

City Solicitor

I herewith make the following report for fiscal year 2015:

1. **Personnel**- The personnel in the department during the reported period were as follows:

City Solicitor: Ellen Callahan Doucette
Secretary: Dianne Mearls

2. **Litigation Matters Concluded**- The following cases to which the City, or one or more of its officials or Boards was a party, were concluded in fiscal year 2014:

(a) City of Woburn v. 1095R Main Street, et al (Middlesex Superior Court No. 2013 MICV 005511)-this is an action to enjoin the operation of a scrap metal facility that is operating in violation of the WZO. A preliminary injunction was issued prohibiting the use of property as a scrap metal facility. Thereafter, the parties negotiated an agreement for judgment which formalized the preliminary injunction and the matter has been dismissed.

(b) Woburn Police Patrol Union v. City of Woburn (Middlesex Superior Court No. 2014 MICV 06611)-the Union filed an appeal from an arbitrator's decision which affirmed the Mayor's decision to terminate a police officer for conduct unbecoming. Cross motions for judgment on the pleadings were filed, oral arguments were heard, and the Court issued its decision affirming the Arbitrator's decision.

3. **Pending Litigation** - The following cases, to which the City, or one or more of its officials or Boards was a party, were pending as of June 30, 2015:

(a) Peter Spinazola, Tr. v. City of Woburn, et al (Land Court Misc. No. 477288)- this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets in North Woburn.

(b) OCLLEN Realty, LLC v. City of Woburn, et al (Middlesex Superior Court No. 2014-8759) this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets (Baldwin) in North Woburn. The City Council approved an Order which authorizes the filing of a consent to the Petition, though the Petition remains pending as to other property owners.

(c) Robert Brady v. City of Woburn, et al (Land Court Misc. No. 488159)- this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets off Orange Street. The City Council approved an Order which authorizes the filing of an assent to the Petition, conditioned upon the Engineering Department's approval of a reconfiguration of the existing roadway.

- (d) City of Woburn v. Paris (Middlesex Superior Court No. 2014 MICV 04824)- this is a complaint for trespass and the recovery of land against Paul Paris who is operating a farm stand and conducting agricultural activities on land owned by the City off Locust Street. The City obtained a preliminary injunction ordering Mr. Paris to cease and desist his use of the property. A draft License Agreement is circulating.
- (e) Crescent Park Condominium v. Rogozian v. City of Woburn, et al (Middlesex Superior Court No. 2013 MICV 05134); Ambassador Manor v. Estate of Mahoney v. City of Woburn (Woburn District Court No. 201453 CV715); Prospect Street Estates v. McLaughlin v. City of Woburn (Middlesex Superior Court No. 2014 MICV05431-A); - all of the above are complaints to establish the priority of liens filed by condominium associations for unpaid fees. The City's answer is simply to safeguard the priority of the City's tax lien, if applicable.
- (f) Woburn 38 Development v. Board of Appeals (HAC No. 2001-22)- this is an appeal of the Board of Appeals' decision to deny a modification of a comprehensive permit. The appeal was heard by Chairman Lohe and on April 23, 2015, HAC issued its decision ordering that the comprehensive permit be issued as modified. The Board of Appeals voted to appeal the HAC decision and an appeal was timely filed with the Suffolk Superior Court. Woburn 38 Development filed to have the matter removed to the Land Court. This matter is still being handled by Attorney Daniel Hill.
- (g) Woburn Police Patrol Union v. City of Woburn (Middlesex Superior Court No. 2015 MICV 02751) -this is an appeal from an arbitrator's decision affirming the Mayor's decision to suspend a police officer for a period of 4 months.
- (h) Xyleco, Inc. v. Woburn City Council and Everyday Dog, LLC. (Middlesex Superior Court no. 2014MICV8739-A); appeal of special permit to operate a kennel at 271 Salem Street. A Notice of Appearance was filed on behalf of the City Council. The petitioner, Dianne Kurkjian has indicated that she will not defend the appeal. The parties are discussing how to resolve the issue. [When a special permit or variance is issued, it is customary for this office to file Notice of Appearance on behalf of the issuing authority, and then take a passive role in the appeal with the permit/variance holder taking the active role in defending the issuance of the special permit or variance.]
- (i) Xyleco, Inc. v. Woburn City Council and Flyers Unlimited, LLC. (Middlesex Superior Court no. 2014MICV8740-A); appeal of special permit to operate a rental facility with accessory repair services at 271 Salem Street. A Notice of Appearance was filed on behalf of the City Council. [When a special permit or variance is issued, it is customary for this office to file Notice of Appearance on behalf of the issuing authority, and then take a passive role in the appeal with the permit/variance holder taking the active role in defending the issuance of the special permit or variance.]

- (j) Cafaro, et al v. Woburn City Council and 4 Montvale Avenue Realty Trust (Middlesex Superior Court no. 2015MICV1247-A); appeal of special permit to construct a fast food establishment with residential above at 4 Montvale Avenue. A Notice of Appearance was filed on behalf of the City Council. [When a special permit or variance is issued, it is customary for this office to file Notice of Appearance on behalf of the issuing authority, and then take a passive role in the appeal with the permit/variance holder taking the active role in defending the issuance of the special permit or variance.]
- (k) Femino v. Board of Appeals and Ferreira (Middlesex Superior Court no. 2014MICV7897) - appeal of a special permit issued to alter a non-conforming single family dwelling. A Notice of Appearance was filed on behalf of the Board of Appeals. [When a special permit or variance is issued, it is customary for this office to file Notice of Appearance on behalf of the issuing authority, and then take a passive role in the appeal with the permit/variance holder taking the active role in defending the issuance of the special permit or variance.]

4. Labor/Personnel Issues- The Law Department is responsible for all labor and personnel matters, eliminating the need for outside legal representation, with the exception of Attorney Philip Collins who has been retained regarding the negotiation of the collective bargaining agreements for the City's public safety personnel. In the past year, I have handled labor/personnel issues involving the City's labor unions including disciplinary matters, and have been assisting the Mayor with the negotiation of successor collective bargaining agreements for all of the city's labor unions. I have also handled a number of unemployment claims filed by former employees.

5. General Duties - The Law Department is responsible for a wide variety of other duties including the provision of written legal opinions in response to requests for advice made by various departments or city officials. In addition, we have continued the frequent practice of rendering informal advice, both written and verbal, when consulted and/or requested by said departments or city officials. When requested, the undersigned has also personally appeared at various and sundry meetings of the City Council and other Boards and Commissions of the City in order to further address particular questions or render advice.

The Law Department is responsible for drafting and/or reviewing all contracts and other legal instruments to which the City is a party and/or signatory. The department continues to represent the city's interest in a variety of quasi-judicial administrative forums, including the Division of Labor Relations, Civil Service Commission and Alcoholic Beverage Control Commission. Claims and lawsuits against the city are also channeled through the Law Department, with most being forwarded to the City's insurance carrier (MIIA), for investigation, processing, and defense. The department continues to monitor the same through appropriate and periodic contact with MIIA.

This office will continue to keep departments and city officials informed as to relevant statutory and case-law changes.

5. Legal Assistance - The department utilizes outside counsel where necessary. Outside counsel used in fiscal year 2014 were as follows:

- (a) D'Ambrosio Brown, LLC was retained to for tax title matters and works directly with the Treasurer/Collector;
- (b) Daniel Hill, Esq. was retained to represent the Board of Appeals in its appeal from the decision of the Housing Appeals Committee ordering the modification of the comprehensive permit issued initially issued in 2002;
- (c) Philip Collins, Esq. of Collins, Loughran & Peloquin, P.C. has been retained to assist the Mayor in collective bargaining negotiations with the City's public safety unions.

As always, it is a pleasure and a privilege to serve as legal counsel to the City of Woburn and its various boards, committees and commissions.

Respectfully submitted,
Ellen Callahan Doucette, City Solicitor

Woburn Council on Aging

I hereby submit the Annual Report of the Woburn Council on Aging for
Fiscal Year 2015 (July 1, 2014 – June 30, 2015)

Council on Aging Members

Doris Stanton	Chairperson
Margaret Casey	Vice-Chairperson
Vincent Simeone	Treasurer
Angela Amato	Member
Geraldine Benecke	Member
Eleanor Camillieri	Member
Dorothy Capone	Member
Eleanor Collins	Member
John DeCata	Member
Theresa Donovan	Member
Mary Foley	Member
Frank Hancock	Member
John Kelly	Member
Barbara Ridley	Member

Committees

Nominating	Geraldine Benecke, Dorothy Capone, Eleanor Collins, Mary Foley and Barbara Ridley
Entertainment	Eleanor Camillieri, Dorothy Capone, Eleanor Collins, Barbara Ridley and Doris Stanton
Finance	Geraldine Benecke, Joanne Collins, John DeCata, Joanne DiMambro, Theresa Donovan, Frank Hancock, Catherine Murray, Vincent Simeone and Doris Stanton
Transportation	Angela Amato, Margaret Casey, Joanne Collins, Joanne DiMambro, Frank Hancock, Patti Meehan, Catherine Murray and Doris Stanton
Building/Grounds	Margaret Casey, Joanne Collins, Theresa Donovan, Betsy Dora, Frank Hancock, John Kelly, Donald Olsen, Vincent Simeone, and Doris Stanton

Programs	Eleanor Camillieri, Dorothy Capone, Joanne Collins, Joanne DiMambro, Mary Foley, Jack Kelly, Catherine Murray, Doris Stanton and Judy Tanner
Fraud/Scam	Angela Amato, Joanne Cahill, Eleanor Camillieri, Dorothy Capone, 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 2015 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 2,700 elders, and serve an average of 1,009 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 2015, the Senior Center Volunteers gave 31,111 hours, or the equivalent of 16 full-time staff members.

The Senior Center continues to add new programs and services including: the Woburn Elder Abuse Task Force Series and All Day Workshop, the Stress Reduction and Mindful Meditation Program, “Moving Easy” Tai Chi for Parkinson’s Class, and an “Essential Skills for the Family Caregiver” Series with the Alzheimer’s Association.

Woburn Council on Aging Programs and Services

The Woburn Council on Aging Senior Center served approximately 2,700 elders during the fiscal year ending June 30, 2015. Approximately 1,952 people were women and 748 were men. The Council on Aging, the staff of the senior center, and approximately 94 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
“Keep Moving Walking 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		Flu Shots

Numerous Social Events including:

Intergenerational Event, July 16, 2014
Mayor’s “Seniors Red Sox Day”, July 24, 2014
Fall Festival/Health and Resource Day/Open House, September 19, 2014
“Halloween Pizza Party”, October 30, 2014
Veterans’ Recognition Event, November 6, 2014
Holiday Party at the Senior Center, December 19, 2014
Grandchildren’s Day, February 18, 2015
St. Patrick’s Day Party, March 20, 2015
Volunteer Recognition Day, April 11, 2015
North Toronto Collegiate Institute Symphony Orchestra and Choir, April 24, 2015

Veteran's Recognition Day, May 21, 2015
32nd Annual Senior Olympics, June 1st through June 4th
Senior Olympic Closing Ceremony and Ice Cream Social, June 5, 2015
Woburn Elder Abuse Prevention "All Day" Workshop, June 18, 2015

Accomplishments & Highlights of Fiscal Year 2015

1. The Woburn Council on Aging focused on Elder Abuse Prevention and Home Safety during Fiscal Year 2015. The Woburn Elder Abuse Prevention Task Force is committed to: increasing public safety; preserving the privacy and independence of seniors; and providing public education and resources to prevent and respond to abuse, neglect, and financial exploitation of all seniors in Woburn. The Woburn COA Board and Staff collaborated with Greater Boston Legal Services, the Woburn Police Department, the Woburn Fire Department, the Woburn Council of Social Concern, the Middlesex District Attorney's Office, Minuteman Senior Services, the Woburn Rotary Club/Carbon Monoxide Monitor Program, and the Woburn Housing Authority.
2. The Woburn Elder Abuse Task Force offered a series of weekly educational events beginning on March 4, 2015 through June 17, 2015. On June 18th, the Woburn Senior Center held an "All Day Woburn Elder Abuse Workshop" attended by 179 seniors.
3. The "Yesterday and Today" Intergenerational Grant Project sponsored by Lahey Clinic and the Woburn YMCA was held at the Woburn Senior Center.
4. Lahey Clinic sponsored six week programs for the Senior Center: including "Managing Chronic Pain", and "A Matter of Balance".
5. Winchester Hospital sponsored Health Program: "Success with Heart Failure".
6. The Woburn Council on Aging Van Service provided 8,116 rides to 150 individuals and the Senior Discount Taxi Program provided 10,279 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 378 returns for seniors served at the Senior Center, February to April 2015.
10. Catherine Cook, Susan Fennelly and Barbara Manuck served as the volunteer SHINE (Serving Health Information Needs of Everyone) Counselors. They met with 367 seniors to help them with health insurance and prescription drug coverage issues.
11. "National Health Care Decision Making Day" was observed at Senior Center with Health Care Materials including Health Care Proxy Forms.
12. 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 257 seniors during FY2015.
13. The 32nd Annual Senior Olympics took place from June 1st to June 4th. Many seniors enjoyed participating in the numerous events including bocci, golf, bowling, cribbage, whist, horseshoes, pool, scrabble, "hand and foot", and shuffleboard. For the 1st time we played "Corn Hole" during the Senior Olympics and a great time was had by all!

14. Numerous building and grounds accomplishments took place including: new offices were built by the DPW for the City of Woburn BOH Nurse, and the SHINE Counselors and Volunteers; and the front parking area of the Senior Center was re-paved.

Recognition and Acknowledgements

The Staff of the Woburn Senior Center work very well with the Woburn Council on Aging, 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
Joanne Collins	COA Director
Mary O'Connor	Receptionist
Judy Tanner	Programs/Volunteers
Ruth Gronemeyer	Outreach Worker
Patti Meehan	Transportation Coordinator
Kenny Comeiro	Van Driver
Terry Desmond	Van Driver
Jack Foley	Van Driver
Tracey Murphy	Van Driver
Doug Murphy	Custodian
Officer Ralph Coakley	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
Krist Braga	Meals on Wheels Route 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, 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

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, 2015

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, the State Bookstore. An unofficial copy of the Massachusetts Wetlands Protection Act and Regulations under the Act are available online at:

<http://www.mass.gov/eea/agencies/massdep/water/regulations> or 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:

<http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>

Copies of the Woburn Wetlands Ordinance, and Regulations, local and state forms are available from the Conservation Commission office in City Hall, or online at:

<http://www.cityofwoburn.com/index.aspx?NID=940>

The filing deadline is noon, 10 business days prior to the next available meeting date.

Meetings

The Conservation Commission held twenty-two (22) Public Meetings in City Hall, during the period from July 1, 2014 through June 30, 2015.

During Fiscal Year 2015:

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

Petitioner

Location

Bachar Chamo

23 Holton Street

740 HM LLC	740 Main Street
Charles & Denise Schultz	15 Brentwood Road
Johnson Woods Realty	Inwood Drive
Comcast	5 & Constitution Way
Murray Hills Inc.	4 Carl Forester Lane
Woburn Foreign Auto	80 Olympia Avenue
Mary Beth Mawn	15 Carlson Way
Melanson Development Group	1 Carlson Way
Melanson Development Group	2 Carlson Way
James Murphy, 2 Donna Road LLC	2 Donna Road
Melanson Development Group	18 Carlson Way
Melanson Development Group	80 Wyman Street

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>
Joseph & Staci Pendergast	348-730	7 McDevitt Drive
Benchmark Senior Living	348-729	320 Salem Street
304 Cambridge Street	348-732	304 Cambridge Street
Sharon Marzano	348-734	3 Meadow Lane
Melanson Development Group	348-725	Wyman Farms Estates
George W. Gately, Jr.	348-735	89 Wyman Street
Michael Coakley	348-736	5 Pacjard Street
Madison Woburn Holding, LLC	348-733	369 Washington Street
Joseph Schena	348-739	Montvale Avenue, Lot 2
Douglas Scire	348-740	14 South Bedford Street
BSL Woburn Development LLC	348-743	Salem & Cedar Street
Comcast Cable Communications	348-743	41 Wyman Street
Belinda Alfano	348-746	706 Main Street
George Gately, III	348-744	Pine Street

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

<u>Petitioner</u>	<u>DEP file #</u>	<u>Location</u>
Maggiore Companies	348-683	36 Cabot Road

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 FY2015

Wetlands Protection Act fees (Reserved for Appropriations): \$7,773.00

Fees collected under the City Ordinance into the General Fund: \$10,934.14

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 \$2,000 for the program and gardeners were charged a fee for a 27-foot by 27-foot plot, with roto-tilling and water provided.

Tree Program

The Conservation Commission was pleased to be able to run its tree program again during FY 2015. Residents purchased red maples, black gums, red oaks, kousa dogwoods, flowering pears, lindens, tree lilacs, and river birch through the program.

Residents who placed orders came to pick up their trees on May 16, 2015, at Spence Farm, 41 Wyman Street. Commission members helped residents load their purchased trees into their vehicles. Residents expressed their support for the program, and hoped that it would continue in the future.

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 43rd Annual Conservation Day was held on Saturday, May 2, 2015. Much was accomplished thanks to the combined efforts of the Conservation Commission Members and supporters, Woburn Residents' Environmental Network (WREN), local businesses, local clubs, and individual volunteers. Participants should be proud of what they have accomplished. Working together we can keep our City clean and beautiful.

Respectfully Submitted,
Woburn Conservation Commission

Fire Department

In compliance with the requirements of city ordinances, I hereby submit this annual report for the Woburn Fire Department for Fiscal Year 2015.

DEPARTMENT PERSONNEL

Chief	1
Fire Captains	5
Fire Lieutenants	17
Firefighters	49
Secretary	1
Senior Clerk	1

DEPARTMENT BUDGET – FY2015

Salary: Uniformed Personnel:72	\$5,417,933.38
Secretarial Staff: 2	\$ 85,156.98

ALARMS / TOTAL INCIDENT RESPONSES: 7140

Box Alarms: Master box alarms, Structure fires, Mutual Aid	851
Other Alarms: CO, brush, auto, gas spills,	1104
Medical Calls	4172
Motor Vehicle Crashes	338
Service calls: Smoke Detector Inspections, Fire Alarm Systems	653

Fee Generating Permits

Oil Burner	100
Smoke Detectors	538
Flammable Liquids	231
Tank Removals	99
Propane	374
Tank Truck	70
Sprinklers	83
Fire Boxes	458
Cut and Weld	24
Fire Alarm Systems	62

OVERVIEW

The Department operates out of five stations, manning three pumping engines, one combination pumper/ladder truck, and two ambulances. We also operate a fire/emergency medical dispatch center located in our central square station. In addition to responding to emergency calls, department members are involved in a variety of activities on a daily basis, including in-service inspections, smoke detector and carbon monoxide detector inspections, in-service fire and EMS training, testing of equipment, station tours for various groups (civic, school, youth, etc.).

FIRE PREVENTION

All healthcare facilities, institutions and hotels were inspected quarterly. Plan review and occupancy inspections were conducted on a timely basis. All complaints were investigated and remedied. Fire drills were conducted on a regular basis in all schools and the schools were thoroughly inspected prior to the opening date. Annual inspections were conducted at all facilities licensed by State agencies such as post-secondary education and pre-school facilities. All occupancies requiring a liquor license and/or a common-victualler license were inspected and a report submitted to the license commission. Flammable liquid tank installations and removals were inspected and recorded. The S.A.F.E. program, which is made possible through a grant from the Executive Office of Public Safety and the donation by the Rotary Club of a dedicated instructional trailer, delivered instruction to students and residents this year as well as participating in parades and operating at special events. A successful open house was held during Fire Prevention Week. In addition in-service inspections were conducted by on-duty company personnel during the spring, summer, and fall, as weather permitted.

AMBULANCE SERVICE

All members of the department are registered Emergency Medical Technicians (EMTs) who continue to do an excellent job in rendering medical aid to the public. Emergency Medical incidents continue to increase each year and are now over 60% of the total responses and in FY15 consisted of: 4172 Medical Aid calls and 338 Motor Vehicle Crashes. All department response vehicles are staffed with personnel trained and equipped to render medical assistance.

TRAINING

All new members of the department undergo an intensive recruit training program at the Massachusetts Fire Academy before they are permitted to work as "line" firefighters, and are certified to the level of Firefighter I/II and to the Hazardous Material First Responder Awareness Level upon Fire Academy graduation.

All current members of the department participate in fire-service related training on a regular basis. S.C.B.A. usage, Emergency Medical Dispatch (EMD), boat rescue operation, vehicle

extrication and stabilization including jaws-of-life, Vetter bags/power tools, vehicle fires, power tool operation for building egress, ice rescue with immersion suit and rescue sled, ladder and pump operations, elevator entrapment, passenger train derailments, tanker-truck incidents, hazardous leaks or spills, and carbon monoxide incident response are examples of instruction and drilling accomplished while on duty throughout the year.

The Department's 73 EMTs continued to receive the appropriate Emergency Medical Services (EMS) training, including EMT continuing Education, AED (defibrillation), Cardio-Pulmonary Resuscitation (CPR), Epi-pen usage for allergic reactions, and Nasal Narcan administration for opiate overdoses. EMS subjects intended to enhance the medical skills of our EMT/first responders are taught throughout the year.

RECOMMENDATIONS AND OBSERVATIONS

We look forward to working towards planning and building a new station as a replacement of Station #3 at 654 Main Street, which is over 100 years old, has served the city well, but is approaching the end of its' useful life.

Great strides have been made and continue to be made in updating fire department equipment at considerable expense to the city: we have a new pumping Engine #2 currently stationed North Woburn; we have a new Rescue #1 ambulance operating out of our Central Square station; we have a new pumping Engine #4 due to arrive by March to be stationed in East Woburn; we hope to have a new Rescue #2 ambulance in the summer of 2016. We very much appreciate the recognized need and support of the public and the city's elected officials.

Respectfully Submitted,
Timothy J. Ring
Chief of Department

Woburn Board of Health Nurse's Office

Annual Report of the Board of Health Nurse

- Blood Pressure Clinics @ City Hall Monthly
- Blood Pressure Clinics @ Senior Center, Bi-Weekly
- Immunizations Excluding Influenza -----275
- Tuberculosis Testing -----12
- Home Visits/Direct Observed Therapy & Injections -----146
- Communicable Diseases-Reporting, Investigation & Intervention -298
- Seasonal Influenza Vaccine Administration -----540

COMMITTEES

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

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 2015 continued at a high pace of activity for the Human Resources Department, including a major change in the staffing of the Human Resources Department. Some of the highlights of the Human Resources Department are as follows:

Highlights

Brought in approximately \$249,084 to the City in FY2015:

- \$180,635.70 in Medicare Part D Drug Rebate Subsidies
- \$60,449 in Loss Control Safety Program and related credits for the City's comprehensive Liability, Workers Compensation, Property and Casualty Insurance program.
- \$8,000 in grants with a \$2,400 safety grant pending.

Supported the hiring of twenty 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 the Sole Assessment Center to determine the qualified candidates for Deputy Fire Chief. 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 twelve 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.

Successfully combined safety and wellness to form and chair the Safety and Wellness Committee. Meet quarterly with members of the Safety and Wellness committee to discuss safety and wellness for our employees.

Continued to administer the 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 awards 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 2015.

Respectfully,
Elaine Pruyne, Director

Department of Inspection Services

I submit herewith the Annual Report of the Department of Inspection Services for the period July 1, 2014 thru June 30, 2015. The Inspection Services Department activity (including building, electrical, plumbing & gas fees) has issued 5,018 permits and fees totaled: \$1,233,460.64.

PERSONNEL

Thomas Quinn, Jr., Building Commissioner
Brian Gingras, Local Building Inspector
Michelle Mase, 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	1,594
Total number of occupancy permits	225
Total number of certifications	208
Amount collected for building permits	\$975,202.64
Amount collected for occupancy permits	\$ 7,040.00
Amount collected for certifications	\$ 20,800.00

REPORT OF PLUMBING & GAS INSPECTOR

Total number of plumbing permits	1,201
Total number of fees collected	\$81,625.00
Total number of gas permits	608
Total number of fees collected	\$40,030.00

REPORT OF ELECTRICAL INSPECTOR

Total number of electrical permits	1,182
Total number of fees collected	\$108,763.00
Total amount of fees collected by inspection services:	\$1,233,460.64

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

Woburn License Commission

Members

Paul A. Medeiros	Chairman
David I. Gilgun	Member
Thomas M. Skeffington	Member
Patricia Bergeron George	Clerk of the License Commission

The following licenses were granted by the Commission (Note, the following license periods are from January 1st through December 31st with the exception of Common Victuallers which is May 1st through April 30th):

305	Amusement Licenses @ \$100/machine	\$30,500.00
115	Common Victuallers @100.00/ea	\$11,500.00
16	Entertainment @\$250.0/ea (one exempt)	\$ 4,000.00
11	Innholder's Licenses @ \$100.00/ea	\$ 1,100.00
	Special one-Day Licenses (___ @ \$50.00/ea)	\$.00

Liquor Licenses:

	8 Package Store (All Alcohol) @	\$1,700.00	\$13,600.00
(1-Spec Leg)	4 Innholders (All Alcohol) @	\$2,500.00	\$10,000.00
(1-Spec Leg)	1 General On-Premises (All Alcohol)	\$2,500.00	\$2,500.00
	29 Restaurants (All Alcohol) @	\$2,500.00	\$72,500.00
	8 Restaurants (Beer/Wine) @	\$2,500.00	\$20,000.00
	9 Clubs (All Alcohol) @	\$100.00	\$900.00
(Quota N/A)	2 Veteran's Clubs (All Alcohol) @	\$100.00	\$200.00

Respectfully submitted,
Paul A. Medeiros, Chairman

Woburn Planning Department

The following annual report of activities of the Woburn Planning Department in part complies with the requirements of Massachusetts General Laws Chapter 41, Section 81-C for the Planning Board.

Planning Board

During Fiscal Year 2015 the Planning Board consisted of the following members: Chairman James Callahan, Vice-Chairman Carolyn Turner, Claudia Leis-Bolgen, David Edmonds, Michael Ventresca, Robert Doherty, and Kevin Donovan. Three City employees provided staff support to the Board at some point during the year: Initially, Planning Director Tina Cassidy and Planner/Grant Writer Erin Wortman staffed the Board but by the end of the fiscal year support was provided by Planning Director Tina Cassidy and Planner/Grant Writer Neil Cronin.

Regular Planning Board meetings were held two (2) times per month, typically on the second and fourth Tuesdays. In July and August the Board held only one (1) meeting each month. During the course of the year the Board held a total of twenty-one (21) regular meetings.

In the course of the above-referenced meetings the Planning Board processed a total of eleven (11) Approval Not Required plans (ANR). One new subdivision plan was received during the year which created a total of one (1) new building lot. Please see attachment A for a list of applicant names and project locations for each of the ANR plans. In addition the Planning Board approved or provided recommendation letters to the City Council on thirty six (36) special permit applications.

With respect to other Planning Board activities, the Board met four times as part of the Zoning Ordinance Review Committee (ZORC) to consider zoning changes including one to allow conversion of a former religious building into residential use and one to amend the buffer requirement section of the zoning ordinance. The Board also held public hearings and made recommendations on zoning changes related to regulating and siting medical marijuana facilities and adoption of a definition for the use Mixed-use Hotel/Restaurant. Lastly, the Board investigated the possibility of updating Section 7 of the Woburn Zoning Ordinance (Non-Conforming Uses), and explored the possibility of adding an Accessory Apartment provision to the Zoning Ordinance.

Redevelopment Authority

Membership of the Woburn Redevelopment Authority consisted of the following members: Chairman Donald Queenin, Vice-Chairman Gary Fuller, Treasurer Arthur Duffy, Secretary Wayne McDaniel, and Assistant Treasurer David Ryan. Two City employees provided staff support to the Board during the year: Initially, Planning Director Tina Cassidy and Planner/Grant Writer Erin Wortman staffed the Authority but by the end of the fiscal year support was provided by Planning Director Tina Cassidy and Planner/Grant Writer Neil Cronin.

Redevelopment Authority meetings were held monthly during the fiscal year with the exception of the month of July. A total of eleven (11) meetings were held. The Authority administered a sign improvement program which resulted in seventeen (17) new signs for new and existing commercial establishments within a defined area of the downtown. A total of \$47,234.98 in grant funds were expended on this program during the fiscal year, and those funds leveraged approximately \$16,702.73 in private investment. Overall the Planning Department dedicated two (2) hours a month to the administration of the program.

Planning Department

In addition to staffing the Planning Board and WRA, the Planning Department worked with consultants to update the City's Open Space and Recreation Plan (approved), Hazard Mitigation Plan (currently under review) and Comprehensive (master) Plan (currently being finalized). It also coordinated the efforts of City departments to update stormwater management regulations.

Planning Director Tina Cassidy represented Mayor Scott Galvin throughout the year as the North Suburban Planning Council's representative to the Metropolitan Planning Organization. Both Director Cassidy and Planner/Grant Writer Cronin attended monthly meetings of the North Suburban Planning Council on the City's behalf. Director Cassidy is also a member of the City's Traffic Commission.

During the course of FY15 the Planning Department applied for several grants for various purposes. Below are the grants for which the Planning Department applied, with a brief description and award status;

- a. Survey and Planning Grant from the Massachusetts Historical Commission
 - Matching grant for survey and planning activities related to historical preservation at the First and Second Burial Grounds
 - Not Awarded
- b. Green Communities FY16 from the Massachusetts Department of Energy Resources
 - Reimbursement grant for HVAC, and LED projects at several municipal buildings
 - Awarded \$242,000.00
- c. Energy Manager from the Massachusetts Department of Energy Resources
 - Reimbursement grant to fund a part-time position focusing on municipal energy reduction
 - Awarded \$17,500.00
- d. Summer Youth Jobs Program from the Office of the Massachusetts Attorney General
 - Program to fund part time jobs for high-school aged youth
 - Not Awarded

- e. Green Communities Grant from the Department of Energy Resources
 - Reimbursement grant to update the lighting at the Water Treatment Plant
 - Awarded \$22,500.00

- f. Parkland Acquisitions and Renovations for Communities (PARC) Grant
 - Reimbursement grant for renovation of the Green Street municipal park
 - Not Awarded

In addition to these grants, the Planning Department also oversaw the administration of FY2014 grants such as the FY2015 Green Communities reimbursement grant for converting the City's streetlights to light emitting diode (LED) and the first phases of the Energy Manager and Water Treatment Plant projects.

Respectfully,
Tina Cassidy, Planning Director

Woburn Public Library

The Members of the Corporation

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

Officers and Employees

Administration

Kathleen O'Doherty, Director
Andrea Bunker, Assistant Director

Technical Services

Beverly Thompson, Technical Services Librarian
Assistant Cataloguer (vacant)
Jessica Stitson, Acquisitions Librarian

Reference

Reference Librarian (vacant)
Gregg Bouley, Assistant Reference Librarian

Children's Department

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

Glennon Archives

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

General Assistants

Virginia Brennan (retired 9/20/14)
Patricia Daley, Ann Atkins
Tracy Breeden, Suzanne Bouthillette (hired 10/23/14)

Part-time general assistants
Victoria Massaro, Denise Creamer,
Stephanie Nelson

Page
Vacant (2 positions)

Custodians
Lee Rankin, Full-time
Part-time
Martin LaCarbonara, Richard Abreu (resigned 9/29/14)
Kevin McBride

LIBRARY SERVICES

HOURS OPEN (WEEKLY).....	65 (59*)
DAYS OPEN (WEEKLY).....	6*
NUMBER OF ADULT and YA PROGRAMS.....	34**
NUMBER OF CHILDREN’S PROGRAMS.....	132**
NUMBER OF REGISTERED BORROWERS.....	13,091
TOTAL NUMBER OF HOURS VOLUNTEERED.....	711.8
TOTAL ATTENDANCE IN LIBRARY SYSTEM.....	126,950

*required for state certification and state aid eligibility

**increase over FY14

LIBRARY RESOURCES
HOLDINGS INFORMATION

PRINT MATERIALS

BOOKS

ADULT.....	43,805
CHILDREN.....	33,976
YOUNG ADULT.....	3,321

NON-PRINT MATERIALS

AUDIO MATERIALS.....	2,279
VIDEO MATERIALS.....	8,604

E-books..... 26,566

DOWNLOADABLE AUDIO.....7,585

**LIBRARY USE
(CIRCULATION)**

Adult books	42,710
Young adult books	4,377
Children's books	63,568
Print periodicals (Adult, YA, Children's).....	4,896
Audio (Adult, YA, Children's)	9,090
Video (Adult, YA, Children's)	42,343
E-books	8,258
Downloadable audio	2,625
Downloadable video	73
Materials in electronic format.....	42
Materials in microform	0
Miscellaneous	1,730
Total	179,712

INTERLIBRARY LOANS

Interlibrary loans RECEIVED FROM other libraries.....	24,321*
Interlibrary loans PROVIDED TO other libraries.....	26,802**

*In 1999, the library RECEIVED 2,265 loans from other libraries

**In 1999, the library PROVIDED 1,765 loans to other libraries

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

The library was closed, had delayed openings, and had early closures on eight (8) days during the winter due to snow. We had early closures on two (2) days due to boiler issues. This fiscal year, we also added two (2) holidays (the day after Thanksgiving and Christmas Eve day) in order to keep in line with other City departments and also to acknowledge low patron attendance on those days in years past.

Respectfully submitted,
Kathleen O'Doherty
Director, Woburn Public Library

Northeast Metropolitan Regional Vocational High School District

Serving
Chelsea
Malden
Melrose
N. Reading
Reading
Revere
Saugus
Stoneham
Wakefield
Winchester
Winthrop
Woburn

Annual Report 2015

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL ADMINISTRATION

SUPERINTENDENT-DIRECTOR

Theodore Nickole

PRINCIPAL-DEPUTY DIRECTOR

David DiBarri

DISTRICT SCHOOL COMMITTEE

SCHOOL COMMITTEE CHAIRMAN

Michael T. Wall - Chelsea

VICE CHAIRPERSON

Judith M. Dymont - North Reading

SECRETARY

Peter A. Rossetti, Jr. - Saugus

TREASURER

Larry Means - Stoneham

ASSOCIATE TREASURER

Vincent J. Carisella - Wakefield

COMMITTEE MEMBERS

Jeanne M. Feeley – Malden

Ronald J. Jannino - Revere

Henry S. Hooton – Melrose

John J. Bradley - Winchester

Robert S. McCarthy – Reading

Dawne H. Armitstead - Winthrop

Deborah P. Davis - Woburn

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 Hemlock Road - Wakefield, Massachusetts 01880-3597

ANNUAL REPORT 2015

OUTSTANDING STUDENT AWARD

Olivia Guider from Saugus a student in the Business Technology program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

NATIONAL TECHNICAL HONOR SOCIETY

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 8 seniors and 46 juniors were inducted. There are a total of 46 Technical Honor Society members for the 2015-2016 school year.

NATIONAL HONOR SOCIETY

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 18 juniors and 11 sophomores were inducted for the 2014-2015 school year bringing the total membership to 39.

SCHOLARSHIP COMMITTEE

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 51 deserving students at the annual Senior Recognition Night. A total of \$36,300 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

PEER MEDIATION PROGRAM

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 20 trained junior and senior peer mediators. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

PROFESSIONAL DEVELOPMENT

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2014-2015 school year included:

1. The professional development day held on the first day back to school included training on Special and General Education Laws, Civil Rights, Discipline, and Policies, Procedures, Titles and Acts that protect the rights of all students and staff.

2. **Educator Evaluation Training**
Administrators and department heads received continued instruction and support in the Educator Evaluation process recently enacted by the DESE. Teacher training included the utilization of the self-assessment document with highlighted elements, writing SMART goals, creating and implementing District Determined Measures (DDMs), participating in focused peer observations, and building evidence binders

In addition, department heads were trained in conducting and writing observations formative and summative evaluations and reviewing and using evidence binders in evaluations.

3. **Student safety concerns**
The school resource officer worked in conjunction with the Deans and the Administration to host Alice training to the entire staff and students.

4. **Improving student achievement**
A series of workshops were held for all teachers to highlight the connections between the academic course content and the career area content, specifically Strand 3.
The Special Education Department received an extensive training on Special Education Law and best practices.
The Career Side of the house participated in a training on SKILLS assessment.

2015 Summer Transition Program:

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two week program that ran from Monday July 6 until Friday July, 17th. This program was conducted as a transitional experience for students entering grade in 2015. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise.

Summer 2015 saw in excess of 200 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

Respectfully,

Joseph P. O'Brien, Jr.
Summer Transition Coordinator

Funding for this program was provided through Title 1, and the Carl D. Perkins Occupational Education Act Federal grants.

SUPPORT SERVICES

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. One School Adjustment Counselor is bilingual (Spanish-speaking).

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

Support groups are established each year based on student needs. Support groups for pregnant and parenting teens, social skills groups for freshmen, anger management, anxiety, and non-traditional support groups are examples of groups that have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment

Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselor work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for emergency mental health services in the community.

The Bilingual School Adjustment Counselor provides native language support (Spanish) as needed to limited English proficient students and families across all grades. She provides specific support to the English Language Education program at Northeast, but supports other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, this counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.

The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals.

The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Peer Mediation Coordinator at Northeast operates a Peer Mediation Program where upper class students undergo twelve hours of specialized training in mediation skills and implement a program to work out arising conflicts between students. This is a very positive prevention program that contributes to the development of a positive school climate as students learn to come to their own agreements about how to solve conflict.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The KICK-OFF Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The KICK-OFF Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11th and 12th grades.

The After School Enrichment and Tutoring Program is a program of educational assistance to students having difficulty with one or more academic subjects. Students who have been successful in specific subject areas and who have participated in training, volunteer their time to assist others in the library one afternoon per week. The tutoring program is designed to supplement after school assistance provided by the academic and vocational teachers. The program benefits go beyond the student achievement as the relationships formed by the tutors and students help to break down barriers between different grade and age groups and develop friendships that would not have had a chance to form. Academic and vocational teachers offer support and assistance to the Enrichment Program.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication – communication with students and with parents. Mid-term progress reports are sent to parents each quarter and report cards are sent home four times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

GRANTS RECEIVED IN FY 2015:

Entitlement and Allocation Grants

Title II, Part A: Improving Educator Quality, Fund Code: 140

The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support the initiation of the Educator Evaluation Program recently adopted by the Massachusetts Department of Elementary and Secondary Education (DESE). In addition, this grant supports the new teacher mentoring program for the district.

Federal Special Education Entitlement, Fund Code: 240

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

Special Education: Program Improvement Grant Fund Code: 274

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2014-15 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

Title I, Part A, Fund Code: 305:

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded Title 1. Professional development, targeting increasing student achievement, is also funded through Title 1.

Perkins Act Allocation Grant Program – Secondary, Fund Code: 400

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions exist in the vocational settings of the school. In school year 2013-14 the following career pathways were enhanced by Perkins funding

Department	Purchase
Auto Body Collision repair	Powder Spray finishing system with Sandblaster
Automotive Technology	Snap-On Multi Meter Technology/Snap-On Asset manager program
Business technology	Point of Sale (POS) for School Store component of the program
Carpentry	Oscillating saw/ aluminum Pump Jack system

Cosmetology	Point of Sale (POS) for retail component
Culinary Arts	Equipment for the catering component of the frameworks/Demonstration unit (stove, refrigerator, sink, storage for Related room.
Drafting and Design	STEM Enhancement Technology
Dental Assisting	Panoramic X-Ray machine
Graphic Communications Design Visual	Envelope machine/Printer
All areas	Skills Plus competency tracking program
STEM	3-d printer and ZSpace technology System with software

Competitive Grants

During the 2014-15 school year the district was successful in its application for two competitive grants. The Perkins Competitive Equipment grant yielded \$57,000 to purchase a solar voltaic system for the Electrical Department; a solar thermal system for the plumbing department and a Heat Pump Trainer for the Heating, Ventilation and Air Conditioning career pathway.

These purchases will allow our students to further enhance their learning opportunities in their departments as they stay current with the latest innovations in their respective fields.

SUMMER PROGRAMS

Northeast Metro Tech Summer School Program enjoyed another successful campaign since its inception in 1988. The Northeast Summer School serviced high school students, from a number of surrounding communities, in six different academic areas including, Math, Science, English, Social Studies, Language, and Vocational Related. The goals of promoting a positive learning atmosphere, retention, and promotion, as well as providing skills to assist each student at the next grade level are paramount objectives behind the philosophical make-up of our summer school.

Our summer program also continued with its Basic Welding certification program. This program was not only extremely successful, but gives both students and adults, from our surrounding communities, an opportunity to explore and possible begin new careers.

The Northeast Summer School program launched an on-line credit recovery program in 2014. In 2015, the program doubled in enrollment. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

COMMUNITY EDUCATION PROGRAM

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. During the summer of 2015 continued emphasis was placed on technology upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

We are also proud participants of hosting the Wakefield Relay for Life, by doing this, it guarantees a succession plan well into the future for this much needed program.

2015 GRADUATES

The 2014-15 school year represents the Forty fifth class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 298 students 2 with Certificates of Attainment in the class of 2015. Breakdown of graduates' status after graduation is as follows:

Attending 4 year college 70	Employed 130
Attending 2 year college 92	Entering Military Service 1
Apprentice school 6	Other 1

SPECIAL NEEDS ENROLLMENT

Special Needs enrollment for the 2014-15 school year continued to represent approximately one third share of the total school enrollment with students. The 314 Special Needs students represent 23% of the school population. Additionally 84 students were eligible for services under section 504 of the Rehabilitation Act.

DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS

At the Annual Organizational Meeting of the District School Committee on January 14, 2016 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Michael T. Wall, of Chelsea
Vice Chairperson	Judith M. Dymont, of North Reading
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Larry Means, of Stoneham
Assoc. Treasurer	Vincent J. Carisella, of Wakefield

CONCLUSION

As Northeast celebrates its forty-fifth year of career/technical excellence with its twelve member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State's grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.6% versus the State rate of 2.0%. Recent graduate follow up data indicates that 98% of students from the Class of 2015 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2015*).

In fact, Northeast currently employs 29 alumni at the school, including the Principal-Deputy Director. Alumni's stories of success and their readiness and willingness to help their alma mater by recruiting graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2015 achieved a 99.7% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post- secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Woburn as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution and assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Deborah P. Davis, Committee Member
Northeast School Committee
Woburn Representative

ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 03-04	S.Y. 04-05	S.Y. 05-06	S.Y. 06-07	S.Y. 07-08	S.Y. 08-09	S.Y. 09-10	S.Y. 10-11	S.Y. 11-12	S.Y. 12-13	S.Y. 13-14	S.Y. 14-15
Chelsea	268	258	221	203	198	206	190	195	199	204	207	208
Malden	157	175	215	238	234	222	216	215	198	194	168	170
Melrose	40	36	56	64	64	48	45	62	61	67	63	62
North Reading	29	30	28	40	38	37	37	36	35	32	34	34
Reading	22	25	19	26	26	26	28	23	16	19	16	17
Revere	272	256	241	242	238	244	238	234	225	223	218	216
Saugus	148	139	146	137	138	161	174	191	204	200	195	199
Stoneham	28	37	34	46	44	46	52	54	59	69	70	71
Wakefield	34	36	59	65	61	84	91	98	79	70	61	64
Winchester	9	6	7	9	9	7	11	13	15	14	9	9
Winthrop	40	37	41	45	44	55	65	58	60	65	64	68
Woburn	85	107	99	97	97	70	59	55	65	83	111	115
TOTALS:	1132	1142	1166	1212	1191	1206	1206	1234	1216	1240	1216	1235
NON DISTRICT GRAND TOTAL:	44	48	43	47	53	39	42	31	35	28	35	32
TOTAL:	1176	1190	1209	1259	1244	1245	1248	1265	1251	1268	1251	1267
 SPECIAL NEEDS ENROLLMENT	 275	 287	 320	 342	 333	 323	 330	 331	 326	 313	 317	 314
% SPECIAL NEEDS ENROLLMENT	23%	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%