

WESTWOOD



118th Town Report

Town of Westwood *118th 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:

2014 Town Report ONLINE Part 1 of 4.pdf

2014 Town Report ONLINE Part 2 of 4.pdf

2014 Town Report ONLINE Part 3 of 4.pdf

2014 Town Report ONLINE Part 4 of 4.pdf



Town of Westwood
118th Annual Report
For Year Ending December 31, 2014

In Memoriam

James Grew Wheeler

IN MEMORIAM



James Grew Wheeler

Town Moderator

1967-1986

State Representative

1961-1964

Mr. Wheeler was a key sponsor and proponent of a bill the Legislature passed in the mid-1960s that gave Massachusetts residents the right to bequeath their bodies to medical schools and organs to donor banks.

In Memoriam

Shirley Howard

IN MEMORIAM



Shirley Howard

Centennial Commission 1992-1995

Historical Commission 1992-1994

Local Emergency Management Agency 1991-1992

Emergency Planning Committee 1988-1991

Board of Selectmen 1986-1992

Finance Committee 1981-1986

Trustee of the Public Library 1978-1983

Mrs. Howard also served many years on the
Westwood League of Women Voters

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Available at www.townhall.westwood.ma.us

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Town of Westwood 118th Annual Report

For Year Ending December 31, 2014



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.

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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:
cemcarthy@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 Assessors

Maureen Bleday - 2015
Michael P Krone – 2016
Mark F. Murphy – 2017

Board of Selectmen

Patrick J. Ahearn – 2016
Nancy C. Hyde – 2015
Michael F. Walsh – 2017

Town Moderator

Alice E. Moore – 2015

Town Collector

Albert F. Wisalko – 2015

Town Treasurer

James J. Gavin – 2015

Town Clerk

Dorothy A. Powers

Planning Board

Steven M. Rafsky – 2015
Steven H. Olanoff – 2015
John J. Wiggan – 2016
Bruce H. Montgomery – 2016
Christopher Pfaff - 2017

Sewer Commission

Anthony J. Antonellis - 2015
Frank X. MacPherson - 2017
James M. Connors - 2016

School Committee

Josepha Anne Jowdy – 2017
Charles L. Donahue, Jr. – 2017
Brian T. Kelly – 2015
Carol Lewis - 2016
John J. O'Brien – 2016

Regional Vocation School District Commission

Charles W. Flahive – 2016

Library Trustees

Karen Coffey – 2016
Mary Masi-Phelps – 2015
Richard Wade - 2016
Amelia R. Rands – 2017
Mary Beth Persons – 2017
Jane Wiggan – 2015

Housing Authority

John J. Cummings – 2019
David Atkins – 2018
Juliet W. Onderdonk – 2016
Jerrold B. Wolfe – 2015
State Rep VACANT - 2012

Town Moderator *Appointments*

Finance Commission

Paul Bierden - 2017
David Blessing – 2015
Julianne Bride - 2016
Cynthia Buckley - 2017
Barbara Delisle – 2016
James Ferraro - 2016
Margery Eramo Young – 2017
Craig Foscaldo – 2017
George Hertz – 2015
Peter Kane - 2016
Marianne LeBlanc – 2015
Thomas Looney – 2015
Peter Neville – 2016
Michael O’Hara – 2017
Robert Uek - 2015

Permanent Building Committee

Paul Colantuoni – 2015
John Cronin, Jr. – 2017
John Cummings – 2015
Thomas Erickson – 2017
Judy Frodigh - 2016
Peter Paravalos - 2016

Personnel Board

Joseph Emerson, Jr. – 2017
Douglas Hyde – 2016
Robert Shea – 2015
Pamela Smith – 2015
Rachel Lipton - 2017

Appointed by the Board of Selectmen

Aid to the Elderly Infirm

Patrick Ahearn - 2015
Pamela Dukeman – 2015
James Gavin - 2015
Josepha Jowdy – 2015
Janice Polin - 2015
Deborah Robbins - 2015
Al Wisalko – 2015

Alcohol Review Committee

Michael Jaillet - 2015
Nora Loughnane - 2015
Thomas McCusker - 2015
Louise Rossi - 2015
William Scoble – 2015
Linda Shea – 2015
Jeffrey Silva – 2015
Ex Officio
Christine McCarthy – 2015

Americans with Disabilities Act Coordinator

Michael Jaillet – 2015

Audit Committee

Susan Flanagan Cahill – 2015
Thomas Metzold – 2017
Frederick Steeves, III – 2016
Associate Member
Michael Papetti – 2016

Board of Health

Carol Ahearn – 2016
James O’Sullivan – 2017
Tarah Somers – 2015

Building Survey Board

William Scoble – 2015

Cemetery Commission

Thomas Aaron – 2017
Linda Walter – 2016
Ex Officio
Michael Jaillet – 2015
Todd Korchin – 2015
Brendan Ryan – 2015

Central Norfolk Regional Emergency Planning Committee

Linda Shea – 2015

Chief Procurement Officer

Michael Jaillet – 2015

Commission on Disability

Jean Barrett – 2017
Michelle Fiola-Reidy - 2017
Anne Berry Goodfellow - 2016
Frances MacQueen - 2016
Jette Meglan – 2016
Jude O’Hara - 2015
Constance Rizoli – 2016
Mary Sethna - 2017
Associate Member
Thomas Barner - 2015
Ex Officio
MaryAnne Carty - 2015

Communications & Technology Advisory Board

Steve Anderson - 2015
Mark Hichar – 2016
Ayman Mahmoud – 2015
Cheryl Morrison Deutsch – 2016
Elena Neil -2016
Ex Officio
Michael Jaillet – 2015
Donna McClellan – 2015

Compensation Agent

Michael Jaillet – 2015

Appointed by the Board of Selectmen

Comprehensive Planning Committee

John Cummings – 2015
Michael Jaillet – 2015
Pamela Kane – 2015
Nora Loughnane – 2015
Mary Masi-Phelps – 2015
Janica Midiri - 2015
James O’Sullivan – 2015
Peter Paravalos – 2015
Charles Pare – 2015
Joseph Previterra – 2015
Jack Wiggin – 2015
Jerrold Wolfe – 2015

Conservation Commission

Leo Crowe – 2015
Russell J. McMullan – 2015
John Masterson – 2016
Charles Pare – 2017
Joseph Previterra - 2015
William Stowe – 2015
Associate Member
Vacant
Ex Officio
Karon Skinner-Catrone – 2015

Council on Aging

Betty Connors - 2016
Margaret Dullea - 2016
Cheryl Fay - 2017
Robert Folsom - 2016
Mary Gens - 2017
Irene MacEachern – 2015
William Sebet – 2015
James O’Sullivan - 2016

Dedham Westwood Water Commission (December)

Joseph S. Carter, III - 2015
James J. Galvin - 2016
Robert E. McLaughlin, Jr. – 2014

DPW Director

Todd Korchin – 2015

Election Officers

Patricia Aaron – 2015
Claire Asbrand - 2015
Ann Bean – 2015
Joan Broderick – 2015
Cynthia Buckley - 2015
Betty Connors - 2015
Leo Crowe - 2015
Denise Crowe – 2015
Eugene Cummings - 2015
Thomas Daly - 2015
Elsa Delaplace - 2015
Elaine E. DeReyna - 2015
Claudia Duff - 2015
Sheila Easland – 2015
Charles Flahive - 2015
Marilyn Foxx - 2015
Lisa Golden - 2015
Joseph Gearon - 2015
Ellen Hurley - 2015
Jennifer Kinnear – 2015
Beverly Lowery - 2015
Frances MacQueen – 2015
Judy McDonald - 2015
Karen McGilly - 2015
Patrice McGinnis - 2015
Marie McGrail – 2015
Ann Neville – 2015
Susan Scales – 2015
Paula Scoble - 2015
William Sebet – 2015
Priscilla Shaughnessy -2015
Diane Snyder - 2015
Priscilla Draper Wallace – 2015

Emergency Management Agency

Patrick Ahearn -2015
Ken Aries - 2015
Jeffrey Bina – 2015
Pam Dukeman - 2015
Michael Jaillet - 2015
Todd Korchin – 2015
William Scoble - 2015
Linda Shea – 2015
Jeffrey Silva – 2015

Appointed by the Board of Selectmen

Fair Housing Director

Michael Jaillet – 2015

Fire Chief

William Scoble

Forest Warden

William Scoble – 2015

Health Care Review Committee

Patrick Ahearn – 2015

John Antonucci – 2015

~~Mary Beth Bernard – 2015~~

Frank Chillemi – 2015

Carolyn Collins -2015

Pamela Dukeman – 2015

Daniel Fafara - 2015

Matthew Gillis – 2015

Michael Jaillet – 2015

Steve Lund – 2015

Marie O’Leary – 2015

Heath Petracca – 2015

Sheree Rau – 2015

Teresa Riordan – 2015

Denise Singleton - 2015

Sandra Warnick – 2015

Hearing Officer of Buildings and Fire

Michael Jaillet – 2015

Historical Commission

Nancy Donahue - 2016

Kristi Noone – 2016

Peter Paravalos - 2015

Lura Provost – 2017

Marilyn Freedman - 2015

Housing Partnership Fair Housing Committee

Patrick Ahearn - 2015

Pamela Kane - 2015

Jerrold Wolfe – 2015

John Wiggin - 2015

Alternate

Christopher Pfaff – 2015

Ex Officio

Anne Marie McIntyre -2015

Michael Jaillet – 2015

John J. Cronin Public Service Award Committee

Patrick Ahearn - 2015

Anthony Antonellis – 2017

John J. Cronin Jr. - 2016

Pamela Dukeman - 2015

Margery Eramo - 2016

Michael Jaillet - 2015

Louis Rizoli – 2015

Ex Officio

Christine McCarthy – 2015

Local Emergency Planning

Patrick Ahearn - 2015

Kenneth Aries – 2015

David Bethoney – 2015

Cynthia Butters – 2015

Len Chadbourne – 2015

Joseph Doyle - 2015

Robert Eiben – 2015

Dwayne Henderson - 2015

Nancy Hyde - 2015

Michael Jaillet - 2015

Paul Jolicoeur – 2015

Donna Kilburne – 2015

Todd Korchin – 2015

David Lawson – 2015

Donna McClellan – 2015

William Polin – 2015

Janice Randlett – 2015

William Scoble -2015

Linda Shea - 2015

Jeffrey Silva – 2015

Michael Walsh - 2015

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Appointed by the Board of Selectmen

Local Emergency Planning, continued

Alternate

Jeffrey Bina – 2015
Mary Beechinor – 2015
Patrick Coleman – 2015
Caroline Haviland – 2015
Richard LaTour – 2015
Robert Lexander -2015
Paul Sicard – 2015
George Popovici – 2015

Long Range Financial Planning Committee

John Antonucci – 2015
Maureen Bleday – 2015
Barbara Delisle – 2015
Pamela Dukeman – 2015
James Gavin – 2015
Nancy Hyde – 2015
Michael Jaillet – 2015
Josepha Jowdy – 2015
Bruce Montgomery – 2015
Heath Petracca – 2015
Albert Wisialko – 2015

MAPC Representative

Michael Jaillet – 2015

Alternate

Steve Olanoff – 2015

MBTA Advisory Board Representative

Steve Olanoff – 2015

Alternate

John Wiggin – 2015

MWRA Advisory Board

Jeffrey Bina – 2015

National Organization on Disability – Westwood Rep

Anne Berry Goodfellow – 2015

Noise Abatement Subcommittee of Norwood

Dennis Cronin – 2015

Norfolk County Selectmen's Association

Michael Walsh - 2015

Obed Baker House Reuse Task Force

Patrick Ahearn – 2015
Peter Hechenbleikner – 2015
Michael Jaillet - 2015
Anne Jessup – 2015
Josepha Jowdy – 2015
Nora Loughnane – 2015
Peter Paravolas – 2015
Brendan Ryan – 2015
Paul Sicard – 2015

OPEB Liability Task Force

John Bertorilli - 2015
James Gavin - 2015
Matthew Gillis – 2015
Mark Murphy – 2015
Peter Neville - 2015
Philip Shapiro - 2015
Ex Officio
John Antonucci – 2015
~~Mary Beth Bernard – 2015~~
Pam Dukeman – 2015
Michael Jaillet – 2015
Heath Petracca – 2015

Parking Clerk

Michael Jaillet – 2015

Appointed by the Board of Selectmen

Pedestrian & Bike Safety Committee

David Atkins – 2016
Enkelejda Klosi – 2015
Michael Kraft – 2016
George Lester – 2015
Virginia Lester – 2015
Lucy Maroun - 2016
Steve Olanoff – 2017
David White – 2016
Ex Officio
Michael Jaillet – 2015
Nora Loughnane – 2015
Paul Sicard – 2015

Public Safety Task Force

Maureen Bleday – 2015
Thomas Erickson – 2015
George Hertz – 2015
Russell Lavoie – 2015
Nancy Hyde – 2015
Christopher Pfaff - 2015
Albert Wisialko – 2015
Ex Officio
~~Mary Beth Bernard – 2015~~
Pamela Dukeman - 2015
Michael Jaillet – 2015
Todd Korchin – 2015
Nora Loughnane - 2015
William Scoble – 2015
Jeffrey Silva – 2015
Thomas Viti - 2015

Police Chief

Jeffrey Silva – 2015

Recreation Commission

Paul Aries – 2015
Joyce Cannon – 2016
Lynn McConchie Connors - 2017
Ann Delaney – 2017
Elizabeth Phillips - 2017
David Reilly – 2016
Paul Tucceri – 2015
Associate Members
Diane Thornton – 2015

Regional Transportation Advisory Council

Steve Rafsky – 2015
Alternate
Steve Olanoff – 2015

Registrar of Voters

Margery Eramo – 2017
David O’Leary – 2016
Dorothy A. Powers-2016
Lawrence B. Roche – 2015

Roy London Award Committee

Todd Danforth - 2015
Barbara Delisle - 2015
Pamela Dukeman - 2015
Margery Eramo - 2015
Nancy Hyde - 2015
Michael Jaillet - 2015
Lisa Lehan – 2015
Meghan Licameli – 2015
Danielle Sutton – 2015
Ex Officio
Christine McCarthy – 2015

Storm Water Management Committee

Kenneth Aries – 2015
Jeffrey Bina - 2015
Joseph Doyle - 2015
Lynne Fielding - 2015
David Harrison - 2015
Michael Jaillet - 2015
Todd Korchin – 2015
Nora Loughnane -2015
Heath Petracca - 2015
Brendan Ryan – 2015
William Scoble - 2015
Linda Shea -2015
Karon Skinner-Catrone - 2015

Three River Interlocal Council Representative

Christopher Pfaff – 2015
Alternate
Steve Olanoff – 2015

Appointed by the Board of Selectmen

Town Administrator

Michael Jaillet – 2017

Town Bylaw Review Committee

Thomas Daly – 2015

Margery Eramo – 2015

Paul Fitzgerald – 2015

Charles Flahive - 20145

Kenneth Foscaldo – 2015

Ex Officio

Michael Jaillet – 2015

Dorothy Powers – 2015

Town Counsel

Thomas McCusker – 2015

Veterans Day / Memorial Day Committee

Harry Aaron – 2015

Chris McKeown - 2015

Richard Paster - 2015

Dorothy Powers - 2015

Paula Scoble - 2015

Paul Sicard – 2015

WestCAT Representative

Mel Bernstein – 2017

Westwood Cultural Council

Melanie Guerra - 2015

Margaret Hoyt Rustrian – 2016

Joan Murphy - 2016

Lisa Walker – 2017

Debbie Wells – 2015

Nancy Donahue – 2017

Meaghan Dunn – 2017

Jennifer Power - 2017

Westwood Environmental Action Committee

Maria Constantini – 2017

Cathy Buckley - 2015

Claire Galkowski – 2016

Jan Galkowski – 2015

Thomas Philbin – 2016

Pamela Kane – 2016

Carolyn O'Connor - 2015

Michael Vanin – 2015

Ex Officio

Kenneth Aries – 2015

Jeffrey Bina – 2015

Nancy Hyde – 2015

Westwood Representative for Regional Steering Committee

Michael Walsh - 2015

Youth & Family Services

Domenic Cianciarulo - 2016

Arlene Kasarjian - 2016

Alicia Lamonda – 2017

John Loughnane – 2016

Janica Midiri - 2015

Brad Pindel - 2016

Karen Poreda - 2017

David Russell - 2016

Patricia Tucke – 2017

Kathleen Sullivan – 2015

Student Members

Jillian Donlon – 2016

Lucie Duffy – 2016

Matt O'Connor – 2016

Gioia Cianciarulo – 2016

Connor Connaughton – 2016

Emily Keith - 2016

Appointed by the Board of Selectmen

Zoning Board of Appeals

David Krumsiek - 2016

John Lally - 2017

Doug Stebbins - 2015

Associate Members

David Belcher – 2015

Danielle Button - 2016

Gregory Donovan – 2016

Charles Reilly - 2015

Robert Rossi – 2017

Town Administrator *Appointments*

Affirmative Action Officer

Mary Beth Bernard – 2014

Animal Control Officer

Paul Jolicoeur – 2015

Assistant Building Inspector

Michael McLean – 2015

Assistant Plumbing/Gas Inspector

William F. Jacobs – 2014

Joseph Jacobs – 2014

Harold Knight – 2015

Assistant Wiring Inspector

James Naughton – 2015

John Malloy – 2015

Building Commissioner

Joseph Doyle, Jr. – 2015

Building Inspector

Michael Perkins – 2015

Burial Agent

Robert Folsom – 2015

Dorothy Power – 2015

Teresa Riordon – 2015

Conservation Specialist

Karon Skinner-Catrone -2015

Constable

Robert O'Donnell – 2015

Paul Sicard – 2015

Contract Compliance Officer

Anne Marie McIntyre – 2015

Custodian Tax Title

James Gavin – 2015

Deputy DPW Director

Jeffrey Bina – 2015

Interim Economic Development Officer

Peter Heckenbleikner – 2014

Electrical Inspector

Paul Angus – 2015

Facilities Manager

James McCarthy – 2015

Finance Director

Pamela Dukeman – 2015

Forest Warden

William Scoble – 2015

Hazardous Waste Coordinator

Linda Shea – 2015

Highway Superintendent

Brendan Ryan - 2015

Keeper of the Lock Up

Jeffrey Silva – 2015

Keeper of the Pound

Brendan Ryan – 2015

Plumbing Inspector

John F. O'Malley – 2015

Purchasing Administrator

Anne Marie McIntyre – 2015

Right To Know Coordinator

Linda Shea – 2015

Recreation Director

Nicole Banks – 2015

Sewer Superintendent

Jeffrey Bina – 2015

Solid Waste Coordinator

Jeffrey Bina – 2015

Town Administrator *Appointments*

Town Accountant

Marie O'Leary – 2015

Town Engineer

Jeffrey Bina – 2015

Town Planner

Nora Loughnane – 2015

Tree Warden

Brendan Ryan – 2015

Veteran's Service Director (Ceremonial)

Chris McKeown – 2015

West Suburban Health Group

Mary Beth Bernard – 2015

Alternate

Pamela Dukeman – 2015

Wiring Inspector

Kevin Malloy – 2015

Youth & Family Services Director

Danielle Sutton – 2015

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

Patricia Perry

Appointed by the Council on Aging

Council on Aging Director

Arcangelina Arena-DeRosa

State Department of Food and Agriculture

Animal Inspectors

Laura J. Fiske
Carolyn Thorne, 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

Governor

Charles D. Baker

Lt. Governor

Karyn E. Polito

Secretary of the Commonwealth

William Francis Galvin

Attorney General

Maura Healy

State Treasurer

Deborah B. Goldberg

State Auditor

Suzanne M. Bump

Senators in Congress

Elizabeth Warren
Edward Markey

Other Appointments

Representative in Congress

Ninth Congressional District,
Stephen F. Lynch

State Senator

Norfolk & Suffolk, Michael F. Rush

Representative in General Court

Eleventh Norfolk, Paul McMurtry

Norfolk County Officers

County Commissioners

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

Clerk of Courts

Walter F. Timilty

County Surveyor / Dept. Head

Joseph McNichols

County Treasurer

Joseph A. Connolly

Registrar of Deeds

William P. O'Donnell

District Attorney

Michael W. Morrissey

Registrar of Probate

Patrick McDermott

Sheriff

Michael G. Bellotti

General Government

Board of Selectmen *Annual Report*

Patrick J. Ahearn, *Chairman*
Nancy C. Hyde, *Clerk*
Michael F. Walsh, *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 2014. When the Board of Selectmen reorganized in May of 2014, Patrick Ahearn was elected Chairman, Nancy Hyde was elected Clerk and Michael Walsh, who was elected to his first term, assumed the title Third Member.

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 on 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 2014 recipients were Jessica Cole, Charles Domina, Wendy Muellers and Denise Singleton for the Pan Mass Challenge Kids Ride.



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. Anthony Antonellis was awarded the John Cronin Public Service Award in 2014. Tony has displayed devoted service, dedication and commitment to the Town of Westwood through his service on various boards and organizations. Tony, a Westwood High School graduate, served on the Westwood Historical Commission, was elected to the Board of Selectmen, serving as Chairman for many years. Tony is currently serving on the Sewer Commission where he has served as Chairman for several years and in 2014 decided not to seek re-election as Town Moderator after six terms. During his term on the Selectmen, Tony and the Board

Board of Selectmen *Annual Report*

oversaw the installation of artificial turf fields, he established the Organization of the Preservation of the Environmental and Nature (also known as OPEN), the acquisition of the Islington Community Center, the relocation of the Obed Baker House, and the establishment of the Senior Tax Work Off Program. During his term on the Sewer Commission, Tony and the Board oversaw over 87 miles of sewer main and the implementation of the revised Second Meter Reading program. During his term as Moderator, Tony oversaw seven Town Meetings, three Special Town Meetings and one Fall Town Meeting.

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, an increased level of capital and a continued appropriation to the Other Post Employment Benefit (OPEB) and Stabilization Reserve Accounts. The resulting budget and reserve levels significantly contribute to the Town's upgrade to an AAA bond rating by Standard and Poors in the Spring of 2014.

The Board of Selectmen continued to rely on advice from the Long Range Financial Planning Committee and 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 staffing and facilities. The Committee also recommended Town Meeting approval of significant financial contributions to the Stabilization Reserves and Other Post Retirement Benefit (OPEB) Trust Funds. The OPEB Task Force continued efforts to reduce the unfunded liability by recommending options that addressed both expense and revenue.

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 \$2.9 million bond for road improvement and equipment bonds and the bond funds for the Sewer Infrastructure. Once again, the Town received a national award for its Comprehensive Annual Financial Report (CAFR). The Assessing Department updated property values as required. Finally, the Board of Assessors and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential tax burdens.

Facilities Improvements

The Board of Selectmen, in anticipation for the University Station Project, opened a Satellite Inspection Service Office on University Avenue. The space housed inspectors from various departments including Building, Gas and Electrical, Plumbing, Engineering and Fire and a Permit Coordinator. The satellite office has become a centralized place for the University



Board of Selectmen *Annual Report*

Station Project managers and inspectors to meet to review and approve plans, make and accept payments and schedule appointments.

The Department of Public Works hired a new Facilities Custodian, allowing for the consolidation and oversight maintenance of all of the municipal buildings to be under one department and the Director of Energy to recommend and oversee facility improvements that reduce energy consumption.

In 2013, the Selectmen established a Public Safety Facilities Task Force to explore the options for locating and constructing new and/or renovating existing public safety facilities. The Task Force established that both



Fire Department and the Police Departments need more modern and larger facilities in order to serve the community needs in the 21st century. The Task Force has met monthly since July 2013 and has followed a disciplined and analytical approach to arrive at the proposed solution. At each step of the process, the Task Force has briefed all impacted Westwood boards and commissions, including the Board of Selectmen, Finance and Warrant Commission, Long Range Planning Committee, and Planning Board. All of these boards have endorsed the Task Force recommendation to the Selectmen which includes the recommendation to build a new Islington Fire Station on its current site and a new Police Station behind the current station and to oversee the design of both.

Public Safety

Town Meeting approved a Home Rule Petition seeking the removal of the Westwood Police Department from Civil Service at the 2014 Annual Town Meeting after which a town recruiting plan was devised and put into action. Previously, the Police Department would receive a list of limited applicants - Civil Service would provide 7 names for 3 openings - that were eligible to be appointed as police officers. As part of the recruiting effort instituted by the Police and Human Resources Departments, an aggressive advertising campaign took place in the printed and electronic media seeking to attract the most qualified candidates among a diverse applicant pool. Advertisements were placed in the local newspaper, the Boston Herald, Monster, Indeed, LinkedIn, Massachusetts Municipal Association, the Town websites, public safety intranet services, PoliceOne.com and a wide variety of employment outlets. As a result of this recruitment initiative, approximately 700 applicants inquired about the position and nearly 400 registered to take the test and the process proceed to the selection of four candidates.



Board of Selectmen *Annual Report*

The Police and Human Resources Department in conjunction with the Finance, School and IT Departments collaborated to provide an online application and payment process for Police recruits. The online service provided superior convenience to applicants who were now free to research, apply and pay whether they were on military duty half way around the world or at home right around the corner. This recruiting and hiring process represents a level of professionalism consistent with the Town image and reflective of the changing demographics.

Public Works

The Department of Public Works completed many traffic safety improvements to the roadways including, but not limited to the traffic calming project in the High Rock Street/ Dover Road / Conant Road / and Country Lane neighborhood, installed temporary traffic calming measures in the Canton / Everett / Forbes neighborhood, and resurfaced Church Street, Fisher Street, Baker Street, Bonney Street, Pine Lane, School Street and Oak Street.

The Department of Public Works continues to upgrade its fleet and capital equipment by replacing outdated vehicles and equipment to better serve the community and to reline sewer mains as called for in its plan maintenance.

Culture, Recreation and Human Services

Westwood Day 2014 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from many town municipal departments, the School Department, and volunteers from the community. The celebration began on Friday, September 26th with an exciting football game in which Westwood prevailed over Medfield. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday September 27th, the 5K road race followed by the kids fun-run kicked off a day of celebration. The strong sponsorship support of many community businesses and organizations allowed for the elimination of admission fees and for an increase in activities and entertainment offered. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment on two stages, food from 14 vendors, 35 different activities for all ages, and over 110 vendors and organizations displaying wares.

Economic Development

The Town held its 2nd Annual Famer's Market which was organized and overseen by the Town of Westwood's Interim Economic Development Director, Peter Heckenblikner. The new location in the Saint Margaret Mary's church parking lot offered a great deal of space to patrons and the event was a great success throughout the summer months.

In August of 2014, the Board reorganized all the Land Use Divisions under the newly created Community and Economic Development Department. This resulted in the consolidation of all the land use functions including planning, building, inspections, conservation, zoning, health, permit and licensing and housing. After conducting a recruitment process, the Town promoted Nora Loughnane to serve as the first Community and Economic Development Director to oversee these departments. This consolidation is expected to result in better communication among the Land Use divisions and centralized source of information for business and residents looking to do various projects within the Town.

The Board of Selectmen continues to act as the Local Licensing Authority for all business licenses in Westwood including the sale of alcohol in stores, the sale of alcohol in

Board of Selectmen *Annual Report*

restaurants, Common Victualler, auto dealer licenses for Class I, II and III, Junk Collectors and Livery. In April of 2014, the Board adopted new rules and regulations for Taxi Cabs to operate in the Town of Westwood and began accepting applications for company and hackney licenses in December.

University Station Project

The Master Plan, Phase I, EIDR and Development Agreement for University Station; a 2.2 million square foot mixed use development project in 100 acres in University Park, were approved at the 2014 Town Meetings. Following a groundbreaking in November of 2013, applications and approvals of building permits for the retail, restaurants, 350 units of housing, assisted living and Lifetime Fitness center proceeded through winter and early spring. The town hired the appropriate inspectional staff and services to establish a suitable inspection office on University Avenue. Construction began on the roadways, intersection and utilities followed by the buildings. Occupancy of the retail establishments is anticipated to begin in March, the residential units in June and the Fitness Center in July.

Citizen Initiatives

The Board of Selectmen congratulated and honored the Westwood Girls Hockey Team and the Girls Lacrosse Team on both winning the State Championships in 2014.

Appreciation

Finally, 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.



Patrick J. Ahearn, Chairman

Town Administrator *Annual Report*

Michael Jaillet, *Town Administrator*

Staff

Pamela Dukeman, *Finance Director*
Christine McCarthy, *Executive Assistant*
Michelle Miller Peck, *Purchasing Manager*
Ellen Hurley, *Support Staff*

Mission

In 2014 the primary focus of municipal government was to approve, permit and inspect the first phase of construction of the University Station Project, develop a plan for improvements to the public safety facilities, substantially increase funding to the Town's financial reserves and capital, investments 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 Human Resource Director, the Information System Director, and the Town Administrator, continue to meet prior to each Selectmen Meeting to discuss, implement and report on the overall plan for municipal administration and prepare issues for Selectmen action.

Recruitment and Hiring

The Town Administrator participated in the recruitment and selection of many staff and key department heads including, a Community and Economic Development Director, Human Resourced Director, Council on Aging Director, Library Director, Procurement Manager, Youth and Family Service Counselor, and Custodial Supervisor.

The Town Administrator also participated in the recruitment and selection of the Building Inspector, Site Engineer/Inspector, Gas/Plumbing Inspector, Electrical Inspector and Construction Permitting Coordinator for the University Station Project Satellite Office.

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.

Legislative Management System

The Town Administrator's Office continues to organize the Board of Selectmen meeting packages through its legislative management software provided by Accela. This allows for open and transparent government on all the issues brought before the Selectmen. All files are uploaded and tracked through the system for accessibility through searching features.

Town Administrator Annual Report

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 Kathy Foley, 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.

Biweekly Payroll and Online Checks

This past year, Town employees converted from weekly to biweekly payroll, saving the Town money in payroll processing costs. In addition, the payroll process has "Gone Green". Employees now access their payroll information online, eliminating the printed hard copy payroll advice saves paper and money.

Comprehensive Annual Financial Report (CAFR)

The joint efforts of the Financial staff resulted in the fourteenth approved Comprehensive Annual Financial Report (CAFR) for 2014, 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.

Town Receives AAA Rating

As part of a recent bond sale, the Town underwent a credit review by Standard and Poor's (S&P). S&P upgraded the Town's rating to AAA. This is the highest credit rating a municipality can hold and is a great rating for a small community like Westwood. A high credit rating is a statement of a Town's overall fiscal health and can result in lower interest costs on long-term bonds. This rating is a wonderful reflection of Westwood's excellent financial management and something all our residents should take pride in.

S & P stated the high rating reflects the Town's very strong economy, very strong management, strong budgetary flexibility, strong budgetary performance and stable revenue profile, documented financial policies, commencement of commercial development and strong performance on reserves and liabilities as positive credit factors. This rating also reflects the great services provided to our community by our School and Town Officials and staff. In particular, our top quality school system not only provides a high quality of life for the community, but also is an important component of maintaining high and stable property values.

The Selectmen appreciate the hard work and assistance contributed by other committees including the Long Range Financial Planning Committee, the OPEB Task Force, the Finance and Warrant Commission, the Planning Board and the Audit Committee, as well as Town staff and elected Financial Officers including the Town Treasurer, Town Collector, and Board of Assessors.

Town Treasurer & Bonds

Jim Gavin, the Town Treasurer and Kathy Foley, Assistant Town Treasurer 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 BANs in 2015 for \$1.85 million for pending outstanding debt.

Town Administrator Annual Report

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 being redeveloped as the University 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 FY15. 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 FY15 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, sewer infrastructure and design of public safety facilities.

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 known as University Station, the town's efforts were 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, reviewing and approving construction plans, arranging and conducting inspectional services of public infrastructure and private facilities out of a satellite office with dedicated staff and consultants, finalizing land takings, establishment of Rules and Regulations, acceptance of Operations and Maintenance plans, and supporting the licensing and permitting of several restaurants.

The Town supported efforts to reconstruct the intersection of Canton/University/Dedham Streets intersection, the Blue Hill Drive Ramp including the intersection with University Avenue, and the intersections of Rosemont Road and Harvard Street along University Avenue.

Community and Economic Development Director

In August of 2014, the Board reorganized all the Land Use Departments under the newly created Community and Economic Development Department. This resulted in the consolidation of all the land use functions including planning, building, inspections, conservation, zoning, health, permit and licensing and housing. Once this was done, the Town promoted Nora Loughnane, former Town Planner, to serve as the Community and Economic Development Director to oversee these departments. This consolidation has

Town Administrator Annual Report

resulted in better communication and centralized information for business and residents looking to do various projects within the Town.

Farmer's Market

In 2014, the Town of Westwood, under the Director of the Interim Economic Development Director Peter Heckenblikner, successfully organized and managed the 3rd Annual Farmer's Market in its new location in the St. Margaret Mary's Church parking lot. Over 10 vendors were present and selling their local produce, seafood and baked good. The organization also sought and received Town Meeting adoption of Chapter 128, Section 15F, MGL that authorizes the licensing for the sale of locally produced wine at the market in an upcoming season.

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 New Library continued to set new patron records throughout the year despite having to address construction issues with the ceiling and lighting system.

Facilities Plan

The Town has engaged Compass Project Management and Dore & Whittier, a consultant and architect to develop a comprehensive facility plan for the municipal and public safety operations, which will provide a sequential build out plan to augment the Town's facilities necessary to address existing obsolescence which will exacerbated as University Station is developed. The primary focus is on the location and funding of public safety facilities sufficient to house 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 facility needs for public safety operations.

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 Director and full-time custodial staff persons, one promoted and one hired, to conduct specific maintenance projects and when outside contractors are needed, to scope out the projects, select appropriate contractors and ensure work performance. The DPW, together with the School Department, jointly applied for and received a grant to engage a Director of Energy to identify and pursue projects that would improve energy efficiency.

Town Administrator Annual Report

Public Safety

Staffing of Fire Department

The Board of Selectmen approved the hiring of four (4) additional firefighters in order to meet current calls for service and a schedule to augment the staff further to address the expected increases in service calls due to the build out of University Station.

Police Department Recruitment

The Town Meeting voted to remove itself from Civil Service by Home Rule Petition anticipating legislative approval. In the summer of 2014, the Town offered its first internal Police Recruitment test including Assessment Testing for candidates. The response was overwhelming with over 700 inquiries and over 400 candidates taking the test. The process proceeded to interviews and assessment center testing of skills to narrow the field to four candidates that were offered employment. The competency of these new officers is at or better than expected.

Public Works

Comprehensive Road Maintenance Plan

In 2013, 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 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. It began to implement the plan this past year.

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 worked with Mass DOT to complete the plan and take temporary and permanent easements necessary. Actual construction should begin in 2015.

East Street Bridge

A series of three filmed accidents at the East Street Bridge in three days beginning with a truck loaded with lobsters, caught the attention of the local news stations. This resulted in a repeated commitment by MassDOT to engage an engineering firm to redesign the bridge and to fund the construction once it is designed and bid.

Drainage Program

There is a federal requirement to protect and enhance water quality in 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 with the Conservation Commission to draft amendments to the bylaw and planning for drainage improvement, especially those that might reduce the potential flooding in certain neighborhoods.

Town Administrator Annual Report

Recapitalization of the Department of Public Works

In 2013, 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 2014 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 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 engaged a part-time consultant to assist the community with public education and monitoring of the Town's recycling activity in 2014.

Culture, Recreation and Human Services

Housing

The Town and Hanover Company prepared a Local Incentive Program (LIP) application to DHCD for the approved 350 units of housing in two separate buildings known as Gables at Westwood. 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 exceeded the 10% requirement set forth by Chapter 40B, MGL.

Recreation

Westwood Day 2014 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from many town municipal departments, the School Department, and volunteers from the community. The celebration began on Friday, September 26th with an exciting football game in which Westwood prevailed over Medfield. Fans and residents had cause to celebrate in the post-game fireworks. Beginning early on Saturday September 27th, the 5K road race followed by the kids fun-run kicked off a day of celebration. The strong sponsorship support of many community businesses and organizations allowed for the elimination of admission fees and for an increase in activities and entertainment offered. Thousands of residents and friends from surrounding communities enjoyed the non-stop entertainment on two stages, food from 14 vendors, 35 different activities for all ages, and over 110 vendors and organizations displaying wares.

Council on Aging

The Town Administrator and Council on Aging respectfully accepted Patricia Carty-Larkin's decision to retire after twenty one years of service as the much beloved COA Director. Sherry Norman was appointed to serve as the Interim Director until a new Director was appointed. After an extensive search, Lina Arena-DeRosa, who had served as the Holliston COA Director for 10 years, was appointed as the new Westwood Director.

Town Administrator Annual Report

Senior and Veteran Tax Work Off Program

As approved by Town Meeting, the Town managed and expanded the number of opportunities for participation in the Senior and approved Veteran Tax Work Off Programs and implemented tax exemption program for Veterans who served 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.

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 were implemented within the Town's schools and municipal facilities in 2014.

Appreciation of Dedicated Employees

Anthony Antonellis became the twelfth recipient of the John Cronin Public Service Award, which is given to an individual selected for continued outstanding service to the community.

Michael Walsh was elected to his first term on the Board of Selectmen which reorganized itself selecting Patrick Ahearn to serve as Chairman, Nancy Hyde to serve as Clerk and Michael Walsh as Third Member.

Best wishes to Philip Shapiro after serving on the Board of Selectmen for 6 years which he served as Chairman twice.

Best wishes to Thomas Viti on his retirement as the Library Director in November. Tom served as the Library Director for the Town for over 35 years of dedicated service, capped by the construction of the new library.

Best wishes to Peter Heckenbleikner who served as both the Interim Recreation Director and Interim Economic Development Director for Westwood for a little over 2 years. Peter came to Westwood after retiring as the Town Manger in Reading with much knowledge and experience to keep these departments running during transitions.

Best wishes to Anne Marie McIntyre who stepped down as Procurement Officer after 3 years to the Town. Anne Marie begin in the Selectmen's Office working as an Administrative Assistance and was promoted to Procurement Officer, from which she resigned in 2014 to move with her family to Chicago.

Best wishes to Mary Beth Bernard on her new position in the Town of Foxboro. Mary Beth worked as the Human Resources Director for 11 years from 2003 to 2014. She was instrumental in creating and staffing the Human Resources Department, overseeing benefits for the Town and School employees and, in coordination with the Chief of Police, implemented a new recruitment and hiring process for the Police Department.

Town Administrator Annual Report

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

Condolences

Condolences to the family of Shirley Howard. Shirley served as a member of the Board of Selectmen from 1986 to 1992. Shirley was very instrumental in recruiting me to Westwood and I will always be grateful to her for that.

Condolences to the family of James Wheeler. Jim served as a much beloved Town Moderator for 19 years from 1967 to 1986.

Condolences to the family of Patricia Carty-Larkin. Pat Larkin was the Council on Aging Director for Westwood for over 25 years from 1989 to 2014. Pat was a dedicated employee to the Town of Westwood and especially the senior residents.

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 Office*

Michelle C. Miller, *Procurement Manager/Contract Compliance Office*

Mission

The Procurement Department, now in its fifty-third 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, COMMBUYS, as 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.

Continued on next page.

Procurement Department *Annual Report*

Town Department Solicitations

Thirty Four formal solicitations were processed.

Category	Department	Number Processed
General Gov't	Selectmen	1
	Finance	1
	Human Resources	1
	Town Clerk E&R	0
Public Safety	Fire(Includes Ambulance)	3
	Building Inspection	0
Health	Health Education	
Human Svc.	Recreation	0
Planning & Engineering	Planning	5
DPW	Public Works	15
	Cemetery	0
	Sewer	1
	Capital Equipment	3

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

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

Michelle C. Miller, *Procurement Manager/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, Appellate Tax Board, and the Department of Environmental Protection. Town Counsel has advised the Board of Selectmen, Executive Secretary, Building Commissioner, Sewer Commission, Housing Authority, Housing Partnership, Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission and other departments on matters requiring conformance with the General Laws of the Commonwealth, Federal Law, and the Westwood Charter and Bylaws. Special assistance has been provided in many Planning Board and Conservation Commission with matters now pending before the Land Court, the Superior Court and the Appeals Court. Much time has been devoted to the Planning Board and Conservation Commission relative to special permit applications.

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

Thomas McCusker, *Town Counsel*

Affirmative Action Annual Report

Joan Courtney Murray, *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 2014, the Town continued to use an Applicant Tracking System to advertise and process applications for open positions, which allows the Town to expand its recruitment strategy to encourage a broader and more diverse candidate pool.

The Former and Interim Human Resources Directors, Mary Beth Bernard and Joan Courtney Murray, also served as the Town's Affirmative Action Officer. In 2014, Ms. Bernard conducted training on Prevention of Harassment and Discrimination in the Workplace for employee groups and distributed the Policies to all Town and School employees as required.

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

Joan Courtney Murray, 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.

Joan Courtney Murray, *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 from Rate Saver Plans offered through the West Suburban Health Group to Health Care Plans offered by the GIC. The GIC Plans mirror the traditional HMO and EPO plans offered by WSHG, but include an annual deductible and higher co-pays for employees resulting in a lower monthly premium. This negotiated settlement will result in substantial annual health care cost savings for the Town and the employees. As in the past health care modifications, the town's share of the annual savings will be used to fund an annual contribution to the unfunded OPEB Liability. The agreement is in place for the next three years through FY18.

In 2014 the group reviewed and revised 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 2014 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, represented Westwood as the appointed Board and Steering Committee member.

Member communities as of January 2014, 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.

2014 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 FY14.

Rate Saver Plans

The following plan offerings were available to eligible subscribers in 2014: 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 2014: 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 2014.

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.

West Suburban Health Group *Annual Report*

Health plan representatives and Human Resources staff attend the Health Fairs 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 my Medication Advisor educational and support program for insured employees. The WSHG funded the following Town of Westwood employee wellness programs in 2014: 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 2014.

The Town has prepared for Federal Affordable Care Act (ACA) changes in 2014 put polices in place for adherence to The PPACA (Affordable Care Act) of 2010. The Human Resources department maintains compliance with HIPAA and COBRA.

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

Submitted by

Joan Courtney Murray,

Human Resources Director, WSHG Board Steering Committee Representative

Personnel Board *Annual Report*

Joseph A. Emerson, Jr, *Chair*
Douglas Hyde
Rachel Lipton

Robert M. Shea
Pamela 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 2014 Board, which has two new members, 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.

Personnel Board *Annual Report*

2014 Personnel Board Activity Overview

- Conducted regularly scheduled meeting where the Board addressed employee requests, policy clarifications, new hire and promotional salary placements, position classifications and approval of compensation plans; discussed and advised on procedural actions;
- 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;
- Established and conducted an objective and comprehensive recruitment process for the Police Department that replaces the Civil Service process used since the 1950s;
- Coordinated with the Town Administrator to establish a Public Employee Committee to review and negotiate the transition to a more cost effective employee health coverage program that ultimately negotiated to transition to the Commonwealth's GIS provided health care plans
- Continued the implementation of 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.

Personnel Board *Annual Report*



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 Policy Administration

The Personnel Board and Director are 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 and administrative direction of the Director, 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 Recruitment 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 2014, 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.

Personnel Board *Annual Report*

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 programs sponsored by Town departments and WSHG. Wellness offerings are designed to target employee health and lifestyle awareness, while positively impacting health insurance costs. An example is Jeans for Joslin, a day earmarked to educate employees and support

Labor Relations

In 2014 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 and to add an additional level of dental coverage provided at the employee's expense. 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 one unsettled collective bargaining unit during 2014. The Westwood Firefighter's Association, settled its contract effective through June 30, 2016, achieving fair and equitable resolution for members, which included the elimination Civil Service hiring and promotional requirements on the department. The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel.

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 2014 the Human Resources Director collaborated with the Town Administrator to hire an Interim Council on Aging Director, while conducting an extensive search and interview process to secure a well-qualified, permanent COA Director and to hire the first Community and Economic Development Director to manage the newly consolidated department. In the second half of 2014 the Human Resource Director collaborated with the Library Trustees and Town Administrator to hire a new Library Director.

Personnel Board *Annual Report*

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

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 2014 the ATP Tuition Assistance Program remained in place under the administration of the Personnel Board. One employee on the police management team enrolled in and successfully completed a nine-month graduate certificate program in Municipal Leadership at Suffolk University.

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 MIA Safety Committee, a quarterly meeting designed to discuss safety issues, review compliance, and ensure risk management best practices.

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.

Transition

The Human Resource Department is in the midst of a significant transition. After two years, Carolyn Collins, the town's Benefit Coordinator accepted a position in the Town of Franklin. After eleven years, Mary Beth Bernard decided to accept an offer to become the Assistant Town Manager in the Town of Foxborough. Mary Beth served as the first full time Director of Human Resources and was responsible for establishing many of the personnel systems, policies and practices town employs today. Joan Coutney Murray, who was one of the founding members of the Youth and Family Service Board of Directors and often served as its Chairperson, accepted the appointment as the Interim Director and subsequently, through a recruitment process, was offered and accepted appointment as the permanent role as the Human Resource Director.

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 biweekly payroll for all 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.
- Work in collaboration with the Town's Audit Committee increasing engagement efficiency.

Town Accountant *Annual Report*

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 FY13 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 maintained an unqualified audit opinion for the FY14 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 employee self service on line payroll. The Town also participated in the MIIA Rewards Program which resulted in costs savings related to the Town's insurance premiums.

Specific Accomplishments

- Assisted the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY14 audit.
- Assisted 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 FY13 CAFR.
- Assisted the finance team with the preparation of the FY14 CAFR.
- Assisted with the continued expansion of the Procurement card program.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY14 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.

FY2015 Service Plan

The Accounting Department is committed in FY2015 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 FY15 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 FY2015 audit.
- Assist with the preparation of the FY15 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.

Town Accountant *Annual Report*

The following financial statements for the year ended June 30, 2014 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 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, 2014. 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, 2013 and ended on June 30, 2014 are as follows:

Cash and Investments

General Fund – 7/01/13	\$23,513,790.
Trust Fund – 7/01/13	3,786,698.
Agency Fund – 7/01/13	25,241.
Student Activities and Scholarship Funds	536,413.
Balance 07/01/13	\$27,862,142.
General Fund – 6/30/14	\$29,717,042.
Trust Fund – 6/30/14	4,296,064.
Agency Funds – 6/30/14	25,264.
Student Activities and Scholarship Funds	525,249.
Balance 06/30/14	\$34,563,619.

Town Treasurer *Annual Report*

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$36,939. for FY2014. Interest rates averaged 0.14% to June 2014. 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 \$2,970,000 G.O.B on May 15, 2014 to Stifel, Nicolaus & Co., Inc. at the interest rate of 1.628% for 10 years. This issue is for roadway and drainage improvements, DPW equipment and sewer improvements, as authorized by Town Meeting.
- Invested OPEB funds in the state's Pension Reserves Investment Trust (PRIT). PRIT provides investment management and an improved long-term rate of return.
- Moody's assigned credit rating of Aa1, and S&P AAA.
- Continued to process claims for abandoned payroll and vendor checks in accordance with MGL 200A Section 9A.
- Transitioned to on-line payroll access for all Town and School employees, eliminating the printing and distribution of payroll notices. This provides convenience for employees and savings for the Town.
- 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 FY2014.
- Received notice of the award for the Town's 2013 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Subsequent and new tax title accounts in FY2014 increased by \$212,468. The interest applied to tax title receipts totaled \$28,133. Received total payments of \$150,034. The outstanding tax title balance as of June 30, 2014 was \$495,281.
- Maintained the confidential file of tax deferral property in fiscal year 2014. Tax deferrals increased by \$114,397 during FY2014 for an ending balance of \$429,759 on June 30, 2014. This ending balance reflects net principal/interest payments of \$37,518 in FY2014.

Investment Income Summary

	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>
General Fund Investment Income	74,289	46,728	25,927
Trust Fund Investment Income	4,469	8,454	11,012
Tax Title Outstanding Balance	542,138	404,713	495,281
Tax Deferral Outstanding Balance	279,308	352,880	429,759

Town Treasurer *Annual Report*

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 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 F. Wisialko
Collector of Taxes

REPORT OF THE TOWN TAX COLLECTOR

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 2014 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$2,844,489 or a 100% collection rate on the total commitment of \$2,777,942.

Real Estate Tax

- Total collections of \$57,636,759 or a 99% collection rate on the total commitment of \$57,931,499.

Personal Property Tax

- Total collections of \$1,324,822 or a 99% collection rate on the total commitment of \$1,326,555.

Ambulance Fees

- Total collections of \$567,537 or a 74% collection rate on the total commitment of \$766,486.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$821,985.

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 have also implemented Invoice Cloud. This gives Taxpayers the ability to pay real estate taxes, excise taxes, personal property taxes and sewer taxes on line. This can also 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*

Dorothy A. Powers, CMC, CMMC, *Town Clerk* Teresa Riordan, *Assistant Town Clerk*

Vital Statistics 2014

Births	114
Deaths	151
Marriage Intentions Filed	75
Marriages Registered	73
Annual Town Election	April 29, 2014
Annual Town Meeting	May 5, 2014
State Primary	September 9, 2014
State Election	November 4, 2014
Fall Special Town Meeting	November 17, 2014

See Appendix B for Town Meeting and Election Results



Dottie Powers, *Town Clerk*

Economic Development *Annual Report*

Peter Hechenbleikner – Interim Economic Development Officer (Jan 2014-Nov 2014)

Nora Loughnane – Director of Community & Economic Development (Nov 2014-Dec 2014)

Louise Rossi – Alcohol Licensing Coordinator

Mission

The Economic Development Office was originally established to foster responsible economic growth and development within Westwood. The Economic Development Officer (EDO) was appointed to serve as an advocate for the interests of the business community, and to project a positive, business-friendly attitude to existing and prospective businesses considering a Westwood expansion, location, or relocation. In November 2014, the Office of Economic Development was consolidated with all of the Land Use Department (Planning, Building, Zoning, Conservation, Housing and Health) to form the Department of Community & Economic Development. This reorganization is intended to better integrate the Land Use functions, and to encourage continued economic development while simultaneously preserving the Westwood's unique community character.

Staff Responsibilities

For most of 2014, the Office of Economic Development was staffed by a part time interim EDO. The primary responsibilities of the EDO included:

- Serve as point of contact for any applicants seeking to develop or occupy land for commercial use in Westwood;
- Provide service/point of contact to existing Westwood businesses and residents with issues involving businesses;
- Analyze problems and research alternative regulatory and non-regulatory solutions for eliminating barriers to successful business entry and operations in Westwood;
- Propose and undertake implementation of approved solutions;
- Work with surrounding communities and regional entities to address regional issues affecting economic development;
- Serve as representative to the Neponset Valley TMA which provides transportation enhancements to the University Avenue area;
- Direct and maintain the development of updated databases relating to existing businesses and pertinent business information, including information on all commercial properties.
- Serve as member of the Alcohol Review Committee.

Following the reorganization in November, the EDO position was eliminated, and the duties of this position were assigned to the Director of Community & Economic Development (DCED).

Small Business Assistance

The department offers ongoing assistance to current or potential businesses which wish to open or expand in Westwood. Assistance is also offered to property owners who wish to develop or expand commercial properties.

Economic Development *Annual Report*

University Station

In recent years, the economic development efforts of the town have been focused on the approval and implementation of the University Station mixed use development project. Construction of the first phase of development at University Station is nearing completion, with retail and restaurant establishments, and residential apartments scheduled to open throughout the spring, summer, and fall of 2015. Subsequent phases of development are now in the planning stages.



Islington Center

Islington Center is poised for some exciting redevelopment. Throughout 2014, the Public Safety Task Force has worked on plans for a new Fire Station to replace the outdated Fire Station 2 in Islington Center. Continuing improvements to Morrison Park, spearheaded by Westwood Little League, have had a significant impact on the area. Recently, the Town learned that the Magalleta properties in Islington Center were sold, and that the new owner is considering redevelopment opportunities. Finally, the Westwood Planning Board has proposed modification to the Flexible Multiple-Use Overlay District which, if approved by Town Meeting, would allow smart growth development in this area.

Everett/Glacier Area

There has been increased interest in the commercial area known as Everett/Glacier, at the north-west quadrant of Providence Highway (Route 1) and Everett Street, and bounded by the elevated rail line.

- 375-411 Providence Highway – Older commercial buildings currently occupy approximately 12 acres of land with frontage on Route 1. Prime Auto Group has proposed the redevelopment of this site for three high end automobile dealerships. Applications are currently pending before the Planning Board, Zoning Board of Appeals and Conservation Commission.
- 22 Everett Street – There has been renewed interest in redeveloping this 6-acre site owned by the Foster family, for mixed residential and commercial use. The site is challenged by long term use for storage, and the presence of the brook along the edge of the property. The owner and proposed developer have been encouraged to work with other abutters to develop a more comprehensive approach to the area.



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 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 Westwood Historical 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.

The Board of Selectmen presented a pair of articles to the fall 2013 Town Meeting requesting authorization to sell the property, and requesting re-zoning of a portion of the adjacent Town-owned property to Local Business A zoning to allow for some additional parking or ancillary uses to the house. These articles failed to receive the 2/3 vote, following substantial comment and debate. 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. If successful 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) back to Town Meeting in the fall of 2015 for approval.

Farmers Market

The Town of Westwood has hosted a Farmers Market for the past 4 years. In 2014, the Farmers Market was relocated from the Westwood Senior Center to the parking lot of St. Margaret Mary's Church. The EDO encouraged the return of several vendors from past years and worked at identifying potential new vendors for 2015, to create an invigorated and vibrant weekly event. As in past years, the Farmers Market will be open on Tuesdays between 1:00 PM and 6:00 PM, from mid-June thru mid-October.

Alcohol License Coordination

The Alcohol Licensing Coordinator continued to assist business owners in the process of 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 chief functions of the Coordinator are to:

Economic Development *Annual Report*

- Consult with applicants and oversee intake of applications;
- Work with the Alcohol Review Committee to coordinate application reviews, interviews, public hearings and paperwork;
- Follow the application through the approval process by the Board of Selectmen and the State ABCC;
- Maintain all records, meeting minutes, and documentation related to the alcohol licensing process;
- Represent the Town of Westwood to the ABCC;
- Formalize the granting of the license and process annual renewals.

The following chart summarizes the current status of liquor license availability in Westwood:

2015	Section 12 All Alcohol Restaurant Licenses	Section 12 Beer & Wine Restaurant Licenses	Section 15 Package Store Licenses	Section 15 Package Store Licenses over 100,000s.f.
Total Licenses Available	15	5	3	1
In Use	6	3	3	0
Reserved for University Station	7	2	0	1
Total remaining at University Station	5	1	0	0
Total remaining <i>outside of</i> University Station	4	1	0	0

Next Years' Service Plan

The major work in the area of Economic Development for 2015 will include:

- Proactively support the premise that "Westwood is Open for Business";
- 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;
- Encourage Islington Center renewal working with private property owners and public agencies including consideration of Town property;
- 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;
- Facilitate redevelopment of Southwest Park;
- Work on a process to facilitate the disposition of the Obed Baker house;

Economic Development *Annual Report*

- 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 assist 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;
- Continue participation in the I93/I95 interchange task force.



Planning Board *Annual Report*

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

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

Department Mission

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



Bridges by Epoch Memory Care Facility at 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 activities associated with the development of University Station, and the administration of the University Avenue Mixed-Use District (UAMUD) section of the Westwood Zoning Bylaw. The UAMUD section of the Westwood Zoning Bylaw 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 Operations and Maintenance Plans, Conformance Determination Requests, Project Development Review Applications, and Alternate Signage Packages for this development. The Planning Board granted Project Development Review Approval for a Bridges by Epoch Assisted Care facility, and a Conformance Determination for a Bonefish Grill Restaurant, both of which are currently under construction at University Station.

Planning Board *Annual Report*

In 2014, 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 began its review of one Definitive Subdivision application pursuant to M.G.L. Chapter 41, including a proposed 4-lot subdivision off of Far Reach Road. During the course of the public hearing, the applicant expressed interest in pursuing an Open Space Residential Development (OSRD) plan, rather than a conventional subdivision. The hearing has been continued to await the submission of OSRD application materials.
- The Planning Board considered seven Environmental Impact and Design Review (EIDR) applications and issued five approval decisions pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Modifications to the EIDR Approval for Bibi's Café at 1 Church Street; EIDR Approval for exterior alterations to the Stagecoach Plaza at 725-745 High Street; EIDR Approval for NStar Back-up Facility at 260 Westfield Street; EIDR Approval for exterior alterations to Hogan Tire Center at 14 Washington Street; and EIDR Approval for a new DPW Shed at 50 Carby Street. The sixth application for EIDR Approval of three new car dealerships at 375-411 Providence Highway, and the seventh application for EIDR Approval of parking lot alterations at Needham Bank at 341 Washington Street, each remain under consideration by the Planning Board with public hearings continued to April 2015.



Renovations to Stagecoach Plaza – High Street

- The board considered and approved seven 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 690 Canton Street, 213 Fox Hill Street, and 300 Washington Street, as well as the development of a new wireless communication facility within the steeple of the First Parish Church at 248 Nahatan Street.

Planning Board *Annual Report*

- The board considered eight applications for special permits pursuant to various sections of the Zoning Bylaw and issued six approval decisions, including two separate modifications to the Senior Residential Development (SRD) Special Permit for Reynolds Farm at 1561 High Street pursuant to Section 8.4; modification to the Upper Story Residential Overlay District (USROD) Special Permit for the Colburn School Building at 668 High Street pursuant to Section 9.6; modification to the Flexible Multiple Use Overlay District (FMUOD) Special Permit for the Shields MRI facility at 40 Allied Drive pursuant to Section 9.5; a new Outdoor Dining Special Permit for Chiara’s Restaurant at 569 High Street pursuant to Sections 4.2 and 10.3; and a one-year extension to the Shared Driveway Special Permit for 480 Summer Street pursuant to Section 6.1.26 of the Zoning Bylaw. The seventh application for a SRD Special Permit to permit the development of the Four Seasons Village Senior Residential Development at 215 High Street remains under consideration by the Planning Board with a public hearing continued to April 2015. The eighth application for a SRD Special Permit to permit the development of another Senior Residential Development at 615 High Street was deemed incomplete by the Planning Board and was withdrawn by the property owner.
- The Planning Board also reviewed and approved two Scenic Road Approval applications. One approval was issued to a Canton Street property owner who requested permission to remove several dead trees and to enlarge an opening in a stone wall to allow for an expansion of an existing driveway. The second application was initiated by the Department of Public Works, and involved the removal of five dead trees at various locations along Canton Street, Everett Street, Mill Street and Summer Street.

Activity	2014	2013	2012	2011	2010	2009	2008
Approval Not Required Plans	5	5	2	5	5	4	4
Preliminary Subdivision Plans	0	0	0	0	0	0	0
Definitive Subdivision Plans	1	2	4	3	2	2	5
Site Plan Review Applications	14	8	14	10	7	11	14
Special Permit Applications	8	8	5	6	5	2	2
Scenic Roads Applications	2	4	2	2	0	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. Progress has been slow due to board member and staff commitments to the University Station project, however, various subcommittees continued to meet to draft appropriate updates to various sections of the Comprehensive Plan.

In 2014, 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. A public hearing for the consideration of updated rules and regulations has been continued to April 2015.

Planning Board *Annual Report*

Annual Town Meeting

The Planning Board sponsored nine warrant articles for the May 2014 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. Amendments to Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)].
2. Amendments to Section 9.6 [Mixed Use Overlay Districts (MUOD)].
3. Amendments related to Registered Marijuana Dispensaries (RMDs).
4. Amendments related to Restaurants.
5. Amendments to Section 2.0 [Definitions].
6. Amendments to Section 4.5 [Nonconforming Uses and Structures].
7. Amendments to Section 5.2 [Table of Dimensional Requirements].
8. Housekeeping Amendments to the Zoning Bylaw and Official Zoning Map.
9. Amendments to Section 2.0 [Signs].

The Planning Board sponsored six warrant articles for the November 2014 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:

1. Amendments to Sections 2.0 [Definitions] and Section 4.1[Principal Uses] Related to Motor Vehicle Uses.
2. Amendments to Section 7.3 [Environmental Impact and Design Review (EIDR)].
3. Amendments to Section 7.0 [Special Regulations], including the addition of a new Section 7.5 [Non-Residential Access Special Permit].
4. Amendments to Section 6.1 [Off-Street Parking].
5. Amendments to Section 9.7.10 [University Avenue Mixed Use District (UAMUD) Signage].
6. Clarifications and corrections to various minor inconsistencies and errors throughout the Zoning Bylaw.



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

Planning Board *Annual Report*

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 participate in the Land Use Committee, which facilitates improved collaboration and information-sharing among the Town's land use departments, and provides a forum for applicants to informally present proposed development projects for staff comment and technical review.

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

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 1.0, PURPOSE AND AUTHORITY, 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, applications increased tremendously; the majority continuing to be improvements to existing homes. The Board entertained six applications for accessory apartments of which four were approved. The third Wednesday of the month continues as the regular meeting time which serves the needs of the Town.

Hearing Activity	2014	2013	2012	2011	2010
Total Applications	48	29	28	33	33
Special Permits requested	46	27	23	32	29
Variances requested	4	4	7	1	4
Appeals	1	0	1	3	4
Decisions Rendered	34	26	24	35	28

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

The annual Farmer’s Market again received a special permit to operate during the summer months and into the early Fall and the new location behind St. Margaret Mary’s Church provided additional space and parking.

New signage was approved for Extra Space Storage on Allied Drive and for several local businesses.

The Board received for review plans from Prime Motor Group to redevelop a portion of Route 1 to include two existing auto dealerships on Route 1 along with the addition of a new dealership under the Prime Motor Group umbrella.

Zoning Board of Appeals *Annual Report*

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

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



From left: Jack Lally - Clerk
Dave Krumsiek - Chairman,
Doug Stebbins – Third Member

Board of Assessors *Annual Report*

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

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

The Assessors Office has had another extremely active and demanding year. The beginning development of the University Ave project brought in a steady flow of standard tasks and procedures to the office. The office continued to update all property records cards, including ownership, building permits and adjustments to valuation as needed. The Department of Revenue again certified values and approved the new tax rate resulting in all Quarterly tax commitments and warrants for the collection of taxes being generated on time.

The office continues to fill all requests from residents, commercial inhabitants, and other Town offices for abutters, mailing labels and motor vehicle exemptions. Personal exemptions and Abatements were reviewed and granted in a timely manner and processed on time.

The Board of Assessors would also like to welcome MaryAnne Carty to the office, MaryAnne's knowledge of the Town along with her work skills will be an asset the office.

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

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

FY14 Norfolk County Commissioners' Letter for Municipal Reports

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

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

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston.

Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

Principal County departments and programs include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, Regional Services Coordinator, Veterans Advocate, and Wollaston Recreational Facility.

The County Commissioners are assisted by staff under the supervision of an appointed County Director. The County's administrative offices are located at 614 High Street in Dedham.

County revenues are directly impacted by the real estate and credit markets. In FY 2014, although real estate values were significantly recovered from recession, 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 neared completion 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.

Norfolk County Registry of Deeds *Annual Report*

William P. O'Donnell, *Register*

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 annually. It is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, and other individuals with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In continuous operation for more than two hundred years, the Registry's mission has remained the same; to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2014 Registry Achievement

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers and civic groups across Norfolk County to provide Registry services. Register O'Donnell held office hours at the Westwood Town Hall on May 8th.
- The Registry of Deeds newly renovated full service telephone and walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service in all areas of Registry operations.
- Electronic recording continues to expand with 26,687 documents recorded electronically and 3 million in recording fees collected in 2014.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today all documents dating back to the first ones recorded in 1793 - are available for viewing.
- This year numerous technological improvements were implemented including upgrades to the registry server and network infrastructure. The Registry's website www.norfolkdeeds.org is routinely updated and enhanced to include the latest resources such as real estate statistics and news, answers to frequently asked questions and the newest consumer programs available to the public.
- Continued improvements to the physical and structural appearance of the historic Registry Building built in 1903, highlighted by the installation of a new phone system throughout the facility, along with additional shelving units to meet future document storage demands.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, on how to access land record information using the Registry's new website technology.

Westwood Real Estate Activity Report January 1, 2014 – December 31, 2014

During 2014, real estate activity in Westwood saw increases in total sales volume and average sales price.

There was a 25% decrease in documents recorded at the Norfolk County Registry of Deeds for Westwood in 2014, resulting in a reduction of 1,011 documents from 4,057 to 3,046.

The total volume of real estate sales in Westwood during 2014 was \$281,155,715, which showed a 91% increase from 2013. The average sale price of homes and commercial property was up 66% in Westwood. The average sale was \$1,206,676.

Norfolk County Registry of Deeds *Annual Report*

The number of mortgages recorded (696) on Westwood properties in 2014 was down by 33% from the previous year. Total mortgage indebtedness increased by 5% to \$572,473,638 during the same period.

There was 1 foreclosure deed filed in Westwood during 2014, representing a 67% decrease from the previous year when there were 3 foreclosure deeds filed.

Homestead activity decreased by 12% in Westwood during 2014 with 282 homesteads filed compared to 322 in 2013.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Rill O'D", is positioned below the text "Respectfully submitted by,".

William P. O'Donnell
Norfolk County Register of Deeds

Housing Authority *Annual Report*

Housing Authority Board Members:

David L. Atkins
John J. Cummings
Juliet W. Onderdonk
Jerrold B. Wolfe
Vacant (State Appointee)

Westwood Affordable Housing Associates, Inc.

(WAHA) Members: David L. Atkins
John J. Cummings Frank B. Jacobs
Pamela R. Kane Jane M. O'Donnell
Juliet W. Onderdonk 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 has part-time 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 greater 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 three 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 2015 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:

David L. Atkins

John J. Cummings

Juliet W. Onderdonk

Jerrold A. Wolfe

Vacant (State Appointee)

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

David L. Atkins

John J. Cummings

Frank B. Jacobs

Pamela R. Kane

Jane M. O'Donnell

Juliet W. 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 Initiative 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 Summer and Fall of 2015. A lottery for those affordable units is expected to take place in the Spring and Fall of 2015.
- An application for Local Action Units at the University Station units to be added to the Town's Subsidized Housing Inventory was approved on May 29, 2014.

FY 2014 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. Fifty (50) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital 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 single network firewall with two new firewalls with increased capacity as well as providing a high availability design with a failover to the secondary firewall if the primary firewall is not available..

Information Technology Department *Annual Report*

- Installed primary and secondary centralized backup devices which maintain a three month backup of all network servers.
- Updated GIS maps and atlases as part of the annual review of parcel changes
- Increased internet bandwidth for both Verizon FIOS and Comcast which provide redundant internet access for municipal use Updated the Official Zoning map during the year to accommodate changes approved at both Town Meetings (May and November)
- Reviewed scanned Building Department plans for accuracy. Identified and changed GIS layers to match plans
- Implemented PeopleForms application for online Preschool Registration, several Youth & Family Services forms and a Westwood Day Volunteer Form.
- Managed setup of network and equipment for University Avenue satellite Building Department Office

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.
- Implement a new website which will enhance our web presence, provide additional opportunities for citizen interaction, promote and provide electronic access to town services.
- Advance the Town's LANs and WAN with new technology resources.
- Increase the accessibility, magnitude, and accuracy of data available on the GIS.
- Implement a new Land Use Permitting/Licensing solution which will be used by all land use departments.
- Upgrade existing domain controllers and active directory services
- Upgrade and/or replace Windows 2003 servers as this server operating system reaches its end of life.
- 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
Metropolitan Planning Organization

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 is guided by its regional plan, "MetroFuture: Making a Greater Boston Region."

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.

MAPC's three-year Sustainable Communities regional planning grant drew to a close in 2014 with achievements across the region. MAPC has crafted a forward-thinking and progressive new Strategic Plan to guide its work for the next five years.

Embedded in MAPC's new Strategic Plan are four critical areas of focus to guide the region toward a more sustainable, resilient Greater Boston: encouraging development and preservation consistent with smart growth principles; partnering with cities and towns to promote regional collaboration, enhancing effectiveness and increasing efficiency; playing a leading role in helping the region achieve greater equity; and helping the region reduce greenhouse gas emissions and adapt to the physical, environmental and social impacts of climate change and natural hazards.

More information about MAPC's services and activities is available at www.mapc.org. To view MAPC's full annual report, visit <http://2014.mapc.org/>.

Planning Board member Steve Olanoff and Town Administrator Mike Jaillet represented the Town at MAPC meetings. Olanoff also serves on the MAPC Legislative Committee.

Three Rivers Interlocal Council

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

The fifth 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.

The subregion sponsored a regional transportation forum in November of 2014, partnering with TransAction Associates, 495/MetroWest Partnership, Neponset Valley Transportation Management Association, and the Neponset Valley Chamber of Commerce to provide a full day forum designed to identify the need to develop and fund transit options for personal and employment transportation in the subregion.

An important function of TRIC is presenting local and regional transportation priorities to the MPO (described below). The highest priority project from TRIC has always been the

Regional Councils and Boards *Annual Report*

reconstruction of the I-95/I-93/University Avenue/Dedham Street Interchange. During this past year, construction started on the Blue Hill Drive off ramp which, in part, will serve our University Avenue re-development area. This is the first phase of this project. Construction will next begin on the Dedham Street corridor improvements, followed soon thereafter by the main ramps of the interchange.

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

Metropolitan Planning Organization

The Boston Region Metropolitan Planning Organization (MPO) is responsible for conducting the federally required transportation planning process for the Greater Boston region. The MPO creates a vision for the region and allocates federal and state transportation funds to studies, programs, and projects – roadway, transit, bicycle, and pedestrian – in support of that vision. The MPO develops the Long Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program.

This year, the MPO selected the intersections of High Street/Nahatan Street and High Street/Pond Street for a traffic study, done by the MPO staff at no cost to the Town, to find ways to improve the safety and operation of these intersections.

Steve Olanoff is an alternate member of the MPO from the TRIC subregion.

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 represented the Town on the Advisory Council during the past year.

MBTA Advisory Board

The MBTA Advisory Board represents 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.

Adequate transportation financing continues to be a key consideration for the Advisory Board as demonstrated by this past winter's MBTA disruptions, including the performance of commuter rail service used by many Town residents.

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

Submitted by
Steven H. Olanoff
Planning 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 28 sworn police officers, 2 student officers in the police academy set to graduate in June 2015, 7 full-time and 3 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	2	2
Patrol Sergeants	4	4
Traffic Safety Sergeant	1	1
Patrol Officers	23	22
Detectives	1	1
Court Prosecutor	1	1
School Resource Officer	1	1
Dispatch Personnel	7 full-time 3 PT/1 FTE	7 full-time 3 PT/1 FTE
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 2014, the police department was able to launch a recruiting campaign that yielded 692 applicants, over 400 exam takers and lead to the hiring of 2 police officers who already had full-time academy training along with 2 more candidates that were selected to attend the full time police academy at the Boston Police Department. By partnering with the Boston Police Department, Westwood was able to take advantage of our largest and most advanced regional partner, strengthen community ties that will serve Westwood well for years to come based on that relationship and successfully train 2 recruit officers without the typical backlog associated with police training academies in the past. Given the substantial growth in the town as a result of the University Station project and the need for immediate staffing, this opportunity to get our student officers trained and on the street was critical.

The Police Department also marched in our annual Veteran's Day Parade for the first time in over 30 years to honor our town and its residents in the Memorial Day Parade. All officers volunteered their time to come out on this special day and symbolically demonstrate the commitment to service that our officers have for this community. We have also continued to strengthen its regional partnerships through agreements in Norfolk,

Westwood Police Department Annual Report

Middlesex and parts of Bristol County and its participation in METROLEC (Metropolitan Boston Law Enforcement Council). The Police Department provides police officers with various areas of expertise to the regional law enforcement group and those officers receive not only advanced training that benefits the town, but also the ability to utilize the regional group in times of need whether those needs may include SWAT, cyber-crime or search and rescue efforts. The Police Department also applied for and successfully obtained a grant for the town's first ever police K9. The ability to use a specially trained police K9 allows the Police Department to service the town in ways that had previously not been as easily accomplished such as searching for lost children or confused residents, public relations in our town's schools along with criminal and article tracking.



Members of the Westwood Police Department and their families at Thanksgiving Dinner hosted for our senior residents

Officer Sean Pillai and his K9 partner will be on patrol to assist and enhance our public safety efforts as well as our community interaction in the school and recreational programs.

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, such as the professionals and clinicians from the Westwood Lodge, the Police Department partnered facilitate specialized training in-house for the first time addressing mental health issues, to complement our medical training such 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

Westwood Police Department *Annual Report*

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.

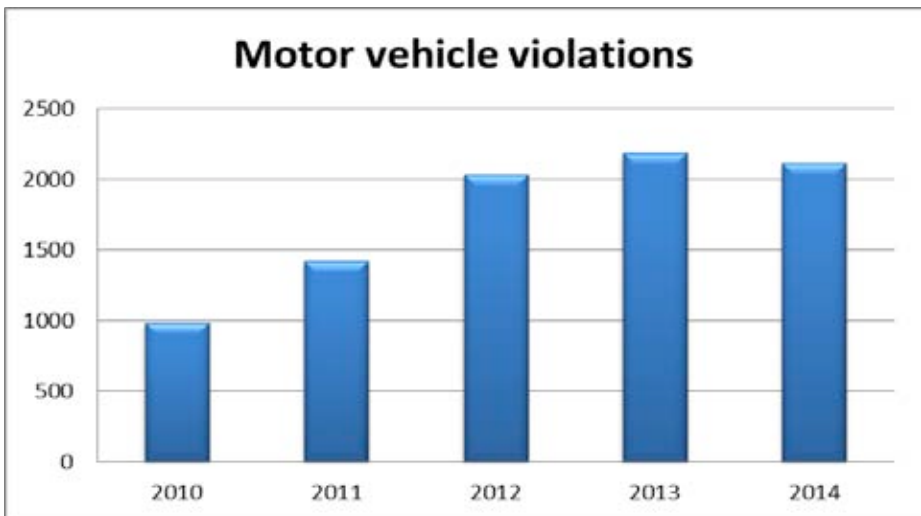
Investigations

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.

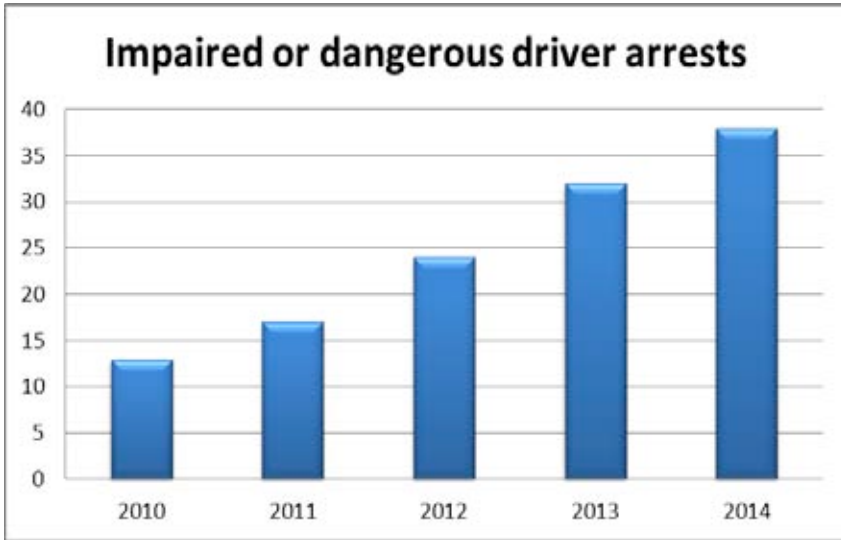
The Department has two traffic enforcement speed trailers that are often deployed along major travel routes to advise motorists of the speed at which they are traveling, in an effort to boost voluntary compliance with speed limits.



Westwood Police Department *Annual Report*

Crime Statistics

	2010	2011	2012	2013	2014
Dispatch					
911 Calls	3869	3983	3735	3843	4023
All calls for service	12913	12800	15092	16669	17669
Police Dispatches	11334	11345	14089	15819	15098
Fire/EMS Dispatches	3367	3152	2888	2950	2521
Crimes					
Murder	0	0	0	0	0
Rape	3	2	6	3	4
Robbery	1	3	2	4	2
Arson	1	0	0	0	1
Aggravated Assault	15	12	12	10	10
Burglary & Attempts	32	49	52	17	27
Larceny-Theft	129	90	85	86	87
Motor Vehicle Theft	8	8	6	7	8
Theft from Motor Vehicle	63	42	39	21	10
Alarms	843	852	770	949	755
Accidental 911 Calls	732	439	530	519	499
Westwood Lodge Hosp 911	119	67	14	15	2
Missing Persons	17	19	17	9	13
Disturbances	112	246	302	255	216
Police Activity					
Total citation violations	987	1420	2035	2183	2118
Citations issued	778	1131	1666	1729	1694
OUI Liquor/Drug arrests	13	17	24	32	38
Crashes covered	445	367	417	513	454
Persons injured in crashes	112	89	78	78	92
Fatal injuries in a crash	0	0	1	1	1
Animal Calls	372	415	478	546	615



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
- Begin to fill hiring vacancies to match staff size to service demands
- Continuation of the use of hybrid police administrative vehicles 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
- Implementation of K9 program to enhance police service
- Continuation of advanced mental health training as part of all officers annual in-service training curriculum

Westwood Police Department *Annual Report*

- Replaced outdated and inefficient traffic safety devices with more functional but less expensive equipment
- Enhanced community involvement between our police department and our senior residents and school-aged children through increased officer interaction
- Continue revision of policies and practices 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 this 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, disorder and disruption in town.

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 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



Westwood Police Officers marching at the Memorial Day Parade

Westwood Police Department *Annual Report*



Westwood Police Explorers State Competition Trophy Awarding

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.

2014 Report

In 2014, the Town of Westwood issued 111 parking tickets, which equaled fines totaling \$1,230, 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	7
Blocking Handicapped Ramp	0
Parking in Public Safety / Fire Lanes	10
Restricted Place or Prohibited Area	16
Obstructed Driveway	0
Obstructed Crosswalk	0
Obstructed Sidewalk	7
Within 20 Ft. of an Intersection	7
Within 10 Feet of Fire Hydrant	1
Wrong Direction	11
Over 1 Ft. from Curb	0
Obstructing Snow Removal	2
Overtime Parking	0
All Night Parking	46
Other	4
Column Total:	111

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*

David Atkins, *Chairman*
Kela Klosi, *Secretary*
Michael Kraft, *Vice Chairman*

Lucy Maroun
David White
George Lester
Virginia Lester

Steve Olanoff
Nora Loughnane
Paul Sicard
Todd Korchin

MISSION

The Pedestrian and Bicycle Safety Committee 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 committee is a cross-functional committee comprised of Westwood residents and representatives from the Westwood Planning Department, Department of Public Works, Police Department and Town Administration. The committee 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 committee is a sub-committee of the Westwood Planning Board and regularly meets on the first Wednesday of the month at 50 Carby Street. Information about the committee, including meeting minutes and listserv signup, can be found on the Westwood town website under PUBLIC SAFETY.

COMMITTEE MEMBERS

David Atkins <i>Chairman</i>	Michael Kraft <i>Vice Chairman</i>	Kela Klosi <i>Secretary</i>	
Lucy Maroun	David White	George Lester	Virginia Lester
Steve Olanoff	Nora Loughnane	Paul Sicard	Todd Korchin

2014 WORK

- Discussions from 2013 with Metropolitan Area Planning Council (MAPC) led to modification of the MAPC-drafted pedestrian and bicycle network plan. The plan was endorsed by the committee and planning board and adopted by residents at May Town Meeting.
- The committee began and completed drafting the Transportation section of the Westwood Comprehensive Plan.
- Committee volunteers gave away over 150 bike helmets to children at Westwood Day.
- The committee worked with Westwood DPW to begin a sidewalk feasibility study for Gay Street
- Committee members participation in the discussion of the state's plan for Blue Hill Drive led to modification of the walking path near Whitewood to accommodate bike traffic and for Westwood DPW to use the repavement of Blue Hill Drive as an opportunity to include a 2-way separated bike lane – the first cycletrack (or bike lane) in Westwood, connecting Canton St to the Route 128 MBTA station and University Station.

Pedestrian and Bicycle Safety Committee *Annual Report*

- Resident concerns about the difficulty of crossing and walking on High Street between Pheasant Hill, Millbrook and the Sheehan School led to inclusion of that area in a sidewalk feasibility study and consideration of a flashing crosswalk beacon at Mill St.

2015 Plans

The committee is currently drafting a Complete Streets policy for consideration by the town and working with the DPW to review results of the sidewalk studies for Gay Street and High Street. The committee will participate in the planning board process by reviewing permit applications when there are potential issues or opportunities for improving pedestrian and bike safety. Thanks to a generous donation of children's bike helmets from the law firm of Breakstone, White & Gluck, we will be able to distribute free bike helmets again at Westwood Day. We will continue to monitor ongoing improvements in town and gather input from residents about how to improve safety.

We are actively seeking new members to join the committee and welcome anyone interested in improving walking and biking safety in Westwood to attend any of our meetings. The Board of Selectmen typically makes appointments during the summer as some of our current member's appointments expire. We would especially like to encourage residents active in our schools or senior communities to participate.

Please consider applying for appointment to the committee if you:

- can commit to attending meetings monthly
- are willing to review planned development in town that impact biking and walking
- would like to stay up-to-date on the status of work being done by our town departments such as DPW and police

Our meetings typically last 1¹/₂ hours and involve updates from town departments, discussion of resident concerns, and discussion of items that may be in the process of review by the planning board. We do not have any power to compel actions be taken by the town, but our meetings have allowed us to develop a good working relationship with town departments, knowledge of the issues involved in addressing safety issues, and provide a forum for bringing issues to the attention of departments that can make a difference.

If you have questions, please contact committee chair, David Atkins by email at datkinsg@gmail.com

Westwood Fire Department *Annual Report*

William P. Scoble, *Chief of Department*



Rendering of proposed Islington Fire Station.

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

34 Uniformed Personnel

1 Chief
1 Deputy
4 Captains
4 Lieutenants
24 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

2014 Statistics

Fires:

Structures	87
Vehicles	11
Brush/Grass	20
Other Fires	9

EMS/Rescue Service:

Ambulance.....	1580
Lock In/Out	59
Vehicle Accidents.....	198
Bomb Scares.....	4
Technical Rescues	5

Hazardous Conditions	30
Service Calls	201
Assist Police Dept.	12
Mutual Aid/Line Coverage	32
Good Intent Calls.....	54
Smoke Investigations	36
Electrical Emergencies	85
Hazardous Materials Incidents.....	48
False Alarms	9
Alarm System Malfunctions	174
Unintentional Alarms	127
<u>Carbon Monoxide Detector Investigations</u>	<u>39</u>

Total Emergency Responses.....2820

Open Burning Permits	311
Inspections & Permits	1712

Westwood Fire Department *Annual Report*

Revenues Generated For 2014

Ambulance Service	\$577,411.00
Smoke Detectors.....	\$8,480.00
Permit Fees	\$12,070.00
Fire Alarm Fees	\$5,300.00
Misc. Reports.....	\$570.00
Plan Review	\$1,570.00
Total	\$605,401.00

2014 Areas of Note

- A Town Meeting vote provided for the design of a new fire station to replace the existing Fire Station 2 on Washington St. A great deal of time has been spent with the architects and engineers to ensure the facility meets the needs of the Fire Department and the Town. An article is being placed on the May 2015 Annual Town Meeting warrant regarding funding for the construction of the project.
- The Department took delivery 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 \$7,218.00 from the S.A.F.E. Program Grant. This grant allows us to continue bringing our Fire Prevention Programs to the schools and to the Town’s seniors.
- In March of 2014 Deputy Chief Roderick “Rocky” Morrison (Ret.) passed away. Rocky had served the Department for over 38 years and had retired in 2010. He will be greatly missed.
- Jonathan Cox, Aaron Gingras, Robert Martino Jr. and Jordan Morgan were hired as Firefighter/Paramedics in January of 2014. They attended 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. New smoke detectors are available with 10 year lifetime batteries. 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.
- Firefighters James Lopez and Robert Kilroy were selected to join the two current members of the Department 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,

Westwood Fire Department *Annual Report*

included in this training were quality control rounds conducted with the Department's medical control Doctor reviewing previous cases.

- Department members conducted safety talks with residents of Foxhill Village, hosted a "Safety Breakfast" for the Town's senior and also provided many seniors with new smoke detectors free of charge. .
- Members of the Department demonstrated home fire safety to elementary students and Hale Reservation YMCA campers 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 regarding the provisions of the new State Fire Code.
- 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.
- 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:
 - Gas leak inside a commercial building on Providence Highway.
 - Fire damaged a commercial building on University Avenue.
 - An electrical fire caused damage in a commercial building on NStar Way.
 - A brush fire off of Bluehill Dr.
 - A Med-Flight helicopter was required for an automobile accident on Route 95/128.
 - Fire damaged a residence on Gay St.
 - A brush fire off of Hartford St.
 - There was a significant propane gas leak on Thatcher St.
 - A Med-Flight helicopter was utilized for a motorcycle accident on University Ave.
 - A truck fire beneath the East St. Bridge after the truck struck the bridge destroyed the truck and damaged the railroad trestle.
 - A Med-Flight helicopter was needed for an injury on Milk St.
 - The State's Hazardous Materials Team was called in to assist with a chemical incident on York Way.
 - A teen was struck by a train on the railroad tracks off of Washington St. He was transported by Med-Flight helicopter.
 - In October, there were several bomb threats made at Westwood High School and at Xavarian Brothers High School.
 - A serious motor vehicle crash on Route 128 resulted in several injuries.
 - A hazardous materials incident occurred at the High School.
 - A fire damaged a home on Longmeadow Dr.
 - An industrial accident on University Ave. resulted in a worker being transported to a Boston trauma center.

Westwood Fire Department *Annual Report*

2015 Outlook:

- Maintain a high level of service while at the same time making changes within the department to reflect the many changes taking place within the town.
- Hire and train recruit firefighters to fill new positions that have been approved by the Board of Selectmen to increase the capabilities of the Fire Department.
- Apply for State and Federal Grants.
- Place new ambulance in service.
- Continue to deal with the occupancy openings at University Station Project including final inspections and all necessary operational changes.
- Continue to work with the Public Safety Task Force, architects and engineers to plan for the replacement of Station 2. This will also include preparing for a temporary operations site while the building is under construction.

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*

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, Electrical, Plumbing/Gas, and Mechanical Codes 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 required 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*



Some of the many tenants at University Station



By the time this report is published we expect that twenty two of the thirty seven tenants of the first phase of the University Station project will be open.

Building Department *Annual Report*

Administration

- Prepare department payroll, accounts payable, and annual budget
- Represent Building Department with clientele both in person and on the telephone
- Prepare monthly reports to the Town Manager and other departments and agencies at the Town, State, and Federal levels
- 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 2014:

Building Permits 851	New One & Two Family Dwelling Permits 30
Plumbing Permits 476	Gas Fitting Permits 338
Sprinkler/Mechanical 107	Electrical Permits 714

Of the thirty new dwelling permits issued fifteen were for new houses on lots after the existing structures were removed, two were two family buildings, and twelve were for houses on new or undeveloped lots. There are an additional 350 apartments being constructed at University Station.

The various departments involved in inspections for the University Station project established a satellite office at 240 University Ave in order to more efficiently service the project's needs and the Town's responsibilities.

The Building Department welcomes Mike Perkins, Building Inspector, Paul Angus, Electrical Inspector, Harry Knight, Plumbing/Gas Inspector, and Karyn Flynn, Permit and Inspection coordinator to the department. Their primary responsibilities are to University Station

With mixed emotions we wish Jack O'Malley, the long term Plumbing/Gas Inspector, the best of luck in his retirement and thank him for his professionalism and dedication to the department and the Town since March 5, 1987.

Building Department Personnel

Building Commissioner – Joseph F. Doyle, Jr.
Assistant Building Inspector – Michael P. McLean
Assistant Building Inspector – Mike Perkins
Wiring Inspector - Kevin Malloy
Assistant Wiring Inspector – Paul Angus
Assistant Wiring Inspector – James Naughton
Plumbing/ Gas Inspector – Harry Knight
Assistant Plumbing/Gas Inspector – William Jacobs
Assistant Plumbing/Gas Inspector – Joseph Jacobs
Administrative Assistant – Susanne Hogan

Inspection and Permit Coordinator – Karyn Fynn

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*
Carol Lewis, *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 eight letters of commendation from the National Merit Scholarship Program. Seventy-five students received AP Scholar Awards. Three were National AP Scholars; twenty-one were AP Scholar with Distinction; thirteen were AP Scholar with Honors; and, thirty-eight students were AP Scholar. 441 AP exams were administered in 19 subjects. 88% of the score were 3 or above. 98% of the Class of 2014 took the SAT and 80% of the Class of 2014 took the ACT. Many students performed at the Eighth Annual Eastern District Senior Concert. For the Chorus: Julia Deininger, Soprano I; for the Jazz Band: Greg Champion, Baritone Saxophone; for the Concert Band: Arianna Gurrera, Piccolo and Flute; Derek Shue, Clarinet I; Millicent Jiang, Clarinet I; Michael Lahiff, Clarinet II; Jack Takazawa, Tenor Saxophone; Antin Lam, Tenor Saxophone, Miranda Luiz, Trumpet II; Radha Mastrandrea, Trumpet III; Ohana Turbak, French Horn II; Anusha Manglik, Trombone III; and, for the Orchestra: Peter Firmin, String Bass; Timothy Hoeller, Trumpet. Shaye Firmin performed with the All-National Orchestra in Nashville, TN. 29 Westwood High School students were recognized for achievement by the Boston Globe Scholastic Art Awards, sponsored by the School of the Museum of Fine Arts (SMFA). The Gold Key winners were: Wes Diaz, Aram Donabed, Tim Giovino (2) and Halley Husted; Silver Key winners: Elese Gaydos, Louisa Genest, Emily Keith, Meg Waggett and Isabelle Xu; and, the following students received an honorable mention: Ben Adjami, Leda Annis, Allie Damren, Elese Gaydos, Kiely Goss, John Hawat, Stephanie Homsey (2), Andrew Keeler, Emily Keith, Sara Khan, Lauren Klaff, Ellis Li, Kara Luciano, Maddie Mackey(2), Molly Morgan, Abel Moricz (2), Heba Munir (2), Ida Rahimi, Lauren Reissfelder (2), Michael Riley, Danielle Sutrich, Brianna Winn (2) and Isabelle Xu. The Paul Hanlon School 5th grade sang America the Beautiful at a Providence Bruins game. The boys' hockey team was the TVL champions. The girls' hockey team was D2 State Champions and the girls' cross-country was TVL Champions. Ashley Fedun was the TVL Coach of the Year for Volleyball and Jennifer Teahan was the TVL Coach of the Year for Cross-Country. Westwood High School graduates students who are prepared and eager to continue their education. 97% of the students in the graduating class of 2014 are continuing their education; 95% at four-year colleges of universities, 1% at two-year colleges and 1% Career Education.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas every year. The elementary report underwent revision. The High School discipline model was reviewed and revised. Symmes, Maini & McKee conducted a capital space and needs study for the district. This was the first year that grade 8 went to

Westwood School Department *Annual Report*

Washington, D.C. instead of New York. Ted Zarrow, high school Latin teacher, was named “Massachusetts Foreign Language Teacher of the Year”.

Westwood High School welcomed Amy Davenport as the new Dean of Students. The School Committee welcomed Austin Russell, 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 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 2014, we had 7 staff members retire after many years of dedicated service to students and town. The retirees were: David Dore, 23 years; Peter Geary, 40 years; Reen Gibb, 7 years; Michelle Gudaitis, 21 years; Mary Martin, 15 years; Ann Matteson, 34 years; Marsha Odabashian, 13 years; Donna Santabarbara, 25 years; and, Janet Schwartz, 20 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*

Carol Lewis, *School Committee Chairman*

Blue Hills Regional Technical School *Annual Report*

Mr. Charles W. Flahive
Board Vice Chairman and Westwood Representative
– Blue Hills Regional Technical School District – Dec. 31, 2014

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

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

We welcomed our new Principal, Jill Rossetti, who was formerly Academic Director. Also, Steven Moore was appointed Assistant Superintendent for Business and Personnel. He formerly served in Randolph.

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

The Committee on Technical and Career Institutions of the New England Association of Schools & Colleges (NEASC) “voted to award [Blue Hills Regional] Continued Accreditation.”

Fifty-two members of the Class of 2014 were recipients of the John and Abigail Adams Scholarship. In addition, eleven new members were inducted into the National Honor Society from the Classes of 2014, 2015 and 2016.

Eighty-one Blue Hills Regional students participated in the SkillsUSA District Competition at Greater New Bedford Regional Vocational Technical High School on February 28, 2014 and won 11 medals in various categories.

Technology is a key aspect of 21st-century education at Blue Hills Regional, a fact underscored by the distribution of Chromebooks to the entire freshman Class of 2017. The initiative was so successful that Chromebooks were given to all Blue Hills students during the school year 2014-15.

With the school’s 50th anniversary on the horizon in 2016, capital improvements were done including making needed structural repairs to the pedestrian bridge near the east entrance of the school, transforming the football field into a multi-use synthetic athletic field for soccer, football, and lacrosse, replacing the cafeteria floor, installing a new domestic hot water system, upgrading the baseball and softball fields, completing three science labs over the course of five years, and having an NStar-rebate funded lighting upgrade that is presently being completed.

Our athletic programs continue to enjoy high levels of participation.

As of October 1, 2014, total enrollment in the school was 856 students. There were nine 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.

Blue Hills Regional Technical School *Annual Report*

Blue Hills Regional is proud to offer various services and programs to district residents, and in some cases, the general public. Blue Hills Regional, within confines of the curriculum, offers Cosmetology, Culinary, Early Education and Care, Construction services, Graphics and Automotive services. This practice allows students to gain practical, hands-on experience in conjunction with their classroom work. Adults are encouraged to explore the Practical Nursing Program, a full-time program of study provided on a tuition basis.

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 on most weekdays 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 wonderful community.

Mr. Charles W. Flahive

Board Vice Chairman and Westwood Representative – Blue Hills Regional Technical School District – Dec. 31, 2014

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 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.

Department of Public Works *Annual Report*

- 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 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.

Department of Public Works *Annual Report*

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 2002, the Town purchased the street lights from NSTAR and a contractor maintains the lights. The cost of maintaining these lights is rising due to aging infrastructure.
- The Town is looking into a potential LED replacement plan that would ultimately result in savings and a better overall operating system.

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 a 5 year contract with Waste Management that expires June 30, 2017. This contract provides for fully automated trash

Department of Public Works *Annual Report*

and recycling pick-up, which increases 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, 2015, we have amended our contract with Wheelabrator Millbury, at a rate of \$64.00 per ton. The rate is will increase to \$66 per ton on July 1, 2016.

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.
- Review and comment on subdivision plans.

Department of Public Works *Annual Report*

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

Prior Year Accomplishments

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

Accomplishments

Traffic Safety

- Completed traffic calming project in the High Rock, Dover, Conant, and Country Lane neighborhoods.
- Completed worked with Mass DOT on the 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: Church, Fisher, Baker, Bonney, French, Pine Lane, School Street, Oak Street
- 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

- 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

Department of Public Works *Annual Report*

Drainage

- Completed the drainage project on Grove street
- Cleaned all catch basins and repaired those in need. Performed video inspection on systems as needed.
- Repaired and rebuilt over 50 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 1 backhoe loader, 1 Skid Steere loader, 1 Tree Chipper, and 1 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.

Fields and Grounds

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - Grooming
 - Lining
 - Fencing/Batting Cage Setup & Daily Maintenance
 - Seeding/Sod
 - Aeration

Department of Public Works *Annual Report*

- 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 2014.
- Implemented 10 Fall and Spring curbside collection of leaves.
- The Environmental Action Committee held two e-waste collection events 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 2014.
- Currently working with a consultant to review and update the cemetery rules and regulations.

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.

Department of Public Works *Annual Report*

- Continued planning for the next phases of the sewer lining project.

FY16 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 complete drainage improvements on Grove Street. Paving projects will include the Clapboardtree Street, Smith Drive, Downey Street, East Street, Blue Hill Drive, and Grove Street.
- To work with MassDOT to potentially receive funding for a complete streets project along Canton Street.
- To implement a phase one traffic program for the Canton/Everett/Forbes 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.
- 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.

Department of Public Works *Annual Report*

- 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, *Operations Manager*

Jeff Bina, *Asst. Director/Town Engineer/Sewer*

James McCarthy, *Facility Manager*

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.
- Completed an assessment of all sewer pumping facilities to develop a prioritized replacement and upgrade of major systems that has a 20 year outlook.
- 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 2015 Annual Sewer System Maintenance Program is comprised of the following components:

- Lining 11,000 feet of pipe
- Rehabilitation of approximately 115 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/Sewer Superintendent*; Patricia Healey, *Secretary to the Board*; Laura Fiske, *Account Specialist*; Richard Barry, *Sewer Operations Manager*; and Shaun Degan, *Pumping Station Operator*.

James Connors, *Chairman*

Francis X. MacPherson Jr.

Anthony J. Antonellis

Board of Sewer Commissioners

Storm Water Management Committee *Annual Report*

Jeff Bina
Karon Catrone
Joseph Doyle
Lynne Fielding
Michael Jaillet

Todd Korchin
Nora Loughnane
Heath Petracca
Brendan Ryan
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

Jeff Bina
Karon Catrone
Joseph Doyle
Lynne Fielding
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)
Ronald J. Willey(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 73 million gallons of water that is available as a supplement, as well as for an emergency, to the District's existing water supply. A summary of all water quality test results is mailed annually to all DWWD customers.

Water System Infrastructure Improvements

This past year \$3.1MM was spent on capital improvements, which is a typical yearly investment. In total 19,373 feet of water main was installed or replaced in Clapboardtree Street, High Street and University Ave in Westwood and in Taylor Ave, Zoar Ave and High St in Dedham. There are approximately 210 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 sixty-seven old service pipes, generally coordinated with Town paving schedules.

Other capital improvements included sixteen hydrant replacements and thirty-four new hydrants were set. We replaced 1150 meters with the new radio style. Approximately 95% of our customers now have the radio style meters, which has greatly reduced the time needed to read the meters.

The emergency generator and heating system at the White Lodge Treatment Plant were replaced this year at a cost of \$1.1MM. The capital budget approved for 2015 is \$3.7MM.



Bridge Street Treatment Plant and Pump Station

The Bridge Street Water Treatment Plant, built in 1881 as a steam driven pump station, provides public water supply and fire protection to the Towns of Dedham and Westwood. The pumping station was electrified in the 1950s, and was significantly expanded in the 1991 to include pressure filtration for iron and manganese removal. The DWWD currently finds the treatment plant in need of extensive renovation to the structure, building systems and some process and pumping equipment in order to continue its purpose of supplying potable drinking water to the communities. The DWWD Board has begun the process of evaluating the facility for a significant renovation with the goal of preserving the local water supply, retaining the existing building exterior and minimizing environmental impacts

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, 95% of customer meters have been replaced with radio style meters. Rebates continue to be offered to promote the upgrade of toilets and washing machines to low flow versions. Lastly, we continue to offer water resource protection and water conservation education in both Dedham and Westwood Elementary Schools,

Dedham-Westwood Water District *Annual Report*

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.

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 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. The DWWD Board voted to issue refunding bonds as well as to make a new issue of \$3,000,000 General Obligation Bonds for various water system improvements, including, replacing mains, hydrants, customer service line pipes, water meters, installation of replacement groundwater wells, and the replacement of heating system and emergency generator at the White Lodge water treatment facility.

Cross Connection Control Program

The DWWD Cross Connection Control Program is a key element of the Water System operation. DWWD 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 were conducted at 150 commercial and municipal locations this year. 1300 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*
Leo Crowe
Charlie Pare
John Masterson

Michael Terry
William Stowe
Jay MacMullan

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 25 Orders of Conditions in 2014 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 and the Westwood Wetland Protection Bylaw, Article 18.

POND PROJECTS



Haslam Pond

The Commission has been actively working with the Planning Board and the Department of Public Works to revise the existing Stormwater Bylaw. This updated Bylaw will protect the health, safety, general welfare, and environment in the management, operation, and maintenance of the Town's stormwater system by regulating or prohibiting actions detrimental to either the proper quality or quantity of water in the system. This bylaw will meet the requirements of the impending Municipal Separate Storm Sewer System (MS4) Permit.

Conservation Commission *Annual Report*

The Conservation Commission is currently looking at progressive ways to control Purple loosestrife and other invasive plants which are overtaking Westwood's wetland wooded areas. In fiscal year 2014, 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*

The Town Pound has made it through the 2014 calendar year in excellent condition.



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

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

Brendan Ryan
Keeper of the Pound

Cemetery Commission *Annual Report*

In 2014 there were a total of 40 interments at the two town cemeteries. 61 rights of burial were sold.

The Commission has approved revisions made to its rules and regulations as well as updating prices and fees. The staff has made significant progress in bringing all non-conforming lots into compliance. We are also in the process of finalizing design for expansion, with construction projected to begin this summer.

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.

Thomas Aaron

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 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 health and the environmental. 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 and their staff serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill their duties, Boards 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 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 18, 2014 for all residents 5 years of age and older. 775 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 2014: 10 blood pressure clinics, 96 home visits, 472 office visits, and the investigation of 85 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 2014, grant money was used to pay for sharps disposal, communication devices and service, 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 2014, 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 Bellingham, Canton, Dedham, Medway, Millis, Norfolk, Norwood, Sharon, and Walpole. The Health Director has been appointed by the Board of Selectmen as the Westwood representative to the committee and serves as the fiscal agent.

Programs

Westwood Day

On September 27, 2014, the Health Department participated in Westwood Day. Sixteen 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 Senior Center, 60 Nahatan Street during regular business hours. We encourage all

Board of Health *Annual Report*

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. Fluorescent bulbs are collected from residents 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 2014, Animal Control Officers, Paul Jolicoeur and Jason Roberts and Carolyn Thorne, 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 2014, 15 animals were quarantined. The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. Three specimens were submitted for testing in 2014.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored a rabies clinic held on January 11, 2014, vaccinating 55 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 2014.

Mosquito Control

The Town of Westwood is a member of the Norfolk County Mosquito Control District (The District). An integrated pest management model consisting of Surveillance, Water Management, Larval Control and Adult Control is used to control mosquitoes. In 2014 the ball fields and playgrounds were sprayed as a precaution.

Surveillance is used to detect disease. There were no isolates detected in 2014.

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2014, 1200 feet of drainage ditches were checked and cleaned. 800 catch basins were treated.

Board of Health *Annual Report*

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 2014, 311.4 acres were covered.

Adult Control (Adulticiding) involves the use of ultra-low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2014, 8,838 acres were treated in Westwood.

Mosquito spraying is available to residents who request it on a weekly basis, weather permitting. In 2014, 449 residents requested service.

The District and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. 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

In 2014, the Board of Health revised the *Regulation Restricting the Sale of Tobacco Products*, effective on September 1, 2014. The regulation prohibits the sale of tobacco products to individuals 21 years of age and younger, regulates the sale of e-cigarettes and increases the penalties for violations. In 2014, 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.

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 individuals less than 21 years of age in compliance with the regulation. Mr. Brown conducted 16 compliance checks in 2014. Unfortunately, sales to minors occurred on January 20, 2014 in two retail stores and on September 18, 2014 in one retail store. Penalties consisted of the issuance of \$300 violations tickets for each offense. A tobacco permit suspension for 30 days was imposed on one of the stores as this was the second violation in the past 24 months.

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



Public Health
Prevent. Promote. Protect.

Council on Aging *Annual Report*

Lina Arena-DeRosa., *Director*



The Council on Aging (COA) administers its programs and services through the Senior Center located at 60 Nahatan Street. The hours of operation are Monday through Thursday 8-4 and Fridays 8-3.

2014 was a year of changes and transitions at the Westwood Council on Aging.

The COA's former Director for over 20 years retired in the spring and, over the summer, a transitional team hired a new Director. The former Director will be remembered for her commitment to Westwood's seniors and her tireless efforts to build a new Center and plant the seeds for great future programming as well as the creation of the Westwood Food Pantry.

During this transitional time, the Center continued to grow and the staff sustained a healthy program schedule. Fitness programs included two exercise classes (one aerobics, one low impact), Tai Chi and yoga; social programs included knitting, crafts, BINGO, bridge, Mah Jong and quilting.

On a monthly basis throughout the year, the Center offered SHINE counseling, blood pressure clinics (hosted by the BOH Nurse) as well as bereavement groups (hosted by a LICSW).

Day trips were offered as well. This year included: a tour of Trinity Church (in Boston), a trip to the Rhode Island Spring Flower Show, trips to the Peabody Essex Museum, the Commonwealth Museum, the Museum of Fine Arts, and a visit to Castle Island. These excursions gave seniors the opportunity to enjoy an all-inclusive day outside of Westwood.

Many special spring and summer events were offered to Westwood seniors.

In the spring of 2014, Naturalist John Root offered a discussion on "Songbirds of the North East" and Richard Travers presented "The Great American Songbook." Over the summer, Gary Hylander presented a lecture on D Day which was highly attended and enjoyed by many veterans and non-veterans.

During the summer the staff hosted two special lunches. In July, 51 seniors enjoyed a delicious BBQ and, in August, 60 Westwood elders had fun at a Hawaiian Luau.

Moreover the staff worked with Westwood's Fire and EMTs by offering a Fire Prevention Breakfast and a lecture on when an ambulance should be called. Other informational meetings included lectures on "preserving your memory;" "a legal checkup;" "oral health" as well as a discussion on "sugar shockers" (a presentation about the shocking amounts of sugar in some of our favorite foods).

Council on Aging *Annual Report*

Transportation is becoming a bigger and bigger issue as the Commonwealth's citizen's age.

In Westwood, transportation is vital to over 100 seniors on a weekly basis. Westwood's transportation initiative includes rides to doctor's appointments, errand days, and weekly opportunities for local grocery shopping for an average of \$2 a trip. Opportunities are also available for taxi rides at a discounted fare.

The COA's transportation program serviced 129 seniors for 3,528 rides in 2014. Van usage is starting to show wear and tear on the vehicles and, in 2015, the center will ask the Town to appropriate funds to replace one of the vans under its capital budget.

With a committed and caring full time driver and two part time drivers, as well as the dedication of the staff and volunteer receptionists, both vans were kept on the road from 8 a.m. to 3 p.m. on a daily basis.

The Outreach Counselor's commitment to service Westwood's seniors became apparent as her workload soared with more and more clients looking for help, information and counseling.

In 2014, Outreach Counseling (which included counseling on housing, food stamps, transportation, at risk behavior, connections to other services) exploded. 133 seniors used this service at least once, with a total of 972 duplicated calls and/or visits. As Westwood's population ages, these programs help with information and access to needed services that they many require in order to age in place. An additional 88 services were rendered to residents under the age of 60.

The Center's kitchen hosts HESSCO's Meals on Wheels Program. In 2014, 161 seniors were delivered to or enjoyed a congregate meal. A total of 10,798 meals were extended to Westwood seniors. With a committed food director and a dedicated group of volunteers, these meals have become a crucial tool for staying in touch with home-bound elders.

The Tax Write Off Program finished the 2014 year with 61 completers. In September, 68 seniors enrolled for tax relief in 2015. The Administrative Assistant created a database, researched volunteer opportunities, coordinated volunteers and stream-lined this valuable reprieve for Westwood Seniors who struggle to pay their annual tax bill.

With a new Director in place by September, the Center began to reevaluate the needs of Westwood's growing elder population.

A new direction was taken to offer programming for three groups that will be serviced by the Center, all having different needs. These groups are: the Boomers, (ages 55-69) ~ they are looking for more interactive social programs; Middle Ageds (ages 70-80) ~ they are looking for more health and wellness programs and, finally, Elders, many aging in place (ages 80 and older) ~ they are looking for more social services. Although this is a generalization (and many seniors enjoy a variety of programming for all ages), by understanding the different needs for each age group, the Center is gearing up to provide more programs and services for this very large and diverse population.

Some fall highlights include:

Over 75 volunteers were honored during a luncheon in September at the Chateau in Norwood to thank them for their countless hours of service; the staff also coordinated a 90s birthday luncheon for seniors 90 or older with an attendance of 40 seniors. A Halloween

Council on Aging *Annual Report*

Luncheon was enjoyed by over 75 seniors with food catered by Guido's of Walpole and entertainment that had seniors singing along.

The Westwood Policeman's Association hosted a luncheon at the Old Colonial in Norwood in November that over 80 seniors attended and the event filled in less than a week. In December, a holiday luncheon, catered by Conrad's of Norwood was sold out within two days of publicizing the event. With the help of Dedham Savings Bank "take home goodie bags" were available to everyone who attended any of these special events.

For those homebound during the holidays, a delivered lunch was offered and coordinated by the Center for both Thanksgiving and Christmas, underwritten by HESSCO Elder Services. The Lions Club, Westwood Girl Scouts, St. Margaret Mary's Church and the St. Vincent DePaul Society all helped the Center make sure that no one was forgotten or lonely during the holiday season.

A new logo was created in October and by December a new newsletter was in place for delivery in January 2015. In the past, 300 households received the newsletter on a monthly basis; now, over 3500 households will receive a newsletter on a bi-monthly basis.

Participation grew in both interest and attendance and it is the hope of the staff, that as more "over 55" see the programs offered here at the Center, they will begin to understand that this is more of an active adult community center and not a sedate 'aging' center.

The Center could not continue to meet its daily demands without the continued assistance of volunteers. In 2014, 85 volunteers dedicated more than 8,000 volunteer hours to the Center to help with a variety of needs; from setting up for special occasions to help answering the phone or delivering meals to homebound seniors, these volunteers are the lifeline of the Center's growth and vitality.

An eight member Council on Aging Board met in October to discuss details of the Center's work. The Friends of the Westwood Council on Aging (the financial arm for the Center) had a fall meeting and the two groups met in December at a holiday brunch to discuss how to work more cooperatively together. The Center is blessed to have these two groups to help support its work and growth.

The Center also began to make changes with the interior of the building (with the constant assistance of the DPW who was instrumental in helping make this happen). The Great Hall flooring was extended and carpeting removed for increased large events. The Center's "information hub" was moved from the corner of the Great Room to the hallway for better visibility. New keys for the building were created and additional cleaning of the building (from weekly to bi-weekly) was also approved.

Regular programming was streamlined so that all program donation requests and instructors began writing "blurbs" to describe their own programs. Furthermore, systems were created that reorganized how donations were accepted and recorded.

Annually, the State gives each Senior Center a "formula grant" based on the number of seniors in the community. The Center used these funds to underwrite its many programs (a \$3 donation was requested to help with instructor costs); moreover, the Center was blessed to receive over \$5,000 in donations (individuals and foundations) between September and December that helped underwrite special and regular programming.

Council on Aging *Annual Report*

The Westwood Food Pantry, which is housed at the Center's garage, was administered by the Center's Program Director. With the generosity of Westwood residents, 110 individuals (including seniors, adults and children) had access to food once a month to help supplement their nutrition. Over 600 volunteer hours (including the Boy Scouts, Girl Scouts and High School Volunteers) were clocked and, besides the food (which included a "Scouting for Food Day"), the Pantry accumulated monetary donations of over \$23,000. These donations helped the Pantry purchase fresh vegetables, fruits and meats that could be distributed to those in need. Monetary donations also enabled the Food Pantry to purchase over 7000 pounds of non-perishable items from the Greater Food Bank of Boston. It is the hope of the Center that this very active and generous committee will become its own 501©3 in 2015, create its own Board, and begin to build its own identity that is unique from the Center.

2014 was a year of transition for the Westwood Senior Center; expansion and growth will be the key focus for 2015.

Respectfully Submitted,

Lina Arena-DeRosa

Director

Westwood Council on Aging

Youth & Family Services Department *Annual Report*

David Russell, Chair
Domenic Cianciarulo, Vice Chair
Gioia Cianciarulo, Student Member
Conor Connaughton, Student Member
Jillian Donlon, Student Member
Lucie Duffy, Student Member
Arlene Kasarjian
Emily Keith, Student Member

Alicia Lamonda
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

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.

Youth & Family Services Department *Annual Report*

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 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 volunteers in the Bullying Prevention Theater Program rehearsed throughout the fall and winter of 2014 before bringing the performance to Westwood 6th graders.

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 Thurston Thursday Club program; support groups and workshops for high school youth; Single Parent Support Groups; and other workshops/trainings for youth and families.

Youth & Family Services Department *Annual Report*

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); Grief Coping Groups (Grade 8).

Holiday Giving Program

The Holiday Giving Program, now in its fourteenth 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.

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 2014 R.A.Y. Awards were: Sean Cote and Madeline Rothstein.

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 2013 to June 2014, WY&FS trained two Graduate Interns, Kerry Creeden, B.A. from Boston University School of Social Work and Jacqueline Torres, B.A. from Boston College Lynch School of Education Mental Health Counseling program.

Prior Year Accomplishments

- In May of 2014, the Board of Selectmen voted unanimously to approve a reorganization in the Youth & Family Services Department. This reorganization created two new roles, a second full-time Youth Services Counselor and a part-time (20 hour-per-week) Administrative Assistant, where there had been a vacant full-time administrative role, allowing the department to operate more efficiently and to better meet service demands.
- In August, WY&FS welcomed new Youth Services Counselor, Sarah Cleveland, LICSW and new Administrative Assistant, Mary Ellen LaRose.
- WY&FS provided 1052 hours of clinical and consultation services to residents, an increase of more than 100 hours from the previous year.
- The WY&FS Graduate Internship Program provided 293 hours of free clinical service to residents, estimated at a value of \$10,255.
- The Youth Volunteer or "Mentor" program provided high school students with 1156 volunteer hours in Westwood and 842 younger Westwood children received services through these programs.
- WY&FS received \$2,920.00 in outside funding through local donations and grants, an increase of more than \$1600 from the previous year.

Youth & Family Services Department *Annual Report*

- In collaboration with the Westwood High School Guidance Department, WY&FS continued to co-facilitate Stress Management Groups for students.
- The Holiday Giving program, coordinated by WY&FS, enjoyed another successful year. 47 Westwood families with 79 children were served through Holiday Giving this year, with 33 community residents, businesses or groups donating over 237 gifts!
- In 2014, WY&FS took a leadership role in the organization and implementation of two community groups: ***Westwood Cares***, a substance education and awareness group made up of representatives from the Town of Westwood Human Services departments, the Westwood Public Schools, the Westwood Police Department, parent and student groups; ***Westwood Transitional Assistance Provider Meetings***, a roundtable group of representatives from state agencies, municipal departments and local human service agencies that address the needs of families in Emergency Shelter in Westwood.

Board and Committee Membership

The Staff of Westwood Youth & Family Services participated on a variety of boards and committees in 2014 at the local, regional and state levels.

- Westwood Cares
- 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 Lodge Task Force
- Westwood Transitional Assistance Provider Group
- 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
Leo Crowe
Pamela Dukeman
James Gavin

Josepha Jowdy
Sharon Papetti
Janice Polin
Deborah Robbins
Al Wisialko

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 2014

In 2014, 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 \$360,000 over the 15 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 2014, there continued to be a high level of applicants. The Committee was able to distribute approximately \$35,000 in 2014 to approximately 36 of our most needy senior residents. These residents all met the general criteria of the fund: limited income and home value less than Town average. The majority of the recipients exceeded 80 years of age and had lived in Town more than 60 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 2015 to provide this significant assistance to our elderly and disabled residents.

Commission on Disability *Annual Report*

Anne Berry Goodfellow, *Co-Chair*

Jette Meglan, *Co-Chair*

Tom Barner

Fran MacQueen

Jean Barrett

Jude O'Hara

MaryAnne Carty

Connie Rizoli

Lina Arena-DeRosa

Mary Sethna

Michelle Fiola-Reidy

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 (SEPAC) on a number of issues of great importance to Town residents with disabilities and their families.

Housing

In the Commission's continuing focus on housing options for the over 22 disabled population, we visited the newly opened privately funded group home located close to the new University Station complex.

The house is a welcoming and gracious dwelling with beautiful views from each window and it is situated on its plot to fit in attractively with the neighborhood. As one enters the front of the house there is a foyer that opens to an open plan family/dining area. The kitchen is off this main living area as is a side entrance and mudroom.



There are five bedrooms in the home. Each one has the operations for a universal lift and each has its own storage closet. Each bedroom has double doors that open up to a patio or outside walkway in case of emergency. These outside doors are alarmed to ensure safety. In the event of an emergency overnight, all beds can be wheeled out the doors of the bedroom safely and quickly.

There is a shower room with a full body standup dryer. Across the hall from that is a tub room. The tub goes up and down for the safety of the staff. Universal Lifts are in the ceiling of each of these rooms. There is a toilet in each with privacy curtains and built in bidets. There is ample storage throughout the home both private and household. There is radiant heat throughout.

A particularly nice amenity is the gas fireplace in the family room. While it is not designed as a main heat source for the room it functions as a beautiful focal point and does provide a minimum of warmth to the room. Throughout the entire home are vinyl floors that look like hardwood and other tiled surfaces with no thresholds at all.

The home is air conditioned throughout.

Off the main living area is a small sitting room with a door for smaller more private moments. There is also a staff office and guest bath. There is a separate medical room, which can be locked.

The kitchen features an accessible sink and a second conventional sink. There is also an accessible height island for food prep or entertaining. There is a pantry off the kitchen which houses even more storage and a second refrigerator for the residents. An attractive feature is the solar tubes, which allow natural light to come into the kitchen.

Commission on Disability *Annual Report*

The house has one van currently and it can go directly into the garage. From the garage, the residents can unload and go through the front door that is covered from the elements. Lifeworks is in the process of procuring a second smaller vehicle so that two groups of residents can go two different places at the same time or can all go in a caravan to one outing.

The home is appointed with furnishings of the most welcoming and charming style. The property is elegantly landscaped and there is an irrigation system throughout the yard.

All in all, this is a gorgeous welcoming home that anyone would be proud to call their own and is a definite asset to the neighborhood and to Westwood.

Building a Caring Community



The Commission has continued its annual Caring for the Caregiver event, for a fourth year. In 2014 the Commission, working with Westwood Public Schools and SEPAC co-sponsored the community's first ever Vendor Fair targeting services and programs advantageous to students transitioning out of Westwood Public Schools to the Adult Community. Housing, Legal, Day Programs, Financial, and the Arts were represented. The evening was a



public service to the town and surrounding municipalities and attended by over 70 people. The Commission would like to thank Superintendent John Antonucci and Westwood Public Schools for the district's collaborative role in this great event. We are hoping to repeat the fair in spring of 2016.

Transportation

The Commission received a complaint about the lack of access to /and from the platform at the Route 128 train station last year. Following an investigation, the Commission learned that the elevator is often out of service and there is no alternative route to the inbound track. While AMTRAK will reroute an inbound train to the track near the station upon a disabled person's request, this does not help a passenger who is unaware of the need to make such a request. The Commission is pleased to report that the Selectmen have worked with, AMTRAK and the MBTA, and plans to provide reliable independent access have been developed, the project has gone to bid and the project is scheduled to be completed in spring 2015.

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.

Commission on Disability *Annual Report*

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 important that individuals and families continue to make independent emergency back up plans should there be a widespread emergency.

Respectfully submitted,
Anne Berry Goodfellow, Co-Chair
Jette Meglan, Co-Chair
Tom Barner
Jean Barrett
MaryAnne Carty
Lina Arena-DeRosa
Michelle Fiola-Reidy
Fran MacQueen
Jude O'Hara
Connie Rizoli
Mary Sethna

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

Daniel J. Burke, President and CEO



Achieve with us.

2014 Report of The Arc of South Norfolk, Inc.

www.arcsouthnorfolk.org

Be sure to visit our website and view our 60th Anniversary video about our organization and the work we have accomplished since 1954!!!

This year, The Arc of South Norfolk (formerly The South Norfolk County Arc or SNCARC) celebrated 60 Years of Achievements, marking its 60th anniversary of providing services to Westwood and the surrounding communities. The past year was a time to reflect on accomplishments and look to the future at expansion and creation of programs that reflect the needs of the people and families served. The Arc of South Norfolk invites you to watch a brief video about the work it provides to the thousands of people throughout Norfolk County who turn to The Arc of South Norfolk for guidance, support and services. The video can be found at www.arcsouthnorfolk.org.

With funding through the Town of Westwood, The Arc of South Norfolk provides supports and services to citizens of Westwood who are disabled by intellectual/developmental disabilities, 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 work 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, Adult Family Care 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 have expanded our Adult Family Care program over the past year, which has tripled in size since its inception. This program provides support to families and adults diagnosed with intellectual and developmental disabilities that cannot live safely alone and 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.

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).

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

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' Service 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.

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.

Veterans' Services Annual Report

- Displayed and maintained U.S. Street flags flown on patriotic holidays.



Massachusetts Dental Association offered free dental screenings and treatment for Veterans and their dependents. Paula Scoble (Veterans' Services Administrative Assistant), is pictured with Dr. Gandhi and her team, who generously offered their services.



Formal flag burning ceremony with the Westwood Fire Department, April 2014

Calendar Year 2014 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

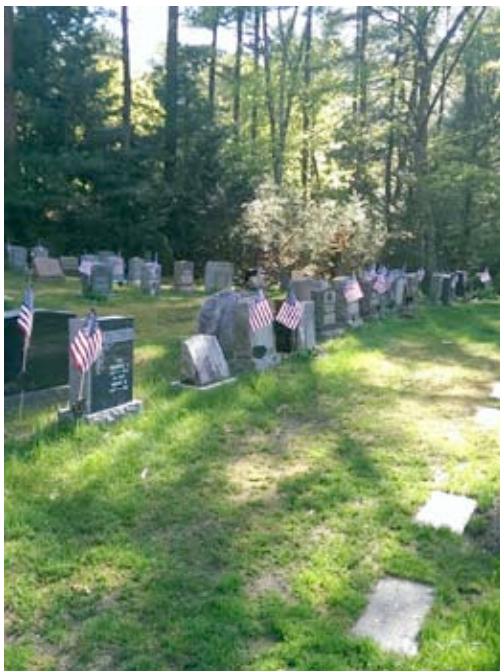
Chris McKeown, *Veterans' Service Director*

Memorial Day Committee *Annual Report*

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

Department Mission

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



New Westwood Cemetery where flags are replaced and geraniums planted annually for Memorial Day

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 2014

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 2015 Service Plan

- Hold Memorial Day Events on Monday, May 25, 2015. 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*

Jane Wiggin, Chair
Karen Coffey, Secretary
Mary Masi-PHELPS

Amy Rands
Rich Wade
Mary Beth Persons

This past year continued a record increase in library use as we entered our second year of using the new facility. Patrons enjoyed reading by the fire, utilizing the young adult area, studying in the quiet areas and study rooms, and borrowing library materials in large numbers.

Throughout the year, children's programs were filled to capacity, and short school days saw many middle school students enjoying their new dedicated library area. The café area was used often to enjoy a cup of coffee and free Wi-Fi while browsing, reading, working or being tutored. The library meeting rooms were booked continually and residents enjoyed both stimulating talks and the annual jazz concert. The Islington Library continues to draw steady and loyal patrons. Programming continues and there is a new knitting group organized for this year! The new building provided cool relief in the summer with our largest number of guests in the history of the library.

Unfortunately, some building issues persist, including the failure of wooden planks and racks on the ceiling which needed to be removed for safety reasons and caused a temporary shutdown of the library. Plans to replace the ceiling are underway and will hopefully be completed in 2015. Some other ongoing building issues include the lighting and automatic blinds systems which are also currently being addressed.

In November, we said a sad goodbye to Library Director Tom Viti who has been with us for over 30 years. Tom did an outstanding job and he will be sorely missed. We all wish him well in his retirement and thank him for the amazing job he did bringing this new library to the citizens of Westwood, as well as all of the other accomplishments he had during his time here. In December, we welcomed new Library Director Tricia Perry, who came to us from the Millis Public Library. Tricia is off to a great start and we welcome her and look forward to many great years with her at the helm!

The library is looking forward to a new updated website this year. Patrons will continue to be able to reserve museum passes, hold and renew books and find out about news and upcoming events. There are numerous new programs for children including a STEM (Science, Technology, Engineering and Math) program for children and a sensory story time for 2 to 5 year olds on the autism spectrum, with sensory motor integration issues or developmental disabilities. Check out the website for other new programs for all patrons. The Library continues to enjoy and benefit from the support of the Friends of the Public Library.

It has been a busy and exciting year. It is wonderful to see how many people are using and enjoying the new library.

Jane Wiggin, *Chair*

Library Director *Annual Report*

LIBRARY DIRECTOR
Patricia Malone Perry

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
- to join the community to discuss issues of common interest

With a broad collection of physical and electronic materials and programs, staff supports the pursuit of life-long learning. The Library serves the community as a meeting place for residents, municipal bodies and civic organizations.

Library Materials and Collections

Highlights from 2014:

- 24% Increase in overall Westwood circulation!
- 70% of all circulation at the Main Library is done by Self-Check
- More than 140,000 patrons at Main Library (22% increase)
- New Library Cards Issued: 809
- Attendance at programs held at the Main Library and Islington Branch: 8553

In the past several years, many public libraries have experienced a decline in circulation figures. However, the Westwood Public Library is actually seeing circulation trending upward. In 2014, total circulation for the Westwood Library (including materials checked out at both the Main Library and the Islington Branch) rose by 24%. The growth in circulation is nearly matched by the increase in use of the library by patrons of all ages, as the new Westwood Public Library has embraced its role as a community gathering space. In the past year, we have seen double-digit growth in the number of visitors to more than 140,000—an increase of 22%.

Self-checkout and self-service reserves are continuing to grow in popularity. Patrons have embraced the new technology which allows them to pick up their item holds and check out their materials at the two self-service checkout kiosks at the main library. In 2014, 70% of all of the circulation transactions done at the Main Library were done by self-checkout.

As a member of the Minuteman Library Network, we are able to provide enhanced resources for all of our patrons. Items can be requested easily with just a keystroke and if a particular item is not available at Westwood, the request is automatically filled by another member library. Items are transferred daily between Minuteman libraries. In FY2014, Westwood received 28,942 items in delivery; and sent out nearly 39,000 out to other libraries.

In addition to the items requested via other Minuteman Libraries, the library also offers “point-to-point” and mediated interlibrary loan requests for specific items. With these additional interlibrary loan options, materials not available in the Minuteman Network can be borrowed from libraries located throughout the country.

Library Director *Annual Report*

The Westwood Public Library strives to provide high quality resources and excellent customer service. storytimes, museum passes, jazz concerts, adult and young adult films and programs, booktalks, and art exhibitions are just some of the events that take place on a regular basis.

The community spaces in the new library are used by a variety of local and community groups. The smaller study rooms have become a favorite of high school students for group study sessions, and they are especially sought after during exam periods! The community room and larger conference room easily accommodate many larger groups – transforming from an active toddler playtime to a “Memory Café” for older adults with dementia; and then just as easily re-imagined and re-set as a meeting room space for a variety of community groups.

A weekly calendar might include Scout Meetings, hearings conducted by the Finance and Warrant Commission, meetings of the Selectmen, the Permanent Building Committee, teens playing chess, a “Kid's Chinese Reading Club,” and groups exploring yoga, quilting, or other activities and adventures.

The large and sunny Young Adult Room, located on the second floor, is a popular destination for teens. Early release days are especially busy at the Main Library with a variety of activities – as teens and ‘tweens utilize the library computers for research and study, or students gather to chat, play chess or checkers, or just relax. The large window overlooking the library entrance makes it easy to coordinate travel arrangements as well!

The Islington Branch Library continues to draw steady and loyal patrons. The Book Group has moved to a monthly slot due to high demand. The Islington Branch offers additional programming options including Lego activities, storytimes, book share and book groups for adults, and a “sit and knit” drop-in group on Thursday mornings.

Library Director *Annual Report*

Westwood Public Library		2014 Statistics	
		YTD	Past YTD
CIRCULATION - TOTAL ALL WESTWOOD		242,642	196,270
Circulation - Main Library	Adult	103,848	71,762
includes circ, self-check and remote renewals	YA*	12,886	
	Children	94,012	62,552
	Total	210,746	134,314
Circulation - Islington Branch	Adult	18,261	36,696
includes circ and remote renewals	YA*	2,360	
	Children	11,275	25,260
	Total	31,896	61,956
Information Questions - Main Library			
	Adult	4,782	4,718
	Children	5,301	5,193
	Total	10,083	9,911
Meeting Room Use - Main Library			
	Library Programs	144	137
	Community Programs	187	177
	Study Room	388	404
Library Program Attendance			
Main Library			
	Adult	828	754
	YA	68	
	Children	6,265	5,939
Islington Branch			
	Adult	96	92
	YA*		
	Children	1,296	1,163
	Total	8,553	7,948
Door Count - Main Library		140,816	115,164
Museum Passes		514	
July 2014 Automated Pass System Added			
Website			
	Sessions	32,057	
	Users	18,773	
Public Use Computers			
	Sessions	9,660	
	Minutes	381,536	
Overdrive			
	E-Content All Formats	7,020	
<i>*YA figures were included in Adult Counts for prior year.</i>			

Library Director *Annual Report*

Westwood Public Library Staff and Trustees

Tom Viti Retires as Library Director

In November 2014, Library Trustees, Staff and patrons from Westwood and surrounding communities celebrated the long tenure and retirement of Library Director Tom Viti. Tom was a true champion of the Westwood Public Library and worked tirelessly on the planning, design and construction of the new library. He was a great diplomat and always gracious. In the words of a staff member, “Tom had a great calming presence; he was unflappable.” We wish him the best in his well-deserved retirement!



Library Director Tom Viti

In addition to robust collections, one of the other most important resources of the Westwood Public Library is the staff. Westwood has a reputation throughout the library network and the community for excellent collection development and exceptional staff, and as we move beyond the building project, we will be turning our energies to realizing the great potential of this new library and its role in a 21st century community. I would like to commend the Westwood Public Library staff for their contributions and commitment to supporting the mission and goals of the Westwood Public Library.

2014 Library Staff

Staff Karen Cagan (Library Assistant); Suzanne Canale (Library Assistant); Claire L. Connors (Branch Librarian); Kevin Craven (Library Custodian); Shirley DeFeo (Library Assistant); Carol Devlin (Library Assistant); Theresa Duane (Library Bookkeeper); Jennifer Durant (Library Assistant); Karen Gallagher (Library Assistant); Hannah Gavalis (Children’s Librarian); Nancy Hogan (Library Circulation Supervisor); Elizabeth Keefe, (Technical Services Assistant), Teresa Kerrigan (Reference Librarian); Joyce Levine (Library Assistant); Patricia London (Reference Librarian); Marie Lydon (Reference Librarian); Tina McCusker (Reference Librarian); Elizabeth McGovern (Head of Children’s Services); Joe Moore (Library Custodian); Margaret Reucroft (Head of Adult Services); Helen Rezendes (Reference Librarian); John Riordan (Senior Library

Library Director *Annual Report*

Custodian); Kathy Rose (Technical Services Assistant); Patrick Scannell (Late Closer); William Sheehan (Library Custodian); Linda Skerry (Library Assistant); Ann Thomas (Library Assistant); Caroline Tighe (Library Assistant); June Tulikangas (Head of Technical Services); Andrea Varkas (Library Assistant); Thomas Viti (Library Director); Nancy Weinreich (Reference Librarian); Susan White (Library Assistant)

Library Trustees

To all of our Library Trustees, past, present and future, your dedication to this institution, and your hard work and community spirit are the reason that this dream of a new library for Westwood was made possible. Thank you for your incredible efforts!

We are especially appreciative of the work done this year by the remarkable individuals who served on the Board of Trustees for the Westwood Library between January 1, 2014 and December 31, 2014:

Jane Wiggin, Chair
Karen Coffey, Secretary
Mary Masi-Phelps
Mary Beth Persons
Amelia Rands
Rich Wade
Mary Feeley (term expired 2014)

Library Volunteers

In FY 2014, 60 library volunteers provided more than 1300 hours of service to the Library. We are grateful to all of our volunteers, whose efforts behind the scenes are vital to the operation of the library. Each year it seems we add to our volunteer base, and we are appreciative of all of these incredibly generous and wonderful individuals who give so much of their time and talents to our library!

Friends of the Westwood Public Library

Every year we look to our Friends of the Westwood Public Library for support of library programs and services that are out of the scope of the library's municipal funding. The Friends have been champions of the introduction of new and improved programs. Speaker honorariums, children's programs and art supplies, IPADs for Children and Teens, music concerts, museum passes and lectures and films are just a few of the enhanced programming initiatives that have been supported by the Friends. The Friends of the Westwood Public Library are a community treasure and we are so very lucky to have such an outstanding group of Library advocates who have supported and sustained this institution at every turn. If you would like to follow what is going on at the Westwood Library, you are invited to check out the Friends Facebook Page!

You can find the Westwood Friends at <https://www.facebook.com/WestwoodLibrary>.

Library Director *Annual Report*

Our Future

We are opening a new book – and beginning a new chapter. Let the adventure begin!



Library Patron: Peter Jonic (age 4)

Patricia Malone Perry
Library Director
February 2015

Westwood Cultural Council *Annual Report*

Lisa Walker
Debbie Wells
Nancy Donahue
Jennifer Powers

Joan Murphy
Melanie Guerra
Meaghan Dunn
Margaret Rustrian

The Westwood Cultural Council (WCC) is part of a larger grass roots cultural funding network in Massachusetts. The mission of this network is to provide funding for rich cultural experiences through a grant program. WCC receives public funds from the State of Massachusetts and the National Endowment of the Arts.

The mission of WCC is to bring quality programs in the arts, interpretive sciences and humanities to Westwood residents through a grant process. Grant requests are thoroughly reviewed by council members who assess applications by considering various criteria, such as: 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. These criteria were examined in April 2012 during an open community input meeting that took place at the Westwood Historical Society.

In 2014, WCC received applications totaling \$13,238. The council allocated \$4,700 to grants and distributed the funds in the following manner:

Pre-school students, aged 3-5 at the Westwood Integrated Preschool experienced storytelling and music by Kemp Harris. This artist enriched the students during separate age appropriate performances; one in Fall 2014 and the other one scheduled for Spring 2015.

Westwood elementary students, aged 5-10 will experience two performances in three of our public schools. K-2 students at the Martha Jones School will learn about Chinese folklore with a fully hands-on theatrical presentation of “the Dragon King” by the Tanglewood Marionettes in Spring 2015. Rob Surette’s Amazing Hero Art: “Be Somebody,” was performed at the Sheehan School in December 2014 and is scheduled for the Deerfield School in March 2015. “Be Somebody” is a multi-faceted presentation that combines visual art (painting) and performance art (narrative and musical) to focus on individuals who have made an impact on society despite coming from humble beginnings (e.g. Martin Luther King, Jr., Abraham Lincoln, Mother Teresa). Westwood seniors were invited to the Sheehan Schools assembly of “Be Somebody.”

WCC is pleased to support Westwood children in the severe SPED program at the Westwood High School with a grant to fund art supplies for an upcoming art exhibit. The exhibit will be hosted at the Westwood High School and be open to the public in Spring 2015.

2015 Scheduled Grants

Artist Gregory Maichack will work with older teens, adults, and seniors at his pastel painting demonstration and fine art workshop entitled, “Scarlet Poppies: Pastel Paint like Georgia O’Keefe”. The workshop will take place on July 28, 2015 from 1-3pm at the Westwood Public Library.

The Westwood Historical Society will host Anthony Sammarco to perform “Boston’s Irish Before and After the Civil War” at the historical Fisher School in March 2015. This program coincides with the 150th anniversary of the end of the Civil War.

Westwood Cultural Council *Annual Report*

The Westwood Woman's Club will feature a musical performance by Richard Travers during their April 16, 2015 membership meeting at the Senior Center. Mr. Travers will sing, play piano and encourage those who attend to join him with songs from the "Great American Song Book".

Tommy Rull will perform "A Musical Journey through the Years" that consists of a variety of different cultural styles of vocal performances and music. This program will be part of the Council on Aging's Summer Sizzler musical concert in June 2015.

WCC is proud to extend a grant from 2013 awarding into this year's cycle. This grant will fully fund a 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 2015.

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

Respectfully submitted,

Lisa Walker

Joan Murphy

Debbie Wells

Melanie Guerra

Nancy Donahue

Meaghan Dunn

Jennifer Powers

Margaret Rustrian

Recreation Department *Annual Report*

Nicole Banks, *Recreation Director*

Recreation Department and Commission

The Recreation Department is responsible for planning and operating a year-round recreation program for the residents of Westwood. The department staff runs programs and events for all age groups, operates an indoor swimming facility, schedules fields and facilities for recreation and sport use, and provides long-term fields and recreation facilities planning and management. Additionally, staff performs administrative duties including customer service, marketing and outreach, financial budgeting, record keeping, and reporting.

The Recreation Commission is an advisory and policy-making board representing the residents of Westwood. This board, consisting of seven residents appointed by the Board of Selectmen, advises on and supports the year-round running of indoor and outdoor recreation activities and community events. The Recreation Commission also assists the department with the management and use of fields and recreation facilities on Town sites.

The goals of the department and commission are to provide programs and special events that are diverse and affordable for all who wish to participate. These quality services include physical, social, creative, athletic, and travel programs. Programs and pool memberships are “fee for service” and financially self-supporting.

A Message from Recreation Director Nicole Banks, CPRP

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. As I reflect back on the previous year, comprising most of my short tenure within the department, I am proud to acknowledge the efforts of department staff in coordinating all seasonal programing and events. I would be remiss if I did not mention the invaluable support the Recreation Department receives from just about every Town department. In particular we rely heavily on the efforts of the DPW, School Department, Emergency Services, IT, and Finance. Running a large scale event such as Westwood Day would not be possible without the dedication and help from our coworkers. The Recreation Commission and staff are grateful for the many volunteers, citizen groups, and local businesses who donate their time, energy, and resources toward the improvement of town facilities, playgrounds, ball fields, recreation programs, and special events to ensure the highest quality experience for the community.

The Recreation Department is currently steering a number of exciting, large scale projects that will have a positive community impact for many, many years. In collaboration with DPW, School Department, and the Recreation Commission we are currently developing plans for the refurbishment of the Deerfield School fields. We have received input from local sport groups, neighbors, and professional land developers in preparing the plan we believe will best serve the community’s needs for the foreseeable future. The funding for this project comes from the University Station impact fee mitigation fund.

Recreation Department *Annual Report*

Another key focus in the upcoming year is to develop a comprehensive plan for tennis play in town. As a number of courts are coming due for refurbishment, we will be working to develop a blueprint for the revitalization of all town courts. As part of this process we will be assessing the potential for increasing night play availability through additional lighting.

Aquatics Manager, Susan Perry, is currently working on a number of projects to update the pool facility and equipment. Some of these enhancements include UV pool filtration, new pool deck tiling, and replacement of changing room lockers.

The Recreation Department has very limited space of its own to program for community recreation and events. The Town does share the use of all school sites, and enjoys an extraordinarily good relationship with the School Department; however, availability of both indoor and outdoor space is limited. The Recreation Department has a long-term goal to guide the effort to design and propose a Community/Recreation Center consisting of Recreation offices, a regulation size gymnasium, kitchen, and multipurpose rooms. This dedicated recreation facility would allow the Recreation Department to offer a fuller menu of recreation, cultural and adult activities.

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: \$14,287 program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$8,750 donated to assist 24 participants with summer recreation programs.
- Sponsors: Needham Bank sponsored \$2,600 for March Into Summer. Roche Bros. donated \$5,000 for New Year’s Eve Fireworks. Westwood Day sponsorships totaled \$35,800 from local businesses and supporters. North Walpole Fish and Game and Westwood Permanent Firefighters Local 1994 sponsored the Fishing Derby.
- Credit card processing procedures updated; credit card readers in Recreation and pool office, enhanced customer card security policies implemented, pool passes now available through online registration system.
- Revamped revolving fund accounting system to better track revenues and expenses across program areas.

Marketing and Special Events

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

Recreation Department *Annual Report*

The department's website is the focal point of our marketing strategy. Facebook and Twitter are promoted as "the way to stay current with recreation news and updates." The goal is to increase the number of users as social media continues to climb as the gateway to information. To provide continuity, all promotional materials direct users to the website.

Program marketing includes: seasonal brochures, listserv, website, online registration, Facebook, Twitter, Westcat, 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.

2014 Special Events: March Into Summer, Fishing Derby, Todd J. Schwartz Softball Classic, Summer Band Concerts, Fireman's Foam, Westwood Day, and NYE Fireworks.



The Westwood Day 2014 celebration began on Friday, September 26 with an exciting football game in which Westwood triumphed over Medfield. Fans and residents had additional cause to celebrate with the post-game fireworks. Beginning early on Saturday, September 27 the 5K road race followed by the Kids fun-run kicked off a full day of celebration. Thousands of

residents and friends from surrounding communities enjoyed the nonstop entertainment on two stages, food from 14 vendors, 35 different activities for all ages, and over 110 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. This strong support allowed for the elimination of admission fees and for an increase in activities and entertainment offered.

Westwood Day 2014 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 Town Departments, the School Department, and volunteers from the community assisted Recreation staff to make Westwood Day an outstanding event for the town.

Westwood Day Important Facts

- Friday and Saturday, September 26 & 27, 2014
- Committees headed by Recreation Staff: Activities, Vendor Village, Food Court, Entertainment, Sponsorships, Facilities, Volunteers, and Marketing.
- Event was self-sustaining and has a balance of \$24,057 to start 2015 event planning.
- Over 5,000 people attended the event.
- 200 plus student and adult volunteers contributed.

Recreation Department *Annual Report*

Programming and Services

This division serves the community through diverse, innovative programming 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 Recreation Department implements the Field/Facility Permit Policy and issues permits for sports organizations. Additionally, Recreation and DPW work collaboratively to inspect and maintain the Town playground areas.

The Islington Community Center (ICC) provides space for recreation programs, drop-in activities, special events, and community programs for 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.

2014 Programming Highlights

- 8,522 patrons registered for recreation programs (exclusive of pool memberships.)
- Summer Days was very busy and successful with a total of 1,424 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 62 future leaders and provided 6,347 community service hours.
- New preschool class room at the Islington Community Center has been very well received with the amount of space for parent/child and preschool offerings with most classes running at capacity each session.
- Preschool vacation weeks were very popular throughout the year and stayed strong during the summer.
- Clay youth programs and summer art classes were introduced to our offerings and have been a huge success.
- Musical theatre remained highly popular during the school year and performed three full-to-capacity summer shows.
- Short Wednesday after-school programs continued at Downey and Sheehan with tennis at Downey for the second consecutive year.
- Sports Clinics incorporated high school varsity coaches and hired additional summer sports staff serving almost 1,000 participants.
- Instructed over 350 participants in the youth and adult tennis programs.
- Added additional seasonal programs to complement our current menu of programs to include: Boot Camp, Pilates, Soccer Clinics.
- Summer program offerings that showed their best numbers to date were: Field Hockey, Volleyball & Hip Hop.
- A new summer program, Top Secret Science, filled up so fast in March that an additional week was added and filled before summer started.
- Scorpion Soccer Clinic was another offering that was met with very high attendance.
- Adult basketball league increased to 10 teams for the Winter/Spring league and the Schechter Academy in Norwood was rented to accommodate the additional teams. A new summer league was started at the Islington court consisting of 4 teams.
- New tennis nets were installed at the Downey courts.

Recreation Department *Annual Report*

- New safety netting purchased for lacrosse play on the Flahive and Multipurpose fields.
- Coordinated a work plan with DPW and Athletic Director for Thurston soccer fields.
- A new Field/Facility policy was created and implemented for scheduling permits.

Aquatics

The Aquatics 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.

2014 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	1245	267
February	1204	275
March	1516	302
April	1184	232
May	1267	200
June	1382	170
July	1919	214
August	1527	189
September	1042	87
October	1084	106
November	1101	127
December	1031	138
Totals	15502	2307

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.

Recreation Department *Annual Report*

2014 Aquatics Highlights

- Facilitated 27 pool parties.
- Conducted 133 private lessons.
- Managed the Winter Swim Team with 250 participants ranging in age from 5-18 years who participated in the 18-week competitive swim program.
- Managed the Summer Swim Team with 99 participants utilizing the opportunity to experience competitive swimming in a relaxed environment.
- Instructed 1,340 participants in The Learn to Swim Program, Aqua Fitness, Master's Swimming and Triathlon Kids Club.
- Directed 9 annual group rental contracts.
- Opened new family changing room facility to the public.

Respectfully submitted,

Westwood Recreation Department Staff

Nicole Banks, Recreation Director
Susan Perry, Aquatics Manager
Taryn Crocker, Business Manager
Mike Griffin, Sports and Fitness Manager
Kristin Scoble, Program Manager
Julie Harrington, Aquatics Specialist
Jan Parr, Recreation Assistant

Recreation Commission Members

Paul Aries, Chairman
Joyce Cannon
Lynn Connors
Ann Delaney
Elizabeth Phillips
Dave Reilly
Diane Thornton
Paul Tucceri



Fireman's Foam 2014

Historical Commission *Annual Report*

Nancy Donahue
Marilyn Freedman
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, Nancy Donahue, Marilyn Freedman and Lura Provost

2014 In Review

In 2014, the Commission began to focus its attention on the display space within the new Westwood Public Library, dedicated to Westwood's Colburn and Fisher School Historic Districts. The display space is being offered by the Library as part of the Memorandum of Agreement (MOA), instituted with the preservation and reuse of the Colburn School; the MOA is a binding document between the Westwood Historical Commission, the Massachusetts Historical Commission, the Board of Selectman, the Westwood Library Trustees, and the Massachusetts Board of Library Commissioners. The Commission is currently in the process of selecting a firm to design and implement the Library display.

In the fall, the Commission, in collaboration with the Planning Board, started to work towards drafting a Demolition Delay Bylaw for Town Meeting. The Bylaw will impose a six month delay on the demolition of historically significant structures in Town, allotting for preservation measures in hopes of saving them. The Bylaw is scheduled to be presented at the spring 2015 Town Meeting.

In the coming year, the Commission is also hoping to begin the process of designing, fabricating, and erecting new historic signage 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*.

Westwood Environmental Action Committee *Annual Report*

WEAC serves as an advisory committee to the Board of Selectmen. We bring environmental issues to the BOS attention to work with them on solutions that benefit the town and its residents.

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 in September.

We are currently working with the Westwood/Walpole League of Woman Voters to host an education forum on gas pipe line safety, to be held in the next few months.

End of part 1 of 4
Please download the Appendices A, B, and C
For a complete archive of the 118th Annual Report.