

TOWN OF WESTWOOD

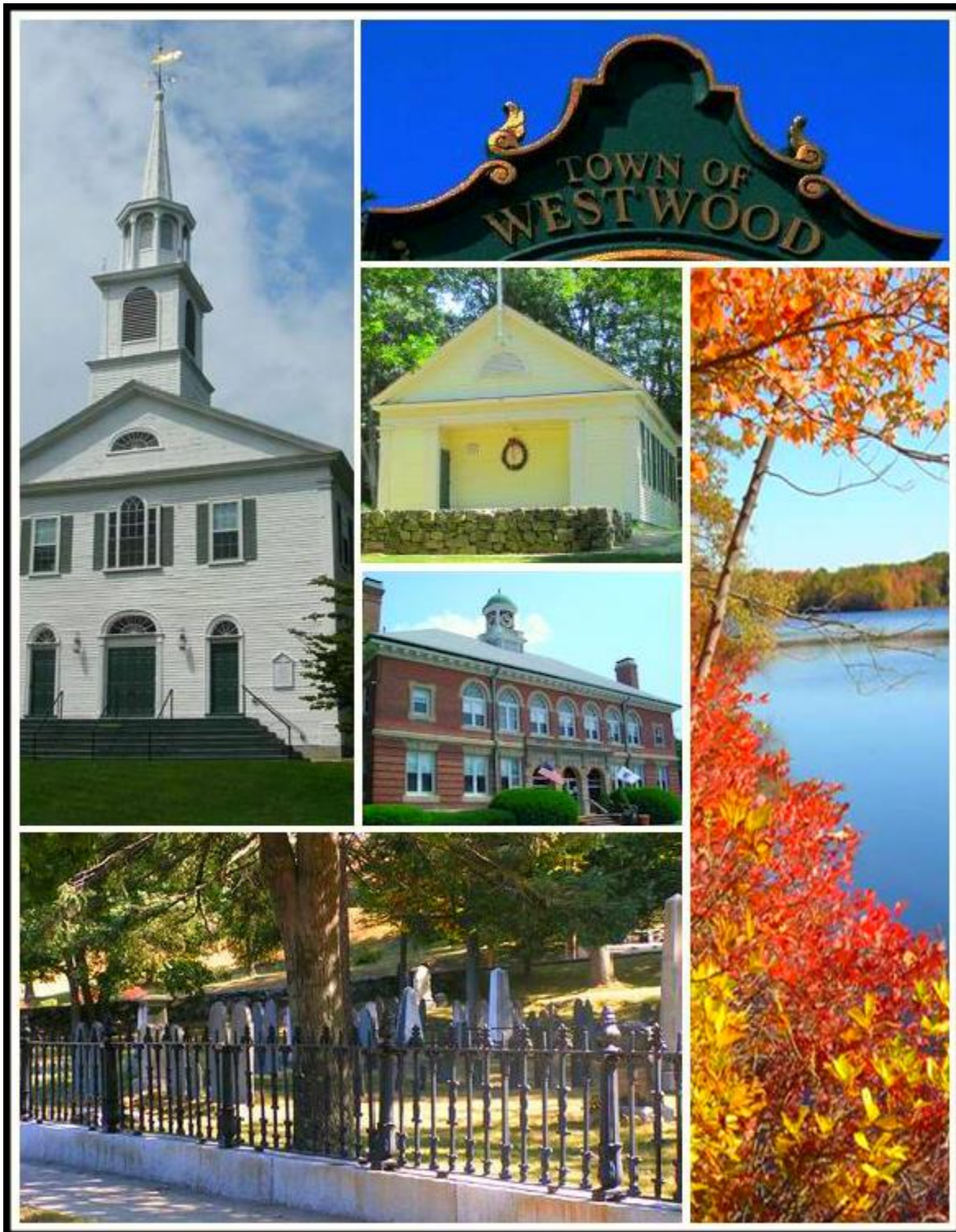
123rd Annual Report



2019

Town of Westwood 123rd Annual Report

For Year Ending December 31, 2019



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In Memoriam

Juliet "Jill" W. Onderdonk



Housing Partnership/Fair Housing Committee, 1995-2007

Affordable Housing Lottery Director, 1996 - 2007

University Avenue Steering Committee, 2006 - 2007

Town Charter Study Committee, 1983 – 1986



Jill also served on the following Committees/Boards

Westwood Democratic Town Committee

Charles River YMCA of Needham

Greater Boston YMCA Advisory Boards

Jill was an active member of St. John's Episcopal Church in Westwood where she participated in the Vestry Committee, Choir and the Altar Guild

In Memoriam

Leo Joseph Crowe, Jr.



Assistant Superintendent of Westwood Schools, 1961 - 1998

Westwood Conservation Commission, 2000 - 2014

Professional Development Council for Westwood Public Schools, 1987- 1989

Member, Harvard Round Table, 1978

Westwood Olde Home Day Parade Committee, 1978

Advisory Committee – Civil Defense 1975-1976

Massachusetts Association of School Business Officials, President 1974-1975

and the

Association of School Curriculum Development



Leo was a member of the Knights of Columbus, Employer Support of the Guard and Reserve (ESGR), and served on the National Ski Patrol. He loved his cabin in Maine where he fished and hunted with family and friends. He also skied with the Prospectors Ski Club on Wildcat Mountain in New Hampshire of which he was a member for 60 years.

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GENERAL INTEREST

Westwood was incorporated as a Town on April 2, 1897

Population: 15,597 (based on the 2017 ACS 5 year estimate)

Area: Approximately 10.56 square miles – 6,758 acres

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

Road Miles in Westwood: 95

Assessed Valuation: \$4,577,082,771

Tax Rate Year	Class	Tax Rate
FY 18	Residential	\$15.09
	Commercial	\$29.30
	Industrial	\$29.30
	Personal Property	\$29.30

Town Hall: Built 1910

Wentworth Hall: Built 1884

Carby Street Municipal Office Building: Built 2004

Town Hall is located at 580 High Street

Carby Street Municipal Office Building is located at 50 Carby Street

Town Office Hours:

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

Tuesday from 8:30 a.m. to 7:00 p.m.

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

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

The Department of Public Works includes the following departments: Highway, Engineering, Sewer, Recycling and Maintenance Garage.

The Department of Public Works is open Monday – Friday 7:00 a.m. to 3:00 p.m.

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ELECTION AND REGISTRATION

Qualifications for Voter Registration

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

New Mass Election Laws now allow 16 year olds to pre-register to vote. You may submit a voter registration form to the Town Clerk's office and your name will be placed on a list of pre-registrants. Once you turn 18, your name will be moved from the list of pre-registrants to the list of registered voters.

Election laws require voters to be registered 20 days before all Elections, Town Meetings, and/or 10 days before a special Town Meeting. Special registration sessions are announced in local newspapers, and online.

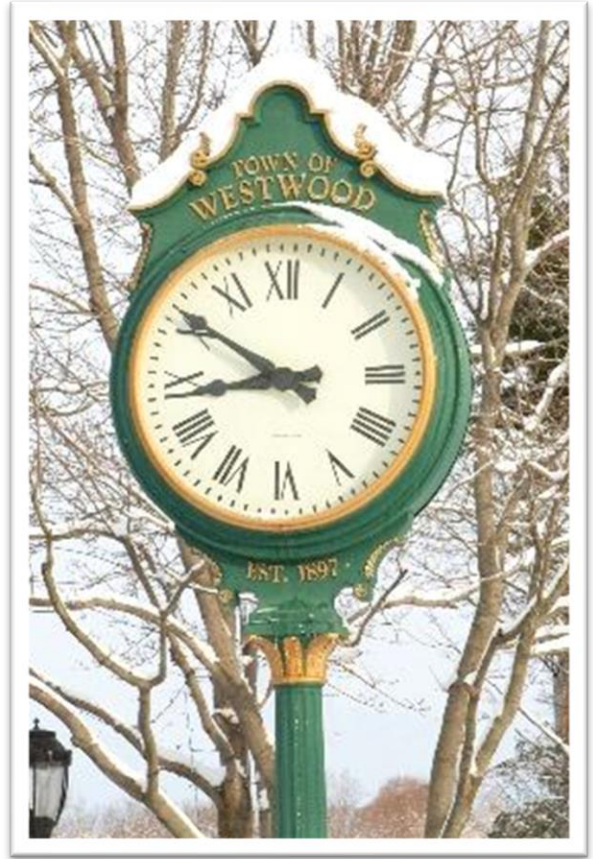
DOG LICENSES

The term of any license issued by the Town Clerk shall be for the period of January 1st to March 31st. The Town may charge a late fee of \$25 to be paid by the owners who license said dog or dogs after March 31st of any given year. All dogs, 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unsprayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerks Office. Licensing may be done by mail provided required documentation and the proper fees are received on time. Residents with more than 4 dogs, 3 months or older, are required to obtain a Kennel License per Westwood zoning bylaws. See Section 2.0 for definition. All kennels in residential zoning districts must obtain a special permit through the Zoning Board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

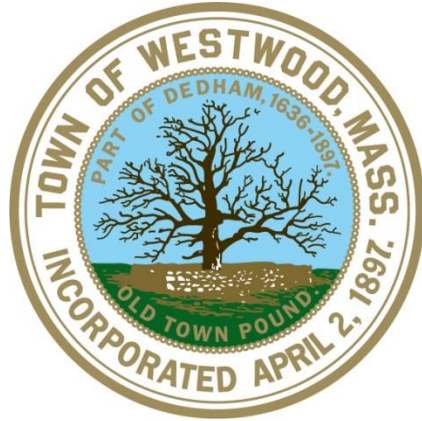
For questions regarding voting or dog licensing, please contact the Town Clerks office at (781) 326-3964.

QUARTERLY TAX BILL

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



Resident Volunteer Form



Are you interested in serving on a board or committee? Would you like more information? If you would like to get involved, please complete this form and send it back in!

Forms can be mailed to:
Select Board's Office
c/o Town Hall
580 High Street

emailed to:
selectboard@townhall.westwood.ma.us
faxed to:
(781) 329-8030

Name: _____ Telephone: _____

Address: _____

Areas of Interest: _____

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

Comments: _____

Officers of the Town

Elected Officials

Member	Board	Position	End Date
Board of Assessors			
Mark Murphy	Board of Assessors	Member	2020
Maureen Bleday	Board of Assessors	Member	2021
Christopher McKeown	Board of Assessors	Member	2022
Board of Library Trustees			
Paul T. Fitzgerald	Board of Library Trustees	Member	2022
Jessica Cole	Board of Library Trustees	Member	2022
Mary Beth Persons	Board of Library Trustees	Member	2020
Maureen Murphy Von Euw	Board of Library Trustees	Member	2020
Mary Masi-Phelps	Board of Library Trustees	Member	2021
Wendy Thornton	Board of Library Trustees	Member	2021
Housing Authority			
Erik Alden	Housing Authority	Member	2021
Christine Previterra	Housing Authority	Member	2020
Elissa Gordet Franco	Housing Authority	Member	2023
Louis Rizoli	Housing Authority	Member	2024
Planning Board			
David Atkins	Planning Board	Member	2022
Brian Gorman	Planning Board	Member	2020
Deborah Conant	Planning Board	Member	2021
Christopher Pfaff	Planning Board	Member	2021
William Delay	Planning Board	Associate Member	2022
Regional Vocation School District Commission			
Charles Flahive	Regional Vocation School District Commission	Westwood Representative	2020
School Committee			
Anthony Mullin	School Committee	Member	2022
Carol S. Lewis	School Committee	Member	2022
Charles Donahue Jr.	School Committee	Member	2020
Josepha Jowdy	School Committee	Member	2020
Maya Plotkin	School Committee	Member	2021
Select Board			
John M. Hickey	Select Board	Member	2022
Michael F. Walsh	Select Board	Member	2020
Nancy C. Hyde	Select Board	Member	2021

Sewer Commission			
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Diane Hayes	Sewer Commission	Member	2020
Francis X. MacPherson	Sewer Commission	Member	2020
David Krumsiek	Sewer Commission	Member	2020

Town Clerk			
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Dorothy A. Powers	Town Clerk	Town Clerk	Tenure
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Town Collector			
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Albert Wisialko	Town Collector	Tax Collector	2020
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Town Moderator			
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James O'Sullivan	Town Moderator	Town Moderator	2020
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Town Treasurer			
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James Gavin	Town Treasurer	Town Treasurer	2021
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Appointed by the Town Moderator

Member	Board	Position	End Date
Finance and Warrant Commission			
Cynthia Buckley	Finance and Warrant Commission	Member	2020
Barbara Delisle	Finance and Warrant Commission	Member	2020
James Ferraro	Finance and Warrant Commission	Member	2022
Howard Messing	Finance and Warrant Commission	Member	2020
Thomas Kilgariff	Finance and Warrant Commission	Member	2022
George Hertz	Finance and Warrant Commission	Member	2021
Peter Lentz	Finance and Warrant Commission	Member	2021
William Bruce	Finance and Warrant Commission	Member	2022
John W. Powers III	Finance and Warrant Commission	Member	2021
Robert Uek	Finance and Warrant Commission	Member	2021
Caitlyn Jurczak	Finance and Warrant Commission	Member	2022
Peter Ittig	Finance and Warrant Commission	Member	2022
Lauren Fitzpatrick	Finance and Warrant Commission	Member	2021
Christopher Poreda	Finance and Warrant Commission	Member	2020
Dianne McCarthy	Finance and Warrant Commission	Member	2021
Angela Hughes	Finance and Warrant Commission	Member	2020
Permanent Building Commission			
Lyle Coghlin	Permanent Building Commission	Member	2021
Charles Bean, III	Permanent Building Commission	Member	2022
John Cronin, Jr.	Permanent Building Commission	Member	2020
Thomas Erickson	Permanent Building Commission	Member	2020
Paul Colantuoni	Permanent Building Commission	Member	2021
John J. Cummings III	Permanent Building Commission	Member	2021
Personnel Board			
Douglas Hyde	Personnel Board	Member	2022
Joseph Emerson	Personnel Board	Member	2020
Rachel Lipton	Personnel Board	Member	2020
Robert Shea	Personnel Board	Member	2021
Rory P. Laughna	Personnel Board	Member	2021

Appointed by the Board of Selectmen

Member	Board	Position	End Date
Aid to the Elderly Infirm			
Patrick J. Ahearn	Aid to the Elderly Infirm	Member	2020
Janice Polin	Aid to the Elderly Infirm	Member	2020
Lina Arena-DeRosa	Aid to the Elderly Infirm	Member	2020
Pamela M. Dukeman	Aid to the Elderly Infirm	Member	2020
John Curran	Aid to the Elderly Infirm	Member	2020
Albert Wisialko	Aid to the Elderly Infirm	Member	2020
James Gavin	Aid to the Elderly Infirm	Member	2020
Josepha Jowdy	Aid to the Elderly Infirm	Member	2020
Michael Walsh	Aid to the Elderly Infirm	Member	2020
Patricia Conley	Aid to the Elderly Infirm	Member	2020
Sharon Papetti	Aid to the Elderly Infirm	Member	2020
Air Traffic Noise Abatement Officer			
Dennis Cronin	Air Traffic Noise Abatement Officer	Member	2020
American with Disabilities Act Coordinator			
Michael Jaillet	American with Disabilities Act Coordinator	American with Disabilities Act Coordinator	2019
Christopher Coleman	American with Disabilities Act Coordinator	American with Disabilities Act Coordinator	2020
Audit Committee			
Frederick Steeves, III	Audit Committee	Member	2022
Michael Papetti	Audit Committee	Member	2020
Susan Flanagan Cahill	Audit Committee	Member	2021
Board of Health			
Carol Ahearn	Board of Health	Member	2022
James O'Sullivan	Board of Health	Member	2020
Roger Christian	Board of Health	Member	2021
Building Survey Board			
John Deckers	Building Survey Board	Building Surveyor	2020
Cemetery Commission			
Michael Beaumont	Cemetery Commission	Member	2022
Thomas Aaron	Cemetery Commission	Member	2020
Frank Jacobs	Cemetery Commission	Member	2021
Brendan Ryan	Cemetery Commission	Ex Officio Member	2020

Michael Jaillet	Cemetery Commission	Ex Officio Member	2019
Christopher Coleman	Cemetery Commission	Ex Officio Member	2020

Chief Procurement Officer

Michael Jaillet	Chief Procurement Officer	Chief Procurement Officer	2019
Christopher Coleman	Chief Procurement Officer	Chief Procurement Officer	2020

Commission on Disability

Constance Rizoli	Commission on Disability	Member	2022
Frances MacQueen	Commission on Disability	Member	2022
Anne Berry Goodfellow	Commission on Disability	Member	2022
Thomas Barner	Commission on Disability	Member	2022
Jette Meglan	Commission on Disability	Member	2022
Jean Barrett	Commission on Disability	Member	2020
Mary Sethna	Commission on Disability	Member	2020
Michelle Fiola-Reidy	Commission on Disability	Member	2020
Charles Taylor	Commission on Disability	Member	2021
Marianne LeBlanc Cummings	Commission on Disability	Member	2022
Rania Kelly	Commission on Disability	Member	2022
Melissa Levin	Commission on Disability	Member	2022
Hilary Ryan	Commission on Disability	Member	2022
Lina Arena-DeRosa	Commission on Disability	Ex Officio Member	2020
MaryAnne Carty	Commission on Disability	Ex Officio Member	2020

Communication and Technology Advisory Board

Christopher Coleman	Communication and Technology Advisory Board	Ex Officio Member	2020
Melinda Garfield	Communication and Technology Advisory Board	Ex Officio Member	2020
David Starmer	Communication and Technology Advisory Board	Member	2020
Ayman Mahmoud	Communication and Technology Advisory Board	Member	2021
Michael Jaillet	Communication and Technology Advisory Board	Ex Officio Member	2019
Donna McClellan	Communication and Technology Advisory Board	Ex Officio Member	2020

Comprehensive Plan Steering Committee

Steven Olanoff	Comprehensive Plan Steering Committee	Member	2021
Charles Donahue Jr.	Comprehensive Plan Steering Committee	Member	2021
Nancy Donahue	Comprehensive Plan Steering Committee	Member	2021
Phil Eramo	Comprehensive Plan Steering Committee	Member	2021
Paula Jacobson	Comprehensive Plan Steering Committee	Member	2021
Pamela Kane	Comprehensive Plan Steering Committee	Member	2021
Peter Kane	Comprehensive Plan Steering Committee	Member	2021
Trevor Laubenstein	Comprehensive Plan Steering Committee	Member	2021
Sheila Longval	Comprehensive Plan Steering Committee	Member	2021
Janica Midiri	Comprehensive Plan Steering Committee	Member	2021
Peter Neville	Comprehensive Plan Steering Committee	Member	2021
John Rogers	Comprehensive Plan Steering Committee	Member	2021
Barbara Shea	Comprehensive Plan Steering Committee	Member	2021
Tom Viti	Comprehensive Plan Steering Committee	Member	2021
Linda Walsh	Comprehensive Plan Steering Committee	Member	2021
John Wiggin	Comprehensive Plan Steering Committee	Member	2021
Kathleen Wynne	Comprehensive Plan Steering Committee	Member	2021

Compensation Agent

Michael Jaillet	Compensation Agent	Member	2019
Christopher Coleman	Compensation Agent	Member	2020

Conservation Commission

Todd Sullivan	Conservation Commission	Member	2022
Helen Gordon	Conservation Commission	Member	2022
Diane Hayes	Conservation Commission	Member	2020
John Rogers	Conservation Commission	Member	2020
Todd Weston	Conservation Commission	Member	2021
RJ Sheer	Conservation Commission	Member	2021
Stephen David	Conservation Commission	Associate Member	2022
Vesna Maneva	Conservation Commission	Associate Member	2020
Karon Skinner Catrone	Conservation Commission	Ex Officio Member	2020

Council on Aging

Josepha Jowdy	Council on Aging	Member	2022
Hillary Kohler	Council on Aging	Member	2022
Cheryl Fay	Council on Aging	Member	2020
Jessie Turbayne	Council on Aging	Member	2020
Mary Masiello	Council on Aging	Member	2020
Margery Eramo	Council on Aging	Member	2020
William Sebet	Council on Aging	Member	2021
Stephanie Ramales	Council on Aging	Member	2021

Dedham Westwood Water Commission

James J. Galvin	Dedham Westwood Water Commission	Member	2019
James Fox	Dedham Westwood Water Commission	Member	2020
Gary Yessaillian	Dedham Westwood Water Commission	Member	2021

DPW Director

Todd Korchin	DPW	DPW Director	2020
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Election Officers

Lauren Murray	Election Officers	Election Officers	2020
Roger Christian	Election Officers	Election Officers	2020
Anne Christian	Election Officers	Election Officers	2020
Joan Broderick	Election Officers	Election Officers	2020
Joanne Peterson	Election Officers	Election Officers	2020
Ann Neville	Election Officers	Election Officer	2020
Betty Connors	Election Officers	Election Officer	2020
Brooke Congdon	Election Officers	Election Officer	2020
Charles Flahive	Election Officers	Election Officer	2020
Claire Asbrand	Election Officers	Election Officer	2020
Claudia Duff	Election Officers	Election Officer	2020
Carole Lefebvre	Election Officers	Election Officer	2020
Denise Crowe	Election Officers	Election Officer	2020
Diane Snyder	Election Officers	Election Officer	2020
Elaine Arpe	Election Officers	Election Officer	2020

Elsa Delaplace	Election Officers	Election Officer	2020
Frances MacQueen	Election Officers	Election Officer	2020
Jane Duffy	Election Officers	Election Officer	2020
Jennifer Kinnear	Election Officers	Election Officer	2020
Joan O'Brien	Election Officers	Election Officer	2020
Joseph Gearon	Election Officers	Election Officer	2020
Judy McDonald	Election Officers	Election Officer	2020
Karen McGilly	Election Officers	Election Officer	2020
Kathleen McDonough	Election Officers	Election Officer	2020
Kathleen McElroy	Election Officers	Election Officer	2020
Lisa Golden	Election Officers	Election Officer	2020
Lynne Lawless	Election Officers	Election Officer	2020
Margaret Hoyt Rustrian	Election Officers	Election Officer	2020
Marilyn Foxx	Election Officers	Election Officer	2020
Mary Masiello	Election Officers	Election Officer	2020
Michael Beaumont	Election Officers	Election Officer	2020
Michelle Berluti	Election Officers	Election Officer	2020
Patrice McGinnis	Election Officers	Election Officer	2020
Patricia Aaron	Election Officers	Election Officer	2020
Paula Scoble	Election Officers	Election Officer	2020
Phyllis Spicer	Election Officers	Election Officer	2020
Priscilla Shaughnessy	Election Officers	Election Officer	2020
Barbara Laws	Election Officers	Election Officer	2020
Susan Scales	Election Officers	Election Officer	2020
Terry O'Neil	Election Officers	Election Officer	2020
Thomas Daly	Election Officers	Election Officer	2020
Angela Riordan	Election Officers	Election Officer	2020
Carole Lefebvre	Election Officers	Election Officer	2020

Jane Wigin	Election Officers	Election Officer	2020
Karen Poreda	Election Officers	Election Officer	2020
Jennifer Zoderman	Election Officers	Election Officer	2020
Alyssa Cutler	Election Officers	Election Officer	2020
Mary Ruth Geishecker	Election Officers	Election Officer	2020

Fair Housing Director

Michael Jaillet	Fair Housing Director	Fair Housing Director	2019
Christopher Coleman	Fair Housing Director	Fair Housing Director	2020

Fire Chief

John Deckers	Fire Chief	Fire Chief	2020
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Forest Warden

John Deckers	Forest Warden	Forest Warden	2020
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Historical Commission

Nancy Donahue	Historical Commission	Member	2022
Jack Patterson	Historical Commission	Member	2020
Marilyn Freedman	Historical Commission	Member	2021
Melanie Guerra	Historical Commission	Member	2021
Margaret Hoyt Rustrian	Historical Commission	Member	2022

Housing Partnership Fair Housing Committee

Louis Rizoli	Housing Partnership Fair Housing Committee	Member	2020
John M. Hickey	Housing Partnership Fair Housing Committee	Member	2020
Kathleen Wynne	Housing Partnership Fair Housing Committee	Member	2020
Michael McCusker	Housing Partnership Fair Housing Committee	Member	2020
Abraham Glaser	Housing Partnership Fair Housing Committee	Member	2020
Michael Jaillet	Housing Partnership Fair Housing Committee	Ex Officio	2020
Sarah Bouchard	Housing Partnership Fair Housing Committee	Ex Officio	2020
Brian Gorman	Housing Partnership Fair Housing Committee	Alternate Member	2020
Chris Pfaff	Housing Partnership Fair Housing Committee	Member	2020
Christopher Coleman	Housing Partnership Fair Housing Committee	Member	2020

Lien Process Board

John M. Hickey	Lien Process Board	Member	2020
Mark Murphy	Lien Process Board	Member	2020
James Gavin	Lien Process Board	Member	2020

Local Emergency Planning Committee

John M. Hickey	LEPC	Member	2020
Michael F. Walsh	LEPC	Member	2020
Nancy C. Hyde	LEPC	Member	2020
Donna McClellan	LEPC	Member	2020
Kenneth Aries	LEPC	Member	2020
Cynthia Butters	LEPC	Member	2020
Todd Korchin	LEPC	Member	2020
Joseph Doyle Jr.	LEPC	Member	2020
Paul Jolicoeur	LEPC	Member	2020
Jeffrey Silva	LEPC	Member	2020
Melinda Garfield	LEPC	Member	2020
Karon Skinner Catrone	LEPC	Member	2020
John Deckers	LEPC	Member	2020
Lina Arena-DeRosa	LEPC	Member	2020
Christopher Coleman	LEPC	Member	2020
Paul Sicard	LEPC	Alternate	2020
Brendan Ryan	LEPC	Alternate	2020
Tiffany McCarthy	LEPC	Alternate	2020

MBTA Advisory Board

William Delay	MBTA Advisory Board	Member	2020
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Municipal Hearings Officer

Michael Jaillet	Municipal Hearings Officer	Hearing Officer	2020
Christopher Coleman	Municipal Hearings Officer	Hearing Officer	2020

National Organization on Disability - Westwood

Anne Berry Goodfellow	National Organization on Disability- Westwood	Member	2020
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Norfolk County Selectmen's Association

Michael F. Walsh	Norfolk County Selectmen's Association	Member	2020
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Parking Clerk

Michael Jaillet	Parking Clerk	Parking Clerk	2019
Christopher Coleman	Parking Clerk	Parking Clerk	2020

Pedestrian & Bicycle Safety Committee

Michael Kraft	Pedestrian & Bicycle Safety Committee	Member	2022
Heather Ford	Pedestrian & Bicycle Safety Committee	Member	2022
Steven Olanoff	Pedestrian & Bicycle Safety Committee	Member	2020
George Lester	Pedestrian & Bicycle Safety Committee	Member	2021
Enkelejda Klosi	Pedestrian & Bicycle Safety Committee	Member	2021
Brian Gorman	Pedestrian & Bicycle Safety Committee	Member	2022
Kathleen Wynne	Pedestrian & Bicycle Safety Committee	Member	2021
Christopher Coleman	Pedestrian & Bicycle Safety Committee	Ex Officio	2020
Todd Korchin	Pedestrian & Bicycle Safety Committee	Ex Officio	2020
Abigail McCabe	Pedestrian & Bicycle Safety Committee	Ex Officio	2020
Paul Sicard	Pedestrian & Bicycle Safety Committee	Ex Officio	2020

Police Chief

Jeffrey Silva	Police	Police Chief	2020
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Recreation Commission

Joyce Cannon	Recreation Commission	Member	2022
Sheila Moylan	Recreation Commission	Member	2022
Ann Marie Delany	Recreation Commission	Member	2020
Lynn McConchie Connors	Recreation Commission	Member	2020
Robert Phillips	Recreation Commission	Member	2021
Mitchell Katzman	Recreation Commission	Member	2021
Paul Tucceri	Recreation Commission	Member	2021
Elizabeth Phillips	Recreation Commission	Associate Member	2021

Regional Transportation Advisory Council

Brian Gorman	Regional Transportation Advisory Council	Member	2022
David Atkins	Regional Transportation Advisory Council	Alternate Member	2022

Registrar of Voters

Dorothy A. Powers	Registrar of Voters	Members	2022
David O'Leary	Registrar of Voters	Members	2022
Margery Eramo	Registrar of Voters	Members	2020
John Cummings III	Registrar of Voters	Members	2021

Three River Interlocal Council

David Atikins	Three River Interlocal Council	Member	2020
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Town Perambulator

Stephen Springer	Town Perambulator	Town Perambulator	2020
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Westwood Cultural Council

Jennifer Power	Westwood Cultural Council	Member	2020
Nancy Donahue	Westwood Cultural Council	Member	2020
Sharon Brown	Westwood Cultural Council	Member	2020
Jennifer Ryan	Westwood Cultural Council	Member	2020
Sheila Matthews	Westwood Cultural Council	Member	2021
Anne Foss Innis	Westwood Cultural Council	Member	2021

Westwood Environmental Action Committee

Claire Galkowski	WEAC	Member	2022
Sue McGown	WEAC	Member	2022
Maria Costantini	WEAC	Member	2020
Stephen Harte	WEAC	Member	2020
Julie Gervais	WEAC	Member	2021
Kate LaCroix	WEAC	Member	2022
Juliana Belding	WEAC	Member	2022
Jennifer Atkins	WEAC	Mmeber	2022
Nancy C. Hyde	WEAC	Ex Officio Member	2020
Thomas Philbin	WEAC	Ex Officio Member	2020

Westwood Media Center

Robert Gotti	Westwood Media Center Representative	Town Representative	2021
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Youth and Family Services

John Loughnane	Youth and Family Services	Member	2022
Brad Pindel	Youth and Family Services	Member	2022
David Russell	Youth and Family Services	Member	2022
Christy Harrison	Youth and Family Services	Member	2022
Alicia Lamonda	Youth and Family Services	Member	2020
Patricia Tucke	Youth and Family Services	Member	2020
Janica Midiri	Youth and Family Services	Member	2021
Diana Martucci	Youth and Family Services	Student Member	2022
Mary-Carol Waters	Youth and Family Services	Student Member	2022
Sophia Hebert	Youth and Family Services	Student Member	2021

Joshua Minsky	Youth and Family Services	Student Member	2021
Diana Bezdedeanu	Youth and Family Services	Student Member	2020
Kevin Cote	Youth and Family Services	Student Member	2020
Samantha Nelson	Youth and Family Services	Student Member	2020
Sahara Hayes	Youth and Family Services	Student Member	2021
Ethan Blonder	Youth and Family Services	Student Member	2021

Zoning Board of Appeals

Michael McCusker	Zoning Board of Appeals	Member	2022
John F. Lally	Zoning Board of Appeals	Member	2020
Doug Stebbins	Zoning Board of Appeals	Member	2021
Danielle Button	Zoning Board of Appeals	Associate Member	2022
Marie Cairo	Zoning Board of Appeals	Associate Member	2022
Charles D. Reilly	Zoning Board of Appeals	Associate Member	2021
David Belcher	Zoning Board of Appeals	Associate Member	2021

Appointed by the Town Administrator

Member	Board	Position	End Date
Alcohol Review Committee (ARC)			
Christopher Coleman	Alcohol Review Committee (ARC)	Member	2020
Nora Loughnane	Alcohol Review Committee (ARC)	Member	2020
Thomas McCusker	Alcohol Review Committee (ARC)	Member	2020
John Deckers	Alcohol Review Committee (ARC)	Member	2020
Karyn Flynn	Alcohol Review Committee (ARC)	Ex Officio	2020
Town Tax Assessor			
John Curran	Assessor's Office	Town Tax Assessor	2020
Town Accountant			
Marie O'Leary	Finance	Town Accountant	2020
Hazardous Waste Coordinator			
Jared Orsini	Hazardous Waste Coordinator	Coordinator	2020
Health Care Review Committee (HCRC)			
Craig Templeton	Health Care Review Committee (HCRC)	Member	2020
Emily Parks	Health Care Review Committee (HCRC)	Member	2020
Faith Kimball	Health Care Review Committee (HCRC)	Member	2020
Glen Atkinson	Health Care Review Committee (HCRC)	Member	2020
Denise Singleton	Health Care Review Committee (HCRC)	Member	2020
John Bertorelli	Health Care Review Committee (HCRC)	Member	2020
Teresa Riordan	Health Care Review Committee (HCRC)	Member	2020
Sandra Warnick	Health Care Review Committee (HCRC)	Member	2020
Daniel Fafara	Health Care Review Committee (HCRC)	Member	2020
Joan Courtney Murray	Health Care Review Committee (HCRC)	Member	2020
Leo Hoban	Health Care Review Committee (HCRC)	Member	2020
Nicholas Triano	Health Care Review Committee (HCRC)	Member	2020
Marie O'Leary	Health Care Review Committee (HCRC)	Member	2020
John Holmes	Health Care Review Committee (HCRC)	Member	2020
Anthony Burke	Health Care Review Committee (HCRC)	Member	2020
Alison Borchers	Health Care Review Committee (HCRC)	Member	2020
Christopher Coleman	Health Care Review Committee (HCRC)	Member	2020
John J. Cronin Public Service Award Committee			
John Cronin, Jr.	John J. Cronin Public Service Award Committee	Member	2020
Nancy C. Hyde	John J. Cronin Public Service Award Committee	Member	2020
James Gavin	John J. Cronin Public Service Award Committee	Member	2020
Pamela M. Dukeman	John J. Cronin Public Service Award Committee	Member	2020

Patrick J. Ahearn	John J. Cronin Public Service Award Committee	Member	2021
Christopher Coleman	John J. Cronin Public Service Award Committee	Member	2022

Records Access Officer

Christopher Sheehy	Records Access Officer	Records Access Officer	2020
Dorothy A. Powers	Super Records Access Officer	Records Access Officer	2020
John Deckers	Records Access Officer	Records Access Officer	2020
Nora Loughnane	Records Access Officer	Records Access Officer	2020
Todd Korchin	Records Access Officer	Records Access Officer	2020

Right to Know Coordinator

Jared Orsini	Right to Know Coordinator	Right to Know Coordinator	2020
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Solid Waste Coordinator

Brendan Ryan	Solid Waste Coordinator	Solid Waste Coordinator	2020
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Storm Water Management Committee

Nora Loughnane	Storm Water Management Committee	Member	2020
Joseph Doyle Jr.	Storm Water Management Committee	Member	2020
Brendan Ryan	Storm Water Management Committee	Member	2020
Kenneth Aries	Storm Water Management Committee	Member	2020
Christopher Coleman	Storm Water Management Committee	Member	2020
Todd Korchin	Storm Water Management Committee	Member	2020
Karon Skinner Catrone	Storm Water Management Committee	Member	2020
John Deckers	Storm Water Management Committee	Member	2020

Keeper of the Pound

Brendan Ryan	Town Administration	Keeper of the Pound	2020
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Keeper of the Lockup

Jeffrey Silva	Town Administration	Keeper of the Lockup	2020
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Tree Warden

Brendan Ryan	Tree Warden	Tree Warden	2020
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Veteran's Service Director (Ceremonial)

Christopher McKeown	Veteran's Services	Ceremonial	2020
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Veterans Day/Memorial Day Committee

Christopher McKeown	Veterans Day/ Memorial Day Committee	Member	2020
Dorothy A. Powers	Veterans Day/ Memorial Day Committee	Member	2020
Michelle Miller	Veterans Day/ Memorial Day Committee	Member	2020

Paul Sicard	Veterans Day/ Memorial Day Committee	Member	2020
Richard Paster	Veterans Day/ Memorial Day Committee	Member	2020
Harry Aaron	Veterans Day/ Memorial Day Committee	Member	2020
MaryAnne Carty	Veterans Day/ Memorial Day Committee	Member	2020

Westwood Emergency Management Agency

Pamela M. Dukeman	Westwood Emergency Management Agency	Member	2020
Emily Parks	Westwood Emergency Management Agency	Member	2020
Todd Korchin	Westwood Emergency Management Agency	Member	2020
Christopher Coleman	Westwood Emergency Management Agency	Member	2020
Jeffrey Silva	Westwood Emergency Management Agency	Member	2020
John Deckers	Westwood Emergency Management Agency	Member	2020
Michael F. Walsh	Westwood Emergency Management Agency	Member	2020

Community Electricity Aggregation

Julia Belding	Community Electricity Aggregation	Member	2020
Maria Constantini	Community Electricity Aggregation	Member	2020
Peter Kane	Community Electricity Aggregation	Member	2020
Julianne Bride	Community Electricity Aggregation	Member	2020
Jack Wiggin	Community Electricity Aggregation	Member	2020
Thomas Philbin	Community Electricity Aggregation	Ex Officio Member	2020

Comcast License Committee

Donna McClellan	Comcast License Committee	Member	2020
Melinda Garfield	Comcast License Committee	Member	2020
Christopher Coleman	Comcast License Committee	Member	2020

Hale Conservation Restriction Task Force

John Hickey	Hale CR Task Force	Member	2020
Carol Lewis	Hale CR Task Force	Member	2020
Phil Shapiro	Hale CR Task Force	Member	2020
Joe Previtera	Hale CR Task Force	Member	2020
Chris Pfaff	Hale CR Task Force	Member	2020
Mitch Katzman	Hale CR Task Force	Member	2020
Roger Christian	Hale CR Task Force	Member	2020
Jack Wiggin	Hale CR Task Force	Member	2020
Andy Walker	Hale CR Task Force	Member	2020
Marianne LeBlanc	Hale CR Task Force	Member	2020
Amy Keith	Hale CR Task Force	Member	2020
Patty Rockensies	Hale CR Task Force	Member	2020
Christopher Coleman	Hale CR Task Force	Ex Officio	2020
Pam Dukeman	Hale CR Task Force	Ex Officio	2020
Eric Arnold	Hale CR Task Force	Ex Officio	2020
Steve Sloan	Hale CR Task Force	Ex Officio	2020
Nora Loughnane	Hale CR Task Force	Ex Officio	2020

Building

Paul Angus	Building	Assistant Wiring Inspector	2020
Joseph Doyle	Building	Building Commissioner	2020
Harold Knight	Building	Plumbing Inspector	2020
John Lee	Building	Assistant Plumbing Inspector	2020
Kevin Malloy	Building	Assistant Plumbing Inspector	2020
Michael McLean	Building	Assistant Building Inspector	2020
James Naughton	Building	Assistant Wiring Inspector	2020
Michael Perkins	Building	Assistant Building Inspector	2020
John Rose	Building	Assistant Plumbing Inspector	2020

Other Appointments

Fire Department Officers

Appointed by the Fire Chief

Richard J. Cerullo	Deputy Chief
Steven A. Lund	Captain
Colin McCarthy	Captain
Robert V. Valluzzi	Captain
Andrew Mahan	Captain
Michael S. Ford	Lieutenant
Luigi Molinaro	Lieutenant
Robert Kilroy	Lieutenant
Gerry Smith	Lieutenant

Superintendent of Schools

Appointed by the School Committee

Emily Parks

Animal Inspectors

Appointed by the State Department of Food and Agriculture

Laura J. Fiske
Carolyn Thorne, D.V.M
Paul Jolicoeur
Jason Roberts

Trust Funds

Trustees of the Charles F. Baker Fund

Chairman, Board of Selectmen
Town Clerk
Town Treasurer

Trustees of the Mary Emerson Fund

Town Treasurer

Veterans Emergency Fund

Chairman, Board of Selectmen
Town Treasurer
Veterans Services Director

Bonds on Town Officials

Collector	\$150,000
Assistant Collector	\$40,000
Treasurer	\$250,000
Assistant Treasurer	\$62,500
Deputy Tax Collector	\$10,000
Town Clerk	\$14,000
Assistant Town Clerk	\$14,000

Other Appointments

Governor

Charles D. Baker

Lieutenant Governor

Karyn E. Polito

Secretary of the Commonwealth

William Francis Galvin

Attorney General

Maura Healy

State Treasurer

Deborah B. Goldberg

State Auditor

Suzanne M. Bump

Senators in Congress

Elizabeth Warren

Edward Markey

Representative in Congress

Ninth Congressional District

William R. Keating

State Senator

Norfolk & Suffolk

Michael F. Rush

Representative in General Court

Eleventh Norfolk

Paul McMurtry

Norfolk County Officers

County Commissioners

Joseph P. Shea

Peter H. Collins

Francis W. O'Brien

Clerk of the Courts

Walter F. Timilty

County Surveyor / Dept. Head

Joseph McNichols

County Treasurer

James E. Timilty

Registrar of Deeds

William P. O'Donnell

District Attorney

Michael W. Morrissey

Register of Probate

Patrick McDermott

Sheriff

Michael G. Bellotti

Jerry McDermott

(appointed 12/2018)

Select Board Annual Report

Michael F. Walsh, Chairman

John M. Hickey, Clerk

Nancy C. Hyde, Third Member

STAFF

Christopher T. Coleman, Town Administrator

Michael Jaillet, Town Administrator

Pamela Dukeman, Assistant Town Administrator & Finance Director

Thomas McCusker, Town Counsel

Christine McCarthy, Executive Assistant

Patricia Healey, Interim Executive Assistant

Desmond O'Leary, Town Service Representative



PURPOSE

The purpose of this annual report is to highlight the efforts, initiatives and accomplishments from 2019. In May, 2019, the Select Board reorganized and, Nancy Hyde was elected Chair, Michael Walsh was elected Clerk and John Hickey, was elected to his second term, assumed the title of Third Member.

In May of 2019, the Town voted at the Annual Town Meeting to change 'Board of Selectmen' to 'Select Board' and to amend the Town Charter and for the Board of Selectmen to petition the General Court for Special Legislation.

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

John J. Cronin Public Service Award

The John Cronin Public Service Award, which is named after the former Town Treasurer, is given in honor of John Cronin's long and dedicated service to the Town. Michael Krone was awarded the John Cronin Public Service Award in 2019. Michael was first appointed to serve as a member of the Finance Commission in 1988, serving 5 years. In 1996, Michael was elected to the Board of Assessors, where he served for 22 years. During his tenure on the Board of Assessors, he was one of the leading contributors to the Town's efforts to build up the stabilization fund, address the OPEB liability, promoting sustainable budgets, use of University Station tax revenue and debt limit analysis, all of which contributed to the Town's AAA Bond Rating. As a representative of the Board of Assessors, Michael served for fifteen years on the Long Range Financial Planning Committee; was a member of the Comprehensive Planning Committee; a member of the OPEB Liability Tax Force; and a member of the Aid to the Elderly and Infirm Committee. Michael is a long standing member of the community, assisting in coaching Little League and Girls' Softball, for his children. Over the course of 18 years, Michael also taught law and business at Northeastern University, helping train future leaders.



Select Board Annual Report

Administration

Town Administrator

In June of 2019, Michael Jaillet announced he would be retiring after 32 years as Town Administrator. The Select Board started the search for a new Town Administrator, by hiring a consultant, Community Paradigm, and creating a Screening Committee comprised of Westwood residents to help facilitate the search. The Select Board interviewed four finalists and selected Christopher Coleman as the new Town Administrator in September of 2019. Mr. Coleman officially joined the town in December of 2019.

Town Counsel

In November 2018, Town Counsel, Tom McCusker, announced his plans to retire at the end of the calendar year. In May 2019, after the Legal Services Screening Committee reviewed proposals from 6 proposers, a recommendation was made to continue the model of having an internal Staff Counsel. The Select Board appointed Patrick Ahearn to serve as the new Town Counsel.

Finance

The Select Board oversaw the development and approval of an overall well-balanced, comprehensive budget for the community. The Select Board, working closely with the Finance and Warrant Commission, and Town and School officials and administration, has continued to work cooperatively to balance the many needs of the community. Westwood continues to be recognized with a AAA Bond Rating from S&P.

Annual Budget

Like any budget, there are always a host of competing needs from limited funds. Westwood has a strong tradition of financing its schools and direct town services in order to maintain our quality of life. It is also important for the budget to provide for appropriate funds for the capital budget, so that the Town's assets are well maintained. In addition, it is very necessary for the Town to maintain appropriate balances in our reserve accounts, as well as to provide for long term liabilities such as pensions and OPEB. The budget must also balance the impact on our residents' tax bills and to provide tax relief when able to do so.

The approved budget included significant appropriations to reserve accounts, an increased level of capital funding, and continuation of the annual appropriation to the Other Post Employment Benefit (OPEB) and Stabilization Reserve Accounts. The resulting budget and reserve levels significantly contributed to the Town's reaffirmed Standard & Poor's AAA credit rating.

The approved budget included significant appropriations to reserve accounts, an increased level of capital funding, and continuation of the annual appropriation to the Other Post Employment Benefit (OPEB) and Stabilization Reserve Accounts. The resulting budget and reserve levels significantly contributed to the Town's reaffirmed Standard & Poor's AAA credit rating.



Comprehensive Annual Financial Report

For the 22nd year in a row, the Town received a national award for its Comprehensive Annual Financial Report (CAFR).

Annual Audit

The Audit Committee reported that the external auditors had no material findings in the audit of the Town's financial operations and statements.

Collectors

The Tax Collector's office remains one of the leading collection departments in the Commonwealth with a tax collection rate of 96%. The Treasurer's Office effectively managed the Town's Tax Title accounts.

Select Board Annual Report

Assessments

The Assessing Department updated property values as required. Finally, the Board of Assessors and the Select Board approved a tax classification that maintained relative balance between the commercial and residential tax burdens.

Aid to the Elderly and Infirm

The Town established the Aid to the Elderly Account in 1999. The Fund is used to assist elderly residents in Westwood with paying their real estate tax bills. Each year, the Fund, overseen by the Aid to the Elderly Committee, provides assistance to qualified senior residents by paying a portion of their annual tax bill. This has helped our most vulnerable residents with remaining in their homes and the community they love.

For many years, the Town was only allowed to collect donations for the fund. The 2016 Annual Town Meeting proposed a change was approved by the State to allow Town funds to also be appropriated to the Fund. The fund distributes all funds - there is no overhead or administrative costs charge to the account.

The Select Board voted to support matching funds for the Aid to the Elderly account, providing 49 recipients with \$1,800 towards their real estate tax bills.

Hotel and Meals Tax Funds

The Select Board discussed with the Town Administrator and Assistant Town Administrator/ Finance Director a possible use for the Hotel and Meals Tax Funds received to date. The Town Administrator and Assistant Town Administrator/ Finance Director recommended that these funds be used for capital improvements. The Board will continue through its budgeting process and proposed capital projects will be presented to the Board beginning the fall of 2019.

Massachusetts School Building Authority (MSBA) – School Department

The Town of Westwood took important steps forward on the journey to modernize the elementary schools and enhance student learning. Westwood was accepted into the Massachusetts School Building Authority (MSBA) program, which provides financing and guidance for cities and towns that need to build new schools. In 2019, the town entered into Feasibility Stage and the School Building Committee was formed. Compass Management was hired as the Project Management Team, and Dore and Whittier was chosen as the design team. While the Hanlon School is the focus of the MSBA application, the School Committee and School Building Committee will review discuss a variety of options with the community.

Public Safety

Police

The police department had a productive year expanding regional partnerships and participating in department wide enhanced mental health training. Additionally, the department has fully trained in new lethal tools that will give officers another option to use to help taking individuals into custody in a safer manner for all parties. The Detective Supervisor has been training officers in mental health first aid, providing follow up with victims and families of opioid abuse, and coordinating our school resource officer program to ensure the Police maintain presence in Westwood Public Schools.

The Town continues to commit to hiring and promoting the most qualified candidates. Service to the community is a top priority, and the Police Department is committed to providing the town with progressive, preventative and professional police services to preserve, and when possible, enhance the quality of life here in Westwood.

Fire

Chief Deckers has implemented a number of upgrades with the Department and with the support of the Town Administrator, was able to roll out an Adopt-A-Hydrant Program, a Neighbors Helping Neighbors program and many technology updates to increase the productiveness of the Fire Department.

Select Board Annual Report

Public Works

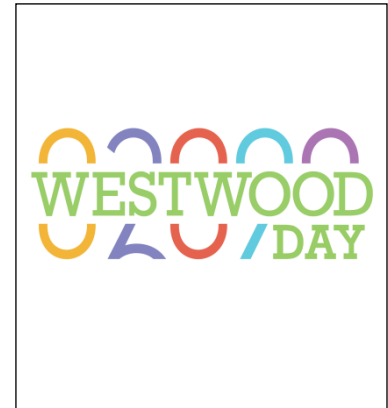
Gay Street Sidewalk Project

The Department of Public Works, along with TEC Engineering, hosted a Public Hearing on April 4, 2019 to present the 50% design for the Gay Street Sidewalk. The previous public hearing was held back in June 2018 and presented a 20% design. Several inquiries were submitted regarding impacts to trees, the rock wall, and overall timeline for the project. TEC Engineering and the Department of Public Works worked towards a final design plan which was presented in the fall of 2019. The next step is a vote from the Select Board.

Culture, Recreation and Human Services

Westwood Day 2019 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from many town municipal departments, the School Department, and volunteers from the community. The Select Board provided reusable tote bags to attendees of the event.

The 2019 Westwood Day was held on September 21, 2019 with record highs of thousands of people with great fall weather. The annual Westwood Day fireworks were cancelled due to the risk of Eastern Equine Encephalitis (EEE). Sponsors covered the associated budget resulting in free admission to all guests including funding for all activities and supporting infrastructure. Many of the sponsors also brought enjoyable activities (i.e. face painting, caricature artists, clowns, balloon animals etc.) that add significant entertainment to the event's festive atmosphere.



Community and Economic Development

The University Station project is continuing forward into the next phase. Currently, there is an additional 140,000 SF of commercial office space is now under construction, for Citizens Bank and Meketa Investments, and BWH has begun planning for a 50,000 SF addition to its existing medical office building, as well as a new 4-level parking garage to serve the expanded facility.

Property tax revenue for this mixed-use development now amounts to approximately \$8.9 Million per year, compared to the initial projection of \$7 Million at full build-out, and this number is expected to grow as upon completion of ongoing commercial construction in 2020 and 2021. Additional revenue, currently estimated to exceed \$300,000 per year, comes to the Town from restaurant and hotel taxes attributable to University Station.

Housing

Westwood's first Housing Production Plan (HPP) was approved by the Select Board in December of 2019. The HPP represented over a year of collaboration by Housing Partnership and Town staff. Approval by the Department of Housing and Community Development (DHCD) will offer "safe harbor" status to the town, if the town falls below the statutory minimum of 10% on the Subsidized Housing Inventory.

Remembrance

The Town remembers two special residents who have passed away that left an impact on our community. We offer our sympathies to the families of Leo Crowe and Jill Onderdonk.

Select Board Annual Report

Citizen Accomplishments

The Select Board would like to thank Lawrence Roche for his long standing service to the Town as a Registrar of voters.

Appreciation

On behalf of my colleagues on the Select Board; Michael Walsh and John Hickey, I would like to thank all the dedicated Town employees, Town officials and volunteers who offer their time and expertise to the development and advancements of our community. Because of the continued commitment to public service by Westwood's residents and staff, we continue to live in such a thriving community. Without the selfless dedication of many, none of the above-mentioned accomplishments would have been possible.

Lastly, I am grateful for the opportunity to have served as the Chair of the Select Board and am grateful to the Town's residents for allowing me the opportunity to continue to serve as a Select Board member.

Respectfully Submitted,
Nancy C. Hyde, Chair

Town Administrator Annual Report

Christopher Coleman, ICMA, Town Administrator

STAFF

Pamela Dukeman, Assistant Town Administrator & Finance Director

Thomas McCusker, Town Counsel

Christine McCarthy, Executive Assistant

Patricia Healey, Interim- Executive Assistant

Desmond O'Leary, Town Service Representative

Michelle Miller Peck, Procurement Manager

Ellen Hurley, Support Staff

Mission

The Town Administrator is the Chief Administrative Officer of the town, directly responsible to the Board of Selectmen. The Town Administrator supervises, directs and is responsible for the efficient administration of all municipal functions under the administrator's control as may be authorized by the Charter, town By-law, Town Meeting Vote or the Select Board vote, including all Department Heads and employees appointed by the Town Administrator or the Select Board, and their respective departments, and shall coordinate activities of all town departments.

Administration

An Executive Function Group, which consists of the Assistant Town Administrator/ Finance Director, the Police and Fire Chiefs, the Director of Public Works, the Community Development Director, the Human Resource Director, the Youth & Family Services Director, the Information System Director, the Town Clerk, and the Town Administrator, continue to meet prior to each Select Board Meeting to discuss, implement and report on the overall plan for municipal administration and prepare issues for Select Board action.



The Town Administrator supported the decision of the Board of Selectmen to begin the process to officially change its name to 'Select Board.' The Board voted this policy change to take effect on January 1, 2019.

Communication with Residents

The Town Administrator continues to work on improving the flow of information on Town services, meetings and events through a new email communication system. The Westwood Wire is an eNotification system that encompasses town and community information and events, and was launched in 2018. These bulletins include updates for town services, updates to projects, important information to share, community meetings and events happening around Town. The Wire is sent out monthly and whenever targeted information needs to be distributed. Since its implementation, the Wire has become the go to place for all things Westwood. Many of the local organizations have now begun contributing information about its upcoming events and special sessions for publicly.

To date, the Town has over 6,000 subscribers signed up to receive our email. The open rate is at 51% which equates to over 3,000 people opening and reading the Wire. We originally had 3,500 subscribers from the emails in files. In the past year, over 2,500 individuals have elected to sign up to receive the Wire on their own either through our website or social media platforms.

WESTWOOD WIRE

Town Administrator Annual Report

Legislative Management System

The Town Administrator's Office continues to organize the Select Board meeting packages through its legislative management software provided by Accela. This allows for open and transparent government on all the issues brought before the Select Board. All files are uploaded and tracked through the system for accessibility through searching features. Videos are linked to agenda items to allow for residents to review portions of the meeting that interest them the most.

Opioid Task Force

The Town Administrator continued to support the Opioid Task Force consisting of the Fire Chief, Deputy Fire Chief, Police Chief, Police Sergeant, Director of Youth and Family Services and the Executive Assistant. The Task Force has been tasked with reviewing the Town of Westwood's policies related to the Town's response to the opioid epidemic and effects on residents. The Task Force representatives attend trainings and seminars including participation on the Norfolk County District Attorney's monthly coalition meetings.

In coordination with the Opioid Task Force, the Town Administrator supports and attends Community Crisis Intervention Team (CCIT) Meetings to ensure the health and well-being of residents in need of special services on their interactions with public safety.

Westwood Cares

Westwood Cares is an organization dedicated to providing information and resources to Westwood families regarding substance use and related issues. Westwood Cares is made up of Town and School staff, parents and representatives from town organizations. The Town Administrator and his staff participate and provide support to the organization by attending meetings, organizing events and promoting information.

Finance

For many years, the Town was only allowed to collect donations for the Aid to the Elderly Tax Relief Fund. The 2016 Annual Town Meeting proposed a change was approved by the State to allow Town funds to also be appropriated to the Fund. The fund distributes all funds - there is no overhead or administrative costs charge to the account.

The Assistant Town Administrator/ Finance Director recommended and the Select Board approved to match the donations collected totaling \$50,000. The donated funds and match of \$50,000 allowed for each of the approved applicants to each receive a payment of \$2,500 toward their property taxes.

Human Resources

The Human Resources Department is responsible for the recruitment and hiring of all municipal employees. The Town Administrator works with various Department Heads and the Human Resources Director to recruit and hiring the best quality candidates for open position in Town. All municipal staff except for those approved by the Select Board and are appointed by the Town Administrator.

Town Services

The Town Administrator in coordination with the Town Clerk implemented a new software program to comply with changes to the state's public records law. FOIA Direct, the software purchased, will be used to track all public records requests for both school and municipal departments. Under the revised law, the Town Administrator became the appointing authority for all Record Access Officers (RAO).

Town Administrator Annual Report

Appreciation of Dedicated Employees

The Town Administrator's office said goodbye and best wishes to Christine McCarthy, Executive Assistant, who accepted a job as Director of Operations for the Commonwealth of Massachusetts. Christine was with the Town of Westwood for 15 years and was a consummate example of hard work and dedication. Her knowledge of everything Westwood will be missed!

I wish to recognize and wish the best of luck to Michael Jaillet, who was the Town Administrator for 32 years and retired in November of 2019. Michael saw Westwood through many changes during his tenure and was a guiding force in shaping the vision that is our Town today.

Special Thanks

I wish to recognize and especially thank those with whom I serve closely this year: Pam Dukeman, Thomas McCusker, Patrick Ahearn, Patricia Healey, Joan Courtney Murray, Ellen Hurley, and Desmond O'Leary among others. Each in his/her own way has capably assisted me over the course of this year in carrying out my duties.

Respectfully Submitted,
Christopher Coleman, ICMA-CM, *Town Administrator*

Procurement Department Annual Report

Christopher T. Coleman, Town Administrator & Chief Procurement Officer
Michelle Miller, Procurement Manager & Contract Compliance Officer

Mission

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

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

Procurement and Contracts

All procurement activity is regulated by Massachusetts General Laws and Town By-Laws. The type of purchase/project and estimated value determine which law(s) apply in a particular purchase. The Town of Westwood is subject to MGL Chapter 30B for goods and services, MGL Chapter 30, 39M for public works projects, MGL Chapter 149 for building maintenance, repair and projects, Chapter 7 for Design Services and Chapter 25 for Environmental.

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

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

The Town is eligible to use Commonwealth procurement and solicitation system, COMMBUYS, as it is the official procurement record system for the Commonwealth of Massachusetts. All Statewide Contracts are the result of a competitive bidding process; municipalities can purchase goods and services using the Statewide contract without having to conduct their own competitive procurement process. The Procurement Department executes the appropriate contract documents.

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

Town Department Contracts

Ninety formal contracts were processed.

Category	Department	Number Processed
General Government	Select Board	8
	IT	4
	Library	0
	Town Clerk	0
Public Safety	Police & Fire	8
Health	Health Education	0

Procurement Department Annual Report

Category	Department	Number Processed
Human Services	Recreation, COA, Youth & Family	9
Planning & Economic Development	Planning	2
Department of Public Works	Public Works	32
	Engineering	6
	Sewer	2
	Energy	6

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

Respectfully Submitted,

Michelle Miller

Town Counsel Annual Report

Patrick J. Ahearn, Esq., Town Counsel

I was appointed Town Counsel just 12 months ago and was fortunate to have former Town Counsel Thomas McCusker to serve as a role model to follow. It has been a very busy first year on the job with the global pandemic to deal with on a local basis.

Over the past 12 months I have represented various boards and departments in Norfolk Superior Court Dedham District Court as well as Norfolk County Probate Court. To keep pace with the ever changing landscape of mandated remote meetings and the ever changing requirements seeking to keep the public informed and allowing town services to continue during the shutdown of town buildings. The town election was moved on March 30th to June 2 and Town Meeting was moved that same night to June 8th and subsequently moved again on June 5th to June 17th at 5:00 PM.

Over the past year I have provided counsel to the Select Board, the Planning Board, the Zoning Board of Appeals, the Sewer Commission, the Finance and Warrant Commission and various department heads and employees.

In closing, I want to thank all the elected officials as well as the outstanding town staff and the various boards with whom I have had the privilege of working with over the past 12 months for their support.

Patrick J. Ahearn, Esq.
Town Counsel

Affirmative Action Annual Report

Joan Courtney Murray, Affirmative Action Officer

MISSION

The Town of Westwood is committed to compliance with State and Federal mandates that cities and towns provide equal opportunity to all in the areas of housing, employment and business enterprise. Minority and women owned businesses are notified two weeks in advance of all Town bids. All design or construction contracts over one hundred thousand dollars require minority business enterprise (MBO) and women business enterprise (WBO) participation goals.

Joan Courtney Murray, Affirmative Action Officer

Christopher Coleman, Fair Housing Director

Michelle Miller, Contract Compliance Officer

Equal Employment

The Town of Westwood is committed to fair and equitable employment practices and fosters an environment where individuality is encouraged and respected. The Town strives to attract and retain a diverse workforce.

In 2019, the Town continued to use an outside vendor's Applicant Tracking System to advertise to a geographically wider-ranging applicant pool and process applications for open positions. This allows the Town to expand its recruitment strategy to encourage a broader and more diverse candidate pool.

The Group Insurance Commission (GIC) Health Insurance Annual Report

Health insurance through the Group Insurance Commission in 2019 continued to result in premium savings for the Town and its employees. As it has done since we joined the GIC in July of 2015, the Town has used its health care savings to fund Other Post-Employment Benefits (OPEB), which is the Town's cost for providing health insurance coverage to its retirees now and in the future.

While GIC health insurance premiums have provided cost savings for employees, the GIC plan designs, which include deductibles, co-pays, and tier pricing, have increased out of pocket costs for many employees. Even with these extra expenses, most employees are realizing a cost savings through the GIC. For those who are not, the Town continues to provide financial relief through its Health Mitigation Fund. This year, the fund disbursed over \$27,000 to employees and non-Medicare retirees who had experienced extraordinarily high out of pocket costs in FY19. The fund will be available to employees and non-Medicare retirees in FY20 also.

Healthcare Review Committee Annual Report

MISSION

The Health Care Review Committee is a collaborative working group comprised of representatives from all Town and School union groups, as well as members of Town and School management. The group was originally appointed by the Select Board in 2008 to review the Town's options for purchasing affordable healthcare for all employees and retirees. The committee meets periodically throughout the year to discuss issues related to the Town's health insurance offerings, to share employee feedback, and to disseminate information back to employee groups.

Each year, the Health Care Review Committee oversees the implementation of a Health Mitigation Fund, which was established by the Select Board when the Town joined the Group Insurance Commission for its health insurance coverage. This fund provides financial assistance to GIC-insured employees and non-Medicare retirees who experience extraordinarily high out of pocket costs in a given fiscal year. For FY19, the fund paid out approximately \$27,000 to 28 employees and retirees.

Health Care Review Committee Members:

<u>Name</u>	<u>Representing</u>
Glen Atkinson	Westwood Teachers Association
John Bertorelli	Retirees
Allison Borchers	Westwood Public Schools Administration
Anthony Burke	Westwood Fire Department
Daniel Fafara	Westwood Police Department
Joe Vinci	Westwood Police Superiors
John Holmes	Westwood Public Schools Custodians
Faith Kimball	Westwood Public Schools Instructional Assistants
Joan Courtney Murray	Human Resources Director
Marie O'Leary	Town Accountant
Teresa Riordan	Westwood SEIU Employees
Denise Singleton	Westwood Public Schools Administrative Assistants
Sandra Warnick	Westwood Public Schools Cafeteria Employees
Nick Troiano	Westwood DPW

Personnel Board Annual Report

Joseph A. Emerson, Jr., Chair
Robert M. Shea, Vice Chair

Douglas K. Hyde, Member
Rory P. Laughna, Member

Rachel A. Lipton, Member

MISSION

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

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

Personnel Board Members

The Personnel Board consists of five members appointed to overlapping three-year terms. The 2019 Board has extensive experience in the areas of municipal law, employment law, labor law, financial services/risk control, and technology management.



Personnel Board members
(standing left to right): Rachel A. Lipton; Rory P. Laughna
(seated left to right): Robert M. Shea, Vice-Chair, Joseph A. Emerson, Jr., Chair; Douglas K. Hyde

Program/Service Areas

The Personnel Board provides five major programs/services which are implemented through the Human Resources Department:

1. Personnel Policy Administration
2. Benefits Administration, in accordance with Personnel Policies and federal and state regulations
3. Labor Relations
4. Performance Review System and Employee Development
5. Risk Management

Major responsibilities of the Personnel Board include:

- Administering and proposing periodic revisions of the Town's classification and compensation plans, under the General Law
- Evaluating the classification of positions generally and specifically, including requests for reclassification, and causing a review of all positions in the classification plans at appropriate intervals in accordance with personnel practices
- Overseeing the performance review process, and updating and approving job descriptions and compensation plans as appropriate to ensure equity within the Town's Compensation and Classification system and with market comparability
- Advising on the application and management of an effective performance review system
- Monitoring the implementation and practices of the Town's personnel policies for all municipal employees, in consultation with the Town Administrator

Personnel Board Annual Report

- Providing advice and assistance to the Town Administrator and Human Resources Director on any aspect of personnel policies and practices
- Ensuring and administering fair recruiting, interviewing and hiring practices for Town employees
- Maintaining a centralized personnel data and record keeping system in accordance with federal and state requirements
- Overseeing compliance with applicable sections of MGL Ch. 32B, Civil Service requirements, as well as federal, state, and local employment laws.

2019 Personnel Board Activity Overview

The Personnel Board conducted four regular meetings over the course of the 2019 calendar year. At each meeting, at least one department manager came before the Board to present an agenda item relevant to their functional area. The Personnel Board gathered information, received clarification, where necessary, deliberated and proceeded to take the following actions:

- Approved three new, two revised and one updated job descriptions and recommended placement of the positions within respective grades on the appropriate compensation plan(s), pending Town Administrator approval
- Evaluated two separate academic degrees as to relevancy to the Police Officers' duties and approved each for eligibility to receive an enhanced educational stipend
- Approved fiscal year budgetary and/or contractual adjustments to eight annual Compensation Plans: 1) Administrative, Technical, and Professional (ATP); 2) Library ATP and Part-Time Seasonal; 3) Department of Public Works; 4) Fire Department; 5) Police Department; 6) SEIU (Clerical); 7) Part-Time, Seasonal, and Other (PTSO); and 8) Recreation PTSO.
- Monitored potential changes to the Town of Westwood Personnel Policies with regard to changes in labor laws and other legislative actions which could impact existing policies or necessitate new policies in order to remain compliant with state and federal law.
- Served as an advisory resource to the Human Resources Director and Town Administrator. Board members remained available to participate on various town task forces when representation from the Personnel Board was required or requested.

Personnel Board Annual Report

The Human Resources Department

Overview

Under the policy direction of the Personnel Board and Town Administrator, the Human Resources Department serves to ensure that the Town's mission and values are embodied in the business practices of its employees. The department promotes a work environment that is characterized by fair treatment of staff, open communication, personal accountability, trust, and mutual respect in accordance with the Town of Westwood Personnel Bylaw, policies and procedures. The Human Resources Department administers employee classification and compensation plans; advises department managers, supervisors and employees on personnel matters; maintains compliance with employment and labor laws and labor agreements; oversees FMLA, Injured on Duty, Workers' Compensation, and Long-Term Disability applications; manages the recruitment process for all Town employees; facilitates onboarding for all Town and School employees, and manages the benefits enrollment and administration for all benefit-eligible employees and retirees. The Human Resources Director oversees personnel actions of all Town departments and consults with School administration on Workers' Compensation matters; provides management and employee training to ensure a safe and discrimination/harassment-free environment; promotes wellness education through awareness programs; conducts Workers' Compensation trainings; and participates in labor negotiations and contract administration. The Human Resources Director serves as the Town's Recruitment Officer in all aspects of the employment process.

Personnel Policy Administration

The Personnel Board and Human Resources Director are committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record-keeping system in accordance with state and federal requirements. Under the policy direction of the Personnel Board and administrative direction of the Director, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is committed to providing employees a stable work environment with equal opportunity for learning and personal growth. The department is accessible to staff and supervisors with regard to interpreting policy and responding to employment or benefit questions or concerns.

The Staff

In 2019, the Human Resources Department was staffed by a Human Resources Director, a Benefits Administrator, and two part-time Human Resources Administrators. The HR team services the Human Resources needs of approximately 270 Town employees, 620 School employees and 400 Retirees and surviving spouses.



Human Resources Staff

(left to right): Linda Unger, H.R. Administrator; Joan Courtney Murray, H.R. Director; Jennifer Kinnear, H.R. Administrator; & Kristina LaFrance, Employee Benefits Administrator

Personnel Board Annual Report

The Human Resources Administrators support the operations of the Human Resources Office. In any given day, they may:

- Provide administrative support to the Personnel Board; upload Public Notice Posting for meetings; prepare agendas and meeting packets; record, transcribe and post meeting minutes per Open Meeting Law requirements; follow up on meeting decisions.
- Assist with recruitment, job postings, applicant tracking and communications, as well as the hiring process.
- Facilitate new employee onboarding; issue personnel memos for all payroll, performance and status change transactions.
- Maintain employee files and monitor paperwork to ensure legal compliance.
- Initiate and track annual employee evaluations, processing same within specific timeframes.
- Update and post all approved compensation plans each fiscal year, or as warranted throughout the year.
- Administer benefits to more than 400 Town of Westwood retirees and surviving spouses and dependents; maintain an accurate demographic database for this population.
- Research and address retiree benefit questions and concerns; manage Open Enrollment process for retirees.
- Monitor and adjust monthly pension deductions related to benefit premiums.
- Direct bill health, dental, and/or life insurance premiums for some surviving spouses, employees on leave, and eligible Town officials; process Medicare B reimbursements for eligible retirees.
- Monitor monthly invoices from benefit vendors; reconcile monthly GIC bill against additions, deletions and changes to health and dental insurance plans.
- Administer in-house COBRA dental plans for resigned employees.
- Calculate and process employee health insurance partial reimbursements for 60-day gap insurance.
- Manage or assist with special projects to comply with federal mandates, to include processing 1095C forms in accordance with the ACA regulations, Coordination of Benefits verifications, and internal audit requests.
- Administer all leaves of absence including FMLA/MPLA leaves for eligible Town and School employees.
- Off board all Town and School employees who leave employment due to resignations, retirements, etc.
- Coordinate Long-Term Disability applications and Accidental Disability Retirement applications.
- Assist with the administration of employee benefits.

Benefits Administration

The Employee Benefits Administrator communicates and administers all benefit plans and benefit-related policies to eligible School and Municipal employees. Some specific responsibilities include:

- Manages health, dental and life insurance, LTD and flexible spending offerings and benefit enrollments and changes for more than 700 insured Town and School employees and their dependents.
- Monitors flexible spending accounts to ensure no overages to federally-mandated pre-tax spending limits; appraises employees of deferred compensation options and enrollment procedures.
- Oversees completion of all new hire/rehire onboarding paperwork; enters new employee information into the Millennium database and updates existing records of rehires.
- Calculates and enters all benefit deductions into the Payroll system ensuring that benefit premium costs match cumulative deductions taken; updates employee records to accurately reflect changes to benefits, employment status, demographics, etc.
- Coordinates employee wellness programs and seminars; drafts and delivers Open Enrollment and benefit-related communications to employees. Processes benefit enrollments and changes.
- Responds to employee benefit inquiries and concerns on a daily basis, often leading to research and follow up action on behalf of the employee.
- Maintains the Human Resources website; including new hire, retiree, Open Enrollment and benefits web pages.

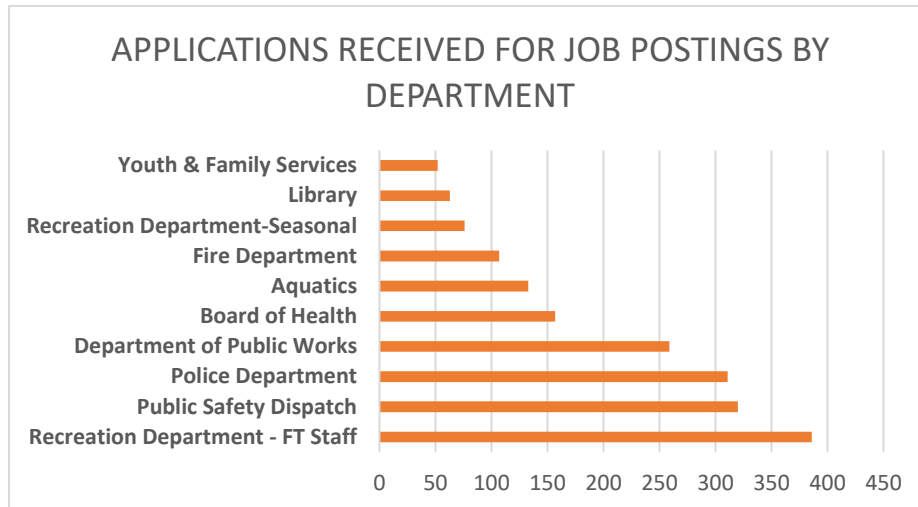
Personnel Board Annual Report

The Human Resources Department oversees compliance with Massachusetts Health Care Reform MGL Ch. 32B and the Affordable Care Act requirements, and all other applicable local, state and federal regulations governing benefits administration. The HR Department strives to stay current on all health care issues, particularly those affecting employees and retirees, as well as COBRA and HIPAA requirements.

2019 Human Resources Department Accomplishments:

- Negotiated and ratified a 3-year (FY19-21) Collective Bargaining Agreement for Westwood Traffic Supervisors.
- Finalized the terms of a one-year (FY20) Collective Bargaining Agreement with the United Food and Commercial Workers' Union (DPW). Negotiated terms included a 2% COLA for the first half of the fiscal year and a compensation restructuring for most positions in the second half based on results of a comparative salary study of neighboring communities. The CBA and FY20 Compensation Plan were approved by the Select Board and ratified in November 2019.
- Conducted independent recruitment efforts for staffing both Fire and Police Department vacancies due to promotions and resignations. Maintained involvement and facilitated the next steps within each departments thorough screening process in collaboration with the Public Safety Chiefs. Candidates pursuing a career in one of the public safety areas underwent a multi-step vetting process: A written exam; multiple interview sessions; rigorous physical and psychological assessments; and concluded with employment offers extended to top contenders for coveted positions as Firefighter/Paramedics or Police Officers.
- Entered contract negotiations with the Westwood Firefighters, Westwood Police, DPW and SEIU unions. Participated in on-going meetings with the goal of attaining fair and equitable agreements on wages and fringe benefits and finalizing Collective Bargaining Agreements through FY23.
- In May 2019 initiated an extensive search process to hire a Town Administrator as a result of the retirement of the incumbent after 32 years of service. Collaborated with the Select Board to contract with an outside consulting firm (Community Paradigm) to lead recruitment efforts; defined a Town Administrator Search Committee to assist in the selection of viable candidates. Coordinated logistics for a community forum and a session with department heads both led by Community Paradigm. The Human Resources Director served as the point person to the consulting firm and managed all communications and meeting details with the Search Committee. In November 2019, new Town Administrator Christopher Coleman was appointed.
- Developed relevant communication materials for employees and retirees to help them navigate options during the annual benefit Open Enrollment (OE) period. Highlighted changes in benefit design and pricing to GIC health plans; implemented a modified employee dental plan, as well as a new voluntary life benefit for employees and their spouse and dependents. Made enrollment/change forms accessible and convenient to complete for employees' benefit elections with a July 1st effective date. Counseled many employees on their benefit options; processed 43 health and 20 dental insurance enrollments/changes, and 163 flexible spending enrollments at the close of the OE period.
- Monitored 432 active employees' health insurance enrollments, 361 retiree and spouse/survivor health plan enrollments, and 62 retiree GIC dental plan enrollments throughout the year. Reconciled GIC detailed monthly billings and verified 75 retiree GIC enrollments/changes over the course of the year.
- Recruited for and filled 29 permanent and seasonal positions within the Town to cover vacancies created by retirements and resignations, and to fill multiple jobs in the Recreation Department summer camps. In total nearly 1865 applicants logged on to the applicant tracking system to submit resumes for these positions, (including close to 740 applicants for Public Safety openings!). All resumes were reviewed and viable candidates for each position were selected to move through the hiring process; a handful of openings created opportunity for promotion in some areas. The chart below is a snapshot of the number of applications for jobs within a given department.

Personnel Board Annual Report



- Calculated, applied and continually monitored all payroll deductions for new and adjusted benefit enrollments to ensure accurate amounts are collected to meet fiscal year-end goals. Coordinated two deferred compensation plan presentations for non-benefit-eligible employees which were led by a SMART Plan representative.
- Created electronic files for approximately 220 permanent, substitute, temporary and/or seasonal employees, both Town and School new hires, to include accurately entering demographic information, mandatory payroll deductions, and calculations for benefit premium deductions. Verified current data for approximately 140 employees who required activated files for payroll, in addition to on-going electronic maintenance of existing employees' information.
- Collaborated with the School Department in an effort to go paperless as a method of reporting new hires, benefit changes, employee demographic updates, and resignations and retirements.
- Administered COBRA Continuation Coverage in accordance with federal regulations sending 43 notices, and processing 6 enrollments, followed by the monthly collection and recording of premiums. Annual enrollment updates were communicated to those who had elected COBRA, including updates to the plan benefits and monthly premium changes.
- Met all requirements for completing the federally-mandated Affordable Care Act reporting, which required collaboration among our payroll processing vendor and several internal departments. Maintained data for all benefit-eligible employees (approximately 850 individuals) who had either enrolled in or waived the Town's GIC health plans. Mailed 2018 Forms 1095C within appropriate timeframe and ensured timely filing of the Town's Form 1094Cs.
- Monitored Massachusetts Teachers' Retirement System and Norfolk County Retirement System to verify that health, dental and life insurance premium deductions from pension checks were accurate; administered direct billing accounts where necessary. Contacted all Town and School retirees about the option to change/enroll in health and dental benefits during Open Enrollment period.
- Administered 54 Leaves of Absence for School employees, both FMLA leaves and approved unpaid leaves, a 25% increase over 2018; administered 6 FMLA leaves for Town employees, a 50% increase over the prior year. Ensured that federal and municipal guidelines were met and that the employees received and were billed accurately for the costs of health, dental and life insurance benefits during their leaves, if applicable.
- Counseled 16 School employees and 6 Town employees who were transitioning from active employment to retirement status on process and benefit eligibility. Processed changes and pension deductions to reflect retiree benefit elections.
- Managed the annual employee performance evaluation process for ATP, Library and SEIU employees. Subsequently, prepared and submitted fiscal year salary adjustments for employees in all departments in accordance with approved compensation plans and terms within specific Collective Bargaining Agreements.

Personnel Board Annual Report

- Attended Massachusetts Municipal Association and MMPA meetings and events during the year with special attention given to the Department of Labor Standards' February 2019 legislation regarding public sector safety requirements. Participated in MIAA seminars on Injured on Duty and preventing discrimination, and registered for additional seminars/webinars focused on HR issues. Presented Workplace Violence and Sexual Harassment training to Recreation seasonal staff.

Labor Relations

The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel and Union Representatives. During 2019, Collective Bargaining Agreements were ratified for two unions: Westwood Traffic Supervisors and United Food and Commercial Workers Union (DPW). Traffic Supervisors extended negotiated terms through FY21 and agreed to 3% Cost of Living Adjustments in FY19 and FY20, and a COLA comparable to other unions in FY21. Other fringe benefits were included similar to comparable communities. DPW settled a one-year agreement for FY20 whereby a 2% COLA went into effect on July 1 and as of January 1 an updated compensation plan was implemented that took into consideration market comparability for all positions. Discussions are on-going with DPW, Fire, Police and SEIU to extend their respective Collective Bargaining Agreements through FY23

Organizational and Employee Development

The Human Resources Department focuses on training, development and implementation of programs to promote individual success and increase the overall growth of the organization while facilitating improved productivity and employee relations. The Tuition Assistance Program remained in place for ATP, Library and SEIU employees who chose to enroll in academic classes pertinent to their field of work and/or provided growth potential.

The HR Department remains committed to promoting employee well-being and seeks program offerings that are of interest to employees and promote a healthy lifestyle.

Members of the HR team attended Massachusetts Municipal Personnel Association meetings offered in 2019; many Massachusetts Interlocal Insurance Association and all GIC trainings; and subscribed to Webinars relevant to HR topics.

Risk Management

The Personnel Board recognizes the importance of safety and training as a risk management tool. The HR Department is responsible for the distribution of policies and training in the areas of: Employee Safety; Anti-Harassment and Discrimination Prevention; Workers' Compensation; and Department of Transportation CDL Standards. The HR Director participates in the MIIA Safety Committee, a quarterly meeting to discuss safety issues, review compliance, and ensure risk management best practices. Workers Compensation procedures and claims were reviewed with town and school administrators; Sexual Harassment training was conducted for members of the DPW; Anti-Harassment training was provided to Recreation department summer staff and town volunteers on boards and committees.

The Town utilizes the Criminal Offender Record Investigation (CORI) and Sex Offender Record Investigation (SORI), when appropriate, and conducts pre-employment background checks on candidates who receive offers of employment. Norwood Urgent Care, the Town's Occupational Health provider, performed pre-employment physicals, including drug screening, and fitness for duty evaluations for most positions.

Finance and Warrant Commission

Barbara Delisle, Chair
Peter Lentz, Assistant Chair

Board Members

<i>William Bruce</i>	<i>Cynthia Buckley</i>	<i>Angeila Hughes</i>
<i>James Ferraro</i>	<i>Lauren FitzPatrick</i>	<i>George Hertz</i>
<i>Peter Ittig</i>	<i>Caitlyn Jurczak</i>	<i>Thomas Kilgarriff</i>
<i>Dianne McCarthy</i>	<i>Howard Messing</i>	<i>Christopher Peroda</i>
<i>Michael (John) Powers</i>	<i>Administrator - Jane O'Donnell</i>	

Mission

The Finance and Warrant Commission (FinCom) consists of fifteen (15) voters, appointed by the Town Moderator subject to the provisions of the Town Charter. Five members are appointed annually, following the business session of the annual town meeting and serve three (3) year terms and until their successors have been appointed. The position of a member of the Finance and Warrant Commission shall be vacated whenever a member is certified by the Registrants of Voters as a candidate for elected office in the Town. The mission of FinCom objectively is to study all financial and other matters of the Town, especially Warrant Articles before Town Meeting in the Fall and Annually, as appropriate. The Commission advises with all officers of the Town as to expenditures and recommendations for appropriations and warrant articles to be made by them.

Goals and Responsibilities

FinCom is charged with reviewing all the financial matters and warrant offerings of the Town. They will report the Commission's recommendations and provide supporting information for Town Meeting approval to residents prior to Town Meeting. All officers of the Town shall on request of the Commission furnish it with all facts, figures, and all other information pertaining to their several departments. FinCom shall consult and advise Town officials on short and long-term decisions which enable the Town to provide necessary services within financial and warrant articles constraints. They will advise Town officers as to expenditures and recommendations of appropriations, establishing priorities for spending Town funds efficiently and effectively.

Program/Service Areas

The Westwood Finance and Warrant Commission provides {3} three major programs/services to the Town. These are:

1. Finance and Warrant Commission Annual Report Warrant and Recommendations for Town Meeting
2. Public Hearings
3. Review and Evaluation of Town Budgets through FinCom Sub-Committees Reports

Prior Year Accomplishments~

- Completed *Finance and Warrant Commission 2019 Annual Report Warrant and Recommendations for Annual Town Meeting*, distributed to all residents well in advance of obligated time-line prior to 2019 Annual Town Meeting.
- Updated FinCom website to keep community abreast of FinCom events by publishing board members list, sub-committees, information, public meeting notices and hearing dates, times and locations.
- Successful review of department budgets, focusing on "controllable" expenses that produce savings without reducing the level of service provided.
- Continued improvement of the Annual Report to residents by providing information in a clear, concise and user-friendly manner.
- Independent, successful completion of all duties and responsibilities of Administrator, including new & seasoned member training in preparation for all phases leading up to Annual Town Meeting.
- Established successful relationship with Chair and members to provide understanding of their role and support them as needed to accomplish their goals.

Finance and Warrant Commission

FY 2020 Service Plan

- Continue to educate new and existing FinCom members concerning their specific roles and responsibilities, particularly, regarding Town services and programs. This will continue to establish an understanding which is necessary to be able to evaluate how well programs are functioning, both efficiently and effectively. The measurement of this goal will be intelligent and realistic recommendations concerning department budgets. And, the continued streamline of the Sub-Committee process and reporting.
- Continue to improve communication between members and town departments by:
 1. Utilizing Liaison role so members can bring back pertinent information to full Commission
 2. Continue to utilize Sub-Committees to understand and review budgets, thus providing ample opportunity for clear and accurate information to full Commission.
- Create greater understanding of the role of FinCom within the community by utilizing local media, social media, community announcements and the Town website to publicize meeting dates and information, and to introduce members with the goal of soliciting more community attendance and involvement in the FinCom process.
- Continue to encourage community involvement in attending FinCom meetings and public hearings with the goal of involving all interested parties in evaluating all Warrant Articles before the Commission.
- Creation of social media pages to better support resident understanding and fuller participation and utilizing the opportunity to funnel more timely, accurate information into the community.
- Continue to standardize, modernize and streamline the creation and publication of the Fall and Annual Reports, working with stakeholders to create a consistent format and enhanced technological product with more user-friendly options. The goal measurement will be to create more product satisfaction with all users; especially with the Westwood Community at large!

Respectfully Submitted,

Jane O'Donnell, Administrator

Town Accountant Annual Report

Marie O'Leary, Town Accountant

Staff

Imelda Cabey, Staff Accountant

Christine Regan, Staff Accountant

Amanda Drainville, Staff Accountant, part-time

Lee Ann Coté, Staff Accountant, part-time



Accounting Department
(L to R): Lee Ann Coté, Christine Regan, Marie O'Leary, Amanda Drainville & Imelda Cabey

MISSION

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

Legal Requirements

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

Goals & Responsibilities

- Maintain a complete set of organized accounting records in accordance with generally accepted accounting principles and in conformity with the classifications prescribed by the Director of Accounts, Department of Revenue.
- Provide timely and accurate financial information and to ensure the integrity of the financial data by instituting proper internal controls.
- Collaborate with the financial management team to ensure financial policies and objectives adopted by the Town are enforced.
- Prepare an annual report (Schedule A) required by the Department of Revenue, to be published as a town document, providing a statement of all receipts and expenditures of the Town for a fiscal year period.
- Prepare and submit a year-end balance sheet to the Department of Revenue necessary for free cash certification.
- Review all bills, drafts and payrolls for accuracy, and authorize the processing of weekly warrants upon the treasury for payment.
- Provide financial assistance in the preparation of the Tax Recap necessary for tax rate certification.
- Provide financial assistance and guidance to all departments, and policy boards as needed.

Town Accountant Annual Report

- Engage and schedule a professional, independent auditing firm for the annual audit.
- Provide timely accounting and financial data in a format that is prescribed by Generally Accepted Accounting Principles and the government Auditing Standards Board.
- Provide local, state and federal governments and agencies with timely, audited financial statements.

Program/Service Areas

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

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

Financial Record Keeping, Analysis, and Reporting

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

Payroll

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

Accounts Payable

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

Municipal Liability Insurance

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

Audit

- Compile financial and accounting data into statements and schedules as prescribed by the Bureau of Accounts, G.A.A.P. and G.A.S.B.
- Provide the Town with audited financial statements and schedules including the annual audit of Federal grants required by the Single Audit Act of 1984.
- Work in collaboration with the Town's Audit Committee increasing engagement efficiency.

Town Accountant Annual Report

Accomplishments

The Town of Westwood has been recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY2018 Comprehensive Annual Financial Report (CAFR). This was the Town's 22nd consecutive national award, placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also maintained an unqualified audit opinion for the FY2019 audit and assisted the auditors with the annual audit of financial grants. The Town has a AAA bond rating which is a strong reflection on the financial condition and management of the Town. The Town expanded its continued commitment to building its reserve accounts and has made significant progress in addressing long term liabilities. Collaborative efforts within the financial department continued resulting in successful enhancements to the employee online payroll service as well as fixed asset reporting and capital project financial reporting including public safety facilities and school projects.

Specific Accomplishments

- Assisted the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY19 audit.
- Assisted the independent auditors on the annual audit of Federal grant funds.
- Recognized as a member of the Finance team awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY18 CAFR.
- Assisted the finance team with the preparation of the FY19 CAFR.
- Assisted with the continued implementation of employee payroll on line self-service feature for employees.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY19 balance sheet required for the timely certification of the Town's available free cash.
- Maintained the formal tracking and distribution of financial data related to capital projects including public safety, University Station, and school projects.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099s, and coordinated timely access of W2s to all employees.
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2020 SERVICE PLAN

The Accounting Department is committed in FY2020 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the timely submission of the FY20 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist with the annual audit of Federal grants and collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified audit opinion for the FY2020 audit.
- Assist with the successful submission of the FY20 CAFR.
- Assist the independent auditors with the annual audit of Federal grant funds.
- Assist the Finance team with maintaining the Town's high credit rating.
- Assist with OPEB review to ensure regulatory compliance.
- Assist with the review and continued implementation of new financial applications.
- Participate in the MIIA Rewards Insurance Program.
- The following financial statements for the year ended June 30, 2019 are respectfully submitted to the Town for review. (See Appendix A).

Marie O'Leary, Town Accountant

Town Treasurer Annual Report

Jim Gavin, Town Treasurer

Kathy Foley, Assistant Town Treasurer

Lee Ann Coté, Staff Accountant, P.T.



In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2019. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

MISSION

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary, the aggregate receipts and disbursements for the fiscal year that began on July 1, 2018 and ended on June 30, 2019 are as follows:

CASH AND INVESTMENTS

General Fund	\$35,341,262
Trust Fund	\$13,104,210
Agency Funds	\$46,126
Student Activities and Scholarship Funds	\$559,794
Balance 07/01/2018	\$49,051,392
General Fund	\$34,260,556
Trust Fund	\$15,972,131
Agency Funds	\$26,186
Student Activities and Scholarship Funds	\$477,155
Balance 06/30/2019	\$50,736,028

CASH MANAGEMENT

- The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments are specifically avoided.
- The total investment income earned for both the General Fund and the Trust Fund was \$1,095,951 for FY2019. Interest rates averaged 0.72% to June 2019. These rates reflect the cost of collateralizing town bank accounts to secure against loss. A portion of the trust accounts, given their longer term investment horizon, have been invested with third party investment advisors. The average return on those trust accounts in fiscal year 2019 was 4.50%.

ACCOMPLISHMENTS

- Maintained Standard & Poor's AAA rating and Moody's Aa1 rating.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2019.
- Received notice of the award for the Town's 2018 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Continued to process claims for unclaimed vendor checks in accordance with MGL 200A.
- Collaborated with Community and Economic Development on the expansion of the electronic permitting system, now accepting online payment of planning, conservation, and licensing fees.

Town Treasurer Annual Report

- Assisted with the implementation of a new online dog licensing system.
- Completed project to convert fifty-five years of payroll records from multiple sources to a common, searchable, electronic format archive.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees' payroll/retirement deductions, agency fund accounts, student activity bank accounts and the high school scholarship funds.
- Subsequent and new tax title accounts in FY2019 increased by \$261,744. The interest applied to tax title receipts totaled \$76,426. Received total payments of \$237,030. The outstanding tax title balance as of June 30, 2019 was \$606,174.
- Maintained the confidential file of tax deferral property in fiscal year 2019. Tax deferrals increased by \$61,513 during FY2019 for an ending balance of \$455,136 on June 30, 2019. This ending balance reflects net principal/interest payments of \$82,213 in FY2019.

Investment Income Summary

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
General Fund Investment Income	119,036	173,509	212,502
Trust Fund Investment Income	491,648	586,919	883,449

Tax Title/Deferral Summary

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Tax Title Outstanding Balance	654,232	505,033	606,174
Tax Deferral Outstanding Balance	495,305	475,836	455,136

COMMENTS

As Westwood continues to grow, the issues facing it become more complex. This has a direct impact on the Treasurer's office. The debt issuance and administration of municipal funds alone require substantially more time and attention. This is critical for proper cash management that can save the Town significant amounts of money. Be assured that the Treasurer's office will continue to meet the challenges that face us and provide the Town with a professional and a successful performance. We would like to express our thanks to all of our fellow constituents whose collective efforts assist this office in meeting its responsibilities.

James J. Gavin, Town Treasurer
Kathryn M. Foley, Assistant Town Treasurer
Lee Ann Coté, Staff Accountant, P.T.

Town Tax Collector, Annual Report

Albert F. Wisialko, Collector of Taxes

Janice Polin, Assistant Town Collector

Laurie DeStefano, Senior Clerk

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

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2019 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$3,675,895 or a 100% collection rate on the total commitment of \$3,591,585.

Real Estate Tax

- Total collections of \$74,332,177 or a 99.87% collection rate on the total commitment of \$74,426,003.

Personal Property Tax

- Total collections of \$2,418,527 or a 99.92% collection rate on the total commitment of \$2,420,386.

Ambulance Fees

- Total collections of \$758,219 or an 100% collection rate on the total net billings of \$672,887.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$1,212,197.

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

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

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

Respectfully submitted,

Albert F. Wisialko
Collector of Taxes

Town Clerk's Report

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

VITAL STATISTICS 2019

Births	129
Deaths	142
Marriage Intentions Filed	56
Marriage Intentions Registered	55
Dogs Licensed	1629
Kennels Licensed	3
Annual Town Election	April 30, 2019
Annual Town Meeting	May 6, 2019

See Appendix B for Town Meeting & Election Results



Dorothy A. Powers
CMC, CMMC, Town Clerk

Town Clerk's Report

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

It is the mission of the office of the Town Clerk to communicate with the citizens of Westwood with a high level of professionalism and customer service and provide information they are seeking in a timely manner. The sign on the door may say 9 to 5 but the Town Clerk is actually on duty 24 hours a day, seven days a week when a citizen needs help, aid or assistance.

"The office of town clerk is probably one of the oldest in municipal government. It appears in the Bible in the Book of Acts, Chapter 19, and verse 35 written in A.D. 58. A search of other early written records would no doubt reveal other instances in which mention of this office appears.

In Massachusetts, town clerk was one of the earliest offices established in colonial towns although the title itself may not appear in the earliest records. The settlers were well aware of the importance of keeping accurate written records of their agreements and actions including grants of land, regulations governing animals, the collection of taxes and the expenditure of town funds. If your town records date back to the first half of the 17th century, you will probably find that a person was given the specific duty of writing down town orders and will see many entries in the record which include the words "It is ordered by the inhabitants," or some similar words. Indeed, in Massachusetts, the town clerk was one of the earliest offices established in colonial towns."

ACCOMPLISHMENTS IN 2019

- Planned for and assisted at the Annual Rabies Clinic January 11, 2019; 9 Cats & 25 Dogs were vaccinated
- Prepared and processed The 2019 Annual Town census which was mailed to over 6000 households in Early January; Updated voter and resident information with information derived from the census.
- Prepared for, administered & certified the Annual Town Election held on April 28, 2019.
- Prepared for and administered the Annual Town Meeting held on May 6, 2019; organized staff, setup, and implemented Electronic voting; submitted the DA-82, Loan Authorization Report to the Department Of Revenue regarding Article 9, which was approved by voters at Town Meeting; prepared and submitted General and Zoning bylaw amendments approved by voters at Town Meeting to the Attorney General's Municipal Law unit for approval as provided in G.L.c.40§32, G.L.c.40A, §5, G.L.c.40C, §3, and G.L.c.43B, §10.
- Scheduled and trained Election staff for the Annual Town Election.
- Provided notarial services to the community.
- Provided citizens the opportunity to be sworn into their prospective Commissions in my office (ie, Notary Public, Justice of the Peace).
- Ongoing Voter registration for new Voters and pre-registration for 16 & 17 year olds.
- Hosted a Campaign Finance seminar with the State office of campaign and political finance for 2019 Town Election Candidates.
- Participated in the Sheehan Elementary school community reader's day.
- Participated in the Fisher school program for third graders.
- As the Records Access Officer assisted with 206 Public records requests through our online FOIA direct public records request portal.
- Updated Town By-law manual and webpage via E-Code with new legislation approved by the voters at the Annual Town Meeting
- Volunteered with office staff to assist on Westwood day.
- Represented the town of Westwood as a member of the Westwood Rotary Club
- Legislative member for Mass City and Town Clerks Association
- Mentor & Teacher providing professional development for Municipal City & Town Clerks through the Mass City and Town Clerks Association Mentoring Program.
- Vice President for Tri- County Clerks Association
- Appointed 3rd Vice President for New England association of City and Town Clerks representing Massachusetts.

Town Clerk's Report

The Town Clerk's duties are governed not only Town Bylaws, but County, State and Federal laws as well and are many and varied. Some of the duties fulfilled this year include:

Elections

- Responsible for all local, state and federal Elections including updating the town website with open seats, press release submitted to local newspapers, prepare and certify nomination papers; manage Campaign Finance information for candidates and file reports as applicable by law.
- Election Ballots are made up and printed, testing of voting machines is done, election staff is set up Each voting machine has to be tested notice is given to the public, test tapes are sent to the State election division. Training is conducted before each election for staff. When polls close, tally tapes are sent to Town Clerk and results for each precinct are tallied and put on the town's website. For Federal and State elections the associated press also has to be contacted. Elections have to be certified through the state Central Voter Registration system. Any issues with voters on Election Day such as Inactive voters, unregistered voters, those who have moved have to be resolved as well in the days following the elections.
- Conducts information sessions with residents at Fox Hill Village on upcoming elections, voter registration and absentee voting; works with the Clark House and Bridges at University Station to ensure permanent residents of these facilities are able to register to vote and are provided the opportunity to absentee vote.
- Implemented early voting for the 2016 State/Presidential Election. This was the result of the Election Reform bill which allows early voting for Federal Elections only.

Town Meeting

- Town Meeting is a large responsibility of the Town Clerk, beginning with setting up the logistics with the Board of Selectmen's office, scheduling staff, checkers, runners, and counters; preparing voter check-in lists and assisting the Moderator with declaring a quorum, counting and recording votes on each warrant article. Once TM is adjourned, the voter list is scanned, all Zoning and General Bylaw articles are prepared and a packet is sent to the Attorney General for approval. Once a decision is received it is posted by a constable
- Implemented electronic Poll pad check-in for Town Meetings.

Vital Records

- Day to day responsibilities for maintaining vital records which include recording, Birth, Death and Marriage records and properly storing and archiving these permanent records.
- Upgraded Animal licensing program which makes it easier for residents to license their dog or dogs by giving them the opportunity to complete registration online, provided they have the proper rabies documentation. This has also been of great assistance to our Police dispatchers and Animal control officer because it is a cloud based system and all information is up to date minute by minute.

Voter Registration

- Voter registration, deletions, party and address changes are done on a daily basis through the States VRIS system and notices are sent to those individuals. To increase our voter registration and keep our list as current and up to date as possible, we send new resident packets to new homeowners with information on the Town and Voter registration cards and Happy Birthday letters to all those turning 18.
- Residents may register to vote, in person, by mail or online.
- Due to the Election Reform bill, 16 & 17 year olds are now allowed to pre- register to vote. Once they turn 18, they will automatically be registered and confirmation will be sent to them.

Census

- Conducts Annual Town Census sent to 6,080 households for 2017. From the completion of the census, the Jury list is made and sent to the Jury Commissioner and the Annual Street listing is compiled and printed.

Town Clerk's Report

Charter & Bylaws

- Responsible for maintaining and updated approved Town Bylaws; implemented and maintain database "ECode" giving citizens, town officials, and town employee's quick access to our bylaws.

Keeper of Records

- Acts as Public Records officer, which consists of not only filing, storing, and recording all records in the Town Clerks possession but all town offices. Works with Town Administrator on records management program, updating on an annual basis.
- Was appointed Records Access Officer under the new Public Records Law.

Ethics

- Acts as Ethics Liaison who is responsible for distributing the Ethics summary annually and ensuring that employees, as well as board and committee members are complying with the State requirements by completing the online training every two years.

Open Meeting Law Compliance

- The office files all meeting notices and meeting minutes to complying with the Open meeting law requirements by posting meeting notices on the Town bulletin board and online.

Town Permit Files

- Files and maintains records of all Conservation, Planning and Zoning Board of appeals applications, decisions, and appeals.

Oath of Office / Justice of the Peace

- Issues Oath of Office for all Elected and appointed officials.
- Certified as Justice of the Peace to perform all duties associated.
- Provides notarizations for the public; recently became "commissioners to qualify oaths of office" for those citizens who do not want to go into the State offices to be sworn into duties for commissions such as Justice of the peace or Notary public. Once the oath is given, proof is sent into the Secretary of State office.

Business Records

- Process and filing DBA (Doing Business As) for new and existing business in the community.

Community & Economic Development Annual Report

Nora Loughnane, Director of Community & Economic Development

Karyn Flynn, Land Use & Licensing Specialist

Tiana Malone, CED Administrative Assistant

Mission

The Department of Community & Economic Development was established to integrate all of the town's Land Use divisions into a single function group, as a means for fostering responsible economic growth and development while preserving Westwood's unique community character. This Department includes the divisions of Building, Planning, Health, Conservation, Licensing, Historic Preservation, Housing and Zoning. In addition to overseeing these divisions, the Director of Community & Economic Development (DCED) serves as an advocate for the interests of residential and commercial property owners, and strives to project a positive, business-friendly attitude to existing and prospective businesses considering a Westwood expansion, location, or relocation.

Staff Responsibilities

The primary responsibilities of the DCED include:

- Manage, administer, and coordinate all Land Use functions;
- Serve as primary contact for applicants seeking to develop or occupy land for commercial use in Westwood;
- Assist business owners and residents with issues involving commercial properties;
- Identify economic and community development issues, problems and alternatives;
- Research regulatory and non-regulatory solutions for eliminating barriers to successful business operations in Westwood;
- Advocate for sound economic and community development plans;
- Serve as a liaison to various municipal, state and federal organizations and planning agencies;
- Direct and maintain the development of updated databases relating to existing businesses and pertinent business information, including information on all commercial properties;
- Serve as member of the Alcohol Review Committee.

University Station

In recent years, a significant portion of the economic development efforts of the town have been focused on the approval and implementation of the University Station mixed-use development project. Construction of the first phase of development at University Station began in 2013 with the first businesses opening in early 2015. Development completed to date includes nearly 700,000 square feet of stores, restaurants and other service establishments, 350 apartments, 100 condominiums, a 130-room Marriott Courtyard hotel, and a 30,000 SF Brigham and Women's Hospital (BWH) medical office building.



Rendering of Proposed Phase 2 Brigham & Women's Hospital Office Building



Renderings of Meketa Investments and Citizens Bank Office Buildings

Community & Economic Development Annual Report

An additional 140,000 SF of commercial office space is now under construction, for Citizens Bank and Meketa Investments, and BWH has begun planning for a 50,000 SF addition to its existing medical office building, as well as a new 4-level parking garage to serve the expanded facility.

Fiscal benefits realized by the Town from the University Station project far exceed the projections at the time of initial approval. Property tax revenue for this mixed-use development now amounts to approximately \$8.9 Million per year, compared to the initial projection of \$7 Million at full build-out, and this number is expected to grow as upon completion of ongoing commercial construction in 2020 and 2021. Additional revenue, currently estimated to exceed \$300,000 per year, comes to the Town from restaurant and hotel taxes attributable to University Station.

Islington Center

The town continues to make great strides in the redevelopment of Islington Center, as approved by 2/3 of voters at the 2018 Annual Town Meeting. Under the terms of a Public-Private Partnership between the Town and Petruzziello Properties, the initial phase of construction has been completed and a new 9,950 SF CVS opened at the northwest corner of Washington and School Streets in September 2019.



New CVS on West Side of Washington St



Renovated former CVS building

In the second phase of construction, Petruzziello Properties began renovation of the former CVS building on the east side of Washington Street. Upon completion, that renovated building will provide space for three new commercial enterprises in addition to the existing Crown Cleaners. Also as part of Phase 2, the Town began work on the Wentworth Hall Construction Project, which will involve relocation of the former Islington Branch Library building from the east side of Washington Street to the west side of that street. The relocated building will then be fully renovated and expanded to provide a fully-accessible, code-compliant and energy-efficient building to house the Islington Branch Library, the Town's Youth & Family Services Department, various Recreation Programs, and a new Multi-purpose Community Space.

The third phase of construction will begin in 2020 and continue through 2021. This final stage will involve the replacement of the old Islington Community Center building with a new mixed-use structure containing 18 condominiums and 14,000 SF of restaurant and retail space.

The Town will benefit in many ways from the Islington Center Redevelopment Project. Benefits will include the replacement of deteriorating structures with well-designed and architecturally complimentary new buildings, a significant increase in annual property tax revenues, transportation infrastructure improvements, stormwater improvements, sustainable design and renewable energy elements, and an opportunity to attract new retail and restaurant uses. The value of town-owned property in Islington Center is projected to increase from an effective value of approximately \$615,500 in 2018 to approximately \$2,769,000 upon project completion. Annual tax revenues for the parcels involved in the redevelopment project are projected to increase from just over \$62,000 to approximately \$481,000 per year. After adjusting for service and operation costs, the net annual revenue will be just shy of \$424,000 per year.

Community & Economic Development Annual Report

An additional project benefit relates to affordable housing. Westwood, like all towns in Massachusetts, must list a minimum of 10% of its housing stock on the state's Subsidized Housing Inventory (SHI) in order to obtain protection against unfriendly MGL Ch. 40B developments. The Islington Center Redevelopment Project has already resulted in the listing of 10 units on the SHI, and 2 additional units will be added before the completion of the mixed-use building in 2021.



Silent Statement Photography Studio opened on High St.

Small Business Assistance

The DCED offers ongoing assistance to current and potential businesses wishing to expand or open in Westwood. Assistance is also offered to property owners who are considering development or expansion of commercial properties.

Next Years' Service Plan

Priority efforts in the Department of Community & Economic Development for 2019 include:

- Proactively support the premise that “Westwood is Open for Business”;
- Seek out and assist businesses interested in relocating to Westwood, and make recommendations to appropriate boards;
- Coordinate, review and encourage appropriate redevelopment activity in Islington Center and along Washington Street;
- Identify opportunities in the High Street corridor for redevelopment and improvement of commercial properties;
- Monitor and support ongoing construction associated with the University Station project;
- Facilitate redevelopment of properties along University Avenue and in the Route 1 and Everett/Glacier Areas;
- Facilitate efforts to rehabilitate and reuse of the Obed Baker House;
- Coordinate with state officials to obtain economic development incentives for potential Westwood businesses;
- Work with representatives from surrounding communities on regional coordination of transportation needs, water needs, public safety needs, and any other infrastructure or service issues affecting economic development on a region wide basis;
- Continue to promote redevelopment of the I93/I95 interchange.
-

Respectfully Submitted,

Nora Loughnane, Director of Community & Economic Development

Community & Economic Development

Licensing Annual Report

Karyn Flynn, Land Use & Licensing Specialist

Mission

The Land Use & Licensing Specialist is responsible for the administrative duties associated with new license applications and annual renewals of existing licenses issued by the Local Licensing Authority, the Select Board. The following are Classes of Licenses that are issued by the Select Board: Common Victualler; Automobile Class I & II; Entertainment; Junk Dealer; Livery; Taxi Company; On-Premise, All Alcoholic Beverages; On-Premise, All Alcoholic Beverages – Club; On-Premise, Wine & Malt Beverages Only, Off-Premise, Wine & Malt Beverages Only – Food Stores and UDC-Unattended Donation Containers.

Responsibilities

The chief functions of the Licensing Specialist are to:

- Consult and advise a wide variety of applicants including: corporate offices of national restaurants, local organizations hosting annual community events and private residents planning a special event.
- Work with the Alcohol Review Committee to coordinate application reviews and public hearings; make recommendations to the Select Board, propose amendments to the Rules and Regulations Governing Alcoholic Beverages;
- Oversee the application through the approval process from the Select Board and the Massachusetts Alcoholic Beverage Control Commission (ABCC);
- Maintain all records and documentation related to the alcohol licensing process;
- Represent the Town of Westwood to the ABCC; and
- Formalize the granting of the licenses and process annual renewals.

Activities

This past year the Licensing division developed and implemented online permitting through the town's View permit software for all license applications.

The following is a list of the new licenses issued in the Town of Westwood during 2019:

Location & License Class:	Revenue Generated:
Courtyard Boston Dedham/Westwood - New CV License	\$50
Boston Carriage - New Livery License	\$250
Westwood Jade - New Ownership-New CV License	\$50
	Total: \$350



Community & Economic Development Licensing Annual Report

The following is a list of the fees collected for amendments to existing alcohol licenses during 2019:

License Class & # of Amendments:	Revenue Generated
On-Premise, All Alcohol - Change of Officer/Manager (2) \$200 each	\$400
Inn Holders - Change of Manager (1)	\$200
Club - All Alcohol -Board Change (1)	\$200
On Premise Wine & Malt - Change of Hours (1)	\$200
Special & One Day Alcohol License (4) \$50 each	\$200
	Total: \$1,200

The following is a list of all alcohol license renewals by class, and total revenue generated for 2019:

License Class & Number of each:	Schedule of Fees:	Revenue Generated:
On-Premise, All Alcoholic Beverages (6)	\$5,000	\$30,000
All Alcoholic Beverages - Club (1)	\$500	\$500
On-Premise, Wine & Malt Beverages Only (3)	\$2,500	\$7,500
Food Store - Wine & Malt Beverages only (4)	\$2,500	\$10,000
Inn-Holders/Hotel, All Alcoholic Beverages (1)	\$5,000	\$5,000
		Total: \$53,000



The following is a list of all other license renewals by class, and total revenue generated for 2019:

License Class & Number of each:	Schedule of Fees:	Revenue Generated:
Auto Dealer Class I (4)	\$100	\$400
Auto Dealer Class II (1)	\$50	\$50
Common Victualler (25)	\$50	\$1,250
Entertainment (10)	\$25	\$250
Junk Dealer (3)	\$25	\$75
UDC- Unattended Donation Container (3)	\$25	(one fee waiver) \$50
Taxi Drivers Licenses (10)	\$50	\$500
Taxi Companies (8)	\$100 per vehicle	\$1,500
		Total: \$4,075

The Land Use & Licensing Specialist also assists the Town Planner within the department of Community & Economic Development and is available Monday through Friday at the Carby Street Municipal Office Building.

Respectfully Submitted,
Karyn Flynn, Land Use & Licensing Specialist

Planning Board Annual Report

Brian D. Gorman, Chairman

Deborah J. Conant, Vice Chairman

Christopher A. Pfaff, Secretary

William F. Delay

Steven H. Olanoff, Associate

Abigail McCabe, Town Planner

Jessica Cole, Recording Secretary

David L. Atkins

Steven M. Rafsky, Associate



From Left to Right:

Town Planner Abby McCabe, Board Members William Delay, Christopher Pfaff, Brian Gorman, David Atkins, Deborah Conant, and Recording Secretary Jessica Cole.

Mission

- To provide for conscientious and orderly land use development through Comprehensive Planning, Subdivision Control, Zoning Bylaw and Zoning Map review.
- To develop and implement land use development and growth management regulations consistent with the goals and policies of the Town.
- To protect the natural resources, safety and aesthetic character of the Town through Environmental Impact and Design Review (EIDR)/ also known as site plan review and the issuance of special permits pursuant to the Zoning Bylaw, and scenic road applications.

•

Land Use Development Review

Over the last several years, the Planning Board has worked with other Town boards and departments, to encourage redevelopment of commercial and industrial areas in Westwood. In 2019, the Planning Board completed project development reviews for two new office buildings. The Board approved construction of a new two-story, 40,000 sq. ft. office building and associated parking on the east side of University Avenue, to be occupied by Meketa Investment Group. In early 2019, the Planning Board approved a special permit modification to the University Station Master Development Plan to allow for the construction of a four-story 100,000 sq. ft. Citizens Bank office building at the top of the hill, behind the core retail area. Construction is underway and both buildings are expected to be open in 2020. Construction on the 100 condos known as Westwood Place at University Station has been completed. The first of two condo buildings was fully occupied in the early fall and the second building began occupancy in the late fall 2019.



Westwood Place at University Station

Planning Board Annual Report

In 2019, the Planning Board reviewed relative to applications submitted:

- Reviewed and endorsed 7 Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, Section 41P.
- The Planning Board considered 14 Environmental and Impact Design Review (EIDR) applications pursuant to Section 7.3 of the Zoning Bylaw for the following projects: Projects included site improvements and interior renovations for two properties on University Avenue at 200 and 240 University Ave.; several earth material movement applications; exterior alterations and new entrance at St. St. Mark of Ephesus Orthodox Cathedral; expansion of Fox Hill Village to include 24 new assisted living units; and new entry façade and site work for Beth Israel Deaconess Medical Center at 80 Wilson Way.
- Five Special Permit applications were reviewed by the Board including the redevelopment of the former Westwood Lodge by the Green Company for a 40-unit age-restricted Open Space Residential Development project; a special permit for the Partner’s Urgent Care facility at 100 Brigham Way; a special permit for the amended University Station Master Development Plan; modification to the Reynold’s Farm Senior Residential special permit; and a proposal for an age-restricted development at 215 High Street, which was ultimately withdrawn.



Rendition of Green Company’s Age-Restricted Residential Development on Clapboardtree St.

- The Board approved a Project Development Review (PDR) application pursuant to Section 9.7 [University Avenue Mixed Use District (UAMUD)] for a two-story office building for use by Meketa Investment Group on the east side of University Avenue, and another PDR for Citizens Bank’s four-story 100,000 sq. ft. office building. The Board also issued a special permit to amend the University Station Master Development Plan and a special permit for Partner’s Urgent Care facility.
- Town Planner Abigail McCabe reviewed and approved 15 Administrative EIDR applications in 2019. A majority of the Administrative EIDR applications were for change of the use category for new business without exterior work, or only involving minor exterior alteration, and for the installation of electric vehicle charging stations at various commercial properties in town.

Activity	2019	2018	2017	2016	2015	2014
Approval Not Required Plans	7	6	10	7	10	5
Preliminary Subdivision Plans	0	0	1	1	3	0
Definitive Subdivision Plans	1	0	4	3	4	1
Administrative (EIDR) (<i>Established Nov. 2014</i>)	15	23	14	14	11	
Site Plan Review (EIDR) Applications	14	11	10	9	11	14
Special Permit Applications	5	3	7	12	8	7
Scenic Roads Applications	0	1	1	2	4	2
University Station Project Development Reviews, Special Permits, and Conformance Project Reviews	4	1	2	1	3	4

Planning Board Annual Report

Board Membership

The Planning Board consists of five elected members with overlapping three-year terms and two appointed associate members. The Planning Board welcomed William Delay and said goodbye to Michael McCusker. The Board typically meets twice a month and held 22 meetings in 2019 in addition to attending other related events such as Town Meeting and Finance and Warrant Commission meetings. The associate members sit on cases where full members are unable or unavailable to participate, and may fill in during Board vacancies. In November 2018, Steven Rafsky and Steven Olanoff were appointed as associate members.

Zoning

In 2019, the Planning Board continued to dedicate time and effort into the development of zoning amendments to be up-to-date with state and federal laws, preserve the environment and further promote economic development. The Planning Board sponsored six (6) zoning articles for submission to Annual Town Meeting. The articles focused on allowing retail sales as an accessory interior use for commercial buildings in the Highway Business zone; established an affordability requirement for Residential Retirement Communities seeking a special permit; increased the by-right height of a "structure" to be seven feet; and housekeeping amendments to correct any errors in the zoning bylaw. An article related to Medical Uses was withdrawn and an article related to residential parking areas did not pass.

Planning, Collaboration and Outreach

Pedestrian & Bicycle Safety Committee

The Planning Board supported the Pedestrian and Bike Safety Committee's efforts to advocate for a sidewalk on Gay Street. The Pedestrian and Bike Safety Committee is an advisory committee that makes recommendations to the Planning Board on matters related to pedestrian safety, walkability, and applications before the Board. In 2019, the Pedestrian & Bicycle Safety Committee actively supported and advocated for design funding for a sidewalk on Gay Street. Planning Board member Brian Gorman serves as the Planning Board's representative on the Pedestrian & Bicycle Safety Committee. A complete report from the Committee is submitted separately.

Open Space & Recreation Planning Committee

The Open Space & Recreation Planning Committee was appointed by the Board of Selectmen in September 2017 to work with staff and consultants to prepare an update to the town's 2000 Open Space & Recreation Plan (OSRP). Planning Board members Steven Olanoff and Brian Gorman served as the Planning Board representatives on the Open Space & Recreation Planning Committee. The Open Space & Recreation Committee met throughout 2018 to develop the OSRP Update, including updated goals, objectives, and an action plan, for submission to the Planning Board. In early 2019, the Planning Board held a series of public hearings related to the final review and approval of the 2019 OSRP. The Planning Board made some edits and ultimately voted to approve the OSRP in February 2019. The Massachusetts Division of Conservation and Recreation Commission conditionally approved the 2019 OSRP in July 2019.

Comprehensive Planning/Comprehensive Plan Steering Committee

In summer 2018, the Planning Board set a goal of updating the 2000 Comprehensive Plan in 2019. Ultimately, 16 volunteers serve on the Steering Committee which was formerly established by the Select Board in November 2018. The Committee worked throughout 2019 to update the Comprehensive Plan and brought forward a first draft of the updated plan that was presented to the Planning Board at a series of meetings in the fall of 2019, focusing on one or two Plan elements at each meeting. The Planning Board members served as liaisons to the effort and met with each assigned group over the summer and fall, providing feedback and suggestions throughout the process. Planning Board members also participated in the Comprehensive Plan Visioning Session and Comprehensive Plan Survey. The Planning Board intends to work with the Steering Committee in early 2020 to complete the Comprehensive Plan Update in 2020.

Planning Board Annual Report

Public Information

The Board continues to utilize the Town's website to provide public access to information on pending applications, public hearings, decisions and planning documents, including applications and plans for site plan, special permit and subdivision review, as well as current copies of the Zoning Bylaw, Comprehensive Plan, the Board's Special Permit Granting Authority Rules and Regulations. Approved minutes of Planning Board meetings remain available on the website for download. In August 2018, the Planning Board launched a Facebook page to encourage sharing of information regarding public events, applications, and meetings.

Respectfully submitted,
Abigail McCabe, Town Planner

Planning Division Annual Report

Abigail McCabe, Town Planner

Karyn Flynn, Licensing and Land Use Specialist

Mission

- To provide for conscientious and orderly land use development through Comprehensive Planning, Subdivision Control, Zoning Bylaw and Zoning Map review.
- To develop and implement land use development and growth management regulations consistent with the goals and policies of the Town.
- To protect the natural resources, safety and aesthetic character of the Town through Environmental Impact and Design Review (EIDR)/ also known as site plan review and the issuance of special permits pursuant to the Zoning Bylaw, and scenic road applications.

Responsibilities

- Manage and update town planning documents, including Westwood's Comprehensive Master Plan, Open Space & Recreation Plan, and Bicycle & Pedestrian Safety Plan;
- Accept and process Environmental Impact and Design Review (EIDR), Special Permit, and Subdivision applications, and prepare recommendations for consideration by the Planning Board;
- Review and approve Administrative EIDR Applications, where applicable;
- Assist residents and property owners on land use and development matters;
- Organize and facilitate Planning Board meetings, and prepare meeting minutes;
- Prepare and record all Planning Board decisions;
- Prepare and process zoning amendments for consideration by Town Meeting and assemble materials for Attorney General Approval of adopted zoning amendment articles;
- Perform final site inspections on properties approved by the Planning Board for compliance with Planning Board approval;
- Update and revise various Planning Board rules and regulations, as needed;
- Conduct planning and land use research;
- Manage Planning Division webpage, Facebook page, electronic files; and
- Participate in various committee and task force meetings, as required.



CVS in the first phase of Islington Center Redevelopment opened fall 2019

Planning Division Annual Report

Collaboration and Outreach

Comprehensive Plan Steering Committee

A resident volunteer committee was established by the Select Board in November 2018. The Committee worked throughout 2019 to update the Comprehensive Plan. The Committee issued a community survey in spring 2019, hosted a successful visioning session on a Saturday in May 2019, and held a series of public meetings in the fall and early winter 2019 before presenting a first draft of the Comprehensive Plan Update to the Planning Board. The Committee held three committee meetings and participated in Planning Board meetings throughout the fall and early winter 2019. The community survey received over 800 survey responses and 60 residents attended the visioning session. The Committee is working on final edits and final updates, and plans to return to the Planning Board in spring 2020 with a fully updated Comprehensive Plan. The Town Planner is serving as the project manager and staff support for this committee. The Committee is led by Chair Jack Wiggin and Vice Chair Steve Olanoff. Other Committee members include Charles Donahue, Nancy Donahue, Paula Jacobson, Pam Kane, Peter Kane, Trevor Laubenstein, Sheila Hanley-Longval, Janica Midiri, Peter Neville, John Rogers, Barbara Shea, Tom Viti, Linda Walsh, and Kate Wynne. All members have contributed by participating in community outreach, discussions with stakeholders, writing a section of the plan, and all have shown continued dedication to engage all Westwood residents in this important long-range planning process. The five Planning Board members are liaisons to the Comprehensive Plan Committee and have met with the subcommittees and provided advice and recommendation throughout the planning process.



May 2019 Comprehensive Planning Visioning Session

Pedestrian & Bicycle Safety Committee

Town Planner Abigail McCabe supported the Pedestrian & Bicycle Safety Committee's efforts. The Pedestrian & Bicycle Safety Committee is an advisory committee that makes recommendations to the Planning Board on matters related to pedestrian safety, walkability, and applications before the Board. In 2019, the Pedestrian & Bicycle Safety Committee actively supported and advocated for a sidewalk on Gay Street. A complete report from the Committee is submitted separately.

Open Space & Recreation Planning Committee

The Open Space & Recreation Planning Committee was appointed by the Board of Selectmen in September 2017 to work with staff and consultants to prepare an update to the town's 2000 Open Space & Recreation Plan (OSRP). Town Planner Abigail McCabe serves as the as an ex-officio member of the committee. The Committee met throughout 2018 and brought forward an updated OSRP to the Planning Board in late 2018. In 2019, the Planning Board reviewed the OSRP, held a series of public hearings and ultimately adopted the OSRP in February 2019. The Massachusetts Division of Conservation and Recreation conditionally approved the OSRP in July 2019, making Westwood eligible for various grant opportunities.

Planning Division Annual Report

Housing Production Plan

The Planning Board held a public hearing to review the Housing Production Plan presented by the Town's Housing Agent Sarah Bouchard and the Housing Partnership. The Planning Board reviewed the plan, took public comments, recommended some changes, and adopted Westwood's first Housing Production Plan in December 2019. A Housing Production Plan provides an analysis of the Town's existing housing inventory and makes recommendations for the achievement of long term and short term affordable housing goals.

Permitting

In January 2019, the Planning Division implemented electronic permitting on the Town's View Permit system. The new permitting system allows all applicants to submit all material to the Planning Division and Planning Board remotely. This allows for an efficient and streamlined system for all users to be able to submit when convenient, reduces time and cost for printing and compiling material, and allows for efficient distribution to review staff and board members. In fall 2019, Planning Board and other regulatory board members gained access to Chromebooks for use during meetings to conveniently view electronic applications, plans and supporting materials.

Land Use Committee

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

Respectfully submitted,
Abigail McCabe, Town Planner

Zoning Board of Appeals Annual Report

John Lally, Chair
Douglas Stebbins, Clerk
David Belcher, Associate
Charles D. Reilly, Associate

Sarah Bouchard, Zoning Agent
Michael McCusker
Danielle Button, Associate

Mission

The Zoning Board of Appeals was established in accordance with MGL Chapter 40, Section 12 to undertake the timely review and consideration of variance and special permits requests pursuant to various sections of the Westwood Zoning Bylaw and to consider appeals of decisions made relative to the enforcement of the Zoning Bylaw by other boards and municipal staff.

About the ZBA

The Zoning Board of Appeals (ZBA) is comprised of three regular members and four associate members appointed by the Board of Selectmen. The ZBA is supported by a Zoning Agent. The ZBA meets monthly or more often as needed to review applications for appeals, special permits, variances, or Comprehensive Permits.

Activity

As residents of Westwood continue to pursue renovations, additions and improvements to their homes, the ZBA has responded with a high level of activity.

Hearing Activity	2019	2018	2017	2016	2015
Total Applications	27	26	35	37	42
Special Permits	23	22	26	33	48
Variances	4	3	5	1	6
Appeals	0	1	2	1	1
Comprehensive Permits	0	0	2	0	0

The Zoning Board of Appeals is committed to its service to the Town. Although its core work is mandated by state law, the ZBA will continue to improve on that commitment by expanding access to town staff and resources through its website, introducing a new digital application process, and abiding by its long standing practice of reviewing all applications and making thoughtful, informed decisions that both protect the interests of property owners and preserve the Town's commitment to responsible land use.

Respectfully Submitted,
Sarah Bouchard, Zoning Agent

Housing & Zoning Division

Sarah D. Bouchard, Housing & Zoning Agent

Mission

The Town of Westwood is committed to ensuring that housing opportunities are available to all residents, regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law. Further, the Town is committed to increasing the diversity of housing opportunities within the Town to support housing of choice for residents of any age or income status.

Housing Accomplishments

- The Housing Partnership is pleased to have participated in the development of affordable housing resulting in nearly 20 units pending for addition to the Subsidized Housing Inventory and counting towards the Town's requirements under Chapter 40B. Affordable units range in type and demographic from multifamily, single family homes, supportive housing, age restricted, family, rentals and ownership units.
- Members of the Housing Partnership have continued working with community groups and developers to explore ideas for increasing the variety of available housing types in Westwood to better meet the needs of residents of varying ages and economic means.
- Town staff have improved service delivery for Westwood residents seeking affordable housing through increased partnerships with local subsidizing agencies, maintaining list of local housing opportunities, and education on housing programs.
- A Housing Production Plan was drafted in 2019 involving community engagement and outreach; a survey and community visioning workshop integrated community input with data analysis to inform the Town's strategy for affordable housing development. This Housing Production Plan was adopted in 2019 by both the Select Board and Planning Boards, and secured DHCD approval in January 2020.

Housing Service Plan

- Continue to work with state officials to ensure continued listing on the state's SHI of all affordable units in Westwood
- Organize informational meetings for potential applicants for any new affordable housing development, and monitor the selection of buyers or tenants in correlation with state and federal guidelines.
- Continue to engage with residents, local businesses, and related interest groups as a means of increasing representation on the Housing Partnership and serving a wider spectrum of needs and interests in the Town.
- Pursue any available state or federal resources for the development of affordable rental housing for elderly/disabled and/or family units.
- Pursue any available state or federal resources for the rehabilitation and capital maintenance needs of existing affordable housing units as a means of resident stabilization and unit preservation.
- Engage with the Action Plan set forth in the Housing Production Plan, conducting research and making recommendations consistent with the affordable housing development strategy approved by the Town and State.
- Collaborate with regional and local partnerships to achieve goals and maximize resources for affordable housing development and preservation.

Zoning Mission

The Zoning Board of Appeals was established in accordance with MGL Chapter 40, Section 12 to undertake the timely review and consideration of variance and special permit requests pursuant to various sections of the Westwood Zoning Bylaw and to consider appeals of decisions made relative to the enforcement of the Zoning Bylaw by other boards and municipal staff.

Housing & Zoning Division

Zoning Activity

As residents of Westwood continue to pursue renovations, additions and improvements to their homes, the ZBA has experienced a high level of activity. The ZBA has increased its efficiency and sought to improve its level of service by transitioning to a digital application system

Zoning Service Plan

The Zoning Board of Appeals is committed to its service to the Town. Although its core work is mandated by state law, the ZBA will continue to improve on that commitment by expanding access to town staff and resources through its website, expanding use of its new digital application process, and abiding by its long standing practice of reviewing all applications and making thoughtful, informed decisions that both protect the interests of property owners and preserve the Town's commitment to responsible land use.

Respectfully Submitted,
Sarah Bouchard, Housing & Zoning Agent

Board of Assessors Annual Report

Mark F. Murphy, Chairman

Maureen H. Bleday, Clerk

Chris McKeown, 3rd Member

John Curran, Assessor

Lisa Ciampa, Office Coordinator

Janice Barba, Administrative Assistant

Mission

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

The Assessor's Office continued with an extremely active and demanding year with a complete revaluation of all real and personal property with the Department of Revenue. The commercial development took a slight rise along with residential continuing to grow. The office continued to update all property record cards, including ownership, building permits and adjustments to valuation as needed. The Department of Revenue again certified values and approved the new tax rate resulting in all Quarterly tax commitments and warrants for the collection of taxes being generated on time. The office also continues to fill all requests from residents, commercial inhabitants and other Town offices for abutters, mailing list with labels and motor vehicle exemptions. Personal exemptions and Abatements were reviewed and granted in a timely manner and processed on time.

Motor Vehicle Abatements for fiscal 2019 totaled \$147,214.87

The tax rate for fiscal year 2019 was \$14.65 Residential/Real Property and \$28.24 Commercial & Industrial/Personal Property

The total personal exemptions for fiscal year 2019 were:

Exemption Type	Count	Total Tax Amount
Clause 17D- Surviving Spouse	1	\$175.00
Clause 22 – Veterans	48	\$19,200.00
Clause 22A – Veterans	2	\$1550.00
Clause 22C – Veterans	2	\$1,500.00
Clause 22E – Veterans	19	\$18,600.00
Clause 37A - Blind	7	\$3,500.00
Clause 41C – Senior	9	\$9,000.00
Senior Work Program	49	\$71,500.00

The Board of Assessors also had a change this year with Christopher McKeown being elected to serve as a three-year term member. Chris has lived in town for 20 years and was an employee of the town in 2007-2013. He has served on multiple boards and committees and was also the Economic Development Officer and Veteran's Services Officer. Chris's knowledge and experience will make him an asset to the Board of Assessors and we look forward to working with him.

Respectfully Submitted,
John Curran, Assessor

Permanent Building Commission Report

John J. Cronin, Jr., Chairman
Paul Colantuoni
Lyle Coghlin

Thomas Erickson
John Cummings
Chuck Bean

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

The Permanent Building Commission is currently working to complete the renovation and move of Wentworth Hall.



Wentworth Hall.

Respectfully Submitted,

John Cronin, Jr., Chairman
Permanent Building Commission

Norfolk County Commissioners Annual Report

*Chairman Francis O'Brien, Dedham
Peter H. Collins, Milton
Joseph P. Shea, Quincy*

As your elected Board of County Commissioners, we respectfully submit our annual report of 2018.

Norfolk County, the “County of Presidents”, the birthplace of four of our nations’ Presidents, celebrated a historic milestone this year. 2019 was the 226th Anniversary of the incorporation of Norfolk County. Much has changed since 1793, however, the core values and services of our County service remain. Norfolk County is home to the most modern Registry of Deeds in the Commonwealth of Massachusetts, housing many historic records and deeds under the care of Register William P. O’Donnell.

Our County is also home to the Norfolk County Agricultural High School, a “hidden gem” offering students a solid curriculum as well as practical “hands-on” experience in agricultural, farming and mechanical proficiencies. Students achieve excellent MCAS scores and most pupils go on to higher education. New facilities at the school add to the strong reputation of excellence at “Norfolk Aggie”.

Norfolk County communities avail themselves to services offered free of charge through our Engineering and County Veterans Advocate departments. The Norfolk County RSVP program offers volunteer opportunities to retired residents over 55 years of age. These volunteers give of their time and talents tutoring in schools, delivering Meals on Wheels and driving Veterans to medical appointments.

Your Commissioners are committed to working with every community within Norfolk County to advocate for veterans, children, and residents alike. Norfolk County residents enjoy great access to medical services, educational opportunities, transportation, economic development and employment. This is not by chance, but rather by the partnership of local, county and state officials who continue to work on your behalf.

The County Commissioners wish to thank the many local officials who strive to deliver residents of Norfolk County with top quality services in a timely, professional and effective manner. We also extend our thanks to the employees of Norfolk County who endeavor each day to support the efforts of each City and Town within the County.

Very truly yours,

*Francis W. O'Brien, Chairman
Peter H. Collins
Joseph P. Shea*

Norfolk County Registry of Deeds Annual Report

William P. O'Donnell, Register

This year we celebrated the rededication of the Norfolk County Registry of Deeds building. The rededication event was the culmination of an extensive repair and renovation project completed at the Registry during the 2019 calendar year. The improvements made at the Registry, including new wiring, painting, repair of ceiling and roof, will allow for further efficiencies for both our employees and customers alike.

The rededication event also saw the release of our Notable Land Records Book Volume 2. We highlighted a notable citizen from each of the twenty-eight Norfolk County communities. These notable citizens included those who have contributed at the local, state and national levels. In addition, the honorees have distinguished themselves in many fields of endeavor including the arts, medicine, the law, military, diplomacy and government.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

2019 Registry Achievements

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register was the guest speaker at the Westwood Men's Club on Thursday, January 17th and the Register held office hours at the Westwood Public Library on Thursday, June 20th.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. **This year alone, the Center handled more than 5,000 requests.** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2018, **the Registry collected approximately \$55 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we again filed legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 1,685.** The Registry is approaching 50% of its recordings being done electronically.
- In 2018, we hit a record high of recording our **37,380 Registry of Deeds book.** For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2018, the Registry processed over **12,000 Homestead applications.** The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.

Norfolk County Registry of Deeds Annual Report

- The Registry continues to fine tune its completed History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive hand writing style much easier to read by converting the words into easy-to-read electronic text. **The program earned the praise of two-time Pulitzer Prize historian, David McCullough.**
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- We also continued our commitment to cyber security with annual training of our employees.
- We have enhanced our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service **experienced a 21% increase in enrollment from the previous year.** This consumer/public safety program allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted a free computer seminar at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists and anyone with an interest in Norfolk County land documents.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy and the VA Boston Healthcare System, Voluntary Service Program on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. **Our Toys for Tots' Drive has collected over the years 2,000 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.**

Westwood Real Estate Activity Report

January 1, 2019 – December 31, 2019

During 2019, Westwood real estate activity saw a small increase in total sales volume but a decrease in average sales price.

There was a 21% increase in documents recorded at the Norfolk County Registry of Deeds for Westwood in 2019, resulting in an increase of 616 documents from 2,906 to 3,522.

The total volume of real estate sales in Westwood during 2019 was \$283,391,023, a 1% increase from 2018. However, the average sale price of homes and commercial property was down 28% in Westwood. The average sale was \$893,977.

Norfolk County Registry of Deeds Annual Report

The number of mortgages recorded (831) on Westwood properties in 2019 was up 31% from the previous year. Also, total mortgage indebtedness increased 25% to \$450,004,813 during the same period.

There were 0 foreclosure deeds filed in Westwood during 2019, representing a 100% decrease from the previous year when there was 1 foreclosure deed filed. Homestead activity increased 34% in Westwood during 2019 with 358 homesteads filed compared to 268 in 2018.

The Westwood notable land deeds selection for the Notable Land Records Volume 2 booklet was Clarence Ransom Edward, soldier. As a graduate from the United States Military Academy in 1883 Mr. Edward began a distinguished military career. He saw action during the Spanish-American War, fought in France during World War I, in the Philippines at the Battle of Santa Cruz during World War II. He received the Legion of Honor which is the highest French order of merit for military and civil merits. He rose to the rank of Major General and then served as Commander of the Army's Northeastern Dept. based out of Boston. In 1938, an Army base located on Cape Cod was named Camp Edward in his honor.

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

Homestead activity decreased 10% in Westwood during 2018 with 269 homesteads filed compared to 300 in 2017.

The Westwood notable land deeds selection for the 225 Anniversary Commemoration booklet was Barry C. Reed, author and attorney. Barry Reed was born in 1927 in Alameda, CA. He served in the U.S. Army during WWII where he reached the rank of Staff Sergeant. He earned a reputation as an attorney specializing in medical malpractice, personal injury and civil litigation. He was the recipient of the Clarence Darrow Award for trial excellence. In 1980, he published a bestselling courtroom drama, "The Verdict" which was made into a 1982 film and was nominated for five Academy Awards. He died in Norwood in 2002.

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

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



This year we celebrated the rededication of the Norfolk County Registry of Deeds building.

Register O'Donnell was the guest speaker at the Braintree Men's Club.

Westwood Housing Authority Annual Report

Lou Rizoli, Chair
Eliss Gordet Franco, Vice Chair
Jane O'Donnell - Administrator

Westwood Housing Authority Board (WHA) Members:

Eric Alden
Elissa Gordet Franco
Christine E. Previtera
Louis Rizoli

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

Jane Duffy	Elissa Gordet Franco	Frank B. Jacobs
Jennifer Perkins	Christine E. Previtera	Louis Rizoli
Kathy Shinopoulos		

Mission

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

Goals and Responsibilities

To explore various financing alternatives for the development of affordable rental housing units.
To identify alternative sites for the development of affordable rental units.
To develop and manage affordable rental housing owned and operated by the Westwood Housing Authority and the non-profit arm, Westwood Affordable Housing Associates, Inc.

Program/Service Areas

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

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

Current Services/Programs

Development of Affordable Family Housing:

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

Management of Affordable Family Housing:

The Westwood Housing Authority currently has part-time staff to manage the WAHA rental units. The WHA works with the Dedham Housing Authority for some tenant selection services and a private contractor for maintenance services.

Westwood Housing Authority Annual Report

Prior Year Accomplishments

All of the units owned by Westwood Affordable Housing Associates, Inc., the non-profit arm of WHA continue to be rented and leased to income qualified tenants. We continue to serve families in our 11 units/7 properties. Interested applicants are encouraged to apply. WAHA will continue to follow all DHCD Massachusetts Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines as applicable.

FY 2020 Service Plan

- The Westwood Housing Authority intends to continue its work on the acquisition and rehabilitation of existing vacant land or structures as affordable rental family housing; funded partly from proceeds raised from the developers of the affordable housing projects, municipally funded contributions annually and partly from State/Federal grants and Town capital resources.
- Continue to seek State planning funds that can be used to conduct site and/or structure analysis in preparation of a HOME or alternative grant application. Special consideration will be given to the rehabilitation of abandoned homes.
- Continue to work with community groups such as the Interfaith Council to help identify suitable properties for renovation by Habitat for Humanity for affordable home ownership in Westwood.
- Continue to advocate for appropriate linkage fees and/or units from affordable housing developers for future affordable family housing development in Town.
- Continue to advocate for funding of Capital Projects to keep Westwood Affordable Housing, Inc. properties in reasonable and appropriate condition and look for opportunities to add stock whenever possible.
- Establish an annual giving campaign, soliciting funding support from local business contributors.
- Seek to replace Governor's Appointee to Westwood Housing Authority as soon as possible.
- Actively seek out members of the community interested in being appointed to the WAHA board.

Respectfully Submitted,

Jane O'Donnell, Administrator

Housing Partnership & Fair Housing Committee Annual Report

Michael McCusker, Chair
John Hickey
Abraham Glaser
Christopher Pfaff
Kate Wynne
Brian Gorman, Alternate

Ex-officio Members:
Christopher Coleman, Town Administrator
Sarah Bouchard, Housing Agent

Mission

The Town of Westwood is committed to ensuring that housing opportunities are available to all residents, regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law. Further, the Town is committed to increasing the diversity of housing opportunities within the Town to support housing of choice for residents of any age or income status.

Goals and Responsibilities

- To work with the Planning Board to ensure that the Town's Zoning Bylaws encourage the construction of low or moderate-income housing.
- To continue to encourage housing development that cultivates heterogeneity in Westwood's population.
- To obtain recognition from state authorities for affordable units operated town-wide and ensure inclusion on the state's Subsidized Housing Inventory.
- To establish an anti-discrimination policy that is actively promoted and institutes a grievance procedure for enforcement.
- To protect against discrimination in the housing market, and to provide a hearing process in the event of an alleged discrimination occurrence.
- To ensure that the lottery process for affordable housing units under the Local Initiative Program actively solicits applicants from minority populations.

Prior Year Accomplishments

- The Housing Partnership is pleased to have participated in the development of affordable housing resulting in nearly 20 units pending for addition to the Subsidized Housing Inventory and counting towards the Town's requirements under Chapter 40B. Affordable units range in type and demographic from multifamily, single family homes, supportive housing, age restricted, family, rentals and ownership units.
- Members of the Housing Partnership have continued working with community groups and developers to explore ideas for increasing the variety of available housing types in Westwood to better meet the needs of residents of varying ages and economic means.
- Town staff have improved service delivery for Westwood residents seeking affordable housing through increased partnerships with local subsidizing agencies, maintaining list of local housing opportunities, and education on housing programs.
- A Housing Production Plan was drafted in 2019 involving community engagement and outreach; a survey and community visioning workshop integrated community input with data analysis to inform the Town's strategy for affordable housing development. This Housing Production Plan was adopted in 2019 by both the Select Board and Planning Boards, and secured DHCD approval in January 2020.

Housing Partnership & Fair Housing Committee Annual Report

FY20 Service Plan

- Continue to work with state officials to ensure continued listing on the state's SHI of all affordable units in Westwood
- Organize informational meetings for potential applicants for any new affordable housing development, and monitor the selection of buyers or tenants in correlation with state and federal guidelines.
- Continue to engage with residents, local businesses, and related interest groups as a means of increasing representation on the Housing Partnership and serving a wider spectrum of needs and interests in the Town.
- Pursue any available state or federal resources for the development of affordable rental housing for elderly/disabled and/or family units.
- Pursue any available state or federal resources for the rehabilitation and capital maintenance needs of existing affordable housing units as a means of resident stabilization and unit preservation.
- Engage with the Action Plan set forth in the Housing Production Plan, conducting research and making recommendations consistent with the affordable housing development strategy approved by the Town and State.
- Collaborate with regional and local partnerships to achieve goals and maximize resources for affordable housing development and preservation.

Respectfully Submitted,

Sarah D. Bouchard, Housing Agent

Communication & Technology Advisory Board Annual Report

Melinda Garfield
Ayman Mahmoud
David Starmer

Donna McClellan, Ex-Officio Member

Mission

The Communications & Technology Advisory Board (CTAB) was established by Article 31 in the 2003 Annual Town Meeting. This board was established for a five year period with a provision for the Town to renew it again at the end of that period. Article 31 combined the Cable Advisory Board and the Information Systems Advisory Board into a single Communications and Technology Advisory Board. Previously the Cable Advisory Board existed to oversee cable TV programming, monitor customer service issues and represent the town in negotiations with the Cable provider. This work included ensuring that high speed internet access was made available to all residents. The Information Systems Advisory Board provided guidance to the Town to enhance performance and provide better services to the Town. As technology evolved, the oversight of these two Boards overlapped, which prompted the combination into a single board.

The Communications and Technology Advisory Board (CTAB) consists of seven volunteer members appointed by the Board of Selectmen to two-year overlapping terms. The Board has formal meetings, as needed, where it is joined by Donna McClellan, the Town's Director of Information Technology Department, and by Town Administrator, Christopher Coleman. As required, Board members participate in other meetings and activities with employees and officials of the Town government whenever needed to help oversee information systems, broadband and cable access activities in Westwood.

The CTAB also serves to provide advice and guidance to the Information Technology Department, attempting to ensure that efficient use of existing technology is made, that any expenditures are appropriate, and that the overall needs of the Town are being met. In addition, the Board works to ensure that industry accepted standards regarding items such as privacy, security, and reliability are followed.

The following two areas for the Communication & Technology Advisory Board

1. Monitor performance of Cable Providers:

The Board has continued to monitor the progress of build out of the Verizon FIOS infrastructure so that the entire town can benefit from this additional choice in services.

The Board continues to monitor the performance of our existing broadband and cable provider COMCAST and VERIZON with respect to their contractual obligations with the Town. Foremost is customer service. The Board tries, whenever possible, to settle most subscriber complaints. The Board makes sure that those complaints falling within the provisions of the contract are satisfactorily resolved by the cable provider.

The Board successfully worked with the Board of Selectmen and Comcast to negotiate a 10 year franchise renewal agreement, effective January 1, 2011.

2. Pace of Change of Technology

As with all organizations of limited fiscal resources, the issues of coping with the rapid pace of change in technology is a difficult one for the Town of Westwood. The CTAB will continue to determine the most fiscally prudent ways for the Town to stay abreast of appropriate technology.

The CTAB wishes to continue to make itself available as a technological resource to the Town and address Town information technology issues as they arise and evolve. Through this, we hope to continue to see the level of services the Town provides enhanced with the effective use of technology.

Information Technology Department Annual Report

Donna McClellan, Director of Information Technology

STAFF

Patty Comeau, System Analyst

Jim O'Connell, System Analyst

Barbara Chirokas, Administrative Assistant

Mission

The Information Technology Department supports, maintains and promotes the use of technology resources for all Town offices and departments. The Information Technology Department is responsible for overseeing and coordinating all IT activities including but not limited to the selection, acquisition, implementation, operation and maintenance of all IT resources.

Enabling Legislation

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

The Information Technology Department is counseled by the Communications and Technology Advisory Board (CTAB) which advises and assists the Director of Information Technology in "all long range planning, capital acquisitions and system selection" and "in the development of Information Technology or telecommunications' policies and standards".

Goals and Responsibilities

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

Program/Service Areas

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

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

Information Technology Department Annual Report

Current Services/Programs

Strategic Planning

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

Administration/Operations

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

Hardware & Software Support

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

Prior Year Accomplishments

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

- Managed IT infrastructure which includes 17 servers over 200 PCs and 100 printers. Forty (40) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users. Additionally 15 chromebooks were deployed to town users including 9 to be used by board and committee members during public meetings.
- Supported the maintenance of the e-permitting solution for the Building Department and implementation of the solution other land use departments including Conservation, Planning, Zoning and Housing.
- Supported the maintenance of the e-permitting solution for the Building Department and managed implementation to Health and Zoning Departments.
- Updated GIS data as needed to support parcel changes and other GIS data related changes.
- Updated the Official Zoning Map to accommodate changes approved at the Annual Town Meeting in June 2019
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital reporting requirements for both students (SIMS) and all school employees (EPIMS).
- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Completed two Massachusetts Community Best Practices Compacts on Citizen Engagement and Document Management
- Supported the migration of the Assessing Solution to an upgraded cloud version.

Information Technology Department Annual Report

- Increased staff awareness of cybersecurity risks by implemented a cybersecurity testing program for all users including a monthly phishing test. This program also includes cybersecurity training opportunities for all users. Also provided monthly newsletter reminders on cybersecurity topics to all users.
- Began the implementation of a Document Management Solution. This initial implementation included pilot workflow forms with three departments as well as setup and training of document scanning and import
- Enhanced ArcGIS Online application for a general mapping, and developed a new application for Neighborhood Services, and also made enhancements to specific department mapping applications for Public Works (including Sewer), Community Development, Conservation and Open Space.
- Installed a new Virtualized host server with 10GB connectivity to support public safety operations.
- Supported work associated with Wentworth Hall relocation.
- Supported migration to a new applicant tracking system.
- Migrated to a new web content managed solution.

Work Planned for 2019-2020

- Continue the high level of training of users to maximize the software currently available.
- Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances.
- Continue to expand online services for residents including additional functionality provided by new website design
- Support implementation of new notification system including integration with new website content.
- Advance the Town's LANs and WAN with new technology resources while monitoring the I-NET as more resources share this infrastructure.
- Increase the accessibility, magnitude, and accuracy of data available on the GIS, including the installation of a new GIS server.
- Implement a document management solution.
- Continue to expand the use of the e-permitting solution to all Land Use Departments as well as the Department of Public Works.
- Work with Public Safety Departments to implement a new dispatch solution.
- Support the Human Resources Department to implement an upgrade to the Applicant Tracking and Onboarding solution

Respectfully Submitted,

Donna McClellan, Director of Information Technology

Regional Councils and Boards Annual Report

*Metropolitan Area Planning Council
Three Rivers Interlocal Council
Metropolitan Planning Organization*

*Regional Transportation Advisory Council
MBTA Advisory Board*

Metropolitan Area Planning Council

MAPC is the regional planning agency serving the 101 cities and towns in the Greater Boston region. With its four strategic goals—advancing equity, climate change preparedness, municipal collaboration and efficiency, and smart growth—MAPC is beginning its multi-year process of updating its 2008 regional plan MetroFuture and transforming it into a new plan for the region which will be called “MetroCommon 2050: Shaping Our Region Together.”

MAPC works toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, clean energy, healthy communities, an informed public, and equity and opportunity among people of all backgrounds. In 2018, MAPC continued to provide core support services to the region around walkability, bike sharing and cycling infrastructure, trail planning, parking policy, complete streets, transportation demand management, and regional transportation planning.

MAPC in 2019 announced its Accelerating Climate Resiliency Mini Grant Program to advance strategies protecting people, places, and communities from the impact of climate change by funding smaller, low-cost projects, policies, and actions that contribute to long-term resilience to climate change. MAPC has been preparing resiliency plans for communities under the state Municipal Vulnerability Preparedness grant program (MVP) to plan for resiliency and implement key climate change adaptation actions.

More information about MAPC’s services and activities is available at www.mapc.org. To view MAPC’s full annual report, visit [MAPC 2019 Annual Report](#).

Associate Planning Board member Steve Olanoff and Planning Board Chair Dave Atkins represented the Town at MAPC meetings. Olanoff was elected to the MAPC Executive Committee this past year, and also serves on the MAPC Legislative Committee and on the newly formed MetroCommon 2050 External Advisory Committee.

Three Rivers Interlocal Council

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

An important function of TRIC is presenting local and regional transportation priorities to the MPO (described below). The highest priority project from TRIC has always been the reconstruction of the I-95/I-93/University Avenue/Dedham Street Interchange. The project is being built in stages with the reconstruction and widening of the Dedham Street corridor currently proceeding. Funding must still be found for rebuilding the main interchange ramps and bridges.

Regional Councils and Boards Annual Report

Three Rivers Interlocal Council

Each year TRIC holds a legislative breakfast to bring together TRIC representatives, members of the TRIC communities, and our state senators and representatives to discuss legislation priorities at the state level. For the past two years, this breakfast has been held at Gillette Stadium and the topics discussed included zoning reform, local and regional transportation problems, housing and commercial development, transportation financing, and taxation and financing strategies.

One of this year's most informative TRIC meetings was held in Westwood at the Islington Community Center where TRIC members were briefed by the project developer and by the Town's Director of Community and Economic Development, Nora Loughnane, on the history and design of the Islington redevelopment project. Following the presentation, members were given a brief walking tour of the area.

Planning Board members Mike McCusker and Chris Pfaff represent the Town at TRIC meetings and events. Mike also serves as the Second Vice-Chair of the organization.

Metropolitan Planning Organization

The Boston Region Metropolitan Planning Organization (MPO) is responsible for conducting the federally required transportation planning process for the 97 cities and towns in the Greater Boston region. The MPO creates a vision for the region and allocates federal and state transportation funds to studies, programs, and projects – roadway, transit, bicycle, and pedestrian – in support of that vision. The MPO develops the Long Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program (TIP). Steve Olanoff is an alternate member of the MPO from the TRIC subregion.

Regional Transportation Advisory Council

Westwood is also a member of the Regional Transportation Advisory Council which provides the MPO with public input from its municipalities, state and local agencies, and independent advocacy organizations. The Advisory Council is a full-voting MPO member, participating in all MPO deliberations and decisions, and formally commenting on all MPO plans and programs.

Planning Board members Brian Gorman and Dave Atkins were selected to represent the Town this past year on the Advisory Council with Steve Olanoff also participating by representing the TRIC subregion. A highlight of the year was a field trip attended by Olanoff to Boston's Logan Airport to tour the control tower.

MBTA Advisory Board

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

Transportation financing and reform of the MBTA system by the Fiscal and Management Control Board (FMCB) and new management at the T continued to be the focus and concern of the Advisory Board. Better commuter rail scheduling and weekend family fares were items that received new attention from the FMCB at the urging of the Advisory Board.

Locally, maintenance issues at the Route 128 Railroad Station have seen improvement in the Amtrak station itself, but lack of regular maintenance in the MBTA garage remains a problem. Town officials continue to advocate for the MBTA to establish an adequate annual budget for garage maintenance which would eliminate these problems.

Chris Pfaff, Deborah Conant, and Steve Olanoff served as Westwood's designees and alternates to the MBTA Advisory Board.

Respectfully Submitted,
Steven H. Olanoff *Planning Board Associate Member*

PUBLIC SAFETY

Westwood Police Department Annual Report

Jeffrey P. Silva, Chief of Police

Mission

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

Personnel

The Westwood Police Department is comprised of 33 sworn police officer positions, 7 full-time and 3 part-time public safety dispatcher positions, 1 full-time animal control officer, 1 part-time animal control officer, two administrative clerks and 13 crossing guards. The duties and responsibilities of each member encompass many different areas.

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	2	2
Patrol Sergeants	5	5
Traffic Safety Sergeant	1	1
Detectives	2	2
Court Prosecutor	1	1
School Resource Officers	1	1
Patrol Officers	20	20
Dispatch Personnel	8 full-time, 3 part-time (1 FTE)	8 full-time, 3 part-time (1 FTE)
Clerical Staff	2	2
Animal Control & Building Maintenance	1 full-time 1 part-time	1 full-time 1 part-time
Crossing Guards	13 part-time	13 part-time

In 2019, the police department was able to hire five police officers after a successful recruiting campaign that yielded several hundred applicants. With the hiring of our most recent police officers, we were able to fill most of our existing vacancies, falling short only as it relates to police academy availability. Once up to full staffing, this will enhance service and begin to address to significant increase in demand for service caused by overall growth, traffic and expansion related to University Station.

The Police Department was again represented in honoring our town, its residents, and especially our service men and women in the Memorial Day ceremony. We also continued to strengthen our regional partnerships through agreements in Norfolk, Middlesex and parts of Bristol County and its participation in METROLEC (Metropolitan Boston Law Enforcement Council). The Police Department provides police officers with various areas of expertise to the regional law enforcement group and those officers receive not only advanced training that benefits the town, but also the ability to utilize the regional group in times of need whether those needs may include SWAT, cyber-crime or search and rescue efforts.



The Police Department continues to operate a fully trained K9 team comprised of Officer Sean Pillai and his partner “Duke” and have utilized their services many times to aid our community. The ability to use a specially trained police K9 allows the Police Department to service the town in ways that had previously not been as easily accomplished such as searching for lost children or confused residents, public relations in our town’s schools along with building searches, apprehension and article tracking. Officer Sean Pillai and his K9 partner are on patrol to assist and enhance our public safety efforts as well as our community interaction in the school and recreational programs.

Westwood Police Department Annual Report

Training

Professional training of all personnel is a vital necessity in the law enforcement profession, and is a paramount interest to the Administrative Division of the Department. To keep up with the yearly changes in the law, court decisions, policies and procedures, and law enforcement initiatives, the Department conducts its own 40-hour-in-service training program. In addition to outside subject matter experts, such as the subject matter experts in conflict resolution, stress management, de-escalation and mental health to complement our medical training such as CPR/AED recertification, firearms requalification and defensive tactics training.

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

Investigations

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

Traffic Enforcement

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

The Department has 1 traffic enforcement speed trailer and 3 portable traffic message board that are often deployed along major travel routes to advise motorists of the speed at which they are traveling in an effort to boost voluntary compliance with speed limits. These message boards/signs are also utilized to assist the Town by providing information to residents and visitors about ongoing town events.



Chief Silva giving a tour of the new police station to some of our senior residents



Members of the Westwood PD volunteering to participate at the last Memorial Day parade festivities

Westwood Police Department Annual Report

Crime Statistics	2016	2017	2018	2019
Dispatch				
911 Calls	4184	3943	3820	3663
Calls for service	29938	23672	32815	32620
Police Dispatches	29493	22509	24449	29278
Fire/EMS Dispatches	3277	3165	3438	3429
Crimes				
Murder	0	0	0	0
Rape	4	6	3	2
Robbery	4	1	0	3
Arson	0	0	0	0
Aggravated Assault	15	12	7	6
Burglary & Attempts	12	10	7	16
Larceny-Theft	160	153	120	144
Motor Vehicle Theft	1	2	6	4
Theft from Motor Vehicle	17	36	22	18
Alarms	860	932	889	775
Accidental 911 Calls	564	522	466	479
Missing Persons	14	15	10	14
Disturbances	388	374	331	366
Total citation violations	3869	2507	4103	3089
Citations issued	2895	1828	3138	2441
OUI Liquor/Drug arrests	29	26	36	32
Arrests (Custody/Summons)	472	348	486	439
Vehicle Crashes	528	483	529	491
Persons injured in crashes	110	111	102	102
Fatal injuries in a crash	0	1	0	0
Animal Calls	569	595	466	474
Parking Tickets	289	269	298	166
Handicapped Parking Violations	85	128	200	90

Westwood Police Department Annual Report

Grants

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

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

Goals and Accomplishments

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

- Establishment and implementation of a police bicycle patrol unit utilized at Westwood Day, community events and in special applications such as University Station
- Begin to fill hiring vacancies to match staff size to service demands
- Full implementation of hybrid police administrative vehicles for significantly enhanced fuel economy with and a drastically reduced carbon footprint.
- Implementation of 1st hybrid electric patrol vehicle
- Acquisition of All Wheel Drive 6-cylinder police vehicles achieving almost 30% improved fuel economy over their 8-cylinder predecessors with dramatically enhanced serviceability to respond to citizen needs during inclement weather
- Implementation of K9 program to enhance police service
- Continuation of advanced mental health training as part of all officer's annual in-service training curriculum
- Enhanced community involvement between our police department and our senior residents and school-aged children through increased officer interaction
- Continue revision of policies and practices to ensure compliance with all state and federal laws consistent with the best practices of the law enforcement industry



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

We the members of your Police Department remain committed to service and to this community by providing the level of services our community so richly deserves. We pride ourselves on working collaboratively with the community to maximize our effectiveness and efficiency while reducing crime, disorder and disruption in town. As we move towards the future, changing the faces, practices and policies of our department, our commitment to you remains the same. The Westwood Board of Selectmen, all of our town departments, our public safety partners, our town boards and committees, and you – our residents – have always been supportive of your Police Department's needs. Your support goes neither unnoticed nor unappreciated and I look forward to the accomplishments in the years ahead so that collectively we can face the challenges that individually would not be possible.

Jeffrey P. Silva
Chief of Police

Parking Clerk Annual Report

Christopher Coleman, Parking Clerk

Mission

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

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

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

2019 Report

In 2019, the Town of Westwood issued 172 parking tickets, which equaled fines totaling \$8,535.00, including penalties incurred. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Parking Clerk Annual Report

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	92
Blocking Handicapped Ramp	-
Parking in Public Safety / Fire Lanes	5
Restricted Place or Prohibited Area	11
Obstructed Driveway	2
Obstructed Crosswalk	1
Obstructed Sidewalk	2
Within 20 Ft. of an Intersection	4
Within 10 Feet of Fire Hydrant	4
Wrong Direction	7
Over 1 Ft. from Curb	-
Obstructing Snow Removal	2
Overtime Parking	1
All Night Parking	42
Other	1
Column Total:	172

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

Pedestrian and Bicycle Safety Committee Annual Report

Michael Kraft, Chair
Steven Olanoff, Vice Chair
Heather Ford, Secretary
Enkelejda Klosi
Brian Gorman
George Lester
Kate Wynne

Ex Officio Members:
Todd Korchin, DPW Director
Abigail McCabe, Town Planner
Sgt. Paul Sicard, Westwood Police
Michael Jaillet, Town Administrator

Mission

The Pedestrian and Bicycle Safety Committee was organized in 2009 to help make Westwood a more pedestrian and bicycle friendly community. The Committee promotes walking and biking on the Town's streets, sidewalks, pathways, and trails by engaging residents and Town departments in an ongoing process of identifying needs, designing solutions, and recommending improvements.

About the Committee

The Committee is comprised of Westwood residents and representatives from the Westwood Planning Department, Planning Board, Department of Public Works (DPW), Police Department, and Town Administration. The committee provides a forum for residents concerned about traffic, pedestrian, and bike safety issues to discuss their concerns directly with Town officials empowered to take action. The committee works under the Planning Board and regularly meets on the fourth Thursday of the month at 50 Carby Street. Residents are encouraged to attend and participate in meetings.

Since its inception, the Committee has been researching ideas on actions to encourage walking and biking by consulting with neighboring towns, hearing presentations from local and regional agencies, and most importantly by seeking input from Westwood residents. Solutions are always reached cooperatively with the DPW and the Police Department, and then recommended to the Planning and Select Boards.

More information about the committee, including meeting minutes and meeting notifications, can be found on the Westwood town website.

2019 Work

The following is a summary of projects in which the Committee was involved:

- Complete Streets – Westwood has been a Complete Streets community for over three years and has been successful in receiving two state grants from the MassDOT program. A Complete Street is one that is safe, comfortable, and accessible for everyone and all modes of travel. In 2016, Westwood received \$400,000 in a Complete Streets grant for sidewalk improvements, bicycle lanes, and intersection improvements. Again in 2017, the Town was awarded an additional \$175,000 that was used to fund intersection improvements at North Street and Route 109.
- Winter and Clapboardtree Streets Intersection – The committee and its members participated in the review of plans for the redesign of this intersection to bring it up to Complete Streets and modern safety standards.
- East Street Bridge – The East Street bridge was replaced with a higher and wider structure in late 2018 and all work was completed in the spring of 2019. Not only do trucks no longer hit the bridge, but there are now adequate bicycle lanes and sidewalks on both sides of the road, in other words, a complete street! This project was our highest priority and the very first concern of the committee when it was founded.
- Review of Planning Board Projects – The committee reviewed projects before the Planning Board to ensure that pedestrian, bicycle, and traffic concerns were addressed and that the Complete Street principles adopted by the Town were being applied. Issues related to pedestrian circulation, open space, sidewalk access, bicycle racks, walkability, and transportation demand management were all scrutinized and concerns presented to the Planning Board at its meetings and hearings. Projects reviewed were senior residential developments at 215 High Street and the former Westwood Lodge site at 45 Clapboardtree Street, and a University Station office building.

Pedestrian and Bicycle Safety Committee Annual Report

- Review of Planning Board Projects – The committee reviewed various projects before the Planning Board to ensure that pedestrian, bicycle, and traffic concerns were addressed and that the Complete Street principles adopted by the Town were being applied. Issues related to pedestrian circulation, outdoor seating and open space, sidewalk access, bicycle racks, walkability, and transportation demand management were all scrutinized and concerns presented to the Planning Board at its meetings and hearings. Projects reviewed included the final details of the Islington redevelopment project, and an office building in University Station.
- University Station – The committee continued to push for the completion of a direct walkway from the train station to the Marriott Courtyard hotel.
- Gay Street Sidewalk – The committee continued to advocate for and participate in the design of a sidewalk on Gay Street that would connect our two Town centers and provide greater recreational opportunities, including greater access to Lowell Woods.
- Westwood Community Trails Program – This program completed its first year of organizing volunteers and encouraging more trail use. The program conducted hikes, started an “adopt a trail” program, is planning a volunteer training day, and organizes Earth Day cleanups. It is a joint program of the Recreation Department and DPW and overseen by the Ped/Bike Committee which receives monthly reports of its activities.
- Comprehensive Plan – Members of the committee participated in the ongoing update of the Town’s Comprehensive Plan with members Steve Olanoff and Kate Wynne serving on the Steering Committee and other members of the committee participating in the vision session held in May. The committee finished its writing and review of the Transportation section of the plan and reviewed a draft of the Town Centers section.
- Bicycle Helmets – Once again, thanks to a generous donation of bike helmets from the law firm of Breakstone, White & Gluck, committee members distributed 120 free bicycle helmets to children on Westwood Day.
- The committee advocated for a Town-wide review of all its crosswalks for ADA compliance and safety needs. The study was completed, and although not formally released, the needed improvements are included in a proposed Road Improvement Bond for the 2020 Annual Town Meeting which we strongly support.
- Community Input – The Pedestrian and Bicycle Safety Committee always welcomes comments and concerns from residents about pedestrian, bicycle, and traffic safety, particularly street crossings and sidewalks. This past year the committee heard from neighbors living on Hartford Street and Oak Street, and from bikers affected by the new lanes on High Street near Summer Street. Concerns expressed by residents attending our meetings were brought to the attention of the police and DPW and will continue to be pursued by the committee.

Seeking New Members

The Committee is always encouraging new members to join the committee. We welcome anyone interested in improving walking and biking safety in Westwood to attend any of our meetings. We would especially like to encourage residents active in our schools or senior communities to participate. If you have questions about participating in any way, please contact Abby McCabe, Town Planner by email at:

amccabe@townhall.westwood.ma.us.

Westwood Fire Department Annual Report

John Deckers, Fire Chief



Mission

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

Staff

- 44 Uniformed Personnel
- 1 Chief
- 1 Deputy
- 4 Captains
- 4 Lieutenants
- 32 Firefighters
- 2 Civilian Employees
- 1 Office Manager
- 1 EMS Coordinator
- 1 Part-time Apparatus Maintenance Specialist

Programs/ Service Areas Provided:

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

Westwood Fire Department Annual Report

2019 Statistics:

Total Call Volume: 3,197

Fires:

- Structures 18
- Vehicles 13
- Brush/Grass 9
- Other fires 47

EMS/Rescue Service:

- Ambulance 1594
- Advance Life Support (ALS) 810
- Basic Life Support (BLS) 784
- Lock in/ out 2
- Vehicle Accidents 221
- Other EMS/ Rescue 17

Hazardous Conditions 155

- Hazardous Materials Incidents 49
- Carbon Monoxide 8
- Electrical Emergencies 93
- Hazardous, other 5

Service Calls 399

- Assist Police Dept. 11
- Mutual Aid/Line Coverage 15
- Recall of Personnel 96
- Service Calls, other 277

Good Intent Calls 232

- Smoke Investigation 22

False Alarms 481

- Alarm System Malfunctions 246
- Alarm System Activation- nothing found 195
- Unintentional Transmission 3
- Carbon Monoxide Investigations 37

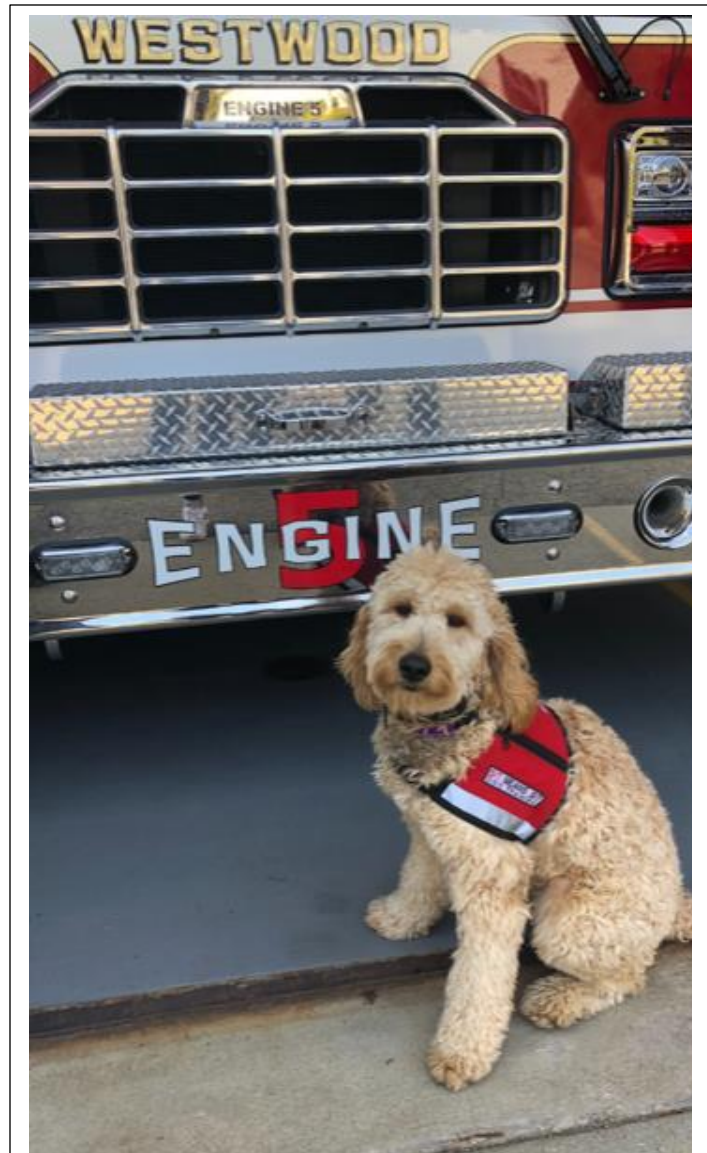
Severe Weather 2

Special Type/ Complaint 7

Open Burning Permits 189

Inspections & Permits 963

*Due to a change in the fire code, effective 1/1/15 the Fire Department no longer issues permits for residential construction when reviewing plans. This results in a lower statistical number and associated revenue although the work required involving code review and inspections still exists.



Monty the Fire Dog

Westwood Fire Department Annual Report

Revenues Generated for 2018:

• Ambulance Service	\$800,976.22
• Smoke Detectors	\$8000
• Permit Fees	\$7520
• Fire Alarm Fees	\$9200
• Misc. Reports	\$470

Total \$826,166.22

2019 Areas of Note

- The Fire Department rolled out a new Community Risk Reduction program known as Neighbors Helping Neighbors and the first phase of this new initiative was the introduction of the Adopt-A-Hydrant Program. This program is a web based platform where residents adopt a local hydrant near their property and pledge to keep it clear of snow and ice, which will enable the Fire Department to quickly use the hydrant in case we have a fire in the area.
- Peak level staffing model has shown an increase in the Department's ability to respond to multiple incidents during our busiest service request hours of 8am to 5pm. This model stresses the concept of "Right Staffing" to meet demand.
- Deployment of new web-based ambulance patient care software and technology so that paramedics spend less time writing reports and therefore are able to spend more time providing proactive patient care.
- The Department applied for and was awarded a grant in the amount of \$6,953.00 from the S.A.F.E. Program Grant. This grant allows us to continue bringing our Fire Prevention Programs to the schools and to the Town's seniors.
- In July 2018 due to promotions and retirements, the Department had the pleasure of promoting (3) company officers: Lt Andrew Mahan was promoted to Captain, and Firefighters Robert Kilroy and Gerald Smith were both promoted to Lieutenant.
- In 2018, the Department saw the retirement of Deputy Chief Michael Reardon. DC Reardon served the Department for over 31 years. Captain Richard Cerullo was promoted in July 2018 to Deputy Chief and has the primary responsibility for all Fire Prevention inspections and fire investigations.
- Hired and trained three (3) new firefighters: Sean Curtis, James Houhoulis, MacKenzie Wright
- Members of the Department worked on a new ambulance committee and made slight modification to our existing specifications and have ordered the new truck which we expect to take delivery of in June of 2019.
- The Department purchased additional equipment to enable Engine 2 to become an ALS paramedic engine which will enhance EMS response times in the Station 2 coverage area.
- The Fire Department worked with the Recreation Department, during Westwood Day, to highlight the importance of sprinklers during a live burn demonstration using the Massachusetts Fire Academy's traveling sprinkler trailer as well as performing an extrication demonstration for a very eager crowd with lots of great questions.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- The Deputy Chief, and the Department's Fire Prevention Officers, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.

Westwood Fire Department Annual Report

- Peak level staffing model continues to show an increase in the Department's ability to respond to multiple incidents during our busiest service request hours of 8am to 6pm. This model stresses the concept of "Right Staffing" to meet demand.
- Continued to implement Apparatus Based technology to enhance response time and data collection.
- The Department applied for and was awarded a grant in the amount of \$6,953.00 from the S.A.F.E. Program Grant. This grant allows us to continue bringing our Fire Prevention Programs to the schools and to the Town's seniors.
- Initiated the "Adopt-A-Hydrant" program in an effort to educate residents on the importance of shoveling out their hydrants after a snow storm.
- Hired and trained three (3) new firefighters: Francis Giblin, Andrew Reardon and Stephen Wood.
- Members of the Department worked on a new ambulance committee, made slight modification to our existing specifications, and took delivery on June 14, 2019.
- The Department purchased tactical gear for the ambulances to protect our staff from active shooters and domestic violence.
- The Fire Department worked with the Recreation Department, during Westwood Day, to highlight the importance of sprinklers during a live burn demonstration. We also had the SAFE trailer on location providing demonstration on the use of smoke detectors and home evacuation training.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- The Deputy Chief, the Department's Fire Prevention Officers, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. New smoke detectors are available with 10-year lifetime batteries. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. For more specific information, visit us online, call 781-320-1060, or stop by Fire Headquarters.
- One member of the Department is part of a county technical rescue team and the team deployed several times; one significant event was to deal with protesters that had chained themselves together causing a nuisance. This team is available to all towns in the county, providing specialized rescue skills including high angle, structural collapse, confined space rescue and swift water rescue.
- The Department continued conducting site visits to all commercial and business occupancies in the Town of Westwood. The purpose of the visit is to gather information to keep business owners, their employees, visitors and the public safe and to minimize loss during an emergency.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided. Included in this training was quality control rounds conducted with the Department's Medical Control Doctor reviewing previous cases.
- Department members conducted safety talks with residents of Fox Hill Village and also provided many of the seniors with new smoke detectors free of charge.
- Members of the Department demonstrated home fire safety to elementary students and Hale Reservation YMCA campers by utilizing the State's SAFE Trailer.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town's Hazardous Materials Bylaw.
- The Fire Department worked with the Recreation Department to provide Foam Day for the Town's children.
- Captain Lund continued to work with the State's Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training sessions.

Westwood Fire Department Annual Report

- In April, the members of Westwood Firefighters Local 1994 were awarded the Roy London Humanitarian Award for their charitable works.
- Funding authorized through the Emergency Management Preparedness Grant was utilized to purchase updated hardware for our Emergency Operations Center which will allow key Town department members to staff (7) workstations during town-wide emergencies. This hardware will also allow personnel to have access to a computer lab that will enable the Fire Department to enhance our online presence through training and practical experience.
- The department is working with Westwood Cares and the Opiate Task Force to educate the public about the on-going opiate epidemic.
- The Department added two administrative staff members who will function as surge firefighting staff when incident demand dictates. We promoted Firefighter Michael Crawford to the position of full time EMS Coordinator and Christian Pierce to Captain of Fire Prevention and Training; Chris will function as the department training and safety officer. Firefighter Crawford developed a Stop the Bleed training course for our school nurses and established a cooling center for at risk members of the community during a heat emergency. Captain Pierce has worked with the Town GIS Department to complete an accurate mapping of the Town's fire hydrants. He brought Eversource Gas in to train our members on gas safety and conducted several live training evolutions with neighboring towns utilizing several donated structures slated for demolition.
- Introduced a Critical Incident Stress (CIS) program to reduce trauma experienced by firefighters and citizens. This program includes the addition of a certified, stress therapy dog named Monti donated to the department to help combat not only CSI, but also the effects of cumulative stress.
- The Department received a \$25,000 grant to build a permanent memorial at Station 2 to honor members who have died in the line of duty.
- The Department applied for and was awarded a Personal Protection Grant from the Department of Fire Services for \$2475.00. The funds were used to purchase Triple Layered Particle Filtration Hoods for each Department member. These hoods will help in our ongoing effort to reduce cancer within the Westwood Fire Department.



Westwood Fire Department Annual Report

2020 Outlook

- Maintain a high level of service while at the same time making changes within the department to reflect the many challenges facing the town.
- Hire and train recruit firefighters to fill vacant positions to increase the capabilities of the Fire Department.
- Apply for State and Federal Grants.
- Continue to review the call volume and patterns for University Station and throughout town to ensure both effective and efficient service delivery.
- Implement new updates and training to the National Fire Incident Reporting Software (NFIRS) system, to enable improved data collection and utilize enhanced reporting to drive efficient and effective decision-making.
- Work closely with other Town agencies on Phase II development of University Station.
- Continue to strengthen our Public Safety partnership to further develop an all hazard community risk reduction program known as Neighbors Helping Neighbors which will focus on proactively reducing hazards throughout the town.

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

John Deckers, Chief of Department

Building Department Annual Report

Joseph F. Doyle, Building Commissioner

STAFF

Michael P. McLean, Assistant Building Inspector

Michael Perkins, Assistant Building Inspector

Paul Angus, Assistant Wiring Inspector

Jack Lee, Assistant Plumbing/Gas Inspector

Susanne Thomas-Hogan, Administrative Assistant

Harry Knight, Plumbing/Gas Inspector

Kevin Malloy, Wiring Inspector

James Naughton, Assistant Wiring Inspector

Jack Rose, Assistant Plumbing/Gas Inspector

Mission

To ensure the safety and integrity of all buildings and new construction by enforcing the State Building Code, Local Zoning Bylaws, Electrical, Plumbing, Gasfitting, Sprinkler, and Mechanical Codes.

Program/Service Areas:

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

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



Condo construction at the former Westwood Lodge

Responsibilities:

- Provide effective enforcement of The Commonwealth of Massachusetts State Building Code, Wiring Code, Plumbing, Gasfitting, Sprinkler, and Mechanical Codes, and Zoning Bylaw of the Town of Westwood.
- Submit an annual report to the Town Meeting.
- Complete periodic inspections of buildings of assembly in conjunction with day care, driving schools, common victualler and alcohol licenses.

Building Department Annual Report

Next Year Service Plan:

- Continue to provide excellent service though out the Town enforcing both the building code and the Town's zoning by laws.
- Complete space study at 50 Carby Street for reconfiguration of existing space to accommodate additional personnel within the Department of Community & Economic Development.
- Educate applicants on use of upgraded permitting software.
- Work with software developer to identify deficiencies and needed improvements.



Commercial renovation at the former CVS building on Washington Street

Additional Comments

The Town continues to see significant building and remodeling activity. Of the permits listed below, 14 are for the construction of new homes including 4 new single-family dwellings, 10 new single-family dwellings replacing existing structures, and two office buildings at University Station. The 100 condos at University Station have been completed and the construction of age-restricted condos at the former location of Westwood Lodge has begun.

Permits Issued in 2019:

- Residential Building: 750
- Commercial Building: 133
- Electrical: 581
- Plumbing: 431
- Gas: 279
- Mechanical: 112
- Sprinkler/ Fire Suppression: 14

Building Department Annual Report

Prior Year Accomplishments

- Reviewed all applications for compliance with the State Building Code and the Zoning Bylaw, determined applicable fees and issued building, electric, gas, plumbing, sprinkler, and mechanical permits.
- Investigated zoning violations and took appropriate action including court appearances, when necessary. Ensured zoning compliance prior to the building permit being issued. Zoning enforcement was also carried out in response to complaints from residents or observations of violations by the Building Division staff.
- Prepared division annual budget.
- Prepared division payroll and accounts payable.
- Represented Building Division with clientele, both in person and on the telephone, including multiple preconstruction meetings with the developers and contractors involved in University Station & Islington Center.
- Prepared correspondence for other departments and agencies at the Town and State levels.
- Prepared monthly reports for Town Administrator, State and Federal governments.
- Insured that records and files are up to date and are in compliance with requirements of State Law.

Respectfully Submitted,

Joseph F. Doyle, Jr., Building Commissioner

EDUCATION

Westwood School Department Annual Report

Carol Lewis, School Committee Chairman
Brian Kelly, School Committee Vice Chairperson
Charles Donahue, School Committee Clerk

Josepha Jowdy, School Committee Member
Anthony Mullin, School Committee Member
Emily Parks, Superintendent of Schools

The District took initial steps toward receiving partial funding from the Massachusetts School Building Authority (MSBA), a state-funded program, to help pay for construction, renovations, and repairs to its elementary schools. At the spring town meeting, residents supported the District's efforts to address capital needs by appropriating funds for a Feasibility Study. In the year ahead, Westwood will be planning for the future of its elementary schools, engaging with the community to continue providing the highest quality education.

We are pleased to submit this school department report for town residents. The Westwood Public Schools has a long tradition of providing high-quality instruction and extra-curricular opportunities for our more than 3,000 students in preschool through grade 12. Whether in the classroom, on the stage, or on the playing fields, our students are provided a first-class educational experience.

Classrooms

In the fall, the U.S. Department of Education named Downey Elementary School a 2019 National Blue Ribbon School. The program honors public and private elementary, middle, and high schools where students achieve very high learning standards or are making notable improvements in closing achievement gaps.

The results of Westwood's scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (SAT), American College Testing (ACT) exams, and Advanced Placement (AP) tests are additional indicators of high levels of achievement in academic areas.

All five elementary schools and the high school were designated as "Meeting or Exceeding Targets" for the MCAS test. The middle school was designated as having made "Substantial Progress Towards Targets." Four elementary schools — Deerfield, Downey, Martha Jones, and Sheehan — earned commendations this year, with Deerfield receiving commendations in all three possible categories: "high achievement," "high growth," and "exceeding expectations."

A total of 726 AP exams were administered to students in 23 different subject areas; 89% scored a 3 or above. In 2019, 60% of the graduating class took the ACT exam, while 94% took the SAT.

Additionally, the entire social studies curriculum was reworked to comply with new standards set by the Massachusetts Department of Elementary and Secondary Education. Teachers at every grade level worked over the summer months to ensure that what is being taught in the classroom meets the new requirements. Teams from the elementary schools, middle school, and high school, all took aim at updating the curriculum at each level. These teams participated in a Democracy Lab run by Primary Source in Watertown, a nonprofit which offers professional and curriculum development to educators from kindergarten through grade 12.

In the winter, the Downey School participated in the National Geographic GeoBee, an annual competition of fourth through eighth grade students from nearly 10,000 schools across the country. About eighty students took part in the school competition. Vedanth Iyengar was Downey's 2019 school champion.

The Westwood High School Asian Culture Club and Early Childhood Development students celebrated Chinese New Year with students at the District's Integrated Preschool. High School students created a plan that included making Chinese New Year dragons and lanterns and reading books about the holiday.

Westwood students Julia Drainville and Grace Meurer finished first and ninth in the elementary school category of the InvestWrite national essay challenge, hosted by the Securities Industry and Financial Markets Association (SIFMA). Fifth grade students from the Hanlon and Martha Jones schools competed in the national stock market game as well. Also sponsored by SIFMA, the game asks students to invest 10,000 fictional dollars on real world stocks, bonds, and mutual funds. They can buy and sell the stocks in their portfolio — using real and current market conditions — in an attempt to earn the largest profits.

Westwood School Department Annual Report

In the spring, Westwood High School hosted a Model UN Conference. More than a dozen schools were in attendance for the day-long conference which featured students playing the roles of delegates to the United Nations.

In June, high school students participated in the second J-term session. The innovative program runs during the final week of school, where students are able to choose what they want to learn about. Courses are a varied mix of real-life applications such as “Basic Carpentry and Wiring,” “Project Runway: Your Own Style,” “Numbers Game: Analytics and Economics in Sports,” and the “Art of Writing and Performing Comedy.” There were thirty-five classes that students chose from.

The Deerfield School integrated mindfulness practices into its classrooms. Through grants from the Foundation for Westwood Education and the Deerfield PTO, a yoga and meditation instructor visits classrooms every other month to lead mindfulness sessions with students and teachers. Each has a different theme, from breathing and listening awareness to kindness and connection.

Westwood High School hosted its first African-American Read-In in recognition of Black History Month. It featured a wide variety of content, including selected readings from writers like Zora Neal Hurston and Langston Hughes. Students shared quotes from Martin Luther King, Jr. and Barack Obama or commented on current social issues, like police violence and the controversy surrounding former NFL quarterback Colin Kaepernick.

In March, Westwood High School hosted a number of alumni on an LGBTQ panel. Six alums, who graduated from 1975 to 2017, spoke about their experiences as an LGBTQ student during their time in high school and beyond.

Laurence Stokes, Rithik Mathew, Caroline Shu, and Stephen Zeuthen, eighth grade scholar leaders, were recognized for their academic excellence and for setting a great example for their peers. The School Committee held a reception in their honor.

In September, the School Committee welcomed Ayesha Tariq, a high school senior, as its student representative.

Fine and Performing Arts

Thirty Westwood High School students were recognized for achievement by the 2019 Massachusetts Scholastic Art and Writing Awards. The Massachusetts program received over 12,000 submissions of art and writing by public and private school students. Judges evaluate work for originality, technical skill, and emergence of personal voice or vision. Westwood High students garnered 47 awards: eight Gold Keys, fifteen Silver Keys, and 24 Honorable Mentions.

The Thurston Middle School’s band, chorus, and orchestra participated in the Great East Music Festival. For the first time, each took home the festival’s highest award: a platinum medal for outstanding performance. The Great East Music Festival is considered one of the premiere music festivals in the northeast. Students from across New England are evaluated on their stage performance and focuses on clinics and evaluations to help each participant improve their skills.

Fifty high school cast members performed “Freaky Friday” as its annual spring musical. The familiar story of a child and parent trading places for the day was developed by Disney into a musical. In late October, the high school put on their fall play, Argonautika, written by Mary Zimmerman. The play is adapted from the Greek myth of Jason and the Argonauts.

Westwood School Department Annual Report

Athletics

Our athletic teams had a very successful year. At the high school level, participation is outstanding, with close to 65% of students playing at least one sport. Many teams in the winter, spring, and fall seasons qualified for the MIAA State tournament and performed very well. The District's athletic programs continue to provide students with a quality experience that helps continue to foster a positive school culture both as athletes and fans.

In early fall, Westwood High School alumnae Alex Frank was the keynote speaker at the annual "Call to Excellence" program which marks the kickoff of the athletic year. The focus of the program is on leadership and cooperation for student-athletes and their families.

Personnel

In July, Lisa Freedman was named Director of the Integrated Preschool. Freedman began her career at the Westwood Public Schools twenty years ago and had previously been in charge of special education at both the Downey and Sheehan elementary schools.

In 2019, there were thirteen staff members that retired after many years of dedicated service to students and the town. The retirees were: Mary O'Toole, 33 years; Rosanna Patterson, 31 years; Michelle Miller, 29 years; Shauna McCarty, 27 years; Sheryl Goodloe, 26 years; Dianne Anderson, 20 years; Heath Petracca, 20 years; Christine Taft, 18 years; Patricia DeAngelis, 17 years; Eileen West, 15 years; Barbara Silverstein, 14 years; Susan McCaffrey, 12 years; and Aprile Albertelli, 9 years.

Building Project

The District is continuing its process of working with the Massachusetts School Building Authority (MSBA) to receive funding to address needs in its older facilities. In February 2019, the Westwood Public Schools was voted into the MSBA's Feasibility Study where a plan for the size, scope, and cost of a building project is formalized. A project manager and designer were hired who, together with the School Building Committee, will collaborate with the MSBA to document the District's educational program and existing building conditions in order to assess and develop potential design solutions. Criteria important to future school buildings was developed with substantial input from the District's educators and from the community.

Throughout the fall and early winter, the community engagement process included community forums to gather input and identify the criteria considered important to any future school buildings. In the year ahead, these conversations will inform the selection of a cost-effective and educationally appropriate solution, which the School Building Committee will submit to the MSBA.

This process is methodical and thorough. The School Building Committee will select the final project design in June, 2020. In Spring 2021, residents will be asked to approve funding for the project. If approved, construction would begin in late 2021, and the final phases of the project completed in 2023.

Finally, on behalf of our entire faculty and staff, we thank you for your continued support of our efforts. We are committed to maintaining the high-quality district that residents deserve and appreciate the Westwood community's support of its school.

Respectfully submitted,

Emily J. Parks, Superintendent of Schools
Anthony Mullin, School Committee Chairperson

Blue Hills Regional Technical School Annual Report

Avon – Francis J. Fistori

Braintree – Eric Erskine, Secretary

Canton – Aiden G. Maguire, Jr.

Dedham – Thomas R. Politio, Jr., Vice Chair

Holbrook – Michael C. Franzosa

Milton – Festus Joyce

Norwood – Kevin L. Connolly

Randolph – Marybeth Nearen, Chair

Westwood – Charles W. Flahive

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

Blue Hills Regional Vocational Technical School strives to provide the highest caliber academic and vocational programs to district students in grades nine through twelve, as well as postgraduate training. The nine towns in the district are Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph and Westwood. There were 869 students enrolled as of October 1, 2019. Six were from Westwood.

The District School Committee usually meets on the first and third Tuesday of each month at 7:00 p.m. in Room W-218 at the school. The public is always invited to attend.

Principal Jill Rossetti was appointed Superintendent-Director by the District School Committee. The Academic Director was appointed Principal by the new Superintendent.

A major, multi-million-dollar renovation of the school continues. Among the upgrades are more inviting classroom and vocational program areas, greater compliance with the Americans with Disabilities Act, and more efficient use of space in offices throughout the building. The project is substantially overdue and exceeds original budget figures.

Fifty-eight members of the Class of 2019 were recipients of the John and Abigail Adams Scholarship, which is given to students whose English Language Arts and Math scores on the MCAS rank them in the top 25 per cent of their high school graduating class. Robert Leahy of Westwood was among the honorees.

Nine students earned medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough, Mass., from April 25-27, 2019. We congratulate them and their chapter advisors, Ms. Stacy Hedges and Ms. Janice LaVoie.

Our athletic programs have high levels of participation, but are inactive due to current conditions.

The Class of 2020 is scheduled to graduate on Tuesday, June 9.

Various services and programs are usually available to district residents, and in some cases, the general public. Cosmetology, Culinary, Early Education and Care, Construction services, Graphics and Automotive services are available. Students gain practical, hands-on experience in conjunction with their classroom work. Adults are encouraged to explore the Practical Nursing Program, a full-time program of study provided on a tuition basis. Auto inspection stickers are also available at the school.

Residents and town departments are reminded that students have built home additions, completed printing and graphic design projects (both large and small), and offered culinary services. Westwood residents may enjoy full-course lunches at the "Chateau de Bleu," which is open on most weekdays during the school year. Westwood citizens are encouraged to avail themselves of these quality services.

Blue Hills Regional Technical School Annual Report

We continue to explore new curriculum and programs, work to increase Westwood's enrollment, and closely monitor transparency, high per-pupil costs, accountability and cost containment during these challenging financial times.

I am honored to serve as Westwood's representative and continuously strive to do what is best for our wonderful community.

Charles W. Flahive, Westwood Representative

Blue Hills Regional Technical School District

PUBLIC WORKS

Department of Public Works Annual Report

Todd Korchin, Director of Public Works

Brendan Ryan, Operations Manager

James McCarthy, Facilities Manager

MISSION

The Department of Public Works strives to provide quality of life in Westwood by operating and maintaining the Town's infrastructure and assets in a sustainable, efficient manner. Protecting the public's health and well-being and also providing for the environmental, economic, and social needs of the community while beautifying the Town is the primary objective each season.

Some of the major annual goals of the Department include improvements towards the safety of pedestrian, vehicular, and cycling traffic on Town roads. These improvements include paving enhancements, maintenance, drainage, street lighting and traffic control signals, traffic markings, sharrow markings, signs, and snow and ice removal.

The management of Town Grounds, all athletic Fields, and the two Town owned cemeteries also falls under the jurisdiction of the Public Works. The major emphasis for these locations is customer service and the beautification in making sure that all locations are cared for with the upmost level of attention to all detail and landscaping needs.

The Department of Public Works also oversees the Westwood Sewer Division. The Sewer Department provides (6) six major programs/services. These include:

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

The Sewer Operation and maintenance consists of approximately 87 miles of gravity sewers and eleven pumping stations. Annual maintenance includes the administration of State Mandated T.V. and Cleaning, Inspecting the installation of sewer services record drawings of services to our files, Administer repairs and upgrades to sewer pumping stations. There is also on-going through reviews of T.V. work along all main lines to better coordinate large capital needs that primarily focus on phased planning for assessing the sewer system for the next round of Infiltration and Inflow reduction investigation and work projects.

The Department of Public Works also manages the contract issued to Waste Management for the collection and disposal of all residential solid waste and recyclable materials in accordance with Massachusetts General Laws. The Town agreed to a five year extension with Waste Management last year that will offer their services through 2021. This contract provides for fully automated trash and recycling pick-up, which increases recycling, saving money, improving the environment and beautifying our community. There will also be (2) annual bulk item pickups, free of charge, scheduled for residents to utilize.

Department of Public Works Annual Report

Engineering Services

The Public Works has contracted with an outside consultant for on-call Engineering services. The scope of the consultant includes working with the Planning Board reviewing submittals, prepare capital projects from a design and bid standpoint, and assist with Inspecting developments under construction.

The Engineer consultant also works with the Board of Selectmen to make drainage and traffic recommendations, maintain a road inventory along with a management plan. They also work with the Conservation Commission and assist with inspection of developments under construction; and review studies as requested.

Public Building Maintenance

The Facilities division of the Department of Public Works provides scheduled and routine maintenance for Town Hall, Senior Center, Carby Street Municipal office building, Police Station, both Fire Stations, Islington Community Center, both Libraries and all DPW buildings. All contracted services for these buildings are handled by the Facilities department including custodial, HVAC, plumbing, electrical and life safety. Costs of utilities for all municipal buildings are included in the building maintenance budget, along with the cost of repairs and maintenance, custodial supplies and custodial services. Significant maintenance and replacement of capital equipment is not included in the operating budget. A long term preventative maintenance and replacement plan for the protection of the Town's assets is being developed to ensure the capital needs of each building are addressed.

Fleet Maintenance

The Fleet Maintenance Division provides assistance for the maintenance and repairs of DPW, Police, COA and other department vehicles. A weekly vehicle report has been implemented to increase responsibility and communication between divisions. A long term preventative maintenance and replacement plan for the long-term protection of the Public Works assets has now been developed and is incorporated into the Town-Wide Capital program which has resulted in a much more efficient way of managing these assets.

Energy Management

Street Lighting

There are currently 1,311 streetlights in the community consisting of 1,075 overhead street lights, 236 period lights. In general, lights are provided on public ways that have been accepted by the Town. In 2002, the Town purchased the street lights from NSTAR and a contractor maintains the lights. The cost of maintaining these lights is rising due to aging infrastructure. Two years ago the Town replaced every streetlight with an LED fixture that will consume less energy and provide more efficiency.

Westwood was awarded a Green Communities grant of \$185,000 in 2019. The funding was used to support several projects in Town, including LED lighting retrofits in the Thurston Middle School; new heated ventilators, replacement of the new steam system, new hot water heater for the Westwood High School Pool. Also, the Department was able to initiate several other projects to reduce energy consumption, such as a new high efficiency gas boiler and water heater at the Senior Center; conversion of the Senior Center parking lot lights to LED; and conversion of the lighting at Town Hall to LED.

Department of Public Works Annual Report

FY 19 Accomplishments

Traffic Safety

The Department completed the sidewalk improvements along Route 109 from Nahatan Street to the Walpole Town line. These improvements consisted of upgrading the asphalt surface to concrete along with the installation of granite curbing.

Through the Town-Wide Pavement Management Program the Department contracted out and Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal.

The Department also contracted services for the annual paving projects that included the resurfacing of Mayfair Drive and Wildwood Drive along with the entire Croft Regis through Fairview neighborhood.

The Public works worked closely with the MBTA to successfully complete the East Street Bridge reconstruction and upgrades.

Completed the re-design plans for the Clapboardtree/Winter Street intersection.



Snow & Ice

The Town implemented the first DPW Public Snow Removal Policy which enabled the DPW to efficiently perform their snow removal throughout active events. This past season crews responded to 14 events and salted and treated 95 miles of roadway.

Town crews operated twenty-five pieces of Town equipment for sanding, salting and plowing while combining an additional thirty three pieces of equipment supplied by a hired contractor.

Facilities

The Facility Department completed a capital needs assessments for 7 municipal buildings. The also Department hired and now manages 2 new full-time custodians to service the municipal buildings.

The Facility Department is still assessing all municipal infrastructure and planning the necessary annual capital improvements.

Fields & Grounds

The Fields and Grounds Department has worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use. Many improvements have been made to several fields in Town as fence Upgrades to School Street, Hanlon School, and Sheehan School Ballfields all have been made along with new irrigation systems installed at each.

Department of Public Works Annual Report

Solid Waste

- The trash contract for fully automated trash and recycling pick up in Westwood was renewed and will carry through 2021 with an option for 2022.
- The Board of Selectmen recently voted to allow for additional Recycling containers for a one-time fee of \$60.00 and additional trash containers for an annual fee of \$150.00
- Recently amended contract to protect the town from high contamination fines from Waste Management.
- The Department recently launched 2 new programs to help promote recycling in Town. We worked with Simple Recycling to initiate a new curbside recycling program for all homeowners. Residents use complimentary pink bags to set out textiles and small household items on their bi-weekly recycling day for pickup by Simple Recycling. Also, Simple Recycling attended our annual Recycling Day to promote the program and recycling.
- The Department launched Recycle Coach in December 2018. This online platform is available on the town website or residents can download the convenient app to their cell phones, computers or access through a digital assistant. Recycle Coach allows residents an easy way to stay organized with custom curbside collection calendars; receive collection reminders and real time updates; and the ability to access a searchable tool for disposal and other information.

Cemetery

The Westwood Cemetery Department opened a new phase of the cemetery and completed the new expansion project. This also included the Installation of plantings and the removal of old plantings to enhance the landscape.

- There were 39 burial rights sold and the Town's cemeteries had 67 interments in calendar year 2019.

Sewer

The Sewer Department planned, designed, and constructed phase three of the inflow and infiltration project that will prevent infiltration into the critical portions of the sewer collection system. This plan was completed late summer.

Also, several pump stations were upgraded making them more efficient in their operation and energy consumption. The SCADA System has currently been upgraded as part of last year's ATM capital appropriation.

Department of Public Works Annual Report

FY20 SERVICE PLAN/GOALS

- The Department of Public Works will provide excellent customer service and communicate with the community to continue building a strong collaborative DPW team to plan strategically for the future and focus on continuous improvement.
- Major projects for this upcoming season include the resurfacing of Route 109 from Route 128 to the Walpole Town line, annual summer paving projects, and updates to the town's sewer pump stations. The Facility Division will also coordinate and manage the newly formed custodial program.
- The proposal of a Road Improvement Bond would create an opportunity to improve upon the town's sidewalk, crosswalk, and overall pavement infrastructure. The bond is a Spring 2020 Town Meeting Article.
- The Sewer Department will continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system. This program has tremendous incentives offered by the MWRA that the Town has taken advantage of and will continue in doing so.
- On-going pursuit for State funding to incorporate the Adaptive Signal technology along the Route 109 corridor from Hartford Street to Lowderbrook Drive.
- The Statewide MS4 permit is effective this summer and the Department will continue to implement an effective storm water quality management program, complying with all water quality regulations.
- From a capital equipment standpoint, the Department will continue to implement the new long term plan for the replacement of all vehicles and equipment.
- The Facility Division will continue to work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency. The energy consumption and tracking of the new Westwood Fire Station and Police Station will be a major goal to better estimate annual usage from both facilities.
- The Department of Public Works will also be pursuing more grant opportunities through the State's Complete Street Program and the TIP Program as these have been beneficial programs that have allowed the community to improve its infrastructure.
- The Department has also taken steps to become a MVP Community. The Massachusetts Vulnerability Program allows the Town to pursue grant opportunities that would address any vulnerability to our infrastructure with the increased climate changes.

Board of Sewer Commissioners Annual Report

Diane Hayes

Francis X. MacPherson

David Krumsiek

Staff

Brendan Ryan, Acting Superintendent

Shaun Degnan, Pumping Station Manager

Brandon Waugh, Pumping Station Operator

Patricia Healey, Secretary to the Board

Laura Fiske, Account Specialist

Mission

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

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

Sewerage System at a Glance

- Approximately 87 miles of sewer mains (8" to 24" pipe size).
- 11 pumping stations.
- Approximately 4,594 buildings are connected to the system.
- Approximately 98% of all buildings with service available.
- Approximately 91% of all buildings in the Town are connected to the system.

Sewer Accomplishments

- Developed a plan for immediate repairs and replacements of key items at the pumping stations which were completed.
- Continued to develop and execute a plan for continuing the Infiltration/Inflow reduction investigation and implementation using MWRA Phase 10 & 11 funds.

Annual State Mandated Sewer Cleaning, TV-ing and Repair

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

Storm Water Management Committee Annual Report

Nora Loughnane

Joseph Doyle

Karon Skinner Catrone

Brendan Ryan

John Deckers

Kenneth Aries

Michael Jaillet

Todd Korchin

The Storm Water Management Committee Working with the Neponset River Watershed Association and the neighboring towns have formed the Neponset Storm Water Partnership. With this group, the Town will leverage the collective resources of NepRWA and the participating towns to assist in compliance with storm water regulations, educating our residents and implementing our storm water regulations. Our annual NPDES permit report was filed with both EPA and Massachusetts DEP. The committee has contracted with BETA Group engineers to oversee the storm water program, which includes inspecting approximately 2,500 catch basins to measure sediment and inspecting approximately 250 storm water outfall structures. This information has been reported using a web based mapping system for tracking. The Committee will continue to work with BETA to fulfill the requirements under the permit.

Dedham Westwood Water District Annual Report

Gary Yessaillian, Chairman

Board Members

James J. Galvin, James C. Fox, Ronald J. Willey, John S. Miller, Stephen M. Mammone

Mission

To provide high quality drinking water and water for fire protection to the Towns of Westwood and Dedham.

Water Quality



DWWD Employees and Commissioner receive award during Drinking Water Week May 2019

From left to right:

Martin Suuberg, Commissioner of the MADEP, Tabitha Maccalous DWWD water quality supervisor, Eileen Commane, DWWD executive director, Robert Marsh, DWWD Business Manager, Dr. Ronald Willey, DWWD Water commissioner, Yvette DiPieza, Director DEP Drinking Water Program

In 2019, The Massachusetts Department of Environmental Protection named Dedham-Westwood Water District as a winner of the annual Public Water Systems Awards. The award was also received for the prior four years! Dedham-Westwood Water District was among eight Public Water Supply systems to receive the Consistent Performer Award.



DWWD New Water Filters Bridge Street Treatment Plant Modernization project

2019 Capital Improvement Projects

Work this past year included replacement of 14,479 feet of water mains, 32 replaced and new fire hydrants, 43 new and replaced water services and 576 meters replaced or installed.

The Bridge Street Water Treatment Plant Modernization Project began in the summer of 2017. The project is expected to be completed in Spring of 2020. The project has taken significantly longer than originally scheduled. The project will exceed the original budget of \$8.8 million dollars by \$600,000. The treatment plant has undergone renovation to the structure, heating and ventilation systems, and includes a new emergency generator, treatment process and pumping equipment replacements, and a new building to house filtration equipment. Additional items added to the scope of work after construction began include new raw and finished water piping, a new roof on the Pre-Treatment Building and new water quality automatic analyzer equipment. The project received a 2% loan from the Massachusetts Clean Water Trust.

MADOT Low Salt Zone Request

The DWWD continues to request MassDOT to take measures to reduce the amount of sodium and chloride they apply which ends up in the Public Water Supply Wells situated near the highway.

Dedham Westwood Water District Annual Report

Water Conservation

The DWWD is committed to working to protect water supplies and encourage conservation of water. We continue to provide DropCountr- an application which helps customers access their water consumption patterns from smart phone or computer and provides timely water saving ideas and information.

DWWD also continues to offer rebates and provided incentives to 40 residents to purchase water efficient washing machines and to 97 customers to replace their toilets with ultra-water conserving models. Rain Sensors, low flow showerheads and aerators are available free of charge at our office. The District provides a hands on classroom education program to Dedham and Westwood elementary schools covering water resource protection and conservation through a partnership with the Neponset River Watershed Association.



Respectfully Submitted,

Eileen M. Commene, Executive Director

Conservation Commission Annual Report

Karon Skinner Catrone, Conservation Agent
Tiana Malone, Administrative Assistant

John Rogers, Chairman
Todd Sullivan, Vice Chair
Vesna Maneva

Helen Gordon
Stephen David
R. J. Sheer

Todd Weston

Mission

The Conservation Commission seeks to preserve the quality and quantity of open space and wetland ecosystems through the acquisition of open space and preservation of wetlands in accordance with federal, state, and local laws.

Role and Responsibilities

The Conservation Commission (Concom) is the official agency specifically charged with the protection of a community's natural resources. The ConCom also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility. The Conservation Commission, under the powers of the Wetlands Protection Act (Massachusetts General Law c.131, 40) and the Town of Westwood's Wetlands Bylaw, Chapter 392, functions to regulate work in or near wetlands and river resource areas and encourages and works towards the acquisition and management of Conservation Land.



Haslam Pond after invasive plant removal project.

Wetlands Protection

The ConCom issued 22 Orders of Conditions and 6 Determinations of Applicability in 2019 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 525 applications from residents and developers for new dwellings, additions to existing buildings, new or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40 and the Westwood Wetland Protection Bylaw, Chapter 392.

Conservation Commission Annual Report

Stormwater Management

As the Stormwater Authority, the Commission issued 13 Stormwater permits under Stormwater Bylaw. This Bylaw was updated to protect the health, safety, general welfare, and environment in the management, operation, and maintenance of the Town's stormwater system by regulating or prohibiting actions detrimental to either the proper quality or quantity of water in the system. This bylaw meets the requirements of the Municipal Separate Storm Sewer System (MS4) Permit.

Conservation Land Management

The Conservation Commission is always looking at progressive ways to control Purple Loosestrife/Lythrum salicaria, Oriental Bittersweet/Celastrus orbiculata and other invasive plants which are overtaking Westwood's wetlands and wooded areas. In fiscal year 2018, with the funding from town meeting and help from Westwood Department of Public Works, efforts were made to eradicate invasive plants from Perry Crouse Pond by hydro raking the pond. Approximately 70 tons of invasive and nuisance plant material was removed from the pond.

Respectfully submitted,
Karon Skinner Catrone, Conservation Agent

Conservation Department Annual Report

Karon Skinner Catrone, Conservation Agent

Mission

To preserve the quality and quantity of open space and wetland ecosystems through the acquisition of open space and preservation of wetlands in accordance with federal, state, and local laws.

Program/Service Areas:

The Conservation Division provides (5) five major programs/services. They include:

- Enforce the Wetlands Protection Act*
- Enforce the Conservation Commission Wetland Protection Bylaw, Chapter 392*
- Enforce the Rivers Protection Act*
- Enforce the Stormwater Management Bylaw*
- Manage the Town owned Conservation Parcels*

Responsibilities

- Participate in a Town wide beautification program;*
- Maintain a land acquisition program when financial resources become available;*
- Educate residents on conservation activities and responsibilities;*
- Sustain a cooperative working relationship with other Westwood regulatory departments;*
- Safeguard wetland resource areas and the public interests associated with healthy wetland ecosystems as defined under the Wetland Protection Act, M.G.L. c. 131, §40 and §40A and Westwood's Wetland Bylaw, Chapter 392;*
- Monitor and maintain Westwood-owned conservation land;*
- Study some of the endangered ponds and streams to develop a maintenance plan;*
- Educate residents and homeowners on invasive plant removal; and*
- Participate in preparation of the MS4 Notice of Intent.*

Activity

- Staff issued a total of 54 Orders of Conditions, Determinations of Applicability, Certificates of Compliance, and Stormwater Management Permits in 2019 for new construction and residential projects. These permits are designed to protect wetland and river resource areas by regulating construction in the buffer zone. Over 400 building permit applications were reviewed to determine whether an application submittal was required.*

Conservation Department Annual Report

Hearing Activity	2019	2018	2017	2016	2015
Total applications to date	54	55	63	48	39
Order of Conditions	22	23	26	15	20
Determinations of Applicability	6	7	10	20	15
Stormwater Management Permits	13	16	6	5	
Certificates of Compliance	13	9	21	8	4

Accomplishments

- *With help from the Westwood Department of Public Works, Eagle Scout candidates and other volunteer groups, efforts were made to eradicate invasive plant species from many of the town's conservation areas. This work is ongoing and the commission is happy to educate any residents interested in invasive plant removal.*



Haslam Pond after invasive plant removal project

Respectfully Submitted,
Karon Skinner Catrone, Conservation Agent

Keeper of the Pound Annual Report

Brendan Ryan, Keeper of the Pound

The Town Pound received its routine maintenance this year including mowing, fertilizing, tree trimming and cleanups.



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

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

Respectfully,

Brendan Ryan, Keeper of the Pound

Cemetery Commission Annual Report

Thomas Aaron

Michael Jaillet

Frank Jacobs

Todd Korchin

Michael Beaumont

Brendan Ryan

In 2019 there were a total of 67 interments at the two town cemeteries. 39 rights of burial were sold.

The newly constructed expansion area is now open and being used for interments. There have also been 5 interments in the newly constructed Columbarium. The committal area near the pond was the new location for the annual Memorial Day celebration.

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

Respectfully,

Thomas Aaron

Mike Beaumont

Frank Jacobs

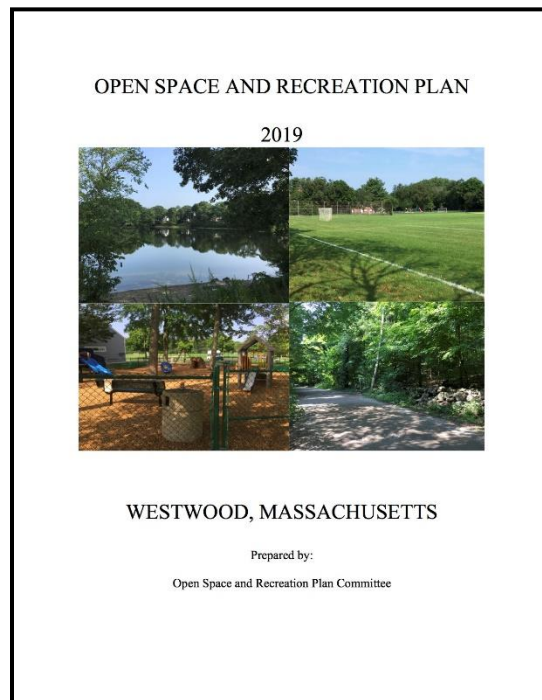
Open Space & Recreation Planning Committee Annual Report

Steve Olanoff, Chairman
Maryanne Carty
Roger Christian
Ann Delaney
Michael Gay
Brian Gorman
John Hickey
Pam Kane
Tony Mullin
Joe Previtera
R.J. Sheer
Kristin Styer
Todd Sullivan

Ex Officio Members:
Michael Jaillet, Former Town Administrator
Todd Korchin, Public Works Director
Abigail McCabe, Town Planner
Sgt. Paul Sicard, Public Safety Officer
Karon Catrone, Conservation Agent
Nicole Banks, Former Recreation Director
Ken Aries, Director of School Facilities
Nora Loughnane, CED Director

Mission

The Open Space & Recreation Planning Committee was appointed by the Board of Selectmen in September 2017 to work with staff and consultants to prepare an update to the town's 2000 Open Space & Recreation Plan (OSRP), which was last adopted on January 30, 2000.



Plan Update

The Open Space & Recreation Committee met throughout 2018 to develop the OSRP Update, including updated goals, objectives, and an action plan, for submission to the Planning Board. PGC Associates and JM Goldson Community Preservation + Planning assisted the Committee with draft revisions to the OSRP for consideration by the Planning Board.

The process began with the release of an online survey to garner residents' thoughts on current open space and recreation facilities and on the town's unmet needs. An Open Space & Recreation Visioning Session was held on February 1, 2018 to obtain further public comment.

Open Space & Recreation Planning Committee Annual Report

Work on the OSRP Update continued throughout the year and the final draft OSRP was presented to the Planning Board on December 11, 2018 with a unanimous recommendation for approval from the Committee.

In early 2019, the Planning Board held a series of public hearings related to the final review and approval of the 2019 OSRP. The Planning Board made some edits and ultimately voted to approve the OSRP in February 2019. The Massachusetts Division of Conservation and Recreation Commission conditionally approved the 2019 OSRP in July 2019.

Respectfully submitted,

Nora Loughnane, Director of Community & Economic Development

HUMAN SERVICES

Board of Health Annual Report

Carol Ahearn, R.N., B.S.N.
Roger L. Christian, M.D.
James M. O'Sullivan, J.D.

Jared Orsini, Health Director

Board of Health Mission

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

The members of the Westwood Board of Health are residents who care about the well-being of the community. The current members are James M. O'Sullivan, J.D., chairman, Carol Ahearn R.N., B.S.N., and Roger L. Christian, M.D. Westwood's members are appointed by the Board of Selectmen to a term of 3 years on a rotating basis.

Roles and Responsibilities

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

The Westwood Board of Health annually appoints burial agents, animal inspectors, a Tobacco Control Consultant and a Board of Health Physician.

The Board members are active participants in Health Division and Town of Westwood initiatives. Mr. O'Sullivan, Dr. Christian and Ms. Ahearn are Westwood Medical Reserve Corps volunteers and participated in the Annual Flu Clinic.



Public Health Nurse conducts a CPR class at Carby Street

In 2019, Jared Orsini REHS/RS was hired as Health Director and Jason Belmonte REHS/RS was hired as Sanitarian/Food Inspector.

In 2019, the Board of Health implemented new food service establishment inspection protocols pursuant to the Commonwealth of Massachusetts adoption of the 2011 FDA Food Code. Board of Health staff implemented an education and training component into required routine inspections in order to ensure all food establishments were in compliance with the new regulations.

Respectfully Submitted,
Westwood Board of Health

Health Department Annual Report

Jared Orsini, R.S., R.E.H.S., Health Director
Jason Belmonte, Food Inspector/ Sanitarian
Tiffany McCarthy, R.N., B.S.N., Public Health Nurse
Lorraine Donovan, Administrative Assistant

Mission

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

Health Division staff conducts the following:

- Issues permits and licenses for a wide variety of businesses and activities in Westwood.
- Inspects all licensed and permitted facilities.
- Enforces applicable state and local regulations and statutes.
- Provides a comprehensive public health nursing service to residents.
- Investigates all reports of communicable diseases.
- Provides information and advice regarding environmental health issues.
- Takes part in regional programs such as mosquito and tobacco control programs, substance abuse prevention and emergency preparedness activities.
- Manages the Medical Reserve Corps and the Community Sheltering Team.

Influenza

The Annual Family Flu Clinic was held on Thursday, November 14, 2019 for all residents 5 years of age and older. Approximately 208 individuals were immunized at the clinic. Eleven mini Flu Clinics were held and vaccine was also available by appointment and throughout flu season. We administered a total of 500 doses of vaccine before the end of the year.

Public Health Nursing

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

The following Public Health nursing services were provided in 2019:

46 blood pressure clinics
40 home visits
37 office visits at Carby Street
110 communicable disease investigations
3 Heartsaver courses were taught

Health promotion and disease prevention remain the primary function of the public health nursing division. Residents are urged to take advantage of the educational materials, brochures and programs offered by the Public Health Nurse.

Health Department Annual Report

Emergency Preparedness

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

The Massachusetts Department of Public Health (MDPH) created 5 Health and Medical Coordinating Coalitions (HMCC) of which Westwood is a member of Region 4AB, consisting of 60 communities. The Cambridge Health Alliance is the sponsoring organization for the Region 4AB HMCC. Public Health coordinates emergency planning with Hospitals, Long Term Care Facilities, Community Health Centers and EMS.

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

The Health Division has continued working with the Norfolk County 8 (NC8), (Towns of Canton, Dedham, Milton, Needham, Norwood, Walpole and Wellesley). NC8 is a regional coalition to participate in emergency preparedness and public health activities.

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



Board of Health Emergency Supply Trailer

Health Department Annual Report

Programs

Substance Abuse Prevention

The Health Division, along with the Towns of Dedham, Needham and Norwood, are part of a regional Substance Abuse Prevention Collaborative (SAPC) which is funded with a grant received from the Massachusetts Department of Public Health's Bureau of Substance Abuse Services (BSAS). We are working with a substance abuse prevention specialist to guide the work of the substance abuse prevention coalitions in each community to prevent underage drinking and other substance use within the four communities. The SAPC grant includes renewal options that may amount to a seven-year, \$700,000 commitment.

Westwood Day

On September 21, 2019, the Health Division participated in Westwood Day. Eleven (11) food vendors were licensed and inspected by Health Division staff.

Sharps Collection Program

The Westwood Sharps Collection Program has proven to be very popular. Residents can dispose of their sharps 24 hours a day, 7 days a week in the sharps collection kiosk that is installed inside the lobby of the Police Station at 590 High Street.

Residents collect their sharps in a red one-liter sharps disposal container which are available free of charge at the Westwood Health Division at 50 Carby Street, the Westwood Town Hall, and the Senior Center, during regular business hours. We encourage all Westwood residents to take advantage of this program and protect our community from sharps dangers.

Medication Collection Program

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

Mercury Collection Program

The Westwood Board of Health participates in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The goal of the program is to remove mercury containing items from residential trash. Button batteries, mercury thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Health Division office to be recycled properly. Fluorescent bulbs are collected from residents at Household Hazardous Waste Day.

Health Department Annual Report

Rabies Control

The Board of Health appoints animal inspectors, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2018, Animal Control Officers, Paul Jolicoeur and Jason Roberts and veterinarian Carolyn Thorne, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure.

In 2019, Dr. Thorne quarantined 13 animals and Animal Control Officer Paul Jolicoeur quarantined 14 animals due to human bites (13 of which were dogs).

The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. No specimens were submitted by Dr. Thorne for testing in 2019, however an additional 5 (3 bat, 1 cat and 1 dog) specimens were submitted to the State Lab for rabies testing. All specimens were negative for rabies.

The Westwood Health Division, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored the Annual Rabies Clinic for cats and dogs on January 21, 2019. A total of 37 animals (2 cats; 35 dogs) were immunized for rabies. State law requires all dogs and cats be vaccinated against rabies. The Town Clerk licensed 21 dogs at the clinic.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of twenty-two (22) inspections were conducted in 2019.

Mosquito Control

The Town of Westwood is a member of the Norfolk County Mosquito Control District (the District). An integrated pest management model consisting of Surveillance, Water Management, Larval Control and Adult Control is used to control mosquitoes.

Surveillance is used to detect disease. Samples of mosquitos are tested for the presence of EEE and WNV allowing for the Health Division to alert residents if infected mosquitos are in our area.

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2019, 1500 feet of drainage ditches were checked and cleaned, and 1200 feet required intensive hand cleaning. 14 culverts were cleaned and 1401 catch basins were treated.

Larval Control is used to control mosquitoes before they become flying adults. The District conducts aerial applications of wetlands for nuisance control in the spring.

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

Mosquito spraying is available to residents who request it on a weekly basis, weather permitting.

The District and the Health Division encourage owners to control mosquito breeding on their property. Landowners should eliminate containers, such as bird baths and children's pools, that hold water for more than five days. To prevent mosquito breeding, the District, collects tires as a public service to the communities it serves. Mosquitoes that carry and spread the West Nile Virus breed in these containers. Removing tires and containers eliminates mosquito breeding without.

Health Department Annual Report

Tobacco Control

The Board of Health enforces two tobacco regulations; a Regulation Prohibiting Smoking in Workplaces and Public Places and the Regulation Restricting the Sale of Tobacco Products. Both of these regulations were revised in conjunction with a change in State regulations regarding flavored tobacco and vaping devices.

Elliot Brown, the Tobacco Control Consultant for the Board of Health conducts tobacco compliance checks to make sure that licensed vendors are not selling tobacco products to individuals less than 21 years of age in compliance with the regulation. Compliance checks were conducted in May and December. There were 2 sales to minors in 2019.

Respectfully Submitted,
Jared Orsini, R.S./R.E.H.S., Health Director

Council on Aging Annual Report

Lina Arena-DeRosa, Director

Board Membership

James O'Sullivan, President

William Sebet, Vice President

Hillary Kohler, Secretary

Stephanie Ramalas, LICSW

Joseph Jowdy

Cheryl Fay

Margery Eramo

Mary Masiello

Jessie Turbayne

Mission

The Mission of the Westwood Council on Aging is to identify and serve the diverse needs of all Westwood citizens 60 and older, as well as disabled adults. Designing programs that impact the mind, body and spirit of three generations requires understanding the range of their needs, economic levels, and physical capabilities. The Council both shares this understanding with the community and elicits their support to implement programs that address health, nutrition, safety and security, as well as travel, entertainment, culture, and education. Outreach social services for transportation, fuel assistance, and mobility support are available to all Westwood citizens to help maintain their independence and dignity. The Center offers a transportation initiative for Westwood seniors five days a week which includes rides to medical appointments, grocery shopping and area errands.

WESTWOOD COA 2019

Once again, 2019 saw enormous growth at the Center, both in programs and participation. Our monthly special-sponsored large luncheons continually sell out and our regular programs are bursting with participation. The Center now offers 26 regular weekly programs and averages 6-8 special programs monthly. Moreover, we now host over 3,000 seniors at the Center every month.

These are just a few of the special offerings at the Westwood COA:

- over 10 day trips (to Chinatown, Eva's Garden, Martha's Vineyard, New Hampshire, Maine, a three-day trip to Niagara Falls), local casinos and Boston area tours
- 12 Cooking Classes at Powisset Farm
- A nutrition tour at a local grocery store
- 6 legal sessions with an elder attorney
- 8 programs that focused on balance, arthritis and knee pain hosted by area physical therapists
- 6 Healthy Eating Classes and Demonstrations
- 6 sessions hosted by area pharmacists to discuss interactions of drugs, vitamins and their effectiveness, cancer awareness and prevention etc
- 6 Armchair Travel programs with a professional photojournalist
- 6 Music Discussions with a former music producer
- 22 Lunch and Learns – discussions around “what is normal memory loss” to “heart disease”
- 8 Gary Hylander History Lectures
- A two-part series on First Aide for Grandparents
- 10 Large Sponsored Luncheons (St. Pat's Day, Summer BBQ, Thanksgiving Luncheon etc.)
- 2 Sponsored Veteran's Breakfasts
- 2 Lunch and Theater programs with Norwood Theater
- Fresh vegetables delivered to homebound seniors all summer long.

Council on Aging Annual Report



Expanding our intergenerational programs continued. Interacting with Westwood's High School, we had a student come and work on their SIPP program - he created a couponing incentive that was outstanding. We worked with an Eagle Scout who built birdhouses and a walkway to the Food Pantry. And we hosted a string quartet (high school musicians) who entertained seniors during the holiday season. The Deerfield School five-part program continued as did our partnership with middle schoolers at the Thurston School.

Another focus for 2019 was getting our legislation (state and federal) to understand our work with our elder community. In January, area Directors met with state legislators to explain in detail how each community uses its Formula Grant and, in June, the Westwood COA Director headed to DC to lobby for better funding for elder health as well as continued funding for the SHINE program. This effort was successful as legislators made sure the Formula Grant was increased (now at \$11 per senior) and the SHINE program (in danger of being cut) was back in the Federal Budget.

Significant growth was also seen in Outreach services, especially assisting adult children trying to help their aging parents. Working with many area assisted living facility, homecare agencies and HESSCO (Westwood's ASAP), information sharing has become essential to keep elders safe. Outreach also works closely with Westwood's Police Department to identify elders at risk.

In 2019, the Center studied the need to help seniors age in place; especially affordable housing. Even in a very affluent community like Westwood, many seniors are struggling to stay in their homes due to the increase in the town's real estate taxes and fuel costs. We began regularly meeting with Town's Housing Agent to discuss ways to work more closely. The Center expanded its Tax Work off Program and became more involved in the town's Aide to the Elderly and Disabled. Fuel Assistance Programs continued to grow with increased publicity. And knowing that many seniors struggle with buying expensive fresh produce, we partnered with Powisset Farm and once a week bought fresh vegetables (at a whole sale price) and delivered them, free of charge, to Westwood's homebound seniors.

Partnerships are essential to sustain our growth. The COA created and hosted an EMT training program (focused on understanding Alzheimer's disease and best practices in reporting to Protective Services) and worked closely with Westwood Media Center to create an infomercial that is now available on YouTube and Facebook.

Demand for transportation continued to grow. Utilizing three town owned vans, the Westwood COA offers rides to medical appointments, errands, grocery shopping and the local stores. With one full time driver and two-part time drivers, typically two (and many days, all three) vans are on the road from 8am to 3pm Monday through Thursday and 8am to 1pm on Friday.

Council on Aging Annual Report

The DPW has been instrumental in keeping this twenty-five-year-old building in good shape. In 2019, so the town created a new policy to have the Center cleaned on a daily basis. Working to make the Center more energy efficient, a new HVAC system was installed. These changes have been extremely helpful with the growth and use of the Center.

Fundraising by our COA Board and Friend's group allowed us to continue to grow; between our annual basket fundraiser, grants and sponsorships, and of course town support, the Center had enough resources to offer more to those in need, as well as underwrite our growth in general.

The Westwood Council on Aging is blessed to have a dedicated Board of Directors, a tireless staff, supportive town officials and, of course, a cadre of volunteers. It is only through this group effort that so much is truly accomplished and so many lives are touched.

These are just a few highlights from 2019 ...we are continually working to provide our seniors with opportunities to age well, stay connected and stay healthy.



Respectfully Submitted,

Lina Arena-DeRosa, Director

Youth & Family Services Annual Report

Danielle Sutton, Director

Staff

Sarah Baroud, Clinical Coordinator

Nina Banozic, Youth Services Counselor (July 2019 end)

Emily Greco, Youth Services Counselor (August 2019 start)

Mary Ellen LaRose, Administrative Assistant

Board Members

John Loughnane, Chair

Janica Midiri, Vice Chair

Diana Bezdedeanu, Student Member

Domenic Cianciarulo, Community Member

Kevin Cote, Student Member

John McKinnon, Student Member

Madeline Medina, Student Member

Samantha Nelson, Student Member

Talia Pincus, Student Member

Brad Pindel, Westwood Police Department

David Russell, Community Member

Nora Sinno, Student Member

Patricia Tucke, Council on Aging

Mission

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

Goals and Responsibilities

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

Report

In our thirty-third year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2019 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents.

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

Youth & Family Services Annual Report

Current Services and Programs

Individual & Family Counseling

Short term, problem-focused counseling and clinical consultation services are available from Westwood Youth & Family Services' staff to younger residents (ages 4-18) and family members. Parent education and counseling are also available. Referrals to appropriate treatment providers and advocacy for needed services are provided. Westwood Youth & Family Services provides crisis stabilization services to residents through referrals from the public schools, police and fire departments, and area mental health professionals and organizations. This crisis stabilization sometimes includes community-wide support and psychoeducation around trauma, grief and loss.

Consultation and Referral Information

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

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

Youth Volunteer Program/ "Mentor Program"

Established in 1987, the Mentor Program provides young people (Grades 9-12) the opportunity to become actively involved in community volunteer service that meets identified needs of the community. Each year, thousands of hours of service are provided to the community through involvement with a number of our prevention programs and cooperative efforts with other social service agencies. The Mentor Program in 2019 included Body Safety Theater; Bullying Prevention Theater; Friends Network; Thurston After-School Program; Thurston Middle School Dances and Teen Scene @ the Library.



Teen Scene @ the Library



Friends Network

Youth & Family Services Annual Report

Group Programs and Group Counseling

WY&FS provides group services for youth and families within the Westwood community. In 2019 these included: Structured Play Groups for elementary school age children; Girls Groups for 4th-6th grade girls; a summer Creative Craft Club.



Structured Play Group

Community Education & Prevention Programs

The Westwood Youth & Family Services staff are involved in providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theater (Grade 3), Bullying Prevention Theater (Grade 6).



2018 Bullying Prevention Theater Mentors

Youth & Family Services Annual Report



2018 Recognize-a-Youth Award Recipients

Recognize-a-Youth Program

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

Recipients have distinguished themselves through their initiative and commitment to community service, and have demonstrated an ethic of caring for others that is essential for the health of the community. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary. The R.A.Y. award recipients for 2019 were (L-R above) **Kayla Dolley, Elizabeth Bunker, and Philip Bligh.**

Holiday Giving Program

The Holiday Giving Program, now in its eighteenth year, connects local sponsors with Westwood families in need of support during the holidays. Sponsors provide holiday gifts for children in a confidential program coordinated by the Youth & Family Services department. In 2019, gifts were provided to 71 children in 39 families through the generous donation of local businesses and residents.

Graduate Internship Program

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

From September 2018 to June 2019, WY&FS trained two Graduate Interns, Emily Greco, M.Ed. and Breann McGee, BSW, both from Simmons School of Social Work.

Prior Year Accomplishments

- WY&FS provided 1358 hours of clinical and consultation services to residents.
- The WY&FS Graduate Internship Program provided 369 hours of free clinical service to residents, estimated at a value of \$14,760.
- The Youth Volunteer or “Mentor” program provided high school students with more than 2,130 volunteer hours in Westwood. A total of 1,402 younger Westwood children received services through these programs.
- WY&FS received \$2,300.00 in outside funding through local donations and grants.
- Proceeds from the Thurston Middle School Dances were split with WY&FS through our Mentor program that brings high-school aged volunteers to act as role models and coordinators at the dances. This \$2,074 was able to be given out to graduating high school seniors through the Joan Courtney Murray Mentor Scholarship in June of 2019.

Youth & Family Services Annual Report

- WY&FS consulted on and participated in the third year of a grade-wide Signs of Suicide (S.O.S.) program and Depression Screening at Westwood High School.
- WY&FS staff supported the Thurston Middle School by joining them in conducting the **SBIRT** (Screening, Brief Intervention and Referral to Treatment) screenings for all 7th grade students, part of a state-mandated process for school districts.
- In 2019, WY&FS continued a leadership role in the organization and implementation of **Westwood Cares**, a community group dedicated to substance education and awareness and made up of representatives from the Town of Westwood Human Services departments, the Westwood Public Schools, the Westwood Police Department, as well as parent and student groups.
- WY&FS continued, for the fourth year, as lead agency for a community support program, the **William James' INTERFACE Referral Service**, a mental health resource available to every Westwood resident, which allows residents to be matched with appropriate mental health services in a professional and timely manner. This service becomes available to Westwood in 2015 and is funded through a 50/50 split between the Town of Westwood and the Westwood Public Schools.

Board and Committee Membership

The Staff of Westwood Youth & Family Services participated on a variety of boards and committees in 2018 at the local, regional and state levels.

- Westwood Cares
- Westwood Community Chest
- Community Crisis Intervention Team
- Westwood Early Childhood Council
- Westwood High School Child Study Team
- Westwood High School Legislative Council
- Westwood High School Site Council
- Islington Center Task Force
- Town Facilities Task Force
- Opioid Task Force
- Deerfield Elementary School Site Council
- Roy London Humanitarian Award Committee
- Regional Internship Collaborative
- Massachusetts Youth Commission Collaborative
- Massachusetts Municipal Association Human Services Council

Respectfully Submitted,
Danielle Sutton, Director

Aid to the Elderly and Disabled Taxation Fund Annual Report

Michael Walsh, Select Board Member
Patrick Ahearn, Town Counsel
Patricia Conley, Resident Member
John Curran, Town Assessor
Lina Arena DeRosa, Council on Aging Director

Pamela Dukeman, Asst. Town Admin/Finance Director
James Gavin, Town Treasurer
Josepha Jowdy, Council on Aging Board Member
Sharon Papetti, Resident Member
Janice Polin, Assistant Tax Collector
Al Wisialko, Town Tax Collector

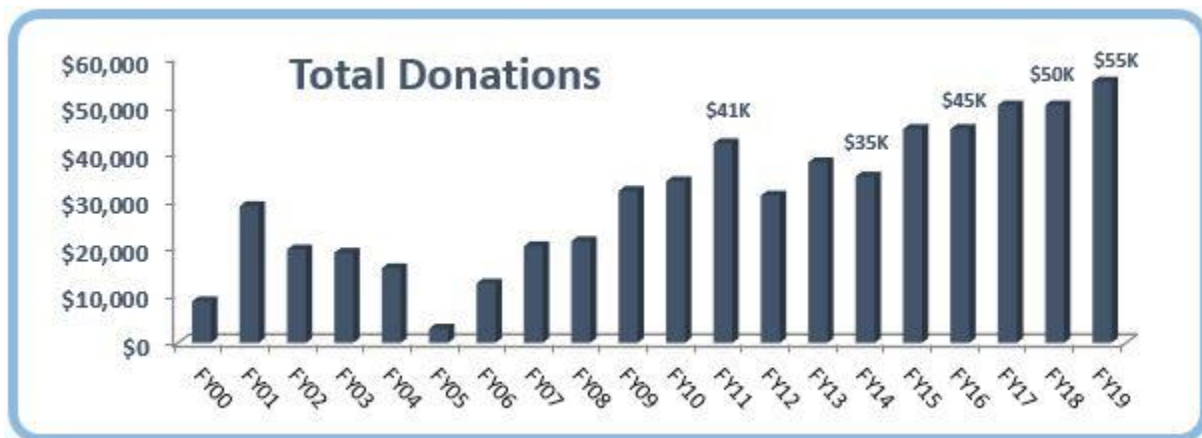
Mission

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

Activity During 2019

In 2019, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Donations to the fund have amounted to \$600,000 in total over the 20 years since the fund was established, averaging \$30,000 per year. While some residents give a single, large contribution, many others gave a smaller amount, \$5 - \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. Each year the Town receives notes of appreciation from numerous fund recipients. These notes express their gratitude not only for the donation, but more importantly they mention the appreciation of the actions of residents within their own community that allow them to remain living in a town they love. We thank our residents for their generosity and concern for their fellow neighbors.



At the May, 2016 Annual Town Meeting residents approved an article to petition the General Court to enact special legislation to allow the contribution of town funds to the Aid to the Elderly and Disabled account. This Home Rule Petition was enacted and signed by the Governor on December 19, 2016. Having a predictable resource for funding will allow the Town to keep pace with relief needs, allow for a longer-term strategy, and provide security for current constituents, as well as any future residents who meet the criteria for aid.

Aid to the Elderly and Disabled Taxation Fund Annual Report

In 2019, the Select Board was able to match the \$55,000 collected in donations with \$55,000 of Town funds, in accordance with the 2016 Town Meeting vote. There continued to be a high level of applicants in 2019. The Committee was able to distribute approximately \$110,000 in 2019 to approximately 43 of our most needy senior residents. These residents all met the general criteria of the fund including limited income and home value less than Town average. The typical recipient was 88 years of age and had lived in Town more than 60 years. The recipients received distributions of \$2,500. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

The Committee will work to improve outreach and increase the number of seniors applying to the fund. The Committee will utilize a mix of donation and matching Town funds in 2020 to distribute to our qualifying seniors.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the Town they love. The Committee will continue to work in 2020 to provide this significant assistance to our elderly and disabled residents.

Respectfully Submitted,

Michael Walsh, Select Board Member

Commission on Disability Annual Report

Co-Chairs

Anne Berry Goodfellow

Jette Meglan

Town Representatives

MaryAnne Carty

Lina Arena DeRosa

Members

Rania Kelly

Hilary Ryan

Connie Rizoli

Michelle Fiola-Reidy

Tom Barner

Marianne Leblanc

Mary Sethna

Melissa Levin

Jean Barrett

Frances MacQueen

Charles Taylor



Mission

The mission of the Commission on Disability is to provide information, referral, guidance, and technical assistance to residents and other Town departments on matters pertaining to disability.

The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law Chapter 151B, and the Architectural Access Board Regulations prohibit any place open to the general public from discriminating against individuals with disabilities. Public and private entities can obtain technical assistance in complying with access laws from the U.S. Department of Justice Website www.ada.gov and from the Massachusetts Office on Disability (MOD), www.mass.gov/mod.

The Commission works collaboratively with other Town offices to assist the Town in complying with state and federal requirements and promotes universal access to community life and activities. Universal access enables buildings and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Collaboration with the Massachusetts Office on Disability Access Monitor Training

Architectural, communication, programmatic, and policy barriers prevent people from participating fully in society. People with disabilities cannot assume they can use common public places, such as stores, banks, offices, and restaurants. They cannot always take part in ordinary activities like working, getting an education, visiting friends, and attending community events. Most non-disabled people take these freedoms for granted.

Accessibility means much more than ramps for wheelchair access. People can have all types of disabilities, ranging:

- Physical
- Sensory
- Cognitive
- Others

All people should have equal access to facilities, services, and programs. People with disabilities must not be discriminated against through:

- Structural barriers
- Unequal policies and practices
- Inaccessible means of communication and spreading of information.

Commission on Disability Annual Report

A member of the Commission attended the 2 day Community Access Monitor training program. Through this program, the member learned to conduct building assessments and how to advocate for accessibility improvements. The training provided:

- Knowledge of access laws and regulations
- Understanding of the range of state and federal organizations
- Skill in surveying and advocacy
- The ability to be persuasive and persistent

This training provides the Commission with valuable knowledge to assist it in its work.

Access Activities with Town Departments

Town Planning

During 2019 the Commission participated in revising the Open Space and Recreation Plan as well as the initial stages of the revision of the Town Comprehensive Plan and a review of the Housing Production Plan.

The Commission stressed the importance of using principles of Universal Design. These principles guide the creation of environments that are usable by all people, regardless of their age, size, ability or disability, to the greatest extent possible, without the need for adaptation or specialized design. Adoption of universal design is important in light of prevalence data compiled by the Centers for Disease Control that one in four adults lives with a disability.¹ Thoughtful design ensures that all members of the community are able to participate in civic life.

Access to Open Space and Recreation

The Open Space and Recreation Plan (“OSRP”) Committee worked throughout 2018 and 2019 to develop a vision for the use of conservation and recreation properties in Westwood.



2018

The OSRP recommends expanding recreational opportunities for all town residents including individuals with disabilities and senior citizens. The Commission identified simple low cost measures that would increase access for families, senior citizens as well as for individuals with disabilities of all ages:

- ensure that the entry to recreation and conservation properties allow access for wheelchairs,
- provide at least one accessible portable bathroom at recreation sites,
- provide braille, high contrast and large print signage, and posts with guide ropes for individuals with visual impairments
- provide benches, or strategically placed boulders along trails to allow senior citizens and others to rest periodically
- provide a paved path around a pond and improve an existing conservation trail to provide access.

¹ https://projects.ncsu.edu/design/cud/about_ud/udprinciplestext.htm

² <https://www.cdc.gov/media/releases/2018/p0816-disability.html>

Commission on Disability Annual Report

Town Access Improvements in the Comprehensive Plan

The Comprehensive Plan will be a long-range master plan being developed to establish updated goals and visions for the Town as a mission statement to guide decision making in the Town over the next 10 years. Work on the plan is divided into 9 subject areas: community facilities, open space/recreation, natural resources, resiliency and sustainability, transportation, land use, housing, town centers and economic development.

Since the prior Comprehensive Plan, adopted in 2000, many of our community facilities have been either renovated or replaced. The new facilities comply with disability access requirements and allow individuals with disabilities opportunity to participate fully in civic events. The Department of Public Works is commissioning a complete review of disability access to Town facilities, programs and services to develop a comprehensive transition plan to identify measures that can be taken to improve disability access.

Town Hall is one town building that is in need of access improvements. Town Hall has not been renovated or replaced and interim measure provide only limited disability access. The main entrance to Town Hall is not accessible; access is provided at the side door where two older lifts provide access to the building floors. There is no directory at the accessible side entrance to the building to inform a visitor of the location of the office he or she wishes to visit or the location of the accessible rest room. There is no call bell or other means to request assistance in using the chair lift, or for other assistance.

The lack of access at Town Hall is a noticeable obstacle to full participation in civic life for disabled citizens and a barrier to Town employees who experience a temporary or permanent disability. The Commission is pleased that so much progress has been made throughout the Town in providing disability access to municipal and school buildings throughout the community. State and federal laws have been enacted over the last 50 years to eliminate barriers that prevent citizens with disabilities from participating in full civic life: the Massachusetts Architectural Barriers Act enacted (1968), the Massachusetts Special Education law (1972), Section 504 of the federal Civil Rights Act of 1973, the federal Education of the Handicapped Act (1975, later the Individuals with Disabilities Education Act), and the federal Americans with Disabilities Act of 1990. A generation of young adults has grown up, expecting to be able to fulfill their potential and to make a contribution to their community. The Commission met with our new Town Administrator and stressed that the Town must give top priority to removing the remaining barriers and providing full access to Town Hall and other Town facilities.

The Co-chair of the Commission testified about the need to improve universal access at Town Hall at the Planning Board Hearing on the Community Facilities Section of the Comprehensive Plan and at a meeting of the Town Finance Commission. These two important Town Offices acknowledged the need to take action to remedy the lack of access.

Housing Needs of People with Disabilities

The Housing Production Plan is defined by Massachusetts General Law Chapter 40B and provides a coordinated vision and strategy for housing development with a particular focus on affordability. The plan has been put together by the Westwood Housing Partnership and focuses on affordable housing, keeping in mind changing demographic factors and the continuing needs of the residents of our community.

The Housing Plan is a goal setting document. The Plan lists goals for further study including, among other goals, encouraging single family home development and preservation for first time and low/moderate income homebuyers, developing supportive housing for people with disabilities, promoting housing stability for senior citizens, increasing the number of affordable rental and ownership units for senior citizens.

The Commission supports these important goals for our community and stressed the need to follow principles of universal design in housing. Universal design results in housing that is usable by all people, regardless of their age, size, ability or disability, to the greatest extent possible, without the need for adaptation or specialized design.

Commission on Disability Annual Report

Access Improvements for Assistive Listening

Many of the meeting spaces throughout Town now have enhanced audio systems that amplify the proceedings. These systems assist all attendees including anyone with any hearing issues. The Town has also purchased mobile assistive listening devices, Pocketalker Ultra, that are available for use in any meeting space without an enhanced audio system. Any resident wishing to take advantage of this technology may inquire at the Town Clerk's Office. Assistive listening equipment will be made available at the Police Station on High Street.

The Arc of South Norfolk Annual Report

Susan Kagan, Director of Development

Daniel Burke, CEO The Arc of South Norfolk and Lifeworks, Inc.

MISSION

The Arc of South Norfolk is committed to providing exceptional supports to people with developmental disabilities, including autism, through collaboration, advocacy and empowerment.

With the generous support of the Board of Health in Westwood we have accomplished the following:

With your financial support, combined with that of our other 11 local towns, we are able to pool our resources. This allows Westwood to achieve the highest cost efficiency in providing services to residents diagnosed with intellectual and developmental disabilities. The number of individuals and families from who received services from The Arc of South Norfolk and Lifeworks over the past year and the cost of these services are:

Program	\$ Per Client	Westwood	
		#	Total
Day Habilitation	\$24,520	6	\$147,120
Family Support	\$2,555	40	\$102,200
Family Autism	\$431	56	\$24,136
Harbor Counseling	\$2,245	13	\$29,185
Social-Recreation	\$292	24	\$7,008
Residential Ind Support	\$22,087	2	\$44,174
Residential Program	\$103,002	15	\$1,545,030
Employment Training	\$20,245	16	\$323,920
Total Cost of Services:			\$2,222,773

The total value of all services provided last year to residents of the Town of Westwood was **\$2,222,773.00**. This year we are requesting level funding of \$9,916.00.

The Arc of South Norfolk (formerly SNCARC) is grateful to be a partner with the town of Westwood. The financial support you give our organization enables us to optimize the services we provide to your residents who are diagnosed with intellectual and developmental disabilities, including autism. It is through our partnership that we are making a difference in the lives of people with disabilities, and we are thankful for our collaboration.

Since 1954, we have been developing, expanding and perfecting the programs and support we offer to your residents. As needs arise, we answer the calls, doing our part to assist people in their times of need. We strive to be a resource to your town and residents, and it is with your financial support that we are able to do this successfully.

The Arc of South Norfolk Annual Report

Please see below for a detailed breakdown of the services we offer in collaboration with our affiliate agency, Lifeworks, Inc.

1. Family Support and Respite Care Programs: Intensive family intervention, in-home Respite Care supports, case management services, emergency supports, clinical services and family training services, as well as our Adult Family Care model- supporting adults with intellectual and developmental disabilities and their caregivers within their own communities;
2. Family Autism Center: Specialized recreational programs, information and referral services, educational services, parent and sibling support groups and a resource library with Internet access;
3. Autism and Law Enforcement Coalition (ALEC): Working to foster a deeper understanding of autism and other developmental disabilities among public safety and law enforcement personnel, providing training for police officers, firefighters, EMT's, and emergency room personnel;
4. Day Habilitation Programs: Providing educational and rehabilitative day programming for adults who are severely disabled and require specialized and multi-disciplinary care;
5. Harbor Counseling Center: Providing specialized individual and group mental health care for adults with intellectual and developmental disabilities including autism;
6. Adult Social-Recreation Programs: Providing after-school and adult social and recreational programs including several social clubs and special events, evening educational classes, discussion groups, and a variety of sports and Special Olympics opportunities;
7. Employment Training and Residential Programs: Through the Arc's affiliate organization, Lifeworks, vocational and residential supports are provided to adults with intellectual and developmental disabilities, including autism.

The partnership between The Arc of South Norfolk and the Town of Westwood has contributed enormously to the care of Westwood's citizens diagnosed with intellectual and developmental disabilities, including autism. We are grateful for your continued support.

Respectfully Yours,



Daniel Burke
President and Chief Executive Officer

Veterans Services Annual Report

Michelle Miller, Veterans Services Director

MISSION

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

Goals and Responsibilities

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

Veterans Services

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

Current Services/ Programs

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

Prior Year Accomplishments

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

Veterans Services Annual Report

Calendar Year 2019 Service Plan

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

Michelle Miller, Veteran's Service Director

MaryAnne Carty, Administrative Assistant

Memorial Day Committee Annual Report

Veterans Services
Henry Aaron
Officer Paul Sicard

American Legion Post 320
Dottie Powers
Chris McKeown

Chief John Deckers

Mission

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

Goals and Responsibilities

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

Program/ Service Areas

Parade/Ceremonies

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

Provide Decorations for Graves

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

Prior Year Accomplishments

- Decorated veterans' graves in Westwood cemeteries with Flags, Grave markers, and flowers. Flowers for the graves were donated in memory of Mr. Victor Derosa of Natick Ma, an Army Veteran. Thank you to Al Wisialko for making the donation at Mr. Derosa's request.
- Furnished Wreaths and flags on monument and signs in Veterans square.
- Planted flowers in park and squares

FY 2010 Service Plan

- Hold Memorial Day Events on Monday, May 25, 2020. The Memorial Day Parade will begin at 10:00 A.M. at Town hall and proceed to the New Westwood Cemetery for the traditional Memorial Day ceremony.

CULTURE & RECREATION

Board of Library Trustees Annual Report

Paul T. Fitzgerald, Chair
Mary Masi-Phelps
Mary Beth Persons

Jessica Cole
Wendy Thornton, Secretary
Maureen Von Euw

As Library Trustees, our role is often to support library staff and initiatives “behind the scenes” in our capacity as elected representatives for our Westwood community. This past year, a long-standing effort to recruit and hire a full-time Teen Librarian was successfully implemented with the support of the community at large, including students and the school community, as well as town administration, members of the Select Board, and many individuals who recognized the positive impact that a dedicated professional librarian could have on the teen and ‘tween population of Westwood. We are so pleased that Ms. Felicia O’Keefe was able to join our Library staff in September, and look forward to plans for innovation and outreach that she has already started to put into action.

Last year, we celebrated the 5 year “birthday” of our “new” library. It is hard sometimes to believe that so much time has evolved since we first opened the doors at 660 High Street in July 2015! Over time, our library has morphed and evolved into a welcoming and comfortable facility where we provide first-rate service to our patrons and a library for the 21st Century. The Main Library has truly become a focal point for our community, where the residents of Westwood can engage in life-long learning, experience innovative programming, access cutting edge digital content and participate in the process of town government.

Meeting room spaces have now been equipped with technology that allows meetings to be “live streamed” by the Westwood Media Center. We have also updated the sound systems in the meeting room spaces, and have added technology capable of enhancing discussions held in other locations throughout the building. Readers who frequent the newspaper and periodical area on the second floor can also take advantage of the enhanced reading devices that are available for use in the building.

The Trustees and staff are dedicated to maintaining the building in accordance with “best practices” to ensure that collections, resources, technology and building structure continue to be responsibly maintained. We will continue to work with other departments in the Town to ensure that the Library continues to receive the attention and updates necessary to ensure longevity of the building and the collections.

When the Boston Public Library was built, it was described as a “Palace for the People.” As Trustees, we take very seriously our mandate to ensure that the Library continues to evolve and adapt to changes, as we do feel that it is truly a gem of our community! The very talented, innovative, passionate and dedicated staff continue to ensure that the Westwood Public Library remains responsive and connected to the needs of all; a palace of sorts for all of Westwood. The Library is a place where children, teens, and adults are invited and encouraged to enhance their learning, stimulate their curiosity and experience imaginative programs. Digital content usage has continued to grow, and these collections are being enhanced as new options become available

The relocation and renovation of the Islington Branch Library began in earnest this fall, with the temporary closing of Wentworth Hall in preparation for its move to a new site across the street. This project will allow us to improve the services and resources provided by the branch. As part of the project, Wentworth Hall will be moved, and an addition added. The resulting structure will include the Islington Branch Library, the offices of Youth and Family Services, and space for community and recreation programming. We believe that this combined and shared space will prove to be a great asset for our Islington community.

The quality and quantity of the programming and services we offer would not be possible without the continuing support and commitment of the Friends of the Westwood Public Library. Funds provided by the Friends supplement the Library’s operating budget and are vital to our ability to offer a wonderful range of activities. The Trustees wish to express our deep gratitude to the Friends for their dedication and commitment to the library.

Board of Library Trustees Annual Report

The library has also benefited immensely from the on-going commitment of the Westwood Public Library 21st Century Fund. Over the past five years this non-profit has also enabled us to expand our services and programs. The Endowment the Fund continues to build will help ensure that the library benefits generations of Westwood citizens.

Respectfully submitted,
Paul T. Fitzgerald, Chair



Library Board of Trustees and Branch Librarian: October 2019 at the Islington Branch Library
Claire Connors, Mary Masi-Phelps, Wendy Thornton, Jessica Cole, Mary Beth Persons, Maureen VonEuw.
(Paul Fitzgerald missing from photo).

Library Director Annual Report

Patricia Malone Perry, Library Director

Library Board of Trustees

*Paul Fitzgerald, Chair
Wendy Thornton, Secretary
Jessica Cole*

*Mary Masi-Phelps
Mary Beth Persons
Maureen Murphy VonEuw*

STAFF

*Vicki Andrienas
Leslie Condon
Jean Damier
Theresa Duane
Jennifer Hoff
Matt Kuchta
Elizabeth McGovern
Felicia O'Keefe
Helen Rezendes
Linda Skerry
June Tulikangas
Susan White*

*Karen Cagan
Claire Connors
Shirley Defeo
Jenny Durant
Elizabeth Keefe
Joyce Levine
Caitlyn Moore
Alison Palmgren
Molly Riportella
Caroline Tighe
Andrea Varkas*

*Suzie Canale
Thomas Donnelly
Carol Devlin
Karen Gallagher
Teresa Kerrigan
Patricia London
Joseph Moore
Kristy Pasquariello
Kathy Rose
Jean Todesca
Patricia Wade*

MISSION

The Westwood Public Library will provide excellent professional, educational and recreational resources for lifelong learning while fostering a culture of inclusion in a vibrant place that is free and welcoming to all. The Westwood Public Library provides high quality resources and diverse and creative opportunities for residents of all ages

- to satisfy their recreational interests and find information on popular cultural and social trends
- to use information on topics related to their work, school and personal lives
- to fulfill their need for personal growth and development
- to develop an understanding of their heritage and that of other cultures
- to join the community to discuss issues of common interest

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

Staffing

This was a year of changes for the staff of the Westwood Public Library, with several of our staff departing for positions in other town departments, and with the celebrated arrival of a new full time Teen Librarian, a position that was made possible through the sustained and widespread support from members of the Westwood community and our elected town officials. Ms. Felicia O'Keefe joined our staff in September, just after the start of the new school year, and is working with our children's and adult services staff to create new programming and initiatives focused on middle and high school students. She has been a wonderful addition to the staff and the community!

In May 2019, we also mourned the loss of a long-time library employee, Kevin Craven. Kevin began working for the Westwood Public Library in 2009, and transferred to a position in the Westwood DPW in December 2018. Kevin was a great friend; willing to help with any project or offer advice on repair options; always with a ready smile and genuine enthusiasm. Kevin will long be remembered for his many kindnesses to patrons and staff alike.

Library Director Annual Report

Islington Branch Library



Islington Development - Moving of Wentworth Hall

We are at the beginning of an exciting year for Wentworth Hall, as it is transformed once again as a revitalized and re-imagined community space. On Thursday, October 17th, the Islington Branch Library officially closed down operations at the Wentworth Hall location, in preparation for the eventual moving of the structure to its new location across the street. The new space will include the Islington Branch Library, Youth and Family Services Offices, and a multi-functional community space.

In the interim, a transitional “Pop-Up Library,” has been established in the Islington Community Center at 288 Washington Street. This location will provide library services and programs in Islington Center during construction (2019-2020). Library Trustees, Library Staff, and the Friends of the Westwood Library look forward to serving you at our Temporary “Pop-Up” location at the Islington Community Center. We are also looking forward to welcoming everyone to the newly re-vitalized and re-imagined Wentworth Hall Community Space when it reopens in 2020.

Islington Branch Staff

Islington Branch staff have embraced the move to their temporary “Pop-Up Library” at the Islington Community Center. The space has been transformed into an inviting and welcoming community library under the able direction of Branch Librarian, Claire Connors, with a great deal of assistance and support provided by the Westwood DPW staff and library custodial staff. We are also grateful to our colleagues in the Youth and Family Services Department for their flexibility, friendship and warm welcome to all of our Islington Staff members! Branch Library Staff, Claire Connors, Caitlyn Moore, Shirley DeFeo, Leslie Condon and Joyce Levine look forward to welcoming the community to the new and revitalized branch in the future. In the interim, local businesses have joined with library staff to provide satellite locations for several ongoing programs, including Book Groups held at Dunkin Donuts, and Ice Cream Storytimes at Bertie’s Creamery. The Thursday morning knitting group continues to meet weekly, but have temporarily relocated to the Main Library.

Islington Branch Programming

Islington Branch Programming includes several book groups and group shares, with staff always ready to provide and share creative and insightful book advisory advice.

One of the programming highlights this year was the “X-Town Book Group” which culminated in a group field trip, including a very lively lunch with the author. Participants in three separate book groups which are held at the Islington Branch (facilitated by Claire Connors-(Branch Librarian) and at the Main Library (facilitated by Molly Riportella-Head of Adult Services) joined forces to read “The Saturday Evening Girls Club,” which was set in Boston’s North End.



Library Director Annual Report

On a Saturday morning in late March, many of these readers met in Islington to board a bus to Boston, where they re-traced the setting of the story, and were joined by the author, Jane Healy, for a luncheon at Dolce Vita Ristorante, a lovely older Italian restaurant in the North End. Coordinated by Claire Connors and Molly Riportella, with support from the Friends of the Library, this was the first of what we hope will become an annual program.

Special Event Programming

The Mini-Whinnies were a huge hit when they visited the Westwood Public Library this summer! Special thanks to the Mini Whinnies, Two Sox and Rain, as well as Cindy Innes and members of the Norfolk County Mini Whinnies 4-H Club (Gabriella, Katie, Emma, Lexie and Mackenzie) who shared their passion for miniature horses and bunnies with a very large and appreciative crowd who did not seem to mind that the temperature was soaring into the 90s!



Norfolk County Mini Whinnies 4 H Club Members with Two Sox and Rain (and a bunny!)

Adult Services

The adult services staff spent much of 2019 updating, shifting and improving the accessibility of the adult collection as part of the Library's goal to "create a more browsable collection." One of the most visible changes is the relocation of large print resources to a well-lit and accessible space adjacent to the elevator and stairway for ease of access. Print reference materials have undergone a thorough review by professional librarians on the reference staff; subject areas have been updated and collections integrated with circulating non-fiction resources. Online resources have been expanded, and a smaller "library use only" reference collection has been established.

For ease of use and accessibility, new signage has been added to the non-fiction subject areas, and Science Fiction (Sci Fi), Graphic Novels, Westerns, and Short Story collections have also found new shelf locations. Staff continue to evaluate resources on a regular basis; with curated collection development focused on the acquisition of content that provides engaging, current, and accessible collections for all patrons.

Library Director Annual Report

Adult Programming

This year, there were over 200 programs for adults. Some of the most popular monthly book clubs and events featured well-known authors including Hallie Ephron, B. A. Shapiro, Eileen McNamara. Local authors that spoke included Westwood resident Erica Boyce and Massachusetts natives Stephen F. Knott, Ph.D., and Juliette Fay.

The Westwood Cultural Council sponsored “Magical Strings,” featuring Pam and Philip Boulding, a musical duo who travel the globe performing a variety of Celtic music and stories. Members of the audience were particularly intrigued by the hand-made instruments, including a Celtic Harp and a hammered dulcimer. Many participants stayed on long after the performance to talk with Pam and Philip about their musical careers and to discuss the nuances of harp construction!

Other popular programs include Armchair Travel with Barry Pell, which was held in collaboration with the Westwood Council on Aging, and Mah Jongg instruction for beginners. “Great Decisions,” facilitated by Reference Librarian Tina McCusker, is now in its 5th year and has a dedicated following. The Summer Reading program for adults had 98 participants, with 370 book recommendations submitted. Our first annual Art in Bloom was a fan favorite, featuring photos of Machu Picchu and Peru by artist Kira Seamon.

Museum Passes

The Museum Pass Program is supported by the Friends of the Library and local businesses and community groups. The passes provided discounted or free admission to many local museums and attractions. In 2019, 936 passes were requested. There is a trend with many attractions moving towards “virtual passes” which can be texted or emailed directly (no coupon or tickets required!). For additional information, please visit our website at www.westwoodlibrary.org for additional information.

Children’s Services - Collections and Resources

Expanding the scope of content and availability of World Languages continues, and our children’s librarians are collaborating with a local Chinese reading group to select library materials in Mandarin. Moving forward, our Teen Librarian and Adult Services staff will also be collaborating with the schools and the community to explore the expansion of world languages collections in multiple formats for the teen and adult collections. We are looking initially at expanding resources in Mandarin, Spanish, Korean, and French.

Children’s Programming

Over 1000 children participated in this year’s Summer Reading Program, a **Universe of Stories**. Competition is friendly, but fierce, to be the first reader with a “Summer Reading Champion Lives Here” yard sign staked in their front lawn! And, as the summer reading program moves into late August, the recognition of the accomplishments of so many student readers are a visible affirmation of our community’s support of reading and literacy; which is celebrated in every neighborhood as you drive through Westwood!

Special thanks to our Friends of the Library who continue to embrace and support Summer Reading for all ages! This is the second year of the Reading Cup competition, which is awarded to the elementary school with the highest percentage of participants. The 2019 Reading Cup is housed at the Hanlon School Library! We are so proud of all of our student participants and hope that you will all continue to enjoy and love reading as much as we do!

2019 SUMMER READING

1,117	Total Number of Participants
	Pre-K through 6th Grade
510	Summer Reading Champions
	50 Books/50 Hours
674	Student Readers
	25 Books/25 Hours

**SUMMER READING CUP AWARDED TO
HANLON SCHOOL: 83.41%**

Storytimes continue to be the most popular and well-attended programs, with approximately 50 weekly participants. The Mother-Daughter Book Club and the Books and Bites Book Club for 2nd and 3rd graders continue to grow in popularity as well. Special programs that have been added this year include summertime “Messy Mondays” as well as year-round Saturday programming (Little Yogis, Read to a Dog, Storytimes, and Dads and Donuts).

Library Director Annual Report

Noon Year's Eve, the Halloween Storytime and Parade, and the traditional annual Sixth Grade Visits continue to be some of the most anticipated events of the year, as is our annual Harry Potter Book Night! The Teachers of Hogwarts was the theme of this year's Harry Potter Book Night, and with the assistance of our teen volunteers, over 200 participants enjoyed this special evening! Library visitors also enjoyed a special performance of "Horton Hears a Who" by the Westwood Players.



YA for Adult Book Club @ Chiara Bistro Sponsored by the Friends of the Library

Adult readers of all ages are invited to this monthly book club facilitated by Lizzy McGovern, Head of Children's Services. Books discussed included:

Stepsister by Jennifer Donnelly

Truly Devious by Maureen Johnson

Lies You Never Told Me by Jennifer Donaldson

Readers' Advisory and Outreach



Are you wondering "What Should I Read Next"? Library staff can provide guidance or assistance, by phone, email or in person. We encourage all readers to sign up for "Book Sizzle," our weekly e-newsletter, which is delivered to your inbox every Friday evening. It provides a quick review of "New & Notable Titles" for all ages; as well as "Books on the Air," an overview of books and authors that have been discussed on NPR or in other media throughout the week. Also included are lists of this week's best-sellers, with links to the Minuteman Library Network Catalog.

Our very popular **ReadNext** program provides personalized monthly book recommendations from a library staff member, with selections tailored to your individual reading profile. Selections include materials for reading, listening, or viewing. There are currently over 100 participants, with approximately half being

adult readers, and the other half split between teens and children. For additional information, please visit our website at www.westwoodlibrary.org/ReadNext.

Library materials delivered to your doorstep! The Westwood Public Library, in partnership with the Friends of the Westwood Public Library and the Westwood Council on Aging, offers a delivery option to provide library materials for Westwood residents who are confined to their homes by an illness or injury, either temporary or long term, and are therefore unable to travel to the library. To register for this service, or for additional information, please contact Karen Gallagher, Head of Circulation at kgallagher@minlib.net or 781-320-1049.

Library Director Annual Report

Volunteers

We celebrate our volunteers every year at an annual luncheon hosted by the staff and Trustees, but they truly deserve thanks all year long for their incredible dedication to the Westwood Public Library. With their assistance, shelving carts full of books are magically put where they belong, and empty carts returned to the circulation department where they are filled up almost as quickly! Our volunteers include individuals of all ages; some shelve and shelf-read; others help out in tech services getting materials ready to be circulated, and our teen mentors work with students on homework and gaming challenges as well as creating impromptu card games or sing-a-longs. Thank you all for your dedication and for choosing to volunteer at the Westwood Public Library. Your help and support is invaluable.

Friends of the Library

The Friends of the Westwood Public Library (FOL) are the library's largest group of volunteers. In April 2019, the Friends of the Library were recognized for their continued support and dedication to the Westwood community as recipients of the Roy London Humanitarian Award; a special recognition given to outstanding volunteers whose hard work and generosity go far beyond the borders of our Westwood community.

Most recently, the Friends have focused on increasing community outreach opportunities, providing reading materials to a variety of agencies. They continue to collaborate with the Boston Public Schools' Mildred Avenue K-8, providing updated materials for their school library. The Friends have also "adopted a sister library" in Bagley, Iowa; and each month a selection of "gently used book donations" are shipped and shared with the Bagley Library, with materials for readers of all ages.

This year, the Friends welcomed Tina Bronkhorst as President of the FOL. A resident of Westwood for twenty years, Tina is active in the community and passionate about the Westwood Public Library. Tina and the new Vice-President, Megan McCarthy-Schmitz, are working closely with all of the members of the Friends' Executive Board on new projects and initiatives.

21st Century Fund

More than a decade ago, Library Trustees created the non-profit Westwood Public Library 21st Century Fund, to supplement town funding for our library system's capital, equipment and end user technology needs. The Islington Branch relocation and renovation represents a new opportunity for the Fund to work with the town to enhance library services. The Fund also continues to provide substantial support for staff development; including support for conference attendance and professional development opportunities that enable library staff to continue to enhance and develop innovative program offerings and improve service to patrons. For additional information about the 21st Century Fund's ongoing mission to help maintain and enhance the Library as a cultural center for all Westwood residents, please visit www.westwoodlibrary.org/wpl21stcentury.

Library Board of Trustees

I would also like to take this opportunity to thank the Library Board of Trustees for their support and guidance throughout the year. Paul Fitzgerald (Chair), Jessica Cole, Mary Masi-Phelps, Mary Beth Persons, Wendy Thornton, and Maureen Murphy VonEuw, are dedicated supporters and leaders for this institution. I am grateful to all for their continued advocacy and commitment to providing and enhancing library services for all residents in our Westwood community.

Respectfully submitted,

Tricia Perry, Library Director



Westwood Cultural Council Annual Report

Anne Innis, Chair

Board Members

Nancy Donahue, Secretary

Anne Innis, Chair

Sheila Matthews, Treasurer

Jennifer Power, Member

Margaret Rustrian, Member

Christopher Woodward, Member

Joan Murphy, Member

Maria Ryan, Member

Jennifer Ryan, Member

Mission

Westwood Cultural Council (WCC) helps provide cultural opportunities for residents of community. Annually, WCC gives grants to applicants wishing to provide opportunities in the arts, humanities and sciences to various segments of Westwood's residents. The Council receives grant funding from the Massachusetts Cultural Council to promote excellence, access, education & diversity in the arts, sciences and humanities to improve the communities' economics & quality of life.

Council Activity

At the 2019 Annual Granting Meeting in November, the board collectively agreed to grant funding to the following eight programs:

1. Westwood Players: Westwood Players 2019-2020 Season, \$1,500
2. Gregory Maichack: Pastel Paint your Georgia O'Keefe Flowers, \$510
3. Tommy Rull: A Musical Journey Through the Years, \$350
4. Jonas Sherr: Westwood High School J-Term Paint Night, \$1,000
5. Westwood Integrated Preschool: Visiting Mindful Art and Yoga, \$600
6. Mass Audubon's Museum of American Bird Art: The Secret Life of Backyard Birds, \$215
7. Martha Jones PTO: Red's Recycle O'Rama, \$1,200
8. Kira Seamon: Books in Bloom at Westwood Public Library, \$350

These programs continue to take place throughout the year, and the Council promotes programming that is open to the public in conjunction with the presenting entities.

Some of the above programs will need to be postponed or changed due to Covid-19.

Respectfully Submitted,

Anne Innis, Chair

Recreation Department Annual Report

Nicole Banks, Recreation Director

STAFF

Susan Perry, Aquatics Manager
Taryn Crocker, Program Administrator
Samantha Packard, Aquatics Asst. Manager
Kelley Peterson, Program Manager

Brian Macdonald, Aquatics Specialist
Richard Adams, Business Manager
Joe Bertone, Program Manager
Angela Lassig, Recreation Assistant

MISSION

It is the mission of the Westwood Recreation Department to provide a broad variety of safe, exciting, fun, and high quality programs and events to participants of all ages, interests and abilities. Westwood Recreation will be known as a leader in the region in providing these leisure time activities, one that provides a great experience to all participants.

The programs and events will:

- Be cost effective
- Utilize collaboration with other departments and providers
- Foster a sense of community
- Provide for social interaction
- Include opportunities for organized activities as well as informal one-time activities
- Teach lifelong skills

The Department will endeavor to determine the wants and needs of leisure services for the Westwood community on an ongoing basis and to implement changes based on this feedback.

Recreation Department, Director Update

The Recreation Department is pleased to present this year's annual report. The department strives to provide affordable and engaging programming that meets the interests of the Westwood community. Parks and Recreation participation helps foster a sense of community, positively impacts health (reducing health care costs), reduces crime, stimulates the economy, and improves overall quality of life. To accomplish our mission the Recreation Department leans heavily on the support and cooperation of the School Department, DPW, Finance, IT, Procurement, Board of Health, OCED, Emergency Services, and many other departments. The Recreation Commission and staff appreciate the efforts of countless volunteers, citizen groups, organizations and local businesses who donate their time, energy, and resources to maximize the quality of activities and events run by the department. These groups also contribute toward the improvement of town facilities including playgrounds, ball fields, and park amenities.

Our most valuable asset is our staff. This past year, the recreation department said goodbye to Taryn Crocker who retired after serving Westwood for over 25 years! Taryn was integral in overseeing the growth of our department, coordinating Westwood Day, and overseeing so many programs that served countless children in the community. We wish Taryn all the best! The Recreation Department hired 3 new employees this past year and oversaw a promotion. We congratulate Sam Packard in her promotion to the Aquatics Assistant Manager position. We welcome Angela Lassig as our new Recreation Assistant. Kelley Peterson joins our team as our newest Program Manager and Brian Macdonald joins us as our Aquatics Specialist. We welcome all of the new team members and are excited to see their professional growth and engagement within the community. I'd also like to recognize our longtime Aquatics Manager Sue Perry for her well received presentation on Aquatics management at the Annual Massachusetts Recreation and Park Association conference.

The Recreation team has implemented several capital improvement projects over the past year. The marquee accomplishment was the completion of the tennis light installation at the high school tennis court facility. These lights have been well received by the school tennis team and the community. The lights are user controlled and can be turned on and used up until 10pm. We were able to start a pilot tennis league in the fall and had over 20 participants. We are working with members of the group to establish a tennis league for players of all abilities in the coming year. The Morrison basketball court was fully refurbished.

Recreation Department Annual Report

This project was awaiting the MBTA's completion of the East St. bridge work and has now been completed included a full resurfacing and complete replacement of the perimeter fencing. Though the Pheasant Hill Park playground was completed in the previous fiscal year, we hosted a neighborhood grand opening party and welcomed representatives from the premiere sponsor Roche Bros. Playground equipment at our School St. Playground was also replaced with the generous support of the Westwood Young Women's Club. Engineering work was completed to reinforce the roof over the pool facility locker rooms to support our replacement HVAC system. We are also committed to reducing our energy consumption. With support from the Town's Energy Manager Tom Philbin, we were able to replace our boiler with a much more efficient system with grant funds.

Under the leadership of the Office of Community and Economic Development and the Town Planner, Recreation continued to advise on the Open Space and Recreation Plan as well as the Town's Comprehensive Master Plan. The OSRP is under review by the state for final acceptance and will guide the department's direction for many years to come. The CMP is still under development.

The Recreation Department was tasked with exploring design options for the 242 Nahatan St. parcel of land the town purchased several years ago. This land sits behind the high school tennis courts. We worked with a consultant to present field development options with significant onsite parking. This project is being presented to the Select Board for their consideration. In addition to this project, the Select Board also tasked Recreation with getting full design plans for the installation of field lights for the 2 Thurston multipurpose fields. The design plans were completed, and the Select Board is now considering this project for future funding.

The Recreation Department is working on a long-term plan to establish, either by new construction or through the repurposing of a town-owned building, a community Recreation Center. The amenities of such a center would provide new and expanded opportunity to build our program offering. We will continue to work with town departments to plan and research the feasibility of a new recreation center.

Administration and Finance

The Administration and Finance division provides structure, organization, and support to all areas of the Recreation Department. This division manages all financial activities related to the daily business operations. Additionally, it develops, proposes and implements registration and fiscal policies and procedures for the department. Budgets, reports, and statistics are generated to assist in the development, implementation, and evaluation of Recreation programs and services. The goal of this "fee for service" department is to offer affordable programming to all residents. Scholarships are available for residents in financial need.

- Generated \$575,427 during four-day March into Summer event.
- Recreation Scholarships: \$10,841 program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$15,245 donated to assist 20 participants with summer recreation programs.
- Sponsors:

Roche Brothers	New Year's Fireworks	\$5,000
Wegmans	March into Summer	\$3,500
Wegmans	Fireman's Foam	\$250
Rockland Trust	Fireman's Foam	\$250
Panda Express	Fireman's Foam	\$250
Westwood Children's School	Fireman's Foam	\$125
Tobin School	Fireman's Foam	\$125

Raised \$8,800 in advertisements to offset the printing expenses for the brochure and community guide that is published four times a year.

Recreation Department Annual Report

Marketing and Special Events

This division manages and coordinates all marketing, advertising, and promotional work. Strategies are formulated to increase awareness of recreation programs and services.

The department's website remains the focal point of our marketing strategy while Facebook, Twitter and Instagram are used to keep our customers apprised of current and developing recreation news and updates. We are working to increase our presence on these social media platforms to connect with the highest number of users possible as social media continues to climb as the gateway to information.

Program marketing includes: seasonal brochures, website, online registration, Facebook, Twitter, Instagram, Westwood Media Center, school district bulletin, Westwood Press, Hometown Weekly, Preschool Network, Early Childhood Council, flyers, posters, yard signs, email, phone, and office inquires. The process for creating our brochures was updated in 2019 moving away from Word and migrating to InDesign. This will allow for a more efficient and up to date workflow while generating a more contemporary look and feel to the brochure.

2018 Special Events

- March Into Summer (March) – March Into Summer was wildly successful with more than 300 people in attendance, activities included swimming, a photo booth, Gaga-ball and crafts that was funded by a generous sponsorship from Wegmans Food Market. Registrations during the event were strong, with many of our Summer Camps and Programs completely filling during the event.
- Fishing Derby (May) – The 29th – Annual Fishing Derby was held on a beautiful Spring Saturday with gifts and prizes for all anglers. Young and old attended this event held in conjunction with the Walpole Fish and Game Club and Bass Pro Shops.
- Summer Concert Series (July) – Four, fun-filled concerts were held at the Westwood Council on Aging's lawn and gazebo that delighted all in attendance.
- Fireman's Foam (July) – A record breaking number of families showed up to Sheehan School Field for our annual Foam festivity. An estimated 400 people enjoyed a beautiful summer day frolicking in the foam pile created by the Westwood Fire Department.
- Westwood Day (September) – See below for in-depth description of this momentous event
- NYE Fireworks (December) – The residents of Westwood showed up in droves to watch our 15 minute long Firework Display on New Years Eve.



Westwood Day 2019, the 8th annual celebration, was a huge success with new activities, vendors, sponsors, participants and volunteers. Due to the EEE threat there was no fireworks show and the Westwood football game was played on Saturday following the Westwood Day event. Saturday action kicked off with the 5K road race and Fun Run and all the festivities throughout Saturday were well received. We had beautiful, warm weather and members of the Select Board addressed the crowd from the stage to welcome everyone. Highlights included a roaming railroad, multiple interactive areas (pumpkin decorating, inflatables, petting zoo, and sports) as well as a burn house demonstration by Westwood Fire, K-9 demonstrations from Westwood Police Department and several local acts performing live on two stages. Vendor Village welcomed over 130 vendors and the Food Court had 11 vendors offering a variety of delicious dining options. Both areas had new, first time participants.

Recreation Department Annual Report

Westwood Day is planned, coordinated and produced/managed by the staff of Westwood Recreation with the invaluable help of the other Town Departments including Town Administration, Emergency Services, Westwood Public Schools, and the DPW. The Recreation Commission helps guide the Recreation Department's efforts in planning the event and helps with on and off site operations throughout Westwood Day. Lastly, the event could not be a success without the support of the community and our many volunteers who help in the pre-event set up, running of the event and post-event clean up. Thank you all!

Westwood Day 2019 Important Facts

- Saturday, September 21
- 8th annual event saw a significant crowd size due to the nice warm and sunny weather
- Committees headed by Recreation Staff: Activities, Vendor Village, Food Court, Entertainment, Sponsorships, Facilities, Volunteers, and Marketing.
- Due to EEE threat there were no Friday night events. No fireworks and the football game followed the event on Saturday.
- More than 80 adult and student volunteers contributed to the success of event

Programming and Services

This division serves the community through diverse, innovative programming which addresses the needs and interests of the entire community. A wide variety of activities encourage participants to spend their time in a positive, productive, and enjoyable manner.

The Recreation Department implements the Field/Outdoor Facility Permit Policy and issues permits for sports organizations and renters who wish to reserve Town and School fields. Additionally, Recreation and Department of Public Works work collaboratively to inspect and maintain the Tot Lot and School Street playgrounds.

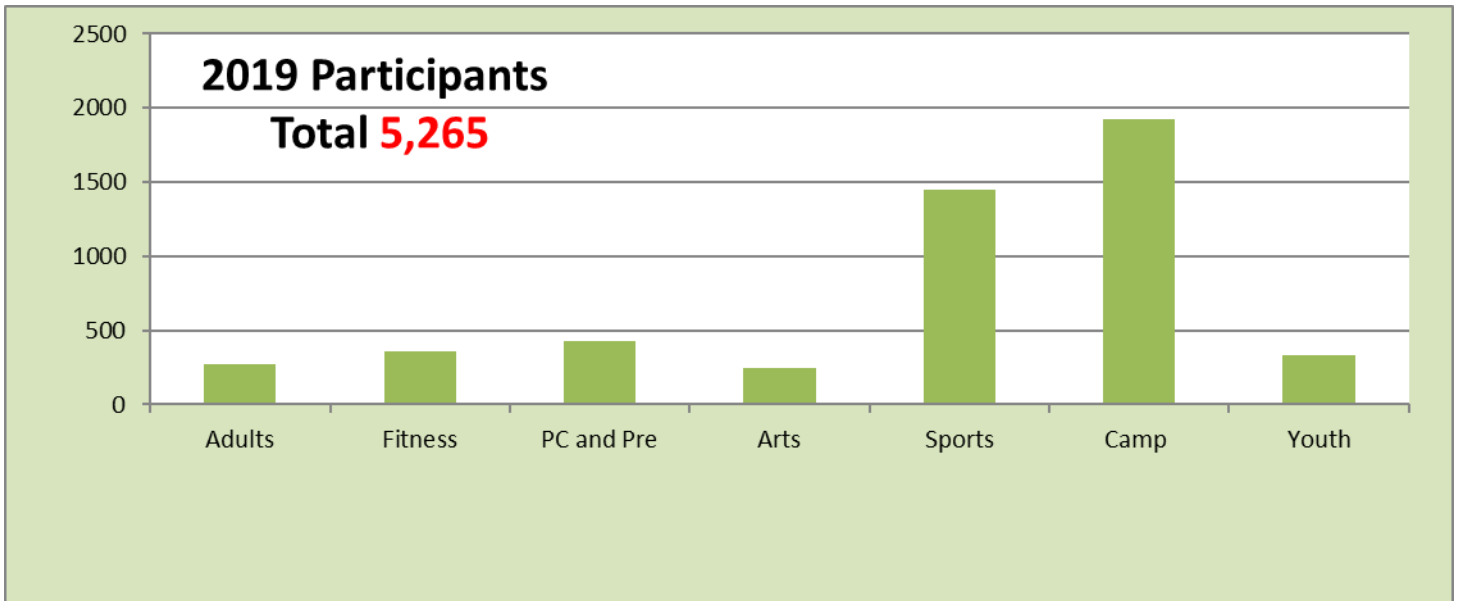
The Islington Community Center (ICC) provides space for recreation programs, drop-in activities and community programs for all ages. As program space continues to remain very limited, the space at the ICC is invaluable. The ICC is also used by community groups including the Boy Scouts of America, Girl Scouts, AA meetings, as well as serving as a venue for hosting parties and family events.

2018 Program Highlights

- Summer Camp has continued growth in numbers serving a total 1,925 participants.
- Coordinated with the Westwood Public School Enrichment program staff and transported 80-90 participants to the 12:00-5:30 component of the Summer Camp and Playground Program.
- The summer Playground program at the Deerfield School continues to grow with an average of 36 participants per week. More specials and activities were offered and transportation to the pool for open swim and swim lessons in the afternoon continues to be a popular option.
- Preschool vacation weeks were very popular throughout the year and each day offered was filled to capacity.
- Musical Theater was offered 6 weeks and received raving reviews by parents and the 180+ participants. Musical Theatre expanded maximum participation beyond 30 participants to accommodate the waitlists.
- Summer favorites were Safety Town, Art Studio, Top Secret Science, Sports Clinics, Counselor-in-Training, Musical Theater, Camp and Playground.
- Four new programs were added to the offerings in Summer 2019: Girl's Lacrosse, Girl's Field Hockey, Video 1 and Video 2. All programs saw success.
- Drivers Education Program provided by Teacher Driver Academy instructed 87 participants.
- Floral Arrangement classes offered in conjunction with Westwood Gardens have been a huge success with the adult population. They are fun, hands on learning experiences resulting with a beautiful take home arrangement.
- 4 Summer Band Concerts were held in conjunction with the Westwood Young Women's Club.
- Summer Sports clinics had a total of 923 participants and each clinic was a success. Staff did an amazing job despite the extreme heat.

Recreation Department Annual Report

- Summer programs were well attended and very successful with a total of 3,518 participants registered in areas of: Camp, sports, playground, arts, youth, teen/adults and fitness.
- Eight teams participated in the Adult Winter Basketball League. After the 10 game schedule and playoffs the championship went to team Rebels.
- Sports programs provided 1,450 youth the opportunity to engage in tennis, baseball, flag football, basketball, soccer, junior soccer, volleyball, golf, lacrosse, multi sports and sports & game.
- Short Wednesday Sports & Games and Creative Crafts filled to capacity each season. These programs are a vital option for working parents.



2019 Fields and Facilities Highlights

- Issued spring, summer and fall field permits and maintained online field calendars.
- Lights installed at WHS Tennis court complex. Public was given push-button access to three courts for evening play. Courts were utilized after dusk every night of the week.
- Open Space and Recreation Plan update submitted to Planning Board for adoption.
- Installed new thermal pool cover system with motorized deployment through energy grant funding.
- Replaced overhead lights in pool facility with energy efficient LEDs through energy grant funding.
- Installed HVAC system in pool lobby and hallway.



Recreation Department Annual Report

Aquatics

The Aquatics Department includes the aquatic manager, the assistant aquatic manager, the aquatics specialist, water safety instructors, lifeguards, water safety instructor aides, swim team coaches, and pool volunteers. The pool is utilized by the Westwood High School swim team and students, Boys Scouts of America, Westwood residents, and residents from neighboring communities. The Aquatics Department provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an authorized provider for the American Red Cross, offering swimming programs including: Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety Courses, Lifeguarding, Water Safety Instructor Training, CPR/AED and First Aid. Specialized programs such as: Competitive Swim Team, Pool Parties, Tri-Athletes Kids Club, Springboard Diving, Swim Clinic, Condition Swimming, Introduction to Paddle Boarding, Aquanauts, Senior Swim, Underwater Hockey and Scuba Diving provide unique programming to the community. New program highlights for the past year include Short Wednesday Swim and Little Dippers. The pool is also open daily to members and drop-in guests for open and lap swim. This wide array of aquatic programming for people of all abilities promotes health, wellness and provides opportunities for socialization in a clean, secure, and comfortable environment.

The swimming pool facility was as busy as ever this past year. The Aquatics Department hosted 33 swim meets for high school and recreation swim teams. Our winter and summer swim teams are open to swimmers aged 5-18. In addition to organized league aquatic events, The Aquatics Department hosted 20 pool parties, conducted 158 private and semi-private individualized swim lesson sessions, instructed 885 participants in our American Red Cross learn to swim program, and trained 38 prospective lifeguards for certification.

The Recreation Department is proud to host the Westwood High School swim team at our pool. The Aquatics Department worked cooperatively with the High School to provide swimming time for Westwood High School Special Education students and TEC students. This year we hosted a J-term activity in the pool where students could complete the water instruction component of SCUBA certification.

2019 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	1,055	113
February	975	94
March	1,108	75
April	1,015	62
May	1,005	76
June	981	102
July	1,383	141
August	1,298	105
September	1,009	60
October	979	37
November	966	87
December	813	74
Totals	12,587	931



State of the art Pool Boiler

Additional Aquatics Highlights

Directed seven annual group rental contracts: Maintained and/or initiated seven pool rental licensing agreements: Westwood High School, Norwood High School, Walpole High School, Underwater Hockey, South Shore Divers, Walpole/Canton Recreation Swim Team, and Norwood Aquatics Club.

Participated in the Town of Westwood Safety Committee and the Massachusetts Department of Labor Standards OSHA Safety for Public Sector Employees seminar.

Respectfully Submitted,
Richard Adams, Recreation Interim Director

Recreation Commission Annual Report

Ann Delaney, Commission Chair
Joyce Cannon, Vice-Chair
Lynn Connors, Secretary
Mitchell Katzman, Member

Robert Phillips, Member
Paul Tucceri, Member
Elizabeth Phillips, Associate Member
Sheila Moylan, Member

Mission

The Westwood Recreation Commission serves as a volunteer advisory board to the Director and staff of the Westwood Recreation Department on all recreation related activities for the town. In regular public meetings we provide input on matters such as the annual operating budget, capital improvement projects, periodically reviewing the recreation programs and events offered and generally representing the interest of the residents of Westwood to ensure outstanding programs and facilities that enrich our community.

2019 Accomplishments

2019 was another banner year for Westwood Recreation, and the Commission would like to first and foremost recognize the dedicated staff who work tirelessly to provide outstanding programming and events to the community. Greater detail will follow in our Recreation Department annual report, but the Recreation Commission is proud to have worked with the department to achieve the following in 2019:

- Planned and implemented our signature event Westwood Day for over 8,000 residents and neighbors. Also planned and hosted multiple town events including the Annual Fishing Derby; Summer Band Concerts; Fireman's Foam, and New Years Eve Fireworks.
- Operated Summer Camp and Playground Programs with continued growth serving a total of 1925 participants; with a total of 5,265 participants registered in the areas of Camp, sports, playground, arts, youth, teen/adults and fitness.
- Updated the Open Space and Recreation section of the comprehensive master plan.
- Capital improvement projects including the installation of a new, energy-efficient boiler for the pool (thanks to a clean energy grant) and the installation of a lighting system for the high school tennis courts.
- Continued growth of all aspects of the Aquatics program.
- Revised and Implemented a new of the Field/Outdoor Facility Permit Policy including issuing permits for sports organizations and renters who wish to reserve Town and School Fields.
- Formed a new adult tennis league was formed and ran a successful season.
- The Morrison basketball court was fully refurbished.
- Began a study for the cost of the lighting of Thurston of the upper and lower fields to alleviate scheduling issues.
- Construction completed on the June Street Playground and a Grand Opening was held.
- Playground equipment at our School St. Playground was also replaced with the generous support of the Westwood Young Women's Club.

Summary

In closing, I would like to thank the dedicated Recreation Department staff who work tirelessly to provide outstanding programming and events to the community, and the volunteer members of the commission, who like many residents volunteer their time and expertise for the betterment of our community. We encourage residents to provide feedback via email to the Recreation Department. Each meeting provides an opportunity for public comments where residents are welcome to provide feedback about issues facing recreation programs in Westwood. We have many great plans for 2020 and beyond and look forward to continuing to work with Recreation staff to continue to improve our programs and services.

Very truly yours,



Ann Delaney, Commission Chair

Westwood Historical Commission Annual Report

Nancy Donahue, Chair

*Marilyn Freedman
Lura Provost*

*Margaret Hoyt Rustrian
Jack Patterson*

Mission

The mission of the Westwood Historical Commission (WHC) is to identify, document, and protect Westwood's historic resources, and to increase public awareness of Westwood's heritage and the value of historic preservation through the guidance and council of the Massachusetts Historical Commission in cooperation with other Town boards and committees. The WHC endeavors to be a preservation and information resource to all citizens of Westwood and the Commonwealth of Massachusetts through research, public meetings, and local media outlets.

Demolition Bylaw

The purpose of the Demolition Bylaw is to maintain the character of the Town of Westwood by protecting its historic and aesthetic resources built on or before December 31, 1910. The intent of this bylaw is to encourage owners to seek alternative preservation options for six months rather than complete demolition. This bylaw authorizes the Westwood Historical Commission to advise the Building Commissioner with respect to demolition permits for historic properties regulated by this bylaw.

During 2018, the Historical Commission held public hearings on three properties whose owners had filed Demolition Requests.

Judith Ciardi Paintings

In July 2018, Judith Ciardi very generously donated a collection of her paintings to the town. With the oversight of the Westwood Historical Commission, these paintings have been displayed in public venues so that all the citizens of Westwood can enjoy them. Working with Diane Thornton, the Commission developed a booklet documenting the paintings and providing a brief biography of Judith Ciardi. The booklet was distributed with the Community Newsletter.

The Historical Commission is making prints and notecards of the paintings with the intent of selling them to raise money for a scholarship named for Judith Ciardi that will be awarded to a Westwood High School graduate who plans to major in Art.



This painting captures Islington Center at the intersection of Washington and East Streets. The Islington Community Church, a familiar landmark, stands prominently at the corner of East Street. The old Fire Station & the Islington Barber Shop (shown here) have both been replaced.

Westwood Historical Commission Annual Report

William O'Donnell, Norfolk County Register of Deeds



The Westwood Historical Commission and the Westwood Historical Society co-sponsored a special event featuring William O'Donnell, Norfolk County Register of Deeds. Register O'Donnell was accompanied by his staff who brought their work stations with them so that they could demonstrate to the audience how they can check the status of a mortgage discharge, print a copy of a deed, or provide the form for filing a Declaration of Homestead to protect primary residences against unsecured debt up to \$500,000.

Update of 2000 Comprehensive Plan

As part of the update of Westwood's 2000 Comprehensive Plan, the Historical Commission reviewed the Natural and Cultural Resources portion of the plan and provided suggestions for goals and objectives and implementing actions. For example:

- Establish a historic plaque program to recognize historic renovations.
- Perform a survey of properties to submit eligible individual properties to the National Historic Register for listing.
- Consider submitting additional streets for Scenic Road Designation such as Gay Street, Clapboardtree Street and/or other roads that may embody the desired scenic character.
- Evaluate the effectiveness of the Historic Structures Demolition Bylaw and consider revisions to provide incentives and alternatives to demolition of historic structures.
- Explore funding opportunities for historic preservation and cultural enhancement.

Historic Signage for the Colburn School

Margaret Hoyt Rustrian worked with Sign Language, a sign vendor based in Norwood, to develop a historic sign recognizing the construction date of the Colburn School building.



Respectfully submitted,
Nancy Donahue, Westwood Historical Commission Chair

Westwood Environmental Action Committee Annual Report

Jennifer Atkins
Juliana Belding
Claire Galkowski

Kate LaCroix
Julie Gervais
Sue McGown

Maria Constantini
Stephen Harte

MISSION

WEAC's purpose is to position the Town of Westwood to meet the challenges of sustainable growth. Sustainability means living with the minimum impact on the environment, including animals, plants, and natural resources. WEAC promotes energy conservation, renewable energy, water conservation, green buildings, more efficient vehicles, tree planting, waste reduction, recycling, and environmental education in Westwood. WEAC serves as an advisory Committee to the Select Board and makes recommendations on sustainable environmental actions and policies for consideration by the Select Board.

Accomplishments

In 2019, WEAC's most visible activities were:

- Held a number of public meetings to educate residents about the Community Electricity Aggregation (CEA) program, which was the subject of a warrant article to be voted on at Town meeting and created informational material including presentations, videos, newspaper articles and Westwood Wire submissions. This warrant article (co-sponsored by WEAC and the Select Board) successfully passed and allowed the Town Manager to enter into a contract to bring CEA to Westwood. Work continued on this program to meet the state requirements for its implementation in Westwood.
- Conducted an informal survey about the use of plastic bags in Westwood to gauge residents' interest in a single-use plastic bag bylaw. In the end it was determined that education about using reusable bags would be more effective.
- Proposed to the Select Board the creation of a first-ever Bring Your Own Bag Month in May and created promotional material for the month including posters, flyers, Westwood Wire submissions and Facebook posts. Partnered with several area retailers (Lamberts, Michaels, Roche Brothers, Target, and Wegmans) to offer gift cards for shoppers who were "caught" using reusable bags at area stores. WEAC members popped up at several stores throughout the month to promote the use of reusable bags. Working with a local artist, we created high-quality reusable bags that were distributed (free of charge) to residents throughout the month at the public libraries and the Senior Center.
- Conducted a plastic bag awareness event in May for young children at the main library in conjunction with Tidal Shift. "Jellyfish" made of repurposed plastic bags were displayed at the library throughout the month.
- Improved the recycling efforts at Westwood Day in cooperation with the DPW and the Recreation Department. For the first time ever, WEAC offered both recycling and composting at Westwood Day. Food waste was collected at both the Westwood Day 5K and Fun Run and in the food court area. This food waste was diverted from the waste stream and turned into soil by Black Earth Compost at no cost to the town.

Respectfully Submitted,
Westwood Environmental Action Committee Annual Report

APPENDICES

INDEPENDENT AUDITORS REPORT

**TOWN MEETINGS
STATE ELECTIONS
TOWN ELECTIONS**



**May 6, 2019 Annual Town Meeting Minutes
Dorothy A. Powers, MMC/CMMC, Westwood Town Clerk**

Pursuant to a warrant dated April 8, 2019, signed by Selectmen, John F. Hickey, Nancy C. Hyde, and Chairman Michael F. Walsh, and duly posted on April 10, 2019 by Constable, Sgt. Paul Sicard, attested copies thereof online and in four public places equally distributed among the four precincts in town, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Auditorium at Westwood high School, 200 Nahatan Street, on Monday, May 6, 2019 at 7:30 p.m. There were **-257-two hundred and fifty seven registered voters and -39-thirty nine visitors in attendance**. Upon check-in each registered voter was given an Electronic voting response card to be used in place of any standing counts if approved by Town Meeting and at the discretion of the Moderator.

Moderator James O'Sullivan opened the meeting to Town Clerk Dottie Powers who gave the oath of office to Town Officials who were elected to their perspective offices at the Annual Town Election which was held on April 30, 2019. Those individuals who were given the oath of office were **Eric K. Alden-Housing Authority; Jessica M. Cole & Paul T. Fitzgerald-Library Trustees; James M. O'Sullivan- Moderator; David L. Atkins, Jr. & William F. Delay- Planning Board; Carol Sue Lewis & Anthony M. Mullin- School Committee, and John M. Hickey-Selectman.**

Following the swearing in of elected officials was the presentation of the John Cronin award by former Selectman, Philip Shapiro to Michael J. Krone

The John J. Cronin Public Service Award committee annually awards Westwood's highest honor to an individual who has been remarkable in service to the community. John J. Cronin, Town Treasurer, for many years selflessly gave of his time and expertise for the betterment of the community, both as an elected official and in numerous volunteer activities. To recognize the spirit of community involvement illustrative of John Cronin's life, it is with great pleasure we announce Michael J. Krone as the seventeenth recipient of the John J. Cronin Public Service Award.

Michael was first appointed to serve as a member of the Finance Commission in 1988, serving 5 years including two leaderships as Vice Chair and Chair throughout his terms. During his term, the Finance Commission, through the guidance of Michael, participated and guided the implementation of a wetlands bylaw and a major renovation to the Thurston Middle School through its reports and recommendations to Town Meeting.

In 1996, Michael ran for and was elected to the Board of Assessors where he served for 22 years. Michael was always up to date on current and pending legislation and if it would affect the Town of Westwood ensuring everyone was prepared for any and all changes. Michael led by example, always wanting to learn more and encourage the staff to do the same. His involvement with staff and residents alike was always of support and availability, taking time to hear the concerns and take action when needed. Michael was also instrumental in fully automating the Assessor's Office and its operations, providing excellent guidance to the Select Board on setting the Commercial and Residential Tax Shift.

During his tenure on the Board of Assessors, Michael was one of the leading contributors to the Town's efforts to build financial stability including efforts to build up the stabilization fund, addressing the OPEB Liability, promoting sustainable budgets, use of University Station tax revenue and debt limit

analysis, all of which contributes to the Town's AAA Bond Rating. As representative of the Board of Assessors, Michael served for fifteen years on the Long Range Financial Planning Committee, beginning with its inception in 2003; was a member of the Comprehensive Planning Committee; a member of the OPEB Liability Task Force; and a member of the Aid to the Elderly and Infirm Committee.

As a long standing member of the community, Michael assisted in coaching tee ball, Little League and girls' softball for his son, Nick and daughters Lauren and Cassandra. Over the course of 18 years, Michael also taught law and business at Northeastern University, helping train future leaders.

Outside of Westwood, Michael has served over 20 years on the Board of Hellenic College / Holy Cross Seminary for and has been active on various professional, church and charitable organizations. In 1998, he was appointed as an Archon of the Greek Orthodox Ecumenical Patriarchate – the highest honor bestowed upon a lay person in the Orthodox faith in recognition of his many years of service to the church.

On behalf of the John J. Cronin Public Service Award Committee, it is with great pleasure that we present this prestigious award to Michael P. Krone and add his name to the plaque displayed in Town Hall listing all previously honored individuals.

Following the presentation of the John Cronin Public Service Award the business portion of the meeting was officially called to order by the Moderator at 7:30 p.m. He thanked staff, as well as Board and Committee members for their service to the Town and Town meeting preparation and proceeded to go over the rules of Town Meeting and reviewed the use Electronic Voting Devices for the meeting. A representative from Turning Technologies, Rean Thomas, explained the use of the Electronic Voting Devices, "clickers," and did a test with two trivia questions which was successful.

The return on warrant was read and the Town voted unanimously on the Selectmen's move to dispense the reading of the articles and full warrant. The Moderator advised Town Meeting that the meeting would end at 10:30pm however; it could go longer if necessary to complete all articles on the Warrant which Town Meeting voted with a unanimously in favor of.

The Moderator then made a motion to proceed with Electronic voting in lieu of a standing count. The motion was seconded with no discussion and Town Meeting voted unanimously in favor to use Electronic Voting should the Moderator choose to do so.

Town Administrator Michael Jaillet spoke to Town Meeting and thanked residents for their attendance and service on board and committees as well as those who prepared for Town meeting followed by a brief overview of the meeting with an explanation on the articles submitted by the Board of Selectman.

Pamela Dukeman, Finance Director then gave a presentation on the Towns financial status and the financial articles in the Warrant.

Following the Financial presentation, Town Moderator James O'Sullivan addressed the Warrant articles as follows:

Annual Town Meeting Article 1:

- 1. Moderator Read Article*
- 2. Seconded by Town Meeting*
- 3. No discussion from floor*
- 4. Unanimous vote in Favor declared by the Moderator*

Annual Town Meeting Article 1: The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to appropriate by transfer from available funds the sum of Three Hundred and Forty Eight Thousand Dollars (\$348,000) to supplement the following fiscal year 2019 appropriations.

Transfer			
From Account	Amount	To Account	Amount
Building Maintenance Expense	\$70,000	Building Maintenance Salary	\$70,000
FinCom Reserve Account	\$100,000	Snow and Ice Budget	\$100,000
Retirement Assessment	\$178,000	School Security Projects	\$100,000
		Youth and Family Services Salary	\$42,000
		Selectmen's Office Salary	\$20,000
		Assessor's Office Salary	\$8,000
		Legal Salary	\$8,000
Total	\$348,000	Total	\$348,000

Annual Town Meeting Article 2:

1. Moderator read Article
2. Seconded by Town Meeting
3. No discussion from floor
4. Unanimous vote in Favor

Annual Town Meeting Article 2: The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to appropriate by transfer from available funds the sum of Ninety Nine Thousand and Five Hundred Dollars (\$99,500) to supplement the following fiscal year 2019 appropriations.

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$73,500	Ambulance Services/Equipment	\$73,500
Overlay Surplus	\$26,000	Assessing Revaluation Services	\$26,000
Total	\$99,500	Total	\$99,500

Annual Town Meeting Article 3:

- 1) Moderator read article
- 2) Seconded by Town Meeting
- 3) Discussions from floor:
- 4) **Peter Ittig, 108 Bay Colony Drive made a motion was to amend the article as follows: Addition to end of Article: "The appropriation for this article shall be reduced by \$500 thousand or a lesser amount sufficient to limit the increase in the average property tax bill to no more than 2 ½ %."**
- 5) Moderator read amendment and ruled it out of order
- 6) Peter Ittig, 108 Bay Colony Drive-advised town meeting to vote against article
- 7) No further discussion
- 8) Majority Vote in Favor of Article

Annual Town Meeting Article 3: The Finance and Warrant Commission recommended and the Town voted by a Majority vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2019, through June 30, 2020, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2019 Annual Town Meeting.

See Attached Appendix D:

Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
Selectmen Department						
1. Salaries	578,926	599,168	620,970	21,802	3.6%	Taxation
2. Expenses	55,484	55,500	55,500	0	0.0%	Taxation
	634,411	654,668	676,470	21,802	3.3%	
Finance and Warrant Commission						
3. Salary	17,621	18,438	19,278	840	4.6%	Taxation
4. Expenses	35,674	41,389	41,889	500	1.2%	Taxation
	53,295	59,827	61,167	1,340	2.2%	
Accounting Department						
5. Salaries	249,189	258,258	266,366	8,108	3.1%	Taxation
6. Expenses	4,540	7,000	7,000	0	0.0%	Taxation
	253,729	265,258	273,366	8,108	3.1%	
Assessors Department						
7. Salaries	208,733	214,289	212,120	(2,169)	-1.0%	Taxation
8. Expenses	17,575	22,450	22,450	0	0.0%	Taxation
	226,308	236,739	234,570	(2,169)	-0.9%	
Treasurer's Department						
9. Salary	103,360	107,778	112,026	4,248	3.9%	Taxation
10. Expenses	10,732	12,800	11,400	(1,400)	-10.9%	Taxation
	114,092	120,578	123,426	2,848	2.4%	
Collector's Department						
11. Salaries	120,429	123,367	120,041	(3,326)	-2.7%	Taxation
12. Expenses	68,187	73,850	85,450	11,600	15.7%	\$42,500 Ambulance receipts/Taxation
	188,616	197,217	205,491	8,274	4.2%	
Legal Department						
Salary	99,689	101,797	101,140	(657)	-0.6%	Taxation
Expenses	166,132	112,000	114,000	2,000	1.8%	Taxation
13. Total Legal	265,821	213,797	215,140	1,343	0.6%	
Human Resources						
14. Salary	222,495	232,682	244,116	11,434	4.9%	Taxation
15. Expenses	3,137	7,500	7,500	0	0.0%	Taxation
	225,632	240,182	251,616	11,434	4.8%	
Information Systems Department						
16. Salaries	276,030	288,950	302,578	13,628	4.7%	Taxation
17. Expenses	72,499	74,500	76,500	2,000	2.7%	Taxation
	348,529	363,450	379,078	15,628	4.3%	

**Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets**

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
Town Clerk Department						
18. Salaries	155,584	172,655	178,212	5,557	3.2%	Taxation
19. Expenses	36,958	73,800	76,300	2,500	3.4%	Taxation
	<u>192,541</u>	<u>246,455</u>	<u>254,512</u>	<u>8,057</u>	<u>3.3%</u>	
WAHA/Housing Authority						
20. Salary	19,598	18,438	21,798	3,360	18.2%	Taxation
21. Expenses	0	3,400	11,600	8,200	241.2%	Taxation
	<u>19,598</u>	<u>21,838</u>	<u>33,398</u>	<u>11,560</u>	<u>52.9%</u>	
Outside Professional Services						
22. Expenses	46,500	46,500	46,500	0	0.0%	Taxation
Training/Professional Development						
23. Expenses	14,177	15,000	15,000	0	0.0%	Taxation
Total General Government	2,583,248	2,681,509	2,769,734	88,225	3.3%	

Police Department

Salaries	3,774,528	3,856,684	4,028,870	172,186	4.5%	Taxation
Expenses	260,622	283,700	288,500	4,800	1.7%	Taxation
	<u>4,035,151</u>	<u>4,140,384</u>	<u>4,317,370</u>	<u>176,986</u>	<u>4.3%</u>	
Auxiliary Police/Civil Defense						
Expenses	443	3,000	3,000	0	0.0%	Taxation
	<u>443</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0.0%</u>	
Animal Control						
Salary	59,184	58,753	59,952	1,199	2.0%	Taxation
Expenses	3,646	9,800	10,300	500	5.1%	Taxation
	<u>62,830</u>	<u>68,553</u>	<u>70,252</u>	<u>1,699</u>	<u>2.5%</u>	
24. Total Police	<u>4,098,423</u>	<u>4,211,937</u>	<u>4,390,622</u>	<u>178,685</u>	<u>4.2%</u>	

Fire Department

Salaries	4,092,515	4,170,721	4,268,658	97,937	2.3%	\$304,000 Ambulance Receipts/Taxation
Expenses	296,581	293,500	282,000	(11,500)	-3.9%	\$40,000 Ambulance Receipts/Taxation
25. Total Fire	<u>4,389,096</u>	<u>4,464,221</u>	<u>4,550,658</u>	<u>86,437</u>	<u>1.9%</u>	

Total Public Safety	8,487,519	8,676,158	8,941,280	265,122	3.1%	
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**Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets**

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
Conservation Commission						
Salary	70,996	74,272	77,661	3,389	4.6%	\$17,000 Conservation Receipts/Taxation
Expenses	5,238	6,400	6,400	0	0.0%	Taxation
	76,233	80,672	84,061	3,389	4.2%	
Planning Board						
Salaries	116,635	89,936	95,383	5,447	6.1%	Taxation
Expenses	2,613	4,400	4,500	100	2.3%	Taxation
	119,248	94,336	99,883	5,547	5.9%	
Housing/Zoning						
Salaries	65,227	72,051	75,329	3,278	4.5%	Taxation
Expenses	1,275	3,500	3,500	0	0.0%	Taxation
	66,502	75,551	78,829	3,278	4.3%	
Community & Economic Development						
Salaries	158,118	219,859	217,669	(2,190)	-1.0%	Taxation
Expenses	3,984	4,000	4,000	0	0.0%	Taxation
	162,102	223,859	221,669	(2,190)	-1.0%	
Building Inspection Department						
Salaries	305,366	322,390	338,179	15,789	4.9%	Taxation
Expenses	23,911	43,000	42,000	(1,000)	-2.3%	Taxation
	329,278	365,390	380,179	14,789	4.0%	
Health Department						
Salaries	260,495	276,649	263,698	(12,951)	-4.7%	Taxation
Expenses	9,672	11,750	12,200	450	3.8%	Taxation
	270,168	288,399	275,898	(12,501)	-4.3%	
Outside Health Agencies	10,616	13,416	13,416	0	0.0%	Taxation
26. Total Community and Economic Development	1,034,146	1,141,623	1,153,935	12,312	1.1%	
Department of Public Works						
Salaries	1,726,078	1,638,902	1,685,286	46,384	2.8%	Taxation
Expenses	510,909	523,600	515,600	(8,000)	-1.5%	Taxation
27. Total DPW Admin and Operations	2,236,986	2,162,502	2,200,886	38,384	1.8%	
Building Maintenance						
Salaries	172,297	188,514	298,174	109,660	58.2%	Taxation
Expenses	886,529	968,800	948,900	(19,900)	-2.1%	Taxation
28. Total Building Maintenance	1,058,826	1,157,314	1,247,074	89,760	7.8%	
29. Municipal & School Field Maintenance	147,730	155,000	170,000	15,000	9.7%	Taxation
30. Snow & Ice	721,480	450,000	450,000	0	0.0%	Taxation
31. Street Lighting/ Traffic Light Maint	111,546	120,000	115,000	(5,000)	-4.2%	Taxation
32. Waste Collection/Disposal Expenses	1,207,233	1,257,844	1,328,600	70,756	5.6%	Taxation
Total Public Works	5,483,802	5,302,660	5,511,560	208,900	3.9%	

**Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets**

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
33. Disability Commission Expenses	0	500	500	0	0.0%	Taxation
Council On Aging						
34. Salaries	297,461	343,644	357,488	13,844	4.0%	Taxation
35. Expenses	31,419	33,150	36,650	3,500	10.6%	Taxation
	328,881	376,794	394,138	17,344	4.6%	
Youth and Family Services Commission						
36. Salaries	258,628	261,304	272,387	11,083	4.2%	Taxation
37. Expenses	14,701	15,000	15,000	0	0.0%	Taxation
	273,329	276,304	287,387	11,083	4.0%	
Veterans Services Department						
38. Salaries	57,653	60,689	62,788	2,099	3.5%	Taxation
39. Expenses	67,319	72,550	70,533	(2,017)	-2.8%	Taxation
	124,973	133,239	133,321	82	0.1%	
Total Human Services	727,182	786,837	815,346	28,509	3.6%	
Public Library						
Salaries	997,261	1,069,001	1,109,512	40,511	3.8%	Taxation
Expenses	286,961	310,950	321,050	10,100	3.2%	Taxation
Lost Books	0	1,600	1,600	0	0.0%	Taxation
40. Total Library	1,284,221	1,381,551	1,432,162	50,611	3.7%	
Recreation Department						
41. Salaries	305,263	479,560	479,939	379	0.1%	\$332,442 Recreation Funds/Taxation
42. Expenses	15,783	15,784	15,784	0	0.0%	Taxation
	321,046	495,344	495,723	379	0.1%	
43. Memorial/Veteran's Day/Westwood Day Expenses	16,770	21,800	23,800	2,000	9.2%	Taxation
Total Culture and Recreation	1,622,038	1,898,695	1,951,685	52,990	2.8%	
Other						
Operating Capital	42,534	0		0		
44. Hardware/Software Maintenance	298,772	321,150	392,600	71,450	22.2%	\$4,575 Ambulance Receipts/Taxation
Salary Reserve	18,000	0		0		
45. Communications Systems	154,155	154,750	163,000	8,250	5.3%	Taxation
Total Other	513,462	475,900	555,600	79,700	16.7%	
Total Municipal Budget	20,451,398	20,963,382	21,699,140	735,758	3.51%	

**Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets**

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
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**University Station Related Services
Board of Selectmen Approval Required to Proceed with These Budgets***

46. University Station Funded Services, Police & Fire	0	0	537,500	537,500		Taxation
Total University Station Public Safety funded	0	0	537,500	537,500		

*Expenditures and positions must be authorized by majority vote of the Board of Selectmen prior to any expenditure of funds or hiring.

Westwood Public Schools

Salaries	37,338,445	38,810,528	40,275,301	1,464,773	3.8%	Taxation
Expenses	6,102,717	6,092,607	6,187,730	95,123	1.6%	Taxation
47. School salaries & exps	43,441,162	44,903,135	46,463,031	1,559,896	3.47%	
48. Blue Hills Regional School	147,373	136,373	149,576	13,203	9.7%	Taxation
Crossing Guards						
49. Salaries	89,955	103,041	107,176	4,135	4.0%	Taxation
50. Expenses	954	3,500	3,500	0	0.0%	Taxation
Total	90,909	106,541	110,676	4,135	3.9%	
Total School Budgets	43,679,443	45,146,049	46,723,283	1,577,234	3.5%	

School Department University Station Direct Related Services

51. University Station Bus	0	0	50,000	50,000		Taxation
Total University Station Related		0	50,000	50,000		

Fixed Costs Budgets - School and Municipal

School Employee Benefits/Costs

Retirement Assessments	1,385,764	1,593,629	1,621,869	28,240	1.8%	Taxation
Worker's Compensation	207,673	292,259	321,485	29,226	10.0%	Taxation
Unemployment Compensation	22,434	98,175	107,993	9,818	10.0%	Taxation
Health Insurance	4,101,489	4,432,420	4,654,041	221,621	5.0%	Taxation
Life Insurance	6,407	11,200	11,200	0	0.0%	Taxation
Payroll service/Other	24,881	29,000	34,000	5,000	17.2%	Taxation
Medicare Part B	125,094	166,698	175,033	8,335	5.0%	Taxation
Social Security Tax	6,072	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	538,109	698,408	768,249	69,841	10.0%	Taxation
School Employee Benefits/Costs	6,417,924	7,331,789	7,703,870	372,081	5.1%	

Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
Municipal Employee Benefits/Costs						
Retirement Assessment	3,245,442	3,732,258	3,784,364	52,106	1.4%	Taxation
Worker's Compensation	97,729	137,635	151,399	13,764	10.0%	Taxation
Unemployment Compensation	13,341	13,860	15,246	1,386	10.0%	Taxation
Health Insurance	1,404,955	1,467,841	1,541,233	73,392	5.0%	Taxation
Life Insurance	3,268	6,800	6,800	0	0.0%	Taxation
Pre-Hire/Payroll/Other	139,378	112,000	127,000	15,000	13.4%	Taxation
Public Safety Medical/111F ins	81,442	87,600	90,000	2,400	2.7%	Taxation
Medicare Part B	53,748	67,616	70,997	3,381	5.0%	Taxation
Social Security Tax	3,877	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	220,602	274,646	302,111	27,465	10.0%	Taxation
Municipal Employee Benefits/Costs	5,263,781	5,910,256	6,099,150	188,894	3.2%	
Shared Fixed Costs						
Comprehensive & Liability Ins.	399,502	521,057	552,000	30,943	5.9%	Taxation
School Waste Collection Services	63,680	71,220	70,000	(1,220)	-1.7%	Taxation
Audit Services	67,680	72,500	81,250	8,750	12.1%	Taxation
Total Shared Fixed Costs	530,862	664,777	703,250	38,473	5.8%	
52. Total Benefits/Shared Fixed Costs	12,212,568	13,906,822	14,506,270	599,448	4.3%	
Reserve Funds						
53. Other/Energy Reserve Fund*	0	295,000	295,000	0	0.0%	Taxation
54. Special Town Mtg Reserve	20,257	25,000	25,000	0	0.0%	Taxation
55. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
Total Reserves	20,257	720,000	720,000	0	0.0%	
Total Fixed Costs Budget	12,232,825	14,626,822	15,226,270	599,448	4.1%	
Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.						
* This reserve budget may be transferred to budgets upon vote by the Board of Selectmen.						
Debt Service Budget						
Municipal Related Debt Service	3,545,618	3,461,860	3,486,431	24,571	0.7%	\$96,750 Cemetery Funds/ \$13,661 Bond Premium/ Taxation
School Related Debt Service	2,820,523	2,676,118	2,570,348	(105,770)	-4.0%	\$1,401,276 Sch Bld Reimb/ \$8,690 Bond Premium./Taxation
56. Total Debt Budget	6,366,141	6,137,978	6,056,779	(81,199)	-1.3%	
FY20 Debt Change						
Non Exempt				\$31,051		
Exempt				(\$112,250)		
Total				(\$81,199)		

**Appendix D
Proposed FY2020 Departmental Salary/Expense Budgets**

Description	Expended FY2018	Current FY2019 Budget	Proposed FY2020 Budget	\$ Change FY20 vs FY19	% Change FY20 vs FY19	Funding Source
Sewer Enterprise						
Salaries	344,243	483,744	442,300	(41,444)	-8.6%	Sewer Enterprise Funds
Expenses	129,245	147,500	194,500	47,000	31.9%	Sewer Enterprise Funds
Pumping Stations	170,228	171,000	172,000	1,000	0.6%	Sewer Enterprise Funds
MWRA Assessment	2,777,442	3,000,000	3,163,487	163,487	5.4%	Sewer Enterprise Funds
Mandated Inspections	27,891	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Sewer Debt & Interest	374,722	371,995	217,688	(154,307)	-41.5%	Sewer Enterprise Funds
System Ext./Repairs	17,183	25,000	25,000	0	0.0%	Sewer Enterprise Funds
57. Total Sewer Enterprise	3,840,955	4,319,239	4,334,975	15,736	0.4%	
Note: Sewer revenue budget will be Operating Budget:						4,334,975
Plus: Indirect Cost:						405,202
Total:						4,740,177
Total Operating Budget	86,570,762	91,193,470	94,627,947	3,434,477	3.8%	

Annual Town Meeting Article 4:

- 1) Moderator Read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 4: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million Three Hundred and Twenty Two Thousand Dollars (\$1,322,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
One Ton Dump Truck with Plow	DPW	\$70,000	Free Cash
Backhoe Loader Replacement	DPW	\$125,000	Free Cash
Utility Maintenance Van	DPW	\$70,000	Free Cash
Bombadier Sidewalk Plow (B1)	DPW	\$125,000	Free Cash
Fire Turnout Gear Purchase and Replacement	Fire	\$35,000	Free Cash
Fire Engines (2) Lease Payment (Year 3 of 5 payments)	Fire	\$226,400	Free Cash
Fire – Deputy’s Vehicle	Fire	\$42,500	Free Cash
Fire – Radio Upgrade and Replacement	Fire	\$23,850	Free Cash
Police – Safety Equipment	Police	\$31,000	Free Cash
Police – Replacements of vehicles	Police	\$179,500	Free Cash
Police – Radio Infrastructure	Police	\$75,000	Free Cash
End User Technology – All departments	Information Technology	\$50,000	Free Cash
Library – Patron/Staff End User Technology	Library	\$18,750	Free Cash
Housing Authority Associates- Building Maintenance and Improvement	Housing	\$100,000	Free Cash
Municipal Buildings – Facilities Maintenance/Energy Efficiency	DPW	\$150,000	Free Cash
Total		\$1,322,000	

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

Annual Town Meeting Article 5:

- 1) Moderator read Article
- 2) Discussions from floor
- 3) **Philip Dunkelbarger, 125 Sunrise Road, made a motion on the floor to amend the article as follows:**

"In all instances whereby the Town will consider installation of new or replacement of existing HVAC systems in all buildings owned by the Town, the Town will consider a cost benefit analysis of at least one alternative which involves utilization of renewable energy".

- 4) *Seconded on motion to amend article*
- 5) *No discussion on amendment*
- 6) *Motion to amend passed by a Majority vote in favor*
- 7) *No discussion on Article as amended*
- 8) *Unanimous vote in favor on Article as amended*

Annual Town Meeting Article 5: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Million and Seventeen Thousand Dollars (\$1,017,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	\$150,000	Free Cash
Roofing	School	\$100,000	Free Cash
Repair and Maintenance	School	\$402,803	Free Cash
Furniture, Fixtures and Equipment	School	\$111,797	Free Cash
HVAC	School	\$192,400	Free Cash
Copiers	School	\$60,000	Free Cash
Total		\$1,017,000	

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

A motion was made on the floor to amend this article which was voted upon and passed by a majority in favor of the amendment declared by the moderator. The amendment is as follows: In all instances whereby the Town will consider installation of new or replacement of existing HVAC systems in all buildings owned by the Town, the Town will consider a cost benefit analysis of at least one alternative which involves utilization of renewable energy.

Annual Town Meeting Article 6:

- 1) *Moderator read Article*
- 2) *Seconded by Town Meeting*
- 3) *No discussion from floor*
- 4) *Unanimous vote in Favor of article*

Annual Town Meeting Article 6: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million and Fifty Thousand Dollars (\$1,050,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source

Infiltration & Inflow Reduction Program	Sewer	\$500,000	Sewer Retained Earnings
Stormwater Compliance	Sewer	\$50,000	Sewer Retained Earnings
Pump Station Facility Program	Sewer	\$500,000	Sewer Retained Earnings
Total		\$1,050,000	

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

Annual Town Meeting Article 7:

- 1) Moderator read article
- 2) Seconded by Town Meeting
- 3) Discussions from floor
- 4) Philip Dunkelbarger, 125 Sunrise Road, made a motion to amend the article
- 5) Christopher Poreda, 155 Willard Circle-urged town meeting to defeat amendment
- 6) Vote to amend article failed
- 7) 7 people stood for reconsideration of the amendment
- 8) Moderator called for an Electronic Vote, 111-NO, 105-Yes
- 9) Amendment failed
- 10) Majority vote in favor of the Article

Annual Town Meeting Article 7: The Finance and Warrant Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million Three Hundred and Thirty Nine Thousand and Five Hundred Dollars (\$1,339,500) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Design Recreation Field Lighting Project	Recreation	\$65,000	Meals/Hotel Fund
Thurston Middle School HVAC Project	Schools	\$300,000	Meals/Hotel Fund
Council on Aging HVAC System	DPW	\$150,000	Meals/Hotel Fund
Morrison Basketball Court Refurbishment	Recreation	\$35,000	Free Cash
Carby Street Retaining Wall	DPW	\$250,000	Free Cash
Town/School Financial Enterprise Software	Information Technology	\$237,500	Free Cash
Fire Station 1 Repair and Maintenance	DPW	\$250,000	Free Cash
Perry Crouse Pond Maintenance Project	Conservation	\$32,000	Free Cash
Design new fields on land behind High School Tennis Courts	Recreation	\$20,000	Free Cash
Total		\$1,339,500	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and

accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases.

Annual Town Meeting Article 8:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in Favor of Article

Annual Town Meeting Article 8: The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to transfer from available funds the sum of Sixty Seven Thousand and Five Hundred Dollars (\$67,500) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Self Contained Breathing Apparatus Upgrade and Replacement	Fire	\$44,000	Ambulance Receipts
Rescue Equipment	Fire	\$23,500	Ambulance Receipts
Total		\$67,500	

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

Annual Town Meeting Article 9:

- 1) Moderator read Article in its entirety including motion
- 2) Seconded by Town Meeting
- 3) Discussions from floor
- 4) Christine Previtiera, 16 Dean Street
- 5) Todd Korchin, Director Public Works, 172 Burgess Avenue
- 6) Peter Ittig, 108 Bay Colony Drive
- 7) 2/3 voice vote in favor of the Article

Annual Town Meeting Article 9: The Finance and Warrant Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator That the Town appropriates \$900,000 to pay costs of making various roadway improvements including but not limited to sidewalk and curb ramp replacement and improvements on Route 109 between Nahatan Street and the Walpole Town Line, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of the costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Annual Town Meeting Article 10:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 10: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Hundred Twenty-Five Thousand Dollars (\$125,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B.

Purpose	Amount	Funding Source
Stabilization Fund	\$125,000	Free Cash

Annual Town Meeting Article 11:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 11: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million Four Hundred Forty Thousand Dollars (\$1,440,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20.

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$1,440,000	Taxation

Annual Town Meeting Article 12:

- 1) Moderator dispensed the reading of the whole article as voted in the beginning of the meeting
- 2) Seconded by Town Meeting
- 3) Discussion from floor
- 4) Peter Ittig, 108 Bay Colony Drive
- 5) Nancy Hyde, Selectman, 15 Martingale Lane
- 6) **Philip Dunkelbarger, 125 Sunrise Road, made a motion from floor to amend the Article as follows: Notwithstanding the authority granted to the Select Board in sub-section (B) of this Article, the Select Board will ensure that the following conditions are provided for in any TIF Agreement:**
 1. In addition to benefits extended to the beneficiary, the Agreement will establish the specific obligations to be met by the beneficiary, including such metrics as jobs to be created. The Agreement must also provide consequences if the Beneficiary not meeting those obligations;
 2. The Agreement will provide specific mechanisms for "clawing back" the value of all incentive benefits realized by the Beneficiary in the event that the Beneficiary ceases to own the property covered by the TIF, prior to the end of the term of the Agreement. Such mechanisms might include remedies such as performance bond, escrow account, etc.
 3. The Agreement will likewise address the issue of when and under what circumstances the Beneficiary may apply for abatement either during or for some period after the Term of the Agreement.
- 7) The amendment was ruled partially out of order by the Moderator who consulted with Counsel

8) Daniel Bailey, Pierce Atwood, LLP, 25 Martingale Lane

9) Phil Dunkelbager, 125 Sunrise Road

10) Vicki Makredes, 340 Nahatan Street,

11) Nancy Hyde, Selectman, 15 Martingale Lane

12) Motion to amend article failed by a Majority vote

13) Further discussion before vote of Article

14) Colin Cassidy, 628 High Street

15) Mike Frisoli, 304 Grove Street

16) Majority vote in favor of article declared by the Moderator

Annual Town Meeting Article 12: The Finance and Warrant Commission recommended and the Town voted by a Majority vote in favor declared by the Moderator to take certain actions relative to tax increment financing for individual projects or parcels within the University Station Project area, more specifically as follows:

- (A) To confirm that the Board of Selectmen previously designated the following Assessor's Map parcels as an economic opportunity area, and that the Town of Westwood confirmed such designation at its 2007 Annual Town Meeting, which parcels are referred to here collectively as the "University Station Area," and to maintain such designation to the extent it continues to have legal significance, and to authorize the Board of Selectmen to petition the Economic Assistance Coordinating Council (EACC) to designate some or all of the University Station Area as a Tax Increment Financing (TIF) eligible area pursuant to G.L. c. 23A, § 3E: (i) Assessor's Map 33, Lots 6, 8, 9, 11, 12, 13, 15, 19, 51, 52, 53, 54, 55, 56, and 57; and (ii) Assessor's Map 37, Lots 10, 16, and 17, because the University Station Area presents exceptional opportunities for increased economic development and there is a strong likelihood that the following will occur in this area within a proximate period of time: (a) a significant influx or growth in business activity; (b) the creation of a significant number of new jobs; and (c) a private project or investment that will contribute significantly to the resiliency of the local economy, and, therefore, pursuant to M.G.L. c. 23A §3E and 402 CMR 2.02, is a TIF eligible area.
- (B) To authorize the Board of Selectmen, on terms acceptable to the Board of Selectmen, to enter into TIF agreements with owners or controlling businesses of certified projects, and/or with owners of real estate projects, and/or with any person or entity expanding a facility in an area designated by the EACC as a TIF-eligible area, as those terms are defined in G.L. c. 23A, which TIF agreements provide for certain tax benefits in connection with proposed projects that are consistent with the economic development objectives of the Town of Westwood and are likely to increase and retain employment opportunities for residents of the Town of Westwood, and will support the public purpose of encouraging increased industrial and commercial activity in the Commonwealth of Massachusetts, and will result in actual economic benefits to the Town of Westwood, provided that such projects or facilities are within the University Station Area, provided further that any such agreements comply with G.L. c. 23A and G.L. c. 40, § 59 and any other applicable statutes and regulations, as the same may be amended from time to time. Said authorization shall include, but is not limited to, a TIF Agreement with University Station Phase 2 LLC and/or Citizens Bank, N.A. on file with

the Town Clerk, which TIF Agreement, upon execution by the Board of Selectmen, shall be deemed adopted by the Town;

- (C) To authorize the Board of Selectmen to submit any such TIF agreement to EACC for approval;
- (D) To authorize the Board of Selectmen to submit or support petitions to have projects certified by EACC, and to submit such other documentation as may be necessary for EACC to certify a project, the controlling business or owner of which enters into a TIF agreement with the Board of Selectmen, and to authorize the Board of Selectmen to submit municipal project endorsements for such projects;
- (E) To authorize the Board of Selectmen to take such other action as may be necessary to implement a TIF agreement authorized by this article;

Annual Town Meeting Article 13:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 13: The Finance and Warrant Commission recommended and the Town voted by a Unanimous vote in favor declared by the Moderator to discontinue a portion of a public way known as Hedgerow Lane, which portion is shown as "Former Hedgerow Lane" on Sheet No. 3 of 16 of a set of plans entitled "'Westwood Estates' Definitive Subdivision, A Single Family Residential Subdivision, Canton Street in Westwood, Massachusetts," dated February 10, 2016, revised through December 12, 2016, filed with the Norfolk County Registry of Deeds as Plan No. 60 in Plan Book 655, a copy of which is on file with the Town Clerk, and which portion the Board of Selectmen declared abandoned and unused for ordinary travel pursuant to G.L. c. 82, § 32A by written decision dated October 18, 2018, filed with the Town Clerk on October 23, 2018.

Annual Town Meeting Article 14:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) 2/3 voice vote in favor of Article

Annual Town Meeting Article 14: The Finance and Warrant Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to authorize the Board of Selectmen to petition the General Court for special legislation, the full text of which is on file with the Town Clerk and available at www.townhall.westwood.ma.us, to amend the Town Charter to formally change the name of the Board of Selectmen to the Select Board, and for such purposes, in each place they appear, replace the words "Board of Selectmen" and "Selectmen" with the words "Select Board", the word "selectman" with the words "select board member", and, consistent therewith, the word "chairman" with the word "chair", and to further amend the Charter to insert a new Section 3.2.3 that provides that other than as expressly provided in the Charter, the "Select Board" shall have all the powers and duties of a "board of selectmen" for purposes of the General Laws and any special laws applicable to the Town; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments thereto prior to enactment by the General Court; and provided further that the Board

of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

Annual Town Meeting Article 15:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) Discussions from floor:
- 4) **Peter Ittig, 108 Bay Colony Drive, made a motion to amend the Article as follows:**
Addition to end of Article: "At least one option will be a lower-cost option that will not require a higher proportion of renewable energy than that mandated by the State."
- 5) Thomas Philbin, Energy Mgr. Town of Westwood, 62 Far Reach Road
- 6) Peter Ittig, 108 Bay Colony Drive
- 7) Motion to amend Article failed by a Majority vote
- 8) Further Discussion on Article
- 9) Jack Lucas, 171 Cedar Lane
- 10) Nancy Hyde, 15 Martingale Lane
- 11) Philip Shapiro, 159 Mill Street
- 12) Christopher Poreda, 155 Willard Circle
- 13) Betty McClure, 1314 Highland Glen Road
- 14) Steven Harte, 174 Pond Plain Road-Co sponsor of Article
- 15) Majority vote in favor of the Article

Annual Town Meeting Article 15: The Finance and Warrant Commission recommended and the Town voted by Majority vote in favor declared by the Moderator to authorize the Board of Selectmen to develop a program and enter into a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town of Westwood, independently or in joint action with other municipalities, commonly known as Community Electricity Aggregation (CEA) which is intended to reduce or stabilize electricity costs to the residents and businesses and to provide options for increasing the use of local, renewable energy; said contract(s) would be in accordance with the provisions of M.G.L. Chapter 164, section 134 and Chapter 164 of the Acts of 1997, which established a competitive marketplace through deregulation and restructuring of the electric utility industry, and such contract will require at least one option for residents and businesses to save on their electricity costs; further to authorize the Board of Selectmen to appoint a committee to oversee such independent or joint action.

Annual Town Meeting Article 16:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) Discussions from floor:
- 4) William Delay, 148 School Street
- 5) Nancy Hyde, Selectman, 15 Martingale Lane
- 6) 2/3 Voice vote in favor of Article

Annual Town Meeting Article 16: The Finance and Warrant Commission recommended and the Town voted by 2/3 voice vote in favor declared by the Moderator to transfer from the care, custody, and control of the School Committee to the care, custody and control of the Board of Selectmen a certain parcel of land containing approximately 5,590 square feet, said parcel being shown as the triangular parcel abutting the easterly sideline of Laura Lane, bounded on the north a distance of 57.68 feet and bounded on the east by a stone wall, as shown on a certain Plan of Land, drawn by Hoyt Land Surveying, dated October 13, 2015 and recorded at the Norfolk Registry of Deeds December 21, 2015 in Plan Book 644 at Page 48, for the purpose of the sale of such parcel,

and further to authorize said Board of Selectmen to convey the said land for no less than Three Thousand and Seven Hundred Dollars (\$3,700.00); all pursuant to Chapter 40 of the Massachusetts General Laws.

Annual Town Meeting Article 17:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 17: The Finance and Warrant Commission recommended and the Town voted by unanimous vote in favor declared by the Moderator to adopt the following changes to Chapter 138, Town Meetings, §138-17, Rules of debate, G. & H., of the General Bylaws.

Section 138-17G is amended to add the word "electronic" after Standing; adding "electronic voting or" to read as:

G. Standing, **electronic**, or written vote. If the Moderator is unable to decide by the sound of the voices, or if his announcement of the vote is thereupon doubted by seven or more voters raising their hands for that purpose, the Moderator shall without debate determine the vote by ordering a standing vote, and he may appoint tellers to make and return the count, or he may order a vote **by electronic voting or** secret written ballot.

Section 138-17H is amended to add "An electronic vote or" following Secret ballot to read as:

H. Secret ballot. **An electronic vote or** written ballot, to be taken by a "yes" and "no" secret ballot, and in such manner as the Moderator shall determine, may be ordered on any motion by a majority of voters present and voting.

Prior to Planning Board Articles 18-22 David Atkins, 85 Parker Street, Planning Board Chair gave a report to Town Meeting on planning board articles

Annual Town Meeting Article 18:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 18: The Finance and Warrant Commission recommended and the Town voted by unanimous vote in favor declared by the to approve certain amendments to the Westwood Zoning Bylaw to permit retail uses such as cafeterias, snack bars, gift shops and vending machines as accessory uses serving employees and clientele of the principal use in the HB (Highway Business) zoning district by amending Section 4.3.5.1 [Table of Accessory Uses], or take any other action in relation thereto.

- 1) Amend Section 4.3.5 to read as follows (*underlined wording indicates new language, wording to be removed shown with strikethrough*):

4.3.5 ACCESSORY USES IN INDUSTRIAL, HIGHWAY BUSINESS AND ARO DISTRICTS

ACCESSORY USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO

<p>4.3.5.1 Retail uses, such as cafeterias, snack bars, gift shops and vending machines dispensing food, soft drinks and incidental merchandise items; provided that any such uses shall be conducted primarily for the convenience of employees and the clientele of the principal use of the premises and shall be wholly within a building and have no exterior advertising display.</p>	N	N	N	N	N	N	N	N	N	N	N	N	N
---	---	---	---	---	---	---	---	---	---	---	---	---	---

Annual Town Meeting Article 19:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) Discussion from floor:
- 4) Sheila Hanley Longval, 24 Willow Street
- 5) David Atkins deferred question from Ms. Longval to Town Planner
- 6) Abby McCabe, Town Planner
- 7) 2/3 voice vote in favor of Article

Annual Town Meeting Article 19: The Finance and Warrant Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw to amend the Section 2.0 [Definitions] definition for "Structure", in relation to fence and wall heights.

- 1) Amend Section 2.0 definition for structure as follows (*underlined wording indicates new language; words to be removed have strikethrough*):
Structure An assembly of materials forming a construction for occupancy or use including among others, buildings, stadiums, gospel and circus tents, reviewing stands, platforms, staging, observation towers, communication towers, flag poles, water tanks, trestles, piers, wharfs, open sheds, coal bins, shelters, fences and display signs, tanks in excess of 500 gallons used for the storage of any fluid other than water and swimming pools. A freestanding fence or wall ~~six (6)~~ seven (7) feet or less in height, or a fence installed on or immediately adjacent to a wall such that the fence and wall together have a combined height of ~~six (6)~~ seven (7) feet or less, measured from the lowest point of grade adjacent to the fence, or combined wall and fence, will not be considered a structure.

Annual Town Meeting Article 20:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor

4) *Unanimous vote in favor of Article*

Annual Town Meeting Article 20: The Finance and Warrant Commission recommended and the Town voted by Unanimous vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw to amend Section 8.4 [Residential Retirement Community (RRC)].

1) Amend Section 8.4.2 as follows (*underlined wording indicates new language; words to be removed have strikethrough*):

8.4.2 **General.** A RRC is a development of land comprising townhouse or apartment type dwellings, under-over type dwellings, multiple type dwellings, or any combination of such housing types, with resident services, operated or sponsored ~~Coordinated Unit~~ by a corporation or organization having among its principal purposes the provision of housing for retired and aging persons. Such facility may also include an **assisted living residence** a ~~restorative care center/skilled nursing facility. A Coordinated Unit is a building or group of buildings under common management and serving purposes which assist the elderly in maintaining an independent lifestyle.~~ The program of resident services may include **assisted living residence** ~~restorative care center/skilled nursing~~, transportation, laundry, financial, barber/beautician, medical evaluation, home health, adult day care and respite care services, meals on wheels, both scheduled and unscheduled exercise, recreational and educational activities, and other similar services or activities. These programs and services will be primarily for the benefit of residents of the RRC and/or the Town.

2) Amend Section 8.4.3.4 as follows:

8.4.3.4 **Building Height.** The maximum building height shall be **no more than 65 feet as set forth in the definition of "Building Height" contained in Section 2.0 of this Bylaw measured by the vertical distance from grade plane to the average height of the highest roof surface.** ~~five (5) stories, provided that no more than sixty percent (60%) of the building footprint shall be built upon to a height in excess of four (4) stories. Building footprints shall be measured at the building foundation, but shall exclude covered walkways connecting adjacent buildings.~~

3) Amend Section 8.4.3.5 as follows:

8.4.3.5 **Density Limitation.** The total number of dwelling units within a RRC shall not exceed **five** ~~four and one-half (4½)~~ dwelling units including assisted living units per acre or one and one-half (1½) nursing facility beds per acre.

4) Add new Affordable Housing Requirement Section as follows:

8.4.3.6 Affordability Requirements. Where any project authorized under a RRC Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the RRC unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

Total Number of	Minimum Number of
------------------------	--------------------------

Dwelling Units	Affordable Dwelling Units
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

Annual Town Meeting Article 21:

1. Moderator read Article and explained Indefinite Postponement
2. Seconded by Town Meeting
3. No discussion from floor
4. Unanimous vote in Favor of Indefinite Postponement

Annual Town Meeting Article 21: The Finance and Warrant Commission recommended Indefinite Postponement and the Town voted by a Unanimous vote in favor of Indefinite Postponement declared by the Moderator to amend Section 4.3.3 [Accessory Uses in Residential Districts] to amend the requirements for private garage and the parking and storage of more than three motor vehicles in Section 4.3.3.2 to read as follows, or take any action in relation thereto.

- 1) Amend Section 4.3.3.2 to read as follows (underlined wording indicates new language, wording to be removed shown with strikethrough):

4.3.3 ACCESSORY USE IN RESIDENTIAL DISTRICTS	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.3.3.2 Private garage and/or the parking or storage area of more than three (3) motor vehicles <u>within an enclosed structure, or more than three (3) vehicles visible at normal eye level from an abutting residential lot,</u> or of more than one (1) commercial vehicle with a gross vehicle weight of less than 26,000 pounds, but only where in connection with a Principal Use on the same premises.	BA	BA	BA	BA	BA	BA	BA	N	N	N	N	N	N

Annual Town Meeting Article 22:

- 1) Moderator read Article
- 2) Seconded by Town Meeting
- 3) No discussion from floor
- 4) Unanimous vote in favor of Article

Annual Town Meeting Article 22: The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections.

- 1) Add "Access Approval Overlay District (AAOD)" to the list of overlay districts in Section 3.1.3 [Overlay Districts]
- 2) Amend Alternative Dimensions Table 9.5.9 to change the Section reference from 9.5.14.2.4.3 to read as follows (*underlined wording indicates new language*):
Minimum Public Amenity Areas or other public amenities required under Section 9.5.15.2.4.3
- 3) Delete the words "Section 8.4, Senior Residential Development (SRD)" in the second paragraph under Section 9.7.12.5 [Relationship to Underlying Districts and Regulations].
- 4) Amend the second paragraph in Section 9.7.12.5 [Relationship to Underlying District Regulations] to correct the Section reference referring to Section 8.5, Residential Retirement Community (RRC) to Section 8.4.

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:59p.m.

- ❖ A full videotaped transcript of the 2019 Annual Town Meeting and all discussion details are available through following Westwood Media Center link: <https://www.youtube.com/watch?v=kMCzcmrv6il>
- ❖ A written transcript with all discussion details will be available in the Town Clerks office upon request.
- ❖ *Article 14 is a Charter amendment in the form of a Home Rule petition pending approval by the Mass. legislature*
- ❖ *Article 17 is a General bylaw amendment pending approval by the Attorney General*
- ❖ *Articles 18, 19, 21 & 22 are Zoning bylaw amendments pending approval by the Attorney General*

Attest:



**Dorothy A. Powers/MMC/CMMC
Westwood Town Clerk**

Town of Westwood, Massachusetts

Comprehensive Annual Financial Report Year Ended June 30, 2019



The Town of Westwood, Massachusetts



Comprehensive Annual Financial Report

**For the Year
July 1, 2018 through June 30, 2019**

Select Board

**Michael F. Walsh, Chairman
John M. Hickey
Nancy C. Hyde**

**Prepared by:
Pamela Dukeman, Finance Director**

Town of Westwood, Massachusetts Comprehensive Annual Financial Report

For the Year Ended June 30, 2019

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Introductory Section

Transmittal Letter

A Few Words About Westwood

Directory of Officials

Organization Chart

Certificate of Achievement



*Finance Director Pamela Dukeman and Finance Team Receiving
CAFR Award from Select Board.*

Pictured from left to right, Town Administrator Michael Jaillet, Select Board Members Michael Walsh and Nancy Hyde, Select Board Chair John Hickey, Finance Director Pam Dukeman, Town Accountant Marie O'Leary, Financial Analyst Laura Bucari, Assistant Treasurer Kathryn Foley, and Town Treasurer James Gavin



Town of Westwood Commonwealth of Massachusetts

Office of the Finance Director

580 High Street, Westwood, MA 02090

(781) 320-1010

Email:

PDukeman@Townhall.Westwood.MA.US

October 15, 2019

To the Honorable Select Board and Citizens of the Town of Westwood:

State law requires the Town of Westwood to publish at the close of each year a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, I hereby issue the Comprehensive Annual Financial Report (CAFR) of the Town of Westwood, Massachusetts, for the year ending June 30, 2019 for your review.

The report is designed to be used by the elected and appointed officials of the Town and others who are concerned with its management and progress such as bond analysts, banking institutions and credit raters as well as residents and taxpayers of Westwood.

This report consists of management's representations concerning the finances of the Town of Westwood. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Management of the Town is responsible for establishing and maintaining an internal control structure designed to ensure the assets of the Town are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The Finance Director is responsible for evaluating the adequacy and effectiveness of the internal control structure and implementing improvements.

Because the cost of internal controls should not outweigh their benefits, the Town of Westwood's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

The Town of Westwood's financial statements have been audited by Powers & Sullivan, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Westwood for the year ended June 30, 2019, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Westwood's financial statements for the year ended June 30, 2019, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Westwood was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Westwood's separately issued Single Audit Report.

Generally accepted accounting principles (GAAP) require that management provide a narrative introduction, overview and analysis to accompany the basic financial statements in the form of an MD&A. This letter of transmittal is designed to complement the MD&A where the financial analysis is presented. The Town's MD&A can be found immediately following the independent auditor's report from Powers & Sullivan, LLC.

Profile of the Town

Westwood was incorporated as a Town in 1897. With a population of approximately 15,597, Westwood is located in eastern Massachusetts, 13 miles south of Boston, with a land area of 11 square miles. Westwood is recognized throughout the state for its attractive open space and rambling New England stone walls.

Situated at the junction of Routes 95/128 and 93, Westwood provides an excellent location for its residents and its businesses. The Town offers the further convenience of two commuter rail lines, full MBTA bus service on some major routes, and Amtrak high speed rail access to Boston and New York.

Westwood is known throughout the state for its high quality school system and beautiful open space. Westwood students consistently score in the top percentiles on national tests, and the overwhelming majority of students graduating from the High School go on to higher education. Westwood High School was named a 2012 National Blue Ribbon School with a designation of Extremely High Performance by the U. S. Department of Education.

The Town offers a full range of services including police and fire protection, education, maintenance of streets and infrastructure, solid waste collection and disposal, health and human services, cultural and recreational, administrative and financial services.

The Town operates under a Select Board/Open Town Meeting/Town Administrator form of government. The elected, three-member Select Board makes policy decisions. The Town Administrator is responsible for carrying out the policies and direction of the Select Board and for managing the day-to-day operations of the Town.

An elected, five-member School Committee appoints a School Superintendent who administers the public school system of the Town. School Committee members, like the Select Board, are elected at-large to three-year staggered terms.

The Finance Director is responsible for preparing and presenting the General Fund budget to the Select Board. The Select Board reviews all requests and Town wide issues and presents a budget to Town Meeting for approval. A fifteen member Finance and Warrant Commission reviews the budget and makes recommendations to Town Meeting.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is either at the individual department and/or division level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. The Finance and Warrant Commission, upon request by the Select Board, may approve, during the year, a transfer from a reserve fund established at Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

Information Useful in Assessing the Town's Economic Condition

The Town of Westwood continues to reflect a strengthening local economy. The per capita income of \$114,844 continues to rise and outpace the state average. Westwood also has an extremely low comparable unemployment rate of 1.9% (2018) compared with the state rate of 3% (2018).

Westwood is a very desirable community and this is reflected in the strong residential sales market, which has risen above the pre-fiscal crisis levels. The Town offers a unique mix of proximity to Boston and major highways and transportation, while maintaining a desirable residential community. The Town offers a broad range of high quality services, outstanding public education and an attractive quality of life.

Westwood continues to experience a major, positive change in commercial property value. In an effort to improve commercial development, the Town took steps several years ago to enhance the desirability and flexibility of its major commercial areas by creating specific overlay districts for each commercial area encouraging redevelopment. University Park, the community's largest commercial area, is situated in a far corner of the Town's geographical area, bordering major highways and a commuter rail system with connections to Boston as well as Amtrak and Acela speed rail service to Providence, Rhode Island, New York City and Washington D.C.

University Station, the Town's high profile mixed use, development project, continued to advance in 2019. The project includes over two million square feet of new mixed use development including residential, commercial, hotel, office, and retail components. Stores and many restaurants have now been opened and operating as a vibrant commercial center. Construction of a hotel and additional restaurants has been completed, and all are open and operating. Construction of 100 condominium units has begun and two office building have been proposed and approved. Advancement of this project has significantly enhanced the Town's tax base.

The Town knew that the resulting economic benefits including employment opportunities from the project and significant new growth revenue would outweigh the additional service costs. The project has mitigated any transportation and environmental concerns, provides for an enhanced and stable commercial tax base, created new employment opportunities and enhanced the quality of the community.

The overlay district zoning for University Park encourages residential units strategically located within walking distance of the train station. The Route 128/University Park train station, which includes a 2,700 vehicle parking center, provides MBTA commuter service to the Back Bay and South Station in Downtown Boston as well as to Providence, Rhode Island. The station also serves as the suburban stop for the Acela high speed rail train between Boston, New York and Washington, D.C. With current and forecasted trends in the price of gasoline, these units with access to commuter service, employment opportunities and shopping and leisure activities, are expected to be extremely desirable.

The Everett/Providence Highway commercial area has recently been redeveloped with three new high-end car dealerships (Jaguar, Acura, and Audi) constructed during 2016. All are now completed and operating. The Islington Center area was recently approved for mixed use residential and retail development and began construction of the first phase. These have and will add to the commercial tax base.

The growth of the Town's main source of revenues, property taxes, is capped by Proposition 2 ½ and can only be overridden by a majority vote at a Town election. While tax revenue increases have been limited in recent years, other revenue sources, such as State aid and local receipts, including the meals and hotel taxes, have expanded and stabilized.

The Town has made significant efforts with fixed costs budgets, resulting in much improved budgets in health insurance and benefit accounts. On the Town's operating side, the FY2019 budgets and service level were maintained through a modest 3% increase in the operating budget. This allowed the Town to continue to provide

high quality services while minimizing the impact on the property tax burden. The Town continues to work on the health insurance costs resulting in continued savings. The changes included plan restructuring and transition to the state GIC program. Savings from the changes has allowed the Town to build an annual OPEB appropriation of \$1,440,000 into the budget, which will continue to increase incrementally by \$25,000 per year. The Town, with the cooperation of its employees, has made significant progress in addressing the OPEB liability and the annual appropriation is in line with the annual requirement (ARC).

The Town continues to manage its financial affairs in a prudent manner, primarily through considerable long-term planning and strong financial policies. In 2016, the Town's AAA credit rating was reaffirmed by Standard & Poor's. It has been able to do so by incorporating long range planning tools such as a five-year Capital Improvement Program; maintaining appropriate reserve balances and addressing long term liabilities despite tight budgets; investing in technology to ensure efficient operations; and maintaining an aggressive pay as you go financing strategy for capital improvements. The Town's long-term policies will preserve its strong financial position for the foreseeable future.

In 2019, the Town continued to demonstrate its commitment to the Financial Policy of maintaining and building its reserve accounts. The Town continued its commitment to build the Stabilization account to the policy goal level, which is 4% of general fund net operating revenues. The 2020 budget appropriated \$125,000 to the Stabilization Fund and \$1,440,000 to the OPEB Liability Account. The Town plans to continue to fund the reserves more in future years.

The Town has remained dedicated to an aggressive retirement of debt policy. Whenever possible, debt is issued for shorter time periods than allowed, typically ten years, with the exception of major new buildings. The Town has aggressively pursued and received state funding for all school construction projects. The state is committed to stabilized annual payments of approximately \$1.4 million which are directly applied to the High School debt service thereby limiting the burden on the taxpayers. Other municipal ten year bonds were completed in 2015, before the addition of new bonds for public safety buildings. This roll over of debt allowed the Town to issue new debt for infrastructure improvements and remain within the same debt levels. The Town monitors and schedules retirement and issuance of debt to ensure that debt service does not exceed 10% of the operating budget to ensure availability of resources for ongoing operations.

The Town has also enhanced its revenue flexibility by establishing an enterprise fund for sewer operations. This has allowed the Town to shift one hundred percent of the operating cost and capital improvements to the users of sewer services so that no tax support goes towards providing these services. All sewer related debt is related to the sewer infrastructure and is funded through sewer user fees. By doing so, the Town is able to provide the maximum tax dollars available to all other services.

Major initiatives for 2020 will include continuing to facilitate and inspect the construction of additional pieces of the University Station project including new residential condominiums and office buildings, ensuring that this exciting new development proceeds appropriately and impacts the community in a positive manner. Particular focus will be given to ensuring that new revenue from this project strengthens the reserve and capital accounts according to the Town's Financial Policies as well as enhancing delivery of services and solidifying the tax base, especially the split tax rate. In addition, major efforts by the Town in FY2020 will include overseeing and inspecting continued phased improvements and new development in the Town's Islington Center. This project includes both new retail and housing.

The Town recently significantly improved its public safety facilities. The new Police Headquarters and Fire Station 2 were fully completed in FY18 and are opened and operational. These new facilities not only enhance current services, but allow the Town to accommodate the additional operating services to meet the needs of the University Station development. The Town will begin planning in FY20 for the next phase of facility upgrades for Town and School buildings. The School Department has been selected by the State MSBA program to work with

them on the elementary schools project, which is currently in the feasibility phase. This will be an important project to maintain the high quality of the School system and comes as the Town approaches retirement of the long term debt issued for the new high school.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Westwood for its Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2018. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of a state and local government financial report. Westwood has received this award annually since 1997, a 22 year consecutive record.

In order to be awarded the Certificate of Achievement, a government must publish an easily readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current report continues to conform to the Certificate of Achievement program requirements, and we are submitting it to the GFOA.

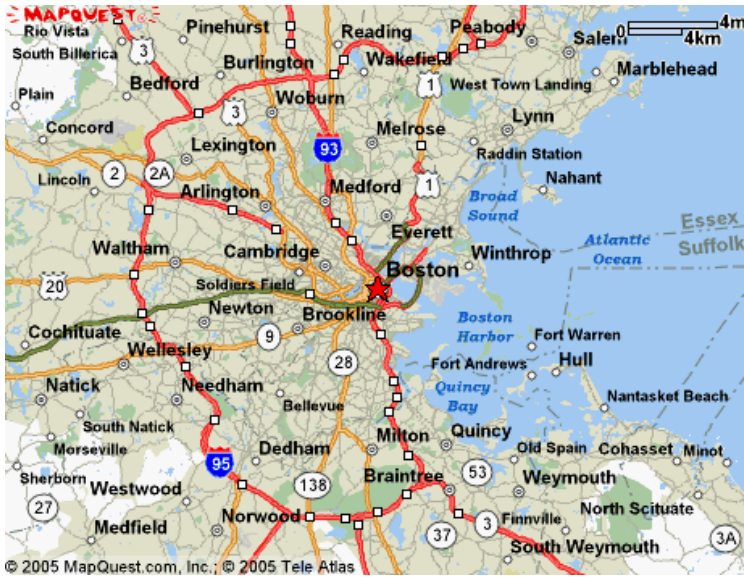
This report represents significant effort by the entire financial team of the Town, whose dedicated efforts have significantly improved the financial operations of the Town. I particularly would like to acknowledge the efforts of Laura Bucari, whose assistance was invaluable in the preparation of this Comprehensive Annual Financial Report. I would also like to thank the Town's management team for their recognition of the importance of the CAFR and the encouragement given to the financial departments.



Respectfully submitted,

Pamela Dukeman
Finance Director

A Few Words About Westwood....



Westwood was incorporated as a town in 1897 and has a current population of approximately 15,597. The town is located in eastern Massachusetts, 13 miles south of its capital city of Boston. One major attraction of Westwood is its location in relation to Boston and major roadways. The commuter rail has four convenient stops within five minutes of Town, one of which doubles as an Amtrak station. The Amtrak station provides connections originating in Boston and continuing to Providence, Rhode Island and New York City.

Westwood is recognized for the quality of its schools. Students consistently score in the top percentile on national tests, and the overwhelming majority of students graduating from the High School go on to higher education.

Westwood operates under a Select Board/Open Town Meeting/Town Administrator form of government. The elected, three-member Select Board makes policy decisions. The Town Administrator is responsible for carrying out the policies and direction of the Select Board and for managing the day-to-day operations of the town. An elected, five-member School Committee appoints a School Superintendent who administers the town's public school system. School Committee members, like the Select Board, are elected at-large to three-year staggered terms.

The Town maintains many recreational areas and facilities, including numerous conservation areas, playgrounds, ball fields and an indoor pool facility. The Town has two libraries, a senior center and numerous community-sponsored events for residents.

From a natural perspective, the Town works very hard to conserve land. It is the hope of preservation workers that Westwood can create its own emerald necklace with its conservation land and walking paths. Hale Reservation is one of the Town's hidden gems. With 1,100 acres of wooded area and a large pond, Hale is an active part of the community. During the summer, Hale's membership beach attracts over 500 families.



The formation of Westwood has been influenced by a number of factors. Character, community, and location are just three of its most admirable traits.

In [March 2012, Boston Magazine](#) selected Westwood as one of the best places to live in Massachusetts.



2012 National Blue Ribbon
School of Excellence

WESTWOOD HIGH SCHOOL NAMED 2012 NATIONAL BLUE RIBBON HIGH SCHOOL

Westwood High School was named a 2012 National Blue Ribbon High School by U.S. Secretary of Education Arne Duncan on Friday, September 7, 2012.

The school is one of just 38 high schools nationwide to be identified as "Exemplary High Performing," a designation reserved for schools that are among their state's highest performing schools, as measured by state assessments or nationally-normed tests. As the name suggests, earning Blue Ribbon status is the highest honor a United States school can receive from the U.S. Department of Education.

"The entire Westwood High School community is thrilled about earning Blue Ribbon status," said Sean Bevan, Principal of Westwood High School. "It's an extraordinary achievement that speaks to our students' dedication, our faculty and staff's expertise and commitment to their work, and our families' support of education. Our students, along with their teachers, are committed to preparing for future success in college and careers; this award is a powerful reminder of the importance of that hard work."

Westwood Superintendent John J. Antonucci commented that while the Blue Ribbon designation is a reflection of a high-quality school system, it is also a reflection of a high-quality community. "The residents of Westwood share our commitment to excellence and have a long tradition of supporting their public schools. We value and appreciate that support and work hard to ensure that all Westwood students receive a first-class educational experience."

Principal Sean Bevan, along with a teacher from the WHS faculty, represented the students and staff at a recognition ceremony on November 12-13 in Washington, D.C. He said, "The event will be a proud moment to celebrate a school culture and climate that strives to nurture and support the success of all of its students. I am honored to accept the award on behalf of our students and staff."

According to the Department of Education, "A total of 417 schools nationwide may be nominated [each year], with allocations determined by the numbers of K-12 students and schools in each jurisdiction." This year, 219 public and 50 private schools from all grade levels will be awarded National Blue Ribbon status. Westwood High School is one of 47 public and private high schools earning the designation: WHS and 38 others are designated as "Exemplary High Performing", while nine others are recognized as "Exemplary Improving".

Town of Westwood, Massachusetts
Principal Officials

Select Board

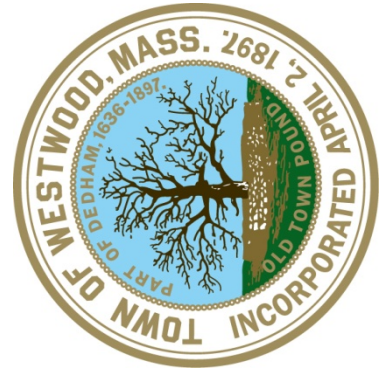
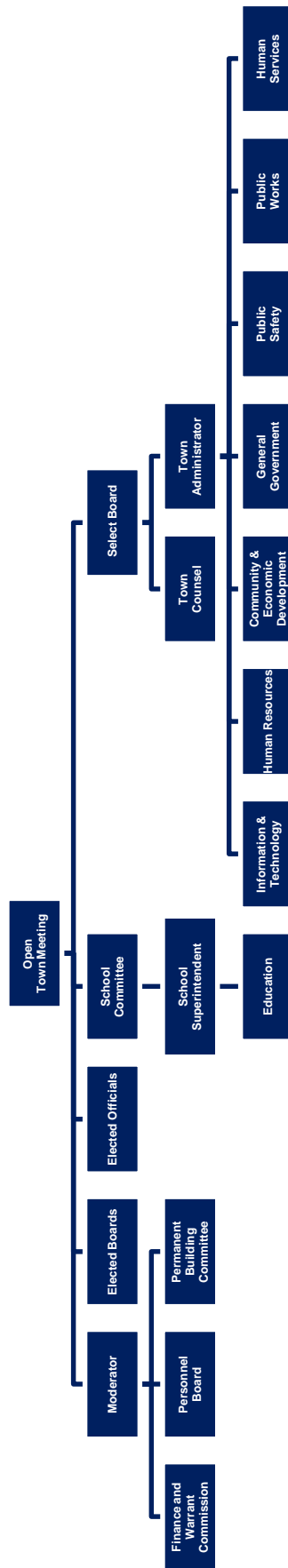
Michael F. Walsh, Chairman
John M. Hickey
Nancy C. Hyde

Town Administrator – Michael Jaillet
Finance Director – Pamela Dukeman
School Superintendent – Emily Parks
Town Treasurer – James Gavin
Police Chief – Jeffrey Silva
Fire Chief – John Deckers

Town of Westwood, Massachusetts
Total Budget Salaries of Principal Officials
June 30, 2019

Position	Salary
School Superintendent	\$205,000
School Director of Business and Finance	\$147,585
Town Administrator	\$194,630
Police Chief	\$179,334
Fire Chief	\$149,536
Finance Director	\$148,993
Department of Public Works Director	\$132,784
Director of Information Technology	\$120,631
Human Resources Director	\$111,405
Town Accountant	\$110,485
Library Director	\$104,504
Town Counsel	\$101,797
Director of Community and Economic Development	\$106,338
Town Clerk (Elected)	\$ 92,366
Tax Collector (Elected)	\$ 4,000
Treasurer (Elected)	\$ 4,000
Select Board (Elected)	\$ 2,000
Board of Assessors (Elected)	\$ 1,800

The Town of Westwood



Elected Boards

- Select Board
- Regional Vocational School Representative
- Housing Authority
- Library Trustees
- Planning Board
- Board of Assessors
- Sewer Commissioners
- School Committee

Elected Officials

- Moderator
- Town Clerk
- Town Collector
- Town Treasurer



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Westwood
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morill

Executive Director/CEO

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Financial Section

Independent Auditors' Report

Management's Discussion and Analysis

Basic Financial Statements

General Fund Budgetary Comparison Schedule, Retirement System Schedules, and Other Postemployment Benefit Schedules

Combining and Individual Fund Financial Statements and Schedules

The Town has recently built or renovated a number of Municipal Buildings

Senior Center



The Town's Senior Center underwent a much needed renovation in fiscal 2018. Work completed included significant repairs to the exterior of the building.

New Fire Station



New Police Headquarters





100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

Independent Auditor's Report

To the Honorable Select Board
Town of Westwood, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Westwood, Massachusetts' basic financial statements. The introductory section, combining and individual fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2019, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Westwood, Massachusetts' internal control over financial reporting and compliance.

Powers & Sullivan LLC

October 15, 2019

Management's Discussion and Analysis

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Management's Discussion and Analysis

As management of the Town of Westwood, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2019. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditors' opinion. If the Town of Westwood's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Westwood has enjoyed an unmodified opinion on its financial statements since the year ended June 30, 1984.

Financial Highlights

- The governmental assets and deferred outflows of resources of the Town of Westwood exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$45.1 million (net position).
- As required by accounting standards, in 2019 the Town has recognized a net pension liability of \$47.1 million along with a deferred outflow related to pension of \$10.7 million and a deferred inflow related to pension of \$1.2 million on the statement of net position. Additional disclosures and schedules can be found in the notes to the basic financial statements and required supplementary information.
- As required by accounting standards, in 2019 the Town has recognized an other postemployment benefit (OPEB) liability of \$40.1 million along with a deferred outflow related to OPEB of \$1.4 million and a deferred inflow related to OPEB of \$1.7 million on the statement of net position.
- At the close of the current year, the Town of Westwood's general fund reported an ending fund balance of \$23.1 million, an increase of \$2.0 million in comparison with the prior year. Total fund balance represents 23.0% of total general fund expenditures. Approximately \$13.9 million of this total amount is available for appropriation at the government's discretion, \$5.7 million is committed for capital articles approved by Town Meeting, \$174,000 is assigned for encumbrances carried forward to the subsequent year and \$3.3 million represents available funds appropriated to fund the fiscal year 2020 budget.
- The Town of Westwood's total governmental debt decreased by \$4.8 million during the current year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Westwood's basic financial statements. The Town of Westwood's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Towns' operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial

statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Westwood's finances, in a manner similar to private-sector business.

The statement of net position presents information on all of the Town of Westwood's assets and liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Westwood is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, university station, human services, culture and recreation and interest. The business-type activities include the activities of the sewer enterprise fund.

Fund financial statements. A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Westwood, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Westwood can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. The Town of Westwood adopts an annual appropriated budget for its general fund. A budgetary comparison schedule is included as required supplementary information for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains one type of proprietary fund.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses an enterprise fund to account for its sewer operations.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town of Westwood's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Westwood, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$61.3 million at the close of 2019.

Net position of \$102.6 million reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment); less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. An additional portion of the Town of Westwood's net position \$1.6 million represents resources that are subject to external restrictions on how they may be used. The remaining deficit balance of unrestricted net position \$42.9 million is primarily due to the recognition of the \$47.1 million net pension liability and \$40.1 million in the other postemployment benefits liability.

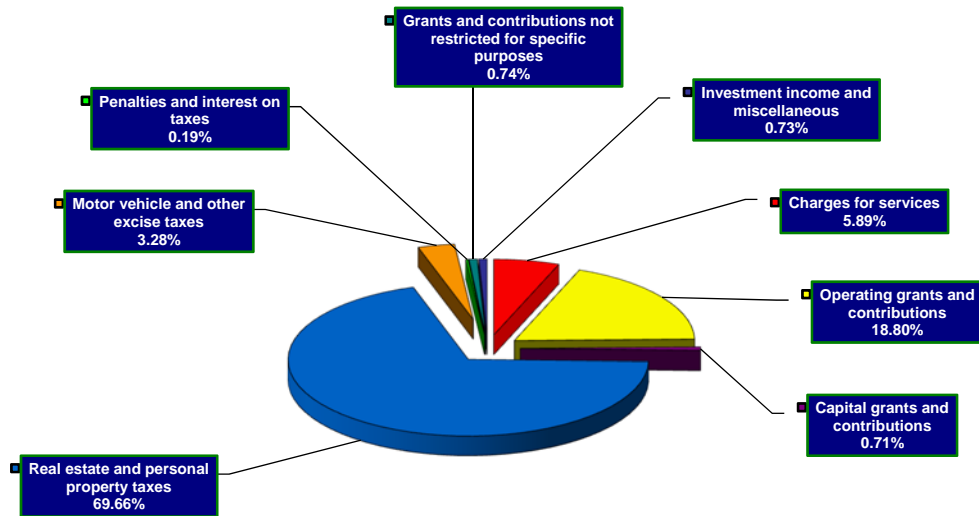
Governmental activities. The governmental activities net position decreased by approximately \$5.1 million during the current year. The underlying reason for the decrease was the increase in the OPEB and pension liabilities.

	2019	2018
Assets:		
Current assets.....	\$ 40,273,860	\$ 40,064,542
Noncurrent assets (excluding capital).....	4,028,000	5,306,000
Capital assets, non depreciable.....	6,374,569	6,748,382
Capital assets, net of accumulated depreciation....	120,315,902	125,672,885
Total assets.....	170,992,331	177,791,809
Deferred outflows of resources.....	11,852,890	12,740,620
Liabilities:		
Current liabilities (excluding debt).....	7,105,484	6,037,715
Noncurrent liabilities (excluding debt).....	86,071,264	78,441,232
Current debt.....	4,784,238	4,809,040
Noncurrent debt.....	36,977,418	41,761,656
Total liabilities.....	134,938,404	131,049,643
Deferred inflows of resources.....	2,851,128	9,349,863
Net position:		
Net investment in capital assets.....	91,036,787	93,029,094
Restricted.....	1,626,890	1,453,460
Unrestricted.....	(47,607,988)	(44,349,631)
Total net position.....	\$ 45,055,689	\$ 50,132,923

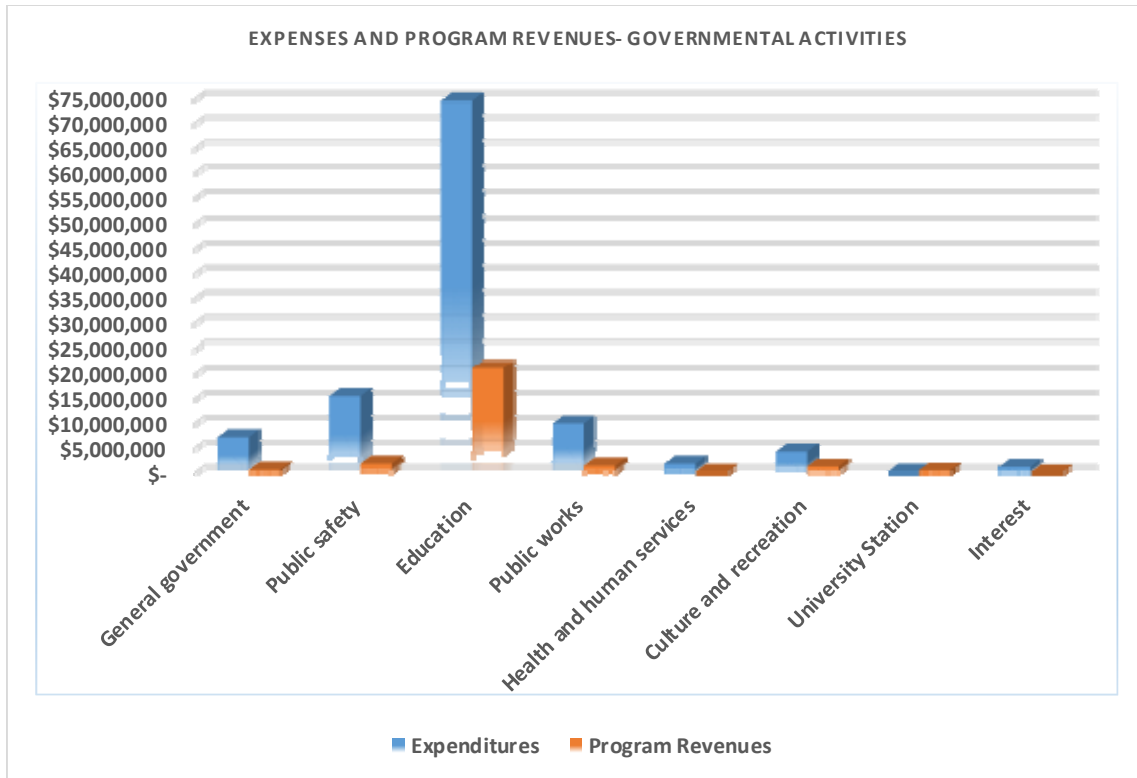
	2019	2018
Program Revenues:		
Charges for services.....	\$ 6,449,328	\$ 6,473,084
Operating grants and contributions.....	20,584,543	19,221,090
Capital grants and contributions.....	777,371	1,303,961
General Revenues:		
Real estate and personal property taxes, net of tax refunds payable.....	76,292,441	73,504,082
Motor vehicle and other excise taxes.....	3,591,586	3,602,675
Hotel/motel tax.....	330,547	129,991
Meals tax.....	449,058	370,332
Penalties and interest on taxes.....	207,880	244,435
Payments in lieu of taxes.....	-	300,000
Grants and contributions not restricted to specific programs.....	811,787	776,600
Unrestricted investment income.....	405,203	334,856
Gain (loss) on sale of capital assets.....	399,698	-
Total revenues.....	110,299,442	106,261,106
Expenses:		
General government.....	7,226,614	6,307,003
Public safety.....	15,599,311	13,132,322
Education.....	74,680,317	70,725,736
Public works.....	10,038,445	9,633,100
Health and human services.....	1,903,840	1,830,094
Culture and recreation.....	4,339,903	3,741,088
University Station.....	304,915	474,479
Interest.....	1,283,331	1,329,268
Total expenses.....	115,376,676	107,173,090
Change in net position.....	(5,077,234)	(911,984)
Net position, beginning of year.....	50,132,923	51,044,907
Net position, end of year.....	\$ 45,055,689	\$ 50,132,923

- Charges for services represent about 6% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Select Board are included in this category. Most of these resources apply to general government, public safety, and education operations, such as traffic mitigation revenue, building permits, ambulance revenue, athletic receipts, kindergarten revenue and bus fees.
- Operating grants and contributions account for 19% of the governmental activities resources. Most of these resources apply to education and public works operations.
- Capital grants and contributions account for 1% of the governmental activities resources.

FY19 Governmental Revenues



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 70% of all resources. Real estate and personal property tax collections increased 4% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase tax rates up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 5.6% of the governmental activities resources. These primarily include excise taxes, nonrestricted grants, and investment earnings.
- Education is by far the largest governmental activity of the Town with 65% of total governmental expenses. Program revenues of \$21.3 million provided direct support to education and \$53.3 million in taxes and other general revenue were needed to cover the remaining 2019 operating expenses.
- General government, public safety, public works and culture and recreation are significant activities of the Town. Program revenues for general government of \$685,000, public safety of \$1.9 million, public works of \$1.5 million and culture and recreation of \$1.3 million are directly supporting \$7.2 million, \$15.6 million, \$10 million and \$4.3 million of operating expenses, respectively. Taxes and other general revenue of \$31.7 million were needed to cover the remaining 2019 operating expenses for these activities. Combined, they represent 28% of governmental activity expenses.



Business-type activities. For sewer business-type activities, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$16.2 million at the close of 2019. Net investment in capital assets totaled \$11.5 million while unrestricted net position totaled \$4.7 million. There was a net decrease of \$46,000 in net position reported in connection with the sewer enterprise. Charges for services, Capital and operating grants, and contributions remained relatively consistent from the prior year. Operating expenses increased 15.3% and 12.0% respectively.

	2019	2018
Assets:		
Current assets.....	\$ 6,936,513	\$ 7,199,234
Capital assets, non depreciable.....	350,850	350,850
Capital assets, net of accumulated depreciation....	12,030,896	12,176,770
Total assets.....	19,318,259	19,726,854
Deferred outflows of resources.....	252,740	286,762
Liabilities:		
Current liabilities (excluding debt).....	76,711	145,620
Noncurrent liabilities (excluding debt).....	2,317,423	2,120,799
Current debt.....	201,800	406,100
Noncurrent debt.....	666,800	868,600
Total liabilities.....	3,262,734	3,541,119
Deferred inflows of resources.....	77,879	195,938
Net position:		
Net investment in capital assets.....	11,513,146	11,252,920
Unrestricted.....	4,717,240	5,023,639
Total net position.....	\$ 16,230,386	\$ 16,276,559

	2019	2018
Program Revenues:		
Charges for services..... \$	5,110,982	\$ 5,224,029
Operating grants and contributions.....	5,108	10,451
Capital grants and contributions.....	86,918	14,897
Total revenues.....	5,203,008	5,249,377
Expenses:		
Sewer.....	5,249,181	4,842,752
Change in net position.....	(46,173)	406,625
Net position, beginning of year.....	16,276,559	15,869,934
Net position, end of year..... \$	16,230,386	\$ 16,276,559

Financial Analysis of the Government's Funds

As noted earlier, The Town of Westwood uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town of Westwood's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$31.1 million, an increase of \$866,000 from the prior year. The general fund reported an increase of \$2.0 million and the nonmajor governmental funds reported a decrease of \$1.1 million. The nonmajor decrease related mainly to the transfers out from the nonmajor funds to the general fund totaling \$1.6 million, which were voted to support the Town's operating budget.

The general fund is the Town's chief operating fund. The ending fund balance increased by \$2.0 million in comparison with prior year. This increase is due to budgetary results as well as an increase of \$581,000 in the Town's stabilization funds which are reported within the general fund as unassigned fund balance.

Real estate tax revenue increased from 2018 by \$2.8 million. This is due to the fact that in Massachusetts, Proposition 2 ½ allows municipalities to increase tax rates up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service.

At the end of the current year, unassigned fund balance of the general fund totaled \$13.9 million, while total fund balance totaled \$23.1 million. The \$5.7 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$3.5 million of assigned fund balance represents \$174,000 in encumbrances to meet contractual obligations at year end and \$3.3 million in available funds appropriated before year end to fund the fiscal year 2020 budget. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 13.9% of total general fund expenditures, while total fund balance represents 23.0% of that same amount.

The Town also maintains stabilization funds, which have been classified within the unassigned general fund balance in the governmental funds financial statements as required by accounting standards. The stabilization

funds have a year-end balance totaling \$6.7 million, which represents 6.7% of general fund expenditures. These funds can be used for general or capital purposes upon Town Meeting approval. Please refer to Note 11 for additional information on the Town's stabilization funds.

General Fund Budgetary Highlights

The final general fund appropriation budget totaled \$99.8 million, which included \$6.6 million in encumbrances and articles that were carried over from the prior year. The final budget also included the planned use of \$224,000 of transfers from other funds, and \$26,000 from the release of overlay.

General fund revenues came in over budget by \$2.4 million. The majority of this surplus \$1.0 million (43%) was generated from motor vehicle excise taxes and \$442,000 (19%) was generated through real estate and personal property taxes.

General fund expenditures and encumbrances were lower than final budget by \$1.4 million (2%), with the majority of the variance occurring in the employee benefits and the reserve fund which turned back \$617,000 and \$321,000, respectively.

The \$248,000 increase between the original budget and the final amended budget was primarily from supplementary appropriations from free cash and the reserve fund to fund the capital outlay budget, the public safety budget, and the public works budget. Additionally, the Town voted several transfers within budgetary line items during the year.

Capital Assets and Debt Management

In conjunction with the operating budget, the Town annually prepares a capital budget which includes detailed information concerning those capital requests for the upcoming year as well as summary information for the following four years to identify current projections of what level of capital outlay will be required in future years. As part of the capital plan the Town has historically financed the acquisition of some capital assets from current revenue. This policy will continue to improve the financial position as net position will increase by the amount of acquisitions less the current depreciation.

Major capital assets are funded by the issuance of long and short-term debt and capital grants. The effect on net position during the construction phase of the project is neutral for assets acquired with debt since the Town increases its assets and associated liability by the same amount. In subsequent years the net position will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net position is increased for assets acquired with grant funds since there is no corresponding liability incurred.

Outstanding long-term debt of the general government, as of June 30, 2019, totaled \$40.1 million of which, \$5.6 million is related to library projects, \$9.7 million is related to school projects, \$20.4 million is related to public safety projects, \$2.7 million is related to roadway improvements, \$838,000 for department equipment and \$800,000 for land development.

The enterprise fund has \$869,000 in sewer enterprise debt outstanding that is fully supported by the rates and does not rely on a general fund subsidy.

The most significant capital asset additions during the year included various school building improvements, public safety and public works vehicles, school computers and equipment, and roadway improvements.

Please refer to notes 5, 6, 7, and 8 to the financial statements for further discussion of the Town's major capital and debt activity.

Capital Assets

Governmental activities:	Cost of Capital Assets	Accumulated Depreciation at end of year	Capital Assets, net
Land.....	\$ 6,374,569	\$ -	\$ 6,374,569
Buildings and improvements.....	135,973,889	(49,671,797)	86,302,092
Vehicles.....	10,307,379	(8,044,963)	2,262,416
Machinery and equipment.....	15,270,106	(13,817,210)	1,452,896
Infrastructure.....	65,157,431	(34,858,933)	30,298,498
Total governmental activities.....	233,083,374	(106,392,903)	126,690,471
 Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	19,713,749	(9,950,451)	9,763,298
Other buildings and improvements.....	6,339,070	(4,208,889)	2,130,181
Vehicles.....	478,469	(364,133)	114,336
Machinery and equipment.....	510,212	(487,131)	23,081
Total business-type activities.....	27,392,350	(15,010,604)	12,381,746
Total capital assets.....	\$ 260,475,724	\$ (121,403,507)	\$ 139,072,217

Governmental Bonds Payable

Project	Through	Amount	Rate (%)	2018	Issued	Redeemed	2019
Municipal Purpose Bonds of August 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 650,000	-	\$ (130,000)	\$ 520,000
Municipal Purpose Bonds of June 2009	2029	3,500,000	2.10 - 5.00	1,925,000	-	(175,000)	1,750,000
Municipal Purpose Bonds of March 2011.....	2031	9,300,000	3.25 - 4.00	6,045,000	-	(465,000)	5,580,000
Municipal Purpose Bonds of March 2012.....	2023	19,095,000	2.00 - 4.00	9,045,000	-	(1,850,000)	7,195,000
Municipal Purpose Bonds of December 2012.....	2022	4,635,000	2.00 - 3.00	1,845,000	-	(465,000)	1,380,000
Municipal Purpose Bonds of May 2014.....	2024	1,400,000	2.00 - 2.50	840,000	-	(140,000)	700,000
Municipal Purpose Bonds of September 2015....	2036	10,450,000	2.50 - 5.00	9,220,000	-	(615,000)	8,605,000
Municipal Purpose Bonds of September 2016....	2046	16,645,000	2.00 - 4.00	15,140,000	-	(750,000)	14,390,000
Total Governmental Activities.....				\$ 44,710,000	\$ -	\$ (4,590,000)	\$ 40,120,000

Enterprise Bonds Payable

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2018	Issued	Redeemed	Outstanding at June 30, 2019
Municipal Purpose Bonds of December 1998..	2019	\$ 3,220,700	3.88	\$ 204,300	-	\$ (204,300)	-
Municipal Purpose Bonds of May 2014.....	2025	1,570,000	2.00 - 2.50	930,000	-	(155,000)	775,000
Municipal Purpose Bonds of June 2016.....	2021	234,000	0	140,400	-	(46,800)	93,600
Total Enterprise Bonds Payable.....				\$ 1,274,700	-	\$ (406,100)	\$ 868,600

The Town of Westwood has an “AAA” rating from Standard & Poor’s and an “Aa1” from Moody’s for general obligation debt.

Economic Factors and Next Year’s Budget and Rates

For the 2020 budget, the Town continued to prepare a comprehensive, balanced budget to provide for stable, sustainable operating budgets, maintain reserve accounts, fund OPEB, fund capital projects, and stabilize tax bills.

The 2020 budget increased the following structurally balanced budget decisions:

- The Town provided for an approximate 3.5% increase for the school and 3.5% increase for municipal 2020 operating budgets.
- The 2020 budget has increased capital budgets through additional use of free cash.
- The 2020 budget provides for a \$125,000 appropriation to the stabilization reserve account. This is an ongoing appropriation funded within the budget.
- The 2020 budget provides for a \$1,440,000 appropriation to the OPEB Trust account. This is an ongoing appropriation funded with the budget.
- The 2020 commercial and residential tax rates are not yet finalized but are expected to increase approximately 2.5%.

Requests for Information

This financial report is designed to provide a general overview of the Town of Westwood’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, Town Hall, 580 High Street, Westwood, Massachusetts 02090.

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Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2019

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 31,086,867	\$ 5,569,143	\$ 36,656,010
Investments.....	5,244,194	-	5,244,194
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	412,439	-	412,439
Tax liens.....	1,061,939	-	1,061,939
Motor vehicle excise taxes.....	196,876	-	196,876
User charges.....	-	1,367,370	1,367,370
Departmental and other.....	252,324	-	252,324
Intergovernmental.....	2,019,221	-	2,019,221
Total current assets.....	<u>40,273,860</u>	<u>6,936,513</u>	<u>47,210,373</u>
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	4,028,000	-	4,028,000
Capital assets, nondepreciable.....	6,374,569	350,850	6,725,419
Capital assets, net of accumulated depreciation.....	<u>120,315,902</u>	<u>12,030,896</u>	<u>132,346,798</u>
Total noncurrent assets.....	<u>130,718,471</u>	<u>12,381,746</u>	<u>143,100,217</u>
TOTAL ASSETS.....	<u>170,992,331</u>	<u>19,318,259</u>	<u>190,310,590</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions.....	10,437,890	252,740	10,690,630
Deferred outflows related to other postemployment benefits.....	<u>1,415,000</u>	-	<u>1,415,000</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	<u>11,852,890</u>	<u>252,740</u>	<u>12,105,630</u>
LIABILITIES			
CURRENT:			
Warrants payable.....	1,342,666	46,653	1,389,319
Accrued payroll.....	2,869,654	6,114	2,875,768
Tax refunds payable.....	707,267	-	707,267
Accrued interest.....	272,278	7,944	280,222
Other liabilities.....	451,741	-	451,741
Capital lease obligations.....	211,878	-	211,878
Compensated absences.....	1,250,000	16,000	1,266,000
Bonds payable.....	<u>4,784,238</u>	<u>201,800</u>	<u>4,986,038</u>
Total current liabilities.....	<u>11,889,722</u>	<u>278,511</u>	<u>12,168,233</u>
NONCURRENT:			
Capital lease obligations.....	439,348	-	439,348
Compensated absences.....	710,000	-	710,000
Net pension liability.....	46,026,627	1,114,476	47,141,103
Other postemployment benefits.....	38,895,289	1,202,947	40,098,236
Bonds payable.....	<u>36,977,418</u>	<u>666,800</u>	<u>37,644,218</u>
Total noncurrent liabilities.....	<u>123,048,682</u>	<u>2,984,223</u>	<u>126,032,905</u>
TOTAL LIABILITIES.....	<u>134,938,404</u>	<u>3,262,734</u>	<u>138,201,138</u>
DEFERRED INFLOWS OF RESOURCES			
Taxes paid in advance.....	80,695	-	80,695
Deferred inflows related to pensions.....	1,162,442	28,147	1,190,589
Deferred inflows related to other postemployment benefits.....	<u>1,607,991</u>	<u>49,732</u>	<u>1,657,723</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>2,851,128</u>	<u>77,879</u>	<u>2,929,007</u>
NET POSITION			
Net investment in capital assets.....	91,036,787	11,513,146	102,549,933
Restricted for:			
Permanent funds:			
Expendable.....	71,361	-	71,361
Nonexpendable.....	456,400	-	456,400
Gifts.....	336,379	-	336,379
Grants.....	762,750	-	762,750
Unrestricted.....	<u>(47,607,988)</u>	<u>4,717,240</u>	<u>(42,890,748)</u>
TOTAL NET POSITION.....	<u>\$ 45,055,689</u>	<u>\$ 16,230,386</u>	<u>\$ 61,286,075</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2019

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 7,226,614	\$ 589,786	\$ 94,883	\$ -	\$ (6,541,945)
Public safety.....	15,599,311	1,780,120	135,038	-	(13,684,153)
Education.....	74,680,317	2,692,200	18,635,024	-	(53,353,093)
Public works.....	10,038,445	86,120	644,806	777,371	(8,530,148)
Human services.....	1,903,840	73,400	195,448	-	(1,634,992)
Culture and recreation.....	4,339,903	1,227,702	121,582	-	(2,990,619)
University Station.....	304,915	-	602,486	-	297,571
Interest.....	1,283,331	-	155,276	-	(1,128,055)
Total Governmental Activities.....	115,376,676	6,449,328	20,584,543	777,371	(87,565,434)
<i>Business-Type Activities:</i>					
Sewer.....	5,249,181	5,110,982	5,108	86,918	(46,173)
Total Business-Type Activities.....	5,249,181	5,110,982	5,108	86,918	(46,173)
Total Primary Government.....	\$ 120,625,857	\$ 11,560,310	\$ 20,589,651	\$ 864,289	\$ (87,611,607)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2019

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page.....	\$ (87,565,434)	\$ (46,173)	\$ (87,611,607)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	76,292,441	-	76,292,441
Motor vehicle excise taxes.....	3,591,586	-	3,591,586
Hotel/motel tax.....	330,547	-	330,547
Meals tax.....	449,058	-	449,058
Penalties and interest on taxes.....	207,880	-	207,880
Grants and contributions not restricted to specific programs.....	811,787	-	811,787
Unrestricted investment income.....	405,203	-	405,203
Gain (loss) on sale of capital assets.....	399,698	-	399,698
Total general revenues and transfers.....	82,488,200	-	82,488,200
 Change in net position.....	 (5,077,234)	 (46,173)	 (5,123,407)
<i>Net position:</i>			
Beginning of year.....	50,132,923	16,276,559	66,409,482
End of year.....	\$ <u>45,055,689</u>	\$ <u>16,230,386</u>	\$ <u>61,286,075</u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2019

	General	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents.....	\$ 22,975,164	\$ 8,111,703	\$ 31,086,867
Investments.....	5,212,252	31,942	5,244,194
Receivables, net of uncollectibles:			
Real estate and personal property taxes.....	412,439	-	412,439
Tax liens.....	1,061,939	-	1,061,939
Motor vehicle excise taxes.....	196,876	-	196,876
Departmental and other.....	57,815	194,509	252,324
Intergovernmental.....	5,307,000	740,221	6,047,221
TOTAL ASSETS.....	\$ 35,223,485	\$ 9,078,375	\$ 44,301,860
LIABILITIES			
Warrants payable.....	\$ 1,227,213	\$ 115,453	\$ 1,342,666
Accrued payroll.....	2,869,654	-	2,869,654
Tax refunds payable.....	707,267	-	707,267
Other liabilities.....	451,741	-	451,741
TOTAL LIABILITIES.....	5,255,875	115,453	5,371,328
DEFERRED INFLOWS OF RESOURCES			
Taxes paid in advance.....	80,695	-	80,695
Unavailable revenue.....	6,798,286	934,730	7,733,016
TOTAL DEFERRED INFLOWS OF RESOURCES.....	6,878,981	934,730	7,813,711
FUND BALANCES			
Nonspendable.....	-	456,400	456,400
Restricted.....	-	7,571,792	7,571,792
Committed.....	5,709,499	-	5,709,499
Assigned.....	3,462,820	-	3,462,820
Unassigned.....	13,916,310	-	13,916,310
TOTAL FUND BALANCES.....	23,088,629	8,028,192	31,116,821
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 35,223,485	\$ 9,078,375	\$ 44,301,860

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2019

Total governmental fund balances.....	\$	31,116,821
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		126,690,471
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....		7,733,016
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....		9,082,457
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(272,278)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Bonds payable.....	(41,761,656)	
Net pension liability.....	(46,026,627)	
Other postemployment benefits.....	(38,895,289)	
Capital lease obligations.....	(651,226)	
Compensated absences.....	<u>(1,960,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(129,294,798)</u>
Net position of governmental activities.....	\$	<u><u>45,055,689</u></u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2019

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:			
Real estate and personal property taxes, net of tax refunds.....	\$ 76,253,080	\$ -	\$ 76,253,080
Motor vehicle excise taxes.....	3,675,896	-	3,675,896
Hotel/motel tax.....	330,547	-	330,547
Meals tax.....	449,058	-	449,058
Charges for services.....	664,909	5,397,276	6,062,185
Penalties and interest on taxes.....	207,880	-	207,880
Licenses and permits.....	871,559	-	871,559
Fines and forfeitures.....	23,122	-	23,122
Intergovernmental - Teachers Retirement.....	9,936,000	-	9,936,000
Intergovernmental.....	7,587,726	3,754,857	11,342,583
Departmental and other.....	412,619	761,333	1,173,952
Contributions and donations.....	-	579,293	579,293
Investment income.....	388,828	16,375	405,203
TOTAL REVENUES.....	100,801,224	10,509,134	111,310,358
EXPENDITURES:			
Current:			
General government.....	3,324,107	599,984	3,924,091
Public safety.....	9,226,980	547,485	9,774,465
Education.....	45,041,192	6,782,322	51,823,514
Public works.....	5,331,211	1,055,679	6,386,890
Human services.....	1,079,306	156,479	1,235,785
Culture and recreation.....	1,687,342	1,064,216	2,751,558
University Station.....	152,779	152,136	304,915
Pension benefits.....	5,066,340	-	5,066,340
Pension benefits - Teachers Retirement.....	9,936,000	-	9,936,000
Property and liability insurance.....	364,146	-	364,146
Employee benefits.....	8,728,826	-	8,728,826
State and county charges.....	688,590	-	688,590
Capital outlay.....	3,675,406	45,900	3,721,306
Debt service:			
Principal.....	4,590,000	-	4,590,000
Interest.....	1,547,979	-	1,547,979
TOTAL EXPENDITURES.....	100,440,204	10,404,201	110,844,405
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	361,020	104,933	465,953
OTHER FINANCING SOURCES (USES):			
Proceeds from the sale of capital assets.....	-	399,698	399,698
Transfers in.....	1,610,137	-	1,610,137
Transfers out.....	-	(1,610,137)	(1,610,137)
TOTAL OTHER FINANCING SOURCES (USES).....	1,610,137	(1,210,439)	399,698
NET CHANGE IN FUND BALANCES.....	1,971,157	(1,105,506)	865,651
FUND BALANCES AT BEGINNING OF YEAR.....	21,117,472	9,133,698	30,251,170
FUND BALANCES AT END OF YEAR.....	\$ 23,088,629	\$ 8,028,192	\$ 31,116,821

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2019

Net change in fund balances - total governmental funds.....	\$	865,651
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....		2,533,638
Depreciation expense.....		<u>(8,264,434)</u>
Net effect of reporting capital assets.....		(5,730,796)
<p>Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue.....</p>		
		(1,410,613)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.</p>		
Principal payments on capital leases.....		206,844
Net amortization of premium from issuance of bonds.....		219,040
Debt service principal payments.....		<u>4,590,000</u>
Net effect of reporting long-term debt.....		5,015,884
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....		68,000
Net change in accrued interest on long-term debt.....		45,608
Net change in deferred outflow/(inflow) of resources related to pensions.....		5,508,088
Net change in net pension liability.....		(6,962,106)
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...		(1,570,146)
Net change in other postemployment benefits liability.....		<u>(906,804)</u>
Net effect of recording long-term liabilities.....		<u>(3,817,360)</u>
Change in net position of governmental activities.....	\$	<u><u>(5,077,234)</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2019

	Business-Type Sewer Enterprise
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 5,569,143
Receivables, net of allowance for uncollectibles:	
User charges.....	1,367,370
Total current assets.....	6,936,513
NONCURRENT:	
Capital assets, non depreciable.....	350,850
Capital assets, net of accumulated depreciation.....	12,030,896
Total noncurrent assets.....	12,381,746
TOTAL ASSETS.....	19,318,259
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions.....	252,740
LIABILITIES	
CURRENT:	
Warrants payable.....	46,653
Accrued payroll.....	6,114
Accrued interest.....	7,944
Compensated absences.....	16,000
Bonds payable.....	201,800
Total current liabilities.....	278,511
NONCURRENT:	
Net pension liability.....	1,114,476
Other postemployment benefits.....	1,202,947
Bonds payable.....	666,800
Total noncurrent liabilities.....	2,984,223
TOTAL LIABILITIES.....	3,262,734
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions.....	28,147
Deferred inflows related to other postemployment benefits.....	49,732
TOTAL DEFERRED INFLOWS OF RESOURCES.....	77,879
NET POSITION	
Net investment in capital assets.....	11,513,146
Unrestricted.....	4,717,240
TOTAL NET POSITION.....	\$ 16,230,386

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2019

	Business-Type Sewer Enterprise
<u>OPERATING REVENUES:</u>	
Charges for services.....	\$ <u>5,110,982</u>
<u>OPERATING EXPENSES:</u>	
Cost of services and administration.....	1,499,098
MWRA assessment.....	2,988,061
Depreciation.....	<u>739,476</u>
TOTAL OPERATING EXPENSES.....	<u>5,226,635</u>
OPERATING INCOME (LOSS).....	<u>(115,653)</u>
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(22,546)
Intergovernmental.....	<u>5,108</u>
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	<u>(17,438)</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS.....	<u>(133,091)</u>
<u>CAPITAL CONTRIBUTIONS</u>	
Sewer betterments.....	<u>86,918</u>
CHANGE IN NET POSITION.....	(46,173)
NET POSITION AT BEGINNING OF YEAR.....	<u>16,276,559</u>
NET POSITION AT END OF YEAR.....	<u>\$ <u>16,230,386</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2019

	<u>Business-type Sewer Enterprise</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 5,208,097
Payments to vendors.....	(3,659,229)
Payments to employees.....	<u>(729,608)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>819,260</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Capital contributions.....	86,918
Acquisition and construction of capital assets.....	(593,602)
Principal payments on bonds and notes.....	(406,100)
Interest expense.....	<u>(18,988)</u>
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	<u>(931,772)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	(112,512)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,681,655</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,569,143</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>(115,653)</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation.....	739,476
Deferred (outflows)/inflows related to pensions.....	(133,372)
Deferred (outflows)/inflows related to OPEB.....	49,335
Changes in assets and liabilities:	
User charges.....	97,115
Intergovernmental.....	53,094
Warrants payable.....	(65,596)
Accrued payroll.....	237
Compensated absences.....	(2,000)
Net pension liability.....	168,579
Other postemployment benefits.....	<u>28,045</u>
Total adjustments.....	<u>934,913</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 819,260</u>
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>	
Noncash subsidy.....	\$ 5,108

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2019

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
Cash and cash equivalents.....	\$ -	\$ 339,000	\$ 542,181
Investments:			
Investments in Pension Reserve Investment Trust.....	8,878,805	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	152,265
TOTAL ASSETS.....	8,878,805	339,000	694,446
LIABILITIES			
Liabilities due depositors.....	-	-	694,446
NET POSITION			
Restricted for other postemployment benefits.....	8,878,805	-	-
Held in trust for other purposes.....	-	339,000	-
TOTAL NET POSITION.....	\$ 8,878,805	\$ 339,000	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2019

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer contributions to the trust.....	\$ 1,415,000	\$ -
Employer contributions for other postemployment benefit payments.....	2,006,530	-
Private donations.....	-	96,053
Total contributions.....	3,421,530	96,053
Net investment income:		
Investment income.....	458,279	6,511
TOTAL ADDITIONS.....	3,879,809	102,564
DEDUCTIONS:		
Other postemployment benefit payments.....	2,006,530	-
Educational scholarships.....	-	145,550
TOTAL DEDUCTIONS.....	2,006,530	145,550
NET INCREASE (DECREASE) IN NET POSITION.....	1,873,279	(42,986)
NET POSITION AT BEGINNING OF YEAR.....	7,005,526	381,986
NET POSITION AT END OF YEAR.....	\$ 8,878,805	\$ 339,000

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Westwood, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

An elected three-member Select Board governs the Town.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town’s basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the Primary Government) and its component units. The Town did not identify any component units requiring inclusion in the basic financial statements.

Joint Ventures

The Town has entered into a joint venture with the Towns of Avon, Canton, Dedham, Braintree, Holbrook, Milton, Norwood, and Randolph to pool resources and share the costs, risks and rewards of providing vocational education through the Blue Hills Regional Technical School District (District). As of June 30, 2019, the District has no significant unassigned fund balance and has no outstanding long-term bonds. The following is the address where the District’s financial statements are available, its purpose, and the assessment paid by the Town during 2019.

<u>Joint Venture and Address</u>	<u>Purpose</u>	<u>2019 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton MA 02021	To provide vocational education	<u>\$ 135,579</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Select Board is responsible for appointing three of the six-member Board of Water Commissioners of the Dedham-Westwood Water District. The Town’s accountability for this organization does not extend beyond making these appointments.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units.

Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows of resources, etc.) for all fund of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the

proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to account for and accumulate resources to provide funding for future OPEB (other postemployment benefit) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

D. Cash and Investments

Government-Wide and Fund Financial Statements

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value.

E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the

fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

User Fees

Sewer fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Sewer liens are processed in October of every year and included as a lien on the property owner's tax bill. Sewer charges are recorded as receivables in the year of the levy and are recorded under the full accrual basis of accounting.

Departmental and Other

Departmental and other receivables consist primarily of police details, ambulance fees and school rentals and are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the basic financial statements and therefore are not reported.

H. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, buildings and improvements, vehicles, machinery and equipment, furniture and fixtures, and infrastructure (e.g., roads, street lights, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets; donated works of art, historical treasures and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$50,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

The Town has included all general infrastructure assets regardless of their acquisition date or amount. The Town was able to estimate the historical cost for the initial reporting of these assets through backtracking.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings and improvements.....	7-40
Plant and infrastructure.....	7-40
Other buildings and improvements.....	7-40
Vehicles.....	5-10
Machinery and equipment.....	5-50
Infrastructure.....	5-50

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Town reported deferred outflows of resources related to pensions and other postemployment benefits in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town reported deferred inflows of resources related to pensions, other postemployment benefits, and taxes paid in advance in this category.

Governmental Fund Financial Statements

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town has recorded taxes paid in advance and unavailable revenue as deferred inflows of resources in the governmental funds balance sheet. Unavailable revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as “Due from other funds” or “Due to other funds” on the balance sheet.

K. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transfers between and within governmental funds and are eliminated from the governmental activities in the statement of activities. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as “Transfers, net”.

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

L. Net Position and Fund Equity*Government-Wide Financial Statements (Net Position)*

Net position reported as “net investment in capital assets” includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state’s school building program is not considered to be capital related debt.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been “restricted for” the following:

“Permanent funds – expendable” represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

“Permanent funds – nonexpendable” represents the endowment portion of donor restricted trusts that support governmental programs.

“Gifts and Grants” – represents restrictions placed on assets from outside parties.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments’ or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town Meeting is the highest level of decision making authority that can, by adoption of a Town Meeting warrant article, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a Town Meeting vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes but are neither restricted nor committed. The Town’s by-laws authorize the Town Accountant to assign fund balance. Assignments generally only exist temporarily. Additional action does not have to be taken for the removal of an assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Norfolk County Contributory Retirement System and Massachusetts Teachers Retirement System and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

Q. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

S. Appropriation Deficit

The Town reported an appropriation deficit in state and county assessments. State and county assessment deficits are not required to be funded.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the Treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured. Additionally, the Town's policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits in each institution are limited to no more than 5% of an institution's assets and no more than 20% of the Town's total cash. At year-end, the carrying amount of deposits totaled \$35,058,608 and the bank balance totaled \$34,947,114. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$9,078,658 was covered by the Depositors Insurance Fund, \$542,187 was covered by the Share Insurance Fund, \$500,000 was

covered by Securities Investor Protector Corporation, \$16,224,746 was collateralized and \$6,601,523 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2019, the Town had the following investments:

<u>Investment Type</u>	<u>Fair value</u>	<u>Maturities</u>	
		<u>Under 1 Year</u>	<u>1-5 Years</u>
<u>Debt securities:</u>			
U.S. treasury notes.....	\$ 1,247,581	\$ 972,644	\$ 274,937
Government sponsored enterprises.....	2,043,220	-	2,043,220
Corporate bonds.....	1,921,451	1,189,966	731,485
Total debt securities.....	5,212,252	<u>\$ 2,162,610</u>	<u>\$ 3,049,642</u>
<u>Other investments:</u>			
Equity mutual funds.....	31,942		
Pension Reserve Investment Trust (PRIT).....	8,878,805		
MMDT - Cash portfolio.....	<u>2,478,583</u>		
Total investments.....	<u>\$ 16,601,582</u>		

Included in the Town’s investments reported above is the Town’s OPEB Trust. The OPEB Trust held \$8,878,805 at June 30, 2019, all of which was invested through the State Retiree Benefits Trust Fund in PRIT’s general allocation account. The effective weighted duration rate for PRIT investments ranged from 0.18 to 15.31 years.

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of the outside party. At June 30, 2019, the Town does not have any custodial credit risk exposure for its investments since open-end mutual funds and MMDT deposits are not subject to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. In addition to the deposit and investment restrictions listed above, the Town’s investment policies allow for trust funds to be invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Stabilization funds may be invested in National Banks, Savings Banks, Cooperative banks or trust companies organized under Massachusetts laws, Securities legal for savings banks (i.e. those included in the Legal List issued annually by the Banking Commissioner), Federal Savings and Loan Associations situated in the Commonwealth and the MMDT.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect the fair value of the Town’s investments. The Town manages its exposure to fair value losses arising from increasing interest rates by limiting the allowable maturities of investments. The Town’s investment policy limits the maturities of investments in U.S. Treasuries, U.S. Agencies and secured Certificates of Deposit to a maximum of one year from the date of purchase. Negotiable Certificates of Deposit are limited to a maximum of three months. The Town had no debt securities subject to interest rate risk as of June 30, 2019.

Credit Risk

The Town’s policy for Credit Risk requires all brokerage houses and broker/dealers wishing to do business with the Town to supply the Treasurer with audited financial statements, proof of National Association of Security Dealers certification, a statement that the dealer has read the Town’s investment policy and will comply with it and proof of credit worthiness with minimum standards of at least five years in operation and a minimum capital of \$10 million.

The Town’s investments at June 30, 2019, are rated as follows:

<u>Quality Rating</u>	<u>U.S. Treasury Notes</u>	<u>Government Sponsored Enterprises</u>	<u>Corporate Bonds</u>
AAA.....	\$ 1,247,581	\$ -	\$ -
AA+.....	-	2,043,220	-
AA.....	-	-	164,604
AA-.....	-	-	281,512
A+.....	-	-	308,102
A.....	-	-	134,843
A-.....	-	-	216,339
BBB+.....	-	-	560,880
BBB.....	-	-	255,171
Total.....	<u>\$ 1,247,581</u>	<u>\$ 2,043,220</u>	<u>\$ 1,921,451</u>

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer, except for MMDT, to no more than 5% of an institution’s assets and no more than 30% of the Town’s total investments. At June 30, 2019, the Town did not have more than 30% of the Town’s investments in with any one issuer.

Fair Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town’s mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2019:

Investment Type	June 30, 2019	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at fair value:				
<u>Debt securities:</u>				
U.S. treasury notes.....	\$ 1,247,581	\$ 1,247,581	\$ -	\$ -
Government sponsored enterprises.....	2,043,220	2,043,220	-	-
Corporate bonds.....	1,921,451	-	1,921,451	-
Total debt securities.....	5,212,252	3,290,801	1,921,451	-
<u>Other investments:</u>				
Equity mutual funds.....	31,942	31,942	-	-
Total investments measured at fair value.....	5,244,194	\$ 3,322,743	\$ 1,921,451	\$ -
Investments measured at amortized cost:				
MMDT - Cash portfolio.....	2,478,583			
Investments measured at net asset value:				
Pension Reserve Investment Trust (PRIT).....	8,878,805			
Total investments.....	\$ 16,601,582			

U.S. treasury notes and equity mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserve Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decisions relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

NOTE 3 – RECEIVABLES

At June 30, 2019 , receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 412,439	\$ -	\$ 412,439
Tax liens.....	1,061,939	-	1,061,939
Motor vehicle excise taxes.....	196,876	-	196,876
Departmental and other.....	393,324	(141,000)	252,324
Intergovernmental.....	6,047,221	-	6,047,221
Total.....	<u>\$ 8,111,799</u>	<u>\$ (141,000)</u>	<u>\$ 7,970,799</u>

At June 30, 2019, receivables for the fiduciary funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Departmental and other.....	\$ 152,265	\$ -	\$ 152,265

At June 30, 2019, receivables for the enterprise fund consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Sewer user charges.....	\$ 1,367,370	\$ -	\$ 1,367,370

Governmental funds report *unavailable revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenue* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 174,656	\$ -	\$ 174,656
Tax liens.....	1,061,939	-	1,061,939
Motor vehicle and other excise taxes.....	196,876	-	196,876
Departmental and other.....	57,815	194,509	252,324
Intergovernmental - highway improvements.....	-	740,221	740,221
Intergovernmental - School Building Authority.....	5,307,000	-	5,307,000
Total.....	<u>\$ 6,798,286</u>	<u>\$ 934,730</u>	<u>\$ 7,733,016</u>

NOTE 4 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2019, are summarized as follows:

<u>Transfers Out:</u>	<u>Transfers In:</u>	
	<u>General</u>	
	<u>fund</u>	
Nonmajor governmental funds.....	\$ 17,000	(1)
Nonmajor governmental funds.....	893,760	(2)
Nonmajor governmental funds.....	101,250	(3)
Nonmajor governmental funds.....	489,000	(4)
Nonmajor governmental funds.....	26,082	(5)
Nonmajor governmental funds.....	<u>83,045</u>	(6)
 Total.....	 \$ <u>1,610,137</u>	

- (1) – Transfer from Special Revenue Revolving Funds to support conservation operations.
- (2) – Transfer from Special Revenue Ambulance Receipts to support ambulance operations.
- (3) – Transfer from Special Revenue Sale of Lots Funds to support cemetery operations.
- (4) – Transfer from Special Revenue University Station Building Permit to establish affordable housing account.
- (5) – Transfer from Special Revenue Bond Premiums Funds to support debt service expenditures.
- (6) – Transfer from various Special Revenue accounts to close dormant accounts.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019, was as follows:

	<u>Beginning</u>		<u>Increases</u>		<u>Decreases</u>		<u>Ending</u>
	<u>Balance</u>						<u>Balance</u>
Governmental Activities:							
<u>Capital assets not being depreciated:</u>							
Land.....	\$ 6,748,382	\$ -	\$ (373,813)				\$ 6,374,569
<u>Capital assets being depreciated:</u>							
Buildings and improvements.....	135,078,076	895,813	-				135,973,889
Vehicles.....	9,835,837	534,050	(62,508)				10,307,379
Machinery and equipment.....	14,915,024	355,082	-				15,270,106
Infrastructure.....	65,994,136	1,122,506	(1,959,211)				65,157,431
 Total capital assets being depreciated.....	 <u>225,823,073</u>	 <u>2,907,451</u>	 <u>(2,021,719)</u>				 <u>226,708,805</u>
<u>Less accumulated depreciation for:</u>							
Buildings and improvements.....	(45,732,451)	(3,939,346)	-				(49,671,797)
Vehicles.....	(7,299,493)	(807,978)	62,508				(8,044,963)
Machinery and equipment.....	(13,120,903)	(696,307)	-				(13,817,210)
Infrastructure.....	(33,997,341)	(2,820,803)	1,959,211				(34,858,933)
 Total accumulated depreciation.....	 <u>(100,150,188)</u>	 <u>(8,264,434)</u>	 <u>2,021,719</u>				 <u>(106,392,903)</u>
 Total capital assets being depreciated, net.....	 <u>125,672,885</u>	 <u>(5,356,983)</u>	 <u>-</u>				 <u>120,315,902</u>
 Total governmental activities capital assets, net.....	 <u>\$ 132,421,267</u>	 <u>\$ (5,356,983)</u>	 <u>\$ (373,813)</u>				 <u>\$ 126,690,471</u>

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Business-Type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	19,568,628	507,647	(362,526)	19,713,749
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	448,428	85,955	(55,914)	478,469
Machinery and equipment.....	510,212	-	-	510,212
Total capital assets being depreciated.....	<u>26,866,338</u>	<u>593,602</u>	<u>(418,440)</u>	<u>27,041,500</u>
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(9,728,014)	(584,963)	362,526	(9,950,451)
Other buildings and improvements.....	(4,088,868)	(120,021)	-	(4,208,889)
Vehicles.....	(396,661)	(23,386)	55,914	(364,133)
Machinery and equipment.....	(476,025)	(11,106)	-	(487,131)
Total accumulated depreciation.....	<u>(14,689,568)</u>	<u>(739,476)</u>	<u>418,440</u>	<u>(15,010,604)</u>
Total capital assets being depreciated, net.....	<u>12,176,770</u>	<u>(145,874)</u>	<u>-</u>	<u>12,030,896</u>
Total business-type activities capital assets, net....	<u>\$ 12,527,620</u>	<u>\$ (145,874)</u>	<u>\$ -</u>	<u>\$ 12,381,746</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government.....	\$ 232,241
Public safety.....	1,116,881
Education.....	2,826,279
Public works.....	3,348,361
Human services.....	42,967
Culture and recreation.....	697,705
Total depreciation expense - governmental activities.....	<u>\$ 8,264,434</u>
Business-Type Activities:	
Sewer.....	<u>\$ 739,476</u>

NOTE 6 – CAPITAL LEASES

The Town has entered into a lease agreement for financing the acquisition of fire trucks. The lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of the future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

<u>Asset:</u>	Governmental Activities
Vehicles.....	\$ 1,908,083
Less: accumulated depreciation.....	(1,038,083)
Total.....	\$ 870,000

The future minimum lease obligation and the net present value of these minimum lease payments as of June 30, 2019, are as follows:

<u>Years ending June 30:</u>	Governmental Activities
2020.....	\$ 226,356
2021.....	226,355
2022.....	226,357
Total minimum lease payments.....	679,068
Less: amounts representing interest.....	(27,842)
Present value of minimum lease payments... \$	651,226

NOTE 7 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).
- Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund and Sewer Enterprise Fund. The Town did not have any short-term debt activity during 2019.

NOTE 8 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the Town's outstanding general obligation indebtedness at June 30, 2019, and the debt service requirements follow.

Governmental Bonds Payable

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2018	Issued	Redeemed	Outstanding at June 30, 2019
Municipal Purpose Bonds of August 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 650,000	\$ -	\$ (130,000)	\$ 520,000
Municipal Purpose Bonds of June 2009	2029	3,500,000	2.10 - 5.00	1,925,000	-	(175,000)	1,750,000
Municipal Purpose Bonds of March 2011.....	2031	9,300,000	3.25 - 4.00	6,045,000	-	(465,000)	5,580,000
Municipal Purpose Bonds of March 2012.....	2023	19,095,000	2.00 - 4.00	9,045,000	-	(1,850,000)	7,195,000
Municipal Purpose Bonds of December 2012...	2022	4,635,000	2.00 - 3.00	1,845,000	-	(465,000)	1,380,000
Municipal Purpose Bonds of May 2014.....	2024	1,400,000	2.00 - 2.50	840,000	-	(140,000)	700,000
Municipal Purpose Bonds of September 2015..	2036	10,450,000	2.50 - 5.00	9,220,000	-	(615,000)	8,605,000
Municipal Purpose Bonds of September 2016..	2046	16,645,000	2.00 - 4.00	15,140,000	-	(750,000)	14,390,000
Total Bonds Payable.....				44,710,000	-	(4,590,000)	40,120,000
Add: Unamortized premium on bonds.....				1,860,696	-	(219,040)	1,641,656
Total Bonds Payable, net.....				\$ 46,570,696	\$ -	\$ (4,809,040)	\$ 41,761,656

Enterprise Bonds Payable

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2018	Issued	Redeemed	Outstanding at June 30, 2019
Municipal Purpose Bonds of December 1998...	2019	\$ 3,220,700	3.88	\$ 204,300	\$ -	\$ (204,300)	\$ -
Municipal Purpose Bonds of May 2014.....	2025	1,570,000	2.00 - 2.50	930,000	-	(155,000)	775,000
Municipal Purpose Bonds of June 2016.....	2021	234,000	0.00	140,400	-	(46,800)	93,600
Total Bonds Payable, net.....				\$ 1,274,700	\$ -	\$ (406,100)	\$ 868,600

Debt service requirements for principal and interest for bonds payable in the general fund in future years are as follows:

Year	Principal	Interest	Total
2020.....	\$ 4,575,000	\$ 1,359,280	\$ 5,934,280
2021.....	4,555,000	1,180,480	5,735,480
2022.....	4,425,000	1,019,850	5,444,850
2023.....	3,940,000	867,320	4,807,320
2024.....	2,055,000	728,177	2,783,177
2025.....	1,910,000	645,502	2,555,502
2026.....	1,910,000	565,015	2,475,015
2027.....	1,575,000	491,494	2,066,494
2028.....	1,575,000	435,183	2,010,183
2029.....	1,575,000	386,795	1,961,795
2030.....	1,400,000	337,089	1,737,089
2031.....	1,400,000	295,039	1,695,039
2032.....	935,000	252,989	1,187,989
2033.....	935,000	228,963	1,163,963
2034.....	935,000	204,363	1,139,363
2035.....	935,000	179,468	1,114,468
2036.....	935,000	153,122	1,088,122
2037.....	460,000	134,202	594,202
2038.....	460,000	122,700	582,700
2039.....	460,000	108,900	568,900
2040.....	460,000	95,100	555,100
2041.....	460,000	81,300	541,300
2042.....	460,000	67,500	527,500
2043.....	455,000	53,700	508,700
2044.....	455,000	40,050	495,050
2045.....	455,000	26,400	481,400
2046.....	425,000	12,750	437,750
Total.....	\$ <u>40,120,000</u>	\$ <u>10,072,729</u>	\$ <u>50,192,729</u>

Debt service requirements for principal and interest for bonds payable in the sewer enterprise fund in future years are as follows:

Year	Principal	Interest	Total
2020.....	\$ 201,800	\$ 15,888	\$ 217,688
2021.....	201,800	12,788	214,588
2022.....	155,000	9,688	164,688
2023.....	155,000	6,588	161,588
2024.....	155,000	3,488	158,488
Total.....	\$ <u>868,600</u>	\$ <u>48,438</u>	\$ <u>917,038</u>

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During 2019, approximately \$1,401,000 of such assistance was received. Approximately \$5,605,000 will be received in future years. Of this amount, approximately \$298,000 represents reimbursement

of long-term interest costs, and approximately \$5,307,000 represents reimbursement of approved construction costs. Accordingly, a \$5,307,000 intergovernmental receivable and corresponding unavailable revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is a member of the Massachusetts Water Resources Authority (MWRA) which offers its members interest free loans for various purposes. The Town has \$93,600 in loans outstanding at June 30, 2019. The imputed interest on this loan is immaterial and has not been recognized by the Town.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2019, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount
Police construction.....	5/2/2016	15	\$ 450,000
Islington center redevelopment.....	5/30/2018	12	3,500,000
MSBA feasibility study.....	5/30/2018	14	1,750,000
Road improvements.....	5/6/2019	9	900,000
Total.....			\$ 6,600,000

Changes in Long-Term Liabilities

During the year ended June 30, 2019, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
Governmental Activities:							
Long-term bonds payable.....	\$ 44,710,000	\$ -	\$ (4,590,000)	\$ -	\$ -	\$ 40,120,000	\$ 4,575,000
Add: Unamortized premium on bonds.....	1,860,696	-	-	-	(219,040)	1,641,656	209,238
Total bonds payable.....	46,570,696	-	(4,590,000)	-	(219,040)	41,761,656	4,784,238
Capital lease obligations.....	858,070	-	-	-	(206,844)	651,226	211,878
Compensated absences.....	2,028,000	-	-	1,223,000	(1,291,000)	1,960,000	1,250,000
Net pension liability.....	39,064,521	-	-	11,907,955	(4,945,849)	46,026,627	-
Other postemployment benefits.....	37,988,485	-	-	4,600,197	(3,693,393)	38,895,289	-
Total governmental activity long-term liabilities.....	\$ 126,509,772	\$ -	\$ (4,590,000)	\$ 17,731,152	\$ (10,356,126)	\$ 129,294,798	\$ 6,246,116
Business-Type Activities:							
Long-term bonds payable.....	\$ 1,274,700	\$ -	\$ (406,100)	\$ -	\$ -	\$ 868,600	\$ 201,800
Compensated absences.....	18,000	-	-	16,000	(18,000)	16,000	16,000
Net pension liability.....	945,897	-	-	288,353	(119,774)	1,114,476	-
Other postemployment benefits.....	1,174,902	-	-	142,274	(114,229)	1,202,947	-
Total business-type activity long-term liabilities.....	\$ 3,413,499	\$ -	\$ (406,100)	\$ 446,627	\$ (252,003)	\$ 3,202,023	\$ 217,800

Compensated absence liabilities, net pension liabilities, and other postemployment benefit liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town classifies fund balances according to the constraints imposed on the use of those resources. There are two major types of fund balances, which are nonspendable and spendable.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

The general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purpose exceed the amounts that are restricted, committed, or assigned to those purpose, it may be necessary to report a negative unassigned fund balance in that fund.

Massachusetts General Law allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to require majority vote and for appropriations from the fund required a two-thirds vote of the legislative body. The Town has established a capital stabilization fund, a general stabilization fund, a meals/hotel tax reserve fund, and a special education stabilization fund. At year end the balance of Town's Stabilization funds totaled \$6.7 million and is reported as unassigned fund balance within the General Fund.

As of June 30, 2019 , the governmental fund balance consisted of the following on the next page.

	<u>General</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Fund Balances:			
Nonspendable:			
Permanent fund principal.....	\$ -	\$ 456,400	\$ 456,400
Restricted for:			
Departmental grants and revolving funds.....	-	2,944,398	2,944,398
School lunch.....	-	1,566	1,566
Ambulance.....	-	735,243	735,243
Education grants.....	-	497,805	497,805
Education revolving.....	-	1,446,092	1,446,092
Expendable governmental trusts.....	-	3,921	3,921
Highway improvement.....	-	183,261	183,261
University station.....	-	235,947	235,947
Roadway improvements.....	-	614,444	614,444
Fire station project.....	-	230,422	230,422
Police station project.....	-	75,365	75,365
Facilities renovations.....	-	531,967	531,967
Cemetery.....	-	71,361	71,361
Committed to:			
Articles and continuing appropriations:			
Select board.....	1,197,908	-	1,197,908
Information systems.....	418,141	-	418,141
Police department.....	30,664	-	30,664
Fire department.....	181,484	-	181,484
Education.....	828,273	-	828,273
Public works department.....	168,457	-	168,457
Health and human services.....	79,351	-	79,351
Library.....	5,316	-	5,316
Recreation.....	169,661	-	169,661
University Station.....	2,630,244	-	2,630,244
Assigned to:			
Encumbrances:			
Information systems.....	43,040	-	43,040
Police department.....	3,024	-	3,024
Fire department.....	3,794	-	3,794
Community and economic development.....	38	-	38
Waste/collection/disposal.....	89,831	-	89,831
Building maintenance.....	174	-	174
Education.....	13,194	-	13,194
Youth and family commission.....	105	-	105
Public library.....	8,120	-	8,120
Audit services.....	13,000	-	13,000
Reserve for subsequent year expenditure.....	3,288,500	-	3,288,500
Unassigned.....	<u>13,916,310</u>	-	<u>13,916,310</u>
Total Fund Balances.....	<u>\$ 23,088,629</u>	<u>\$ 8,028,192</u>	<u>\$ 31,116,821</u>

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

On July 1, 2015, the Town joined the Commonwealth of Massachusetts' Group Insurance Commission (GIC) which offers premium based insurance plans to GIC members. The GIC sets the rates for participating municipalities annually. Municipalities participating in the GIC plans are assessed a .05% administrative fee on their premium over what the State employees pay.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during 2019 totaled \$351,000 and are recorded in the general fund.

The Town is self-insured for the workers' compensation claims of police officers and firefighters and are paid on a pay-as-you-go basis from the general fund. The estimated liability for workers' compensation claims is based on history and injury type. The Town's liability is not material at June 30, 2019, and therefore is not reported.

The Town is self-insured for unemployment compensation. During 2019, the Town appropriated \$112,000 to provide for anticipated costs of unemployment benefits. During 2019, claims related to unemployment compensation totaled \$115,000. The liability for unemployment compensation was not material at June 30, 2019, and therefore is not reported.

NOTE 11 – STABILIZATION FUNDS

The Town has \$6.7 million in stabilization funds classified as part of the general fund in the governmental funds financial statements. The stabilization funds may be used for general and/or capital purposes upon Town Meeting approval.

NOTE 12 – PENSION PLAN*Plan Description*

The Town is a member of the Norfolk County Retirement System (NCRS), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 41 member units. The system is administered by five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. A copy of their audited financial report may be obtained by visiting <http://www.norfolkcountyretirement.org>.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2018. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$9,936,000 is reported in the general fund as intergovernmental revenue and pension expense in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$98,046,000 as of the measurement date.

Benefits Provided

Both Systems provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

There were no changes of benefit terms that affected measurement of the total pension liability since the prior measurement date.

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the NCRS a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution equaled its actual contribution for the year ended December 31, 2018 was \$5,066,340, 23.08% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

Pension Liabilities

At June 30, 2019, the Town reported a liability of \$47,141,103 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2018, the Town's proportion was 7.242%, which increased from the December 31, 2017 proportion of 7.235%.

Pension Expense

For the year ended June 30, 2019, the Town recognized a pension expense of \$6,796,827, and reported net deferred outflows of resources and inflows of resources related to pensions of \$10,690,630 and \$1,190,589, respectively.

The balances of deferred outflows and inflows at June 30, 2019 consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 2,564,679	\$ -	\$ 2,564,679
Difference between projected and actual earnings.....	5,721,912	-	5,721,912
Changes in assumptions.....	1,393,964	(765,094)	628,870
Changes in proportion and proportionate share of contributions...	1,010,075	(425,495)	584,580
Total deferred outflows/(inflows) of resources.....	\$ 10,690,630	\$ (1,190,589)	\$ 9,500,041

The deferred outflows/inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2019.....	\$ 3,400,574
2020.....	2,840,970
2021.....	1,406,326
2022.....	1,852,171
	\$ 9,500,041

Actuarial Assumptions - The total pension liability in the January 1, 2018, actuarial valuation was determined using the following actuarial assumptions.

Valuation date.....	January 1, 2018
Actuarial cost method.....	Individual Entry Age Normal Cost Method.
Asset valuation method.....	Market value
Investment rate of return.....	7.75%
Discount rate.....	7.75%
Inflation rate.....	4.00%
Projected salary increases.....	3.50% - 5.50%
Cost of living adjustments.....	3.0% of first \$17,000 of retirement income.
Mortality rates.....	It is assumed that both pre-retirement and beneficiary mortality is presented by the RP-2014, fully generational. Mortality for retired members for Group 1 and 2 is represented by the RP-2014 Blue Collar Mortality table set forward five years for males and 3 years for females, fully generational. Mortality for retired members for Group 4 is represented by the RP-2014 Blue Collar Morality Table set forward three years for males, and six years for females, fully generational. Mortality for disabled members for Group 1 and 2 is represented by the RP-2000 Mortality Table set forward six years. Mortality for disabled members for Group 4 is represented by the RP-2000 Mortality Table set forward two years. Generational adjusting is based on Scale MP-2014.

Investment Policy

The pension plan’s policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of January 1, 2018, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity.....	32.00%	8.10%
International equities.....	17.50%	8.20%
Fixed income.....	19.00%	3.20%
Real estate.....	9.00%	7.30%
Private equity.....	8.50%	10.40%
Hedge funds.....	9.00%	7.40%
Real assets.....	5.00%	10.40%
Total.....	<u>100.00%</u>	

Rate of Return

For the year ended December 31, 2018, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was negative 4.54%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net position liability, calculated using the discount rate of 7.75%, as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75%) or 1-percentage-point higher (8.75%) than the current rate:

	<u>1% Decrease (6.75%)</u>	<u>Current Discount (7.75%)</u>	<u>1% Increase (8.75%)</u>
The Town's proportionate share of the net pension liability.....	\$ 59,118,901	\$ 47,141,103	\$ 36,957,943

Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued Norfolk County Retirement System financial report.

Changes in Assumptions

The January 1, 2018 actuarial valuation included a 7.75% discount rate, a decrease from 8.00% from the prior year.

Changes in Plan Provisions

There were no changes in plan provisions as part of the updated actuarial valuation through the measurement date of December 31, 2018.

NOTE 13 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Westwood administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 60 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 40 percent of their premium costs. For 2019, the Town’s contributed approximately \$3.4 million to the plan. For the year ended June 30, 2019, the Town’s average contribution rate was approximately 7.77% of covered-employee payroll.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to begin pre-funding its other postemployment benefit (OPEB) liabilities.

During 2019, the Town pre-funded future OPEB liabilities by contributing \$1,415,000 to the Other Postemployment Benefit Fund in excess of the pay-as-you-go required contribution. These funds are reporting within the Fiduciary Funds financial statements. As of June 30, 2019, the balance of this fund totaled \$8.9 million.

GASB Statement #74 – OPEB Plan Financial Reporting

Measurement Date – GASB #74 requires the net OPEB liability to be measured as of the OPEB Plan’s most recent fiscal year-end. Accordingly, the net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2017.

Employees Covered by Benefit Terms – The following table represents the Plan’s membership at June 30, 2019:

Active members.....	414
Retired members or beneficiaries currently receiving benefits.....	420
	<hr/>
Total.....	834
	<hr/> <hr/>

Components of OPEB Liability – The following table represents the components of the Plan’s OPEB liability as of June 30, 2019:

Total OPEB liability.....	\$	50,095,142
Less: OPEB plan's fiduciary net position.....		<u>(8,878,805)</u>
Net OPEB liability.....	\$	<u>41,216,337</u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....		17.72%

Significant Actuarial Methods and Assumptions – The total OPEB liability in the June 30, 2017 actuarial valuation was determined by using the following actuarial assumptions, applied to all periods included in the measurement that was updated to June 30, 2019, to be in accordance with GASB #74:

Valuation date.....	June 30, 2017
Actuarial cost method.....	Entry Age Normal
Amortization method.....	Level percentage of payroll
Remaining amortization period.....	28 years from July 2017.
Asset valuation method.....	Market value
Investment rate of return.....	7.25%
Discount rate.....	7.25% as of June 30, 2018 and 7.50% as of June 30, 2017
Inflation.....	3.00%
Health care trend rates.....	Non-Medicare: 8.5% decreasing by 0.5% for 7 years to an ultimate level of 5.0%. Medicare: 8.5% decreasing by 0.5% for 7 years to an ultimate level of 5.0%. Part B Premium: 5.0%.
Mortality rates:	
<i>Pre-Retirement (Non-Teachers)</i>	RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-20162D set forward 1 year for females.
<i>Healthy (Non-Teachers)</i>	RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-20162D set forward 1 year for females.
<i>Disabled (Non- Teachers)</i>	RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2015.
<i>Pre-Retirement (Teachers)</i>	RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016.
<i>Healthy (Teachers)</i>	RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2016.
<i>Disabled (Teachers)</i>	RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014.

Rate of return – For the year ended June 30, 2019, the annual money-weighted rate of return on investments, net of investment expense, was 5.52%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation as of June 30, 2019, and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized below:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	21.00%	6.16%
International developed markets equity..	13.00%	6.69%
International emerging markets equity...	5.00%	9.47%
Core fixed income.....	15.00%	1.89%
High yield fixed income.....	8.00%	4.00%
Real estate.....	10.00%	4.58%
Commodities.....	4.00%	4.77%
Hedge fund, GTAA, risk parity.....	11.00%	3.68%
Private equity.....	13.00%	10.00%
Total.....	100.00%	

Discount rate – The discount rate used to measure the total OPEB liability was 7.25% as of June 30, 2019. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan’s funding policy. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members. Therefore the long-term expected rate of return on the OPEB plan assets was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the net OPEB liability to changes in the discount rate – The following table presents the Plan’s net OPEB liability, calculated using the discount rate of 7.25% as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current rate.

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net OPEB liability..... \$	48,145,756	\$ 41,216,337	\$ 35,526,774

Sensitivity of the net OPEB liability to changes in the healthcare trend – The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare trend rates, as well as what the net other postemployment benefit liability would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability.....	\$ 34,112,864	\$ 41,216,337	\$ 50,134,235

Changes of Assumptions – None.

Changes in Plan Provisions – None.

GASB Statement #75 – OPEB Employer Financial Reporting

Summary of Significant Accounting Policies – For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts (repurchase agreements) that have a maturity at the time of purchase of one year or less, which are reported at cost.

Measurement Date – GASB Statement #75 requires the net OPEB liability to be measured as of a date no earlier than the end of the employer’s prior fiscal year and no later than the end of the employer’s current fiscal year, consistently applied from period to period. Accordingly, the net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2017. The plan membership and actuarial assumptions are consistent with those used for GASB Statement #74, since the same actuarial valuation was used.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation as of June 30, 2018, and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized on the following page.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	17.50%	6.15%
International developed markets equity..	15.50%	7.11%
International emerging markets equity...	6.00%	9.41%
Core fixed income.....	12.00%	1.68%
High yield fixed income.....	10.00%	4.13%
Real estate.....	10.00%	4.90%
Commodities.....	4.00%	4.71%
Hedge fund, GTAA, risk parity.....	13.00%	3.94%
Private equity.....	12.00%	10.28%
Total.....	<u>100.00%</u>	

Discount rate – The discount rate used to measure the total OPEB liability was 7.25% as of June 30, 2018. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan’s funding policy. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members. Therefore, the long-term expected rate of return on the OPEB plan assets was applied to all periods of projected benefit payments to determine the total OPEB liability.

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2017.....	\$ 44,191,788	\$ 5,028,401	\$ 39,163,387
Changes for the year:			
Service cost.....	1,495,348	-	1,495,348
Interest.....	3,247,123	-	3,247,123
Differences between expected and actual experience.....	-	-	-
Contributions- Employer.....	-	3,220,497	(3,220,497)
Net investment income.....	-	587,125	(587,125)
Benefit payments.....	<u>(1,830,497)</u>	<u>(1,830,497)</u>	<u>-</u>
Net change.....	<u>2,911,974</u>	<u>1,977,125</u>	<u>934,849</u>
Balances at June 30, 2018.....	<u>\$ 47,103,762</u>	<u>\$ 7,005,526</u>	<u>\$ 40,098,236</u>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following table presents the net other postemployment benefit liability, calculated using the discount rate of 7.25%, as well as what the net other postemployment benefit liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current discount rate.

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net OPEB liability.....	\$ 46,650,416	\$ 40,098,236	\$ 34,718,545

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates – The following table presents the net other postemployment benefit liability, calculated using the current healthcare trend rate of 5.08%, as well as what the net other postemployment benefit liability would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability.....	\$ 33,739,762	\$ 40,098,236	\$ 48,052,316

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – For the year ended June 30, 2018, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$4.0 million. At June 30, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ -	\$ (1,371,767)	\$ (1,371,767)
Difference between projected and actual earnings.....	-	(285,956)	(285,956)
Contributions made subsequent to the measurement date.....	1,415,000	-	1,415,000
Total deferred outflows/(inflows) of resources.....	\$ 1,415,000	\$ (1,657,723)	\$ (242,723)

Contributions made subsequent to the measurement date will be recognized in OPEB expense in the subsequent fiscal year. The remaining amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended June 30:</u>	
2020.....	\$ (358,194)
2021.....	(358,194)
2022.....	(358,193)
2023.....	(308,787)
2024.....	<u>(274,355)</u>
Subtotal amortized deferred outflows/(inflows)	
of resources.....	<u>(1,657,723)</u>
Contribution made subsequent to the	
measurement date.....	<u>1,415,000</u>
Total.....	\$ <u><u>(242,723)</u></u>

Changes of Assumptions – None.

Changes in Plan Provisions – None.

NOTE 14 – COMMITMENTS

The Town is in the process of renovating and expanding Wentworth Hall, which is also known as the Islington Branch Library. The historical building is scheduled to be moved across the street from its current location. An expansion to the building and a new basement foundation will add space for offices for the youth and family services department and the basement will have a community room available for multiple uses. The total project cost is \$3.5 million and will be completed in 2020.

NOTE 15 – CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards through June 30, 2019, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2019, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2019.

NOTE 16 – TAX INCREMENT FINANCING AGREEMENTS

The Town enters into tax increment financing (TIF) agreements with local businesses under Chapter 40, section 59 of the Massachusetts General Laws. Under this section of the law, localities may grant property tax exemptions of a business' property tax bill for the purpose of attracting or retaining businesses within their jurisdiction. The exemptions may be granted to any business located within or promising to relocate to the Town. Currently, there is one agreement in place for a new business, which will go into effect in fiscal 2020. The terms of this agreement require the Town to exempt 95% of real estate taxes in year one, 75% in years two and three, and 25% in years four through thirteen. Starting in the fourteenth year, all years thereafter, the exemptions end, and the business will pay 100% of all real estate and personal property taxes. The value of the property has not yet been determined.

NOTE 17 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through October 15, 2019, which is the date the financial statements were available to be issued.

NOTE 18 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2019, the following GASB pronouncements were implemented:

- GASB Statement #83, *Certain Asset Retirement Obligations*. This pronouncement did not impact the basic financial statements.
- GASB Statement #88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2020.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2021.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2021.
- The GASB issued Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*, which is required to be implemented in 2020.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2022.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

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Required Supplementary Information

General Fund

Budgetary Comparison Schedule

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 76,369,281	\$ 76,369,281	\$ 76,810,856	\$ -	\$ 441,575
Motor vehicle excise taxes.....	2,673,415	2,673,415	3,675,896	-	1,002,481
Charges for services.....	430,000	430,000	664,909	-	234,909
Penalties and interest on taxes.....	90,000	90,000	207,880	-	117,880
Licenses and permits.....	550,000	550,000	871,559	-	321,559
Fines and forfeitures.....	10,000	10,000	23,122	-	13,122
Intergovernmental.....	7,594,681	7,594,681	7,587,726	-	(6,955)
Departmental and other.....	249,500	249,500	301,787	-	52,287
Investment income.....	40,500	40,500	216,319	-	175,819
TOTAL REVENUES.....	88,007,377	88,007,377	90,360,054	-	2,352,677
EXPENDITURES:					
GENERAL GOVERNMENT					
SELECT BOARD					
Salaries.....	599,168	619,168	619,163	-	5
Expenditures.....	55,500	55,500	55,366	-	134
TOTAL.....	654,668	674,668	674,529	-	139
FINANCE AND WARRANT COMMISSION					
Salaries.....	18,438	18,438	18,407	-	31
Expenditures.....	41,389	41,389	30,366	-	11,023
TOTAL.....	59,827	59,827	48,773	-	11,054
ACCOUNTING DEPARTMENT					
Salaries.....	258,258	258,258	257,724	-	534
Expenditures.....	7,000	7,000	5,846	-	1,154
TOTAL.....	265,258	265,258	263,570	-	1,688
ASSESSORS DEPARTMENT					
Salaries.....	214,289	222,289	222,037	-	252
Expenditures.....	22,450	22,450	20,817	-	1,633
TOTAL.....	236,739	244,739	242,854	-	1,885
TREASURER'S DEPARTMENT					
Salaries.....	107,778	107,778	107,738	-	40
Expenditures.....	12,800	12,800	10,108	-	2,692
TOTAL.....	120,578	120,578	117,846	-	2,732
COLLECTOR'S DEPARTMENT					
Salaries.....	123,367	123,367	122,431	-	936
Expenditures.....	73,850	73,850	73,361	-	489
TOTAL.....	197,217	197,217	195,792	-	1,425
LEGAL DEPARTMENT					
Salaries.....	101,797	109,797	109,637	-	160
Expenditures.....	112,000	112,000	111,349	-	651
TOTAL.....	213,797	221,797	220,986	-	811
HUMAN RESOURCES					
Salaries.....	232,682	232,682	232,679	-	3
Expenditures.....	7,500	7,500	2,671	-	4,829
TOTAL.....	240,182	240,182	235,350	-	4,832

(Continued)

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
INFORMATION SYSTEMS DEPARTMENT					
Salaries.....	288,950	288,950	283,740	-	5,210
Expenditures.....	74,500	74,500	31,460	43,040	-
TOTAL.....	363,450	363,450	315,200	43,040	5,210
TOWN CLERK DEPARTMENT					
Salaries.....	172,655	172,655	170,265	-	2,390
Expenditures.....	74,234	74,234	61,735	-	12,499
TOTAL.....	246,889	246,889	232,000	-	14,889
MASS HOUSING PARTNERSHIP/ HOUSING AUTHORITY					
Salaries.....	18,438	18,438	18,437	-	1
Expenditures.....	3,400	3,400	3,400	-	-
TOTAL.....	21,838	21,838	21,837	-	1
OUTSIDE PROFESSIONAL SERVICES					
Expenditures.....	51,074	51,074	50,643	-	431
TRAINING/PROFESSIONAL DEVELOPMENT					
Expenditures.....	15,000	15,000	12,170	-	2,830
Total General Government.....	2,686,517	2,722,517	2,631,550	43,040	47,927
PUBLIC SAFETY					
POLICE DEPARTMENT.....					
	4,212,167	4,253,167	4,250,014	3,024	129
FIRE DEPARTMENT.....					
	4,538,575	4,538,575	4,532,683	3,794	2,098
Total Public Safety.....	8,750,742	8,791,742	8,782,697	6,818	2,227
COMMUNITY AND ECONOMIC DEVELOPMENT					
Expenditures.....	1,145,320	1,145,320	1,057,355	38	87,927
DEPARTMENT OF PUBLIC WORKS					
Salaries.....	1,638,902	1,638,902	1,638,779	-	123
Expenditures.....	523,600	523,600	523,127	-	473
TOTAL.....	2,162,502	2,162,502	2,161,906	-	596
BUILDING MAINTENANCE					
Salaries.....	188,514	258,514	258,512	-	2
Expenditures.....	983,555	913,555	905,314	174	8,067
TOTAL.....	1,172,069	1,172,069	1,163,826	174	8,069
MUNICIPAL & SCHOOL FIELD MAINTENANCE					
Expenditures.....	155,000	155,000	154,989	-	11
SNOW AND ICE					
Expenditures.....	450,000	550,000	537,561	-	12,439
STREET LIGHTING					
Expenditures.....	121,176	121,176	104,232	-	16,944
WASTE/COLLECTION/DISPOSAL					
Expenditures.....	1,257,844	1,298,844	1,208,697	89,831	316
Total Public Works.....	5,318,591	5,459,591	5,331,211	90,005	38,375

(Continued)

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
HUMAN SERVICES					
DISABILITY COMMISSION					
Expenditures.....	500	500	-	-	500
COUNCIL ON AGING					
Salaries.....	343,644	343,644	342,756	-	888
Expenditures.....	33,150	33,150	28,514	-	4,636
TOTAL.....	376,794	376,794	371,270	-	5,524
YOUTH AND FAMILY SERVICES COMMISSION					
Salaries.....	261,304	303,304	291,872	-	11,432
Expenditures.....	16,945	16,945	16,795	105	45
TOTAL.....	278,249	320,249	308,667	105	11,477
VETERANS SERVICES					
Salaries.....	60,689	60,689	60,651	-	38
Expenditures.....	72,550	72,550	72,229	-	321
TOTAL.....	133,239	133,239	132,880	-	359
Total Human Services.....	788,782	830,782	812,817	105	17,860
CULTURE AND RECREATION					
RECREATION					
Salaries.....	318,496	318,497	318,495	-	2
Expenditures.....	15,784	15,783	15,088	-	695
TOTAL.....	334,280	334,280	333,583	-	697
PUBLIC LIBRARY					
Salaries.....	1,069,001	1,069,001	1,033,114	-	35,887
Expenditures.....	315,884	315,884	298,375	8,120	9,389
Lost Books.....	1,600	1,600	1,452	-	148
TOTAL.....	1,386,485	1,386,485	1,332,941	8,120	45,424
MEMORIAL/VETERAN'S DAY/WESTWOOD DAY					
Expenditures.....	21,800	21,800	15,952	-	5,848
Total Culture and Recreation.....	1,742,565	1,742,565	1,682,476	8,120	51,969
OTHER					
OFFICE COMMUNICATIONS					
Expenditures.....	154,750	154,750	154,496	-	254
HARDWARE/SOFTWARE MAINTENANCE					
Expenditures.....	321,150	321,150	321,066	-	84
Total Other.....	475,900	475,900	475,562	-	338
WESTWOOD PUBLIC SCHOOLS					
PUBLIC SCHOOLS.....	46,553,357	46,551,653	44,128,496	2,423,157	-
BLUE HILLS REGIONAL.....	136,373	136,373	135,579	-	794
CROSSING GUARDS					
Salaries.....	103,041	103,041	102,650	-	391
Expenditures.....	3,500	3,500	1,607	-	1,893
TOTAL.....	106,541	106,541	104,257	-	2,284
Total School Budget.....	46,796,271	46,794,567	44,368,332	2,423,157	3,078

(Continued)

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
SCHOOL AND MUNICIPAL FIXED COSTS					
CONTRIBUTORY PENSION BENEFITS.....	5,325,887	5,147,887	5,066,340	-	81,547
EMPLOYEE BENEFITS.....	9,354,345	9,354,345	8,737,013	-	617,332
GENERAL LIABILITY INSURANCE.....	521,057	515,079	364,146	-	150,933
SCHOOL WASTE EXPENSE.....	71,220	77,198	77,198	-	-
AUDIT SERVICES.....	78,600	78,600	64,955	13,000	645
Total Benefits and Shared Costs.....	15,351,109	15,173,109	14,309,652	13,000	850,457
RESERVE FUNDS					
Other/Energy Reserve fund.....	295,000	4,000	-	-	4,000
Special Town Meeting Reserve.....	25,000	25,000	7,700	-	17,300
Reserve Fund.....	400,000	300,000	-	-	300,000
Total Reserves.....	720,000	329,000	7,700	-	321,300
UNIVERSITY STATION.....	2,783,022	2,783,023	152,779	2,630,244	-
CAPITAL OUTLAY.....	6,189,376	6,747,876	3,667,219	3,079,255	1,402
STATE AND COUNTY ASSESSMENTS.....	676,612	676,612	688,590	-	(11,978)
DEBT SERVICE PRINCIPAL.....	4,590,000	4,590,000	4,590,000	-	-
DEBT SERVICE INTEREST.....	1,547,979	1,547,979	1,547,979	-	-
TOTAL EXPENDITURES.....	99,562,786	99,810,583	90,105,919	8,293,782	1,410,882
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(11,555,409)	(11,803,206)	254,135	(8,293,782)	3,763,559
OTHER FINANCING SOURCES (USES):					
Transfers in.....	2,264,424	2,487,924	2,570,970	-	83,046
Transfers out.....	(100,000)	(100,000)	(100,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	2,164,424	2,387,924	2,470,970	-	83,046
NET CHANGE IN FUND BALANCE.....	(9,390,985)	(9,415,282)	2,725,105	(8,293,782)	3,846,605
BUDGETARY FUND BALANCE, Beginning of year.....	16,498,518	16,498,518	16,498,518	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 7,107,533	\$ 7,083,236	\$ 19,223,623	\$ (8,293,782)	\$ 3,846,605

(Concluded)

See notes to required supplementary information.

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Retirement System Schedules

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten-year trend is compiled, information is presented for those years for which information is available.

**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

Year	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered payroll	Net pension liability as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
December 31, 2018.....	7.24%	\$ 47,141,103	\$ 21,953,678	214.73%	58.30%
December 31, 2017.....	7.24%	40,010,418	21,211,283	188.63%	63.50%
December 31, 2016.....	7.39%	38,565,987	20,770,111	185.68%	61.60%
December 31, 2015.....	7.39%	40,131,499	19,710,504	203.60%	58.60%
December 31, 2014.....	6.83%	35,408,720	16,856,918	210.05%	60.10%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS
NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
June 30, 2019.....	\$ 5,066,340	\$ (5,066,340)	-	\$ 22,173,215	22.85%
June 30, 2018.....	4,631,206	(4,631,206)	-	21,423,396	21.62%
June 30, 2017.....	3,946,275	(3,946,275)	-	20,977,812	18.81%
June 30, 2016.....	3,583,777	(3,583,777)	-	19,907,609	18.00%
June 30, 2015.....	3,303,348	(3,303,348)	-	17,025,487	19.40%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS
OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

<u>Year</u>	<u>Commonwealth's 100% Share of the Associated Net Pension Liability</u>	<u>Expense and Revenue Recognized for the Commonwealth's Support</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Liability</u>
2019.....	\$ 98,045,795	\$ 9,935,522	54.84%
2018.....	95,349,061	9,951,859	54.25%
2017.....	91,845,701	9,368,864	52.73%
2016.....	83,664,175	6,785,909	55.38%
2015.....	63,201,321	4,390,899	61.64%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

Other Postemployment Benefits Plan Schedules

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

**SCHEDULE OF CHANGES IN THE
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	June 30, 2017	June 30, 2018	June 30, 2019
Total OPEB Liability			
Service Cost.....	\$ 1,237,052	\$ 1,495,348	\$ 1,542,520
Interest.....	3,287,987	3,247,123	3,455,390
Differences between expected and actual experience....	(1,920,473)	-	-
Benefit payments.....	<u>(1,995,030)</u>	<u>(1,830,497)</u>	<u>(2,006,530)</u>
Net change in total OPEB liability.....	609,536	2,911,974	2,991,380
Total OPEB liability - beginning.....	<u>43,582,252</u>	<u>44,191,788</u>	<u>47,103,762</u>
Total OPEB liability - ending (a).....	<u>\$ 44,191,788</u>	<u>\$ 47,103,762</u>	<u>\$ 50,095,142</u>
Plan fiduciary net position			
Employer contributions.....	\$ 1,350,000	\$ 1,390,000	\$ 1,415,000
Employer contributions for OPEB payments.....	1,995,030	1,830,497	2,006,530
Net investment income.....	533,515	587,125	458,279
Benefit payments.....	<u>(1,995,030)</u>	<u>(1,830,497)</u>	<u>(2,006,530)</u>
Net change in plan fiduciary net position.....	1,883,515	1,977,125	1,873,279
Plan fiduciary net position - beginning of year.....	<u>3,144,886</u>	<u>5,028,401</u>	<u>7,005,526</u>
Plan fiduciary net position - end of year (b).....	<u>\$ 5,028,401</u>	<u>\$ 7,005,526</u>	<u>\$ 8,878,805</u>
Net OPEB liability - ending (a)-(b).....	<u>\$ 39,163,387</u>	<u>\$ 40,098,236</u>	<u>\$ 41,216,337</u>
Plan fiduciary net position as a percentage of the total OPEB liability.....	11.38%	14.87%	17.72%
Covered-employee payroll.....	\$ 42,772,363	\$ 43,392,562	\$ 44,053,798
Net OPEB liability as a percentage of covered-employee payroll.....	91.56%	92.41%	93.56%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered- employee payroll	Contributions as a percentage of covered- employee payroll
June 30, 2019.....	\$ 4,091,003	\$ (3,421,530)	\$ 669,473	\$ 44,053,798	7.77%
June 30, 2018.....	3,920,310	(3,220,497)	699,813	43,392,562	7.42%
June 30, 2017.....	3,448,958	(3,345,030)	103,928	42,772,363	7.82%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
June 30, 2019.....	5.52%
June 30, 2018.....	9.50%
June 30, 2017.....	12.53%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

NOTE A – BUDGETARY BASIS OF ACCOUNTING1. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Special Town Meeting approval via a special article.

The majority of the Town's appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2019 approved budget for the General Fund authorized approximately \$99.8 million in appropriations and other amounts to be raised and \$6.6 million in encumbrances and appropriations carried over from previous years. During 2019, the Town increased the original budget by \$248,000, which was primarily due to the supplementary appropriations from free cash and the reserve fund to fund the capital outlay budget, the public safety budget, and the public works budget.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the Town's accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the year ended June 30, 2019, is presented on the following page.

Net change in fund balance - budgetary basis.....	\$ 2,725,105
<u>Perspective differences:</u>	
Activity of the stabilization fund recorded in the general fund for GAAP.....	580,946
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(405,586)
Net change in recording 60 day receipts.....	(152,190)
Net change in recording accrued expenditures.....	(777,118)
Recognition of revenue for on-behalf payments.....	(9,936,000)
Recognition of expenditures for on-behalf payments.....	<u>9,936,000</u>
Net change in fund balance - GAAP basis.....	<u>\$ 1,971,157</u>

3. Appropriation Deficit

The Town reported an appropriation deficit in the state and county assessments budget. The Town is not required to raise the state and county assessment deficit.

NOTE B – PENSION PLAN

Pension Plan Schedules

Schedule of the Town’s Proportionate Share of the Net Pension Liability

The Schedule of the Town’s Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of Town’s Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member’s retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system’s funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the “total appropriation”. The pension fund appropriation is allocated to the Town based on covered payroll.

Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth’s 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan’s fiduciary net position as a percentage of the total liability.

Changes in Assumptions

The January 1, 2018 actuarial valuation included a 7.75% discount rate, a decrease from 8.00% from the prior year.

Changes in Plan Provisions

There were no changes in plan provisions as part of the updated actuarial valuation through the measurement date of December 31, 2018.

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The Town administers a single-employer defined benefit healthcare plan (“The Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Additionally, retired teachers and their spouses receive health insurance through the Group Insurance Commission of the Commonwealth of Massachusetts (GIC). Each participating municipality is assessed for the governmental share of health and life insurance premiums paid on behalf of its teacher retirees by the state.

The Other Postemployment Benefit PlanThe Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates the Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the Town’s Contributions

The Schedule of the Town’s Contributions includes the Town’s annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine contribution rates are as follows on the next page.

Valuation date.....	June 30, 2017
Actuarial cost method.....	Entry Age Normal
Amortization method.....	Level percentage of payroll
Remaining amortization period.....	28 years from July 2017.
Asset valuation method.....	Market value
Investment rate of return.....	7.25%
Discount rate.....	7.25% as of June 30, 2018 and 7.50% as of June 30, 2017
Inflation.....	3.00%
Health care trend rates.....	Non-Medicare: 8.5% decreasing by 0.5% for 7 years to an ultimate level of 5.0%. Medicare: 8.5% decreasing by 0.5% for 7 years to an ultimate level of 5.0%. Part B Premium: 5.0%.
Mortality rates:	
<i>Pre-Retirement (Non-Teachers)</i>	RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-20162D set forward 1 year for females.
<i>Healthy (Non-Teachers)</i>	RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-20162D set forward 1 year for females.
<i>Disabled (Non- Teachers)</i>	RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2015.
<i>Pre-Retirement (Teachers)</i>	RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016.
<i>Healthy (Teachers)</i>	RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2016.
<i>Disabled (Teachers)</i>	RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014.

Schedule of Investment Returns

The Schedule of Investment Returns includes the money-weighted investment return on the Plan’s other postemployment assets, net of investment expense.

Changes of Assumptions – None.

Changes in Provisions – None.

Other Supplementary Information

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Combining and Individual Fund Statements and Schedules

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

Nonmajor Governmental Funds

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than permanent funds or major capital project funds) that are restricted by law or administrative action to expenditures for specific purposes. The Town's special revenue funds are grouped into the following categories:

- ***School Lunch Fund*** – accounts for the operations of the public school lunch program.
- ***Ambulance Fund*** – accounts for the fees collected for ambulance services which can legally only be appropriated for costs to provide the service, such as Emergency Medical Technician firefighter stipend and ambulance supplies.
- ***Departmental Grants/Other Revolving Funds*** – accounts for various grants and legally restricted revenues for special programs administered by Town departments.
- ***Educational Grants Funds*** – accounts for all educational programs specially financed by grants and other restricted revenues.
- ***Educational Revolving Funds*** – accounts for educational programs financed by non-grant revenues and gifts.
- ***Expendable Governmental Trusts*** – accounts for contributions where both principal and investment earnings may be spent to support the government.
- ***Highway Improvement Fund*** – accounts for funds received from the State Highway Department which is used for construction, reconstruction and improvements of roadways.
- ***University Station*** – accounts for the remaining dedicated revenues and expenditures related to the Town's high profile commercial development project which has been substantially completed.

Capital Projects Funds

Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction or improvement of major capital assets (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

- ***Roadway Improvements*** – accounts for construction, reconstruction and improvements of roadways, streets and sidewalks. Funding is provided primarily by bond proceeds, various grants and legally restricted revenues for special programs administered by Town departments.
- ***Fire Station Project*** – accounts for renovation, improvements and capital equipment associated with the new fire station.
- ***Facilities Renovations*** – accounts for all renovation, improvements and capital equipment associated with various town buildings and facilities.

- **Police Station Project**- accounts for the funds received and expended in connection with the construction of the new police station.

Permanent Funds

Permanent Funds are used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

- **Cemetery Fund** – accounts for contributions associated with cemetery care and maintenance.
- **Other Nonexpendable Trust Funds** – accounts for various contributions associated with the public library, schools and veterans services.

**NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET**

JUNE 30, 2019

	Special Revenue Funds								
	School Lunch	Ambulance	Departmental Grants/Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	University Station	Subtotal
ASSETS									
Cash and cash equivalents.....	\$ 1,644	\$ 665,326	\$ 3,076,015	\$ 502,360	\$ 1,495,212	\$ 3,921	\$ 183,261	\$ 235,947	\$ 6,163,686
Investments.....	-	-	-	-	-	-	-	-	-
Receivables, net of uncollectibles:									
Departmental and other.....	-	194,509	-	-	-	-	-	-	194,509
Intergovernmental.....	-	-	-	-	-	-	740,221	-	740,221
TOTAL ASSETS.....	\$ 1,644	\$ 859,835	\$ 3,076,015	\$ 502,360	\$ 1,495,212	\$ 3,921	\$ 923,482	\$ 235,947	\$ 7,098,416
LIABILITIES									
Warrants payable.....	\$ 78	\$ -	\$ 61,700	\$ 4,555	\$ 49,120	\$ -	\$ -	\$ -	\$ 115,453
DEFERRED INFLOWS OF RESOURCES									
Unavailable revenue.....	-	194,509	-	-	-	-	740,221	-	934,730
FUND BALANCES									
Nonspendable.....	-	-	-	-	-	-	-	-	-
Restricted.....	1,566	665,326	3,014,315	497,805	1,446,092	3,921	183,261	235,947	6,048,233
TOTAL FUND BALANCES.....	1,566	665,326	3,014,315	497,805	1,446,092	3,921	183,261	235,947	6,048,233
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 1,644	\$ 859,835	\$ 3,076,015	\$ 502,360	\$ 1,495,212	\$ 3,921	\$ 923,482	\$ 235,947	\$ 7,098,416

(Continued)

Capital Project Funds					Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	Fire Station Project	Facilities Renovations	Police Station Project	Subtotal	Cemetery	Other Nonexpendable Trust Funds	Subtotal	
\$ 614,444	\$ 230,422	\$ 531,967	\$ 75,365	\$ 1,452,198	\$ 421,249	\$ 74,570	\$ 495,819	\$ 8,111,703
-	-	-	-	-	-	31,942	31,942	31,942
-	-	-	-	-	-	-	-	194,509
-	-	-	-	-	-	-	-	740,221
<u>\$ 614,444</u>	<u>\$ 230,422</u>	<u>\$ 531,967</u>	<u>\$ 75,365</u>	<u>\$ 1,452,198</u>	<u>\$ 421,249</u>	<u>\$ 106,512</u>	<u>\$ 527,761</u>	<u>\$ 9,078,375</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,453
-	-	-	-	-	-	-	-	934,730
-	-	-	-	-	417,922	38,478	456,400	456,400
614,444	230,422	531,967	75,365	1,452,198	3,327	68,034	71,361	7,571,792
614,444	230,422	531,967	75,365	1,452,198	421,249	106,512	527,761	8,028,192
<u>\$ 614,444</u>	<u>\$ 230,422</u>	<u>\$ 531,967</u>	<u>\$ 75,365</u>	<u>\$ 1,452,198</u>	<u>\$ 421,249</u>	<u>\$ 106,512</u>	<u>\$ 527,761</u>	<u>\$ 9,078,375</u>

(Concluded)

NONMAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2019

	Special Revenue Funds								
	School Lunch	Ambulance	Departmental Grants/Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	University Station	Subtotal
REVENUES:									
Charges for services.....	\$ 944,287	\$ 758,225	\$ 1,113,396	\$ -	\$ 2,581,368	\$ -	\$ -	\$ -	\$ 5,397,276
Intergovernmental.....	133,134	-	813,274	1,971,457	-	-	736,992	-	3,654,857
Departmental and other.....	-	-	505,992	-	-	-	-	255,341	761,333
Contributions and donations.....	-	-	254,827	-	311,386	-	-	-	566,213
Investment income.....	-	-	-	-	-	1,658	-	-	1,658
TOTAL REVENUES.....	1,077,421	758,225	2,687,489	1,971,457	2,892,754	1,658	736,992	255,341	10,381,337
EXPENDITURES:									
Current:									
General government.....	-	-	599,883	-	-	101	-	-	599,984
Public safety.....	-	-	206,889	-	-	-	-	-	206,889
Education.....	1,120,599	-	-	2,133,255	3,528,468	-	-	-	6,782,322
Public works.....	-	-	367,007	-	-	-	583,739	-	950,746
Human services.....	-	-	156,479	-	-	-	-	-	156,479
Culture and recreation.....	-	-	1,024,356	-	-	-	-	-	1,024,356
University station.....	-	-	-	-	-	-	-	152,136	152,136
Capital outlay.....	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES.....	1,120,599	-	2,354,614	2,133,255	3,528,468	101	583,739	152,136	9,872,912
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(43,178)	758,225	332,875	(161,798)	(635,714)	1,557	153,253	103,205	508,425
OTHER FINANCING SOURCES (USES):									
Proceeds from the sale of capital assets.....	-	-	-	-	-	-	-	-	-
Transfers out.....	-	(893,760)	(144,332)	(2,894)	-	(80,151)	-	(489,000)	(1,610,137)
NET CHANGE IN FUND BALANCES.....	(43,178)	(135,535)	188,543	(164,692)	(635,714)	(78,594)	153,253	(385,795)	(1,101,712)
FUND BALANCES AT BEGINNING OF YEAR.....	44,744	800,861	2,825,772	662,497	2,081,806	82,515	30,008	621,742	7,149,945
FUND BALANCES AT END OF YEAR.....	\$ 1,566	\$ 665,326	\$ 3,014,315	\$ 497,805	\$ 1,446,092	\$ 3,921	\$ 183,261	\$ 235,947	\$ 6,048,233

(Continued)

Capital Project Funds					Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	Fire Station Project	Facilities Renovations	Police Station Project	Subtotal	Cemetery	Other Nonexpendable Trust Funds	Subtotal	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,397,276
100,000	-	-	-	100,000	-	-	-	3,754,857
-	-	-	-	-	-	-	-	761,333
-	-	-	-	-	13,080	-	13,080	579,293
-	-	-	-	-	4,827	9,890	14,717	16,375
100,000	-	-	-	100,000	17,907	9,890	27,797	10,509,134
-	-	-	-	-	-	-	-	599,984
-	49,094	-	291,502	340,596	-	-	-	547,485
-	-	-	-	-	-	-	-	6,782,322
104,933	-	-	-	104,933	-	-	-	1,055,679
-	-	-	-	-	-	-	-	156,479
-	-	39,664	-	39,664	-	196	196	1,064,216
-	-	-	-	-	-	-	-	152,136
-	-	45,900	-	45,900	-	-	-	45,900
104,933	49,094	85,564	291,502	531,093	-	196	196	10,404,201
(4,933)	(49,094)	(85,564)	(291,502)	(431,093)	17,907	9,694	27,601	104,933
-	-	399,698	-	399,698	-	-	-	399,698
-	-	-	-	-	-	-	-	(1,610,137)
(4,933)	(49,094)	314,134	(291,502)	(31,395)	17,907	9,694	27,601	(1,105,506)
619,377	279,516	217,833	366,867	1,483,593	403,342	96,818	500,160	9,133,698
\$ 614,444	\$ 230,422	\$ 531,967	\$ 75,365	\$ 1,452,198	\$ 421,249	\$ 106,512	\$ 527,761	\$ 8,028,192

(Concluded)

Agency Fund

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

AGENCY FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

YEAR ENDED JUNE 30, 2019

	June 30, 2018	Additions	Deletions	June 30, 2019
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 146,498	\$ 1,750,677	\$ (1,354,994)	\$ 542,181
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	184,498	981,030	(1,013,263)	152,265
TOTAL ASSETS.....	\$ 330,996	\$ 2,731,707	\$ (2,368,257)	\$ 694,446
LIABILITIES				
Liabilities due depositors - Student Activities.....	\$ 177,937	\$ 221,600	\$ (261,101)	\$ 138,436
Liabilities due depositors - Planning Deposits.....	153,059	2,510,107	(2,107,156)	556,010
TOTAL LIABILITIES.....	\$ 330,996	\$ 2,731,707	\$ (2,368,257)	\$ 694,446

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Statistical Section

*Ten Year History of the Following
Major Categories:*

Expenditures

Revenues

Property Tax Collections

Debt

Town Demographics and Economic Information

General Information



Westwood's Islington Center has undergone significant redevelopment in recent years and plans are in place to continue these efforts. Included are a new fire station, increased affordable housing, and redesign of existing buildings to maintain the village appearance of existing structures.

Statistical Section

This part of the Town of Westwood comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Financial Trends

These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

Town of Westwood, Massachusetts

Net Position By Component

Last Ten Years

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental activities:										
Invested in capital assets.....	\$ 97,375,492	\$ 99,380,376	\$ 99,367,799	\$ 96,462,678	\$ 95,611,881	\$ 97,303,917	\$ 94,483,050	\$ 92,145,970	\$ 93,029,094	\$ 91,036,787
Restricted.....	2,172,033	1,735,851	1,878,233	1,806,455	1,655,112	1,533,978	2,061,713	2,038,029	1,453,460	1,626,890
Unrestricted.....	<u>2,354,269</u>	<u>1,827,050</u>	<u>60,536</u>	<u>(125,175)</u>	<u>(29,404,389)</u>	<u>(32,182,981)</u>	<u>(31,409,160)</u>	<u>(43,139,092)</u>	<u>(44,349,631)</u>	<u>(47,607,988)</u>
Total governmental activities net position.....	\$ <u>101,901,794</u>	\$ <u>102,943,277</u>	\$ <u>101,306,568</u>	\$ <u>98,143,958</u>	\$ <u>67,862,604</u>	\$ <u>66,654,914</u>	\$ <u>65,135,603</u>	\$ <u>51,044,907</u>	\$ <u>50,132,923</u>	\$ <u>45,055,689</u>
Business-type activities:										
Invested in capital assets, net of related debt.....	\$ 13,318,644	\$ 12,998,106	\$ 12,371,623	\$ 12,309,207	\$ 11,776,682	\$ 11,209,128	\$ 11,327,932	\$ 11,435,385	\$ 11,252,920	\$ 11,513,146
Unrestricted.....	<u>3,871,320</u>	<u>4,228,836</u>	<u>4,558,778</u>	<u>4,072,081</u>	<u>3,146,433</u>	<u>4,451,172</u>	<u>5,204,759</u>	<u>4,434,549</u>	<u>5,023,639</u>	<u>4,717,240</u>
Total business-type activities net position.....	\$ <u>17,189,964</u>	\$ <u>17,226,942</u>	\$ <u>16,930,401</u>	\$ <u>16,381,288</u>	\$ <u>14,923,115</u>	\$ <u>15,660,300</u>	\$ <u>16,532,691</u>	\$ <u>15,869,934</u>	\$ <u>16,276,559</u>	\$ <u>16,230,386</u>
Primary government:										
Invested in capital assets.....	\$ 110,694,136	\$ 112,378,482	\$ 111,739,422	\$ 108,771,885	\$ 107,388,563	\$ 108,513,045	\$ 105,810,982	\$ 103,581,355	\$ 104,282,014	\$ 102,549,933
Restricted.....	2,172,033	1,735,851	1,878,233	1,806,455	1,655,112	1,533,978	2,061,713	2,038,029	1,453,460	1,626,890
Unrestricted.....	<u>6,225,589</u>	<u>6,055,886</u>	<u>4,619,314</u>	<u>3,946,906</u>	<u>(26,257,956)</u>	<u>(27,731,809)</u>	<u>(26,204,401)</u>	<u>(38,704,543)</u>	<u>(39,325,992)</u>	<u>(42,890,748)</u>
Total primary government net position.....	\$ <u>119,091,758</u>	\$ <u>120,170,219</u>	\$ <u>118,236,969</u>	\$ <u>114,525,246</u>	\$ <u>82,785,719</u>	\$ <u>82,315,214</u>	\$ <u>81,668,294</u>	\$ <u>66,914,841</u>	\$ <u>66,409,482</u>	\$ <u>61,286,075</u>

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and the 2014 balances were revised to reflect the associated changes.

The Town implemented GASB 75 and revised beginning net position during 2018. Fiscal year 2017 balances were also revised to reflect the implementation of GASB 75.

Town of Westwood, Massachusetts

Changes in Net Position

Last Ten Years

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Expenses										
Governmental activities:										
General government.....	\$ 4,454,620	\$ 4,379,672	\$ 4,844,921	\$ 5,860,321	\$ 4,630,834	\$ 4,662,820	\$ 5,921,843	\$ 5,617,221	\$ 6,307,003	\$ 7,226,614
Public safety.....	8,490,129	8,969,089	9,391,010	9,735,929	10,215,841	10,470,500	11,661,076	12,380,718	13,132,322	15,599,311
Education.....	52,200,467	52,489,520	54,472,071	57,774,167	58,068,384	59,970,747	64,002,507	69,129,730	70,725,736	74,680,317
Public works.....	7,425,668	7,472,604	7,204,025	8,351,807	8,697,469	9,028,119	9,033,773	9,387,133	9,633,100	10,038,445
University Station.....	-	-	-	-	1,947,259	1,651,889	2,932,353	507,970	474,479	304,915
Human services.....	1,052,991	1,047,144	1,157,238	1,218,894	1,138,997	1,228,151	1,426,588	1,428,184	1,830,094	1,903,840
Culture and recreation.....	2,378,042	2,371,894	2,386,859	2,801,155	3,394,657	3,308,166	4,307,074	3,725,614	3,741,088	4,339,903
Interest.....	1,750,493	1,475,733	1,542,158	1,216,381	1,137,383	1,060,200	1,259,517	1,614,895	1,329,268	1,283,331
Total government activities expenses.....	77,752,410	78,205,656	80,998,282	86,958,654	89,230,824	91,380,592	100,544,731	103,791,465	107,173,090	115,376,676
Business-type activities:										
Sewer.....	3,961,476	3,944,524	4,440,324	4,204,681	4,426,229	4,495,981	4,590,558	4,518,608	4,842,752	5,249,181
Total primary government expenses.....	\$ 81,713,886	\$ 82,150,180	\$ 85,438,606	\$ 91,163,335	\$ 93,657,053	\$ 95,876,573	\$ 105,135,289	\$ 108,310,073	\$ 112,015,842	\$ 120,625,857
Program Revenues										
Governmental activities:										
Education charges for services.....	\$ 2,360,978	\$ 2,364,662	\$ 2,455,709	\$ 2,444,072	\$ 2,463,005	\$ 2,453,507	\$ 2,568,453	\$ 2,793,990	\$ 2,559,813	\$ 2,692,200
Public Safety charges for services.....	1,064,513	1,217,831	1,177,994	1,414,033	1,370,625	1,641,691	1,953,758	2,059,156	2,004,219	1,780,120
Other charges for services.....	1,810,492	1,705,581	1,901,613	3,358,796	1,584,341	1,745,798	2,435,718	1,559,352	1,909,052	1,977,008
Operating grants and contributions.....	14,179,816	14,570,871	14,155,121	14,617,337	22,271,886	14,500,929	19,171,437	20,362,007	19,221,090	20,584,543
Capital grant and contributions.....	416,865	2,752,205	1,110,679	682,003	1,474,068	4,045,233	1,584,581	627,863	1,303,961	777,371
Total government activities program revenues.....	19,832,664	22,611,150	20,801,116	22,516,241	29,163,925	24,387,158	27,713,947	27,402,368	26,998,135	27,811,242
Business-type activities:										
Charges for services.....	3,756,083	3,895,027	3,677,221	3,525,289	3,731,776	5,175,034	4,978,724	4,672,765	5,224,029	5,110,982
Operating grants and contributions.....	-	45,563	31,638	85,164	32,115	30,832	25,910	20,883	10,451	5,108
Capital grant and contributions.....	96,182	40,912	222,624	45,115	41,516	27,300	458,315	26,485	14,897	86,918
Total business-type activities program revenues.....	3,852,265	3,981,502	3,931,483	3,655,568	3,805,407	5,233,166	5,462,949	4,720,133	5,249,377	5,203,008
Total primary government program revenues.....	\$ 23,684,929	\$ 26,592,652	\$ 24,732,599	\$ 26,171,809	\$ 32,969,332	\$ 29,620,324	\$ 33,176,896	\$ 32,122,501	\$ 32,247,512	\$ 33,014,250
Net (Expense)/Program Revenue										
Governmental activities.....	\$ (58,210,724)	\$ (55,884,484)	\$ (60,488,144)	\$ (64,733,391)	\$ (60,357,877)	\$ (67,284,412)	\$ (73,121,762)	\$ (76,680,075)	\$ (80,465,933)	\$ (87,565,434)
Business-type activities.....	181,767	327,956	(5,563)	(258,135)	(329,844)	1,028,163	1,163,369	442,503	697,603	(46,173)
Total primary government net (expense)/program revenue.....	\$ (58,028,957)	\$ (55,556,528)	\$ (60,493,707)	\$ (64,991,526)	\$ (60,687,721)	\$ (66,256,249)	\$ (71,958,393)	\$ (76,237,572)	\$ (79,768,330)	\$ (87,611,607)
General Revenues and other Changes in Net Position										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 51,462,011	\$ 53,365,772	\$ 55,088,302	\$ 57,531,776	\$ 59,098,869	\$ 61,772,952	\$ 67,327,061	\$ 70,239,637	\$ 73,504,082	\$ 76,292,441
Motor vehicle excise taxes.....	2,152,241	2,408,095	2,335,495	2,591,759	2,770,941	3,035,505	3,042,773	3,343,962	3,602,675	3,591,586
Hotel/motel taxes.....	-	-	-	-	-	-	-	-	129,991	330,547
Meals tax.....	-	-	-	-	-	-	-	-	370,332	449,058
Penalties and interest on taxes.....	105,602	122,486	264,092	180,465	118,681	172,557	187,078	147,442	244,435	207,880
Payment in lieu of taxes.....	-	-	-	-	-	-	-	-	300,000	-
Grants and contributions not restricted to specific programs.....	723,159	647,232	748,294	639,972	712,014	776,342	697,791	760,612	776,600	811,787
Unrestricted investment income.....	111,156	91,404	74,274	45,831	25,929	28,388	56,770	119,027	334,856	405,203
Gain of sale of capital assets.....	-	-	50,000	290,000	-	-	-	-	-	399,698
Total governmental activities.....	54,554,169	56,634,989	58,560,457	61,279,803	62,726,434	65,785,744	71,311,473	74,610,680	79,262,971	82,488,200
Total primary government general revenues and other changes in net position.....	\$ 54,554,169	\$ 56,634,989	\$ 58,560,457	\$ 61,279,803	\$ 62,726,434	\$ 65,785,744	\$ 71,311,473	\$ 74,610,680	\$ 79,262,971	\$ 82,488,200
Changes in Net Position										
Governmental activities.....	\$ (3,656,555)	\$ 750,505	\$ (1,636,709)	\$ (3,453,588)	\$ 2,368,557	\$ (1,498,668)	\$ (1,810,289)	\$ (2,069,395)	\$ (911,984)	\$ (5,077,234)
Business-type activities.....	181,767	327,956	(296,541)	(258,135)	(329,844)	1,028,163	1,163,369	442,503	406,625	(46,173)
Total primary government changes in net position.....	\$ (3,474,788)	\$ 1,078,461	\$ (1,933,250)	\$ (3,711,723)	\$ 2,038,713	\$ (470,505)	\$ (646,920)	\$ (1,626,892)	\$ (505,359)	\$ (5,123,407)

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.

Town of Westwood, Massachusetts
Fund Balances, Governmental Funds
Last Ten Years

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Fund										
Committed.....	\$ -	\$ 850,479	\$ 1,518,171	\$ 1,237,464	\$ 5,431,729	\$ 6,069,333	\$ 4,617,755	\$ 4,717,312	\$ 4,792,739	\$ 5,709,499
Assigned.....	1,855,781	1,350,412	1,172,866	1,085,504	1,385,604	1,253,232	4,048,666	4,783,857	3,085,031	3,462,820
Unassigned.....	<u>2,347,670</u>	<u>4,568,530</u>	<u>5,550,222</u>	<u>7,248,711</u>	<u>8,799,948</u>	<u>9,447,109</u>	<u>10,316,550</u>	<u>10,081,366</u>	<u>13,239,702</u>	<u>13,916,310</u>
Total general fund.....	<u>\$ 4,203,451</u>	<u>\$ 6,769,421</u>	<u>\$ 8,241,259</u>	<u>\$ 9,571,679</u>	<u>\$ 15,617,281</u>	<u>\$ 16,769,674</u>	<u>\$ 18,982,971</u>	<u>\$ 19,582,535</u>	<u>\$ 21,117,472</u>	<u>\$ 23,088,629</u>
All Other Governmental Funds										
Reserved.....	\$ 325,949	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	6,867,072	-	-	-	-	-	-	-	-	-
Capital projects funds.....	1,356,217	-	-	-	-	-	-	-	-	-
Permanent funds.....	200,920	-	-	-	-	-	-	-	-	-
Nonspendable.....	-	346,050	346,034	356,034	349,547	361,891	409,600	429,400	457,240	456,400
Restricted.....	-	<u>17,769,174</u>	<u>11,829,474</u>	<u>9,886,170</u>	<u>9,006,419</u>	<u>7,679,740</u>	<u>14,510,286</u>	<u>16,242,380</u>	<u>8,676,458</u>	<u>7,571,792</u>
Total all other governmental funds....	<u>\$ 8,750,158</u>	<u>\$ 18,115,224</u>	<u>\$ 12,175,508</u>	<u>\$ 10,242,204</u>	<u>\$ 9,355,966</u>	<u>\$ 8,041,631</u>	<u>\$ 14,919,886</u>	<u>\$ 16,671,780</u>	<u>\$ 9,133,698</u>	<u>\$ 8,028,192</u>

The Town implemented GASB 54 in fiscal 2011, fund balances prior to fiscal year 2011 have been reported in the pre-GASB 54 format.

Town of Westwood, Massachusetts
Changes in Fund Balances, Governmental Funds
Last Ten Fiscal Years

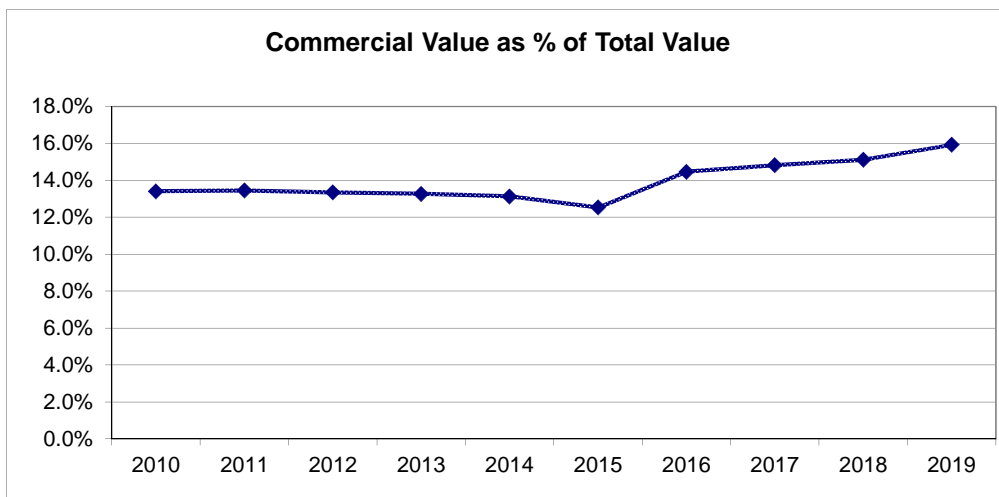
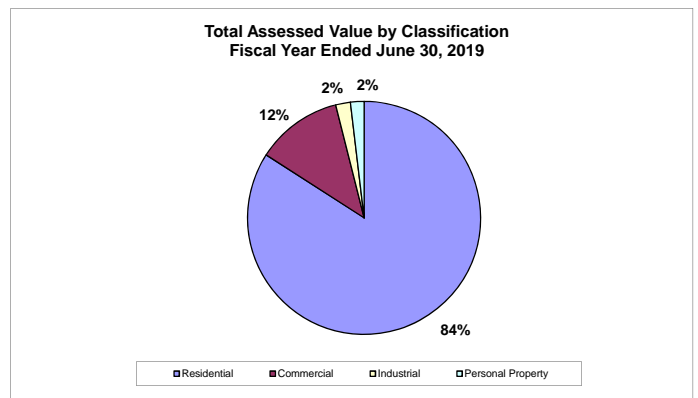
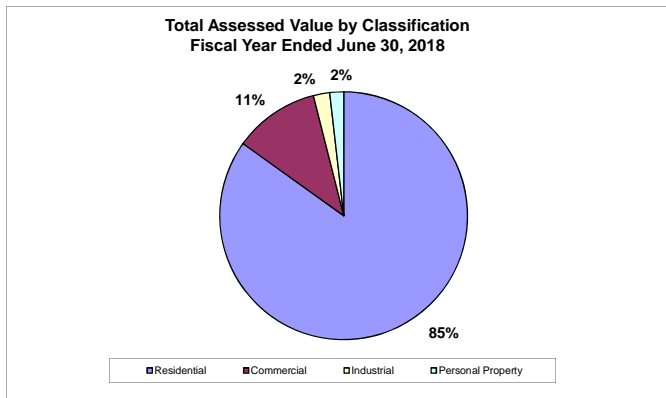
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Revenues:										
Real estate and personal property taxes, net of tax refunds.....	\$ 50,545,249	\$ 53,892,828	\$ 54,944,965	\$ 57,528,131	\$ 58,918,129	\$ 61,838,371	\$ 67,189,068	\$ 70,191,498	\$ 73,691,325	\$ 76,253,080
Motor vehicle excise taxes.....	2,131,252	2,382,329	2,274,492	2,396,286	2,844,489	3,057,593	3,077,485	3,300,479	3,624,505	3,675,896
Hotel/motel taxes.....	-	-	-	-	-	-	-	-	129,991	330,547
Meals tax.....	-	-	-	-	-	-	-	-	370,332	449,058
Charges for Service.....	4,671,063	4,588,668	4,798,942	4,572,213	4,774,815	4,951,197	4,896,303	5,008,558	5,706,541	6,062,185
University Station guaranteed tax payment.....	615,000	-	-	-	-	-	-	-	-	-
University Station mitigation funds.....	-	-	-	-	4,400,000	-	486,453	-	-	-
University Station permits.....	-	-	-	-	925,000	905,000	440,650	-	-	-
Penalties and interest on taxes.....	105,602	122,486	264,092	180,465	118,681	172,557	187,078	147,442	244,435	207,880
Payment in lieu of taxes.....	-	-	-	-	-	-	-	-	300,000	-
Fees and rentals.....	233,430	277,895	521,268	308,533	341,562	379,437	541,579	761,054	968	-
Licenses and permits.....	403,405	473,966	456,436	658,179	643,568	771,232	1,053,310	1,007,288	1,026,968	871,559
Fines and forfeitures.....	17,521	15,120	12,937	10,940	18,587	32,464	26,246	25,354	23,344	23,122
Intergovernmental.....	15,877,013	18,448,749	17,766,084	15,300,737	16,395,623	18,010,694	18,941,829	21,183,833	20,563,904	21,278,583
Departmental and other.....	522,101	300,779	898,592	972,687	681,348	864,185	1,421,096	1,205,624	877,184	1,173,952
Departmental and other - University Station.....	424,882	168,734	-	1,601,661	1,437,838	532,664	1,461,119	-	-	-
Contributions.....	293,161	256,741	224,819	217,283	782,122	266,436	364,845	496,847	437,797	579,293
Investment income.....	121,794	99,361	78,741	53,292	34,965	104,459	104,459	127,060	173,297	405,203
Total Revenue.....	75,961,473	81,357,656	82,241,368	83,800,407	92,316,727	91,886,289	100,191,520	103,455,037	107,171,623	111,310,358
Expenditures:										
General government.....	2,670,152	2,786,584	3,344,297	2,946,533	3,164,539	3,089,254	4,253,587	3,994,717	4,037,486	4,562,056
Public safety.....	5,920,912	6,263,893	6,416,397	6,569,032	7,184,612	7,813,058	8,644,179	9,805,381	9,808,820	10,677,523
Education.....	37,717,356	37,617,989	38,925,806	41,347,249	41,863,435	43,665,556	46,408,907	48,670,252	50,412,988	52,317,861
Public works.....	4,178,898	4,130,176	3,807,414	4,577,562	4,816,935	5,534,486	4,570,811	5,269,963	5,961,918	5,466,495
University Station.....	458,553	190,298	59,244	1,310,832	1,947,259	1,651,889	3,598,262	597,970	474,479	304,915
Human services.....	788,912	754,398	811,561	840,202	812,061	934,962	1,077,496	1,126,850	1,319,569	1,253,553
Culture and recreation.....	1,969,701	1,931,934	1,930,615	1,982,066	2,220,899	2,222,748	3,141,592	2,622,118	2,528,690	2,806,483
Pension benefits.....	7,557,081	8,065,476	8,708,603	9,164,381	9,356,600	7,647,979	10,369,777	13,315,275	14,583,206	15,002,340
Property and liability insurance.....	278,318	271,221	291,839	325,755	290,897	401,257	351,987	387,101	399,502	364,146
Employee benefits.....	5,453,428	5,616,358	5,624,542	6,455,097	6,574,999	7,230,271	7,363,094	8,106,961	8,417,313	8,728,826
State and MWRA assessments.....	536,238	539,989	531,795	570,404	574,743	591,182	581,921	642,045	643,066	688,590
Capital outlay.....	6,093,652	5,167,049	10,196,200	8,462,813	5,813,248	7,600,649	10,582,910	15,353,111	8,512,568	2,533,638
Debt service:										
Principal.....	4,295,000	4,290,000	4,810,000	3,740,000	3,740,000	3,555,000	3,470,000	4,815,000	4,645,000	4,590,000
Interest.....	1,778,034	1,609,598	1,696,931	1,327,341	1,236,197	1,146,459	1,276,338	1,641,193	1,721,141	1,547,979
Total Expenditures.....	79,696,235	79,234,963	87,155,244	89,619,267	89,596,424	93,084,750	105,690,861	116,257,937	113,465,746	110,844,405
Excess of revenues over (under) expenditures.....	(3,734,762)	2,122,693	(4,913,876)	(5,818,860)	2,720,303	(1,198,461)	(5,499,341)	(12,802,900)	(6,294,123)	465,953
Other Financing Sources (Uses)										
Issuance of debt.....	-	9,300,000	-	4,635,000	1,400,000	850,000	13,490,000	12,755,000	-	-
Issuance of debt refunding.....	-	-	19,095,000	-	-	-	-	-	-	-
Premium from issuance of refunding bonds.....	-	-	2,274,135	-	-	-	-	-	-	-
Payments to refunded bond escrow agents.....	-	-	(21,375,114)	-	-	-	-	-	-	-
Premium from issuance of bonds.....	-	217,365	110,997	-	-	-	809,915	948,380	-	-
Sale of capital assets.....	-	-	50,000	290,000	-	-	1,068,021	-	-	399,698
Capital lease financing.....	-	-	-	-	748,083	-	-	1,160,000	-	-
Transfers in.....	1,598,609	790,140	814,165	1,254,221	1,087,606	1,469,929	848,253	1,068,021	2,748,347	1,610,137
Transfers out.....	(1,307,631)	(499,162)	(523,187)	(963,243)	(796,628)	(1,178,951)	(557,275)	(777,043)	(2,457,369)	(1,610,137)
Total other financing sources (uses).....	290,978	9,808,343	445,996	5,215,978	2,439,061	1,140,978	16,818,914	15,154,358	290,978	399,698
Net change in fund balance.....	\$ (3,443,784)	\$ 11,931,036	\$ (4,467,880)	\$ (602,882)	\$ 5,159,364	\$ (57,483)	\$ 11,319,573	\$ 2,351,458	\$ (6,003,145)	\$ 865,651
Debt service as a percentage of noncapital expenditures	8.25%	7.97%	8.46%	6.24%	5.94%	5.50%	4.99%	6.40%	6.07%	5.67%

Town of Westwood, Massachusetts

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Years

Year	Assessed and Actual Values and Tax Rates										
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value	
2010	\$ 3,088,616,907	13.07	\$ 313,502,764	\$ 116,181,450	\$ 48,381,800	\$ 478,066,014	23.98	13.4%	14.53	\$ 3,566,682,921	
2011	3,014,069,261	13.83	303,956,394	111,888,000	52,502,700	468,347,094	25.38	13.4%	15.38	3,482,416,355	
2012	3,019,444,695	14.48	298,952,742	116,563,050	49,223,000	464,738,792	26.55	13.3%	16.09	3,484,183,487	
2013	3,025,447,435	14.89	305,246,315	110,035,850	47,438,500	462,720,665	27.28	13.3%	16.53	3,488,168,100	
2014	3,024,619,084	15.40	301,008,803	108,446,500	47,416,300	456,871,603	28.18	13.1%	17.08	3,481,490,687	
2015	3,201,759,309	15.24	305,143,078	104,513,800	48,705,000	458,361,878	28.79	12.5%	16.94	3,660,121,187	
2016	3,479,561,719	14.66	429,192,713	100,498,400	58,369,200	588,060,313	28.27	14.5%	16.63	4,067,622,032	
2017	3,620,229,895	14.57	467,768,522	90,401,550	71,406,300	629,576,372	28.20	14.8%	16.59	4,249,806,267	
2018	3,644,725,298	15.09	479,097,796	91,967,650	77,631,000	648,696,446	29.30	15.1%	17.24	4,293,421,744	
2019	3,848,500,382	14.65	549,160,539	93,693,650	85,728,200	728,582,389	28.24	15.9%	16.81	4,577,082,771	



(1) Revaluation year.
 Source: Assessor's Department, Town of Westwood
 All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Town of Westwood, Massachusetts

Principal Taxpayers

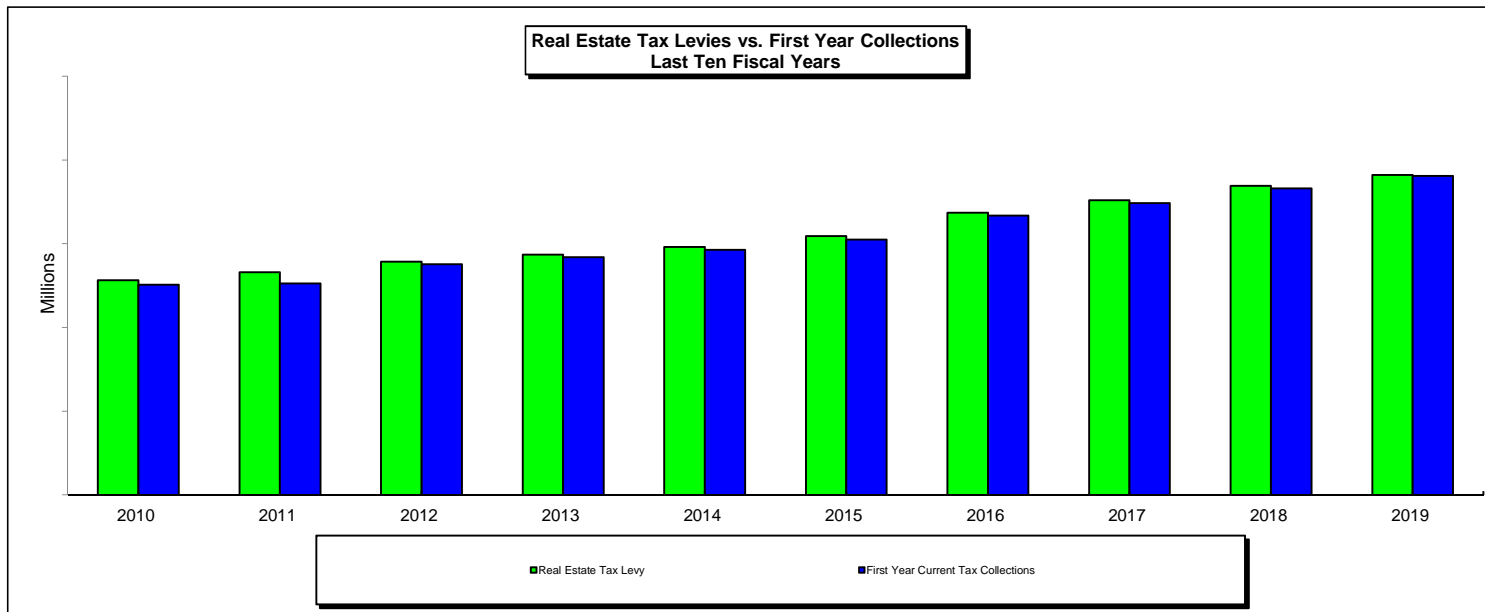
Current Year and Nine Years Ago

Name	Nature of Business	2019			2010		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
SVF University Westwood LLC	Retailer	\$ 144,503,950	1	5.3%	\$ -	-	-
Westwood Gables II LLC	Residential Community	86,159,200	2	1.6%	-	-	-
Fox Hill Village Homeowners	Residential Community	79,457,900	3	1.5%	80,984,600	2	2.1%
Eversource Utility Company	Office	52,496,650	4	1.9%	-	-	-
Medical Information Tech Inc	Office Building/Medical Info	48,645,150	5	1.8%	50,359,350	4	2.3%
AGNL Exercise LLC	Fitness Center	39,297,600	6	1.4%	-	-	-
101 Station Drive Property LLC	Office	32,114,200	7	1.2%	-	-	-
AMR Real Estate Holdings	Auto Dealership	31,218,700	8	1.1%	9,334,850	9	0.4%
Target Corporation	Retailer	23,799,700	9	0.9%	-	-	-
University Station Phase 2 LLC	Office	19,918,950	10	0.7%	-	-	-
CFRI/Doherty	Office Building/Warehouse	-	-	-	106,773,200	1	4.9%
Nstar	Power Company	-	-	-	51,282,100	3	2.4%
GR-Highland/Westwood Glen LP	Residential Community	-	-	-	43,255,300	5	1.1%
CRP Holdings	Office Building/Research & Development	-	-	-	17,741,250	6	0.8%
346 University LLC	Office Building	-	-	-	10,146,950	7	0.5%
Westwood Nominee Trust	Office Building	-	-	-	9,449,500	8	0.4%
Uniave One Ltd. Partnership	Office Building/Research & Development	-	-	-	7,633,750	10	0.4%
Totals		\$ 557,612,000		17.4%	\$ 386,960,850		15.3%

Source: Town of Westwood, Assessor Department

Town of Westwood, Massachusetts
Property Tax Levies and Collections
Last Ten Years

Year	(1) Total Tax Levy	Less Abatements & Exemptions	(1) Net Tax Levy	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2010	\$51,832,246	\$580,906	\$51,251,340	\$50,187,397	97.92%	\$365,302	\$50,552,699	98.64%
2011	53,571,227	417,348	53,153,879	50,453,631	94.92%	2,610,683	53,064,314	99.83%
2012	56,060,374	366,520	55,693,854	55,028,113	98.80%	137,394	55,165,507	99.05%
2013	57,671,932	308,035	57,363,897	56,720,328	98.88%	380,245	57,100,573	99.54%
2014	59,453,776	232,373	59,221,403	58,534,283	98.84%	419,104	58,953,387	99.55%
2015	61,991,050	182,597	61,808,453	60,957,134	98.62%	600,706	61,557,840	99.59%
2016	67,634,840	289,357	67,345,483	66,662,570	98.99%	246,165	66,908,735	99.35%
2017	70,500,803	169,187	70,331,616	69,668,323	99.06%	388,530	70,056,853	99.61%
2018	74,005,711	216,395	73,789,316	73,142,431	99.12%	416,715	73,559,146	99.69%
2019	76,955,697	586,416	76,369,281	76,132,831	99.69%	-	76,132,831	99.69%



(1) Includes tax liens.

Source: Town of Westwood Collectors Department and Town Records

Town of Westwood, Massachusetts

Ratios of Outstanding Debt by Type

Last Ten Years

Year	Governmental Activities		Business-type Activities (1)		Total Debt Outstanding	Percentage of Personal Income	U. S. Census Population	Debt Per Capita
	General Obligation Bonds (2)	Capital Leases	General Obligation Bonds (2)	Capital Leases				
2010	\$ 36,280,000	\$ -	\$ 1,865,287	-	\$ 38,145,287	3.88%	15,715	\$ 2,427
2011	41,290,000	-	1,550,600	-	42,840,600	4.42%	14,618	2,931
2012	36,042,083	-	1,443,200	-	37,485,283	3.65%	14,618	2,564
2013	37,219,166	-	1,310,440	-	38,529,606	3.64%	14,618	2,636
2014	34,801,249	579,212	2,661,680	-	38,042,141	2.71%	14,618	2,602
2015	32,018,332	434,827	2,277,620	-	34,730,779	2.61%	14,876	2,335
2016	42,723,787	292,872	2,122,060	-	45,138,719	3.00%	14,809	3,048
2017	51,444,539	1,207,950	1,680,000	-	54,332,489	3.55%	15,094	3,600
2018	46,570,696	858,070	1,274,700	-	48,703,466	2.76%	15,364	3,170
2019	41,761,656	651,226	868,600	-	43,281,482	2.42%	15,597	2,775

(1) Sewer Fund

(2) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.

Source: Audited Financial Statements, U. S. Census

Town of Westwood, Massachusetts

Ratios of Outstanding Debt and General Bonded Debt

Last Ten Years

Year	General Obligation Bonds (1)	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value of Property	Per Capita
2010	\$ 38,145,287	-	\$ 38,145,287	1.07%	\$ 2,427
2011	42,840,600	-	42,840,600	1.23%	2,931
2012	37,485,283	-	37,485,283	1.08%	2,564
2013	38,529,606	-	38,529,606	1.10%	2,636
2014	37,462,929	-	37,462,929	1.08%	2,563
2015	34,295,952	-	34,295,952	0.94%	2,305
2016	44,845,847	-	44,845,847	1.10%	3,028
2017	53,124,539	-	53,124,539	1.25%	3,520
2018	47,845,396	-	47,845,396	1.11%	3,114
2019	42,630,256	-	42,630,256	0.93%	2,733

(1) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.

Source: Audited Financial Statements, U. S. Census

Town of Westwood, Massachusetts

Direct and Overlapping Governmental Activities Debt

As of June 30, 2019

<u>Town of Westwood, Massachusetts</u>	<u>Debt Outstanding (1)</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Norfolk County.....	\$ 13,175,000	3.195%	\$ 420,941
Direct debt:			
Capital Lease Obligations.....			651,226
General Governmental Debt.....			<u>41,761,656</u>
Town total direct debt.....			<u>42,412,882</u>
Total direct and overlapping debt.....			<u>\$ 42,833,823</u>

(1) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.

Source: Town of Westwood, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Town of Westwood, Massachusetts

Computation of Legal Debt Margin

Last Ten Years

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Equalized Valuation.....	\$ 3,845,002,400	\$ 3,845,002,400	\$ 3,702,302,900	\$ 3,702,302,900	\$ 3,698,071,400	\$ 3,698,071,400	\$ 4,342,334,700	\$ 4,342,334,700	\$ 4,713,941,600	\$ 4,713,941,600
Debt Limit -5% of Equalized Valuation.....	\$ 192,250,120	\$ 192,250,120	\$ 185,115,145	\$ 185,115,145	\$ 184,903,570	\$ 184,903,570	\$ 217,116,735	\$ 217,116,735	\$ 235,697,080	\$ 235,697,080
Less:										
Outstanding debt applicable to limit.....	38,145,287	42,840,600	36,988,200	37,750,440	36,761,680	33,672,620	43,537,060	51,035,000	45,984,700	40,988,600
Authorized and unissued debt.....	9,450,000	910,000	6,245,000	2,970,000	-	9,600,000	13,205,000	450,000	5,700,000	6,600,000
Legal debt margin.....	<u>\$ 144,654,833</u>	<u>\$ 148,499,520</u>	<u>\$ 141,881,945</u>	<u>\$ 144,394,705</u>	<u>\$ 148,141,890</u>	<u>\$ 141,630,950</u>	<u>\$ 160,374,675</u>	<u>\$ 165,631,735</u>	<u>\$ 184,012,380</u>	<u>\$ 188,108,480</u>
Total debt applicable to the limit as a percentage of debt limit.....	24.76%	22.76%	23.35%	22.00%	19.88%	23.40%	26.13%	23.71%	21.93%	20.19%

Source: Town of Westwood, Finance Department

Town of Westwood, Massachusetts

Demographic and Economic Statistics

Last Ten Years

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2010	15,715	\$ 983,141,729	\$ 62,561	41.0	3,184	6.1%
2011	14,618	969,383,375	66,314	41.0	3,180	4.5%
2012	14,618	1,027,546,378	70,293	41.0	3,019	4.3%
2013	14,618	1,059,322,606	72,467	41.0	3,206	4.1%
2014	14,618	1,403,985,810	96,045	41.0	3,213	3.9%
2015	14,876	1,330,018,532	89,407	41.0	3,521	3.7%
2016	14,809	1,503,409,680	101,520	41.0	3,163	2.9%
2017	15,094	1,532,342,880	101,520	41.0	3,117	2.6%
2018	15,364	1,764,463,216	114,844	41.0	3,122	2.6%
2019	15,597	1,791,221,868	114,844	41.0	3,116	1.9%

Source: U. S. Census, Division of Local Services
 Median age is based on most recent census data
 MA Department of Elementary and Secondary Education
 School and Town Clerk Departments, Town of Westwood
 MA Office of Workforce Development

Town of Westwood, Massachusetts

Principal Employers (excluding Town)

Current Year and Nine Years Ago

Employer	Nature of Business	2019			2010		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Wegmans	Supermarket	550	1	4.3%	-	-	-
John Hancock Retirement Plan Services	Financial Services	450	2	3.5%	-	-	-
Roche Brothers	Supermarkets	350	3	2.7%	280	5	4.0%
Eversource Energy	Utility - Gas & Electric	300	4	2.3%	-	-	-
Meditech, Inc	Healthcare Technology	250	5	2.0%	435	3	7.0%
Prime Motor Group	Automobile Sales	250	6	2.0%	-	-	-
47 Brand	Apparel	200	7	1.6%	-	-	-
Life Time Fitness	Health & Fitness	200	8	1.6%	-	-	-
Target	Department Store	200	9	1.6%	-	-	-
KLA - Tenor Corp	Measurement Technology	200	10	1.6%	-	-	-
Nstar	Power Company	-	-	-	1115	1	17.0%
State Street Bank	Financial Services	-	-	-	700	2	11.0%
New York Life Insurance	Life Insurance	-	-	-	325	4	5.0%
Turnbine, Inc	Video Games	-	-	-	250	6	4.0%
ADE Corporation	Measurement Technology	-	-	-	200	7	3.0%
MIB	Medical Information	-	-	-	176	8	3.0%
Northrop Grumman	Military Electronics	-	-	-	150	9	2.0%
Clair Motors	Car dealer	-	-	-	111	10	2.0%
Total		<u>2,950</u>		<u>23.2%</u>	<u>3,742</u>		<u>58.0%</u>

Source: Massachusetts Workplace Development

Town of Westwood, Massachusetts
Full-time Equivalent Town Employees by Function
Last Ten Years

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Function										
General government.....	22	22	22	22	21	22	23	26	26	26
Public Safety.....	70	70	72	72	76	79	83	83	89	89
Education.....	512	476	479	496	501	515	536	559	584	570
Public works.....	29	29	29	30	29	29	29	30	31	31
Human services.....	6	6	9	9	9	10	9	9	9	10
Culture and recreation.....	10	10	13	13	13	13	13	13	13	13
Total	<u>649</u>	<u>613</u>	<u>624</u>	<u>642</u>	<u>649</u>	<u>668</u>	<u>693</u>	<u>720</u>	<u>752</u>	<u>739</u>

Source: Town Records

Town of Westwood, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

<u>Function/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
General Government										
Population.....	15,584	14,618	14,618	14,618	14,618	14,618	14,618	15,094	15,364	15,597
Registered Voters, Annual Town Election.....	10,182	9,450	9,926	10,553	10,639	10,511	10,777	10,687	10,708	11,084
Town Clerk										
Births.....	113	94	111	105	110	114	117	128	119	113
Marriages.....	36	47	73	56	66	73	63	56	47	64
Deaths.....	163	154	142	162	167	151	167	153	159	161
Dogs licensed.....	1,213	1,331	1,382	1,387	1,439	1,477	1,455	1,403	1,482	1,509
Police										
Documented calls for police services.....	14,464	12,913	12,800	14,089	15,819	17,669	28,404	30,947	26,837	24,449
Uniform crimes reported.....	254	259	191	235	195	169	221	256	220	170
Arrests.....	76	89	86	127	139	134	553	472	348	486
Traffic citations issued.....	2,191	988	1,130	1,666	1,729	1,694	3,259	2,897	1,828	3,138
Parking tickets issued.....	46	14	54	42	172	99	207	289	269	298
Burglary alarms.....	788	843	912	769	949	817	975	966	932	889
Total number of animal complaints.....	938	372	415	478	546	615	591	568	595	466
Fire										
Inspections.....	701	736	779	839	839	779	1,021	1,063	809	961
Plan reviews.....	69	81	77	106	106	142	156	151	117	138
Permits/certificates issued.....	330	405	524	566	566	609	654	741	638	253
Emergency responses.....	2,841	3,039	3,064	2,837	2,862	2,820	3,065	3,325	3,098	3,473
Building Department										
Permits issued.....	1,601	1,821	1,823	1,935	2,185	2,275	2,883	2,605	2,280	2,409
Education										
Public school enrollment.....	3,079	3,178	3,213	3,209	3,213	3,253	3,209	3,117	3,122	2,885
Public Works										
Cemetery										
Lots sold.....	54	32	43	70	31	35	35	48	55	50
interments.....	76	69	72	51	74	71	71	73	66	62
Recycling/tons.....	1,329	1,324	1,297	1,439	1,764	1,841	1,841	1,887	1,789	1,741
Hazardous Waste Day Participants.....	292	343	250	187	140	195	266	114	110	166
Human Services										
Board of Health										
Permits issued.....	317	356	326	376	240	351	307	275	269	402
Inspections.....	321	300	288	284	210	298	183	228	198	255
Council on Aging										
Home delivered meals served.....	19,988	19,638	19,404	19,528	16,505	13,014	7,014	6,895	7,692	7,840
Medical-van trips.....	8,422	6,876	7,025	7,132	7,098	4,424	4,424	3,319	3,654	3,697
Libraries										
Volumes in collection.....	111,114	115,131	115,131	128,680	143,913	156,574	160,967	187,933	200,651	203,410
Circulation.....	288,241	280,422	277,941	192,958	267,582	262,598	228,204	274,486	277,870	272,625
Program attendance.....	10,824	10,058	8,791	5,776	9,783	9,762	10,671	14,900	15,670	17,184
Youth & Family Services										
Misc resident clinical consultation hours.....	677	889	987	1,003	1,052	1,052	1,239	1,219	1,485	1,358
Recreation										
Participants.....	8,327	8,013	7,264	8,248	9,564	8,526	6,149	4,498	4,547	5,087
Special Events Participants.....	-	-	4,850	5,750	13,700	14,000	12,225	13,900	14,000	14,500
Pool Admittance.....	-	-	-	-	-	15,426	16,577	15,157	12,747	12,874

NA: Information not available
 Note: 2019 information not available
 Source: Various Town Departments

Town of Westwood, Massachusetts
Capital Asset Statistics by Function/Program
Last Ten Years

<u>Function/Program</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
General Government										
Number of Buildings.....	3	3	3	3	3	3	3	3	3	3
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Education										
Number of elementary schools.....	5	5	5	5	5	5	5	5	5	5
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	2	2	2	2	2	2	2	2	2	2
Conservation land (acreage).....	700	700	700	700	700	700	700	700	700	700

Source: Various Town Departments

How Does Westwood Compare with Other Communities?

In determining the list of communities with which to compare Westwood, three factors were considered: location, population, and per capita equalized valuation (EQV).

Location - Communities within a 30 mile radius of Westwood were considered.

Population - Towns with a population significantly smaller than Westwood probably do not have similar service demands; one larger in population will have increased service delivery demands.

Per Capita Equalized Valuation (EQV) - This factor measures the relative "wealth" of a community by dividing property valuations by population. Per capita valuation is directly related to the amount of revenue that a community can raise via the property tax. It offers some comparison of a community's "ability to pay."

Source: MA Department of Revenue

Municipality	Miles from Westwood	2016 Population	2018 EQV Per Capita	2016 Income Per Capita
Canton	8	22,817	224,008	\$57,578
Concord	24	19,830	331,440	\$115,538
Holliston	14	14,525	183,796	\$54,586
Medfield	6	12,718	220,277	\$95,034
Sharon	9	18,173	201,748	\$67,299
Sudbury	21	18,874	254,107	\$106,048
Wayland	17	13,684	281,167	\$153,882
Weston	15	12,057	538,737	\$305,211
Westwood		16,055	\$293,612	\$103,822

2019				
Municipality	Residential Tax Rate	Commercial Tax Rate	Tax Levy	Taxes As % of Total Revenue
Canton	12.40	25.77	77,438,400	67.57
Concord	14.19	14.19	91,291,587	82.05
Holliston	18.83	18.83	47,863,098	63.96
Medfield	17.87	17.87	47,928,863	68.40
Sharon	19.41	19.41	67,566,101	75.78
Sudbury	17.91	24.30	86,384,635	80.68
Wayland	18.28	18.28	68,936,097	76.53
Weston	12.59	12.59	76,876,659	73.83
Westwood	14.65	28.24	\$76,955,697	77.83

Municipality	Fiscal Year 2019			Fiscal Year 2018	2018	
	Average Single Family Tax Bill	State Hi-Lo Rank	Free Cash	Stabilization Fund	Moody's Bond Rating	S&P
Canton	\$6,708	80	\$4,383,423	\$7,692,837		AAA
Concord	*\$14,494	*7	\$11,683,672	\$1,000,123	Aaa	
Holliston	\$8,497	44	\$3,022,466	\$5,092,232		AA+
Medfield	\$11,766	15	\$2,072,340	\$1,947,508	Aa1	
Sharon	\$10,725	21	\$3,918,278	\$816,162	Aa3	AA
Sudbury	*\$13,033	*10	\$2,012,070	\$4,620,741		AAA
Wayland	\$13,719	8	\$7,197,571	\$0	Aaa	
Weston	\$20,016	1	\$5,066,454	\$0	Aaa	AAA
Westwood	\$11,299	18	\$5,854,683	\$6,163,509	Aa1	AAA

Some Facts About Westwood

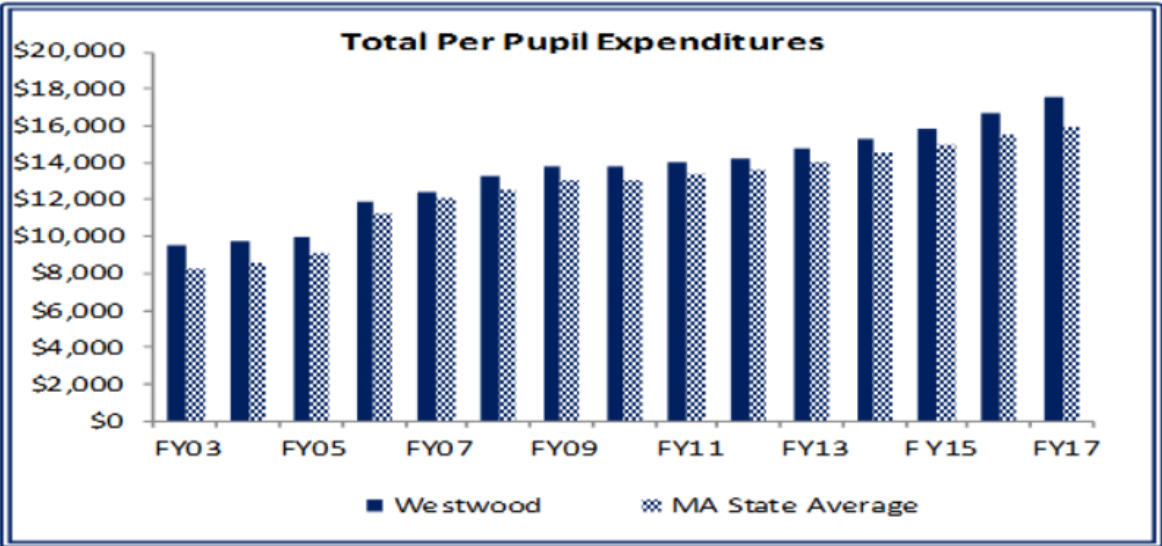
Form of Government	Select Board, Town Administrator, Open Town Meeting			
Population Trends	2000		2019	
	14,117		15,597	
Registered Voters (2015)	Total	Democrats	Republicans	Unenrolled/Other
	11,084	2,815	1,517	6,752

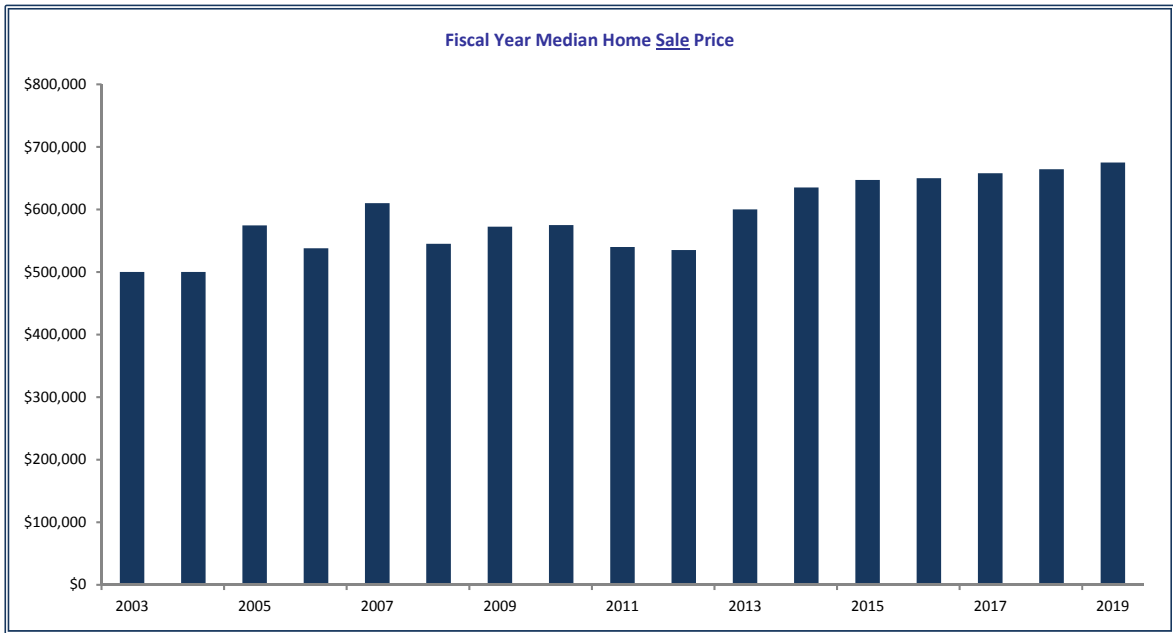
Westwood Schools

In April, 2005 the new high school and recreational sports fields were opened for students. The new school features beautiful classroom facilities, a state of the art media center, and a new performing arts facility.



Westwood High School was named a 2012 National Blue Ribbon High School by U. S. Secretary of Education Arne Duncan on September 7, 2012. The school is one of just 38 high schools nationwide to be identified as “Exemplary High Performing,” a designation reserved for schools that are among their state’s highest performing schools.





Visit Westwood's Web Site!
<http://www.townhall.westwood.ma.us>

Important Links...

- About Westwood
- Address & Phone Directory
- Community Resources Links
- Employment Opportunities
- Forms, Documents, Minutes
- How Do I?
- New Residents
- News and Announcements
- Photo Gallery
- Traffic Updates
- Upcoming Events

Sources: MA Department of Revenue
 MA Department of Education
 U. S. Census
 Town Clerk – Town of Westwood
 Board of Assessors – Town of Westwood