

WESTWOOD



117th Town Report

Town of Westwood *117th Annual Report*

The online version of the Town of Westwood Annual Report is made up of several PDFs due to the size of the electronic document.

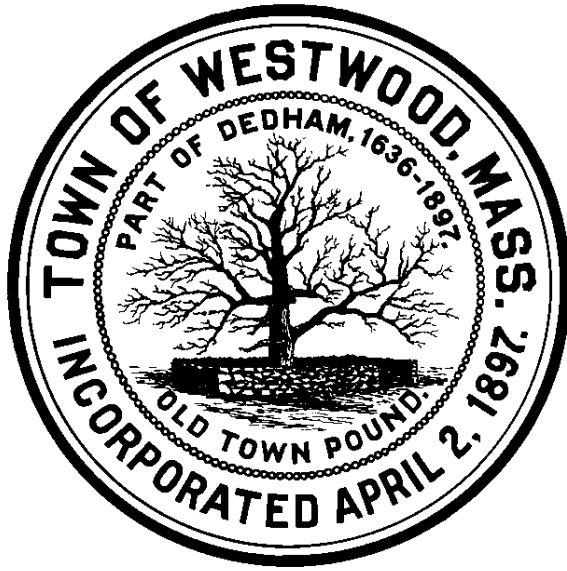
Please download the following PDFs for a complete report:

2013 Town Report ONLINE Part 1 of 4.pdf

2013 Town Report Appendix A ONLINE Part 2 of 4.pdf

2013 Town Report Appendix B ONLINE Part 3 of 4.pdf

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Town of Westwood
117th Annual Report
For Year Ending December 31, 2013

In Memoriam

Donald Cole

IN MEMORIAM



Donald A. Cole, Jr.

**Conservation Commission
1973-1996**

**Cemetery Commission
1990-1995**

**Personnel Board
1967-1972**

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Available at www.townhall.westwood.ma.us

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Town of Westwood 117th Annual Report

For Year Ending December 31, 2013



General Interest

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

Population: 14,618 (based on the 2010 Federal Census)

Area: Approximately 10.56 square miles - 6,758 acres

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

Road Miles in Westwood: 89

Assessed Valuation: \$3,705,750,870

Tax Rate	Class	Tax Rate
FY13	Residential	\$14.89
	Commercial	\$27.28
	Industrial	\$27.28
	Personal Property	\$27.28

Town Hall: Built, 1910

Wentworth Hall: Built, 1884

Carby Street Municipal Office Building: Built, 2004

Town Hall, located at 580 High Street, and the Carby Street Municipal Office Building, located at 50 Carby Street, are open:

Monday, Wednesday, Thursday from 8:30 a.m. to 4:30 p.m.;

Tuesday, 8:30 a.m. to 7:00 p.m.;

Friday, 8:30 a.m. to 1:00 p.m.

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

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

Town of Westwood 117th *Annual Report*

For Year Ending December 31, 2013

Election and Registration

Qualifications for Voter Registration

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

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

Dog Licenses

The term of any license issued by the Town Clerk shall be for the period of January 1st to December 31st. The Town may charge a late fee of fifty (\$50.00) dollars to be paid by the owners who license said dog or dogs after March 31st, 2014. All dogs 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unspayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerk's office. Licensing may be done by mail provided all required documentation and the proper fees are received on time. Residents with more than (4) dogs, three (3) months or older, are required to obtain a Kennel License per Westwood Zoning bylaws. See Section 2.0 for definition. All kennels in residential zoning districts must obtain a special permit through the Zoning board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

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

Quarterly Tax Bills

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

Citizen Volunteer Form

Are you interested in serving on any Town boards? Would you like more information? If you have a hankering to be involved, please complete this form and select your method of getting in touch!

Via mail or in person:
Selectmen's Office
c/o Town Hall
580 High Street

You can also scan and email to:
cemccarthy@townhall.westwood.ma.us

Fax it in:
781-329-8030

Or call:
781-326-4172

Name: _____ Telephone: _____

Address: _____

Area(s) of interest: _____

Availability (e.g. nights, weekends, hours per month): _____

Comments: _____

Information received will be made available to all boards, committees, and departments for their reference in filling vacancies.

Commission on Disability
Historical Commission
Cultural Council
Recycling Committee
Housing Partnership
Veterans' Affairs
Recreation
Other _____

Environmental Action Committee
Council on Aging
Cemetery Commission
Conservation Commission
Long Range Planning Committee
Human Services
Town Clerk/Elections

Other _____

Officers of the Town

Elected by Voters

Board of Selectmen

Philip N. Shapiro – 2014
Patrick J. Ahearn – 2016
Nancy C. Hyde – 2015

Town Moderator

Anthony J. Antonellis – 2014

Board of Assessors

Michael P Krone – 2016
Mark F. Murphy – 2014
Maureen Bleday - 2015

Town Collector

Albert F. Wisalko – 2014

Town Treasurer

James J. Gavin – 2015

Town Clerk

Dorothy A. Powers – 2016

Planning Board

Steven M. Rafsky – 2015
Steven H. Olanoff – 2015
John J. Wiggin – 2016
Bruce H. Montgomery – 2016
Christopher Pfaff - 2014

Sewer Commission

Anthony J. Antonellis - 2015
Frank X. MacPherson - 2014
James M. Connors - 2016

School Committee

Josepha Anne Jowdy - 2014
Brian T. Kelly – 2015
Carol Lewis - 2016
Ellen R. Mason – 2014
John J. O'Brien – 2016

Regional Vocation School District Commission

Charles W. Flahive – 2016

Library Trustees

Karen Coffey – 2016
Mary Feeley – 2014
Richard Wade - 2016
Dan Lehan – Resigned 09/24
Mary Masi-Phelps – 2014
Mary Beth Persons – 2014
Jane Wiggin – 2015

Housing Authority

John J. Cummings – 2014
Jason C. Lee – 2018
Juliet W. Onderdonk – 2016
Jerrold B. Wolfe – 2015
State Rep VACANT - 2012

Town Moderator *Appointments*

Finance Commission

David Blessing – 2015
Richard Cocivera – 2016
Barbara Delisle – 2016
Margery Eramo Young – 2014
Craig Foscaldo – 2014
George Hertz – 2015
Peter Kane - 2016
Marianne LeBlanc – 2015
Thomas Looney – 2015
Mary Masi-Phelps – 2014
Kevin McManus - 2014
Denise Murphy – 2016
Peter Neville – 2016
Raymond G. Sleight, Jr.-2014
Robert Uek - 2015

Permanent Building Committee

Paul Colantuoni – 2015
John Cronin, Jr. – 2014
John Cummings – 2015
Thomas Erickson – 2014
Judy Frodigh - 2016
Peter Paravalos - 2016

Personnel Board

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

Appointed by the Board of Selectmen

Aid to the Elderly Infirm

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

Alcohol Review Committee

Michael Jaillet – 2013
Thomas McCusker – 2013
Louise Rossi – 2013
William Scoble – 2013
Linda Shea – 2013
Ex Officio
Christine McCarthy – 2013

Americans with Disabilities Act Coordinator

Michael Jaillet – 2013

Audit Committee

Susan Flanagan Cahill – 2015
Thomas Metzold – 2014
Frederick Steeves, III – 2013
Associate Member
Michael Papetti – 2013

Board of Health

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

Building Survey Board

William Scoble – 2013

Cemetery Commission

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

Central Norfolk Regional Emergency Planning Committee

Linda Shea – 2013

Chief Procurement Officer

Michael Jaillet – 2013

Commission on Disability

Jean Barrett – 2014
Anne Berry Goodfellow – 2013
Michelle Fiola-Reidy – 2014
Frances MacQueen – 2013
Jette Meglan – 2013
Jude O'Hara – 2015
Jan Randlett – 2014
Constance Rizoli – 2013
Mary Sethna – 2014
Associate Member
Jane Forsberg – 2013
Nuala Barner – 2013
Ex Officio
MaryAnne Carty – 2013
Patricia Carty-Larkin – 2013

Communications & Technology Advisory Board

Steve Anderson – 2015
Christopher Gervais – 2014
Steve Greffenius – 2014
Mark Hichar – 2013
Ayman Mahmoud – 2015
Ex Officio
Michael Jaillet – 2013
Donna McClellan – 2013

Appointed by the Board of Selectmen

Compensation Agent

Michael Jaillet – 2013

Comprehensive Planning Committee

Maureen Bleday – 2013

John Cummings – 2013

Peter Kane – 2013

Pat Larkin – 2013

Mary Masi-Phelps – 2013

John Masterson – 2013

Peter Paravalos – 2013

Barbara Shea – 2013

Diane Thornton – 2013

Jack Wiggin – 2013

Jerrold Wolfe – 2013

Mike Jaillet – 2013

Nora Loughnane – 2013

Mary Beth Persons – 2013

James O'Sullivan – 2013

Charles Pare – 2013

Alternate

Karon Skinner-Catrone – 2013

Craig Foscaldo – 2013

Dottie West – 2013

Eric Gutterson – 2013

Joyce Cannon – 2013

Conservation Commission

Leo Crowe – 2014

Joseph Previtera – 2015

William Stowe – 2014

Michael Terry – 2013

John Masterson – 2013

Steven Woodworth – 2013

Charles Pare – 2014

Associate Member

Ex Officio

Karon Skinner-Catrone – 2013

Conservation Specialist

Karon Skinner-Catrone

Council on Aging

Betty Connors – 2013

Margaret Dullea – 2013

Robert Folsom – 2013

William Galvin – 2013

Mary Gens – 2014

Irene MacEachern – 2015

Edith McCracken – 2014

Colleen Messing – 2014

COA Director

Patricia Carty-Larkin

DPW Director

Todd Korchin – 2013

Dedham Westwood Water Commission

James J. Galvin – 2013

Robert E. McLaughlin, Jr. – 2014

Joseph Carter – 2015

Economic Development Advisory Board

Greg Agnew – 2013

Alokparna Sarkar-Basu – 2013

James Elcock – 2014

James Ferraro – 2014

Barbara Shea – 2015

Maria Salvatore – 2015

John Wight – 2015

Gary Yessallian – 2015

Edward Dewolf – 2014

Ex Officio

Philip Shapiro – 2013

Michael Jaillet – 2013

Election Officers

Patricia Aaron – 2013

Claire Asbrand – 2013

Ann Bean – 2013

Betty Connors – 2013

Gerald Cronin – 2013

Leo Crowe – 2013

Denise Crowe – 2013

Thomas Daly – 2013

Appointed by the Board of Selectmen

Election Officers, continued

Elsa Delaplace – 2013
Elaine DeReyna-2013
Claudia Duff – 2013
Priscilla Draper Wallace – 2013
Stella Easland – 2013
Margery Eramo – 2013
Charles Flahive – 2013
Maureen Foley – 2013
Marilyn Foxx – 2013
Carolyn Ganim – 2013
Joseph Gearon – 2013
Charles Harper – 2013
Jennifer Kinnear – 2013
Jean Lemieux – 2013
Beverly Lowery – 2013
Frances MacQueen – 2013
Judy McDonald – 2013
Karen McGilly – 2013
Marie McGrail – 2013
Ann Neville – 2013
Paula Scoble – 2013
Priscilla Shaughnessy -2013
Diane Snyder – 2013

Emergency Management Agency

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

Fair Housing Director

Michael Jaillet – 2013

Fire Chief

William Scoble

Forest Warden

William Scoble – 2013

Hearing Officer of Buildings and Fire

Michael Jaillet – 2013

Health Care Review Committee

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

Historical Commission

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

Housing Partnership Fair Housing Committee

Philip Shapiro – 2013
Pamela Kane – 2013
Barbara Shea – 2013
Steven Rafsky – 2013
Jerrold Wolfe – 2013
Alternate
Christopher Pfaff – 2013
Ex Officio
Michael Jaillet – 2013

Appointed by the Board of Selectmen

Human Rights Committee

Christopher Dodge – 2013
Aida Hamdan – 2013
Carol Lewis – 2013
Barbara Shea – 2015
Anne Consoletti Schultz – 2013
Jill Onderdonk – 2015
Ex Officio
Patricia Carty-Larkin – 2013
David Burnes – 2013
Nancy Hyde – 2013
Michael Jaillet – 2013
Paul Sicard – 2013
Danielle Sutton – 2013

John J. Cronin Public Service Award Committee

John J. Cronin Jr. – 2013
John Patterson – 2013
Howard Messing – 2014
Louis Rizoli – 2015
Ex Officio
Philip Shapiro – 2013
Pamela Dukeman – 2013
Michael Jaillet – 2013
Christine McCarthy – 2013

Local Emergency Planning

Nancy Hyde – 2013
Philip Shapiro – 2013
Patrick Ahearn – 2013
Michael Jaillet – 2013
William Scoble – 2013
Linda Shea – 2013
Todd Korchin – 2013
Paul Jolicuer – 2013
Joseph Doyle – 2013
Ken Aries – 2013
Donna McClellan – 2013
Jan Randlett – 2013
Robert Eiben – 2013
Donna Kilburne – 2013
Cynthia Butters – 2013

Local Emergency Planning Committee

Kathleen Merrigan – 2013
Carmen Agresti – 2013
David Bethoney – 2013
William Polin – 2013
Richard Hillman – 2013
David Lawson – 2013
Alternate
Michael Reardon – 2013
Jeff Task – 2013
Patrick Coleman – 2013
Robert Lexander – 2013
Paul Sicard – 2013
Robert Angelo – 2013
Mary Beechinor – 2013
George Popovici – 2013
Caroline Haviland – 2013
Len Chadbourne – 2013
John Antonucci – 2013
Pamela Dukeman – 2013
James Gavin – 2013
Joseph Jowdy – 2013
Michael Krone – 2013
Mary Masi-Phelps – 2013
Bruce Montgomery – 2013
Barbara Shea – 2013
Heath Petracca – 2013
Al Wisialko – 2013
Robert Uek – 2013
Barb Delisle – 2013
Maureen Bleday – 2013

MAPC Representative

Steve Olanoff – 2013
Alternate
Jack Wiggin – 2013

MBTA Advisory Board Representative

Jack Wiggin – 2013
Alternate
Steve Olanoff – 2013

Appointed by the Board of Selectmen

MWRA Advisory Board

Robert Angelo – 2013
Chris Gallagher – 2013

National Organization on Disability – Westwood Rep

Anne Berry Goodfellow – 2013

Noise Abatement Subcommittee of Norwood

Dennis Cronin – 2013

Norfolk County Selectmen's Association

Patrick Ahearn – 2013

OPEB Liability Task Force

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

Parking Clerk

Michael Jaillet – 2013

Pedestrian & Bike Safety Committee

Michael Kraft – 2013
Steve Olanoff – 2014
Virginia Lester – 2015
Wendy Muellers – 2013
George Lester – 2015
Steve Harte – 2013
Enkelejda Klosi – 2015
John Craine – 2014
Christopher Giovino – 2014
Ex Officio
Chris Gallagher – 2013
Michael Jaillet – 2013
Paul Sicard – 2013
Nora Loughnane – 2013

Interim Police Chief

Jeffrey Roy – 2013

Recreation Commission

Timothy Adams – 2014
Joyce Cannon – 2013
Elizabeth Phillips – 2014
Diane Thornton – 2015
Paul Tucceri – 2015
Paul Aries – 2015
David Reilly – 2013
Associate Members
Ann Delaney – 2013
PJ Vande Rydt – 2013

Regional Transportation Advisory Council

Steve Olanoff – 2013
Alternate
Bruce Montgomery – 2013

Registrar of Voters

Alice E. Moore – 2014
David O'Leary – 2013
Dorothy A. Powers – 2013
Lawrence B. Roche – 2015

Appointed by the Board of Selectmen

Roy London Award Committee

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

Storm Water Management Committee

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

Three River Interlocal Council Representative

Christopher Pfaff – 2013
Alternate
Steve Olanoff – 2013

Town Administrator

Michael Jaillet – 2013

Town Bylaw Review Committee

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

Town Bylaw Review Committee, continued

Ex Officio
Michael Jaillet – 2013
Dorothy Powers – 2013

Town Counsel

Thomas McCusker – 2013

Veterans Day / Memorial Day Committee

Harry Aaron – 2013
Richard Paster – 2013
Ex Officio
Chris McKeown – 2013
Dorothy Powers – 2013
Paula Scoble – 2013
Paul Sicard – 2013

WestCAT Representative

Mel Bernstein – 2013

Westwood Cultural Council

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

Westwood Environmental Action Committee

Thomas Philbin – 2013
Pamela Kane – 2013
Peter Kane – 2014
Maria Constantini – 2014
Wendy Muellers – 2013
Claire Sullivan – 2013
Jan Galkowski – 2015
Ex Officio
Ken Aries – 2013
Christopher Gallagher – 2013
Nancy Hyde – 2013
Karon Skinner Catrone – 2013

Appointed by the Board of Selectmen

Youth & Family Services

Domenic Cianciarulo – 2013

Joan Courtney-Murray – 2014

Arlene Kasarjian – 2013

Jan Midiri – 2015

Brad Pindel – 2013

Karen Poreda – 2014

David Russell – 2013

Patricia Tucke – 2014

Student Members

Christine Casavant – 2013

Celia Condrick – 2015

Jake Greenberg – 2015

Margaret Holler – 2013

Stephanie Mace – 2013

Kiernan Somers – 2013

Angela Wicket – 2015

Zoning Board of Appeals

David Krumsiek – 2013

John Lally – 2014

Doug Stebbins – 2015

Associate Members

Gregory Donovan – 2013

Michael Flynn – 2014

Robert Rossi – 2014

Charles Reilly – 2015

David Belcher – 2015

Danielle Button – 2013

Town Administrator *Appointments*

Affirmative Action Officer

Mary Beth Bernard – 2014

Animal Control Officer

Paul Jolicoeur – 2014

Assistant Building Inspector

Michael McLean – 2014

Assistant Plumbing/Gas Inspector

William F. Jacobs – 2014

Joseph Jacobs – 2014

Assistant Wiring Inspector

James Naughton – 2014

John Malloy – 2014

Assistant Electrical Inspector

Paul Angus – 2014

Building Commissioner

Joseph Doyle, Jr. – 2014

Burial Agent

Robert Folsom – 2014

Dottie Power – 2014

Teresa Riordon – 2014

Conservation Specialist

Karon Skinner-Catrone -2014

Constable

Robert O'Donnell – 2014

Paul Sicard – 2014

Contract Compliance Officer

Anne Marie McIntyre – 2014

Custodian Tax Title

James Gavin – 2014

Economic Development Officer

Peter Heckenbleikner – 2014

Finance Director

Pamela Dukeman – 2014

Forest Warden

William Scoble – 2014

Hazardous Waste Coordinator

Linda Shea – 2014

Keeper of the Lock Up

Jeffrey Silva – 2014

Keeper of the Pound

Brendan Ryan – 2014

Plumbing Inspector

John F. O'Malley – 2014

Purchasing Administrator

Anne Marie McIntyre – 2014

Facilities Manager

James McCarthy – 2014

Right To Know Coordinator

Linda Shea – 2014

Recreation Director

Nicole Banks – 2014

Sewer Superintendent

Robert Angelo – 2014

Solid Waste Coordinator

Chris Gallagher – 2014

Town Administrator *Appointments*

Highway Superintendent

Brendan Ryan – 2014

Town Accountant

Marie O’Leary – 2014

Town Planner

Nora Loughnane – 2014

Tree Warden

Brendan Ryan – 2014

Veteran’s Service Director (Ceremonial)

Chris McKeown – 2014

West Suburban Health Group

Mary Beth Bernard – 2014

Alternate

Pamela Dukeman – 2014

Wiring Inspector

Kevin Malloy – 2014

Youth & Family Services Director

Danielle Sutton – 2014

Other Appointments

Appointed by the Fire Chief

Fire Department Officers

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

Appointed by the School Committee

Superintendent of Schools

John Antonucci

Appointed by the Board of Health

Health Director

Linda Shea

Appointed by the Library Trustees

Library Director

Thomas P. Viti

Appointed by the Council on Aging

Council on Aging Director

Patricia Carty-Larkin

State Department of Food and Agriculture

Animal Inspectors

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

Trust Funds

Trustee of the Charles F. Baker Fund

Chairman, Board of Selectmen
Town Clerk
Town Treasurer

Trustees of the Mary Emerson Fund

Town Treasurer

Veterans' Emergency Fund

Chairman, Board of Selectmen
Town Treasurer
Veterans' Services Director

Bonds on Town Officials

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

Senators in Congress

Elizabeth Warren
Edward Markey

Representative in Congress

Ninth Congressional District,
Stephen F. Lynch

State Senator

Norfolk & Suffolk, Michael F. Rush

Representative in General Court

Eleventh Norfolk, Paul McMurtry

Norfolk County Officers

County Commissioners

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

Other Appointments

Norfolk County Officers, continued

Clerk of Courts

Walter F. Timilty

County Surveyor / Dept. Head

Joseph McNichols

County Treasurer

Joseph A. Connolly

Registrar of Deeds

William P. O'Donnell

District Attorney

Michael W. Morrissey

Registrar of Probate

Patrick McDermott

Sheriff

Michael G. Bellotti

General Government

Board of Selectmen *Annual Report*

Nancy C. Hyde, Chairman
Philip N. Shapiro, Clerk
Patrick J. Ahearn, Third Member

Staff

Michael Jaillet, Town Administrator
Pamela Dukeman, Finance Director
Christine McCarthy, Executive Assistant
Ellen Hurley, Support Staff

Mission

It is a pleasure to report on the efforts, accomplishments and initiatives that occurred in 2013. When the Board of Selectmen reorganized in May of 2013, Nancy Hyde was elected Chairman, Philip Shapiro was elected Clerk and Patrick Ahearn was elected to his sixth term and was named Third Member.



2013 Board of Selectmen

The Board of Selectmen is empowered by general law, town charter and town bylaws to serve as the Chief Executive Authority on all matters involving the Town. The Board of Selectmen approves a balanced budget, which incorporates decisions of individual department requests, capital expenditures, and allocation of funds; prepares the warrants for Annual and Special Town Meetings; prepares and approves ballot questions for the town election if there is a general override, debt exemption, and/or capital exclusion requests; and meets with engineering consultants to review and coordinate Town projects and with legal counsel to review matters involving collective bargaining, employee relations, litigation and other legal matters. The Board of Selectmen has an open door policy, hearing requests and complaints of Town residents and businesses and taking appropriate action and schedules hearings and informational meetings on matters of importance to the community.

Roy London Humanitarian Award

In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen established the Roy London Humanitarian Award to be given annually in recognition of exceptional service within the Westwood community. The 2013 recipients were Joseph Gantert, Larry Walsh, Paula McLaughlin and the Westwood Food Pantry.



John Cronin Public Service Award

The John Cronin Public Service Award, which is named after the former Town Treasurer, is given in honor of John Cronin's long and dedicated service to the Town. Margery Howe Eramo was awarded the John Cronin Public Service Award in 2013. Margery has displayed devoted service, dedication and commitment to the Town of Westwood through her service on various boards and organizations. Marge has served on the Charter Study Review Committee, Westwood Youth Commission, School Education Review Committee, as an Election Officer, the Medical Reserve Corps, the Government Study Task Force and the Roy London Humanitarian Award Committee. Beyond her town service, Marge worked for and continues to participate on the Board of Directors for the Massachusetts Department of Public Health.

Senior Center Dedication

The Board of Selectmen celebrated Patricia Carty-Larkin's twenty-years of service as the much beloved Council on Aging Director by naming the Senior Center in her honor. The Board held a dedication ceremony on November 13, 2013. The ceremony was attended by department heads, friends and family of Pat.

Finance

With advice from Pamela Dukeman, Finance Director, the Board of Selectmen oversaw the development and approval of an annual operating budget that provided the same level of service to the community and allocated and/or borrowed funds to augment the Town's financial reserves and reinvest in its capital stock. The approved budget included significant appropriations to reserve accounts, including the newly established Other Post Employment Benefit (OPEB) Account, which holds the Town's financial commitment to address the unfunded liability from the obligation to provide post-retirement health care benefits to its employees and retirees.

The Board of Selectmen continued to encourage and support the Long Range Financial Planning Committee in its efforts to initiate and improve long term financial practices. This past year the committee was involved in initiating a study of the Town's public safety services and facilities in advance of the construction of the approved University Station Project and to address the limitations of the existing police and fire stations. The Committee recommended the Town Meeting approval of significant financial contributions to the Stabilization Reserves and Other Post Retirement Benefit (OPEB) Trust Funds. The Board of Selectmen established OPEB Task Force, which was tasked to reduce the unfunded liability through modification of eligibility requirements and identifying sustainable funding sources, reviewed the updated liability report and recommended appropriate action.

The Audit Committee reported that the external auditors had no findings in the audit of the Town's financial operations and statements.. The Tax Collector's office remains one of the leading collection departments in the Commonwealth with a tax collection rate of 96%. The Treasurer's Office effectively managed the Town's Tax Title accounts and the successful issuance of a \$4.6 million bond for road improvement and equipment bonds and the bond funds for the Deerfield School roof. Once again, the Town received a national award for its

Board of Selectmen *Annual Report*

Comprehensive Annual Financial Report (CAFR). The Assessing Department updated property values as required. Finally, the Board of Assessors, Economic Development Advisory Board and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential tax burdens.

Bylaw Update

The Town Bylaw Review Committee, appointed by the Board of Selectmen, recommended modifications to the General Bylaw related to the Personnel Department and Board as well as other minor modifications to update the bylaw to be consistent with the new Town Charter. All edits were brought to the Annual and Fall Town Meeting and ultimately approved for adoption. The Bylaw Review Committee continues to review the Town's bylaws each year and make recommended edits to Town Meeting.

Facilities Improvements

The Board of Selectmen supported the Permanent Building Committee's and Library Trustees' efforts overseeing the completion of the New Library. The New Library opened its doors on July 1, 2013. Patron use of the Main Library reached record levels during July and August. 66,000+ people visited the Library, an increase of more than 200% over previous years and more than half the annual attendance in some years.

On November 5, 2013, the Historical Society unanimously voted to terminate any interest in the agreement reached in March 2005 between the Westwood Historical Society and the Town of Westwood pertaining to a lease of the premises located at 909 High Street, Westwood MA which is currently occupied by the Obed Baker House. The Board of Selectmen established an Obed Baker House Reuse Task in December to prepare, evaluate and seek responses to a Request for Proposals for the sale and/or lease of the house and plans to bring this back to the 2013 Annual Town Meeting for vote.



The Recreation Department, with approval from Town Meeting, was able to bid, construct and open a Family Changing Room for the pool facility. The changing room opened in December of 2013 and is a happy addition benefitting the clients of the pool.

Public Safety

The Board of Selectmen and Police Association agreed on terms to hire new officers and promote outside Civil Service, eventually removing the Department from Civil Service. This will enhance the number of candidates that can be considered for filling vacancies and significantly streamline the hiring and promotion processes.

The Town Administrator working with the Fire Chief engaged Emergency Services Consulting International to study the town's fire and ambulance services under current conditions and post construction of University Station. This report, which reviewed facility, equipment and staffing needs once University Station is fully occupied, will serve as the basis of the Board's efforts to increase staffing and improve both Fire Department facilities.

The Selectmen also established a Public Safety Facilities Task Force to explore the options for locating and constructing new and/or renovating existing public safety facilities. In addition to the changes necessary for both Fire Department facilities, the Police Department also needs a more current and larger facility in order to serve the needs of the community in the 21st century.

Public Works

The Department of Public Works completed many road improvement projects including, but not limited to, the installation of traffic calming measures in the High Rock, Dover, Conant, Country Lane neighborhoods, completed the plans and worked with MassDOT on the upcoming reconstruction of the signal at Lowder Brook Drive, and continued its pavement management plans for FY13 through FY14. The Department also responded to 15 snow events in 2013.

The Cemetery Division of the Department of Public Works worked with the Cemetery Commission to open a new phase of the cemetery and begin planning for future expansion. The Cemetery Commission engaged a consultant to revise the Cemetery Rules and Regulations which were subsequently presented to and adopted by the Board of Selectmen.

Culture, Recreation and Human Services

Westwood Day 2013 was organized and coordinated by the Recreation Department staff. Employees from many town municipal departments and the School Department, and volunteers from the entire community made this a memorable event. The celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors and organizations displaying wares.

Economic Development

In September, Peter Heckenbleikner was appointed as Interim Economic Development Officer. The Economic Development Office is in the process of review. The office will be focusing not only on the University Station Project, but small business growth and streamlining the involvement of economic development in the Land Use and Permitting Departments.

Culminating a year of review, the May 2013 Special Town Meeting approved the University Station Project. Since then, the development team has been completing the onsite infrastructure improvements including the installation of site utilities and relocation of Rosemont Road. The core retail and residential building pads have been prepared, which involved a significant amount of blasting and leveling of the construction area. Building Permits for vertical construction will be issued in the spring 2014 for the Hanover Residential units and the core retail establishments including Wegmans and Target. Projected occupancy is mid-2015.

Two additional components have been added to the first phase of University Station. On December 17, 2013, the Planning Board issued its approval for the Life Time Fitness, an upscale fitness facility that includes a three-story building with approximately 125,643 sq. ft. of floor area. This establishment will be used for fitness, training, sports, educational, and personal services activities, and will include indoor and outdoor swimming pools. This portion of the proposed development will include surface parking for 568 cars and 16 bicycles.

The Planning Board also received an application for Bridges by Epoch, an assisted care facility, for 64 memory care assisted living apartments. This development will consist of four identical wings that will include resident apartments and shared dining areas, libraries, living rooms and activity areas, and a central core that will include a kitchen, administrative offices and shared amenities such as a lobby and main activity room.



Bridges by Epoch Assisted Care

The University Station project has also served as a catalyst to address various much needed traffic improvements including, but not limited to:

Board of Selectmen *Annual Report*

The construction of the new Blue Hill Drive off-ramp from I-95 south and the University Avenue intersection. This construction project is designed to accommodate the expected increase in traffic coming off of I-95 to the development and MBTA/Amtrak parking garage and station and includes an extension to the sound wall. Blue Hill Drive will become a dead end just west of the off-ramp.

The Commonwealth has awarded the Town of Westwood a \$5.5 million MassWORKS grant for the reconstruction of the intersection of University Avenue / Canton Street / Dedham Street. The reconstruction of this intersection will widen each of the approaches in order to accommodate dedicated turning lanes so that the intersection can more efficiently handle an increase in capacity.

The developer and the state are finalizing the I-Cubed funding of the widening and signalization of University Avenue, the main roadway serving the new development. The roadway will be widened to two lanes in each direction and include the installation of traffic signals at the intersection of Harvard Street and University Avenue as well as upgrading the signals at the intersection of Rosemont Road and University Avenue. NStar has committed to installing a new gas main and upgraded shut-off valve system along the entire length of University Avenue, improving its gas service to the area.



The Town has prepared plans for traffic calming on the county ways of Canton and Everett Streets to be presented to the Norfolk County Commissioners for approval. Once the County Commissioners issues its approval for these traffic calming measures, the Town will conduct tests before beginning construction in the summer 2014.

Citizen Initiatives

Secretary of Executive Office of Energy and Environmental Affairs Richard Sullivan, and the Commissioner of Department of Energy Resources Mark Sylvia along with other Green Community staff members visited the Town of Westwood to celebrate Westwood's designation as one of the seven communities becoming a Green Community in 2012. A check of \$138, 875 was presented to the Town for the energy reduction measures being proposed within the Town's schools.

New Employees

The Board of Selectmen, in May 2013, appointed Jeffry Silva to serve as the Police Chief following the retirement of Chief William Chase in February. Chief Silva comes to Westwood from the City of New Bedford where he was a highly decorated Lieutenant.

The Board of Selectmen, in November 2013, welcomed Nicole Banks to serve as the Recreation Director after the resignation of David Burnes in August. Nicole comes to Westwood from Milford, New Hampshire where she was the Recreation Director.

Board of Selectmen *Annual Report*

The Board of Selectmen welcomed Peter Heckenblienker as the Interim Recreation Director in August and subsequently the Interim Economic Development Officer in November. Peter is the retired Town Manager in Reading where he served over 25 years.

Appreciation

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



Nancy C. Hyde, Chairman

Town Administrator *Annual Report*

Michael Jaillet, Town Administrator

Staff

Pamela Dukeman, Finance Director
Christine McCarthy, Executive Assistant
Anne Marie McIntyre, Purchasing Agent
Ellen Hurley, Support Staff

Mission

In 2013 the primary focus of municipal government was to consider the major economic development proposed as University Station, a substantial increase in funding of the Town's financial reserves and capital, and prepare for expected future new growth in tax revenue.

Administration

Executive Function Group

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

Recruitment and Hiring

The Town Administrator participated in the recruitment and selection of a new Police Chief who was hired in May. The Town Administrator, with the assistance of various screening committees, recruited and hired, an Interim Recreation Director, an Interim Economic Development Officer, a Recreation Director, a Youth & Family Service Counselor, an Operator/Laborer in the DPW, an Assistant Electrical Inspector, Staff Accountants in the Treasurer and Accounting Offices. The Fire Department also recruited and hired two new Firefighters which will attend the academy in the spring.

Removal of Police Department from Civil Service

At the Fall Town Meeting, the Town voted to remove the Police Department from Civil Service. The Town's goal is to build a high profile, professional police force consistent with policies and philosophy of the Town and to foster professional development, promotional opportunities and growth. The Strategy will incorporate utilizing the Town's professional reputation and our focus on a highly trained professional police force to attract qualified candidate from local police departments and universities, maintaining a presence on law enforcement recruitment sites and public safety career fairs.

Document Archival

King Information Systems returned to assist the Town in achieving its annual archival of documents, and began a reorganization of the Building Departments in enhancing its document archival and storage by preparing for the increase in volume of documents that will come in from the University Station.

Green Communities

The Town was named a Green Community which has provided the Town with \$140,000 in funds to implement energy reduction programs through the School Department. The

Town Administrator Annual Report

Westwood Environmental Action Committee worked closely with the School Department to begin to upgrade the Deerfield and Hanlon Lights and the Deerfield Boiler system to be energy efficient. The entire grant is expected to be spent and completed by spring of 2014.

Applicant Tracking System

The Human Resources Department purchased and implemented an applicant tracking system which allows for all open positions and individuals to apply online allowing personnel to track the application process through the filling of the position.

Finance

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

Comprehensive Annual Financial Report (CAFR)

The joint efforts of the Financial staff resulted in the fourteenth approved Comprehensive Annual Financial Report (CAFR) for 2013, which is the highest standard of financial reporting provided by communities. Once again Westwood joins a relatively small number of Commonwealth communities capable of receiving approval for a CAFR. The CAFR has been made more difficult by additional GASB reporting requirements imposed on local government.



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

Town Treasurer & Bonds

Jim Gavin, the Town Treasurer, and Patricia Conley and Kathy Foley, Assistant Town Treasurers continued to maximize the Town's tax title and tax department accounts resulting in excellent collection rates. The Treasurer's Office also began the important work of investing funds in the Town's OPEB Trust Account. The Treasurer and staff, along with Pam Dukeman, the Finance Director, will prepare to issue bonds in 2014 for \$2.9 million for pending outstanding debt.

Town Collector Reports Collection Rates

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

Town Assessor Property Values

The Board of Assessors and Debbie Robbins, the Town Assessor, provided adjusted values of property for the current year, including the land formerly proposed as the Westwood

Town Administrator Annual Report

Station Project and recommended a commercial/residential tax rate for the Board of Selectmen's consideration and adoption.

Annual Budget

Pam Dukeman, the Finance Director, prepared a comprehensive presentation on the current status of the Town's finances and proposed annual Budget FY14. This presentation, which was given to a variety of town boards and commissions, all of which were aired on WestCAT, provided necessary information for enlightened decisions by the boards, commissions and electorate. Pam's work on the FY14 Budget led the Board of Selectmen to recommend a balanced budget that maintained the existing level of Town services, significantly improved the Town's funding of its stabilization reserves and OPEB Trust and significantly increased the Town's financial commitment important capital needs and sewer infrastructure.

Planning and Economic Development

Support Redevelopment of University Avenue

Given town meeting approval of the master plan, overlay district and first phase of the development plan known as University Station, the town's efforts will be focused on assisting and supporting the construction of the first phase (core 650,000 square feet of retail and 350 units of housing), including but not limited to joining in the application for ICubed funding, arranging and conducting inspectional services of public infrastructure and private facilities, finalizing land takings, establishment of Rules and Regulations, acceptance of Operations and Maintenance plans, and supporting the licensing and permitting of several restaurants.

The Fall Town Meeting approved the land takings for University Avenue for the reconstruction of the Canton/Dedham Street intersections. The town should also remain open to proposed plans to move forward with other aspects of the project, including but not limited to hotel and/or office buildings and possibly of offering incentives.

Economic Development Officer

In September, an Interim Economic Development Officer, Peter Heckenblikner, was appointed. The Economic Development Office has been in the process of review and overhaul. The office will be focusing not only on the University Station Project, but small business growth and streamlining the involvement of economic development in the Land Use and Permitting Departments.

Redevelopment of Route 1/Everett Street

Consistent with the Town's interest to support the redevelopment of the Route 1 / Everett Street area and the Town's recent passage of a new Flexible Zoning Overlay District to replace the Planned Overlay District, and the recently constructed Progressive offices (which was designed to permit a future access easement that would allow the town to create a new access road from Everett Street into the 50-acre commercially zoned area), the EDAB and Planning Board will continue to work with landowners and businesses to facilitate a coordinated redevelopment of the area in a manner that is consistent with the character of the community and beneficial to the landowners.

Town Administrator Annual Report

Farmer's' Market

The Town, primarily through the Selectmen and the Economic Development Advisory Board, successfully located and established a Farmer's Market at the senior center. All efforts and support should be extended to make the third year even more successful.

Redevelopment of East/Washington/School Intersection

There is a long standing desire to redevelop the Islington Center area into a village commercial area. A Task Force was established comprised of town officials, including the Selectmen, EDAB, Planning Board, Finance and Warrant Commission, Long Range Financial Planning, and Assessors; staff of these boards and commissions; and area residents to explore and discuss the various alternatives. This effort will be coordinated with the Town's facility study and comprehensive master plan update.

Land Use Committee Review Process

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

Facilities Improvements

New Library

The Board of Selectmen supported the Permanent Building Committee's and Library Trustees' efforts overseeing the completion of the New Library. The New Library opened its doors on July 1, 2013. Patron use of the Main Library reached record levels during July and August. 66,000+ people visited the Library, an increase of more than 200% over previous years and more than half the annual attendance in some years

Facilities Plan

The Town has engaged a consultant and architect to develop a comprehensive facility plan for the municipal operations, which will provide a sequential build out plan to augment the Town's facilities necessary to address existing overcrowding and resulting growth in staff as University Avenue is redeveloped. The primary focus is on the location and funding of public safety facilities, equipment and staffing. The overall plan should continue to provide a clear understanding of the sequence and events that will provide the most efficient means of addressing existing and future office programming, service, meeting, and space for archiving documents. Finally, the plan will also update the overall and annual maintenance plan for the existing and proposed facilities.

Obed Baker Sale and Reuse

On November 5, 2013, the Historical Society unanimously voted to terminate any interest in the agreement reached in March 2005 between the Westwood Historical Society and the Town of Westwood pertaining to a lease of a portion of the premises. The Board of Selectmen established an Obed Baker House Reuse Task in December to prepare, evaluate,

Town Administrator Annual Report

seek and respond to a Request for Proposals for the sale and/or lease of the house and plans to bring this back to the 2014 Town Meeting for vote

Implementation of Consolidate Building Maintenance within the DPW

The Department of Public Works continued its efforts to centralized Building Maintenance Operation carried out by a full-time staff person hired to conduct specific maintenance projects and when outside contractors are needed, to serve to scope out the project, select appropriate contractors and ensure work performance.

Public Safety

Staffing of Fire Department

The Board of Selectmen augmented subsequently the staffing during the peak call periods (between 8:00am and 8:00pm) by ensuring that seven (7) staff are working. The Board of Selectmen approved the hiring of four (4) additional firefighters in order to meet current and expected increases in service calls due to the build out of University Station. The Board should continue to work with the Public Safety Facilities Task Force to continue to conduct an analysis of the station options in order to provide timely service to the University Station project and assess the impact that will have on department staffing beyond the commitment to add mentioned above.

Emergency Operating Center (EOC)

The Westwood Emergency Management Agency (WEMA) decided to establish an Emergency Operating Center (EOC) during the February Blizzard of 2013 as a real time exercise which provided inside into improvements that needed to be made especially to the equipment and facilities. The Town compiled a list of recommendations on the operations of the center during an emergency, all of which have been implemented.

East Street Bridge & Washington Intersection

The number of accidents that occur at the East Street bridge and complaints related to traffic flow through the Washington Street East Street intersection have increased in recent years, including the severity of the MBTA bus accident with the bridge and a recent head on collision involving a student driver (who wasn't at fault). The Town has conducted an engineering review of and identified and installed improved signage. The town initiated a meeting with the MBTA to discuss their concerns, not only with the height of the East Street Bridge, but also the width and the lack of adequate pedestrian and vehicular safety when traveling under the bridge. After several emails containing statistical information pertaining to accidents, actual video capturing some of the more recent accidents, and several phone calls inquiring about the status of reconstructing a new bridge, MassDOT informed the town the East Street bridge is now on its priority list and it will be procuring consultants for bridge design.

Public Works

Comprehensive Road Maintenance Plan

The Department of Public Works obtained authorization for the issuance of a \$2.4 million Road Improvement Bond to continue its listed road improvement priorities including but not limited to, drainage and resurfacing projects, implementation of the Storm Water

Town Administrator Annual Report

Management system, and the conduct of a road maintenance and resurfacing program that would maintain at least a B rating of the Town's road system over the next 5 years.

Sidewalk Plan

The Town of Westwood has been involved with the Mass DOT Safe Routes to School program for several years. The Downey School has worked to increase the pedestrian traffic to the school. Mass DOT has awarded the Town of Westwood with funding to complete safety improvements to sidewalks around the Downey School. The Town plans to have this plan including the temporary and permanent easements necessary at the 2014 Annual Town Meeting.

Drainage Program

There is a federal requirement to protect and enhance water quality in our drainage systems in cities and town as a means of protecting water supply. Although the federal mandates have not required an extraordinary expenditure of funds to date, the DPW has assessed the requirements to assure that the regulations are met, as non-compliance results in significant fines, and is proceeding on planning for drainage improvement, especially those that might reduce the potential flooding in certain neighborhoods.

Recapitalization of the Department of Public Works

The Department of Public Works received a \$2 million capital equipment and vehicle bond as a commitment to restore the Department of Public Works equipment and vehicles that allowed the department to achieve a more acceptable condition of its rolling stock. Over the course of the first year, it expended \$1.4 million to acquire equipment and vehicles that were listed for replacement in the article submitted to Town Meeting.

Recycling Coordinator

The implementation of the automatic collection of solid waste and recycling product has been highly successful in diverting a significant portion of the solid waste into recycling. Since recycled goods do not generally require a tipping fee to be disposed of and can, at times, actually generate a source of revenue, the Town developed an education and monitoring program to divert even more waste from the solid waste stream into recycling. The Department drafted and is preparing for a part-time consultant to assist the community with public education and monitoring of the Town's recycling activity.

Cemetery Rules and Regulations

The Department of Public Works hired a consultant to revise the Rules and Regulations as well as providing consultation to the Town for any changes needed for our cemetery operations and procedures which had not been revised since 1993 and lot prices have remained the same since 2001. These new changes allow for better operational management and will help with consistency as we move forward. Many of the changes pertain to what is allowed at a gravesite and will keep the cemeteries safer, consistent, and more aesthetically pleasing. The revised Rules and Regulations, new lot price structure, and new forms were approved by the Cemetery Commission and Board of Selectmen.

Town Administrator *Annual Report*

Culture, Recreation and Human Services

Housing

The 2013 Annual Town Meeting approved the construction of 350 units of housing in two separate buildings. One building containing 220 units will be 25% affordable and the other building containing the remaining 150 units will be 10% affordable. As a result of this approval, the Town will achieve the 10% requirement set forth by Chapter 40B, MGL.

Recreation

In August, David Burnes announced his departure after two years as Director. Peter Heckenblikner, former Reading Town Manager, served as Interim Recreation Director until the appointment of Nicole Banks, Recreation Director, from Milford, New Hampshire to serve.

The Westwood Day 2013 was organized and coordinated by the dedicated Recreation Department staff. Employees from many Town Departments, the School Department, and volunteers from the entire community made this a memorable event. The celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime, followed by the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors displaying wares.

The Recreation Department, with approval from Town Meeting, was able to bid, construct and open a Family Changing Room for the pool facility. The changing room opened in December of 2013 and is a happy addition to the clients of the pool.

Council on Aging

The Board of Selectmen celebrated Patricia Carty-Larkin's twenty-years of service as the much beloved COA Director by naming the Senior Center the Patricia Carty-Larkin Senior Center in her honor. The Board held a dedication ceremony on November 13, 2013. The ceremony was attended by department heads, friends and family of Pat.

Senior and Veteran Tax Work Off Program

As approved by Town Meeting, the Town managed and expand the number of opportunities for participation in the Senior and approved Veteran Tax Work Off Programs and implemented tax exemption program for Veterans during their overseas service from 2001 to 2013.

Collaboration Among Departments in Support of Youth & Family Services

The Youth & Family Service Department reviewed data collected in a community wide youth survey conducted in FY13 to develop ways that municipal and school departments and community groups can collaborate appropriate actions to address issues including, but not limited to, substance abuse education and awareness, prevention and resources.

Town Administrator *Annual Report*

Energy Efficiency

Secretary of Executive Office of Energy and Environmental Affairs Richard Sullivan, and the Commissioner of Department of Energy Resources Mark Sylvia along with other Green Community staff members visited the Town of Westwood to celebrate Westwood's designation as one of the seven communities designated a Green Community in 2012 and to present us a check of \$138, 875 for the energy reduction measures being proposed for implementation within the Town's schools.

Appreciation of Dedicated Employees

Margery Eramo became the eleventh recipient of the John Cronin Public Service Award, which is given to an individual selected for continued outstanding service to the community.

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

Best wishes to Patricia Conley on her retirement as the Assistant Town Treasurer. Pat worked for the Town of Westwood in the Treasurer's Office for over 30 years.

Best wishes to Tracey Gabriel on her new position in the Town of Framingham. Tracey worked for the Town for four years as the Youth Counselor in the Youth and Family Services Department.

Best wishes to David Burnes after his resignation as the Recreation Director. David worked for the Town for two years.

Best wishes to Raymond Balabanis on his retirement from the Department of Public Works. Ray worked as the Senior Foreman in the DPW for over 56 years.

Best wishes to Rose Wallace on her retirement from the Assessor's Office. Rose worked as the Clerk in the Assessor's Office and also in the School Department for over 45 years.

Condolences

Condolences to family of Donald Cole. Don was an active member of local government for 29 years serving as a former Cemetery Commissioner, Conservation Commission member and Personnel Board member.

Special Thanks

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



Procurement Department *Annual Report*

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

Anne Marie McIntyre, *Purchasing Administrator/Contract Compliance Officer*

Mission

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

The Procurement Department provides a unified purchasing system that ensures integrity and fairness with a centralized responsibility for oversight of solicitations, vendor selection, negotiation, award, contract management, reporting, disposal of surplus property and emergency logistical support for the benefit of all Town Departments.

Procurement and Contracts

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

The Procurement Department monitors departmental procurement practices and facilitates contract administration to ensure compliance with applicable laws governing procurement of supplies, services, equipment, and capital improvements involving public works, building construction and design services.

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

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

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

Procurement Department *Annual Report*

Town Department Solicitations

Thirty-four formal solicitations were processed.

Category	Department	Number Processed
General Gov't	Selectmen	3
	Finance	1
	Human Resources	3
	Town Clerk E&R	1
Public Safety	Fire (Includes Ambulance)	2
	Building Inspection	1
Health	Health Education	
Human Svc.	Recreation	1
Planning & Engineering	Planning	1
DPW	Public Works	15
	Cemetery	2
	Sewer	1
	Capital Equipment	3

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

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

Anne Marie McIntyre, *Purchasing Administrator/Contract Compliance Officer*

Town Counsel *Annual Report*

Thomas McCusker

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

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

Thomas McCusker, Town Counsel

Affirmative Action *Annual Report*

Mary Beth Bernard, *Affirmative Action Officer*

Affirmative Action

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

In 2013, the Town began using an Applicant Tracking System to advertise and process applications for open positions. This allows the Town to expand its recruitment strategy to encourage a broader and more diverse candidate pool for the Town of Westwood's workforce.

The Human Resources Director, Mary Beth Bernard, the Town's Affirmative Action Officer, is a certified MCAD Trainer. In 2013, the HR Director attended seminars on Harassment Prevention through the Society of Human Resource Management and completed an Investigations class through the Massachusetts Commission Against Discrimination. Ms. Bernard continues to conduct training on Prevention of Harassment and Discrimination in the Workplace for employee groups and to distribute the Policy to all Town and School employees on an annual basis.

Equal Employment

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

Health Care Review Committee *Annual Report*

John Antonucci
Carolyn Collins
Matthew Gillis
Marie O'Leary
Denise Singleton

Mary Beth Bernard, Committee Chair
Pamela Dukeman
Michael Jaillet
Heath Petracca
Robert Velluzzi

Frank Chillemi
Daniel Fafara
Russell Lavoie
Sheree Rau
Sandra Warnick

Contract Compliance

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

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

Health Care Review Committee

The Health Care Review Committee was formed in 2008. Members are appointed by the Board of Selectmen to review the Town's health care options for purchasing affordable healthcare for all employees and retirees. The Committee will make a recommendation to the Board of Selectmen.

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

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

In 2013 the group reviewed the Town's Self-Pay Dental Insurance options and discussed Health Reimbursement Account (HRA) plans to mitigate out-of-pocket health care costs.

Health Care Review Committee Members for 2013 included:

John Antonucci, Mary Beth Bernard, Committee Chair; Frank Chillemi; Carolyn Collins; Pamela Dukeman; Daniel Fafara; Matthew Gillis; Michael Jaillet; Russell Lavoie; Marie O'Leary; Heath Petracca; Sheree Rau; Denise Singleton; Robert Velluzzi and Sandra Warnick.

West Suburban Health Group *Annual Report*

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

Background

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

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

Member communities as of December, 2013, were the Towns of Ashland, Dedham, Dover, Holliston, Natick, Needham, Sherborn, Shrewsbury, Walpole, Wayland, Wellesley, Westwood and Wrentham. Also participating in were the following districts: Accept Educational Collaborative, Dover-Sherborn RSD, The Education Cooperative and South Middlesex Regional Vocational Tech.

2013 Plan Offerings

The WSHG Board actively participates in the process of health plan design and prescription drug options, for over 11, 000 contracted subscribers, resulting in a total of over 21,000 insured members. Westwood had 737 subscribers in FY13.

Rate Saver Plans

The following plan offerings were available to eligible subscribers in 2013: **Harvard Pilgrim Rate Saver, Tufts Navigator Rate Saver, Blue Choice Rate Saver, Fallon Direct and Fallon Select Rate Saver Plans.**

Retiree Plans

The following plan offerings were available to Medicare eligible retirees in 2013: **Blue Cross Blue Shield Medex III, BCBS Managed Blue for Seniors, Harvard Pilgrim Medicare Enhance, Fallon Senior Plan, Tufts Medicare Plus, Tufts Medicare Preferred HMO.**

Other Plans

The Town also offered the **Harvard Pilgrim PPO** and **Tufts POS** in 2013.

Information

The Human Resources Department communicates open enrollment information and hosts two Health Fairs per year. An Employee Benefit Fair in April and a Retiree Health Fair in November. Every eligible employee and retiree is notified, and the applicable rate sheets and plan information are posted on the Human Resources website and are available at the Health Fair. Health plan representatives and Human Resources staff attend the Health Fairs

West Suburban Health Group *Annual Report*

to answer questions and discuss the options of each plan directly with interested employees and retirees. Attendees at each Health Fair were invited to participate in various health screenings offered by health insurance providers.

Initiatives

The West Suburban Health Group is committed to Wellness as a tool to educate, motivate and enable employees and retirees to live a healthier lifestyle. In A recent WSHG Audit report affirmed that “*WSHG is operating in an environment of escalating health care costs. Given this environment, the group is actively participating in ongoing wellness programs to promote healthier lifestyles and ultimately reduce health claim costs.*” *Good Health Gateways Diabetes Reward Program and the myMedication Advisor* educational and support program for insured employees. The WSHG funded the following Town of Westwood employee wellness programs in 2013: Weight Watchers at Work; Lunchtime Yoga, Demonstration; Breast Cancer Awareness, Diabetes Awareness and Holiday Bowling.

Compliance and Administration

The Human Resources Department administers the provisions of MGL Chapter 32B Section 18, which was adopted at the 2008 Annual Town Meeting. In addition, the HR Office administers the Town’s Flexible Spending (FSA) and (HRA) programs. The Benefits

Coordinator administers all Town employee and retiree health plans. In addition, the HR Assistant maintained the required recordkeeping and ongoing compliance for the Massachusetts Health Care Reform and Fair Share Contribution filing for 2013.

The Town has prepared for Federal Affordable Care Act (ACA) changes in 2013 put polices in place for adherence to The PPACA (Affordable Care Act) of 2010. The Human Resources department maintains compliance with HIPAA, COBRA and .

A change in senior plans will take place in January 2014 to incorporate subsidies into the retiree plans to ensure coverage at an affordable price for retirees.

Submitted by

Mary Beth Bernard,

Human Resources Director, WSHG Board Steering Committee Representative

Personnel Board *Annual Report*

Louis C. Valentine II, *Chair*
Joseph A. Emerson, Jr., *Vice-Chair*
Douglas K. Hyde

Robert M. Shea
Pamela A. Smith

Mission

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

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

Personnel Board Members

The Personnel Board consists of five members, each appointed by the Town Moderator to overlapping three-year terms. The 2013 Board has extensive experience in the areas of municipal law, personnel placement, employment law, labor law & technology management.

Program/Service Areas

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

Major responsibilities of the Personnel Board include:

- Establish and maintain the Town of Westwood Personnel Policies, a Personnel Administration System, and a Performance Management Process to ensure a uniform, fair and equitable application of policies;
- Conduct periodic employee performance reviews and adjust job descriptions and compensation plans to make certain there is equity within the Town's Compensation and Classification system and market comparability;
- Ensure fair recruiting, interviewing and hiring practices for Town employees;
- Maintain a centralized personnel data and record keeping system in accordance with state and federal requirements;
- Maintain a performance review system that emphasizes employee performance goals and facilitates supervisor feedback.
- With the Town Administrator, monitor the implementation and practices of the Town's Personnel Policies;
- Oversee compliance with provisions of applicable sections of MGL Ch. 32B; Civil Service requirements; and federal, state, and local employment laws.

2013 Personnel Board Activity Overview

- Conducted 9 regularly scheduled meetings; addressed employee requests, policy clarifications, new hire and promotional salary placements, position classifications and approval of compensation plans; discussed and advised on procedural actions;

Personnel Board *Annual Report*

- Reviewed extensive revisions to the Personnel Policies that resulted from changes to sections in the Town Charter that intersected with the Personnel Bylaw; drafted revisions where necessary to additional sections of the Personnel Policies; prepared Policies for Board of Selectmen approval;
- Studied and approved a new Compensation Plan for Department of Public Works Part-Time Seasonal Employees;
- Reviewed and classified 12 job descriptions; studied and revised DPW union jobs.
- Researched, appropriated and implemented an on-line Applicant Tracking System to increase marketing of job opportunities, facilitate recruiting methods, and simplify tracking and communication with applicants in a cost efficient and eco-friendly manner.

The Human Resources Department

Overview

Under the policy direction of the Personnel Board and Town Administrator, the Human Resources Department serves to ensure that the Town's mission and values are embodied in the business practices of its employees. The department promotes a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect in accordance with the Town of Westwood Personnel Bylaw, policies and procedures. The Human Resources Department administers employee classification and compensation plans; advises department managers, supervisors and employees on personnel matters; maintains compliance with employment and labor laws and labor agreements; manages the recruitment and promotion of the best qualified people; and conducts and manages benefits enrollment and administration. The Human Resources Director oversees personnel actions of all Town departments, provides management and employee training to ensure a safe and discrimination/harassment free environment, conducts Workers' Compensation trainings, and participates in labor negotiations and contract administration.

The Staff

The HR Department is staffed by a full-time Human Resources Director, a full-time Benefits Coordinator, and a part-time Human Resources Assistant. The staff services the Human Resources needs of approximately 200 Town employees, 600 School employees and 400 Retirees.



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

Personnel Board *Annual Report*

Personnel Policy Administration

The Personnel Board is committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record-keeping system in accordance with state and federal requirements. Under the policy direction of the Personnel Board, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is committed to providing employees a stable work environment with equal opportunity for learning and personal growth. The department is accessible to staff and supervisors with regard to interpreting policy and responding to employment or benefit questions or concerns. The HR Director serves as the Town's Hiring Officer in all aspects of the employment process. The Human Resources Assistant provides administrative support to the Personnel Board and the Town Moderator; assists with job postings, applicant tracking and communication with applicants; processes new hires and terminations; maintains employee files and monitors paperwork to ensure legal compliance; and issues personnel memos for all payroll and performance transactions. In addition, the HR Assistant serves as co-editor of the HR Newsletter, and handles all marketing and budgeting for Wellness initiatives.

Benefits Administration

The HR Office administers and communicates benefit plans and all benefit-related policies to eligible School and Municipal employees. This includes health; dental; life insurance; flexible spending; LTD; deferred compensation; FMLA administration; and Wellness programs. It also includes retirement benefits and Medicare B reimbursements for eligible retirees.

The Benefits Coordinator manages health insurance offerings for more than 700 insured Town and School employees and retirees; organizes the annual Employee and Retiree Health Fairs; delivers Open Enrollment communications; and manages employee and dependent health and dental benefit changes. During 2013, the Benefits Coordinator oversaw the onboarding of all new School and Town employees and created electronic personnel records for new hires to ensure accurate and timely payroll disbursements. In addition, approximately 400 health and dental benefit changes were processed for active and retired employees.

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

The HR Department remains committed to promoting employee well being. The Human Resources Newsletter, a semi-annual publication approaching its seventh year, highlights employee events, recognizes employee accomplishments, and provides a menu of Wellness

Personnel Board *Annual Report*

programs sponsored by Town departments and WSHG. Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. Examples include Lee National Denim Day, a popular Wellness event held in October that focuses on Breast Cancer Awareness, and Jeans for Joslin, a day earmarked to educate employees and support Diabetes awareness and prevention.



LEE NATIONAL DENIM DAY

Support a worthwhile cause

FRIDAY, OCTOBER 25, 2013

This year marks the 18th anniversary of Lee National Denim Day, which has raised more than \$89 million to fund breast cancer research and community-based support programs for the fight against breast cancer.

Labor Relations

In 2013 the Health Care Review Committee, chaired by the Human Resources Director, discussed and approved the continuation of a Health Reimbursement Account, a mitigation fund to alleviate out-of-pocket health expenses for high cost claims. The Committee consists of union leaders, Town and School administrators, and Board representatives, whose mission is to come together to make sound health insurance decisions.

The Town engaged in contract negotiations with six collective bargaining units during 2013. The Westwood Police Association, Massachusetts Coalition of Police, AFL-CIO Local 174 settled its contract effective through June 30, 2016, achieving fair and equitable resolution for members, while eliminating Civil Service hiring and promotional requirements. The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel, Union Representatives and Civil Service.

Organizational and Employee Development

The Human Resources Department focuses on training, development and implementation of programs to promote individual success and increase the overall growth of the organization while facilitating improved productivity and employee relations.

During the first quarter of 2013 the Human Resources Director collaborated with the Town Administrator to hire an Interim Police Chief, while conducting an extensive search and interview process to secure a well-qualified, permanent Police Chief. In the second half of 2013, transition in the Recreation Department created an opportunity, once again, to utilize an Interim Recreation Director until the end of the year while conducting a search for a full-time Recreation Director.

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

Personnel Board *Annual Report*

The HR Director conducted a refresher training session in early June for supervisory personnel on the revised Performance Evaluation document, focusing on goal setting and feedback.

During 2013 the ATP Tuition Assistance Program remained in place under the administration of the Personnel Board. Three employees on the management team enrolled in and successfully completed a nine-month graduate certificate program in Municipal Leadership at Suffolk University. In addition, three employees received tuition assistance for courses completed with a grade of B or higher.



Pictured left to right: Michael Jaillet, Town Administrator; Mary Beth Bernard, Human Resource Director; Danielle Sutton, Youth and Family Services Director; Todd Korchin, Department of Public Works Director, and Nancy Hyde, Board of Selectmen

Risk Management

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

Over the past year, the HR Department conducted Anti-Harassment and Discrimination Training to Police and Civil Communications Officers, DPW employees, and 80 seasonal and staff members in the Recreation Department; Workers' Compensation and Safety training was held for School cafeteria and Recreation Department employees and managers. The HR Director, as Certified MCAD Trainer, served as the trainer for these programs.

Personnel Board *Annual Report*

The Town utilizes the Criminal Offender Record Investigation (CORI) and Affirmative Action policy and conducts CORI checks on applicable hiring positions. The Town is currently reviewing the Sex Offender Record Investigation (SORI) process for possible adoption.

2013 Human Resources Accomplishments

- Reviewed Town of Westwood Personnel Policies which incorporated Town Charter changes and drafted additional policy revisions in preparation for Public Hearing and Board of Selectmen adoption of revised Personnel Policies.
- Implemented an Applicant Tracking System to maximize efficiency and effectiveness of HR processes and to reach a broader workforce, thereby enabling diversity in recruitment practices. Managed recruitment, hiring and on-boarding process.
- Participated in Town's OPEB Task Force for review of Town's Other Post Employment Benefits and developed cost-reducing recommendations.
- Continued involvement in the Health Insurance Review Committee which will extend the Health Reimbursement Account for Rate Saver plans and monitors ongoing legislation changes in Health Insurance Reform.
- Maintained leadership role in West Suburban Health Group to advocate for best health insurance options for Town and School employees and Retirees.
- Conducted a job description review for the Department of Public Works positions to ensure accuracy, ADA compliance and market comparability.
- Initiated an SEIU job audit and classification study to provide an update of the Town's clerical positions and market competitiveness of the SEIU Compensation Plan.
- Conducted nine regularly scheduled Personnel Board meetings during the year.
- The HR Department supported the Personnel Board's review and evaluation of 12 Town job descriptions for update and classification.
- Participated in on going Collective Bargaining with the SEIU; DPW; IAFF; Police Superiors; and Traffic Supervisors.
- Settled Collective Bargaining Agreement with The Westwood Police Association, MassCOP, AFL-CIO Local 174 and negotiated a removal from civil service for the Westwood Police Department; negotiated a promotional process for future promotions outside of civil service. The Agreement was accepted by voters at the Fall Town Meeting.
- Managed the hiring process for two director-level positions; structured and implemented an organizational plan utilizing highly-skilled interim directors to cover the vacancies in these departments.
- Transitioned to a new Occupational Health provider to ensure accuracy, efficiency, and thoroughness with pre-placement, occupational health and fit-for-duty services.
- Remained eco-friendly with enrollment and benefit forms available online for new hires and current employees; continued web updates for benefit and employment information.
- Provided five Anti-Harassment and Discrimination Training sessions to Town and School employees; Conducted Safety and Workers' Compensation Training to the Recreation Department and School Cafeteria employees.
- Communicated with Retirees on changes to prescription drug benefit within their health care plans; provided one-on-one customer service to Retirees on follow-up calls and office visits.

Personnel Board *Annual Report*

- Conducted Employee Health Fair and Retiree Health Fair, and corresponding open enrollments.
- Posted, interviewed and filled the following positions: Police Chief; Aquatics Specialist; Children's Librarian; COA Outreach Worker; COA Van Drivers; Seasonal Office Support Staff; Library Custodian; Library Technical Services Assistant; Library Assistant; Fire Apparatus Maintenance Specialist; Assistant Town Treasurer; DPW Laborer; Youth Services Counselor; Recreation Director; Dispatchers; Water Safety Instructor; Lifeguards; Administrative Assistant.
- Worked with Westwood Special Education Department to create vocational program for students to develop office skills.
- Collaborated with the Westwood Police Department to administer multiple sessions of Public Safety Dispatcher exams during the recruitment process for dispatchers.

Town Accountant *Annual Report*

Marie O'Leary, Town Accountant

Mission

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

LEGAL REQUIREMENTS

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

Goals & Responsibilities

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

Program/Service Areas

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

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

Town Accountant *Annual Report*

Financial Record Keeping, Analysis, and Reporting

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

Payroll

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

Accounts Payable

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

Municipal Liability Insurance

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

Audit

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

Accomplishments

The Town of Westwood has been recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY12 Comprehensive Annual Financial Report (CAFR). The Town has received this prestigious award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also

Town Accountant *Annual Report*

maintained an unqualified audit opinion for the FY13 audit and assisted the auditors with the annual audit of financial grants. The Town maintained a high credit rating which is a strong reflection on the financial condition of the Town. Collaborative efforts included the implementation of the new procurement card program. The Town also participated in the MIIA Rewards Program which resulted in costs savings related to the Town's insurance premiums.

Specific Accomplishments

- Worked closely with the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY13 audit.
- Worked closely with the independent auditors on the annual audit of Federal grant funds.
- Received notification that the Town was awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY12 CAFR.
- Assisted the finance team with the preparation of the FY13 CAFR.
- Assisted with the OPEB revaluation as required to ensure regulatory compliance.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY13 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to capital projects including University Station.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees.
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2014 Service Plan

The Accounting Department is committed in FY2014 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the timely submission of the FY14 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist with the annual audit of Federal grants and collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified opinion for the FY2014 audit.
- Assist with the preparation of the FY14 CAFR
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist Finance team with maintaining the Town's high credit rating.
- Assist with OPEB regulatory compliance.
- Assist with the review and continued implementation of new financial applications.
- Participate in the MIIA Rewards Insurance Program.

The following financial statements for the year ended June 30, 2013 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, *Town Accountant*

Town Treasurer Annual Report

Jim Gavin, *Town Treasurer*
Kathy M. Foley, *Assistant Town Treasurer*
Lee Ann Coté, *Staff Accountant, P.T.*



Jim Gavin, Town Treasurer

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2013. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

Duties

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary the aggregate receipts and disbursements for the fiscal year that began on July 1, 2012 and ended on June 30, 2013 are as follows:

Cash and Investments

General Fund	– 7/01/12	\$24,689,700.
Trust Fund	– 7/01/12	2,663,104.
Agency Fund	– 7/01/12	25,217.
Student Activities and Scholarship Funds		572,076.
Balance 07/01/12		\$27,950,099.
General Fund	– 6/30/13	\$23,513,790.
Trust Fund	– 6/30/13	3,786,698.
Agency Funds	– 6/30/13	25,241.
Student Activities and Scholarship Funds		536,413.
Balance 06/30/13		\$27,862,142.

Town Treasurer *Annual Report*

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$55,182. for FY 2013. Interest rates averaged 0.27% to June 2013. These banking rates reflect the low interest rate environment. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

Accomplishments

- Issued a new \$4,635,000 G.O.B on December 20, 2012 to Fidelity Capital Markets at an interest rate of 1.44% for 10 years. This debt includes \$1,500,000 for Roadway, \$1,500,000 for DPW Equipment, \$935,000 for School Roof, \$460,000 for Departmental Equipment and \$240,000 for Drainage Improvements, as authorized by Town Meeting.
- Moody's assigned credit rating of Aa1, and S&P AA+.
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees' payroll/retirement deductions, agency fund accounts, student activity bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2013.
- Received notice of the award for the Town's 2012 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Subsequent and new tax title accounts in FY13 increased by \$201,947. The interest applied to tax title receipts totaled \$64,830. Received total payments of \$403,439. The outstanding tax title balance as of June 30, 2013 was \$404,713.
- Maintained the confidential file of tax deferral property in fiscal year 2013. Tax deferrals increased by \$99,944 during FY 2013 for an ending balance of \$352,880 on June 30, 2013. This ending balance reflects principal/interest payments of \$27,116 in FY13.

Investment Income Summary

	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
General Fund Investment Income	91,403	74,289	46,728
Trust Fund Investment Income	7,955	4,469	8,454
Tax Title Outstanding Balance	2,787,235	542,138	404,713
Tax Deferral Outstanding Balance	295,574	279,308	352,880

Comments

As Westwood continues to grow, the issues facing it become more complex. This has a direct impact on the Treasurer's office. The debt issuance and administration of municipal funds alone require substantially more time and attention. This is very critical for proper cash management that can save the Town significant amounts of money. Be assured that the Treasurer's office will continue to meet the challenges that face us and provide the Town with a professional and a successful performance. We wish to thank Pat Conley for her 30

Town Treasurer *Annual Report*

years of service to the Town of Westwood and her years of service as Assistant Treasurer. We wish Pat the best of luck in retirement. We would like to express our thanks to all of our fellow constituents whose collective efforts assist this office in meeting its responsibilities.

James J. Gavin, *Town Treasurer*

Kathryn M. Foley, *Assistant Town Treasurer*

Lee Ann Coté, *Staff Accountant, P.T.*

Town Tax Collector *Annual Report*

Albert Wisialko, Collector of Taxes

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

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2013 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,304,743 or a 98% collection rate on the total commitment of \$2,342,912.

Real Estate Tax

- Total collections of \$55,829,614 or a 99% collection rate on the total commitment of \$56,039,722.

Personal Property Tax

- Total collections of \$1,286,816 or a 99% collection rate on the total commitment of \$1,291,855.

Ambulance Fees

- Total collections of \$535,571 or a 64% collection rate on the total commitment of \$833,375.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$596,821.

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

The Collector's Office has been accepting real estate tax payments on line. This allows the Town to receive revenue immediately with no cost to the Taxpayers. We are also accepting municipal lien certificates on line. Additionally, we now have the ability to accept outstanding motor vehicle excise tax at our office. We are in the process of implementing Invoice Cloud. This will give the Taxpayers the ability to pay real estate taxes, excise taxes, personal property taxes and sewer taxes on line. This can be set up as a recurring payment. It will also enable town residences to view all their accounts which are updated daily. Additionally, the revenue is deposited into the Town Coffers next business day.

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

Respectfully submitted,
Albert F. Wisialko
Collector of Taxes

From the Town Clerk

Vital Statistics, Elections and Town Meetings *Annual Report*

Dottie Powers, *Town Clerk*

Teresa Riordan, *Assistant Town Clerk*

Vital Statistics 2013

Births	110
Deaths	167
Marriage Intentions Filed	66
Marriages Registered	66
Special State Primary	April 30, 2013
Annual Town Election	April 30, 2013
Special Town Meeting	May 6, 2013
Annual Town Meeting	May 6, 2013
Special State Election	June 25, 2013
Fall Town Meeting	November 18, 2013

See Appendix B for Town Meeting and Election Results



Dottie Powers, *Town Clerk*

Economic Development Department *Annual Report*

The members of the Economic Development Advisory Board (EDAB) as of 12-31-13 are:

Greg Agnew	Alokparan Sarkar-Basu
James Elcock	James Ferraro
Maria Salvatore	John Wight
Gary Yessalian	Edward DeWolfe
Philip Shapiro (Ex Officio)	Michael Jaillet (Ex Officio)

Staff

Peter Hechenbleikner – Interim Economic Development Officer
Chris McKeown – University Station Project Manager
Louise Rossi – Alcohol Licensing Coordinator

Mission

The Economic Development Office fosters responsible economic growth and development within Westwood by acting as an advocate for the interests of the business community and by projecting a positive, business friendly attitude to developers as well as existing and prospective businesses considering a Westwood expansion, location, or relocation.

Economic Development Officer (EDO)

The Office of Economic Development is currently staffed by a part time Interim Economic Development Officer (EDO). The Town has made several unsuccessful attempts at hiring a full time Economic Development Officer, and the Town Administrator has contracted with a part time Interim EDO to conduct the necessary and priority functions of the position, evaluate how the Town approaches economic development, recommend organizational changes required for the position and for economic development efforts of the community, and assist in recruiting a permanent EDO by the end of 2014. While the EDO position is in transition, and some of the goals and directions may change between now and the end of 2014, some of the major functions include:

- Serves as point of contact for any applicants seeking to develop or occupy land for commercial use in Westwood;
- Provides service/point of contact to existing Westwood businesses and residents with issues involving businesses;
- Serves as staff to the Economic Development Advisory Board, and assists the EDAB in providing policy recommendations to the Board of Selectmen, Town Meeting, and the community;
- Analyzes problems and researches alternative regulatory and non-regulatory solutions for eliminating barriers to successful business entry and operations in Westwood;
- Proposes and undertakes implementation of approved solutions;
- Works with surrounding communities and regional entities to address regional issues affecting economic development;
- Serves as representative to the Neponset Valley TMA which provides transportation enhancements to the University Avenue area;
- Directs and maintains the development of updated databases relating to existing businesses and pertinent business information, including information on all commercial properties.
- Serves as member of the Alcohol Review Committee.

Economic Development Department *Annual Report*

In addition to the Interim EDO, the Town has retained the services of a part-time University Station Project Manager to assist with the remainder of the approval process for the first stages of the University Station project. The salary for that position is reimbursed to the Town by the University Station developer.

University Station - Construction is Underway

The economic development efforts of the Town of Westwood have rightly been focused in recent years on the approval and implementation of the University Station mixed use development project in the easternmost portion of the Town at the interchange of I-93 and I-95. Redevelopment of this site has been pending for over a dozen years, and the Town's perseverance and creativity have been rewarded. In November 2013, a formal groundbreaking was held for the project.



Development team and Town and State Officials (left to right Jack Wiggin, Planning Board, Douglas Karp and Steven Fischman New England Development, Richard Davey, MassDOT, Governor Deval Patrick, Stephen Karp, New England Development, Nancy Hyde, Board of Selectmen and Daniel Doherty III, Eastern Development...) "break ground" for University Station mixed use development.

Massachusetts Governor Deval Patrick addresses those in attendance, complimenting Westwood and the development team on their commitment to a smart growth mixed use development at University Station.



Westwood High School Jazz Combo entertained at the ground breaking ceremony.

Economic Development Department *Annual Report*

Infrastructure construction at University Station is well underway, and planning approvals have been granted for the first phases including major retail development, the first phase of residential development, and Life Time Fitness. Plans are pending for the Bridges by Epoch Senior Assisted Living segment of the project.



The “new” Rosemont Rd. west of University Avenue, slated to open (weather permitting) in late January or early February 2014.

Colburn School

The sale, redevelopment, and re-use of the former Colburn School was a highly complex project requiring rezoning and coordination with the development of the new Library (completed in 2013) on the adjacent site. While this project has had its usual ups and downs, the occupancy of the first floor by People’s Federal Savings Bank was pending in late 2013, and the 6 residential apartments on the second and third floors were well into construction with occupancy expected in the first quarter of 2014.



This challenging project incorporated a public bid process for the Town’s sale of the former school and School Department offices; re-zoning of the property once a successful bidder had been identified; coordination of public and on-site improvements with the High Street improvements and the new Library project; and historic preservation and enhancement of the exterior and many interior elements.

The result is an outstanding commercial and mixed use presence in the heart of Westwood, perhaps establishing a model for ongoing improvements to this area of the community.

Islington Center

At the end of 2013 Islington Center is poised for significant change which should prove to be positive for this area of Westwood. Islington Center, focused on the area around the intersection of Washington Street and School Street/East Street underwent significant improvement in public infrastructure several years ago (streetscape improvements). Recently, Morrison Park improvements, spearheaded by Westwood Little League, have had a significant impact on the area. In late 2013, the Wild Blossom Asian restaurant opened its doors at the intersection of Washington and School Streets. The Westwood Planning Board is in the process of developing and proposing to Town Meeting the modification of the Local Business B zoning that comprised the heart of Islington Center, allowing for flexible mixed use smart growth development.

Obed Baker House



The Obed Baker house, constructed in 1812, was moved to the 909 High Street in 2001 with the thought in mind of restoring the building and utilizing it for Town offices. This concept was later dropped in favor of turning it over to the Westwood Historical Society for use as an historical resource center for Westwood and surrounding areas. Following several years of attempts at raising money for the renovation of the site, the Society returned the property to the Town of Westwood in the fall of 2013 with the hope that the exterior of

the building and some of the interior would be preserved and that an appropriate use would be found for the property.

Understanding the comments at Town Meeting, the Board of Selectmen established a task force to develop an RFP for the sale or long term lease of the property and in securing a viable proposal or proposals for the re-use of the house. The Board of Selectmen intends to take the necessary article(s) to Town Meeting for approval.



Everett/Glacier area

There has been increased and significant interest in two sections of the area known as Everett/Glacier, with is the commercial area at the north-west quadrant of the Providence Highway (Route 1) and Everett Street, and bounded by the elevated rail line. A flexible development overlay district has been approved for the area to encourage mixed use master planned concept that can include housing, retail and office uses. There have been discussions with potential users in recent months that are encouraging.

Farmers Market

The Town of Westwood has hosted a Farmers Market at the Senior for the past 2 years. At the end of the 2013 season, the Town was informed by the coordinator that she would no longer be coordinating the Westwood Farmers Market, citing slow business and personal circumstances.

The Interim Economic Development Officer is currently exploring a different location and bringing some of the same vendors plus additional ones back to Westwood for 2014, creating an invigorated and vibrant weekly event.

Small Business Assistance

The Economic Development Officer offers ongoing assistance to current or potential businesses which wish to open or expand in Westwood. In addition, assistance is offered to property owners who are or wish to develop or expand business buildings.

The following is a list of some of the small business activity taking place in 2013;

- Copper Kettle Bakery – looking for space for cooking and selling their product at retail.

Economic Development Department *Annual Report*

- Peoples Federal Savings Bank in the ground floor of the former Colburn School building at 670 High Street.
- Wild Blossom restaurant, 301 Washington Street, Westwood (Islington) – opening the new restaurant, and getting their liquor license; addressing sign issues.
- Stagecoach building at 725-745 High Street – plans for façade renovations and re-occupying vacant space with a new restaurant and a replacement use for the former convenience store.



Alcohol License Coordination

The Town of Westwood has an employee who coordinates the process of reviewing and securing approvals and renewals of alcohol beverage licenses. The Coordinator facilitates all work with the Alcohol Review Committee on reviewing new applications and renewals of licenses and making recommendations on modifications of the Alcohol Regulations to the Board of Selectmen. The Coordinator also performs other functions in the Town, and is therefore available between 8:30 AM to 4:30 PM Monday through Wednesday, and until 7 PM on Tuesdays and on Fridays 8:30AM to 1:00PM.

The following is a list of the class, number and fees for liquor licenses issued in the Town of Westwood during 2013:

<u>Class of Licenses for 2013:</u>	<u>Number</u>	<u>Fee for One Year</u>	<u>Total Fees Paid</u>
All Alcohol – Restaurant	3	\$5000	\$15,000.00
All Alcohol – Club	1	\$500	\$500.00
Wine & Malt Beverages Only - Restaurant	1	\$2500	\$2,500.00
Food Store Licenses – Wine and Malt Beverages Only	3	\$2500	\$7, 500.00
<u>Total Fees Collected for Alcohol Licenses for Calendar Year 2013:</u>			\$25,500.00

One (1) additional Section 12, All Alcoholic Beverages Restaurant License was granted in December 2013 to become effective January 2014 upon ABCC approval

Economic Development Department *Annual Report*

There was one alcohol violation in the Town for the calendar year 2013. Victoria's Cucina Italiana was cited for Sale or Delivery of Alcoholic Beverage to an Intoxicated Person (2 counts) on January 22, 2013. At a Board of Selectmen hearing held on March 18, 2013, the Board voted to suspend their alcohol license for three days; with 2 days held in abeyance pending future infractions within a year. The suspension took place on April 9, 2013. The Board also required Victoria's to review and rewrite their alcohol service policy which they did. They did not renew their license for 2014, and have moved from Westwood.

In addition, the following constitutes the major activity during the year:

- Change to the violation policy to allow the Board of Selectmen more flexibility in issuing penalties
- The Selectmen granted the first One Day License for a fundraiser followed by a second request
- The Selectmen granted an All Alcoholic Beverages license for a sushi restaurant - Wild Blossom at 301 Washington Street
- One license granted to Victoria's Cucina Italiana in 2005 was surrendered when it moved to Norwood

The following chart summarizes the current status (effective 12-31-13) of liquor license availability in Westwood:

2013	<u>Section 12 All Alcohol Restaurant Licenses</u>	<u>Section 12 Beer & Wine Restaurant Licenses</u>	<u>Section 15 Package Store Licenses</u>	<u>Section 15 Package Store License over 100,000 s.f.</u>
Total Licenses Available	15	5	3	1
In Use	4	1	3	0
Reserved for University Station	7	2	0	1
Total <u>remaining</u> licenses available excluding University Station	4	2	0	0

Economic Development Department *Annual Report*

Economic Development Department Next Years' Service Plan

The major work of the Economic Development Department for 2014 will include:

- Monitor the construction of the Phase I of the University Station project;
- Encourage and assist in the permitting of future phases of the University Station project;
- Proactively support the premise that “Westwood is Open for Business”.
 - Facilitate redevelopment of Southwest Park;
 - Facilitate the redevelopment of University Avenue properties that are not incorporated in to the University Station project ;
 - Facilitate the redevelopment of Route 1 corridor to foster additional economic development, with a focus on the Everett/Glacier area;
 - Encourage Islington Center renewal working with private property owners and public agencies including consideration of Town property;;
 - Work on a process to facilitate the disposition of the Obed Baker house.
 - Identify opportunities in the High Street commercial corridor for redevelopment, improvement of development, and assistance on location of commercial uses.
- Coordinate with state officials to obtain state business development incentives
- Seek out and meet with people looking to develop or locate businesses in Westwood; review their proposed plans and make recommendations to appropriate boards;
- Work with representatives from surrounding communities on regional coordination of transportation needs, water needs, public safety needs and any other infrastructure or service issues affecting economic development on a region wide basis especially proposed highway improvement projects for I95 and I93.
- Continue participation in the I93/I95 interchange task force.

Planning Board *Annual Report*

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

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

Mission

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



Architect's Rendering of University Station

Land Use Development Review

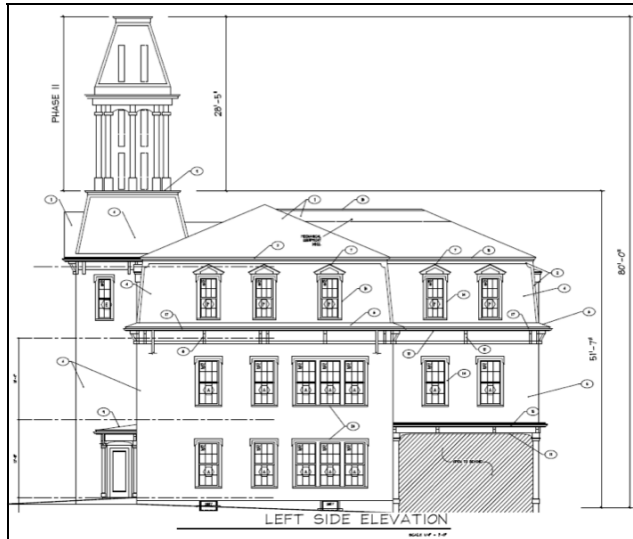
For the past several years, the Planning Board has worked extensively with other Town boards and departments, to encourage redevelopment of commercial and industrial areas throughout Westwood.

This year, the Planning Board put considerable time and effort into the review of plans related to the development of University Station, and the drafting of the University Avenue Mixed-Use District (UAMUD) section of the Westwood Zoning Bylaw. The UAMUD bylaw section and the University Station Master Development Plan were overwhelmingly approved by the May 2013 Town Meeting. Since that time, the Planning Board has continued to review plans and documents related to University Station, including an Operations and Maintenance Plan, Construction Management Plan, Close-out memo, and Signage Package for this development. The Planning Board granted Project Development Review Approval for a Life Time Fitness facility, and began consideration of a Project Development Review proposal for a Bridges by Epoch Assisted Care facility, both of which have been proposed for construction at University Station.

Planning Board Annual Report

In 2013, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed and endorsed five Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, Section 41P.
- The board reviewed and approved two Definitive Subdivision applications pursuant to M.G.L. Chapter 41, including a two-lot subdivision at 600 Clapboardtree Street, and modifications to the previously approved 10-lot Morgan Farm Subdivision.
- The Planning Board considered five Environmental Impact and Design Review (EIDR) applications and issued four approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Xaverian Brothers High School Wellness Center and Gymnasium at 880 Clapboardtree Street; modifications to the EIDR Approval for Morrison Park Fields Renovation at 300 Washington Street; modifications to the EIDR Approval for the Westwood Public Library at 660 High Street; modifications to the EIDR Approval for Bibi's Café at 920 High Street. The fifth application for EIDR Approval of alterations to 323-325 Washington Street was withdrawn by the property owner.
- The board considered and approved three applications for review of alterations and additions to existing Wireless Communication Overlay District (WCOD) special permits pursuant to Section 9.4 of the Zoning Bylaw, including alterations to wireless facilities at 213 Fox Hill Street, 20 East Street, and 100-200 Lowerbrook Road.



Historic Rehabilitation and Reuse of the Colburn School Building

- The board considered eight minor applications for special permits pursuant to various sections of the Zoning Bylaw and issued seven approval decisions, including three separate modifications to the Upper Story Residential Overlay District (USROD) Special Permit for the Colburn School Building at 668 High Street pursuant to Section 9.7; three separate modifications to the Senior Residential Development (SRD) Special Permit for Reynolds Farm at 1561 High Street pursuant to Section 8.4; and a one-year extension to

Planning Board Annual Report

the Shared Driveway Special Permit for 480 Summer Street pursuant to Section 6.1.26 of the Zoning Bylaw. The eighth application for a special permit to allow for reduced parking requirements at 323-325 Washington Street pursuant to Section 6.1.8 was withdrawn by the property owner.

- The Planning Board also reviewed and approved four Scenic Road Approval applications for work on Mill Street, Everett Street, Canton Street, and Dover Road.

Activity	2013	2012	2011	2010	2009	2008	2007
Approval Not Required Plans	5	2	5	5	4	4	5
Preliminary Subdivision Plans	0	0	0	0	0	0	0
Definitive Subdivision Plans	2	4	3	2	2	5	0
Site Plan Review Applications	8	14	10	7	11	14	5
Special Permit Applications	8	5	6	5	2	2	3
Scenic Roads Applications	4	2	2	0	1	1	1

Comprehensive Planning

The Planning Board and Comprehensive Plan Steering Committee continued work necessary for an update of town's 2000 Comprehensive Master Plan. The board engaged Philip B. Herr and Associates to provide consultant services to the Planning Board and Steering Committee. After a brief hiatus necessitated by board member and staff commitments to the University Station project, the Steering Committee has re-engaged and is progressing in its efforts to assess current conditions and draft appropriate updates to various sections of the Comprehensive Plan.

In 2013, the board continued its comprehensive revision of all Planning Board rules and regulations, including those for the Subdivision of Land, for Scenic Road Approvals, for EIDR Approvals, and for all Special Permits which may be issued by the Planning Board. The board adopted new UAMUD Rules and Regulations, and new Bicycle Parking Design Guidelines, and continued to work on the remaining sets of rules and regulations.

Annual Town Meeting

The Planning Board sponsored five warrant articles for the May 2013 Special and Annual Town Meeting, all of which were recommended by the Finance Commission, and all of which were approved by vote of Town Meeting. Each of these articles involved amendments to the Zoning Bylaw, as follows:

1. Adoption of Section 9.8 [University Avenue Mixed Use District (UAMUD)].
2. Modifications to Section 9.4 [Wireless Communication Overlay District (WCOD)].
3. Amendments to various sections of the Zoning Bylaw to address Medicinal Marijuana Dispensaries.
4. Modifications to Section 6.2 [Signs].
5. Clarifications and corrections to various minor inconsistencies and errors throughout the Zoning Bylaw.

The Planning Board sponsored six warrant articles for the November 2013 Fall Town Meeting, all of which were recommended by the Finance Commission, and all of which were approved by vote of Town Meeting. Each of these articles involved amendments to the Zoning Bylaw, as follows:

Planning Board *Annual Report*

1. Modifications to the Section 8.4 [Senior Residential Development (SRD)].
2. Modifications to the Section 8.3 [Open Space Residential Development (OSRD)].
3. Modifications to the Section 8.1 [Conversion of One-family Dwelling].
4. Amendments to various sections of the Zoning Bylaw to address Pet Care Facilities and Kennels.
5. Corrections to the Official Zoning Map.
6. Clarifications and corrections to various minor inconsistencies and errors throughout the Zoning Bylaw.



Planning Board members: Christopher Pfaff, Steven Olanoff, Jack Wiggin, Steven Rafsky, and Chairman Bruce Montgomery

Collaboration and Outreach

The board continued to work collaboratively with the Neponset Valley Chamber of Commerce and the Towns of Norwood, Dedham, Canton and other municipalities to advance regional planning initiatives, especially the comprehensive redesign of the Interstate 95/93/Route 128 interchange.

The Planning Department continued to facilitate the Land Use Committee, which serves as a forum for applicants to informally present proposed development projects for staff comment and technical review, and encourages collaboration and information-sharing among the various departments involved in land use development issues, including the Planning, Health, Building, Fire, Police, Public Works, Economic Development, Conservation Commission and Engineering Departments.

The Planning Board's web site is continuously updated to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, Open Space and Recreation Plan, Development Guide, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning Board meetings are available for download. The web site also serves as the repository for the voluminous amount of University Station information generated as part of the Planning Board review process.

Zoning Board of Appeals *Annual Report*

Regular Members

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

Associate Members

Charles D. Reilly
Robert J. Rossi
Michael E. Flynn

Associate Members

Gregory J. Donovan
David M. Belcher
Danielle L. Button

Mission

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

This year was on par with last year as to the number of applications filed. They were for smaller improvements to homes rather than large projects and several were for special permits to increase garage space. This is becoming more prevalent as children move back home after schooling. The third Wednesday of the month continues as the regular meeting time which serves the needs of the Town.

Hearing Activity	2013	2012	2011	2010	2009
Total Applications	29	28	33	33	31
Special Permits requested	27	23	32	29	26
Variances Requested	4	7	1	4	8
Appeals	0	1	3	4	3
Decisions Rendered	26	24	35	28	37

Some of the recent decisions reflect the Board’s objective to enhance and protect the Town.

A request to move a single family home located at 1561 High Street to 10 North Street and convert it to a two family home was reviewed. The hearing extended over two meetings, and the Board spent a great deal of time on the petition in an effort to be sensitive to the neighborhood. The circumstances of this property justified the conversion and will be a good addition to the housing stock in Town.

The business property located 5 Church Street was vacated by a heavily trafficked business and a new tenant requested a variance from the Town parking requirements in order to locate a small kitchen and bath showroom on the premises. This low impact business appears to be just the sort that will reduce parking build-up on this unusually shaped property.

New signage was approved for the office complex at 690 Canton Street and Mercedes Benz was again granted an annual special permit to store excess inventory in the parking lot of the business buildings at 90 Glacier Drive.

The Board Administrator continues to pursue educational opportunities as they arise. Land Use Committee meeting attendance continues to ensure open communication among the Board of Appeals, Building Department, Planning Board, and Conservation Commission.

Zoning Board of Appeals *Annual Report*

There have been many positive comments from residents and contractors on the location of all the Land Use Departments in one convenient building.

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



*From left: Jack Lally,
Dave Krumsiek - Chairman,
Danielle Button*



Assessors Office *Annual Report*

Michael P. Krone, *Chairman*
Mark F. Murphy, *Clerk*
Maureen H. Bleday, *3rd Member*

The Assessors office had an active year with standard tasks and procedures. All property records cards for residential, commercial and personal property have been updated for ownership, building permit and adjustment to valuation. The office continues to fill all requests from residents, commercial inhabitants, and other Town offices for abutters and motor vehicle abatements in a timely manner. The Department of Revenue certified the values and set the tax rate. All Quarterly tax commitments and warrants for collection of taxes were generated on time. All personal exemptions were reviewed and granted.

The Assessors office also worked extremely hard with the Office of Veteran Affairs developing the Citizen Soldier Exemption which would authorize the Board of Assessors to grant abatements to certain military personnel.

A major change in the Assessors office this year came with the retirement of Rose Marie Wallace. Rose has worked for the Town of Westwood for over 43 years with 33 of those being in the Assessors office. Rose's knowledge of the Town was an asset that is irreplaceable. Her dedication and service to residents and town employees alike will truly be missed.

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

Board of Assessors
Michael P. Krone, *Chairman*
Mark F. Murphy, *Clerk*
Maureen H. Bleday, *3rd Member*

Permanent Building Commission *Annual Report*

John Cronin, Jr., *Chairman* - 2014
Judy Frodigh - 2016
John Cummings - 2015

Thomas Erickson - 2014
Paul Colantuoni – 2015
Peter Paravalos - 2016

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

The Permanent Building Commission is currently supervising the completion of the New Library.

Respectfully submitted,
John Cronin, Jr., *Chairman*
Permanent Building Commission

County of Norfolk Fiscal Year 2013

County Commissioners *Annual Report*

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

To the Citizens of Norfolk County:

As your elected Board of County Commissioners, we respectfully submit this annual report, including the County Treasurer's report pursuant to Massachusetts General Laws Chapter 35 section 34, and reports of County departments.

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

Norfolk County's administrative offices are located at 614 High Street in Dedham. The County Commissioners are assisted by staff under the supervision of an appointed County Director. Principal County departments include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, and Wollaston Recreational Facility.

County revenues are directly impacted by the real estate and credit markets. In FY 2013, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has progressed on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

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

As County Commissioners, we are privileged to serve you.

Very truly yours,
Francis W. O'Brien, *Chairman*
John M. Gillis
Peter H. Collins

Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310
Telephone: 781- 234-3430 Facsimile: 781-326-6480 E-mail: info@norfolkcounty.org

Norfolk County Registry of Deeds *Annual Report*

William P. O'Donnell, *Register*
649 High St., Dedham, MA 02026

2013 Annual Report to the Town of Westwood

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

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

In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

2013 Registry Achievements

- Register William P. O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell held office hours at the Westwood Municipal Building on May 9th.
- The Registry of Deeds full service telephone and walk-in Customer Service and Copy Center continues to provide the residents and businesses of Norfolk County with quality real time customer assistance in all area of Registry operations.
- Electronic recording continues to expand with 31,639 documents recorded electronically and 7.26 million in recording fees collected in 2013.
- The internet library of images accessible to the public through the Registry of Deeds online research system at <http://www.norfolkdeeds.org> continues to expand as all documents back to the first documents recorded in Norfolk County in 1793 are available for viewing.
- Multiple technological improvements were implemented in FY13 including ongoing upgrades to the registry server and the introduction of an improved Registry of Deed's website. The Registry's website <http://www.norfolkdeeds.org> is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics, media information and answers to frequently asked questions.
- Improvements to the physical and structural appearance of the historic Registry Building continued with the installation of new central air conditioning throughout the facility and additional shelving units which will serve to meet the demands of future record book storage.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands on training to members of the public and trade groups on land record research using the Registry's new website technology.

Norfolk County Registry of Deeds *Annual Report*

Real estate activity in Westwood, MA during 2013 saw decreases in sales and sales volume along with reductions in foreclosure activity.

There was a 20% decrease in documents recorded at the Norfolk County Registry of Deeds for Westwood during 2013 at 4,057 which was 1,026 fewer documents than the 2012 total of 5,083.

The total volume of real estate sales in the Town of Westwood during 2013 was \$147,263,600.00 which showed a 36% decrease from 2012. The average sale price of deeds over \$1,000 (both residential and commercial properties) was down in Westwood by 29% in 2013 at \$725,436.45 which showed a \$303,013.06 decrease from 2012.

The number of mortgages recorded on Westwood properties in 2013 was down by 26% from 2012 at 1,039 while total mortgage indebtedness decreased by 6% to \$546,822,438.00 during 2013.

There were 3 foreclosure deeds filed in Westwood during 2013 which showed a 25% reduction in filings, while the number of notice to foreclose mortgage filings decreased to 8 notices in 2013 compared to 11 in 2012 which was 27% fewer notices.

Finally, homestead activity decreased slightly in Westwood during 2013 with 322 homesteads filed representing a 15% decrease from the 2012 total of 377.

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

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds

Housing Authority *Annual Report*

Housing Authority Board Members:

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

Westwood Affordable Housing Associates, Inc.

(Waha) Members:

John J. Cummings Barbara S. McDonald
Frank B. Jacobs Juliet Onderdonk
Pamela R. Kane Jerrold B. Wolfe

Mission

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

Goals and Responsibilities

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

Program/Service Areas

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

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

Current Services/Programs

Development of Affordable Family Housing

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

Management of Affordable Family Housing

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

Prior Year Accomplishments

All of the units owned by Westwood Affordable Housing Associates continue to be rented and leased to income qualified tenants. We continue to serve families in our six two-bedroom units, our two three-bedroom units and the two single family houses.

Interested applicants are urged to apply to the Dedham Housing Authority (DHA) for a Section 8 voucher. We work with DHA to generate a list of income qualified applicants if a vacancy occurs. They give Local Preference status to Westwood applicants as part of their administrative plan.

Housing Authority *Annual Report*

FY 2014 Service Plan

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

Housing Authority Board Members:

John J. Cummings

Juliet W. Onderdonk

Jerrold A. Wolfe

Vacant (State Appointee)

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

John J. Cummings

Frank B. Jacobs

Pamela R. Kane

Barbara S. McDonald

Juliet Onderdonk

Jerrold B. Wolfe

Housing Partnership/Fair Housing Committee Annual Report

Mission

Housing Partnership

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

Fair Housing Committee

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

Goals and Responsibilities

Housing Partnership

To work with the Planning Board to ensure that the Town's Zoning Bylaws encourage the construction of low or moderate-income housing.

To continue to encourage housing development that cultivates heterogeneity in Westwood's population.

To administer a lottery process for selection of qualified households to purchase affordable houses at Chase Estates and Cedar Hill Estates under the guidelines of the Local Initiative Program.

To obtain recognition from state authorities for affordable units regulated under Chapter 774 of the Acts of 1969 that were developed at Chase Estates and Cedar Hill Estates during 1998.

Fair Housing Committee

To establish a discrimination policy that is actively promoted and institutes a grievance procedure for enforcement.

To ensure that there is no discrimination in the housing market, and to provide a hearing process in the event of an alleged discrimination occurrence.

To ensure that the lottery process for affordable houses under the Local Incentive Program includes applicants from minority populations.

Program/Service Areas

Housing Partnership Committee

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

Fair Housing Committee

The Fair Housing Committee is a sub-committee of the Housing Partnership Committee, which consists of the Executive Secretary, who serves as the Fair Housing Director, and the

Housing Partnership/Fair Housing Committee *Annual Report*

at-large members of the Housing Partnership Committee. The Committee meets periodically to develop housing goals and to review any grievance that is filed alleging discrimination in the sale or rental of Westwood real estate.

Prior Year Accomplishments

- Members of the Housing Partnership worked with community groups and developers in the University Station Project and gained a percentage of the rental units that will become available for rental in Spring of 2015. A lottery for those affordable units is expected to take place in the Fall of 2014.
- An application for Local Action Units, to apply the University Station units to the Town's Subsidized Housing Inventory will be submitted in January 2014.

FY 2013 Service Plan

Continue to provide workshops for potential applicants for affordable houses and monitor the selection of buyers in correlation with state guidelines.

Continue to pursue the acquisition of vacant or deteriorated properties for rehabilitation as rental housing to be administered by the Housing Authority.

Pursue any available state or federal resources to develop affordable rental housing for handicapped or family units.

Secure recognition from state regulatory agencies that occupied affordable housing units at both LIP developments and new rental properties has increased the affordable housing stock in the Town of Westwood. Also work with state officials to receive recognition for the DMR and DMH units that are available in Westwood.

Continue to work with Equity Residential ensure that a significant fixed percentage of Westwood Glen and Highland Glen remains affordable for current and future residents and to secure agreement that limits moderate rent increases for unsubsidized tenants that wish to continue living there.

Continue to work with other Town Boards evaluating proposed housing developments in the Town of Westwood. The Housing Partnership committee remains committed to encouraging new developments to provide some affordable units or linkage fees for the town to use to develop more affordable units.

Information Technology Department *Annual Report*

Donna McClellan, *Director of Information Technology*

Department Mission

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

Enabling Legislation

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

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

Goals and Responsibilities

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

Program/Service Areas

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

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

Information Technology Department *Annual Report*

Current Services/Programs

Strategic Planning

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

Administration/Operations

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

Hardware & Software Support

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

Prior Year Accomplishments

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

- Managed IT infrastructure which includes 17 servers over 200 PCs and 100 printers. Sixty (60) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital reporting requirements for both students (SIMS) and all school employees (EPIMS).
- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Replaced all network node switches at all town locations.
- Upgraded storage servers as well as the email server.
- Provided a virtual desktop solution which allows remote access of town applications. This is currently being used by both town and school personnel.

Information Technology Department *Annual Report*

- Updated GIS maps and also updated the Official Zoning Map twice to accommodate changes approved at both Town Meetings (May and November).
- Worked with the Building Department to review scanned plans for accuracy.
- Implemented an Emergency Operations Center dashboard and catch basin clean form using PeopleForms.
- Implemented an online Preschool registration process using PeopleForms.
- Migrated Assessing Server Software to a new server and updated the software to a new version.
- Worked with School Administration to implement a staff attendance program.
- Supported IT activities associated with the new library construction.

FY2015 Service Plan

- Continue the high level of training of users to maximize the software currently available.
- Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances.
- Continue to improve the Town of Westwood web site with a focus on greater access to public information.
- Advance the Town's LANs and WAN with new technology resources.
- Increase the accessibility, magnitude, and accuracy of data available on the GIS.
- Provide a centralized backup solution with sufficient storage capacity to support all town servers.
- Implement a new permitting solution which will be used by all land use departments in support of the increased University Station activities.
- Implement a fleet management solution.
- Implement a document management solution.
- Continue to expand the use of PeopleForms.

Donna McClellan,
Director of Information Technology

Regional Councils and Boards *Annual Report*

Metropolitan Area Planning Council
Three Rivers Interlocal Council

Regional Transportation Advisory Council
MBTA Advisory Board

Metropolitan Area Planning Council

MAPC is the regional planning agency serving the 101 cities and towns in the Greater Boston region. With a mission to promote smart growth and regional collaboration, MAPC's work is being guided by its regional plan, "MetroFuture: Making a Greater Boston Region." Founded in 1963, MAPC celebrated its 50th Anniversary this year.

MAPC continues to lead in environmental, land use, and transportation planning. It augments more traditional planning with projects in clean energy, public health, economic development, and housing planning. MAPC is well positioned to help our region stay at the forefront of equity and sustainability.

Some of MAPC's most vital work this year has been in implementing MetroFuture, as funded by the final phase of its Sustainable Communities grant, and in collaboration with the Metro Boston Consortium for Sustainable Communities. The consortium has grown considerably: it is now 170 members strong, and it includes municipalities that are home to nearly 80% of the region's population.

As the grant comes to a close in June 2014, more than 60 projects have been or will be completed. They cover areas as varied as state policy campaigns, community organizing, transit-oriented development (TOD) planning, and bicycle and pedestrian network analysis.

Among the Sustainable Communities grants was the Dedham and Westwood Bicycle and Pedestrian Network Plan which was written by MAPC staff in collaboration with the two towns. The purpose of the plan is to encourage accommodations for biking and walking in the communities of Dedham and Westwood. Meetings took place with various boards in the two towns as well as joint meetings with representatives from both towns. The plan has been endorsed by the Selectmen, the Pedestrian Bicycle Safety Committee, and the Planning Board. It will also be submitted for endorsement by Town Meeting in order to familiarize residents with the plan and build support for its implementation.

Planning Board member Steve Olanoff and Town Planner Nora Loughnane represented the Town at MAPC meetings. Steve Olanoff also serves on the MAPC Legislative Committee.

More information about MAPC's accomplishments, its services, and its ongoing activities is available on its website at www.mapc.org.

Three Rivers Interlocal Council

TRIC is one of the eight subregions of MAPC and it meets monthly to discuss issues such as community development, planning, and transportation that are of mutual interest to its thirteen municipal members. The name comes from the Canoe, Charles, and Neponset Rivers. TRIC is comprised of the towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

The annual TRIC Legislative Breakfast was held in February of 2014, bringing together municipal staff and elected officials for informal contact with their State Representatives and Senators.

Regional Councils and Boards *Annual Report*

Westwood and other TRIC towns, in a joint project with TRIC, completed GIS mapping of land use designation in each town that show the individual town desires for land use for preservation, development, and housing. This information can be used for planning and permitting on all governmental levels.

An important function of TRIC is presenting local and regional transportation priorities to the Boston Region Metropolitan Planning Organization (MPO) for formation of its Long Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program. The highest priority from TRIC for these plans has always been the reconstruction of the I-95/I-93/University Avenue/Dedham Street Interchange Project which this past year has been advanced in these plans and will be starting a phased construction schedule as early as this next construction season. Early phases will provide improved access to the new University Station project in Westwood.

Planning Board members Chris Pfaff and Steve Olanoff represented the Town at TRIC meetings and events. Steve Olanoff is also an alternate member of the MPO from the TRIC region.

Regional Transportation Advisory Council

The Town of Westwood is also a member of the Regional Transportation Advisory Council. The Advisory Council meets monthly and provides the MPO with public input from its 101 municipalities, state and local agencies, and independent advocacy organizations. The Advisory Council is a full-voting member of the MPO where it participates in all MPO activities, deliberations, and decisions. It formally comments on all MPO plans and programs, and has in more recent years emphasized the importance of freight activity and distribution in our regional transportation system.

Steve Olanoff represents the Town on the Advisory Council where he recently finished serving two one-year terms as its Chair.

MBTA Advisory Board

The MBTA Advisory Board is composed of the 175 municipalities served by the Massachusetts Bay Transportation Authority. It provides public oversight of the MBTA as well as technical assistance and information on behalf of the member communities and the transit riding public. It advises the MBTA on both its operating and capital budgets.

This past year, long-awaited state transportation financing legislation has enabled the T to avoid its yearly budget crisis, but many transportation advocates believe that the increased roadway and transit funding is not sufficient to achieve the region's transportation goals for coming years. An MBTA fare increase is scheduled for this year to meet the provisions of the new legislation calling for modest and regularly-scheduled fare increases to maintain reasonable rider support.

Jack Wiggin and Steve Olanoff served as Westwood's designees to the MBTA Advisory Board.

Public Safety

Westwood Police Department *Annual Report*

Jeffrey P. Silva, *Chief of Police*

Mission

The mission of the Westwood Police Department is to enforce the law and to protect life and property by engaging in proactive problem solving partnerships with our community to reduce crime, the fear of crime and social disorder to promote a better quality of life for all.

Personnel

The Westwood Police Department is comprised of 26 sworn police officers, 6 full-time and 4 part-time public safety dispatchers, 1 full-time animal control officer, 1 part-time animal control officer, two administrative clerks and 13 crossing guards. The duties and responsibilities of each member encompass many different areas.

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	3	2
Patrol Sergeants	4	4
Traffic Safety Officer	1	1
Patrol Officers	16	15
Detectives	1	1
Court Prosecutor	1	1
School Resource Officer	1	1
Dispatch		
Personnel	6 full-time 4 part-time	6 full-time 4 part-time
Clerical Staff	2	2
Animal Control and Building Maintenance	1 full-time 1 part-time	1 full-time 1 part-time
Crossing Guards	13 part-time	13 part-time

In December 2012, Chief William Chase retired and Interim Chief Jeffrey Roy was appointed until Chief Jeffrey Silva was selected as his permanent replacement in May 2013. Chief Silva worked for the New Bedford Police Department for 22 years where he held every position from Police Cadet, Chief of Detectives, and Director of Public Affairs to the Commander of the Downtown District Platoon (the historic district encompassing the National Whaling Park) before coming to Westwood.

After the appointment of Chief Silva and with the help of the police officers' union, the Police Department was removed from Civil Service. This change allows for more contemporary hiring practices needed to face the opportunities and challenges faced by University Station and the growing needs of the community. The Police Department also replaced 2 full time public safety dispatch positions, hiring Dorothy Mucciarone and Andrea Fernez, as well as 1 part time vacancy filled by Brandon Pelchat.

Westwood Police Department *Annual Report*



*Chief Jeffrey Silva being publicly sworn in by
Selectman Nancy Hyde, Chairman of the Board of Selectmen*

These hirings allowed the Police Department to place qualified, experience candidates in place with little to no start up delay saving time and financial resources for upcoming hirings. These positions are needed to address the demand for the consolidated police, fire and medical dispatch services performed by the Police Department in addition to the anticipated demand for service caused by University Station.

Dispatcher Mucciarone worked previously as a full and part time dispatcher in Westwood and most recently as a Dispatch Supervisor for the Massachusetts State Police. Dispatcher Fernez worked both in medical facilities and most recently as a Supervisor for Brewster Ambulance Service. Dispatcher Pelchat gained his knowledge of the Town and the Police Department volunteering as a Westwood Police Explorer.

Training

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

Westwood Police Department *Annual Report*

training in these areas, as well as CPR/AED recertification, firearms requalification, and defensive tactics training.

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

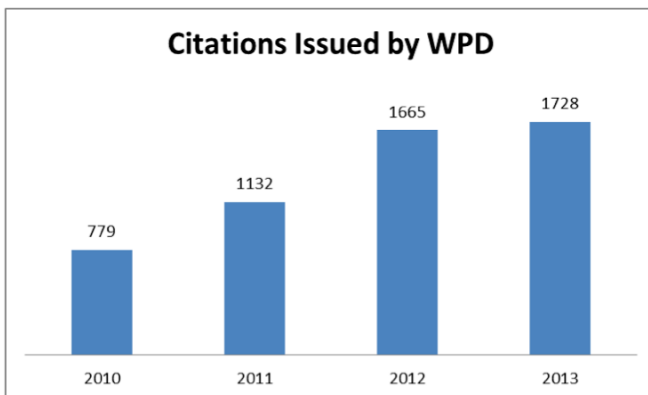
Investigations

The Department’s investigating detective assisted by our detective assigned as the Court Prosecutor conducted follow-up investigations on cases initiated by patrol officers. The manner in which cases are handled by our investigators vary from case to case, but consistently require significant investments of time requiring extensive allocation of personnel hours and investigative resources. The caseload is also impacted by self-initiated investigations which can include drug investigations, fraudulent activity, and quality of life issues Detective Derrick Stokes assisted by our Court Prosecutor, Detective Paul Toland conducted hundreds of investigations resulting in the arrests, prosecutions and convictions of numerous criminals and the return of thousands of dollars in property to victims.

Traffic Enforcement

The volume of traffic and the speed at which it travels continues to be a shared concern of many residents. Selective enforcement is a strategy employed by the Department to target traffic violations at specific times and locations, often based on resident complaints, and continue to be a priority of the Patrol Division. With the advent of a new records management system and traffic control devices, our traffic enforcement efforts and assignments can be more efficiently and effectively implemented. Although speed enforcement may be the most obvious means of dealing with speeding violations and other traffic safety issues in making the roads of Westwood safe, we place significant value in driver education which we conduct on a daily basis through varied officer interactions.

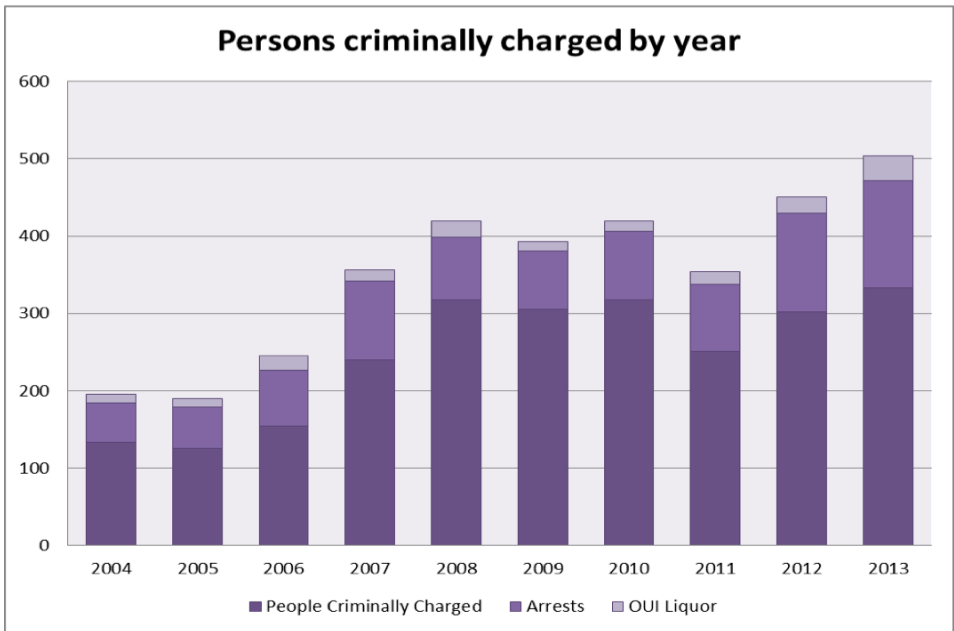
The Department has two traffic enforcement speed trailers that are often deployed along major travel routes to advise motorists of the speed at which they are traveling, in an effort to boost voluntary compliance with speed limits.



Westwood Police Department *Annual Report*

Crime Statistics

	2012	2013
Murder	0	0
Rape	6	3
Robbery	2	4
Arson	0	0
Aggravated Assault	12	10
Burglary & Attempts	52	17
Larceny-Theft	85	86
Motor Vehicle Theft	6	7
Theft from Motor Vehicle	39	21
Alarms	770	949
Accidental 911 Calls	530	519
Missing Persons	17	9
Motor Vehicle Crashes	417	513
Disturbances	302	255
Identity Fraud	53	44



Westwood Police Department *Annual Report*

Grants

The police department was successful in the Governor’s Highway Safety grant for the “Click it or Ticket” campaign as well as Operating Under the Influence enforcement.

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

Goals and Accomplishments

The Police Department made several exciting accomplishments with many more planned for the year ahead including:

- Establishment and implementation of a police bicycle patrol unit utilized at Westwood Day, community events and in special applications such as University Station
- Adoption of safer, more comfortable police uniforms designed for traffic direction and control and improved crossing guard uniforms and equipment to enhance employee and motorist safety
- Implementation of the 1st hybrid police vehicle for significantly enhanced fuel economy with and a drastically reduced carbon footprint
- Acquisition of All Wheel Drive 6-cylinder police vehicles achieving almost 30% improved fuel economy over their 8-cylinder predecessors with dramatically enhanced serviceability to respond to citizen needs during inclement weather
- Total redesign of the Police Department web site to enhance transparency, improve communication and embrace our cyber citizens through our web page as well as our Twitter page
- Implementation of advanced mental health training as part of all officers annual in-service training curriculum
- Replaced outdated and inefficient traffic safety devices with more functional but less expensive equipment
- Installation of safer, more efficient in-cruiser computer systems that meet the highest standards for officer safety and air bag compliance for the 1st time
- Continue revision of the WPD Policy Manual to ensure compliance with all state and federal laws consistent with the best practices of the law enforcement industry

I truly believe that Westwood is a community that recognizes progress and professionalism in its Police Department to better serve our community.

We the members of your Police Department remain committed to service and to this community by providing the level of services our community so richly deserves. We pride ourselves on working collaboratively with the community to maximize our effectiveness and efficiency while reducing crime, social disorder and disruption.

The Westwood Board of Selectmen, all of our town departments, our Finance Committee, town boards, and you – the residents – have always been supportive of your Police

Westwood Police Department *Annual Report*

Department's needs. Your support goes neither unnoticed nor unappreciated and I look forward to the accomplishments in the years ahead so that collectively we can face the challenges that individually would not be possible.

Jeffrey P. Silva
Chief of Police



Chief Silva, Lt Sheehy, Sgts Saleda and Sicard (not pictured), Ofcs DiLalla, Aylward, Fafara, Pillai, Daher, Murphy along with Dispatcher Brian Kamp at the Senior Center



Officer Don Murphy on bicycle patrol at Westwood Day

Parking Clerk *Annual Report*

Michael Jaillet, Parking Clerk

Mission

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

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

Under the newly revised Town Charter, the Town Administrator, as the Emergency Management Director, has the ability to enforce a Snow and Ice Emergency Parking Ban which would require all vehicles to be cleared off the roads during the event of an emergency. This Snow and Ice Parking Ban will be advertised through the Town's Connect CTY and published on the Town's website for the duration of the emergency.

2013 Report

In 2013, the Town of Westwood issued 172 parking tickets, which equaled fines totaling \$2,225, including penalties incurred. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Parking Clerk Annual Report

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	6
Blocking Handicapped Ramp	0
Parking in Public Safety / Fire Lanes	13
Restricted Place or Prohibited Area	28
Obstructed Driveway	1
Obstructed Crosswalk	2
Obstructed Sidewalk	4
Within 20 Ft. of an Intersection	0
Within 10 Feet of Fire Hydrant	1
Wrong Direction	7
Over 1 Ft. from Curb	1
Obstructing Snow Removal	0
Overtime Parking	0
All Night Parking	101
Other	8
Column Total:	172

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

Pedestrian and Bicycle Safety Committee *Annual Report*

Michael Kraft, *Chairman*
John Craine, *Secretary*
Wendy Muellers, *Vice Chairman*
Steve Harte, *Secretary emeritus*
Chris Giovino

Kela Klosi
George Lester
Virginia Lester
Steve Olanoff
Nora Loughnane

Paul Sicard
Todd Korchin
David Atkins
David White
Lucy Maroun

Mission

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

About the Committee

The PBSC is a cross-functional committee comprised of Westwood residents and representatives from the Westwood Planning Department, Westwood Department of Public Works, Westwood Police Department, and Westwood Town Administration. The PBSC provides a forum for residents concerned about traffic, pedestrian and bike safety issues to discuss their concerns directly with town officials empowered to take action. The PBSC is a sub-committee of the Westwood Planning Board and regularly meets on the fourth Thursday of the month in the Champagne Room at 50 Carby Street. Information about the PBSC, including meeting minutes and listserv signup, can be found on the Westwood town website under PUBLIC SAFETY.

Committee Members

Michael Kraft <i>Chairman</i>	John Craine <i>Secretary</i>	Wendy Muellers <i>Vice Chairman</i>	Steve Harte* Secretary emeritus
Chris Giovino	Kela Klosi	George Lester	Virginia Lester
Steve Olanoff	Nora Loughnane	Paul Sicard	Todd Korchin
David Atkins	David White	Lucy Maroun	

* Service ended July 2013

2013 Work

Highlights

- Westwood's first shared lane markings (sharrows) painted on Gay and Hartford Streets
- Bike helmet giveaway on Westwood Day
- East Street Bridge project approved by MBTA for design phase
- PBSC added three new members

Pedestrian and Bicycle Safety Committee *Annual Report*



Westwood's first "share the road" arrows (also known as Sharrowes) incorporated into road improvements along Gay Street and Hartford Street

January - discussions related to: refining the MAPC pedestrian and bicycle plan; bike lanes on the Route 109/95 overpass were initiated with Dedham and MassDOT as well as safety concerns related to the construction. A proposal for advisory lanes on Thatcher Street was shelved.

February - discussions related to: the Safe Routes to School project at Downey School; parking and pedestrian safety on Church St.; revision of the MAPC ped/bike plan in anticipation of Town Meeting approval; pedestrian and bicycle safety at University Station.

March - discussions related to: MAPC ped/bike plan revisions; strategic initiatives for the Ped/Bike Safety Committee

April - discussions related to: Route 109/95 bridge completion; town wide sidewalk maintenance and improvement; safety and traffic calming at Clapboardtree/Nahatan streets intersection.

May - discussions related to: Route 109/95 bridge completion; Route 109 bicycle lane markings between Westwood and Dedham; Thatcher Street lane striping plan; Clapboardtree/Nahatan streets intersection; East Street bridge; traffic calming on Dover Rd; Westwood Day plans.

June - discussions related to: Westwood Day plans; pedestrian access from University Station to Neponset River Watershed trail system

Pedestrian and Bicycle Safety Committee *Annual Report*

July - discussions related to: pedestrian access from University Station to Neponset River Watershed trail system; procuring bike racks from Pan Mass Challenge for use on Westwood Day; MAPC ped/bike plan revisions; engaging more effectively with DPW.

August - discussions related to: Routes 93/95 interchange; bike racks acquired from Pan Mass Challenge for Westwood Day; safer pedestrian crossings on Oak Street at Spruce and Martha Jones; repaving and striping of Gay and Hartford Streets.

September - discussion related to: Dover/Conant traffic calming; sharrows and lane markings on Gay, Hartford, Burgess and Milk Streets; East Street Bridge communication with MBTA; 2014 paving schedule; 25 bike helmets donated by Breakstone, White and Gluck PC for Westwood Day giveaway.

October - discussion related to: shared lane markings and educational signage on Gay and Hartford Streets; MAPC pedestrian and bike plan revisions;

November - Public forum held to discuss traffic on Church and Grove Streets. Discussions related to: adding PBSC line in Planning Board budget for 2014; MAPC plan updates; East Street Bridge; Route 9 overpass; pedestrian safety on Oak and Spruce; Downey School Safe Routes; conversion to LED street lights; bicycle markings and signage. The PBSC voted to become members of the Westwood Comprehensive Plan Task Force Transportation Subcommittee.

December - discussions related to: radar monitoring of traffic speeds on Church and Oak Streets; MBTA approval of East Street Bridge design phase; Boston Region Metropolitan Planning Organization intention to study the intersections at High / Nahatan and High / Pond.

Future Goals

- continue seeking input from residents through public forums around pedestrian, bike and traffic safety
- monitor progress of ongoing projects
- improve Westwood Day outreach and activities

Westwood Fire Department *Annual Report*

William P. Scoble, *Chief of Department*



Firefighters working a 3 alarm fire on Dover Road.

Department Mission

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

Staffing

30 Uniformed Personnel

1 Chief
1 Deputy
4 Captains
4 Lieutenants
20 Firefighters

2 Civilian Employees

1 Administrative Assistant
1 Part-time Apparatus Maintenance Specialist

Westwood Fire Department *Annual Report*

Programs/Service Areas Provided:

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

2013 Statistics

Fires:

In Structures.....	98
Vehicles	15
Brush/Grass	20
Other Fires	10

Ems/Rescue Service:

Ambulance.....	1578
Lock In/Out	59
Vehicle Accidents.....	248
Searches	2
Technical Rescues	3

Hazardous Conditions	29
Service Calls	162
Assist Police Dept.	13
Mutual Aid/Line Coverage	29
Good Intent Calls.....	76
Smoke Investigations	28
Electrical Emergencies	79
Hazardous Materials Incidents.....	39
False Alarms	5
Alarm System Malfunctions	178
Unintentional Alarms	129
<u>Carbon Monoxide Detector Investigations</u>	<u>62</u>

Total Emergency Responses.....2862

Open Burning Permits	349
Inspections & Permits	1376

Westwood Fire Department *Annual Report*

Revenues Generated For 2013

Ambulance Service	\$561,166.00
Smoke Detectors.....	\$7,960.00
Permit Fees	\$9,370.00
Fire Alarm Fees	\$5,300.00
Misc. Reports.....	\$190.00
Plan Review	\$1,000.00
Total	\$584,987.00

2013 Areas of Note

- Much time was spent by the Chief and the Deputy Chief with the Public Safety Task Force planning for the future of the Fire Department regarding staffing and facilities.
- Specifications were developed and a contract was awarded for the purchase of a new ladder truck. This will enable the Department to have a ladder truck at both stations and will assist in serving the University Station Project now under construction.
- The Department applied for and was awarded a grant in the amount of \$6,904 from the S.A.F.E. Program Grant to continue our Fire Prevention Programs in the schools and will allow an expansion to serve the Town’s senior citizens.
- In January, Fire Mechanic Bill Miller passed away suddenly. Billy had been a member of the Department for 22 years and is greatly missed.
- Mark Whitman and Ronald Kolozie were hired as Firefighter/Paramedics. Firefighters Whitman & Kolozie will be attending the Massachusetts Firefighting Academy in Stow.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- The Deputy Chief, the Department’s Fire Prevention Officer, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. For more specific information visit us online, call 781-320-1060, or stop by Fire Headquarters.
- Two members of the Department continued their training as part of a county technical rescue team. This team is available to all towns in the county, providing specialized rescue skills including high angle, structural collapse and confined space rescue.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided, included in this training were quality control rounds, conducted with the Department’s medical control Doctor reviewing previous cases.
- The Department continued working with the Dedham-Westwood Water District for the systematic addition of fire hydrants including planning for new water mains and hydrants in the School St. and Pine Lane neighborhood.
- Several members of the Department participated in People Forms training. People Forms software is a data collection tool that also allows reporting to be done from the field.

Westwood Fire Department *Annual Report*

- The Department Training Officer, Captain Richard Cerullo coordinated Search & Rescue Training in conjunction with the Massachusetts Firefighting Academy. The Academy provided the Department with their SCBA Maze Trailer and additional staff. Capitan Cerullo also conducted “Live Burn” Training for Department members.
- The Department held First Aid and CPR classes for Recreation Department employees.
- Members of the Department demonstrated home fire safety to elementary students by utilizing the State’s SAFE Trailer.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town’s Hazardous Materials Bylaw.
- Fire Department Officers attended professional development training which included risk/benefit analysis.
- The Department participated in the meetings of the Westwood Lodge Task Force.
- The Fire Department worked with the Recreation Department to provide Foam Day for the Town’s children.
- Captain Lund continued to work with the State’s Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training sessions.
- In June, Jeffrey Wade was hired as the Department Mechanic. In addition to working part-time for the Department, Jeff is also a full-time Firefighter for the Town of Needham.
- The Department spent a great deal of time on site plan review and monitoring the actual site work and blasting for the University Station Project.
- In addition to the large number of routine fires, motor vehicle accidents, hazardous materials incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included:
 - Fire damaged an outside structure on Clapboardtree Street.
 - The Fire Department responded to a large number of calls during a blizzard in February.
 - A Fire caused extensive damage in a commercial building on Dartmouth St.
 - A 3 alarm fire destroyed a large home under construction on Dover Road.
 - There was an extensive brush fire off of Nahatan St.
 - A Med-Flight helicopter was required for an automobile accident on Route 95/128.
 - A serious accident resulting in multiple injuries under the East St. Bridge.
 - A diesel fuel spill of over 200 gallons occurred near the rest area on Route 95/128.
 - Fire Department crews assisted the State Police with a search for evidence on Route 95/128.
 - A Med-Flight helicopter was required for a serious injury on Parker St.
 - A fire damaged an out building on Webster St.
 - Firefighters participated in an extended search for a lost person on High St. The search resulted in a difficult rescue of an individual from a swampy area.
 - A brush fire off of Glacier Dr. started as the result of a downed power line.
 - A Med-Flight helicopter was required on University Avenue for a serious injury resulting from a train accident.
 - There was a major gas line break requiring evacuations on University Avenue.
 - A Med-Flight helicopter was needed for a motor vehicle accident on Nahatan Street.
 - A fire damaged a commercial structure on Blue Hill Drive.

Westwood Fire Department *Annual Report*

2014 Outlook:

- Maintain, and increase where appropriate, as high a level of service as possible.
- Continue to pursue opportunities to expand shared Fire/EMS on regional basis.
- Hire and train recruit firefighters to fill new positions that have been approved by the Board of Selectmen to increase the size of the Fire Department.
- Apply for State and Federal Grants.
- Continue building improvement projects
- Draft specifications for, and complete purchases of capital items
- Prepare specifications for and purchase new ambulance.
- Continue to prepare for University Station Project including the reassignment of personnel to deal with plan review and required inspections during the construction phase of the project.
- Continue to work with the Public Safety Task Force to plan for the replacement of Station 2.

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

William P. Scoble, *Chief of Department*



Flag waving from the ladder truck on Memorial Day.

Building Department *Annual Report*

Joseph F. Doyle, Jr., *Building Commissioner*

Mission

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

Duties

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

Programs/Services

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

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

Permit Application Process

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

Inspections

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

Zoning Enforcement

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

Building Department *Annual Report*



Colburn School @ High Street



Bibi's 1 Church Street

Building Department *Annual Report*

Administration

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

Activities and Accomplishments

The Building Department issued the following permits during 2013:

Building Permits	743
Electrical Permits	606
Gas Fitting Permits	329
Plumbing Permits	453
Sprinkler/Mechanical	85
New Dwellings	26

Of the twenty six new dwelling permits issued eleven were for new houses on non-conforming lots after the existing structures were removed. The Building Department continues to be very busy as a result of the volume of renovations to residential homes. Applications have been submitted for several buildings at the University Station Development with the expectation construction will begin in the spring. The medical building at 40 Allied Drive and the claims center for Progressive Insurance Company at 62 Everett Street have been completed. Bibi's at the corner of High and Church Streets, the former Ann's Lunch location, is expected to open in the spring

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

The Massachusetts Stretch Energy Code has been enforced since January 1, 2013. This is a series of amendments to the 2009 International Energy Conservation Code and has required changes in construction and renovations that will result in more energy efficient construction.

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

Building Department *Annual Report*

Building Department Personnel

Building Commissioner – Joseph F. Doyle, Jr.

Assistant Building Inspector – Michael P. McLean

Wiring Inspector - Kevin Malloy

Assistant Wiring Inspector – Paul Angus

Assistant Wiring Inspector – James Naughton

Plumbing/ Gas Inspector – John F. O’Malley

Asst. Plumbing/Gas Inspector – William Jacobs

Asst. Plumbing/Gas Inspector – Joseph Jacobs

Administrative Assistant – Susanne Hogan

The Department welcomes Paul Angus as an assistant electrical inspector, replacing Dan McIntyre who has retired to Arizona.

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

Education

Westwood School Department *Annual Report*

John J. Antonucci, *Superintendent of Schools*
Ellen Mason, *School Committee Chairman*

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

Westwood students achieve at high levels in many areas – academics, the arts, and athletics. The results of Westwood’s scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (S.A.T.), and Advanced Placement Tests are indicators of high levels of achievement in the academic areas. Westwood High School had one semi-finalist and seven letters of commendation from the National Merit Scholarship Program. Eighty students received AP Scholar Awards. Two were National AP Scholars; Thirty-eight were Scholar with Distinction; Sixteen were Scholar with Honors; and, Twenty-four students were Scholar. 384 AP exams were administered in 19 subjects. 93% of the score were 3 or above. 96% of the Class of 2013 took the SAT and 78% of the Class of 2013 took the ACT. The Art Department announced that 40 students had won awards at the prestigious 2014 Boston Globe Scholastic Art Awards. For Westwood High School there were 8 Gold Key winners, 11 Silver Key winners and 14 received Honorable Mentions. Caleigh Donahue, Erin Fallon, Kat Heidelberger, Halley Husted (2), William Kimball, Colette Schissel, and Isabelle Xu won gold medals. Ben Adjami, Caitlin Cassidy, Emma Craine, Alison Giovino, Meghan Herbert, Brian Shi, Sasha Stone, Taylor Sweeney, Virginia Walsh, Sadie Webb-Johnson and Isabelle Xu won silver medals. For Thurston Middle School there were 1 Gold Key winners, 4 Silver Key winners and 2 received Honorable Mentions. Jeffrey Wong won Gold Key and Elizabeth Good, Brenna McQuade, Marissa Solomon and Christine Adame won Silver Keys. The Academic Decathlon team finished third in the small school division. Many students performed at the Seventh Annual Eastern District Senior Concert. Greg Campion, Baritone Saxophone; Heather Jeong, Clarinet I; Ohana Turbak, French Horn IV; Derek Shue, Clarinet III; Elizabeth Firmin, String Bass; and, Timothy Hoeller, Trumpet. The football team won their second straight TVL title. Ian Marten, Robert Fallon (Xaverian HS), Gregory Campion, Steven Harrington, Noel Moscaritolo, and John Foley all achieved the rank of Eagle Scout. Westwood High School graduates students who are prepared and eager to continue their education. 95% of the students in the graduating class of 2013 are continuing their education; 93% at four-year colleges of universities and 2% at two-year colleges.

The review and improvement of Westwood’s academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas. This year reviews were conducted in Social Studies, Performing Arts and Technology. Abby Hansom, Director of Student Services, presented an update on the Coordinated Program Review. Sean Bevan, High School Principal, presented the 1:1 Computer Initiative. The chromebook distribution marked a culmination of years of preparation. Greg Schwanbeck, high school science teacher, was named an “American Teacher Hero in the Classroom”.

The School Committee welcomed Jake Greenberg, a high school senior, as the student representative. Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in Kindergarten through grade 12

Westwood School Department *Annual Report*

was prominently displayed throughout the year in each school, the Superintendent's office and in public settings, such as the Public Library and Vello's Restaurant.

In 2013, we had 6 staff members retire after many years of dedicated service to students and town. The retirees were: Marla Adams, 7 years; Susan Barber, 26 years; Linda Hanlon, 32 years; Brian Hart, 33 years; Diane Kaiser, 19 years; and, Nancy Rothenberg, 14 years.

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

Respectfully submitted,

John J. Antonucci, *Superintendent of Schools*

Ellen Mason, *School Committee Chairman*

Blue Hills Regional Technical School *Annual Report*

Avon	Francis J. Fistori	Milton	Festus Joyce
Braintree	Germano John Silveira	Norwood	Kevin L. Connolly
Canton	Aidan G. Maguire, Jr. (Chairman)	Randolph	Marybeth Nearen
Dedham	Joseph A. Pascarella	Westwood	Charles W. Flahive
Holbrook	Robert A. McNeil		

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

Mr. James P. Quaglia is the Superintendent-Director. Mr. Charles Flahive is the Board Vice Chairman and Westwood Representative.

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

Meetings are held on the first and third Tuesday of each month at 7:00 p.m. at the school.

Fifty members of the Class of 2013 were recipients of the John and Abigail Adams Scholarship, which is given to students whose combined English Language Arts and Math scores on the MCAS rank them in the top 25 per cent of students in the graduating class in their school. They are entitled to free tuition at participating state and community colleges in Massachusetts.

Eighty-two Blue Hills Regional students participated in the SkillsUSA District Competition at Greater New Bedford Regional Vocational Technical High School on March 15, 2013, and won 18 medals in various categories.

Blue Hills Regional participated in Westwood Day on October 5, 2013. Superintendent-Director James P. Quaglia was among the representatives of the school who manned the display, along with Co-Op Coordinator Kim Poliseno, Communications Specialist Judy Bass, and members of the Blue Hills Booster Club.

Students in the Metal Fabrication and Joining Technologies program made a training prop for the Westwood Fire Department. This item, which was produced by Blue Hills for a fraction of its commercial cost, helps firefighters learn the correct technique for breaking down a door in an emergency, also called forcible entry. Chief William Scoble and Capt. Robert Valluzzi of the Westwood Fire Department thanked the students, faculty and staff of the school for their generosity and support.



A new training prop made by students in the Metal Fabrication and Joining Technologies program at Blue Hills Regional for the Westwood Fire Department is presented to Capt. Robert Valluzzi. Left to right are Blue Hills Director of Vocational Programs Frank Howley, Blue Hills Assistant Superintendent / Principal Michael J. Barrett, Capt. Valluzzi, Blue Hills Metal Fabrication instructor Matthew Siwik, student Tim Young, and Blue Hills Metal Fabrication Lead Teacher Brian Gearty.
Photo by Judy Bass.

Blue Hills Regional Technical School *Annual Report*

Capital improvements included repairing and remodeling the indoor pool area, including new HVAC and lighting; new baseball and softball fields, with new fencing dugouts and backstops; and a refurbished and modernized lecture hall with new seating, sound system and projection.

Our athletic programs continue to expand with high levels of participation and success. The school earned the Mayflower Athletic Conference Sportsmanship Award and the prestigious MIAA District D Sportsmanship Award. Championships were won in several sports but more important was the high level of student participation.

As of October 1, 2013, total enrollment in the school was 842 students. There were seven students from Westwood. We are working to encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional. Students can be admitted in grades nine and ten.

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

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

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

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

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

Mr. Charles W. Flahive
Board Vice Chairman and Westwood Representative
Blue Hills Regional Technical School District
December 31, 2013

Public Works

Department of Public Works *Annual Report*

Todd Korchin, *Director of Public Works*
Brendan Ryan, *Superintendent of Streets and Cemeteries*
Chris Gallagher, *Assistant Director*
Robert Angelo, *Sewer Superintendent*

Department Mission

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



Newest Plow/Slide-In-Sander Truck

Goals and Responsibilities

- Sustainably operate and maintain the Town's infrastructure which includes the sewer collection system; storm drain system, roadways, sidewalks, bikeways, and other

Department of Public Works *Annual Report*

transportation facilities, street lighting, traffic control devices, buildings, grounds, fields, parks, cemeteries, solid waste and recycling programs, municipal vehicles and equipment, and facilities.

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

Program/Service Areas

Engineering Services

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

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

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

Public Building Maintenance

Provide for the maintenance and long term planning for Town Hall, the Carby Street Municipal Buildings, the Islington Community Center, the Council on Aging, and the Cemetery Garage. Custodial services are provided in the Town Hall, Islington Community

Department of Public Works *Annual Report*

Center, Council on Aging, Police Station, Carby Street Municipal Building, and Garages by contracts and staff, with the custodial services for the Libraries and Fire Station accomplished with their staffs.

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

Fleet Maintenance

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

Street Lighting

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

Traffic Controls

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

Solid Waste

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

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

Collection and Transportation

The Town has contracted with Waste Management Inc. for the weekly curbside collection of residential solid waste and the delivery of solid waste to Wheelabrator Millbury, the Town's resource recovery incinerator, with the recyclables also collected, transported, and marketed to the appropriate vendors bi-weekly. The Town has negotiated a new 5 year

Department of Public Works *Annual Report*

contract with Waste Management that expires June 30, 2017. The new contract will provide for fully automated trash and recycling pick-up, which will increase recycling, saving money, improving the environment and beautifying our community.

Disposal

The Town has contracted with Wheelabrator Millbury for twenty years for the incineration of residential solid waste. Wheelabrator Millbury is a co-generation facility, generating electricity with steam produced as a by-product of waste incineration. The tipping fee per ton, which began at \$55 per ton in 1988, is annually adjusted in January of each year by the rate of inflation as measured by the Consumer Price Index. The 2007 tipping fee was \$108.93 per ton with ash treatment fee of approximately \$6.50 per ton. On January 1, 2008, we have entered into a new twenty year contract with Wheelabrator Millbury, at a rate of \$67.73 per ton. The anticipated rate for 2014-15 is \$76.50 per ton.

Recycling

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

Hazardous Waste

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

Sewer

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

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

These programs involve the following activities:

- Provide staff support and services for the Sewer Commission.
- Operation and maintenance of approximately 87 miles of gravity sewers and ten pumping stations.
- Billing for 5,000 sewer customers.
- Administer State Mandated T.V. and Cleaning.
- Inspect the installation of sewer services and add record drawings of services to our files.
- Administer repairs and upgrades to sewer pumping stations.
- Administer through review of T.V. work, the repairs of sewer mains.

Department of Public Works *Annual Report*

- Review and comment on subdivision plans.
- Provide customers with consultation as to the feasibility of connecting to the sewer system.
- Plan for future maintenance of the sewer system and upgrades to the sewer pumping stations.

Prior Year Accomplishments

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

Traffic Safety

- Completed traffic calming project in the High Rock, Dover, Conant, and Country Lane neighborhoods.
- Completed plans and worked with Mass DOT on the upcoming reconstruction of the signal at 109 and Lowder Brook in order to solve safety issues at the intersection.
- Installed a new flashing beacon on High St in the area of Highland Glen. The beacon is activated when vehicles are leaving the Highland Glen complex.
- Pavement Management
 - Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal
 - Resurfaced Gay Street, Hartford Street, Burgess Ave, Oriole Road Neighborhood, and Woodland Road.
- Coordinated maintenance of Town owned traffic signals.
- Swept 100% of town streets
- Maintained roadside right of ways, islands, Cemeteries, Town Hall, Veterans Park, Police Station, Baptist Lot, Temple Lots, and Sewer Stations with town forces.
- Administered contract for cutting and removal of dead trees, as well as selective pruning of trees, and provide crews to cut excessive growth along roadways.



Bucket Truck

Department of Public Works *Annual Report*

- Continued to reduce dependency of tree removal contractor by utilizing the bucket truck to aid staff in tree removal, pruning, and limb removal.
- Kept records of locations and provide personnel to maintain and fabricate all roadway signage and oversaw contract for traffic control line painting and traffic control devices.
- Maintained traffic sign inventory to meet federal regulations

Drainage

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

Snow and Ice

- Implemented the first DPW Public Snow Removal Policy.
- Salted and treated 95 miles of roadway.
- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw one contract providing an additional twenty-nine pieces of equipment for plowing, and provided service for snow and ice events.
- Responded to 15 snow and ice events throughout the season.

Facilities

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

Fleet

- Developed a long term replacement planning tool for Public Works fleet to prepare for the future.
- Specified and purchased 2 sanding trucks, and 3 one ton dump trucks, as part of the fleet replacement plan through our fleet improvement bond approved at the annual town meeting.
- Performed all maintenance on Police, COA, and Public Works vehicles and other department vehicles.
- Prepared all vehicles in the fall for winter operations.
- Prepared all equipment for spring, summer, and fall maintenance of all town properties including field maintenance.
- Prepared a draft fuel efficient vehicle purchase policy.
- Continued our weekly reports from fleet maintenance to highway, fields and grounds crews for improved efficiency and effectiveness during snow & ice season.

Department of Public Works *Annual Report*

Fields and Grounds

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - Grooming
 - Lining
 - Fencing/Batting Cage Setup & Daily Maintenance
 - Seeding/Sod
 - Aeration
 - Dethatching
 - Spring and Fall Cleanups
 - Irrigation activation/maintenance/winterization
- Coordinated seasonal fertilization programs that are implemented by outside contractors.
- Worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use.
- Worked with Little League and outside contractors to begin field reconstruction of Morrison Park including new tennis court, new irrigation, relocating light poles, new fencing at both little league and softball field and snack/restroom facility.

Solid Waste

- New trash contract for fully automated trash and recycling pick up in Westwood that has resulted in more recycling, reducing the Town's tipping fees and promoting a neater community.
- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2013.
- Implemented 10 Fall and Spring curbside collection of leaves.
- The Environmental Action Committee held an ewaste collection event at Carby Street
- Collected Christmas trees curbside.
- Continued the implementation of bi-weekly curbside collection of recyclables – single stream.
- Hosted additional recycling drop off at the DPW during the holiday for additional cardboard.

Cemetery

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

Department of Public Works *Annual Report*

Sewer

- Planned and designed phase two of a project that will prevent infiltration into the critical portions of the sewer collection system.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.

FY15 Service Plan

- To provide excellent customer service and communicate with the community.
- To continue to build a strong collaborative DPW team that plans strategically for the future and focuses on continuous improvement.
- To plan strategically and organize/manage DPW work for efficiency and effectiveness
- To encourage new ideas, approaches and the use of industry best practices and technology and train DPW staff on their use.
- To create a safe, positive and productive work environment
- To implement the new multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices.
- To construct drainage improvements on Grove Street. Paving projects will include the Baker/Bonney/French neighborhood, Pond Plain neighborhood, Grove Street, School Street, and Pine lane.
- To work with MassDOT to replace the Lowderbrook/109 traffic signal
- To implement a phase one traffic program for the Dover/Conant/High Rock neighborhood.
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure, including planning for future expansion.
- To work with the Cemetery Commission and implement the revised Cemetery Rules and Regulations.
- To implement the new operations plan for snow and ice.
- To communicate with the community by following snow policies and provide customer service web updates during snow storms.
- To continue improvements and organization of the Carby Street DPW facility for continuous improvement in efficiency and work environment
- To continue to revisit, update, add performance standards and improve service and public works contracts.
- To develop standard contracts for consulting services that establishes accountability and protects the Town's interest.
- To continue with the new solid waste collection contract that provides excellent customer service, increases recycling and contains costs.
- To increase the amount of material recycled by Westwood residents, further protecting the environment and decreasing costs.
- To continue to implement an annual fall HHW collection event.
- To continue to maintain athletic fields throughout Town.
- To work with the community to complete improvements to Morrison Park.

Department of Public Works *Annual Report*

- To operate the sewer collection system in a safe, healthy, efficient manner meeting all regulations.
- To construct Phase Two of the sewer lining project to reduce the major infiltration and inflow into the collection system and reduce treatment costs.
- To continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system.
- To implement an effective storm water quality management program, complying with all water quality regulations.
- To continue to implement the new long term plan for the replacement of the Town's vehicles and equipment, improving the quality and applicability.
- Continue to work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency.

Todd Korchin, *Director of Public Works*

Brendan Ryan, *Superintendent of Streets and Cemeteries*

Chris Gallagher, *Assistant Director*

Robert Angelo, *Sewer Superintendent*

Board of Sewer Commissioners *Annual Report*

James Connors, *Chairman*
Francis X. MacPherson, *Clerk*
Anthony J. Antonellis, *Third Member*

Mission

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

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

Sewerage System at a Glance

- Approximately 87 miles of sewer mains (8" to 24" pipe size).
- 10 pumping stations
- Approximately 4,292 buildings are connected to the system.
- Approximately 98% of all buildings with service available are connected to the system.
- Approximately 85% of all buildings in the Town are connected to the system.

Sewer Accomplishments

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



Pumping Station, Far Reach Road

Board of Sewer Commissioners *Annual Report*

Annual State Mandated Sewer Cleaning, TV-ing, and Repair

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

The Fiscal Year 2014 Annual Sewer System Maintenance Program is comprised of the following components:

- Lining 10,000 feet of pipe
- Rehabilitation of approximately 50 sewer manholes

The members of the Sewer Commission for 2013 were: James Connors, Chairman; Francis X. MacPherson, Clerk; and Anthony J. Antonellis, Third Member.

The personnel of the Sewer Commission are: Jeffrey Bina, *Town Engineer*; Patricia Healey, *Secretary to the Board*; Laura Fiske, *Account Specialist*; Richard Barry, *Head Pumping Station Operator*; and Shaun Degnan, *Pumping Station Operator*.

James Connors, *Chairman*

Francis X. MacPherson Jr.

Anthony J. Antonellis

Board of Sewer Commissioners

Storm Water Management Committee *Annual Report*

Robert Angelo
Karon Citrone
Joseph Doyle
Lynne Fielding
Chris Gallagher
Michael Jaillet

Todd Korchin
Nora Loughnane
Heath Petracca
Brendan Ryan
William Scoble
Linda Shea

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

Storm Water Management Committee

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

Dedham-Westwood Water District *Annual Report*

James J. Galvin (Westwood)
Robert E. McLaughlin, Jr. (Westwood)
Joseph S. Carter, Jr. (Westwood)

Kenneth C. Bragg (Dedham)
Steven M. Mammone (Dedham)
Robert N. Blume (Dedham)

Mission

The Dedham-Westwood Water District (DWWD) Board of Water Commissioners sets policy, prepares operating and capital budgets, and establishes rates along with rules and regulations for the Water District. The mission of the DWWD is to provide the residents and businesses of Westwood and Dedham with high quality drinking water for domestic purposes and for fire protection.

Water Supply

The District continues to conduct its operations towards providing high quality, safe drinking water, in compliance with all federal and State Drinking Water Regulations as well as actively pursue land use and regulatory measures that will serve to protect the water resources used to supply our drinking water. The District's partial membership in the Massachusetts Water Resources Authority allows for the annual purchase of up to 36.5 million gallons of water that is available as a supplement, as well as for an emergency, to the District's existing water supply. The District conducted monitoring for lead and copper in the drinking water in the summer of 2013. The testing proved to the satisfaction of the Massachusetts Department of Environmental Protection that the water treatment has been optimized to prevent these harmful metals dissolving into the drinking water. A summary of all water quality test results is mailed annually to all DWWD customers.

Water System Infrastructure Improvements

This past year \$2.5MM was spent on capital improvements, which is a typical yearly investment. In total 19,013 feet of water main was installed or replaced in Pine and Mount Vernon Streets in Dedham and in School Street, Schaeffer Avenue and Pine Lane in Westwood as wells as various locations in both Towns by developers. The DWWD water main replacement work cost \$1.5MM. There are 212 miles of water pipe in the system. The DWWD generally replaces one to three miles of pipe each year. Still, there remains a significant amount of old unlined cast iron pipe to be replaced. A 2012 study of the system by Weston and Sampson Engineers recommended an annual investment into replacement water mains of at least \$1.4MM annually for the next twenty years.

Forty-six new water services were installed this year and we replaced fifty old services, generally coordinated with Town paving schedules.

Other capital improvements included four hydrant replacements and thirty-four new hydrants were set. We replaced 1150 meters with the new radio style. Approximately 92% of our customers now have the radio style meters, which greatly reduced the time needed to read the meters.

Plans and Specifications were engineered for the replacement of the emergency generator and heating system at the White Lodge Treatment Plant. Bids were solicited and the work is budgeted for 2014 at a cost of \$1.1MM. The capital budget approved for 2014 is \$4.5MM.

Dedham-Westwood Water District *Annual Report*



Bridge Street Treatment Plant and Pump Station

Water Conservation

Water conservation continues to be an integral part of the DWWD mission and day to day operations. Last fall we conducted another system wide accoustical survey of the water distribution system intended to find water leaks on mains, services and hydrants which are not surfacing. Finding what's called "unaccounted for water" has been a long standing challenge for the DWWD as it is for systems such as ours that started well over a century ago. Water meters are also methodically replaced to assure accuracy and take advantage of new technologies. To date, 12,089 customer meters have been replaced with radio style meters. Rebates continue to be offered to promote the upgrade of fixtures and appliances to new low flow versions. We expanded the rebate program to be available to commercial accounts. Lastly, we continue to offer water resource protection and water conservation education in both Dedham and Westwood Elementary Schools, community Green Fairs, Earth Day programs and Farmer's Markets. Aside from being the right thing to do, water conservation is necessary to continue to comply with MADEP issued water permits, without which we could not withdraw the water quantities needed from the Charles and Neponset river basins. Along with four other Public Water Systems, we recently participating in a MADEP pilot program to look at the impact of new watershed specific, mitagory based water permit regulations. We also received a MADEP grant to focus on the impact of the new regulations on the Neponset River Watershed communities.

Financial

DWWD continues to be a financially sound organization as evidenced by the recently completed financial audit conducted by the CPA firm of Melanson and Heath. The

Dedham-Westwood Water District *Annual Report*

Moody's Bond Rating is Aa2. Water rates are comparable to many Massachusetts communities. Each year, the DWWD replaces water mains and services, meters, pumps and motors and other equipment, needed to keep the water works reliably running.

Cross Connection Control Program

The DWWD Cross Connection Control Program, as mandated by the Department of Environmental Protection, is a key element of the Water System operation. Dedham-Westwood Water District is committed to protecting your public water system from contamination due to backflow or backsiphonage of connections containing non-potable water. Backpressure and cross contamination can occur when the pressure in equipment or a system is greater than the pressure in the drinking water system. Contamination can also occur when the pressure in the drinking water line drops due to occurrences such as main breaks and heavy water demand causing contaminants to be siphoned out from equipment and into the drinking water. Dedham-Westwood Water district's water system is protected by the control of actual or potential cross connections through two programs:

- 1. The elimination of existing or future cross connections through inspection and regulation of plumbing and water piping within a customer's premises.
- 2. The proper installation and maintenance and testing of backflow preventers on cross connections that have been approved.

Cross Connection surveys have been conducted at 173 commercial and municipal locations this year. 1280 tests have been performed this year on backflow preventer devices installed in many commercial and municipal facilities to make sure they work properly.

Conservation Commission *Annual Report*

Joseph Previtera, *Chairman*
Charlie Pare
Michael Terry
Jay MacMullan

Leo Crowe
John Masterson
William Stowe

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

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

The ConCom issued 27 Orders of Conditions in 2013 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 300 applications from residents and developers for new dwellings, additions to existing buildings, new, or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40.

Pond Projects



Haslam Pond

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

Conservation Commission *Annual Report*

The Conservation Commission is currently looking at progressive ways to control loosestrife and other invasive plants that are overtaking Westwood's wetland resource areas. In fiscal year 2013, with the Commission's Pond Maintenance funding, efforts were started to eradicate invasive plants from Perry Crouse Pond and other ponds in Westwood.



Volunteer Projects

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

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

Joseph Previterra, *Chairman*

Leo Crowe

Charlie Pare

John Masterson

Michael Terry

William Stowe

Jay MacMullan

Keeper of the Pound *Annual Report*

Brendan Ryan, *Keeper of the Pound*

The Town Pound has made it through the 2013 calendar year in excellent condition.



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

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

Cemetery Commission *Annual Report*

Linda Walter
John Lynch
Thomas Aaron

In 2013 there were a total of 60 internments at the two town cemeteries. 31 rights of burial were sold.

The Commission has approved revisions made to its rules and regulations as well as updating prices and fees. These changes were implemented February 1, 2014. We are also in the process of selecting a hired consultant/cemetery architect to design our new expansion.

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

Human Services

Board of Health *Annual Report*

Tarah S. Somers, R.N., M.S.N./M.P.H.
Carol Ahearn, R.N., B.S.N.
James M. O'Sullivan, J.D.

Mission

“To provide the residents of Westwood with sound public health, through education, the investigation and prevention of disease, ensuring compliance with sanitary and environmental laws and regulations, and promoting the tenets of emergency preparedness.”

The members of the Westwood Board of Health are residents from all walks of life who care about the well-being of the community. Westwood’s members are appointed by the Board of Selectmen to a term of 3 years on a rotating basis. Boards of Health are given the legal authority by MA General Laws to set policies and make regulations to protect the public and environmental health. Some of the Board’s responsibilities include:

- Issuing permits and licenses for a wide variety of businesses and activities throughout Westwood;
- Inspecting all licensed and permitted facilities;
- Enforcing applicable state and local regulations and statutes;
- Providing a comprehensive public health nursing service to residents;
- Investigating all reports of communicable diseases;
- Providing information and advice regarding environmental health issues;
- Taking part in regional programs such as mosquito and tobacco control programs, and emergency preparedness activities;
- Managing the Medical Reserve Corps and the Community Sheltering Team

Under Massachusetts General Laws, state and local regulations and community direction, Boards of Health are held responsible for disease prevention and control, and health and environmental protection and promoting a healthy community. Boards of Health serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill their duties, they develop, implement and enforce health policies, oversee inspections to maintain minimum standards for sanitation in housing and food service, and assure that the basic health needs of the community are being met.

Health Department staff assist the Board of Health in meeting these responsibilities and consist of Health Director Linda Shea, R.E.H.S./R.S., Administrative Assistant Lorraine Donovan, Sanitarian/Food Inspector Cheryl Kelly, C.P.F.S. and Public Health Nurse Mary Beechinor, R.N., B.S.N.

Influenza

The Annual Family Flu Clinic was held on Saturday, October 19, 2013 for all residents 5 years of age and older. 850 individuals were immunized at the clinic and vaccine was available by appointment throughout flu season. This clinic was held as a drill for the Westwood Medical Reserve Corps (MRC) volunteers, who are committed to helping the Town of Westwood in an emergency.

Each year, the Health Department holds one large-scale clinic in the Westwood High School gymnasium, which is the town’s designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload

Board of Health *Annual Report*

supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

Public Health Nursing

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

Public Health Nurse Mary Beechinor, R.N., B.S.N, provided the following services in 2013: 11 blood pressure clinics, 162 home visits, 628 office visits, and the investigation of 93 communicable diseases.

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

Emergency Preparedness

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

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

Westwood continues to receive emergency preparedness grant money from Region 4b. In 2013, grant money was used to pay for sharps disposal, communication service, membership fees, conferences, educational materials and health and administrative supplies for clinics and the department.



Board of Health Emergency Supply Trailer

Board of Health Annual Report

The Health Department is actively recruiting residents to become members of the Community Sheltering Team. Members will be asked to help set up and staff the Town's shelter if it is opened for residents. Westwood's shelter is certified by the American Red Cross (ARC) and is located at the Westwood High School gymnasium. The Sheltering Team will be activated when the Town determines the need to open the shelter. Team members must be physically fit and must be willing to respond to help open Westwood's shelter.

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

The Westwood Board of Health has continued working with the Norfolk County 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 formed a regional coalition to participate in emergency preparedness and public health activities. NC7 funds itself through grants from public health organizations. In 2013, NC7 received ~\$75,000 in grants.

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

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

Programs

Westwood Day

On October 5, 2013, the Health Department participated in Westwood Day. Seventeen food vendors were licensed and inspected by Health Department staff. The Department manned a booth with public health information and "give-a-ways."

Sharps Collection Program

The Westwood Sharps Collection Program has proven to be a very popular program. Residents can dispose of their sharps 24 hours a day, 7 days a week in the sharps collection kiosks that have been installed outside at the Town Hall on High Street and at the Islington Fire Station, on Washington Street.

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

Board of Health Annual Report

Senior Center, 60 Nahatan Street during regular business hours. We encourage all Westwood residents to take advantage of this program and protect our community from sharps dangers.

Medication Collection Program

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

Mercury Collection Program

The Westwood Board of Health has continued participating in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The program is in place to remove mercury containing items from residential trash. The Health Department distributes digital thermometers in exchange for residents' mercury thermometers. Button batteries, mercury thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Board of Health office to be recycled properly. In 2013, the Health Department and the DPW worked together to locate a fluorescent bulb shed provided by Wheelabrator. The Town will now collect fluorescent bulbs at Household Hazardous Waste Day.

Rabies Control

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2013, Paul Jolicoeur, Animal Control Officer, and Vincent Durso, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure. In 2013, 23 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. No specimens were submitted for testing in 2013.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on January 26, 2013, vaccinating 61 cats and dogs. State law requires all dogs and cats be vaccinated against rabies. Rabies in Massachusetts continues to pose a threat to humans and domestic animals.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of eleven (11) inspections were conducted in 2013.

Mosquito Control

The Town of Westwood is a member of the Norfolk County Mosquito Control District (The District). An integrated pest management four-pronged model consisting of Surveillance, Water Management, Larval Control and Adult Control is used to control mosquitoes. In 2013, Eastern Equine Encephalitis (EEE) and West Nile virus (WNV) isolates were detected in the surrounding communities. As a result, the ball fields and playgrounds were sprayed as a precaution.

Surveillance is used to detect disease. There were no isolates detected in 2013.

Board of Health *Annual Report*

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2013, 9,800 feet of drainage ditches were checked and cleaned. 890 catch basins were treated.

Larval Control is used to control mosquitoes before they become flying adults. The District conducts aerial applications of wetlands for nuisance control in the spring. In 2013, 321.2 acres were covered.

Adult Control (Adulthooding) involves the use of ultra-low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2013, 10,997 acres were treated in Westwood.

Beginning in early June 2013, Spraying (ULV aerosol applications) was conducted in the evening, not in the early morning as in past years. Applications in Westwood were conducted on Wednesday evenings commencing after sunset instead of Monday mornings.

Mosquito spraying continues to be available to residents who request it on a weekly basis, weather permitting. In 2013, 629 residents requested service.

The District and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. Individual landowners can help by making sure that they eliminate any containers that hold water for more than five days. Mosquitoes that most likely carry and spread the West Nile Virus breed in these containers. This practice can eliminate mosquito breeding without the need for pesticides.

Visit the Districts website at www.norfolkcountymosquito.org.

Tobacco Control

Elliot Brown, the Tobacco Control Consultant for the Westwood Board of Health conducts tobacco compliance checks to make sure that licensed vendors are not selling tobacco products to minors in compliance with the Board of Health regulation entitled, *Regulation Restricting the Sale of Tobacco Products and Nicotine Delivery Products*. In 2013, 8 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco. Mr. Brown conducted compliance checks in June and September 2013. There were no sales to minors either time.

Submitted by Linda R. Shea, *R.E.H.S./R.S, Health Director*



Public Health
Prevent. Promote. Protect.

Council on Aging *Annual Report*

Edie McCracken, Chairman
Robert Folsom, Vice Chairman
Patricia Carty-Larkin, COA Director

Betty Connors
Margaret Dullea
Carolyn Gamin

Mary Gens
Irene MacEachern
Colleen Messing

The Council on Aging administers their Programs and services through the Senior Center located at 60 Nahatan Street. The Senior Center Hours of Operations are 8:00 am to 4:00 pm, Monday-Friday.

Accomplishments

- 16, 505 Daily and Home Delivered meals were served at the Senior Center
- 7,098 Medical Van Trips
- 86 Families were assisted through the Food Pantry
- 323 Legal Assistance Services
- 89 Seniors worked in the Property Tax Work-Off Program

Programs

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

Services

Drop In Service
Food Pantry
Friendly Visitor
Fuel Assistance
Health Care Proxy
Health Clinics
Homestead Forms
AARP Income Tax Assistance
Legal Assistance
SHINE Program
TRIAD
Passport Intake
Support Groups

Transportation

Medical
Shopping
FISH Trips
Westfare Tickets
Community Care-
A-Vans

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

The Property Tax Work-Off Program now has 89 seniors enrolled. They work 126 hours per year receiving a reduction of \$1,000.00 on their property tax bill each January. This program benefits the Town and our seniors. Seniors work throughout the Town in various

Council on Aging *Annual Report*

departments including: Town Hall, the Libraries, DPW, Board of Assessors, Schools – (Deerfield, Hanlon, Martha Jones, and the High School), Senior Center, HESSCO Nutrition Site and the Disability Commission.

The C.O.A. has 102 volunteers who donate hours of their time each year to assist in various programs and services such as: Home Delivered Meals, Newsletter Committee, Desk Coverage, Van Drivers, Computer Aids, Program Leaders, Mailings, Tax Relief Committee, Holiday Basket Committee, Telephone Reassurance Callers, Food Pantry Assistants, Nutrition Site Helpers, Home Delivered Meal Drivers, Craft Fair Assistance, etc. They have committed 32,022 hours of volunteer hours this past year. Our Volunteers are the backbone of our Senior Center. The staff and C.O.A. Board sincerely respect and value their contribution of time and loyalty to the C.O.A.

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

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

Respectfully submitted,
Edie McCracken, Chairman
Robert Folsom, Vice Chairman
Betty Connors
Margaret Dullea
Caroylm Gamin
Mary Gens
Irene MacEachern
Colleen Messing
Patricia Carty-Larkin, COA Director

COUNCIL ON AGING

Grant Amount	Purpose	Funding Agency
\$12,600	Nutrition Site Manager	Health & Social Services Consortium, Inc.
16,850	Friendly Visitor Coordinator	Executive Office of Elder Affairs
2,000	Tai Chi Instructor	Executive Office of Elder Affairs
1,800	Quilting Instructor	Executive Office of Elder Affairs
840	Intergenerational Coordinator	Executive Office of Elder Affairs
2,000	Exercise Instructor	Executive Office of Elder Affairs
1,200	Crafts Instructor	Executive Office of Elder Affairs
2,000	Painting Instructor	Executive Office of Elder Affairs
1,660	Yoga Instructor	Executive Office of Elder Affairs
1,200	Knitting Instructor	Executive Office of Elder Affairs

\$ 40,950 Total Staffing Grants

Council on Aging *Annual Report*

Programs and Services

\$1,500	Volunteer Recognition Luncheon	Executive Office of Elder Affairs
75,500	Matching funds for Nutrition Site and Home Delivered Meals	Health & Social Services Consortium, Inc.
1,000	Senior Center Programs	Howland Foundation
3,500	Senior Center Programs	Roger Piece Foundation
2,000	Coffee for Senior Center	Star Bucks
2,500	Senior Citizens Resource Book	Dedham Savings Bank
2,500	Part Time Van Driver	Young Women's Club
1,800	Farmer's Market Program	Health & Social Services Consortium, Inc.
4,000	Food for Program Events	Roche Bros.
1,500	Senior Summer Supper's	Young Women's Club
500	Fuel Assistance	Mason's Lodge
1,500	Senior Center Programs	Johnson & Johnson
1,600	History Series	Arts Lottery
2,400	Arts & Craft Supplies	Westwood Residents
700	Programs and Services	Great Blue Hill Power Squadron
1,000	Senior Center Programs	Howland Foundation
1,000	Programs	Knights of Columbus
600	History Lecture	Westwood Educational Foundation
1,200	Intergenerational Programs	Westwood Educational Foundation
4,000	Senior Center Addition Fund	Bert & Betty Greene Foundation
2,800	Senior Center Programs	Memorial Accounts
500	Food Pantry	Lyons Club
18,500	Food Pantry Food Donations	Westwood Residents & Businesses
1,500	Food Pantry	Howland Foundation
5,000	Food Pantry	Copeland Foundation
500	Food Pantry	Norwood Hospital
1,200	Food Pantry	Women's Club
2,000	Food Pantry	Mother's Morning Out

\$142,300	Total Programs & Service Grants
------------------	--------------------------------------------

\$183,250	Grand Total
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Youth & Family Services Department *Annual Report*

David Russell, Chair
Domenic Cianciarulo, Vice Chair
Celia Condrick, Student Member
Joan Courtney Murray
Jillian Donlon, Student Member
Lucie Duffy, Student Member
Jake Greenberg, Student Member
Arlene Kasarjian

John Loughnane
Janica Midiri
Matthew, O'Connor, Student Member
Brad Pindel, Westwood Police
Karen Poreda, Westwood High School
Kathy Sullivan Wallace
Patricia Tucke, Westwood Council on Aging
Angela Wickett, Student Member

Mission

Westwood Youth & Family Services supports the healthy social and emotional development of residents by providing a variety of educational, social, and counseling and supportive services for children ages 4 to 18 and their parents or guardians. Through active collaboration and cooperation with the public schools, social service agencies, local law enforcement and juvenile justice professionals, as well as area human service and mental health professionals, Youth & Family Services enhances the healthy development of children and families through outreach in the Westwood community focused on primary prevention and family support

Goals and Responsibilities

- Assess the needs of children and families and develop programs to help meet these needs.
- Provide professional short-term counseling and assessment services for children and families.
- Advocate for appropriate long-term or specialized services in the area of family mental health and prevention.
- Provide information on existing state or local services to residents and area professionals working with youth and families.
- Collaborate with other town departments and community groups in addressing the needs of youth through the consideration or development of mutual efforts.
- Seek funding from outside sources to support services to Westwood residents.

Report

In our twenty-sixth year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2013 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents.

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

Current Services and Programs

Individual & Family Counseling

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

Youth & Family Services Department *Annual Report*

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

Consultation and Referral Information

Clinical or family consultations are available to residents, school faculty/administration and other municipal department heads on a variety of issues related to mental health, family health, child and adolescent behavior, parenting issues, substance abuse, etc.

In the past year Westwood Youth & Family Services has also worked closely with a number of community groups including: Westwood Community Chest, Westwood Food Pantry, Westwood Public Schools, and the Westwood Rotary.

Youth Volunteer Program/ "Mentor Program"

Established in 1987, the Mentor Program provides young people (Grades 9-12) the opportunity to become actively involved in community volunteer service that meets identified needs of the community. Each year, thousands of hours of service are provided to the community through involvement with a number of our prevention programs and cooperative efforts with other social service agencies. The Mentor Program includes Body Safety Theater; Bullying Prevention Theater; Friends Network; Teen Center and Thurston Thursday Club.



High school aged volunteers in the Body Safety Theater Mentor Program and performing for Westwood students in the 3rd grade, April 2013.

Group Programs and Group Counseling

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

Community Education & Prevention Programs

The Westwood Youth & Family Services staff are involved in providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theater (Grade 3); Bullying Prevention Theater (Grade 6); Stress and Anxiety Management Groups (Grades 9-12); ECC Parent Cafés.

Youth & Family Services Department *Annual Report*

Holiday Giving Program

The Holiday Giving Program, now in its thirteenth year, connects local sponsors with Westwood families in need of support during the holidays. Sponsors provide holiday gifts for children in a confidential program coordinated by the Youth & Family Services department.

Sponsors in 2013 included the Barnyard Child Care Center, Century 21 Commonwealth, Dedham Savings, Keller Williams, Tobin School, Westwood Girl Scouts and Westwood Rotary, as well as several individuals and families.

Recognize-a-Youth Program

Created by the Westwood Youth & Family Services in partnership with the Westwood Rotary, the RAY (Recognize-a-Youth) Program recognizes outstanding citizenship by Westwood young people.

Recipients have distinguished themselves through their initiative and commitment to community service, and have demonstrated an ethic of caring for others that is essential for the health of the community. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary.

The recipients of the 2013 R.A.Y. Awards were: Andrew Brodsky and Patrick Comer.

Graduate Internship Program

Through the Graduate Internship Program at WY&FS, graduate students in mental health counseling and social work programs at local universities are placed at WY&FS for one academic year. Interns are supervised by WY&FS staff and provide clinical and program services to residents at no extra cost to the town.

From September 2012 to June 2013, WY&FS trained two Graduate Interns, Angela Ridgley, B.S. from Boston University School of Social Work and Noah Weisman, B.A. from Boston College Graduate School of Social Work.

Prior Year Accomplishments

- Westwood Youth & Family Services was one of only 40 communities featured in a report published by the National League of Cities entitled, "Municipal Leadership for Children and Families in Small and Mid-Sized Cities" The report (www.nlc.org/smallcities) highlighted promising municipal efforts to improve the lives of children, youth and families in communities with populations below 75,000.
- WY&FS provided 918 hours of clinical and consultation services to residents.
- More than 100 high school-aged Westwood residents volunteered as WY&FS Mentors
- WY&FS Mentors provided 1,526 volunteer hours to younger children in Westwood
- 1,368 Westwood children were served through WY&FS Mentor programs.
- WY&FS Graduate Interns provided 206 hours of clinical services were to Westwood residents at no cost, an estimated value of more than \$10,000 over the academic year.
- WY&FS received \$1,237 in gifts and grants for programming from local groups such as Westwood Young Women's Club and Mother's Morning Out, Inc.
- Clinical Staff from WY&FS collaborated with the Early Childhood Council to lead a Parent Café to provide support and connection to parents of young children.
- In October, WY&FS welcomed new Youth Services Counselor, Joanna Bengel, LICSW.
- In collaboration with the Westwood High School Guidance Department, WY&FS co-facilitated Stress and Anxiety Management Groups for students.

Youth & Family Services Department *Annual Report*

- WY&FS coordinated gift donations from local sponsors to 38 Westwood families in need, providing holiday gifts for 69 children.

Board and Committee Membership

The Staff of Westwood Youth & Family Services participated on a variety of boards and committees in 2013 at the local, regional and state levels.

- Westwood Community Chest
- Westwood Disability Commission
- Westwood Early Childhood Council
- Westwood High School Child Study Team
- Westwood High School Incident Management Team
- Westwood High School Legislative Council
- Westwood High School Site Council
- Westwood Human Rights Committee
- Westwood Lodge Task Force
- Deerfield Elementary School Site Council
- Roy London Humanitarian Award Committee
- Regional Internship Collaborative
- Massachusetts Youth Commission Collaborative

Aid to the Elderly and Infirm *Annual Report*

Patrick Ahearn
Michael Krone
Leo Crowe
Sharon Papetti
Albert Wisialko

James Gavin
Joseph Jowdy
Pat Larkin
Pamela Dukeman
Janice Polin

Mission

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

Activity During 2013

In 2013, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Collections to the fund have amounted to \$325,000 over the 14 years since the fund was established. While some residents give a single, large contribution, many others gave a smaller amount, \$5 - \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. We thank our residents for their generosity and concern for their fellow neighbors.

The Committee also worked to improve outreach and increase the number of seniors applying to the fund. In 2013, there continued to be a high level of applicants. The Committee was able to distribute approximately \$31,000 in 2012 to approximately 43 of our most needy senior residents. These residents all met the general criteria of the fund: income less than \$40,000/Yr., and home value less than Town average of \$560,000. The majority of the recipients exceeded 80 years of age and had lived in Town more than 50 years. The recipients received distributions ranging from \$250 to \$1,000, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the Town they love. The Committee will continue to work to in 2014 to provide this significant assistance to our elderly and disabled residents.

Commission on Disability *Annual Report*

Anne Berry Goodfellow, *Chairman*
Tom Barner
Jean Barrett
MaryAnne Carty
Michelle Fiola-Reidy
Pat Carty-Larkin
Jane Forsberg

Fran MacQueen
Jette Meglan, *Co-Chair*
Jude O'Hara
Jan Randlett
Connie Rizoli
Mary Sethna

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

Physical Access

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

Emergency Planning

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

School Street Playground

The playground had a complaint filed, and two Commission members met with Police and DPW to resolve the issues. As a result, a new parking spot was moved next to the entrance and made 2 spaces wide, to allow for a Wheelchair van to load/off load a chair. The "foam path" making the playground accessible for a wheelchair was fixed. According to DPW a safety check of all Westwood playground equipment was to be performed.

Transportation

Based on a resident's complaint to the Commission about the lack of access to and from the platform at the RT 128 train station, the Town with the Commission as co-signer, sent a letter to the AMTRAK and MBTA regarding the out of service elevators and escalator. The Commission will continue to monitor this situation as it has yet to be resolved.

Housing

In the Commission's continuing focus on housing options for the over 22 disabled population, the Commission hosted Jeff Dugan from the Massachusetts Office of Disabilities (MOD) via conference call, talking to him about government programs that help citizens with disabilities live independently and about their civil rights. The final

Commission on Disability *Annual Report*

conclusion from the conversation was that there is a big gap in coverage for the over 22 adults especially the ones without DDS support.

As a continuation of the ongoing Housing activities, the Commission was invited to talk to Town Administrator Mike Jaillet, Selectman Nancy Hyde and other Town officials about the lack of housing for the disabled currently living in Westwood, and the need to create housing and job opportunities at Westwood Station in order to keep our disabled adults in the community close to their families and friends.

Building a Caring Community

The Commission held its fourth Caregiver Support meeting in April with the title “Building a Caring Community” with the focus on defining the options, exploring the process, and the procedures in the difficult task of securing community housing for the over 22 year old residents. Included in the conversation, was the area of Section 8 vouchers. As during the prior years, this evening was skillfully guided by HESSCO family care-giving specialist, Sheryl Leary. The other invited speaker for this evening was Alan White, Director of Residential Alternatives from TILL (Toward Independent Living), with Abby Hanscom from Westwood Public Schools and Selectman Pat Ahearn in attendance.



Anne Berry Goodfellow, *Chairman*
Tom Barner
Jean Barrett
MaryAnne Carty
Michelle Fiola-Reidy
Pat Carty-Larkin
Jane Forsberg

Fran MacQueen
Jette Meglan, *Co-Chair*
Jude O'Hara
Jan Randlett
Connie Rizoli
Mary Sethna

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

www.arcsouthnorfolk.org - Be sure to visit our website and online Gift Catalog !!



Achi eve wi th us.

Mission

Over the past year, The Arc of South Norfolk (formerly The South Norfolk County Arc or SNCARC) has provided advocacy and support to individuals diagnosed with intellectual and developmental disabilities (I/DD). The Arc of South Norfolk continues to carry out the organization's mission in promoting and protecting the human rights of people with I/DD and actively supporting their full inclusion and participation in the community throughout their lifetimes.

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

Supports and services provided to the citizens of Westwood include:

Family Support and Respite Care:

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

Family Autism Center:

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

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

Autism and Law Enforcement Education Coalition (ALEC)

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

Social-Recreational Programs:

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

Advocacy:

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

Harbor Counseling Center:

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

Residential Management:

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

Day Habilitation Program:

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

Services supported by The Arc of South Norfolk through its affiliate, Lifeworks:

Vocational Training and Job Placement Programs:

Lifeworks Employment Services provides vocational rehabilitation for people with I/DD age 18 and over. These services include vocational evaluation, work adjustment training, sheltered employment, transitional or supported employment and competitive job placement and follow-up support.

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

Residential Programs:

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

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

Respectfully submitted,

Daniel J. Burke

President and CEO

Veterans' Services *Annual Report*

Chris McKeown, *Veterans' Services Director*

Mission

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

Goals and Responsibilities

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

Veterans Services

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



Current Services/Programs

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

Veterans' Services Annual Report

Prior Year Accomplishments

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

FY2014 Service Plan

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

Chris McKeown

Veterans' Service Director

Memorial Day Committee *Annual Report*

Veterans' Services
American Legion Post 320
Harry Aaron

Dottie Powers
Officer Paul Sicard

Mission

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

Goals and Responsibilities

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

Program/Service Areas

Parade/Ceremonies

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



Provide Decorations for Graves

- Grave markers for flags signifying service in appropriate wars.
- Flags and flowers for Veterans graves in both Westwood cemeteries.
- Flags on signs in Veteran Squares.
- Large Wreath for Monument at Veterans Memorial Park.

Memorial Day Committee Annual Report



*Left: POW/MIA chair prepped to be brought to the Memorial Day services.
Right: Carrying the POW-MIA chair to the services in the cemetery on Memorial Day.*

Prior Year Accomplishments

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

FY 2014 Service Plan

- Hold Memorial Day Events on Monday, May 26, 2014. The Memorial Day Parade will begin at 10:00 A.M. at Town hall and proceed to the Old Westwood Cemetery for the traditional Memorial Day ceremony.

Committee:

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

Culture and Recreation

Board of Library Trustees *Annual Report*

Mary Beth Persons, *Chair*
Karen Coffey, *Secretary*
Mary Feeley

Mary Masi-Phelps
Richard Wade
Jane Wiggin

This past year will be one that is well documented in Westwood’s history books. On July 1, 2013 the new Westwood Public Library opened its doors to a town eagerly awaiting a magnificent facility—beautifully designed, environmentally friendly, handicapped accessible, state of the art and soundly constructed. We projected an increase in visitors due to the new facility; however, the record setting response has been truly staggering. In six months of 2013, we surpassed an entire year’s worth of patron visits. We are thrilled that the public is enjoying all the facility has to offer.

On a beautiful fall day in September, we held the Official Ribbon Cutting Ceremony and Dedication for the \$13.8M building. Invited guests included State Senator Michael Rush, State Representative Paul McMurtry, State Library Commissioner George Comeau and other members of the Massachusetts Board of Library Commissioners who awarded Westwood a \$4M grant. Our local Selectmen, Town employees and members of the Friends of the Library, as well as hundreds of community residents made this a memorable day for all. We expressed our appreciation to the many people, including the taxpayers of Westwood, who made the project possible over the twelve years that it took to complete. Guests enjoyed a short speaker program after the ribbon cutting, followed by music, refreshments, and tours of the new facility.



Library ribbon cutting September 15, 2013

With over 115,000 visitors in just six months, it is evident that the library is truly a community gathering place. Besides a place to get books and attend programs, the Main

Board of Library Trustees *Annual Report*

library also has exceptional meeting room space. The Community Meeting Room and the conference room, as well as small group study rooms have been reserved consistently since the doors opened. The Gallery has also been a favorite for people to meet over a cup of coffee or to search the web using the wireless internet. Besides new meeting room policies, we have approved an art exhibit policy for the Gallery that allows groups or individuals to publicize their work to support lifelong learning and cultural enrichment.

The Islington Branch Library has always been a vital part of the Town's total library services. During the time the Main library was closed, the Branch was open six days a week to support the residents' library needs. The Branch has now resumed its normal three day schedule. The Trustees are tracking Main and Branch use to determine the best allocation of library services for the Town's future needs.

The Trustees would like to recognize Director Tom Viti and the entire Library staff for the professional manner in which they meet the demands of the project. In providing service from the Branch Library and efficiently instructing the record numbers of visitors to the new Library on the details of self-checkout and other features of the building, they did a tremendous job. Tom Viti graciously led the staff through a myriad of changes while keeping the needs of public as his top priority.

We are very pleased to report that the total construction costs for the completed project were within our projections. We have settled our obligation with the Town and have received most monies due to us. We still need to settle some remaining outstanding items; however, the project is in an excellent financial condition.

We would like to again recognize the Westwood Permanent Building Commission, the Board of Selectmen, and numerous other town employees and volunteers who have worked collectively to ensure that our tax dollars are spent prudently and to provide an exceptional town facility that will serve our residents for many years to come.

Mary Beth Persons, *Chair*
Board of Library Trustees

Library Director *Annual Report*

Thomas Viti, Library Director

Mission

The Westwood Public Library provides high quality resources, and diverse and creative opportunities for residents of all ages: to satisfy their recreational interests and find information on popular cultural and social trends; to use information on topics related to their work, school, and personal lives; to fulfill their need for personal growth and development; to develop an understanding of their heritage and that of other cultures; and to join the community to discuss issues of common interest.

New Main Library Opens

It was an auspicious year with the completion of the new Main Library ushering in a new era of service for Westwood. Opening on July 1, the 32,000 square foot building was an immediate hit with town residents. As the statistics show, use of the new facility exceeded all expectations. The Main Library was designed as a center for community activities and people embraced the possibilities for meetings, study, discussion groups and public programs. The Library was officially dedicated on September 15 with a joyful gathering of state and local officials and hundreds of community members.

Circulation for the year was over 196,000, with 68% coming at the Main Library. Attendance for the first six months at the Main was more than 115,000, which is nearly the total for a full year in the old library. Library cards were issued to more than 1,600 people with 66% of this new applications; the balance were replacement cards. After six months we found that 70% of in-house circulation at the Main was done at our new self-check stations. Our two new small study rooms were used over 400 times and there were more than 175 community meetings.



New library is warm and inviting

Library Director *Annual Report*



New library offers many quite spots

I am pleased that the Board of Selectmen, Finance Commission and Personnel Board held meetings at the Main Library. Special events like the Roy London Humanitarian Award, the swearing-in ceremonies for Police Chief Silva and programs sponsored by the Westwood Foundation for Education and the League of Woman Voters have all been held in the spacious Community Meeting and Conference Rooms.

The building project utilized the energy and talents of many people and I am deeply indebted to all for their professional and personal support. John Cronin Jr. and Tom Erickson spearheaded the Permanent Building Committee's oversight of the project. The Board of Selectmen contributed their expertise whenever needed. Town Administrator Mike Jaillet and Finance Director Pam Dukeman were likewise involved in many key decisions. Our inspection, safety and planning departments helped to insure that all appropriate standards were fully met.

My thanks go to all Town residents for the support and interest they showed during the many months of construction. The Trustees and I are deeply grateful to the many donors whose generosity helped make the new Library a reality. I especially appreciate the work and financial assistance of the Friends of the Westwood Public Library. Led by President Diane Parazin, the Friends underwrite library programs, museum passes and special projects. They provide the extra services and offerings that help our Library achieve an excellent level of service.

Other Highlights

In April, we said goodbye to the 'old' Main Library, which was demolished to make way for the re-located Colburn School. The move of the former School was completed without incident and renovations were still underway late in the year to prepare for the new tenants. It is gratifying that the Town was able to preserve the Colburn and its re-use is a healthy addition to the High Street business district.

Library Director *Annual Report*

- Annual circulation – 196,000+ with 68% of this coming from the Main Library
- Annual attendance – 115,000+ at the Main Library
- New Library cards issued – 1,600+
- Self-check at Main Library – 70% of all circulation
- Study Room Use – 400+ in six months
- Community meetings – 175+ in six months



Children's librarians in their new space

I am proud of the Library staff for the fantastic job they did in re-organizing departments, learning new routines and deploying new technology for the benefit of library users. With skill and good cheer they eagerly explained the building's layout and features. A number of long-time staff members retired in 2013. Head of Children's Services Loretta Eysie, Library Assistant Josie McCusker and Technical Assistant Helen Rezendes gave professional and friendly service to patrons for many years. New staff joining the Library last year were Library Assistants Karen Gallagher, Jenny Durant and Caroline Tighe; Technical Assistant Liz Keefe; Children's Librarian Hannah Gavalis. Appointed as Head of Children's Services was Elizabeth McGovern.

The Library Trustees and I spent many years on this project. Our vision was for a building that would serve as a library and also be a center for Town activities. It is highly rewarding to provide this new resource to the Town. I thank you for giving me this opportunity.

Respectfully submitted,
Thomas Viti
Library Director

Westwood Cultural Council *Annual Report*

Lisa Walker
Joan Murphy
Debbie Wells

Rhonda Kivlin
Jeannie Shapiro
Melanie Guerra

Mission

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

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

The Westwood Cultural Council received applications totaling \$20040 for the October 2013 cycle. The council allocated \$5,168 and distributed this amount as follows.

The Charles River Sinfonietta will perform a family concert at First Parish Church. It is an event that highlights Westwood trumpet musician, Jeff Hoeffler, and a Westwood high school musician. The concert will be held June 16, 2014.

We are pleased to fund a grant for our youngest students at the Westwood Integrated Preschool. They will welcome Kemp Harris, storyteller and musician in February 2014.

Sheehan School students, grades 2-5, have invited Westwood seniors to an assembly called "Arabiqua – Middle Eastern Dance." This is a cultural arts event that will take place in February 2014 to enrich and educate senior and youth communities about the Middle East. Martha Jones students will learn about immigration to America with a hands-on program in March 2014.

Westwood Historical Society presents "Man Against the Sea" in a series of three events featuring the author and a book talk in October 2013, January 2014 and March 2014.

We are pleased that the library is open and available for Peter Maichack's new pastel demonstration and workshop entitled "Sublime Flowers" scheduled for July 29, 2014.

Westwood Winds, directed by Westwood's Jim Giurleo, will perform concerts in Westwood past and present.

We were pleased to support Westwood artist and noted director of the Fuller Museum, Mr Fairbanks with funds to support the artsKitchen concert series at the Fuller Museum from January to December 2014.

We are most proud to fully fund a grant request from Westwood High School music teacher Heather Cote for a Westwood Jazz Night. This grant is two part: an educational workshop for students and faculty in January, and, a jazz concert at Westwood High School for residents in February 2014.

Westwood Cultural Council *Annual Report*

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

Respectfully submitted,

Lisa Walker

Rhonda Kivlin

Joan Murphy

Jeannie Shapiro

Debbie Wells

Melanie Guerra

Recreation Department *Annual Report*



Recreation Department and Commission

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

The Recreation Department comprises seven full-time year round staff. Two of these staff members operate the indoor swimming facility. There are also two program managers who coordinate recreation programs that are run either in-house or with outside contractors. The remaining three staff members perform administrative duties including providing customer service, marketing, long-term facilities planning, and all financial recordkeeping and reporting.

The entire Recreation staff works collaboratively on event planning and operations. They are assisted by the Recreation Commission members and other volunteers to ensure the highest quality experience for event guests.

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

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

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

A Message from Recreation Director Nicole Banks

The Recreation Commission and staff are pleased to present the department’s annual report. The department strives to provide affordable and engaging programming that meets the interests of the Westwood community. Parks and recreation participation helps foster a sense of community, positively impacts health (reducing health care costs), reduces crime, stimulates the economy, and most importantly improves overall quality of life. I have been serving as the Recreation Director since early December, but in this short time I have already seen the community’s embrace and support of recreation. The Recreation Department sends its gratitude to the previous Recreation Director, David Burns, who stepped down earlier this year to pursue a new opportunity in the private sector. David’s two years of service is highlighted by the successful re-launching of the Town’s annual Westwood Day celebration. Following David’s departure, Pete Hechenbleikner served as the Interim Recreation Director during the search and hiring process for a new director. Pete spearheaded a number of projects in his short time within the department and brought

Recreation Department *Annual Report*

insightful organizational and budgetary input and changes to the department given his extensive career as Town Manager of the city of Reading, MA. One highly visible project Pete initiated and oversaw was the installation of new Recreation Department signage which increases the visibility of the department to our guests. He also assisted the department staff in organizing the 2nd annual Westwood Day celebration. As Pete now serves as the Town's Economic Development Officer he has been accessible and supportive throughout my transition into the department.

As I have met with community groups and sport representatives I have been thoroughly impressed with the professionalism and strong commitment to improving park and recreation offerings in town. Such a strong volunteer presence coupled with the Commission, DPW, school officials, Town and Recreation staff gives me the utmost confidence that the Recreation Department will continue to bring high quality programming, events, and new park and field amenities to Westwood. I look forward to getting to know more people throughout the community and welcome input on ideas and suggestions that will help us to serve our mission.

Administration and Finance

The Administration and Finance division provides structure, organization, and support to all areas of the Recreation Department.

This division manages and directs all financial activities related to the daily business operations. Additionally, it develops and implements registration and fiscal policies and procedures for the department.

Budgets, reports, and statistics are generated to assist in the overall development, implementation, and evaluation of Recreation programs and services. The goal of this "fee for service" department is to offer affordable programming to all residents. Scholarships are available for residents in financial need.

- Recreation Scholarships: \$14,679. program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$10,038. monies donated to assist 29 participants with summer recreation programs.
- Sponsors: Needham Bank sponsored \$3,000. for March Into Summer. Roche Bros. donated \$5,000. for New Year's Eve Fireworks. North Walpole Fish and Game and Westwood Permanent Firefighters Local 1994 sponsored the Fishing Derby.

Marketing and Special Events

This division manages and coordinates all marketing, advertising, and promotional work. Strategies and master plans are formulated to assure Westwood residents are aware of recreation programs and services.

Program marketing includes: seasonal brochures, listserv, website, online registration, Facebook, Twitter, Westcat, Our Common Place Westwood, school district bulletin, Westwood Press, Home Town Weekly, Preschool Network, Early Childhood Council, Integrated Preschool, PTO, flyers, posters, yard signs, email, phone, and office inquires.

2013 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer Band Concerts, Fireman's Foam, Westwood Day, and NYE Fireworks.

Recreation Department *Annual Report*



Fireman's Foam. A popular event every year.

Westwood Day

The Westwood Day 2013 celebration began on Friday, October 4 with an exciting football game in which Westwood prevailed over Holliston in double overtime. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday October 5, the 5K road race followed by the fun-run kicked off a day of celebration that ended with boys and girls high school soccer games on Flahive Field in the early evening under the lights. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment, food from 15 vendors, 30 different activities for all ages, and over 100 vendors displaying wares.



Special thanks to the many community businesses and organizations who generously donated money to offset the costs to organize and run Westwood Day. The support was so strong that we are exploring eliminating the guest admission fee.

Westwood Day 2013 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from the entire Recreation staff. Employees from many Town Departments, the School Department, and volunteers from the community assisted Recreation staff to make Westwood Day a memorable event for the town.

Important Facts

- Friday and Saturday, October 4 & 5, 2013
- Committees headed by Recreation Staff: Activities, Vendor Village, Food Court, Music/Entertainment, Sponsorships, Facilities, Volunteers, and Marketing.
- Event was self-sustaining and has a balance of \$18,000. to start 2014 planning.
- Over 4,000 people attended the event.
- 300 plus students and adult volunteers contributed.

Recreation Department *Annual Report*

Programming and Services

This division serves the community through diverse, innovative programming with broad partnerships, which addresses the needs and interests of the entire community. A wide variety of activities encourage participants to spend their time in a positive, productive, and enjoyable manner. The benefits are endless.

The Recreation Department implements the Field Permit Policy and issues permits for all sports groups.

The Islington Community Center (ICC) provides space for recreation programs, drop-in activities, special events, and community programs for people of all ages. Where program space continues to remain limited, the space at the ICC is invaluable. The ICC is also used for community programs including the Boy Scouts of America, AA Meetings, and the Commission on Disability, as well as providing space for parties and family events.

2013 Highlights

- Summer Days offered two, three and five day program options for ages 3-5, four and five day program option for ages 5 and older. Another very successful summer with a total of 1,450 total participants.
- Coordinated with the Westwood Public School Enrichment program staff and transported 50-65 participants to the 12:00-5:30 component of Summer Days.
- Leadership Development Program trained 45 future leaders with offering only two sessions for more consistency and training.
- Continued collaborations for the 2nd year with Westwood Integrated Preschool and Summer Days program.
- Purchased Adobe Illustrator for a new marketing tool.
- Musical theatre remained highly popular during the school year and preformed four full-to-capacity summer shows.
- Short Wednesday after-school programs continued at Downey and Sheehan with tennis at Downey for the first time.
- Incorporated high school varsity coaches and hired additional summer sports clinic staff. Sports clinics had over 1,050 participants.
- Instructed over 340 participants in the youth and adult tennis programs.
- Added additional seasonal programs in Sports & Fitness to include: baseball, basketball, fencing, golf lessons, kids yoga, adult kickboxing, soccer, pilates & zumba.
- Adult basketball league increased to 10 teams and the Schechter Academy in Norwood was rented out.
- New tennis court at Morrison officially opened as part of the Morrison Revitalization project.
- New field scheduling software, FacilityDude, was implemented.



Safety Town. A favorite special event for many years.

Recreation Department *Annual Report*

Parent/Child and Preschool Division

Programs for infants and toddlers include their families and/or caregivers. This provides the adults a supportive environment that nurtures friendships.

2013 Highlights

- New preschool class room at the Islington Community Center has been very well received with the amount of space for parent/child, preschool offerings.
- Parent and Child programs continue to be full each session.
- Vacation weeks were very popular throughout the year and stayed strong during the summer.

Aquatic Division

The Aquatic Division provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an authorized provider for the American Red Cross, offering swimming programs including: Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety Courses, Lifeguarding, Water Safety Instructor Training, CPR/ AED and First Aid.

Specialized programs such as: Pool Parties, Master's Swimming, Underwater Hockey and Scuba Diving provide unique programming to the community. Additionally, daily open and lap swim allows individuals the opportunity to swim seven days a week year round.



Westwood Recreation Pool

2013 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	1202	224
February	970	218
March	1178	256
April	1082	212
May	1403	159
June	1467	142
July	2386	243
August	1817	224

Recreation Department *Annual Report*

September	1267	136
October	1125	106
November	1118	225
December	1097	242
Totals	16112	2387

This wide array of aquatic programming for people of all abilities promotes health, wellness and provides opportunities for socialization in a clean, secure, and comfortable environment.

The Aquatics Team includes the aquatic manager, the aquatic specialist, water safety instructors, lifeguards, water safety instructor aides, and pool volunteers. The pool is utilized by the Westwood High School swim teams and students, Boys Scouts of America, Westwood residents, and residents from neighboring communities.

2013 Highlights

- Facilitated 35 pool parties.
- Offered new programs, Master's Swimming and Kid's Triathlon Club.
- Increased open swim opportunities by adding Senior Swim on Tuesday and Thursdays from 1:00-2:15 pm.
- High demand led to an increase of private lesson offerings, serving 139 individuals.
- Winter Swim Team had 236 participants ranging in age from 5-18 years who participated in the 18-week competitive swim program.
- The Summer Swim Team provided 80 swimmers the opportunity to experience competitive swimming in a relaxed environment.
- 1,590 participated in The Learn to Swim Program, Aqua Fitness, Master's Swimming and Triathlon Kids Club.
- Capital Improvement Project: Family Changing Room for the pool facility was approved at Town Meeting, constructed, and completed.

Respectfully submitted,
Westwood Recreation Department
Nicole Banks, *Recreation Director*

Recreation Commission Members
Diane Thornton, *Chair*
Tim Adams
Paul Aries
Joyce Cannon
Elizabeth Phillips
Dave Reilly
Paul Tucceri
Ann Delaney, Associate Member
Lynn Connors, Associate Member

Historical Commission *Annual Report*

Nancy Donahue
Mary Jo Hogan
Kristi Noone

Lura Provost
Peter Paravalos, Chairman

Mission

The mission of the Westwood Historical Commission (WHC) is to identify, document, and protect Westwood's historic resources, to increase public awareness of Westwood's heritage and the value of historic preservation, through the guidance and council of the Massachusetts Historical Commission, in cooperation with other Town boards and committees. The WHC endeavors to be a preservation information resource to all citizens of Westwood and the Commonwealth of Massachusetts by means of research, public meetings, and local media outlets.



The Westwood Historical Commission is appointed by the Board of Selectman. Pictured Left to Right: Kristi Noone, Lura Provost, Peter Paravalos, Nancy Donahue, and Mary Jo Hogan.

2013 In Review

In 2013, the Commission continued to focus its attention on the restoration and rehabilitation of the Colburn School Building; the centerpiece of the Colburn School High Street Historic District. Built in 1874, the School is listed on the National and State Historic Registers. The School was temporarily relocated in 2010, vacating its original site on High Street for make way for the construction of the Town's new public library which was completed in the summer of 2013.

After the new library was complete, the Colburn School building was moved back onto High Street, adjacent to its original site, and rotated 90-degrees to face the new library. The building is nearing the end of its exterior restoration, with a new addition to the rear of the building matching the original building in form and scale; an interior rehabilitation of the building will soon house a bank on the first floor and residential units in the two upper floors.

The Westwood Historical Commission continues to work in partnership with the Massachusetts Historical Commission, the Board of Selectman, the Planning Board, and the Library Trustees to make this project a successful example of collaboration in historic preservation and town planning for generations to come.

Historical Commission *Annual Report*



The Colburn School, pictured in February of 2014; an exterior restoration is nearing completion. The School Building now faces the new Westwood Public Library, and shares a common driveway entrance.



An addition to the rear elevation of the School accommodates a drive-thru for the bank, and additional space for the residential units above. Historic aspects of the original Colburn School have been added to the new addition, helping to unify the entire structure.

With the goal of raising awareness and celebrating Westwood's two National Register Historic Districts along High Street: *the Colburn School and the Fisher School Historic Districts*, the Commission is continuing its efforts in designing, fabricating, and erecting new historic signage to recognize Westwood's Historic Districts.

In the coming year, the Westwood Historical Commission will continue to work towards identifying and helping preserve Westwood's many cultural resources.

Westwood Environmental Action Committee *Annual Report*

Thomas Philbin
Pamela Kane
Peter Kane
Maria Constantini

Wendy Muellers
Claire Sullivan
Jan Galkowski

On April 1, 2013 Westwood was presented with a check for \$138,875 from Secretary of Energy and Environmental Affairs – Rick Sullivan Jr. and Department of Energy Resources Commissioner Mark Sylvia. The money was granted to Westwood because the Town met the criteria to become a Green Community. Over the course of the year, the Westwood Environmental Action Committee (WEAC) has worked with the school department and the DPW to invest this money in various energy efficiency upgrade projects. Over the next several years, WEAC will continue to work to reduce municipal energy use by 20% thereby saving the town money as well as reducing our carbon footprint.

Over the course of the past year, WEAC also worked on several other projects including the Electronics Recycling event in May and the town wide Earth week cleanup campaign in April. WEAC also manned a booth at the Westwood Day Fair in September. WEAC is now assisting the DPW in its efforts to collect energy use data for all town buildings in a more timely manner.

End of part 1 of 4
Please download the Appendices A, B, and C
For a complete archive of the 117th Annual Report.