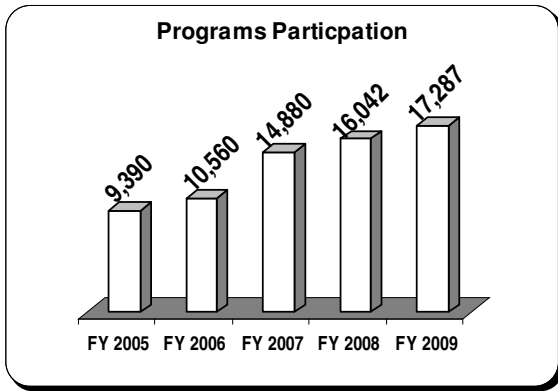
The Department is also responsible for assisting with town agencies in the capital planning of recreational facilities. Park maintenance service involves scheduling each area for routine work with the Department of Public Works, based upon the users' schedules and the expressed necessities at each site.

Program Division

This Division serves the community through diverse, innovative programming with broad partnerships, which addresses the needs and interests of the entire community. We provide a wide variety of activities, which encourages participants to spend their time in a positive, productive and enjoyable manner.

As a self-sufficient department, all programs are "fee for service." Scholarships are available for residents in financial need.

RECREATION COMMISSION



Recreation programs are staffed by skilled instructors and are offered at affordable rates.

The Aquatics Division



The Aquatics Division provides recreational swimming, a swim team, adult physical training courses, special events and swim lessons for all seasons.

Month	# Members	# Walk In	Total
Totals	14,210	2,595	16,805
January	1120	184	1304
February	1166	321	1487
March	1315	229	1544
April	954	294	1248
May	1154	160	1314
June	1270	195	1465
July	1822	386	2208
August	1981	362	2343
September	1020	171	1191
October	964	106	1070
November	962	125	1087
December	482	62	544

2009 Monthly Statistics Open & Lap Swim

The pool provides a wide variety of aquatic programs for people of all ages that promote health, wellness, socialization and safety in a clean, secure, and comfortable environment.

The Aquatic Manager supervises lifeguards, swim instructors, high school swim teams, Pool Birthday Parties, specialize programs and facility rentals.

The winter Swim Team registration is on the rise with 220 swimmers registered. Children ranging in age from 5-18 participate in the 17-week competitive swim program. The summer swim team provided 90 swimmers gave the opportunity to try competitive swimming in an environment less competitive.

Preschool Program

The Preschool Program offers a safe, warm, and nurturing environment, which provides developmentally appropriate and engaging activities for children from infancy through school age.

Programs for infants and toddlers include their families and /or caregivers, while drop off programs are for preschool and school age children. Through a structured environment, with supportive staff, high school students, and volunteers, the children are encouraged to try new things, to learn by learn by doing, and to grow through these experiences.

Westwood Fitness

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

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

This year we made new improvements at Westwood Fitness.

- Expanded hours during the day and night
- Discounts on long-term memberships
- No initiation fees or early termination fees
- Additional equipment
- TV's with more open space
- Membership key fobs (bar code scanning for entrance w/photo)

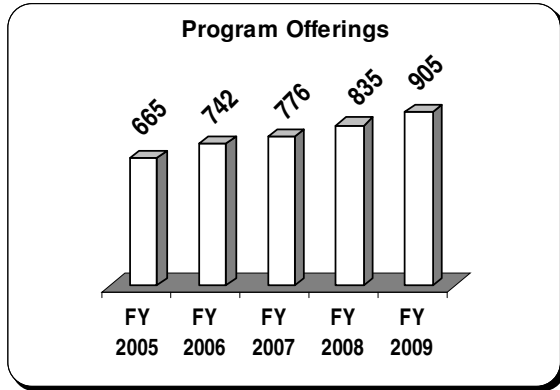
We have Westwood Senior Memberships available to residents 60 years of age or older.

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

RECREATION COMMISSION

Accomplishments 2009

Provided technical support/ assistance and use of the swimming facility, including; T.E.C. the Westwood Public School Special Education, Westwood High School Boys Swim Team, Westwood High School Girls Swim Team and Boy Scouts of America



Produced a quarterly program brochure, which is available on-line and mailed to every Westwood household. Provided all residents the opportunity to view details of the upcoming season's programs, special events, and new program offerings.

Worked cooperatively with Youth and Family Services Mentor Program to place high school volunteers at the Basement.

Coordinated with Community Chest, an organization that provides financial scholarships to Westwood Residents. This organization generously donated \$7,275 to assist 13 families with summer recreation programs.

Preschool Director Collaborated with the high school Flex Class for the fourth year. The high school students are positive role models for their preschool friends. In turn, the preschoolers unconditionally welcome their high school friends into the classroom. The high school students read books to children, help with their arts and crafts projects, and engage in play.

Upgraded the department's registration software, Sportsman. Staff attended training to learn new features and procedures.

Registered (74) Leadership Development Program Participants whom volunteered 5,989 hours. This program guides teenagers to work with staff to develop leadership skills.

Offered new programs that included adult oil painting and voice lessons. Doubled the number of Musical Theatre program productions.

Expanded Parent Child programs: Crawl & Climb, Toddler Time, Messy Messy and Summer Tot Time attracted participants from Westwood, Dedham, Dover, Medfield, Norwood and Walpole.

Continued success of the Preschool and Summer Adventure programs, which are often a child's first experience in a preschool environment. To accommodate working parents AM and PM extended day hours were added.

Created a new and exciting program "Lunch Bunch". Children participated for two hours enjoying lunch, free play, and group activities with their friends.

Instructed over 200 participants in the youth and adult tennis programs.

Organized the Morrison Tennis Classic II, a fundraiser in an effort to rehabilitate Morrison's tennis courts. Increased program offerings at Westwood Fitness.

Incorporated High School Varsity Coaches to instruct a variety of summer sports clinics.

Worked with the School Department to upgrade the fitness equipment preventative maintenance contract.

Utilized donated funds to purchased laptops, a billiards table, and a Wii gaming system for the Basement Program.

Updated and refreshed the Basement program space to provide an organized comfortable, fun and entertaining place to be after school.

Worked with Human Resources and jointly offered a \$50 voucher toward recreation summer programs as a Wellness Benefit for town employees.

Established two new Aquatic licensing agreements: Norwood High School and Underwater Hockey Association.

Maintained three existing Aquatic licensing agreements: Norwood Aquatics Club, Walpole Swim Club and South Shore Divers.

Hosted 45 birthday pool parties.

Purchased and Installed Virginia Graeme Baker Safety Pool Drain Covers.

Trained by Aquatic Manager: 30 Staff in CPR/AED, 12 Staff in LGT, and 23 Staff in First Aid.

RECREATION COMMISSION

The Parent/Child programs continue to flourish. Crawl & Climb, Toddler Time, and Messy Messy participants not only come from Westwood, but also Dedham, Dover, Medfield, Norwood and Walpole. Per parent request, a Summer Tot Time program was offered for the first time. All of these classes are a great opportunity for a young child to experience a routine that helps build confidence and independence in a safe, warm and nurturing environment.

As always, we welcome citizen feedback through numerous avenues: program evaluations, direct conversation with staff or Commission members, writing communication through the mail or our web site at www.townhall.westwood.ma.us



Program Offerings

Adult Fitness	Lunch Bunch
Adventure Days	Midweek Mish Mash
American Girl Doll	Music & Movement
Aqua Fitness	Musical Mondays
Archery	Musical Theatre
Baby Boomer Fitness	Oil Painting Classes
Basement	Personal Training
Basketball League	Play Date
BLAST	Pool Parties
Cardio Blast	Preschool Adventure
Crawl & Climb	Private Tennis Lessons
Deep Water Workout	RAD Self Defense
Ease into Fitness	Secrets to Minding Your Ps & Qs
Elite Athlete Training	Sports & Games
First Aid & CPR/AED	Sports Clinics
First-Aid Course	Springboard Diving
Flag Football/Wiffleball	Star Wars Workshop
Gamemaker Wizards	Strength Training
Games Galore	Summertastics
Guitar Lessons	Swimming Lessons
Hip-Hop Dance	T-Ball / Baseball
Home Alone Safety	Tea Party for Princesses & Knights
Hoop Clinic	Tennis Clinics
Intro Ballroom Dance	Tennis Lessons
Intro Latin Club Dance	Toddler Time
Karate	Triple Play
Keyboard Lessons	Vacation Variety
Kids Crafts	Voice Lessons
Kids Night Out	Water Safety Instructor
Lego Playland	Winter Wonders
Lifeguard Training	Yoga
Little Hoops	Youth Beginner Swim Lessons

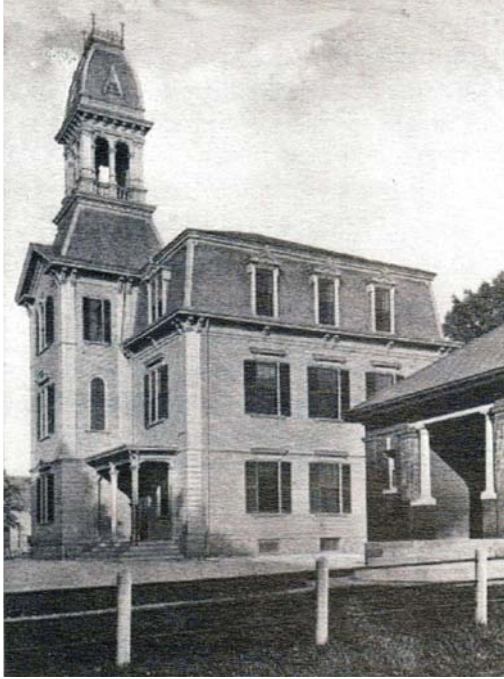
As a Department, we continually strive to improve and are always receptive to new ideas. We encourage creativity and innovation for programs and recreational services that serve the public well.

Respectfully submitted
Westwood Recreation Commission

Ken Aries, Chairman
MaryAnne Antonellis
Maureen Laughlin
Jennifer Perkins
Elizabeth Phillips
Diane Thornton
Paul Tucceri
Jane Murphy, Recreation Director

WESTWOOD HISTORICAL COMMISSION

The Colburn School, built in 1874, is the major contributing resource to the Colburn School-High Street National Register District and is listed in the National and State Register of Historic Places. In June 2006, The Massachusetts Historical Commission (MHC) has issued a letter and a Memorandum of Agreement (MOA) stating that the project proposed by the Library “constitutes an “adverse effect””; but has



The 1874 Colburn School at 660 High Street and The 1901 Public Library at 668 High Street, circa 1920s.

Westwood Historical Society Archives

agreed “to accept the adverse effect” with mitigating conditions in the MOA that requires the preservation and renovation of the Colburn School. The MOA stipulates that “an acceptable scope of work is developed for both moves – to the temporary location at 646 High Street and to a new permanent location along High Street adjacent to its current location at 660 High Street –”. The proposed Library project, as presented at this time, requires two moves of the Colburn School: first (temporary), to the rear during the new Library construction and; second (permanent), to its foundation at 668 High Street, the site of the current Library. The photo documentation requirement of the MHC’s Memorandum of Agreement has been completed by the Library. The Town repaired the Mansard roof and installed protective Plexiglas on all the windows. The slate-gray color of Mansard roof shingles closely duplicates the original gray slate. The replaced window trim was painted an historic color duplicated from the Fisher School. While schematic plans for the proposed new library are being reviewed, relocation plans to a permanent location for the Colburn School remain inconclusive.



The Colburn School with Mansard roof and Plexiglas window protection completed in 2007.

Photo by Ralph Buonopane

The property at 1255 High Street known as the “Holbrook Farm and Store” has been purchased at auction by a local resident. Although the status of this property is unknown at this time, the historic 1898 farmhouse and store is listed in the National and State Register of Historic Places. The WHC advocates preservation of the farmhouse and store and is also concerned that possible native American landmarks on the site and the historic trolley waiting room walls adjacent to the site be protected.

The restoration of the Obed & Betsey Baker House by the Westwood Historical Society is continuing. The Town is completing the reproduction of a replica barn to serve as a garage for the DPW cemetery equipment and the landscaping around the building according to the original plans voted at the 2001 Annual Town Meeting.

The Historical Commission, appointed by the Board of Selectmen, is committed to the preservation of Westwood’s historic places; acts in the public interest with regard to historic preservation concerns within the community; and works with other Town boards and commissions in planning and implementing programs for the identification, evaluation, and protection of Westwood’s historic resources. The Commission holds meetings open to the public and invites input and comments from Westwood residents.

Respectfully submitted,

Ralph A. Buonopane, Chair
William Conley Patricia O. Lanning
Nora Loughnane Peter Paravalos Lura S. Provost

WESTWOOD HUMAN RIGHTS COMMITTEE

This year the Westwood Human Rights Committee was very active in the Community and in furthering its mission of, "helping to develop and support a culture of diversity, tolerance, and appreciation in the Town of Westwood". The WHRC was able to execute the very well attended and successful four-part film and dialogue series based on the PBS documentary; *Race – The Power of an Illusion*. Thirty-four town leaders and community administrators consistently attended the four-part series, which took place this past October at the First Parish Church. Jeff Stone, Principal of Civic Dialogue Services supported the WHRC in the planning process and facilitated the series.

The event was funded by grants from The Dedham Savings Bank, The Needham Cooperative Bank, The Cooperative Bank, and a contribution from the Westwood Walpole League of Women Voters. The Fair Housing Center of Greater Boston also supported the series and provided the material curriculum and guidance. Fair Housing also supplied current housing statistics for Westwood and Massachusetts through a PowerPoint presentation.

The Westwood Community as a whole was invited to the program; however, emphasis was placed on the Town leaders, Administrators, and community members who wanted to make a difference by expressing strong interest in support of the program. Broad participation from the community included our State Representative Paul McMurtry, Selectmen Nancy Hyde and Phil Shapiro, Human Resources Director, Marybeth Bernard and Eric Arnold of Hale Reservation. The series was also well attended by representatives from both the Westwood Fire and Westwood Police Departments and many other members and Chairs from community organizations.

The series explored the impact race has in America by dialoguing several themes that permeate the American psyche. An example of some of the powerful questions asked were "What fallacies about human genetics are built into our understanding about 'race'? How did the concept of 'race' evolve in the United States, And, what systems have been built into our constitutional and legal infrastructure that result in a 'nest egg of wealth' to be passed down to some families and not to others?" These questions were addressed through an active dialogue and discussion providing the foundation for the final session entitled "Next Steps in Westwood".

Next Steps in Westwood, was a brainstorming event giving participants the opportunity to put into practice their thoughts, feeling and ideas, by making it practical in Westwood. In this final session, participants identified over 30 ideas, which were then compiled into 10 Town initiatives. Some of those included improving the town website, supporting the METCO program, initiating a library reading series, collaborating with

Hale Reservation and the Recreation Departments and repeating the Race and Place series, either as it stands or creating a new speaker series.

Through the leadership and auspice of the WHRC membership, the top ten initiatives were investigated to see which would be most feasible in the next year. The WHRC has decided to follow up with four of those initiatives for the current 2010-2011 year. According to the feedback sheets collected after each session, all of the participants in the Race and Place Series deemed, this as a powerful, wonderful experience, strongly encouraging it's continuation.

The current Chair of the WHRC for the 2009-2010 year is Michelle Ewing-Perry. She has been the Chair for two-consecutive years. She works closely with CORE Team members, Mike Jaillet, Town Administrator, Nancy Hyde, Board of Selectman, Jill Onderdonk, Westwood Housing Authority, Marge Griffin of the Inter-Faith Council, and newcomer Barbara Shea-McDonald, Realtor, and community member. Jeff Stone, of Civic Dialogue Services also attends the meetings.

Previous Chairs have been Roy Chuilli, Co-Chair 2008-2009, Tom Viti Chair and Danielle Sutton Co-Chair 2007-2008. Several members stepped down during the 2009-2010 year, including Rabbi Wildstein, William DeFranc, and graduating Senior from WHS Amy Bean. Roy Chuilli continued to post the WHRC meeting minutes in the Westwood Press. WHRC also supported the 2009 Chinese Cultural Night, and is planning to do so this year as well. The feedback sheets, questions, curriculum, and planning process of the series, and all information are on file at Town Hall. The DVD is available for public viewing at the Westwood Library.

2009-2010 Westwood Human Rights Committee

Michelle Ewing-Perry Chair, Community Member
Nancy Hyde, Board of Selectmen
Michael Jaillet, Treasurer, Town Administrator
Jill Onderdonk, Westwood Housing Authority
Barbara She McDonald, Realtor, Community Member
Marge Griffin, Westwood Inter-Faith Council
Roy Chuilli, Community Member
Pat Larkin, Westwood Council on Aging
Aida Hamden, Community Member
Sgt. Paul Sicard, Westwood Police
Sheryl Goodloe, Westwood Public Schools
Dianne Rees, Community Member
Lewis Ware, Community Member
Anne-Marie Witzburg, WHS Faculty
Reverend Christopher Dodge
Doug Morgan, Community Member
Amy Bean, WHS Student Class of 2009
Sarina Huang, WHS Student Class of 2010
Madeline Bugeau-Heart, WHS Student Class of 2010
Bridget Murphy, WHS Student Class of 2010
Danielle Sutton, Westwood Youth and Family
Paula Webster, Community Member
Lisa Zeghibe, Community Member

WESTWOOD ENVIRONMENTAL ACTION COMMITTEE (WEAC)

The Westwood Environmental Action Committee promotes energy and resource conservation, development and use of renewable energy, water conservation, green buildings, more efficient vehicles, tree planting, recycling and environmental education on the local level. Our goal is to raise awareness of climate change due to carbon dioxide emissions, pollution and resource depletion. We are collaborating with other groups in town as well as with similar groups in neighboring communities to meet these challenges.

In 2009, WEAC merged with the Keep Westwood Clean Committee. During the spring of 2009, many volunteers were enlisted and coordinated by the committee for the annual Keep Westwood Clean Week. Residents were encouraged to visit the town website www.keepourtownclean.com to find out where and when yellow trash bags and gloves would be available for volunteers and what areas in town were slated for clean up.

In 2009, WEAC sponsored or collaborated on several local events. In May, the committee organized an Electronics Recycling event where thousands of pounds of hazardous electronics waste were diverted from the waste stream to be recycled or disposed of in an environmentally responsible way. In the process, we collected over \$2000 to be used to help Westwood in it's pursuit to become a "Green Community."



Mary Joyce and Maria Costantini talk with a customer at the Electronics Recycling Event

Also in May, WEAC collaborated on the Dedham/Westwood Green Fair, held on May 16, 2009 at the Dedham Middle School. There were several educational seminars and activities running throughout the course of the day. Over 500 attendees were able to speak with numerous vendors from many different organizations and businesses.



Wendy Muellers of Westwood and Virginia LeClair, the Environmental Coordinator for the Town of Dedham, man the Recycling Resource booth at the Green Fair.

In August of 2009, several members of WEAC visited the Waste Management Recycling Center in Avon to see the recycling process firsthand.



Committee members, Wendy Muellers, Steve Olanoff and Mary Joyce at the Waste Management Recycling Center.

WESTWOOD ENVIRONMENTAL ACTION COMMITTEE (WEAC)

Committee member, Tom Philbin, worked with NSTAR on two projects that will save Westwood thousands of dollars a year. Over \$359,000 in lighting improvements were made to reduce electric energy consumption in the high school and middle school. The project was made possible by NSTAR incentives and financing programs. NSTAR contributed over \$235,000 in incentives and allowed Westwood to finance the balance at 0% interest over a two-year period. The result is a potential savings in energy to the schools of about \$65,000 per year, which exceeds the potential annual costs of the financing. Additionally, lighting levels were improved and maintenance intervals increased. The savings can be easily put to productive use once the project balance is paid over the next two years. Similar projects have begun in the five elementary schools and we are hoping for similar savings. This will be part of an ongoing process of looking at all of the facilities in Westwood and trying to reduce their energy consumption.

Committee member, Mike Brier, continued to compile baseline energy consumption data using the EPA's Portfolio Manager program.

WEAC is now working to ensure that Westwood becomes eligible for the Green Communities Act passed in 2008. In August of 2009, WEAC and the Town submitted an application to the Department of Energy Resources (DOER) for Technical Assistance to become a Green Community. The "Green Communities Act" was signed in July 2008 by Governor Patrick, creating a new division of DOER, the Green Communities Division. Westwood was one of 103 municipalities to receive the Technical Assistance grant. Our consultant, Felipe Schwartz of VHP, will be assisting Westwood for approximately 3 months to meet the criteria to become a Green Community. Once Westwood has achieved this goal, the Town will be eligible to apply for grants for a variety of renewable energy projects.

Westwood Environmental Action Committee (WEAC)

Wendy Muellers, Peter & Pam Kane, Thomas Philbin, Maria Constantini, Mary Joyce, Mike Brier and Jay Walsh



Town of Westwood
580 High Street
Westwood, MA 02090
781-326-6450
www.townhall.westwood.ma.us

APPENDIX A



Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Westwood, Massachusetts

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of and for the fiscal year ended June 30, 2009, 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, 2009, 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.

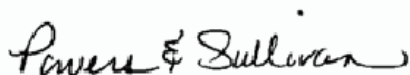
In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2009, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

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

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

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

A handwritten signature in cursive script that reads "Powers & Sullivan". The signature is written in black ink on a light-colored background.

Wakefield, Massachusetts
November 30, 2009

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, 2009. 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 \$105.3 million (net assets).
- Of this amount, 4.5% or \$4.7 million (unrestricted net assets) may be used to meet the government's ongoing obligations to citizens and creditors.
- At the close of the current fiscal year, the Town of Westwood's general fund reported an ending fund balance of \$4.4 million, an increase of \$201,000 in comparison with the prior year. Total fund balance represents 6.4% of total general fund expenditures. Approximately \$2.1 million of this total amount is available for appropriation at the government's discretion and \$2.3 million is reserved for the subsequent fiscal year as articles and encumbrances carried forward and appropriations to balance the subsequent year's budget.
- The Town of Westwood's total governmental debt decreased by \$1 million during the current fiscal year. This was the net effect of principal payments on long and short-term debt of \$4.5 million and a new general obligation bond issuance of \$3.5 million, which was used to fund the construction of the middle school modular classrooms.

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 comprises 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 Towns' 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 statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

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.

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

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

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses an enterprise fund to account for its sewer operations.

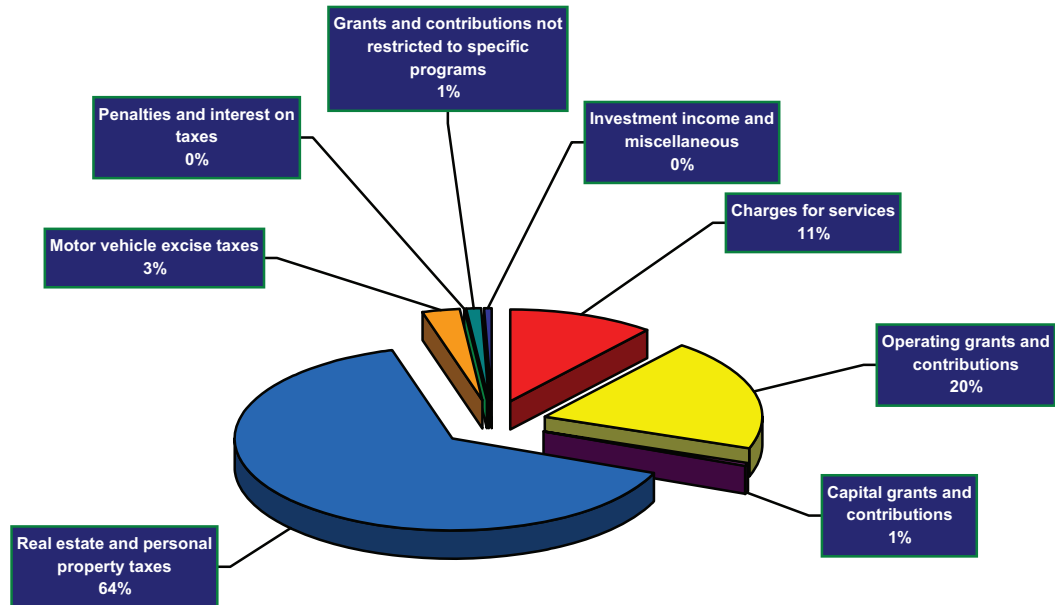
Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources

Governmental activities. The governmental activities net assets decreased by approximately \$3.6 million during the current fiscal year. The primary reason for this decrease was the recognition of the other post-employment benefit obligation of approximately \$4.6 million which was recorded to comply with the requirements of GASB Statement #45. The implementation of this GASB has caused a decline in the overall financial position of the Town on the full-accrual basis of accounting.

Governmental Activities:	Fiscal Year Ended June 30, 2009	Fiscal Year Ended June 30, 2008
	<u> </u>	<u> </u>
Program revenues:		
Charges for services.....	\$ 8,336,319	\$ 9,258,254
Operating grants and contributions.....	15,435,925	13,597,090
Capital grants and contributions.....	404,149	405,154
General revenues:		
Real estate and personal property taxes.....	49,761,536	48,295,949
Motor vehicle excise taxes.....	2,164,294	2,245,316
Penalties and interest on taxes.....	96,949	96,970
Nonrestricted grants and contributions.....	882,855	962,617
Unrestricted investment income.....	280,678	615,900
Miscellaneous.....	90,022	97,800
Total revenues.....	<u>77,452,727</u>	<u>75,575,050</u>
Expenses:		
General government.....	7,984,596	8,392,072
Public safety.....	8,778,769	7,851,039
Education.....	52,088,397	45,462,795
Public works.....	7,037,271	7,193,036
Human services.....	942,357	833,985
Culture and recreation.....	2,468,819	2,376,794
Interest.....	1,782,327	1,996,027
Total expenses.....	<u>81,082,536</u>	<u>74,105,748</u>
Change in net assets.....	\$ (3,629,809)	\$ 1,469,302

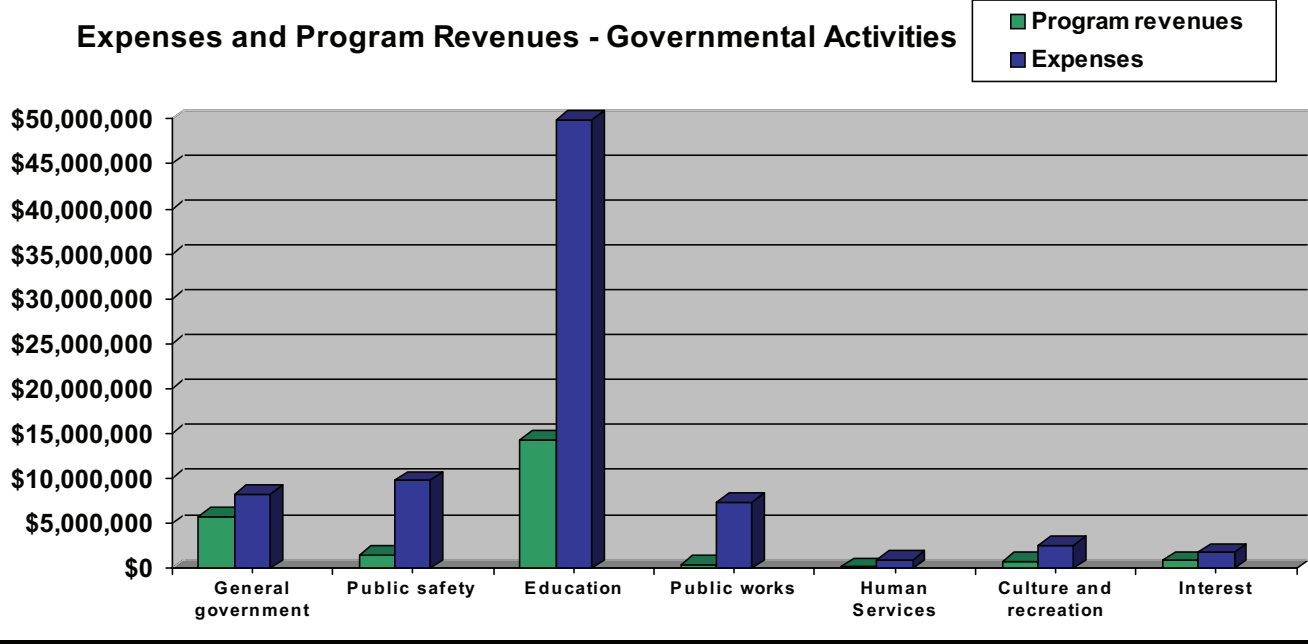
- Charges for services represent about 11% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category. General Government Charges for Services for fiscal year 2009 includes approximately \$2.5 million in non-recurring fees collected for the Westwood Station Project compared to \$3.7 million collected in fiscal year 2008.
- Operating and capital grants and contributions account for 20% of the governmental activities resources. Most of these resources apply to education operations. These resources offset costs within the school department in addition to the General Fund operating budget. Also during the fiscal year, the Town received a Westwood Station guaranteed tax payment in the amount of \$1,750,000, which is recorded as an operating grant under the general government function.
- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 64% of all resources.
- Motor vehicle excise taxes comprise 3% of the governmental activities resources.

FY09 Governmental Revenues



- Education is by far the largest governmental activity of the Town at 64%. Program revenues of \$14.4 million provided direct support to education and \$38 million in taxes and other general revenue were needed to cover the remaining fiscal year 2009 operating expenses.
- Public safety and public works are significant activities of the Town. Program revenues for public safety of \$1.5 million and \$435,000 in public works directly supported \$8.8 million and \$7.0 million of operating expenses, respectively. Taxes and other general revenue of \$13.9 million were needed to cover the remaining fiscal year 2009 operating expenses. Combined, they represent 20% of governmental activity expenses.

Expenses and Program Revenues - Governmental Activities



Business-type activities. For sewer business-type activities, assets exceeded liabilities by \$17.3 million at the close of fiscal year 2009. Capital assets net of related debt totaled \$13.7 million (79%) while unrestricted net assets totaled \$3.6 million (21%). There was a decrease of \$36,000 in net assets reported in connection with the sewer enterprise. Charges for services decreased due to sewer rates decreasing by 5% primarily due to the decrease in the assessment changed by the Massachusetts Water Resource Authority (MWRA). Operating grants and contributions decreased due to a one-time MWRA grant of \$137,000 the Town received in fiscal year 2008, and capital grants experienced a slight decline from the prior year. The sewer fund also reported a liability for other post-employment benefits totaling \$47,000, for the first time in fiscal year 2009 as a result of the implementation of GASB Statement #45.

Comparative Assets, Liabilities and Net Assets – Business-type

	Balance at June 30, 2009	Balance at June 30, 2008
Assets:		
Current assets.....	\$ 3,460,433	\$ 3,543,914
Noncurrent assets (excluding capital).....	394,197	442,016
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	15,502,835	15,771,307
Total assets.....	19,708,315	20,108,087
Liabilities:		
Current liabilities (excluding debt).....	186,683	172,034
Noncurrent liabilities (excluding debt).....	47,332	-
Current debt.....	309,838	425,750
Noncurrent debt.....	1,865,287	2,175,125
Total liabilities.....	2,409,140	2,772,909
Net Assets:		
Capital assets net of related debt.....	13,678,560	13,521,282
Unrestricted.....	3,620,615	3,813,896
Total net assets.....	\$ 17,299,175	\$ 17,335,178

The state fiscal stabilization fund is used to account for the Town's use of the federal state fiscal state fiscal stabilization program which was awarded to Governors to help stabilize State and local budgets in order to minimize and avoid reductions in education and other essential services. The Governor cut state Chapter 70 funding by 10% and replaced the amount with federal funds. During fiscal year 2009, the Town received \$373,117 from the state fiscal stabilization fund, which was used to help fund school employee benefits.

The new Westwood Station fund is used to account for funds received in a new major mixed use development project in Town, referred to as Westwood Station. At June 30, 2009, the new Westwood Station fund had a year end balance of \$172,000. The new Westwood Station fund balance increased \$181,000 from prior year. This was comprised of timing differences between the receipt of mitigation funds for the development project, and expenditures which are primarily legal fees, design services, and consulting fees.

General Fund Budgetary Highlights

Actual revenues were under budget due to the fourth quarter State budget reduction. The State replaced the 10% budget cuts with an equal amount of state fiscal stabilization fund federal grants, which totaled \$373,117 for the Town of Westwood. As a result, the actual revenues were under budget, and the actual expenditures were under budget in the general fund, as the grant revenues and related expenditures were reported in the state fiscal stabilization fund. All of the expenditures reclassified by the Town were from the employee benefits functional category.

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 \$237,500, as reserve funds were not fully required to fund unanticipated events.

The general fund employee benefits expenditures were lower than the final budget by approximately \$589,000. This is partially because the Town moved expenditures to the state fiscal stabilization fund to account for the reduction in State aid.

The \$1.9 million decrease between the original budget and the final amended budget was primarily due to an original appropriation of \$2,926,000 for the Westwood Station Project of which \$2,115,000 was rescinded during the year. The appropriation as well as the related Westwood Station revenue was decreased. Additionally, the budget was increased by supplementary appropriations to fund the police department budget (\$120,000), the department of public works snow and ice budget (\$369,000), and the capital outlay budget (\$133,000.)

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, 2009, totaled \$40,575,000 of which, \$37,445,000 is related to school projects, leaving a balance of only \$3,130,000 for other non-school related projects.

During fiscal 2009 the Town issued \$3,500,000 general obligation bond to help refurbish modular classrooms at the middle school.

The enterprise fund has \$2,175,125 in sewer enterprise debt outstanding that is fully supported by the rates and do not rely on a general fund subsidy.

The most significant capital asset additions during the year included various school improvements, roadway improvements, and ball-field lights and fields.

Please refer to notes 6, 7, 8 and 9 to the financial statements for further discussion of the Town's major capital and debt activity.

CAPITAL ASSETS

	<u>Cost of Capital Assets</u>	<u>Accumulated Depreciation at end of year</u>	<u>Capital Assets, net</u>
Governmental activities:			
Land.....	\$ 5,858,382	\$ -	\$ 5,858,382
Buildings and improvements.....	86,376,405	(21,491,584)	64,884,821
Vehicles.....	5,872,748	(3,930,035)	1,942,713
Machinery and equipment.....	7,729,308	(5,496,548)	2,232,760
Furniture and fixtures.....	261,123	(212,072)	49,051
Infrastructure.....	<u>83,672,464</u>	<u>(44,008,015)</u>	<u>39,664,449</u>
Total governmental activities.....	<u>189,770,430</u>	<u>(75,138,254)</u>	<u>114,632,176</u>
Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	25,653,132	(14,325,277)	11,327,855
Other buildings and improvements...	6,293,795	(2,706,591)	3,587,204
Vehicles.....	503,246	(174,278)	328,968
Machinery and equipment.....	421,374	(162,566)	258,808
Furniture and fixtures.....	<u>35,323</u>	<u>(35,323)</u>	<u>-</u>
Total business-type activities.....	<u>33,257,720</u>	<u>(17,404,035)</u>	<u>15,853,685</u>
Total capital assets.....	<u>\$ 223,028,150</u>	<u>\$ (92,542,289)</u>	<u>\$ 130,485,861</u>

GOVERNMENTAL BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2008	Issued	Redeemed	Outstanding at June 30, 2009
Middle School/Gym.....	3.50-4.00	\$ 235,000	\$ -	\$ 235,000	\$ -
Middle School/Gym.....	3.50-4.00	55,000	-	55,000	-
Land Acquisition.....	3.50-4.00	40,000	-	40,000	-
Senior Center.....	3.50-4.00	24,000	-	24,000	-
School Fields.....	3.50-4.00	19,000	-	19,000	-
Middle School/Gym Completion.....	3.50-4.00	15,000	-	15,000	-
Middle School/Gym Completion.....	3.50-4.00	7,000	-	7,000	-
Martha Jones School Construction.....	3.90-5.00	2,880,000	-	720,000	2,160,000
Downey School Construction.....	3.90-5.00	2,520,000	-	630,000	1,890,000
Striar Land Purchase.....	3.90-5.00	520,000	-	130,000	390,000
Cemetery Land Purchase.....	3.90-5.00	120,000	-	30,000	90,000
School Planning.....	2.50-5.38	29,625,000	-	1,975,000	27,650,000
Public Building.....	3.00-5.00	1,560,000	-	260,000	1,300,000
Public Building.....	3.00-5.00	140,000	-	25,000	115,000
Land Acquisition.....	3.50-4.00	210,000	-	30,000	180,000
High Street Reconstruction.....	3.50-4.00	1,000,000	-	115,000	885,000
High Street Lights.....	3.50-4.00	195,000	-	25,000	170,000
High School Supplement.....	3.50-4.00	1,950,000	-	130,000	1,820,000
High School Fields.....	3.50-4.00	475,000	-	50,000	425,000
Middle School Modular Classrooms.....	2.13-5.00	-	3,500,000	-	3,500,000
Total Governmental Bonds Payable.....		\$ 41,590,000	\$ 3,500,000	\$ 4,515,000	\$ 40,575,000

ENTERPRISE BONDS PAYABLE

Project	Interest Rate (%)	Outstanding at June 30, 2008	Issued	Redeemed	Outstanding at June 30, 2009
Sewer.....	3.50-4.00	\$ 80,000	\$ -	\$ 80,000	\$ -
Sewer.....	3.50-4.00	40,000	-	40,000	-
Sewer (MWPAT).....	3.88	1,880,875	-	155,750	1,725,125
Sewer.....	3.90-5.00	600,000	-	150,000	450,000
Total Enterprise Bonds Payable.....		\$ 2,600,875	\$ -	\$ 425,750	\$ 2,175,125

The Town of Westwood maintained an "AAA" 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 2010 budget, the Town has projected decreases in major revenue categories, including State aid, economic driven local receipts; such as motor vehicle excise payment and the Westwood Station guaranteed payment. The fiscal year 2010 budget has been prepared in a manner that will provide same flexibility to absorb continued reductions to revenue throughout the fiscal year. The Town has prepared for continued state aid reductions in light of a continually deteriorating national economy and unsettled financial markets.

In response to anticipated revenue constraints, the Town has made the following conservative budget decisions:

- The Town level funded the fiscal year 2010 school and municipal operating budgets at fiscal year 2009 levels.
- The fiscal year 2010 budget has a reduced level of capital budgets and no appropriation to the reserve accounts.

The budget decision will allow the Town to retain staffing levels and quality services for the community during this difficult financial year.

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, 2009

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 19,692,395	\$ 1,565,679	\$ 21,258,074
Investments.....	8,114	-	8,114
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	440,273	-	440,273
Tax liens.....	309,110	-	309,110
Motor vehicle excise taxes.....	86,647	-	86,647
User charges.....	-	1,846,935	1,846,935
Departmental and other.....	187,603	-	187,603
Special assessments.....	162	-	162
Intergovernmental.....	3,110,724	47,819	3,158,543
Total Current Assets.....	23,835,028	3,460,433	27,295,461
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	17,676,000	394,197	18,070,197
Capital assets, not being depreciated.....	5,858,382	350,850	6,209,232
Capital assets, net of accumulated depreciation.....	108,773,794	15,502,835	124,276,629
Total Noncurrent Assets.....	132,308,176	16,247,882	148,556,058
TOTAL ASSETS.....	156,143,204	19,708,315	175,851,519
LIABILITIES			
CURRENT:			
Warrants payable.....	1,122,563	151,007	1,273,570
Accrued payroll.....	1,065,336	6,367	1,071,703
Tax refunds payable.....	153,895	-	153,895
Accrued interest.....	210,108	13,309	223,417
Other liabilities.....	1,164,995	-	1,164,995
Capital lease obligations.....	74,737	-	74,737
Compensated absences.....	1,297,000	16,000	1,313,000
Bonds and notes payable.....	4,295,000	309,838	4,604,838
Total Current Liabilities.....	9,383,634	496,521	9,880,155
NONCURRENT:			
Compensated absences.....	588,000	-	588,000
Other post-employment benefits.....	4,624,199	47,332	4,671,531
Bonds and notes payable.....	36,280,000	1,865,287	38,145,287
Total Noncurrent Liabilities.....	41,492,199	1,912,619	43,404,818
TOTAL LIABILITIES.....	50,875,833	2,409,140	53,284,973
NET ASSETS			
Invested in capital assets, net of related debt.....	97,986,113	13,678,560	111,664,673
Restricted for:			
Permanent funds:			
Expendable.....	210,544	-	210,544
Nonexpendable.....	314,274	-	314,274
Gifts.....	260,423	-	260,423
Grants.....	1,806,135	-	1,806,135
Unrestricted.....	4,689,882	3,620,615	8,310,497
TOTAL NET ASSETS.....	\$ 105,267,371	\$ 17,299,175	\$ 122,566,546

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2009

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 7,984,596	\$ 3,911,517	\$ 1,954,868	\$ -	\$ (2,118,211)
Public safety.....	8,778,769	1,282,996	236,783	-	(7,258,990)
Education.....	52,088,397	2,187,026	12,169,212	-	(37,732,159)
Public works.....	7,037,271	30,330	91	404,149	(6,602,701)
Human services.....	942,357	73,913	114,088	-	(754,356)
Culture and recreation.....	2,468,819	850,537	36,988	-	(1,581,294)
Interest.....	1,782,327	-	923,895	-	(858,432)
Total Governmental Activities.....	81,082,536	8,336,319	15,435,925	404,149	(56,906,143)
<i>Business-Type Activities:</i>					
Sewer.....	3,761,813	3,623,588	54,547	47,675	(36,003)
Total Primary Government.....	\$ 84,844,349	\$ 11,959,907	\$ 15,490,472	\$ 451,824	\$ (56,942,146)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2009

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ <u>(56,906,143)</u>	\$ <u>(36,003)</u>	\$ <u>(56,942,146)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	49,761,536	-	49,761,536
Motor vehicle excise taxes.....	2,164,294	-	2,164,294
Penalties and interest on taxes.....	96,949	-	96,949
Grants and contributions not restricted to specific programs.....	882,855	-	882,855
Unrestricted investment income.....	280,678	-	280,678
Miscellaneous.....	90,022	-	90,022
Total general revenues and transfers.....	<u>53,276,334</u>	<u>-</u>	<u>53,276,334</u>
Change in net assets.....	(3,629,809)	(36,003)	(3,665,812)
<i>Net Assets:</i>			
Beginning of year.....	<u>108,897,180</u>	<u>17,335,178</u>	<u>126,232,358</u>
End of year.....	\$ <u><u>105,267,371</u></u>	\$ <u><u>17,299,175</u></u>	\$ <u><u>122,566,546</u></u>

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2009

ASSETS	General	Stabilization	Westwood Station	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 7,518,060	\$ 1,210,708	\$ 172,088	\$ 10,791,539	\$ 19,692,395
Investments.....	-	-	-	8,114	8,114
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	440,273	-	-	-	440,273
Tax liens.....	309,110	-	-	-	309,110
Motor vehicle excise taxes.....	86,647	-	-	-	86,647
Departmental and other.....	16,673	-	-	170,930	187,603
Special assessments.....	162	-	-	-	162
Intergovernmental.....	19,832,000	-	-	954,724	20,786,724
TOTAL ASSETS.....	\$ 28,202,925	\$ 1,210,708	\$ 172,088	\$ 11,925,307	\$ 41,511,028
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 946,750	\$ -	\$ -	\$ 175,813	\$ 1,122,563
Accrued payroll.....	1,065,336	-	-	-	1,065,336
Tax refunds payable.....	153,895	-	-	-	153,895
Other liabilities.....	1,164,995	-	-	-	1,164,995
Deferred revenues.....	20,481,192	-	-	1,125,654	21,606,846
TOTAL LIABILITIES.....	23,812,168	-	-	1,301,467	25,113,635
FUND BALANCES:					
Reserved for:					
Encumbrances and continuing appropriations.....	1,450,831	-	-	-	1,450,831
Perpetual permanent funds.....	-	-	-	314,274	314,274
Unreserved:					
Designated for subsequent year's expenditures.....	870,000	-	-	-	870,000
Undesignated, reported in:					
General fund.....	2,069,926	-	-	-	2,069,926
Special revenue funds.....	-	1,210,708	172,088	5,562,959	6,945,755
Capital projects funds.....	-	-	-	4,536,063	4,536,063
Permanent funds.....	-	-	-	210,544	210,544
TOTAL FUND BALANCES.....	4,390,757	1,210,708	172,088	10,623,840	16,397,393
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 28,202,925	\$ 1,210,708	\$ 172,088	\$ 11,925,307	\$ 41,511,028

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

JUNE 30, 2009

Total governmental fund balances.....		\$ 16,397,393
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		114,632,176
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....		21,606,846
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(210,108)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Bonds and notes payable.....	(40,575,000)	
Capital lease obligations.....	(74,737)	
Other post-employment benefits.....	(4,624,199)	
Compensated absences.....	<u>(1,885,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(47,158,936)</u>
Net assets of governmental activities.....		<u>\$ 105,267,371</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2009

	General	Stabilization	State Fiscal Stabilization Fund	Westwood Station	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 49,655,987	\$ -	\$ -	\$ -	\$ -	\$ 49,655,987
Motor vehicle excise taxes.....	2,242,922	-	-	-	-	2,242,922
Charges for services.....	-	-	-	-	4,366,363	4,366,363
Westwood Station guaranteed tax payment.....	1,750,000	-	-	-	-	1,750,000
Westwood Station building permits.....	811,079	-	-	-	-	811,079
Penalties and interest on taxes.....	96,949	-	-	-	-	96,949
Fees and rentals.....	251,898	-	-	-	-	251,898
Licenses and permits.....	378,525	-	-	-	-	378,525
Fines and forfeitures.....	16,982	-	-	-	-	16,982
Intergovernmental.....	12,372,131	-	373,117	-	2,917,929	15,663,177
Departmental and other.....	571,888	-	-	2,508,971	390,524	3,471,383
Special assessments.....	91	-	-	-	-	91
Contributions.....	-	-	-	-	257,657	257,657
Investment income.....	280,678	23,354	-	-	14,344	318,376
TOTAL REVENUES.....	68,429,130	23,354	373,117	2,508,971	7,946,817	79,281,389
EXPENDITURES:						
Current:						
General government.....	2,443,455	-	-	2,328,458	1,096,925	5,868,838
Public safety.....	5,899,945	-	-	-	225,862	6,125,807
Education.....	32,407,192	-	-	-	5,371,433	37,778,625
Public works.....	4,574,961	-	-	-	446,643	5,021,604
Human services.....	675,853	-	-	-	47,684	723,537
Culture and recreation.....	1,225,317	-	-	-	824,133	2,049,450
Pension benefits.....	7,294,027	-	-	-	-	7,294,027
Property and liability insurance.....	317,418	-	-	-	-	317,418
Employee benefits.....	4,950,403	-	373,117	-	-	5,323,520
State and county charges.....	521,780	-	-	-	-	521,780
Capital outlay.....	1,106,238	-	-	-	-	1,106,238
Capital outlay - Westwood Station.....	792,600	-	-	-	-	792,600
Debt service:						
Principal.....	4,515,000	-	-	-	-	4,515,000
Interest.....	1,810,846	-	-	-	-	1,810,846
TOTAL EXPENDITURES.....	68,535,035	-	373,117	2,328,458	8,012,680	79,249,290
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(105,905)	23,354	-	180,513	(65,863)	32,099
OTHER FINANCING SOURCES (USES):						
Issuance of debt.....	-	-	-	-	3,500,000	3,500,000
Premium from issuance of bonds.....	-	-	-	-	90,023	90,023
Transfers in.....	491,859	150,000	-	-	35,000	676,859
Transfers out.....	(185,000)	-	-	-	(491,859)	(676,859)
TOTAL OTHER FINANCING SOURCES (USES).	306,859	150,000	-	-	3,133,164	3,590,023
NET CHANGE IN FUND BALANCES.....	200,954	173,354	-	180,513	3,067,301	3,622,122
FUND BALANCES AT BEGINNING OF YEAR.....	4,189,803	1,037,354	-	(8,425)	7,556,539	12,775,271
FUND BALANCES AT END OF YEAR.....	\$ 4,390,757	\$ 1,210,708	\$ -	\$ 172,088	\$ 10,623,840	\$ 16,397,393

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, 2009

Net change in fund balances - total governmental funds..... \$ 3,622,122

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.....	3,574,654
Depreciation expense.....	<u>(5,319,487)</u>

Net effect of reporting capital assets..... (1,744,833)

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.....

(1,918,685)

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.

Capital lease payments.....	71,267
Proceeds from bonds and notes.....	(3,500,000)
Debt service principal payments.....	<u>4,515,000</u>

Net effect of reporting long-term debt..... 1,086,267

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.....	(79,000)
Net change in accrued interest on long-term debt.....	28,519
Other post-employment benefits.....	<u>(4,624,199)</u>

Net effect of recording long-term liabilities..... (4,674,680)

Change in net assets of governmental activities..... \$ (3,629,809)

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2009

	<u>Business-type Sewer Enterprise</u>
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 1,565,679
Receivables, net of allowance for uncollectibles:	
User fees.....	1,846,935
Intergovernmental.....	<u>47,819</u>
Total current assets.....	<u>3,460,433</u>
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	394,197
Capital assets, not being depreciated.....	350,850
Capital assets, net of accumulated depreciation.....	<u>15,502,835</u>
Total noncurrent assets.....	<u>16,247,882</u>
TOTAL ASSETS.....	<u>19,708,315</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	151,007
Accrued payroll.....	6,367
Accrued interest.....	13,309
Compensated absences.....	16,000
Bonds and notes payable.....	<u>309,838</u>
Total current liabilities.....	<u>496,521</u>
NONCURRENT:	
Other post-employment benefits.....	47,332
Bonds and notes payable.....	<u>1,865,287</u>
Total noncurrent liabilities.....	<u>1,912,619</u>
TOTAL LIABILITIES.....	<u>2,409,140</u>
NET ASSETS	
Invested in capital assets, net of related debt.....	13,678,560
Unrestricted.....	<u>3,620,615</u>
TOTAL NET ASSETS.....	<u>\$ 17,299,175</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2009

	<u>Business-type Sewer Enterprise</u>
OPERATING REVENUES:	
Charges for services	\$ <u>3,623,588</u>
OPERATING EXPENSES:	
Cost of services and administration	921,589
MWRA Assessment.....	1,964,562
Depreciation.....	<u>768,382</u>
TOTAL OPERATING EXPENSES	<u>3,654,533</u>
OPERATING INCOME (LOSS).....	<u>(30,945)</u>
NONOPERATING REVENUES (EXPENSES):	
Interest expense.....	(107,280)
Intergovernmental.....	54,547
Sewer betterments.....	<u>47,675</u>
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	<u>(5,058)</u>
CHANGE IN NET ASSETS.....	(36,003)
NET ASSETS AT BEGINNING OF YEAR.....	<u>17,335,178</u>
NET ASSETS AT END OF YEAR.....	<u>\$ <u>17,299,175</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2009

	Business-type Sewer Enterprise
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 3,937,098
Payments to vendors.....	(2,506,117)
Payments to employees.....	(313,623)
NET CASH FROM OPERATING ACTIVITIES.....	1,117,358
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Acquisition and construction of capital assets.....	(499,910)
Sewer betterments.....	47,675
Principal payments on bonds and notes.....	(381,615)
Interest expense.....	(57,163)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(891,013)
NET CHANGE IN CASH EQUIVALENTS.....	226,345
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	1,339,334
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 1,565,679
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ (30,945)
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	768,382
Changes in assets and liabilities:	
User fees.....	313,510
Warrants payable.....	16,609
Accrued payroll.....	470
Accrued compensated absences.....	2,000
Other post-employment benefits.....	47,332
Total adjustments.....	1,148,303
NET CASH FROM OPERATING ACTIVITIES.....	\$ 1,117,358
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>	
Intergovernmental debt service subsidy.....	\$ 98,682

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2009

	Private Purpose Trust Funds	Agency Fund
ASSETS		
Cash and cash equivalents.....	\$ 374,625	\$ 298,116
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	103,874
TOTAL ASSETS	<u>374,625</u>	<u>401,990</u>
LIABILITIES		
Warrants payable.....	-	2,905
Liabilities due depositors.....	-	399,085
TOTAL LIABILITIES	<u>-</u>	<u>401,990</u>
NET ASSETS	<u>\$ 374,625</u>	<u>\$ -</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2009

	<u>Private Purpose Trust Funds</u>
<u>ADDITIONS:</u>	
Contributions:	
Private donations.....	\$ 98,056
Net investment income:	
Interest.....	<u>14,293</u>
TOTAL ADDITIONS.....	<u>112,349</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>129,450</u>
CHANGE IN NET ASSETS.....	(17,101)
NET ASSETS AT BEGINNING OF YEAR.....	<u>391,726</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 374,625</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, 2009, the District has no significant unreserved fund balance and has approximately \$510,000 in outstanding long-term bonds related to capital improvements. The following is the address where the District’s financial statements are available, its purpose, and the assessment paid by the Town during fiscal year 2009.

<u>Joint venture and address</u>	<u>Purpose</u>	<u>2009 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 173,379</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 *stabilization fund* is used to account for the accumulation of resources to provide general and/or capital reserves.

The *state fiscal stabilization fund* is used to account for the Town's use of the federal state fiscal stabilization program which was awarded to Governors to help stabilize State and local budgets in order to minimize and avoid reductions in education and other essential services.

The *Westwood Station fund* is used to account for the funds used in the development and renovation of the new train station as well as residential, commercial, and retail units.

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 the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

Government-Wide and Fund Financial Statements

For the enterprise funds, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

Government-Wide and Fund Financial Statements

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value. The fair values were determined by the closing price for those securities traded on national stock exchanges and at the average bid-and-asked quotation for those securities traded in the over-the-counter market.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

User Charges

Sewer charges 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.

Special Assessments

Special assessments consist of street, construction and particular apportioned betterments. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

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
Vehicles.....	5-10
Machinery and equipment.....	5-50
Furniture and fixtures.....	5-20
Infrastructure.....	5-50

H. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transfers between and within governmental funds and are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

I. Net Assets and Fund Equity

Government-Wide Financial Statements (Net Assets)

Net assets reported as "invested in capital assets, net of related debt" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state's school building program is not considered to be capital related debt.

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Gifts and Grants" – represents restrictions placed on assets from outside parties.

Fund Financial Statements (Fund Balances)

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

“Perpetual permanent funds” represents the permanently restricted portion of amounts held in trust which stipulate that only earnings may be used for purposes that support governmental programs.

Fund balances have been “designated for” the following:

“Subsequent year’s expenditures” represents amounts appropriated for the fiscal year 2010 operating budget.

J. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

K. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

L. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

M. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets

and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

N. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured.

Additionally, the Town’s policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits 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 \$16,579,039 and the bank balance totaled \$16,383,537. Of the bank balance, \$2,111,225 was covered by Federal Depository Insurance, \$25,224 was covered by the Depositors Insurance Fund, \$124,625 was covered by the Share Insurance Fund, \$6,736,516 was collateralized and \$7,385,947 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2009, the Town had the following investments:

Equity Mutual Funds.....	\$	8,114
Money Market Mutual Funds.....		114,846
MMDT.....		<u>5,236,930</u>
Total Investments.....	\$	<u><u>5,359,890</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, 2009, 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, 2009.

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 as mentioned earlier, to no more than 5% of an institution's assets and no more than 30% of the Town's total investments. At June 30, 2009, the Town did not have more than 5% of the Town's investments in with any one issuer.

NOTE 3 – RECEIVABLES

At June 30, 2009, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 440,273	\$ -	\$ 440,273
Tax liens.....	309,110	-	309,110
Motor vehicle excise taxes.....	140,647	(54,000)	86,647
Departmental and other.....	243,603	(56,000)	187,603
Special assessments.....	162	-	162
Intergovernmental.....	<u>20,786,724</u>	<u>-</u>	<u>20,786,724</u>
 Total.....	 <u>\$ 21,920,519</u>	 <u>\$ (110,000)</u>	 <u>\$ 21,810,519</u>

At June 30, 2009, receivables for the fiduciary funds consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Details.....	\$ <u>103,874</u>	\$ <u>-</u>	\$ <u>103,874</u>

At June 30, 2009, receivables for the enterprise fund consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Sewer fees.....	\$ 1,846,935	\$ -	\$ 1,846,935
Intergovernmental.....	<u>442,016</u>	<u>-</u>	<u>442,016</u>
 Total.....	 <u>\$ 2,288,951</u>	 <u>\$ -</u>	 <u>\$ 2,288,951</u>

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:

Receivable type:	General Fund	Nonmajor Governmental Funds	Total
Real estate and personal property taxes.....	\$ 236,600	\$ -	\$ 236,600
Tax liens.....	309,110	-	309,110
Motor vehicle excise taxes.....	86,647	-	86,647
Departmental and other.....	16,673	170,930	187,603
Special assessments.....	162	-	162
Intergovernmental.....	19,832,000	954,724	20,786,724
Total.....	\$ 20,481,192	\$ 1,125,654	\$ 21,606,846

NOTE 4 – INTERFUND TRANSFERS

At June 30, 2009, the Town did not have any interfund receivables or payables.

Interfund transfers for the fiscal year ended June 30, 2009, are summarized as follows:

Transfers Out:	Transfers In:			
	General Fund	Stabilization	Capital Projects	Total
General Fund.....	\$ -	\$ 150,000	\$ 35,000	\$ 185,000 (A)
Nonmajor Governmental Fund.....	10,000	-	-	10,000 (B)
Nonmajor Governmental Fund.....	431,000	-	-	431,000 (C)
Nonmajor Governmental Fund.....	17,000	-	-	17,000 (D)
Nonmajor Governmental Fund.....	33,859	-	-	33,859 (E)
Total.....	\$ 491,859	\$ 150,000	\$ 35,000	\$ 676,859

- (A) - General Fund funding of the Stabilization Fund as well as a transfer to fund capital projects
- (B) - Transfer of Cemetery Permanent Fund to support cemetery expenditures
- (C) - Transfer of Special Revenue Ambulance Receipts to fund ambulance expenditures
- (D) - Transfer from Special Revenue Conservation Fund to fund conservation expenditures
- (E) - Transfer from Special Revenue Bond Premiums for debt service expenditures

NOTE 5 – PENSION PLAN

Plan Description - The Town contributes to the Norfolk County Contributory Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Norfolk County Retirement Board. Substantially all employees of the Town are members of the System, except for public school teachers and certain administrators who are members of the Commonwealth of Massachusetts' Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$5,104,000 for the fiscal year ended June 30, 2009, 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, 2009, 2008, and 2007 were \$2,135,190, \$1,852,100, and \$1,810,830 respectively, which equaled its required contribution for each fiscal year.

Noncontributory Retirement Allowance - The Town pays the entire retirement allowance for certain retirees who are eligible for noncontributory benefits and are not members of the System. The general fund expenditure for fiscal year 2009 totaled approximately \$55,000.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2009, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 5,858,382	\$ -	\$ -	\$ 5,858,382
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	85,637,698	738,707	-	86,376,405
Vehicles.....	5,547,788	615,147	(290,187)	5,872,748
Machinery and equipment.....	6,642,051	1,087,257	-	7,729,308
Furniture and fixtures.....	261,123	-	-	261,123
Infrastructure.....	82,538,921	1,133,543	-	83,672,464
Total capital assets being depreciated.....	180,627,581	3,574,654	(290,187)	183,912,048
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(19,342,428)	(2,149,156)	-	(21,491,584)
Vehicles.....	(3,845,028)	(375,194)	290,187	(3,930,035)
Machinery and equipment.....	(4,946,439)	(550,109)	-	(5,496,548)
Furniture and fixtures.....	(191,583)	(20,489)	-	(212,072)
Infrastructure.....	(41,783,476)	(2,224,539)	-	(44,008,015)
Total accumulated depreciation.....	(70,108,954)	(5,319,487)	290,187	(75,138,254)
Total capital assets being depreciated, net.....	110,518,627	(1,744,833)	-	108,773,794
Total governmental activities capital assets, net.....	\$ 116,377,009	\$ (1,744,833)	\$ -	\$ 114,632,176

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	25,653,132	-	-	25,653,132
Other buildings and improvements.....	6,191,367	102,428	-	6,293,795
Vehicles.....	301,669	284,577	(83,000)	503,246
Machinery and equipment.....	308,469	112,905	-	421,374
Furniture and fixtures.....	35,323	-	-	35,323
Total capital assets being depreciated.....	<u>32,489,960</u>	<u>499,910</u>	<u>(83,000)</u>	<u>32,906,870</u>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(13,812,214)	(513,063)	-	(14,325,277)
Other buildings and improvements.....	(2,525,782)	(180,809)	-	(2,706,591)
Vehicles.....	(196,228)	(61,050)	83,000	(174,278)
Machinery and equipment.....	(149,106)	(13,460)	-	(162,566)
Furniture and fixtures.....	(35,323)	-	-	(35,323)
Total accumulated depreciation.....	<u>(16,718,653)</u>	<u>(768,382)</u>	<u>83,000</u>	<u>(17,404,035)</u>
Total capital assets being depreciated, net.....	<u>15,771,307</u>	<u>(268,472)</u>	<u>-</u>	<u>15,502,835</u>
Total business-type activities capital assets, net.....	<u>\$ 16,122,157</u>	<u>\$ (268,472)</u>	<u>\$ -</u>	<u>\$ 15,853,685</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 159,666
Public safety.....	305,560
Education.....	2,341,131
Public works.....	2,482,051
Human services.....	21,533
Culture and recreation.....	<u>9,546</u>

Total depreciation expense - governmental activities..... \$ 5,319,487

Business-Type Activities:

Sewer.....	<u>\$ 768,382</u>
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NOTE 7 – CAPITAL LEASES

The Town has entered into a lease agreement for financing the acquisition of four relocatable classroom buildings. These lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

<u>Asset:</u>		<u>Governmental Activities</u>
Buildings and improvements.....	\$	559,622
Accumulated depreciation.....		<u>(68,753)</u>
Total.....	\$	<u><u>490,869</u></u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2009, were as follows:

<u>Fiscal Years Ending June 30</u>		<u>Governmental Activities</u>
2010, total minimum lease payments.....	\$	<u>78,377</u>
Less: amounts representing interest.....		<u>(3,640)</u>
Present value of minimum lease payments.....	\$	<u><u>74,737</u></u>

NOTE 8 – 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.

Details related to the Town's outstanding short-term debt activity during fiscal year 2009, and the debt service requirements follow.

<u>Type</u>	<u>Purpose</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Interest Rate (%)</u>	<u>Outstanding at June 30, 2008</u>	<u>Issued</u>	<u>Retired</u>	<u>Outstanding at June 30, 2009</u>
BAN	East Street Land Acquisition...	2/14/08	08/14/08	2.50	\$ <u>35,000</u>	\$ <u>-</u>	\$ <u>35,000</u>	\$ <u>-</u>

As of June 30, 2009 the Town had no outstanding short-term debt.

NOTE 9 – 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, 2009, and the debt service requirements follow.

Project	Interest Rate (%)	Outstanding at June 30, 2008	Issued	Redeemed	Outstanding at June 30, 2009
Middle School/Gym.....	3.50-4.00	\$ 235,000	\$ -	\$ 235,000	\$ -
Middle School/Gym.....	3.50-4.00	55,000	-	55,000	-
Land Acquisition.....	3.50-4.00	40,000	-	40,000	-
Senior Center.....	3.50-4.00	24,000	-	24,000	-
School Fields.....	3.50-4.00	19,000	-	19,000	-
Middle School/Gym Completion.....	3.50-4.00	15,000	-	15,000	-
Middle School/Gym Completion.....	3.50-4.00	7,000	-	7,000	-
Martha Jones School Construction.....	3.90-5.00	2,880,000	-	720,000	2,160,000
Downey School Construction.....	3.90-5.00	2,520,000	-	630,000	1,890,000
Striar Land Purchase.....	3.90-5.00	520,000	-	130,000	390,000
Cemetery Land Purchase.....	3.90-5.00	120,000	-	30,000	90,000
School Planning.....	2.50-5.38	29,625,000	-	1,975,000	27,650,000
Public Building.....	3.00-5.00	1,560,000	-	260,000	1,300,000
Public Building.....	3.00-5.00	140,000	-	25,000	115,000
Land Acquisition.....	3.50-4.00	210,000	-	30,000	180,000
High Street Reconstruction.....	3.50-4.00	1,000,000	-	115,000	885,000
High Street Lights.....	3.50-4.00	195,000	-	25,000	170,000
High School Supplement.....	3.50-4.00	1,950,000	-	130,000	1,820,000
High School Fields.....	3.50-4.00	475,000	-	50,000	425,000
Middle School Modular Classrooms.....	2.13-5.00	-	3,500,000	-	3,500,000
Total Governmental Bonds Payable.....		41,590,000	3,500,000	4,515,000	40,575,000
Sewer.....	3.50-4.00	80,000	-	80,000	-
Sewer.....	3.50-4.00	40,000	-	40,000	-
Sewer (MWPAT).....	3.88	1,880,875	-	155,750	1,725,125
Sewer.....	3.90-5.00	600,000	-	150,000	450,000
Total Enterprise Bonds Payable.....		2,600,875	-	425,750	2,175,125
Total General Obligation Bonds and Notes Payable.....		\$ 44,190,875	\$ 3,500,000	\$ 4,940,750	\$ 42,750,125

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>
2010.....	\$ 4,295,000	\$ 1,778,034	\$ 6,073,034
2011.....	4,290,000	1,609,596	5,899,596
2012.....	4,285,000	1,439,227	5,724,227
2013.....	2,770,000	1,244,327	4,014,327
2014.....	2,765,000	1,115,303	3,880,303
2015.....	2,485,000	986,016	3,471,016
2016.....	2,455,000	869,671	3,324,671
2017.....	2,455,000	770,999	3,225,999
2018.....	2,325,000	647,027	2,972,027
2019.....	2,280,000	547,003	2,827,003
2020.....	2,280,000	442,378	2,722,378
2021.....	2,280,000	339,553	2,619,553
2022.....	2,280,000	236,373	2,516,373
2023.....	2,280,000	140,106	2,420,106
2024.....	175,000	43,838	218,838
2025.....	175,000	36,838	211,838
2026.....	175,000	29,838	204,838
2027.....	175,000	22,618	197,618
2028.....	175,000	15,182	190,182
2029.....	175,000	7,656	182,656
Total.....	<u>\$ 40,575,000</u>	<u>\$ 12,321,580</u>	<u>\$ 52,896,580</u>

Debt service requirements for principal and interest for bonds and notes 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>
2010.....	\$ 309,838	\$ 91,336	\$ 401,174
2011.....	314,687	82,051	396,738
2012.....	319,700	58,112	377,812
2013.....	90,300	136,660	226,960
2014.....	176,300	48,124	224,424
2015.....	181,600	42,279	223,879
2016.....	187,100	32,554	219,654
2017.....	192,800	23,516	216,316
2018.....	198,500	10,451	208,951
2019.....	204,300	5,108	209,408
Total.....	<u>\$ 2,175,125</u>	<u>\$ 530,191</u>	<u>\$ 2,705,316</u>

The Town is scheduled to be subsidized by the Massachusetts Water Pollution Abatement Trust (MWPAT) on a periodic basis for principal in the amount of \$442,016 and interest costs for \$332,632. Thus, net MWPAT loan repayments including interest are scheduled to be \$1,343,362. 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 2009 principal and interest subsidy totaled approximately \$44,135 and \$54,547, respectively.

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During fiscal year 2009, approximately \$3,083,000 of such assistance was received. Approximately \$25,503,000 will be received in future fiscal years. Of this amount, approximately \$5,745,000 represents reimbursement of long-term interest costs, and approximately \$19,758,000 represents reimbursement of approved construction costs. Accordingly, \$19,758,000 intergovernmental receivable and corresponding deferred revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2009, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized	Amount Unissued
Land Acquisition.....	ATM 5/2001	15	\$ 300,000	\$ -
High Street Construction.....	ATM 5/2005	17	1,000,000	-
High Street Street Lights.....	ATM 5/2006	10	195,000	-
High School Supplement.....	ATM 5/2006	11	1,950,000	-
High School Fields.....	ATM 6/2007	9	475,000	-
Middle School Classrooms.....	ATM 5/2008	20	4,500,000	1,000,000 (a)
Construction of Barn/Garage.....	ATM 5/2009	10	<u>150,000</u>	<u>150,000</u>
Total.....			<u>\$ 8,570,000</u>	<u>\$ 1,150,000</u>

(a) Article 20 has been reduced by the \$3,500,000 general obligation bond issued in June of 2009.

Changes in Long-Term Liabilities

During the fiscal year ended June 30, 2009, the following changes occurred in long-term liabilities:

	Balance at June 30, 2008	Additions	Retirements and Other	Balance at June 30, 2009	Current Portion
Governmental Activities:					
Long-Term Bonds and Notes.....	\$ 41,590,000	\$ 3,500,000	\$ (4,515,000)	\$ 40,575,000	\$ 4,295,000
Other Post-Employment Benefits.....	-	5,913,007	(1,288,808)	4,624,199	-
Capital Lease Obligations.....	146,004	-	(71,267)	74,737	74,737
Compensated Absences.....	1,806,000	1,323,000	(1,244,000)	1,885,000	1,297,000
Total Governmental Activities.....	<u>\$ 43,542,004</u>	<u>\$ 10,736,007</u>	<u>\$ (7,119,075)</u>	<u>\$ 47,158,936</u>	<u>\$ 5,666,737</u>
Business-Type Activities:					
Long-Term Bonds and Notes.....	\$ 2,600,875	-	\$ (425,750)	\$ 2,175,125	\$ 309,838
Other Post-Employment Benefits.....	-	60,524	(13,192)	47,332	-
Compensated Absences.....	14,000	16,000	(14,000)	16,000	16,000
Total Business-Type Activities.....	<u>\$ 2,614,875</u>	<u>\$ 76,524</u>	<u>\$ (452,942)</u>	<u>\$ 2,238,457</u>	<u>\$ 325,838</u>
Total.....	<u>\$ 46,156,879</u>	<u>\$ 10,812,531</u>	<u>\$ (7,572,017)</u>	<u>\$ 49,397,393</u>	<u>\$ 5,992,575</u>

Compensated absence liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town provides health insurance to its employees through its participation in the West Suburban Health Group (the Group), a non-profit trust comprised of eleven towns, one school district and two educational collaboratives. The Group is self-sustaining through member premiums. The Town recognizes the cost of providing health insurance by recording its 60% share of insurance premiums paid to the Group in the General Fund in the fiscal year paid. The purpose of the Group is to pay medical claims of its members' employees and their covered dependents. In the event the group is terminated, the Town is obligated to pay its prorate share of a deficit, should one exist.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during fiscal year 2009 totaled \$156,700 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, 2009, and therefore is not reported.

The Town is self-insured for unemployment compensation. During fiscal year 2009, the Town appropriated \$87,000 to provide for anticipated costs of unemployment benefits. During fiscal year 2009, claims related to unemployment compensation totaled \$70,000. The liability for unemployment compensation was not material at June 30, 2009, and therefore is not reported.

NOTE 11 – STABILIZATION FUND

The Town has \$1.2 million in a stabilization fund classified as a major governmental fund in the fund-based statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval. During fiscal year 2009, the stabilization fund earned investment income of approximately \$23,000, and received transfers in from the Town's operating budget totaling \$150,000.

NOTE 12 – POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS

Fiscal year 2009 is the initial year that the Town has implemented GASB Statement 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions (GASB 45). As allowed by GASB 45, the Town has established the net Other Post-Employment Benefits (OPEB) obligation at zero at the beginning of the transition year and has applied the measurement and recognition requirements of GASB 45 on a prospective basis.

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 2009, the Town contributed approximately \$1,302,000 to the plan, which has been actuarially adjusted.

Annual OPEB Cost and Net OPEB Obligation – The Town's annual other post-employment 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:

Normal cost.....	\$ 4,269,218
Amortization of unfunded actuarial accrued liability.....	1,704,313
Annual OPEB cost (expense).....	<u>5,973,531</u>
Contributions made.....	<u>1,302,000</u>
Increase in net OPEB obligation.....	4,671,531
Net OPEB obligation--beginning of year.....	<u>-</u>
Net OPEB obligation--end of year.....	<u>\$ 4,671,531</u>

The Town’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2009 was 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>
6/30/2009	\$ 5,973,531	22%	\$ 4,671,531

Funded Status and Funding Progress – As of July 1, 2006, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$53,091,156, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$29,437,171, and the ratio of the UAAL to the covered payroll was 180.4 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2006, actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 3.5% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 9% initially, graded to 5% over 7 years. The UAAL is being amortized over a 30 year period, with amortization payments increasing at 4.5% per year. The remaining amortization period at June 30, 2009 is 29 years.

NOTE 13 – COMMITMENTS

The Town is currently permitting a major new commercial development, known as Westwood Station. This project is a 4.5 million square foot mixed use development including residential, commercial, and retail components. The development will be sited on the Town's former industrial park known as University Ave Park. This new development, which has received state and local approval, has the potential to significantly enhance the Town's tax base.

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, 2009, 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, 2009, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2009.

NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2009, the following GASB pronouncements were implemented:

- The GASB issued Statement #45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. This standard has required additional disclosure and has impacted the Town's financial statements.
- The GASB issued Statement #55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. This standard did not impact the basic financial statements.
- The GASB issued Statement #56, Codification of Accounting and Reporting Guidance Contained in the AICPA Statements on Auditing Standards. The standards in this statement incorporate certain accounting and financial reporting guidance included in the Statements on Auditing Standards of the AICPA into the state and local governmental accounting and financial reporting standards.

Future Implementation of GASB Pronouncements:

- The GASB issued Statement #54, Fund Balance Reporting and Governmental Fund Type Definitions, which is required to be implemented in fiscal year 2011. The implementation of this GASB will impact the Town's financial statements, as it changes fund balance components into Nonspendable; Restricted; Committed; Assigned; and Unassigned.

APPENDIX B

2009 ANNUAL TOWN ELECTION

Town of Westwood

Tuesday, April 28, 2009

ASSESSOR - For Three Years	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	91	94	138	175	498	33.22%
LOUIS A. RIZOLI 120 Arcadia Road	231	236	295	231	993	66.24%
Miscellaneous Write-ins	3	2	2	1	8	0.53%
TOTAL	325	332	435	407	1499	100%
ASSESSOR - For Two Years (to fill a vacancy)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	76	89	92	113	370	24.68%
MARK F. MURPHY 27 Webster Street	111	133	215	172	631	42.09%
JOHN P. ROSE 95 Birch Tree Drive	138	109	128	121	496	33.09%
Miscellaneous Write-ins	0	1	0	1	2	0.13%
TOTAL	325	332	435	407	1499	100%
HOUSING AUTHORITY - For Five Years	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	109	123	125	183	540	36.02%
JOHN J. CUMMINGS, III 4 Chickadee Lane	215	208	309	223	955	63.71%
Miscellaneous Write-ins	1	1	1	1	4	0.27%
TOTAL	325	332	435	407	1499	100%
HOUSING AUTHORITY - For Four Years (to fill a vacancy)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	75	66	84	55	280	18.70%
JASON C. LEE 69 Endicott Street	125	139	204	172	640	42.75%
MICHAEL F. WALSH 47 Phillips Brooks Road	125	125	147	180	577	38.54%
Miscellaneous Write-ins	0	2	0	0	2	0.07%
TOTAL	325	332	435	407	1497	100%
LIBRARY TRUSTEE - For Three Years	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	223	248	368	455	1294	43.16%
JANE M. WIGGIN 55 Gloucester Road	244	218	275	205	942	31.42%
DANIEL J. LEHAN 80 Wagon Road	181	196	226	153	756	25.22%
Miscellaneous Write-ins	2	2	1	1	6	0.20%
TOTAL	650	664	870	814	2998	100%
MODERATOR - For One Year	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	88	95	125	176	484	32%
ANTHONY J. ANTONELLIS 21 Gay Street	236	235	309	228	1008	67%
Miscellaneous Write-ins	1	2	1	3	7	0%
TOTAL	325	332	435	407	1499	100%
PLANNING BOARD - For Three Years	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	80	75	151	143	449	14.98%
STEVEN H. OLANOFF 52 Glandore Road	210	204	217	107	738	24.62%
DAVID M. FEYLER 20 Baker Street	91	89	130	202	512	17.08%
JASON C. LEE 69 Endicott Street	67	83	143	207	500	16.68%
STEVEN M. RAFSKY 646 Canton Street	202	213	229	155	799	26.65%
Miscellaneous Write-ins	0	0	0	0	0	0.00%
TOTAL	650	664	870	814	2998	100%

SCHOOL COMMITTEE - For Three Years	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	90	91	127	166	474	31.62%
BRIAN T. KELLY 90 Church Street	233	237	305	240	1015	67.71%
Miscellaneous Write-ins	2	4	3	1	10	0.67%
TOTAL	325	332	435	407	1499	100%
SELECTMAN - For Three Years						
Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL	
Blanks	79	92	117	189	477	31.82%
NANCY C. HYDE 21 Martingale Lane	242	234	313	206	995	66.38%
Miscellaneous Write-ins	4	6	5	12	27	1.80%
TOTAL	325	332	435	407	1499	100%
SEWER COMMISSIONER - For Three Years						
Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL	
Blanks	93	101	125	178	497	33.16%
ANTHONY J. ANTONELLIS 21 Gay Street	231	224	307	226	988	65.91%
Miscellaneous Write-ins	1	7	3	3	14	0.93%
TOTAL	325	332	435	407	1499	100%
TREASURER - For Three Years						
Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL	
Blanks	70	83	124	165	442	29.49%
JAMES J. GAVIN 96 Sexton Avenue	252	248	310	241	1051	70.11%
Miscellaneous Write-ins	3	1	1	1	6	0.40%
TOTAL	325	332	435	407	1499	100%

Precinct	Registered	Voted	Percent
1	2,540	325	13%
2	2,536	332	13%
3	2,543	435	17%
4	2,391	407	17%
TOTAL	10,010	1499	15%



Westwood Records
Annual Town Meeting May 4, 2009

The meeting was called to order at 7:35 p.m. by Moderator, Anthony J. Antonellis who declared the presence of a quorum. 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 in of those Town officials who were recently elected on Tuesday, April 28, 2009 by Town Clerk, Dottie Powers.

There was a moment of silence for two Town officials who passed away this year, Mr. Robert Smith, who served the Town of Westwood from 1959-1985 in various capacities including as a member of the Board of Selectmen and as a member of the Finance commission; as well as Mr. Edward Hanson, who served the Town of Westwood from 1975 to 2008, as a Finance Commission member, Personnel Board Member and elected Library Trustee. This years Town Report is dedicated to the aforementioned gentlemen.

4 Resolutions were presented and read:

The first Resolution was presented to James M. Connors by Nancy Hyde, Board of Selectmen.

WHEREAS, James M. Connors served on the Finance Commission for eleven years from 1998 to 2009, as Vice Chairman from 2004 to 2006, and as Chairman from 2006 to 2009, and

WHEREAS, during his terms in office, he gave unselfishly of his time and energy to the residents of Westwood, and during a very historical time in Westwood's history, he was involved in handling complex issues and worked in a cooperative manner with many boards in Town, and

WHEREAS, he demonstrated fairness, thorough consideration and a willingness to make difficult decisions based on the needs of the Town, and

WHEREAS during his term on the Finance Commission, he guided the Finance Commission through significant financial and zoning issues, and

WHEREAS, he showed significant leadership and generously gave of his time assisting new members as they became involved in the Finance Commission, and

BE IT THEREFORE RESOLVED, that the Town of Westwood, by vote of those present at the 2009 Annual Town Meeting, officially recognizes and expresses its gratitude to James M. Connors 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 James M. Connors.

The 2nd Resolution was presented to Robert E. Moore, Jr. by Nancy Hyde, Board of Selectmen.

WHEREAS, Robert E. Moore, Jr. served on the Planning Board from 2003 through 2009 and as Chairman in 2005, and

WHEREAS, throughout his terms in office, he generously gave of his time and talents and consistently demonstrated the highest qualities of leadership, dedication, and fairness to all, and

WHEREAS, his many worthwhile contributions were greatly valued by his fellow members of the Planning Board, Town staff, and members of other elected and appointed Town boards and commissions, and

WHEREAS, he was instrumental in the successful review and approval of the exceptionally complicated and often controversial Westwood Station mixed use development project, and

WHEREAS, he repeatedly demonstrated a consistent willingness to make difficult decisions while continually striving to uphold the best interests of the Town, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2009 Annual Town Meeting, officially recognizes and expresses its gratitude to Robert E. Moore, Jr. for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this Resolution be placed in the official records of the Town and a copy be given to Robert E. Moore, Jr.

The third Resolution was presented to Barbara S. Zoob by Nancy Hyde, Board of Selectmen.

WHEREAS, Barbara S. Zoob served on the Housing Partnership Committee for ten years from 1999 through 2009, and served as a member of the Housing Authority for seven years from 2002 through 2009, and

WHEREAS, during her terms of office, she was extremely forthright, principled, conscientious, and always encouraged the Housing Partnership/Fair Housing Committee and the Housing Authority to act on developing more affordable housing, and

WHEREAS, she generously gave her time and expertise, which is derived from her professional employment as the Director of Caring Choices & Congregate Housing Services Program at the Jewish Community Housing for the Elderly, and

WHEREAS, as a resident of Westwood, she is also involved in a variety of organizations and endeavors throughout the community, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2009 Annual Town Meeting, officially recognizes and expresses its gratitude to Barbara S. Zoob for her 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 Barbara S. Zoob.

The fourth Resolution honoring Edward J. Richardson, who was not present, was read by Nancy Hyde, Board of Selectmen.

WHEREAS, Edward J. Richardson served on the Permanent Building Committee for eighteen years from 1990 through 2008, and as Chairman from 1999 to 2008, and served on the Planning Board for five years from 1993 through 1998, and as Chairman in 1995 and 1996, and

WHEREAS, during his service on the Permanent Building Committee, he was involved in the design, renovation and construction of the Martha Jones, Downey, Thurston and High Schools, the construction of the athletic fields at the Thurston Middle School and the construction of the Carby St. Municipal Office Building, and

WHEREAS, the High School project was extremely complicated, Edward spent several hours each week devoted to the project in a sincere effort to keep the costs within the budget and to have the construction completed as expeditiously as possible, and

WHEREAS, as an elected official to the Planning Board, he shared his extensive knowledge of zoning subdivision control law and familiarity with real estate law, which benefited both the applicants and the Town, and

WHEREAS, during his terms of office, he generously gave his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and

BE IT THEREFORE RESOLVED, that the Town of Westwood, by vote of those present at the 2009 Annual Town Meeting, officially recognizes and expresses its gratitude to Edward J. Richardson 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 Edward J. Richardson.

Be it further resolved that these Resolutions be placed in the official records of the Town

A commendation was presented to WHS student, Sarina Huang by Phil Shapiro, Board of Selectmen.

We, the Westwood Board of Selectmen, recognize and applaud Sarina Huang for her outstanding dedication and commitment to the production of the Westwood Chinese Culture Night.

Sarina has played a significant role in providing the Westwood community with the invaluable opportunity to learn about Chinese customs and culture. This annual event, which began three years ago, has given students involved in the production and the members of the community, an opportunity to participate in an educational forum that promotes diversity, openness and tolerance.

On behalf of the Town of Westwood, we are honored to present Sarina with this commendation and extend our appreciation for three years of outstanding involvement in the production of Westwood Chinese Culture Night.

The John J. Cronin Public Service Award was presented to John J. Wiggin for providing many years of exceptional service with commitment and dedication to the residents of the Town of Westwood, by Patrick Ahearn, Chairman of the Board of Selectmen.

ARTICLE 1

The finance commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of Three Hundred Twenty-One Thousand Two Hundred Thirty-Five Dollars (\$321,235) to supplement the following fiscal year 2009 appropriations, or take any other action thereon:

Transfer From Account	Amount	To Account	Amount
Reserve Fund	\$100,000	Snow and Ice	\$100,000
ATM 04 Art 20-Regional Fire Dispatch	\$39,000	ICC Building Maintenance-Heating System	\$42,000
Debt Service Budget	\$11,962	Blue Hills Assessment	\$5,235
Planning Board Salary Account	\$50,000	Police Overtime	\$120,000
Waste Collection	\$40,273	ICC Building Maintenance	\$9,000
Economic Development Salary Account	\$30,000	Veterans' Benefits	\$45,000
Comprehensive Insurance	\$50,000		
Total	\$321,235	Total	\$321,235

ARTICLE 2

The Finance Commission recommended and the town voted unanimously to appropriate by transfer from available funds the sum of Two Hundred Sixty-Six Thousand Dollars (\$266,000) to supplement the following fiscal year 2009 appropriations, or take any other thereon:

Transfer

From Account	Amount	To Account	Amount
Ambulance Receipts	\$61,000	Ambulance Services	\$61,000
Free Cash	\$105,000	DPW Salary – Overtime Snow and Ice	\$105,000
Free Cash	\$100,000	Snow and Ice	\$100,000
Total	\$266,000	Total	\$266,000

ARTICLE 3

The Finance Commission recommended and the town voted unanimously to reduce the sum of Six Hundred Seventy-Three Thousand Nine Hundred Thirty-Eight Dollars (\$673,938) from the following fiscal year 2009 appropriations, or take any other action thereon:

From 2008 Annual Town Meeting, Article 7, Appendix D		
Department	Amount	Funding Source Reduction
FY09 Energy Reserve	\$88,500	Mid Year State Aid Reduction
FY09 Sewer MWRA Assessment	\$585,438	Sewer Enterprise Funds
Total	\$673,938	

ARTICLE 4

The Finance Commission recommended and the town voted unanimously to reduce Article 6 of the 2008 Annual Town Meeting which appropriated the sum of Two Million Nine Hundred Twenty-Six Thousand Dollars (\$2,926,000) to Eight Hundred Eleven Thousand Dollars (\$811,000) for the costs associated with the permitting of the Westwood Station project, or take any other action thereon.

ARTICLE 5

There being no unpaid bills of the previous years, no action was taken on this article.

ARTICLE 6

The Finance Commission recommended and the town voted unanimously to see what sum(s) of money the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2009, through June 30, 2010, as set forth in Appendix D of the Finance Commission's Report to the 2009 Annual Town Meeting, or take any other action thereon.

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

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

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

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

Appendix E - The School Department Budget Summary.

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Selectmen Department						
1. Salaries	373,680	392,955	397,732	4,777	1.2%	Taxation
2. Expenses	53,175	52,500	50,000	(2,500)	-4.8%	Taxation
	426,855	445,455	447,732	2,277	0.5%	
Finance Commission						
3. Salary	32,286	33,363	33,389	26	0.1%	Taxation
4. Expenses	21,598	22,064	22,038	(26)	-0.1%	Taxation
	53,884	55,427	55,427	0	0.0%	
Accounting Department						
5. Salaries	153,131	165,806	168,885	3,079	1.9%	Taxation
6. Expenses	3,753	5,700	4,800	(900)	-15.8%	Taxation
	156,884	171,506	173,685	2,179	1.3%	
Audit - School & Municipal Financials						
7. Expenses	49,190	50,000	50,000	0	0.0%	Taxation
Assessors Department						
8. Salaries	157,194	164,507	165,637	1,130	0.7%	Taxation
9. Expenses	25,359	44,950	21,450	(23,500)	-52.3%	Taxation
	182,552	209,457	187,087	(22,370)	-10.7%	
Treasurer's Department						
10. Salary	71,867	79,078	78,670	(408)	-0.5%	Taxation
11. Expenses	11,519	15,130	15,130	0	0.0%	Taxation
	83,386	94,208	93,800	(408)	-0.4%	
Collector's Department						
12. Salaries	89,567	99,436	99,180	(256)	-0.3%	Taxation
13. Expenses	59,607	66,900	66,950	50	0.1%	\$26,000 Amb.Receipts/Taxation
	149,173	166,336	166,130	(206)	-0.1%	
Legal Department						
14. Salary	84,072	86,617	86,645	28	0.0%	Taxation
15. Expenses	147,685	123,500	123,500	0	0.0%	Taxation
	231,757	210,117	210,145	28	0.0%	
Personnel Board/Department						
16. Salary	88,105	117,733	129,319	11,586	9.8%	Taxation
17. Expenses	9,131	23,850	8,395	(15,455)	-64.8%	Taxation
	97,236	141,583	137,714	(3,869)	-2.7%	
Information Systems Department						
18. Salaries	196,132	205,409	207,597	2,188	1.1%	Taxation
19. Expenses	209,560	210,000	207,812	(2,188)	-1.0%	Taxation
	405,692	415,409	415,409	0	0.0%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Town Clerk Department						
20. Salaries	114,134	132,905	131,212	(1,693)	-1.3%	Taxation
21. Expenses	39,017	50,050	45,000	(5,050)	-10.1%	Taxation
	153,151	182,955	176,212	(6,743)	-3.7%	
Conservation Commission/Department						
22. Salary	36,974	38,857	39,749	892	2.3%	\$17,000 Conserv. Receipts/
23. Expenses	5,275	5,550	5,450	(100)	-1.8%	Taxation
	42,249	44,407	45,199	792	1.8%	
Planning Board/Department						
24. Salaries	64,392	90,870	90,490	(380)	-0.4%	Taxation
25. Expenses	3,097	3,715	3,715	0	0.0%	Taxation
	67,489	94,585	94,205	(380)	-0.4%	
Zoning Board of Appeals						
26. Salaries	19,805	23,153	23,638	485	2.1%	Taxation
27. Expenses	807	3,350	2,865	(485)	-14.5%	Taxation
	20,611	26,503	26,503	0	0.0%	
Economic Development Department						
28. Salaries	26,638	69,093	70,581	1,488	2.2%	Taxation
29. Expenses	1,566	5,300	3,800	(1,500)	-28.3%	Taxation
	28,205	74,393	74,381	(12)	0.0%	
Outside Professional Services						
30. Expenses	34,924	38,000	38,000	0	0.0%	Taxation
Mass Housing Partnership						
31. Expenses	1,710	15,000	15,000	0	0.0%	Taxation
Housing Authority						
32. Expenses	715	10,000	10,000	0	0.0%	Taxation
Communications Systems						
33. Expenses	115,849	121,000	121,000	0	0.0%	Taxation
Training/Professional Development						
34. Expenses	1,176	10,000	6,000	(4,000)	-40.0%	Taxation
Total General Government	2,302,688	2,576,341	2,543,629	(32,712)	-1.3%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Police Department						
35. Salaries Payment	2,520,483	2,498,945	2,500,900	1,955	0.1%	\$103,000 Westwood Station Guaranteed
36. Expenses	196,184	217,150	217,150	0	0.0%	/Taxation
	2,716,667	2,716,095	2,718,050	1,955	0.1%	
37. State Funded Education Incentive	141,997	156,717	166,944	10,227	6.5%	State aid
Auxiliary Police/Civil Defense						
38. Expenses	0	2,000	2,000	0	0.0%	Taxation
	0	2,000	2,000	0	0.0%	
Animal Control						
39. Salary	31,940	41,814	41,927	113	0.3%	Taxation
40. Expenses	6,907	7,500	7,500	0	0.0%	Taxation
	38,847	49,314	49,427	113	0.2%	
Fire Department						
41. Salaries Westwood	2,299,773	2,391,239	2,393,239	2,000	0.1%	\$304,000 Amb. Receipts/\$103,000 Station Guaranteed
Payment/Taxation						
42. Expenses	164,676	174,950	174,950	0	0.0%	\$40,000 Amb. Receipts/Taxation
	2,464,449	2,566,189	2,568,189	2,000	0.1%	
Building Inspection Department						
43. Salaries	222,134	238,923	238,923	0	0.0%	Taxation
44. Expenses	24,110	34,950	34,950	0	0.0%	Taxation
	246,243	273,873	273,873	0	0.0%	
Total Public Safety	5,608,203	5,764,188	5,778,483	14,295	0.2%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Department of Public Works						\$101,000 Westwood Station Guaranteed
45. Salaries - admin	172,975	180,753	181,917	1,164	0.6%	Payment/Taxation
46. Salaries - operations	1,241,694	1,281,681	1,284,473	2,792	0.2%	\$10,000 Perp Care/Taxation
47. Expenses	402,081	415,500	415,500	0	0.0%	Taxation
	1,816,750	1,877,934	1,881,890	3,956	0.2%	
Building Maintenance						
48. Salaries				0		
48. Expenses	532,660	591,700	601,470	9,770	1.7%	Taxation
		591,700	601,470	9,770	1.7%	
49. Municipal & School Field Maintenance	119,636	120,200	112,044	(8,156)	-6.8%	Taxation
50. Snow & Ice	568,040	250,000	250,000	0	0.0%	Taxation
51. Street Lighting/ Traffic Light Maint	113,827	140,000	140,000	0	0.0%	Taxation
Waste Collection/Disposal						
52. Expenses	1,305,944	1,225,000	1,275,000	50,000	4.1%	Taxation
Total Public Works	4,456,857	4,204,834	4,260,404	55,570	1.3%	
Health Department						
53. Salaries	168,030	174,221	174,750	529	0.3%	Taxation
54. Expenses	9,189	10,750	10,200	(550)	-5.1%	Taxation
		177,219	184,971	(21)	0.0%	
55. Outside Health Agencies	11,676	14,316	14,316	0	0.0%	Taxation
56. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging Department						
57. Salaries	176,491	194,585	192,983	(1,602)	-0.8%	Taxation
58. Expenses	22,442	25,535	25,535	0	0.0%	Taxation
	198,932	220,120	218,518	(1,602)	-0.7%	
Youth and Family Services Department						
59. Salaries	148,521	155,343	154,285	(1,058)	-0.7%	Taxation
60. Expenses	14,882	15,282	15,282	0	0.0%	Taxation
	163,403	170,625	169,567	(1,058)	-0.6%	
Veterans Services Department						
61. Salaries	20,941	24,541	25,185	644	2.6%	Taxation
62. Expenses	50,397	37,800	60,800	23,000	60.8%	Taxation
	71,338	62,341	85,985	23,644	37.9%	
Total Human Services	622,567	652,873	673,836	20,963	3.2%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Fixed Costs Budgets - School and Municipal						
Municipal Employee Benefits/Costs						
Retirement Assessment	1,296,702	1,494,903	1,630,909	136,006	9.1%	Taxation
Non-Contrib Pension	53,146	54,740	56,383	1,643	3.0%	Taxation
Worker's Compensation	49,871	65,827	65,827	(0)	0.0%	Taxation
Unemployment Compensation	5,071	12,000	12,000	0	0.0%	Taxation
Health Insurance	1,092,003	1,143,079	1,170,513	27,434	2.4%	Taxation
Life Insurance	3,709	3,675	4,200	525	14.3%	Taxation
Pre-Hire/EAP/Payroll	75,722	85,149	74,244	(10,905)	-12.8%	Taxation
Public Safety Medical/111F ins	24,595	30,000	54,064	24,064	80.2%	Taxation
Medicare Part B Refund	29,257	30,510	35,100	4,590	15.0%	Taxation
Social Security Tax	10,596	23,000	23,000	0	0.0%	Taxation
Medicare Payroll Tax	119,950	118,589	124,178	5,589	4.7%	Taxation
Municipal Employee Benefits/Costs	2,760,622	3,061,472	3,250,418	188,946	6.2%	
School Employee Benefits/Costs						
Retirement Assessments	555,399	640,283	698,514	58,231	9.1%	Taxation
Worker's Compensation	105,976	139,774	139,774	(0)	0.0%	Taxation
Unemployment Compensation	41,768	75,000	75,000	0	0.0%	Taxation
Health Insurance	2,783,007	3,321,398	3,402,412	81,014	2.4%	Taxation
Life Insurance	7,014	5,964	7,550	1,586	26.6%	Taxation
EAP/Payroll service	29,307	37,155	21,231	(15,924)	-42.9%	Taxation
Medicare Part B Refund	78,391	77,823	90,150	12,327	15.8%	Taxation
Social Security Tax	19,500	30,000	30,000	0	0.0%	Taxation
Medicare Payroll Tax	312,452	346,077	363,380	17,303	5.0%	Taxation
School Employee Benefits/Costs	3,932,814	4,673,474	4,828,011	154,537	3.3%	
70. Total Benefits/Costs	6,693,436	7,734,946	8,078,429	343,483	4.4%	
Insurance/Reserves						
Comprehensive And Liability Insurance - School & Municipal						
71. Expenses	371,053	446,091	402,000	(44,091)	-9.9%	Taxation
72. Energy/Utility Reserve Fund*	0	225,000	225,000	0		\$110,000 Free Cash/Taxation
73. Reserve for Special Town Meeting			25,000	25,000		Taxation
74. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Ins./Reserve	371,053	1,071,091	1,052,000	(19,091)	-1.8%	
Total Fixed Costs Budget	7,064,489	8,806,037	9,130,429	324,392	3.7%	
Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.						
* This energy reserve account has been established in order to handle FY09/FY10 utility costs.						
This reserve fund budget will be transferred if needed to the respective budgets upon vote by the Board of Selectmen .						
The reserve for Special Town Meeting costs will be transferred if needed to the respective budgets upon vote by the Board of Selectmen.						
Debt Service Budget						
Municipal Related						
75. Debt Service	685,321	887,713	744,525	(143,188)	-16.1%	Taxation
School Related						
76. Debt Service	5,438,748	5,485,093	5,382,816	(102,277)	-1.9%	\$3,008,895 sch bld reimb/\$31,631 Premium/Taxation
Total Debt Budget	6,124,069	6,372,806	6,127,341	(245,465)	-3.9%	
FY10 Debt Change						
				\$193,210		
Change in Debt within Prop 2 1/2				(\$438,675)		
Change in Debt-outside Prop 2 1/2				(245,465)		
Total Debt Change				(245,465)		

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Westwood Public Schools						
Salaries		24,979,061	24,979,061	0	0.0%	\$308,000 Westwood Station
Guaranteed						
Expenses		7,509,623	7,509,623	0	0.0%	Payment/
77. School salaries & exps	30,760,674	32,488,684	32,488,684	0	0.0%	Taxation
78. Blue Hills Regional School	134,725	168,144	173,379	5,235	3.1%	Taxation
Crossing Guards						
79. Salaries	96,264	99,352	101,667	2,315	2.3%	Taxation
80. Expenses	2,233	4,900	4,900	0	0.0%	Taxation
	98,497	104,252	106,567	2,315	2.2%	
Total School Budgets	30,993,896	32,761,080	32,768,630	7,550	0.0%	
Sewer Enterprise						
81. Salaries	309,429	311,805	336,040	24,235	7.8%	Sewer Enterprise Funds
82. Expenses	96,183	118,900	116,900	(2,000)	-1.7%	Sewer Enterprise Funds
83. Pumping Stations	148,245	150,900	150,900	0	0.0%	Sewer Enterprise Funds
84. MWRA Assessment	2,383,235	1,964,562	2,114,039	149,477	7.6%	Sewer Enterprise Funds
85. Mandated Inspections	120,000	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Indirect Costs	290,978	290,978	0	(290,978)	-100.0%	Sewer Enterprise Funds
86. Sewer Debt & Int	449,491	439,980	311,873	(128,107)	-29.1%	Sewer Enterprise Funds
87. System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
Total Sewer Enterprise**	3,822,561	3,422,125	3,174,752	(247,373)	-7.2%	Total Sewer Revenue - \$3,465,730
** Sewer - FY09 Sewer Budget restated for Final MWRA assessment						
Note - Sewer Revenue - to be voted - Operating budget + \$290,978 for indirect cost- \$3,465,730						
Total Operating Budget	62,229,992	65,908,869	65,747,973	(160,896)	-0.2%	

ARTICLE 7

The Finance Commission recommended and the town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Seventeen Thousand Dollars (\$417,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
3 Yard Loader (2 nd of 2 payments)	DPW	\$52,500	Free Cash
Heavy Duty Dump Truck, Sander, & Plow (2 nd of 2 payments)	DPW	\$75,000	Free Cash
Brook Street Bridge Repair	DPW	\$50,000	Free Cash
Service Truck	Fire	\$45,000	Free Cash
Command Vehicle	Fire	\$29,000	Free Cash
Vehicles (3)	Police	\$108,000	\$61,500 Taxation/ \$46,500 Free Cash
Student Information Management System Program	IS	\$25,000	Free Cash
Town Hall Heating System	DPW	\$32,500	Free Cash

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

ARTICLE 8

The Finance Commission recommended and the town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Four Hundred Six Thousand Dollars (\$406,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Technology	School	\$199,600	\$61,500 Taxation/ \$138,100 Free Cash
HVAC	School	\$18,000	Free Cash
Copiers	School	\$80,000	Free Cash
Vehicles	School	\$30,000	Free Cash
Modulars – Hanlon (3 rd of 3 payments)	School	\$78,400	Free Cash

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

ARTICLE 9

The Finance Commission recommended and the town voted unanimously to raise and appropriate and/or transfer from available funds the sum of Two Hundred Sixty-Five Thousand Dollars (\$265,000) 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>	
each listed equipment or 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.	Flow Metering	Sewer	\$265,000	Sewer User Fees	capital project must be

ARTICLE 10

The Finance Commission recommended and the town voted by a 2/3 vote declared by the Moderator to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) to pay costs of constructing a barn/garage at the rear of the Obed Baker House for the storage of equipment and supplies, including equipment and supplies for cemetery purposes, and for the payment of all other costs incidental thereto; and to meet this appropriation, transfer from the cemetery lot sale account the sum of One Hundred Fifty Thousand Dollars (\$150,000) and to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of One Hundred Fifty Thousand (\$150,000) under and pursuant to G.L. c.44, Section 7(3), or any other enabling authority, and to issue bonds or notes of the Town therefor, and to authorize the Board of Selectmen to apply for and accept any State, Federal, or other grants or assistance that may be available for such project.

ARTICLE 11

The Finance Commission made no recommendations and a motion from the floor in support of this article was made by Mr. Daniel Lehan. The town voted by a Majority vote to raise and appropriate and/or transfer from available funds the sum of Sixty Thousand Dollars (\$60,000) to complete design and project budget for the proposed new library, or take any other action thereon.

ARTICLE 12

The Finance Commission recommended and the town voted unanimously to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G.L. c.59, section 5 Clause 41A from \$40,000 to 100% of the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year with such increase to be effective for deferrals, granted for taxes assessed for any fiscal year beginning on or after July 1, 2009, or take any other action thereon.

ARTICLE 13

The Finance Commission recommended and the town voted by a 2/3 vote declared by the Moderator 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 14

The Finance Commission recommended that the town vote in favor of this article. Nancy Hyde made a motion from the floor for a counting vote with the required 7 people standing in favor of this. The article failed to get a Majority vote

required by a vote of 130 No to 81 Yes. A motion for reconsideration was then made and lost unanimously, to see if the Town will vote to petition the Massachusetts General Court to enact the following special act:

AN ACT EXEMPTING THE POSITION OF FIRE CHIEF OF THE TOWN OF WESTWOOD FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: The position of Fire 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 the present incumbent Fire Chief of said department holding such status on the effective date of this act.

Section 3: This act shall take effect upon its passage.

ARTICLE 15

The Finance Commission recommended and the article lost by a 2/3 vote declared by the moderator to amend the General Bylaws of the Town of Westwood by inserting a new section, SECTION 12B, FIRE CHIEF, to read as follows, or take any other action thereon:

ARTICLE 12B

Fire Chief

SECTION 1. *Qualifications and Procedures for selection of Fire Chief.* The Personnel Board shall draft, and may from time to time amend, a set of qualifications and procedures for the selection of a Fire Chief, one of which shall be at least seven years of fire and emergency medical response experience, except that each years of supervisory experience in the rank of Lieutenant or higher shall count for two years. The set of qualifications and procedures shall be filed with the Town Clerk as a public record.

SECTION 2. *Notice of availability of the position.* Prior to making an appointment, the Selectmen shall cause notice of availability of the position to be posted in places in the Town where notices to employees are generally posted, including within the Fire Department, and to be advertised in a newspaper of general circulation in the Town and in such other publications as can be reasonably expected to give notice to qualified applicants.

SECTION 3. *Appointment.* At least sixty days after publication of the first notice of availability of the position, the appointment shall be made by the Board of Selectmen in accordance with qualifications and procedures on file with the Town Clerk, except that one or more of the qualifications or procedures may be waived by the Board of Selectmen.

Pursuant to Massachusetts General Laws, Chapter 48, Section 42, the Board of Selectmen will appoint a Fire Chief annual or for a term not exceeding three (3) years as the Selectmen shall determine.

SECTION 4. *Discharge, removal, suspension, lowering of rank or compensation, abolishment of the position.* Without his consent in writing, the Fire Chief shall not be discharged, removed, suspended for a period exceeding five days, lowered in rank or compensation, nor shall the position be abolished except for just cause and for reasons specifically given to him in writing by the Board of Selectmen. At least three days after the Selectmen have given the Fire Chief a written statement of the specific reasons for contemplated action the Fire Chief shall be given a full hearing before them or a Hearing Officer appointed by the Selectmen for that purpose. Within ten days after the hearing, the Fire Chief shall be given a written notice of the decision of the Board of Selectmen stating fully and specifically the reasons therefore.

- (a) *Suspension.* A suspension of the Fire Chief for a period not exceeding five days may be made by the Chairman of the Board of Selectmen, acting on behalf of the Board, only for just cause. Within twenty-four hours of his suspension, the Fire Chief shall be given written notice stating the specific reasons for the suspension and informing him/her that he/she may, within forty-eight hours of receipt of the notice, request a hearing before the Board of Selectmen on the question of whether there was just cause for the suspension. Such a hearing will be held within seven days of receipt of written notice by the Fire Chief. Within seven days after the hearing, the

Board of Selectmen shall give the Fire Chief written notice of its decision. By majority vote, the Board of Selectmen may find that the suspension was for just cause, or may reduce the number of days of the suspension, or may find that it was without just cause. If this suspension is found to be without just cause, the Fire Chief shall be deemed not to have been suspended and shall be entitled to compensation for the period for which he/she was suspended. If the number of days of the suspension are reduced by the full Board after the hearing, the Fire Chief shall receive compensation based on the number of days restored.

- (b) *Public Hearing.* Any hearing under this section shall be public, if requested in writing by the Fire Chief, and he/she shall be allowed to answer the charges against him/her either personally or through counsel.
- (c) *Right to arbitration.* Should the Fire Chief be aggrieved by a decision by the Board of Selectmen he/she may, within thirty days following the receipt of such decision, file a written notice of demand for arbitration with the Board of Selectmen and the American Arbitration Association. Within thirty days of receipt of such notice of demand the Board of Selectmen shall file with the American Arbitration a complete copy of all proceedings before them, certified by the Clerk of the Board and the Board may file any other supplementary documents or statements as may pertain to such matter. The matter shall then be settled by arbitration in the Town of Westwood or within Norfolk County in accordance with the rules then existing of the American Arbitration Association. Such arbitration shall take place as soon as reasonably possible thereafter. In no event shall such arbitration take place after the date when institution of legal or equitable proceedings based on such aggrieved decision would be barred by acquirable statute of limitation.
- (d) *Judgment on arbitration.* The decision rendered by the arbitrators shall be final and the judgment then be entered upon in accordance with acquirable laws in any court having jurisdiction thereof. In rendering its decision, the arbitrators shall consider whether the Board of Selectmen's decision is:
- In violation of constitutional provisions
 - In excess of the authority of the Board of Selectmen
 - Based upon an error of fact or law
 - Made upon unlawful procedure
 - Unsupported by substantial evidence
 - Arbitral or capricious, and abuse of discretion, or otherwise not in accordance with law

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

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

ARTICLE 16

The Finance Commission recommended and the Town voted by a 2/3 vote declared by the Moderator to take the following several actions in furtherance of public necessity and convenience and in conjunction with certain improvements, changes and alterations to the location lines of a new roadway layout and underlying infrastructure existing or planned in that portion of the Town more commonly known as the Westwood Station project, as shown on the following two plans, copies of which are appended hereto, or to take any other action in relation thereto: (1) plan entitled, "Westwood Station Boulevard at Canton Street Intersection Right of Way Parcels," Scale 1"= 50', prepared by Traffic Solutions, LLC ("Roadway Plan A"); and (2) plan entitled "Plan showing the Alteration of a portion of CANTON STREET, WESTWOOD, MA at its junction with UNIVERSITY AVENUE as laid out by the NORFOLK COUNTY COMMISSIONERS on June 14, 1937," Scale 1"= 20', prepared by WSP Sells, Inc. ("Roadway Plan B"):

- (A) To authorize the Board of Selectmen, at no expense to the Town, to acquire by purchase, gift, eminent domain or otherwise, such land or interests in land, and to lay out as a town way, on terms acceptable to the Board of Selectmen, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town or take any other action relative thereto as is necessary to lay out as a town way, those certain areas adjacent to Canton Street:

- (i) shown on Roadway Plan A as Parcel 1;
 - (ii) shown on Roadway Plan A as Parcel 2;
 - (iii) shown on Roadway Plan A as Parcel 3; and
 - (iv) shown on Roadway Plan A as Parcel 4;
- (B) To authorize the Board of Selectmen, at no expense to the Town, to transfer any or all interest it acquires in those certain areas included in the above layout and shown on Roadway Plan B as PARCEL "1" and PARCEL "2" to the Norfolk County Commissioners (the "NCC"), in the event that the NCC desires to lay some portion or all of these parcels out as part of the Canton Street county way layout, on terms acceptable to the Board of Selectmen, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town or take any other action relative thereto as is necessary to complete this transfer; and
- (C) To authorize the Board of Selectmen to discontinue some portion or all of those certain areas shown on Roadway Plan B as PARCEL "1" and PARCEL "2" as town ways in the event that the NCC lays out some portion or all of these two parcels as part of the Canton Street county way layout.

ARTICLE 17

The Finance Commission recommended and the town voted by a Majority vote in favor of indefinite postponement of this Article.

Commencing as of the year 2010, no member of the Board of Selectmen shall be elected for more three consecutive terms. Any prior member seeking to continue to serve the residents of the Town of Westwood may seek to be elected to the position after a one year hiatus and may continue to serve an additional three consecutive terms, if so elected. This cycle may continue so long as any individual continues to be elected.

ARTICLE 18

The Finance Commission recommended and the town voted by a Majority vote in favor of indefinite postponement of this Article

That the Town increase the number of the members of the Board of Selectman from the current number of three (3) to five (5) members commencing in 2010; further, that one of the members shall be elected from each of the towns precincts and one at large; additionally no more than two (2) members shall be elected and/or reside in any one precinct. Each of the members shall serve a three year term, and no more than two shall be elected in any one year, except for 2010, when three shall be elected, and one of those elected, one shall be for only one year, but in 2011, one member shall seek re-election for a three year term. The one receiving the second or at large position, shall seek re-election. The at large person shall be determined by the second person elected from any one precinct.

ARTICLE 19

The finance recommended and the town voted in favor of indefinite postponement of this article.

That effective 2010, the Town Election shall take place on the first Saturday in May and the Town Meeting moved to the to the Third Tuesday in May.

ARTICLE 20

The Finance Commission recommended and the town voted unanimously to accept as Town Ways the streets listed below as laid out by the Selectmen, or take any other action thereon.

Autumn Lane
Autumn Drive

ARTICLE 21

The Finance Commission recommended and the town voted unanimously to amend the General Bylaws Article 17 Hazardous Material Bylaw by deleting therefrom Section 5 B(1)(e) in its entirety and substituting therefor the following:

Section B(1)(e) Electronic copies of Material Safety Data Sheets (MSDS) on CD-ROM, one MSDS for each hazardous chemical in the workplace. If CD-ROM is unavailable, hard copies of MSDS are acceptable.

ARTICLE 22

The Finance Commission recommended and the town voted unanimously to approve certain amendments related to agricultural uses and farm stands, including the following, or take any other action in relation thereto:

- 1) Amend Section 2.0 [Definitions] by inserting a new Section 2.12 to read as follows, and renumber sections as appropriate:

Agricultural Use, Exempt Agricultural use of property exempted by M.G.L. Chapter 40A, Section 3, and further defined by M.G.L. Chapter 128, Section 1A.

- 2) Amend Section 2.0 [Definitions] by inserting a new Section 2.48 to read as follows, and renumber sections as appropriate:

Farm Stand, Exempt Facility for the sale of agricultural products on property exempted by M.G.L. Chapter 40A, Section 3, to the extent expressly permitted therein.

- 3) Amend Section 2.12 [Agricultural Use, Non-exempt] by inserting “, and consistent with M.G.L. Chapter 128, Section 1A” so that the amended section reads as follows:

Agricultural Use, Non-exempt Agricultural use of property not exempted by M.G.L. Chapter 40A, Section 3, and consistent with M.G.L. Chapter 128, Section 1A.

- 4) Amend Section 2.48 [Farm Stand, Non-exempt] by deleting “produce, wine and dairy” and replacing with “agricultural” so that the amended section reads as follows:

Farm Stand, Non-exempt Facility for the sale of agricultural products on property not exempted by M.G.L. Chapter 40A, Section 3.

- 5) Amend Section 4.1.4.5 [Use of land for the primary purpose of agriculture, horticulture or floriculture on a parcel of more than five (5) acres in area] to delete the words “Use of land for the primary purpose of agriculture, horticulture or floriculture on a parcel of more than five (5) acres in area” and replace with the words “Agricultural Use, Exempt”.
- 6) Amend Section 4.1.4.6 [Facility for the sale of produce, and wine and dairy products, provided that during the months of June, July, August and September of every year, or during the harvest season of the primary crop, the majority of

such products for sale, based on either gross sales dollars or volume, have been produced by the owner of land containing more than five (5) acres in area on which the facility is located] to delete the words “Facility for the sale of produce, and wine and dairy products, provided that during the months of June, July, August and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of land containing more than five (5) acres in area on which the facility is located” and replace with the words “Farm Stand, Exempt”.

- 7) Amend Section 4.1.5.1 [Non-exempt Agricultural Use] to delete the words “Non-exempt Agricultural Use” and replace with the words “Agricultural Use, Non-exempt”.
- 8) Amend Section 4.1.5.2 [Non-exempt Farm Stand for wholesale or retail sale of products] to delete the words “Non-exempt Farm Stand for wholesale or retail sale of products” and replace with the words “Farm Stand, Non-exempt”.
- 9) Amend Section 4.3.3.4 [Raising or keeping of animals, livestock or poultry as pets or for use by the resident of the premises] by deleting “, livestock or poultry” and “or for use”.
- 10) Delete Section 4.3.3.10 [Salesroom or stand for the sale of nursery, greenhouse, garden or other agricultural produce] in its entirety.
- 11) Amend Section 6.1.4.5 [Use of land for the primary purpose of agriculture, horticulture or floriculture on a parcel of more than five (5) acres in area] to delete the words “Use of land for the primary purpose of agriculture, horticulture or floriculture on a parcel of more than five (5) acres in area” and replace with the words “Agricultural Use, Exempt”.
- 12) Amend Section 6.1.4.6 [Facility for the sale of produce, and wine and dairy products, provided that during the months of June, July, August and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of land containing more than five (5) acres in area on which the facility is located] to delete the words “Facility for the sale of produce, and wine and dairy products, provided that during the months of June, July, August and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of land containing more than five (5) acres in area on which the facility is located” and replace with the words “Farm Stand, Exempt”.
- 13) Amend Section 6.1.5.1 [Non-exempt Agricultural Use] to delete the words “Non-exempt Agricultural Use” and replace with the words “Agricultural Use, Non-exempt”.
- 14) Amend Section 6.1.5.2 [Non-exempt Farm Stand for wholesale or retail sale of products] to delete the words “Non-exempt Farm Stand for wholesale or retail sale of products” and replace with the words “Farm Stand, Non-exempt”.

ARTICLE 23

The Finance Commission recommended and the town voted unanimously to amend Section 2.81 [Lot Width] as follows, or take any other action in relation thereto:

- 1) Amend Section 2.81 [Lot Width] by deleting the words “building or structure” and inserting the words “principal building”, so that the amended section reads as follows:

Lot Width The minimum distance between the side lot lines at all points between the front lot line and the nearest point of a principal building.

ARTICLE 24

The finance commission recommended and the town voted unanimously to approve housekeeping amendments to the following sections of the Zoning Bylaw, in order to correct or clarify such sections, or take any other action in relation thereto:

- 1) Amend Section 2.26 [Business or Professional Services Establishment] by deleting the word “Business” from the title and inserting the words “such as the professional office of a physician, lawyer, engineer, architect, accountant, real estate or insurance agent or broker, or similar activity, which may include clerical, accounting and administrative activities associated with said activity, but which shall be” after the words “part thereof”, and re-alphabetize definitions as necessary, so that the amended section reads as follows:

Professional Services Establishment An establishment primarily engaged in the transaction of business or the provision of services within a building or part thereof, such as the professional office of a physician, lawyer, engineer, architect, accountant, real estate or insurance agent or broker, or similar activity, which may include clerical, accounting and administrative activities associated with said activity, but which shall be exclusive of the receipt, sale, storage or processing of merchandise.

- 2) Amend Section 2.27 [Business Services] by inserting the word “Establishment” after the word “Services” in the title.
- 3) Amend Section 2.120 [Yard, Front] by inserting the word “principal” immediately prior to the word “building”.
- 4) Amend Section 2.121 [Yard, Rear] by deleting the word “main” and inserting the word “principal” immediately prior to the word “building”.
- 5) Amend Section 4.1.5.16 [Business or Professional Services Establishment] by separating the title into two separate titles, one for “Business Services Establishments” and a second for “Professional Services Establishments”, and renumber sections as appropriate.
- 6) Delete Section 4.1.5.22 [Business Services] in its entirety.
- 7) Amend Section 6.1.5.16 [Business or Professional Services] by separating the title into two separate titles, one for “Business Services Establishments” and a second for “Professional Services Establishments”, and by deleting the words “selling, storage, service and all other”, and renumber sections as appropriate.
- 8) Delete Section 6.1.5.22 [Business Services] in its entirety.
- 9) Amend the “Allowable Exterior Noise Level” table in Section 6.6.3 [Limitations] by replacing the words “7:00 AM – 9:00 PM” in the third column of the chart with the words “9:00 PM – 7:00 AM”.
- 10) Amend Section 10.1.8 [Repetitive Appeal, Application or Petition] by inserting the words “and submitted for reconsideration within two (2) years after the date of unfavorable action” after the words “Board of Appeals” in the second sentence, so that the amended section reads as follows:

10.1.8 Repetitive Appeal, Application or Petition. No appeal, application or petition which has been unfavorably and finally acted upon by the Board of Appeals or Planning Board shall be favorably and finally acted upon within two (2) years after the date of such unfavorable action unless the Board which acted upon the appeal, application or petition, by a unanimous vote if the Board of Appeals or all but one of the members if the Planning Board, finds specific and material changes in the conditions upon which the previous unfavorable action was based and describes such changes in its records. All but one of the members of the Planning Board must also consent to a repetitive appeal, application or petition initially acted upon by the Board of Appeals and submitted for reconsideration within two (2) years after the date of unfavorable action after notice is given to parties in interest of the time and place of the proceedings to consider consent.

- 11) Amend Section 6.1.9 [Joint Off-Street Parking in Nonresidential Districts], by inserting “Non-Industrial” after the word “Nonresidential” in the title.
- 12) Amend Section 4.2 [Notes for Table of Principal Uses], Note 9, by inserting “Section 7.2, Major Business Development (MBD), Section 7.3, Environmental Impact Design review (EIDR),” before the words “Section 8.5”, by

deleting “or” and inserting a comma before “Section 8.6”, and by inserting “, or Section 9.5, Planned Development Area Overlay District (PDAOD)”, so that Note 9 reads as follows:

- 9 The Planning Board shall be the Special Permit Granting Authority for an Earth Material Movement special permit application in connection with 1) the construction of streets and the installation of municipal services as shown on a subdivision plan; or 2) a plan submitted pursuant to Section 7.2, Major Business Development (MBD), Section 7.3, Environmental Impact Design review (EIDR), Section 8.5, Major Residential Development (MRD), ~~or~~ Section 8.6, Senior Residential Development (SRD), or Section 9.5, Planned Development Area Overlay District (PDAOD).

13) Amend Section 5.3 [Notes for Table of Dimensional Requirements], Note 5, by inserting “front” before the words “setback of at least seventy-five (75) feet”, so that Note 5 reads as follows:

- 5 Except that a portion of any building or structure not exceeding fifteen (15) feet in height shall extend no closer than ten (10) feet of the side lines of its lot, and an accessory building or structure having a height of less than fifteen (15) feet and a front setback of at least seventy-five (75) feet shall be no closer than three (3) feet of the side lines of its lot.

14) Amend Section 5.3 [Notes for Table of Dimensional Requirements], Note 7, by inserting “front” before the words “setback of at least one hundred (100) feet”, so that Note 7 reads as follows:

- 7 Except that a portion of any building or structure not exceeding fifteen (15) feet in height shall extend no closer than fifteen (15) feet of the side lines of its lot, and an accessory building or structure having a height of less than fifteen (15) feet and a front setback of at least one hundred (100) feet shall be no closer than six (6) feet of the side lines of its lot.

15) Amend Section 5.4.1.1 [Single Residence, General Residence – Maximum Height], by inserting “front” before the words “setback exceeds the minimum front setback distance” in part (i).

16) Amend the Table of Contents as necessary to properly reflect approved sections and subsections of the Zoning Bylaw.

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:13 p.m.

Attest

Dorothy A. Powers

Dorothy A. Powers
Town Clerk

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Maximum
4	COA Van Driver	7/1/08-6/30/09	\$ 28,002	\$ 29,122	\$ 30,287	\$ 31,499	\$ 37,586
		7/1/09-6/30/10	\$ 28,002	\$ 29,122	\$ 30,287	\$ 31,499	\$ 37,586
5	<i>no positions assigned</i>	7/1/08-6/30/09	\$ 30,522	\$ 31,743	\$ 33,013	\$ 34,334	\$ 40,969
		7/1/09-6/30/10	\$ 30,522	\$ 31,743	\$ 33,013	\$ 34,334	\$ 40,969
6	COA Outreach Worker Recreation Programmer Town Service Representative	7/1/08-6/30/09	\$ 33,269	\$ 34,600	\$ 35,984	\$ 37,424	\$ 44,656
		7/1/09-6/30/10	\$ 33,269	\$ 34,600	\$ 35,984	\$ 37,424	\$ 44,656
7	Civillian Communications Officer Custodial Supervisor/Animal Control Officer Human Resources Assistant	7/1/08-6/30/09	\$ 36,264	\$ 37,714	\$ 39,223	\$ 40,792	\$ 48,675
		7/1/09-6/30/10	\$ 36,264	\$ 37,714	\$ 39,223	\$ 40,792	\$ 48,675
8	Finance Commission Administrator Solid Waste Coordinator/Facilities Mgr Supervisor of Fitness/Physical Programs	7/1/08-6/30/09	\$ 39,527	\$ 41,108	\$ 42,753	\$ 44,463	\$ 53,056
		7/1/09-6/30/10	\$ 39,527	\$ 41,108	\$ 42,753	\$ 44,463	\$ 53,056
9	COA Program Development Director Sanitarian/Food Inspector Youth Services Counselor	7/1/08-6/30/09	\$ 43,085	\$ 44,808	\$ 46,601	\$ 48,465	\$ 57,831
		7/1/09-6/30/10	\$ 43,085	\$ 44,808	\$ 46,601	\$ 48,465	\$ 57,831
10	Assistant Building Inspector Assistant Recreation Director Conservation Specialist Electrical Inspector Executive Assistant Gas/Plumbing Inspector Public Health Nurse	7/1/08-6/30/09	\$ 46,962	\$ 48,841	\$ 50,795	\$ 52,826	\$ 63,035
		7/1/09-6/30/10	\$ 46,962	\$ 48,841	\$ 50,795	\$ 52,826	\$ 63,035
11	Aquatics Manager Computer Systems Analyst Economic Development Officer Geographic Information Specialist	7/1/08-6/30/09	\$ 51,189	\$ 53,237	\$ 55,366	\$ 57,581	\$ 68,709
		7/1/09-6/30/10	\$ 51,189	\$ 53,237	\$ 55,366	\$ 57,581	\$ 68,709

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

ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN <i>continued</i>									
Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Maximum		
12	Assessor Assistant Town Engineer Assistant Town Treasurer Construction Inspector (vacant) Council on Aging Director Director of Youth and Family Services Recreation Director Superintendent of Turf Management (vacant) Town Planner	7/1/08-6/30/09	\$ 55,796	\$ 58,028	\$ 60,349	\$ 62,763		\$ 74,892	
		7/1/09-6/30/10	\$ 55,796	\$ 58,028	\$ 60,349	\$ 62,763		\$ 74,892	
13	Building Commissioner Health Director Sewer Superintendent Superintendent of Highways/Cemeteries/Trees Town Accountant	7/1/08-6/30/09	\$ 60,818	\$ 63,250	\$ 65,780	\$ 68,412		\$ 81,633	
		7/1/09-6/30/10	\$ 60,818	\$ 63,250	\$ 65,780	\$ 68,412		\$ 81,633	
14	Deputy Fire Chief Library Director Police Lieutenant Project Manager Town Engineer	7/1/08-6/30/09	\$ 66,291	\$ 68,943	\$ 71,701	\$ 74,569		\$ 88,980	
		7/1/09-6/30/10	\$ 66,291	\$ 68,943	\$ 71,701	\$ 74,569		\$ 88,980	
15	Director of Information Technology Human Resources Director	7/1/08-6/30/09	\$ 72,258	\$ 75,148	\$ 78,154	\$ 81,280		\$ 96,988	
		7/1/09-6/30/10	\$ 72,258	\$ 75,148	\$ 78,154	\$ 81,280		\$ 96,988	
16	Director of Public Works Finance Director Fire Chief Police Chief	7/1/08-6/30/09	\$ 78,761	\$ 81,911	\$ 85,188	\$ 88,595		\$ 105,717	
		7/1/09-6/30/10	\$ 78,761	\$ 81,911	\$ 85,188	\$ 88,595		\$ 105,717	
17	Town Administrator	7/1/08-6/30/09	\$ 85,849	\$ 89,283	\$ 92,855	\$ 96,569		\$ 115,231	
		7/1/09-6/30/10	\$ 85,849	\$ 89,283	\$ 92,855	\$ 96,569		\$ 115,231	

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

LIBRARY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN

Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 4+ to Max.
L-4	Library Custodian	7/1/08 - 6/30/09	\$28,001.63	\$29,051.70	\$30,141.13	\$31,271.42	\$37,591.37
		7/1/08 - 6/30/09	\$15.39	\$15.96	\$16.56	\$17.18	\$20.65
		7/1/09 - 6/30/10	\$28,001.63	\$29,051.70	\$30,141.13	\$31,271.42	\$37,591.37
L-5	Library Assistant Technical Services Assistant	7/1/08 - 6/30/09	\$30,241.76	\$31,375.83	\$32,552.42	\$33,773.14	\$40,598.68
		7/1/08 - 6/30/09	\$16.62	\$17.24	\$17.89	\$18.56	\$22.31
		7/1/09 - 6/30/10	\$30,241.76	\$31,375.83	\$32,552.42	\$33,773.14	\$40,598.68
L-6	Library Bookkeeper	7/1/08 - 6/30/09	\$32,661.10	\$33,885.90	\$35,156.62	\$36,474.99	\$43,846.58
		7/1/08 - 6/30/09	\$17.95	\$18.62	\$19.32	\$20.04	\$24.09
		7/1/09 - 6/30/10	\$32,661.10	\$33,885.90	\$35,156.62	\$36,474.99	\$43,846.58
L-7	Senior Library Custodian	7/1/08 - 6/30/09	\$35,273.99	\$36,596.76	\$37,969.15	\$39,392.99	\$47,354.30
		7/1/08 - 6/30/09	\$19.38	\$20.11	\$20.86	\$21.64	\$26.02
		7/1/09 - 6/30/10	\$35,273.99	\$36,596.76	\$37,969.15	\$39,392.99	\$47,354.30
L-8	Branch Librarian Children's Librarian Circulation Supervisor Reference Librarian	7/1/08 - 6/30/09	\$38,095.91	\$39,524.51	\$41,006.68	\$42,544.43	\$51,142.65
		7/1/08 - 6/30/09	\$20.93	\$21.72	\$22.53	\$23.38	\$28.10
		7/1/09 - 6/30/10	\$38,095.91	\$39,524.51	\$41,006.68	\$42,544.43	\$51,142.65
L-9	<i>no positions assigned</i>	7/1/08 - 6/30/09	\$41,143.58	\$42,686.47	\$44,287.21	\$45,947.98	\$55,234.06
		7/1/08 - 6/30/09	\$22.61	\$23.45	\$24.33	\$25.25	\$30.35
		7/1/09 - 6/30/10	\$41,143.58	\$42,686.47	\$44,287.21	\$45,947.98	\$55,234.06
L-10	Head of Adult Services Head of Children's Services Head of Technical Services	7/1/08 - 6/30/09	\$44,435.07	\$46,101.39	\$47,830.19	\$49,623.82	\$59,652.78
		7/1/08 - 6/30/09	\$24.41	\$25.33	\$26.28	\$27.27	\$32.78
		7/1/09 - 6/30/10	\$44,435.07	\$46,101.39	\$47,830.19	\$49,623.82	\$59,652.78

PART TIME SEASONAL POSITIONS	Date	Hourly range
Substitute Librarian	7/1/08 - 6/30/09	\$17.17 - \$19.48
	7/1/09 - 6/30/10	\$17.17 - \$19.48
Substitute Librarian Assistant	7/1/08 - 6/30/09	\$12.16 - \$14.64
	7/1/09 - 6/30/10	\$12.16 - \$14.64
Temporary Support Staff	7/1/08 - 6/30/09	\$9.00 - \$14.50
	7/1/09 - 6/30/10	\$9.00 - \$14.50

Annual Salary is based on a 35-hour work week.

SEIU CLERICAL EMPLOYEES										
Grade	Position Title	Fiscal Year	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
2	<i>no positions assigned</i>									
		7/1/08 - 6/30/09	\$15.21	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.46	\$17.81
		7/1/09 - 6/30/10	\$15.21	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.46	\$17.81
3	Department Clerk									
		7/1/08 - 6/30/09	\$16.42	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.23
		7/1/09 - 6/30/10	\$16.42	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.23
4	Principal Clerk									
		7/1/08 - 6/30/09	\$17.74	\$18.45	\$18.82	\$19.19	\$19.58	\$19.97	\$20.37	\$20.78
		7/1/09 - 6/30/10	\$17.74	\$18.45	\$18.82	\$19.19	\$19.58	\$19.97	\$20.37	\$20.78
5	Accounting Specialist									
	Office Assistant	7/1/08 - 6/30/09	\$19.34	\$20.11	\$20.52	\$20.93	\$21.34	\$21.77	\$22.21	\$22.65
	Staff Accountant	7/1/09 - 6/30/10	\$19.34	\$20.11	\$20.52	\$20.93	\$21.34	\$21.77	\$22.21	\$22.65
6	Accounting Coordinator									
	Administrative Assistant	7/1/08 - 6/30/09	\$21.08	\$21.92	\$22.36	\$22.81	\$23.27	\$23.73	\$24.21	\$24.69
	Benefits Coordinator	7/1/09 - 6/30/10	\$21.08	\$21.92	\$22.36	\$22.81	\$23.27	\$23.73	\$24.21	\$24.69
	Conservation Coordinator									
	Payroll Coordinator									
7	<i>no positions assigned</i>									
		7/1/08 - 6/30/09	\$22.97	\$23.89	\$24.36	\$24.85	\$25.35	\$25.86	\$26.37	\$26.90
		7/1/09 - 6/30/10	\$22.97	\$23.89	\$24.36	\$24.85	\$25.35	\$25.86	\$26.37	\$26.90
8	Assessors Office Coordinator									
	Assistant Town Clerk	7/1/08 - 6/30/09	\$25.04	\$26.04	\$26.56	\$27.09	\$27.63	\$28.19	\$28.75	\$29.32
	Assistant Town Collector	7/1/09 - 6/30/10	\$25.04	\$26.04	\$26.56	\$27.09	\$27.63	\$28.19	\$28.75	\$29.32
	Purchasing Administrator/ Facilities Site Manager									

*SEIU Clerical Union Employees who have completed Step 7 and have 10+ years of service shall qualify for Step 8
FY10 CONTRACTS UNSETTLED AT TIME OF PRINTING

POLICE DEPARTMENT

Grade	Title	Fiscal Year	Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Service Step
P-3									
	SERGEANT	7/1/08 - 6/29/09 6/30/2009*		\$59,982.29	\$61,181.94	\$62,405.58			30 yrs+ 10yrs+ 10yrs+ \$63,653.69 \$63,653.69 \$63,653.69
P-4									
	OFFICER	7/1/08 - 6/29/09 6/30/2009**		\$44,794.50	\$47,187.41	\$50,405.28	\$51,413.38	\$52,441.64	30 yrs+ 10 yrs+ 10 yrs+ \$53,490.48 \$53,490.48 \$53,490.48
P-5									
	STUDENT OFFICER***	7/1/08 - 6/30/09 7/1/09 - 6/30/10	\$42,398.13 \$42,398.13						

*Effective 6/30/09 Step 3 Sergeants with 10+ years of service (5 years in the rank of Sergeant) shall qualify for 10 year Service Step

**Effective 6/30/09 Step 5 Police Officers with 10+ years of service shall qualify for 10 year Service Step

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

FY10 CONTRACTS UNSETTLED AT TIME OF PRINTING

FIRE DEPARTMENT

Grade	Title	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5	Service Step		
F-2	CAPTAIN NON-EMT	7/1/08 - 6/29/09	\$63,896.20					30+ year	\$65,174.12	
		6/30/2009*	\$63,896.20					10+ year	\$65,174.12	
		7/1/09 - 6/30/10	\$63,896.20					10+ year	\$65,174.12	
	CAPTAIN EMT - B	7/1/08 - 6/29/09	\$68,049.46						30+ year	\$69,410.45
		6/30/2009*	\$68,049.46						10+ year	\$69,410.45
		7/1/09 - 6/30/10	\$68,049.46						10+ year	\$69,410.45
	CAPTAIN EMT - P	7/1/08 - 6/29/09	\$72,202.71						30+ year	\$73,646.76
		6/30/2009*	\$72,202.71						10+ year	\$73,646.76
		7/1/09 - 6/30/10	\$72,202.71						10+ year	\$73,646.76
F-3	LIEUTENANT NON-EMT	7/1/08 - 6/29/09	\$56,907.56					30+ year	\$58,045.71	
		6/30/2009**	\$56,907.56					10+ year	\$58,045.71	
		7/1/09 - 6/30/10	\$56,907.56					10+ year	\$58,045.71	
	LIEUTENANT EMT - B	7/1/08 - 6/29/09	\$60,606.55						30+ year	\$61,818.68
		6/30/2009**	\$60,606.55						10+ year	\$61,818.68
		7/1/09 - 6/30/10	\$60,606.55						10+ year	\$61,818.68
	LIEUTENANT EMT - P	7/1/08 - 6/29/09	\$64,305.54						30+ year	\$65,591.65
		6/30/2009**	\$64,305.54						10+ year	\$65,591.65
		7/1/09 - 6/30/10	\$64,305.54						10+ year	\$65,591.65
F-4	FIREFIGHTER NON-EMT	7/1/08 - 6/29/09	\$41,165.72	\$43,492.45	\$45,815.75	\$48,940.12	\$49,918.91	30+ year	\$50,917.29	
		6/30/2009***	\$41,165.72	\$43,492.45	\$45,815.75	\$48,940.12	\$49,918.91	10+ year	\$50,917.29	
		7/1/09 - 6/30/10	\$41,165.72	\$43,492.45	\$45,815.75	\$48,940.12	\$49,918.91	10+ year	\$50,917.29	
	FIREFIGHTER EMT - B	7/1/08 - 6/29/09	\$43,841.49	\$46,319.46	\$48,793.77	\$52,121.22	\$53,163.63	30+ year	\$54,226.91	
		6/30/2009***	\$43,841.49	\$46,319.46	\$48,793.77	\$52,121.22	\$53,163.63	10+ year	\$54,226.91	
		7/1/09 - 6/30/10	\$43,841.49	\$46,319.46	\$48,793.77	\$52,121.22	\$53,163.63	10+ year	\$54,226.91	
	FIREFIGHTER EMT - P	7/1/08 - 6/29/09	\$46,517.27	\$49,146.47	\$51,771.80	\$55,302.34	\$56,408.37	30+ year	\$57,536.53	
		6/30/2009***	\$46,517.27	\$49,146.47	\$51,771.80	\$55,302.34	\$56,408.37	10+ year	\$57,536.53	
		7/1/09 - 6/30/10	\$46,517.27	\$49,146.47	\$51,771.80	\$55,302.34	\$56,408.37	10+ year	\$57,536.53	

*Effective 6/30/09 Step 1 Captains with 10+ years of service (5 years in the rank of Captain) shall qualify for 10 year Service Step
 **Effective 6/30/09 Step 1 Lieutenants with 10+ years of service (5 years in the rank of Lieutenant) shall qualify for 10 year Service Step
 ***Effective 6/30/09 Step 5 Firefighters with 10+ years of service shall qualify for 10 year Service Step

FY10 CONTRACTS UNSETTLED AT TIME OF PRINTING

DEPARTMENT OF PUBLIC WORKS

Grade	Title	Fiscal Year	Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	
D-6	Senior Working Foreman Grounds Fields Foreman	7/1/08-6/29/09	Weekly	\$943.53	\$962.76	\$982.43	\$1,002.47	\$1,022.52	\$1,042.97	\$1,063.83	30 yrs + \$1,085.11
		6/30/2009*									10 yrs + \$1,085.11
		7/1/09-6/30/10	Weekly	\$943.53	\$962.76	\$982.43	\$1,002.47	\$1,022.52	\$1,042.97	\$1,063.83	10 yrs + \$1,085.11
D-5	Cemetery Foreman Foreman Head Mechanic	7/1/08-6/29/09	Weekly	\$917.21	\$933.56	\$951.60	\$973.32	\$992.79	\$1,012.65	\$1,032.90	30 yrs + \$1,053.56
		6/30/2009*									10 yrs + \$1,053.56
		7/1/09-6/30/10	Weekly	\$917.21	\$933.56	\$951.60	\$973.32	\$992.79	\$1,012.65	\$1,032.90	10 yrs + \$1,053.56
D-4	Sewer Operations Suprvsr	7/1/08-6/29/09	Weekly	\$857.61	\$875.12	\$891.14	\$916.04	\$934.36	\$953.05	\$972.11	30 yrs + \$991.55
		6/30/2009*									10 yrs + \$991.55
		7/1/09-6/30/10	Weekly	\$857.61	\$875.12	\$891.14	\$916.04	\$934.36	\$953.05	\$972.11	10 yrs + \$991.55
D-3	Heavy Equip Op/Mechanic Heavy Equipment Oper Sewer Pump Operator	7/1/08-6/29/09	Weekly	\$798.00	\$816.65	\$830.67	\$858.75	\$875.92	\$893.44	\$911.31	30 yrs + \$929.53
		6/30/2009*									10 yrs + \$929.53
		7/1/09-6/30/10	Weekly	\$798.00	\$816.65	\$830.67	\$858.75	\$875.92	\$893.44	\$911.31	10 yrs + \$929.53
D-2	Operator-Laborer	7/1/08-6/29/09	Weekly	\$757.55	\$770.20	\$791.61	\$810.00	\$826.19	\$842.71	\$859.56	30 yrs + \$876.75
		6/30/2009*									10 yrs + \$876.75
		7/1/09-6/30/10	Weekly	\$757.55	\$770.20	\$791.61	\$810.00	\$826.19	\$842.71	\$859.56	\$876.75
D-1	Building Custodian	7/1/08-6/29/09	Weekly	\$658.22	\$680.93	\$705.63	\$738.01	\$752.77	\$767.82	\$783.18	30 yrs + \$798.84
		6/30/2009*									10 yrs + \$798.84
		7/1/09-6/30/10	Weekly	\$658.22	\$680.93	\$705.63	\$738.01	\$752.77	\$767.82	\$783.18	10 yrs + \$798.84

*Effective 6/30/09 DPW Union Employees with 10+ years of service who have completed Step 6 shall qualify for 10 year Service Step

FY10 CONTRACTS UNSETTLED AT TIME OF PRINTING

PART-TIME, SEASONAL AND OTHER POSITIONS		
July 1, 2009 - June 30, 2010		
DEPARTMENT / POSITION:	FY2009 SALARY 7/1/08 - 6/30/09	FY2010 SALARY 7/1/09 - 6/30/10
OFFICE OF THE TOWN CLERK		
Registrar of Voters	\$500 per year	\$500 per year
Election Warden	\$200 per day	\$200 per day
Election Clerk	\$180 per day	\$180 per day
Deputy Warden	\$150 per day	\$150 per day
Deputy Election Clerk	\$150 per day	\$150 per day
Deputy Election Inspector	\$150 per day	\$150 per day
INSPECTORS		
Inspector of Animals	\$500 per year	\$500 per year
Sealer of Weights and Measures	<i>vacant</i>	<i>vacant</i>
Assistant Plumbing, Wiring, Gas Inspectors	\$23.34 - \$29.71 per hour	\$23.34 - \$29.71 per hour
PUBLIC SAFETY		
Assistant Animal Control Officer	\$13.46 - \$18.07	\$13.46 - \$18.07
Fire Alarm Maintenance Specialist	\$27.92 per hour	\$27.92 per hour
Fire Apparatus Maintenance Specialist	\$27.92 per hour	\$27.92 per hour
Fire EMS Coordinator	\$1550 per year	\$1550 per year
Fire Training Officer	\$1550 per year	\$1550 per year
Police Matron	\$21.42 per hour	\$21.42 per hour
Traffic Supervisors:		
Level 1	\$15.39 per hour	\$15.85 per hour
Level 2	\$16.59 per hour	\$17.09 per hour
Level 3	\$17.79 per hour	\$18.32 per hour
RECREATION		
Coach / Specialized Instructor	\$9.57 - \$30.72 per hour	\$9.57 - \$30.72 per hour
Lifeguard	\$8.25 - \$18.44 per hour	\$8.25 - \$18.44 per hour
Recreation Assistant	\$8.25 - \$18.44 per hour	\$8.25 - \$18.44 per hour
Recreation Attendant	\$8.25 - \$15.22 per hour	\$8.25 - \$15.22 per hour
Recreation Instructor	\$8.25 - \$22.15 per hour	\$8.25 - \$22.15 per hour
Recreation Supervisor	\$9.30 - \$30.72 per hour	\$9.30 - \$30.72 per hour
MISCELLANEOUS POSITIONS		
Board / Commission Secretary	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Engineering Intern	\$12.95 - \$16.00 per hour	\$12.95 - \$16.00 per hour
Seasonal Laborer - Highway	\$11.15 - \$12.77 per hour	\$11.15 - \$12.77 per hour
Temporary Support Staff	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Town Counsel	\$83.00 per hour	\$83.00 per hour
Veterans Agent	\$1200 per year	\$1200 per year
Veterans Service Director	\$1800 per year	\$1800 per year

Appendix B
Salary Schedule for School Employees

ADMINISTRATION

Superintendent	FY '10	NA
	FY '09	\$ 162,089
Director of Business and Finance	FY '10	NA
	FY '09	\$ 110,000
Director of Curriculum and Instruction	FY '10	NA
	FY '09	\$ 135,954

PRINCIPALS

Senior High School	FY '09	\$ 134,466
	FY '10	NA
Middle School	FY '09	\$ 114,389
	FY '10	NA
Elementary	FY '09	\$99,758/\$111,729
	FY '10	NA

NURSES

Step		RN w/ Bachelors	RN w/ Masters
A	FY '09	\$ 40,849	\$ 42,210
A	FY '10	NA	NA
B	FY '09	\$ 41,401	\$ 43,382
B	FY '10	NA	NA
4	FY '09	\$ 43,415	\$ 45,913
4	FY '10	NA	NA
5	FY '09	\$ 46,057	\$ 48,558
5	FY '10	NA	NA
6	FY '09	\$ 48,141	\$ 50,636
6	FY '10	NA	NA
7	FY '09	\$ 50,224	\$ 52,726
7	FY '10	NA	NA
8	FY '09	\$ 51,890	\$ 54,392
8	FY '10	NA	NA
9	FY '09	\$ 54,593	\$ 57,098
9	FY '10	NA	NA
10	FY '09	\$ 56,476	\$ 58,978
10	FY '10	NA	NA
11	FY '09	\$ 58,558	\$ 61,265
11	FY '10	NA	NA
12	FY '09	\$ 60,642	\$ 63,565
12	FY '10	NA	NA
13	FY '09	\$ 61,897	\$ 66,785
13	FY '10	NA	NA
14	FY '09	\$ 63,146	\$ 70,018
14	FY '10	NA	NA
15	FY '09	\$ 68,822	\$ 76,273
15	FY '10	NA	NA

Appendix B
Salary Schedules for School Employees
(Continued)

Teachers

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '09	A	40849	41643	42210	43623	45902	47986	50065	56860
FY '10	A	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	B	41401	42592	43382	44614	47117	49196	51282	58074
FY '10	B	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	4	43415	44661	45913	47370	49869	51959	54039	60834
FY '10	4	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	5	46057	47511	48558	50011	52519	54593	56267	63061
FY '10	5	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	6	48141	49598	50636	52100	54593	56683	58767	65560
FY '10	6	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	7	50224	51684	52726	54181	56683	58348	60849	67640
FY '10	7	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	8	51890	53344	54392	55848	58348	60432	62515	69308
FY '10	8	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	9	54593	56057	57098	58767	61061	63352	65228	72021
FY '10	9	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	10	56476	57513	58978	60431	62937	65018	67097	73891
FY '10	10	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	11	58558	59547	61265	62515	65433	67097	69189	75981
FY '10	11	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	12	60642	62515	63565	65018	67934	69567	71689	78482
FY '10	12	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	13	61897	63863	66785	68461	70746	72708	74818	81613
FY '10	13	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	14	63146	65211	70018	71899	73564	75856	77935	84731
FY '10	14	NA	NA	NA	NA	NA	NA	NA	NA
FY '09	15	68822	70737	76273	78399	80106	82457	84586	91534
FY '10	15	NA	NA	NA	NA	NA	NA	NA	NA

Appendix B
Salary Schedule for School Employees
(Continued)

Administrative Assistants

	Step	1	2	3	4	5
Classification 1	FY '09	\$ 779.20	\$ 861.20	\$ 914.00	\$ 948.40	\$ 983.20
	FY '10	\$ 802.40	\$ 886.80	\$ 941.20	\$ 976.80	\$1,012.80
Classification 2	FY '09	\$ 735.60	\$ 811.20	\$ 858.80	\$ 894.00	\$ 928.80
	FY '10	\$ 757.60	\$ 835.60	\$ 884.80	\$ 920.80	\$ 956.80
Classification 3	FY '09	\$ 714.80	\$ 779.20	\$ 824.80	\$ 859.20	\$ 894.40
	FY '10	\$ 736.40	\$ 802.40	\$ 849.60	\$ 885.20	\$ 921.20
Classification 4	FY '09	\$ 676.40	\$ 738.00	\$ 781.60	\$ 816.40	\$ 851.20
	FY '10	\$ 696.80	\$ 760.40	\$ 805.20	\$ 840.80	\$ 876.80

Longevity	FY '09 '10	Five Years	\$12.00/wk
		Ten Years	\$18.00/wk
		Fifteen Years	\$20.00/wk
		Twenty Years	\$22.00/wk
		Twenty five Years	\$24.00/wk
		Thirty Years	\$26.00/wk

SCHOOL CUSTODIANS

	Step	1	2	3	4	5	6
Jr. Building Custodian	FY '09	623.60	657.20	680.80	716.80	750.80	796.40
	FY '10	NA	NA	NA	NA	NA	NA
Head Grounds	FY '09	654.80	692.00	715.20	751.60	786.40	833.20
	FY '10	NA	NA	NA	NA	NA	NA
Sr. Building Custodian or Maintenance	FY '09	681.20	721.20	744.40	780.00	816.80	864.00
	FY '10	NA	NA	NA	NA	NA	NA

Night differential of \$0.55 / hour where applicable

Director of Operations

FY '10	NA
FY '09	\$ 75,000

Appendix B
Salary Schedule for School Employees
(Continued)

CAFETERIA EMPLOYEES

	Step	1	2	3	4	5	6
Lead Cook	FY '10	\$ 11.66	\$ 12.61	\$ 13.34	\$ 14.37	\$ 15.28	\$ 15.88
	FY '11	\$ 12.01	\$ 12.98	\$ 13.73	\$ 14.79	\$ 15.73	\$ 16.35
Cooks	FY '10	\$ 11.41	\$ 12.36	\$ 13.09	\$ 14.12	\$ 15.03	\$ 15.63
	FY '11	\$ 11.76	\$ 12.73	\$ 13.48	\$ 14.54	\$ 15.48	\$ 16.10
General Kitchen	FY '10	\$ 10.51	\$ 11.66	\$ 12.36	\$ 13.36	\$ 14.27	\$ 14.90
	FY '11	\$ 10.83	\$ 12.01	\$ 12.73	\$ 13.76	\$ 14.70	\$ 15.35

Seniority

FY '10	FY '11	Ten Years	\$ 1.63	per hour
		Fifteen Years	\$ 2.00	per hour
		Twenty Years	\$ 2.10	per hour

MANAGER OF FOOD SERVICE

FY'09	\$22.00	per hour
FY'10	NA	

DIRECTOR OF FOOD SERVICE

FY'09	50,202
FY'10	NA

INSTRUCTIONAL ASSISTANTS

Step	1	2	3	4	5
FY '10	13.54	14.26	14.98	15.81	16.61
FY '11	13.81	14.55	15.28	16.12	16.94

Seniority

FY'10	FY'11	Five years	\$1.10	per hour
		Ten years	\$2.10	per hour
		Fifteen years	\$3.10	per hour
		Twenty years	\$4.10	per hour

Appendix C

Salary Schedule for Elected Town Officers Fiscal Year July 1, 2009 – June 30, 2010

<i>Position</i>	<i>Fiscal Year 2009 Salary</i>	<i>Fiscal Year 2010 Salary</i>
<i>Town Clerk (Full Time)</i>	\$61,000	\$61,000
<i>Part Time Positions</i>		
<i>Assessor</i>	\$1,800	\$1,800
<i>Selectman</i>	\$2,000	\$2,000
<i>Sewer Commissioner</i>	\$1,800	\$1,800
<i>Tax Collector</i>	\$4,000	\$4,000
<i>Town Treasurer</i>	\$4,000	\$4,000

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Selectmen Department						
1. Salaries	373,680	392,955	397,732	4,777	1.2%	Taxation
2. Expenses	53,175	52,500	50,000	(2,500)	-4.8%	Taxation
	<u>426,855</u>	<u>445,455</u>	<u>447,732</u>	<u>2,277</u>	<u>0.5%</u>	
Finance Commission						
3. Salary	32,286	33,363	33,389	26	0.1%	Taxation
4. Expenses	21,598	22,064	22,058	(26)	-0.1%	Taxation
	<u>53,884</u>	<u>55,427</u>	<u>55,427</u>	<u>0</u>	<u>0.0%</u>	
Accounting Department						
5. Salaries	153,131	165,806	168,885	3,079	1.9%	Taxation
6. Expenses	3,753	5,700	4,800	(900)	-15.8%	Taxation
	<u>156,884</u>	<u>171,506</u>	<u>173,685</u>	<u>2,179</u>	<u>1.3%</u>	
Audit - School & Municipal Financials						
7. Expenses	49,190	50,000	50,000	0	0.0%	Taxation
Assessors Department						
8. Salaries	157,194	164,507	165,637	1,130	0.7%	Taxation
9. Expenses	25,359	44,950	21,450	(23,500)	-52.3%	Taxation
	<u>182,552</u>	<u>209,457</u>	<u>187,087</u>	<u>(22,370)</u>	<u>-10.7%</u>	
Treasurer's Department						
10. Salary	71,867	79,078	78,670	(408)	-0.5%	Taxation
11. Expenses	11,519	15,130	15,130	0	0.0%	Taxation
	<u>83,386</u>	<u>94,208</u>	<u>93,800</u>	<u>(408)</u>	<u>-0.4%</u>	
Collector's Department						
12. Salaries	89,567	99,436	99,180	(256)	-0.3%	Taxation
13. Expenses	59,607	66,900	66,950	50	0.1%	\$26,000 Arb.Receipts/Taxation
	<u>149,173</u>	<u>166,336</u>	<u>166,130</u>	<u>(206)</u>	<u>-0.1%</u>	
Legal Department						
14. Salary	84,072	86,617	86,645	28	0.0%	Taxation
15. Expenses	147,685	123,500	123,500	0	0.0%	Taxation
	<u>231,757</u>	<u>210,117</u>	<u>210,145</u>	<u>28</u>	<u>0.0%</u>	
Personnel Board/Department						
16. Salary	88,105	117,733	129,319	11,586	9.8%	Taxation
17. Expenses	9,131	23,850	8,395	(15,455)	-64.8%	Taxation
	<u>97,236</u>	<u>141,583</u>	<u>137,714</u>	<u>(3,869)</u>	<u>-2.7%</u>	
Information Systems Department						
18. Salaries	196,132	205,409	207,597	2,188	1.1%	Taxation
19. Expenses	209,560	210,000	207,812	(2,188)	-1.0%	Taxation
	<u>405,692</u>	<u>415,409</u>	<u>415,409</u>	<u>0</u>	<u>0.0%</u>	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Town Clerk Department						
20. Salaries	114,134	132,905	131,212	(1,693)	-1.3%	Taxation
21. Expenses	39,017	50,050	45,000	(5,050)	-10.1%	Taxation
	<u>153,151</u>	<u>182,955</u>	<u>176,212</u>	<u>(6,743)</u>	<u>-3.7%</u>	
Conservation Commission/Department						
22. Salary	36,974	38,857	39,749	892	2.3%	\$17,000 Consv. Receipts/
23. Expenses	5,275	5,550	5,450	(100)	-1.8%	Taxation
	<u>42,249</u>	<u>44,407</u>	<u>45,199</u>	<u>792</u>	<u>1.8%</u>	
Planning Board/Department						
24. Salaries	64,392	90,870	90,490	(380)	-0.4%	Taxation
25. Expenses	3,097	3,715	3,715	0	0.0%	Taxation
	<u>67,489</u>	<u>94,585</u>	<u>94,205</u>	<u>(380)</u>	<u>-0.4%</u>	
Zoning Board of Appeals						
26. Salaries	19,805	23,153	23,638	485	2.1%	Taxation
27. Expenses	807	3,350	2,865	(485)	-14.5%	Taxation
	<u>20,611</u>	<u>26,503</u>	<u>26,503</u>	<u>0</u>	<u>0.0%</u>	
Economic Development Department						
28. Salaries	26,638	69,093	70,581	1,488	2.2%	Taxation
29. Expenses	1,566	5,300	3,800	(1,500)	-28.3%	Taxation
	<u>28,205</u>	<u>74,393</u>	<u>74,381</u>	<u>(12)</u>	<u>0.0%</u>	
Outside Professional Services						
30. Expenses	34,924	38,000	38,000	0	0.0%	Taxation
Mass Housing Partnership						
31. Expenses	1,710	15,000	15,000	0	0.0%	Taxation
Housing Authority						
32. Expenses	715	10,000	10,000	0	0.0%	Taxation
Communications Systems						
33. Expenses	115,849	121,000	121,000	0	0.0%	Taxation
Training/Professional Development						
34. Expenses	1,176	10,000	6,000	(4,000)	-40.0%	Taxation
Total General Government	2,302,688	2,576,341	2,543,629	(32,712)	-1.3%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Police Department						
35. Salaries	2,520,483	2,498,945	2,500,900	1,955	0.1%	\$103,000 Westwood Station Guaranteed Payment
36. Expenses	196,184	217,150	217,150	0	0.0%	/Taxation
	2,716,667	2,716,095	2,718,050	1,955	0.1%	
37. State Funded Education Incentive	141,997	156,717	166,944	10,227	6.5%	State aid
Auxiliary Police/Civil Defense						
38. Expenses	0	2,000	2,000	0	0.0%	Taxation
	0	2,000	2,000	0	0.0%	
Animal Control						
39. Salary	31,940	41,814	41,927	113	0.3%	Taxation
40. Expenses	6,907	7,500	7,500	0	0.0%	Taxation
	38,847	49,314	49,427	113	0.2%	
Fire Department						
41. Salaries	2,299,773	2,391,239	2,393,239	2,000	0.1%	\$304,000 Amb. Receipts/\$103,000 Westwood Station Guaranteed Payment/Taxation
42. Expenses	164,676	174,950	174,950	0	0.0%	\$40,000 Amb. Receipts/Taxation
	2,464,449	2,566,189	2,568,189	2,000	0.1%	
Building Inspection Department						
43. Salaries	222,134	238,923	238,923	0	0.0%	Taxation
44. Expenses	24,110	34,950	34,950	0	0.0%	Taxation
	246,243	273,873	273,873	0	0.0%	
Total Public Safety	5,608,203	5,764,188	5,778,483	14,295	0.2%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Department of Public Works						\$101,000 Westwood Station Guaranteed
45. Salaries - admin	172,975	180,753	181,917	1,164	0.6%	Payment/Taxation
46. Salaries - operations	1,241,694	1,281,681	1,284,473	2,792	0.2%	\$10,000 Perp Care/Taxation
47. Expenses	402,081	415,500	415,500	0	0.0%	Taxation
	1,816,750	1,877,934	1,881,890	3,956	0.2%	
Building Maintenance						
Salaries						
48. Expenses	532,660	591,700	601,470	9,770	1.7%	Taxation
		591,700	601,470	9,770	1.7%	
49. Municipal & School Field Maintenance	119,636	120,200	112,044	(8,156)	-6.8%	Taxation
50. Snow & Ice	568,040	250,000	250,000	0	0.0%	Taxation
51. Street Lighting/ Traffic Light Maint	113,827	140,000	140,000	0	0.0%	Taxation
Waste Collection/Disposal						
52. Expenses	1,305,944	1,225,000	1,275,000	50,000	4.1%	Taxation
Total Public Works	4,456,857	4,204,834	4,260,404	55,570	1.3%	
Health Department						
53. Salaries	168,030	174,221	174,750	529	0.3%	Taxation
54. Expenses	9,189	10,750	10,200	(550)	-5.1%	Taxation
	177,219	184,971	184,950	(21)	0.0%	
55. Outside Health Agencies	11,676	14,316	14,316	0	0.0%	Taxation
56. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging Department						
57. Salaries	176,491	194,585	192,983	(1,602)	-0.8%	Taxation
58. Expenses	22,442	25,535	25,535	0	0.0%	Taxation
	198,932	220,120	218,518	(1,602)	-0.7%	
Youth and Family Services Department						
59. Salaries	148,521	155,343	154,285	(1,058)	-0.7%	Taxation
60. Expenses	14,882	15,282	15,282	0	0.0%	Taxation
	163,403	170,625	169,567	(1,058)	-0.6%	
Veterans Services Department						
61. Salaries	20,941	24,541	25,185	644	2.6%	Taxation
62. Expenses	50,397	37,800	60,800	23,000	60.8%	Taxation
	71,338	62,341	85,985	23,644	37.9%	
Total Human Services	622,567	652,873	673,836	20,963	3.2%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Public Library						
63. Salaries	700,433	736,954	742,527	5,573	0.8%	Taxation
64. Expenses	203,490	214,350	208,801	(5,549)	-2.6%	Taxation
65. Lost Books	863	850	850	0	0.0%	Taxation
	<u>904,786</u>	<u>952,154</u>	<u>952,178</u>	<u>24</u>	<u>0.0%</u>	
Recreation Department						
66. Salaries	230,945	244,281	232,725	(11,556)	-4.7%	Taxation
67. Expenses	40,769	41,550	41,550	0	0.0%	Taxation
	<u>271,714</u>	<u>285,831</u>	<u>274,275</u>	<u>(11,556)</u>	<u>-4.0%</u>	
Memorial/Veteran's Day						
68. Expenses	4,962	5,600	6,700	1,100	19.6%	Taxation
Total Culture and Recreation	1,181,462	1,243,585	1,233,153	(10,432)	-0.8%	
Other						
69. Operating Equipment & Projects	53,200	105,000	57,316	(47,684)	-45.4%	Taxation
			14,200			FY10 Items
			6,116			Fire - Breathing Apparatus
			7,000			Fire - Rescue Equipment
			20,000			Fire - Radios
			10,000			Police - Radio infrastructure
						IS Dept - Archiving & offsite Storage solution
Total Other	53,200	105,000	57,316	(47,684)	-45.4%	
Total Municipal Budget	14,224,977	14,546,821	14,546,821	0	0.0%	

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
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Fixed Costs Budgets - School and Municipal

Municipal Employee Benefits/Costs

Retirement Assessment	1,296,702	1,494,903	1,630,909	136,006	9.1%	Taxation
Non-Contrib Pension	53,146	54,740	56,383	1,643	3.0%	Taxation
Worker's Compensation	49,871	65,827	65,827	(0)	0.0%	Taxation
Unemployment Compensation	5,071	12,000	12,000	0	0.0%	Taxation
Health Insurance	1,092,003	1,143,079	1,170,513	27,434	2.4%	Taxation
Life Insurance	3,709	3,675	4,200	525	14.3%	Taxation
Pre-Hire/EAP/Payroll	75,722	85,149	74,244	(10,905)	-12.8%	Taxation
Public Safety Medical/111F ins	24,595	30,000	54,064	24,064	80.2%	Taxation
Medicare Part B Refund	29,257	30,510	35,100	4,590	15.0%	Taxation
Social Security Tax	10,596	23,000	23,000	0	0.0%	Taxation
Medicare Payroll Tax	119,950	118,589	124,178	5,589	4.7%	Taxation
Municipal Employee Benefits/Costs	2,760,622	3,061,472	3,250,418	188,946	6.2%	

School Employee Benefits/Costs

Retirement Assessments	555,399	640,283	698,514	58,231	9.1%	Taxation
Worker's Compensation	105,976	139,774	139,774	(0)	0.0%	Taxation
Unemployment Compensation	41,768	75,000	75,000	0	0.0%	Taxation
Health Insurance	2,783,007	3,321,398	3,402,412	81,014	2.4%	Taxation
Life Insurance	7,014	5,964	7,550	1,586	26.6%	Taxation
EAP/Payroll service	29,307	37,155	21,231	(15,924)	-42.9%	Taxation
Medicare Part B Refund	78,391	77,823	90,150	12,327	15.8%	Taxation
Social Security Tax	19,500	30,000	30,000	0	0.0%	Taxation
Medicare Payroll Tax	312,452	346,077	363,380	17,305	5.0%	Taxation
School Employee Benefits/Costs	3,932,814	4,673,474	4,828,011	154,537	3.3%	

70. **Total Benefits/Costs** 6,693,436 7,734,946 8,078,429 343,483 4.4%

Insurance/Reserves

Comprehensive And Liability Insurance - School & Municipal

71. Expenses	371,053	446,091	402,000	(44,091)	-9.9%	Taxation
72. Energy/Utility Reserve Fund*	0	225,000	225,000	0		\$110,000 Free Cash/Taxation
73. Reserve for Special Town Meeting			25,000	25,000		Taxation
74. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Ins./Reserve	371,053	1,071,091	1,052,000	(19,091)	-1.8%	

Total Fixed Costs Budget	7,064,489	8,806,037	9,130,429	324,392	3.7%	
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Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.

* This energy reserve account has been established in order to handle FY09/FY10 utility costs.

This reserve fund budget will be transferred if needed to the respective budgets upon vote by the Board of Selectmen .

The reserve for Special Town Meeting costs will be transferred if needed to the respective budgets upon vote by the Board of Selectmen.

Debt Service Budget

Municipal Related						
75. Debt Service	685,321	887,713	744,525	(143,188)	-16.1%	Taxation
School Related						
76. Debt Service	5,438,748	5,485,093	5,382,816	(102,277)	-1.9%	\$3,008,895 sch bld reimb/\$31,631 Bond Premium/Taxation
Total Debt Budget	6,124,069	6,372,806	6,127,341	(245,465)	-3.9%	

FY10 Debt Change

Change in Debt within Prop 2 1/2	\$193,210
Change in Debt-outside Prop 2 1/2	(\$438,675)
Total Debt Change	(\$245,465)

Appendix D
FY2010 Departmental Salary/Expense Budgets

Description	Expended FY2008	Current FY2009 Budget	Proposed FY2010 Budget	\$ Change FY10 vs FY09 vs	% Change FY10 vs FY09	Funding Source
Westwood Public Schools						
Salaries		24,979,061	24,979,061	0	0.0%	\$308,000 Westwood Station Guaranteed
Expenses		7,509,623	7,509,623	0	0.0%	Payment/
77. School salaries & exps	30,760,674	32,488,684	32,488,684	0	0.0%	Taxation
78. Blue Hills Regional School	134,725	168,144	173,379	5,235	3.1%	Taxation
Crossing Guards						
79. Salaries	96,264	99,352	101,667	2,315	2.3%	Taxation
80. Expenses	2,233	4,900	4,900	0	0.0%	Taxation
	98,497	104,252	106,567	2,315	2.2%	
Total School Budgets	30,993,896	32,761,080	32,768,630	7,550	0.0%	

Sewer Enterprise						
81. Salaries	309,429	311,805	336,040	24,235	7.8%	Sewer Enterprise Funds
82. Expenses	96,183	118,900	116,900	(2,000)	-1.7%	Sewer Enterprise Funds
83. Pumping Stations	148,245	150,900	150,900	0	0.0%	Sewer Enterprise Funds
84. MWRRA Assessment	2,383,235	1,964,562	2,114,039	149,477	7.6%	Sewer Enterprise Funds
85. Mandated Inspections	120,000	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Indirect Costs	290,978	290,978	0	(290,978)	-100.0%	Sewer Enterprise Funds
86. Sewer Debt & Int	449,491	439,980	311,873	(128,107)	-29.1%	Sewer Enterprise Funds
87. System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
Total Sewer Enterprise**	3,822,561	3,422,125	3,174,752	(247,373)	-7.2%	Total Sewer Revenue - \$3,465,730

** Sewer - FY09 Sewer Budget restated for Final MWRRA assessment
Note - Sewer Revenue - to be voted - Operating budget + \$290,978 for indirect cost- \$3,465,730

Total Operating Budget	62,229,992	65,908,869	65,747,973	(160,896)	-0.2%	
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**Exhibit 1
FY'09 vs. FY '10 Budget Summary by Major Category**

	FY'09 Appropriation	FY'10 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
I. INSTRUCTIONAL				
Salary	\$ 22,685,693	\$ 23,775,773	\$ 1,090,081	4.81%
Non-Salary	2,412,850	2,439,655	26,805	1.11%
<i>Instructional Sub-total</i>	\$ 25,098,543	\$ 26,215,428	\$ 1,116,886	4.45%
II. CENTRAL ADMINISTRATION				
Salary	863,857	\$ 872,201	\$ 8,344	0.97%
Non-Salary	275,950	300,975	25,025	9.07%
<i>Administration Sub-total</i>	\$ 1,139,807	\$ 1,173,176	\$ 33,369	2.93%
III. OPERATIONS				
Salary	1,429,496	\$ 1,467,778	\$ 38,282	2.68%
Non-Salary	2,636,830	2,421,620	(215,210)	-8.16%
<i>Operations Sub-total</i>	\$ 4,066,326	\$ 3,889,397	\$ (176,930)	-4.35%
Sub-Total Sections I.-III.	\$ 30,304,676	\$ 31,278,001	\$ 973,325	3.21%
IV. SPED TUITION AND TRANSP.				
Out-of-district Tuition	1,507,000	\$ 1,499,699	(7,301)	-0.48%
Sped Transportation	677,010	657,000	(20,010)	-2.96%
<i>Spec. Ed. Tuition and Transp. Sub-total</i>	\$ 2,184,010	\$ 2,156,699	\$ (27,311)	-1.25%
Sub-Total Section IV.	\$ 2,184,010	\$ 2,156,699	\$ (27,311)	-1.25%
TOTAL OPERATING BUDGET	\$ 32,488,686	\$ 33,434,700	\$ 946,014	2.91%

Please note: This is the School Superintendent's requested budget.

The budget proposed for Town Meeting is \$32,488,684.

THE COMMONWEALTH OF MASSACHUSETTS SPECIAL STATE PRIMARY

TOWN OF WESTWOOD

TUESDAY, DECEMBER 8, 2009

DEMOCRATIC PARTY

SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	0%
MICHAEL E. CAPUANO	95	115	112	99	421	19%
MARTHA COAKLEY	257	296	310	228	1091	49%
ALAN A. KHAZEI	105	114	117	74	410	18%
STEPHEN G. PAGLIUCA	73	93	63	84	313	14%
Write-ins	0	0	4	2	6	0%
TOTAL	530	618	606	487	2241	100%

REPUBLICAN PARTY

SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	0%
SCOTT P. BROWN	159	189	185	172	705	94%
JACK E. ROBINSON	13	12	9	6	40	5%
Write-ins	0	0	1	4	5	1%
TOTAL	172	201	195	182	750	100%

LIBERTARIAN

SENATOR IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	0%
Write-ins	1	0	0	0	1	100%
TOTAL	1	0	0	0	1	100%

Precinct	Registered	Voted	Percent
1	2,552	703	27.55%
2	2,557	819	32.03%
3	2,545	801	31.47%
4	2,431	669	27.52%

TOTAL PERCENTAGE OF VOTERS: 29.64%

APPENDIX C

REPORT OF THE SCHOOL COMMITTEE

OF THE

TOWN OF WESTWOOD

YEAR ENDING

DECEMBER 31, 2009

SCHOOL COMMITTEE

- Mrs. Barbara H. Delisle, Chairman
- Term Expires April 2010
- Mrs. Josepha A. Jowdy, Vice-Chairman
- Term Expires April 2011
- Mr. John J. O'Brien, Jr., Clerk
- Term Expires April 2010
- Mr. Brian T. Kelly
- Term Expires April 2012
- Mrs. Ellen R. Mason
- Term Expires April 2011

ADMINISTRATION

- John J. Antonucci, Superintendent of Schools
- Glen Atkinson, Elementary Special Education Team Chair/Department Head
- Krystla Fay, Elementary Special Education Team Chair/Department Head
- Avalin Green, Director of Curriculum, Instruction & Staff Development
- William Johnson. Director of Technology
- Heath Petracca, Director of Business & Finance
- Audrey Seyffert, Director of Student Services

SCHOOL HEALTH

- Karen A. Poreda, R.N. High School
- Terry Sweeney, R.N. Middle School
- Patricia DeAngelis, R.N. Deerfield School
- Ellen Nadeau, R.N. Downey School

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Celeste Mahoney, R.N.
 Leslie Davie, R.N.
 Lori Brown, R.N.
 Andrea Clifford, R.N.
 Paul Lilla

Martha Jones School
 Paul Hanlon School
 Sheehan School
 Preschool
 Athletic Trainer

WESTWOOD PUBLIC SCHOOLS STAFF

<u>NAME</u>	<u>POSITION</u>	<u>DEGREE</u>	<u>YRS. IN TOTAL YRS. EDUCATION</u>	
			<u>WESTWOOD</u>	<u>EXPERIENCE</u>
Antonucci, John J.	Superintendent	B.A., M.B.A.	5	14
<u>DIRECTORS</u>				
Atkinson, Glen	Elementary SPED Team Chair/Dept. Head	B.S., M.Ed., Ph.D.	5	21
Fay, Krystla	Elementary SPED Team Chair/Dept. Head	B.A., M.S. C.A.G.S.	2	5
Brunelli, Cynthia	Out-of-District Coordinator	B.S., M.Ed.	1	22
Green, Avalin	Director of Curriculum, Instruction & Staff Development	B.A., M.Ed. Ph.D.	12	47
Johnson, William M.	Director of Instructional	B.M., M.Ed. M.Ed., C.C.S.	13	20
				Tufts, Boston University, University of Mass
				University of Mass., University of CT., Suffolk
				Washington State Univ., Simmons College, Fitchburg
				Fitchburg State College
				Middlebury, U. of VA. U. of PA.
				Lesley, Boton Univ., Bridgewater State

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Technology

Petracca, Heath	Director of Business & Finance	B.S.	10	13	University of MA.
Seyffert, Audrey	Director of Student Services	B.S., M.Ed.	3	42	Framingham State, Fitchburg State
<u>SPECIAL NEEDS STAFF</u>					
Adams, Marla	Speech	B.A., M.S.	4	37	University of Wisconsin
Allen, Sherri	Special Needs	B.A., M.A.	3	3	Merrimack College, Lesley
Anderson, Diane	Occupat. Therapy	B.S.	20	21	Boston University
Arscott, Deborah	Physical Therapy	B.S.	11	33	Boston University
Barry, Lauren	Special Needs	B.S.	1	1	Fitchburg State College
Bergiel, Lauren	Special Needs	B.A., M.Ed.	8	8	Boston College
Berkowitz, Melissa	Psychologist	B.A., M.A.	3	15	Hobart & William Smith College, Tufts
Blomquist, Bonnie	Special Needs	B.S., M.Ed.	23	24	Framingham State, Bridgewater State
Bowes, Laura	Speech	B.S., M.S.	1	5	College of the Holy Cross MGH Institute for health
Brody, Rebecca	Psychologist	B.S., M.A., Ph.D.	8	14	Union College, Tufts North Central University
Bruss, Mackenzie	Special Needs	B.S., M.S.	1	5	University of Michigan, Simmons
Cataldo, Jessica	Psychologist	B.A., M.S. C.A.G.S.	1	4	Northeastern University, Fairfield University

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Cecere, Bridget	ED/BD Teacher	B.A., M.A., M.Ed.	4	12	S.U.N.Y., Univ. Of MA. Univ. of Hartford
Collins, Denise	Special Needs	B.S., M.Ed.	6	15	Bridgewater State, Pennsylvania State
Corbin, Kristal	Psychologist	B.A., M.Ed.	2	5	University of Vermont College of William & Mary
Corrigan, Jennifer	Special Needs	B.A., M.Ed.	11	16	Providence, Framingham
Danforth, Thomas	Psychologist	B.A., M.A., Ph.D.	5	19	Boston College, Hamilton College
DeLuca, Susan	Special Needs	B.S., M.S.	11	11	Tufts, Wheelock
Desrosier, Sarah	Occupational Therapist	B.S., M.S.	1	2	Worcester State College
DiNatale, Joanne	Psychologist	B.A., M.S. Ph.D.	5	13	Hofstra Univ., St. John's University, Alfred Univ.
Eaton, Lauren	Special Needs	B.S., M.Ed.	11	12	Simmons, Brandeis
Fanning, Robert	Director 9-12	B.A., M.S.W. C.A.G.S.	11	23	Bridgewater, Boston College, U.of MA
Fass, Lisa	Occupational Therapist	B.S., M.S.	5	5	Boston University, Tufts
Feeley, Amy	Special Needs	B.A., M.Ed.	12	12	Boston College, Framingham State College
Ghio, Elizabeth	Special Needs	B.A., M.A.	5	6	Providence College, Framingham State College
Goldstein, Cheri	Psychologist	B.A., M.A., C.A.G.S., M.Ed.	5	15	Harvard, Univ. of Mass.

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Gopin, Candice	Speech Therapist	B.S.	7	10	Boston University
Houston, Paul	Special Needs	B.A., M.A.	6	7	Univ. of Notre Dame, Seattle University
Johnson, Laura	Special Needs	B.A., M.S.	1	4	University of MA., Simmons
Keene, Courtney	Special Needs	B.A., M.Ed. C.A.G.S.	1	4	Univ. of Vermont, Antioch New England University
Kuklentz, Matthew	Psychologist	B.A., M.S., C.A.G.S.	2	8	Boston University, Northeastern University
Lader, Sheera	Speech	B.A.,M.S.	11	23	University of MA., Northeastern
Longoria, Elizabeth	Special Needs	B.A.,M.S.	10	13	Simmons, St. Edward's University
Lund, Patricia	Special Needs	B.S.,M.Ed.	17	21	Bridgewater State, Lesley
Marck, Jennifer	Special Needs	B.S., M.Ed.	5	7	Bentley College, Lesley
Matteson,Ann	Special Needs	B.S.,M.Ed.	30	30	Emmanuel College, Bridgewater State Fitchburg Coll.
Menghi, Edward	Special Needs	B.A., M.S.	3	7	University of CT.,Wheelock
Miles, Beth Anne	Behavior Specialist	B.S., M.A.	1	13	Lesley Univ., Emmanuel College
Miskella, Emily	Speech	B.A., M.S.	1	1	Wellesley College, MGH Institute of Health Professions
McNabb, Daniel	Special Needs	B.S., M.Ed.	6	12	Fitchburg State College
Peterson,Sally	Special Needs	B.A.,M.S.	11	13	Connecticut College Simmons

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Proulx, Allison	Special Needs	B.A., M.A.	8	8	8	Providence College
Raffol, Jaclyn	Special Needs	B.A.	1	1	1	Providence College
Raymond,Sandra	Director of Student Services 6-8	B.A.,M.S.	8	21	21	Univ. of MA., Univ. of Rhode Island
Rosengarten,Carol	Special Needs	B.A.,M.A.	33	34	34	Lake Erie & Boston College,Fitchburg College
Rothenberg,Nancy	Special Needs	B.A.,M.Ed.	11	19	19	Beloit College, Boston College
Schoen, Carol	Speech	B.A., M.A.	1	30	30	University of CT., Hofstra Univ.
Schulte, Marybeth	Special Needs	B.S.,M.Ed.	10	10	10	Boston College, St. Joseph's University
Shores, Patricia	Speech	B.S.,M.A.	8	25	25	Elmira College,S.U.N.Y.
Small, Phyllis	Special Needs	B.A.	13	17	17	Boston College
Spigulis-DeSnyder, A.	Special Needs	B.A., M.S.	2	2	2	Trinity College, Framingham State College
Stencel,Valerie	Special Needs	B.A.,M.S.	9	20	20	Univ. of Northern CO., Nazareth College
Teebagy, Joan	Special Needs	B.A.,B.Ed.,M.S.	11	20	20	Brock Univ.,S.U.N.Y. at Buffalo
Toomajian,Susanne	Psychologist	B.S.,M.Ed., C.A.E.S.	26	30	30	Boston College,Harvard, Notre Dame,U. of Mass.
Tucceri, Sharyn	Speech	B.A., M.S.	2	10	10	Tufts, Wheelock, MGH Institute of Health
Wallach, Jocelynn	Occupat. Therapy	B.A.,M.A.	12	17	17	S.U.N.Y. at Binghamton Virginia Commonwealth College

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West, Eileen	Special Needs	B.S., M.S.	6	10	Bridgewater State, Simmons
Williamson, Nancy	Speech & Hearing	B.A., M.Ed.	17	21	Northeastern, South Connecticut State Univ.
<u>WESTWOOD HIGH SCHOOL STAFF</u>					
Parks, Emily	Principal	B.A., M.Ed.	16	16	Harvard University
Bevan, Sean	Assistant Principal	B.A., M.A.,	1	8	LaSalle Univ., Temple Univ.
Goodloe, Sheryl	METCO Director	B.A., M.Ed.	17	19	Clafin College, Antioch, Northeastern Univ.
Aykanian, Nancy	French/Latin	B.A., M.A.	3	8	University of CA., Wellesley College
Baylor, Brian	Mathematics	B.A.	12	12	Wesleyan University
Bean, Douglas	Mathematics	B.S., M.A.T.	3	6	SUNY at Cortland, Iona
Bognanno, Brianne	Math	B.A.	3	11	Emmanuel College
Bowe, Maryanne	Guidance	B.A., M.S., M.S., M.S. W.	8	14	University of Rochester, Bentley, Northeastern, Boston College
Brackman, Karen	English	B.A., M.Ed.	9	12	Harvard, Bridgewater State, Oxford University
Braney, Mary	Library Director	B.A., M.S.L.S., C.A.S.	2	32	Emmanuel College, Harvard Case Western Reserve Univ., Worcester State, Anna Maria College
Cable, Susan	Physics	B.S., M.S.	3	17	UNH, Bridgewater State

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Chatterton, Wayne	Language Arts	B.A., M.A.T.	25	29	Brown Univ., Univ. of Massachusetts, Harvard
Cote, Heather	Director of Performing Arts	B. Music	8	8	U. of Hartford, Emerson
Craig-O'Brien, Carol	Early Childhood Coordinator	B.S., M.Ed.	22	33	Rhode Island College, University of MA
DeLeon, Andrea	Spanish	B.A., M.A.	2	12	University of Massachusetts Universidade Complutense
Dolleman, Ethan	Social Studies	B.A.	5	7	Bates College
Dore, David	Social Studies Director	B.A., M.A.T.	19	35	Clark Univ., Brown Univ., Yale, S.U.N.Y., Bridgewater State, Univ. of Mass.
Ducheneau, William	Foreign Language	B.A., M.A.	38	38	Univ. of Mass., Boston College, Boston Univ.
Earls, Terrence	Language Arts Director	B.A., M.A., C.A.G.S., Ed.D.	38	39	Holy Cross, Boston Univ. Boston State, U. of Chicago
Edmonstone, Allison	Science	B.S., M.A.T.	3	9	Davidson College, Brown
Felton, Jennifer	English	B.A., M.A., M.Ed.	7	11	Bates College, University Penn.
Ferguson, Tanya	Mathematics	B.S., M.A.	5	9	Columbia University, Univ. Of Massachusetts
Feroli, Eavan	Mathematics	B.S.	5	7	University of Limerick
Flanagan, Eileen	Spanish	B.A.	2	2	College of the Holy Cross
Fogel, Karl	Athletic Director	B.A., M.B.A.	6	30	Northeastern U., Colby College

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Furber, Mary	Business	A.A., B.S., M.Ed.	25	33	Suffolk Univ., Aquinas Jr. College, Fitchburg, Northeastern University
Geary, Peter	Science	B.A.	36	38	Dartmouth, Framingham State, Fitchburg State
Gibb, Reen	Chemistry	B.S., M.S.	3	31	WPI, Tufts
Gillis, Matthew	Physical Ed.	B.A., M. Ed.	18	18	Bridgewater State
Grover, Lucy	Art	B.F.A., M.S.	2	9	Tufts University, Mass. College of Art, Cornell U.
Hanlon, Linda	Language Arts	B.A., M.A.	29	33	Bridgewater State, Univ. of Mass., Fitchburg State
Higgins, Caroline	Guidance	B.A., C.A.S.	2	5	Boston College, Harvard
Holthouse, Mark	Mathematics	B.S., M.B.A.	7	8	M.I.T., Boston University
Houston, Liza	Art	B.F.A.	8	8	Rhode Island School of Design
Howard, James	Performing Arts	B.S., M.Ed	8	12	Emerson College
Kaczenski, Jeffrey	English	B.A., M.A., M.S.T.	3	6	University of CT., Pace, NY University
Kaiser, Diane	Art Director	B.A., M.F.A.	16	31	Brandeis, Columbia, Syracuse
Keene, Nathan	Mathematics	B.A., M.A.	1	2	Rhode Island College
Kelly, Liam	Spanish	B.A.	1	7	College of the Holy Cross
Kelsch, Stephanie	Language Arts	B.A., M.Ed.	33	35	Univ. of CT., Middlebury, Bridgewater State

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Kop, Milton	Mathematics	B.S., B.S., M.Ed.	6	22	Harvard, Creighton Univ.
Lilla, Paul	Athletic Trainer	B.S., M.S.	8	8	Boston University, Bridgewater State
Mao, Michael	Mathematics	B.S.,M.S.	11	12	Rennesselear, Northeastern
Mareash, Meghan	Physics	B.S.,M.Ed.	6	11	University of Dallas, Salem State, Univ. of Hartford
Medsker, Lynn	Director Guidance	B.A., M.Ed.	10	17	Univ. of Maine, Univ. Of San Diego
Miller, Emily	Science	B.S., Ph.D.	1	1	University of MA.,M.I.T.
Misuta, Mary Alice	Instructional Technology	B.S.,M.Ed.	14	18	Boston College, Northeastern U.
Morelli, Ermanno	Social Studies	B.A., M.Ed.	2	3	Boston College, Harvard
McEachern, Brian	Social Studies	B.A., M.A.	3	7	Holy Cross, Bridgewater, Univ. of Massachusetts
McGarey, Thomas	Mathematics	B.A., M.P.A.	6	7	Washington University New York University, U. of Cincinnati
McGrath, Ashley	Mathematics	B.A.	6	8	College of the Holy Cross
McGunagle, Mark	English	B.A., M.Ed.	6	6	Boston College, Fairfield
Nason, Shari	Social Studies	B.A., M.Ed.	3	3	University of Connecticut
Ouellette, Steve	Math Director	B.S.,M.A.T.	3	17	Boston Univ.,WPI
Percy, Elizabeth	Librarian	B.F.A., M.Ed., M.S.	5	17	Lesley, Simmons, Rhode School of Design

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Peters,Susan	Physical Ed.	B.S.P.E.	28	28	Univ. of Massachusetts
Petersen, Scott	Art	B.A.	1	1	Framingham State College
Poreda, Karen	Nurse	B.S.,R.N.	14	14	West Texas A & M Univ.
Potus, Jacqueline	Science	B.A.,M.Ed.	3	8	Wilson College, UVA
Rae, Charles	Guidance	B.S., M.Ed., M.A.	5	9	Anna Maria College, Univ. of Mass., Bridgewater State
Renoni, David Ricard, Kathryn	Music Social Studies	B.M. B.A., B.S.	1 3	6 3	Anna Maria College Boston University
Roberts, Deborah	Director Foreign Language	B.A.,M.A.	10	35	Oberlin, U. of Washington, U. of Northern Iowa
Rocha, Corey	Social Studies	B.A.,M.A.	3	13	University of MA, Providence
Russell, Ellen	Director Science	B.S., M.A.T., C.A.G.S.	6	21	Bridgewater State College
Schwanbeck, Gregory	Physics	B.S.,B.S. M.Ed.	2	6	Union College, Harvard
Sherr, Jonas	History/ Psychology	B.A.,M.Ed.	7	7	Bates College, Tufts
Shuman, Brian	Social Studies	B.A., M.A.	5	5	Bowdoin College, Tufts
Snider, Rachel	Math	B.S.	3	3	Univ. of Michigan
Sonneborn, Hayley	English	B.A., M.Ed.	8	8	Boston College, Brandeis Univ.
Testa, Katelyn	Spanish	B.S.	4	4	Fairfield University
Troiano, Amy	English	B.A.,M.A.	4	4	Boston College

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Whelan, Caitlin	English	B.A., M.A., M.S.	9	10	Boston College, Fairfield, Miami University
Wilkinson, Whitney	Guidance	B.A., M.Ed.	2	3	Sulfolk Univ., Butler Univ.
Wilson, Angela S.	English	B.A., M.A.	5	11	Clark University
Witzburg, Ann Marie	Foreign Language	B.A., M.A.	8	8	Amherst College, Suffolk, Framingham State
Zarrow, Edward	Latin	B.A., M.S.T., M.A., Ph.D.	3	7	Boston College, Oxford, Yale
<u>MIDDLE SCHOOL STAFF</u>					
Borchers, Allison	Principal	B.A., M.Ed.	12	12	Harvard, Lesley
Bernazzani, Richard	Asst. Principal	B.S.	35	35	Bridgewater State
Abate, Nicole	Performing Arts	B.A., M.A.	7	8	Regis, Emerson College
Abramson, Marcie	Mathematics	B.S., M.Ed.	28	31	Boston University, Univ. of Massachusetts
Amber, Maribeth	Art	B.A.	20	20	Framingham State, Mass. College of Art
Ballard, Kathryn	Grade 6	B.S., M.A.	14	15	Lesley, Skidmore
Bolger, Cathleen	Library/Media	B.A., M.Ed.	16	24	Bridgewater, Emmanuel
Bova, Robin	Social Studies	B.A., M.A.	5	8	Tufts University
Briggs, Jo-Ellen	Grade 6	B.A., M.A.	21	25	Smith College, Lesley, Univ. of Mass., Salem State
Brown, Karolyn	Foreign Language	B.A.	23	30	Bridgewater & Boston State

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Coffey, Linda	Mathematics	B.A.,M.S., M.Ed.	11	26	Boston State, W.P.I., Cambridge College
Coleman, Patrick	Science/ Social Studies	A.B.,M.Ed.	17	33	Northeastern,Harvard Boston State,Cambridge College
Costanza, Susan	Home Economics	B.S.	33	35	Univ. of Vermont
Donovan, Marian	Mathematics	B.A.,M.A.	13	13	Emmanuel,Simmons Fitchburg State
Edwards, Andrea	Math/Science	B.A.	1	2	Boston University
Federspiel, Seth	Science	B.A.	2	3	Brown University
Frankenfield, T.A.	Social Studies	B.S.,M.Ed.	16	17	Harvard,Pennsylvania State
Frey, Leigh	Science	B.S.	2	9	University of Vermont, Framingham State, Boston College
Frio, Deena	Guidance	B.S.,M.Ed.	23	34	Syracuse,Bridgewater, Northern Arizona Univ.
Gruetzke-Blais, C.	Art	B.A., M.A.	3	9	Tufts University
Gudaitis, Michelle	Reading	B.S.,M.Ed.	17	31	Trenton State College, Bridgewater State
Hart, Brian	Language Arts	B.A.,M.S.	30	30	Framingham State, Bridgewater State, Fitchburg State
Hebner, Michelle	Physical Ed.	B.S.	12	12	Westfield
Hochman, Peter	Physical Ed.	B.S., M.S.	3	11	SUNY at Cortland

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Johnson, Naida	Science	B.A.	4	14	Connecticut College
Kiernan, Daniel	Science	B.S., M.A.	6	11	UNH
Kinsman, Kathleen	Inst. Tech.	B.S., M.Ed.	3	30	Bridgewater State, Lesley
Kulick, Neil	English	B.A., M.Ed., J.D.	16	16	Harvard, Yale
Lawlor, Joseph	Language Arts	B.A., B.A. M.A.	6	8	State University College At Oswego, Univ. of MA.
Legere, Diana	Music	B. of Music B. of Music	17	17	Univ. of Lowell, Boston University
Marchbanks, Tiffany	English	B.A., M.A.	6	6	Plattsburgh State Univ., Univ. of Mass., Simmons, Fitchburg
Morgenlender, Barbara	Spanish	B.S.	11	22	Boston University
McCarthy, Michael	Science	B.S.	9	14	U. of Massachusetts
McHugh, Michelle	Mathematics	B.A., M.A.	11	11	Providence College University of MA
O'Reilly, Kathryn	Foreign Language	B.A., M.A.	4	17	Saint Anselm College Middlebury College
Palermo, Joan	Math	B.S.	2	3	Merrimack College
Peppercorn, Daniel	Social Studies	B.A., M.Ed.	8	12	Harvard
Peterson, Deborah	Language Arts	B.A., M.Ed.	18	23	Univ. of New Hampshire
Ridge, Lauren	English	B.A., M.A.	1	1	Syracuse Univ., Hunter College
Riley, Lois	Guidance	B.A., M.Ed.	15	21	Northeastern, University of Massachusetts

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Sanders, Allison	Music	B. of Music Masters	23	24	Univ. of Lowell, New England Conservatory of Music, Univ. of MA
Santabarbara, Donna	Computer	B.S., M.S.	21	28	S.U.N.Y., Central Connecticut State College
Scott, Maureen	Language Arts	B.A.	27	29	Northeastern, Brandeis, Lesley, Boston College, Univ. of Massachusetts
Shine, Matthew	Health/Soc.St.	B.A., M.A., M.A.	10	12	College of William & Mary Georgetown, Boston U.
Shoer, Gina	Drama	B.A., M.A.	4	5	Salem State College
Sweeney, Terry	Nurse	B.S.	9	12	Fitchburg State
Wambolt, Kristina	Physical Ed.	B.S., M. Ed.	8	9	Bridgewater State, Cambridge College,
Weidenaar, Sharon	ELL	B.A.	2	3	Indiana University
Whelan, Brian	Phys.Ed./Health	B.S., M.Ed.	11	11	Stonehill, University of MA., Bridgewater
Wilkinson, Monika	English	B.S., M.Ed.	2	8	Florida State University, Harvard
Witt, Shawn	Spanish	B.A., M.Ed.	11	11	U.R.I., U. of MA.
Wright, Meg	Reading	B.A., M.A.	3	9	Middlebury, Simmons
Yettman, Lisa	Math	B.A., M.A.	9	12	Boston College, Lesley
					<u>PRE-SCHOOL</u>
Rich, Nichole	Early Childhood	B.S., M.Ed.	2	11	Bridgewater State College

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	Coordinator	C.A.G.S.			
Clifford, Andrea	Preschool Nurse	B.S., R.N.	4	12	Boston College
Forgione, Erin	Teacher	B.A., M.A.	1	1	University of MA., Framingham State College
Lederhos, Kristin	Teacher	B.A.	3	6	Providence College
Scales, Kathleen	Teacher	B.S.	12	17	Seton Hall
Weltman, Sally	Teacher	B.A., M.Ed.	5	9	University of Michigan, Lesley

DEERFIELD SCHOOL

Cameron, Allan	Principal	B.A., M.A., Ph.D.	2	12	University of Connecticut, Fairfield University
Bellan, Alison	Grade 1	B.S.	2	3	Salve Regina University
Casey, Carolyn	Grade 3	B.S., M.Ed.	10	31	Framingham State, Lesley
Chen, Tien-Lih	Grade 3	B.A., M.A.T.	8	8	Brown University
D'Angelis, Patricia	Nurse	B.S.	8	12	Northeastern Univ.
Galante, Julie	Grade 5	B.A., M.A.	12	16	Lesley, Boston College
Gillis, Jennifer	Math Specialist	B.A., M.S.	7	11	Brandeis, Wheelock
Goldman, Caitlin	Music	B.Music, M.Ed.	9	13	Boston University, Lesley
Greene, Robin	Kindergarten	B.A., M.Ed.	14	15	Lesley, Regis
Hardy, Terese	Kindergarten	B.A., M.Ed.	22	23	Tufts, Lesley, Wheelock, Fitchburg State
Hayes, Amy	Grade 5	B.A., M.Ed.	9	14	U. of New Hampshire

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Crass, Julie	Library/Media M.L.S.	B.A.,M.A.T.	10	11	Simmons, Northern Illinois University
Mangiacotti, Karen	Literacy	B.S., M.Ed.	6	19	Bridgewater State, Framingham State
McCarty, Shauna	Grade 2	B.S.,B.A.,M.Ed .	18	18	Univ. of Massachusetts Lesley University
O'Donnell, Andrea	Grade 2	B.A.,M.A.,M.A.	5	14	Providence College, Sacred Heart Univ., Teachers College (Columbia Univ.)
Schaffner, Elaine	Art	B.A.	3	6	Upper Iowa University
Spellman, Jennifer	Grade 1	B.S., M.A.T.	3	4	Bentley College, Lesley
Sullivan, Judith Urquijo, Laura	Grade 4 Grade 4	B.A.,M.Ed. B.A.,M.Ed.	15 10	15 10	Lesley,Miami University Tufts, Lesley
Wine, Judith	Wellness Director	B.A.,M.A.	18	21	Antioch,Boston Univ. Bridgewater and Salem State
<u>DOWNNEY SCHOOL STAFF</u>					
Gallagher, Debra	Principal	B.A.,M.Ed., M.A.	1	12	Quinnipiac Univ., Simmons College, Saint Joseph College
Barber, Susan	Grade 3	B.S., M.Ed.	23	23	Framingham State College, Lesley
Cantarella, Donna	Library	B.A.	21	29	Boston College,Lesley
Carbone, Karen	Grade 5	B.A., M.Ed.	3	8	St. Michael's College, Cambridge College
Carey, Amy	Grade 3	B.A.,M.Ed.	4	4	Boston Univ., University Of New Hampshire

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Carr, Kristin	Math Specialist	B.A., M.Ed.	9	13	Middlebury College, Lesley
Chant, Tim	P.E.	B.S.	4	4	University of Vermont
Conroy, Patricia	Grade 2	B.A., M.A., M.Ed.	20	28	Emmanuel, Lesley, Wheelock
Endicott, Meghan	Grade 2	B.S., M.Ed.	4	5	University of New Hampshire
Grant, Leanne	Grade 4	B.S., M.S.	7	15	S.U.N.Y.
Johnson, Andrea	Grade 1	B.S., M.Ed., M.Ed.	4	5	Vanderbilt Univ., Harvard, Cambridge College
Johnson, Heather	Grade K/1	B.A., M.A.T.	5	10	Tufts University
Kress, Judith	Instructional Technology	B.A.	2	2	Cambridge College
LaFlamme, Caron	Grade 5	B.A., M.A.	1	11	Providence College
Leahy, Christine	Grade 5	B.A., M.A.	10	10	Simmons
Moore, Diane	Grade 2	B.A., M.A.	9	12	College of Wooster Bridgewater State
Nadeau, Ellen	Nurse	B.S.	1	13	Salve Regina University
Odobashian, Marsha	Art	B.A., B.S. M.F.A.	9	9	University of New Orleans, Tufts
Riegel, Jana	Grade 3	B.A., M.Ed.	1	1	Occidental College, Boston College
Rocha, Kristen	Kindergarten	B.A., M.S.	4	17	Fordham University
Stark, Eric	Grade 1	B.A.	4	4	S.U.N.Y. at Potsdam
Starsiak, Catherine	Grade 3	B.A., M.Ed.	3	3	Wellesley College, Lesley

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Wilcon, Susan	Music	B. of Music M.Ed.	20	33	Boston University, Boston Conservatory of Music Lelsey College
Worthen, Sidney	Literacy Specialist	B.A., M.A., J.D.	9	9	Wheelock, Brown University University of California
Yessenow, Sara	Kindergarten	B.S., M.Ed.	5	5	University of Maryland, Boston University
<u>MARTHA JONES STAFF</u>					
Scott, Margaret	Principal	B.A., M.S.	10	33	Hunter College, Bank Street College of Ed.
Bartlett, Robert	Grade 5	B.A.	2	5	Univ. of Gloucestershire, UK Univ. of Exeter, UK
Buell, Nancy	Math Coordinator	B.A., M.Ed., C.A.G.S.	3	42	Boston Univ., Goucher, Lesley
Child, Jennifer	Literacy	B.S., M.Ed.	8	13	Framingham State
Cohutt, Anthony	Grade 5	B.A., M.A.	8	11	Simmons, Univ. of MA
Cote, Christine	Instructional Technology	B.A., M.A.	3	3	Lesley University, Northeastern University
Dunn, Tiffany	Math Specialist	B.S., M.A.	6	7	Simmons College
Feintuck, Joseph	Grade 3	B.A., M.A.	1	2	Hartwick College, Lesley Univ.
Foley, Patrick	Physical Ed.	B.S.	14	14	Plymouth State College
Hartwell, Stacey	Grade 2	B.A., M.A.	10	15	Denison Univ., Lesley
Kyvelos, Carli	Grade 1	B.A., M.S.	3	6	Mercy College, Colby
Layton, Christine	Kindergarten	B.S., M.Ed.	12	12	Wheelock College
Luskin, Jill	Grade 2	B.A., M.Ed.	10	12	Berklee School of Music

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MacDonald, Karen	Grade 3	B.A.,M.A.T.	9	9	Lesley College
Mahoney, Celeste	Nurse	B.S.	14	15	Simmons, Clark Univ.
Mann, Erin	Grade 2	B.A., M.Ed.	3	8	Salem State College
Moody, Mary	Library/Media	B.A.,M.Ed.	12	17	Stonehill, Bridgewater
Mundy, Mary	Grade 2	B.S., M.Ed.	15	15	Wheelock,Bridgewater, Univ. of Maine
McDonough, Kristen	Grade 1	B.A.,M.Ed.	14	14	Farfield Univ., Boston College
O'Toole, Mary	Grade 4	B.Ed.	23	23	Boston College
Pickering, Katelyn	Music	B.A., M.A.	3	7	Bridgewater,Lesley, Northeastern,Fitchburg
Pontes, Mary Jane	Grade 5	B.A.	14	14	UNH
Reavey, Michael	Music	B. of Music	5	5	Univ. of Mass., Pine Manor College
Schwartz, Janet	Kindergarten	B.A.	15	15	Oberlin Conservatory
Skuse, Heather	Grade 1	B.S.,M.Ed	4	8	Simmons
Teahan, Jennifer	Grade 4	B.A.,M.A.	4	5	Champlain College, Lesley
Thurston, Kathryn	Art	B.A.,M.A.	8	10	Stonehill College, Lesley
Tierney, Pamela	Literacy Specialist	B.S.,M.A.	8	19	Framingham State, Bridgewater State
					S.U.N.Y.,Bridgewater

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Wilson, Katherine	Grade 4	B.A., M.A.T.	4	4	Simmons, James Madison
<u>PAUL HANLON SCHOOL STAFF</u>					
Herlihy, Elizabeth	Principal	B.A., M.Ed.	3	12	Tufts, Lesley
Anzenberger, Enid	Literacy	B.A., M.Ed.	33	33	Boston College, Cardinal Cushing, Lesley, Wheelock
Carney, Linda	Grade 3	B.S., M.Ed.	25	30	Wheelock, Framingham State
Clifford, Gail	Grade 2	B.S., M.Ed.	14	20	Lesley, Boston State
Condon, Cheryl	Math Specialist	B.S.	3	16	University of Vermont
Davie, Leslie	Nurse	B.S.N.	13	13	Albany Medical Center, Boston University
Derris, Amy	Grade 1	B.S., M.Ed.	5	5	Boston University Framingham State
Gerson, Alex Kelly, Beth	P.E. Grade 1	B.S. B.S.	1 8	1 9	Bucknell University Lesley University
McDonald, Jennifer	Grade 4	B.S., M.Ed.	3	3	Lesley University
Nichols, Laura	Grade 2	B.A., M.Ed.	4	10	Stonehill, Framingham State
Patterson, Rosana	Kindergarten	B.A., M.Ed.	21	23	Univ. of Massachusetts,
Rizzi, Rena	Grade 5	B.S., M.Ed.	7	8	Boston Univ., Bates Lesley, Framingham
Sharpe, Valerie	Grade 4	B.A.	4	7	Brandeis University
Silverstein, Barbara	Librarian	B.S., M.S.	4	14	Wheelock, Penn State
Smith, Kevin	Grade 3	B.S., M.Ed.	33	34	North Adams State, Boston

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									State
Velluti, Kathryn	Grade 4	B.A., M.Ed.	2	3					Boston College
Walsh, Elizabeth	Kindergarten	B.A., M.A., M.Ed.	14	18					Lesley, Boston College
Weldon, Megan	Grade 5	B.A., M.A.	1	1					Boston College
<u>WILLIAM SHEEHAN SCHOOL STAFF</u>									
Evans, Kristen	Principal	B.A., M.Ed.	2	15					Boston College, Lesley
Bast, Katherine	Grade 2	B.A., M.Ed.	10	11					Lesley, Providence
Bhide, Varsha	ELL	M.A., Ph.D.	3	12					University of Delaware
Brown, Lori	Nurse	B.S.N.	10	10					Univ. of Massachusetts
Cook, Jennifer	Physical Ed.	B.S., M.Ed.	8	8					Bridgewater State
Cormier, Beth	Math Specialist	B.A.	11	11					University of MA
Cote, Christine	Inst. Technology	B.A., M.A.	3	3					Lesley University Northeastern University
Dardia, Christine	Grade 4	B.A., M.S.	1	13					Boston College
Grenham, Paul	Grade 3	B.A., M.A.	10	14					Lesley, Merrimack
Hagel, Matthew	Art	B.A., M.Ed.	3	4					Art Institute of Boston, Lesley University
Harrison, Christy	Grade 5	B.A., M.A.	5	5					Boston College, Framingham Stat State College, Bridgewater
Ioannone, Lisa	Grade 3	B.S., M.A.	10	11					Binghamton Univ., S.U.N.Y Simmons

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Jourdan, Kahla	Library/Media	B.A., M.S.L.	6	7	St. Olaf College, Simmons
Labeledz, Lori	Music	B.M., M.M.	1	9	Wichita State University, University of Colorado
Lindsay, Barbara	Literacy	B.A., M.Ed.	8	13	Boston College, S.U.N.Y.
Michel, Erin	Grade 2	B.A., M.Ed.	6	8	Franklin & Marshall Coll., Boston College
Monteiro, Amy	Kindergarten	B.S., M.S.	8	9	Northeastern, Wheelock
Murphy, Carolyn	Grade 1	B.A., M.Ed.	14	19	Univ. of Mass, Lesley, Westfield State, Framingham State
Mutter, Stephanie	Grade 1	B.Ed., M.Ed.	4	5	Salve Regina, Lesley
Nicholson, Caitlin	Grade 5	B.A., M.Ed.	2	3	University of Massachusetts
Peters, Deidre	Literacy	B.A., M.Ed.	6	8	Assumption College, Lesley, Framingham State College
Petrucchi, Denise Purcell, Susan	Kindergarten Grade 3	B.S., M.Ed. B.S., M.Ed.	4 8	14 8	Lesley, Fitchburg State Philadelphia College of Textiles, Lesley
Roberts, Tanea	Grade 2	B.A.	3	4	University of MA
Themistos, Andrea	Grade 4	B.A., M.A.	1	1	University of MA., Springfield College
Troy, Lauren	Grade 4	B.A., M.A.	4	8	Union College, Simmons
Truman, Tracey	Kindergarten	B.S., M.Ed.	7	7	Springfield, Lesley
Walkowicz, Mari	Grade 1	B.S.	17	17	Wheelock, Lesley

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Yennior, Erica Music B.M., M.Ed. 5 5 Berklee School of Music
Boston University

RESIGNATIONS

NAME	POSITION	YRS. IN WESTWOOD	DATE OF		REASON FOR RESIGNATION
			RESIGNATION	RESIGNATION	
Ashworth, Jamie	Spanish/HS	3	3/31/09		Resignation
Baldwin, Christy	Deerfield/Grade 1	33	6/30/09		Retirement
Brown, Mary	Principal/ Downey	14	6/30/09		Resignation
Collins, Kristen	Behavior Specialist/Downey	2	10/16/09		Resignation
Cooper, Emily	Professional Development Coordinator	1	6/24/09		Resignation
DeDoer, Candice	Martha Jones/Grade 3	11	6/25/09		Resignation
Dexter, Jr., Stephen	Asst. Principa/HS	4	6/30/09		Resignation
Donahue, Alison	Social Studies/HS	10	6/30/09		Leave of Absence
Ferranti, Sif	SPED/Downey	1	6/30/09		Resignation
Frank, Amy	Sheehan/Grade 5	4	6/30/09		Resignation
Gagliardi, Frank	Out-of-District Coordinator	9	6/30/09		Resignation
Gatti, Olivia	Library/Downey	2	6/30/09		Leave of Absence
Giurleo, James	Director of Performing Arts	24	6/30/09		Retirement
Guadagno, Erin	Grade 4/Sheehan	7	6/30/09		Leave of Absence
Hagan, Meredith	Behavior Specialist	1	6/30/09		Resignation

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Jones, Kenneth	Music/HS	2	6/30/09	Non-Renewal
Lamb-Wanucha, D.	Art/HS	9	9/1/09	Leave of Absence
LeBaron, Danielle	PE/Paul Hanlon	1	8/25/09	Resignation
Ming, Marcella	Speech/Deerfield	8	6/30/09	Leave of Absence
Monachino, Lora	SPED/Deerfield	1	6/30/09	Resignation
Montanya, Pamela	Nurse/Downey	1	6/30/09	Non-Renewal
Mooradian, Beth	Downey/Grade 3	1	8/6/09	Resignation
Ottiano, Amy	Speech/MJ	3	6/30/09	Resignation
Peters, Sara	Gr.5/MJ	4	6/30/09	Leave of Absence
Putterman, Carolyn	Psychologist/Sheehan	1	6/30/09	Non-Renewal
Reinhart, Kelly	Gr. 5/PH	4	6/30/09	Leave of Absence
Savage, Diane	SPED/MS	1	6/30/09	Resignation
Shores, Jennifer	OT/MJ	4	8/14/09	Resignation
Smith, Patricia	SPED/HS	3	6/30/09	Non-Renewal
Sullivan,Dianne	Art/HS	4	12/17/09	Resignation
Udall, Carrie	Science/HS	5	6/30/09	Resignation
Vogelgesang, Kerry	Math/HS	8	6/30/09	Leave of Absence