

CEMETERY COMMISSION

The Board of Cemetery Commissioners, in compliance with the City Ordinances, herewith submits the Annual Report for the fiscal year 2017.

Organization

John Sawyer, Chairman
Catherine Shaughnessy
Alfred Autenzio

Christopher T. Kisiel
Joseph McDonough

During fiscal year 2017 there were 201 interments from July 1, 2016 to June 30, 2017.

Income from Interments	\$ 91,500.00
Sales of new lots and graves	40,500.00
New endowments of lots and graves	41,000.00
Foundations constructed	11,912.50
Canopy rental for funerals	1,800.00
Overtime from funerals	18,100.00
Misc.	23,250.00
 Total Income	 \$ 228,062.50

There was a great deal of activity at Woodbrook Cemetery in FY2017. In keeping with the City's celebration of the 375th Anniversary of the City of Woburn the Board had voted to appropriate and approved funds for the installation of a new iron fence for the rededication of the First Burial Ground on Park Street here in Woburn. This effort also included a new flag pole, the capping and realigning of the stone wall at the entrance to the cemetery, a new stone pathway, new sign along with a bronze plaque and post for the rededication.

The Board has actively been overseeing the continued use of the newest section of grave lots on Oak Avenue here at Woodbrook Cemetery. These new graves have allowed for the burial of two people in a single/deep burial lot. These lots were made available for sale on an as needed basis to Woburn residents only and we are hopeful that these graves will be used for many years to come.

The Board has continued its efforts to preserve trees in all 3 cemeteries. The main work has been done at Woodbrook Cemetery that included, but was not limited to the removal of dead/rotted trees, the spraying/trimming of trees to the front section of the cemetery along with extensive spraying to the back portion of the cemetery to keep ahead of the moth infestation that has occurred in these areas. The Board has made every effort to maintain all the trees here at Woodbrook Cemetery knowing that the trees are a beautiful focal point in the cemetery. The Board, along with the City, is still actively looking to purchase much needed land for the establishment of a new cemetery within the City of Woburn. The Board has stressed to the City

the importance of establishing a new cemetery in the confines of the city to allow every resident of the City of Woburn a place to be buried in the future.

The Board is currently making strides to maintain, and upgrade its fleet of vehicles to assist in the day-to-day operations of the cemetery. The Board has been diligent in its effort to make sure that the cemetery staff has any/all equipment needed to best maintain the city cemeteries. The Board is hoping, with the approval from the Mayor, to purchase a much needed backhoe and a water tank to continue the care and up-keep of the cemetery for many years to come.

The Board will make every effort to continue to improve, upgrade and maintain the landscaping within Woodbrook Cemetery, the First Burial Grounds and Second Burial Grounds and any future cemetery that may be established by the City of Woburn.

Respectfully submitted,
John Sawyer, Chairman
Board of Cemetery Commissioners

Conservation Commission

Introduction

This report is submitted as required by Massachusetts General Laws and by the City of Woburn Charter.

Organization

The Conservation Commission is comprised of a minimum of four to a maximum of seven members. The Mayor is the appointing authority for the position of membership on the Conservation Commission.

Membership as of June 30, 2017

Chairman:	Duane Cleak
Vice Chairman:	John Tancredi
Member:	James Juliano
Member:	Gerald Lohnes
Member:	Stephen Malone
Member:	Kevin Meaney
Member:	Pauline Scalley

Field Officer:	Len Cadran
Administrator:	Theresa Murphy

Purpose

The Conservation Commission's primary purpose is to administer the Massachusetts Wetlands Protection Act (MGL Chapter 131, section 40), the Massachusetts Wetlands Regulations (310 CMR 10.00), the City of Woburn Wetlands Ordinance (Title VII) and the Woburn Wetlands Regulations. The Wetlands laws and regulations were created to preserve and protect wetlands.

The Conservation Commission has the authority to regulate activities in wetlands, land subject to flooding, and riverfront (land within 200 feet of a river). It also has jurisdiction in the "buffer zone" of upland that is within 150 feet of bank or of bordering vegetated wetland.

For activities within the jurisdiction of the Conservation Commission, a formal filing may be required. The Commission holds a Public Hearing when: a Request for a Determination of Applicability, Notice of Resource Area Delineation, Notice of Intent and/or an Application for a Woburn Wetlands Permit is filed. The Commission takes in all pertinent information during the Public Hearing process and issues its Determination or Permit within 21 days of the close of the Public Hearing.

Under Massachusetts state law, the Commission issues Determinations of Applicability, Orders of Resource Area Delineation, Orders of Conditions, Extension Permits, Certificates of Compliance and Enforcement Orders. Under the City Ordinance, the

Commission issues Woburn Wetlands Permits (which may be combined with an Order of Conditions).

The Commission encourages the acquisition and protection of properties for the purpose of preservation of open space and protection of wildlife habitat. The Commission encourages the appreciation of our natural resources, and where appropriate, the management of Conservation Areas to allow Public access for passive recreation and safe enjoyment.

Administration of M.G.L. Chapter 131 section 40 (Massachusetts Wetlands Protection Act) and Title Vii (Woburn Wetlands Ordinance)

Regulations and Forms

Copies of the Massachusetts Wetlands Protection Act, Regulations under the Act and state forms are available from the Department of Environmental Protection and the State Bookstore. An unofficial copy of the Massachusetts Wetlands Protection Act is available online at:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter131/Section40>. An

unofficial copy of the Regulations under the Act (310 CMR 10.00) is available online at:

<http://www.mass.gov/eea/agencies/massdep/water/regulations/310-cmr-10-00-wetlands-protection-act-regulations.html> An official copy can be purchased through the

Massachusetts State Bookstore at: <http://www.sec.state.ma.us/spr/sprcat/catidx.htm>.

State Wetland Protection Act Forms are available online at:

<https://www.mass.gov/lists/wetlands-permitting-forms-massdep>

Copies of the Woburn Wetlands Ordinance, Regulations, and Policies can be obtained from the Conservation Commission office or online at:

<https://www.woburnma.gov/government/conservation/wetland-laws-policies/> Copies of

local and state wetland forms are available from the Conservation Commission office in City Hall, or online at:

<https://www.woburnma.gov/government/conservation/application-forms/>

The filing deadline is noon, not less than 10 business days prior to the next available meeting date. An earlier deadline may be in effect during holiday periods or at times

when the office is closed. Applicants are advised to check with the Conservation

Commission office or online <https://www.woburnma.gov/government/conservation/> for current filing deadlines.

Meetings

The Conservation Commission held twenty-two (22) Public Meetings in City Hall, during the period from July 1, 2016 through June 30, 2017.

During Fiscal Year 2017:

The Conservation Commission reviewed many applications and issued the following **Determinations of Applicability** of the Wetlands Protection Act and Woburn Wetlands Ordinance.

<u>Petitioner</u>	<u>Location</u>
Francois Toka & Brenda Gwaze Asphalt Services	6 Akeson Road 2 Elm Street
Andrew Johnson	59 Lowell Street
Stacy & Brett Boczenowski	33 Columbus Avenue
Kristopher Marquis	18 Hart Street
Ledges Condominium Trust	Cambridge Road (Rear)
Brian Fee	17 Murray Road
James Juliano	21 Watson Lane

The Conservation Commission issued **Orders of Conditions (or Orders of Resource Area Delineation)** for the following projects:

<u>Petitioner</u>	<u>DEP file #</u>	<u>Location</u>
George W. Gately, Jr.	348-768	19 Watson Lane
Aldo Gallinelli	348-765	15 Sorelle Place
City of Woburn	348-769	Arlington Road
Woburn Hotel Property Owner, LLC	348-770	2 Forbes Road
Julian Dami	348-773	290 Salem Street (ORAD)
Melanson Development Group	348-766	165 Cambridge Road
Dominic Orgettas	348-771	129 Pearl Street
John D. Morotta	348-767	124 & 130 Lexington St.
Jennifer Clemons	348-774	19 Duren Avenue
Mill Street Property Group, LLC	348-762	43R,53,57,59 & 61 Mill St.
Park Avenue Solar Solutions	348-772	300 Wildwood Avenue
City of Woburn	348-775	45 Pleasant Street
George W. Gately, 89 Wyman LLC	348-777	4 Tufts Road
James Duran, 22 Garfield LLC	348-776	20-22 Garfield Avenue
Paul Michael Austin	348-778	22 Grant Street
David Tessein	348-781	2 McDevitt Drive
George W. Gately, Jr.	348-783	1 Tufts Road
George W. Gately, Jr.	348-784	3 Tufts Road
NStar Electric d/b/a Eversource Energy	348-782	Various (Elec. Trans. Line)

The Conservation Commission amended the **Orders of Conditions** for the following project:

<u>Petitioner</u>	<u>DEP file #</u>	<u>Location</u>
Lesley Santini Ryan	348-724	35 Fairway Drive

The Commission also takes Enforcement action, issues Extension Permits, and Certificates of Compliance under the Wetlands Protection Act and Wetlands Ordinance.

Floodplain Information

Federal floodplain maps (produced by FEMA) are on display at City Hall (at the bottom of the stairs, outside the Conservation Commission office). In addition, the City Engineering Department has local floodplain mapped for areas which were not included in the Federal floodplain study. These maps can help to locate places on a given property that may be subject to flooding. The Conservation Administrator or Engineering Department personnel can help people read them. *(For an exact determination, a survey prepared by a licensed land surveyor is required.)*

A photocopy of a portion of interest may be obtained by request to the Conservation Commission or Engineering Department. Federal Floodplain maps are also available for purchase by contacting FEMA.

Fees deposited to the Treasurer by the Conservation Commission during FY2017

Wetlands Protection Act fees (Reserved for Appropriations): \$7,524.00
Fees collected under the City Ordinance into the General Fund: \$8,915.54

Miscellaneous Programs, Projects and Activities

The Commission promotes the appreciation for the City's natural resources through the Community Gardens Program, Conservation Day, the Commission's Tree Program and Conservation Area Camping Permits. With continued support from the City, and its citizens, the Commission can continue providing these programs.

Along with monitoring and caring for our Conservation Lands, the Commission is charged with upholding the Wetlands Protection Act and Wetlands Ordinance. This has become increasingly technical as the laws and regulations are continually changing, based on new science and technical experience. The Conservation Commission has one full-time staff member. The Administrator oversees the Commission's Programs, reviews submitted plans and applications, inspects construction sites for compliance with wetlands regulations, organizes Public Meetings, and drafts legal documents for the Commission. The Administrator is available to the Public to answer questions and concerns that they have, and to help guide Applicants through the permitting process.

Community Gardens

The Conservation Commission sponsored Community Gardens in the Horn Pond Conservation Area for the thirty-fourth consecutive year. This program would not be possible were it not for the continued support of the Mayor, the City Council, the Department of Public Works, the Parks Department, Conservation Commission Field Officer, Len Cadran, and members and supporters of the Conservation Commission.

Commission members Gerry Lohnes and Jim Juliano coordinate and oversee the Community Garden Program.

The City budget set aside \$3,000 for the program and gardeners were charged a fee for a 27-foot by 27-foot plot, with roto-tilling and water provided.

Scout Projects

The Boy Scouts have enjoyed a busy and productive season in their use of the Conservation Areas throughout the City. The Scouts have made significant contributions to the Conservation Commission and the City of Woburn with various Eagle Scout projects. Several Scout troops enjoyed the experience of camping in the Horn Pond area through different seasons. In return for the use of these areas, the troops clean up the areas they use, perform service projects and participate in Conservation Day activities.

Conservation Day

The 45th Annual Conservation Day was held on Saturday, May 6, 2017. Much was accomplished thanks to the combined efforts of the Conservation Commission Members and supporters, Woburn Residents' Environmental Network (WREN), local businesses, local clubs, scout groups, and individual volunteers. Groups of volunteers came together at Horn Pond and the Cranberry Bog. As part of the celebration of the 375th Anniversary, Mayor Galvin dedicated a new bench at the Cranberry Bog Conservation Area to allow visitors a peaceful place to sit for a while and enjoy the natural surroundings.

New Conservation Area

During Fiscal Year 2017, the Conservation Commission acquired a new Conservation Area, the Aberjona Nature Trail. The acquisition and development of the nature trail was made possible by the City of Woburn partnering with the US Environmental Protection Agency (EPA), the Commonwealth of Massachusetts, and private companies. The nature trail was created as part of a successful restoration project that included site cleanup, removal of construction debris, creation of flood storage areas, and the restoration of wildlife habitat enriched with native plantings. The Conservation Commission and City of Woburn are grateful to all who worked on this wonderful project and are especially appreciative of the vision and dedication of Joe LeMay of the EPA to make this project a reality.

The formal opening ceremony is scheduled early in the next fiscal year.

Respectfully Submitted,
Woburn Conservation Commission

Woburn Council on Aging

I hereby submit the Annual Report of the Woburn Council on Aging for Fiscal Year 2017, i.e., July 1, 2016 – June 30, 2017

Council on Aging Members

Doris Stanton	Chairperson (Resigned May 25, 2017)
Margaret Casey	Vice-Chairperson (Interim Chair Feb. 2017 and Chairperson-June 2017)
Vincent Simeone	Treasurer
Angela Amato	Member (Vice-Chairperson, June 2017)
Geraldine Benecke	Member
Eleanor Camillieri	Member (Resigned June 28, 2017)
Dorothy Capone	Member
Eleanor Collins	Member
Myles Collins	Member
Mary Foley	Member
Frank Hancock	Member (Deceased January 16, 2017)
John Kelly	Member
Barbara Ridley	Member

Committees

Nominating	Geraldine Benecke, Dorothy Capone, Eleanor Collins, Mary Foley and Barbara Ridley
Entertainment	Angela Amato, Eleanor Camillieri, Margaret Casey, Eleanor Collins, Joanne Collins, Barbara Ridley and Doris Stanton
Finance	Geraldine Benecke, Margaret Casey, Joanne Collins, Joanne DiMambro, Catherine Murray, Vincent Simeone and Doris Stanton
Transportation	Angela Amato, Margaret Casey, Joanne Collins, Joanne DiMambro, Frank Hancock, Tracey Murphy, Catherine Murray and Doris Stanton
Building/Grounds	Margaret Casey, Dorothy Capone, Joanne Collins, Myles Collins, John Kelly, Donald Olsen, Vincent Simeone, and Doris Stanton
Programs	Eleanor Camillieri, Dorothy Capone, Margaret Casey, Joanne Collins, Joanne DiMambro, Mary Foley, Jack Kelly, Catherine Murray, Doris Stanton and Judy Tanner

Fraud/Scam

Joanne Cahill, Eleanor Camillieri, Dorothy Capone, Margaret Casey, Myles Collins, Betsy Dora, Vincent Simeone, Doris Stanton and Judy Tanner

Woburn Council on Aging

The Woburn Council on Aging is a municipally-appointed, volunteer board authorized under Massachusetts General Law, Chapter 40, Section 8B, established to:

- 1) Identify the total needs of elders in the community,
- 2) Educate the community, and enlist support and participation of all citizens about these needs,
- 3) Design, promote and implement services to fill these needs, or to coordinate existing services in the community, and
- 4) Enhance the quality of life for seniors and the community by providing educational, recreational and cultural programs and activities.

The mission of the Woburn Council on Aging is to ensure the highest possible quality of management and leadership with regard to our community's use of its human, physical and fiscal resources for the elderly in cooperation with programs of the department of elder affairs. The Council on Aging provides information and referral, outreach, transportation, health screening, nutrition, education, peer support, recreation, volunteer development and intergenerational programming.

The Council's major responsibilities include the setting of local policy for the administration of elder programs and services; developing, coordinating and/or conducting such activities; serving as an advocate for elders; and educating the community-at-large about the needs and resources affecting the lives of elders.

The Woburn Council on Aging holds its open monthly meeting the first Monday of the month at 10:00 a.m. at the Woburn Senior Center, located at 144 School Street. The Council's membership shall consist of not less than seven (7), not more than fifteen (15) members, who must demonstrate interest in the welfare of the elderly residents of Woburn, and desire to participate in promoting the purposes and objectives of the Council.

During Fiscal Year 2017 the Woburn Council on Aging Senior Center has continued to grow in both numbers of people served, and in the programs, services, and activities we offer our seniors and their families. We have provided information, advocacy, programs, services and /or transportation for 2,920 elders, and serve an average of 970 people monthly. The Woburn COA Senior Center is able to serve the ever-growing number of people thanks to the dedication of its wonderful staff and volunteers. In Fiscal Year 2017, the Senior Center Volunteers gave 21,161+ hours, or the equivalent of 11 full-time staff members.

The Senior Center continues to add new programs and services including: "Sit and Sew" Group, "Death Cafe", "Summer Outdoor Bocce", "Buried in Treasures", "Meditation Class", "Social

Media for Beginners”, Sing-a-Long with Eddie”, “Roll to Control” Program, “Laughter Wellness with Cindy”, “Chair Exercise with Sharon”, and “Literary Book Club”.

Woburn Council on Aging Programs and Services

The Woburn Council on Aging Senior Center served approximately 2,920 elders during the fiscal year ending June 30, 2017. Approximately 2,147 people were women and 773 were men. The Council on Aging, the staff of the senior center, and approximately 83 senior volunteers, who served more than 1 hour each week, worked together to offer numerous programs, activities, and services, including:

Exercise classes	Drawing/Painting Class	Movies and Chess
Senior Singers	Book Club	Armchair Traveler Group
Woodcarving	Health Screenings	Italian Classes
Line Dancing	Cribbage/Whist	Scrabble and Bingo
Yoga Class	Scrapbooking	Quilting/Knitting/Crocheting
Mahjong	Line Dancing	Zumba and T'ai Chi
“Prescription Drug Take-back Program”		Core Balance and Morning Stretch

Monthly Newsletter	Senior Friendship Circle
Low Vision Support Group	Diabetic Support Group
Bereavement Support Group	Legal and Fuel Assistance
Tax Preparation Assistance	Computer and Internet Classes
Senior Discount Taxi Program	Property Tax Work-off Program
Woburn COA Van Services	Senior Issues Discussion Group
Home Delivered Meals	Telephone Reassurance
SHINE Counselors	Outreach Department
Volunteer Opportunities	“Buried in Treasures” Group
Widow/Widower Support Group	Flu Shots

Numerous Social Events including:

“City Band” Outdoor Concerts at Senior Center”, July 5, 2016 and June 27, 2017
Intergenerational Event, July 14, 21, and August 4, 2016
Mayor’s “Seniors Red Sox Day”, July 28, 2016
Fall Festival/Health and Resource Day/Open House, September 16, 2016
“Halloween Pizza Party”, October 20, 2016
Veterans’ Recognition Event, November 10, 2016
Holiday Party at the Senior Center, December 15, 2016
Intergenerational Event, Feb. 22, 2017
St. Patrick’s Day Party, March 16, 2017
Volunteer Recognition Day, April 8, 2017
Grandchildren’s Day, April 19, 2017
Veteran’s Recognition Day, May 25, 2017
Intergenerational Event, July 27, 2016
34th Annual Senior Olympics, June 5th through June 9th

Senior Olympic Closing Ceremony and Ice Cream Social, June 9, 2017

Accomplishments & Highlights of Fiscal Year 2017

1. The Woburn Council on Aging focused on several topics/areas during FY2017:
 - Volunteer Trainings; Windows 10, Power Point, Microsoft Word and Excel
 - Volunteer Appreciation including a “ Volunteer Spotlight”
 - “Right Sizing” and Senior Home Safety with “Buried in Treasures” Workshop
 - “Elder Abuse Prevention” and “Fraud and Scam Prevention”
 - “Dementia Friendly Project” with Workshops and Presentations
 - Safe Home Initiative formed with the Woburn COA and Woburn Fire Dept.
2. The “Yesterday and Today” Intergenerational Grant Project sponsored by Lahey Clinic and the Woburn YMCA was held at the Woburn Senior Center.
3. Lahey Clinic sponsored several six week programs for the Senior Center: including “Healthy Eating”, “Diabetes Self-Management”, Arthritis Self-Management” and “Chronic Pain Self-Management, and “A Matter of Balance”.
4. Care One sponsored a 3 Part Series for “Fall Prevention”: “Changing the Way We Age”, “Safety at Home” and “Back Care and Rehabilitation”.
5. The Woburn Council on Aging Transportation Department added a new lift equipped, wheelchair accessible, 12 passenger, 2017 Chevrolet Express Van for our Seniors. Many thanks go to the City of Woburn and “Friends Helping Seniors”.
6. The Woburn Council on Aging Van Service provided 8,040 rides to 145+ individuals and the Senior Discount Taxi Program provided 10,072 rides to seniors.
7. The Woburn Senior Center Annual “Fall Festival”-Health and Resource Day for seniors and their families-was a great success with approximately 400 attendees/vendors.
8. Karen DaCampo RN, provided bi-monthly Blood Pressure Screening at the Senior Center. She also coordinated a Flu Shot Clinic at the Woburn Senior Center.
9. The AARP Tax Assistance Program filed approximately 250+ returns for seniors served at the Senior Center, February to April 2017.
10. Catherine Cook, Susan Fennelly and Barbara Manuck served as the volunteer SHINE (Serving Health Information Needs of **Everyone**) Counselors. They met with 467+ seniors to help them with health insurance and prescription drug coverage issues.
11. The Woburn Senior Center “Group Support Programs”, including our “Senior Issues Discussion Group”, Low Vision Support, Diabetic Support and the Grief and Bereavement Support Group, served 341 seniors during FY2017.
12. The 34th Annual Senior Olympics took place from June 5th to June 9th. Many seniors enjoyed participating in the numerous events including bocci, golf, bowling, cribbage, whist, horseshoes, pool, scrabble, “hand and foot”, “corn hole” and shuffleboard.
13. Numerous building and grounds accomplishments took place during FY2017, including: The renovation of the Minuteman/COA Kitchen with the removal of older equipment, painting and a new kitchen door; \$17,000 of Roof Repair; the pool table was re-felted and new shredder purchased thanks to “Friends Helping Seniors”, and the COA/”Friends”, Outreach and Transportation Department Offices were all freshly painted.

Recognition and Acknowledgements

The Staff of the Woburn Senior Center work very well with the WCOA and Friends Helping Seniors, Inc. and the Center's Volunteers. Thank you for all your efforts throughout the year. The Senior Center serves so many due to the dedication and genuine caring of the following:

Doris Stanton	Woburn COA Chair thru May 2017
Margaret Casey	COA Acting Chair-Feb 2017
	Woburn COA Chair-June 2017
Joanne Collins	COA Director
Mary O'Connor/Joyce Parker	Receptionists
Judy Tanner	Programs/Volunteers
Ruth Gronemeyer, retired June 30, 2016	Outreach Worker
Patti Meehan	Trans. Coord. & Outreach 8/16
Kenny Comeiro till 3/17/Ed Grant 4/18/17	Van Driver
Terry Desmond	Van Driver
Jack Foley	Van Driver
Tracey Murphy	Van Driver, & Trans. Coord. 8/16
Doug Murphy	Custodian
Officer Ralph Coakley, retired 3/17	Senior Protection Officer
Karen DaCampo	Board of Health Nurse
Larry Guiseppe	Veterans' Services Officer
Jennifer Murray	Assistant VSO
Don Olsen	Friends Helping Seniors, Chair
Catherine Cook	Volunteer SHINE Counselor
Susan Fennelly	Volunteer SHINE Counselor
Barbara Manuck	Volunteer SHINE Counselor
K. Braga, to 10/16 and M. Rodriguez, 10/24/16	Meals on Wheels Coordinator

Many thanks also go to the Woburn Department of Public Works and the Woburn Parks Department for all their help, hard work, and support. These departments, under the direction of Jay Duran, Thomas Quinn, Lenny Burnham, and James DeLong, have done a tremendous job maintaining and improving the Senior Center and its grounds.

In conclusion, thank you to Mayor Scott D. Galvin; Marie Lingblom, Assistant to the Mayor; the Woburn City Council; all City Departments; and to the wonderful people who have volunteered for the Woburn Council on Aging and Senior Center.

Respectfully submitted,
Joanne Collins
Director, Woburn Council on Aging

Woburn Board of Health Nurse's Office

I hereby submit the Annual Report of Board of Health Nurse

Goal of Board of Health Nurse

The Public Health Nurse's functions is to improve the health of the entire community using knowledge from professional theories and public health sciences. The primary concerns of the Public Health Nurse are health promotion, disease prevention, health maintenance, health education and coordination of health care in the community.

*Clinics-Blood Pressure Clinics @City Hall-Monthly, @Senior Center-Biweekly

*Immunizations.....220

*Tuberculosis Testing.....12

*Home Visits/Direct Observed Therapy & B12 Injections138

*Communicable Diseases – Reporting, Investigation & Intervention.....346

Seasonal Influenza Vaccine

Total Doses of Seasonal Influenza Administered.....325
@ 2 City-Wide Clinics, City Employees, Homebound & Woburn Residents

Cost \$9,000 Reimbursement from Medicare & Private Insurances \$9,000

Committees

- Region 4A Emergency Prep Coalition Voting Member
- Massachusetts Public Health Nurse Association (MAPHN) Voting Member
- Mystic Valley Regional Emergency Prep Council (REPC) Member
- Community Health Network Area (CHNA) Member
- Woburn Coalition against Substance Abuse (CASA) Member
- Massachusetts Health Officers Association (MHOA) Member

Activities/Functions

- Annual Rabies Clinic in coordination with Woburn Dog Officer
- Emergency Planning & Bioterrorism Preparedness Planning
 - Camp Inspections to Comply with MDPH Camp Regulations for Immunizations
- Regis College RN-BSN Preceptor/ Community Health Rotation
- Medical Reserve Corps (MRC) Coordinator/Woburn:
 - *Volunteer Management/Recruitment for Emergency Dispensing Site
 - *Management of Database MA Responds for Volunteers
- MDPH Immunization Program & Annual Training
- CPR Re-Certification
- YMCA Sun Safety Kiosk- Children's Melanoma Prevention Foundation
- City Hall Annual Employee Health Fair for Blood Pressure/Education
- Senior Center Annual Health Fair
- Commonwealth Medicine Annual Vaccine Reimbursement Training
- Massachusetts Immunization Info system (MIIS) Flu Roster Training
- Communicable Disease Reporting/Enforce Isolation & Quarantine Regulations
- Tuberculosis Investigation Case Manager & Conference
- Resource to Woburn Public School Department:
 - *Control of Communicable Diseases,
 - *Immunization Regulations and Enforcement

Respectfully submitted,
Karen DaCampo, RN Woburn Board of Health

Human Resources Department

The responsibilities for the City of Woburn's Human Resources Department are varied and diverse. They include:

- Planning, presenting and obtaining approval for appropriate strategies regarding the City's employees.
- Ensuring that employees are treated fairly and equitably under the rules, regulations, contracts and laws that apply to them.
- Determining, implementing and managing a comprehensive package of benefits for the City employees.
- Overseeing and managing the City's Workers Compensation benefits and Division of Unemployment Assistance claims.
- Providing support and guidance to City management in hiring and supervising employees and helping them to develop employees to their greatest potential to serve the City.
- Overseeing the City's loss control and risk management policies, practices and procedures.
- Providing administrative support in employee matters.
- Responding to questions and resolving problems related to the City's employees, the human resources functions or other interested parties, such as Woburn citizens.

Fiscal year 2017 continued at a high pace of activity for the Human Resources Department. Some of the highlights of the Human Resources Department are as follows:

Highlights

Brought in approximately \$70,114 to the City in FY2017

- \$61,521 in Loss Control Safety Program and related credits for the City's comprehensive Liability, Workers Compensation, Property and Casualty Insurance program.
- \$8,593 in grants.

Supported the hiring of thirty four new City employees (replacements for employees who retired or resigned), including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and/or screening interviews, preparing interview question sheets for the mayor and other appointing authorities, communicating with applicants, making job offers, developing required Civil Service documentation, etc.

Acted as the City's contact and provided oversight for four Sole Assessment Centers. This included working with the HR Division of Civil Service to ensure the City met all statutory or regulatory requirements for a Sole Assessment Center.

Successfully administered the process for the Civil Service for four new Permanent Police Officers and eleven Police Reserve Officers.

Acted as the City's representative in obtaining and administering all Injured on Duty benefits for injured Police and Fire Department employees.

Coordinated with MIIA to provide managerial, safety and technical training for our employees at no cost to the City.

Meet quarterly with members of the Safety and Wellness committee to discuss safety and wellness for our employees.

Continued to administer the Wellness Program for City and School employees through the MIIA wellness grant to the City. The program offers various exercise, nutrition and related courses with emphasis on reducing future health insurance costs by improving health outcomes.

Continued to work with City retirees enrolling subscribers and administering Medicare plans, scheduling meetings, answering questions, working with the retirees on any administrative issues, resolving problems with Blue Cross Blue Shield.

Continued to administer programs and activities for the City, making enhancements as well as responding to legally mandated new requirements, including the following:

1. Health Insurance, including Medicare enrollment and coordination.
2. Life Insurance.
3. Dental Insurance.
4. Disability Insurance.
5. Deferred Compensation.
6. Wellness Programs.
7. Employee Assistance Program (EAP).
8. Open Enrollment and Benefits Fair.
9. COBRA (Consolidated Omnibus Reconciliation Act) which allows individuals who lose health insurance due to a change in job status, or reaching age 26, the maximum age of coverage for dependents, to continue health insurance coverage by paying 102% of the premium, requiring notification of employees impacted, continuing communication, documentation and processing of payments.
10. Property and Casualty Insurance oversight.
11. Drug and Alcohol Policy, including random and follow up testing.
12. Workers Compensation.
13. Overseeing the Return to Work programs.
14. Administration of Nurse Case Manager program for Police Officers and Firefighters who are Injured on Duty.
15. Attendance, including providing totals for continued reconciliation with the payroll system as well as to the Outside Auditors.
16. Longevity Benefits.
17. Vacation Benefits.
18. Holiday Benefits, including notices to the public of holidays and closure of City Hall and other administrative offices.
19. Personal Leave Benefits.
20. Bereavement Leave Benefits.
21. Sick Leave Buyback.
22. Family Medical Leave Act (FMLA).
23. Unpaid Medical Leaves – non-FMLA.
24. Other Unpaid Leaves.

25. Military Leave.
26. Equal Employment Opportunity (EEO) requirements and reporting.
27. Hiring of New Employees, including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and screening interviews, preparing interview question sheets for the mayor and other appointing authorities, documenting decisions, communicating with applicants, making job offers, developing required Civil Service documentation, etc. for:
 - Non-Union, non-Civil Service
 - Police Civil Service
 - Clerical Civil Service
 - Labor Service
 - Official Service
 - DPW/City Hall Summer Employees
 - Temporary Employees
28. Assisting in Hiring Process for:
 - Woburn Public Library
 - School Department Official Service and Labor Service Employees
29. Communicating with public to answer questions about the City's Human Resources, such as hiring processes and opportunities.
30. Pre-Employment Physical Examinations with Drug and Alcohol Testing
31. New Employee Orientation
32. I-9 Documentation Program
33. Personnel Files requirements
34. Summer Employee Orientation
35. OBRA (Omnibus Budget Reconciliation Act) payments in lieu of Social Security payments for employees who are not eligible for the City retirement system. Working with summer employees to obtain return to payments made.
36. Distribution of Legally Required Policies and Procedures.
37. Conducting Annual Safety Training for DPW Employees.
38. Researching, determining, scheduling appropriate training for employees, often at no cost or reduced costs to the City.
39. Administration of Labor Relations
 - Developing postings of open jobs, accepting any bids, making rewards of the jobs in compliance with the labor contract and communicating to all interested parties.
 - Preparing documentation on disciplinary cases, responses on grievances and other required follow up.
40. Consulting and assisting on non-union employee disciplinary cases.
41. Chairing City Safety & Wellness Committee, developing program and related material, scheduling and conducting meetings, documenting programs for credit under the MIIA Loss Control Credits program, following up to ensure action taken.
42. Unemployment Assistance, working with the Division of Unemployment Assistance, providing notices to employees who lose their jobs, responding to DUA requests for information, reviewing and correcting DUA bills, appealing decisions, attending hearings, etc.
43. Analyses of Employee and Insurance Costs
44. Americans with Disabilities Act Compliance
45. Overseeing building or other facility changes for ADA compliance, e.g., design and interaction with vendors on automatic door openers, etc. to ensure design specifications are met.
46. Working with departments to obtain safety grants.
47. Other Staff Work, preparing reports and letters.
48. Assisting payroll department regarding Affordable Care Act (ACA) reporting requirements for 2017.

Department of Inspection Services

I submit herewith the Annual Report of the Department of Inspection Services for the period July 1, 2016 thru June 30, 2017. The Inspection Services Department activity (including building, electrical, plumbing & gas fees) has issued 4,553 permits and fees totaled: \$1,445,533.65.

PERSONNEL

Thomas Quinn, Jr., Building Commissioner
Brian Gingras, Local Building Inspector
Paul D'Amore, Local Building Inspector
Dennis M. Stone, Electrical Inspector
Joseph Rozzi, Plumbing & Gas Inspector
Gail M. Swymer, Administrative Assistant
Andrea DiMambro, Head Clerk

REPORT OF BUILDING COMMISSIONER

Total number of building permits	1,675
Total number of occupancy permits	202
Total number of certifications	197
Amount collected for building permits	\$1,182,106.65
Amount collected for occupancy permits	\$ 8,350.00
Amount collected for certifications	\$ 20,200.00

REPORT OF PLUMBING & GAS INSPECTOR

Total number of plumbing permits	737
Total number of fees collected	\$92,050.00
Total number of gas permits	522
Total number of fees collected	\$37,640.00

REPORT OF ELECTRICAL INSPECTOR

Total number of electrical permits	1,220
Total number of fees collected	\$105,187.00
Total amount of fees collected by inspection services:	\$1,445,533.65

Respectfully,
Thomas C. Quinn, Jr., Building Commissioner

Recreation Department

Commission

Eugene Demers
Paul Tobin
Michael Martini
Kevin Longergan
Timothy Lawton

Personnel

Rory Lindstrom – Director of Recreation
James DeLong – Parks Superintendant
Brian Nagle – Health & Wellness Coordinator

Recreation Commission

In Fiscal year 2017 the Woburn Recreation Commission worked closely with the Recreation Director and Parks Superintendant to help the growing demands for more Recreation programs.

The Woburn Recreation Commission was chaired by Gene Demers from July 2016 to December 2016. In January of 2017 the Commission voted to nominate Tim Lawton as chairperson for the Recreation Commission.

Recreation Programs

Woburn Recreation Department continued to offer a variety of safe and quality programs for the youth and adults of Woburn. The summer of 2016 was extremely successful and the Recreation Department offered more of a variety of summer programs for children. The Recreation Department had over 1,800 participants in its summer programs and also offered more programs for the youth of Woburn. Some of the popular programs that the Recreation Department offered in the summer were: Club Rec, Multi-Sport, Adventure Clinics, and Lego & Science Camps. Mayor's field day and Family night continued to be a success and was enjoyed by all of the residents.

The City's three pools were enjoyed by many in the summer of 2016. The Recreation Department sold over 2,400 wristbands to the Residents of Woburn.

The Summer Outdoor Movie Series was offered during the summer of 2016 where the Recreation Department showed 5 outdoor movies to the Families of Woburn at Library Field. These were an extreme success and were enjoyed by all!

This fall and winter we continued to offer our recreation basketball leagues for grades 3 -12 along with Challenger Basketball which is a program for children with Disabilities. New this season to basketball we added a 1st – 2nd Grade Co-ed Basketball League. The Recreation Department also offered a Travel League for Boys & Girls in grades 4 – 8. In addition to all of the Basketball programs the Recreation Department offered the following fall and winter programs: Kinder Karate, Super Saturday Sports, Pre-school Sports, Dodgeball, Fun-Nastics, Holiday Vacation program, February Vacation Program, and a Babysitting course. In conjunction with the O'Brien ice we offered 20 hours of public skating at the ice rink during school vacations and on Saturdays.

Brian Nagle the Wellness coordinator continued to offer fitness classes for Youth and Adults. The programs that were offered were: Yoga for Kids, PiYo, Total Body Fitness, Zumba, Insanity and Girls volleyball. The Recreation Department also continued to offer Adult Evening school classes at Woburn High School. Some of the popular classes were Woodworking, nutrition classes, & painting classes. The Recreation Department also offered a Health and Wellness Fair in April 2017 at Woburn High School.

The Woburn Recreation Department goals are to continue to offer more programs for the citizens of Woburn and also to see an increase in the number of program participants every year.

Parks Department

The Parks Department under the direction of James DeLong maintained the city's ball fields, open space areas, playgrounds, and common areas. Maintaining the fields and playgrounds to make sure that they are safe for the citizens of Woburn is the main goal for the Parks Department. The Parks Department continues to groom and line the fields for many of the sports organizations every day so that they may have a safe place to play.

Substance Abuse Program

During fiscal year 2017 the City Substance Abuse Program continued it's partnership with The Lutheran Church of the Redeemer, Tony Ramos and Brian Teague, to provide Alcoholics Anonymous and Family Support meetings for addicts and family members. Recently adding an additional Alcoholics Anonymous meeting at Winchester Hospital.

We continue to train and provide Narcan to family members of active opioid users, school staff and anyone who feels as though they might be able to save a life.

We continue to provide the Drug Take Back Program at the Woburn Senior Center. The Drug Take Back is held on the third Wednesday of each month starting at 10:00 a.m.

During July and August of 2016 we were able to implement the Teens On Track Program. This program allowed us to choose one at risk student from the outgoing eighth grade class of each middle school and provide them with gainful employment during the summer vacation. These students were selected by a panel consisting of School Guidance Counselors, School Principals the Substance Abuse Program Coordinator and the Middle Schools SRO. The students and their parents are interviewed as part of the selection process. The students were put to work during the summer vacation, working Monday through Friday for three hours each day. The program was very successful with the help of the Woburn Public Works Department. The students received one on one supervision from Doug Murphy and David Gallante. These supervisors were great role models as well. The Substance Abuse Program Coordinator met with the students on a regular basis and was responsible for addressing any truancy issues.

In August 2016 we held our second annual Vigil on the Common, in cooperation with Justin's Voice Foundation. There were over one hundred people in attendance.

The Mayor's Coalition Against Substance Abuse held its second annual Boot Camp for a Cause in September. There was a great turnout for this event as well.

In October we put a panel together to speak at a public forum at WMHS as part of the Parent University Speaker Series.

On November 22, 2016 we sponsored performances by the Improbable Players at both the Kennedy and Joyce Middle Schools. The students were very attentive and they had some great questions for the performers.

On December 6, 2016 the Coalition sponsored a field trip for WMHS students to attend the Opioid Youth Summit in Lowell. The Summit was put together by the Mark Wahlberg Youth Foundation. Twenty eight students attended, chaperoned by Ms. Iverson, Mr. Carbone and myself.

February 5, 2017 we held our winter public drug forum at the Lutheran Church of the Redeemer.

March 2, 2017 The Mayor's Coalition Against Substance Abuse arranged for Dr. Ruth Potee to speak at the WMHS Parent's University Speaker Series. Dr. Potee spoke about the Physiology of Addiction and the Developing Brain. Dr. Potee's specific focus is on addictive substances, including alcohol, marijuana and nicotine and the impact these substances have on adolescent brain development.

Following the state wide passing of Question 4, the legalization of recreational marijuana, This Office worked closely with the City Solicitor and the Woburn City Council to prohibit the opening of any recreational marijuana establishments in the City of Woburn.

On March 29, 2017 the Mayor's Coalition sponsored a student drug awareness program at WMHS. With assistance from Justin's Voice Foundation, we were able to bring former professional baseball player and Peabody native Jeff Allison in to speak to the students, in two programs. Jeff tells the story of his struggle with addiction and how it effected his once promising baseball career.

In May the Coalition put together a panel discussion for the WMHS Parent University Speaker Series to discuss the marijuana law.

On June 15,2017 we were invited back to the Kennedy Middle School to present the movie If Only and speak to the students following the video.

During Fiscal Year 2017, the Mayor's Coalition Against Substance Abuse also spoke at a number of meetings for local organizations, including the Middlesex Lions Club, the Lions Breakfast Club, the Altavesta PTO and others. We have continued to provide detoxification, treatment and sober living resources for many people.

The Mayor's Coalition Against Substance Abuse will continue to provide resources, education and awareness to the community during Fiscal Year 2018.

Respectfully submitted,
Rick Jolly, Substance Abuse Program Coordinator

Woburn Public Library

The Members of the Corporation

Mr. Richard Mahoney, President
Mrs. Janet M. Rabbitt, Vice-President & Controller
Mrs. Loretta C. Schuck, Co-Clerk
Mrs. Joanne McNamee, Co-Clerk
Dr. Mary E. Hines
Atty. Judith Kelley
Mrs. Carol Seitz
Mr. William Callahan

Officers and Employees

Administration

Andrea Bunker, Director
Rebecca Meehan, Assistant Director

Technical Services

Beverly Thompson, Technical Services Librarian
Assistant Cataloger (frozen)
Jessica Stitson, Acquisitions Librarian

Reference

Reference Librarian (frozen)
Gregg Bouley, Assistant Reference Librarian

Children's Department

Cynthia Fordham, Children's Librarian
Mary Wing, General Assistant
Christine Kitowicz-Anderson, Part-time General Assistant

Glennon Archives

Thomas Doyle, Archivist
Sue Ellen Holland, Part-time Assistant

General Assistants

Patricia Daley, Ann Atkins, Tracy Breeden, Suzanne Bouthillette
(1 frozen position)

Part-time General Assistants

Victoria Massaro, Denise Creamer, Stephanie Nelson

Pages

2 Positions (both frozen)

Custodians
Lee Rankin, Full-time
Part-time
Martin LaCarbonara, Kevin McBride

LIBRARY SERVICES

HOURS OPEN	65 (59*)
DAYS OPEN	6*
NUMBER OF ADULT and YA PROGRAMS	62
NUMBER OF CHILDREN'S PROGRAMS	87
NUMBER OF REGISTERED BORROWERS	13,122
TOTAL NUMBER OF HOURS VOLUNTEERED	894
TOTAL ATTENDANCE IN LIBRARY SYSTEM.....	113,547

*Required for state certification and state aid eligibility

**LIBRARY RESOURCES
HOLDINGS INFORMATION**

PRINT MATERIALS	
BOOKS	
ADULT	38,826
CHILDREN	26,891
YOUNG ADULT.....	2,650
NON-PRINT MATERIALS	
AUDIO MATERIALS.....	1,807
VIDEO MATERIALS	9,132
E-BOOKS	101,112
DOWNLOADABLE AUDIO.....	12,954
DOWNLOADABLE VIDEO	608

**LIBRARY USE
CIRCULATION**

ADULT BOOKS	34,314
YOUNG ADULT BOOKS	2,960
CHILDREN'S BOOKS	53,431
PRINT PERIODICALS (Adult, YA, Children's).....	3,573
AUDIO (Adult, YA, Children's)	6,309
VIDEO (Adult, YA, Children's).....	31,151
E-BOOKS	11,646
DOWNLOADABLE AUDIO.....	4,300
DOWNLOADABLE VIDEO	315
MATERIALS IN ELECTRONIC FORMAT	47
MATERIALS IN MICROFORM	1*
MISCELLANEOUS	1,519
TOTAL	149,566

*in-library use only

INTERLIBRARY LOANS

Interlibrary loans RECEIVED FROM other libraries	19,152
Interlibrary loans PROVIDED TO other libraries	21,139

**SERVICE CONDITIONS WHICH CAUSED FIGURES REPORTED HERE TO VARY
SUBSTANTIALLY FROM LAST YEAR:**

We divided our move into two parts to accommodate a delay in the process to set the project's gross maximum price (GMP) estimate. We closed to the public for a total of 285 hours, or the equivalent of a little over four weeks, during the move. For this transition period, we stopped all interlibrary loans from January 27 through April 17, and we did extensive weeding of all collections knowing that 2/3 would remain in storage for at least the next eighteen months. Our temporary space accommodates 1/3 of our collection and is 6,125 square feet. With room for only 10 to 15 program attendees, we are working with partnering agencies and organizations to host programs for medium-sized and larger audiences.

LIBRARY BUILDING PROJECT

In August of 2016, CBT submitted an updated project notification form (PNF) to the Massachusetts Historical Commission (MHC). They had not received any feedback from MHC when they submitted the initial PNF in 2010. In September 2016, MHC issued a letter of adverse effect without seeking any clarification about the project. The team at CBT, in conjunction with the library director and trustees, called a meeting at the Mayor's office and library with the letter's composer, who had never visited the facility prior to issuing his determination. After

discussing the intent behind the design, the program needs of the library as approved by the Massachusetts Board of Library Commissioners (MBLC), and the constraints posed by the site, the MHC reversed their adverse effect designation with two caveats: MHC would consult on any changes and the library would store on site any original materials removed and not reused.

On November 5, 2016, the Trustees hosted a successful Celebration Gala at the Café Escadrille in Burlington. Both Trustee President Richard Mahoney and Mayor Scott Galvin spoke of the library's bright future. CBT unveiled renderings of the renovated Richardson and addition, displayed the model, and discussed the intent behind the design. Director Bunker outlined the library's technology needs and discussed the opportunities for expanded services in the enlarged space. Attendees were able to see the library through virtual reality headsets, which allowed the viewers to experience being inside the renderings.

Through December 2016, our team from CBT worked diligently to complete 75% of the construction document (CD) set of drawings. Throughout this time, Mayor Galvin directed both CBT and Consigli to engage in value engineering exercises to find cost savings in the project. Once the 75% CD set had been thoroughly reviewed by the building commissioner, work began on putting together the packages for sub-contractors to bid. Once the sub-contractors submitted their bids, the purchasing agent, in concert with Consigli and DTI, set the Gross Maximum Price (GMP) estimate. The library could not move to its temporary quarters until the GMP estimate was deemed to be in the realm of the approved project budget.

In October of 2016, the library scouted locations at Cummings Park and at the Woburn Mall. In the month that followed, the library, DTI, CBT, and the building commissioner looked at each location and evaluated the infrastructure, the size, and the logistics for operating the library. In December, a mutual decision was made to move forward with leasing 36 Cummings Park, in addition to two storage units in the vicinity for the remainder of the collection that 36 Cummings Park could not house. Cummings Properties, through their Cummings Foundation, generously donated the three spaces for the duration of the building project. Director Bunker, with assistance from CBT, planned the three spaces and calculated the collection disbursement in each space, and Assistant Director Meehan and staff measured collections to prepare for stickering.

Meanwhile, Archivist Tom Doyle and Director Bunker scouted a location at Historic New England to house the library's museum contents and archival collections. The affordable, climate-controlled, and secure space coupled with the on-site preservationist team at this facility made it the perfect location for our collections. Archivist Doyle had worked diligently for approximately a year before the move to find homes for over four hundred museum objects. These objects were originally from towns formerly part of Woburn or were better suited to the exhibits put on by the Woburn Historical Society. Therefore, for instance, objects originally from Burlington are with the Burlington Historical Commission. The Woburn Historical Society received the bulk of the deaccessioned objects. The museum objects that remain in Woburn Public Library's possession will be displayed in the Octagon Room and on the mezzanine level of the addition.

With the lease for Historic New England fully executed, the first phase of the move began with packing museum objects, artwork in storage, and artwork in the library's public spaces. While

some staff and volunteers worked on this project, others worked on stickering our circulating collections with red, yellow, and green dots to correspond to the facility to which they would be moved: 36 Cummings Park, storage facility 1, and storage facility 2. The library was open from 4:00 PM to 9:00 PM on weeknights, from 4:00 PM to 5:30 PM on Fridays, and from 9:00 AM to 5:30 PM on Saturdays during Phase 1, which spanned from February 21 through March 7, 2017. National Library Relocations (NLR), the library's moving company, transported the art, museum objects, and furniture that had been in storage at Fine Arts Enterprises to Historic New England.

From March 8 through March 24, 2017, NLR delivered and set up the metal shelving units Reading Public Library donated to us after completing their move into their renovated and expanded library. Once the building commissioner inspected the units and bracing was determined to be adequate, he granted final approval for the move of our circulating collections and furniture. We closed to the public on March 27 to begin phase 2. At this time, City departments chose furniture to reuse in their offices.

On March 31, April 1, and April 2, the library held a community yard sale of furniture, equipment, and items the library could not store and did not plan to reuse. This yard sale raised funds for furniture, fixtures, and equipment. The week following the yard sale, the City's DPW department played an instrumental role in helping clean out any leftover furniture from the yard sale in preparation for the weekend celebrations. On Saturday, April 8, the library hosted two large events in the empty building: a children's party with Karen K and the Jitterbugs during the early afternoon and a sold-out, ticketed "Rock the Richardson" event for adults in the evening, which featured music by the Anderson Twins, craft beer by Lord Hobo, and food provided by the Clover Food Lab food truck. Both celebrations were successful.

After a week of setting up the temporary library at 36 Cummings Park and orienting the staff, the library had a soft open on Tuesday, April 18, with the grand opening the following morning. At the same time, Consigli settled into their quarters at the Richardson building to prepare for construction to commence.

The Ground Breaking ceremony took place on Thursday, May 25, 2017 at 10:00 AM. It was a wet, windswept day, but the rain could not dampen the spirits of the community and officials who gathered to celebrate. Mayor Galvin, Trustee President Richard Mahoney, MBLC Commissioner Roland Ochsenbein, Director Emerita Kathleen O'Doherty, and Director Andrea Bunker gave speeches commemorating the occasion. The audience included trustees, library staff, city councilors, state representatives, MBLC staff, Friends members, Foundation directors, CBT, DTI, Consigli, Woburn residents, and teachers and students from Woburn Memorial High School. Before the tent gave way outside due to high wind, the project team, trustees, city officials, and library staff posed for pictures outside with dirt Consigli trucked in and commemorative shovels they had made for the occasion. One commemorative shovel will be kept in the library's archives.

STRATEGIC PLAN

Each library in the Commonwealth must have an active strategic plan approved by and on record with the Massachusetts Board of Library Commissioners in order to qualify for state aid and

grant opportunities. Our most recent strategic plan focused on securing funding for a building project and receiving approval from the City to bond for such a project. With that major goal met, it was time to engage our community in a new strategic planning process to ascertain the needs and wishes of our City's residents both currently and when the renovated and expanded library opens. Therefore, the Trustees sought proposals from eight consulting firms and decided on Library Strategies from St. Paul, MN, who would conduct a staff survey, run a community retreat, interview three public officials, draft a strategic plan, and, ultimately, create a final draft with an implementation plan and dashboard to show progress.

In March, the trustees formed and convened a strategic planning committee, on which the following community members served:

Richard Mahoney, President of the Board of Trustees
William Callahan, Member of the Board of Trustees
Barbara Pooler, Member of the Friends of the Library
Meghan Needham, Director on the Woburn Public Library Foundation's Board
Susan Thifault, Woburn Memorial High School Teacher
Elaine Dougherty, Site Director for the YMCA International Learning Center
Rebecca Meehan, Assistant Director of the Woburn Public Library
Andrea Bunker, Director of the Woburn Public Library

This committee worked on a list of community stakeholders to invite to a community retreat on May 20, 2017. Once they identified over eighty (80) individuals, both City officials and involved citizens, this committee drafted an invitation letter to be sent out by the director.

At the community retreat, over forty (40) community members gathered at the Greek Orthodox Church to hear about the current state of the library through a presentation by the director and national trends in libraries through a presentation by Stu and Karen Rose from Library Strategies. The second part of the retreat focused on hearing the community's needs and wishes and discussing the challenges the library faces in the next three to five years. The outcomes of the retreat were a strong desire for robust services and collections for youth, enhanced and up-to-date technology with dedicated technology assistance, and increased funding through public/private partnerships.

In early June, Library Strategies submitted the raw data and first draft of a three-year plan to be reviewed by the strategic planning committee. The committee met in late June and recommended a minor change to the mission statement. Upon approval, the draft then went to the Board of Trustees for review in the following fiscal year.

STAFF

On July 1, 2016, Andrea Bunker became the Director, after four years serving as Assistant Director. Rebecca Meehan joined the staff on July 14, 2016 as Assistant Director.