



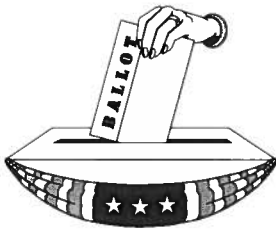
**TOWN OF WESTWOOD  
FINANCE AND WARRANT COMMISSION**

**2014 ANNUAL REPORT**

**WARRANT AND RECOMMENDATIONS FOR  
THE ANNUAL TOWN MEETING**

**ANNUAL TOWN MEETING  
MAY 5, 2014  
7:30 P.M., HIGH SCHOOL AUDITORIUM**

**PLEASE BRING THIS REPORT TO TOWN MEETING FOR REFERENCE.**



**Westwood's Town Election  
Tuesday, April 29, 2014  
Polls Open From 7:00 A.M. to 8:00 P.M.**

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

Vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS  
ONE COLLECTOR OF TAXES FOR THREE YEARS  
ONE HOUSING AUTHORITY FOR FIVE YEARS  
ONE HOUSING AUTHORITY FOR FOUR YEARS *(to fill a vacancy)*  
TWO LIBRARY TRUSTEES FOR THREE YEARS  
ONE LIBRARY TRUSTEE FOR ONE YEAR *(to fill a vacancy)*  
ONE MODERATOR FOR ONE YEAR  
ONE PLANNING BOARD MEMBER FOR THREE YEARS  
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS  
ONE SELECTMAN FOR THREE YEARS  
ONE SEWER COMMISSIONER FOR THREE YEARS

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Annual Town Meeting

May 5, 2014

7:30 P.M.

High School Auditorium

Note from the Town Moderator....

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



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**2014 Annual Town Meeting**  
**Summary of Warrant Articles**

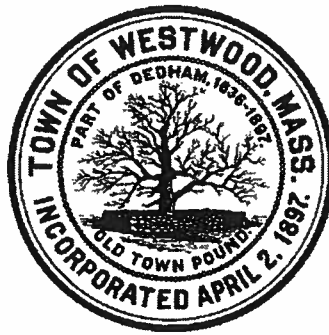
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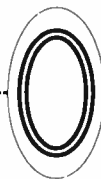
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2014 Annual Town Meeting  
Summary of Warrant Articles**

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



### Terms Expiring in 2014

Craig Foscaldo  
John Grogan  
Kevin McManus  
Raymond Sleight  
Margery Eramo Young

### Terms Expiring in 2015

David Blessing  
Marianne LeBlanc Cummings  
George Hertz  
Thomas Looney  
Robert Uek

### Terms Expiring in 2016

Richard Cocivera  
Barbara Delisle  
Peter Kane  
Denise Murphy  
Peter Neville

Sheila E. Nee, Administrator



## WESTWOOD FINANCE AND WARRANT COMMISSION

### A MESSAGE TO RESIDENTS

FROM CHAIRMAN MARIANNE LEBLANC CUMMINGS

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Dear Resident,

I hope that you will attend the Spring Town Meeting on May 5, 2014.

This is the first fiscal year (FY '14) in which the Town of Westwood is holding both a Fall and Spring Town Meeting, pursuant to the newly adopted Town Charter. The ability to hold bi-annual Town Meetings allows the Town more flexibility to address issues in a timely and efficient manner, particularly with the development of University Station. The annual operating budget continues to be discussed and voted this year at the Spring Town Meeting. Your engagement in this process is essential to the governance of our Town.

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

I wish to thank the chairs of these Fincom subcommittees, George Hertz (University Station Subcommittee), Denise Murphy (Education Subcommittee), Peter Neville (OPEB Subcommittee), and Rob Uek (Municipal Subcommittee), for their leadership in chairing the substantial work of these committees, which has greatly informed our analysis and recommendations.

The Fincom conducted public hearings on the Town Warrant on February 24 and March 24 to solicit input from residents prior to voting our recommendations. Although Fincom meetings and public hearings are later televised by Westcat (and available on the Town website), we encourage residents to attend and participate in our ongoing meetings so that we may have an even more robust discussion on the issues facing Westwood. The reports of our subcommittees, in addition to our substantive descriptions of the articles and our voting thereon, are contained within.

The Fincom's single biggest task each year is to review and analyze the Town's operating budget, which includes the budgets for the municipal and school departments. After considerable discussion which included presentations from department heads in our regular meetings, public hearings and subcommittee meetings, Fincom unanimously voted to approve the FY '15 budget.

In analyzing the budget, Fincom highlighted the fact that concerns we previously expressed as to the staffing level of the Fire Department are being addressed. As further discussed in the Municipal Subcommittee Report, the Town has begun to implement the recommendations of the independent public safety consultant hired by the Town. These recommendations are being phased in over a multi-year period and within the context of additional public safety service changes which may be required with the

opening of University Station. For the duration of FY '14, the Town will be funding the Fire Department to restore the seven person shifts to full staffing during the busiest hours of the day (8 am – 8 pm). Also, the Board of Selectmen authorized the hiring of 4 additional firefighters starting on January 1, 2014. The Board has committed to hiring 4 additional firefighters on September 1, 2014. As a result, our Fire Department has been more adequately staffed and better able to serve the needs of the Town, with less reliance on mutual aid from neighboring communities. We urge the Board of Selectmen to continue on this path toward fully staffing the Fire Department and to continue to evaluate the public safety needs of the Town as University Station comes online.

In order to better assess our public safety needs, the Board of Selectmen has convened a Public Safety Task Force, with representation from Fincom, which has been working to assess the capital needs of the Fire and Police Departments, particularly with respect to their stations which are old and outdated. The Task Force will continue to work diligently through the summer and into next fall with the intention of making a proposal as to improvements to our public safety facilities at the Fall Town Meeting in November, 2014.

Westwood Public Schools and their students continue to excel. The FY '15 proposed school budget represent a 4.24% increase which largely reflects a market adjustment to teachers' salaries as part of an agreed upon settlement through collective bargaining. We applaud Superintendent John Antonucci for his leadership, along with the dedicated work of his entire team of talented administrators, teachers and staff who work to provide our children with the best education possible. Although Fincom approved the proposed operating budget and capital items for our schools, we urge that a broader conversation continue in the Long-Range Financial Planning Committee, the School Department and Committee, and within the community at large regarding the long-term capital plan for our schools, particularly at the elementary level.

The Town has made significant strides this year to meet our OPEB liability, including the proposed allocation of \$550,000 in OPEB funding this year. Fincom supports the good work of the Board of Selectmen and the OPEB Task Force, and encourages the Board of Selectmen and the Long-Range Financial Planning Committee to formalize the plan to fully fund the unfunded OPEB Liability within five years and for the Town to include the OPEB liability costs in any staffing analysis.

Following the approval of the Master Development Plan at the Spring 2013 Town Meeting, the site work at University Station has begun in earnest and vertical construction is imminent. The development promises to generate significant revenue growth for the Town. The core retail space is now 70% leased and 90% committed. Before you at the May 5 Town meeting are articles to approve the acceptance of school mitigation funds (\$2.25M) pursuant to the agreement with the developer, acceptance of building fees for the project, and acceptance of state grants which will provide for reconstruction of the Canton St./Dedham St./University Ave. intersection. All of these actions are necessary so as to allow the project to move forward on schedule.

On behalf of the Finance and Warrant Commission, I would like to thank and acknowledge the dedicated staff in Westwood's Town Administration, Municipal, Public Works, and School Departments. Town Administrator Mike Jaillet, Finance Director Pam Dukeman, Town Clerk Dottie Powers, Fire Department Chief William Scoble, Police Chief Jeffrey Silva, Department of Public Works Director Todd Korchin, and Superintendent of Schools John Antonucci have all regularly appeared before FinCom this year to assist us with our inquiry; we specifically thank all of them, in addition to all of their many department heads and employees for their assistance to Fincom and their dedicated work for the Town.



We also thank our Town Planner, Nora Loughnane, and the entire Planning Board, for their professionalism and commitment in working with Fincom in a collaborative fashion. We thank Anthony Antonellis, Town Moderator, the Board of Selectmen, the Long Range Financial Planning Committee, and all other elected and appointed officials and boards for their dedication and work throughout the year.

Again, I wish to recognize all the members of the Fincom for their allegiance to their duties to the Town this season, with a special thanks to Vice-Chairman Craig Foscaldo. We look forward to continuing to work collaboratively with all other Town officials and boards as we conduct our independent assessment of the questions to be placed before all residents in Westwood. We are especially grateful to Sheila Nee, Finance and Warrant Commission Administrator, for her professionalism and diligence which has served Fincom so well for so many years.

We urge you to review the issues to be voted and to plan to participate in these important decisions pertaining to Westwood on May 5.

Sincerely,

Marianne LeBlanc Cummings, Chairman

Introductory Note

The School Committee proposed operating budget for FY 15 is \$37,849,891. This amount increases the School department operating budget by \$1,638,355 (4.24%) from FY14.

The FY15 Spending Request

The Superintendent proposed FY15 operational budget request is for \$37.8 million. This represents a 4.24% increase from the FY14 budget. This increase is due, in large measure, as a result of a market adjustment to teachers’ salaries as part of an agreed upon settlement through collective bargaining. The FY15 budget contemplates a realignment of personnel to respond to increases/decreases in student population as well as modest increases to positions to enhance specific program needs.

As the table below illustrates, the School Department recommends a budget for FY15 totalling \$37,849,891, which represents a 4.24% increase over FY14.

Final FY14 Budget	\$36,310,659
Proposed FY15 Budget	\$37,849,891
Increase (\$)	\$1,539,232
Increase (%)	4.24%

The Major Budget Categories for the FY15 budget are:

Major Budget Category	FY14 Budget	Proposed FY15 Budget	Incremental Change (\$)	Incremental Change (%)
Total Salaries	30,243,616	31,881,971	1,638,355	5.42%
Special Education (non-salary)	1,422,252	1,378,129	(44,123)	-3.10%
Utilities	1,432,650	1,432,650	-	0.00%
Operations and Maintenance (non-salary)	843,225	818,225	(25,000)	-2.96%
All other non-salary	2,368,916	2,338,916	(30,000)	-1.27%
<b>TOTAL</b>	<b>36,310,659</b>	<b>37,849,891</b>	<b>1,539,232</b>	<b>4.24%</b>

In summary, this budget:

- Provides funding for all existing programs and services.
- Contains no cuts to programs or services.
- Reflects staff changes at the Thurston Middle School to mitigate high class size and enhance programming in Mathematics.
- Reflects a reduction of 2.0 FTE Elementary teachers due to declining enrollment.

**EDUCATION SUBCOMMITTEE REPORT (CONTINUED)**

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- Details intra-department budget transfers in Special Education needed to meet individual student needs or comply with legal mandates.

As is consistent with other Town budget proposals, the largest expenditures derive from salaries, totally a full 84.2% of the proposed budget.

Proposed FY15	\$31,881,971	
Proposed FY14	\$30,243,616	
	\$ 1,638,355	or 5.42%

This increase reflects the settlement of negotiations of collective bargaining agreements in which the parties agreed to a market rate adjustment to teacher’s salary grades.

Staff Changes

To address the fluctuations in student population and to enhance educational performance, the School Department incorporated several changes to the budget which result in a net overall savings with minimal increases to meet these goals.

- Reduction of 2.0 FTE elementary teachers because of declining enrollment \$104,000
- Staff changes at TMS to mitigate class size issue. ELA teacher increased to 0.25 \$ 13,500
- Math Intervention Specialized 0.40 \$ 22,000
- FTE ELL Teachers 0.40 \$ 22,000
- FTE ELL Assistant 0.40 \$ 8,000
- Increase to Pre-School Nurse 0.18 \$ 14,121
- Elimination of FTE ABA (1.00) (\$ 30,000)
- WHY Foreign Language Teacher 0.2 \$ 10,800

This increase allows the two Mandarin I students to progress to level 2.

These changes are proposed to comply with legal mandates and to respond to fluctuations in the student populations.

Special Education Obligation (non-salary, mandated)

Please note that the proposed budget reflects a decrease in the costs, reflecting the School Department’s intra-department transfers to meet mandated or individual student needs.

Proposed FY15	\$1,378,129	
Proposed FY14	\$1,422,252	
	(-) 44,123	or (-3.10%)

**EDUCATION SUBCOMMITTEE REPORT (CONTINUED)**

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The decrease demonstrates the assessment of current and anticipated needs and incorporates the mandated SPED transportation budget of \$35,912 as required by student IEPs.

The Proposed FY15 established parameters for the Capital Budget as follows:

Technology	\$100,000	
Roofing	\$306,000	Hanlon School
Repairs and Maintenance	\$200,000	

The total cost of the roof replacement for the Hanlon School is \$706,000 and the School Department requests an appropriation of \$306,000 toward that amount, noting that questions exist about the feasibility of those repairs in a structure which is in need of significant infrastructure work.

Utilities

The Proposed FY15 budget reflects no change to the anticipated energy costs of the Department from FY14, a fact which suggests that the School Department might increase its energy savings effort to support the Town's Green Initiative.

Proposed FY 15	\$1,432,650
Proposed FY14	\$1,432,650

Mitigation Payment

The one-time \$2.25 million to the Town as mitigation in anticipation of the impact of Westwood Station project is imminent. Control of those funds will be in the hands of the School Committee which acknowledges that there are no plans for its use at the moment. Until the Town becomes aware of the impact of the development on the school system, it intends to hold the funds, pending that information.

Thoughts for Consideration

- What will be the process for the distribution and allocation of mitigation funds.
- Before the Town invests in capital improvements for school buildings, would it be best to determine the feasibility of investing substantial funds into infrastructures that may no longer meet the Town's needs.
- As plans are contemplated and perhaps developed to address the Town's educational needs, energy saving initiatives should be explored to ensure conformity with the Town's Green initiative.

In Conclusion

Historically, residents have supported the pursuit of excellence in education to maintain the Town's ranking as one of the top educational systems in the Commonwealth. In furtherance of those goals, it is incumbent upon the residents of Westwood to engage in substantive discussions with the School

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

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Department and Committee to reassess the most productive and efficient uses of the School Department's infrastructure. While Westwood consistently ranks among the top 20 school districts in the Commonwealth, thoughtful discourse concerning the long-range plan for our schools should begin in earnest.

### With Thanks

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

We recognize that all department heads and town leaders are working aggressively to address Westwood's ongoing financial challenges. We urge residents to participate in this process.

**MUNICIPAL SUBCOMMITTEE REPORT**

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**Overview**

The Town of Westwood's municipal budget for fiscal year 2015 ("FY15") includes the budgets for Police, Fire, Public Works, General Government, Library & Other. The Municipal Subcommittee of the Finance and Warrant Commission has reviewed and analyzed these budgets and has met with the department heads in order to provide an opinion regarding the appropriateness of the budgets and the services provided. Specific meetings have been held with the Fire Chief, Police Chief, DPW Director, Library Director, Recreation Director, Town Administrator and Finance Director.

For the past several years, lack of growth in Town revenues has required the municipal operating budgets be level funded. The FY15 municipal operating budget increased slightly more than 3.4%, which is a similar percentage increase as in the prior year. The additional spending is largely consumed by cost of living adjustments, with the exception of the increases in Public Safety staffing in FY14 and FY15 which have largely been funded through University Station tax revenues and mitigation fees.

Similar to the municipal operating budget, municipal capital spending has faced funding pressures in the past several years. Per financial policy, the Town should be investing 3% of the annual general fund operating budget in capital stock. For FY15, this financial policy would suggest that the Town should be investing about \$1.9 million in its capital stock, yet the amount earmarked for capital spending in the operating budget is a little more than \$800,000 (about half of which is designated for Municipal departments). The Town has been able to make some one-off investments in capital (above the budgeted \$417,000 annual outlay for Municipal capital) over the past couple of years with the construction of the new library, some major road improvements and the purchase of a significant amount of DPW equipment.

In prior years, the subcommittee identified one particular area of concern resulting from what is perceived to be inadequate staffing of the Fire Department. During the past year, the Board of Selectmen has engaged an independent public safety consultant and the Town has begun to budget for additional firefighters as it begins to incorporate the recommendations of the independent consultant. The consultant recommendations are being phased in over a multi-year period and within the context of the additional changes that need to happen to the Town's public safety services as a result of University Station. The Fire Department is discussed in greater detail below.

A discussion about budgets would be incomplete without acknowledging the people who make them work. The Town of Westwood is truly fortunate to have the highly experienced and dedicated department heads that we do. The financial pressures of the past several years, while not unique to the Town of Westwood, have created a challenging environment in which to deliver municipal services. However, using their experience and willingness to "think outside the box," our department heads have been able to preserve to a great extent the services that we expect.

**The Municipal Budget**

The FY15 municipal operating budget per Appendix D is \$16,501,954, a 3.4% increase over the final FY14 budget. In addition to the budgeted amounts detailed in Appendix D, the Public Safety budgets are augmented by \$602,000 for hiring additional personnel funded with expected University Station tax revenues and mitigation payments. Including this additional funding, the breakdown of spending by department is shown below:

<u>Function</u>	<u>Amount</u>	<u>% of Muni Budget</u>
Public Safety (Fire & Police)	\$7,310,533*	43%
Department of Public Works	\$4,530,478	26%
General Government	\$2,780,403	16%
Library, Human Services and Other	<u>\$2,482,540</u>	15%
Total Municipal operating budget	\$17,103,954*	

\* Figure includes an additional \$602,000 budgeted for additional Public Safety staffing that is funded through projected University Station tax revenues and mitigation funds. See Police and Fire discussion below for further detail.

**Overtime**

Overtime is an important component in both the operations and budgets of the police, fire and public works departments. In addition to providing for absences relating to vacations, holidays and sick leave, overtime is used to provide additional staffing in emergency situations. As noted below, the addition of staff to the Fire Department has somewhat alleviated the reliance on overtime staffing to provide adequate coverage. Within the police department, serious automobile accidents and other emergency situations that require additional staffing are funded through overtime. Overtime in the DPW is used to cover emergency situations (such as a fallen tree blocking a road or a sewer backup) that occur outside of normal working hours.

**Fire Department**

The Fire Department (FD) provides comprehensive fire protection and prevention measures as well as paramedic and ambulance services. The services are provided 24 hours per day, 7 days a week to safeguard the Town and its residents. The FD is currently staffed with 24 firefighters, 4 lieutenants, and 4 captains. In calendar 2013, the FD responded to over 2,800 calls about half of which were ambulance related calls. Particular stress is placed on the department's resources when multiple calls occur simultaneously. During 2013, there were almost 900 instances of simultaneous multiple calls. When multiple calls occur, the FD often relies on mutual aid from neighboring communities to provide adequate response, although considerable progress has been made in this area.

The FY15 proposed budget for the FD (including the Building Inspection Department) is \$3,737,944, which represents a 15.6% (\$504,000) increase from the FY14 budget. This increase is primarily the result of hiring four additional firefighters effective January 1, 2014 and the projected hiring of an additional four firefighters on September 1, 2014. Of the increased funding for the FD, \$432,000 will be sourced from projected University Station tax revenues.

The FD operates out of two locations, which allows the FD to respond quickly to calls across Westwood's large geographic area. Given Westwood's area and configuration, the nature of the cross-town road system and the size of the vehicles utilized by the FD, neither station can independently respond to a life emergency within the critical timeframe (4 to 6 minutes) for the entire town. Further, unlike towns of comparable population, Westwood has a disproportionate amount of major roadways (Rt. 95, Rt. 1 and Rt. 109). As a result, Westwood has a high number of traffic accidents that require a FD response. Policy dictates a minimum of three firefighters per truck in service and a minimum of two firefighters needed to staff an ambulance in service.

At the urging of several members of the Finance and Warrant Commission, the Town engaged an independent consultant, Emergency Services Consulting International ("ESCI"), to review the adequacy of the FD's resources and its ability to respond to emergencies with the right level of equipment in the appropriate timeframe. This review (performed during February to April 2013) included an analysis of department call data, a comparison of the Town's FD performance to peer communities and a benchmarking of the FD against national safety standards. ESCI's report recommended that the FD take immediate action to ensure that the current staffing level of 7 firefighters per shift is filled 100% of the time (as opposed to the roughly 25% at that time). Further, ESCI's report recommended that the Town hire an additional two firefighters daily for a total of nine firefighters per shift. These recommendations were based upon the Town of Westwood as currently constituted and do not account for the effects of increased call volume that may be generated from the development of University Station.

As an initial response to the executive summary of ESCI's report, the Board of Selectmen agreed to a number of actions. For the remainder of FY13 (starting April 1, 2013) and all of FY14, the Town will be funding the FD to restore the seven person shifts to full staffing during the busiest hours of the day (8 a.m.-8 p.m.). Also, the Board of Selectmen authorized the hiring of 4 additional firefighters starting on January 1, 2014. The Board has committed to hiring 4 additional firefighters on September 1, 2014.

As a result of the increase in staffing effective April 1, 2013, the FD has seen a dramatic increase in its ability to service simultaneous calls. Reliance on mutual aid has been substantially reduced, resulting in both improved response times and an increase in revenues generated from town-owned ambulance receipts (\$25k). The number of simultaneous calls responded to by the Westwood FD increased from 18 during the period April 1, 2012 to January 31, 2013 to 111 during the comparable period of April 1, 2013 to January 31, 2014 -- an increase of over 500%. This improvement should continue with the additional hiring projected for September 1, 2014, as the department will be better prepared to handle scenarios of three or more simultaneous calls. Such scenarios occurred on 109 occasions in calendar year 2013. According to Chief Scoble, for the first time in the history of the Westwood FD, in one instance the FD was able to dispatch three ambulances at the same time.

In addition to operating costs, the department's capital needs are being evaluated as part of an ongoing municipal building review, as its facilities are old (Station 2 was built in the 1960s and the Main Station was last refurbished in 1975), and in need of updating. The capital budget for FY15 provides \$145,000 for the second year of funding for the purchase of a new ladder truck (truck will cost \$750,000 in total).

### **Police Department**

The Police Department ("PD") provides essential public safety services to the community to preserve the peace, enforce the laws and protect the public. The Department delivers these services through 16 major programs, of which the Uniform Patrol is the central component, and most visible aspect of its operations. The PD has 28 sworn-officers and 10 civilian employees.



The FY15 PD proposed budget is \$3,572,589, a 10.4% (\$336,626) increase over FY14. The increase is the result of an average salary increase of 4.8%, primarily driven by the terms of the new union contract, and the planned addition of two police officers and one dispatcher. The source of the funding for the additional personnel (\$170,000) is University Station tax revenue and mitigation funds.

The Police Department's resources are currently being maximized in a manner that provides the Town the bare essentials of law enforcement, crime prevention, and public safety. The current police station was built in 1966 and is inadequate to meet the Town's public safety needs and current law enforcement standards and regulations. There are current town-wide discussions regarding the possible expansion / replacement of the Town's police facilities.

### **Department of Public Works**

The Department of Public Works is responsible for maintaining the Town's vital infrastructure including the street, drainage and sewer systems, fleet, and municipal facilities including buildings, parks, sports fields and cemeteries. The DPW is also responsible for the solid waste disposal collection contract and recycling efforts. In addition, Department repairs and maintains its fleet of vehicles and manages snow and ice removal for the Town.

The FY15 proposed budget of \$4,530,478 represents an increase of slightly more than 3.7%. There are no significant changes in the level of service provided by the DPW per the budget.

In order to better understand future capital funding requirements, the DPW has developed a sophisticated Pavement Management Plan that will allow the Town to prioritize paving, drainage, curb, sidewalk and signage projects. The Department has also developed traffic calming plans to address neighborhood issues related to Route 109 diversions.

Several years ago, the DPW developed a 10 year maintenance and vehicle replacement plan for the rolling stock and equipment that the DPW needs to maintain the Town's infrastructure. After several years of deferred improvements, a significant step towards a much needed equipment upgrade was undertaken in FY13. Following this one-time refreshment of equipment, it is anticipated that a more normalized annual capital spend of \$200,000 will allow the DPW assets to be maintained and replaced continually moving away from the feast or famine investment cycle seen in years past. The benefits of this upgrade were seen in significantly enhanced equipment availability and performance during this year's harsh winter.

During FY14, major capital improvements of the Town's infrastructure included: drainage upgrades on Pond Plain, installation of a flashing beacon at Highland Glen, continuation of paving projects throughout Town, design work for the expansion of the Cemetery and traffic calming in the High Rock/Dover St./Conant Road neighborhoods. All capital spending is approved by the Board of Selectmen after consideration of the entire Town's capital priorities and after consultation with the Long Range Financial Planning board.

### **General Government**

General Government ("GG") encompasses all Town Hall activities. These activities include the Board of Selectmen, Finance and Warrant Commission, Accounting, Assessors, Treasurer, Collector, Legal, Personnel, IT, Town Clerk, Conservation Commission, Planning Board, Zoning Board, and Economic

Development. The proposed FY15 GG budget is \$2,787,406 which represents a 2.95% increase over FY14. This increase is slightly less than the overall Municipal budget increase.

**Library, Recreation and all Other**

The total for this category is \$2,482,540 of which the Library is \$1,113,338 and Recreation and all Other is \$1,369,202.

**Library**

Westwood's Public Library offers a variety of educational and recreational services to the residents of the town in two locations: the main library located on High Street and the branch library located in Islington. For FY15, the total library budget is \$1,113,338, a 2.9% increase over FY14. Overall staffing levels remain steady year over year, while minor spending increases are driven by the need for additional custodial hours in the new, larger main library, as well as typical COLA and annual merit increases for employees. The main library is currently closed on Thursday mornings and Sundays, and any public demand or operational rebalancing across the dual-location system that might suggest a need for additional open hours on those days would need to be balanced with resource shifting or additional authorizations not in the current budget.

Capital investments in RFID equipment for the new main library have worked out well, with roughly 70% of patrons using the self-checkout and a high volume of automated scanning and sorting of inventory returns. Productivity gains from reduction of these manual tasks have allowed the staff to serve the larger visitor population and oversee the broader square footage, including the art gallery and community space. Energy costs for the larger new library space have been higher than originally planned. Lessons learned with the new heating, cooling, and lighting systems, and experience gained managing the new operation over the first year, are expected to result in somewhat more efficient energy usage and better budgeting in FY15.

The new library opened in July 2013. As a reminder, the Town voted to approve construction of a new Library to replace the existing main library in FY11. The total cost of the new library was budgeted to be \$14 million. Of this amount, state grants were obtained for \$4 million and the town approved funding of \$9.3 million. In the first six months following its opening, the new library welcomed over 115,000 visitors, which roughly equates to the annual visitation at the old High Street location. The volume of visitors demonstrates the success of the library as a gathering place for community events and general enjoyment.

While circulation is up at the main library, and significantly so for children's books, total circulation at the High Street and Islington locations combined was roughly flat in the fourth quarter. From July through December 2013, circulation at the branch location in Islington represented just over 10% of the total circulation, and in the fourth quarter was down roughly 20% as compared to the three year average branch circulation for the same quarter. The Library Trustees are engaged as the town reviews options for optimizing the municipal facilities and determines the best use for the current branch building space. While there continues to be some demand for local library services in Islington, the town will need to evaluate the best use of resources as part of the broader Islington plan.

In late 2013, the new library began to have ceiling problems. A number of wooden ceiling planks fell from the hybrid mounting system, causing safety issues that required the library to close to the public on several occasions. Further review has resulted in removal of nearly all of the wooden ceiling beams, which had been a key architectural feature of the new library. The best method and resulting cost to

replace the ceiling, and the degree of shared responsibility between the contractor, their surety, and the architect, are yet to be determined.

As a service organization, the library focuses its efforts on maintaining quality programs to enhance residents' access to media, audio visual materials, and educational resources. As part of its Children's Programs, the Library coordinates with Town schools to promote reading readiness, parental interaction, and literacy. To that end, it conducts an average of five story/activity based programs which run for six week periods throughout the year.

The Library's Adult Programs reflect the diverse needs and interest of Town residents, providing not only materials and resources, but also accommodating high demand for its meeting facilities. Its circulation department processes new, loaned, and returned books and audio/visual materials, including DVDs and CDs, provides computer access, and supports the use of reference materials.

The Library is part of the Minuteman Library Network which, as a prerequisite, requires that certain financial standards be met. Membership in the Network provides many services, one of the most important of which is the inter-library loan program which allows Westwood patrons to request and borrow materials from other libraries in the Network. Membership also allows residents from Dedham, Norwood, Dover, and Medfield to borrow materials from Westwood's library.

### **Recreation and All Other**

Within this category, the principal components are the Recreation, Health, and Veterans Services Departments, the Council on Aging, and the Youth and Family Services Commission. For FY15, Recreation and All Other are budgeted to spend \$1,369,202, a 2.31% increase over FY14. In 2014, the Recreation Department costs are budgeted to be \$301,384 a slight increase over the current year's budget. The programs developed by the Recreation Department are self-funded by fees charged for the programs.

Following a change in leadership at the Rec Department during the current year, one of the more important improvements was an increase in the transparency of the Department's revolving account. All fees collected by the Rec Department for pool memberships, camp participation and other Department led programs flow through the revolving account along with related program costs. The goal is to better manage the pricing of services and management of expenses such that the Department is self-supporting in three to four years. Currently, Department salaries and some ancillary expenses are funded by the Town, while variable programming costs are funded through the revolving account.

The Rec Department has also created a formal capital improvement plan. Given the Town's other significant capital needs (Public Safety buildings, new Town Hall, etc.), the Rec Department will begin self funding some of its capital needs from the revolving account. Priority capital items include: repair of the pool deck, installation of an ultraviolet filtration system to reduce the use of chlorine in the pool, replacement of lockers and benches in the pool changing rooms, and repair of the Morrison and Sheehan basketball courts.

**What is OPEB?**

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

In the past, most municipalities funded the outlays for OPEB in the year in which they are actually paid rather than setting aside funds during each year the benefits are actually earned. The amount that has been earned but not yet paid is referred to as the “unfunded liability” and over many years can build up to a significant amount. As of June 30, 2013, Westwood’s unfunded OPEB liability is estimated to equal \$55.9 million.

**OPEB’s Current Status**

During the current fiscal year (2014), it is estimated that Westwood’s annual required contribution to OPEB should total \$3.61 million. In fiscal 2014, Westwood will pay approximately \$2.0 million out of pocket for OPEB costs relating to former employees. In addition, Westwood appropriated \$503,000 to the OPEB Trust Fund which was created to hold funds for future OPEB obligations. At the end of fiscal year 2014, the OPEB Trust Fund shall have an approximate value of \$1.1 million or 2% of our unfunded liability. By taking the \$3.61 million, less the \$2.0 million paid and the \$503,000 put into the trust fund, the unfunded liability not covered in the fiscal year end 2014 is estimated to equal \$1,015,000.

For fiscal 2015, Westwood is expected to incur an OPEB liability of approximately \$3.77 million. Westwood will fund approximately \$2.2 million for current OPEB costs and is proposing to appropriate \$550,000 to the OPEB Trust Fund. In addition, the Selectmen approved the elimination of the 50% reimbursement for the Medicare B premium for new retirees starting July 1, 2014 which will save Westwood’s OPEB liability an additional \$400,000 per year. This will leave approximately \$620,000 in unfunded OPEB liability for fiscal year 2015.

The fiscal 2014 and 2015 amount of unfunded OPEB liability, \$1,015,000 and \$620,000 respectively, will be added on to the town’s total unfunded OPEB liability for future generations to pay.

**Looking Forward**

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

FY 2016	\$650,000
FY 2017	\$850,000
FY 2018	\$950,000

This additional revenue will be helpful in meeting the annual funding requirements of OPEB. However, there is still a need for either additional cost reduction or new revenue to fully meet the funding level required to cover the annual liability and pay off the unfunded liability over the next 30 years. The Board of Selectmen and OPEB Task Force have worked diligently towards eliminating the annual increase in unfunded OPEB liability but more funds are still needed. Staying on track and meeting the full funding requirement within the next 4-5 years is important to the fiscal health of the town and towards meeting

our future obligations. With new revenue sources from the development of University Avenue and possible cost reductions from State benefit changes, Westwood is in the fortunate position to be able to fully fund OPEB annually and pay off the unfunded OPEB liability in the near future. We should not miss that opportunity.

**Summary and Conclusion:**

This past year has seen Westwood take another positive step towards reducing our OPEB costs and increasing our OPEB Funding. It appears that Westwood is on track to fully fund within five years its annual OPEB liability and meet the funding needed to eliminate its unfunded liability over the next 30 years. The Finance and Warrant Commission encourages the Board of Selectmen and Long Range Financial Committee to formalize the plan to fully fund the unfunded OPEB liability within that five year period and for the town to include the OPEB liability costs in any staffing analysis. The Finance and Warrant Commission voted unanimously to support the funding of the OPEB Liability Trust Fund with \$550,000 in fiscal year 2015 and supports the good work of the Board of Selectmen and OPEB Task Force.



## *What Goes On At Town Meeting?*

### *A Message from the Moderator*

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

#### *General Information*

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

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

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

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

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

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

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

**Summary of 2014 Annual Town Meeting  
Financial Articles**

<b>Article No.</b>	<b>Article Description</b>	<b>Amount</b>	<b>Description</b>
1	FY14 Supplemental Budget	\$300,000	Article will transfer funds from available funds or one FY14 budget account to another. No increase in cost to residents.
2	FY14 Supplemental Operating Budget	\$394,500	Article will transfer from available funds. No increase in cost to residents.
3	Unpaid Bills of Prior Years	None at this time.	If necessary, article will transfer funds from one budget account to another; no increase in cost.
4	Operating Budgets	\$74,547,544	The FY2015 maximum tax levy within Proposition 2 ½ will result in a 2.7% increase or \$221 to the average home.
5	Municipal Capital	\$760,250	
6	School Capital	\$606,000	
7	Other Capital	\$339,000	
8	Stabilization Fund	\$100,000	
11	OPEB Liability Trust Fund	\$550,000	
	Total FY2015 Appropriation Requests Within Proposition 2 ½	<b>\$73,291,409</b>	
12	University Station Building Fee Revenue	\$	Amount to be determined at Town Meeting, if necessary. Article will appropriate building fee revenue to cover costs.
13	University Station School Mitigation	\$2,250,000	Article will appropriate funds to be received per development agreement.
16	Public Safety Task Force Study	\$275,000	Article will transfer from available funds. No increase in cost to residents.



Norfolk ss:

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

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

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

on the last Tuesday in April, it being the twenty-ninth (29) day of said month, A.D. 2014, from 7 a.m. to 8 p.m. for the following purpose:

To bring their vote for the following persons to wit:

ONE ASSESSOR FOR THREE YEARS  
ONE COLLECTOR OF TAXES FOR THREE YEARS  
ONE HOUSING AUTHORITY FOR FIVE YEARS  
ONE HOUSING AUTHORITY FOR FOUR YEARS *(to fill a vacancy)*  
TWO LIBRARY TRUSTEES FOR THREE YEARS  
ONE LIBRARY TRUSTEE FOR ONE YEAR *(to fill a vacancy)*  
ONE MODERATOR FOR ONE YEAR  
ONE PLANNING BOARD MEMBER FOR THREE YEARS  
TWO SCHOOL COMMITTEE MEMBERS FOR THREE YEARS  
ONE SELECTMAN FOR THREE YEARS  
ONE SEWER COMMISSIONER FOR THREE YEARS

and you are hereby further directed to notify the inhabitants of said Town of Westwood qualified to vote in elections and Town affairs to meet in the Westwood High School Auditorium, 200 Nahatan Street, in said Westwood, on Monday, May 5, 2014 at 7:30 in the evening, there and then to act on the following articles:



**ARTICLE 1**

To see if the Town will vote to appropriate by transfer from available funds the sum of Three Hundred Thousand Dollars (\$300,000) to supplement the following fiscal year 2014 appropriations, or take any other action thereon:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Economic Development Salary	\$40,000	Snow & Ice	\$119,500
Comprehensive Insurance	\$60,000	DPW Salary - Snow & Ice	\$125,000
Reserve Account	\$200,000	Economic Development Expenses	\$40,000
		Finance & Warrant Commission Salary	\$15,500
<b>Total</b>	<b>\$300,000</b>	<b>Total</b>	<b>\$300,000</b>

**(Board of Selectmen)**

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

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

**ARTICLE 2**

To see if the Town will vote to appropriate by transfer from available funds the sum of Three Hundred Ninety-Four Thousand Five Hundred Dollars (\$394,500) to supplement the following fiscal year 2014 appropriations, or take any other action thereon:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Ambulance Receipts	\$109,000	Ambulance Supplies/Vehicle/Equipment	\$77,000
Overlay Surplus	\$25,000	Fire Salary – Ambulance Training	\$32,000
Free Cash	\$260,500	Assessing Revaluation Services	\$25,000
		Snow and Ice	\$260,500
<b>Total</b>	<b>\$394,500</b>	<b>Total</b>	<b>\$394,500</b>

**(Board of Selectmen)**

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

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

**ARTICLE 3**

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

<b>Unpaid Bill</b>	<b>Amount</b>	<b>From Account</b>

**(Board of Selectmen)**

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

**ARTICLE 4**

To see what sum(s) of money the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2014, through June 30, 2015, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2014 Annual Town Meeting, or take any other action thereon.

**(Board of Selectmen)**

**The Finance and Warrant Commission, by unanimous vote of those present, recommends that the Town vote to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2014, through June 30, 2015, as set forth in Appendix D of this report.**

**Town Budget  
Appendix D – See Page 68**

*This article, traditionally, known as the Omnibus Article, compiles all Town budgets and groups them into related areas for presentation. The school and municipal budgets have been extensively reviewed by Finance and Warrant Commission subcommittees, and their reports are on pages 7 and 11 respectively.*

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

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

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

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

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

*Appendix E - The School Department Budget Summary.*

**ARTICLE 5**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Seven Hundred Sixty Thousand Two Hundred Fifty Dollars (\$760,250) 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>
Municipal building maintenance	DPW	\$100,000	\$29,050 Taxation/ \$70,950 Free Cash
Carby Street generator	DPW	\$75,000	Free Cash
One ton dump truck w/plow	DPW	\$65,000	Free Cash
Tree chipper	DPW	\$70,000	Free Cash
Ladder truck (2 <sup>nd</sup> lease/purchase payment)	Fire	\$145,000	Free Cash
Vehicle lifts	Fire	\$52,000	Free Cash
End user technology – all departments	Information Technology	\$50,000	Free Cash
Police vehicles	Police	\$140,750	Free Cash
Electronic control devices	Police	\$42,500	Free Cash
Automated license plate reader	Police	\$20,000	Free Cash
<b>Total</b>		<b>\$760,250</b>	

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

**(Board of Selectmen)**

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

*Articles 5 and 6*

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

**ARTICLE 6**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Six Hundred Six Thousand Dollars (\$606,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Technology	School	\$100,000	\$29,050 Taxation/ \$70,950 Free Cash
Roofing	School	\$306,000	Free Cash
Repairs and maintenance	School	\$200,000	Free Cash
<b>Total</b>		<b>\$606,000</b>	

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

**(Board of Selectmen)**

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

**ARTICLE 7**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Three Hundred Thirty-Nine Thousand Dollars (\$339,000) 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>
Ambulance	Fire	\$300,000	Ambulance funds
Fire rescue equipment	Fire	\$39,000	Ambulance funds
<b>Total</b>		<b>\$339,000</b>	

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

**(Board of Selectmen)**

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

*This article seeks approval from Town Meeting to fund from available funds items critical to the operations and maintenance of the Fire Department.*

**ARTICLE 8**

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

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

**(Board of Selectmen)**

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

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

**ARTICLE 9**

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

*(There are no pending streets to be accepted at this time)*

**(Board of Selectmen)**

*At the time of printing this report, there were no streets to be accepted.*

**ARTICLE 10**

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

**(Board of Selectmen)**

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

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

**ARTICLE 11**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Five Hundred Fifty Thousand Dollars (\$550,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20 or take any other action thereon

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
OPEB Liability Trust Fund	\$550,000	Taxation

**(Board of Selectmen)**

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

*As of June 30, 2013, the OPEB actuarial accrued liability for Westwood was estimated to be \$55.9 million and will continue to grow each year. The Town recognizes the importance of making a sustained effort to reduce this liability and this article appropriates funds for this*

*purpose. This funding level is slightly higher than last fiscal year and is part of a long term plan to cover the annual OPEB costs and begin paying down the unfunded liability. Additional detail is provided in the OPEB report on page 17.*

#### **ARTICLE 12**

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

#### **(Board of Selectmen)**

*This article authorizes the Board of Selectmen to appropriate and allocate the additional building permit fees for permitting, inspection, legal, valuation, and other services prior to, during, and after construction.*

*Through Section 10.4 of the Development Agreement for University Station entered into by the Board of Selectmen and effective as of May 7, 2013, the Town agreed to place all building permit fees into a separate account and use these fees for certain specified costs, including the costs described above. The Town is obligated to provide an accounting of its expenditures once construction of the public infrastructure improvements and core development area is complete. At the November 18, 2013 Fall Annual Town Meeting, Article 2 was passed which earmarked \$925,000 for this account and initiated the steps necessary to account for any expenses incurred in connection with University Station. The Development Agreement estimates that the building permit fees for the entire University Station project, at full build-out, will be approximately \$2.5 million, which means that additional amounts will require appropriations at future town meetings and will be earmarked as the development progresses. This article earmarks additional fees that are expected to be available for Fiscal Year 2015.*

*At the time of publication of this report the amount for authorization, if any, had not been determined. It is expected that this will be available prior to Town Meeting and the Finance and Warrant Commission will vote on its recommendation at its meeting immediately prior to Town Meeting. The results of that vote will be announced at that time.*

#### **ARTICLE 13**

To see if the Town will vote to accept Two Million Two Hundred and Fifty Thousand Dollars (\$2,250,000) in payments made by the proponents of the University Station project to the Town of Westwood pursuant to the terms of the Development Agreement dated as of May 7, 2013, and to appropriate and/or transfer from available funds in accordance with the Development Agreement, and further to authorize the School Committee to apply for and accept any State or Federal grant or assistance that may be available for this purpose, or take any other action relative thereon.

#### **(Board of Selectmen)**

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

*This article authorizes acceptance by the Board of Selectmen of \$2.25 million of School Mitigation funds and further allocates these funds for use by the School Committee. Through Section 6.1 of the Development Agreement for University Station, entered into by the Board of Selectmen and effective as of May 7, 2013, Westwood Marketplace agreed to deposit \$2.25 Million into a School Mitigation Fund prior to the issuance of the first residential building permit. It is anticipated that this permit will be issued this coming fiscal year and therefore this article allows for acceptance of these funds. The initial purpose of this money is to fund capital and other improvements, if any, that may be required to accommodate additional students who may result from the first phase of the residential housing at University Station. The use of these funds for that, or any other purpose, is at the discretion of the School Committee. These mitigation funds are premised on the 350 residential units approved as Phase 1. It should be noted that before any more residential units can be authorized by special permit, the Development Agreement requires that a further study be undertaken to assess the impact of Phase 1, and the potential impact of Phase 2, and to determine if further mitigation is required.*

**ARTICLE 14**

To see if the Town will vote to authorize the Board of Selectmen to take and acquire, by purchase, gift, eminent domain or otherwise, such land or other interests in land, in the vicinity of the Downey Street School area. This will allow for construction of sidewalk and roadway safety improvements for the Safe Routes to School Program.

	<u>Total # Parcel</u>	<u>Area (Square Feet)</u>
Permanent Easements	2	1,675
Temporary Easements	25	19,010

Further that the Selectmen may acquire these parcels, or modification of these parcels or other required parcels through all legal means. This includes donations, purchase or eminent domain. The subject parcels are currently identified on plans drafted by:

TEC, Inc.

Dated : March 21, 2014 or as amended

Titled: Downey Elementary School Downey Street –Forbes Rd - Safe Routes to School.

or take any other action thereon.

**(Board of Selectmen)**



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

*This article will allow for sidewalk and road improvements along Downey Street and Forbes Road, by way of permanent and temporary easements, so that children may safely walk or bike to the Downey School. Improvements will include sidewalk construction and reconstruction, a new school zone flasher, wheelchair ramps, pavement markings and signs. This project will promote students' safety and physical activity as well as reduce vehicle traffic and air pollution in the vicinity of the school.*

#### **ARTICLE 15**

To see if the Town will vote to amend the Code of the Town of Westwood by striking Chapter 30, Section 15 in its entirety and inserting in its place the following:

##### § 30-15 Contracts; public bid.

**[Amended 1981 ATM by Art. 22; 1983 ATM by Art. 41; 1986 ATM by Art. 15; 1991 ATM by Art. 14; 1992 ATM by Art. 20; 2001 ATM by Art. 27; 5-3-2010 ATM by Art. 15; 5-6-2013 ATM by Art. 18]**

No contract for the purchase of equipment, supplies or materials; no contract for auditing or consulting work; and no contract for design engineering and construction projects, the actual or estimated cost of which amounts to \$25,000 or more, except in cases of special emergency involving health or safety of the people or their property, shall be awarded unless proposals for the same have been invited by advertisement in at least one newspaper of general circulation in the Town, or if there is no such newspaper, in a newspaper published in the county, and, if required by M.G.L., in the Central Register and/or the Goods and Services Bulletin, and on the town's web page, which publications are to be at least two weeks before the time specified for the opening of said proposals. Such advertisement shall state the time and place for opening the proposals in answer to said advertisement and shall reserve to the Town the right to reject any or all such proposals. All such proposals shall be opened in public. Unless authorized by the Board of Selectmen, a procurement officer shall not solicit or award a contract for a term exceeding three years, including any renewal, extension, or option. No bill or contract shall be split or divided for the purpose of evading any provision of this section. The Chief Procurement Officer(s) shall be responsible for enforcement of this section.

The Town Administrator shall serve as the Chief Procurement Officer under Chapter 30B of the General Laws and shall be responsible for the procurement and award of all contracts for supplies, services, materials and equipment other than those for the School Department and the library; provided, however, that any contract over \$100,000 shall require the approval of the Board of Selectmen.

or take any other action thereon.

**(Board of Selectmen)**

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

*This article, which proposes changes to the current bylaw, does not substantively alter the existing terms of the Town Code. Additions to the bylaw over the years had made much of the wording repetitive. This article would eliminate this repetitiveness and make the bylaw clearer. Minor additions that were incorporated into the bylaw include:*

- *the wording "if required by Massachusetts General Law" for proposals that are required to be posted to the Central Register and/or the Goods and Services Bulletin; and*
- *that all such proposals will also be posted on the Town website.*

**ARTICLE 16**

To see if the Town will vote to raise and/or appropriate and/or transfer from Sale of Asset Account and/or borrow the sum of Two Hundred and Seventy Five Thousand Dollars (\$275,000) to provide funding to continue with the review of the adequacy of the municipal and public safety operations and facilities, the preparation of plans and cost estimates to address identified needs, the preparation for possible acquisition and/or exchange of parcels, and other related costs, or take any other action thereon.

<b>Purpose</b>	<b>Amount</b>	<b>Funding Source</b>
Task Force Study	\$275,000	Sale of Asset Account

**(Board of Selectmen)**

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

*The physical size and condition of the Westwood Public Safety facilities have been under discussion for several years. All of the facilities – the Main Fire Station, the Police Station, and the Islington Fire Substation – have been in operation for over 40 years without any significant renovation or repair. Additionally, the facilities are undersized and poorly configured for the service demands of today. This is particularly true in light of the development of University Station.*

*In July 2013, the Board of Selectmen appointed a 15 member Task Force to review the issues surrounding all of Westwood’s Public Safety facilities and arrive at a recommended solution which would respond to the needs of the Town for the next 50 years. The Task Force’s initial undertaking was to determine whether a third fire substation would be required or if the existing Islington substation should be relocated. The Task Force concluded in November 2013 that a modern substation, sized to accommodate the increased staffing needs of the community and located in Islington, would provide the best solution for the Town in lieu of either a third station or moving out of Islington. The Selectmen accepted the Task Force’s recommendation.*

*Having concluded that the current fire station configuration is in the Town's long term interest, the Task Force has commenced a feasibility study to determine the best solution for the police and fire stations. Options under consideration include (1) a combined police/ fire station either on High Street or in Islington; (2) renovations to the existing stations; and (3) separate stations in Islington and on High Street. In all, over 15 possible locations/configurations have been identified for further study. The Task Force has determined that it will require an appropriation of \$275,000 in order to further this analysis and arrive at a recommended solution for the police and fire departments for the November 2014 Town Meeting. At this next meeting, it is the intent of the Task Force to request an appropriation for design funds for the recommended solution.*

*The Task Force meets generally every month at the Library. Information on those meetings as well as other information on the Public Safety Facility Task Force is available on the Town's website.*

## **ARTICLE 17**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)], including the establishment of one or more additional FMUOD districts, and to approve certain amendments to Section 4.1.5 [Table of Principal Uses - Commercial Uses] and Section 4.2 [Notes for Table of Principal Uses], or take any other action in relation thereto:

- 1) Replace the existing Section 9.5.2 with a new Section 9.5.2 to read as follows:

**9.5.2 Location.** Seven distinct Flexible Multiple Use Overlay Districts - FMUOD 1, FMUOD 2, FMUOD 3, FMUOD 4, FMUOD 5, FMUOD 6, and FMUOD 7 - are herein established as overlay districts as shown on the Official Zoning Map and as described herein:

**9.5.2.1 FMUOD 1: University Avenue Business District.** FMUOD 1 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 1, approximately bounded by Route 128/95, the Neponset River, Canton Street and Town of Westwood Conservation Land.

**9.5.2.2 FMUOD 2: Southwest Park.** FMUOD 2 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 2, approximately bounded by Providence Highway, Route 128/95 and the MBTA Commuter Rail Tracks.

**9.5.2.3 FMUOD 3: Glacier/Everett Business District.** FMUOD 3 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 3, in the vicinity of Glacier Avenue and Everett Street, west of Providence Highway.

**9.5.2.4 FMUOD 4: Perwal/Walper Business District.** FMUOD 4 shall include the areas as shown on the Official Zoning Map within Flexible Multiple

Use Overlay District 4, in the vicinity of Perwal and Walper Streets, east of Providence Highway.

9.5.2.5 **FMUOD 5: Allied Drive Business District.** FMUOD 5 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 5, including properties abutting the Route 128 Circumferential Highway in the vicinity of Allied Drive and East Street within Westwood.

9.5.2.6 **FMUOD 6: Washington Street Business District.** FMUOD 6 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 6, including properties along Washington Street within the Local Business B District, between Fairview Street and Everett Street.

9.5.2.7 **FMUOD 7: High Street Business District.** FMUOD 7 shall include the areas as shown on the Official Zoning Map within Flexible Multiple Use Overlay District 7, including properties along High Street within the Local Business A District, between Windsor Road and High Rock Street.

2) Replace the existing Section 9.5.7 with a new Section 9.5.7 to read as follows:

9.5.7 **Applicability.** Except as otherwise provided herein, the provisions of this Section shall apply to any parcel or set of parcels within FMUOD 1, FMUOD 2, FMUOD 3, FMUOD 4, FMUOD 5, FMUOD 6, or FMUOD 7, whether held in common or separate ownership.

3) Replace the existing Section 9.5.8 with a new Section 9.5.8 to read as follows:

9.5.8 **Permitted Uses.** FMUOD Special Permits shall be granted only for uses specified below. Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in any FMUOD may be used for any purpose permitted as of right or by special permit in the underlying district pursuant to Section 4.0, Use Regulations and other applicable sections of this Bylaw. Multiple uses may be contained within a single building or structure pursuant to an FMUOD Special Permit.

9.5.8.1 **Uses Permitted by FMUOD Special Permit in any FMUOD:**

- 9.5.8.1.1 Bank or financial institution;
- 9.5.8.1.2 Business service establishment;
- 9.5.8.1.3 Coffee shop;
- 9.5.8.1.4 Commercial recreation, indoor;
- 9.5.8.1.5 Cultural facility, art gallery or museum;
- 9.5.8.1.6 Educational facility, including public, non-profit, or for profit;
- 9.5.8.1.7 Ice cream shop;
- 9.5.8.1.8 Municipal use;

- 9.5.8.1.9 Office of a doctor or dentist;
- 9.5.8.1.10 Personal services establishment;
- 9.5.8.1.11 Printing/copy/publishing establishment;
- 9.5.8.1.12 Professional service establishment;
- 9.5.8.1.13 Restaurant with or without entertainment, less than 10,000 sq. ft.;
- 9.5.8.1.14 Retail sales and services establishment, less than 10,000 sq. ft.;
- 9.5.8.1.15 Shuttle service system.

**9.5.8.2 Additional Uses Permitted by FMUOD Special Permit in FMUOD1:**

- 9.5.8.2.1 Fast order food establishment, provided such establishment is within an office or other non-retail building and is accessed through that building's lobby, atrium or interior corridor, and provided such establishment does not have a direct entrance from the exterior of the building or a drive-thru;
- 9.5.8.2.2 Hotel;
- 9.5.8.2.3 Kennel, commercial;
- 9.5.8.2.4 Multi-family dwelling;
- 9.5.8.2.5 Pay-to-Park Outdoor Parking Facility;
- 9.5.8.2.6 Research and development facility;
- 9.5.8.2.7 Restaurant with or without entertainment, 10,000 sq. ft. or more;
- 9.5.8.2.8 Retail sales and services establishment, 10,000 sq. ft. or more.

**9.5.8.3 Additional Uses Permitted by FMUOD Special Permit in FMUOD2:**

- 9.5.8.3.1 Fast order food establishment, provided such establishment is within an office or other non-retail building and is accessed through that building's lobby, atrium or interior corridor, and provided such establishment does not have a direct entrance from the exterior of the building or a drive-thru;
- 9.5.8.3.2 Hotel.
- 9.5.8.3.3 Research and development facility;

**9.5.8.4 Additional Uses Permitted by FMUOD Special Permit in FMUOD3:**

- 9.5.8.4.1 Assisted living residence;
- 9.5.8.4.2 Fast order food establishment, provided such establishment is within an office or other non-retail building and is accessed through that building's lobby, atrium or interior corridor, and provided such establishment does not have a direct entrance from the exterior of the building or a drive-thru;;
- 9.5.8.4.3 Multi-family dwelling.
- 9.5.8.4.4 Research and development facility;

**9.5.8.5 Additional Uses Permitted by FMUOD Special Permit in FMUOD4:**

9.5.8.5.1 Fast order food establishment, provided such establishment is within an office or other non-retail building and is accessed through that building's lobby, atrium or interior corridor, and provided such establishment does not have a direct entrance from the exterior of the building or a drive-thru;

9.5.8.5.2 Research and development facility;

**9.5.8.6 Additional Uses Permitted by FMUOD Special Permit in FMUOD5:**

9.5.8.6.1 Fast order food establishment, provided such establishment is within an office or other non-retail building and is accessed through that building's lobby, atrium or interior corridor, and provided such establishment does not have a direct entrance from the exterior of the building or a drive-thru;

9.5.8.6.2 Research and development facility;

**9.5.8.7 Accessory Uses Permitted by FMUOD Special Permit in all FMUOD districts:** Any use accessory to a use permitted by FMUOD Special Permit may be permitted pursuant to that same permit, irrespective of whether such use is located on the same lot as the principal use, provided that the principal use to which such use is accessory shall be clearly identified, and further provided that such accessory use shall be specifically reviewed and approved by the Planning Board in the FMUOD Special Permit.

4) Replace the existing Section 9.5.9 with a new Section 9.5.9 to read as follows:

**9.5.9 Alternative Dimensions.** The alternative dimensions set forth in the table below may be used for a project developed under a FMUOD Special Permit rather than the requirements provided elsewhere in this Bylaw. There shall be no minimum lot frontage, lot width, or setback requirements, and no maximum impervious surface or lot coverage requirements for a project developed under a FMUOD Special Permit. Rather, specific project dimensions shall be determined by the Planning Board. In all cases, there shall be sufficient separation between any two structures to allow emergency vehicle access.

		<u>FMUOD 1</u>	<u>FMUOD 2</u>	<u>FMUOD 3</u>	<u>FMUOD 4</u>	<u>FMUOD 5</u>	<u>FMUOD 6</u>	<u>FMUOD 7</u>
9.5.9.1	Minimum Project Area	10 acres	5 acres	10 acres	5 acres	5 acres	1 acre	1 acre
9.5.9.2	Minimum Lot Area	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	4,000 sq. f.t.	4,000 sq. f.t.
9.5.9.3	Maximum Building Height	70 feet <sup>1</sup>	80 feet	45 feet	45 feet	45 feet	36 feet	36 feet
9.5.9.4	Maximum	1.0 <sup>2</sup>	1.0	1.0	1.0	1.0	1.0	1.0

	Floor Area Ratio, not including area of parking structure							
9.5.9.5	Minimum Residential District Buffer required under Section 6.3.2	100 feet	20 feet	50 feet	50 feet	50 feet	20 feet	20 feet
9.5.9.6	Minimum Public Amenity Areas or other public amenities required under Section 9.5.14.2.4.3	10%	other public amenity	10%	other public amenity	other public amenity	other public amenity	other public amenity

<sup>1</sup> Where a lot in FMUOD 1 is within two thousand five hundred (2,500) feet of the MBTA Train Station parcel (shown as Lot 1 on Assessor's Plat 33 ), and east of University Avenue, the Planning Board may allow an increased maximum building height of no more than 120 feet. In no case shall the height of any building exceed one hundred seventy-eight and one-half (178.5) feet above sea level.

<sup>2</sup> Where a lot in FMUOD 1 is within two thousand five hundred (2,500) feet of the MBTA Train Station parcel (shown as Lot 1 on Assessor's Plat 33), and east of University Avenue, the Planning Board may allow an increased maximum floor area ratio of no more than 1.2.

5) Replace the existing Section 9.5.11.2 with a new Section 9.5.11.2 to read as follows:

**9.5.11.2 Development Identification Sign.** Where appropriate, a project developed under a FMUOD Special Permit shall be allowed a development identification sign at any primary entrance to the project, as determined by the Planning Board. Such development identification sign may include the name and/or logo of the development project, as well as the names and/or logos of any anchor establishments within the development, as determined by the Planning Board. Development identification signs may have two (2) faces, each of which shall not exceed one hundred and sixty (160) square feet in area. Development identification signs shall not exceed twenty (20) feet in height, or such lesser amount as determined by the Planning Board to be appropriate for a particular application. Logos and/or graphic representations shall be counted toward the maximum permitted sign area. Development identification signs shall include appropriate landscaping as determined by the Planning Board.

6) Replace the existing Section 9.5.11.5 with a new Section 9.5.11.5 to read as follows:

9.5.11.5 **Way Finding Signs.** Where determined by the Planning Board to be appropriate in light of the size and scale of a project, way finding signs shall be allowed throughout a development, and may be allowed at off-premise locations at the sole discretion of the Planning Board. The number of such signs, and the size of each sign, shall be the minimum necessary to ensure traffic safety. Way finding signs shall be post-mounted, ground-mounted, or mounted on a building or structure, and shall not exceed thirty-two (32) square feet in area and shall have a maximum height of eight (8) feet above ground. All way finding signs located throughout a development shall be consistent in material, color and lettering style. Way finding signs shall not contain individual business identification logos. Way finding signs may include electronically changed lettering as appropriate to provide directions and/or indicate availability of public parking. Such changeable signs must be static displays that do not flash, or exhibit changes in lighting levels, or offer multiple messages on a cyclical basis.

7) Delete Sections 9.5.11.8, 9.5.11.9 and 9.5.11.10 in their entirety.

8) Replace existing Section 9.5.13 with a new Section 9.5.15.13 to read as follows:

9.5.13 **Percentage of Residential Units.** Pre-existing and new housing units, where permitted, shall occupy no more than fifty percent (50%) of the total gross floor area of any project authorized under a FMUOD Special Permit. The maximum allowable number and type of residential units shall be determined by the Board, in its sole discretion, following the Board's acceptance of a fiscal impact report demonstrating that said residential units will have no negative fiscal impact on the town. The Planning Board shall have the authority to approve, in its sole discretion, phased construction of the residential components of a project, independent of the phased construction of the non-residential components of the same project, as long as the total gross floor area of the residential components of all phases does not exceed fifty percent (50%) of the total gross floor area of the project authorized under the FMUOD Special Permit, and as long as no portion of the total land area approved for non-residential components is developed for residential use.

9) Replace existing Section 9.5.15.2.1.2 with a new Section 9.5.15.2.1.2 to read as follows:

9.5.15.2.1.2 **Architectural Design.** Structures shall be designed to create a visually pleasing, unifying and compatible image for the development as a whole. Any combination of architectural design elements may be employed to meet this standard, including building color, texture, materials, scale, height, setbacks, roof and cornice lines, signs, and elements such as door and window size and location, and door and window detailing. Where the nature of the following design features is considered by the Planning Board to be significant to the preservation or enhancement of the desirable



visual quality and property values of a particular area, any new structure or alteration shall be harmoniously related to nearby pre-existing structures and the street facade in terms of color, texture, materials, scale, height, setbacks, roof and cornice lines, signs and design elements such as door and window size and location and door and window detailing, including materials for sills, lintels, frames and thresholds and any other major design elements.

10) Replace existing Sections 4.1.5.6 and 4.1.5.7 with a new Sections 4.1.5.6 and 4.1.5.7 to read as follows:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO
4.1.5.6 Retail sales and services, less than 10,000 square feet	N	N	N	N	N	N	N	Y	Y	Y <sup>5</sup>	Y	Y
4.1.5.7 Retail sales and services, 10,000 square feet or more	N	N	N	N	N	N	N	N	N <sup>4</sup>	Y <sup>5</sup>	BA <sup>3</sup>	BA <sup>3</sup>

11) Replace Note 4 under Section 4.2 with a new Note 4 to read as follows:

<sup>4</sup> Except for a retail grocery store which may exceed 10,000 square feet.

12) Change the designation of the parcels known as Assessor’s Plat 23, Lots 163 and 188 from General Residential (GR) District to Local Business B (LBB) District, and change the designation of the parcel known as Assessor’s Plat 23, Lot 215 from Industrial-Office (IO) District to Local Business B (LBB) District, or take any other action in relation thereto.

13) Replace the map entitled “Official Zoning Map, May 6, 2013” with the map entitled “Official Zoning Map, May 5, 2014”.

**(Planning Board)**

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

*Three years ago, Town Meeting amended the Zoning Bylaw and Official Zoning Map to establish five FMUOD areas, including the University Avenue Business District, Southwest Park, the Glacier/Everett Business District, the Perwal/Walper Business District, and the Allied Drive Business District. This article would add two additional FMUOD areas, including the Washington Street Business District and the High Street Business District. The FMUOD section of the Zoning Bylaw was designed to encourage appropriate development of designated areas through a more flexible, qualitative standard-based application of zoning principles. It allows the Planning Board to consider proposals in light of the demonstrated*

*effects of a proposed development on surrounding neighborhoods and the town as a whole, rather than strict conformance to established dimensional requirements.*

*In most cases, development under the FMUOD section alleviates the need for applicants to appear before both the Zoning Board of Appeals and the Planning Board, as this section provides the Planning Board with a greater degree of authority to assess the suitability of proposed layout and design for a particular project. This approach provides a greater level of design flexibility and procedural efficiency, and is especially useful for projects involving multiple buildings or parcels.*

*As with the existing FMUOD areas, applicants looking to redevelop properties in the High Street and Washington Street FMUODs would maintain the option of applying for site plan approval of a proposed development in conformance with the underlying Local Business A or Local Business B zoning, or applying for a FMUOD special permit.*

*This article would adjust various requirements and uses for the individual FMUOD districts, and would also amend the Principal Use Chart to ensure that individual retail establishments of 10,000 sq.ft. or larger, with the exception of a retail grocery store, are not permitted by right in the Local Business Districts. This would enable the Town to encourage appropriate retail development in the Washington and High Street Business Districts, while preventing large scale chain retailers from establishing facilities by right which might conflict with the desirable character of these locations.*

## **ARTICLE 18**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.6 [Mixed Use Overlay Districts (MUOD)], including the deletion of Section 9.6 in its entirety, and the deletion of all references to Section 9.6 or to any MUOD districts, within the Zoning Bylaw and/or the Official Zoning Map.

**(Planning Board)**

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

*This article proposes to delete the MUOD Section in its entirety and to delete all references to the MUOD Section from the Zoning Bylaw and Official Zoning Map.*

*The MUOD Section was originally established to provide a process for the review and approval of the Westwood Station Development. None of the Westwood Station special permits and site plan approvals granted under the MUOD section remain in effect. A significant portion of the land covered by the three MUOD districts has now been approved for development pursuant to Section 9.8 [University Avenue Mixed-Use District (UAMUD)], and all of the land covered by the three MUOD districts is also covered by the FMUOD 1 - University Avenue Business District. As a result, there is no longer a need to maintain the MUOD Section of the Zoning Bylaw.*

**ARTICLE 19**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Medicinal Marijuana Use, including amendments to Section 2.0 [Definitions], Section 4.1 [Principal Uses], and Section 4.2 [Notes for Table of Principal Uses], and Section 4.6 [Interim Regulations for Medicinal Marijuana Use]:

- 1) Delete Section 2.0 definitions for “Medical Marijuana Dispensary” and “Other Marijuana Facility” and add new Section 2.0 definitions as follows:

Registered Marijuana Dispensary (RMD) A non-profit entity, lawfully permitted and licensed pursuant to 105 CMR 725 that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, and/or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. A Registered Marijuana Dispensary (RMD) may sell only marijuana, marijuana-infused products (MIPs) and marijuana seeds, and other products such as vaporizers that facilitate the use of marijuana for medical purposes.

Other Marijuana Facility Any acquisition, cultivation, possession, processing, sale, dispensing, distribution, or administration of products containing or derived from marijuana, including, without limitation, food, tinctures, aerosols, oils, ointments, or smokables, and/or marijuana-related supplies or materials, other than a Registered Marijuana Dispensary.

- 2) Amend Section 4.1.5.37 to read as follows:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.5.37 Registered Marijuana Dispensary per Section 7.4	N	N	N	N	N	N	N	N	N	N	N	N	BA

- 3) Add new Section 7.4 to read as follows:

**SECTION 7.4 REGISTERED MARIJUANA DISPENSARIES (RMD)**

**7.4.1 Purpose.** The purpose of this Section is to assure that Registered Marijuana Dispensaries (RMDs) are carefully designed, located and operated in accordance with applicable state and local laws, rules and regulations, and to assure that adequate provisions are made for impacts of such facilities upon the character of the Town and upon traffic, utilities and property values therein, thereby affecting the public health, safety and general welfare thereof.

**7.4.2 Special Permit Required.** No RMD shall be constructed or operated except pursuant to a special permit therefor granted by the Board of Appeals in accordance with Section 7.4.

**7.4.2 Application Requirements.** An application for a special permit for a RMD shall be

accompanied by a site plan and all other application materials required by the rules and regulations of the Board of Appeals.

- 7.4.3 **Referral of Application to Board of Health.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Board of Health, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Board of Health, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.
- 7.4.4 **Referral of Application to Police Chief.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Police Chief, whereupon said Police Chief may, at his or her discretion, review the proposed RMD project and report in writing recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Police Chief, or until said Police Chief has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.
- 7.4.5 **Referral of Application to Planning Board.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Planning Board, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Planning Board, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report. Said Planning Board report indicate the status of the proposed RMD's Environmental Impact and Design Review (EIDR) application which is required pursuant to Section 7.3 of this Bylaw. If the Board of Appeals shall vote to grant a RMD Special Permit prior to the Planning Board's issuance of an EIDR Approval for the RMD project, the Board of Appeals decision shall be conditional upon the granting of such EIDR Approval by the Planning Board and subject to any conditions thereof.
- 7.4.6 **Findings.** No RMD Special Permit shall be granted unless the Board of Appeals finds that operations conducted under such special permit, subject to the conditions imposed thereby, will not be contrary to the best interests of the Town.

- 4) Remove Section 4.6 in its entirety.

**(Planning Board)**

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

*This bylaw is designed to provide a thorough process of review of all applications by the appropriate Town boards and the Chief of Police for the locating of Registered Marijuana Dispensaries within the Town of Westwood.*

*The application process of this bylaw requires a special permit that will provide the Town with adequate protections that will assure that proposed facilities must comply with all state and local rules and regulations. Proposed facilities must be designed to operate in a manner that will not negatively impact the value of existing properties or have a negative impact on the infrastructure of the roadways, utility services or the character of the town.*

*After a special permit is awarded to the applicant to locate a Registered Marijuana Dispensary (“RMD”) within the Town of Westwood, the applicant must then apply to the Commonwealth of Massachusetts for a license to operate the facility. The Town of Westwood is not the licensing authority for Registered Marijuana Dispensaries.*

*The existing designated zones within the Town for the location of an RMD facility is referred to as the Administrative - Research - Office Zone (ARO). There are two designated ARO zones within the Town of Westwood: 100 High Street (Rt. 109) and the Meditech property, Meditech Circle (located at the East Street rotary).*

**ARTICLE 20**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to restaurants, including amendments to Section 2.0 [Definitions], Section 4.1 [Principal Uses], and Section 4.2 [Notes for Table of Principal Uses]:

- 1) Amend Section 2.0 definition for “Restaurant” to read as follows:

Restaurant An establishment where the primary activity is the preparation, service and sale of meals for consumption on the premises while seated either inside a completely enclosed building, or in a designated outdoor seating area adjacent to the building in cases where such outdoor seating area has been allowed by a special permit issued by the Planning Board. The term “restaurant” shall not include “fast order food establishment”, “coffee shop” or “ice cream parlor” as herein separately defined.

- 2) Amend Sections 4.1.5.11, 4.1.5.12, and 4.1.5.13 to read as follows:

	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	AF
4.1.5.11 Restaurant without entertainment, less than 10,000 square feet	N	N	N	N	N	N	N	Y <sup>6</sup>	Y <sup>6</sup>	Y <sup>6</sup>	Y <sup>6</sup>	Y <sup>6</sup>	N
4.1.5.12 Restaurant without entertainment, 10,000 square feet or more	N	N	N	N	N	N	N	PB <sup>6</sup>	PB <sup>6</sup>	Y <sup>6</sup>	PB <sup>6</sup>	PB <sup>6</sup>	N
4.1.5.13 Restaurant with entertainment	N	N	N	N	N	N	N	PB <sup>6</sup>	PB <sup>6</sup>	PB <sup>6</sup>	N	N	N

- 3) Amend Note 6 under Section 4.2 to read as follows:

6 Outdoor seating associated with a Restaurant permitted under this section, with or without entertainment, shall require a special permit issued by the Planning Board pursuant to Section 10.3.

**(Planning Board)**

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

*This article would establish a procedure by which a new or existing restaurant may request a special permit to construct an outdoor dining area. Except for special provisions previously adopted to allow outdoor dining at restaurants within the University Station development, the current Zoning Bylaw definition for "restaurant" restricts this use to an activity within a completely enclosed building. This article would enable the Planning Board to consider requests for outdoor seating at restaurants in any local business district, highway business district, industrial district, or industrial-office district in the Town, in accordance with general special permit requirements. The Planning Board could grant such a special permit only upon its written determination that the beneficial impacts to the Town or the neighborhood will outweigh any adverse effects of such a proposed outdoor dining area. These provisions will allow restaurants throughout the town equal treatment with regard to such special permit requests, while allowing for individual consideration of the effects of particular proposals on abutting properties.*

*The proposed special permit granting authority is vested with the Planning Board, rather than the Zoning Board of Appeals, because the site changes necessary to establish an outdoor dining area would also require site plan review by the Planning Board. In most cases, this will enable a one-step review process with a single public hearing. However, restaurants with alcohol licenses that receive special permits to add outdoor dining areas will require separate Board of Selectmen action in order to serve alcohol to patrons dining in these outdoor areas.*

**ARTICLE 21**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 2.0 [Definitions], to add, delete, or amend various definitions:

- 1) Replace definitions for "Lot, Corner" and "Height, Building" to read as follows:

Lot, Corner A lot on a corner fronting on two (2) intersecting streets. In the case of a corner lot, one lot line shall be designated as the front lot line by the Building Commissioner, following a review of relevant criteria including street address and orientation of existing structures, and the opposite lot line shall be designated a rear lot line, for setback and yard requirements.

Height, Building Measured at the vertical distance from the average natural ground elevation adjoining the building at all exterior walls (grade plane) to the average height of the highest roof surface, except that in residential districts, height is measured from the

highest finished ground elevation adjoining the building at all exterior walls. The limitations of height shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, amateur radio antennas and other necessary features usually carried above the roof line, provided such features do not cover more than twenty-five percent (25%) of the area of the roof of the building or other structure and are used in no way for human occupancy.

- 2) Add a new definitions to Section 2.0 to read as follows, and re-alphabetize definitions as appropriate:

Entertainment Any form of amusement, distraction or similar activity intended to entertain the customers or clientele of a business, including any live or audio-visual presentation regardless of duration.

Establishment Any private or public entity, for-profit or non-profit organization, institution, proprietorship, or partnership regularly engaged in a particular activity.

**(Planning Board)**

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

*This article proposes changes to existing definitions for corner lots and building heights, and proposes the addition of new definitions for entertainment and establishment. All of these definition amendments were requested by the Building Commissioner to provide greater clarity and consistency in the interpretation and enforcement of the Zoning Bylaw.*

**ARTICLE 22**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 4.5 [Non-conforming Uses and Structures]:

- 1) Replace Section 4.5.8 with a new Section 4.5.8 to read as follows:

**4.5.8 Single and Two-Family Reconstruction after Catastrophe or Voluntary Demolition.**

Any single and two-family nonconforming structure may be reconstructed after a catastrophe or after voluntary demolition in accordance with the following provisions:

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

4.5.8.2 The building as reconstructed shall:

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

4.5.8.2.2 comply with all current setback, yard and building coverage requirements and shall have a maximum building height of twenty-five (25) feet if constructed on a lot that does not comply with current lot area and lot frontage requirements.

4.5.8.3 In the event that the proposed reconstruction does not meet the provisions of Sections 4.5.8.1 and 4.5.8.2, a special permit shall be required from the Board of Appeals for such demolition and reconstruction.

**(Planning Board)**

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

*This article proposes amendments to Section 4.5 [Non-conforming Uses]. The primary change requested by the Building Commissioner is intended to clarify that the 25-foot building height restriction imposed under Section 4.5.8.2.2 pertains only to non-conforming lots that fail to meet frontage and or lot area requirements for the zoning district in which they lie. This amendment would allow non-conforming structures on lots with sufficient lot frontage and lot area to meet standard district-specific height requirements.*

*In response to comments received at the February 24th Finance and Warrant Commission hearing, this article has been amended to provide additional time for reconstruction of a building following a catastrophe, and to clarify that the Building Commissioner may extend the timeframe for reconstruction following either catastrophe or voluntary demolition for good cause.*

**ARTICLE 23**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 5.0 [Dimensional Requirements], including amendments to the Table of Dimensional Requirements:

- 1) Replace existing Section 5.2 with a new Section 5.2 to read as follows:

**5.2 TABLE OF DIMENSIONAL REQUIREMENTS<sup>1</sup>**

DISTRICT	DIMENSIONAL REQUIREMENTS							
	Minimum Lot Area	Minimum Lot	Minimum Lot Width (feet)	Minimum Nonwetland Area <sup>2</sup>	Minimum Front Setback <sup>3</sup>	Minimum Side Yard Setback <sup>4</sup>	Minimum Rear Yard Setback <sup>4</sup>	Maximum Building Coverage



		(sq ft)	Frontage (feet)		(sq ft)	(feet)	(feet)	(feet)	(%)	(%)
5.2.1	<b>SRA</b>	12,000	90	90	12,000	25	15 <sup>5</sup>	30 <sup>6</sup>	25	50
5.2.2	<b>SRB<sup>13</sup></b>	20,000	90	90	15,000	25	15 <sup>5</sup>	30 <sup>6</sup>	25	50
5.2.3	<b>SRC<sup>13</sup></b>	40,000	125	125	30,000	40	20 <sup>7</sup>	30 <sup>8</sup>	25	50
5.2.4	<b>SRD</b>	15,000	90	90	12,000	25	15 <sup>5</sup>	30 <sup>6</sup>	25	50
5.2.5	<b>SRE<sup>13</sup></b>	80,000	175	175	60,000	40	20 <sup>7</sup>	30 <sup>8</sup>	25	50
5.2.6	<b>GR</b>	12,000	90	90	12,000	25	15 <sup>5</sup>	30 <sup>6</sup>	25	50
5.2.7	<b>SR</b>	80,000	175	175	60,000	40	20 <sup>7</sup>	30 <sup>8</sup>	25	50
5.2.8	<b>LBA</b>	4,000	40	40	4,000	10	15 <sup>9</sup>	15	25	80
5.2.9	<b>LBB</b>	4,000	40	40	4,000	0	15 <sup>9</sup>	15	25	80
5.2.10	<b>HB</b>	10,000	100	100	10,000	50	15	15	50	80
5.2.11	<b>I</b>	40,000	200	200	12,000	50	15 <sup>10</sup>	15 <sup>11</sup>	50	80
5.2.12	<b>IO</b>	40,000	200	200	12,000	50	15 <sup>10</sup>	15 <sup>11</sup>	50	80
5.2.13	<b>ARO</b>	80,000	175	175	60,000	50	30 <sup>12</sup>	30	30	50

**(Planning Board)**

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

*This article proposes to amend the front setback requirements for the Local Business A (LBA) and Local Business B (LBB) districts. The minimum setback for the LBA district along High Street would be reduced from 40 feet to 10 feet, while the minimum setback for the LBB district along Washington Street would be reduced from 25 feet to 0 feet. These changes are intended to allow the construction of new buildings in a manner which better conforms to the setbacks of existing structures on High and Washington Streets.*

*If approved, this article will correct an internal inconsistency in the Zoning Bylaw, which currently results in property owners having to obtain a dimensional variance from the Zoning Board of Appeals in order to comply with the Section 7.3.7.14 Specific Standards for High and Washington Street, which section requires that the setback of any new non-residential structure must mimic the setback of nearby pre-existing structures.*

**ARTICLE 24**

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

- 1) Replace the map entitled "Official Zoning Map, May 6, 2013" with the map entitled "Official Zoning Map, May 5, 2014".

**(Planning Board)**

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

*Minor housekeeping amendments are often necessary to clarify sections of the Zoning Bylaw, or correct errors and inconsistencies within the bylaw or map. This proposed housekeeping article would make minor corrections to the map to adjust zoning district lines to better match property lines, and would update labeling for street names where necessary.*

#### **ARTICLE 25**

To see if the Town will vote to endorse the *Dedham and Westwood Bicycle and Pedestrian Network Plan* following adoption of the same by the Westwood Planning Board, or take any other action in relation thereto.

#### **(Planning Board)**

*At the time of the Finance and Warrant Commission's vote on the Warrant, the final Dedham-Westwood Bicycle and Pedestrian Plan was not yet available for review. It is expected that this will be available prior to Town Meeting, and that the Finance and Warrant Commission will vote on its recommendation at its meeting immediately prior to Town Meeting. The results of that vote will be announced at that time.*

#### **ARTICLE 26**

To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 6.2 [Signs]:

- 1) Amend Section 6.2.2.10 by deleting the second sentence so that Section 6.2.2.10 reads as follows:

6.2.2.10        Flag A sign, frequently constructed of fabric or other flexible material and frequently displayed on a pole or staff which can be freestanding or attached to a building or structure, and temporary in nature.

- 2) Add a new Section 6.2.4 to read as follows, and renumber subsequent sections as appropriate:

6.2.4        **Municipal Signs.** Notwithstanding any provisions to the contrary in Section 6.2 or elsewhere in this Bylaw, municipal signs of any type, number, size, and material are permitted in all districts as authorized by the Town Administrator.

- 3) Delete the words “, except municipal signs” from Section 6.2.4.2, so that Section 6.2.4.2 reads as follows:

6.2.4.2        The maximum area of each sign shall not exceed one (1) square foot.

- 4) Amend Section 6.2.4.4, 6.2.5.5 and 6.2.6.5 to read as follows:

- 6.2.4.4 Notwithstanding the above limitations on number and total area of signs, standard-sized directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
  - 6.2.5.5 Notwithstanding the above limitations on number and area of signs, standard-sized directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
  - 6.2.6.5 Notwithstanding the above limitations on number and area of signs, standard-sized directional signs and parking restriction signs shall be permitted as approved by the Building Commissioner.
- 5) Replace existing Section 6.2.7 with a new Section 6.2.7, which includes amendments to subsections 6.2.7.2 and added 6.2.7.6, so that the new Section 6.2.7 reads as follows:
- 6.2.7 Prohibited Signs.** The following signs shall be prohibited in all districts except as specified herein:
- 6.2.7.1 Billboards, roof signs, moveable signs, changeable signs, off-premises signs, including off-premises commercial directional signs.
  - 6.2.7.2 Flags, buntings, balloons, streamers, pennants, banners, strings of lights, ribbons, spinners and other similar devices; except that temporary exhibition associated with the commemoration of national holidays shall be permitted, and properly displayed official flags of governmental jurisdictions and decorative flags on residences shall be permitted.
  - 6.2.7.3 Signs advertising any defunct commercial establishment or organization, except landmark signs which may be preserved and maintained even if they no longer pertain to the present use of the premises.
  - 6.2.7.4 Signs, other than traffic, regulatory or directional signs, which use the words “stop”, “caution”, or “danger”, or incorporate red, amber or green lights resembling traffic signals, or resemble universal “stop” or “yield” signs in shape and color.
  - 6.2.7.5 Signs or sign structures projecting or extending over a public way, including a sidewalk.
  - 6.2.7.6 Notwithstanding the above provisions, municipal signs of all types shall be permitted in all districts as authorized by the Town Administrator.

**(Planning Board)**

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

*The intent of the proposed article is to exempt municipal signs from the Westwood Zoning Bylaw. The article would allow municipal signs to be installed with approval from the Town Administrator. There have been a number of changes to the zoning bylaw related to signage in recent years. Some of the changes could potentially restrict the town's ability to use certain signs. This article would grant the town more flexibility relative to municipal signage.*

## **ARTICLE 27**

To see if the Town will vote to amend the Code of the Town of Westwood, Part II, General Legislation, by adding thereto Chapter 200, Child Safety Zones, Article I, Child Sex Offenders, as follows:

### **§ 200-1. Child sex offender in child safety zone**

A. *Prohibition regarding child sex offender in child safety zone.*

- (1) *Definitions:* For the purpose of this article, the following terms, phrases, words and derivations shall have the meaning given herein. When not inconsistent with the context, words in the plural number include the singular and words in the singular number include the plural. The word "shall" is always mandatory and not merely directory.

**CHILD SAFETY ZONE --** A park, playground, recreation center, library, school, camps, day-care center, private youth center, video arcade, bathing beach, swimming pool or wading pool, gymnasium, sports field or sports facility, including the parking area and land adjacent to any of the aforementioned facilities, and school or camp bus stops, which is:

- (a) Under the jurisdiction of any department, agency or authority of the Town of Westwood, including but not limited to the School Department; or
- (b) Leased by the Town of Westwood to another person for the purpose of operating a park, playground, recreation center, bathing beach, swimming pool or wading pool, gymnasium, sports field, or sports facility.

**CHILD SEX OFFENDER --**

- (a) Any person required to register as a sex offender pursuant to M.G.L.A. c. 6, §§178C to 178P, inclusive and given a Level 2 or Level 3 designation by the sex offender registry board under §178K and whose victim was a child under the age of 16 or who has not yet been classified and who resides, has secondary addresses, works or attends an institution of higher learning in the commonwealth and who has been convicted of or who has been adjudicated as a youthful offender or as a delinquent juvenile, or a person released from incarceration or parole or probation supervision or custody with the

Department of Youth Services for such a conviction or adjudication of the following offenses: indecent assault and battery on a child under 14 under M.G.L.A. c. 265, §13B; rape of a child under 16 with force under §22A of said Chapter 265; rape and abuse of a child under §23 of said Chapter 265; assault of a child with intent to commit rape under §26C of said Chapter 265; kidnapping of a child under the age of 16 under §26 of said Chapter 265; enticing a child under the age of 16 for the purpose of committing a crime under §26C of said Chapter 265; indecent assault and battery on a mentally retarded person under §13F of said Chapter 265; assault with intent to commit rape under §24 of said Chapter 265; inducing a minor into prostitution under M.G.L.A., c. 272, §4A; living off or sharing earnings of a minor prostitute under §4B of said Chapter 272; disseminating to a minor matter harmful to a minor under §28 of said Chapter 272; posing or exhibiting a child in a state of nudity under §29A of said Chapter 272; dissemination of visual material of a child in a state of nudity or sexual conduct under §29B of said Chapter 272; unnatural and lascivious acts with a child under the age of 16 under §35A of said Chapter 272; drugging persons for sexual intercourse under §3 of said Chapter 272; aggravated rape under M.G.L.A., c. 277, §39; any attempt to commit a violation of any of the aforementioned sections pursuant to M.G.L.A., c. 272, §6 or a like violation of the laws of another state, the United States or a military, territorial or Indian tribal authority, and whose victim was a child under the age of 16.

- (b) A person who has been adjudicated a sexually dangerous person under M.G.L.A., c. 123A, §14 as in force at the time of adjudication, or a person released from civil commitment pursuant to M.G.L.A., c. 123A, §9, whichever last occurs, on or after August 1, 1981, and whose victim was a child under the age of 16.
- (c) A person who resides in the Commonwealth of Massachusetts, has a secondary address, works at or attends an institution of higher learning in the Commonwealth and has been convicted in any other state, in a federal or military court or in any foreign jurisdiction of any crime the essential elements of which are substantially the same as any of the crimes specified in above at Subsection (a), and which requires registration as a sexual offender in such other state or in the federal or military system, and who resides or works in this Commonwealth on and after August 1, 1981, and whose victim was a child under the age of 16.

- (2) *Prohibition.* It shall be unlawful for a child sex offender to be present in any child safety zone.
- (3) *Exceptions.* The provisions of this chapter shall not apply to:
  - (a) Any person whose name has been removed from the Massachusetts Sex Offender Registry or from the registry of any other state or in the federal or military system by act of a court or by expiration of the term such

person is required to remain on such registry or reclassified as a Level 1 in Massachusetts or lowest offender category in another jurisdiction.

- (b) The facility in a child safety zone also supports a church, synagogue, mosque, temple or other house of religious worship, subject to all of the following conditions:
  - [1] The child sex offender's entrance and presence upon the property occurs only during hours of worship or other religious program/service as posted to the public; and
  - [2] The child sex offender shall not participate in any religious education programs that include individuals under the age of 18.
  
- (c) The property also supports the use lawfully attended by a child sex offender's natural or adopted child(ren), which child's use reasonably requires the attendance of the child sex offender as the child's parents upon the property, subject to the following condition:
  - [1] The child sex offender's entrance and presence upon the property occurs only during hours of activity related to the use as posted to the public.
  
- (d) The property also supports a polling location in a local, state or federal election, subject to all of the following conditions:
  - [1] The child sex offender is eligible to vote;
  - [2] The property is the designated polling place for the child sex offender; and
  - [3] The child sex offender enters the polling place property, proceeds to cast a ballot with whatever usual and customary assistance is to any member of the electorate, and vacates the property immediately after voting.
  
- (e) The property also supports a school lawfully attended by a child sex offender as a student under which circumstances the child sex offender may enter upon the property supporting the school at which time the child sex offender is enrolled, for such purposes and at such times as are reasonably required for the education purposes of the school.
  
- (f) The property also supports a court, government office or room for public governmental meetings, subject to all of the following conditions:
  - [1] The child sex offender is on the property only transact business at the government office or place of business, excluding a library, or attend an official meeting of a governmental body; and

[2] The child sex offender leaves the property immediately upon completion of the business or meeting.

B. *Notice:* The Chief of Police or his designee shall make reasonable efforts to provide prompt, actual written notice of the enactment of this section (which notice shall contain a copy of the bylaw) to all persons who are listed on the sex offender registry as of the effective date of this section and who were given a Level 2 or Level 3 designation, as well as those persons who are added to the sex offender registry at such levels thereafter, which persons' addresses (as shown on the sex offender registry) are within the Town of Westwood. Such notice requirement may be satisfied by the mailing such notice by registered or certified mail, return receipt required to the last known address of such person as listed on the sex offender registry or as otherwise known to the Chief of Police. The failure of any person to receive such actual written notice shall not be a defense to a violation of this section.

C. *Enforcement procedures.*

(1) Upon reasonable belief of a police officer that a child sex offender is present in a child safety zone in violation of this section, the officer shall obtain from the suspected child sex offender his/her name, address, and telephone number. Should the police officer thereafter establish that the individual is a child sex offender as defined in this section, then the officer shall issue a written citation that such individual is in violation of this section and also require that the individual leave the child safety zone. An individual who refuses to leave or is later found to be in the same child safety zone shall be subject to the penalties set for at §200-2.

(2) A map depicting and a written list describing the child safety zones shall be created and maintained by the Information Technology/GIS Department in coordination with the Police Department, which shall be reviewed annually or as the need arises for changes. Said map and list as well as a copy of this section shall be available to the public at the offices of the Town of Westwood Police Department and the Town Clerk and at all public buildings and will also be posted on the Town of Westwood's official website. In the event that the list, map or the words of this section shall conflict then the words of this section shall control.

#### **§ 200-2. Penalties and remedies**

A. Any violation of §200-1 may be subject to criminal penalties and prosecution in a court of competent jurisdiction and shall result in a criminal fine of up to \$150 for a first violation. Refusal to leave a child safety zone or being later found in the same child safety zone shall result in a criminal fine of up to \$300. A second violation of the section shall be subject to a criminal fine of up to \$300. A child sex offender commits a separate offense for each and every violation of this section. Except for persons who are not yet 17 years of age when they commit any such offense, violation of this section may further constitute a violation of M.G.L.A. c. 272, §59, for which the violator is also subject to immediate arrest without warrant. The issuance of a citation shall not preclude the Town

from seeking or obtaining any or all other legal and equitable remedies to prevent or remove a violation of this section, to include written notification to the parole and/or probation officer and the Commonwealth's Sex Offender Registry Board that the child sex offender has violated a municipal bylaw.

- B. As an alternative, any violation shall result in a non-criminal fine of \$150 for first violation. Refusal to leave a child safety zone or being later found in the same child safety zone shall result in a non-criminal fine of \$300. A second violation of §200-1 shall be subject to a non-criminal fine of \$300. A child sex offender commits a separate offense for each and every violation of this section. Except persons who are not yet 17 years of age when they commit any such offense, any violation of this section may further constitute a violation of M.G.L.A. c. 272, §59, for which the violator is also subject to immediate arrest without warrant. The issuance of a citation shall not preclude the Town from seeking or obtaining any or all other legal and equitable remedies to prevent or remove a violation of this section, to include written notification to the parole and/or probation office and the Commonwealth's Sex Offender Registry Board that the child sex offender has violated a municipal bylaw.
- C. *Injunction.* If a child sex offender is present upon or within a safety zone in violation of § 200-1 above, Town Counsel or designee may bring an action in the name of the town to permanently enjoin any such violation as a public nuisance.

**(Board of Selectmen)**

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

*In a 9 to 4 vote, the members of the Finance and Warrant Commission voted to approve Article 27. This Article proposes an amendment to the Code of the Town of Westwood, Part II, General Legislation, to designate certain public areas with the town as Child Safety Zones which bar or restrict Level 2 or Level 3 Child Sex Offenders from those areas. The proposed Warrant prohibits any such offender to be present in any of these designated areas under most circumstances and completely bars any such person from access to the Town's libraries under any circumstances. In the event that a Child Sex Offender is found to be present in the prohibited areas, this article would empower the police to issue a citation to the individual. And, if that person refuses to leave the area or violates the Child Safety Zone restrictions again, that person would be subject to further civil and criminal penalties. Concerns about the practical application of prohibiting individuals from places of public accommodation and the risk of constitutional challenges prompted several members of the Finance and Warrant Commission to vote against approval of this Article. If approved by Town Meeting, the Article will be reviewed by the Attorney General before taking effect.*



**ARTICLE 28**

To see if the Town will vote to adopt the following amendments to the General Bylaws: Chapter 138, Town Meetings Article 1; Call and Notice of Town Meetings, Annual Town Meeting §138-2; and Chapter 80, Officers and Employees, §80-9. Minutes: by deleting said sections in their entirety and replacing it with a new section §138-2 and §80-9 as follows:

**Chapter 138. TOWN MEETINGS**

**Article I. Call and Notice of Town Meetings**

**§ 138-2. Annual Town Meeting.**

**[Amended 5-6-2013 ATM by Art. 18]**

All business, except the election of officers and determination of such matters as by law are required or permitted to be upon the ballot, shall be considered at an adjournment thereof, as provided in the Town Charter. There shall also be a second business session Annual Town Meeting held on the second Monday in November unless said day shall fall on a state holiday in which case the meeting shall be held on the next business day, which meeting shall be an "Annual Town Meeting" for purposes of the General Laws; provided, however, that the Board of Selectmen may, at its discretion, cancel said Fall Annual Town Meeting, no later than September 15 in any year, so long as no more than 10 petitioned articles have been submitted for inclusion on the warrant of said Fall Annual Town Meeting, as set forth in the Charter, Section 2-6-1. Business sessions shall be called for 7:30 p.m.

**Chapter 80, OFFICERS AND EMPLOYEES ARTICLE 1.**

**§80-9. Minutes**

In accordance with MGL Ch. 30A, §22, Town Boards and Committees shall create and approve minutes of all open sessions in a timely manner. Upon approval, said minutes shall within 10 days, be posted on the town's website and filed with the Town Clerk: minutes of all open sessions, whether approved or in draft form, will be made available upon request by any person within 10 days.

**(Town Clerk**

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

*This article is intended to amend the Town Bylaws by identifying a specific day for the Fall Town Meeting to be scheduled for consistency and planning purposes.*

*The amendment to the Minutes section is pursuant to a recommendation by the Attorney General's office to be consistent with the public records laws.*

**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN**

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
4	<i>no positions assigned</i>	7/1/13 - 6/30/14	Annual	\$ 32,172	\$ 32,977	\$ 33,802	\$ 34,646	\$ 35,513	\$ 36,401	\$ 37,310	\$ 38,243	\$ 39,199	\$ 40,179
		7/1/14 - 6/30/15	Annual	\$ 32,735	\$ 33,554	\$ 34,393	\$ 35,252	\$ 36,135	\$ 37,038	\$ 37,963	\$ 38,912	\$ 39,885	\$ 40,882
5	<i>no positions assigned</i>	7/1/13 - 6/30/14	Annual	\$ 35,068	\$ 35,945	\$ 36,844	\$ 37,764	\$ 38,708	\$ 39,676	\$ 40,668	\$ 41,685	\$ 42,726	\$ 43,795
		7/1/14 - 6/30/15	Annual	\$ 35,682	\$ 36,574	\$ 37,488	\$ 38,425	\$ 39,385	\$ 40,370	\$ 41,380	\$ 42,415	\$ 43,474	\$ 44,562
6	Aquatics Specialist COA Van Driver/Custodian Construction Permitting Coordinator Town Service Representative	7/1/13 - 6/30/14	Annual	\$ 38,224	\$ 39,180	\$ 40,159	\$ 41,163	\$ 42,192	\$ 43,247	\$ 44,328	\$ 45,436	\$ 46,572	\$ 47,737
		7/1/14 - 6/30/15	Annual	\$ 38,893	\$ 39,866	\$ 40,861	\$ 41,884	\$ 42,930	\$ 44,004	\$ 45,103	\$ 46,231	\$ 47,387	\$ 48,572
7	Custodial Supv/Animal Control Officer Custodial Supv/Facilities Maintenance Human Resources Assistant Public Safety Dispatcher Recreation Assistant Planning & Land Use Specialist	7/1/13 - 6/30/14	Annual	\$ 41,663	\$ 42,706	\$ 43,773	\$ 44,867	\$ 45,990	\$ 47,139	\$ 48,317	\$ 49,525	\$ 50,764	\$ 52,033
		7/1/14 - 6/30/15	Annual	\$ 42,393	\$ 43,454	\$ 44,539	\$ 45,652	\$ 46,795	\$ 47,964	\$ 49,163	\$ 50,392	\$ 51,653	\$ 52,943
8	Finance Commission Administrator Public Safety Dispatch Supervisor Recreation Program Manager Solid Waste Coordinator/Facilities Mgr Sports and Fitness Manager	7/1/13 - 6/30/14	Annual	\$ 45,413	\$ 46,549	\$ 47,713	\$ 48,906	\$ 50,128	\$ 51,382	\$ 52,666	\$ 53,982	\$ 55,333	\$ 56,716
		7/1/14 - 6/30/15	Annual	\$ 46,208	\$ 47,363	\$ 48,548	\$ 49,762	\$ 51,005	\$ 52,281	\$ 53,587	\$ 54,927	\$ 56,301	\$ 57,709
9	COA Outreach Counselor COA Program Development Manager Sanitarian/Food Inspector	7/1/13 - 6/30/14	Annual	\$ 49,501	\$ 50,738	\$ 52,008	\$ 53,307	\$ 54,640	\$ 56,007	\$ 57,406	\$ 58,841	\$ 60,313	\$ 61,821
		7/1/14 - 6/30/15	Annual	\$ 50,368	\$ 51,626	\$ 52,918	\$ 54,240	\$ 55,596	\$ 56,987	\$ 58,410	\$ 59,871	\$ 61,368	\$ 62,902
10	Assistant Building Inspector Conservation Agent Electrical Inspector Executive Assistant Gas/Plumbing Inspector Public Health Nurse Recreation Business Manager Youth Services Counselor	7/1/13 - 6/30/14	Annual	\$ 53,956	\$ 55,305	\$ 56,687	\$ 58,105	\$ 59,557	\$ 61,046	\$ 62,573	\$ 64,137	\$ 65,741	\$ 67,383
		7/1/14 - 6/30/15	Annual	\$ 54,900	\$ 56,273	\$ 57,679	\$ 59,122	\$ 60,599	\$ 62,115	\$ 63,668	\$ 65,259	\$ 66,891	\$ 68,563
11	Aquatics Manager Computer Systems Analyst Geographic Information Specialist Sewer Operations Manager	7/1/13 - 6/30/14	Annual	\$ 58,813	\$ 60,284	\$ 61,790	\$ 63,335	\$ 64,919	\$ 66,541	\$ 68,204	\$ 69,910	\$ 71,657	\$ 73,449
		7/1/14 - 6/30/15	Annual	\$ 59,842	\$ 61,338	\$ 62,872	\$ 64,443	\$ 66,055	\$ 67,705	\$ 69,398	\$ 71,133	\$ 72,911	\$ 74,734

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

**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN**

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
12	Assessor												
	Assistant Town Treasurer												
	Construction Inspector	7/1/13 - 6/30/14	Annual	\$ 64,105	\$ 65,708	\$ 67,350	\$ 69,034	\$ 70,761	\$ 72,529	\$ 74,342	\$ 76,202	\$ 78,107	\$ 80,059
	Council on Aging Director	7/1/14 - 6/30/15	Annual	\$ 65,227	\$ 66,858	\$ 68,529	\$ 70,242	\$ 71,999	\$ 73,798	\$ 75,643	\$ 77,536	\$ 79,473	\$ 81,460
	Deputy Building Commissioner												
	Economic Development Officer Town Planner												
13	Building Commissioner												
	Director of Youth and Family Services												
	Health Director	7/1/13 - 6/30/14	Annual	\$ 69,875	\$ 71,622	\$ 73,412	\$ 75,248	\$ 77,129	\$ 79,057	\$ 81,033	\$ 83,059	\$ 85,136	\$ 87,265
	Recreation Director	7/1/14 - 6/30/15	Annual	\$ 71,098	\$ 72,875	\$ 74,697	\$ 76,565	\$ 78,479	\$ 80,441	\$ 82,451	\$ 84,513	\$ 86,626	\$ 88,792
	Sewer Superintendent												
	Supt. Highways/Cemeteries/Grounds Town Accountant												
14	Deputy Director DPW												
	Deputy Fire Chief												
	Library Director	7/1/13 - 6/30/14	Annual	\$ 78,260	\$ 80,216	\$ 82,222	\$ 84,278	\$ 86,384	\$ 88,544	\$ 90,758	\$ 93,027	\$ 95,352	\$ 97,736
	Police Lieutenant	7/1/14 - 6/30/15	Annual	\$ 79,630	\$ 81,620	\$ 83,660	\$ 85,752	\$ 87,896	\$ 90,094	\$ 92,346	\$ 94,655	\$ 97,021	\$ 99,447
	Project Manager												
	Town Engineer												
15	Director of Information Technology	7/1/13 - 6/30/14	Annual	\$ 87,652	\$ 89,843	\$ 92,088	\$ 94,391	\$ 96,750	\$ 99,170	\$ 101,649	\$ 104,190	\$ 106,795	\$ 109,465
	Human Resources Director	7/1/14 - 6/30/15	Annual	\$ 89,186	\$ 91,415	\$ 93,700	\$ 96,043	\$ 98,444	\$ 100,905	\$ 103,428	\$ 106,013	\$ 108,664	\$ 111,381
16	Director of Public Works												
	Finance Director	7/1/13 - 6/30/14	Annual	\$ 98,169	\$ 100,624	\$ 103,138	\$ 105,719	\$ 108,361	\$ 111,070	\$ 113,847	\$ 116,693	\$ 119,610	\$ 122,601
	Fire Chief	7/1/14 - 6/30/15	Annual	\$ 99,887	\$ 102,385	\$ 104,943	\$ 107,569	\$ 110,257	\$ 113,013	\$ 115,839	\$ 118,735	\$ 121,703	\$ 124,747
	Police Chief												
17	Town Administrator	7/1/13 - 6/30/14	Annual	\$ 125,721	\$ 128,864	\$ 132,086	\$ 135,389	\$ 138,773	\$ 142,243	\$ 145,798	\$ 149,443	\$ 153,179	\$ 157,008
		7/1/14 - 6/30/15	Annual	\$ 127,921	\$ 131,119	\$ 134,398	\$ 137,758	\$ 141,202	\$ 144,732	\$ 148,350	\$ 152,058	\$ 155,860	\$ 159,756

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

**DEPARTMENT OF PUBLIC WORKS**

Grade	Title	Fiscal Year		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Service Step	
D-6	Senior Working Foreman Grounds Fields Foreman	7/1/13 - 6/30/14	Weekly	\$991.27	\$1,011.48	\$1,032.14	\$1,053.19	\$1,074.26	\$1,095.74	\$1,117.66	10 yrs+	\$1,140.01
		7/1/14 - 6/30/15	Weekly	\$991.27	\$1,011.48	\$1,032.14	\$1,053.19	\$1,074.26	\$1,095.74	\$1,117.66	10 yrs+	\$1,140.01
D-5	Cemetery Foreman Foreman Head Mechanic	7/1/13 - 6/30/14	Weekly	\$963.62	\$980.80	\$999.75	\$1,022.57	\$1,043.02	\$1,063.89	\$1,085.16	10 yrs+	\$1,106.87
		7/1/14 - 6/30/15	Weekly	\$963.62	\$980.80	\$999.75	\$1,022.57	\$1,043.02	\$1,063.89	\$1,085.16	10 yrs+	\$1,106.87
D-4	Sewer Operations Suprvsr	7/1/13 - 6/30/14	Weekly	\$901.00	\$919.40	\$936.23	\$962.39	\$981.64	\$1,001.27	\$1,021.30	10 yrs+	\$1,041.72
		7/1/14 - 6/30/15	Weekly	\$901.00	\$919.40	\$936.23	\$962.39	\$981.64	\$1,001.27	\$1,021.30	10 yrs+	\$1,041.72
D-3	Mechanic Heavy Equipment Oper Sewer Pump Operator	7/1/13 - 6/30/14	Weekly	\$838.38	\$857.97	\$872.70	\$902.20	\$920.24	\$938.65	\$957.42	10 yrs+	\$976.56
		7/1/14 - 6/30/15	Weekly	\$838.38	\$857.97	\$872.70	\$902.20	\$920.24	\$938.65	\$957.42	10 yrs+	\$976.56
D-2	Operator-Laborer	7/1/13 - 6/30/14	Weekly	\$795.88	\$809.18	\$831.66	\$850.99	\$868.00	\$885.35	\$903.05	10 yrs+	\$921.11
		7/1/14 - 6/30/15	Weekly	\$795.88	\$809.18	\$831.66	\$850.99	\$868.00	\$885.35	\$903.05	10 yrs+	\$921.11
D-1	Building Custodian	7/1/13 - 6/30/14	Weekly	\$691.53	\$715.39	\$741.34	\$775.35	\$790.86	\$806.68	\$822.81	10 yrs+	\$839.27
		7/1/14 - 6/30/15	Weekly	\$691.53	\$715.39	\$741.34	\$775.35	\$790.86	\$806.68	\$822.81	10 yrs+	\$839.27

**FY14 CONTRACT UNSETTLED AT TIME OF PRINTING**

**FIRE DEPARTMENT**

Grade	Title	Fiscal Year		Step 1	Step 2	Step 3	Step 4	Step 5	Service Step			
<b>F-2</b>												
	<b>CAPTAIN NON-EMT</b>	7/1/13 - 6/30/14	Annual	\$68,220.20					10 yrs+	\$69,584.60		
		7/1/14 - 6/30/15	Hourly	\$31.17						\$31.79		
		<b>CAPTAIN EMT-B</b>	7/1/13 - 6/30/14	Annual	\$72,654.52					10 yrs+	\$74,107.51	
			7/1/14 - 6/30/15	Hourly	\$33.18						\$33.86	
		<b>CAPTAIN EMT-P</b>	7/1/13 - 6/30/14	Annual	\$77,088.83					10 yrs+	\$78,630.61	
			7/1/14 - 6/30/15	Hourly	\$35.21						\$35.92	
<b>F-3</b>												
	<b>LIEUTENANT NON-EMT</b>	7/1/13 - 6/30/14	Annual	\$60,758.63					10 yrs+	\$61,973.79		
		7/1/14 - 6/30/15	Hourly	\$27.76						\$28.31		
		<b>LIEUTENANT EMT - B</b>	7/1/13 - 6/30/14	Annual	\$60,758.63					10 yrs+	\$61,973.79	
			7/1/14 - 6/30/15	Hourly	\$27.76						\$28.31	
		<b>LIEUTENANT EMT - P</b>	7/1/13 - 6/30/14	Annual	\$64,707.93					10 yrs+	\$66,002.09	
			7/1/14 - 6/30/15	Hourly	\$29.55						\$30.15	
<b>F-4</b>												
	<b>FIREFIGHTER NON-EMT</b>	7/1/13 - 6/30/14	Annual	\$43,951.49	\$46,435.68	\$48,916.20	\$52,252.01	\$53,297.02	10 yrs+	\$54,362.97		
		7/1/14 - 6/30/15	Hourly	\$20.08	\$21.22	\$22.34	\$23.88	\$24.36		\$24.83		
			<b>FIREFIGHTER EMT-B</b>	7/1/13 - 6/30/14	Annual	\$43,951.49	\$46,435.68	\$48,916.20	\$52,252.01	\$53,297.02	10 yrs+	\$54,362.97
				7/1/14 - 6/30/15	Hourly	\$20.08	\$21.22	\$22.34	\$23.88	\$24.36		\$24.83
	<b>FIREFIGHTER EMT-P</b>	7/1/13 - 6/30/14	Annual	\$46,808.34	\$49,454.01	\$52,095.76	\$55,648.38	\$56,761.34	10 yrs+	\$57,896.57		
		7/1/14 - 6/30/15	Hourly	\$21.38	\$22.60	\$23.80	\$25.42	\$25.93		\$26.45		
			<b>FIREFIGHTER NON-EMT</b>	7/1/13 - 6/30/14	Annual	\$46,808.34	\$49,454.01	\$52,095.76	\$55,648.38	\$56,761.34	10 yrs+	\$57,896.57
				7/1/14 - 6/30/15	Hourly	\$21.38	\$22.60	\$23.80	\$25.42	\$25.93		\$26.45
	<b>FIREFIGHTER EMT - P</b>	7/1/13 - 6/30/14	Annual	\$49,665.19	\$52,472.32	\$55,275.31	\$59,044.76	\$60,225.65	10 yrs+	\$61,430.15		
		7/1/14 - 6/30/15	Hourly	\$22.69	\$23.96	\$25.25	\$26.97	\$27.51		\$28.05		
			<b>FIREFIGHTER EMT - P</b>	7/1/13 - 6/30/14	Annual	\$49,665.19	\$52,472.32	\$55,275.31	\$59,044.76	\$60,225.65	10 yrs+	\$61,430.15
				7/1/14 - 6/30/15	Hourly	\$22.69	\$23.96	\$25.25	\$26.97	\$27.51		\$28.05

**FY14 CONTRACT UNSETTLED AT TIME OF PRINTING**

**LIBRARY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL COMPENSATION PLAN**

GR	POSITION TITLE	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
L-4	Library Custodian	7/1/13 - 6/30/14	Annual	\$32,176.97	\$32,981.40	\$33,805.93	\$34,651.08	\$35,517.35	\$36,405.30	\$37,315.42	\$38,248.31	\$39,204.52	\$40,184.63
			Hourly	\$17.68	\$18.12	\$18.58	\$19.03	\$19.52	\$20.00	\$20.51	\$21.02	\$21.54	\$22.08
		7/1/14 - 6/30/15	Annual	\$32,740.07	\$33,558.57	\$34,397.53	\$35,257.47	\$36,138.90	\$37,042.39	\$37,968.44	\$38,917.66	\$39,890.60	\$40,887.86
			Hourly	\$17.99	\$18.44	\$18.91	\$19.36	\$19.86	\$20.35	\$20.87	\$21.39	\$21.92	\$22.47
L-5	Library Assistant Technical Services Asst	7/1/13 - 6/30/14	Annual	\$34,751.13	\$35,619.91	\$36,510.41	\$37,423.16	\$38,358.75	\$39,317.71	\$40,300.66	\$41,308.17	\$42,340.88	\$43,399.40
			Hourly	\$19.10	\$19.57	\$20.06	\$20.57	\$21.08	\$21.61	\$22.14	\$22.70	\$23.26	\$23.85
		7/1/14 - 6/30/15	Annual	\$35,359.27	\$36,243.26	\$37,149.34	\$38,078.07	\$39,030.03	\$40,005.77	\$41,005.92	\$42,031.06	\$43,081.85	\$44,158.89
			Hourly	\$19.43	\$19.91	\$20.41	\$20.93	\$21.45	\$21.99	\$22.53	\$23.10	\$23.67	\$24.27
L-6	Library Bookkeeper	7/1/13 - 6/30/14	Annual	\$37,531.23	\$38,469.51	\$39,431.24	\$40,417.02	\$41,427.45	\$42,463.14	\$43,524.72	\$44,612.83	\$45,728.15	\$46,871.36
			Hourly	\$20.62	\$21.13	\$21.67	\$22.20	\$22.76	\$23.33	\$23.91	\$24.51	\$25.13	\$25.75
		7/1/14 - 6/30/15	Annual	\$38,188.03	\$39,142.73	\$40,121.29	\$41,124.32	\$42,152.43	\$43,206.24	\$44,286.40	\$45,393.55	\$46,528.39	\$47,691.61
			Hourly	\$20.98	\$21.50	\$22.05	\$22.59	\$23.16	\$23.74	\$24.33	\$24.94	\$25.57	\$26.20
L-7	Senior Library Custodian	7/1/13 - 6/30/14	Annual	\$40,533.72	\$41,547.07	\$42,585.75	\$43,650.37	\$44,741.64	\$45,860.18	\$47,006.70	\$48,181.85	\$49,386.40	\$50,621.06
			Hourly	\$22.26	\$22.82	\$23.40	\$23.98	\$24.59	\$25.20	\$25.82	\$26.48	\$27.13	\$27.81
		7/1/14 - 6/30/15	Annual	\$41,243.06	\$42,274.14	\$43,331.00	\$44,414.25	\$45,524.62	\$46,662.73	\$47,829.32	\$49,025.03	\$50,250.66	\$51,506.93
			Hourly	\$22.65	\$23.22	\$23.81	\$24.40	\$25.02	\$25.64	\$26.27	\$26.94	\$27.60	\$28.30
L-8	Branch Librarian Children's Librarian Circulation Supervisor Reference Librarian	7/1/13 - 6/30/14	Annual	\$43,776.42	\$44,870.82	\$45,992.60	\$47,142.42	\$48,320.98	\$49,529.00	\$50,767.22	\$52,036.41	\$53,337.32	\$54,670.75
			Hourly	\$24.06	\$24.65	\$25.27	\$25.90	\$26.56	\$27.21	\$27.89	\$28.59	\$29.30	\$30.04
		7/1/14 - 6/30/15	Annual	\$44,542.51	\$45,656.06	\$46,797.47	\$47,967.41	\$49,166.60	\$50,395.76	\$51,655.65	\$52,947.05	\$54,270.72	\$55,627.49
			Hourly	\$24.48	\$25.08	\$25.71	\$26.35	\$27.02	\$27.69	\$28.38	\$29.09	\$29.81	\$30.57
L-9	<i>no positions assigned</i>	7/1/13 - 6/30/14	Annual	\$47,278.53	\$48,460.51	\$49,672.00	\$50,913.81	\$52,186.66	\$53,491.32	\$54,828.61	\$56,199.32	\$57,604.31	\$59,044.41
			Hourly	\$25.98	\$26.63	\$27.30	\$27.98	\$28.67	\$29.38	\$30.13	\$30.89	\$31.65	\$32.44
		7/1/14 - 6/30/15	Annual	\$48,105.90	\$49,308.57	\$50,541.26	\$51,804.80	\$53,099.93	\$54,427.42	\$55,788.11	\$57,182.81	\$58,612.39	\$60,077.69
			Hourly	\$26.43	\$27.10	\$27.78	\$28.47	\$29.17	\$29.89	\$30.66	\$31.43	\$32.20	\$33.01
L-10	Head-Adult Services Head-Children's Services Head - Technology Svcs	7/1/13 - 6/30/14	Annual	\$51,060.81	\$52,337.32	\$53,645.76	\$54,986.91	\$56,361.59	\$57,770.61	\$59,214.89	\$60,695.25	\$62,212.63	\$63,767.95
			Hourly	\$28.05	\$28.76	\$29.47	\$30.21	\$30.97	\$31.74	\$32.54	\$33.36	\$34.19	\$35.04
		7/1/14 - 6/30/15	Annual	\$51,954.37	\$53,253.22	\$54,584.56	\$55,949.18	\$57,347.92	\$58,781.60	\$60,251.15	\$61,757.42	\$63,301.35	\$64,883.89
			Hourly	\$28.54	\$29.26	\$29.99	\$30.74	\$31.51	\$32.30	\$33.11	\$33.94	\$34.79	\$35.65

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

**LIBRARY PART-TIME SEASONAL COMPENSATION PLAN - FY14/FY15**

POSITION	Date		Range
Substitute Librarian	7/1/13 - 6/30/14	Hourly	\$18.04 - \$20.82
	7/1/14 - 6/30/15	Hourly	\$18.04 - \$21.18
Sub Librarian Assistant	7/1/13 - 6/30/14	Hourly	\$12.78 - \$15.65
	7/1/14 - 6/30/15	Hourly	\$12.78 - \$15.92
Temporary Support Staff	7/1/13 - 6/30/14	Hourly	\$9.18 - \$14.79
	7/1/14 - 6/30/15	Hourly	\$9.18 - \$15.05

**POLICE DEPARTMENT FY14-FY15**

Grade	Title	Fiscal Year	Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (6 yrs+)	Service Step 1 (10 yrs+)	Service Step 2 (15 yrs+)
<b>P-3</b>											
	<b>SERGEANT</b>	7/1/13 - 9/14/13		\$64,767.63	\$66,062.99	\$67,384.25				\$69,742.70	
		9/15/13 - 6/30/14		\$66,386.82	\$67,714.57	\$69,068.86				\$71,486.27	
		1/1/14 - 6/30/14									\$73,988.30
		7/1/14 - 6/30/15		\$67,548.59	\$68,899.58	\$70,277.57				\$72,737.28	\$75,283.10
<b>P-4</b>											
	<b>OFFICER</b>	7/1/13 - 9/14/13		\$47,419.78	\$49,952.93	\$53,359.38	\$54,426.57	\$55,515.09	\$56,625.41	\$58,607.30	
		9/15/13 - 6/30/14		\$48,605.28	\$51,201.74	\$54,693.36	\$55,787.24	\$56,902.97	\$58,041.05	\$60,072.49	
		1/1/14 - 6/30/14									\$62,175.03
		7/1/14 - 6/30/15		\$49,455.87	\$52,097.77	\$55,650.51	\$56,763.52	\$57,898.78	\$59,056.77	\$61,123.76	\$63,263.10
<b>P-5</b>											
	<b>STUDENT OFFICER*</b>										
		7/1/13 - 6/30/14	\$44,882.96								
		7/1/14 - 6/30/15	\$45,668.41								

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

**SEIU CLERICAL EMPLOYEES**

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
											<i>10+ yrs. Service</i>
2	<i>no positions assigned</i>	7/1/13 - 6/30/14	Hourly	\$15.51	\$16.13	\$16.46	\$16.79	\$17.12	\$17.46	\$17.81	\$18.17
		7/1/14 - 6/30/15	Hourly	\$15.51	\$16.13	\$16.46	\$16.79	\$17.12	\$17.46	\$17.81	\$18.17
3	<i>no positions assigned</i>	7/1/13 - 6/30/14	Hourly	\$16.75	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.23	\$19.62
		7/1/14 - 6/30/15	Hourly	\$16.75	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.23	\$19.62
4	Principal Clerk	7/1/13 - 6/30/14	Hourly	\$18.64	\$19.38	\$19.77	\$20.16	\$20.57	\$20.98	\$21.40	\$21.83
		7/1/14 - 6/30/15	Hourly	\$18.64	\$19.38	\$19.77	\$20.16	\$20.57	\$20.98	\$21.40	\$21.83
5	Accounting Specialist Office Assistant	7/1/13 - 6/30/14	Hourly	\$20.32	\$21.13	\$21.55	\$21.99	\$22.42	\$22.87	\$23.33	\$23.80
		7/1/14 - 6/30/15	Hourly	\$20.32	\$21.13	\$21.55	\$21.99	\$22.42	\$22.87	\$23.33	\$23.80
6	Accounting Coordinator Administrative Assistant Benefits Coordinator Conservation Coordinator Payroll Coordinator	7/1/13 - 6/30/14	Hourly	\$22.15	\$23.03	\$23.49	\$23.96	\$24.44	\$24.93	\$25.43	\$25.94
		7/1/14 - 6/30/15	Hourly	\$22.15	\$23.03	\$23.49	\$23.96	\$24.44	\$24.93	\$25.43	\$25.94
7	Staff Accountant Youth & Family Svcs. Coord.	7/1/13 - 6/30/14	Hourly	\$24.13	\$25.10	\$25.60	\$26.11	\$26.63	\$27.16	\$27.71	\$28.26
		7/1/14 - 6/30/15	Hourly	\$24.13	\$25.10	\$25.60	\$26.11	\$26.63	\$27.16	\$27.71	\$28.26
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Purchasing Administrator	7/1/13 - 6/30/14	Hourly	\$26.30	\$27.36	\$27.90	\$28.46	\$29.03	\$29.61	\$30.20	\$30.81
		7/1/14 - 6/30/15	Hourly	\$26.30	\$27.36	\$27.90	\$28.46	\$29.03	\$29.61	\$30.20	\$30.81

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

**FY14 CONTRACT UNSETTLED AT TIME OF PRINTING**

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<b>PART-TIME, SEASONAL AND OTHER POSITIONS</b>		
<b>OFFICE OF THE TOWN CLERK</b>	<b>FY2014 SALARY</b>	<b>FY2015 SALARY</b>
Registrar of Voters	\$500 per year	\$500 per year
Election Warden	\$14.00 per hour	\$14.00 per hour
Election Clerk	\$12.00 per hour	\$12.00 per hour
Election Inspector	\$10.00 per hour	\$10.00 per hour
<b>INSPECTORS</b>	<b>FY2014 SALARY</b>	<b>FY2015 SALARY</b>
Inspector of Animals	\$500 per year	\$500 per year
Sealer of Weights and Measures	<i>vacant</i>	<i>vacant</i>
Assistant Plumbing, Wiring, Gas Inspectors	\$24.52 - \$31.21 per hour	\$24.52 - \$31.21 per hour
<b>PUBLIC SAFETY POSITIONS</b>	<b>FY2014 SALARY</b>	<b>FY2015 SALARY</b>
Assistant Animal Control Officer	\$14.14 - \$18.98 per hour	\$14.14 - \$18.98 per hour
Fire Alarm Maintenance Specialist	\$29.33 per hour	\$29.33 per hour
Fire Apparatus Maintenance Specialist	\$31.00 - \$39.00 per hour	\$31.00 - \$39.00 per hour
Fire EMS Coordinator	\$1633 per year	\$1633 per year
Fire Training Officer	\$1633 per year	\$1633 per year
Police Matron	\$22.50 per hour	\$22.50 per hour
Traffic Supervisors: *		
Level 1	\$16.70 per hour	\$17.00 per hour
Level 2	\$18.01 per hour	\$18.33 per hour
Level 3	\$19.30 per hour	\$19.64 per hour
<b>PUBLIC WORKS POSITIONS</b>	<b>FY2014 SALARY</b>	<b>FY2015 SALARY</b>
Engineering Intern	\$13.00 - \$16.00 per hour	\$13.00 - \$16.00 per hour
Seasonal Laborer - Highway	\$11.15 - \$13.00 per hour	\$11.15 - \$13.00 per hour
<b>GOVERNMENT SERVICES POSITIONS</b>	<b>FY2014 SALARY</b>	<b>FY2015 SALARY</b>
Board / Commission Secretary	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
COA Part-Time Van Driver		\$15.74 - \$19.65 per hour
Temporary Support Staff	\$11.15 - \$22.00 per hour	\$11.15 - \$22.00 per hour
Town Counsel	\$88.73 per hour	\$90.28 per hour
Veterans Agent	\$1200 per year	\$1200 per year
Veterans Service Director	\$1800 per year	\$1800 per year

**FY14 & FY15 RECREATION PART-TIME SEASONAL COMPENSATION PLAN**

Grade	Position Title	Fiscal Year		Step 1	Step 2	Step 3	Minimum Requirements
1	Assistant Leader	7/1/13 - 6/30/14	Hourly	\$8.25	\$8.66	\$9.10	2 yrs. LDP Experience Preferred.
		7/1/14 - 6/30/15	Hourly	\$8.25	\$8.66	\$9.10	First Aid, CPR, AED Certification Required.
2	WSA - Aquatics (Water Safety Aide)	7/1/13 - 6/30/14	Hourly	\$8.50	\$8.93	\$9.37	Age 15, LGT Required.
		7/1/14 - 6/30/15	Hourly	\$8.50	\$8.93	\$9.37	First Aid, CPR, AED Certification Required.
3	Leader	7/1/13 - 6/30/14	Hourly	\$9.50	\$9.98	\$10.47	2 yrs. Asst. Leader Experience Preferred.
		7/1/14 - 6/30/15	Hourly	\$9.50	\$9.98	\$10.47	First Aid, CPR, AED Certification Required.
4	Lifeguard	7/1/13 - 6/30/14	Hourly	\$10.00	\$10.50	\$11.03	Age 16, LGT Required.
		7/1/14 - 6/30/15	Hourly	\$10.00	\$10.50	\$11.03	First Aid, CPR, AED Certification Required.
5	WSI (Water Safety Instr.)	7/1/13 - 6/30/14	Hourly	\$10.50	\$11.03	\$11.58	Age 16, LGT, WSI Required.
		7/1/14 - 6/30/15	Hourly	\$10.50	\$11.03	\$11.58	First Aid, CPR, AED Certification Required.
6	Supervisor	7/1/13 - 6/30/14	Hourly	\$12.00	\$12.60	\$13.23	HS Graduate, Minimum 2 yrs. Leader Experience
		7/1/14 - 6/30/15	Hourly	\$12.00	\$12.60	\$13.23	First Aid, CPR, AED Certification Required.
7	Specialist/ Coach	7/1/13 - 6/30/14	Hourly	\$14.00	\$14.70	\$15.44	Assoc. Degree, Min. 2 yrs. Supervisor Experience
		7/1/14 - 6/30/15	Hourly	\$14.00	\$14.70	\$15.44	First Aid, CPR, AED Certification Required.
8	Asst. Coordinator Senior Supervisor	7/1/13 - 6/30/14	Hourly	\$16.50	\$17.33	\$18.19	Bachelors Degree, Min. 3 yrs. Supervisor Experience
		7/1/14 - 6/30/15	Hourly	\$16.50	\$17.33	\$18.19	First Aid, CPR, AED Certification Required.
9	Coordinator	7/1/13 - 6/30/14	Hourly	\$20.50	\$21.53	\$22.60	Bachelors Degree, Min. 4 yrs. Supervisor Experience
		7/1/14 - 6/30/15	Hourly	\$20.50	\$21.53	\$22.60	First Aid, CPR, AED Certification Required.
Grade	Position Title			MIN		MAX	Minimum Requirements
10	Certified Instructor	7/1/13 - 6/30/14	Hourly	\$20.00		\$40.00	3 yrs. Experience & Certification in Subject Area
		7/1/14 - 6/30/15	Hourly	\$20.00		\$40.00	First Aid, CPR, AED Certification Required.
11	Master Instructor	7/1/13 - 6/30/14	Hourly	\$40.00		\$60.00	Subject Matter Expert; 5 yrs. Experience at College
		7/1/14 - 6/30/15	Hourly	\$40.00		\$60.00	or Professional Level

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

**ADMINISTRATION**

Superintendent	FY '14	\$ 187,780
	FY '13	\$ 180,558
Assistant Superintendent	FY '14	\$ 156,483
	FY '13	\$ 151,925
Director of Student Services	FY '14	\$ 132,369
	FY '13	\$ 128,630
Director of Business and Finance	FY '14	\$ 127,308
	FY '13	\$ 123,600
Director of Technology	FY '14	\$ 122,534
	FY '13	\$ 118,965

	<u>PRINCIPALS</u>		<u>ASSISTANT PRINCIPAL</u>
Senior High School	FY '14	\$ 132,613	\$ 109,271
	FY '13	\$ 128,750	\$ 105,028
Dean of Students	FY '14	\$ 80,784	
	FY '13	\$ 77,648	
Middle School	FY '14	\$ 132,885	\$ 111,456
	FY '13	\$ 129,015	\$ 107,128
Elementary	FY '14	\$118,568 - \$125,297	
	FY '13	\$114,838 - \$120,467	

**CAFETERIA EMPLOYEES**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Lead Cook	FY '14	\$ 12.50	\$ 13.51	\$ 14.28	\$ 15.40	\$ 16.37	\$ 17.02
	FY '13	\$ 12.43	\$ 13.44	\$ 14.21	\$ 15.32	\$ 16.28	\$ 16.93
Cooks	FY '14	\$ 12.25	\$ 13.26	\$ 14.03	\$ 15.15	\$ 16.12	\$ 16.77
	FY '13	\$ 12.18	\$ 13.19	\$ 13.96	\$ 15.07	\$ 16.03	\$ 16.68
General	FY '14	\$ 11.28	\$ 12.52	\$ 13.26	\$ 14.34	\$ 15.31	\$ 15.98
	FY '13	\$ 11.22	\$ 12.45	\$ 13.19	\$ 14.26	\$ 15.23	\$ 15.90

FY2015 figures not available because contracts are not settled

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

**TEACHERS and NURSES**

Year	Step	Bachelor	B+15	Masters	M+15	M+30	M+45	M+60	Doctorate
FY '15	1	\$ 45,443	\$ 46,326	\$ 48,528	\$ 50,182	\$ 51,837	\$ 53,383	\$ 55,696	\$ 63,255
FY '14 (Sep-Jan)	1	\$ 43,504	\$ 44,350	\$ 46,458	\$ 48,041	\$ 49,625	\$ 51,105	\$ 53,320	\$ 60,556
FY '14 (Feb - Jun)	1	\$ 43,553	\$ 44,400	\$ 46,510	\$ 48,095	\$ 49,681	\$ 51,163	\$ 53,379	\$ 60,624
FY '15	2	\$ 47,261	\$ 48,179	\$ 50,469	\$ 52,189	\$ 53,910	\$ 55,518	\$ 57,923	\$ 65,785
FY '14 (Sep-Jan)	2	\$ 45,244	\$ 46,124	\$ 48,316	\$ 49,963	\$ 51,610	\$ 53,150	\$ 55,452	\$ 62,979
FY '14 (Feb - Jun)	2	\$ 45,295	\$ 46,176	\$ 48,370	\$ 50,019	\$ 51,668	\$ 53,209	\$ 55,515	\$ 63,049
FY '15	3	\$ 49,151	\$ 50,107	\$ 52,487	\$ 54,277	\$ 56,066	\$ 57,739	\$ 60,240	\$ 68,417
FY '14 (Sep-Jan)	3	\$ 47,054	\$ 47,969	\$ 50,248	\$ 51,962	\$ 53,674	\$ 55,276	\$ 57,670	\$ 65,498
FY '14 (Feb - Jun)	3	\$ 47,107	\$ 48,023	\$ 50,304	\$ 52,020	\$ 53,735	\$ 55,338	\$ 57,735	\$ 65,571
FY '15	4	\$ 51,117	\$ 52,111	\$ 54,587	\$ 56,448	\$ 58,309	\$ 60,048	\$ 62,650	\$ 71,153
FY '14 (Sep-Jan)	4	\$ 48,936	\$ 49,888	\$ 52,258	\$ 54,040	\$ 55,822	\$ 57,487	\$ 59,977	\$ 68,118
FY '14 (Feb - Jun)	4	\$ 48,991	\$ 49,944	\$ 52,317	\$ 54,100	\$ 55,885	\$ 57,551	\$ 60,045	\$ 68,194
FY '15	5	\$ 53,162	\$ 54,195	\$ 56,771	\$ 58,707	\$ 60,641	\$ 62,450	\$ 65,156	\$ 73,999
FY '14 (Sep-Jan)	5	\$ 50,894	\$ 51,883	\$ 54,349	\$ 56,202	\$ 58,054	\$ 59,786	\$ 62,376	\$ 70,842
FY '14 (Feb - Jun)	5	\$ 50,951	\$ 51,942	\$ 54,410	\$ 56,265	\$ 58,119	\$ 59,853	\$ 62,446	\$ 70,922
FY '15	6	\$ 55,288	\$ 56,363	\$ 59,042	\$ 61,055	\$ 63,067	\$ 64,948	\$ 67,762	\$ 76,959
FY '14 (Sep-Jan)	6	\$ 52,930	\$ 53,959	\$ 56,523	\$ 58,450	\$ 60,377	\$ 62,178	\$ 64,871	\$ 73,676
FY '14 (Feb - Jun)	6	\$ 52,989	\$ 54,019	\$ 56,586	\$ 58,516	\$ 60,445	\$ 62,247	\$ 64,944	\$ 73,759
FY '15	7	\$ 57,500	\$ 58,618	\$ 61,403	\$ 63,496	\$ 65,590	\$ 67,546	\$ 70,473	\$ 80,038
FY '14 (Sep-Jan)	7	\$ 55,047	\$ 56,117	\$ 58,784	\$ 60,788	\$ 62,792	\$ 64,665	\$ 67,466	\$ 76,623
FY '14 (Feb - Jun)	7	\$ 55,109	\$ 56,180	\$ 58,850	\$ 60,856	\$ 62,862	\$ 64,737	\$ 67,542	\$ 76,709
FY '15	8	\$ 59,800	\$ 60,962	\$ 63,859	\$ 66,036	\$ 68,214	\$ 70,248	\$ 73,292	\$ 83,239
FY '14 (Sep-Jan)	8	\$ 57,249	\$ 58,362	\$ 61,135	\$ 63,219	\$ 65,303	\$ 67,251	\$ 70,165	\$ 79,688
FY '14 (Feb - Jun)	8	\$ 57,313	\$ 58,427	\$ 61,204	\$ 63,290	\$ 65,377	\$ 67,327	\$ 70,244	\$ 79,777
FY '15	9	\$ 62,192	\$ 63,401	\$ 66,414	\$ 68,678	\$ 70,942	\$ 73,058	\$ 76,223	\$ 86,569
FY '14 (Sep-Jan)	9	\$ 59,539	\$ 60,696	\$ 63,580	\$ 65,748	\$ 67,916	\$ 69,941	\$ 72,971	\$ 82,876
FY '14 (Feb - Jun)	9	\$ 59,605	\$ 60,764	\$ 63,652	\$ 65,822	\$ 67,992	\$ 70,020	\$ 73,053	\$ 82,969
FY '15	10	\$ 64,680	\$ 65,937	\$ 69,071	\$ 71,425	\$ 73,780	\$ 75,980	\$ 79,272	\$ 90,031
FY '14 (Sep-Jan)	10	\$ 61,920	\$ 63,124	\$ 66,124	\$ 68,378	\$ 70,632	\$ 72,739	\$ 75,890	\$ 86,191
FY '14 (Feb - Jun)	10	\$ 61,990	\$ 63,195	\$ 66,198	\$ 68,455	\$ 70,712	\$ 72,821	\$ 75,975	\$ 86,287
FY '15	11	\$ 67,267	\$ 68,574	\$ 71,833	\$ 74,282	\$ 76,730	\$ 79,020	\$ 82,443	\$ 93,633
FY '14 (Sep-Jan)	11	\$ 64,397	\$ 65,649	\$ 68,769	\$ 71,113	\$ 73,457	\$ 75,648	\$ 78,926	\$ 89,638
FY '14 (Feb - Jun)	11	\$ 64,469	\$ 65,723	\$ 68,846	\$ 71,193	\$ 73,539	\$ 75,733	\$ 79,015	\$ 89,739
FY '15	12	\$ 69,957	\$ 71,317	\$ 74,706	\$ 77,253	\$ 79,800	\$ 82,180	\$ 85,741	\$ 97,378
FY '14 (Sep-Jan)	12	\$ 66,973	\$ 68,275	\$ 71,519	\$ 73,957	\$ 76,395	\$ 78,674	\$ 82,083	\$ 93,224
FY '14 (Feb - Jun)	12	\$ 67,048	\$ 68,352	\$ 71,600	\$ 74,040	\$ 76,481	\$ 78,763	\$ 82,175	\$ 93,328
FY '15	13	\$ 72,756	\$ 74,170	\$ 77,694	\$ 80,343	\$ 82,993	\$ 85,468	\$ 89,170	\$ 101,273
FY '14 (Sep-Jan)	13	\$ 69,652	\$ 71,006	\$ 74,380	\$ 76,916	\$ 79,452	\$ 81,821	\$ 85,366	\$ 96,953
FY '14 (Feb - Jun)	13	\$ 69,730	\$ 71,086	\$ 74,463	\$ 77,002	\$ 79,541	\$ 81,913	\$ 85,462	\$ 97,061
FY '15	14	\$ 78,101	\$ 80,275	\$ 86,557	\$ 88,969	\$ 90,907	\$ 93,576	\$ 95,991	\$ 103,875
FY '14 (Sep-Jan)	14	\$ 74,769	\$ 76,850	\$ 82,864	\$ 85,174	\$ 87,029	\$ 89,584	\$ 91,896	\$ 99,443
FY '14 (Feb - Jun)	14	\$ 74,918	\$ 77,020	\$ 83,112	\$ 85,414	\$ 87,249	\$ 89,810	\$ 92,086	\$ 99,516

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

**ADMINISTRATIVE ASSISTANTS**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Classification 1	FY '15	\$ 950.80	\$ 988.80	\$ 1,028.40	\$ 1,069.20	\$ 1,112.00
	FY '14	\$ 932.00	\$ 969.20	\$ 1,008.00	\$ 1,048.40	\$ 1,090.40
Classification 2	FY '15	\$ 895.60	\$ 931.20	\$ 968.40	\$ 1,007.20	\$ 1,047.60
	FY '14	\$ 878.00	\$ 913.20	\$ 949.60	\$ 987.60	\$ 1,027.20
Classification 3	FY '15	\$ 860.00	\$ 894.40	\$ 930.00	\$ 967.20	\$ 1,006.00
	FY '14	\$ 843.20	\$ 876.80	\$ 912.00	\$ 948.40	\$ 986.40

**SCHOOL CUSTODIANS**

Classification:		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Jr. Custodian	FY '15	\$ 678.80	\$ 715.60	\$ 741.20	\$ 780.40	\$ 817.60	\$ 867.60
	FY '14	\$ 665.60	\$ 701.60	\$ 726.80	\$ 765.20	\$ 801.60	\$ 850.00
Head Grounds/Senior/ Custodian/Maintenance	FY '15	\$ 741.60	\$ 785.60	\$ 810.00	\$ 849.20	\$ 889.20	\$ 940.40
	FY '14	\$ 727.20	\$ 770.00	\$ 794.00	\$ 832.40	\$ 871.60	\$ 922.00

**DIRECTOR OF OPERATIONS**

FY '14 \$ 86,524

FY '13 \$ 84,004

FY2015 figure is not available because contract is not settled

**INSTRUCTIONAL ASSISTANTS**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
FY'14	\$ 14.37	\$ 15.14	\$ 15.90	\$ 16.77	\$ 17.63
FY'13	\$ 14.30	\$ 15.06	\$ 15.82	\$ 16.69	\$ 17.54

FY2015 figures not available because contract is not settled

## Appendix C

### Salary Schedule for Elected Town Officers Fiscal Year July 1, 2014 – June 30, 2015

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<i>Position</i>	<i>Fiscal Year 2014 Salary</i>	<i>Fiscal Year 2015 Salary</i>
<i>Town Clerk (Full Time)</i>	\$68,978	\$70,185
<i>Part Time Positions</i>		
<i>Assessor</i>	\$1,800	\$1,800
<i>Selectman</i>	\$2,000	\$2,000
<i>Sewer Commissioner</i>	\$1,800	\$1,800
<i>Tax Collector</i>	\$4,000	\$4,000
<i>Town Treasurer</i>	\$4,000	\$4,000

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**Appendix D  
Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Selectmen Department</b>						
1. Salaries	422,740	431,262	444,333	13,071	3.0%	Taxation
2. Expenses	46,337	47,500	48,250	750	1.6%	Taxation
	469,076	478,762	492,583	13,821	2.9%	
<b>Finance Commission</b>						
3. Salary	50,420	41,389	42,141	752	1.8%	Taxation
4. Expenses	16,419	21,763	21,763	0	0.0%	Taxation
	66,839	63,152	63,904	752	1.2%	
<b>Accounting Department</b>						
5. Salaries	200,865	204,521	208,534	4,013	2.0%	Taxation
6. Expenses	3,941	5,500	5,300	(200)	-3.6%	Taxation
	204,807	210,021	213,834	3,813	1.8%	
<b>Audit - School &amp; Municipal Financials</b>						
7. Expenses	49,505	57,750	57,750	0	0.0%	Taxation
<b>Assessors Department</b>						
8. Salaries	181,077	187,512	193,209	5,697	3.0%	Taxation
9. Expenses	16,468	17,200	17,200	0	0.0%	Taxation
	197,545	204,712	210,409	5,697	2.8%	
<b>Treasurer's Department</b>						
10. Salary	95,322	97,797	92,324	(5,473)	-5.6%	Taxation
11. Expenses	7,295	12,250	12,250	0	0.0%	Taxation
	102,617	110,047	104,574	(5,473)	-5.0%	
<b>Collector's Department</b>						
12. Salaries	105,741	109,272	111,741	2,469	2.3%	Taxation
13. Expenses	68,286	74,900	74,775	(125)	-0.2%	\$32,500 Amb. Receipts/Taxation
	174,027	184,172	186,516	2,344	1.3%	
<b>Legal Department</b>						
14. Salary	91,088	93,465	95,111	1,646	1.8%	Taxation
15. Expenses	102,897	103,500	104,500	1,000	1.0%	Taxation
	193,985	196,965	199,611	2,646	1.3%	
<b>Personnel Board</b>						
16. Salary	161,787	168,720	175,302	6,582	3.9%	Taxation
17. Expenses	7,859	8,400	7,500	(900)	-10.7%	Taxation
	169,646	177,120	182,802	5,682	3.2%	
<b>Information Systems Department</b>						
18. Salaries	224,435	257,583	262,243	4,660	1.8%	Taxation
19. Expenses	90,759	65,500	65,500	0	0.0%	Taxation
	315,194	323,083	327,743	4,660	1.4%	

**Appendix D  
Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Town Clerk Department</b>						
20. Salaries	127,216	141,810	145,464	3,654	2.6%	Taxation
21. Expenses	45,409	55,500	61,400	5,900	10.6%	Taxation
	172,626	197,310	206,864	9,554	4.8%	
<b>Conservation Commission</b>						
22. Salary	44,072	46,055	48,051	1,996	4.3%	\$17,000 Consv. Receipts/ Taxation
23. Expenses	2,691	7,600	5,600	(2,000)	-26.3%	
	46,763	53,655	53,651	(4)	0.0%	
<b>Planning Board</b>						
24. Salaries	87,595	108,449	112,719	4,270	3.9%	Taxation
25. Expenses	2,423	3,050	3,100	50	1.6%	Taxation
	90,018	111,499	115,819	4,320	3.9%	
<b>Zoning Board of Appeals</b>						
26. Salaries	26,410	27,478	28,266	788	2.9%	Taxation
27. Expenses	529	1,867	1,867	0	0.0%	Taxation
	26,939	29,345	30,133	788	2.7%	
<b>Economic Development Task Force</b>						
28. Salaries	45,783	105,849	105,093	(756)	-0.7%	Taxation
29. Expenses	64	2,000	2,250	250	12.5%	Taxation
	45,847	107,849	107,343	(506)	-0.5%	
<b>Outside Professional Services</b>						
30. Expenses	37,246	40,000	41,000	1,000	2.5%	Taxation
<b>MA Housing Partnership/Housing Authority</b>						
31. Salary		24,405	24,667	262	1.1%	Taxation
32. Expenses	24,343	1,000	1,200	200	20.0%	Taxation
		25,405	25,867	462	1.8%	
<b>Communications Systems</b>						
33. Expenses	124,488	130,000	145,000	15,000	11.5%	Taxation
<b>Training/Professional Development</b>						
34. Expenses	6,600	6,750	15,000	8,250	122.2%	Taxation
<b>Total General Government</b>	<b>2,518,110</b>	<b>2,707,597</b>	<b>2,780,403</b>	<b>72,806</b>	<b>2.7%</b>	



**Appendix D**  
**Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Police Department</b>						
35. Salaries	2,803,301	2,955,499	3,097,512	142,013	4.8%	Taxation
36. Expenses	215,406	222,215	242,425	20,210	9.1%	Taxation
	<u>3,018,707</u>	<u>3,177,714</u>	<u>3,339,937</u>	<u>162,223</u>	<u>5.1%</u>	
<b>Auxiliary Police/Civil Defense</b>						
37. Expenses	806	2,000	3,000	1,000	50.0%	Taxation
	<u>806</u>	<u>2,000</u>	<u>3,000</u>	<u>1,000</u>	<u>50.0%</u>	
<b>Animal Control</b>						
38. Salary	45,944	48,499	50,602	2,103	4.3%	Taxation
39. Expenses	5,987	7,750	9,050	1,300	16.8%	Taxation
	<u>51,931</u>	<u>56,249</u>	<u>59,652</u>	<u>3,403</u>	<u>6.0%</u>	
<b>Fire Department</b>						
40. Salaries*	2,671,332	2,738,541	2,787,850	49,309	1.8%	\$304,000 Amb. Receipts/Taxation
41. Expenses	178,402	186,075	196,275	10,200	5.5%	\$40,000 Amb. Receipts/Taxation
	<u>2,849,733</u>	<u>2,924,616</u>	<u>2,984,125</u>	<u>59,509</u>	<u>2.0%</u>	
<b>Building Inspection Department</b>						
42. Salaries	242,234	274,933	286,794	11,861	4.3%	Taxation
43. Expenses	21,559	34,025	35,025	1,000	2.9%	Taxation
	<u>263,793</u>	<u>308,958</u>	<u>321,819</u>	<u>12,861</u>	<u>4.2%</u>	
<b>*Note: FY14 Salaries also included one time additional increase with \$180,000 ambulance revenue.</b>						
<b>Total Public Safety</b>	<b>6,184,971</b>	<b>6,469,537</b>	<b>6,708,533</b>	<b>238,996</b>	<b>3.7%</b>	
<b>Department of Public Works</b>						
44. Salaries - admin	162,110	204,254	212,022	7,768	3.8%	Taxation
45. Salaries - operations	\$1,375,585	1,348,435	1,382,298	33,863	2.5%	\$1,000 Perp Care/Taxation
46. Expenses	453,945	462,100	471,600	9,500	2.1%	Taxation
	<u>1,991,640</u>	<u>2,014,789</u>	<u>2,065,920</u>	<u>51,131</u>	<u>2.5%</u>	
<b>Building Maintenance</b>						
47. Salaries		0	0	0		
48. Expenses	620,106	668,650	705,558	36,908	5.5%	Taxation
		<u>668,650</u>	<u>705,558</u>	<u>36,908</u>	<u>5.5%</u>	
<b>Municipal &amp; School</b>						
49. Field Maintenance	92,772	114,000	120,000	6,000	5.3%	Taxation
50. Snow & Ice	420,767	250,000	250,000	0	0.0%	Taxation
51. Street Lighting/ Traffic Light Maint	120,593	140,000	140,000	0	0.0%	Taxation
<b>Waste Collection/Disposal</b>						
52. Expenses	1,154,100	1,180,000	1,249,000	69,000	5.8%	Taxation
<b>Total Public Works</b>	<b>4,399,978</b>	<b>4,367,439</b>	<b>4,530,478</b>	<b>163,039</b>	<b>3.7%</b>	

**Appendix D  
Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Health Department</b>						
53. Salaries	208,334	215,637	222,473	6,836	3.2%	Taxation
54. Expenses	7,877	8,973	9,300	327	3.6%	Taxation
	<u>216,210</u>	<u>224,610</u>	<u>231,773</u>	<u>7,163</u>	<u>3.2%</u>	
55. Outside Health Agencies	12,856	13,416	13,416	0	0.0%	Taxation
56. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
<b>Council On Aging</b>						
57. Salaries	222,500	237,515	235,766	(1,749)	-0.7%	Taxation
58. Expenses	23,760	25,285	26,785	1,500	5.9%	Taxation
	<u>246,260</u>	<u>262,800</u>	<u>262,551</u>	<u>(249)</u>	<u>-0.1%</u>	
<b>Youth and Family Services Commission</b>						
59. Salaries	203,085	185,154	189,887	4,733	2.6%	Taxation
60. Expenses	12,567	15,000	15,000	0	0.0%	Taxation
	<u>215,652</u>	<u>200,154</u>	<u>204,887</u>	<u>4,733</u>	<u>2.4%</u>	
<b>Veterans Services Department</b>						
61. Salaries	27,007	28,815	29,557	742	2.6%	Taxation
62. Expenses	73,837	88,800	92,300	3,500	3.9%	Taxation
	<u>100,845</u>	<u>117,615</u>	<u>121,857</u>	<u>4,242</u>	<u>3.6%</u>	
<b>Total Human Services</b>	<b>791,822</b>	<b>819,095</b>	<b>834,984</b>	<b>15,889</b>	<b>1.9%</b>	
<b>Public Library</b>						
63. Salaries	760,729	851,530	880,038	28,508	3.3%	Taxation
64. Expenses	218,505	229,036	231,800	2,764	1.2%	Taxation
65. Lost Books	1,343	1,500	1,500	0	0.0%	Taxation
	<u>980,576</u>	<u>1,082,066</u>	<u>1,113,338</u>	<u>31,272</u>	<u>2.9%</u>	
<b>Recreation Department</b>						
66. Salaries	259,655	272,153	273,550	1,397	0.5%	Taxation
67. Expenses	15,202	15,784	15,784	0	0.0%	Taxation
	<u>274,857</u>	<u>287,937</u>	<u>289,334</u>	<u>1,397</u>	<u>0.5%</u>	
<b>Memorial/Veteran's Day</b>						
68. Expenses	7,014	10,675	12,050	1,375	12.9%	Taxation
<b>Total Culture and Recreation</b>	<b>1,262,447</b>	<b>1,380,678</b>	<b>1,414,722</b>	<b>34,044</b>	<b>2.5%</b>	
<b>Other</b>						
69. Operating Equipment, Projects and Hardware/Software Maintenance	177,275	220,534	232,834	12,300	5.6%	Taxation
70. Contract Reserve/Other		0	0	0		
* This contract reserve budget may be transferred to the respective budgets upon vote by the Board of Selectmen.						
<b>Total Other</b>	<b>177,275</b>	<b>220,534</b>	<b>232,834</b>	<b>12,300</b>	<b>5.6%</b>	
<b>Total Municipal Budget</b>	<b>15,334,603</b>	<b>15,964,880</b>	<b>16,501,954</b>	<b>537,074</b>	<b>3.4%</b>	

**Appendix D  
Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Fixed Costs Budgets - School and Municipal</b>						
<b>Municipal Employee Benefits/Costs</b>						
Retirement Assessment	1,925,532	2,007,210	2,258,111	250,901	12.5%	Taxation
Non-Contrib Pension	38,780	33,000	34,000	1,000	3.0%	Taxation
Worker's Compensation	57,362	65,827	78,992	13,165	20.0%	Taxation
Unemployment Compensation	14,213	13,860	13,860	0	0.0%	Taxation
Health Insurance	1,264,427	1,271,056	1,314,543	43,487	3.4%	Taxation
Life Insurance	4,429	5,000	6,000	1,000	20.0%	Taxation
Pre-Hire/Payroll	78,656	86,500	92,000	5,500	6.4%	Taxation
Public Safety Medical/111F ins	35,745	77,000	73,600	(3,400)	-4.4%	Taxation
Medicare Part B	50,871	53,410	58,410	5,000	9.4%	Taxation
Social Security Tax	8,157	11,000	10,000	(1,000)	-9.1%	Taxation
Medicare Payroll Tax	157,859	173,693	187,588	13,895	8.0%	Taxation
OPEB	15,000	44,000		(44,000)	-100.0%	Taxation
<b>Municipal Employee Benefits/Costs</b>	<b>3,651,031</b>	<b>3,841,556</b>	<b>4,127,104</b>	<b>285,548</b>	<b>7.4%</b>	
<b>School Employee Benefits/Costs</b>						
Retirement Assessments	823,714	858,310	965,598	107,288	12.5%	Taxation
Worker's Compensation	111,937	139,779	167,734	27,955	20.0%	Taxation
Unemployment Compensation	45,084	98,175	98,175	0	0.0%	Taxation
Health Insurance	3,438,141	3,850,379	3,983,766	133,387	3.5%	Taxation
Life Insurance	9,945	9,000	10,000	1,000	11.1%	Taxation
Payroll service	17,741	19,000	19,000	0	0.0%	Taxation
Medicare Part B	118,703	134,000	144,000	10,000	7.5%	Taxation
Social Security Tax	6,939	11,000	10,000	(1,000)	-9.1%	Taxation
Medicare Payroll Tax	422,568	441,689	477,024	35,335	8.0%	Taxation
OPEB	23,000	24,000		(24,000)	-100.0%	Taxation
<b>School Employee Benefits/Costs</b>	<b>5,017,772</b>	<b>5,585,332</b>	<b>5,875,297</b>	<b>289,965</b>	<b>5.2%</b>	
<b>71. Total Benefits/Costs</b>	<b>8,668,803</b>	<b>9,426,888</b>	<b>10,002,401</b>	<b>575,513</b>	<b>6.1%</b>	
<b>Insurance/Reserves</b>						
<b>Comprehensive And Liability Insurance - School &amp; Municipal</b>						
72. Expenses	325,755	402,000	402,000	0	0.0%	Taxation
73. Energy/Utility/Other Reserve Fund*	0	225,000	225,000	0	0.0%	Taxation
74. Special Town Mtg/Charter Review	12,622	25,000	25,000	0	0.0%	Taxation
75. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
<b>Total Ins./Reserve</b>	<b>338,378</b>	<b>1,052,000</b>	<b>1,052,000</b>	<b>0</b>	<b>0.0%</b>	
<b>Total Fixed Costs Budget</b>	<b>9,007,181</b>	<b>10,478,888</b>	<b>11,054,401</b>	<b>575,513</b>	<b>5.5%</b>	
Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made. * This reserve budget may be transferred to the respective budgets upon vote by the Board of Selectmen.						
<b>Debt Service Budget</b>						
Municipal Related Debt Service	1,699,233	1,860,905	1,856,063	(4,842)	-0.3%	\$19,170 Bond Premium/Taxation
School Related Debt Service	3,368,106	3,265,433	3,151,534	(113,899)	-3.5%	\$1,401,276 sch bld reimb/\$20,281 Bond Premium/Taxation
<b>76. Total Debt Budget</b>	<b>5,067,339</b>	<b>5,126,338</b>	<b>5,007,597</b>	<b>(118,741)</b>	<b>-2.3%</b>	

**FY15 Debt Change**  
 Non Exempt \$0  
 Exempt (\$118,741)  
 Total (\$118,741)

**Appendix D  
Proposed FY2015 Departmental Salary/Expense Budgets**

Description	Expended FY2013	Adjusted Current FY2014 Budget	Proposed FY2015 Budget	\$ Change FY15 vs FY14	% Change FY15 vs FY14	Funding Source
<b>Westwood Public Schools</b>						
Salaries		30,243,616	31,881,971	1,638,355	5.4%	Taxation
Expenses		6,067,043	5,967,920	(99,123)	-1.6%	Taxation
77. School salaries & exps	35,025,458	36,310,659	37,849,891	1,539,232	4.2%	
78. Blue Hills Regional School	49,358	101,646	109,523	7,877	7.7%	Taxation
<b>Crossing Guards</b>						
79. Salaries	93,578	107,064	101,709	(5,355)	-5.0%	Taxation
80. Expenses	4,270	4,900	4,900	0	0.0%	Taxation
Total	97,848	111,964	106,609	(5,355)	-4.8%	
<b>Total School Budgets</b>	<b>35,172,664</b>	<b>36,524,269</b>	<b>38,066,023</b>	<b>1,541,754</b>	<b>4.2%</b>	

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

<b>Fire</b>						
Salary			319,000	319,000		
Expenses			20,000	20,000		
			<u>339,000</u>	<u>339,000</u>		
<b>Police</b>						
Salary			70,000	70,000		
Expenses			0	0		
			<u>70,000</u>	<u>70,000</u>		
<b>Other</b>						
Salary			93,000	93,000		
Expenses			0	0		
			<u>93,000</u>	<u>93,000</u>		

81. <b>Total University Station Related</b>	<b>0</b>	<b>0</b>	<b>502,000</b>	<b>502,000</b>		<b>Taxation</b>
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\*Expenditures and positions must be authorized by majority vote of the Board of Selectmen prior to any expenditure of funds or hiring.

**Sewer Enterprise**

82. Salaries	371,834	372,642	377,233	4,591	1.2%	Sewer Enterprise Funds
83. Expenses	116,646	131,000	131,000	0	0.0%	Sewer Enterprise Funds
84. Pumping Stations	118,505	147,500	147,500	0	0.0%	Sewer Enterprise Funds
85. MWRA Assessment	2,317,405	2,372,510	2,426,124	53,614	2.3%	Sewer Enterprise Funds
86. Mandated Inspections	24,751	120,000	120,000	0	0.0%	Sewer Enterprise Funds
				0		
87. Sewer Debt & Int	184,256	186,825	188,712	1,887	1.0%	Sewer Enterprise Funds
88. System Ext./Repairs	5,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
<b>Total Sewer Enterprise**</b>	<b>3,138,398</b>	<b>3,355,477</b>	<b>3,415,569</b>	<b>60,092</b>	<b>1.8%</b>	Note: Sewer revenue will be operating budget + \$290,978 for indirect costs - total \$3,706,547

<b>Total Operating Budget</b>	<b>67,720,185</b>	<b>71,449,852</b>	<b>74,547,544</b>	<b>3,097,692</b>	<b>4.3%</b>	
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**Exhibit 1**  
**FY'14 vs. FY'15 Budget Summary by Major Category**

	FY'14 Appropriation	FY'15 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
<b>I. INSTRUCTIONAL</b>				
Salary	\$ 27,824,942	\$ 29,399,139	\$ 1,574,197	5.66%
Non-Salary	1,969,676	1,969,676	-	0.00%
<i>Instructional Sub-total</i>	<b>\$ 29,794,618</b>	<b>\$ 31,368,815</b>	<b>\$ 1,574,197</b>	<b>5.28%</b>
<b>II. CENTRAL ADMINISTRATION</b>				
Salary	912,079	\$ 947,071	\$ 34,992	3.84%
Non-Salary	275,975	245,975	(30,000)	-10.87%
<i>Administration Sub-total</i>	<b>\$ 1,188,054</b>	<b>\$ 1,193,046</b>	<b>\$ 4,992</b>	<b>0.42%</b>
<b>III. OPERATIONS</b>				
Salary	1,506,595	\$ 1,535,761	\$ 29,166	1.94%
Non-Salary	2,645,342	2,620,342	(25,000)	-0.95%
<i>Operations Sub-total</i>	<b>\$ 4,151,937</b>	<b>\$ 4,156,103</b>	<b>\$ 4,166</b>	<b>0.10%</b>
<b>Sub-Total Sections I.-III.</b>	<b>\$ 35,134,609</b>	<b>\$ 36,717,964</b>	<b>\$ 1,583,355</b>	<b>4.51%</b>
<b>IV. SPED TUITION AND TRANSP.</b>				
Out-of-district Tuition	686,371	\$ 588,336	\$ (98,035)	-14.28%
Sped Transportation	489,679	543,591	53,912	11.01%
<i>Spec. Ed. Tuition and Transp. Sub-total</i>	<b>\$ 1,176,050</b>	<b>\$ 1,131,927</b>	<b>\$ (44,123)</b>	<b>-3.75%</b>
<b>Sub-Total Section IV.</b>	<b>\$ 1,176,050</b>	<b>\$ 1,131,927</b>	<b>\$ (44,123)</b>	<b>-3.75%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 36,310,659</b>	<b>\$ 37,849,891</b>	<b>\$ 1,539,232</b>	<b>4.24%</b>

## **Town Financial Information**

This section is intended to provide readers with background on the Town's current financial situation as well as the basis for the Board of Selectmen and Finance and Warrant Commission's FY15 budget recommendations.

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

This year, we continue efforts to reduce the printing cost associated with disseminating this information to every residence. We therefore would like to direct you to the Town's web site:  
[www.town.westwood.ma.us](http://www.town.westwood.ma.us)  
for more detailed financial data including, but not limited to:

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

The following financial information was taken from the Town's FY15 Proposed Town Budget Summary document. While the data should provide a summary of the FY15 budget, please note there is further detailed information on the Town's web site at: [www.town.westwood.ma.us](http://www.town.westwood.ma.us).

### **FY2015 Budget Summary**

It is always difficult to produce a budget which seeks to balance all of the variable needs of the community, while remaining within fixed revenue resources. There is always a desire to provide additional and better services to our residents, as well as provide funding for the Town's reserves, capital and long term liability. It is a very challenging balance to handle all necessities within a fixed revenue source that relies heavily on taxes as a funding source.

The last few years have been difficult budget years for the Town of Westwood, as they have been for all municipalities in the state. The ongoing structural deficit that we operate under, coupled with additional pressures of declining revenue due to the poor economy, resulted in difficult budgets for FY10, FY11 and FY12. However, the Town worked hard to weather those years, striving to remain within our limited resources and providing our best services to the community as possible.

In FY13 and FY14, the budget situation slightly improved. Overall, revenue stabilized, and state wide changes occurred in health care programs resulting in significant savings. This allowed the Town to have stabilized FY13 and FY14 budgets, with moderate growth to the operating budgets and significant progress on reserves and capital.

These conditions and progress will continue in FY15. We will be able to continue to provide moderate growth to the operating budget, ensuring quality services to the community, while also addressing capital, reserve, and liability needs. While our budget is still tight due to our financing model, it is a comprehensive budget that seeks to balance all the needs of the community.

The FY15 budget will be the first to incorporate new ongoing tax revenue from the University Station project. While prior years have seen one time mitigation and building permitting revenue, in FY15 there will be the start of new, ongoing tax levy. New commercial growth is a key component to providing needed structural change to our budget and offers an opportunity to address service, capital and long term liability needs. While the revenue is minimal in FY15, it is expected to grow over the next two budget years as the project continues.

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

- Responsible budget decisions.
  - Limited operating budget increases during years with no revenue growth.
  - Responsible labor contracts.
  - Significant changes to the health insurance coverage.
  - Continual change of services.
  - Aggressive debt repayment terms.
  - Commitment to base level of capital.
  - Commitment to ongoing funding for reserve accounts and long term liability.

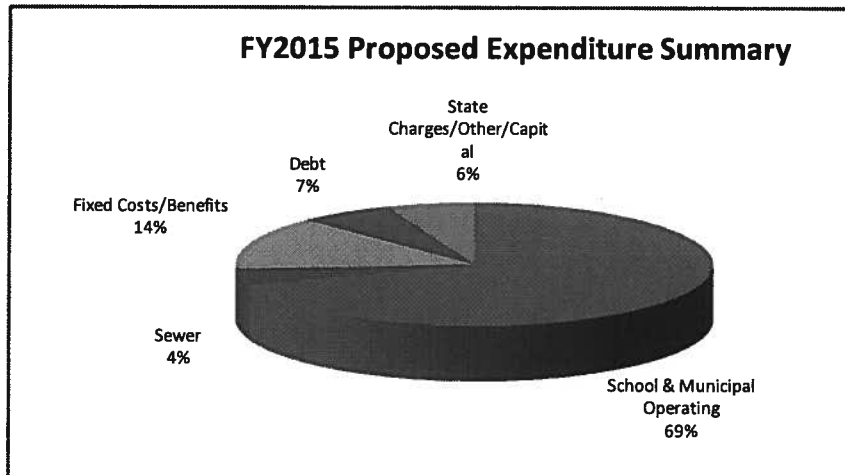
- Improved revenue after several years of decline.
  - State education Chapter 70 aid stabilized and increases per equity formula.
  - Municipal aid level funded.
  - Improvement in motor vehicle and other local receipts as the economy slightly improves.
  - Continued strong tax collections.
  - Start of new commercial tax revenue.
- Other contributing factors.
  - Historic low interest rates for borrowing costs.
  - Continued state focus and changes on employee benefit eligibility and costs.

The FY15 budget currently includes:

- Approximate 3% increase to municipal and 4% increase to school operating budgets.
- Commitment to base capital of \$823,000.
- Fixed costs budget increase of 5.5%
- Funding for extra capital through use of additional \$400,000 of free cash.
- Continuation of significant progress on reserves including OPEB and Stabilization, through ongoing revenue sources.
  - Stabilization appropriation - \$100,000.
  - OPEB appropriation - \$550,000.

The FY15 budget will maintain core services to the community, including in our School, Police, Fire, and DPW departments. The FY15 budget will also continue with the significant progress made on our reserves and capital accounts, including the Stabilization, OPEB, and capital funding.

In addition, the FY15 budget begins further enhancement to our public safety departments. New tax revenue from the University Station development will provide for much needed additional staffing in both our police and fire departments. This use of revenue is in line with the University Station project impact studies.

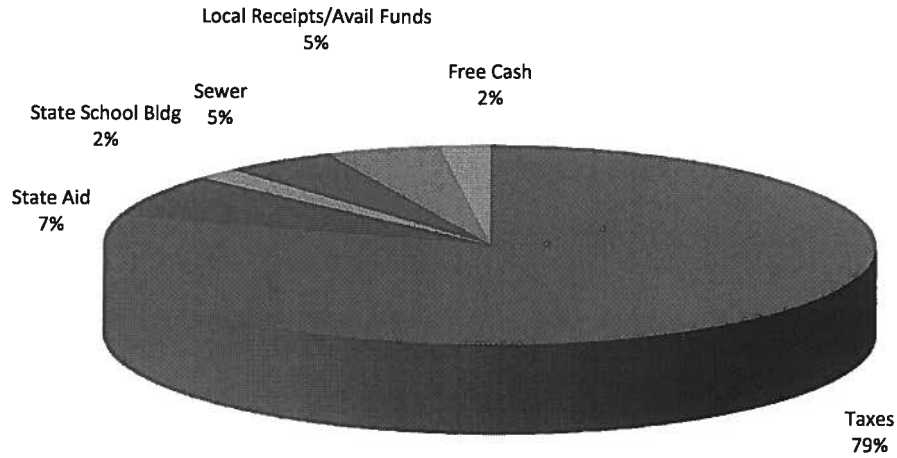




**Town of Westwood  
Summary of Recommended FY15 Budget**

	FY2012 Approved Per recap	FY2013 Approved Per recap	FY2014 Approved Per recap	FY2015 Recommended
<b>BUDGET CATEGORIES</b>				
<b>Appropriations Made by Town Meeting:</b>				
Operations Budget	\$69,073,269	\$69,562,276	\$71,629,853	\$74,547,544
Capital - Municipal	\$417,000	\$417,000	\$417,000	\$760,250
Capital Schools	\$406,000	\$406,000	\$406,000	\$606,000
Capital - Sewer	\$160,495	\$415,000	\$100,000	\$0
Stabilization Account Appropriation - annual article	\$25,000	\$50,000	\$100,000	\$100,000
OPEB Account Appropriation - annual article	\$0	\$435,000	\$435,000	\$550,000
Other Financial Warrant Articles	\$210,000	\$320,000	\$58,000	\$275,000
Prior yr Adjustments voted at Town Meeting	\$802,222	\$136,600	\$749,637	\$394,500
Stabilization Account Appropriation -additional		\$344,000	\$500,000	\$0
Other capital	\$0	\$0	\$195,000	\$339,000
	\$71,093,986	\$72,085,876	\$74,590,490	\$77,572,294
<b>Other Amounts to be Raised (not Voted at Town Meeting)</b>				
State Aid Offsets (Funds which must be restricted )	\$26,493	\$26,770	\$26,574	\$25,407
State and County Charges	\$560,444	\$560,670	\$580,817	\$584,062
Overlay (Reserve for abatements/exemptions)/other-snow	\$615,773	\$612,721	\$605,165	\$550,000
	\$1,202,710	\$1,200,161	\$1,212,556	\$1,159,469
	\$72,296,696	\$73,286,037	\$75,803,046	\$78,731,763
<b>Financial Resources</b>				
<b>State Revenue:</b>				
State Aid	\$4,535,367	\$5,160,284	\$5,314,274	\$5,491,284
State School Building Assistance Funding	\$2,760,163	\$1,401,276	\$1,401,276	\$1,401,276
<b>Local Revenue:</b>				
Total Property Taxes	\$56,060,374	\$57,671,933	\$59,453,776	\$61,970,056
Local Receipts	\$2,992,000	\$3,092,000	\$3,092,000	\$3,312,000
Enterprise (Sewer ) Funding (for all - capital , articles, etc)	\$3,805,383	\$4,009,882	\$3,746,455	\$3,706,547
Available Funds/ - for misc articles	\$732,222	\$136,600	\$819,637	\$748,000
Available Funds	\$431,187	\$450,062	\$617,628	\$433,951
	\$0	\$0	\$0	\$0
Free Cash	\$980,000	\$1,364,000	\$1,358,000	\$1,668,649
	\$72,296,696	\$73,286,037	\$75,803,046	\$78,731,763
	\$0	\$0	\$0	\$0
<b>Additional University Station Articles</b>			\$3,075,000	\$2,250,000
<b>Authorization to borrow (Projects approved at Town Meeting -funds are borrowed and debt service included in future budgets) :</b>				
Approved at 2011 ATM - Rescind Cemetery Barn Balance	(\$150,000)			
Approved at 2011 ATM - DPW Capital	\$460,000			
Approved at 2011 ATM - Brook Street Culvert	\$450,000			
Approved at 2012 ATM -Road improvement		\$2,400,000		
Approved at 2012 ATM - DPW Capital Equipment		\$2,000,000		
Approved at 2012 ATM - Deerfield School Roof		\$935,000		
Approved at 2013ATM - Sewer Infiltration Project			\$1,570,000	
Approved at 2013 ATM -Rescind Balance Brook st Culvert			(\$210,000)	

## FY2015 Projected Budget Revenue



### FY2015 Projected Budget Revenue

	FY2014 Per Recap	FY2015 Proj	\$ Increase	% Increase
Taxes	\$59,453,776	\$61,970,056	\$2,516,280	4.2%
State Aid	\$5,314,274	\$5,491,284	\$177,010	3.3%
State School Bldg Reimbursement	\$1,401,276	\$1,401,276	\$0	0.0%
Sewer Enterprise (est for FY15)	\$3,746,455	\$3,706,547	(\$39,908)	-1.1%
Local Receipts	\$3,092,000	\$3,312,000	\$220,000	7.1%
Available Funds	\$437,628	\$433,951	(\$3,677)	-0.8%
Available Funds - prior year/other articles	\$999,637	\$748,000	(\$251,637)	-25.2%
Free Cash	\$1,358,000	\$1,668,649	\$310,649	22.9%
<b>Total Revenue</b>	<b>\$75,803,046</b>	<b>\$78,731,763</b>	<b>\$2,928,717</b>	<b>3.9%</b>

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

**State aid estimates - utilizing Governor's budget.**

# The Tax Levy

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## Proposition 2 ½

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

### Overrides

#### What is a General Override?

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

#### What is a Debt Exclusion?

#### What is a Capital Outlay Expenditure Exclusion?

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

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

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

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

## Proposition 2 1/2 Overrides

### *General Overrides Approved*

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

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

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

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

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

### *Debt/Capital Exemption Overrides Completed*

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

**Town of Westwood  
History of Tax Levy - Budget FY15**

Tax Levy Calculation	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	Projected FY2015
Prior Year Levy Limit	\$46,442,531	\$48,296,355	\$50,167,618	\$51,960,889	\$53,713,887	\$55,765,994	\$57,773,665
Plus 2.5% Increase	\$1,161,063	\$1,207,409	\$1,254,190	\$1,299,022	\$1,342,847	\$1,394,150	\$1,444,342
Plus New Growth*	\$692,761	\$658,066	\$539,081	\$453,976	\$709,259	\$613,522	\$400,000
New Tax Levy - University Station**	\$0	\$0	\$0	\$0	\$0	\$0	\$502,000
General Overrides	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Tax Levy Limit</b>	<b>\$48,296,355</b>	<b>\$50,161,830</b>	<b>\$51,960,889</b>	<b>\$53,713,887</b>	<b>\$55,765,994</b>	<b>\$57,773,665</b>	<b>\$60,120,007</b>
<b>Exempt Debt***</b>	<b>\$2,158,527</b>	<b>\$1,722,080</b>	<b>\$1,838,094</b>	<b>\$2,497,391</b>	<b>\$2,073,234</b>	<b>\$1,965,112</b>	<b>\$1,850,048</b>
<b>Levy Capacity</b>	<b>\$50,454,882</b>	<b>\$51,883,910</b>	<b>\$53,798,983</b>	<b>\$56,211,278</b>	<b>\$57,839,228</b>	<b>\$59,738,777</b>	<b>\$61,970,055</b>
Actual Levy Assessed	\$50,373,089	\$51,832,246	\$53,571,227	\$56,060,374	\$57,671,932	\$59,453,776	\$61,970,055
Excess Levy(Taxes not raised )	\$81,793	\$51,664	\$227,756	\$150,904	\$167,296	\$285,001	\$0
Increase in Actual Levy (including new growth)	3.8%	2.9%	3.4%	4.6%	2.9%	3.1%	4.2%
Increase in Levy without new growth	2.39%	1.59%	2.31%	3.80%	1.61%	2.03%	2.72%

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

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

**FY2015 Tax Change Detail**

2.5/new growth	\$1,844,342
FY14 excess levy	\$285,001
Change in current exempt debt	-\$115,064
Potential new Growth-University Station	\$502,000
<b>Total Change in Tax Levy</b>	<b>\$2,516,279</b>

\*\*New Growth - University Station.

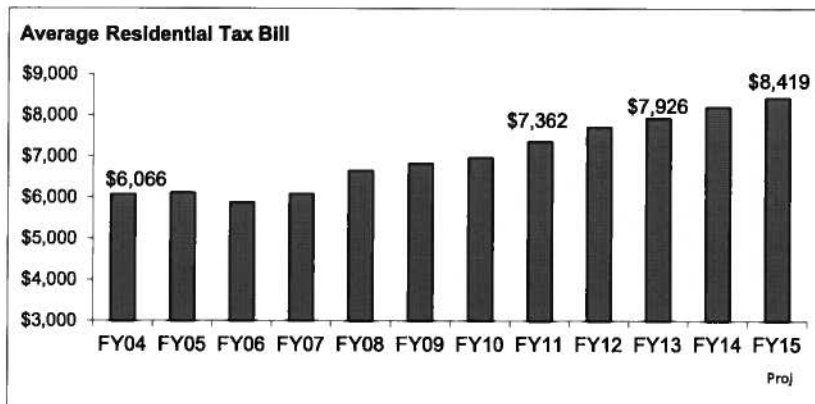
There may be new tax growth from the University Station Development in FY15.

The number shown here is a preliminary estimate only, with all revenue fully matched by allocated expenses. Actual new growth will be calculated by the Board of Assessors according to Dept of Revenue statewide assessing rules. New growth is calculated on increased value as of June 30, 2014, and will not be finalized or certified until fall, 2014.

This particular estimate may be updated at May, 2014 Town Meeting, but will be known and updated accordingly at the November 2014 Town Meeting.

### Tax Rate/Tax Bill History

Tax Rate per Thousand	FY08	FY09	FY10	FY11	FY12	FY13	FY14	Projected FY15
Residential	\$11.74	\$12.01	\$13.07	\$13.83	\$14.48	\$14.89	\$15.40	
Commercial	\$21.67	\$22.25	\$23.98	\$25.38	\$26.55	\$27.28	\$28.18	
<b>% of Total Town Value</b>								
Residential Property	85.9%	85.6%	86.6%	86.5%	86.6%	86.7%	86.8%	
Commercial Property	14.0%	14.3%	13.4%	13.4%	13.3%	13.2%	13.1%	
Tax Shift Factor	1.65	1.65	1.65	1.65	1.65	1.65	1.65	
<b>% of Total Town Taxes</b>								
Residential Properties	76.8%	76.2%	77.9%	77.8%	77.9%	78.1%	78.3%	
Commercial Properties	23.2%	23.7%	22.1%	22.1%	22.0%	21.8%	21.6%	
<b>Average Residential Tax Bill</b>								
Home Value	\$566,324	\$566,324	\$532,345	\$532,345	\$532,345	\$532,345	\$532,345	
Tax Bill	\$6,648	\$6,802	\$6,958	\$7,362	\$7,708	\$7,926	\$8,198	\$8,419
<b>Average Tax Bill Increase</b>	9.40%	2.3%	2.3%	5.8%	4.7%	2.8%	3.4%	2.7%
<b>Single Tax Rate</b>	\$13.13	\$13.49	\$14.54	\$15.38	\$16.09	\$16.53	\$17.08	
<b>Savings to Average Tax Bill from Having Split Tax Rate</b>	\$789.8	\$838.0	\$782	\$825	\$857	\$874	\$894	



- FY03/FY04 - Increases due to school override and full debt for MJ, Downey and High School.
- FY05/FY06 - State School Building funding for debt allowed bill to decline.
- FY08 - Increase due to School override.
- FY12 - Increase due to debt for new library.

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

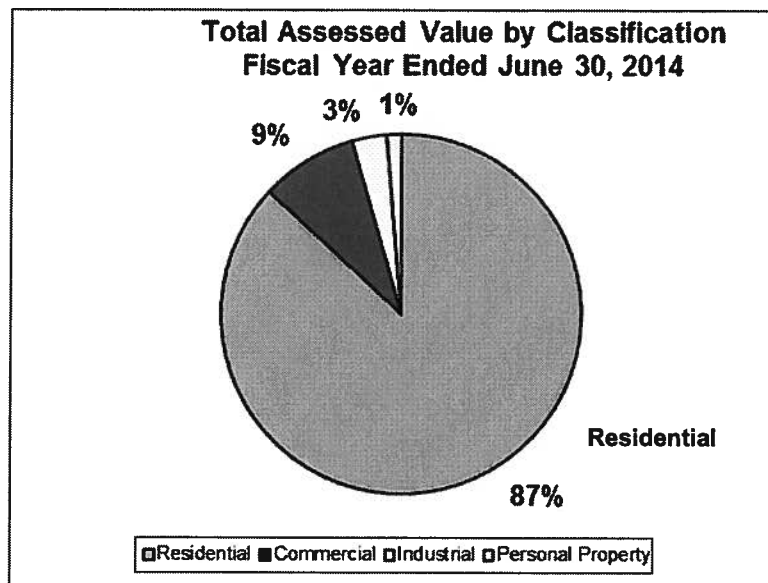
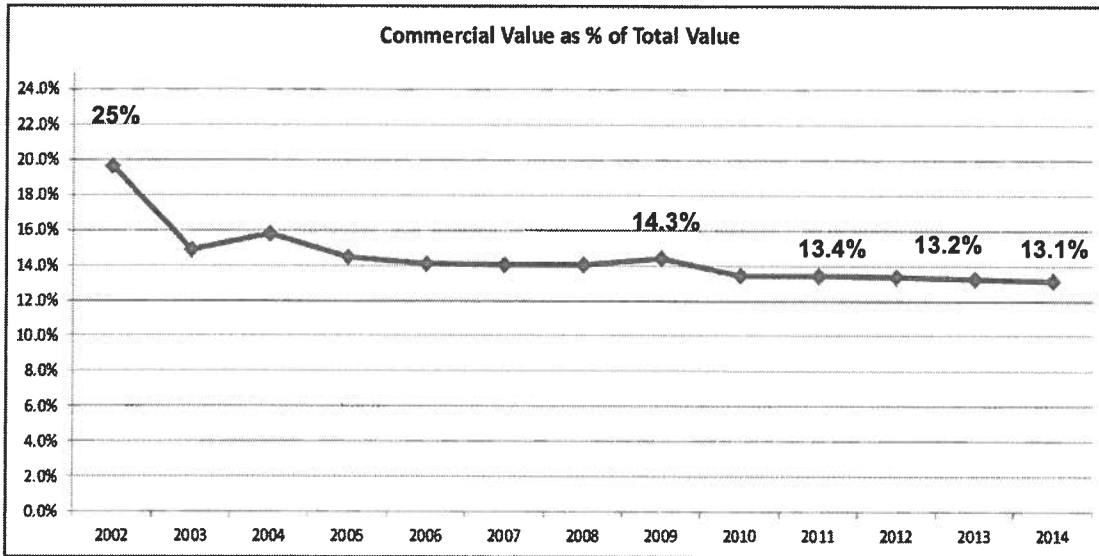
The change in taxes each year is driven by multiple factors. These include:

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

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

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

## Commercial as % of Total Town Value.....



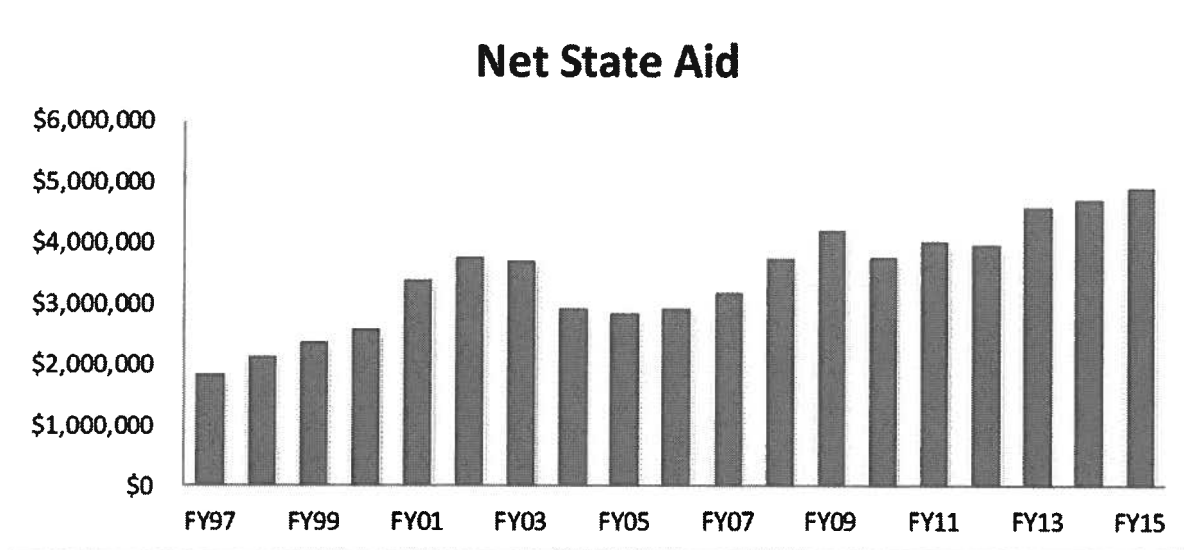
- Commercial value important source of tax revenue.
- Based on 1.65 shift factor, commercial pays 21.65% of taxes, although only 13.124% of Town value.
- Without split rate, average tax bill would be \$894, or 11%, higher.



## FY15 Projected State Aid

						Governor Projected
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
Chapter 70-Education	\$3,476,983	\$3,756,916	\$3,777,085	\$4,382,005	\$4,528,863	\$4,725,913
Municipal Aid (Old Lottery & Add'l Assistance)	\$642,792	\$617,080	\$572,463	\$617,080	\$631,666	\$631,666
Other	\$187,063	\$181,938	\$159,326	\$134,429	\$127,171	\$108,298
Offsets (Restricted to Metco, Library, School Lunch)	\$26,852	\$25,628	\$26,493	\$26,770	\$26,574	\$25,407
<b>Total Receipts</b>	<b>\$4,333,690</b>	<b>\$4,581,562</b>	<b>\$4,535,367</b>	<b>\$5,160,284</b>	<b>\$5,314,274</b>	<b>\$5,491,284</b>
Charges						
County Tax	156,183	\$160,097	167,439	171,625	174,184	178,538
MBTA Assessment	286,827	\$289,409	287,847	308,926	312,275	314,279
Other	\$112,347	\$105,040	\$105,158	\$80,119	\$94,358	\$91,245
<b>Total Charges</b>	<b>\$555,357</b>	<b>\$554,546</b>	<b>\$560,444</b>	<b>\$560,670</b>	<b>\$580,817</b>	<b>\$584,062</b>
<b>Net State Aid</b>	<b>\$3,778,333</b>	<b>\$4,027,016</b>	<b>\$3,974,923</b>	<b>\$4,599,614</b>	<b>\$4,733,457</b>	<b>\$4,907,222</b>

The current budget utilizes the Governor's budget. If additional State aid is allocated during the final State budget, those funds may be appropriated at the fall Town Meeting.



## FY2015 Local Receipts

	FY11	FY12	FY13	FY13	FY14	FY15
	Actual	Actual	Budget	Actual	Budget	Budget
Motor Vehicle Excise Tax	\$2,382,328	\$2,274,492	\$2,135,000	\$2,396,286	\$2,135,000	\$2,285,000
Penalties and Interest	\$122,352	\$278,482	\$80,000	\$182,959	\$80,000	\$80,000
License/Permits	\$473,965	\$456,434	\$350,000	\$658,179	\$372,000	\$400,000
Departmental Receipts	\$345,475	\$553,739	\$267,000	\$350,297	\$265,000	\$287,000
Investment Income	\$91,403	\$74,273	\$60,000	\$45,830	\$40,000	\$40,000
Recreation	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	\$180,000
Other	\$45,660	\$52,331	\$40,000	\$61,298	\$40,000	\$40,000
	<b>\$3,621,183</b>	<b>\$3,849,751</b>	<b>\$3,092,000</b>	<b>\$3,854,849</b>	<b>\$3,092,000</b>	<b>\$3,312,000</b>

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

## FY2015 Available Funds

Available Funds Allocated	FY11	FY12	FY13	FY14	FY15
	Budget	Budget	Budget	Budget	Budget
Conservation Receipts	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Cemetery Trust	\$10,000	\$10,000	\$10,000	\$1,000	\$1,000
Ambulance Receipts for Ongoing Budget	\$376,500	\$376,500	\$376,500	\$376,500	\$376,500
High School Bond Premium	\$29,662	\$27,687	\$25,278	\$22,750	\$20,281
Additional One Time Use Ambulance for Operating Budget				\$180,000	
Library Bond Premium			\$21,284	\$20,378	\$19,170
	<b>\$433,162</b>	<b>\$431,187</b>	<b>\$450,062</b>	<b>\$617,628</b>	<b>\$433,951</b>

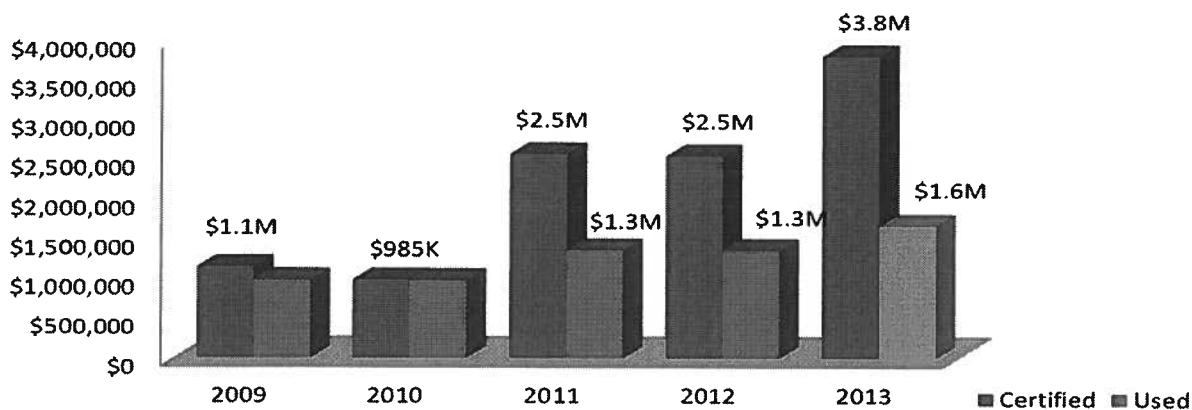
Available Funds for Prior Year/Misc Warrant Articles	FY11	FY12	FY13	FY14	FY15
	Budget	Budget	Budget	Budget	Budget
Additional Ambulance (equipment/salaries/purchase ambulance)	\$601,500	\$66,000	\$77,000	\$212,950	\$448,000
Sale of Assets Account					\$275,000
Overlay Surplus		\$25,000			\$25,000
Cemetery Lot Sales			\$15,000	\$70,000	
Additional State Aid		\$641,222	\$44,600	\$236,456	
Miscellaneous Funding				\$300,231	
	<b>\$601,500</b>	<b>\$732,222</b>	<b>\$136,600</b>	<b>\$819,637</b>	<b>\$748,000</b>

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

## A Look at Free Cash

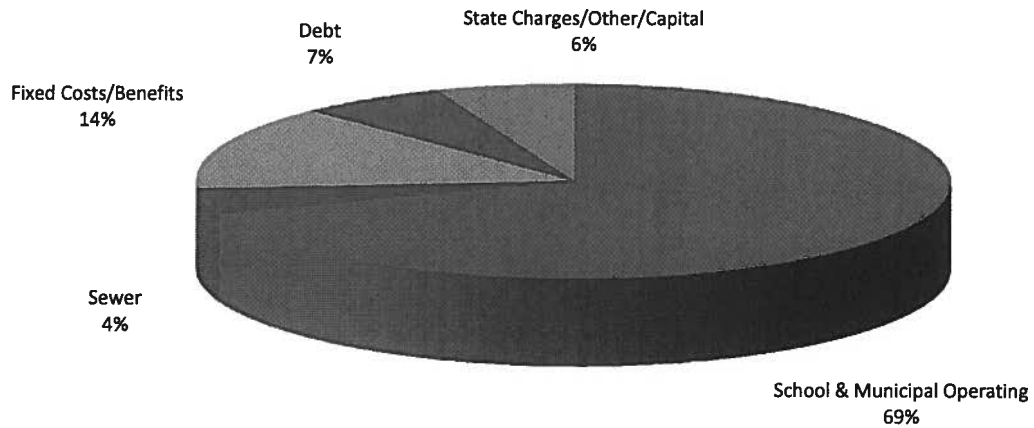
- Certified Free Cash as of July 1, 2013 is \$3,806,582 which is approximately 5.2% of the FY13 budget.
- Free cash stabilized and strong.
- Good FY13 budget to actual results.
- Disciplined use of prior year balance.
  - Not applied to operating budgets.
  - Not using full allowance.
- FY15 recommends using \$764,900 for capital and additional capital of \$543,250; and \$100,000 for Stabilization and \$260,500 for Article 2 – snow and ice.

**Certified/Used Free Cash**



	July 2013	July 2012	July 2011	July 2010	July 2009	July 2008
Certified	\$3,806,582	\$2,547,593	\$2,572,798	\$985,616	\$1,148,459	\$1,274,374
Used to Fund Subsequent Budget	<b>Proposed:</b>				<b>Energy Reserve</b>	<b>Energy Reserve</b>
	Capital \$1,308,150	Stabilization \$500,000	Capital \$700,000		\$110,000	\$110,000
	Stabilization \$100,000	Capital \$800,000	Stabilization \$344,000	Capital \$700,000	Capital \$700,000	Capital \$700,000
	Articles \$260,500	Articles \$58,000	Articles \$320,000	Articles \$280,000	Articles \$175,000	Articles \$265,000
	:					
Certified Free Cash as % of Total Budget	5.2%	3.5%	3.6%	1.5%	2%	2%
Unallocated	\$2,137,933	\$1,189,593	\$1,208,798	\$5,616	\$163,459	\$199,374

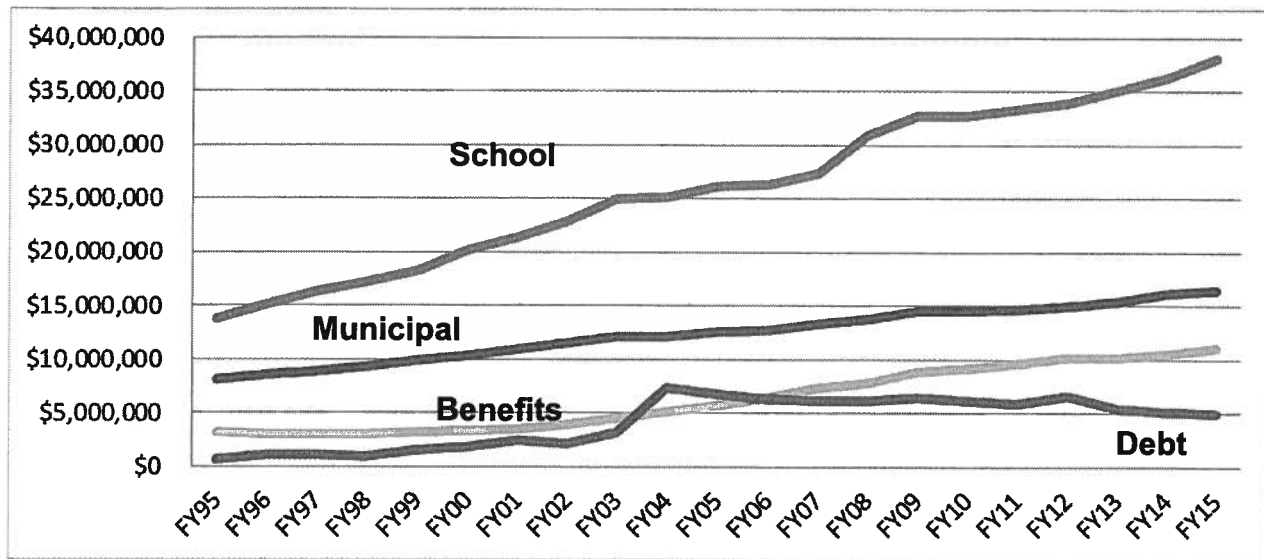
## FY2015 Proposed Expenditure Summary



### FY2015 Proposed Expenditure Summary

	FY2014 Budget	FY2015 Proj	\$ Increase	% Increase
Total Municipal & School Operating Budgets	\$52,669,150	\$54,567,977	\$1,898,827	3.6%
University Station Related Service Costs	\$0	\$502,000	\$502,000	
Sewer Operating & Capital	\$3,455,477	\$3,415,569	(\$39,908)	-1.2%
Reserves/Benefits/Insurance	\$10,478,888	\$11,054,401	\$575,513	5.5%
Debt Service	\$5,126,338	\$5,007,597	(\$118,741)	-2.3%
Capital Budget - School & Municipal	\$823,000	\$1,366,250	\$543,250	66.0%
Overlay/State Charges/Other	\$1,212,556	\$1,159,469	(\$53,087)	-4.4%
Stabilization and OPEB Accounts Approp. - ongoing	\$535,000	\$650,000	\$115,000	21.5%
Prior Year Adjustments/Misc Articles	\$807,637	\$669,500	(\$138,137)	-17.1%
Other Financial Articles	<u>\$695,000</u>	<u>\$339,000</u>	<u>(\$356,000)</u>	<u>-51.2%</u>
<b>Total Expenditures</b>	<b>\$75,803,046</b>	<b>\$78,731,763</b>	<b>\$2,928,717</b>	<b>3.9%</b>

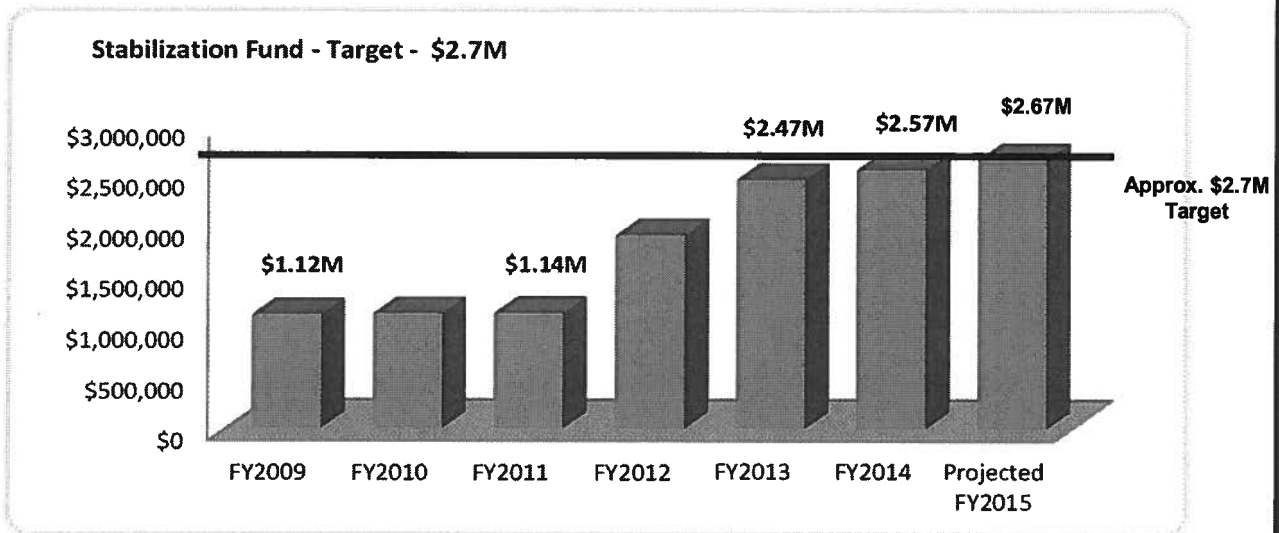
## A Look at the Budget History.....



Budget	% Change In Budget										
	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
School Budgets	4.7%	.1%	4%	12.9%	5.8%	0%	1.7%	2%	3.3%	3.8%	4.2%
Municipal Budgets	3.4%	1.2%	4.5%	3.7%	5.4%	0%	.6%	2.3%	3%	3.2%	3.4%
Benefits/ Insurance/ Reserves	14.3%	11.2%	13.6%	7.6%	12.3%	3.7%	5.5%	5.6%	0.5%	2.5%	5.5%
Debt Service	-7.7%	-6.3%	-2.2%	-0.7%	4.1%	-3.9%	-3.7%	11.1%	-18%	-4.7%	-2.3%

## Stabilization Fund

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



Stabilization Fund				
	FY2012	FY2013	FY2014	Budget Plan FY2015
Annual Appropriation	\$25,000	\$50,000	\$100,000	\$100,000
One Time Appropriation	\$0	\$744,000	\$500,000	\$0

- The budget plan provides for a \$100,000 annual appropriation built into the budget.

## Other Post Employment Benefit Costs (OPEB)

### What is it?

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

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

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

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

In January, 2013 the Massachusetts State OPEB Commission issued its final report including recommendations which seek to balance the financial implications of OPEB obligations with the equally important goals of equitable and fair treatment of current retirees, as well as attracting and retaining high-quality state and municipal career employees. There has been no legislative action yet taken on the Commission's recommendations.

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

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

## Other Post Employment Benefit Costs (OPEB)

### Funding

- The effort to fund started in FY11, with a \$20K budget item. The \$20K was funded by the exact amount another fixed cost line item, social security, was decreasing. In the FY12 budget, we continued, within the fixed costs budget, to fund the OPEB obligation with \$26K allocation.
- In FY13, we continued the funding within the fixed cost allocation at \$38K. In addition, in FY13 savings from changes to the health care benefits provided for a \$435K annual contribution to the OPEB liability.
- In FY14, funding continued with a \$68K appropriation from savings in the fixed costs budget and the annual health care savings costs of \$435K.
- In FY15, the budget plan continues with a \$550K annual appropriation built into the budget.
- The Town's financial policies, updated in January 2014, establish a minimum \$550,000 annual contribution.
- Current funding plans are to increase the annual contribution to:
  - FY16 - \$650,000; FY17 - \$850,000; FY18 - \$950,000, with increases in funding coming from new tax revenue thus a permanent funding source.

### Benefits/Expense

- The liability should also be addressed by making changes on the benefit/expense side.
- In FY14, the Selectmen eliminated the 50% Medicare B premium payment for all new retirees. This action reduced the full liability by 10% or \$3M and reduces the annual funding requirement by \$400K or 25%.
- Efforts should continue on the expense side to contain costs and reduce the liability.

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

### Board of Selectmen Ongoing Effort

- OPEB Task Force to continue review of potential benefit changes, both Town controlled and State changes.
- Continue to increase annual funding, as identified above.
- Long Range Financial Planning Committee to review and revise funding policy and target.
- Town Treasurer to work with Selectmen to finalize investment plans.



## Pension System

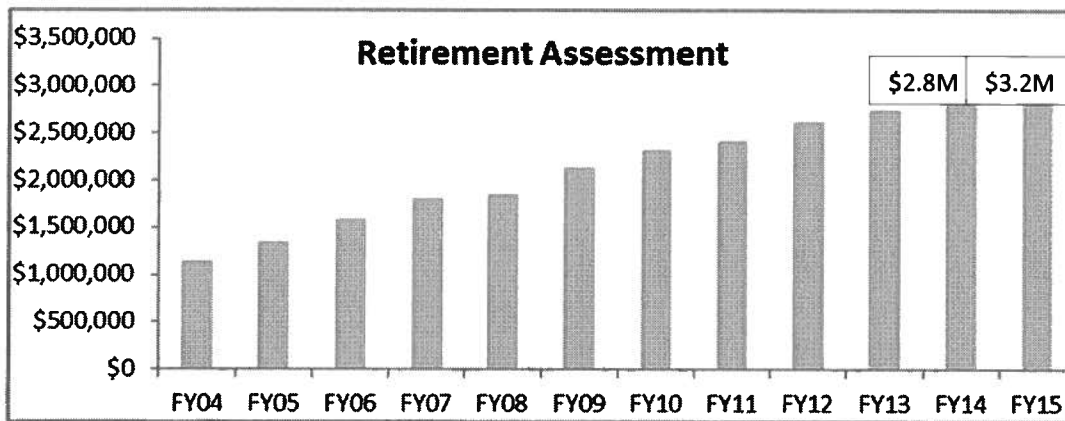
### Teachers:

- All Massachusetts teachers are part of State Teachers' Retirement System (MTRB).
- Employees required to contribute 5 - 11% of weekly earnings, depending on hire date.
- State, not Westwood, pays an annual assessment (employers' share) for Westwood teachers to MTRB (FY13 - \$6.3M).

### Non teaching staff:

Westwood is part of Norfolk County Pension System:

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



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

# Debt Management

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

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

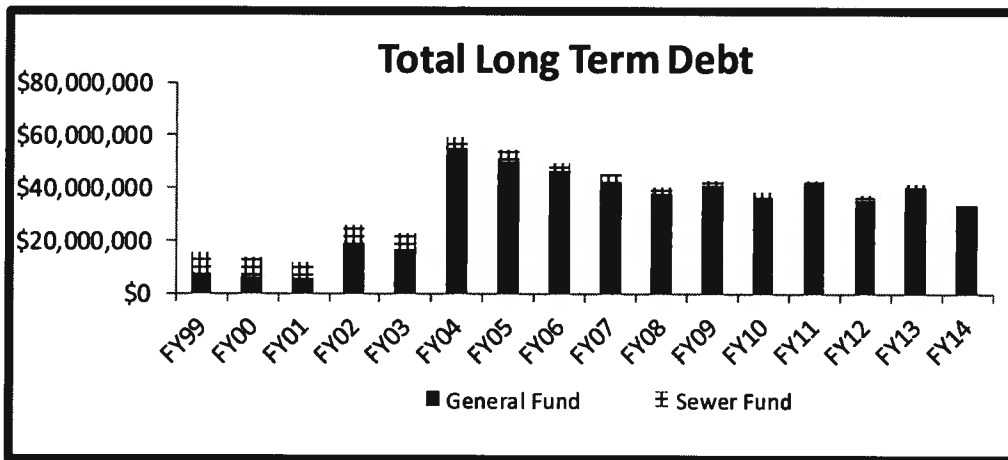
All debt is issued as general obligation debt. This means that the full faith and credit of the Town is pledged to the bondholder. Debt issued on behalf of the Town's enterprise operation (sewer) is, however, supported by sewer user revenues when authorized by vote of Town Meeting.

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

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

Current Credit Ratings  
 AA+ Standard & Poor's (2012)  
 Aa1 Moody's (2013)

These ratings, the second highest available, are terrific ratings for a small community. In order to maintain high credit ratings, the Town must continue with the progress made on funding reserves and meeting financial policies.



Total Long Term Debt Issued and Outstanding	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06
General Fund	32,700,000	36,441,500	35,545,000	41,290,000	36,280,000	40,575,000	37,760,000	41,925,000	46,090,000
Sewer Fund	1,091,680	1,310,440	1,443,200	1,550,600	1,865,287	2,175,125	2,600,875	3,022,828	3,440,498
<b>Total</b>	<b>33,791,680</b>	<b>37,751,940</b>	<b>36,988,200</b>	<b>42,840,600</b>	<b>38,145,287</b>	<b>42,750,125</b>	<b>40,360,875</b>	<b>44,947,828</b>	<b>49,530,498</b>

**Long Term General Fund Debt Outstanding**

Description	Rate of Interest	Date Issued	Maturity Date	Amount Issued	Total Outstanding 30-Jun-14
<b>E = Exempt</b>					
E High School Project	1.63	5/2012	06/01/2023	\$39,262,300	\$16,695,000
Municipal DPW Building	4.25	8/01/03	06/81/2014	\$2,600,000	\$0
Public Building	4.25	8/01/03	06/08/2014	\$240,700	\$0
Land Acquisition	3.19	8/01/08	02/01/2015	\$210,000	\$30,000
High Street Reconstruction	3.40	8/01/08	02/01/2017	\$1,000,000	\$330,000
High Street Lights	3.39	8/01/08	02/01/2017	\$195,000	\$60,000
High Street Fields	3.84	8/01/08	02/01/2018	\$475,000	\$180,000
High School Completion	3.48	8/01/08	02/01/2023	\$1,950,000	\$1,170,000
Middle Sch Modular Construction	3.79	6/15/09	06/15/2029	\$3,500,000	\$2,625,000
E Library Construction	3.37	3/10/11	03/10/2031	\$9,300,000	\$7,905,000
DPW Roads/Equip & School Roof	1.43	12/20/12	06/01/2022	\$4,635,000	\$3,705,000
<b>Total General Fund</b>					<b>\$32,700,000</b>

**General Fund Debt authorized - Not Yet Issued Long Term**

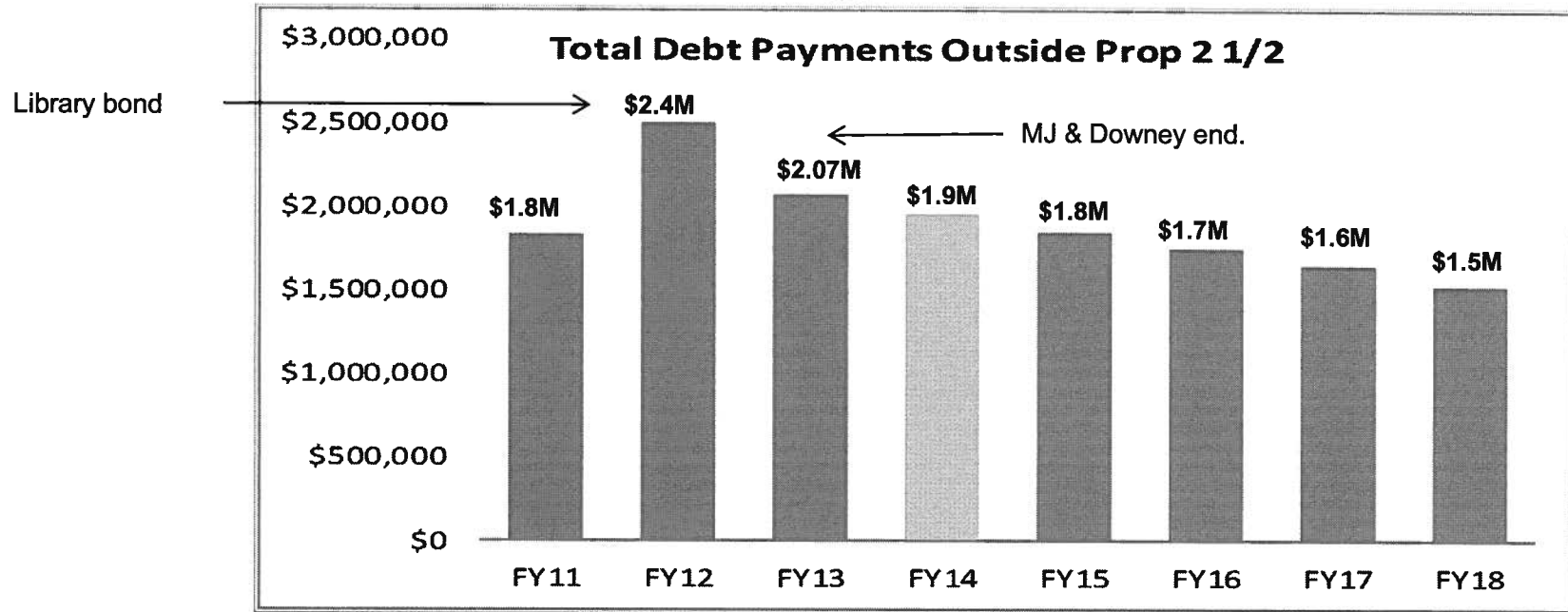
DPW Equipment - Balance	ATM 5/12	\$500,000
Road Improvement - Balance	ATM 5/12	\$900,000
<b>Total</b>		<b>\$1,400,000</b>

**Sewer Enterprise Fund Debt authorized - Not Yet Issued Long Term**

Sewer System Improvements	ATM 5/13	\$1,570,000
<b>Total</b>		<b>\$1,570,000</b>

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

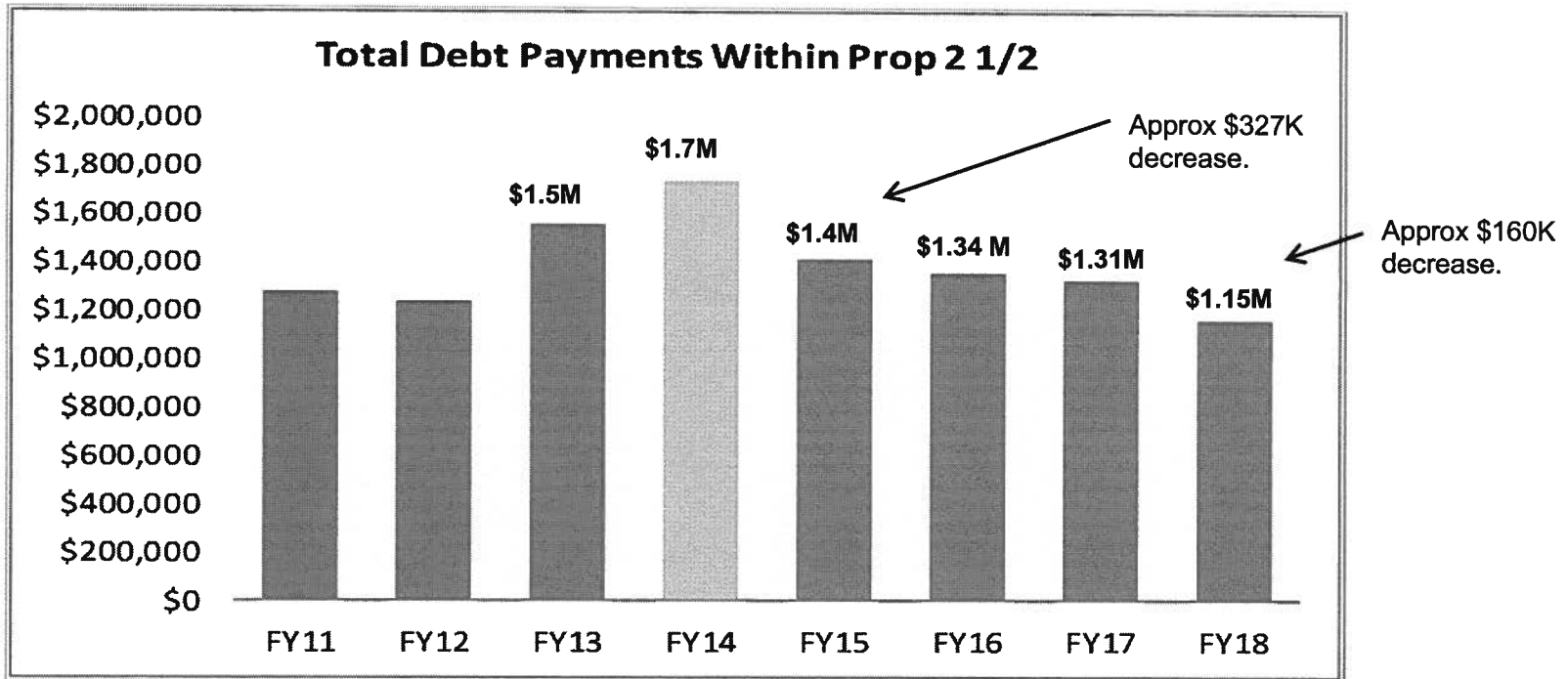
1



- Principal and interest payments for projects approved outside Proposition 2 ½.
- Exact amount of debt cost, net of state school reimbursement, is raised in taxes.
- When bond ends, exempt taxes end.
- FY14: High School \$1.2M/Yr., Library - \$755K.
- High School bond ends FY2023; Library 2031.
- Payments decline approximately \$100K each year.

## Total Non-Exempt Debt – Debt Payments Within Proposition 2 1/2

2



- Carby Street municipal building bonds ends in FY14.
  - Approximate debt payment drop off \$270K.
- High Street project bond ends in FY17.
  - Approximate debt payment drop off \$135K.

## Westwood Financial Policies

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

Financial Policies Status Update – February, 2014

	Target	Actual	Comments	Target Status	Comparison to Previous Year
<b>B. 2. Operating Reserve Fund</b> – shall be 1% of total general fund operating budget, net of debt service. Per new policy.	\$312,932 .5%	FY14 Budget \$400,000	Above target.	✓	New Target
<b>B. 3. Free Cash</b> – shall maintain at 4% of general fund operating budget, net of debt service.	\$2,503,463 4%	\$3,806,582 5.8%	Actual is at goal. This would be <u>before</u> use of any free cash. This allows us to utilize standard free cash amount for FY15 budget and still meet target.	✓	Improved
<b>D. 3. Reserve accounts</b> – shall maintain at 8% of general fund operating revenues, net of debt service. Total reserve goals should be maintained at 4% in general fund and 4% in stabilization account.	Stabilization Target 4% \$2,634,656  Total 8% or \$5,269,313	Stabilization \$2,571,158 3.9%  Total 9.7% or \$6,377,740	Stabilization approximately \$63K short of target.  Total is over target. This would be <u>before</u> use of free cash. Allow standard use of free cash-at target.	✓	Much Improved
<b>D.4 Annual OPEB appropriation</b> – the Town will appropriate no less than \$550,000 per year to the OPEB Liability Trust Fund.	\$550,000	FY14 budget \$503,000	FY15 budget plan includes \$550,000 appropriation.	✓	Improving
<b>E. 4. General fund nonexempt debt service</b> should not exceed 8% of net general fund revenues.	Not exceed 8% Or \$5,269,313	\$1,716,821 2.6%	Target is met. Non exempt debt service is very low.	✓	Too Low Below Target
<b>E. 4. Total General fund exempt and nonexempt debt</b> should not exceed 10-12% of net general fund revenues.	Not exceed 12% Or \$7,903,970	\$5,126,338 7.8%	Target is met.	✓	Improved
<b>F. 5. Investment in capital stock</b> – will maintain 3% of general fund operating budget, net of debt, on ongoing capital maintenance and replacement.	\$1,877,597 3%	\$823,000 1.3%	Actual is approximately \$1M short of target. Actual at 44% of target.	Not Met	Same
<b>G. 5. Maintain sewer retained earnings</b> – will maintain 10% of sewer fund revenues.	\$364,645 10%	\$745,508 20%	Actual is above target.	✓	Well Above Target

Other Policies – February, 2014

Other Policies	Comments	Target Status	Comparison to Previous Year
<b>B.1. General Fund</b> – Annual budget should be prepared covering operating expenditures with current operating revenue, not non-recurring revenue sources.	No Free Cash used for operating budget.	✓	Same
<b>D.3. Reserves</b> – Town will strive to make annual appropriation to the Stabilization Fund	<p>\$500,000 appropriated to reserves at 2013 Annual Town Meeting from Free Cash.</p> <p>\$100,000 appropriation to reserve at 2013 Annual Town Meeting, as part of FY14 budget. Continued in FY15 budget plan.</p>	✓	Greatly Improved
<b>D.4. OPEB</b> – Town will strive to move towards fully funding ARC.	\$595,231 appropriated to OPEB reserve at 2013 Annual Town Meeting, from one time revenue and ongoing FY14 budget. \$550,000 appropriation included in FY15 budget plan.	✓	Greatly Improved
<b>F.2. Capital Planning</b> – Town will develop a multi-year plan for capital improvements.	Produced 5-year Capital Improvement Plan document; will continue to improve document and produce on an annual basis.	✓	Same



Notes....

