

# TOWN OF WESTWOOD

## 122nd Annual Report

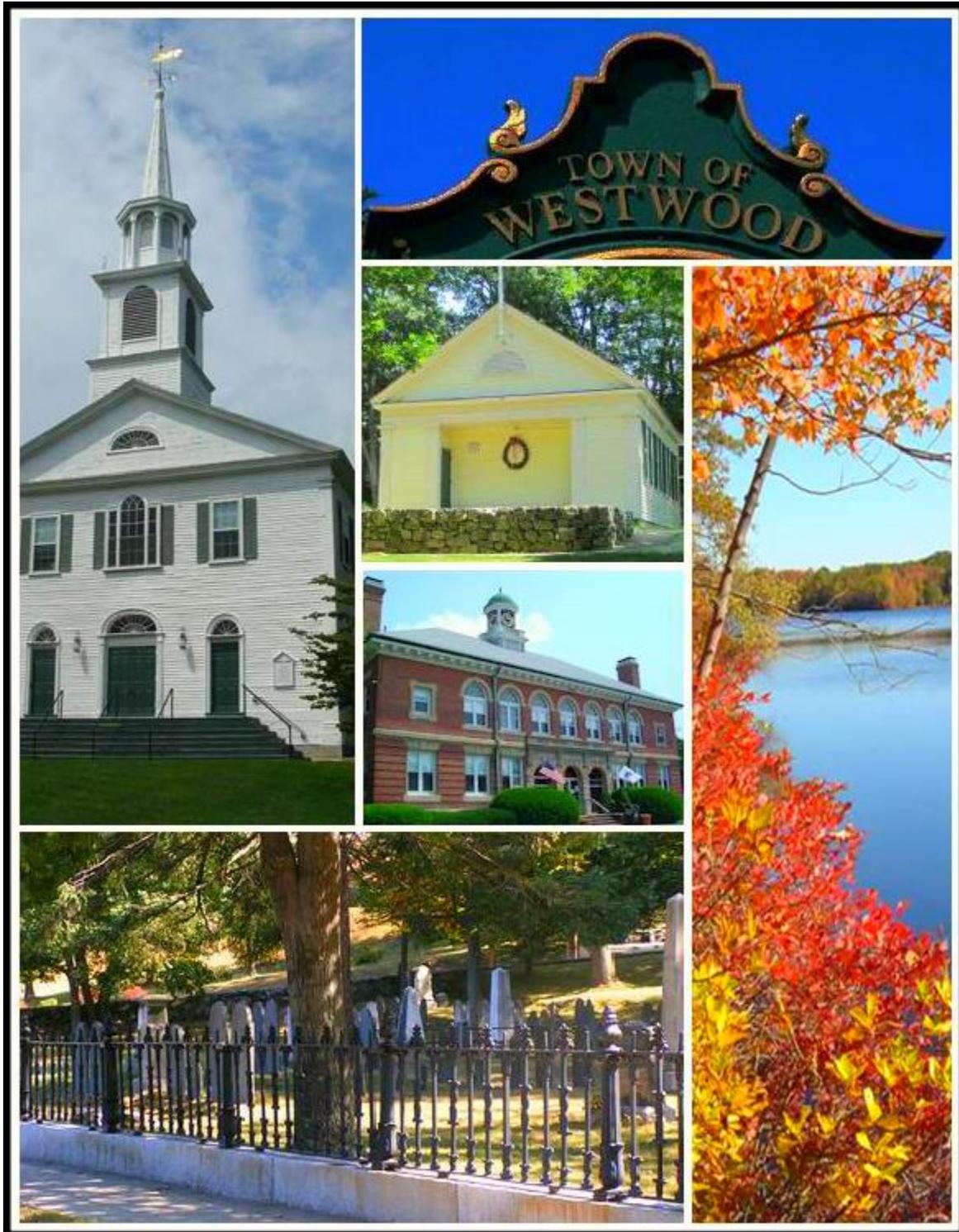


2018



# Town of Westwood 122<sup>nd</sup> Annual Report

For Year Ending December 31, 2018



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## In Memoriam

*Thomas Dunn*



*Westwood Board of Selectmen 1977 – 2003*

*Permanent Building Committee 1964 – 1971*

*Vandalism Committee 1979 – 1980*

*Police Chief Selection Committee 1990 - 1991*

*Emergency Planning Committee 1990 - 1992*

*Local Emergency Management Agency 1992 – 1993*

*Norfolk County Advisory Board 1993 – 1994*

*Norfolk County Selectmen's Association 1998 -1999*

*Recipient of the Westwood Historical Society Quarter Century Award - 1999*

*Recipient of the prestigious John J. Cronin Public Service Award 2003*

# In Memoriam

*Ralph Buonopane*



Bicentennial Committee 1973

Olde Home Day Committee 1977 - 1979

Police Chief Selection Committee 1990 - 1991

Personnel Board 1984 – 1996

Traffic Safety Task Force 1998 – 1999

John Cronin Public Service Award Committee 2003 – 2004

Westwood Historical Commission 2003 – 2007

Mosquito Control Study Committee 2005

Local Emergency Planning 2005 – 2006

Recipient of the Westwood Historical Society Quarter Century Award - 2005

Traffic Safety Advisory Board 2005 - 2008

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# Town of Westwood 122<sup>nd</sup> Annual Report

For Year Ending December 31, 2018



## 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.

# Town of Westwood 122<sup>nd</sup> Annual Report

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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.

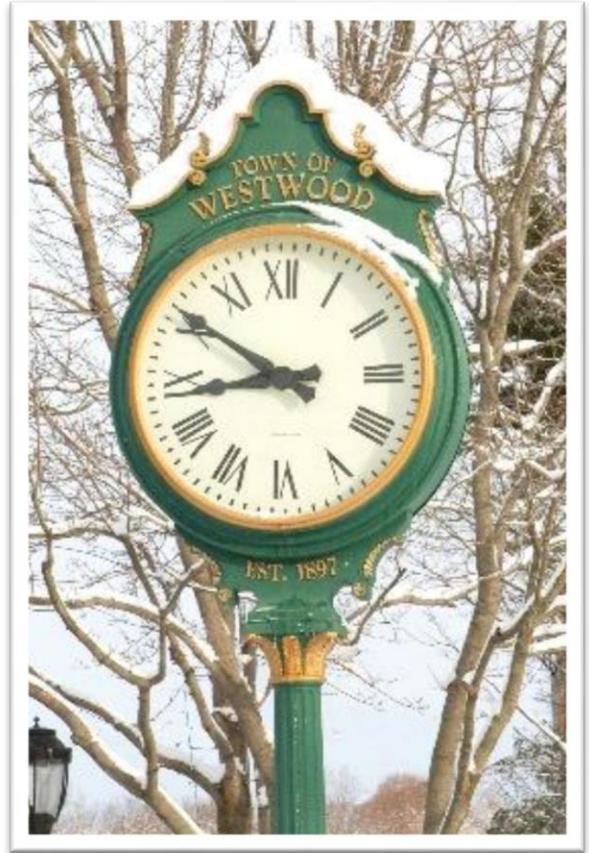
## DOG LICENSES

The term of any license issued by the Town Clerk shall be for the period of January 1<sup>st</sup> to March 31<sup>st</sup>. The Town may charge a late fee of \$25 to be paid by the owners who license said dog or dogs after March 31<sup>st</sup> 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.

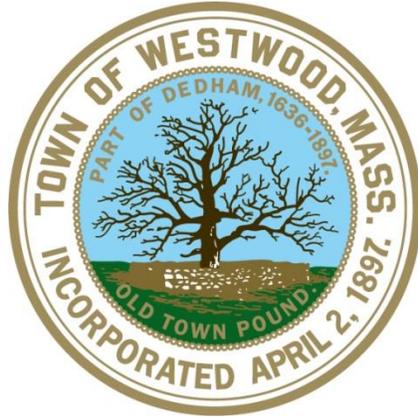
For questions regarding voting or dog licensing, please contact the Town Clerks office at (781) 326-3964.

## 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](mailto: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
<b>Board of Assessors</b>			
Mark Murphy	Board of Assessors	Member	05/04/2020
Maureen Bleday	Board of Assessors	Member	05/03/2021
Philip Shapiro	Board of Assessors	Member	05/06/2019
<b>Board of Library Trustees</b>			
Paul T. Fitzgerald	Board of Library Trustees	Member	05/06/2019
Jessica Cole	Board of Library Trustees	Member	05/06/2019
Mary Beth Persons	Board of Library Trustees	Member	05/04/2020
Maureen Murphy Voneuw	Board of Library Trustees	Member	05/04/2020
Mary Masi-Phelps	Board of Library Trustees	Member	05/03/2021
Wendy Thornton	Board of Library Trustees	Member	05/03/2021
<b>Housing Authority</b>			
John J. Cummings III	Housing Authority	Member	05/06/2019
Christine Previtera	Housing Authority	Member	05/04/2020
Elissa Gordet Franco	Housing Authority	Member	05/01/2023
Louis Rizoli	Housing Authority	Member	05/06/2019
<b>Planning Board</b>			
David Atkins	Planning Board	Member	05/06/2019
Michael McCusker	Planning Board	Member	05/06/2019
Brian Gorman	Planning Board	Member	05/04/2020
Deborah Conant	Planning Board	Member	05/03/2021
Christopher Pfaff	Planning Board	Member	05/03/2021
Steven Rafsky (Appointed by Select Board)	Planning Board	Associate Member	06/30/2021
Steven Olanoff (Appointed by Select Board)	Planning Board	Associate Member	06/30/2021
<b>Regional Vocation School District Commission</b>			
Charles Flahive	Regional Vocation School District Commission	Westwood Representative	05/04/2020
<b>School Committee</b>			
Anthony Mullin	School Committee	Member	05/06/2019
Carol S. Lewis	School Committee	Member	05/06/2019
Charles Donahue Jr.	School Committee	Member	05/04/2020
Josepha Jowdy	School Committee	Member	05/04/2020

Maya Plotkin	School Committee	Member	05/03/2021
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**Select Board (*formally known as the Board of Selectmen*)**

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John M. Hickey	Select Board	Member	05/06/2019
Michael F. Walsh	Select Board	Member	05/04/2020
Nancy C. Hyde	Select Board	Member	05/03/2021

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**Sewer Commission**

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James M. Connors	Sewer Commission	Member	05/06/2019
Francis X. MacPherson	Sewer Commission	Member	05/04/2020
Patrick J. Ahearn	Sewer Commission	Member	05/03/2021

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**Town Clerk**

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Dorothy A. Powers	Town Clerk	Town Clerk	06/30/2020
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**Town Collector**

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Albert Wisialko	Town Collector	Tax Collector	05/04/2020
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**Town Moderator**

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James O'Sullivan	Town Moderator	Town Moderator	05/06/2019
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**Town Treasurer**

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James Gavin	Town Treasurer	Town Treasurer	05/03/2021
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## Appointed by the Town Moderator

Member	Board	Position	Start Date	End Date
<b>Finance and Warrant Commission</b>				
Julianne Bride	Finance and Warrant Commission	Member	05/03/2016	05/06/2019
Barbara Delisle	Finance and Warrant Commission	Member	05/03/2016	05/06/2019
James Ferraro	Finance and Warrant Commission	Member	05/03/2016	05/06/2019
Thomas Kilgarriff	Finance and Warrant Commission	Member	05/04/2016	05/06/2019
Jennifer Perkins	Finance and Warrant Commission	Member	05/05/2016	05/06/2019
Cynthia Buckley	Finance and Warrant Commission	Member	05/04/2017	05/04/2020
Michael O'Hara	Finance and Warrant Commission	Member	05/04/2017	05/04/2020
Howard Messing	Finance and Warrant Commission	Member	07/01/2017	05/04/2020
John W. Powers III	Finance and Warrant Commission	Member	05/31/2018	05/03/2021
Ellen Rollings	Finance and Warrant Commission	Member	05/31/2018	05/02/2022
Peter Lentz	Finance and Warrant Commission	Member	05/31/2018	05/30/2021
Dianne McCarthy	Finance and Warrant Commission	Member	05/31/2018	05/03/2021
George Hertz	Finance and Warrant Commission	Member	05/31/2018	05/03/2021
Lauren Fitzpatrick	Finance and Warrant Commission	Member	07/06/2018	05/04/2021
Christopher Poreda	Finance and Warrant Commission	Member	10/26/2018	05/04/2020
<b>Permanent Building Commission</b>				
Peter Paravalos	Permanent Building Commission	Member	05/09/2016	05/06/2019
Charles Bean	Permanent Building Commission	Member	05/09/2016	05/06/2019
John Cronin, Jr.	Permanent Building Commission	Member	05/03/2017	05/04/2020
Thomas Erickson	Permanent Building Commission	Member	05/04/2017	05/04/2020
Paul Colantuoni	Permanent Building Commission	Member	05/30/2018	05/04/2021
John J. Cummings III	Permanent Building Commission	Member	07/01/2018	06/30/2021
<b>Personnel Board</b>				
Douglas Hyde	Personnel Board	Member	05/09/2016	05/06/2019
Joseph Emerson, Jr	Personnel Board	Member	05/03/2017	05/04/2020
Rachel Lipton	Personnel Board	Member	05/03/2017	05/04/2020
Robert Shea	Personnel Board	Member	05/08/2018	05/03/2021
Rory P. Laughna	Personnel Board	Member	07/01/2018	05/04/2021

## Appointed by the Board of Selectmen

Member	Board	Position	Start Date	End Date
<b>Aid to the Elderly Infirm</b>				
Nancy C. Hyde	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Janice Polin	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Lina Arena-DeRosa	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Pamela M. Dukeman	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Debbie Robbins	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Albert Wisialko	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
James Gavin	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Josepha Jowdy	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Leo Crowe	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Patricia Conley	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Patrick J. Ahearn	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
Sharon Papetti	Aid to the Elderly Infirm	Member	07/01/2018	06/30/2019
<b>American with Disabilities Act Coordinator</b>				
Michael Jaillet	American with Disabilities Act Coordinator	American with Disabilities Act Coordinator	07/01/2018	06/30/2019
<b>Audit Committee</b>				
Frederick Steeves, III	Audit Committee	Member	07/01/2016	06/30/2019
Michael Papetti	Audit Committee	Member	07/01/2017	06/30/2020
Susan Flanagan Cahill	Audit Committee	Member	07/01/2018	06/30/2021
<b>Board of Health</b>				
Carol Ahearn	Board of Health	Member	07/01/2016	06/30/2019
James O'Sullivan	Board of Health	Member	07/01/2017	06/30/2020
Roger Christian	Board of Health	Member	07/01/2018	06/30/2021
<b>Building Survey Board</b>				
John Deckers	Building Survey Board	Building Surveyor	07/01/2018	06/30/2019
<b>Cemetery Commission</b>				
Michael Beaumont	Cemetery Commission	Member	07/01/2017	06/30/2019
Thomas Aaron	Cemetery Commission	Member	07/01/2017	06/30/2020
Frank Jacobs	Cemetery Commission	Member	07/01/2018	06/30/2021
Brendan Ryan	Cemetery Commission	Ex Officio Member	07/01/2018	06/30/2019
Michael Jaillet	Cemetery Commission	Ex Officio Member	07/01/2018	06/30/2019
Todd Korchin	Cemetery Commission	Ex Officio Member	07/01/2018	06/30/2019

**Chief Procurement Officer**

Michael Jaillet	Chief Procurement Officer	Chief Procurement Officer	07/01/2018	06/30/2019
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**Commission on Disability**

Constance Rizoli	Commission on Disability	Member	07/01/2016	06/30/2019
Frances MacQueen	Commission on Disability	Member	07/01/2016	06/30/2019
Anne Berry Goodfellow	Commission on Disability	Member	07/01/2016	06/30/2019
Thomas Barner	Commission on Disability	Member	07/01/2016	06/30/2019
Jette Meglan	Commission on Disability	Member	07/01/2016	06/30/2019
Jean Barrett	Commission on Disability	Member	07/01/2017	06/30/2020
Mary Sethna	Commission on Disability	Member	07/01/2017	06/30/2020
Michelle Fiola-Reidy	Commission on Disability	Member	07/01/2017	06/30/2020
Charles Taylor	Commission on Disability	Member	07/01/2018	06/30/2021
Marianne LeBlanc Cummings	Commission on Disability	Member	09/25/2018	06/30/2019
Lina Arena-DeRosa	Commission on Disability	Ex Officio Member	07/01/2018	06/30/2019
MaryAnne Carty	Commission on Disability	Ex Officio Member	07/01/2018	06/30/2019

**Communication and Technology Advisory Board**

Mark Hichar	Communication and Technology Advisory Board	Member	07/01/2016	06/30/2019
Elena Niell	Communication and Technology Advisory Board	Member	07/01/2016	06/30/2019
David Starmer	Communication and Technology Advisory Board	Member	07/01/2017	06/30/2020
Ayman Mahmoud	Communication and Technology Advisory Board	Member	07/01/2018	06/30/2021
Michael Jaillet	Communication and Technology Advisory Board	Ex Officio Member	07/01/2018	06/30/2019
Donna McClellan	Communication and Technology Advisory Board	Ex Officio Member	07/01/2018	06/30/2019

**Chief Procurement Officer**

Michael Jaillet	Compensation Agent	Compensation Agent	07/01/2018	06/30/2019
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**Comprehensive Plan Steering Committee**

Steven Olanoff	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Charles Donahue Jr.	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Nancy Donahue	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Phil Eramo	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Paula Jacobson	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Pamela Kane	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021

Peter Kane	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Trevor Laubenstein	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Sheila Longval	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Janica Midiri	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Peter Neville	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
John Rogers	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Philip Shapiro	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Barbara Shea	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Tom Viti	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Linda Walsh	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
John Wiggin	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021
Kathleen Wynne	Comprehensive Plan Steering Committee	Member	11/05/2018	06/30/2021

### Conservation Commission

Todd Sullivan	Conservation Commission	Member	06/20/2017	06/30/2019
Helen Gordon	Conservation Commission	Member	07/01/2017	06/30/2019
Diane Hayes	Conservation Commission	Member	07/01/2017	06/30/2020
John Rogers	Conservation Commission	Member	07/01/2017	06/30/2020
Todd Weston	Conservation Commission	Member	07/01/2018	06/30/2021
RJ Sheer	Conservation Commission	Member	07/01/2018	06/30/2021
Stephen David	Conservation Commission	Associate Member	07/01/2017	06/30/2019
Vesna Maneva	Conservation Commission	Associate Member	04/09/2018	06/30/2020
Karon Skinner Catrone	Conservation Commission	Ex Officio Member	07/01/2018	06/30/2019

### Council on Aging

James O'Sullivan	Council on Aging	Member	07/01/2016	06/30/2019
Josepha Jowdy	Council on Aging	Member	07/01/2016	06/30/2019
Hillary Kohler	Council on Aging	Member	07/01/2016	06/30/2019
Cheryl Fay	Council on Aging	Member	07/01/2017	06/30/2020
Jessie Turbayne	Council on Aging	Member	08/14/2017	06/30/2020
Mary Masiello	Council on Aging	Member	08/14/2017	06/30/2020
Margery Eramo	Council on Aging	Member	08/14/2017	06/30/2020
William Sebet	Council on Aging	Member	07/01/2018	06/30/2021
Stephanie Ramales	Council on Aging	Member	07/01/2018	06/30/2021

**Dedham Westwood Water Commission**

James J. Galvin	Dedham Westwood Water Commission	Member	01/01/2017	12/31/2019
James Fox	Dedham Westwood Water Commission	Member	09/25/2018	12/31/2020
Gary Yessaillian	Dedham Westwood Water Commission	Member	01/01/2019	12/31/2021

**DPW Director**

Todd Korchin	DPW	DPW Director	07/01/2018	06/30/2021
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**Election Officers**

Lauren Murray	Election Officers	Election Officers	08/20/2018	06/30/2019
Roger Christian	Election Officers	Election Officers	08/20/2018	06/30/2019
Anne Christian	Election Officers	Election Officers	10/11/2018	10/10/2019
Joan Broderick	Election Officers	Election Officers	10/15/2018	06/30/2019
Joanne Peterson	Election Officers	Election Officers	10/15/2018	06/30/2019
Ann Neville	Election Officers	Election Officer	07/01/2018	06/30/2019
Betty Connors	Election Officers	Election Officer	07/01/2018	06/30/2019
Brooke Congdon	Election Officers	Election Officer	07/01/2018	06/30/2019
Charles Flahive	Election Officers	Election Officer	07/01/2018	06/30/2019
Claire Asbrand	Election Officers	Election Officer	07/01/2018	06/30/2019
Claudia Duff	Election Officers	Election Officer	07/01/2018	06/30/2019
Cleo Peters	Election Officers	Election Officer	07/01/2018	06/30/2019
Denise Crowe	Election Officers	Election Officer	07/01/2018	06/30/2019
Diane Snyder	Election Officers	Election Officer	07/01/2018	06/30/2019
Elaine Arpe	Election Officers	Election Officer	07/01/2018	06/30/2019
Elsa Delaplace	Election Officers	Election Officer	07/01/2018	06/30/2019
Frances MacQueen	Election Officers	Election Officer	07/01/2018	06/30/2019
Jane Duffy	Election Officers	Election Officer	07/01/2018	06/30/2019
Jennifer Kinnear	Election Officers	Election Officer	07/01/2018	06/30/2019
Joan O'Brien	Election Officers	Election Officer	07/01/2018	06/30/2019
Joseph Gearon	Election Officers	Election Officer	07/01/2018	06/30/2019
Judy McDonald	Election Officers	Election Officer	07/01/2018	06/30/2019
Karen McGilly	Election Officers	Election Officer	07/01/2018	06/30/2019
Kathleen McDonough	Election Officers	Election Officer	07/01/2018	06/30/2019
Kathleen McElroy	Election Officers	Election Officer	07/01/2018	06/30/2019
Lisa Golden	Election Officers	Election Officer	07/01/2018	06/30/2019
Lynne Lawless	Election Officers	Election Officer	07/01/2018	06/30/2019
Margaret Hoyt Rustrian	Election Officers	Election Officer	07/01/2018	06/30/2019
Marilyn Foxx	Election Officers	Election Officer	07/01/2018	06/30/2019
Mary Masiello	Election Officers	Election Officer	07/01/2018	06/30/2019
Michael Beaumont	Election Officers	Election Officer	07/01/2018	06/30/2019
Michelle Berluti	Election Officers	Election Officer	07/01/2018	06/30/2019
Patrice McGinnis	Election Officers	Election Officer	07/01/2018	06/30/2019
Patricia Aaron	Election Officers	Election Officer	07/01/2018	06/30/2019
Paula Scoble	Election Officers	Election Officer	07/01/2018	06/30/2019

Phyllis Spicer	Election Officers	Election Officer	07/01/2018	06/30/2019
Priscilla Shaughnessy	Election Officers	Election Officer	07/01/2018	06/30/2019
Qiao Anderson	Election Officers	Election Officer	07/01/2018	06/30/2019
Susan Scales	Election Officers	Election Officer	07/01/2018	06/30/2019
Terry O'Neil	Election Officers	Election Officer	07/01/2018	06/30/2019
Thomas Daly	Election Officers	Election Officer	07/01/2018	06/30/2019
William Sebet	Election Officers	Election Officer	07/01/2018	06/30/2019
Carole Lefebvre	Election Officers	Election Officer	07/01/2018	06/30/2019
Wendy Wilhelm	Election Officers	Election Officer	07/01/2018	06/30/2019
Karen Poreda	Election Officers	Election Officer	10/15/2018	06/30/2019
Jennifer Zoderman	Election Officers	Election Officer	10/15/2018	06/30/2019

### Fair Housing Director

Michael Jaillet	Fair Housing Director	Fair Housing Director	07/01/2018	06/30/2019
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### Fire Chief'

John Deckers	Fire Chief	Fire Chief	11/01/2017	06/30/2020
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### Forest Warden

John Deckers	Forest Warden	Forest Warden	07/01/2018	06/30/2019
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### Historical Commission

Nancy Donahue	Historical Commission	Member	07/01/2016	06/30/2019
Jack Patterson	Historical Commission	Member	04/05/2017	06/30/2020
Marilyn Freedman	Historical Commission	Member	07/01/2018	06/30/2021
Melanie Guerra	Historical Commission	Member	07/01/2018	06/30/2021

### Housing Partnership Fair Housing Committee

Louis Rizoli	Housing Partnership Fair Housing Committee	Member	04/10/2018	06/30/2019
John M. Hickey	Housing Partnership Fair Housing Committee	Member	07/01/2018	06/30/2019
Kathleen Wynne	Housing Partnership Fair Housing Committee	Member	07/01/2018	06/30/2019
Michael McCusker	Housing Partnership Fair Housing Committee	Member	07/01/2018	06/30/2019
Abraham Glaser	Housing Partnership Fair Housing Committee	Member	07/23/2018	06/30/2019
Michael Jaillet	Housing Partnership Fair Housing Committee	Ex Officio	07/01/2018	06/30/2019
Sarah Bouchard	Housing Partnership Fair Housing Committee	Ex Officio	07/01/2018	06/30/2019
Brian Gorman	Housing Partnership Fair Housing Committee	Alternate Member	07/01/2018	06/30/2019
Cheryl Fay	Housing Partnership Fair Housing Committee	Alternate Member	07/23/2018	06/30/2019

**Islington Center Task Force**

Michael F. Walsh	Islington Center Task Force	Member	07/01/2018	06/30/2019
Albert Wisialko	Islington Center Task Force	Member	07/01/2018	06/30/2019
Jack Patterson	Islington Center Task Force	Member	07/01/2018	06/30/2019
Michael McCusker	Islington Center Task Force	Member	07/01/2018	06/30/2019
John Deckers	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019
Michael Jaillet	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019
Nora Loughnane	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019
Pamela M. Dukeman	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019
Paul Sicard	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019
Todd Korchin	Islington Center Task Force	Ex Officio	07/01/2018	06/30/2019

**Lien Process Board**

John M. Hickey	Lien Process Board	Member	07/01/2018	06/30/2019
Mark Murphy	Lien Process Board	Member	07/01/2018	06/30/2019
James Gavin	Lien Process Board	Member	07/01/2018	06/30/2019

**Local Emergency Planning Committee**

John M. Hickey	LEPC	Member	07/01/2018	06/30/2019
Michael F. Walsh	LEPC	Member	07/01/2018	06/30/2019
Nancy C. Hyde	LEPC	Member	07/01/2018	06/30/2019
Michael Jaillet	LEPC	Member	07/01/2018	06/30/2019
Donna McClellan	LEPC	Member	07/01/2018	06/30/2019
Kenneth Aries	LEPC	Member	07/01/2018	06/30/2019
Cynthia Butters	LEPC	Member	07/01/2018	06/30/2019
Todd Korchin	LEPC	Member	07/01/2018	06/30/2019
Linda Shea	LEPC	Member	07/01/2018	06/30/2019
Joseph Doyle Jr.	LEPC	Member	07/01/2018	06/30/2019
Paul Jolicoeur	LEPC	Member	07/01/2018	06/30/2019
David Lawson	LEPC	Member	07/01/2018	06/30/2019
Jeffrey Silva	LEPC	Member	07/01/2018	06/30/2019
Robert Eiben	LEPC	Member	07/01/2018	06/30/2019
Melinda Garfield	LEPC	Member	07/01/2018	06/30/2019
Fred Canniff	LEPC	Member	07/01/2018	06/30/2019
David Orlovsky	LEPC	Member	07/01/2018	06/30/2019
Jack Lopes	LEPC	Member	07/01/2018	06/30/2019
Karon Skinner Catrone	LEPC	Member	07/01/2018	06/30/2019
Andy Seawell	LEPC	Member	07/01/2018	06/30/2019
John Deckers	LEPC	Member	07/01/2018	06/30/2019
Lina Arena-DeRosa	LEPC	Member	07/01/2018	06/30/2019
Caroline Haviland	LEPC	MEMA Representative	07/01/2018	06/30/2019
Paul Sicard	LEPC	Alternate	07/01/2018	06/30/2019
George Popovici	LEPC	Alternate	07/01/2018	06/30/2019
Charles Taylor	LEPC	Alternate	07/01/2018	06/30/2019
Brendan Ryan	LEPC	Alternate	07/01/2018	06/30/2019
Tabitha Maccalous	LEPC	Alternate	07/01/2018	06/30/2019
Tiffany McCarthy	LEPC	Alternate	07/01/2018	06/30/2019

**Long Range Financial Planning Committee**

Michael F. Walsh	LRFP	Member	07/01/2018	06/30/2019
Albert Wisialko	LRFP	Member	07/01/2018	06/30/2019
Emily Parks	LRFP	Member	07/01/2018	06/30/2019
Heath Petracca	LRFP	Member	07/01/2018	06/30/2019
James Gavin	LRFP	Member	07/01/2018	06/30/2019
Josepha Jowdy	LRFP	Member	07/01/2018	06/30/2019
Maureen Bleday	LRFP	Member	07/01/2018	06/30/2019
Michael Jaillet	LRFP	Member	07/01/2018	06/30/2019
Pamela M. Dukeman	LRFP	Member	07/01/2018	06/30/2019
Philip Shapiro	LRFP	Member	11/26/2018	06/30/2019

**MBTA Advisory Board**

Christopher Pfaff	MBTA Advisory Board	Representative	07/01/2018	06/30/2019
Deborah Conant	MBTA Advisory Board	Alternate	07/01/2018	06/30/2019
Steven Olanoff	MBTA Advisory Board	Alternate	07/01/2018	06/30/2019

**Municipal Hearings Officer**

Michael Jaillet	Municipal Hearings Officer	Hearing Officer	07/01/2018	06/30/2019
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**National Organization on Disability - Westwood**

Anne Berry Goodfellow	National Organization on Disability- Westwood	Member	07/01/2018	06/30/2019
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**Noise Abatement Subcommittee of Norwood**

Dennis Cronin	Noise Abatement Subcommittee of Norwood	Member	07/01/2018	06/30/2019
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**Norfolk County Selectmen's Association**

Michael F. Walsh	Norfolk County Selectmen's Association	Member	07/01/2018	06/30/2019
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**Open Space and Recreational Plan Committee**

Joseph Previterra	OSRP	Member	07/01/2018	06/30/2019
Steven Olanoff	OSRP	Member	07/01/2018	06/30/2019
Todd Sullivan	OSRP	Member	07/01/2018	06/30/2019
RJ Sheer	OSRP	Member	07/01/2018	06/30/2019
Ann Marie Delany	OSRP	Member	07/01/2018	06/30/2019
Roger Christian	OSRP	Member	07/01/2018	06/30/2019
MaryAnne Carty	OSRP	Member	07/01/2018	06/30/2019
Michael Gay	OSRP	Member	07/01/2018	06/30/2019
Pamela Kane	OSRP	Member	07/01/2018	06/30/2019
Kristin Styer	OSRP	Member	07/01/2018	06/30/2019
Brian Gorman	OSRP	Member	07/01/2018	06/30/2019
Charles Donahue Jr.	OSRP	Member	07/01/2018	06/30/2019
Anthony Mullin	OSRP	Member	07/23/2018	06/30/2019
Karon Skinner Catrone	OSRP	Ex Officio	07/01/2018	06/30/2019

Nicole Banks	OSRP	Member Ex Officio Member	07/01/2018	06/30/2019
Todd Korchin	OSRP	Ex Officio Member	07/01/2018	06/30/2019
Kenneth Aries	OSRP	Ex Officio Member	07/01/2018	06/30/2019
Abigail McCabe	OSRP	Ex Officio Member	07/01/2018	06/30/2019
Nora Loughnane	OSRP	Ex Officio Member	07/01/2018	06/30/2019
Michael Jaillet	OSRP	Ex Officio Member	07/01/2018	06/30/2019

### **Parking Clerk**

Michael Jaillet	Parking Clerk	Parking Clerk	07/01/2018	06/30/2019
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### **Pedestrian & Bicycle Safety Committee**

Michael Kraft	Pedestrian & Bicycle Safety Committee	Member	07/01/2016	06/30/2019
Tom Prior	Pedestrian & Bicycle Safety Committee	Member	10/04/2016	06/30/2019
Stephen Botelho	Pedestrian & Bicycle Safety Committee	Member	10/04/2016	06/30/2019
Rory P. Laughna	Pedestrian & Bicycle Safety Committee	Member	10/17/2016	06/30/2019
James McLaughlin	Pedestrian & Bicycle Safety Committee	Member	11/28/2016	06/30/2019
Steven Olanoff	Pedestrian & Bicycle Safety Committee	Member	07/01/2017	06/30/2020
George Lester	Pedestrian & Bicycle Safety Committee	Member	07/01/2018	06/30/2021
Enkelejda Klosi	Pedestrian & Bicycle Safety Committee	Member	07/01/2018	06/30/2021
Brian Gorman	Pedestrian & Bicycle Safety Committee	Member	07/01/2018	06/30/2019
Kathleen Wynne	Pedestrian & Bicycle Safety Committee	Member	07/01/2018	06/30/2021
Michael Jaillet	Pedestrian & Bicycle Safety Committee	Ex Officio	07/01/2018	06/30/2019
Todd Korchin	Pedestrian & Bicycle Safety Committee	Ex Officio	07/01/2018	06/30/2019
Abigail McCabe	Pedestrian & Bicycle Safety Committee	Ex Officio	07/01/2018	06/30/2019
Paul Sicard	Pedestrian & Bicycle Safety Committee	Ex Officio	07/01/2018	06/30/2019

### **Police Chief**

Jeffrey Silva	Police	Police Chief	04/23/2015	06/30/2019
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### **Recreation Commission**

Joyce Cannon	Recreation Commission	Member	07/01/2016	06/30/2019
Sheila Moylan	Recreation Commission	Member	10/04/2016	06/30/2019
Ann Marie Delany	Recreation Commission	Member	07/01/2017	06/30/2020

Lynn McConchie Connors	Recreation Commission	Member	07/01/2017	06/30/2020
Robert Phillips	Recreation Commission	Member	07/01/2018	06/30/2021
Mitchell Katzman	Recreation Commission	Member	07/01/2018	06/30/2021
Paul Tucceri	Recreation Commission	Member	07/23/2018	06/30/2021
Elizabeth Phillips	Recreation Commission	Associate Member	07/01/2018	06/30/2021
Paul Aries	Recreation Commission	Associate Member	07/23/2018	06/30/2021

### Regional Transportation Advisory Council

Brian Gorman	Regional Transportation Advisory Council	Member	07/01/2018	06/30/2019
David Atkins	Regional Transportation Advisory Council	Alternate Member	07/01/2018	06/30/2019

### Registrar of Voters

Dorothy A. Powers	Registrar of Voters	Members	07/01/2016	06/30/2019
David O'Leary	Registrar of Voters	Members	07/01/2016	06/30/2019
Margery Eramo	Registrar of Voters	Members	07/01/2017	06/30/2020
Lawrence B. Roche	Registrar of Voters	Members	07/01/2018	06/30/2019

### Screening Committee for Legal Services

John M. Hickey	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Pamela M. Dukeman	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Jeffrey Silva	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Nora Loughnane	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Louis Rizoli	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Daniel Bailey	Screening Committee for Legal Services	Member	11/26/2018	06/30/2019
Michael Jaillet	Screening Committee for Legal Services	Member	11/27/2018	06/30/2019
Dorothy A. Powers	Screening Committee for Legal Services	Member	12/17/2018	06/30/2019

### Three River Interlocal Council

Michael McCusker	Three River Interlocal Council	Member	07/01/2018	06/30/2019
Christopher Pfaff	Three River Interlocal Council	Alternate	07/01/2018	06/30/2019

### Town Facilities Task Force

Carol S. Lewis	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Nancy C. Hyde	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Anthony Mullin	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Christopher Pfaff	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Maureen Bleday	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Michael McCusker	Town Facilities Task Force	Member	07/01/2018	06/30/2019

Mitchell Katzman	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Todd Sullivan	Town Facilities Task Force	Member	07/01/2018	06/30/2019
Danielle Sutton	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
Emily Parks	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
James McCarthy	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
John Deckers	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
Michael Jaillet	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
Nora Loughnane	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
Pamela M. Dukeman	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019
Todd Korchin	Town Facilities Task Force	Ex Officio Member	07/01/2018	06/30/2019

#### **Town Perambulator**

Stephen Springer	Town Perambulator	Town Perambulator	07/01/2018	06/30/2019
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#### **Westwood Cultural Council**

Margaret Hoyt Rustrian	Westwood Cultural Council	Member	07/01/2016	06/30/2019
Joan Murphy	Westwood Cultural Council	Member	07/01/2016	06/30/2019
Jennifer Power	Westwood Cultural Council	Member	07/01/2017	06/30/2020
Nancy Donahue	Westwood Cultural Council	Member	07/01/2017	06/30/2020
Sharon Brown	Westwood Cultural Council	Member	02/27/2018	06/30/2020
Jennifer Ryan	Westwood Cultural Council	Member	03/26/2018	06/30/2020
Sheila Matthews	Westwood Cultural Council	Member	07/01/2018	06/30/2021
Anne Foss Innis	Westwood Cultural Council	Member	07/01/2018	06/30/2021

#### **Westwood Environmental Action Committee**

Claire Galkowski	WEAC	Member	07/01/2016	06/30/2019
Pamela Kane	WEAC	Member	07/01/2016	06/30/2019
Maria Costantini	WEAC	Member	07/01/2017	06/30/2020
Stephen Harte	WEAC	Member	06/12/2018	06/30/2020
Julie Gervais	WEAC	Member	06/12/2018	06/30/2021
Kate LaCroix	WEAC	Member	09/25/2018	06/30/2019
Juliana Belding	WEAC	Member	09/25/2018	06/30/2019
Nancy C. Hyde	WEAC	Ex Officio Member	07/01/2018	06/30/2019
Thomas Philbin	WEAC	Ex Officio Member	07/01/2018	06/30/2019

#### **Westwood Media Center**

Robert Gotti	Westwood Media Center Representative	Town Representative	07/01/2018	06/30/2021
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**Youth and Family Services**

John Loughnane	Youth and Family Services	Member	07/01/2016	06/30/2019
Brad Pindel	Youth and Family Services	Member	07/01/2016	06/30/2019
David Russell	Youth and Family Services	Member	07/01/2016	06/30/2019
Domenic Cianciarulo	Youth and Family Services	Member	07/01/2016	06/30/2019
Alicia Lamonda	Youth and Family Services	Member	07/01/2017	06/30/2020
Patricia Tucke	Youth and Family Services	Member	07/01/2017	06/30/2020
Janica Midiri	Youth and Family Services	Member	07/01/2018	06/30/2021
Nora Sinno	Youth and Family Services	Student Member	07/01/2017	06/30/2019
John McKinnon	Youth and Family Services	Student Member	07/01/2017	06/30/2019
Madeline Medina	Youth and Family Services	Student Member	07/01/2017	06/30/2019
Talia Pincus	Youth and Family Services	Student Member	07/01/2017	06/30/2019
Diana Bezdedeau	Youth and Family Services	Student Member	07/01/2018	06/30/2020
Kevin Cote	Youth and Family Services	Student Member	07/01/2018	06/30/2020
Samantha Nelson	Youth and Family Services	Student Member	07/01/2018	06/30/2020

**Zoning Board of Appeals**

David Krumsiek	Zoning Board of Appeals	Member	07/01/2016	06/30/2019
John F. Lally	Zoning Board of Appeals	Member	07/01/2017	06/30/2020
Doug Stebbins	Zoning Board of Appeals	Member	07/01/2018	06/30/2021
Danielle Button	Zoning Board of Appeals	Associate Member	07/01/2016	06/30/2019
Gregory J. Donovan	Zoning Board of Appeals	Associate Member	07/01/2016	06/30/2019
Charles D. Reilly	Zoning Board of Appeals	Associate Member	07/01/2018	06/30/2021
David Belcher	Zoning Board of Appeals	Associate Member	07/01/2018	06/30/2021

## Appointed by the Town Administrator

Member	Board	Position	End Date
<b>Alcohol Review Committee (ARC)</b>			
Jeffrey Silva	Alcohol Review Committee (ARC)	Member	06/30/2019
Michael Jaillet	Alcohol Review Committee (ARC)	Member	06/30/2019
Nora Loughnane	Alcohol Review Committee (ARC)	Member	06/30/2019
Thomas McCusker	Alcohol Review Committee (ARC)	Member	06/30/2019
Christine McCarthy	Alcohol Review Committee (ARC)	Member	06/30/2019
Linda Shea	Alcohol Review Committee (ARC)	Member	06/30/2019
John Deckers	Alcohol Review Committee (ARC)	Member	06/30/2019
Karyn Flynn	Alcohol Review Committee (ARC)	Ex Officio	06/30/2019
<b>Town Tax Assessor</b>			
John Curran	Assessor's Office	Town Tax Assessor	06/30/2019
<b>Assistant Wiring Inspector</b>			
Paul Angus	Building	Assist Wiring Inspector	06/30/2019
Joseph Doyle Jr.	Building	Building Commissioner	06/30/2019
Harold Knight	Building	Plumbing Inspector	06/30/2019
John Lee	Building	Assist Plumbing Inspector	06/30/2019
Kevin Malloy	Building	Assist Plumbing Inspector	06/30/2019
John Malloy	Building	Assist Wiring Inspector	06/30/2019
Michael McLean	Building	Assist Building Inspector	06/30/2019
James Naughton	Building	Assist Wiring Inspector	06/30/2019
Michael Perkins	Building	Assist Building Inspector	06/30/2019
John Rose	Building	Assist Plumbing Inspector	06/30/2019
<b>Town Accountant</b>			
Marie O'Leary	Finance	Town Accountant	06/30/2023
<b>Hazardous Waste Coordinator</b>			
Linda Shea	Hazardous Waste Coordinator	Coordinator	06/30/2019
<b>Health Care Review Committee (HCRC)</b>			
Craig Templeton	Health Care Review Committee (HCRC)	Member	06/30/2019
Emily Parks	Health Care Review Committee (HCRC)	Member	06/30/2019
Faith Kimball	Health Care Review Committee (HCRC)	Member	06/30/2019
Glen Atkinson	Health Care Review Committee (HCRC)	Member	06/30/2019
Denise Singleton	Health Care Review Committee (HCRC)	Member	06/30/2019
John Bertorelli	Health Care Review Committee (HCRC)	Member	06/30/2019
Teresa Riordan	Health Care Review Committee (HCRC)	Member	06/30/2019
Sandra Warnick	Health Care Review Committee (HCRC)	Member	06/30/2019

Daniel Fafara	Health Care Review Committee (HCRC)	Member	06/30/2019
Joan Courtney Murray	Health Care Review Committee (HCRC)	Member	06/30/2019
Leo Hoban	Health Care Review Committee (HCRC)	Member	06/30/2019
Nicholas Triano	Health Care Review Committee (HCRC)	Member	06/30/2019
Michael Jaillet	Health Care Review Committee (HCRC)	Member	06/30/2019
Marie O'Leary	Health Care Review Committee (HCRC)	Member	06/30/2019
John Holmes	Health Care Review Committee (HCRC)	Member	06/30/2019
Anthony Burke	Health Care Review Committee (HCRC)	Member	06/30/2019
Alison Borchers	Health Care Review Committee (HCRC)	Member	06/30/2019

### John J. Cronin Public Service Award Committee

John Cronin, Jr.	John J. Cronin Public Service Award Committee	Member	06/30/2019
Philip Shapiro	John J. Cronin Public Service Award Committee	Member	06/30/2019
James Gavin	John J. Cronin Public Service Award Committee	Member	06/30/2020
Pamela M. Dukeman	John J. Cronin Public Service Award Committee	Member	06/30/2019
Michael Jaillet	John J. Cronin Public Service Award Committee	Member	06/30/2019
Patrick J. Ahearn	John J. Cronin Public Service Award Committee	Member	06/30/2021
Christine McCarthy	John J. Cronin Public Service Award Committee	Ex Officio	06/30/2019
Michael F. Walsh	John J. Cronin Public Service Award Committee	Member	06/30/2019

### Constable

Paul Sicard	Police	Constable	06/30/2019
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### Records Access Officer

Christine McCarthy	Records Access Officer	Records Access Officer	06/30/2019
Christopher Sheehy	Records Access Officer	Records Access Officer	06/30/2019
Dorothy A. Powers	Super Records Access Officer	Records Access Officer	06/30/2019
John Deckers	Records Access Officer	Records Access Officer	06/30/2019
Nora Loughnane	Records Access Officer	Records Access Officer	06/30/2019
Todd Korchin	Records Access Officer	Records Access Officer	06/30/2019

### Right to Know Coordinator

Linda Shea	Right to Know Coordinator	Right to Know Coordinator	06/30/2019
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### Roy London Award Committee

Barbara Delisle	Roy London Award Committee	Members	06/30/2019
Christopher Dodge	Roy London Award Committee	Members	06/30/2019
Michael Jaillet	Roy London Award Committee	Members	06/30/2019
Colleen Campion	Roy London Award Committee	Members	06/30/2019
Nancy C. Hyde	Roy London Award Committee	Members	06/30/2019

Margery Eramo	Roy London Award Committee	Members	06/30/2019
Barbara Waterhouse	Roy London Award Committee	Members	06/30/2019
Christine McCarthy	Roy London Award Committee	Ex Officio	06/30/2019
Danielle Sutton	Roy London Award Committee	Members	06/30/2019

#### **Solid Waste Coordinator**

Brendan Ryan	Solid Waste Coordinator	Solid Waste Coordinator	06/30/2019
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#### **Storm Water Management Committee**

Nora Loughnane	Storm Water Management Committee	Member	06/30/2019
Joseph Doyle Jr.	Storm Water Management Committee	Member	06/30/2019
Brendan Ryan	Storm Water Management Committee	Member	06/30/2019
Michael Jaillet	Storm Water Management Committee	Member	06/30/2019
Kenneth Aries	Storm Water Management Committee	Member	06/30/2019
Linda Shea	Storm Water Management Committee	Member	06/30/2019
Todd Korchin	Storm Water Management Committee	Member	06/30/2019
Karon Skinner Catrone	Storm Water Management Committee	Member	06/30/2019
John Deckers	Storm Water Management Committee	Member	06/30/2019

#### **Keeper of the Pound**

Brendan Ryan	Town Administration	Keeper of the Pound	06/30/2019
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#### **Custodian Tax Title**

James Gavin	Town Administration	Custodian Tax Title	06/30/2019
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#### **Keeper of the Lockup**

Jeffrey Silva	Town Administration	Keeper of the Lockup	06/30/2019
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#### **Affirmative Action Officer**

Joan Courtney Murray	Town Administration	Affirmative Action Officer	06/30/2019
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#### **Contract Compliance Officer**

Michelle Miller	Town Administration	Contract Compliance	06/30/2019
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#### **Tree Warden**

Brendan Ryan	Tree Warden	Tree Warden	06/30/2019
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#### **Veteran's Service Director (Ceremonial)**

Christopher McKeown	Veteran's Services	Ceremonial	06/30/2019
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#### **Veterans Day/Memorial Day Committee**

Christopher McKeown	Veterans Day/ Memorial Day Committee	Member	06/30/2019
Dorothy A. Powers	Veterans Day/ Memorial Day Committee	Member	06/30/2019
Michelle Miller	Veterans Day/ Memorial Day Committee	Member	06/30/2019

Paul Sicard	Veterans Day/ Memorial Day Committee	Member	06/30/2019
Richard Paster	Veterans Day/ Memorial Day Committee	Member	06/30/2019
Harry Aaron	Veterans Day/ Memorial Day Committee	Member	06/30/2019
MaryAnne Carty	Veterans Day/ Memorial Day Committee	Member	06/30/2019

### **Westwood Emergency Management Agency**

Pamela M. Dukeman	Westwood Emergency Management Agency	Member	06/30/2019
Emily Parks	Westwood Emergency Management Agency	Member	06/30/2019
Todd Korchin	Westwood Emergency Management Agency	Member	06/30/2019
Michael Jaillet	Westwood Emergency Management Agency	Member	06/30/2019
Jeffrey Silva	Westwood Emergency Management Agency	Member	06/30/2019
Linda Shea	Westwood Emergency Management Agency	Member	06/30/2019
John Deckers	Westwood Emergency Management Agency	Member	06/30/2019
Michael F. Walsh	Westwood Emergency Management Agency	Member	06/30/2019
Christine McCarthy	Westwood Emergency Management Agency	Ex Officio	06/30/2019

# Other Appointments

## **Fire Department Officers**

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*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**

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*Appointed by the School Committee*

Emily Parks

## **Animal Inspectors**

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*Appointed by the State Department of Food and Agriculture*

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

## **Trust Funds**

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*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**

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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**

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Charles D. Baker

### **Lieutenant Governor**

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Karyn E. Polito

### **Secretary of the Commonwealth**

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William Francis Galvin

### **Attorney General**

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Maura Healy

### **State Treasurer**

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Deborah B. Goldberg

### **State Auditor**

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Suzanne M. Bump

### **Senators in Congress**

---

Elizabeth Warren

Edward Markey

### **Representative in Congress**

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*Ninth Congressional District*

William R. Keating

### **State Senator**

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*Norfolk & Suffolk*

Michael F. Rush

### **Representative in General Court**

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*Eleventh Norfolk*

Paul McMurtry

### **Norfolk County Officers**

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*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

*Michael Jaillet, Town Administrator*

*Pamela Dukeman, Finance Director*

*Thomas McCusker, Town Counsel*

*Christine McCarthy, Executive Assistant*

*Betsy Narciso, Town Service Representative*

*Desmond O'Leary, Administrative Assistant*



## PURPOSE

The purpose of this annual report is to highlight the efforts, initiatives and accomplishments from 2018. In May, 2018, the Board of Selectmen reorganized and, Michael Walsh was elected Chairman, John Hickey was elected Clerk and Nancy Hyde, was elected to her sixth term, assumed the title of Third Member.

In December of 2018, the Board unanimously voted to begin the process of changing its formal name to 'Select Board.' The process will include approval of Town meeting to amend the Charter and acceptance by the legislature. The Board voted a policy to begin to use the name 'Select Board' and 'Chair' beginning January 1, 2019 and will seek approval at the next Town Meeting.

The Board of Selectmen 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 Board of Selectmen approves a balanced budget, which incorporates decisions on department requests, capital expenditures, and allocation of funds; prepares the warrants for Annual and Special Town Meetings; prepares and approves ballot questions for the town election if there is a general override, debt exemption, and/or capital exclusion requests 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 Board of Selectmen has an open-door policy, hearing requests and complaints of Town residents and businesses and taking appropriate action and schedules hearings and informational meetings on matters of importance to the community.

## 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. Patrick Ahearn was awarded the John Cronin Public Service Award in 2018. Pat served on the Board of Selectmen for 18 years, from 1997 to 2016, serving as Chairman 6 times. Pat also served on a number of boards in Town including, but not limited to, Economic Development Advisory Board, Aid to the Elderly Committee, Long Range Financial Planning Committee, Open Space and Recreational Planning, and numerous other boards representing the Board of Selectmen. During his tenure on the Board, Pat advocated and established the Aid to the Elderly Relief Fund, raising over \$450,000 to assist tax relief to many seniors in Westwood.



# Select Board Annual Report

He lobbied for and received a \$1 million state grant to preserve Lowell Woods as open space; negotiated and implemented paramedic services in the Fire Department; supported the Youth & Family Services Commission and helped establish the Westwood Community Chest; oversaw the adoption of the Town's Alcohol Rules and Regulations; established a steering committee to oversee the permitting and construction of University Station; encouraged the installation of turf fields at Westwood High School; supported the funding for a new Public Library; supported the funding for the construction of Fire Station II in Islington; encouraged and supported the construction of the Gables to achieve and exceed the Chapter 40B MGL Requirements; supported the transfer of employee health care to the state's GIC Program; supported the Town's and Board's commitment to funding the OPEB Liability; and was elected to serve on the Sewer Commission in 2018. Pat also participated in many community organizations including, President of Westwood Pop Warner, Pop Warner Coach, Little League Coach and is an active Parishioner at St. Margaret Mary's Church.

## Roy London Humanitarian Award



In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen established the Roy London Humanitarian Award in 2010 to be given annually in recognition of exceptional service within the Westwood community. The 2018 recipients were Janet Shepperson, Shirley Monroe, The Westwood Young Woman's Club, and George and Virginia Lester.

## Administration

### *Town Counsel*

In November, Town Counsel, Tom McCusker, announced his plans to retire at the end of the calendar year. The Board of Selectmen directed the Town Administrator to draft and publish a Request for Proposal (RFP) for legal services to the community. The Board of Selectmen appointed a Legal Services Screening Committee made up of various staff members to review the responses to the RFP and report back to the Board. Plans for interviews are scheduled for early 2019.

## Finance

The Board of Selectmen oversaw the development and approval of an overall well-balanced, comprehensive budget for the community. The Board of Selectmen, working closely with the Long Range Financial Planning Committee, 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.

# Select Board Annual Report

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 22<sup>nd</sup> 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.

## *Assessments*

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

## *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 Board of Selectmen voted to match the donations collected totaling \$50,000. The donated funds and match of \$50,000 will allow for each of the 42 approved applicants to receive a payment of \$2,500.

## *Hotel and Meals Tax Funds*

The Board of Selectmen discussed with the Town Administrator and Finance Director a possible use for the Hotel and Meals Tax Funds received to date. The Town Administrator and Finance Director recommended that these funds be used for capital improvements and will discuss with the Long Range Financial Planning Committee a recommendation. The Board will continue through its budgeting process and proposed capital projects will be presented to the Board in January.

## **Facility Improvements**

### *Police Headquarters*

The Police Headquarters building completed construction in early October of 2017. Staff and operations began operation out of the building immediately after the completion of construction. The new building provides for much needed space restrictions that existed within the department including, but not limited to, appropriate office space, equipment and evidence storage, jail cell and safe booking areas, and conference room space. The Police and Fire Dispatch Center has been upgraded to the latest technology and all 911 Operations are fully functional from the new building. A ribbon cutting ceremony was held in July of 2018.



# Select Board Annual Report

## *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. The next steps include completing the Eligibility Phase and form a School Building Committee to oversee the process. With the majority of Westwood residents voting to approve funding at Town Meeting in May, the Board plans to enter into the Feasibility Phase in 2019. While the Hanlon School is the focus of the MSBA application, the School Committee will review discuss a variety of options with the community.

## *Patricia Carty Larkin Senior Center*

A Capital Needs Assessment was done for the Senior Center for improvements. At a Selectmen meeting on February 27, 2017, the Board negotiated an agreement with Brigham and Woman’s Hospital Facility on University Avenue which provide a payment of \$300,000 to the Town for the improvements to the Senior Center. Roofing, siding, parking lot, painting landscaping and other items were completed in the spring of 2018.

## **Public Safety**

At the 2018 Annual Town Meeting, it approved the expenditure of \$125,000 for the purpose of conducting a Comprehensive Study of the Security Needs and Assessments for Municipal and School Buildings. A consultant was hired and began focusing on the schools, working closely with school staff and officials. The Police and Fire Chief will begin its review of the proposed policy changes and implementation of new equipment in the spring of 2019.

## *Fire Department*

At the May 1, 2017 Town Meeting, the Town voted to adopt Article 34 which amended the Town Charter with language that directly reflected the newly adopted bylaw of the Fire Chief position in Westwood. The bylaw, which passed at Town Meeting, was recommended by the Task Force to provide a detail outline of the authority of the Fire Chief, similar to those of other positions in Westwood. Since Town Meeting rescinded the vote related to the Sep. 1946 vote (*There shall be a fire departments established by vote of the September 9, 1946 accepting sections 42 of chapter 48 of the General Laws with the powers, duties and responsibilities under section 42.*), approved the change to the Charter and adopted the new bylaw for the Fire Chief, the next step was to submit the Charter amendment to voters of the Town. This ballot question was approved at the 2018 election and became effect immediately.

## **Public Works**

### *Trash and Recycling*

The trash contract for fully automated trash and recycling pick up in Westwood was renewed and will carry through 2021. The Select Board 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. The Town also recently amended contract to protect the town from 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.

# Select Board Annual Report

## *Gay Street Sidewalk Project*

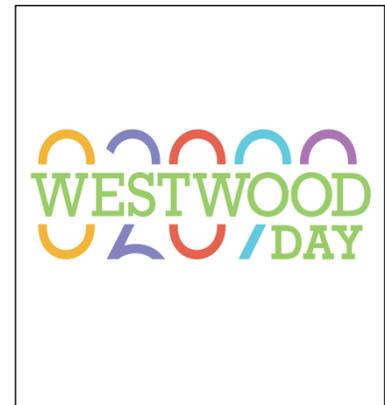
The Department of Public Works, along with TEC Engineering, hosted a Public hearing on June 6<sup>th</sup>, 2018 presenting the 30% design for the Gay Street sidewalk. The presentation focused on an “Alternate A” and “Alternate B”, each depicting a different side of Gay Street the sidewalk could be constructed. Each alternate also listed the potential impacts to trees, rock walls, and overall layout.

There was feedback given from those in attendance inquiring about the possibility of locating sections of the sidewalk behind the existing rock wall to create a meandering effect along the corridor. This inquiry was noted by the Town and TEC and further research was conducted to confirm whether or not this option can be incorporated into the design.

## **Culture, Recreation and Human Services**

Westwood Day 2018 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 Board of Selectmen provided free reusable water bottles to attendees of the event.

The 2018 Westwood Day celebration kicked off on Friday, September 28<sup>th</sup> with a decisive victory by the Westwood High School Football team and fireworks immediately followed. Attendance on Saturday, September 29<sup>th</sup> with records highs of thousands of people with great fall weather. 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.



## **Economic Development**

### *University Station Project*

The Board of Selectmen and New England Development executed a Memorandum of Understanding (MOU) on February 26<sup>th</sup> that reflected agreed-upon changes to be made to the University Station Development Agreement. Staff and special town counsel have been negotiating the terms of that Amendment, which is largely consistent with the MOU. That MOU stated that the Town and the developers will formalize an Amendment to the Development Agreement.

The amendment comes from the recent approval of the Pulte condominium units at University Station. The proponent must demonstrate that there are no adverse or unmitigated impacts from the proposal. In this case, the Bridges care facility is being counted by the Department of Housing and Community Development (DHCD) that the units at Bridges will be counted as residential. Part of the MOU including no future housing until the total amount of commercial value is at 75%.

### *Islington Center Redevelopment*

Three warrant articles related to the Islington Center Redevelopment Project (Articles 11, 12 and 13) were favorably acted upon by 2/3 vote at Westwood’s Annual Town Meeting on May 30<sup>th</sup>.

# Select Board Annual Report

Article 11 authorized the Board of Selectmen to take various actions in conjunction with the acquisition and disposition of land for the Islington Center Redevelopment Project, including the execution of a Land Disposition Agreement (LDA) for the project. The Board endorsed the LDA on June 11<sup>th</sup> and signed the first Amendment to the LDA on July 23<sup>rd</sup>.

Article 13 amended the Official Zoning Map to change the zoning district of two parcels known as Assessor's Plat 23, Lots 161 and 165, from Single Residence A (SRA) District to Local Business B (LBB) District, and to expand the FMUOD6/Washington Street Business District to include these two parcels. Zoning amendment articles require review by the Attorney General's Office (AGO) in accordance with MGL Chapter 40, Section 32. Documentation required for such review was provided to the AGO on June 20<sup>th</sup>. On September 14<sup>th</sup>, Town Clerk Dottie Powers received a letter from the AGO expressing unconditional approval of Article 13. On September 18<sup>th</sup>, Ms. Powers posted the AGO's approval and associated documents in five locations throughout town. Upon such posting, the zoning map amendments became effective, retroactive to the date of passage, May 30, 2018.

The Board of Selectmen approved and executed a deed transferring the parking lot to Petruzziello Properties. Phase 1 includes the transfer of the Washington Street parking lot to Petruzziello. After the CVS and the new parking lot are done, Petruzziello will transfer a portion of the new parking lot back to the Town.

## *Housing*

The Board of Selectmen approved and executed the Amendment to the Regulatory Agreement for the affordable units at 321 Washington Street. Pursuant to the terms of a Land Disposition Agreement fully executed by the Town and Petruzziello Properties, LLC on June 11, 2018, and a Special Permit granted by the Planning Board on April 18, 2018, Petruzziello Properties LLC has submitted materials relating to the addition of 1 affordable housing unit at 321 Washington Street for review by the Board of Selectmen. These materials include a proposed Affirmative Fair Housing Marketing Plan (AFHMP) and a Regulatory Agreement Amendment. These materials seek to modify a Local Action Unit application previously approved by DHCD and the Town for 2 existing affordable units at 321 Washington Street.

At its meeting on August 20, 2018, the Board of Selectmen authorized the Chairman sign the application for Local Action Units (LAU) and the Regulatory Agreement, contingent that the application and agreement do not substantially change from previous application submitted by the Town for this property. Chairman Michael Walsh gave this approval on October 15, 2018 and the materials were submitted to DHCD for approval.

On October 22, 2018, DHCD authorized the Town and Developer to proceed with execution of the Regulatory Agreement Amendment as proposed. DHCD recommended some revisions to the AFHMP and these revisions are in progress by the Developer's lottery agent.

## **Community**

In January 2018, the Board of Selectmen supported the launch of the Westwood Wire, an eNoticiation system to be used by the Town to distribute town information and community events and updates. In its first year, bulletins have been sent out monthly and provided a 'go-to' source of information for all things Westwood. The Board will continue to support the issuance of the Westwood Wire and encourage it be further improved to promote more happenings in Westwood.

## **Employee Recognition**

The Board of Selectmen recognized three (3) Town employees for their dedicated service to the Town of Westwood. Taryn Crocker, Program Administrator for the Recreation Department, John Saleda, Sergeant in the Westwood Department, and Daniel Fafara, Police Officer for reaching 25 Years of Service to the Town of Westwood. Your dedication is an inspiration to all.

# Select Board Annual Report

## Remembrance

The Board expresses its condolences to the family of Thomas Dunn who was a member of the Board of Selectmen for 24 years.

## Citizen Accomplishments

The Board of Selectmen recognized and attended one Eagle Scout Ceremony for four (4) young men who completed the requirements for the rank of Eagle Scout. The Board recognized Marco D'Angio, Matthew Montalto, Sean Ross and Gregory Fleming.

The Board of Selectmen supported the efforts of the Westwood Girl Scout Troop 75006 5<sup>th</sup> graders from Deerfield School and declared Sunday, April 29, 2018 Device Free Day in Westwood and encourage all residents to use this day to understand the health effects of too much screen time.

The Board of Selectmen congratulated Dottie Powers, Town Clerk, who received her Master of Municipal Clerk (MMC) designation through the International Institute of Municipal Clerks (IIMC). The IIMC is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

The Board of Selectmen recognized the achievements of six (6) Westwood Police Explorers who were awarded the President's Volunteer Service Award, a prestigious national honor offered in recognition of volunteer commitment. Lucas Aguirre, Hallie Dyer, Brendan Gillis, Jillian Jenkins, Margaret Wynne and Lily Xu were this year's recipients. Established in 2003, this Award is given by the President of the United States and honors individuals, families and groups who have demonstrated a sustained commitment to volunteer service over the course of 12 months.

The Board of Selectmen recognized Thomas Philbin, Westwood's Energy Manager, who was honored at the Massachusetts State House on December 6, 2018 with a Public Sector Individual Award in the 12th annual Leading by Example awards. Tom received this honor because of a number of clean energy initiatives and broad stakeholder collaboration across the Town. As a recipient of a DOER Green Communities Energy Manager grant award, this includes efforts advancing the installation of 780 kW of solar in the town, extensive energy efficiency projects, initiating efforts for DOER Green Community designation, and planning for future "near zero energy buildings. Over an extensive career in the energy field, Tom has been involved in all kinds of power projects throughout the world and specifically in Energy Efficiency for over 20 years. Tom is a resident of Westwood and has served as Westwood's Energy Manager since 2013. The award and congratulatory citations was presented to Tom by Nick Connors, the Green Communities Director.

## Appreciation

On behalf of my colleagues on the Board of Selectman; John Hickey and Nancy Hyde, 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 Board of Selectman and am grateful to the town's residents for allowing me the opportunity to continue to serve as a Selectman.

Respectfully Submitted,  
*Michael F. Walsh, Chairman*

# Town Administrator Annual Report

*Michael Jaillet, Town Administrator*

## **STAFF**

*Pamela Dukeman, Finance Director*  
*Thomas McCusker, Town Counsel*  
*Christine McCarthy, Executive Assistant*  
*Betsy Narciso, Town Service Representative*  
*Desmond O'Leary, Administrative Assistant*  
*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 Board of Selectmen vote, including all Department Heads and employees appointed by the Town Administrator or the Board of Selectmen, and their respective departments, and shall coordinate activities of all town departments.

## **Administration**

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



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. The Town Administrator will work with Special Counsel to ensure appropriate steps are taken to revise Town's Charter to reflect the change.

## *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. In January of 2018, the Town Administrator launched the Westwood Wire – an eNotification system that encompasses town and community information and events. 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.

In terms of data, the Town has sent out 29 Wires since its inception in January of 2018. 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 Board of Selectmen meeting packages through its legislative management software provided by Accela. This allows for open and transparent government on all the issues brought before the Selectmen. All files are uploaded and tracked through the system for accessibility through searching features. Videos are linked to agenda items to allow for residents to review portions of the meeting that interest them the most. The system was successfully implemented by the Planning Board, Zoning Board and Conservation Commission and is currently being set up for School Committee and other boards to be deployed in 2019.

## *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*

The Town Administrator and Finance Director focused on new growth tax revenue from University Station and continued to analyze the use of the new tax revenue.

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 Finance Director recommended and the Board of Selectmen 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.

## *Information Technology*

The Town Administrator and Information Technology Director have continued to work on a document management solution for all school and municipal records. A Request for Proposal was completed and interested vendors submitted their proposals in the fall of 2018. Proposal review continued through the end of 2018 which included proposal review by several departments. It is anticipated that a vendor will be selected in early 2019, followed by a phased implementation for the duration of the year.

# Town Administrator Annual Report

## *Human Resources*

The Town Administrator, in coordination with the Human Resources Director, oversaw the Town's Group Insurance Commission (GIC) health care plans and worked with the Health Care Review Committee for the disbursement of the Health Mitigation Fund which is used to off-set extraordinarily high out of pocket costs for employees and some retirees.

The Town Administrator and Human Resources Director worked together to settle collective bargaining agreements with the Westwood Permanent Firefighters Association, Local 1994, IAFF, the Westwood Police Association Mass Coalition of Police AFL-CIO, Local 174, and Westwood Traffic Supervisors Association.

In preparation for the implementation of OSHA safety regulations, the Town Administrator assembled Town and School managers for training and planning sessions to prepare for the February 2019 rollout of new guidelines by the Department of Labor Standards.

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 Board of Selectmen are appointed by the Town Administrator. In 2018, the Town welcomed:

- John Curran, Town Assessor
- Michael Nasson, Custodian, DPW
- Desmond O'Leary, Town Service Representative
- Richard Adams, Business Manager, Recreation

The Town Administrator is also the appointing authority for all Police Officers and Dispatchers. The Town welcomed:

- Stephen Sweeney, Police Officer
- Tyler Harnish, Police Officer
- Joe Rached, Police Officer
- Joseph Kelley, Police Officer
- Sean McKee, Police Officer

Under the new bylaw adopted at the Fall 2017 Town Meeting related to the Fire Department, the Town Administrator is now the appointing authority for all Firefighters and EMTs. Under the new bylaw, the Fire Chief also reports to the Town Administrator on day-to-day operations, which is in line with all other department heads in the municipal government.

The Town Administrator is also the appointing authority for all Firefighters/EMTs. The Town welcomed:

- Sean Curtis, Firefighter
- James Houhoulis, Firefighter

# Town Administrator Annual Report

## *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, was implemented in November and 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), appointing the following individuals:

### Municipal RAO's

Dorothy Powers, Town Clerk – Super RAO  
Christine McCarthy, Executive Assistant

### Land Use RAO

Nora Loughnane, Community and Economic Development Director

### Department of Public Works RAO

Todd Korchin, DPW Director

### Fire Department

John Deckers, Fire Chief  
Richard Cerullo, Deputy Fire Chief

### Police Department

Christopher Sheehy, Lieutenant

## **Public Safety**

At the 2018 Annual Town Meeting, it approved the expenditure of \$125,000 for the purpose of conducting a Comprehensive Study of the Security Needs and Assessments for Municipal and School Buildings. A consultant was hired and began focusing on the schools, working closely with school staff and officials. The Police and Fire Chief will begin its review of the proposed policy changes and implementation of new equipment in the spring of 2019.

## *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 Division has had one of its busiest years. On the enforcement side, the detectives have identified suspects believed to be responsible for crimes against or residents and visitors all throughout New England. As a result of their hard work, the detectives were able to secure arrest warrant for individuals who otherwise would have eluded justice by fleeing. Instead, these individuals were arrested, processed and transported back to Massachusetts to face charges. In instances where property cannot be returned, bringing those responsible to justice provides victims with closure and an opportunity for restitution. On the prevention side, 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.

It has been two years since the Department last administered an entrance exam. Therefore, Police Department will be advertising to hire police officers to fill anticipated vacancies. 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.

# Town Administrator Annual Report

*Fire*  
The Town Administrator provided additional support to the new Fire Chief in his first year in Westwood. During the year, the Town Administrator met with Chief Deckers on a number of issues and provided aid in his transition. 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.

The Fire Chief and the Town Administrator also met and presented to the Board of Selectmen a proposal to create two new positions – an Emergency Medical Services (EMS) Coordinator and Fire Prevention Officer/Training Officer. Both positions will be presented for consideration to the Board of Selectmen in early 2019.

The Fire Chief and Town Administrator revised the staffing schedule to better match the peak periods of calls for service between 8:00am and 8:00pm

## **Public Works**

In 2018 the Department of Public Works completed the second Complete Streets Project (North Street and Route 109). 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 Summer paving projects included the resurfacing of Summer Street, Stanford Drive, the entire Westchester neighborhood.

A major project that was recently completed was the addition of a left turn lane project on Clapboardtree Street at the intersection with Washington Street. This improvement has made que lengths far less along Clapboardtree Street.

The Town implemented the first DPW Public Snow Removal Policy which enabled the DPW to efficiently perform its snow removal throughout active events. This past season crews responded to over 25 events and salted and treated 95 miles of roadway. The Town crews operated twenty-five pieces of Town equipment for salting and plowing while combining an additional twenty-nine pieces of equipment supplied by a hired contractor.

The Facility Department completed a capital needs assessment for 7 municipal buildings. The also Department hired and now manages 2 new full-time custodians to service the municipal buildings. The Facility Department was assigned the task of managing and completing the landscape project for the new Police Station

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

The Westwood Cemetery Department opened a new phase of the cemetery and completed the new expansion project. The new phase also included the Installation of plantings and the removal of old plantings to enhance the landscape. There were 55 burial rights sold and the Town's cemeteries had 66 interments in calendar year 2018.

# Town Administrator Annual Report

## Community and Economic Development

### *Redevelopment of Islington Center*

Since two-thirds of voters attending Town Meeting voted in favor to approve Warrant Articles 11, 12 and 13 related to the Islington Center Redevelopment Project, the Town Administrator and Community and Economic Development Director worked with Special Counsel to negotiate the final terms of a Land Disposition Agreement (LDA) to be presented and approved by the Board of Selectmen. The approvals and execution of the LDA allowed for the start of construction in accordance with the FMUOD Special Permit and Order of Conditions. The Town Administrator and Community and Economic Development Director will continue to work with an architect to design and relocate Wentworth Hall with an addition to include office space for Youth and Family Services and program space for human services groups.

### *University Station*

The Town Administrator worked with the Community and Economic Development Director to continue to seek office development down at University Station. New England Development, one of the proponents of the University Station Project, worked closely with the Town to attract possible office users and expect to present at least two tenants to the Town in the early spring of 2019. These office users would require an amendment to the Master Development Plan (MPD) and Special Permits. One needs a new building expecting to be at least 100,000 square feet and another user needs a building of at least 40,000 square feet. The Town Administrator and Community and Economic Development Director will continue to work with the developers throughout the spring of 2019 to meet the need on a timely basis.

## Culture, Recreation and Human Services

### *Housing*

The Housing & Zoning Agent worked closely with the Housing Partnership to draft a Housing Production Plan, which incorporated community engagement throughout Fall of 2018. The final plan will be submitted to the state for certification later in 2019 and will serve as a strategy document for affordable housing development. The Town Administrator will continue to work with the Housing & Zoning Agent to ensure that Westwood's SHI (Subsidized Housing Inventory) meets or exceeds the state's requirement through the next census in 2020.

### *Open Space and Recreation Plan*

The Board of Selectmen appointed an Open Space & Recreation Planning Committee (OSRPC) in 2017 to work with staff and consultants (funded by a state grant under the Commonwealth Community Compact) to prepare an update to Westwood's 2000 Open Space & Recreation Plan (OSRP). The committee included representatives from the Board of Selectmen, Planning Board, Conservation Commission, Recreation Commission, School Committee, Board of Health, and Disabilities Commission, as well as representatives from youth sports organizations and the Westwood Land Trust, and town staff.

An Open Space & Recreation Survey was conducted in late 2017 and early 2018; to which 800 residents responded. An Open Space & Recreation Visioning Session was held in February 2018 with 60 residents actively participating in the visioning session. Following review of input from the survey and visioning session, as well as comments received from attendees at committee meetings, the OSRPC developed updated goals, objectives and implementation strategies for the plan update in May 2018. The town's consultant, Gino Carlucci of PGC Associates, LLC, then spent several months updating the demographic, statistical and narrative portions of the plan. At a meeting on November 15, 2018, the OSRPC reviewed the Draft OSRP Update and suggested revisions to the plan. The committee subsequently voted unanimously to send the draft OSRP Update to the Planning Board with a recommendation for adoption.

# Town Administrator Annual Report

The Draft OSRP Update continues many of the goals and objectives of the 2000 OSRP and strongly recommends Town Meeting adoption of the Community Preservation Act (CPA). The Draft OSRP Update calls for an increased emphasis on maintenance of existing conservation areas and for improvements to existing recreational facilities to increase potential hours of use, including proposed lighting of two fields at Thurston Middle School and possible installation of artificial turf at these fields. The Draft OSRP Update also recommends that the town study the feasibility of developing a new indoor recreation facility and/or ice skating facility.

## *Recreation*

The Town Administrator worked with the Recreation Director to implement the High School and Downey School resurfacing with the added practice hitting walls to enhance the community's access to tennis. The Recreation Director also received support from the Town Administrator in refurbishing the town owned playground including the Tot Lot and June Street Playground. The 2018 Westwood Day celebration kicked off on Friday, September 28<sup>th</sup> with a decisive victory by the Westwood High School Football team and fireworks immediately followed. The celebration on Saturday, September 29<sup>th</sup> has record high attendance in the thousands and great fall weather. 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.

## **Appreciation of Dedicated Employees**

I wish to recognize and thank Taryn Crocker, Program Administrator for the Recreation Department, John Saleda, Sergeant in the Westwood Department Department, and Daniel Fafara, Police Officer for reaching 25 Years of Service to the Town of Westwood. Your dedication is an inspiration to all.

I wish to recognize and wish the best of luck to Thomas McCusker, Town Counsel who retired on December 31, 2018. A dedicated employee in the Town of Westwood, Tom has served the Westwood Community for over 50 years both in the role of Selectmen and as Town Counsel.

I wish to recognize and wish the best of luck to Linda Shea, Health Director who retired on December 31, 2018. Linda was a dedicated employee for the Town for more than 23 years.

I wish to recognize and wish the best of luck to Cheryl Kelley, who was the Food Inspector/Sanitarian retired in December of 2018. Cheryl was a dedicated employee to the Town of Westwood for 20 years.

I wish to recognize and wish the best of luck to Debbie Robbins, Town Assessor, who retired in December of 2018. Debbie was a dedicated employee to the Town of Westwood for 14 years.

I wish the best of luck to Betsy Narciso who accepted a position at Saint Catherine's School in Norwood. Betsy worked for the Selectmen's Office for a little under 2 years as the Town Service Representative.

## **Condolences**

I wish to express my condolences to the family of Thomas Dunn who was a member of the Board of Selectmen for 24 years.

I wish to express my condolences to the family of Nick Carpeno who was the Town of Westwood's Custodial service provider for over 20 years.

## **Special Thanks**

I wish to recognize and especially thank those with whom I serve closely this year: Pam Dukeman, Thomas McCusker, Christine McCarthy, Joan Courtney Murray, Betsy Narciso, 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.

*Michael A. Jaillet, Town Administrator*

# Procurement Department Annual Report

*Michael Jaillet, Town Administrator & Chief Procurement Officer*

*Michelle Miller, Procurement Manager & Contract Compliance Officer*

## MISSION

The Procurement Department, now in its fifty-seventh 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	5
	IT	4
	Library	1
	Town Clerk	0
Public Safety	Police & Fire	22
	Building Inspection	0
Health	Health Education	1

# Procurement Department Annual Report

Category	Department	Number Processed
Human Services	Recreation, COA, Youth & Family	14
Planning & Economic Development	Planning	1
Department of Public Works	Public Works	32
	Engineering	3
	Sewer	3
	Energy	4

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

*Thomas P. McCusker Jr., Town Counsel*

This is my 45<sup>th</sup> and final report to the Town. I was appointed by the Board of Selectmen to the position of Town Counsel on February 1, 1975 and re-appointed annually for the next 44 years. I retired on December 31, 2018.

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

I want to take this occasion to thank all of the various town Boards and Committees for their help and assistance over the years. I especially want to thank all of my fellow town employees who have my career a joy and a pleasure.

Thank you,

*Thomas P. McCusker Jr.*  
*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 for goods and services. All construction contracts over fifty thousand dollars require that five percent of the contract be awarded to minority businesses or be used to compensate minority employees. On all State and/or Federally assisted construction projects there shall be a goal of not less than ten percent minority business enterprise where appropriate qualifications are met.

*Joan Courtney Murray, Affirmative Action Officer*

*Michael A. Jaillet, Fair Housing Director*

*Michelle Miller Peck, 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 2018, 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 2018 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 approximately \$28,000 to employees and non-Medicare retirees who had experienced extraordinarily high out of pocket costs in FY18. The fund will be available to employees and non-Medicare retirees in FY19 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. In FY18, the fund paid out approximately \$28,000 to 41 employees and retirees.

## Health Care Review Committee Members:

### Name

Glen Atkinson  
John Bertorelli  
Allison Borchers  
Anthony Burke  
Daniel Fafara  
Leo Hoban  
John Holmes  
Michael Jaillet  
Faith Kimball  
Joan Courtney Murray  
Marie O'Leary  
Teresa Riordan  
Denise Singleton  
Sandra Warnick  
Nick Troiano

### Representing

Westwood Teachers Association  
Retirees  
Westwood Public Schools Administration  
Westwood Fire Department  
Westwood Police Department  
Westwood Police Superiors  
Westwood Public Schools Custodians  
Westwood Town Administrator  
Westwood Public Schools Instructional Assistants  
Human Resources Director  
Town Accountant  
Westwood SEIU Employees  
Westwood Public Schools Administrative Assistants  
Westwood Public Schools Cafeteria Employees  
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 2018 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.

## 2018 Personnel Board Activity Overview

- The Personnel Board conducted seven scheduled meetings during the 2018 calendar year. Over the course of the year, the Board took the following actions:
  - Reviewed, approved and graded six new, six revised and two updated job descriptions and recommended placement of the positions within the appropriate compensation plan(s), pending Town Administrator approval and/or union ratification, where necessary;
  - Provided feedback, guidance and recommendations on matters pertaining to the structure of compensation plans, e.g., changes to the state's Minimum Wage Law, maintaining competitive compensation plans for seasonal employees;
  - Held a Public Hearing, consistent with Personnel Bylaw, to recommend to the Board of Selectmen adoption of a new policy into the Personnel Policies following the Commonwealth's passage of the Pregnant Workers Fairness Act;
  - As a newly-delegated responsibility, the Personnel Board became the decision-making authority in determining whether specific academic degrees are relevant to a Police Officer's duties and, if so, enabling eligibility to receive an enhanced educational stipend. Four requests by Police personnel were submitted for review and were approved for the enhanced stipend. A request by a Firefighter to acknowledge an RN degree as relevant to his job duties was approved and recognized for additional educational credits.
- Approved fiscal year budgetary and/or contractual adjustments to eight annual Compensation Plans: 1) Administrative, Technical, and Professional (ATP); 2) Library ATP, and Library 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.
- Conducted independent salary surveys with comparable communities and online sources regarding specific jobs to assess competitive wage structure.
- 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. The Human Resources Director oversees personnel actions of all Town departments and consults with School administration on FMLA and 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 2018, 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 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 or surviving spouses; maintain an accurate demographic database for this population.
- Research and address retiree benefit questions and concerns; transition the newly retired into health, life and dental plans; 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 retirees, employees on leave, and eligible Town officials; monitor 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 and/or non-Medicare eligible retired employees.
- Calculate and process employee health insurance 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 IRS-SSA-CMS Data Match surveys.
- Assist with the administration of employee benefits.
- Add and/or update information on the Human Resources website.

## 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. The HR Director, by appointment of the Board of Selectmen, serves on the OPEB (Other Post-Employment Benefits) Task Force. The Task Force reviews and considers the Town's current and future unfunded liability related to the post-employment benefits provided to employees/retirees, and makes recommendations on ways to reduce and fund the liability. The savings afforded by the Town's transition to employee and retiree GIC health plans has proven to be a valuable source positively impacting the OPEB liability.

## 2018 Human Resources Department Accomplishments:

- After lengthy negotiation, settled a one-year and three-year Collective Bargaining Agreement with the Westwood Firefighter Association, Local 1994 covering the period FY17 and FY18-20. Mutually agreed upon terms included equitable cost of living adjustments of 2%, 3%, 1% and 2%, respectively, for each of the fiscal years addressed in the CBAs. Performed calculations to determine multi-year retroactive payments due members of the bargaining unit.
- Finalized the terms of a one-year and three-year Collective Bargaining Agreement with the Westwood Police Association Mass Coalition of Police AFL-CIO, Local 174. The CBA incorporates salary adjustments of 2% per year throughout the duration of the contract for more tenured Police, incentivized education stipends for less tenured members in lieu of COLAs, and additional multi-year service steps built into the compensation plan, all in keeping with budgetary guidelines. Retroactive compensation was computed and paid out, taking into account multiple components to determine appropriate hourly rates.
- Assisted with Assessment Center procedural stages during promotional exams for Deputy Fire Chief, Fire Captains and Lieutenants. The testing and evaluation process resulted in several internal promotions: A Fire Captain to the position of Deputy Fire Chief, a Lieutenant to the position of Captain, and two Firefighters promoted to Lieutenant.
- Reviewed approximately 350 resumes for the position of Public Safety Telecommunicator. Implemented a new pre-employment testing process to be used in the screening process. Hired two well-qualified applicants, one full-time and one part-time to fill vacancies left by resignations or retirement.
- Entered into and finalized negotiations with the Westwood Traffic Supervisors. Reached a fair and equitable agreement through FY21 to include 3% increases in FY19 and FY20 and a COLA comparable to what other employees receive in FY21. Other fringe enhancements were agreed upon comparable to those provided in similar communities.
- Transitioned to an upgraded payroll database system during which time it was necessary to maintain parallel information in both databases until full implementation was achieved.
- Developed relevant material for the annual benefit Open Enrollment (OE) period highlighting 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.

## Personnel Board Annual Report

- Recruited for and filled 17 permanent full and part-time positions within the Town to cover vacancies created by retirements and resignations. In total nearly 1175 applicants logged on to the applicant tracking system to submit resumes for these positions, (not including 475 applicants for Public Safety openings!). All resumes were reviewed and viable candidates were selected to move through the next steps in the hiring process; several employees received promotions after competitive screening for a limited number of these positions. Additionally, the increased demand for seasonal staffing in the Recreation Department generated multiple job postings, screening of applicants and temporary hiring to address the influx of campers during the summer programs.
- 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.
- Administered COBRA Continuation Coverage in accordance with federal regulations sending 43 notices, and processing 6 enrollments, followed by the monthly collecting 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 2017 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 2017; 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.
- Researched options and participated in webinars with several vendors to identify a cost effective and more user-friendly applicant tracking and onboarding system for recruiting candidates for Town positions. Identified a viable product that is compatible with the Schools' onboarding system. Will implement and train on the new system in 2019.
- Calculated rates and prepared for print 8 compensation plans to allow for fiscal year COLA and contractual increases. Some plans required multiple-year adjustments, as well as step adjustments, to reflect agreed upon terms within specific Collective Bargaining Agreements.
- Attended Massachusetts Municipal Association and MMPA meetings during the year and signed on for additional seminars/webinars focused on HR issues. Participated in additional training to be compliant with the Freedom of Information Act process.

# Personnel Board Annual Report

## **Labor Relations**

Fire and Police bargaining units settled 1-year and 3-year Collective Bargaining Agreements (CBAs) extending negotiated terms through June 30, 2020. Multi-step annual increases were bargained and agreed upon for Fire personnel. Police agreed to COLA increases of 2% for personnel hired before 2009 or adjustments to education stipends for non-COLA recipients. Traffic Supervisors' contract negotiations began in late Fall and were expected to settle soon after year's end. The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel and Union Representatives.

## **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. In autumn 2018 Town employees were encouraged to enroll in "Steps to Fitness Walking Challenge" in collaboration with Brigham and Women's Hospital. About 45 Town employees participated in the challenge which lasted for 8 weeks and measured total team steps per week. Some employees reported that "Steps to Fitness" was the impetus they needed to continue a personal walking program after the challenge ended in December.

Members of the HR team attended Massachusetts Municipal Personnel Association meetings offered in 2018; 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.

# 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 FY2017 Comprehensive Annual Financial Report (CAFR). This was the Town's 21<sup>st</sup> 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 FY2018 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.

## Specific Accomplishments

1. Assisted the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY18 audit.
2. Assisted the independent auditors on the annual audit of Federal grant funds.
3. Recognized as a member of the Finance team awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY17 CAFR.
4. Assisted the finance team with the preparation of the FY18 CAFR.
5. Assisted with the continued implementation of employee payroll on line self-service feature for employees.
6. Prepared and submitted the Schedule A annual report to the DOR and a final FY18 balance sheet required for the timely certification of the Town's available free cash.
7. Maintained the formal tracking and distribution of financial data related to public safety capital projects and University Station.
8. Assisted the employee safety committee with addressing and promoting safety issues.
9. Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees.
10. Participated in the MIIA Rewards Program which resulted in premium savings.

## FY2019 SERVICE PLAN

The Accounting Department is committed in FY2019 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 FY19 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 FY2019 audit.
- Assist with the successful submission of the FY19 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, 2018 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, part-time



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, 2018. 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, 2017 and ended on June 30, 2018 are as follows:

### CASH AND INVESTMENTS

General Fund	\$40,938,426
Trust Fund	\$9,587,282
Agency Funds	\$46,102
Student Activities and Scholarship Funds	\$534,831
<b>Balance 07/01/2017</b>	<b>\$51,106,641</b>
General Fund	\$35,341,262
Trust Fund	\$13,104,210
Agency Funds	\$46,126
Student Activities and Scholarship Funds	\$559,794
<b>Balance 06/30/2018</b>	<b>\$49,051,392</b>

## 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 \$760,428 for FY2018. Interest rates averaged 0.74% to June 2018. 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 2018 was 4.70%.

## 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 FY2018.
- Received notice of the award for the Town's 2017 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 health and zoning permit fees.

# Town Treasurer Annual Report

- Implemented electronic donations to the Aid to the Elderly Fund.
- 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.
- Invested meals and hotel tax revenue with Bartholomew & Co. Bartholomew provides investment management and an improved long-term rate of return.
- Subsequent and new tax title accounts in FY2018 increased by \$121,564. The interest applied to tax title receipts totaled \$114,720. Received total payments of \$385,483. The outstanding tax title balance as of June 30, 2018 was \$505,033.
- Maintained the confidential file of tax deferral property in fiscal year 2018. Tax deferrals increased by \$96,049 during FY2018 for an ending balance of \$475,836 on June 30, 2018. This ending balance reflects net principal/interest payments of \$115,517 in FY2018.

## Investment Income Summary

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
<b>General Fund Investment Income</b>	56,848	119,036	173,509
<b>Trust Fund Investment Income</b>	118,406	491,648	586,919

## Tax Title/Deferral Summary

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
<b>Tax Title Outstanding Balance</b>	498,296	654,232	505,033
<b>Tax Deferral Outstanding Balance</b>	490,905	495,305	475,836

### **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 2018 represented the following:

## **Motor Vehicle Excise Tax**

- Total collections of \$3,624,505 or a 100% collection rate on the total commitment of \$3,602,676.

## **Real Estate Tax**

- Total collections of \$71,515,968 or a 99.67% collection rate on the total commitment of \$71,753,688.

## **Personal Property Tax**

- Total collections of \$2,268,633 or a 100% collection rate on the total commitment of \$2,267,628.

## **Ambulance Fees**

- Total collections of \$742,355 or an 85% collection rate on the total net billings of \$870,600.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$1,074,527.

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 2018

Births	113
Deaths	161
Marriage Intentions Filed	65
Marriage Intentions Registered	62
Dogs Licensed	1507
Kennels Licensed	2
Annual Town Election	April 24, 2018
Annual Town Meeting	May 7, 2018
State Primary	September 4, 2018
State Election	November 6, 2018

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 2018

- Planned for and assisted at the Annual Rabies Clinic January 20, 2018; 11 Cats & 35 Dogs were vaccinated
- Prepared and processed The 2018 Annual Town census which was mailed to over 6000 households in Early January; Set up a system for residents to email their completed census back to the Town Clerks office; Updated voter and resident information with information derived from the census
- Prepared for, administered & certified the Annual Town Election held on April 24, 2018
- Prepared for and administered the Annual Town Meeting held on May 30, 2018; organized staff, setup, and implemented an Electronic voting pilot for the Annual Town Meeting which was done at no cost to the Town by Turning Technologies; submitted the DA-82, Loan Authorization Report to the Department Of Revenue regarding Articles 12 & 14 which were 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
- Received & certified Citizen Petitions for questions to be placed on the 2018 State Ballot provided certification criteria was met through the State Elections division
- Scheduled, trained Election staff for the September 4, 2018 State Primary and November 6, 2018 State Election
- Prepared for, administered, & certified the State Primary held on September 4, 2018
- Prepared for, administered, & certified the State Election held on November 6, 2018
- Prepared for and administered early voting October 22, 2018-November 2018, at Carby Street Municipal Office Building for the November 6, 2018 State Election; Applied for and received a grant reimbursement to the Town in the amount of \$1,700.00 for offering Saturday and Sunday early voting hours for the November 6, 2018 State Election
- Implemented a more efficient dog licensing program to assist residents in licensing their dogs by mail, in person or online and providing real time information to Police Dispatch, and the Animal Control Officer
- Awarded the Oldest Westwood Citizen the Boston Post Cane in a heartwarming ceremony with the Town Administrator and Council on Aging Director
- Provided over 400 notarial services to the community
- Provided 22 citizens the opportunity to be sworn into their Commissions in our office
- Registered approximately 1,700 new voters & pre-registered 264 16 & 17 year olds

## Town Clerk's Report

- Hosted a Campaign Finance seminar with the State office of campaign and political finance for 2018 Town Election Candidates
- Hosted a Tri County City and Town Clerks association meeting with officials from the state elections division to update cities and towns on new legislation
- 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 44 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 votes at the Annual Town Meeting
- Volunteered with office staff to assist on Westwood day
- Representing the town of Westwood as a member of the Westwood Rotary Club
- Legislative member for Mass City and Town Clerks association
- Vice President for Tri- County Clerks association
- Appointed 4<sup>th</sup> Vice President for New England association of City and Town Clerks representing Massachusetts
- Awarded the Mass Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks through ongoing education and Community representation.
- Recognized for providing internship opportunities for Westwood High School students by the Director of Student Services, Abigail Hanscom

***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.

# Town Clerk's Report

## 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.

## 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, 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 was undertaken from 2013 through 2017 and Phase II is now underway. Development completed to date includes nearly 700,000 square feet of stores, restaurants and other service establishments, 350 residential apartments, a 130-room Marriott Courtyard hotel, and a 30,000 SF Brigham and Women's' medical office. Pulte Homes is now constructing 100 condominiums which will be completed in 2019.



*Brigham & Women's Hospital Medical Office Building at University Station*

# Community & Economic Development Annual Report



*Modern Acupuncture and Del Frisco's Grille at University Station*

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 planned office development moves forward in 2019 and 2020. 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 May 30, 2018 Town Meeting. Under the terms of a Public-Private Partnership between the Town and Petruzzello Properties, the initial phase of construction began with the construction of a new 9,950 SF CVS at the northwest corner of Washington and School Streets. Opening is slated for Summer 2019.



*New CVS on West Side of Washington St*



*Renovated Retail on East Side of Washington St*

In the second phase of construction, beginning in late 2019, the Town will relocate, renovate and expand Wentworth Hall, 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 former CVS building on the east side of Washington Street will then undergo substantial renovations to create updated retail space and a new pre-school facility for Mothers Morning Out.

The third phase of construction will take place in 2020 and 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. These include revitalization of deteriorating properties, a significant increase in annual property tax revenues, transportation infrastructure improvements, storm water improvements, sustainable design and renewable energy elements, and an opportunity to attract new retail and restaurant uses.

# Community & Economic Development Annual Report

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.

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.



*Westwood's Barber Shop – 725 High Street*

## 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.



## Westwood Farmers Market

The Town of Westwood has hosted a Farmers Market for the past 8 years. In 2018, the Farmers Market moved to the plaza between Town Hall and the Westwood Police Station. With the valuable assistance of a highly dedicated summer intern, the Farmer's Market experienced another successful season with the return of several vendors from past years. The Farmers Market will again be open in 2019 on Tuesdays from mid-June thru mid-October, between the hours of 1:00 PM and 6:00 PM, and efforts will continue to attract additional vendors.

# Community & Economic Development Annual Report

## 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.
- Evaluate opportunities for rehabilitation 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

In 2018, under the Director of Community & Economic Development, Karyn Flynn assumed the Land Use & Licensing Specialist position within the DECED department. This role 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; 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.

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.

The following is a list of all alcohol license renewals by class, and total revenue generated for 2018:

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
		<b>Total: \$53,000</b>



## Community & Economic Development Licensing Annual Report

The following is a list of the new licenses issued in the Town of Westwood during 2018:

Location & License Class:	Revenue Generated:
Panda Express – 125 University Avenue- New CV License	\$50
Temple Beth David – 7 Clapboardtree St. – New UDC License	\$50
Smashburger – 203 University Ave On Premise Wine & Malt-sale	\$2,500
Smashburger – Temporary CV license-sale	\$50
	<b>Total: \$2,650</b>

The following is a list of the fees collected for amendments to existing alcohol licenses during 2018:

License Class & # of Amendments:	Revenue Generated
Inn Holder/Hotel – On Premise All Alcohol sale that did not go through (1)	\$5,500
On-Premise, All Alcohol – Change of Officer/Manager (5) \$200 each	\$1,000
Club – All Alcohol – Board Change (1)	\$200
Section 15 Wine & Malt – Change of Officer (1)	\$200
On Premise Wine & Malt – Change of Hours (1)	\$200
Special & One Day Alcohol License (5) \$50 each	\$250
	<b>Total: \$7,350</b>

The following is a list of all other license renewals by class, and total revenue generated for 2018:

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
		<b>Total: \$1,675</b>

The Land Use & Licensing Specialist also assists the Town Planner within the Community & Economic Development Department and is available Monday through Friday at the Carby Street Municipal Office Building, 50 Carby Street.

Respectfully Submitted,  
Karyn Flynn, Land Use & Licensing Specialist

# Planning Board Annual Report

David L. Atkins, Jr., Chairman  
Deborah J. Conant  
Steven H. Olanoff, Associate

Brian D. Gorman., Vice Chairman  
Michael L. McCusker

Christopher A. Pfaff, Secretary  
Steven M. Rafsky, Associate

Abigail McCabe, Town Planner  
Karyn Flynn, Land Use & Licensing 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.

## 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 2018, the Planning Board approved a special permit from Pulte Homes of New England for 100 condominiums in two four-story buildings to be known as Westwood Place at University Station.



*Photograph of first building, March 2019*



*Westwood Place at University Station*

In April 2018, the Planning Board approved a special permit for the Islington Center Redevelopment project. The project began with a Request for Proposals issued by the Town in 2016 for four town-owned parcels. The project includes the construction of a new CVS at the corner of Washington and School Street, a relocated municipal parking lot, relocation and renovation of Wentworth Hall (Islington Branch Library) along with an addition that will provide offices for the Town's Youth and Family Services offices, and a multipurpose community space on the west side of Washington Street. The east side of Washington Street includes the demolition of the Islington Center Community building to make way for the construction of a new three-story building that will replicate the former church building including the steeple for first floor commercial space and 18 condominiums with underground parking and surface parking behind the building. The existing CVS building will be renovated for retail use and the Mother's Morning Out daycare and new outdoor playground.

# Planning Board Annual Report



In 2018, the Planning Board reviewed relative to applications submitted:

- Reviewed and endorsed six Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, Section 41P.
- The Planning Board considered eleven Environmental and Impact Design Review (EIDR) applications pursuant to Section 7.3 of the Zoning Bylaw for the following projects: three earth material movement applications for residential properties; updates and new interior space at 256 Washington Street; new AT&T antennas on the roof of 690 Canton Street; a modified parking plan at 60-90 Glacier Drive; installation of lights at the High School tennis courts; façade and site improvements at Security Lock at 200 and 240 University Avenue; an application for a caretaker at Previt Oil at 1200 East Street, a sign application for First Parish Church, and an application for a Tesla Dealership at 213 Fox Hill Street was submitted but later withdrawn.



*Solar Canopies Completed in 2018, 247 Station Drive - Eversource*

- Three Special Permit applications were reviewed and approved by the Board including the Islington Center Redevelopment special permit, the special permit for the 100 residences at University Station, and a hazardous materials special permit for Brigham and Women's Hospital.

# Planning Board Annual Report



*Brigham & Women's Hospital and Del Frisco's Grille open in 2018*

- The Board received a Project Development Review application in December 2018, pursuant to Section 9.7 [University Avenue Mixed Use District (UAMUD)] for an office building for use by Meketa Investment Group on the east side of University Avenue and the hearing was scheduled for early 2019. The Pulte Homes of New England 100 residential unit building was reviewed as a Project Development Review.
- Town Planner Abigail McCabe reviewed and approved 23 Administrative EIDR applications in 2018. 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. The remaining ones were for minor changes to existing wireless communication facilities.
- The Planning Board reviewed one scenic road application to remove a dead tree on Dover Road.

Activity	2018	2017	2016	2015	2014	2013
Approval Not Required Plans	6	10	7	10	5	5
Preliminary Subdivision Plans	0	1	1	3	0	0
Definitive Subdivision Plans	0	4	3	4	1	2
Administrative (EIDR) ( <i>Established Nov. 2014</i> )	23	14	14	11		
Site Plan Review (EIDR) Applications	11	10	9	11	14	8
Special Permit Applications	3	7	12	8	7	8
Scenic Roads Applications	1	1	2	4	2	4
University Station Project Development Reviews and Conformance Project Reviews ( <i>Master Plan adopted May 2013</i> )	1	2	1	3	4	

## Board Membership

The Planning Board consists of five elected members with overlapping three-year terms and two associate members. The Planning Board welcomed Deborah J. Conant and said goodbye to Steven H. Olanoff and Trevor W. Laubenstein. The Board typically meets twice a month and held twenty two meetings in 2017 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, or to fill in during Board vacancies. In November 2018, Steven Rafsky and Steven Olanoff were appointed as associate members.

# Planning Board Annual Report



*From left to right: Planning Board members Deborah J. Conant, Christopher A. Pfaff, David L. Atkins, Jr., Brian D. Gorman, and Michael L. McCusker*

## **Zoning**

In 2018, 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 successfully brought forward a Zoning Map amendment at Annual Town Meeting to expand the Flexible Multiple Use Overlay District (FMUOD3) and Local Business B (LBB) district on the west side of Washington Street, which permitted the new CVS building and municipal parking lot in connection with the Islington Center Redevelopment Project.

## **Collaboration and Outreach**

### Bicycle & Pedestrian 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 2018, the Pedestrian Bike Safety Committee actively supported and advocated for the design funding for sidewalks on Gay Street. Planning Board member Brian Gorman serves as the Planning Board representative on the Bicycle & Pedestrian Safety Committee. A complete report from the Committee is submitted separately.

### Islington Center Task Force

The Islington Task Force was created by the Board of Selectmen in October 2015 and has been meeting monthly to consider potential redevelopment opportunities for Islington Center. Planning Board member Trevor Laubenstein serves as the Planning Board representative on the Task Force. The Islington Center Task Force met in early 2018 and made a recommendation to the Planning Board relative the Islington Center Redevelopment Project.

# Planning Board Annual Report

## 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 representative on the Open Space & Recreation Planning Committee. The Open Space and Recreation Committee met in 2018. The Committee held a visioning session on February 1, 2018 and worked with a consultant to prepare an updated OSRP. In November 2018, the Committee recommended an updated OSRP with updated existing conditions, goals, objectives, and an action plan to the Planning Board.



## Comprehensive Planning/Comprehensive Plan Steering Committee

In summer 2018, the Planning Board set a goal of updating the 2000 comprehensive plan in 2019. The Planning Board assisted with outreach to find volunteers to serve on a Comprehensive Plan Steering Committee. The Planning Board launched a Facebook page to share updates and had a table at Westwood Day to inform residents of the committee's creation and upcoming work. Ultimately, 17 volunteers applied to be on the Committee and a 17 member committee was established by the Select Board in November 2018. The Committee will work throughout 2019 to update the Comprehensive Plan and bring forward an updated plan to the present to the Planning Board. The Planning Board members are serving as liaisons to the effort and will invite committee members to Planning Board meetings for presentations and work sessions.

## Public Information

The Board continues to utilize the Town's website to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning Board meetings will remain available for download. In August 2018, the Planning Board launched a Facebook page.

Respectfully submitted,  
*Abigail McCabe, Town Planner*

# Zoning Board of Appeals Annual Report

*David W. Krumsiek, Chair*  
*Danielle L. Button, Associate*  
*Charles D. Reilly, Associate*

*David M. Belcher, Associate*  
*Douglas C. Stebbins*

*John F. Lally, Clerk*  
*Gregory J. Donovan, 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	2018	2017	2016	2015	2014
<b>Total Applications to date</b>	<b>26</b>	<b>35</b>	<b>37</b>	<b>42</b>	<b>43</b>
Special Permits	22	26	33	48	45
Variances	3	5	1	6	4
Appeals	1	2	1	1	1
Comprehensive Permits	0	2			

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 D. Bouchard, Zoning Agent*

# Board of Assessors Annual Report

*Chairman/Maureen H. Bleday*  
*Clerk/ Mark F. Murphy Maureen H. Bleday*  
*3<sup>rd</sup> Member/Philip Shapiro*  
*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 2018 totaled \$124,690.99

The tax rate for fiscal year 2018 was \$15.09 Residential/Real Property and \$29.30 Commercial & Industrial/Personal Property

The total personal exemptions for fiscal year 2018 were:

<b>Exemption Type</b>	<b>Count</b>	<b>Total Tax Amount</b>
Clause 22 – Veterans	47	\$18,800.00
Clause 22A – Veterans	1	\$750.00
Clause 22C – Veterans	1	\$1,500.00
Clause 22E – Veterans	19	\$19,000.00
Clause 37A - Blind	11	\$5,500.00
Clause 41C – Senior	10	\$10,000.00
Senior Work Program	54	\$81,000.00

The Office also underwent some staff changes this year. Debbie Robbins retired after 14 years as the Town Assessor and while she will be missed we wish her well. With that we welcomed John Curran as our new Town Assessor. John comes to us from Norfolk and his experience working as both an Appraiser and Assessor will be a major asset to the Assessor’s Office and we gratefully welcome him.

# Permanent Building Commission Report

*John J. Cronin, Jr., Chairman  
Paul Colantuoni  
Peter Paravalos*

*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 closed out both the police station and fire station projects.



Westwood Police Station



Islington Fire Station

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. 2018 was the 225<sup>th</sup> 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 was a very special year for the Norfolk County Registry of Deeds as we celebrated our 225<sup>th</sup> anniversary, making us one of the oldest registries in the United States. The public event, which took place last June, was highlighted by the publication of a historical booklet illustrating the many advances that had taken place at the Registry over the past two and a quarter centuries. The booklet also exhibited some of the notable land records of famous people who have lived in Norfolk County, including 4 United States Presidents, Nobel Prize winners and a person from each one of the county's twenty-eight communities.

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.

## 2018 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 Rotary Club on December 4<sup>th</sup> and the Register held office hours at the Westwood Public Library on June 26<sup>th</sup>.
- 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 more than \$55 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we will continue to advocate for mortgage transparency by refiling legislation requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 1,530.**
- In 2018, we hit a record high of recording our **36,490 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.
- 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 18<sup>th</sup> and 19<sup>th</sup> 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.**
- During the end of 2018, the Registry of Deeds started a major renovation project which included updating its electrical system, repairing the ceilings, remodeling the recording area and public work stations.

# Norfolk County Registry of Deeds Annual Report

- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- For the first year, patrons had the ability in Land Court to scan their plans in color.
- We also continued our commitment to cyber security with annual training of our employees.
- In 2018, we have expanded 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](http://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](http://www.norfolkdeeds.org).
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists and the legal community.
- 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 1,950 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, 2018 – December 31, 2018

During 2018, Westwood real estate activity saw increases in both total sales volume and average sales price.

There was a 3% decrease in documents recorded at the Norfolk County Registry of Deeds for Westwood in 2018, resulting in a decrease of 100 documents from 3,010 to 2,910.

The total volume of real estate sales in Westwood during 2018 was \$281,181,947, a 22% increase from 2017. The average sale price of homes and commercial property was also up 26% in Westwood. The average sale was \$1,238,686.

The number of mortgages recorded (636) on Westwood properties in 2018 was down 6% from the previous year. Also, total mortgage indebtedness decreased 44% to \$359,739,686 during the same period.

There was 1 foreclosure deed filed in Westwood during 2018, representing a 50% decrease from the previous year when there were 2 foreclosure deeds filed.

# Norfolk County Registry of Deeds Annual Report

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



Register O'Donnell speaking at the Millis Public Library



Register O'Donnell with staff and a constituent at Randolph Town Hall Office Hours.



President John Adams, Register O'Donnell, & Governor John Hancock at the 225<sup>th</sup> Anniversary of Norfolk County, June 20, 2018.

# Westwood Housing Authority Annual Report

*CHAIR/President – Juliet Onderdonk, Jane O'Donnell - Administrator*

## **Westwood Housing Authority Board (WHA) Members:**

John J. Cummings  
Elissa Gordet Franco  
Juliet W. Onderdonk  
Christine E. Previtera

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

John J. Cummings  
Jane Duffy  
Elissa Gordet Franco  
Frank B. Jacobs  
Juliet W. Onderdonk  
Jennifer Perkins  
Christine E. Previtera

## **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 to the Dedham Housing Authority (DHA) for a Section 8 voucher. DHA will give Local Preference status to Westwood applicants as part of their administrative plan. WAHA will continue to follow all DHCD Massachusetts Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines as applicable.

## FY 2019 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 monitor the affordability of Highland Glen and assist residents with maintaining their tenancies.
- Continue to work with community groups such as the Interfaith Council to help identify suitable properties for renovation by Habitat for Humanity for affordable home ownership 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.

Respectfully Submitted,

*Jane O'Donnell, Administrator*

# Housing Partnership & Fair Housing Committee Annual Report

*Michael McCusker, Chair*  
*John Hickey*

*Michael A. Jaillet, Ex-officio Member*  
*Sarah D. Bouchard, Ex-officio Member*

*Abraham Glaser*

*Cheryl Fay*

*Kate Wynne*

*Brian Gorman, Alternate*

*Michael A. Jaillet, Ex-officio Member*

*Sarah D. Bouchard, Ex-officio Member*

## **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 ensure that there is no discrimination in the housing market, and to provide a hearing process in the event of an alleged discrimination occurrence.
- To ensure that the lottery process for affordable 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 12 units added to the Subsidized Housing Inventory (SHI) and counting towards the Town's requirements under Chapter 40B. Multiple projects are pending with the potential for nearly 20 additional units to be added to the SHI. New affordable units range in type and demographic from apartments, 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 2018 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.

# Housing Partnership & Fair Housing Committee Annual Report

## FY18 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 handicapped and/or family units.
- Finalize the Housing Production Plan and seek approval from DHCD, which may serve to provide the Town more local control of zoning and housing development.

Respectfully Submitted,  
*Sarah D. Bouchard, Housing Agent*

# Communication & Technology Advisory Board Annual Report

*Mark Hichar*

*Ayman Mahmoud*

*David Starmer*

*Michael Jaillet, Ex-Officio Member*

*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, Michael Jaillet. 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*

*Hans Mayer, GIS Specialist*

*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. Thirty Five (35) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Setup twenty eight (28) new network users with computer, peripherals, file storage, email and other required IT resources.
- Expanded the use of Office 365 to over 45 board and committee members; and expanded office 365 licensing to include mobile device management and additional functionality.
- Continued to expand cloud backups including implementation of cloud based disaster recovery services which includes replication of servers in the cloud
- Supported the maintenance of the e-permitting solution for the Building Department and implementation of the solution of other land use departments including Conservation, Planning, Zoning and Housing.
- Updated GIS data, maps and atlases as part of the annual review of parcel changes
- Updated the Official Zoning Map twice during the year to accommodate changes approved at the Annual Town Meeting.
- 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.
- Transitioned to a SSL remote access solution with a new remote desktop server. Migrated all applications and users to new server.

# Information Technology Department Annual Report

- Supported the migration of payroll to a new server and application.
- Increased staff awareness of cybersecurity risks by implementing 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.
- Incorporated additional endpoint protection which is based on detecting endpoint behavior indicative of a threat rather than on traditional signature scanning. This detection is extremely helpful for zero day threats.
- Implemented a new email archiving and scanning solution.
- Work with DPW to implement Trash & Recycling resident portal (Recycle Coach).
- Established ArcGIS Online applications for a general mapping, Flood Hazard and veteran brick applications and several individual maps made available to the public, as well as specific department mapping applications for Zoning, Conservation, Sewer, and Community Development.
- Worked with Fire Department to develop an Adopt a Hydrant Application on ArcGIS Online.
- Implemented a social media platform archiving solution.
- Implemented a social media platform archiving solution.
- Managed Assessing application upgrade to a cloud based 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.
- Implement new website design which will include improved search capabilities
- 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.
- Expand the use of the online Land Use Permitting/Licensing solution currently used by the Building Division to all other land use departments and divisions.
- 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.

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 2018 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](http://www.mapc.org). To view MAPC’s full annual report, visit [MAPC 2018 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*

# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## **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
<b>Patrol Officers</b>	<b>20</b>	<b>20</b>
Dispatch Personnel	7 full-time, 3 part-time (1 FTE)	7 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 2018, the police department remained at full staffing capacity with the hiring of some new officers to replace to vacancies. These were important positions to fill because the reduction of two officers in the face of the increase in demand for service caused by overall growth, traffic and expansion related to University Station was a significant deficit to overcome. While we are anticipating some additional vacancies due to retirements in the year ahead, they did not occur this fiscal year. The Police Department continued its commitment to service through our Senior Citizen Liaison Officer, Sergeant John Saleda, to again host dozens of our senior residents at our holiday luncheon. This effort is made possible by the Westwood Police Association, along with the officers and their families, who **volunteered** their time to come out on this special day to demonstrate the commitment to service that our officers have for this community.

We have also continued to strengthen our regional partnerships through agreements in Norfolk, Middlesex and parts of Bristol County through 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 our times of need whether those needs may include SWAT, cyber-crime or search and rescue efforts.

## Enhanced Services and Training

The Police Department K9 team comprised of Officer Sean Pillai and his partner "Duke" continued to make positive contributions to the community, both in Westwood, as well as in the neighboring communities that often called for our assistance. Since 2016, our K9 Team has been certified in narcotics detection and our ability to use a specially trained police K9 allows the Police Department to service the town in ways that had previously not been possible. Officer Pillai and Duke were called on numerous occasions to assist searching for lost children or confused residents, community policing events in our town's schools along with building searches, apprehensions

# Westwood Police Department Annual Report

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.



*K9 Officer Sean Pillai and his partner Duke out in the community*

The Police Department has continued to grow its **Community Crisis Intervention Team (CCIT)** as well, led by Sergeant Joseph Vinci. This group has expanded by partnering with town officials, local and state mental health practitioners, clinicians and service providers who meet regularly to discuss best practices for invention, treatment and handling of sensitive mental health related issues. Whether these issues are a long-term condition or present acutely due to drug use and addiction issues, the CCIT has already helped many of our residents. This team employs specially trained Westwood Police Officers to provide these services and who work to train all of our officers internally to maximize the efficiency of our service. It is accomplished in a way that is humane, forward-thinking and most productive for those residents and visitors we serve that may be suffering from some sort of mental health and/or addiction issue. This paradigm shift in the way we police represents another first for our department in addressing long existing and overlooked problems with new tactics, collaborations and commitment.

Professional training of all personnel is a 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, we are fortunate enough to have subject matter experts and instructors on staff. One such example is Sergeant Paul Sicard who conducts our first aid training on topics such as CPR/AED recertification, and the proper use of naloxone (sometimes referred to as Narcan). We also conduct firearms requalification, defensive tactics and use of force training led by in-house instructors Officer Tim Foley, Officer Mark Randlett, K9/SWAT Officer Sean Pillai, and Sergeant George Daher.

The Department regularly reviews the annual 40-hour training program to ensure that all officers receive the necessary knowledge and skills to do their job safely and effectively. It is the goal of the department to provide as much “in-house” training as possible in these areas as it allows us to tailor the curriculum to the needs of the community and the personnel who serve it. This year we were excited to partner with the Canton Police Department at our annual training to expand our regional partnership and split the usual cost associated.

# Westwood Police Department Annual Report

## Investigations

The Department's detectives, Detectives Derrick Stokes and Don Murphy, assisted by Detective Paul Toland, who will be retiring, and his replacement Detective Chris Aylward, who is assigned as the Court Prosecutor. Our detectives 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.

Our investigators conducted hundreds of investigations resulting in the arrests, prosecutions and convictions of numerous criminals, the seizure of illegal narcotics and the return of thousands of dollars in property to victims. As the techniques and tactics used by those individuals who seek to victimize our residents, businesses and merchants evolve, so too must the Police Department evolve to keep Westwood the safe and cohesive community that we call home. Whether it is surveillance, undercover or painstakingly methodical follow-up, our detectives continue to distinguish themselves as highly competent, truly committed and unrivaled in their professionalism to serve the Town. In addition, our detectives apprehended those suspected of committing crimes in Westwood all throughout New England to bring them to justice.



*Illegal narcotics and cash proceeds taken off suspected narcotics dealers*

## Traffic and Parking Enforcement

The Department has (1) traffic enforcement speed trailer and (3) portable traffic message boards 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. 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 continues to be a priority of the Patrol Division. Although speed enforcement may be the most obvious means of dealing with 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.



*Sergeant Paul Sicard talking to students at Xaverian Brothers High School about the dangers of Distracted Driving and Destructive Decisions*

# Westwood Police Department Annual Report

Officer Matt Johnson demonstrated his commitment to service, citizen safety and driver education by leading the department in virtually every statistical category of traffic enforcement while spending significant time on community policing. It is no small task, but Officer Matt Johnson was able to do so with the friendliness and professionalism that exemplifies who we are and what we do. We understand that citizen safety, traffic enforcement and community policing are not mutually exclusive, so we work hard every day to educate the public on the importance of safe and responsible driving behaviors through a wide variety of methods.

With the expansion of University Station, parking enforcement has increased exponentially. In particular, handicapped violations both for improper parking in a handicap reserved parking spots as well as fraudulent use of handicap identification placards has increased substantially. Making sure that all of our residents and guests, particularly those with medical challenges that necessitate the use of a handicap reserved parking spot, can enjoy their legal right and equal access to parking is very important to us.

Our officers have worked very hard to ensure that those who are lawfully entitled to park in these spots have available spots to park in, so we diligently enforce our handicap parking regulations. When considering Westwood's relative size among the 351 cities and towns, we were the 3rd highest community for the number of handicap parking violations issued in the entire Commonwealth behind only Fall River, Burlington and Foxborough. Over the past two years, the Police Department issued hundreds of handicapped parking violations, collecting significant revenue, along with issuing dozens of violations for misuse of a handicap placard, collecting over \$30,000 in revenue for the Town as part of our efforts to ensure equal access to all of our residents and guests.

## Service Levels and Staffing Challenges

As University Station continues to thrive, and the expansion of Phase 2 begins to take shape, there are many exciting opportunities for the Town. This growth has had some significant and very positive financial impacts that has allowed the Town to enhance services and improve infrastructure, like the construction of a new Police Headquarters. The increased growth has added to the demand for police service as well. For example, although the Westwood Lodge Hospital closed this year, residents recall the burden that was placed on police resources when the Police Department received approximately (100) calls for service from them. Using the simple formula that, "*more people equals more calls*" however, we have seen that as the occupancy at the Gables Apartments located at University Station has increased and nearly reached capacity, our demand for police service has increased with it. The Police Department now consistently responds to over (200) calls for service at the Gables Apartments. That is more than twice the number of calls we received from the Westwood Lodge Hospital.

Criminal enforcement efforts have also grown significantly given the extensive commercial presence at University Station. While this commercial presence has many benefits; our new commercial establishments have been alluring locations for some to engage in a host of criminal activities including shoplifting, identity theft and even robbery. As a result, while this area of town used to represent about 4% of our total arrests and criminal charges, it now represents 22% of those same categories. This challenge strains our continuous efforts to engage in the community policing initiatives that are critical for maintaining the safe and proactive atmosphere that our community has come to expect and we feel it absolutely deserves. Although our (2) new officers are a step in the right direction toward this goal, when considering sick time, days off and vacation time that all employees are offered, it actually takes (1.7) officers to fill (1) budgeted position. That means that our (2) newly hired officers equate to essentially a (1) officer position increase in our staffing level.

The Police Department will continue discussions about necessary staffing levels to keep Westwood the safe, secure and police responsive town that it has always been, while working with the residents, administration and elected officials to make certain we do so with a staffing level that is in the best interest of all of our residents and the goals they have set for our community.

# Westwood Police Department Annual Report

	2014	2015	2016	2017	2018
911 Calls	4023	4584	4184	3943	3820
Calls for service	17669	28404	29938	26372	32815
Police Dispatches	16934	27620	29493	25209	24449
Fire/EMS Dispatches	2754	3053	3277	3165	3438
Murder	0	0	0	0	0
Rape	4	4	4	6	3
Robbery	2	1	4	1	0
Arson	1	0	0	0	0
Aggravated Assault	12	4	15	12	7
Burglary & Attempts	27	25	12	10	7
Larceny-Theft	87	131	160	153	120
Motor Vehicle Theft	8	3	1	2	6
Theft from Motor Vehicle	10	14	17	36	22
Alarms	755	975	860	932	889
Accidental 911 Calls	499	560	564	522	466
Westwood Lodge Hosp 911	2	7	6	2	0
Missing Persons	13	13	14	15	10
Disturbances	216	350	388	374	331
Total citation violations	2118	4324	3869	2507	4103
Citations issued	1694	3259	2895	1828	3138
OUI Liquor/Drug arrests	38	34	29	26	36
Arrests (Custody/Summons)	312	553	472	348	486
Vehicle Crashes	454	584	528	483	529
Persons injured in crashes	92	98	110	111	102
Fatal injuries in a crash	1	0	0	0	2
Animal Calls	615	591	569	595	623

## Calls for Service & Crime Statistics

While the temporary loss of two officers had a palpable effect on officer initiated activities like citizen contacts, traffic enforcement, building checks and proactive patrols resulting in arrests, our officers still remained active. Despite some relative flattening of some categories of calls for service, transitioning between moving out of the old police facility and into the new police facility, and simultaneously trying to hire personnel to fill vacancies, our overall calls for service remained significantly higher than before the development of University Station. Some categories of criminal activity, like thefts from motor vehicles (*shown on the graph below*) went up considerably due almost entirely from retail items being stolen from unlocked and/or unattended vehicles in the University Station plaza. With regard to residents' personal safety, however, Westwood remained one of the safest communities in the commonwealth with a statistical .001% chance of being a victim of a violent crime.

# Westwood Police Department Annual Report

## Grants

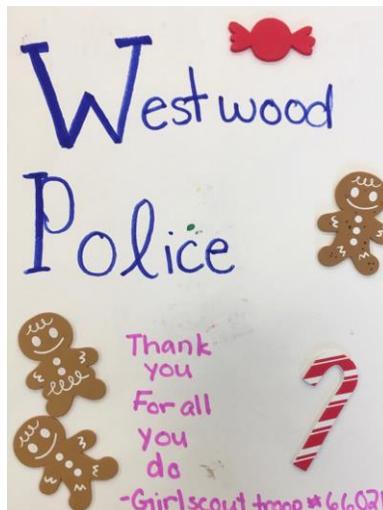
State and federal grant funding for police departments are typically predicated on population and crime rate, two things Westwood has a comparably small amount of. We actively solicit grants whenever possible, however, and did receive grant monies that we use to help fund some of our public safety initiatives as indicated below.

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:

- Successful transition into new Police Headquarters including community space and a state of the art Emergency Operations Center to address town needs
- Addressed hiring vacancies to match staff size to citizen service demands
- Use of police bicycle patrol unit utilized at Westwood Day, community events and in special applications such as University Station
- Expansion of Community Crisis Intervention Team to educate, assist and collaborate community members and partners to address mental health and opioid epidemics
- Use of hybrid police administrative vehicles for significantly enhanced fuel economy with and a drastically reduced carbon footprint
- Enhanced participation in regionalized police services to enhance citizen safety in a fiscally responsible manner to provide specialized police services
- Continuation of advanced mental health training as part of all officers annual in-service training curriculum
- Enhanced community involvement between our police department and our senior residents with Senior Citizen Liaison Officer as well as our school-aged children through our “in-residence” School Resource Officer with an office at the high school
- Continue revision of policies and practices to ensure compliance with all state and federal laws consistent with the best practices of the law enforcement profession
- 



One of the many tokens of appreciation we receive

# Westwood Police Department Annual Report

## Community Service



*Officer Tim Foley taking an unscheduled visitor and “fan” of the police of a tour of the new facility*



*Officer Heather Rose helping one of our residents crossing the street at a construction job site*



*Officer Michael DiLalla and Officer Frank Baker (not fully pictured) greeting some Halloween visitors at the new Police Headquarters*

The Westwood Board of Selectmen, all of our town departments, our Finance Committee, town boards, and especially you – our residents – have always been supportive of your Police Department’s needs to keep this community safe. “*Committed To Service*” is not just a slogan on our police cars, it is the philosophy that drives everything we do.

The Town has and continues to undergo changes that require your police department to change with the times. Our best efforts must match industry best practices to police our community in a manner consistent with the level of service you, our residents, deserve with the professionalism and progressiveness that I, as your police chief, demand. Your support goes neither unnoticed nor unappreciated and we look forward to serving you in the years ahead so that together we can overcome the challenges that individually would not be possible.

# Westwood Police Department Annual Report



*Chief Silva on patrol out in the community*

In service to our community, I remain,

Respectfully yours,

**Jeffrey P. Silva**  
*Chief of Police*

# Parking Clerk Annual Report

*Michael Jaillet, Parking Clerk*

## **Mission**

Parking enforcement is a necessary activity in order to maintain safe passage along the streets and parking lots, as well as provide sufficient access for those where there have been special parking provisions made. In most instances, the parking enforcement in Westwood centered around four main parking issues. The first involves emergency parking hours, the overnight parking ban that takes effect each year on December 1<sup>st</sup> 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 30<sup>th</sup>. 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.

## **2018 Report**

In 2018, the Town of Westwood issued 298 parking tickets, which equaled fines totaling \$12,395.00, 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

<b>Breakdown of Parking Tickets by Type</b>	
<b>Type of Parking Ticket</b>	<b># Tickets</b>
Handicap Parking Violations	200
Blocking Handicapped Ramp	-
Parking in Public Safety / Fire Lanes	-
Restricted Place or Prohibited Area	-
Obstructed Driveway	2
Obstructed Crosswalk	2
Obstructed Sidewalk	2
Within 20 Ft. of an Intersection	-
Within 10 Feet of Fire Hydrant	1
Wrong Direction	8
Over 1 Ft. from Curb	-
Obstructing Snow Removal	1
Overtime Parking	-
All Night Parking	56
Other	4
<b>Column Total:</b>	<b>298</b>

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*  
*Stephen Botelho, Secretary*  
*Enkelejda Klosi*  
*Brian Gorman*  
*George Lester*  
*Rory Laughna*  
*Tom Prior*  
*Jim McLaughlin*  
*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.

## **2018 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 along with adjacent sidewalk improvements.
- **East Street Bridge** – The East Street bridge was replaced with a higher and wider structure. The remaining work to lower the road about a foot will be completed in the spring of 2019. This means that not only will trucks not hit the bridge, but there will be bicycle lanes and sidewalks on both sides of the road, in other words, a complete street! This project has been the Committee's highest priority and was the very first concern of the Committee when it was formed.

# 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 continues to speak in support of and participates in the ongoing design of a sidewalk on Gay Street that will connect our two Town centers and provide greater recreational opportunities, including greater access to Lowell Woods.
- Westwood Community Trails Program – This program was initiated this year to organize volunteers and encourage more trail use. The program organizes hikes and walks, an “adopt a trail” program, a volunteer training day, and Earth Day cleanups. The program is jointly funded by the Recreation Department and DPW. The Ped/Bike Committee oversees the program and receives monthly reports of its activities.
- Open Space and Recreation Plan – Members of the Committee participated in the revision of the Town’s Open Space and Recreation Plan, presenting our views on the Steering Committee and joining with other residents in the vision session held in February.
- Bicycle Helmets – Once again, thanks to a generous donation of bike helmets from the law firm of Breakstone, White & Gluck, committee members distributed free bicycle helmets to children at Westwood Day.

The Committee asked for and received a complete review by the Town of all crosswalks for ADA compliance and safety features. We will be advocating for improvements based upon this study.

- Community Input – The Pedestrian and Bicycle Safety Committee always welcomes comments and concerns from residents about traffic safety, particularly regarding pedestrian and bicycle safety in using and crossing streets and sidewalks. This past year the Committee heard from neighbors living on Hartford Street, Oak Street and Dover Road neighborhoods, among others. These residents have attended our meetings and expressed concerns that were brought to the attention of the police and DPW by the Committee. Solutions to these problems have been discussed and advanced to proposals to improve sidewalks, curbing, and crosswalks. The committee will continue to pursue these improvements.

## 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](mailto: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

- 42 Uniformed Personnel
- 1 Chief
- 1 Deputy
- 4 Captains
- 4 Lieutenants
- 32 Firefighters
- 2 Civilian Employees
- 1 Office Manager
- 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

## 2018 Statistics:

Total Call Volume: 3,473

### Fires:

- Structures 18
- Vehicles 7
- Brush/Grass 18
- Other fires 94

### EMS/Rescue Service:

- Ambulance 1488
- Advance Life Support (ALS) 943
- Basic Life Support (BLS) 545
- EMS 266
- Lock in/ out 6
- Vehicle Accidents 205
- Other EMS/ Rescue 34

### Hazardous Conditions 259

- Hazardous Materials Incidents 62
- Carbon Monoxide 10
- Electrical Emergencies 187
- Hazardous, other 2

### Service Calls 337

- Assist Police Dept. 16
- Mutual Aid/Line Coverage 14
- Recall of Personnel 85
- Service Calls, other 289

### Good Intent Calls 177

- Smoke Investigation 23

### False Alarms 549

- Alarm System Malfunctions 312
- Alarm System Activation- nothing found 189
- Unintentional Transmission 9
- Carbon Monoxide Investigations 39

### Severe Weather 2

### Special Type/ Complaint 10

### Undetermined 1

### Open Burning Permits 407

Inspections & Permits 1269

\*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.

# Westwood Fire Department Annual Report

## Revenues Generated for 2018:

• Ambulance Service	\$745,530.69
• Smoke Detectors	\$8320
• Permit Fees	\$8115
• Fire Alarm Fees	\$9000
• Misc. Reports	\$465
• Plan Review	\$930

Total \$772,360.69

## 2018 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

- 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.
- Lt Robert Kilroy is currently assigned as a member of a county technical rescue team and the team was deployed to help with the recovery efforts after Hurricane Florence. This team is available to all towns in the State, providing specialized rescue skills including high angle, structural collapse, confined space rescue and swift water rescue.
- The department began 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.
- The department took an active role to save lives and property from wildfire by identifying neighborhoods in Westwood that are susceptible to large, destructive fires in wooded areas or brush. In conjunction with NFPA's Firewise Communities program and the Massachusetts' Department of Conservation and Recreation's Bureau of Forest Fire Control, outreach programs teach people how to adapt to living with wildfire and encourage neighbors to work together and take action now to prevent losses.
- Equipment authorized through the Emergency Management Preparedness Grant was utilized to purchase updated hardware for apparatus and command vehicles to enhance communications and provide up-to-the-minute information during emergencies.
- The department is working with Westwood Cares and the Opiate Task Force to educate the public about the on-going opioid epidemic.

In addition to the large number of routine fires, motor vehicle accidents, hazardous material incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included the following:

- East Street bridge construction accident
- Fatal house fire
- Drowning at Buckmaster Pond
- Chickadee Lane house fire
- Highland Glen apartment fire

# Westwood Fire Department Annual Report

## 2019 Outlook

- The Department will be adding two administrative staff members who will function as surge firefighting staff when incident demand dictates. We are adding a full time EMS Coordinator and a Fire Prevention Officer (FPO). The FPO will also have the duties to function as the department training and safety officer.
- Continue to implement Apparatus Based technology to enhance response time and data collection.
- Maintain a high level of service while at the same time making changes within the department to reflect the many challenges facing the town.
- Introduction of Critical Incident Stress program to reduce trauma experienced by firefighters and citizens. Addition of a critical incident therapy dog that will work with firefighters and the public.
- Hire and train recruit firefighters to fill vacant positions that have been approved by the Board of Selectmen 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.
- 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 roll our programs in support of our Community Risk Reduction programs (Neighbors Helping Neighbors) which will focus on proactively reducing all 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



Building One @ University Station

## 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.



Solar Panel Installation @ Eversource Building, Station Drive

## Additional Comments

The Town continues to see significant building and remodeling activity. Of the permits listed below, 35 are for the construction of new homes including 19 new single-family dwellings, 15 new single-family dwellings replacing existing structures, one new two-family building replacing an existing structure, & 2 fifty unit condo buildings at University Station.

Permits Issued in 2018:

Residential Building:	698
Commercial Building:	127
Electrical:	652
Plumbing:	419
Gas:	281
Mechanical:	112

# 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*

# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## EDUCATION

# Westwood School Department Annual Report

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

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



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.

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 indicators of high levels of achievement in academic areas.

Westwood was among the minority of districts (17%) that were designated as "Meeting Targets" for the MCAS in 2018, the highest category possible. At the school-level, accountability designations varied. All five elementary schools were designated as "Meeting Targets," The middle and high school were designated as "Partially Meeting Targets." Two of our elementary schools, Downey and Martha Jones, were recognized for their performance. Martha Jones was commended for exceeding growth targets and Downey earned commendations in all three categories: high achievement, exceeding targets, and high growth.

A total of 670 AP tests were administered to students in 22 different subject areas; 91% scored a 3 or above. In 2018, 62% of the graduating class took the ACT exam, while 92% took the SAT.

During spring vacation, 24 high school students took a trip to Quito and the Galapagos Islands; while 20 high school students visited Vila-Real and surrounding cities of Spain.

Over the course of their senior year, fifteen students participated in the Senior Independent Project Program (SIPP), an experiential course designed to provide students with the opportunity to pursue a topic they are passionate about outside of the traditional curriculum. Topics included sports management, video game design and production, women's empowerment through small business ownership, and art classes for special education students and children. SIPP is a hybrid course, with students collaborating in the classroom and working independently. It emphasizes the development of 21st century skills such as independence, creativity, collaboration, problem-solving, perseverance, and the purposeful use of technology.

The District also expanded course offerings, including the addition of computer science and engineering as required classes at Thurston Middle School. In grade three, coding was added as a weekly special class. This expansion reflects our review of the educational landscape and feedback that the educational community has received from universities and employers about desired competencies.

In June, a five-day pilot program called "J-Term" was held at Westwood High School. All J-Term courses were taught by high school faculty and offered on a pass/fail basis. Many courses involved off-site travel, while others were completely on-site. The program provided students with an opportunity to dive deeply into an existing area of interest or explore a new interest during an immersive learning experience of their choosing that was outside of the traditional curriculum. Courses are challenging and experiential; they involve, not just inform. Students explore, create, study, think and do. A total of 36 courses were offered to students. J-Term will continue in June 2019.

## Westwood School Department Annual Report

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.

Four Westwood High School students received national recognition in the Scholastic Art and Writing Awards of 2018: Rose Cautela, grade 12, earned a National Gold Medal in Design for "Ink Book Cover" and a National Silver Medal in Design for "Pie Making Playing Cards." Brenna Cox, grade 9, earned a National Silver Medal in Photography for "Curious Days." Kayley Fiorino, grade 12, earned a National Silver Medal in Design for "Woman 2.0." Hannah Shaby, grade 11, earned a National Silver Medal in Design for "Octopus Accordion Book."

In September, the School Committee welcomed Christopher Bezdedeanu, a high school senior, as its student representative. Owen Dunton, Isabelle Rands, Sofia Roberts, and Edwin Rogers, eighth grade scholar leaders, were recognized for their academic excellence and for setting a great example for their peers.

Michael Redmon was named Principal at Thurston Middle School, effective July 1, 2018.

In 2018, there were twelve staff members that retired after many years of dedicated service to students and the town. The retirees were: Carolyn Servello, 32 years; Judith Wine, 25 years; Kathryn Ballard, Gail Clifford, and Mary Jane Pontes, 23 years; Leslie Davie and Karen Poreda, 22 years; Irene Monahan, 18 years; Elizabeth Percy, 13 years; Andrea Clifford, 12 years; Carole Pettit, 11 years; and Anita Spigulous-DeSnyder, 10 years.

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 are fortunate to be part of this community.

Respectfully submitted,

*Emily J. Parks, Superintendent of Schools*  
*Charles Donahue, 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 866 students enrolled as of October 1, 2018. Seven were from Westwood.

The District School Committee 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.

We were deeply saddened by the passing of Mr. Festus Joyce, a retired Blue Hills teacher and longtime Milton representative to the District School Committee, on January 27, 2018. Mr. Matthew P. O'Malley was appointed to fill the Milton seat on the DSC.

A groundbreaking ceremony to begin our \$84.8 million school renovation project was held on June 25, 2018. The MSBA will be reimbursing approximately 55.89 % of the total cost of the project. Construction is ongoing. Our nine sending communities strongly support our continued mission of producing quality vocational, technical graduates.

Fifty-five members of the Class of 2018 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. Max Venti of Westwood was among the honorees. Twenty-one new members were inducted into the National Honor Society from the Classes of 2018, 2019 and 2020.

Eleven students earned medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough, Mass., from April 26-28, 2018. We congratulate them and their chapter advisor, Mr. Robert Foley.

Our athletic programs continue with high levels of participation and the recent addition of Rugby.

The Class of 2019 is scheduled to graduate on Tuesday, June 11 @ BHRTS.

We encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional. Students can be admitted in grades nine and ten.

Various services and programs are 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. Many Westwood residents enjoy full-course lunches at the "Chateau de Bleu," which is open on most weekdays during the school year. We encourage more Westwood citizens to avail themselves of these professional-quality services.

# 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, 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*

# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## **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 \$250,000 in 2018. The funding was used to support several projects in Town, including LED lighting retrofits at Westwood High School and Thurston Middle School; installation of an automated pool cover and improved lighting at the High School pool; and an upgraded air ventilation control system at the Martha Jones Elementary School. 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 18 Accomplishments

### Traffic Safety

The Department completed the second Complete Streets Project (North Street and Route 109). 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 Summer Street, Stanford Drive, and the entire Westchester neighborhood. Additionally, the Department of Public Works completed the left turn lane project by Washington Street and Clapboardtree Street.

### 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 over 25 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 twenty-nine 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 was assigned the task of managing and completing the landscape project for the new Police Station.

### 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.

### Solid Waste

- The trash contract for fully automated trash and recycling pick up in Westwood was renewed and will carry through 2021.
- 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 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.

# Department of Public Works Annual Report

## 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 55 burial rights sold and the Town's cemeteries had 66 interments in calendar year 2018.

## Sewer

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

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

## 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 additional lane along Route 109 from Summer Street to Lowderbrook, annual 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 potential Spring 2019 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.
- 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 Town will also be working closely with the MBTA regarding the completion of the East Street bridge project.
- 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.

# Board of Sewer Commissioners Annual Report

*James Connors*

*Francis X. MacPherson*

*Patrick Ahearn*

## **Staff**

*Richard Barry, Acting Superintendent*

*Shaun Degnan, Pumping Station Manager*

*Gino Carpeno, 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 8 & 9 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

*Stephen M. Mammone Chairman*

Board Members:

*James J. Galvin, Gary Yessaillian, James C. Fox, Ronald J. Willey, John S. Miller,*

## **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 2018*

In 2018, 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 three years! Dedham-Westwood Water District was among six Public Water Supply systems to receive the Consistent Performer Award.

From left to right William Zahoriko, MADEP, Ron Willey, DWWD Water Commissioner, Bob Lexander, retired DWWD production superintendent, Rick Mosca, DWWD production superintendent, Tabitha Maccalous DWWD water quality supervisor, Representative Paul McMurtry and Martin Suuberg, Commissioner of the MADEP

MADEP recognized the staff and Commissioners at a ceremony held during Drinking Water Week in May. The Water District also received an award from the Center for Disease Control (CDC) for adhering to all fluoridation requirements. The DWWD complies with all MADEP and EPA Drinking Water standards and regulations.

# Dedham-Westwood Water District Annual Report

## Water Rates and Monthly Billing

The DWWD water rates are about average for the metro Boston area. Customers are billed monthly for water service. This helps customers better understand their water use and alerts them to leaks much sooner. Electronic Bill Presentation and Autopay Enrollment offers more convenience to customers.

## Bridge Street Treatment Plant

The Bridge Street Water Treatment Plant Modernization Project began construction in 2017 and will be completed in 2019. The project is on budget to date.



*DWWD New Filter Building under construction Fall 2018*



*DWWD New Filter Building under construction Winter 2018*

# Dedham-Westwood Water District Annual Report

## 2018 Capital Improvement Projects

Work this past year included replacement of 6222 feet of water mains, 17 replaced fire hydrants and 8 new hydrants, 29 new and replaced water services and 522 meters replaced or installed.

## MADOT Low Salt Zone Request

The DWWD continues to encourage MADOT 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.

## Water Conservation

The DWWD is committed to working to protect water supplies and encourage conservation of water. Through a second Sustainable Water Grant from the Commonwealth, Dedham-Westwood water District partnered with the Charles and Neponset River Watershed Associations to provide DropCounter- 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 63 residents to purchase water efficient washing machines and to 87 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 offers grade school water resource protection and conservation through a partnership with the Neponset River Watershed Association.

## Special Recognition

Robert J. McLaughlin ended sixteen years of service to the Town of Westwood in 2018, serving as a Water Commissioner. His dedication to the District has been remarkable and accomplishments reached under his guidance are numerous. The Board and Staff of the District are grateful to Rob and wish him and his family all the best. Lastly, we thank the Town and its employees and boards, who work with us in so many ways.



Respectfully Submitted,

*Eileen M. Commane, Executive Director*

# Conservation Commission Annual Report

*Karon Skinner Catrone, Conservation Agent*

*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.



Perry Crouse Pond after hydro raking.

## **Wetlands Protection**

The ConCom issued 23 Orders of Conditions and 7 Determinations of Applicability in 2018 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 16 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*

# 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

*Frank Jacobs*

*Michael Jaillet*

*Thomas Aaron*

*Todd Korchin*

*Michael Beaumont*

*Brendan Ryan*

In 2018 there were a total of 66 internments at the two town cemeteries. 55 rights of burial were sold.

The newly constructed expansion area is now open and being used for interments. There have also been 5 internments 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.

# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## 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.*

## **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 family Flu Clinic on October 20, 2018. The clinic is run as an Emergency Dispensing Site and is the largest annual event for the Medical Reserve Corps.

In 2018, the Board of Health revised the Regulation Restricting the Sale of Tobacco Products. Highlights of the changes include the following:

- No sale or distribution of flavored tobacco products except in smoking bars and adult-only retail tobacco stores.
- Retailer of liquid nicotine containers must comply with a 310 CMR 30.000 (MA Hazardous Waste Regulations) and provide a written plan for disposal, including plans for breakage, spillage and expiration of the product.
- A Tobacco Product Sales Permit will not be renewed if the permit holder has sold a tobacco product to a person under 21 three (3) times the previous permit year and the time to appeal has expired.
- Retailer cannot sell liquid or gel nicotine products unless it is contained in a child-resistant package that meets the minimum standards for packaging.
- Updated and added several definitions.
- Retailer must return Tobacco Sales Permit to the Board of Health if business closes.
- A Tobacco Sales Permit will not be issued to any new applicant within five hundred (500) feet of a public or private elementary or secondary school.
- Revised the language for Free Distribution and Coupon Redemption.
- Prohibit the sale of tobacco products by Educational Institutions.

## Board of Health Annual Report

The University Ave. project continues to provide projects for review and approval. In 2018, the Board reviewed and approved Panda Express and the resale of Smashburger.

Health Director Linda Shea and Sanitarian Cheryl Kelly retired at the end of 2018. Board members are participating in the interview process for both positions. Positions will be filled in early 2019.

Respectfully submitted,  
*Westwood Board of Health*

# Health Department Annual Report

*Linda R. Shea, R.S., R.E.H.S., Health Director*

*Cheryl Kelly, C.P.-F.S., 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 Saturday, October 20, 2018 for all residents 5 years of age and older. Approximately 700 individuals were immunized at the clinic and vaccine was available by appointment throughout flu season. We administered a total of 880 doses of vaccine before the end of the year. This clinic was held as a drill for the Westwood Medical Reserve Corps (MRC) volunteers, who are committed to helping the Town of Westwood in an emergency.

Each year, the Health Division holds one large-scale clinic in the Westwood High School gymnasium, which is the town's designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

## **Public Health Nursing**

An important 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 2018: 39 blood pressure clinics, 39 home visits, 76 office visits at the COA and 105 office visits at the Carby Street location and the investigation of 123 communicable diseases.

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

In honor of Skin Cancer Awareness Month in May of 2018, the Public Health Nurse worked with Brigham & Women's Hospital to bring the Dana Farber mobile Blum Van to Westwood. The van was staffed by a Brigham dermatologist, who conducted walk-in skin cancer screenings. To raise awareness of the importance of using sunscreen to prevent skin cancer, The Health Division was awarded a grant to purchase sunscreen dispensers which were located at Morrison Field, the School Street Playground and the Tot Lot as a pilot program. The Department of Public Works installed the dispensers and the Public Health Nurse checked them weekly to be sure they were filled with sun screen and were operating properly. The program was a success and the plan is to expand the program to other areas in 2019.

## 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 Metro Regional Preparedness Coalition (MRPC) meets every other month to discuss preparedness issues. The Coalition has staff consisting of a Project Manager and a Planning and Operations Coordinator. The Coalition has adopted Principals of Operation, created a logo and has a website at [www.mrpcoalition.org](http://www.mrpcoalition.org). The MRPC will be completing regional emergency plans and exercising those plans over the next year. MADPH continues to distribute emergency preparedness funds through the HMCC. In 2018, Westwood received a \$1000 grant for emergency preparedness. The grant money was used to pay for two cell phones.

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



Board of Health Emergency Supply Trailer

# Health Department Annual Report

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 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 is a regional coalition to participate in emergency preparedness and public health activities. Please visit the website at <https://norfolkcounty7.weebly.com>. NC7 funds itself through grants from public health organizations. In 2018, NC7 received ~\$30,000 in grants.

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

Westwood is also a member of the Central Norfolk County Regional Emergency Planning Committee (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.



**Public Health**  
Prevent. Promote. Protect.

## Programs

### Substance Abuse Prevention

The Health Director is a member of Westwood Cares, an organization, formed by Westwood Youth & Family Services, dedicated to providing information and resources to the families of Westwood, regarding substance use and abuse, as well as related issues. Westwood Cares works towards the healthy and safe development of our youth, while providing assistance to families in need of support. The organization consists of representatives from the community, including parents, students, educators, and community officials.

In January of 2018, Westwood Cares held an event for parents and the community; "Vaping: What Parents Need to Know" was presented by Boston University School of Public Health professors; Dr. Michael Siegel, Dr. Richard Saitz and Dr. Emily Rothman. This was a timely topic as high schools across the state are dealing with Vaping during school hours. The presentation was well attended by over 125 parents. Westwood Media Center recorded the event and offers it on their website for viewing.

# Health Department Annual Report

To this end, 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.

In 2018, Westwood Public Schools offered Alcohol Edu in Health class to 9th and 10th graders in the winter/spring semester. 135 students participated in the program. In April we began working with the Police Chiefs in all four communities to strengthen Alcohol Sales Regulations and to conduct alcohol compliance checks. Compliance checks were conducted in June and November of 2018. Unfortunately, there were sales of alcohol to minors in all four communities. We offered TIPS® training in May and November to all alcohol license holders and strongly encouraged them to send staff as this helps to prevent the sale/service of alcohol to minors.

In the summer of 2018, Westwood participated in a PhotoVoice project with 25 high school students from Westwood, Norwood, Dedham and Needham. PhotoVoice is a project focused on a community issue related to public health, wellness or social justice. Participants used photo images to capture aspects of the environment and experiences related to the chosen community issue and then present the findings to decision makers in the community. In this instance, the issue is underage alcohol consumption and other drug use. The students took over 250 photos and worked all summer preparing a presentation for the communities.

## **Westwood Day**

On September 29, 2018, the Health Division participated in Westwood Day. Fourteen (14) 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. Westwood Public Health and the Westwood Police Department participated in National Drug Take Back Day on April 28, 2018 and collected over 45 lbs. of drugs.

## **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 2018, Dr. Thorne quarantined 15 animals and Animal Control Officer Paul Jolicoeur quarantined 12 animals due to human bites (11 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 2018, however an additional 3 (1 bat, 1 woodchuck 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 20, 2018. A total of 46 animals (11 cats; 35 dogs) were immunized for rabies. State law requires all dogs and cats be vaccinated against rabies. The Town Clerk licensed 34 dogs at the clinic.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of twenty-two (29) inspections and four (4) reinspections were conducted in 2018.

## **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. Several pools of mosquitoes were submitted; Westwood had 1 West Nile Virus isolate detected in August of 2018.

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2018, 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. In 2018, 171.2 acres were treated. A fall application was conducted in September where 44 acres were treated.

Adult Control (Adulticiding) involves the use of ultra-low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2017, 4333 acres were treated in Westwood.

Mosquito spraying is available to residents who request it on a weekly basis, weather permitting. In 2018, 331 residents requested service.

The District and the Health Division encourages 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. In 2018, 12 tires were collected in Westwood. Mosquitoes that carry and spread the West Nile Virus breed in these containers. Removing tires and containers eliminates mosquito breeding without the need for pesticides. Visit the Districts website at [www.norfolkcountymosquito.org](http://www.norfolkcountymosquito.org).

# 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.

In June of 2018, the Board of Health revised the Regulation Restricting the Sale of Tobacco Products. Highlights of the changes include the following:

- No sale or distribution of flavored tobacco products except in smoking bars and adult-only retail tobacco stores.
- Retailer of liquid nicotine containers must comply with a 310 CMR 30.000 (MA Hazardous Waste Regulations) and provide a written plan for disposal, including plans for breakage, spillage and expiration of the product.
- A Tobacco Product Sales Permit will not be renewed if the permit holder has sold a tobacco product to a person under 21 three (3) times the previous permit year and the time to appeal has expired.
- Retailer cannot sell liquid or gel nicotine products unless it is contained in a child-resistant package that meets the minimum standards for packaging.
- Updated and added several definitions.
- Retailer must return Tobacco Sales Permit to the Board of Health if business closes.
- A Tobacco Sales Permit will not be issued to any new applicant within five hundred (500) feet of a public or private elementary or secondary school.
- Revised the language for Free Distribution and Coupon Redemption.
- Prohibit the sale of tobacco products by Educational Institutions.

The revised regulation became effective on September 1, 2018. In 2018, 4 tobacco vendors were inspected for compliance with the local regulation and State Law by Health Division staff and were issued permits to sell tobacco.

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 April and October. There were no sales to minors in 2018.

At the end of 2018, Health Director Linda Shea and Sanitarian Cheryl Kelly retired from their positions after many years of service. Both positions will be filled in early 2019.

Respectfully Submitted,  
*Linda R. Shea, 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 2018

Oh the places we go! And the programs we offer!

The Westwood Council on Aging continued to witness enormous growth in 2018. With baby boomers finding new ways to fill their now free time, we found more and younger seniors joined us as they realized the Center was not just for "old people". Our goal is to provide opportunities and programs for three different groups: those 60-75, those 75-85 and those over 85.

We traveled all over New England, New York (and even a weeklong trip to the Grand Canyon) offering exciting day and overnight adventures that allowed seniors of all ages to see areas of our world that they finally had the time and resources to enjoy.

Our regular programming continued to burst at the seams. From Art Classes to Chair and Floor yoga, from T'ai chi to knitting, the more we offered, the more they came. Our monthly large luncheons were all sponsored and all sold out in minutes. We continued to offer new and interesting intergenerational opportunities, including a cooking class at Powisset Farm.



## Council on Aging Annual Report



Particularly striking in 2018 was our new “lunch and learns” that attracted an average of 15 seniors almost weekly. From discussions on Brain Healthy Cooking to Eating Fresh and Clean, our community is interested in aging healthy, and finding the best ways to achieve this goal.

Special weekly education programs were also the highlight. We offered a two-part series on “Funeral 101” and “Your Legal Check Up” which explained to a crowded room the decisions that need to be made before a crisis. We were pleased to offer a series on planning for retirement, social security and Medicare, for those who are thinking about retirement or just retired.

Outreach and transportation also saw enormous growth. From fuel assistance, to housing opportunities to continued research on ways to stay safe at home, outreach was the lifeline for so many aging Westwood residents. Transportation also saw growth and the Center now offers errands twice a week and usually has two (sometimes three) vans on the road every weekday allowing seniors to get to their medical appointments, grocery shop etc. which keeps them independent.



Sometimes living independently becomes impossible, so we offered many programs explaining the different kinds of housing opportunities in the area...from assisted living to nursing homes, these are difficult but important decisions we helped seniors (and their families) make.

We also helped those in need. Working with Westwood’s schools and churches, throughout the holiday season, the Center delivered holiday cheer to those who would otherwise be forgotten. Cookies, scarves, handmade lap quilts etc. were delivered throughout the holiday season by the staff, board members and volunteers. The thank you notes the Center received were the best gifts with so many telling us that we were the only ones who had thought of them this season.

## Council on Aging Annual Report

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.

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

Respectfully Submitted,

*Lina Arena-DeRosa, Director*



# Youth & Family Services Annual Report

*Danielle Sutton, Director*

## **Staff**

*Nina Banozic, Youth Services Counselor*  
*Sarah Baroud, Youth Services Counselor*  
*Mary Ellen LaRose, Administrative Assistant*

## **Board Members**

<i>John Loughnane, Chair</i>	<i>Samantha Nelson, Student Member</i>
<i>Janica Midiri, Vice Chair</i>	<i>Talia Pincus, Student Member</i>
<i>Diana Bezdedeanu, Student Member</i>	<i>Brad Pindel, Westwood Police Department</i>
<i>Domenic Cianciarulo, Community Member</i>	<i>David Russell, Community Member</i>
<i>Kevin Cote, Student Member</i>	<i>Nora Sinno, Student Member</i>
<i>John McKinnon, Student Member</i>	<i>Patricia Tucke, Council on Aging</i>
<i>Madeline Medina, Student Member</i>	

## **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-second 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. 2018 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.



# Youth & Family Services Annual Report

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

## Current Services and Programs

### *Individual & Family Counseling*

Short term, problem-focused counseling and clinical consultation services are available from Westwood Youth & Family Services' staff to younger residents (ages 4-18) and family members. Parent education and counseling are also available. Referrals to 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 2018 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 2018 these included: Structured Play Groups for elementary school age children; Girls Groups for 4<sup>th</sup>-6<sup>th</sup> grade girls; a summer Creative Craft Club; support groups and workshops for high school youth; and other workshops/trainings for youth and families.



*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 2018 were (L-R above) Olivia Goldberg, Caroline McDonough, Sasha Marino and Ali Fleischer.

## *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 2018, gifts were provided to 57 children in 33 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 2017 to June 2018, WY&FS trained three Graduate Interns, Lindsey Jennings, B.A., Casey Smith, B.A. and Lee Wigren, B.A., all from Simmons School of Social Work.

## *Prior Year Accomplishments*

- WY&FS provided 1485 hours of clinical and consultation services to residents.
- The WY&FS Graduate Internship Program provided 392 hours of free clinical service to residents, estimated at a value of \$15,680.
- The Youth Volunteer or “Mentor” program provided high school students with more than 2,015 volunteer hours in Westwood. A total of 1,581 younger Westwood children received services through these programs.
- WY&FS received \$2,400.00 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 \$2,887 was able to be given out to graduating high school seniors through the Joan Courtney Murray Mentor Scholarship in June of 2018.

# 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.
- In January of 2018, WY&FS was represented at the Massachusetts Municipal Association Annual Meeting in Boston. The Y&FS Director delivered a presentation as a part of a three-person panel, educating municipal leaders from around the Commonwealth on the benefits of Youth & Family Services departments in strengthening communities.
- In 2018, 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

Respectfully Submitted,  
*Danielle Sutton, Director*

# Aid to the Elderly and Disabled Taxation Fund Annual Report

Michael Walsh, Board of Selectmen

Patrick Ahearn  
Patricia Conley  
Sharon Papetti  
Al Wisialko, Town Collector  
John Curran, Town Assessor

Pamela Dukeman, Finance Director  
James Gavin, Town Treasurer  
Josepha Jowdy, Council on Aging Board Member  
Janice Polin, Assistant Tax Collector  
Lina Arena De Rosa, Council on Aging Director

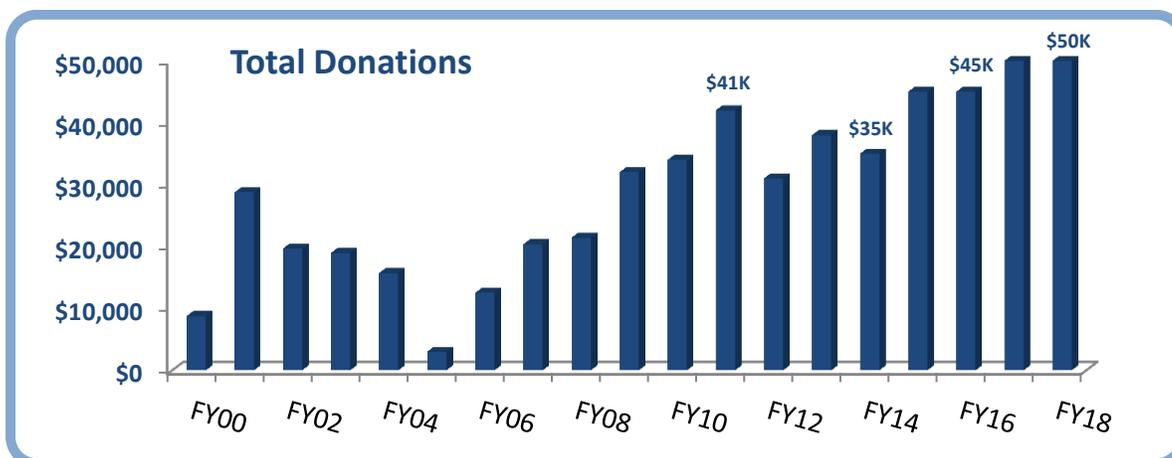
## Mission

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 2018

In 2018, 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 \$550,000 in total over the 19 years since the fund was established, averaging \$28,000 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 2018, the Board of Selectmen was able to match the \$50,000 collected in donations with \$50,000 of Town funds, in accordance with the 2016 Town Meeting vote. There continued to be a high level of applicants in 2018. The Committee was able to distribute approximately \$100,000 in 2018 to approximately 42 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 2019 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 2019 to provide this significant assistance to our elderly and disabled residents.

Respectfully Submitted,

*Michael Walsh, Board of Selectmen*

# Commission on Disability Annual Report

Anne Berry Goodfellow  
Jette Meglan  
Co-Chairs

MaryAnne Carty  
Lina Arena DeRosa  
Town Representatives

Jean Barrett  
Frances MacQueen  
Charles Taylor  
Members

Michelle Fiola- Reidy  
Connie Rizoli

Marianne Leblanc  
Mary Sethna



## 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](http://www.ada.gov) and from the Massachusetts Office on Disability (MOD), [www.mass.gov/mod](http://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

### MOD 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

The Commission met with a Planning Board member about the affordable apartments in Islington and University Ave. It was reported that multiple buildings that have been approved do not follow universal design principles, because the Town did not request it. In hindsight, this as an unfortunate oversight. While the Commission is notified when a builder requests a variance from the Architectural Access Board Regulations, it is not routinely advised of upcoming proposals during the permitting process. The Commission notes that multiple federal and state laws require multi-family buildings to be accessible and adaptable. See <https://www.fairhousingfirst.org/resources/laws.html>. Moreover, universal design principles should be followed in all multi-family housing as well as any buildings open to the public.

Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.<sup>1</sup> An environment (or any building, product, or service in that environment) should be designed to meet the needs of all people who wish to use it regardless of their age, size, ability or disability. Adoption of this design principle is important in light of prevalence data compiled by the Centers for Disease Control that one in four adults lives with a disability.<sup>2</sup>

### Town Hall access

#### Town Hall Absentee Voting accessibility



The Commission also reviewed accessibility at Town Hall and notes that residents who wish to vote absentee must do so at Town Hall. 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 and there is no bell or other means to call for help in using the chair lift, or for other assistance. As more buildings and services become accessible throughout the community, the lack of access at Town Hall becomes 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. As the Town revises the Comprehensive Plan to address facility needs over the next decade, providing full access to Town Hall must be a priority.

<sup>1</sup>[https://projects.ncsu.edu/design/cud/about\\_ud/udprinciplestext.htm](https://projects.ncsu.edu/design/cud/about_ud/udprinciplestext.htm)

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

# Commission on Disability Annual Report

## Council on Aging

The Director of the Westwood Council on Aging is one of the Town representatives to the Commission, as there is significant incidence of disabling conditions amongst individuals over the age of 62.



The Director informed the Commission of the continuing growth of the Senior Center and the increasing elder population in Westwood. In 2016 the center saw an average of 622 seniors per week, that number is in 2018 up to 746 seniors per week on average. Popularity has an impact on expense, and there is a need for increased funding. The Town receives a per capita payment of \$12 per senior citizen based on the census. The Director stresses the importance of residents completing the census to ensure that the Town receives this valuable resource.

## Fire Department



The Commission met with the new Fire Chief and learned of his plans and priorities. Two of the programs he plans to launch are a “neighbor to neighbor” partnership program and a “adopt a hydrant” program to facilitate winter snow clearing around hydrants. The Commission is particularly interested in the Chief’s plans to update EMS software to provide first responders with access to the information residents have provided about special considerations first responders should know when responding to an emergency situation. The Chief also stressed the importance of residents having an escape plan to be used in the event of an emergency.

## Handicapped Parking



The Select Board adopted amendments to the Traffic Rules and Orders on Handicapped Parking.

The amendments require private commercial off-street handicapped parking spaces to be approved by the Planning Board. This allows for the Planning Board to make sure that private handicapped parking spaces comply with the regulations of the Massachusetts Architectural Access Board and Massachusetts Office on Disability.

The regulations apply to municipal handicapped parking spots as well as on-street handicapped designated spots in Town. Private property handicapped parking spaces are the responsibility of the Planning Board while on-street and municipal parking spaces are the responsibility of the Select Board.

Concerns were raised about travel to the school building from the handicapped parking in the Westwood High School parking lot. There is only one curb cut from the parking lot to the crosswalk across the High School driveway located at the end of the parking lot which is a considerable distance from the parking spaces. This requires individuals using the handicapped parking spaces to travel quite a long distance from the parking spaces to the school entrance.

# Commission on Disability Annual Report

## Recreation Department

The Pheasant Hill neighborhood has spearheaded fundraising to create a new playground in the local park. Community members and local businesses including Roche Brothers contributed funds and the Recreation Department arranged to repurpose equipment formerly used at Downey School. Materials and equipment were selected for durability and suitability for use by children of different ages, stature and ability. The playground surface will be wood fiber augmented by replaceable landing pads at the end of the slides to minimize likelihood of injury during play. The Commission wants to make sure that the playground is open to all users and recommended that the Recreation Department provide additional universal access by site improvements or loaner equipment.

## School Department



Westwood High School held a Transition Fair for Special Education Students aged 14-22 who would be transitioning to post-secondary work and school. Exhibitors included Autism Housing Pathways, the New England Autism Center, the South Norfolk ARC, and local representatives of state agencies including the Department of Developmental Services and the Massachusetts Rehabilitation Commission. Members of the Commission on Disability attended the Transition Fair to be a resource to the parent and student attendees.

# 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
<b>Total Cost of Services:</b>			<b>\$2,222,773</b>

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

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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.



*Self-Advocate, Leslie Cusack  
visiting Representative Paul McMurtry at the State House*

# 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.
- 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 27, 2019. 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.



# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## **CULTURE & RECREATION**

# Board of Library Trustees Annual Report

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

*Jessica Cole*  
*Wendy Thornton*  
*Maureen Von Euw, Secretary*

In 2018 we observed the fifth birthday of the new Main Library. We have much of which to celebrate and be proud. Over the last five years, we have created both a welcoming and comfortable facility where we provide first-rate service to our patrons and a library for the 21<sup>st</sup> 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.

During 2018, under the leadership of our Library Director Tricia Perry and our talented and dedicated staff, we continued to enhance the nature and scope of our patron experience, particularly our reader advisory services. We also enlarged the number and variety of our library programs and attendance at our programs continued to grow throughout 2018. For our children in particular, the library has become a place where they and their families can enhance their learning, stimulate their curiosity and experience imaginative programs. During 2018, we also maintained our focus on expanding the scope and quality of the library's digital content. As a result, the digital content usage by our patrons doubled last year.

2018 also marked an important milestone in the Trustees' ongoing commitment to enhancing the Islington Branch Library. The decision made by the people of Westwood to relocate and expand the Islington Branch facility has afforded the Trustees and the Library staff the opportunity to re-envision both the future of the Branch and how it can be best asset possible for the 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. The funds the Friends provide 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.

The library has also benefited immensely from the on-going commitment of the Westwood Public Library 21<sup>st</sup> 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.

*Paul T. Fitzgerald, Chair*

# Library Director Annual Report

*Patricia Malone Perry, Library Director*

## Library Board of Trustees

*Paul Fitzgerald, Chair  
Maureen Von Euw, Secretary  
Jessica Cole*

*Mary Masi-Phelps  
Mary Beth Persons  
Wendy Thornton*

## STAFF

*Vicki Andrienas  
Karen Cagan  
Suzie Canale  
Leslie Condon  
Claire Connors  
Kevin Craven  
Jean Damier  
Shirley Defeo  
Carol Devlin  
Theresa Duane  
Jenny Durant  
Karen Gallagher  
Jennifer Hoff  
Elizabeth Keefe  
Teresa Kerrigan  
Matt Kuchta  
Joyce Levine  
Patricia Wade*

*Patricia London  
Marie Lydon  
Tina McCusker  
Elizabeth McGovern  
Caitlyn Moore  
Joseph Moore  
Alison Palmgren  
Kristy Pasquariello  
Helen Rezendes  
Molly Riportella  
Kathy Rose  
William Sheehan  
Linda Skerry  
Caroline Tighe  
Griffin Tighe  
June Tulikangas  
Andrea Varkas  
Susan White*

*Jean Todesca*

## MISSION

The Westwood Public Library provides quality resources and diverse opportunities for residents of all ages to satisfy their recreational and educational interests. With a broad collection of physical and electronic materials and programs, staff supports the pursuit of life-long learning. The Library serves as a community meeting place for residents, municipal bodies and civic organizations.

## LIBRARY MATERIALS AND COLLECTIONS

As part of the 5<sup>th</sup> Birthday celebration, new Bibliotheca Self-Check terminals were introduced. These are located in the first floor circulation area, and new features include an option to pay any outstanding fees or fines with a credit card swipe, and “read alike” suggestions that are generated based on the materials that you check out. The touch screens are easy to use, and patrons seem to be navigating the new technology quite easily.

In October, the Library partnered with the Westwood Food Pantry and the Circle of Hope in Needham for our annual fine forgiveness program. Library patrons donated much needed clothing and personal care items for these organizations, and we are truly grateful for your support.

There is a growing collection of non-traditional items being added to our “Library of Things” at the Westwood Public Library. In addition to the WiFi Hotspots, we also circulate board games and puzzles, knitting needles, “Launch Pads” for children that are pre-loaded with games and apps for Pre-K – 10 year olds, as well as two new video conversion tools: a film to digital converter and a video to digital converter. Staff from the Westwood Media Center collaborated with Library staff to produce quick guides for the converters, and they also created YouTube instructional videos that can be readily accessed online. All items in Westwood’s “Library of Things” can be placed on hold using the Minuteman Catalog, similar to placing holds on traditional library items. We are also working on creating “Book Club Kits” with multiple copies of current best-sellers for use by local book groups.

# Library Director Annual Report

Digital content usage continues to trend upward; is trending upward, increasing from almost 11,000 downloads in 2016 to over 26,000 in 2018. With their library card, Westwood residents can access content from Overdrive (eBooks and audiobooks); Hoopla (movies and tv shows, music, audiobooks, eBooks, comics, and graphic novels); and RBDigital (magazines).

The Library's Museum Pass Program continues to expand, thanks to the support of the Friends of the Library and the continued sponsorship of individual passes by local businesses and organizations. We are always looking for new suggestions for passes, so if you have a particular destination in mind that you would like us to consider adding, please let us know!

## Westwood Public Library 5<sup>th</sup> Birthday Celebration!



In September 2018, the Main Library celebrated its 5<sup>th</sup> Birthday with a fun-filled birthday party event that featured balloons and birthday cake, a sing-along with Sara Gardner, as well as a photo booth and mini-golf in the Library. This occasion also celebrated the completion and dedication of the Colburn School Display. As part of the new library construction project, an agreement was made between all of the parties involved that an interpretive exhibit consisting of photographs of the historic Colburn School would be displayed in the interior of the new library. On September 15, 2018, Nancy and Charles Donahue and members of the Westwood Historical Commission were joined by Library Trustees and former Library Director Tom Viti for a formal ribbon-cutting event for the display, which is housed in the Roche Bros. Community Room.



## Staffing

This past year was a transitional year for children's services staff as we welcomed two new staff members. Kristy Pasquariello joined the library staff as our new Children's Librarian in February 2018. In July, we welcomed Caitlyn Moore as our new Islington Branch Library Assistant for branch children's services. A new part-time Teen Librarian position was created this past year, and we hope to have this position filled in early 2019. Our custodial staffing has undergone some changes as well, as we welcomed newcomers Matt Kuchta and Jean Damier.

# Library Director Annual Report

## Readers' Advisory Services

Connecting readers with authors is one of the most rewarding aspects of being a librarian, and for the past several years, staff at the Westwood Public Library have embraced providing enhanced readers' advisory services for library patrons of all ages. Some of the initiatives that have been launched include "Book Buzz" which is now in its second year, with a revolving cast of library staff providing insights into some of their favorite titles. Five "Book Buzz" panels were held this year, and these events have a very enthusiastic following.



Book Buzz Panel – October 2018

Lizzy McGovern, Molly Riportella, Liz Keefe, Kristy Pasquariello, and Caroline Tighe

In November, Molly Riportella and Lizzy McGovern rolled out "ReadNext," which is a new reader's advisory service matching patrons with a librarian. ReadNext began in November 2018 as an opportunity to provide readers with titles which are personally hand-selected by library staff every month. The interest in this new service has exceeded expectations. Our photo of the ReadNext bags gained national attention when it was featured in BuzzFeed article about "12 Life-Changing Services You Didn't Know Your Library Offered." Molly and Lizzy will present a session about readers' advisory and ReadNext at the Massachusetts Library Association's Annual Conference in May 2019.

We continue to work with library staff and community partners to expand book club resources. The Library's Friday Morning Book Club continues to be very successful, with about 15 regular attendees. The YA For Adults Book Club meets monthly (October through April) at the Chiara Bistro, and it continues to be a well-attended event. More than 20 adults meet regularly to discuss the monthly book selection. This year the group discussions included *The Hate U Give* by Angie Thomas, *Conversion* by Katherine How, and *Simon vs. the Homo Sapiens Agenda* by Becky Albertalli. New participants are always welcome! "Tuesday Perks," continues as a weekly introduction to the most recent adult book releases, highlighting the week's newest publications which hit the shelves on libraries and bookstores every Tuesday.

Karen Gallagher heads up the Library's "Homebound Delivery" service, selecting materials for Westwood residents who are unable to travel to the library and also facilitates a monthly book group that meets at Highland Glen. Karen and the Circulation Staff also provide readers' advisory services for several community book clubs. Staff can provide recommendations for titles, and also work with the clubs to request multiple copies in advance of their meetings so that all of the club members might have an opportunity to read the book in advance.

## Programming

This year, more than 2400 people attended adult programs at the Library. Author events featured best-selling authors and local favorites, including Elizabeth Berg, J. Courtney Sullivan, Dan Kennedy, Jerry Thornton, Stephen Knott, PhD, and Audrey Murray. A winter "Author Stroll" was held in December, with family activities, conversations with authors and book signings. Attending this first "Author Stroll" were Hank Phillipi Ryan, Fiona Davis, William Martin, Meredith Goldstein and Dave Wedge. "Great Decisions" facilitated by Reference Librarian Tina McCusker is now in its 4<sup>th</sup> year and has a dedicated following. Other programming highlights were an afternoon of music featuring the New England Celtic Harp Orchestra, Armchair Travels with Barry Pell, as well as art classes, historical lectures, book club, discussion groups, meditation workshops, and several film series.

# Library Director Annual Report

## Children's Services Program Highlights

The first Thursday in February heralds the widely anticipated and hugely popular Harry Potter Book Night. This year, "Fantastic Beasts" was the theme, which translated into wildly fantastic costumes for the children's library staff. There were over 200 participants and lots of teen volunteers who helped make this night so special to everyone.

Book Clubs at the Library continue to be popular with a variety of options for children of all ages. The Mother-Daughter Book Club is still going strong with about a dozen sets of moms and daughters coming each month. Teens are invited to discuss books and share their favorite reads at the Teen Book Club, held once a month on early-release Wednesdays. This fall a new book club "Books and Bites" was added for 2<sup>nd</sup> and 3<sup>rd</sup> graders. This group meets once a month on a Friday afternoon and has become a favorite for many families.

In early October, the annual 6<sup>th</sup> Grade Visits are held at the Library. All of the students in the 6<sup>th</sup> grade spend a morning at the library, visiting various locations and learning about the collections and resources. The highlight of the visit always occurs at the end of the morning, with several librarians "booktalking" their favorite reads – often accompanied by spontaneous applause from the audience! Lizzy McGovern, Head of Children's Services, also visited the 7<sup>th</sup> grade classes at Thurston Middle School, sharing information about the library's digital collection and some of her favorite reads.

This year's Summer Reading Theme was "Libraries Rock" and there were nearly 1000 students in Grades K – 6 participating. One of my favorite sights of the summer was watching the large groups of children and families, reading logs in hand, waiting excitedly to get their logs stamped by the children's librarians, and then filling out multiple tickets for the various prize baskets. Prizes included BEATS headphones for teens, and more than a dozen options for children, from the coveted "First Day Ride to School in a Fire Truck," to baskets featuring Minecraft, Rocks and Minerals, a Nintendo Switch, and Unicorns, and a Booklovers Basket with a Kindle Paperwhite. There were also prizes for adults as well! Over 230 Summer Reading Champion lawn signs were awarded to children who read for 50 hours or more.



This year there were also several special programs; but by far the most popular were the inaugural performances of Junie B. Jones – the Musical, starring members of "The Westwood Players," which is a brand-new community theatre group. The Westwood Players performed the musical 5 times over the course of 3 days, with nearly standing room crowds at each performance.

Other specially themed programming included "Read To A Dog" with trained service dogs, learning all about dinosaurs (and getting to see how big they would be with inflatable dinosaurs), music from the children's band Roly Poly Guacamole, and live theater with Hampstead Stage Company, performing Treasure Island in the summer, and A Christmas Carol after Thanksgiving.

# Library Director Annual Report

## Children's Services Collections and Resources

Significant modifications were made to the way that picture book collections are shelved in the children's department at both the Main Library and at the Branch. Picture books are now organized into a Picture Book City. Books are further divided into 12 neighborhoods, making browsing easier for children and adults! Some of the themes include Dinosaurs, Things that Go, First Experiences, and Favorites. There is also a new "First Chapter Book Collection" which bridges a gap from "Learning to Read" books and older chapter books (perfect for ages 6-8).

## Islington Branch Staffing

The branch staff has undergone some recent changes as well. In June, Jenny Durant, or "Miss Jenny" as she was more affectionately known, completed her Master's Degree in Library Science at Simmons College, and transitioned to a new position as the Head of the North Providence Library Children's Department. In July, the Branch welcomed Caitlyn Moore as the new Branch Library Assistant. Caitlyn has brought many new ideas with her for branch activities, including the popular "Blind Date With A Library Book."

## Islington Branch Programs and Resources

The Islington Branch Library continues to be a vibrant presence in the Islington Community, and as the Town of Westwood moves forward with the new Islington Center development plans, we will be working with architects and town administration on designing plans for a renovated and reimagined branch library in our new Wentworth Hall address, as the library building will be moved across the street with an addition added for Youth and Family Services staff and a shared community space. This move will take place sometime in late 2019 and the construction is estimated to be completed in 2020. We hope to be able to retain a branch presence in the Islington community (possibly in the sanctuary of the ICC) for the duration of the actual construction phase.

In the meantime, programming at the Branch continues to attract many interested participants. There are now two book groups facilitated by the Branch Librarian, Claire Connors. A new Historical Fiction Bookgroup meets the first Tuesday of each month, and the Wednesday Night Book Group steadily attracts many interested readers. On Thursday mornings, a children's storytime begins the day, and it is followed up by the weekly "Sit and Knit" Program. This year, knitters worked together to create squares for a group blanket which was donated to a Senior residing in Westwood.

Branch Library staff (Claire Connors, Caitlyn Moore, Leslie Condon, Shirley DeFeo, and Patti Wade) continue to create a weekly "Branch Reads" selection highlighting what they are currently reading. Reading interests are very diverse amongst the library staff and the dedicated volunteers who also contribute their weekly selections.

Other programming highlights include Painting with Frances, a presentation on the Harbor Islands, an Essential Oils program, Poetry with Westwood resident and author Lynne Viti, Herbs and Cheese programs, and an Animal World Experience for children (which attracted over 100 participants)!



L: Islington Branch Knitters  
R: Mary Campion

# Library Director Annual Report

## Library Volunteers

The Westwood Public Library is very fortunate to have so many individuals who contribute volunteer hours at both the Main Library and the Branch. Many have been volunteering for several years, and they are integral to our day-to-day operations. Most of our volunteers are responsible for re-shelving, ensuring that materials get back onto the shelves almost as quickly as they are returned to the Library! In Technical Services, volunteers work with staff on prepping materials; including adding dust jackets to protect new hardcover titles. Other volunteers work with Children's or Adult Services staff assisting with preparations for storytimes and other programs. Teen volunteers (VolunTeens) have expanded their presence this year; contributing time and energy to the various "Christmas Stroll" activities as well as Harry Potter Book Night. This year, 66 volunteers contributed 2,324 hours. We are so very grateful to each and every one of our volunteers for the work that they do!

## Friends of the Westwood Public Library

No summary of the Library's year would be complete without mentioning the Friends of the Westwood Public Library. The Friends host two annual booksale events and funds raised through membership donations and the booksales are used to supplement library services. The Friends underwrite many of the programming initiatives for the Library, including storytimes, author visits, book clubs, as well as special programs such as Harry Potter Book Night and the annual Summer Reading Programs. This year, the Friends were also very involved with members of the Trustees, Library staff, and 21<sup>st</sup> Century Fund Board Members in planning and hosting the 5<sup>th</sup> Birthday Party for the Main Library. The Friends also sponsor Homebound Delivery and ReadNext. The Friends also provide funding for the monthly edition of BookPage, which provides readers with information about upcoming or trending titles and authors. Museum Passes are made possible through the efforts of the Friends and the generous support of local groups and businesses.

## 21<sup>st</sup> Century Fund

As the major supporter of the Library's 5<sup>th</sup> Birthday Party (held on September 15, 2018), the 21<sup>st</sup> Century Fund Board Members created a magical and memorable birthday party that included a photo-booth and mini-golf in the Library. Partnering with the Westwood Historical Commission, this occasion also celebrated the installation of the historic Colburn School Display, which was dedicated as part of the birthday party. The display can be found in the Library's Roche Bros. Community Room and features information and memorabilia from the Colburn School. The 21<sup>st</sup> Century Fund has also made several grants to library staff for continuing education opportunities. This year, support from the 21<sup>st</sup> Century Fund enabled two staff members to travel to Book Expo and the Library Day of Dialog, which was held in New York. The Fund also continued to provide grants (tuition reimbursement) to library staff who are working on the completion of a Master's Degree in Library Science.

## Library Trustees

I would also like to take this opportunity to thank our wonderful and hard-working Library Board of Trustees. Paul Fitzgerald, Maureen Von Euw, Jessica Cole, Mary Masi-Phelps, Mary Beth Persons, and Wendy Thornton are dedicated supporters and leaders for this institution, and I am very grateful to all of them for their continued advocacy and commitment to excellence. And, on behalf of all of our library staff and library patrons, please know how very grateful I am for your support, encouragement, thoughtfulness, wisdom, and wit.

## Westwood Public Library – Vision Statement

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.

# Library Director Annual Report

Facts at a Glance FY18  
July 1, 2017 - June 30, 2018

Westwood Library Card Holders	9,755
Collection Size	200,651
Circulation (includes digital content)	277,870
Materials Borrowed From Other Libraries	40,634
Materials Provided to Other Libraries	51,638
Library Volunteers	66
Total Number of Volunteer Hours	2,324

\* FY2018 Information | Provided in ARIS Report

Westwood Public Library							
Statistics 2013-2018							
		2013	2014	2015	2016	2017	2018
<b>CIRCULATION - TOTAL ALL WESTWOOD</b>		196,270	246,766	227,436	243,727	234,870	254,720
<b>Circulation - Main Library</b>	Adult	71,762	105,849	93,772	101,622	100,580	110,102
includes circ, self-check and remote renew	YA*		13,030	8,382	9,056	10,835	13,902
	Children	62,552	95,764	91,461	109,478	104,014	112,255
	<b>Total</b>	<b>134,314</b>	<b>214,643</b>	<b>193,615</b>	<b>220,156</b>	<b>215,429</b>	<b>236,259</b>
<b>Circulation - Islington Branch</b>	Adult	36,696	18,374	20,630	14,161	12,141	11,535
includes circ and remote renewals	YA*		2,367	889	631	398	509
	Children	25,260	11,382	12,302	8,779	6,902	6,417
	<b>Total</b>	<b>61,956</b>	<b>32,123</b>	<b>33,821</b>	<b>23,571</b>	<b>19,441</b>	<b>18,461</b>
<b>Information Questions - Main Library</b>	Adult	4,718	4,782	6,639	7,152	7,385	7,449
	Children	5,193	5,301	6,106	9,657	10,056	11,212
	Circulation						3,751
	<b>Total</b>	<b>9,911</b>	<b>10,083</b>	<b>12,745</b>	<b>16,809</b>	<b>17,441</b>	<b>22,412</b>
<b>Meeting Room Use - Main Library</b>	Library Programs	137	144	241	543	599	613
	Community Programs	177	187	283	452	561	497
	Study Room	404	388	610	950	1,161	1,184
<b>Library Program Attendance</b>							
<b>Main Library</b>	<b>Total</b>	<b>6,693</b>	<b>7,161</b>	<b>8,435</b>	<b>12,618</b>	<b>13,947</b>	<b>15,580</b>
	Adult	754	828	467	1,247	1,979	2,477
	YA		68	420	618	737	863
	Teen Study Nights				500	500	500
	Children	5,939	6,265	7,548	10,253	10,731	11,740
<b>Islington Branch</b>	<b>Total</b>	<b>1,255</b>	<b>1,392</b>	<b>1,239</b>	<b>2,102</b>	<b>2,396</b>	<b>2,179</b>
	Adult	92	96	306	511	549	588
	YA*	-	-	-	-	-	-
	Children	1,163	1,296	933	1,591	1,847	1,591
<b>Library Program Attendance</b>	<b>Total</b>	<b>7,948</b>	<b>8,553</b>	<b>9,674</b>	<b>14,720</b>	<b>16,343</b>	<b>17,759</b>
<b>Door Count - Main Library</b>		115,164	140,816	82,478	120,927	128,431	138,817
<b>Door Count - Islington Branch</b>		n/a	11,908	16,224	13,364	13,212	12,753
<b>Museum Passes</b>	automated 7/2017		514	1,330	1,285	1,483	1,538
<b>Website</b>	Sessions		32,057	62,976	81,284	84,261	90,295
	Users		18,773	39,853	48,994	49,888	55,627
<b>Public Use Computers</b>	Sessions		9,660	8,411	9,714	10,062	9,835
	Minutes		381,536	404,770	522,691	553,127	498,346
<b>E-Content - All Formats</b>			7,020	9,238	10,989	22,143	26,584
<i>Overdrive, Hoopla, RBDigital, Commonwealth EBook</i>		<i>RBDigital added 9/1/16</i>		<i>Hoopla added 6/1/15</i>			
*YA figures were included in Adult Counts for prior year.							
<b>FISCAL YEAR INFORMATION / PROVIDED IN ARIS REPORT</b>		<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
INTERLIBRARY LOANS Received from other libraries		27,291	28,942	31,337	30,802	35,699	40,634
INTERLIBRARY LOANS Provided to other libraries		16,235	38,957	45,088	39,306	47,774	51,638
Number of Registered Borrowers		8,543	9,422	9,474	9,474	9,931	9,755

Respectfully submitted, Patricia Malone 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*

*Jennifer Ryan, Member*

*Joan Murphy, 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 2018 Annual Granting Meeting in November, the board collectively agreed to grant funding to the following eight programs:

1. Westwood Players: Junie B. Jones, the Musical, \$660
2. Gregory Maichack: Sail Away on the Craft of Pastel Painting, \$498
3. Tommy Rull: A Musical Journey Through The Years, \$300
4. Westwood High School: Westwood High School J-Term: Be a MAKER course, \$1,000
5. Westwood Integrated Preschool PTO: New England Aquarium - Traveling Program, \$605
6. Westwood Historical Society: William Martin, Author of Back Bay, \$200
7. Martha Jones PTO: Crabgrass Puppet Theatre, \$1,100
8. Westwood Public Library: Magical Strings, \$500

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.

*Per Mass Cultural Council requirements, we held a Community Input Meeting in the spring of 2018 to gather thoughts and ideas from the Westwood community regarding how the Cultural Council can best serve residents and if there is an area or areas of "culture" residents feel could use more programing or funding.*

Respectfully Submitted,

*Anne Innis, Chair*

# Recreation Department Annual Report

*Nicole Banks, Recreation Director*

## STAFF

*Susan Perry, Aquatics Manager*  
*Taryn Crocker, Program Administrator*  
*Joe Bertone, Program Manager*

*Zachary Krause, Assistant Aquatics Manager*  
*Richard Adams, Business 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, Board of Health and Emergency Services. 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.

The Recreation Department's most valuable asset is our staff. This past year, the recreation department filled 1 position that became vacant upon the departure of our longtime employee, Kristin Scoble. Kristin was integral in overseeing the growth and maturation of our summer camp, coordinating logistics for Westwood Day, and overseeing many other programs within the department. We wish Kristin the best in her new professional endeavor! We welcome Joe Bertone as our new Program Manager. This year our Program Administrator, Taryn Crocker, was recognized by the Select Board for 25 years of service to the Westwood community. The Department would also like to acknowledge Taryn's dedication and hard work throughout her career in Westwood. Well done, Taryn! Our department staff is also actively involved in the Massachusetts Recreation and Park Association. This year our Aquatics Manager, Sue Perry, was elected as the Aquatics Chair and our Recreation Director served as Vice President.

The Recreation Department has implemented several capital improvement projects over the past year. These projects include the resurfacing of the Downey tennis courts along with new net anchor straps and a hitting wall installed. A tennis hitting wall was also installed at the high school tennis facility. A department vehicle was replaced with a more fuel-efficient model. An HVAC system was installed in the pool lobby. Recreation also spearheaded major playground renovations this past year. We collaborated with the Westwood Lions Club to install new equipment at the Tot Lot. This equipment was purchased with money that the Lion's fundraised. We also worked with the Pheasant Hill neighborhood to fundraise, plan, and install a brand-new playground to replace the remnants of a previous playground. With a generous sponsorship from Roche Bros., we were able to raise the entirety of the funds quickly.

# Recreation Department Annual Report

The newly opened playground will be another marquee destination for Westwood’s youth and families. We’d like to recognize the support of Procurement and DPW for their assistance in bringing these playground projects to fruition.

The Recreation Department, in collaboration with the Office of Community and Economic Development, conducted a public meeting to discuss the needs for refurbishment and development of our tennis facilities. In addition to the court resurfacing work and installation of new hitting walls, the department was tasked with overseeing the installation of a lighting system for the high school courts. This project is currently underway and was possible due to support from Procurement, Finance, the Select Board, the School Department, and the Office of Community and Economic Development.

The Recreation Department has continued to audit our energy consumption and look to reduce our carbon footprint. In addition to the high efficiency replacement vehicle mentioned earlier, the department continued with upgrading light systems with LED bulbs and installed a thermal cover for the swimming pool.

The Recreation Department is working on a long-term plan to establish, either through new construction or by repurposing 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. Opening a recreation center was a recurring topic in Open Space and Recreation Committee meetings and community visioning session. 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 \$480,653 during four-day March into Summer event.
- Recreation Scholarships: \$11,211 program fees waived to assist Westwood residents in financial need.
- Westwood Community Chest: \$13,962 donated to assist 25 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 \$11,300 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, listserv, 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.

## 2018 Special Events

March Into Summer (March), Fishing Derby (May), Summer Band Concerts (July), Fireman's Foam (July), Westwood Day (September), NYE Fireworks (December), Holiday House Decorating contests (October and December).



Westwood Day 2018, the 7<sup>th</sup> annual celebration, was a huge success with new activities, vendors, sponsors, participants and volunteers. The event kicked off with Westwood's football team winning a closely contested game. The crowd stayed for an exceptional fireworks show after game. Saturday kicked off with the 5K road race and Fun Run and all the festivities throughout Saturday were well received. We had beautiful weather and welcomed members of the Select Board to the stage to welcome the public. Highlights included a rock wall, tethered hot air balloon rides, roaming railroad, a burn house demonstration from Westwood Fire, and live local talent performing on two stages. Vendor Village welcomed over 140 vendors and the Food Court offered an array of delicious dining options.

Westwood Day is planned and coordinated by the staff of Westwood Recreation with the help of the other Town Departments including Town Administration, Emergency Services, Westwood Public Schools, and the DPW. The Recreation Commission helps steer the Recreation Department's efforts in planning the event and helps with operations throughout Westwood Day. Lastly, the event could not be a success without the support of our many community volunteers who help plan and run the event. Thank you all!

## Westwood Day 2018 Important Facts

- Friday and Saturday, September 28 & 29
- 7<sup>th</sup> 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
- Event budget has a balance of \$7,500 to start 2019 event planning
- 150 plus adult and student volunteers contributed to the success of event

# Recreation Department Annual Report

## Programming and Services

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

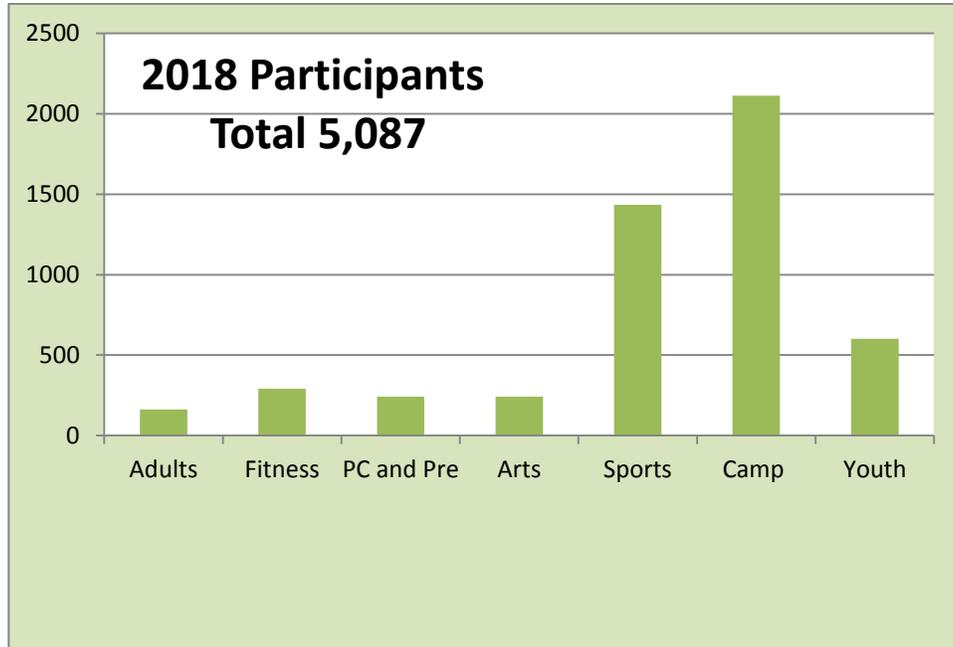
The Recreation Department implements the Field/Outdoor Facility Permit Policy and issues permits for sports organizations and renters who wish to reserve Town and School fields. Additionally, Recreation and Department of Public Works work collaboratively to inspect and maintain the Tot Lot and School 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 2,113 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 37 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.
- Clay youth programs and summer art classes have been successful all year.
- Musical Theater was offered 6 weeks and received raving reviews by parents and the 157 participants. Musical Theatre increased maximum participation from 25 to 30 for all weeks to accommodate the waitlist.
- Summer favorites were Safety Town, Art Studio, Top Secret Science, Sports Clinics, Counselor-in-Training, Musical Theater, Camp and Playground.
- Drivers Education Program provided by Teacher Driver Academy instructed 67 participants.
- New event, Patrick Chung Football Clinic, on June 23<sup>rd</sup> at the Flahive Football Field was amazing and the clinic maxed out with 300 participants age 7-14 and the waitlist had 54 individuals.
- 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 852 participants and each clinic was a success. Staff did an amazing job despite the extreme heat.
- Summer programs were well attended and very successful with a total of 3,647 participants registered in areas of: Camp, sports, playground, arts, youth, teen/adults and fitness.
- Nine teams participated in the Adult Winter Basketball League. After the 10 game schedule and playoffs the championship went to team Medfield Dads.
- Sports programs provided 1,435 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.

# Recreation Department Annual Report



## 2018 Fields and Facilities Highlights

- Issued spring, summer and fall field permits and maintained online field calendars.
- Downey tennis court resurfaced.
- Hitting walls installed at WHS and Downey tennis complexes. Net anchors installed at Downey courts.
- Lions Club Tot Lot: replaced 2 play structures and added safety surface material.
- June St. Playground: new playground construction completed with new safety surface material.
- Open Space and Recreation Plan update submitted to Planning Board for adoption.
- Recreation vehicle replacement purchase completed.
- 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.



## Aquatics

The Aquatics division includes the aquatic manager, the assistant aquatic manager, water safety instructors, lifeguards, water safety instructor aides, swim team coaches, and pool volunteers. The pool is utilized by the Westwood High School swim teams and students, Boys Scouts of America, Westwood residents, and residents from neighboring communities. The Aquatics division provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an authorized provider for the American Red Cross, offering swimming programs including: Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety Courses, Lifeguarding, Water Safety Instructor Training, CPR/AED and First Aid.

# Recreation Department Annual Report

Specialized programs such as: Competitive Swim Team, Pool Parties, Tri-Athletes Kids Club, Water Polo, Springboard Diving, Swim Clinic, Aquanauts, Senior Swim, Underwater Hockey and Scuba Diving provide unique programming to the community. New program highlights for the past year include Toddler Time, Lunch Bunch, March Madness Water Basketball, and Intro to Paddle Boarding. 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 division hosted the Tri-Valley League Championships Diving and 500 yd. swim events. We hosted 21 swim meets for our high school and recreation swim teams. Our winter and summer swim teams are open to swimmers aged 5-18. This year our winter team placed first in the North Division in the Winter Suburban Swim League!

In addition to organized league aquatic events, we also hosted 27 pool parties, conducted 343 private and semi-private individualized swim lessons, instructed 819 participants in our American Red Cross learn to swim program, and trained over 20 prospective lifeguards for certification.

The Recreation Department is proud to host the Westwood High School swim team at our pool. We also 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.

## 2018 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	904	141
February	849	105
March	949	127
April	878	121
May	966	83
June	959	67
July	1,119	143
August	1,170	139
September	874	67
October	1,005	99
November	895	118
December	995	101
<b>Totals</b>	<b>11,563</b>	<b>1,311</b>



Automatic Thermal Pool Cover

## 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.
- Instituted Swimmer of the Week program, recognizing swimmers for their dedication, effort and sportsmanship.
- Participated as a stakeholder in the SAPC Program – Substance Abuse Protection Collaborative – Westwood, Dedham, Norwood and Needham.

Respectfully Submitted,

*Nicole Banks, Recreation Director*

# Recreation Commission Annual Report

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

*Robert Phillips, Member*  
*Paul Tucceri, Member*  
*Elizabeth Phillips, Associate 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.

## **2018 Accomplishments**

2018 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 2018:

- 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 Year's Eve Fireworks.
- Operated Summer Camp and Playground Programs with continued growth serving a total of 1,461 participants; with a total of 5,041 participants registered in the areas of Camp, sports, playground, arts, youth, teen/adults and fitness.
- Capital improvement projects included the refurbishment and resurfacing of the High School and Downey School tennis courts; new hitting walls for each location; and the installation of a lighting system for the high school courts; replacement of a department vehicle with a more fuel efficient model; the installation of a new HVAC system in the swimming pool lobby, a thermal cover for the pool and new efficient pool lighting.
- Continued growth of all aspects of the Aquatics program.
- Implementation of the Field/Outdoor Facility Permit Policy including issuing permits for sports organizations and renters who wish to reserve Town and School Fields.
- Installation in cooperation with the Westwood Lions Club of new equipment in the Tot Lot; and plan and complete new playground construction for the June Street Playground.

## **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 2019 and beyond and look forward to continuing to work with Recreation staff to continue to improve our programs and services.

Very truly yours,

Mitchell Katzman, Commission Chair

# Westwood Historical Commission Annual Report

*Nancy Donahue, Chair*

*Marilyn Freedman*

*Lura Provost*

*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.

## **Colburn School Display**

In 2007, with the signing of the Massachusetts Historical Commission Memorandum of Agreement (MOA), the Westwood Board of Selectmen, Library Trustees, and Historical Commission approved the plan to build a new public library on the site of the Colburn School. The MOA granted permission to move the school during the construction of the new library and to relocate it within the High Street historic district. The resolution was to move the Colburn School to a temporary site in the parking lot behind 660 High Street. When the construction of the library was complete, the Colburn School would be relocated to 668 High Street.

The key parts of the MOA included mothballing the school, creating a photographic record of it, keeping it within the historic district, and preserving as much of its historic character as possible. As part of the preservation effort outlined in the 2007 Memorandum of Agreement (MOA), the library offered display space in a prominent interior location for an interpretive exhibit consisting of photos of the Colburn School.



The Westwood Historical Commission, in conjunction with Helen Riegler of HER Design, have worked on the design and construction of the Colburn School Display. The display consists of two separate exhibits – an indoor exhibit in the Community Meeting Room of the Westwood Public Library and an outdoor rail exhibit situated in the circular planting area located between the library and the Colburn School building.

In December 2017, the indoor Colburn School display was installed. The display consists of a mural and an artifact case. The mural is located on the left-hand wall of the Community Meeting Room between two columns. The background of the mural is the 1898 map of Westwood. The mural includes 2 story panels, one that focuses on the history of the school and a second that focuses on its moves to a temporary location in 2010 and later to its permanent location at the former site of the library in 2013. The mural has nine image panels that include a portrait of

Warren Colburn, a picture of Marion Fisher who served as principal of the Colburn School from 1914 until 1943, pictures of five teachers and their classes dating back to the late nineteenth and early twentieth century, and two historic pictures of the school dating to 1901 and 1924.

In June of 2018, the DPW installed the outdoor exhibit in the circular planting area located between the Library and the Colburn School Building. The rail includes an early photo of the Colburn School and a brief summary of the school's history.

# Westwood Historical Commission Annual Report

## Judith Ciardi Paintings

Judith Ciardi, a renowned Westwood artist, created a series of Westwood paintings that capture the town's spirit, culture, and history. In July 2018, Judith very generously donated these paintings to the town. With the oversight of the Westwood Historical Commission, these paintings will be displayed in public venues so that all the citizens of Westwood can enjoy them. This summer, the paintings will be on display at the library. The Historical Commission is making prints 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 (shown here) was replaced and the new Islington Fire Station was opened on October 11, 2017.*



*Westwood Historical Commission members, including left to right, Laura Provost, Marilyn Freedman, Nancy Donahue, and Jack Patterson.*

Respectfully submitted,  
*Nancy Donahue, Westwood Historical Commission Chair*

# Westwood Environmental Action Committee Annual Report

*Stephen Shinopoulos*  
*Pamela Kane*  
*Claire Galkowski*

*Kate LaCroix*  
*Julie Gervais*

*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 2018, WEAC's most visible activities were:

- Designed outreach graphic materials in consultation with the DPW to educate residents about the proper way to recycle plastic bags. Bags are contaminating our curbside recycling stream, and should not be used to contain recyclables or mixed with recyclable materials. These were mailed with the sewer bills. Also contributed articles to the newspapers to encourage residents to recycle "right", and posted "Don't Bag Recyclables" signs at polling places and Town Meeting.
- Explored the environmental problems associated with the use of plastic and paper bags and studied plastic bag bans in other towns. As part of this education effort, some WEAC members attended the Mass Green Network Summit. Conducted an in-person and electronic survey of about 600 residents on their plastic and paper bag use and their willingness to use reusable bags if plastic bags were banned. The results of the survey indicated that, if the town were to ban plastic bags, a large number of people would just use the paper bags provided by the retailers. Paper bags require a significant amount of energy and chemicals to produce. Made a presentation to the Select Board about the issues associated with both plastic and paper bag usage. Made the decision not to pursue a ban and to give priority to an education campaign. As a result of our action the Westwood Select Board declared that May 2019 will be "Bring your own bag month."
- Explored the Community Electricity Aggregation (CEA) program and invited Eugenia Gibbons of the Green Energy Consumers Alliance to give a presentation on the program at the July 2018 WEAC meeting. Organized a meeting with Eugenia Gibbons, Stefano Loretto (Good Energy ) and town officials, including the Energy Manager, to provide an informational presentation on CEA. Developed a web site to support answering questions that residents may have about CEA. Submitted a warrant article to the Select Board to put the CEA on the ballot at the Spring 2019 Town meeting. Organized two public forums on the topic, and presented to the Finance Commission, which voted to support the warrant article at Town Meeting.
- Improved and assisted with recycling at Westwood Day, in conjunction with the Recreation Dept. and DPW. Nearly a ton of recyclable cardboard, bottles, cans, and rigid containers were rescued from the landfill.
- Assisted the DPW with two Recycling Days at Carby St. on April 28 and Oct. 14. Hundreds of residents were able to repurpose electronics and appliances, large rigid plastics, textiles, books, commercial CDs and DVDs, video games, scrap metal, and tires.
- Members attended various town committee meetings.

# Town of Westwood 122<sup>nd</sup> Annual Report

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*For Year Ending December 31, 2018*

## APPENDICES

**INDEPENDENT AUDITORS REPORT**

**TOWN MEETINGS  
STATE ELECTIONS  
TOWN ELECTIONS**



# Comprehensive Annual Financial Report

For the Year Ended June 30, 2018

## The Town of Westwood, Massachusetts



# **The Town of Westwood, Massachusetts**



## **Comprehensive Annual Financial Report**

**For the Year  
July 1, 2017 through June 30, 2018**

**Board of Selectmen**

**John Hickey, Chairman  
Nancy C. Hyde  
Michael F. Walsh**

**Prepared by:  
Pamela Dukeman, Finance Director**

**Town of Westwood, Massachusetts**  
**Comprehensive Annual Financial Report**  
*For the Year Ended June 30, 2018*

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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 Board of Selectmen.*

Pictured from left to right, Town Administrator Michael Jaillet, Selectman Michael Walsh, Selectman Nancy Hyde, Selectman Chairman 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**

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Letter of Transmittal

November 27, 2018

To the Honorable Board of Selectmen 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, 2018 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, 2018, 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, 2018, 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 15,000, Westwood is located in eastern Massachusetts, 13 miles south of Boston, with a land area of 11 square miles. 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.

Westwood is recognized throughout the state for its attractive open space and rambling New England stone walls.

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 Board of Selectmen/Open Town Meeting/Town Administrator form of government. The elected, three-member Board of Selectmen makes policy decisions. The Town Administrator is responsible for carrying out the policies and direction of the Board of Selectmen 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 Board of Selectmen, are elected at-large to three-year staggered terms.

The Finance Director is responsible for preparing and presenting the General Fund budget to the Board of Selectmen. The Selectmen review all requests and Town wide issues and present 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 typically 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 Board of Selectmen, 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 2.6% (2017) compared with the state rate of 3.7% (2017).

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 has experienced a major, positive change in commercial property value. In order to improve commercial development, the Town took steps several years ago to enhance the desirability of its major commercial areas, including creating specific overlay districts for each commercial area encouraging flexible redevelopment. The University Park 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 commercial development project, continued to advance in 2018. 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 have been completed, and all are open and operating. 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, and is providing for an enhanced and stable commercial tax base, creating new employment opportunities and maintaining and enhancing 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. These have also added 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 have stabilized. In addition, 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 2018 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 into the budget an annual OPEB appropriation of \$1,415,000, which will be increased incrementally by \$25,000 per year. The Town 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 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 2018, 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 2019 budget appropriated \$100,000 to the Stabilization Fund and \$1,415,000 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 2019 will include continuing inspecting and facilitating the construction of additional pieces of the University Station project including new residential elements to the project, 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. In addition major efforts by the Town in FY19 will include overseeing and inspecting continued improvements and new development in the Town's Islington Center. This project includes both new retail and housing.

The Town 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 will allow the Town to accommodate the additional operating services to meet the needs of the University Station development. The Town will begin planning in FY19 for the next phase of facilities upgrades for Town and School buildings. The Schools have been selected by the State MSBA program to work with them on the elementary schools projects.

### ***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, 2017. 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 21 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.

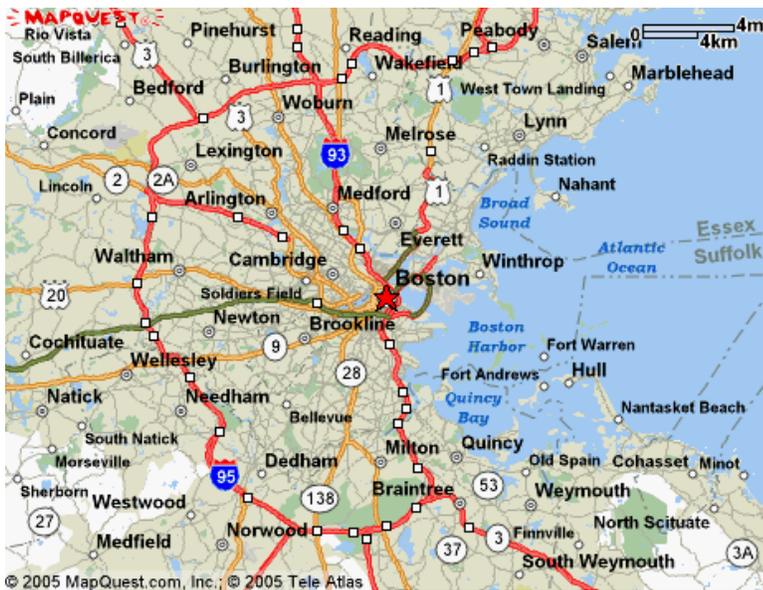
This report represents significant effort by the entire financial team of the Town, whose dedicated efforts have significantly improved the financial operations of the Town. I particularly would like to acknowledge the efforts of Laura Bucari, whose assistance was invaluable in the preparation of this 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 14,809. 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 Board of Selectmen/Open Town Meeting/Town Administrator form of government. The elected, three-member Board of Selectmen makes policy decisions. The Town Administrator is responsible for carrying out the policies and direction of the Board of Selectmen 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 Board of Selectmen, 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

*Board of Selectmen*

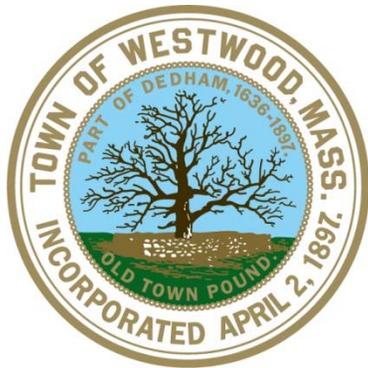
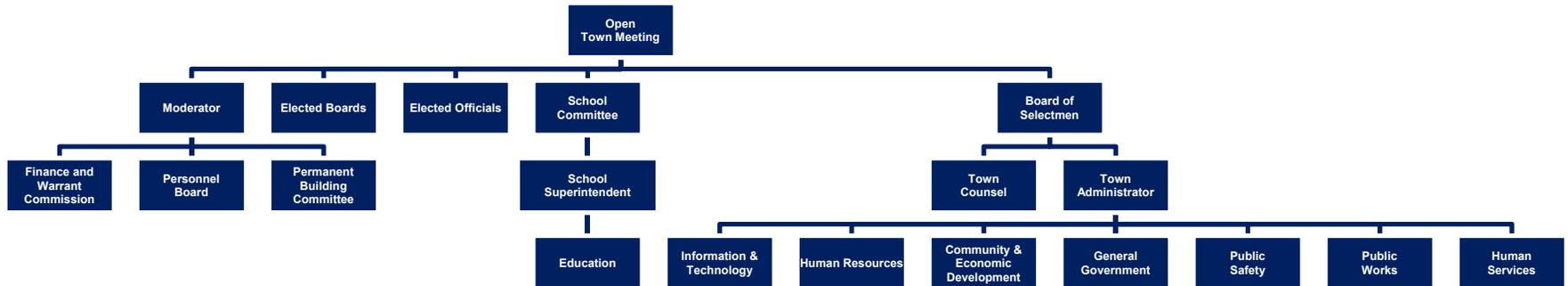
John Hickey, Chairman  
Nancy C. Hyde  
Michael F. Walsh

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, 2018**

<b>Position</b>	<b>Salary</b>
School Superintendent	\$200,000
School Director of Business and Finance	\$143,286
Town Administrator	\$188,405
Police Chief	\$171,608
Finance Director	\$135,807
Department of Public Works Director	\$127,324
Fire Chief	\$166,422
Human Resources Director	\$106,556
Director of Information Technology	\$112,582
Town Accountant	\$105,677
Library Director	\$99,956
Town Counsel	\$99,783
Director of Community and Economic Development	\$101,692
Town Clerk (Elected)	\$82,242
Tax Collector (Elected)	\$ 4,000
Treasurer (Elected)	\$ 4,000
Board of Selectmen (Elected)	\$ 2,000
Board of Assessors (Elected)	\$ 1,800

# The Town of Westwood



## Elected Boards

- Board of Selectmen
- 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  
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Reporting**

Presented to

**Town of Westwood  
Massachusetts**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2017**

*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*

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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](http://www.powersandsullivan.com)

## **Independent Auditor's Report**

To the Honorable Board of Selectmen  
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, 2018, 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, 2018, 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 November 27, 2018, 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.



November 27, 2018

# *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, 2018. 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 \$48.4 million (net position).
- As required by GASB Statement #68, in 2018 the Town recognized a net pension liability of \$40.0 million along with a deferred outflow related to pension of \$9.8 million and a deferred inflow related to pension of \$5.9 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.
- Beginning net position of the governmental activities and the business-type activities have been revised to reflect the implementation of GASB Statement #75, "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*". The implementation of this standard required the calculation of the OPEB liability to be revised due to the use of different methods and assumptions as previously required by GASB Statement #45, "*Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*". Accordingly, the Town's net position as of June 30 2017, has been revised to reflect these changes. (See Note 15 for further details regarding the revised balances).
- At the close of the current year, the Town of Westwood's general fund reported an ending fund balance of \$21.1 million, an increase of \$1.5 million in comparison with the prior year. Total fund balance represents 21.4% of total general fund expenditures. Approximately \$13.2 million of this total amount is available for appropriation at the government's discretion, \$4.8 million is committed for capital articles approved by Town Meeting, \$151,000 is assigned for encumbrances carried forward to the subsequent year and \$2.9 million represents available funds appropriated to fund the fiscal year 2019 budget.
- The Town of Westwood's total governmental debt decreased by \$4.6 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 \$64.6 million at the close of 2018 .

Net position of \$104.3 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 \$1.5 million represents resources that are subject to external restrictions on how they may be used. The remaining deficit balance of unrestricted net position \$41.2 million is primarily due to the recognition of the \$40.0 million net pension liability and \$39.2 million in the other postemployment benefits liability.

**Governmental activities.** The governmental activities net position increased by approximately \$557,000 during the current year. The underlying reason for the decrease was the increase in the OPEB and pension liabilities offset by better than expected budgetary performance.

Beginning net position of the governmental activities has been revised to reflect the implementation of GASB Statement #75. The implementation of this standard required the OPEB liability to be revised due to the use of different methods and assumptions as previously required by GASB Statement #45. Accordingly, previously reported net position of \$63.4 million has been revised and totals \$47.8 million. The revision of fiscal year 2017 information is not practical (See Note 15 for details).

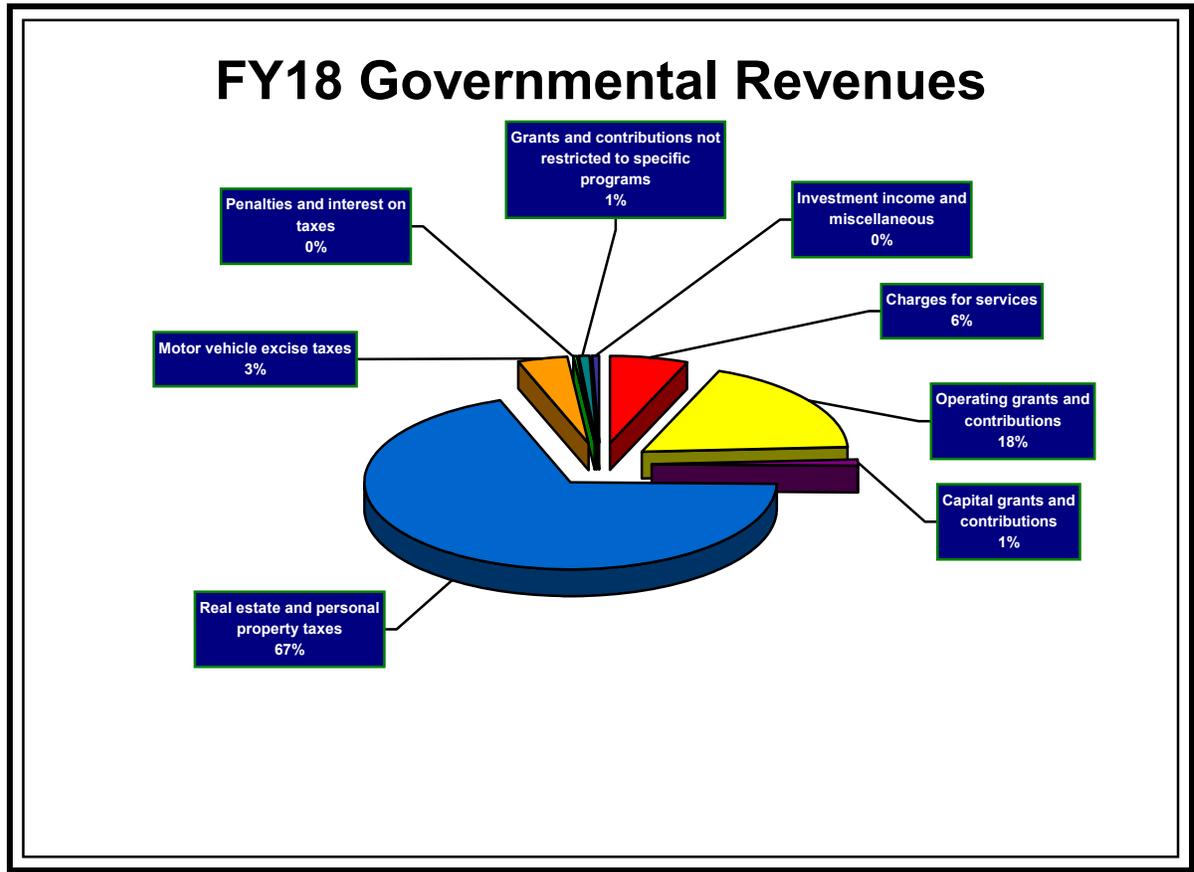
	June 30, 2018	June 30, 2017
<b>Assets:</b>		
Current assets.....	\$ 40,064,542	\$ 44,433,287
Noncurrent assets (excluding capital).....	5,306,000	6,553,000
Capital assets, non depreciable.....	6,748,382	25,919,909
Capital assets, net of accumulated depreciation.....	<u>125,672,885</u>	<u>104,796,751</u>
<b>Total assets.....</b>	<b>177,791,809</b>	<b>181,702,947</b>
<b>Deferred outflows of resources.....</b>	<b>10,965,038</b>	<b>5,496,629</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	6,037,715	6,714,622
Noncurrent liabilities (excluding debt).....	78,441,232	62,933,594
Current debt.....	4,809,040	4,873,843
Noncurrent debt.....	<u>41,761,656</u>	<u>46,570,696</u>
<b>Total liabilities.....</b>	<b>131,049,643</b>	<b>121,092,755</b>
<b>Deferred inflows of resources.....</b>	<b>9,349,863</b>	<b>2,749,635</b>
<b>Net position:</b>		
Net investment in capital assets.....	93,029,094	92,145,970
Restricted.....	1,453,460	2,038,029
Unrestricted.....	<u>(46,125,213)</u>	<u>(30,826,813)</u>
<b>Total net position.....</b>	<b>\$ 48,357,341</b>	<b>\$ 63,357,186</b>

	June 30, 2018	June 30, 2017
<b>Program Revenues:</b>		
Charges for services.....	\$ 6,473,084	\$ 6,412,498
Operating grants and contributions.....	19,221,090	20,015,543
Capital grants and contributions.....	1,303,961	627,863
<b>General Revenues:</b>		
Real estate and personal property taxes, net of tax refunds payable.....	73,504,082	70,239,637
Motor vehicle and other excise taxes.....	3,602,675	3,332,931
Hotel/motel tax.....	129,991	11,031
Meals tax.....	370,332	346,464
Penalties and interest on taxes.....	244,435	147,442
Payments in lieu of taxes.....	300,000	-
Grants and contributions not restricted to specific programs.....	776,600	760,612
Unrestricted investment income.....	<u>334,856</u>	<u>119,027</u>
<b>Total revenues.....</b>	<b>106,261,106</b>	<b>102,013,048</b>
<b>Expenses:</b>		
General government.....	6,478,984	5,908,199
Public safety.....	12,817,935	12,380,718
Education.....	69,883,944	69,129,730
Public works.....	9,547,892	9,387,133
Health and human services.....	1,791,897	1,428,184
Culture and recreation.....	3,670,572	3,725,614
University Station.....	474,479	507,970
Interest.....	<u>1,329,268</u>	<u>1,614,895</u>
<b>Total expenses.....</b>	<b>105,994,971</b>	<b>104,082,443</b>
<b>Excess (Deficiency) before transfers.....</b>	<b>266,135</b>	<b>(2,069,395)</b>
<b>Transfers.....</b>	<b>290,978</b>	<b>290,978</b>
<b>Change in net position.....</b>	<b>557,113</b>	<b>(1,778,417)</b>
<b>Net position, beginning of year (as revised).....</b>	<b>47,800,228</b>	<b>65,135,603</b>
<b>Net position, end of year.....</b>	<b>\$ 48,357,341</b>	<b>\$ 63,357,186</b>

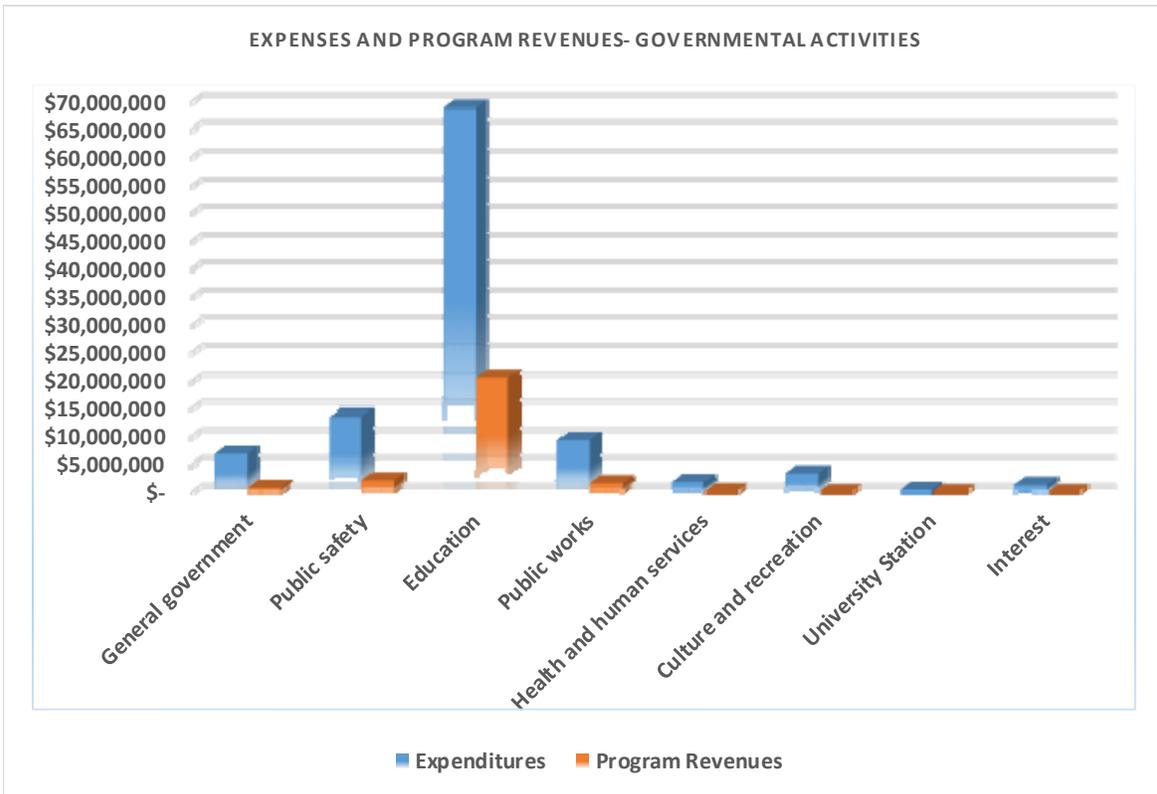
- Charges for services represent about 6% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category. Most of these resources apply to general

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 18% 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.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Real estate and personal property tax collections increased 3% 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 8% 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 66% of total governmental expenses. Program revenues of \$20.6 million provided direct support to education and \$49.3 million in taxes and other general revenue were needed to cover the remaining 2018 operating expenses.
- General government, public safety, public works and culture and recreation are significant activities of the Town. Program revenues for general government of \$779,000, public safety of \$2.2 million, public works of \$1.6 million and culture and recreation of \$1.2 million are directly supporting \$6.5 million, \$12.8 million, \$9.5 million and \$3.7 million of operating expenses, respectively. Taxes and other general revenue of \$26.5 million were needed to cover the remaining 2018 operating expenses for these activities. Combined, they represent 31% 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 2018. Net investment in capital assets totaled \$11.3 million while unrestricted net position totaled \$5.0 million. There was a net increase of \$452,000 in net position reported in connection with the sewer enterprise. Capital and operating grants and contributions remained relatively consistent from the prior year. Charges for services and operating expenses increased 12% and 5% respectively.

Beginning net position of the business-type activities has been revised to reflect the implementation of GASB Statement #75. The implementation of this standard required the OPEB liability to be revised due to the use of different methods and assumptions as previously required by GASB Statement #45. Accordingly, previously reported net position of \$16.7 million has been revised and totals \$15.8 million. The revision of fiscal year 2017 information is not practical (See Note 15 for details).

	June 30, 2018	June 30, 2017
<b>Assets:</b>		
Current assets..... \$	7,199,234	\$ 6,681,470
Noncurrent assets (excluding capital).....	-	53,094
Capital assets, non depreciable.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	12,176,770	12,508,148
<b>Total assets.....</b>	<b>19,726,854</b>	<b>19,593,562</b>
<b>Deferred outflows of resources.....</b>	<b>231,847</b>	<b>133,094</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	145,620	85,623
Noncurrent liabilities (excluding debt).....	2,120,799	1,210,238
Current debt.....	406,100	405,300
Noncurrent debt.....	868,600	1,274,700
<b>Total liabilities.....</b>	<b>3,541,119</b>	<b>2,975,861</b>
<b>Deferred inflows of resources.....</b>	<b>195,938</b>	<b>66,579</b>
<b>Net position:</b>		
Net investment in capital assets.....	11,252,920	11,435,385
Unrestricted.....	4,968,724	5,248,831
<b>Total net position..... \$</b>	<b>16,221,644</b>	<b>\$ 16,684,216</b>

	June 30, 2018	June 30, 2017
<b>Program Revenues:</b>		
Charges for services..... \$	5,224,029	\$ 4,672,765
Operating grants and contributions.....	10,451	20,883
Capital grants and contributions.....	14,897	26,485
<b>Total revenues.....</b>	<b>5,249,377</b>	<b>4,720,133</b>
<b>Expenses:</b>		
Sewer.....	4,506,338	4,277,630
<b>Total expenses.....</b>	<b>4,506,338</b>	<b>4,277,630</b>
<b>Excess (Deficiency) before transfers.....</b>	<b>743,039</b>	<b>442,503</b>
<b>Transfers.....</b>	<b>(290,978)</b>	<b>(290,978)</b>
<b>Change in net position.....</b>	<b>452,061</b>	<b>151,525</b>
<b>Net position, beginning of year (as revised).....</b>	<b>15,769,583</b>	<b>16,532,691</b>
<b>Net position, end of year..... \$</b>	<b>16,221,644</b>	<b>\$ 16,684,216</b>

## 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 \$30.3 million, a decrease of \$6.0 million from the prior year. The general fund reported an increase of \$1.5 million and the nonmajor governmental funds reported a decrease of \$7.5 million. The nonmajor decrease related mainly to the police station capital project where \$4.7 million has been spent this year which was financed with bond proceeds received in the prior year. There were also transfers out from the nonmajor funds to the general fund totaling \$2 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 \$1.5 million in comparison with prior year. This increase is almost entirely due to a \$2.2 million increase in the Town's stabilization funds which are reported within the general fund as unassigned fund balance.

Real estate tax revenue increased from 2017 by \$3.5 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 \$13.2 million, while total fund balance totaled \$21.1 million. The \$4.8 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$3.1 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. 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 13.4% of total general fund expenditures, while total fund balance represents 21.4% 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 \$6.2 million, which represents 6.25% 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 \$96.5 million, which included \$6.3 million in encumbrances and articles that were carried over from the prior year. The final budget also included the planned use of \$321,000 of transfers from other funds, \$225,000 of free cash and \$35,000 from the release of overlay.

General fund revenues came in over budget by \$2.1 million. The majority of this surplus \$946,000 (45%) was generated from motor vehicle excise taxes and \$447,000 (21%) was generated through licenses and permits. The Town also received a budgeted \$300,000 one time payment in lieu of taxes from Brigham and Women's Hospital at University Station.

General fund expenditures and encumbrances were lower than final budget by \$1.1 million (1%), with the majority of the variance occurring in the employee benefits and the reserve fund which turned back \$574,000 and \$249,000, respectively.

The \$581,000 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, 2018, totaled \$44.7 million of which, \$6.1 million is related to library projects, \$12.0 million is related to school projects, \$21.4 million is related to public safety projects, \$3.2 million is related to roadway improvements, \$1.1 million for department equipment and \$980,000 for land development.

The enterprise fund has \$1.3 million 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**

<b>Governmental activities:</b>	Cost of Capital Assets	Accumulated	Capital Assets, net
		Depreciation at end of year	
Land.....	\$ 6,748,382	\$ -	\$ 6,748,382
Buildings and improvements.....	134,816,489	(45,732,451)	89,084,038
Vehicles.....	9,835,837	(7,299,493)	2,536,344
Machinery and equipment.....	15,111,889	(13,120,903)	1,990,986
Infrastructure.....	66,058,858	(33,997,341)	32,061,517
<b>Total governmental activities.....</b>	<b>232,571,455</b>	<b>(100,150,188)</b>	<b>132,421,267</b>
 <b>Business-type activities:</b>			
Land.....	350,850	-	350,850
Plant and infrastructure.....	19,568,628	(9,728,014)	9,840,614
Other buildings and improvements.....	6,339,070	(4,088,868)	2,250,202
Vehicles.....	448,428	(396,661)	51,767
Machinery and equipment.....	510,212	(476,025)	34,187
<b>Total business-type activities.....</b>	<b>27,217,188</b>	<b>(14,689,568)</b>	<b>12,527,620</b>
<b>Total capital assets.....</b>	<b>\$ 259,788,643</b>	<b>\$ (114,839,756)</b>	<b>\$ 144,948,887</b>

**Governmental Bonds Payable**

Governmental Bonds Payable							
Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2017	Issued	Redeemed	Outstanding at June 30, 2018
Municipal Purpose Bonds of August 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 825,000	\$ -	\$ (175,000)	\$ 650,000
Municipal Purpose Bonds of June 2009.....	2029	3,500,000	2.10 - 5.00	2,100,000	-	(175,000)	1,925,000
Municipal Purpose Bonds of March 2011.....	2031	9,300,000	3.25 - 4.00	6,510,000	-	(465,000)	6,045,000
Municipal Purpose Bonds of March 2012.....	2023	19,095,000	2.00 - 4.00	10,905,000	-	(1,860,000)	9,045,000
Municipal Purpose Bonds of December 2012.....	2022	4,635,000	2.00 - 3.00	2,310,000	-	(465,000)	1,845,000
Municipal Purpose Bonds of May 2014.....	2024	1,400,000	2.00 - 2.50	980,000	-	(140,000)	840,000
Municipal Purpose Bonds of September 2015.....	2036	10,450,000	2.50 - 5.00	9,835,000	-	(615,000)	9,220,000
Municipal Purpose Bonds of September 2016.....	2046	16,645,000	2.00 - 4.00	15,890,000	-	(750,000)	15,140,000
<b>Total Governmental Activities.....</b>				<b>\$ 49,355,000</b>	<b>\$ -</b>	<b>\$ (4,645,000)</b>	<b>\$ 44,710,000</b>

**Enterprise Bonds Payable**

Enterprise Bonds Payable							
Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2017	Issued	Redeemed	Outstanding at June 30, 2018
Municipal Purpose Bonds of December 1998.....	2019	\$ 3,220,700	3.88	\$ 402,800	\$ -	\$ (198,500)	\$ 204,300
Municipal Purpose Bonds of May 2014.....	2025	1,570,000	2.00 - 2.50	1,090,000	-	(160,000)	930,000
Municipal Purpose Bonds of June 2016.....	2021	234,000	0	187,200	-	(46,800)	140,400
<b>Total Enterprise Bonds Payable.....</b>				<b>\$ 1,680,000</b>	<b>\$ -</b>	<b>\$ (405,300)</b>	<b>\$ 1,274,700</b>

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 2019 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 2019 budget increased the following structurally balanced budget decisions:

- The Town provided for an approximate 3.4% increase for the school and 3.8% increase for municipal 2019 operating budgets. The municipal budget increase included a \$150,000 increase to the snow and ice budget.
- The 2019 budget has increased capital budgets through additional use of free cash.
- The 2019 budget provides for a \$100,000 appropriation to the stabilization reserve account. This is an ongoing appropriation funded within the budget.
- The 2019 budget provides for a \$1,415,000 appropriation to the OPEB Trust account. This is an ongoing appropriation funded with the budget.
- The 2019 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.

# *Basic Financial Statements*

**STATEMENT OF NET POSITION**

JUNE 30, 2018

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 30,942,346	\$ 5,681,655	\$ 36,624,001
Investments.....	4,894,594	-	4,894,594
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	605,708	-	605,708
Tax liens.....	980,870	-	980,870
Motor vehicle excise taxes.....	281,186	-	281,186
User charges.....	-	1,464,485	1,464,485
Departmental and other.....	312,996	-	312,996
Intergovernmental.....	2,046,842	53,094	2,099,936
Total current assets.....	<u>40,064,542</u>	<u>7,199,234</u>	<u>47,263,776</u>
<b>NONCURRENT:</b>			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	5,306,000	-	5,306,000
Capital assets, nondepreciable.....	6,748,382	350,850	7,099,232
Capital assets, net of accumulated depreciation.....	<u>125,672,885</u>	<u>12,176,770</u>	<u>137,849,655</u>
Total noncurrent assets.....	<u>137,727,267</u>	<u>12,527,620</u>	<u>150,254,887</u>
<b>TOTAL ASSETS.....</b>	<b><u>177,791,809</u></b>	<b><u>19,726,854</u></b>	<b><u>197,518,663</u></b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions.....	9,575,038	231,847	9,806,885
Deferred outflows related to other postemployment benefits.....	1,390,000	-	1,390,000
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES.....</b>	<b><u>10,965,038</u></b>	<b><u>231,847</u></b>	<b><u>11,196,885</u></b>
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	1,519,075	112,249	1,631,324
Accrued payroll.....	2,107,345	5,877	2,113,222
Tax refunds payable.....	301,681	-	301,681
Accrued interest.....	317,886	9,494	327,380
Other liabilities.....	293,884	-	293,884
Capital lease obligations.....	206,844	-	206,844
Compensated absences.....	1,291,000	18,000	1,309,000
Bonds payable.....	4,809,040	406,100	5,215,140
Total current liabilities.....	<u>10,846,755</u>	<u>551,720</u>	<u>11,398,475</u>
<b>NONCURRENT:</b>			
Capital lease obligations.....	651,226	-	651,226
Compensated absences.....	737,000	-	737,000
Net pension liability.....	39,064,521	945,897	40,010,418
Other postemployment benefits.....	37,988,485	1,174,902	39,163,387
Bonds payable.....	41,761,656	868,600	42,630,256
Total noncurrent liabilities.....	<u>120,202,888</u>	<u>2,989,399</u>	<u>123,192,287</u>
<b>TOTAL LIABILITIES.....</b>	<b><u>131,049,643</u></b>	<b><u>3,541,119</u></b>	<b><u>134,590,762</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Taxes paid in advance.....	1,753,758	-	1,753,758
Deferred inflows related to pensions.....	5,807,678	140,626	5,948,304
Deferred inflows related to other postemployment benefits.....	1,788,427	55,312	1,843,739
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b><u>9,349,863</u></b>	<b><u>195,938</u></b>	<b><u>9,545,801</u></b>
<b>NET POSITION</b>			
Net investment in capital assets.....	93,029,094	11,252,920	104,282,014
Restricted for:			
Permanent funds:			
Expendable.....	42,920	-	42,920
Nonexpendable.....	457,240	-	457,240
Gifts.....	284,359	-	284,359
Grants.....	668,941	-	668,941
Unrestricted.....	(46,125,213)	4,968,724	(41,156,489)
<b>TOTAL NET POSITION.....</b>	<b><u>\$ 48,357,341</u></b>	<b><u>\$ 16,221,644</u></b>	<b><u>\$ 64,578,985</u></b>

See notes to basic financial statements.

**STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2018

<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>	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 6,478,984	\$ 668,104	\$ 111,221	\$ -	\$ (5,699,659)
Public safety.....	12,817,935	2,004,219	149,798	-	(10,663,918)
Education.....	69,883,944	2,559,813	18,039,425	-	(49,284,706)
Public works.....	9,547,892	79,030	247,319	1,303,961	(7,917,582)
Human services.....	1,791,897	93,745	193,133	-	(1,505,019)
Culture and recreation.....	3,670,572	1,068,173	106,238	-	(2,496,161)
University Station.....	474,479	-	188,680	-	(285,799)
Interest.....	1,329,268	-	185,276	-	(1,143,992)
<b>Total Governmental Activities.....</b>	<b>105,994,971</b>	<b>6,473,084</b>	<b>19,221,090</b>	<b>1,303,961</b>	<b>(78,996,836)</b>
<i>Business-Type Activities:</i>					
Sewer.....	4,506,338	5,224,029	10,451	14,897	743,039
<b>Total Business-Type Activities.....</b>	<b>4,506,338</b>	<b>5,224,029</b>	<b>10,451</b>	<b>14,897</b>	<b>743,039</b>
<b>Total Primary Government.....</b>	<b>\$ 110,501,309</b>	<b>\$ 11,697,113</b>	<b>\$ 19,231,541</b>	<b>\$ 1,318,858</b>	<b>\$ (78,253,797)</b>

See notes to basic financial statements.

(Continued)

**STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2018

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net position:</b>			
Net (expense) revenue from previous page.....	\$ <b>(78,996,836)</b>	\$ <b>743,039</b>	\$ <b>(78,253,797)</b>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	73,504,082	-	73,504,082
Motor vehicle excise taxes.....	3,602,675	-	3,602,675
Hotel/motel tax.....	129,991	-	129,991
Meals tax.....	370,332	-	370,332
Penalties and interest on taxes.....	244,435	-	244,435
Payments in lieu of taxes.....	300,000	-	300,000
Grants and contributions not restricted to specific programs.....	776,600	-	776,600
Unrestricted investment income.....	334,856	-	334,856
<i>Transfers, net</i> .....	290,978	(290,978)	-
Total general revenues and transfers.....	79,553,949	(290,978)	79,262,971
Change in net position.....	557,113	452,061	1,009,174
<i>Net position:</i>			
Beginning of year, as revised.....	47,800,228	15,769,583	63,569,811
End of year.....	\$ <u>48,357,341</u>	\$ <u>16,221,644</u>	\$ <u>64,578,985</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2018

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents.....	\$ 21,562,933	\$ 9,379,413	\$ 30,942,346
Investments.....	4,865,287	29,307	4,894,594
Receivables, net of uncollectibles:			
Real estate and personal property taxes.....	605,708	-	605,708
Tax liens.....	980,870	-	980,870
Motor vehicle excise taxes.....	281,186	-	281,186
Departmental and other.....	65,155	247,841	312,996
Intergovernmental.....	6,553,000	799,842	7,352,842
<b>TOTAL ASSETS.....</b>	<b>\$ 34,914,139</b>	<b>\$ 10,456,403</b>	<b>\$ 45,370,542</b>
<b>LIABILITIES</b>			
Warrants payable.....	\$ 1,244,053	\$ 275,022	\$ 1,519,075
Accrued payroll.....	2,107,345	-	2,107,345
Tax refunds payable.....	301,681	-	301,681
Other liabilities.....	293,884	-	293,884
<b>TOTAL LIABILITIES.....</b>	<b>3,946,963</b>	<b>275,022</b>	<b>4,221,985</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Taxes paid in advance.....	1,753,758	-	1,753,758
Unavailable revenue.....	8,095,946	1,047,683	9,143,629
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>9,849,704</b>	<b>1,047,683</b>	<b>10,897,387</b>
<b>FUND BALANCES</b>			
Nonspendable.....	-	457,240	457,240
Restricted.....	-	8,676,458	8,676,458
Committed.....	4,792,739	-	4,792,739
Assigned.....	3,085,031	-	3,085,031
Unassigned.....	13,239,702	-	13,239,702
<b>TOTAL FUND BALANCES.....</b>	<b>21,117,472</b>	<b>9,133,698</b>	<b>30,251,170</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 34,914,139</b>	<b>\$ 10,456,403</b>	<b>\$ 45,370,542</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2018

Total governmental fund balances.....	\$	30,251,170
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....		132,421,267
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....		9,143,629
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.....		3,368,933
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....		(317,886)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Bonds payable.....	(46,570,696)	
Net pension liability.....	(39,064,521)	
Other postemployment benefits.....	(37,988,485)	
Capital lease obligations.....	(858,070)	
Compensated absences.....	<u>(2,028,000)</u>	
Net effect of reporting long-term liabilities.....		<u>(126,509,772)</u>
Net position of governmental activities.....	\$	<u>48,357,341</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**YEAR ENDED JUNE 30, 2018**

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>			
Real estate and personal property taxes, net of tax refunds.....	\$ 73,691,325	\$ -	\$ 73,691,325
Motor vehicle excise taxes.....	3,624,505	-	3,624,505
Hotel/motel tax.....	129,991	-	129,991
Meals tax.....	370,332	-	370,332
Charges for services.....	470,181	5,236,360	5,706,541
Penalties and interest on taxes.....	244,435	-	244,435
Payments in lieu of taxes.....	300,000	-	300,000
Licenses and permits.....	1,026,968	-	1,026,968
Fines and forfeitures.....	25,344	-	25,344
Intergovernmental - Teachers Retirement.....	9,952,000	-	9,952,000
Intergovernmental.....	7,530,740	3,081,164	10,611,904
Departmental and other.....	320,282	556,902	877,184
Contributions and donations.....	-	437,797	437,797
Investment income.....	167,922	5,375	173,297
<b>TOTAL REVENUES.....</b>	<b>97,854,025</b>	<b>9,317,598</b>	<b>107,171,623</b>
<b>EXPENDITURES:</b>			
Current:			
General government.....	3,360,380	827,687	4,188,067
Public safety.....	8,936,943	5,480,523	14,417,466
Education.....	43,619,299	6,081,101	49,700,400
Public works.....	5,498,086	1,298,235	6,796,321
Human services.....	1,008,896	141,883	1,150,779
Culture and recreation.....	1,624,102	874,843	2,498,945
University Station.....	330,440	144,039	474,479
Pension benefits.....	4,631,206	-	4,631,206
Pension benefits - Teachers Retirement.....	9,952,000	-	9,952,000
Property and liability insurance.....	399,502	-	399,502
Employee benefits.....	8,417,313	-	8,417,313
State and county charges.....	643,066	-	643,066
Capital outlay.....	3,830,061	-	3,830,061
Debt service:			
Principal.....	4,645,000	-	4,645,000
Interest.....	1,721,141	-	1,721,141
<b>TOTAL EXPENDITURES.....</b>	<b>98,617,435</b>	<b>14,848,311</b>	<b>113,465,746</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>(763,410)</b>	<b>(5,530,713)</b>	<b>(6,294,123)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in.....	2,298,347	450,000	2,748,347
Transfers out.....	-	(2,457,369)	(2,457,369)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>2,298,347</b>	<b>(2,007,369)</b>	<b>290,978</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>1,534,937</b>	<b>(7,538,082)</b>	<b>(6,003,145)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>19,582,535</b>	<b>16,671,780</b>	<b>36,254,315</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 21,117,472</b>	<b>\$ 9,133,698</b>	<b>\$ 30,251,170</b>

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, 2018

Net change in fund balances - total governmental funds.....	\$	(6,003,145)
<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.....	8,512,568	
Depreciation expense.....	<u>(6,807,961)</u>	
Net effect of reporting capital assets.....		1,704,607
<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>		
		(910,517)
<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.....	349,880	
Net amortization of premium from issuance of bonds.....	228,843	
Debt service principal payments.....	<u>4,645,000</u>	
Net effect of reporting long-term debt.....		5,223,723
<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.....	163,030	
Net change in deferred outflow/(inflow) of resources related to pensions.....	1,020,366	
Net change in net pension liability.....	(1,410,284)	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	(398,427)	
Net change in other postemployment benefits liability.....	<u>1,235,760</u>	
Net effect of recording long-term liabilities.....		<u>542,445</u>
Change in net position of governmental activities.....	\$	<u><u>557,113</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF NET POSITION

JUNE 30, 2018

	<u>Business-Type Sewer Enterprise</u>
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 5,681,655
Receivables, net of allowance for uncollectibles:	
User charges.....	1,464,485
Intergovernmental.....	<u>53,094</u>
Total current assets.....	<u>7,199,234</u>
NONCURRENT:	
Capital assets, non depreciable.....	350,850
Capital assets, net of accumulated depreciation.....	<u>12,176,770</u>
Total noncurrent assets.....	<u>12,527,620</u>
TOTAL ASSETS.....	<u>19,726,854</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions.....	<u>231,847</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	112,249
Accrued payroll.....	5,877
Accrued interest.....	9,494
Compensated absences.....	18,000
Bonds payable.....	<u>406,100</u>
Total current liabilities.....	<u>551,720</u>
NONCURRENT:	
Net pension liability.....	945,897
Other postemployment benefits.....	1,174,902
Bonds payable.....	<u>868,600</u>
Total noncurrent liabilities.....	<u>2,989,399</u>
TOTAL LIABILITIES.....	<u>3,541,119</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to pensions.....	140,626
Deferred inflows related to other postemployment benefits.....	<u>55,312</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>195,938</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	11,252,920
Unrestricted.....	<u>4,968,724</u>
TOTAL NET POSITION.....	<u>\$ 16,221,644</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2018

	<u>Business-Type Sewer Enterprise</u>
<u>OPERATING REVENUES:</u>	
Charges for services.....	\$ <u>5,224,029</u>
<u>OPERATING EXPENSES:</u>	
Cost of services and administration.....	966,072
MWRA assessment.....	2,777,442
Depreciation.....	<u>734,011</u>
TOTAL OPERATING EXPENSES.....	<u>4,477,525</u>
OPERATING INCOME (LOSS).....	<u>746,504</u>
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(28,813)
Intergovernmental.....	<u>10,451</u>
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	<u>(18,362)</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS.....	<u>728,142</u>
<u>CAPITAL CONTRIBUTIONS</u>	
Sewer betterments.....	<u>14,897</u>
<u>TRANSFERS:</u>	
Transfers out.....	<u>(290,978)</u>
CHANGE IN NET POSITION.....	452,061
NET POSITION AT BEGINNING OF YEAR, as revised.....	<u>15,769,583</u>
NET POSITION AT END OF YEAR.....	<u>\$ <u>16,221,644</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2018

	Business-type Sewer Enterprise
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 5,466,064
Payments to vendors.....	(3,256,149)
Payments to employees.....	(344,243)
NET CASH FROM OPERATING ACTIVITIES.....	1,865,672
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>	
Transfers out.....	(290,978)
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Intergovernmental subsidy.....	10,451
Capital contributions.....	14,897
Acquisition and construction of capital assets.....	(402,633)
Principal payments on bonds and notes.....	(405,300)
Interest expense.....	(32,639)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(815,224)
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	759,470
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	4,922,185
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 5,681,655
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ 746,504
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation.....	734,011
Deferred (outflows)/inflows related to pensions.....	(24,706)
Deferred (outflows)/inflows related to OPEB.....	55,312
Changes in assets and liabilities:	
User charges.....	242,035
Intergovernmental.....	52,765
Warrants payable.....	60,623
Accrued payroll.....	200
Compensated absences.....	3,000
Net pension liability.....	34,147
Other postemployment benefits.....	(38,219)
Total adjustments.....	1,119,168
NET CASH FROM OPERATING ACTIVITIES.....	\$ 1,865,672
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>	
Noncash subsidy.....	\$ 10,451

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2018

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
Cash and cash equivalents.....	\$ -	\$ 381,986	\$ 146,498
Investments:			
Investments in Pension Reserve Investment Trust.....	7,005,526	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	184,498
<b>TOTAL ASSETS.....</b>	<b>7,005,526</b>	<b>381,986</b>	<b>330,996</b>
<b>LIABILITIES</b>			
Liabilities due depositors.....	-	-	330,996
<b>NET POSITION</b>			
Restricted for other postemployment benefits.....	7,005,526	-	-
Held in trust for other purposes.....	-	381,986	-
<b>TOTAL NET POSITION.....</b>	<b>\$ 7,005,526</b>	<b>\$ 381,986</b>	<b>\$ -</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2018

	<u>Other Postemployment Benefit Trust Fund</u>	<u>Private Purpose Trust Funds</u>
<b><u>ADDITIONS:</u></b>		
Contributions:		
Employer contributions to the trust.....	\$ 1,390,000	\$ -
Employer contributions for other postemployment benefit payments....	1,830,497	-
Private donations.....	-	109,271
<b>Total contributions.....</b>	<b><u>3,220,497</u></b>	<b><u>109,271</u></b>
Net investment income:		
Investment income.....	587,125	4,135
<b>TOTAL ADDITIONS.....</b>	<b><u>3,807,622</u></b>	<b><u>113,406</u></b>
<b><u>DEDUCTIONS:</u></b>		
Other postemployment benefit payments.....	1,830,497	-
Educational scholarships.....	-	102,740
<b>TOTAL DEDUCTIONS.....</b>	<b><u>1,830,497</u></b>	<b><u>102,740</u></b>
<b>NET INCREASE (DECREASE) IN NET POSITION.....</b>	<b>1,977,125</b>	<b>10,666</b>
<b>NET POSITION AT BEGINNING OF YEAR.....</b>	<b><u>5,028,401</u></b>	<b><u>371,320</u></b>
<b>NET POSITION AT END OF YEAR.....</b>	<b><u>\$ 7,005,526</u></b>	<b><u>\$ 381,986</u></b>

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 Board of Selectmen 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, 2018, 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 2018.

<u>Joint Venture and Address</u>	<u>Purpose</u>	<u>2018 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton MA 02021	To provide vocational education	<u>\$ 147,373</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Board of Selectmen 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 1<sup>st</sup> 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 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> 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 appropriation deficits in the snow and ice budget and state and county assessments. The snow and ice deficit will be raised on the Town's future year tax recapitulation sheet. 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 \$34,610,005 and the bank balance totaled \$35,295,941. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$9,396,915 was covered by the Depositors Insurance Fund, \$131,856 was covered by the Share Insurance Fund, \$500,000 was

covered by Securities Investor Protector Corporation, \$17,306,972 was collateralized and \$5,960,198 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2018, 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 bonds.....	\$ 1,094,863	\$ 660,233	\$ 434,630
Government sponsored enterprises.....	2,005,946	-	2,005,946
Corporate bonds.....	1,538,596	108,848	1,429,748
Total debt securities.....	4,639,405	\$ 769,081	\$ 3,870,324
<u>Other investments:</u>			
Equity mutual funds.....	255,189		
Pension Reserve Investment Trust (PRIT).....	7,005,526		
MMDT - Cash portfolio.....	2,542,480		
Total investments.....	\$ 14,442,600		

Included in the Town’s investments reported above is the Town’s OPEB Trust. The OPEB Trust held \$7,005,526 at June 30, 2018, 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 0.15 to 16.31 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, 2018, 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, 2018.

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, 2018, are rated as follows:

Quality Rating	U.S. Treasury Bonds	Government Sponsored Enterprises	Corporate Bonds
AAA.....	\$ 1,094,863	\$ -	\$ -
AA+.....	-	2,005,946	-
AA-.....	-	-	279,141
A+.....	-	-	236,639
A.....	-	-	206,187
A-.....	-	-	211,212
BBB+.....	-	-	495,281
BBB.....	-	-	110,136
Total.....	\$ <u>1,094,863</u>	\$ <u>2,005,946</u>	\$ <u>1,538,596</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, 2018, the Town did not have more than 30% of the Town’s investments in with any one issuer.

Fair Market 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, 2018:

Investment Type	June 30, 2018	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)
<b>Investments measured at fair value:</b>				
<u>Debt securities:</u>				
U.S. treasury bonds.....	\$ 1,094,863	\$ 1,094,863	\$ -	\$ -
Government sponsored enterprises.....	2,005,946	2,005,946	-	-
Corporate bonds.....	1,538,596	-	1,538,596	-
Total debt securities.....	4,639,405	3,100,809	1,538,596	-
<u>Other investments:</u>				
Equity mutual funds.....	255,189	255,189	-	-
Total investments measured at fair value.....	4,894,594	\$ 3,355,998	\$ 1,538,596	\$ -
<b>Investments measured at amortized cost:</b>				
MMDT - Cash portfolio.....	2,542,480			
<b>Investments measured at net asset value:</b>				
Pension Reserve Investment Trust (PRIT).....	7,005,526			
Total investments.....	\$ 14,442,600			

U.S. government sponsored enterprise 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, 2018 , receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Real estate and personal property taxes..... \$	605,708	\$ -	\$ 605,708
Tax liens.....	980,870	-	980,870
Motor vehicle excise taxes.....	281,186	-	281,186
Departmental and other.....	485,996	(173,000)	312,996
Intergovernmental.....	<u>7,352,842</u>	<u>-</u>	<u>7,352,842</u>
Total..... \$	<u>9,706,602</u>	<u>\$ (173,000)</u>	<u>\$ 9,533,602</u>

At June 30, 2018, receivables for the fiduciary funds consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Departmental and other..... \$	<u>184,498</u>	<u>\$ -</u>	<u>\$ 184,498</u>

At June 30, 2018, receivables for the enterprise fund consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Sewer user charges..... \$	1,464,485	\$ -	\$ 1,464,485
Sewer intergovernmental.....	<u>53,094</u>	<u>-</u>	<u>53,094</u>
Total..... \$	<u>1,517,579</u>	<u>\$ -</u>	<u>\$ 1,517,579</u>

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.....	\$ 215,735	\$ -	\$ 215,735
Tax liens.....	980,870	-	980,870
Motor vehicle and other excise taxes.....	281,186	-	281,186
Departmental and other.....	14,952	247,841	262,793
Intergovernmental - highway improvements.....	50,203	799,842	850,045
Intergovernmental - School Building Authority.....	<u>6,553,000</u>	<u>-</u>	<u>6,553,000</u>
Total.....	<u>\$ 8,095,946</u>	<u>\$ 1,047,683</u>	<u>\$ 9,143,629</u>

**NOTE 4 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2018, are summarized as follows:

<u>Transfers Out:</u>	<u>Transfers In:</u>		
	General fund	Nonmajor governmental funds	Total
Nonmajor governmental funds.....	\$ 17,000	\$ -	\$ 17,000 (1)
Nonmajor governmental funds.....	516,084	-	516,084 (2)
Nonmajor governmental funds.....	105,750	-	105,750 (3)
Nonmajor governmental funds.....	679,500	-	679,500 (4)
Nonmajor governmental funds.....	689,035	450,000	1,139,035 (5)
Sewer Enterprise fund.....	<u>290,978</u>	<u>-</u>	<u>290,978 (6)</u>
Total.....	<u>\$ 2,298,347</u>	<u>\$ 450,000</u>	<u>\$ 2,748,347</u>

- (1) – Transfer from Special Revenue Revolving Funds to support conservation expenditures.
- (2) – Transfer from Special Revenue Bond Premiums Funds to support debt service expenditures.
- (3) – Transfer from Special Revenue Sale of Lots Funds to support cemetery expenditures.
- (4) – Transfer from Special Revenue Ambulance Receipts for ambulance operations.
- (5) – Transfer from Special Revenue Local Meals Tax Receipts to the General Fund and to reclassify bond premiums to the police station capital project.
- (6) – Transfer from Sewer Fund to General Fund.

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 6,748,382	\$ -	\$ -	\$ 6,748,382
Construction in progress.....	19,171,527	-	(19,171,527)	-
Total capital assets not being depreciated.....	<u>25,919,909</u>	<u>-</u>	<u>(19,171,527)</u>	<u>6,748,382</u>
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	109,825,923	24,990,566	-	134,816,489
Vehicles.....	9,769,051	302,091	(235,305)	9,835,837
Machinery and equipment.....	14,057,492	1,054,397	-	15,111,889
Infrastructure.....	<u>66,681,028</u>	<u>1,337,041</u>	<u>(1,959,211)</u>	<u>66,058,858</u>
Total capital assets being depreciated.....	<u>200,333,494</u>	<u>27,684,095</u>	<u>(2,194,516)</u>	<u>225,823,073</u>
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(42,617,554)	(3,114,897)	-	(45,732,451)
Vehicles.....	(6,645,957)	(888,841)	235,305	(7,299,493)
Machinery and equipment.....	(12,376,277)	(744,626)	-	(13,120,903)
Infrastructure.....	<u>(33,896,955)</u>	<u>(2,059,597)</u>	<u>1,959,211</u>	<u>(33,997,341)</u>
Total accumulated depreciation.....	<u>(95,536,743)</u>	<u>(6,807,961)</u>	<u>2,194,516</u>	<u>(100,150,188)</u>
Total capital assets being depreciated, net.....	<u>104,796,751</u>	<u>20,876,134</u>	<u>-</u>	<u>125,672,885</u>
Total governmental activities capital assets, net.....	<u>\$ 130,716,660</u>	<u>\$ 20,876,134</u>	<u>\$ (19,171,527)</u>	<u>\$ 132,421,267</u>

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-Type Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
Total capital assets not being depreciated.....	350,850	-	-	350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	19,528,521	402,633	(362,526)	19,568,628
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	448,428	-	-	448,428
Machinery and equipment.....	510,212	-	-	510,212
Total capital assets being depreciated.....	26,826,231	402,633	(362,526)	26,866,338
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(9,514,680)	(575,860)	362,526	(9,728,014)
Other buildings and improvements.....	(3,968,847)	(120,021)	-	(4,088,868)
Vehicles.....	(378,472)	(18,189)	-	(396,661)
Machinery and equipment.....	(456,084)	(19,941)	-	(476,025)
Total accumulated depreciation.....	(14,318,083)	(734,011)	362,526	(14,689,568)
Total capital assets being depreciated, net.....	12,508,148	(331,378)	-	12,176,770
Total business-type activities capital assets, net.....	\$ 12,858,998	\$ (331,378)	\$ -	\$ 12,527,620

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 205,169
Public safety.....	561,392
Education.....	2,486,620
Public works.....	2,910,671
Human services.....	32,263
Culture and recreation.....	611,846
Total depreciation expense - governmental activities.....	\$ 6,807,961
<b>Business-Type Activities:</b>	
Sewer.....	\$ 734,011

**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>	<u>Governmental Activities</u>
Vehicles.....	\$ 1,908,083
Less: accumulated depreciation.....	<u>(847,276)</u>
Total.....	<u>\$ 1,060,807</u>

The future minimum lease obligation and the net present value of these minimum lease payments as of June 30, 2018, are as follows:

<u>Years ending June 30:</u>	<u>Governmental Activities</u>
2019.....	\$ 226,355
2020.....	226,356
2021.....	226,355
2022.....	<u>226,357</u>
Total minimum lease payments.....	905,423
Less: amounts representing interest.....	<u>(47,353)</u>
Present value of minimum lease payments.....	<u>\$ 858,070</u>

**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 2018.

**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, 2018, and the debt service requirements follow.

**Governmental Bonds Payable**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2017	Issued	Redeemed	Outstanding at June 30, 2018
Municipal Purpose Bonds of August 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 825,000	\$ -	\$ (175,000)	\$ 650,000
Municipal Purpose Bonds of June 2009 .....	2029	3,500,000	2.10 - 5.00	2,100,000	-	(175,000)	1,925,000
Municipal Purpose Bonds of March 2011.....	2031	9,300,000	3.25 - 4.00	6,510,000	-	(465,000)	6,045,000
Municipal Purpose Bonds of March 2012.....	2023	19,095,000	2.00 - 4.00	10,905,000	-	(1,860,000)	9,045,000
Municipal Purpose Bonds of December 2012.....	2022	4,635,000	2.00 - 3.00	2,310,000	-	(465,000)	1,845,000
Municipal Purpose Bonds of May 2014.....	2024	1,400,000	2.00 - 2.50	980,000	-	(140,000)	840,000
Municipal Purpose Bonds of September 2015.....	2036	10,450,000	2.50 - 5.00	9,835,000	-	(615,000)	9,220,000
Municipal Purpose Bonds of September 2016.....	2046	16,645,000	2.00 - 4.00	15,890,000	-	(750,000)	15,140,000
Total Bonds Payable.....				49,355,000	-	(4,645,000)	44,710,000
Add: Unamortized premium on bonds.....				2,089,539	-	(228,843)	1,860,696
Total Bonds Payable, net.....				\$ 51,444,539	\$ -	\$ (4,873,843)	\$ 46,570,696

**Enterprise Bonds Payable**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2017	Issued	Redeemed	Outstanding at June 30, 2018
Municipal Purpose Bonds of December 1998.....	2019	\$ 3,220,700	3.88	\$ 402,800	\$ -	\$ (198,500)	\$ 204,300
Municipal Purpose Bonds of May 2014.....	2025	1,570,000	2.00 - 2.50	1,090,000	-	(160,000)	930,000
Municipal Purpose Bonds of June 2016.....	2021	234,000	0.00	187,200	-	(46,800)	140,400
Total Bonds Payable, net.....				\$ 1,680,000	\$ -	\$ (405,300)	\$ 1,274,700

Debt service requirements for principal and interest for bonds payable in the general fund in future years are as follows:

Year	Principal	Interest	Total
2019.....	\$ 4,590,000	\$ 1,547,980	\$ 6,137,980
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
<b>Total.....</b>	<b>\$ 44,710,000</b>	<b>\$ 11,620,708</b>	<b>\$ 56,330,708</b>

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
2019.....	\$ 406,100	\$ 24,096	\$ 430,196
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
<b>Total.....</b>	<b>\$ 1,274,700</b>	<b>\$ 72,533</b>	<b>\$ 1,347,233</b>

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 2018, approximately \$1,401,000 of such assistance was received. Approximately \$7,006,000 will be received in future years. Of this amount, approximately \$453,000 represents reimbursement of long-term interest costs, and approximately \$6,553,000 represents reimbursement of approved construction costs. Accordingly, a \$6,553,000 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 scheduled to be subsidized by the Massachusetts Clean Water Trust (MCWT) on a periodic basis for principal in the amount of \$53,094 and interest costs for \$5,108. The principal subsidies are guaranteed and therefore a \$53,094 intergovernmental receivable has been recorded in the sewer enterprise fund at June 30, 2018. Net MCWT loan repayments, including interest, are scheduled to be \$151,207. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. During 2018 the principal subsidy totaled \$52,765 and the interest subsidy totaled \$10,457.

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 \$140,400 in loans outstanding at June 30, 2018. 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, 2018, 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	<u>1,750,000</u>
Total.....			<u>\$ 5,700,000</u>

**Changes in Long-Term Liabilities**

During the year ended June 30, 2018, 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
<b>Governmental Activities:</b>							
Long-term bonds payable.....	\$ 49,355,000	\$ -	\$ (4,645,000)	\$ -	\$ -	\$ 44,710,000	\$ 4,590,000
Add: Unamortized premium on bonds..	2,089,539	-	-	-	(228,843)	1,860,696	219,040
Total bonds payable.....	51,444,539	-	(4,645,000)	-	(228,843)	46,570,696	4,809,040
Capital lease obligations.....	1,207,950	-	-	-	(349,880)	858,070	206,844
Compensated absences.....	1,960,000	-	-	1,274,000	(1,206,000)	2,028,000	1,291,000
Net pension liability.....	37,654,237	-	-	5,932,002	(4,521,718)	39,064,521	-
Other postemployment benefits.....	39,224,245	-	-	2,561,586	(3,797,346)	37,988,485	-
Total governmental activity long-term liabilities.....	<u>\$ 131,490,971</u>	<u>\$ -</u>	<u>\$ (4,645,000)</u>	<u>\$ 9,767,588</u>	<u>\$ (10,103,787)</u>	<u>\$ 126,509,772</u>	<u>\$ 6,306,884</u>
<b>Business-Type Activities:</b>							
Long-term bonds payable.....	\$ 1,680,000	\$ -	\$ (405,300)	\$ -	\$ -	\$ 1,274,700	\$ 406,100
Compensated absences.....	15,000	-	-	18,000	(15,000)	18,000	18,000
Net pension liability.....	911,750	-	-	143,635	(109,488)	945,897	-
Other postemployment benefits.....	1,213,121	-	-	79,225	(117,444)	1,174,902	-
Total business-type activity long-term liabilities.....	<u>\$ 3,819,871</u>	<u>\$ -</u>	<u>\$ (405,300)</u>	<u>\$ 240,860</u>	<u>\$ (241,932)</u>	<u>\$ 3,413,499</u>	<u>\$ 424,100</u>

Compensated absence 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 \$6.2 million and is reported as unassigned fund balance within the General Fund.

As of June 30, 2018 , 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.....	\$ -	\$ 457,240	\$ 457,240
Restricted for:			
Departmental grants and revolving funds.....	-	2,762,917	2,762,917
School lunch.....	-	44,744	44,744
Ambulance.....	-	863,716	863,716
Education grants.....	-	662,497	662,497
Education revolving.....	-	2,081,806	2,081,806
Expendable governmental trusts.....	-	82,515	82,515
Highway improvement.....	-	30,008	30,008
University station.....	-	621,742	621,742
Roadway improvements.....	-	619,377	619,377
Fire station project.....	-	279,516	279,516
Police station project.....	-	366,867	366,867
Facilities renovations.....	-	217,833	217,833
Cemetery.....	-	42,920	42,920
Committed to:			
Articles and continuing appropriations:			
Selectman.....	9,068	-	9,068
Assessors department.....	26,672	-	26,672
Information systems.....	400,531	-	400,531
University Station.....	2,783,023	-	2,783,023
Police department.....	263,976	-	263,976
Fire department.....	151,578	-	151,578
Education.....	477,381	-	477,381
Public works equipment.....	588,199	-	588,199
Human services.....	79,806	-	79,806
Culture and recreation.....	12,505	-	12,505
Assigned to:			
Encumbrances:			
Audit- school and municipal financials.....	6,100	-	6,100
Town clerk.....	434	-	434
Conservation commission.....	1,450	-	1,450
Zoning.....	340	-	340
Outside professional services.....	4,574	-	4,574
Police department.....	230	-	230
Fire department.....	74,354	-	74,354
Building maintenance.....	14,755	-	14,755
Education expenses.....	17,376	-	17,376
Street lights.....	1,176	-	1,176
Health.....	58	-	58
Youth commission.....	1,945	-	1,945
Public library.....	4,934	-	4,934
Employee benefits.....	23,187	-	23,187
Reserve for subsequent year expenditure.....	2,934,118	-	2,934,118
Unassigned.....	<u>13,239,702</u>	<u>-</u>	<u>13,239,702</u>
Total Fund Balances.....	<u>\$ 21,117,472</u>	<u>\$ 9,133,698</u>	<u>\$ 30,251,170</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 2018 totaled \$305,000 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, 2018, and therefore is not reported.

The Town is self-insured for unemployment compensation. During 2018, the Town appropriated \$111,000 to provide for anticipated costs of unemployment benefits. During 2018, claims related to unemployment compensation totaled \$36,000. The liability for unemployment compensation was not material at June 30, 2018, and therefore is not reported.

**NOTE 11 – STABILIZATION FUNDS**

The Town has \$6.2 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, 2017. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$9,952,000 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 \$95,349,000 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, 2017 was \$4,631,206, 21.62% 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, 2018, the Town reported a liability of \$40,010,418 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2017, 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, 2017, the Town's proportion was 7.235%, which decreased from the December 31, 2016 proportion of 7.388%.

*Pension Expense*

For the year ended June 30, 2018, the Town recognized a pension expense of \$5,315,158. At June 30, 2018, the Town reported net deferred outflows of resources and inflows of resources related to pensions of \$9,806,885 and \$5,948,304, respectively.

The balances of deferred outflows and inflows at June 30, 2018 consist of the following:

<u>Deferred Category</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Total</u>
Differences between expected and actual experience.....	\$ 3,814,207	\$ -	\$ 3,814,207
Difference between projected and actual earnings.....	2,485,835	(3,721,706)	(1,235,871)
Changes in assumptions.....	2,006,132	(1,613,660)	392,472
Changes in proportion and proportionate share of contributions.....	<u>1,500,711</u>	<u>(612,938)</u>	<u>887,773</u>
Total deferred outflows/(inflows) of resources.....	<u>\$ 9,806,885</u>	<u>\$ (5,948,304)</u>	<u>\$ 3,858,581</u>

The deferred outflows/inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019.....	\$ 1,786,647
2020.....	1,541,255
2021.....	982,135
2022.....	<u>(451,456)</u>
	<u>\$ 3,858,581</u>

*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.....	3.00%
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 Mortality 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, 2017, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equities.....	32.00%	8.80%
International equities.....	17.50%	8.80%
Fixed income.....	19.00%	3.60%
Real estate.....	9.00%	7.40%
Private equity.....	8.50%	13.30%
Hedge funds.....	9.00%	7.40%
Real assets.....	5.00%	10.40%
Total.....	100.00%	

*Rate of Return*

For the year ended December 31, 2017, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 14.81%. 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:

	1% Decrease (6.75%)	Current Discount (7.75%)	1% Increase (8.75%)
The Town’s proportionate share of the net pension liability.....	\$ 51,777,434	\$ 40,010,418	\$ 30,014,258

*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, 2017.

**NOTE 12 – 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 2018, the Town’s contributed approximately \$3.2 million to the plan. For the year ended June 30, 2018, the Town’s average contribution rate was approximately 6.85% 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 2018, the Town pre-funded future OPEB liabilities by contributing \$1,390,000 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, 2018, the balance of this fund totaled \$7.0 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, 2018, 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, 2018:

Active members.....	414
Inactive members currently receiving benefits.....	<u>420</u>
Total.....	<u><u>834</u></u>

*Components of OPEB Liability* – The following table represents the components of the Plan’s OPEB liability as of June 30, 2018:

Total OPEB liability.....	\$	47,103,762
Less: OPEB plan's fiduciary net position.....		<u>(7,005,526)</u>
Net OPEB liability.....	\$	<u>40,098,236</u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....		14.87%

*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, 2018, to be in accordance with GASB #74 is on the following 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%
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, 2018, the annual money-weighted rate of return on investments, net of investment expense, was 9.50%. 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, 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 below:

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.....	100.00%	

*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.

*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..... \$	46,778,890	40,098,236	34,817,106

*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 and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	<u>1% Decrease</u>	<u>Current Trend</u>	<u>1% Increase</u>
Net OPEB liability.....	\$ 33,836,950	\$ 40,098,236	\$ 48,182,867

*Changes of Assumptions* –

- The discount rate was decreased from 7.50% as of June 30, 2017 to 7.25% as of June 30, 2018.
- The per capita health care costs were update to reflect recent experience.
- The trend assumptions were revised to reflect future expectations.
- The mortality assumptions were updated.
- The impact of the excise tax on high cost health plans beginning in 2022 was recalculated.

*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, 2017, 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, 2017, 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.....	18.00%	6.44%
International developed markets equity....	16.00%	7.40%
International emerging markets equity.....	6.00%	9.42%
Core fixed income.....	12.00%	2.02%
High Yield Fixed Income.....	10.00%	4.43%
Real Estate.....	10.00%	5.00%
Commodities.....	4.00%	4.43%
Hedge fund, GTAA, Risk parity.....	13.00%	3.75%
Private equity.....	11.00%	10.47%
Total.....	100.00%	

*Discount rate* – The discount rate used to measure the total OPEB liability was 7.25% as of June 30, 2017. 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, 2016.....	\$ 43,582,252	\$ 3,144,886	\$ 40,437,366
Changes for the year:			
Service cost.....	1,237,052	-	1,237,052
Interest.....	3,287,987	-	3,287,987
Differences between expected and actual experience.....	(1,920,473)	-	(1,920,473)
Contributions- Employer.....	-	3,345,030	(3,345,030)
Net investment income.....	-	533,515	(533,515)
Benefit payments.....	(1,995,030)	(1,995,030)	-
Net change.....	609,536	1,883,515	(1,273,979)
Balances at June 30, 2017.....	\$ 44,191,788	\$ 5,028,401	\$ 39,163,387

*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.....	\$ 45,346,268	\$ 39,163,387	\$ 34,086,820

*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.....	\$ 33,508,802	\$ 39,163,387	\$ 46,212,491

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* – For the year ended June 30, 2017, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$3.9 million. At June 30, 2018, the Town reported deferred outflows of resources related to OPEB of \$1.4 million related to contributions after the measurement date and deferred inflows of resources related to OPEB of \$1.8 million from the difference between the projected and actual investment earnings.

Contributions made subsequent to the measurement date will be recognized in OPEB expense in the subsequent fiscal year. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	
2019.....	\$ (323,758)
2020.....	(323,758)
2021.....	(323,758)
2022.....	(323,757)
2023.....	(274,353)
2024.....	(274,355)
Total.....	\$ <u>(1,843,739)</u>

*Changes of Assumptions* –

- The discount rate was decreased from 7.50% as of June 30, 2016 to 7.25% as of June 30, 2017.
- The per capita health care costs were updated.
- The trend assumptions were revised.
- The mortality assumptions were updated.
- The impact of the excise tax on high cost health plans beginning in 2022 were recalculated, including a change in the indexing of the tax threshold amounts.

Changes in Plan Provisions – None.

**NOTE 13 – COMMITMENTS**

Police Station

The Town has completed the completion of the construction of a new 19,000 square foot police station. The project, which began on July 1, 2016, has a total cost of \$13.2 million. The building is now operational and provides enhanced facilities for police operations, emergency management upgrades, and community meeting space.

**NOTE 14 – 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, 2018, 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, 2018, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2018.

**NOTE 15 – REVISION OF NET POSITION PREVIOUSLY REPORTED**

	06/30/2017 Previously Reported Balances	Implementation of GASB #75	06/30/2017 Revised Balances
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Government-Wide Financial Statements</b>			
Governmental activities.....	\$ 63,357,186	\$ (15,556,958)	\$ 47,800,228
Business-type activities.....	<u>16,684,216</u>	<u>(914,633)</u>	<u>15,769,583</u>
Total.....	<u>\$ 80,041,402</u>	<u>\$ (16,471,591)</u>	<u>\$ 63,569,811</u>

**NOTE 16 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through November 27, 2018, which is the date the financial statements were available to be issued.

**NOTE 17 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2018, the following GASB pronouncements were implemented:

- GASB Statement #75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The basic financial statements, related notes and required supplementary information were updated to be in compliance with this pronouncement.
- GASB Statement #81, *Irrevocable Split-Interest Agreements*. This pronouncement did not impact the basic financial statements.
- GASB Statement #85, *Omnibus 2017*. This pronouncement did not impact the basic financial statements.
- GASB Statement #86, *Certain Debt Extinguishment Issues*. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #83, *Certain Asset Retirement Obligations*, which is required to be implemented in 2019.
- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2019.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2021.
- The GASB issued Statement #88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, which is required to be implemented in 2019.
- 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.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

***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, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 74,005,711	\$ 74,005,711	\$ 73,950,222	\$ -	\$ (55,489)
Motor vehicle and other excise taxes.....	2,678,415	2,678,415	3,624,505	-	946,090
Charges for services.....	280,000	280,000	470,181	-	190,181
Penalties and interest on taxes.....	90,000	90,000	244,435	-	154,435
Payments in lieu of taxes.....	-	-	300,000	-	300,000
Licenses and permits.....	580,000	580,000	1,026,968	-	446,968
Fines and forfeitures.....	10,000	10,000	25,344	-	15,344
Intergovernmental.....	7,348,329	7,348,329	7,369,970	-	21,641
Departmental and other.....	370,000	370,000	320,282	-	(49,718)
Investment income.....	35,000	35,000	173,501	-	138,501
<b>TOTAL REVENUES.....</b>	<b>85,397,455</b>	<b>85,397,455</b>	<b>87,505,408</b>	<b>-</b>	<b>2,107,953</b>
<b>EXPENDITURES:</b>					
<b>GENERAL GOVERNMENT</b>					
<b>SELECTMEN</b>					
Salaries.....	582,325	582,325	580,676	-	1,649
Expenditures.....	55,500	55,500	55,485	-	15
<b>TOTAL.....</b>	<b>637,825</b>	<b>637,825</b>	<b>636,161</b>	<b>-</b>	<b>1,664</b>
<b>FINANCE COMMISSION</b>					
Salaries.....	17,638	17,638	17,621	-	17
Expenditures.....	35,989	35,989	35,674	-	315
<b>TOTAL.....</b>	<b>53,627</b>	<b>53,627</b>	<b>53,295</b>	<b>-</b>	<b>332</b>
<b>ACCOUNTING</b>					
Salaries.....	249,565	249,565	249,189	-	376
Expenditures.....	7,455	7,455	4,994	-	2,461
<b>TOTAL.....</b>	<b>257,020</b>	<b>257,020</b>	<b>254,183</b>	<b>-</b>	<b>2,837</b>
<b>AUDIT-SCHOOL &amp; MUNICIPAL FINANCIALS</b>					
Professional Services.....	67,750	67,750	61,580	6,100	70
<b>ASSESSORS</b>					
Salaries.....	210,818	210,818	208,733	-	2,085
Expenditures.....	28,717	28,717	22,406	-	6,311
<b>TOTAL.....</b>	<b>239,535</b>	<b>239,535</b>	<b>231,139</b>	<b>-</b>	<b>8,396</b>
<b>TREASURER</b>					
Salaries.....	103,480	103,480	103,360	-	120
Expenditures.....	12,800	12,800	10,732	-	2,068
<b>TOTAL.....</b>	<b>116,280</b>	<b>116,280</b>	<b>114,092</b>	<b>-</b>	<b>2,188</b>
<b>COLLECTOR</b>					
Salaries.....	121,004	121,004	120,429	-	575
Expenditures.....	73,850	73,850	68,187	-	5,663
<b>TOTAL.....</b>	<b>194,854</b>	<b>194,854</b>	<b>188,616</b>	<b>-</b>	<b>6,238</b>
<b>LEGAL</b>					
Salaries.....	99,783	99,783	99,689	-	94
Expenditures.....	131,139	186,639	185,270	-	1,369
<b>TOTAL.....</b>	<b>230,922</b>	<b>286,422</b>	<b>284,959</b>	<b>-</b>	<b>1,463</b>
<b>HUMAN RESOURCES</b>					
Salaries.....	221,007	222,507	222,495	-	12
Expenditures.....	7,500	7,500	3,137	-	4,363
<b>TOTAL.....</b>	<b>228,507</b>	<b>230,007</b>	<b>225,632</b>	<b>-</b>	<b>4,375</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>INFORMATION SYSTEMS</b>					
Salaries.....	262,878	277,879	276,030	-	1,849
Expenditures.....	76,064	76,063	76,063	-	-
TOTAL.....	338,942	353,942	352,093	-	1,849
<b>TOWN CLERK</b>					
Salaries.....	160,735	160,735	155,584	-	5,151
Expenditures.....	62,350	62,350	42,348	434	19,568
TOTAL.....	223,085	223,085	197,932	434	24,719
<b>CONSERVATION COMMISSION</b>					
Salaries.....	71,028	71,028	70,996	-	32
Expenditures.....	6,400	6,400	3,788	1,450	1,162
TOTAL.....	77,428	77,428	74,784	1,450	1,194
<b>PLANNING BOARD</b>					
Salaries.....	129,302	129,302	116,634	-	12,668
Expenditures.....	4,405	4,405	2,613	-	1,792
TOTAL.....	133,707	133,707	119,247	-	14,460
<b>ZONING BOARD OF APPEALS</b>					
Salaries.....	70,638	70,638	65,227	-	5,411
Expenditures.....	3,875	3,875	1,110	340	2,425
TOTAL.....	74,513	74,513	66,337	340	7,836
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>					
Salaries.....	171,002	171,002	158,118	-	12,884
Expenditures.....	4,000	4,000	3,985	-	15
TOTAL.....	175,002	175,002	162,103	-	12,899
<b>OUTSIDE PROFESSIONAL SERVICES</b>					
Expenditures.....	59,300	59,300	48,291	4,574	6,435
<b>MASS HOUSING PARTNERSHIP/ HOUSING AUTHORITY</b>					
Salaries.....	17,639	19,639	19,598	-	41
Expenditures.....	3,400	3,400	-	-	3,400
TOTAL.....	21,039	23,039	19,598	-	3,441
<b>OFFICE COMMUNICATIONS</b>					
Expenditures.....	154,819	154,819	154,224	-	595
<b>TRAINING</b>					
Expenditures.....	15,000	15,000	14,177	-	823
Total General Government.....	3,299,155	3,373,155	3,258,443	12,898	101,814
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT.....	4,074,651	4,074,651	4,069,015	230	5,406
<b>ANIMAL CONTROL</b>					
Salaries.....	59,184	59,184	59,184	-	-
Expenditures.....	8,222	8,222	3,646	-	4,576
TOTAL.....	67,406	67,406	62,830	-	4,576
<b>CROSSING GUARDS</b>					
Salaries.....	101,079	101,079	89,955	-	11,124
Expenditures.....	3,500	3,500	954	-	2,546
TOTAL.....	104,579	104,579	90,909	-	13,670
FIRE DEPARTMENT.....	4,461,378	4,461,378	4,382,962	74,354	4,062

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>BUILDING INSPECTION</b>					
Salaries.....	320,069	320,069	305,366	-	14,703
Expenditures.....	45,599	45,599	25,418	-	20,181
TOTAL.....	365,668	365,668	330,784	-	34,884
CIVIL DEFENSE.....	3,000	3,000	443	-	2,557
Total Public Safety.....	9,076,682	9,076,682	8,936,943	74,584	65,155
<b>EDUCATION</b>					
PUBLIC SCHOOLS.....	44,794,508	44,794,508	43,134,610	1,650,222	9,676
BLUE HILLS REGIONAL.....	147,489	147,489	147,373	-	116
Total Education.....	44,941,997	44,941,997	43,281,983	1,650,222	9,792
<b>PUBLIC WORKS</b>					
DEPARTMENT OF PUBLIC WORKS.....	2,120,128	2,245,128	2,243,444	-	1,684
BUILDING MAINTENANCE.....	1,070,098	1,070,098	1,050,946	14,755	4,397
<b>MUNICIPAL &amp; SCHOOL FIELD MAINTENANCE</b>					
Expenditures.....	154,184	154,184	151,914	-	2,270
<b>SNOW AND ICE</b>					
Expenditures.....	300,000	600,000	721,480	-	(121,480)
<b>STREET LIGHTING</b>					
Expenditures.....	137,698	137,698	123,068	1,176	13,454
<b>WASTE/COLLECTION/DISPOSAL</b>					
Expenditures.....	1,209,500	1,209,500	1,207,234	-	2,266
Total Public Works.....	4,991,608	5,416,608	5,498,086	15,931	(97,409)
<b>HEALTH AND HUMAN SERVICES</b>					
<b>HEALTH DIVISION</b>					
Salaries.....	275,440	262,440	260,495	-	1,945
Expenditures.....	11,750	11,750	9,617	58	2,075
TOTAL.....	287,190	274,190	270,112	58	4,020
OUTSIDE HEALTH AGENCIES.....	13,416	13,416	10,616	-	2,800
<b>DISABILITY COMMISSION</b>					
Expenditures.....	500	500	-	-	500
<b>COUNCIL ON AGING</b>					
Salaries.....	305,887	305,887	297,461	-	8,426
Expenditures.....	31,450	31,450	31,420	-	30
TOTAL.....	337,337	337,337	328,881	-	8,456
<b>YOUTH COMMISSION</b>					
Salaries.....	244,442	261,442	258,628	-	2,814
Expenditures.....	17,931	17,931	15,686	1,945	300
TOTAL.....	262,373	279,373	274,314	1,945	3,114

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>VETERANS SERVICES</b>					
Salaries.....	56,860	57,860	57,654	-	206
Expenditures.....	72,300	72,300	67,319	-	4,981
TOTAL.....	129,160	130,160	124,973	-	5,187
Total Health and Human Services.....	1,029,976	1,034,976	1,008,896	2,003	24,077
<b>CULTURE AND RECREATION</b>					
<b>RECREATION</b>					
Salaries.....	305,276	305,277	305,263	-	14
Expenditures.....	15,784	15,783	15,783	-	-
TOTAL.....	321,060	321,060	321,046	-	14
<b>PUBLIC LIBRARY</b>					
Salaries.....	998,224	998,224	997,261	-	963
Expenditures.....	298,767	298,767	287,820	4,934	6,013
Lost Books.....	1,600	1,600	1,205	-	395
TOTAL.....	1,298,591	1,298,591	1,286,286	4,934	7,371
<b>MEMORIAL DAY</b>					
Expenditures.....	21,800	21,800	16,770	-	5,030
Total Culture and Recreation.....	1,641,451	1,641,451	1,624,102	4,934	12,415
<b>PENSION BENEFITS</b>					
Contributory Pension.....	4,631,206	4,631,206	4,631,206	-	-
<b>INSURANCE</b>					
General Liability.....	487,100	463,600	399,502	-	64,098
UNIVERSITY STATION.....	3,113,463	3,113,463	330,440	2,783,023	-
SCHOOL WASTE EXPENSE.....	70,000	70,000	63,680	-	6,320
CAPITAL OUTLAY.....	5,458,209	5,946,209	3,830,061	2,009,715	106,433
EMPLOYEE BENEFITS.....	9,014,743	9,014,743	8,417,313	23,187	574,243
RESERVE FUND.....	675,000	287,500	38,257	-	249,243
STATE AND COUNTY ASSESSMENTS.....	624,344	624,344	643,066	-	(18,722)
DEBT SERVICE PRINCIPAL.....	4,645,000	4,645,000	4,645,000	-	-
DEBT SERVICE INTEREST.....	1,721,141	1,721,141	1,721,141	-	-
TOTAL EXPENDITURES.....	95,421,075	96,002,075	88,328,119	6,576,497	1,097,459
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(10,023,620)	(10,604,620)	(822,711)	(6,576,497)	3,205,412
<b>OTHER FINANCING SOURCES (USES):</b>					
Transfers in.....	1,448,312	1,769,312	1,859,312	-	90,000
Transfers out.....	(1,073,000)	(1,073,000)	(1,073,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	375,312	696,312	786,312	-	90,000
NET CHANGE IN FUND BALANCE.....	(9,648,308)	(9,908,308)	(36,399)	(6,576,497)	3,295,412
BUDGETARY FUND BALANCE, Beginning of year.....	16,534,917	16,534,917	16,534,917	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 6,886,609	\$ 6,626,609	\$ 16,498,518	\$ (6,576,497)	\$ 3,295,412

(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**

<u>Year</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered payroll</u>	<u>Net pension liability as a percentage of covered payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
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, 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**

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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>
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
<b>Total OPEB Liability</b>		
Service Cost.....	\$ 1,237,052	\$ 1,280,349
Interest.....	3,287,987	3,487,043
Changes of benefit terms.....	-	-
Differences between expected and actual experience....	(1,920,473)	(24,921)
Changes of assumptions.....	-	-
Benefit payments.....	<u>(1,995,030)</u>	<u>(1,830,497)</u>
Net change in total OPEB liability.....	609,536	2,911,974
Total OPEB liability - beginning.....	<u>43,582,252</u>	<u>44,191,788</u>
Total OPEB liability - ending (a).....	<u>\$ 44,191,788</u>	<u>\$ 47,103,762</u>
<b>Plan fiduciary net position</b>		
Employer contributions.....	\$ 1,350,000	\$ 1,390,000
Employer contributions for OPEB payments.....	1,995,030	1,830,497
Net investment income.....	533,515	587,125
Benefit payments.....	<u>(1,995,030)</u>	<u>(1,830,497)</u>
Net change in plan fiduciary net position.....	1,883,515	1,977,125
Plan fiduciary net position - beginning of year.....	<u>3,144,886</u>	<u>5,028,401</u>
Plan fiduciary net position - end of year (b).....	<u>\$ 5,028,401</u>	<u>\$ 7,005,526</u>
<b>Net OPEB liability - ending (a)-(b).....</b>	<u>\$ 39,163,387</u>	<u>\$ 40,098,236</u>
Plan fiduciary net position as a percentage of the total OPEB liability.....	11.38%	14.87%
Covered-employee payroll.....	\$ 45,861,000	\$ 47,007,525
Net OPEB liability as a percentage of covered-employee payroll.....	85.40%	85.30%

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, 2018.....	\$ 3,920,310	\$ (3,220,497)	\$ 699,813	\$ 47,007,525	6.85%
June 30, 2017.....	3,448,958	(3,345,030)	103,928	45,861,000	7.29%

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**

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Year	Annual money-weighted rate of return, net of investment expense
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 ACCOUNTING**1. 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 2018 approved budget for the General Fund authorized approximately \$90.2 million in appropriations and other amounts to be raised and \$6.3 million in encumbrances and appropriations carried over from previous years. During 2018, the Town increased the original budget by \$581,000, 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, 2018, is presented on the following page.

Net change in fund balance - budgetary basis.....	\$	(36,399)
<u>Perspective differences:</u>		
Activity of the stabilization fund recorded in the general fund for GAAP.....		2,167,549
<u>Basis of accounting differences:</u>		
Net change in recording tax refunds payable.....		(301,681)
Net change in recording 60 day receipts.....		42,784
Net change in recording accrued expenditures.....		(337,316)
Recognition of revenue for on-behalf payments.....		9,952,000
Recognition of expenditures for on-behalf payments.....		<u>(9,952,000)</u>
Net change in fund balance - GAAP basis.....	\$	<u>1,534,937</u>

### 3. Appropriation Deficit

The Town reported appropriation deficits in the snow and ice budget, as well as in the state and county assessments budget. The snow and ice deficit will be raised on the Town's future year tax recapitulation sheet. 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, 2017.

**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 Plan**The 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%
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

*Changes of Assumptions –*

- The discount rate was decreased from 7.50% as of June 30, 2017 to 7.25% as of June 30, 2018.
- The per capita health care costs were update to reflect recent experience.
- The trend assumptions were revised to reflect future expectations.
- The mortality assumptions were updated.
- The impact of the excise tax on high cost health plans beginning in 2022 was recalculated.

*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, 2018

	Special Revenue Funds								Subtotal
	School Lunch	Ambulance	Departmental Grants/Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	University Station	
<b>ASSETS</b>									
Cash and cash equivalents.....	\$ 46,016	\$ 863,716	\$ 2,858,251	\$ 698,864	\$ 2,119,042	\$ 82,515	\$ 134,821	\$ 621,742	\$ 7,424,967
Investments.....	-	-	-	-	-	-	-	-	-
Receivables, net of uncollectibles:									
Departmental and other.....	-	247,841	-	-	-	-	-	-	247,841
Intergovernmental.....	-	-	-	-	-	-	799,842	-	799,842
<b>TOTAL ASSETS.....</b>	<b>\$ 46,016</b>	<b>\$ 1,111,557</b>	<b>\$ 2,858,251</b>	<b>\$ 698,864</b>	<b>\$ 2,119,042</b>	<b>\$ 82,515</b>	<b>\$ 934,663</b>	<b>\$ 621,742</b>	<b>\$ 8,472,650</b>
<b>LIABILITIES</b>									
Warrants payable.....	\$ 1,272	-	95,334	36,367	37,236	-	104,813	-	275,022
<b>DEFERRED INFLOWS OF RESOURCES</b>									
Unavailable revenue.....	-	247,841	-	-	-	-	799,842	-	1,047,683
<b>FUND BALANCES</b>									
Nonspendable.....	-	-	-	-	-	-	-	-	-
Restricted.....	44,744	863,716	2,762,917	662,497	2,081,806	82,515	30,008	621,742	7,149,945
<b>TOTAL FUND BALANCES.....</b>	<b>44,744</b>	<b>863,716</b>	<b>2,762,917</b>	<b>662,497</b>	<b>2,081,806</b>	<b>82,515</b>	<b>30,008</b>	<b>621,742</b>	<b>7,149,945</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 46,016</b>	<b>\$ 1,111,557</b>	<b>\$ 2,858,251</b>	<b>\$ 698,864</b>	<b>\$ 2,119,042</b>	<b>\$ 82,515</b>	<b>\$ 934,663</b>	<b>\$ 621,742</b>	<b>\$ 8,472,650</b>

(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	
\$ 619,377	\$ 279,516	\$ 217,833	\$ 366,867	\$ 1,483,593	\$ 420,511	\$ 50,342	\$ 470,853	\$ 9,379,413
-	-	-	-	-	-	29,307	29,307	29,307
-	-	-	-	-	-	-	-	247,841
-	-	-	-	-	-	-	-	799,842
<u>\$ 619,377</u>	<u>\$ 279,516</u>	<u>\$ 217,833</u>	<u>\$ 366,867</u>	<u>\$ 1,483,593</u>	<u>\$ 420,511</u>	<u>\$ 79,649</u>	<u>\$ 500,160</u>	<u>\$ 10,456,403</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,022
-	-	-	-	-	-	-	-	1,047,683
-	-	-	-	-	418,762	38,478	457,240	457,240
619,377	279,516	217,833	366,867	1,483,593	1,749	41,171	42,920	8,676,458
<u>619,377</u>	<u>279,516</u>	<u>217,833</u>	<u>366,867</u>	<u>1,483,593</u>	<u>420,511</u>	<u>79,649</u>	<u>500,160</u>	<u>9,133,698</u>
<u>\$ 619,377</u>	<u>\$ 279,516</u>	<u>\$ 217,833</u>	<u>\$ 366,867</u>	<u>\$ 1,483,593</u>	<u>\$ 420,511</u>	<u>\$ 79,649</u>	<u>\$ 500,160</u>	<u>\$ 10,456,403</u>

(Concluded)

**NONMAJOR GOVERNMENTAL FUNDS**  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2018

	Special Revenue Funds								Subtotal
	School Lunch	Ambulance	Departmental Grants/Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	University Station	
<b>REVENUES:</b>									
Charges for services.....	\$ 965,177	\$ 742,355	\$ 969,015	\$ -	\$ 2,559,813	\$ -	\$ -	\$ -	\$ 5,236,360
Intergovernmental.....	131,389	-	359,827	1,696,240	-	-	816,298	-	3,003,754
Departmental and other.....	-	-	442,096	-	-	-	-	114,806	556,902
Contributions and donations.....	-	-	270,698	-	153,179	-	-	-	423,877
Investment income.....	-	-	-	-	-	1,228	-	-	1,228
<b>TOTAL REVENUES.....</b>	<b>1,096,566</b>	<b>742,355</b>	<b>2,041,636</b>	<b>1,696,240</b>	<b>2,712,992</b>	<b>1,228</b>	<b>816,298</b>	<b>114,806</b>	<b>9,222,121</b>
<b>EXPENDITURES:</b>									
Current:									
General government.....	-	-	809,842	-	-	-	-	-	809,842
Public safety.....	-	-	207,378	-	-	-	-	-	207,378
Education.....	1,157,201	-	-	1,897,723	2,946,065	-	-	-	6,000,989
Public works.....	-	-	428,175	-	-	-	850,190	-	1,278,365
Human services.....	-	-	141,883	-	-	-	-	-	141,883
Culture and recreation.....	-	-	850,617	-	-	-	-	-	850,617
University station.....	-	-	-	-	-	-	-	144,039	144,039
<b>TOTAL EXPENDITURES.....</b>	<b>1,157,201</b>	<b>-</b>	<b>2,437,895</b>	<b>1,897,723</b>	<b>2,946,065</b>	<b>-</b>	<b>850,190</b>	<b>144,039</b>	<b>9,433,113</b>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(60,635)	742,355	(396,259)	(201,483)	(233,073)	1,228	(33,892)	(29,233)	(210,992)
<b>OTHER FINANCING SOURCES (USES):</b>									
Transfers in.....	-	-	-	-	-	-	-	-	-
Transfers out.....	-	(679,500)	(1,777,869)	-	-	-	-	-	(2,457,369)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>-</b>	<b>(679,500)</b>	<b>(1,777,869)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,457,369)</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>(60,635)</b>	<b>62,855</b>	<b>(2,174,128)</b>	<b>(201,483)</b>	<b>(233,073)</b>	<b>1,228</b>	<b>(33,892)</b>	<b>(29,233)</b>	<b>(2,668,361)</b>
FUND BALANCES AT BEGINNING OF YEAR.....	105,379	800,861	4,937,045	863,980	2,314,879	81,287	63,900	650,975	9,818,306
FUND BALANCES AT END OF YEAR.....	\$ 44,744	\$ 863,716	\$ 2,762,917	\$ 662,497	\$ 2,081,806	\$ 82,515	\$ 30,008	\$ 621,742	\$ 7,149,945

(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	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,236,360
57,409	20,001	-	-	77,410	-	-	-	3,081,164
-	-	-	-	-	-	-	-	556,902
-	-	-	-	-	13,920	-	13,920	437,797
-	-	-	-	-	3,249	898	4,147	5,375
<u>57,409</u>	<u>20,001</u>	<u>-</u>	<u>-</u>	<u>77,410</u>	<u>17,169</u>	<u>898</u>	<u>18,067</u>	<u>9,317,598</u>
538	-	17,307	-	17,845	-	-	-	827,687
-	542,356	-	4,730,789	5,273,145	-	-	-	5,480,523
-	-	80,112	-	80,112	-	-	-	6,081,101
19,870	-	-	-	19,870	-	-	-	1,298,235
-	-	-	-	-	-	-	-	141,883
-	-	24,226	-	24,226	-	-	-	874,843
-	-	-	-	-	-	-	-	144,039
<u>20,408</u>	<u>542,356</u>	<u>121,645</u>	<u>4,730,789</u>	<u>5,415,198</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,848,311</u>
<u>37,001</u>	<u>(522,355)</u>	<u>(121,645)</u>	<u>(4,730,789)</u>	<u>(5,337,788)</u>	<u>17,169</u>	<u>898</u>	<u>18,067</u>	<u>(5,530,713)</u>
-	-	-	450,000	450,000	-	-	-	450,000
-	-	-	-	-	-	-	-	(2,457,369)
-	-	-	450,000	450,000	-	-	-	(2,007,369)
37,001	(522,355)	(121,645)	(4,280,789)	(4,887,788)	17,169	898	18,067	(7,538,082)
<u>582,376</u>	<u>801,871</u>	<u>339,478</u>	<u>4,647,656</u>	<u>6,371,381</u>	<u>403,342</u>	<u>78,751</u>	<u>482,093</u>	<u>16,671,780</u>
\$ <u>619,377</u>	\$ <u>279,516</u>	\$ <u>217,833</u>	\$ <u>366,867</u>	\$ <u>1,483,593</u>	\$ <u>420,511</u>	\$ <u>79,649</u>	\$ <u>500,160</u>	\$ <u>9,133,698</u>

(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, 2018

	June 30, 2017	Additions	Deletions	June 30, 2018
<b>ASSETS</b>				
CURRENT:				
Cash and cash equivalents.....	\$ 201,146	\$ 1,218,045	\$ (1,272,693)	\$ 146,498
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	170,679	860,594	(846,775)	184,498
<b>TOTAL ASSETS.....</b>	<b>\$ 371,825</b>	<b>\$ 2,078,639</b>	<b>\$ (2,119,468)</b>	<b>\$ 330,996</b>
<b>LIABILITIES</b>				
Liabilities due depositors - Student Activities.....	\$ 163,921	\$ 275,896	\$ (261,880)	\$ 177,937
Liabilities due depositors - Planning Deposits.....	207,904	1,802,743	(1,857,588)	153,059
<b>TOTAL LIABILITIES.....</b>	<b>\$ 371,825</b>	<b>\$ 2,078,639</b>	<b>\$ (2,119,468)</b>	<b>\$ 330,996</b>

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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 new Police Headquarters completed construction during Fiscal Year 2018, the opening was celebrated with a ribbon cutting attended by local officials, Town employees and residents.*

# *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**

	<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>
<b>Governmental activities:</b>										
Invested in capital assets.....	\$ 97,986,113	\$ 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
Restricted.....	2,591,376	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
Unrestricted.....	<u>4,689,882</u>	<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>(30,826,813)</u>	<u>(46,125,213)</u>
<b>Total governmental activities net position.....</b>	<b>\$ <u>105,267,371</u></b>	<b>\$ <u>101,901,794</u></b>	<b>\$ <u>102,943,277</u></b>	<b>\$ <u>101,306,568</u></b>	<b>\$ <u>98,143,958</u></b>	<b>\$ <u>67,862,604</u></b>	<b>\$ <u>66,654,914</u></b>	<b>\$ <u>65,135,603</u></b>	<b>\$ <u>63,357,186</u></b>	<b>\$ <u>48,357,341</u></b>
<b>Business-type activities:</b>										
Invested in capital assets, net of related debt....	\$ 13,678,560	\$ 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
Unrestricted.....	<u>3,620,615</u>	<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>5,248,831</u>	<u>4,968,724</u>
<b>Total business-type activities net position.....</b>	<b>\$ <u>17,299,175</u></b>	<b>\$ <u>17,189,964</u></b>	<b>\$ <u>17,226,942</u></b>	<b>\$ <u>16,930,401</u></b>	<b>\$ <u>16,381,288</u></b>	<b>\$ <u>14,923,115</u></b>	<b>\$ <u>15,660,300</u></b>	<b>\$ <u>16,532,691</u></b>	<b>\$ <u>16,684,216</u></b>	<b>\$ <u>16,221,644</u></b>
<b>Primary government:</b>										
Invested in capital assets.....	\$ 111,664,673	\$ 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
Restricted.....	2,591,376	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
Unrestricted.....	<u>8,310,497</u>	<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>(25,577,982)</u>	<u>(41,156,489)</u>
<b>Total primary government net position.....</b>	<b>\$ <u>122,566,546</u></b>	<b>\$ <u>119,091,758</u></b>	<b>\$ <u>120,170,219</u></b>	<b>\$ <u>118,236,969</u></b>	<b>\$ <u>114,525,246</u></b>	<b>\$ <u>82,785,719</u></b>	<b>\$ <u>82,315,214</u></b>	<b>\$ <u>81,668,294</u></b>	<b>\$ <u>80,041,402</u></b>	<b>\$ <u>64,578,985</u></b>

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. The revision of prior periods was not practical.

Town of Westwood, Massachusetts

Changes in Net Position

Last Ten Years

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 7,984,596	\$ 4,745,598	\$ 4,670,650	\$ 5,135,899	\$ 6,151,299	\$ 4,921,812	\$ 4,953,798	\$ 6,212,821	\$ 5,908,199	\$ 6,478,984
Public safety.....	8,778,769	8,490,129	8,969,089	9,391,010	9,735,929	10,215,841	10,470,500	11,661,076	12,380,718	12,817,935
Education.....	52,088,397	52,200,467	52,489,520	54,472,071	57,774,167	58,068,384	59,970,747	64,002,507	69,129,730	69,883,944
Public works.....	7,037,271	7,425,668	7,472,604	7,204,025	8,351,807	8,697,469	9,028,119	9,033,773	9,387,133	9,547,892
University Station.....	-	-	-	-	-	1,947,259	1,651,889	2,932,353	507,970	-
Human services.....	942,357	1,052,991	1,047,144	1,157,238	1,218,894	1,138,997	1,228,151	1,426,588	1,428,184	474,479
Culture and recreation.....	2,468,819	2,378,042	2,371,894	2,386,859	2,801,155	3,394,657	3,308,166	4,307,074	3,725,614	-
Interest.....	1,692,305	1,750,493	1,475,733	1,542,158	1,216,381	1,137,383	1,060,200	1,259,517	1,614,895	-
Total government activities expenses.....	80,992,514	78,043,388	78,496,634	81,289,260	87,249,632	89,521,802	91,671,570	100,835,709	104,082,443	99,203,234
Business-type activities:										
Sewer.....	3,761,813	3,670,498	3,653,546	4,149,346	3,913,703	4,135,251	4,205,003	4,299,580	4,227,630	-
Total primary government expenses.....	\$ 84,754,327	\$ 81,713,886	\$ 82,150,180	\$ 85,438,606	\$ 91,163,335	\$ 93,657,053	\$ 95,876,573	\$ 105,135,289	\$ 108,310,073	\$ 99,203,234
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 2,187,026	\$ 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
Public Safety charges for services.....	1,282,996	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
Other charges for services.....	4,866,297	1,810,492	1,705,581	1,901,613	3,358,796	1,584,341	1,745,798	2,435,718	1,559,352	(4,564,032)
Operating grants and contributions.....	15,435,834	14,179,816	14,570,871	14,155,121	14,617,337	22,271,886	14,500,929	19,171,437	20,362,007	-
Capital grant and contributions.....	404,240	416,865	2,752,205	1,110,679	682,003	1,474,068	4,045,233	1,584,581	627,863	-
Total government activities program revenues.....	24,176,393	19,832,664	22,611,150	20,801,116	22,516,241	29,163,925	24,387,158	27,713,947	27,402,368	-
Business-type activities:										
Charges for services.....	3,623,588	3,756,083	3,895,027	3,677,221	3,525,289	3,731,776	5,175,034	4,978,724	4,672,765	-
Operating grants and contributions.....	54,547	-	45,563	31,638	85,164	32,115	30,832	25,910	20,883	-
Capital grant and contributions.....	47,675	96,182	40,912	222,624	45,115	41,516	27,300	458,315	26,485	-
Total business-type activities program revenues.....	3,725,810	3,852,265	3,981,502	3,931,483	3,655,568	3,805,407	5,233,166	5,462,949	4,720,133	-
Total primary government program revenues.....	\$ 27,902,203	\$ 23,684,929	\$ 26,592,652	\$ 24,732,599	\$ 26,171,809	\$ 32,969,332	\$ 29,620,324	\$ 33,176,896	\$ 32,122,501	\$ -
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (56,816,121)	\$ (58,210,724)	\$ (55,884,484)	\$ (60,488,144)	\$ (64,733,391)	\$ (60,357,877)	\$ (67,284,412)	\$ (73,121,762)	\$ (76,680,075)	\$ -
Business-type activities.....	(36,003)	181,767	327,956	(5,563)	(258,135)	(329,844)	1,028,163	1,163,369	442,503	-
Total primary government net (expense)/program revenue.....	\$ (56,852,124)	\$ (58,028,957)	\$ (55,556,528)	\$ (60,493,707)	\$ (64,991,526)	\$ (60,687,721)	\$ (66,256,249)	\$ (71,958,393)	\$ (76,237,572)	\$ -
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 49,761,536	\$ 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
Motor vehicle excise taxes.....	2,164,294	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
Hotel/motel taxes.....	-	-	-	-	-	-	-	-	-	129,991
Meals tax.....	-	-	-	-	-	-	-	-	-	370,332
Penalties and interest on taxes.....	96,949	105,602	122,486	264,092	180,465	118,681	172,557	187,078	147,442	244,435
Payment in lieu of taxes.....	-	-	-	-	-	-	-	-	-	300,000
Grants and contributions not restricted to specific programs.....	882,855	723,159	647,232	748,294	639,972	712,014	776,342	697,791	760,612	776,600
Unrestricted investment income.....	280,678	111,156	91,404	74,274	45,831	25,929	28,388	56,770	119,027	334,856
Gain of sale of capital assets.....	-	-	-	50,000	290,000	-	-	-	-	-
Transfers.....	-	290,978	290,978	290,978	290,978	290,978	290,978	290,978	290,978	290,978
Total governmental activities.....	53,186,312	54,845,147	56,925,967	58,851,435	61,570,781	63,017,412	66,076,722	71,602,451	74,901,658	79,553,949
Business-type activities:										
Transfers.....	-	(290,978)	(290,978)	(290,978)	(290,978)	(290,978)	(290,978)	(290,978)	(290,978)	(290,978)
Total primary government general revenues and other changes in net position.....	\$ 53,186,312	\$ 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
<b>Changes in Net Position</b>										
Governmental activities.....	\$ (3,629,809)	\$ (3,365,577)	\$ 1,041,483	\$ (1,636,709)	\$ (3,162,610)	\$ 2,659,535	\$ (1,207,690)	\$ (1,519,311)	\$ (1,778,417)	\$ 79,553,949
Business-type activities.....	(36,003)	(109,211)	36,978	(296,541)	(549,113)	(620,822)	737,185	872,391	151,525	(290,978)
Total primary government changes in net position.....	\$ (3,665,812)	\$ (3,474,788)	\$ 1,078,461	\$ (1,933,250)	\$ (3,711,723)	\$ 2,038,713	\$ (470,505)	\$ (646,920)	\$ (1,626,892)	\$ 79,262,971

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.  
The Town implemented GASB 75 and revised beginning net position during 2018. The revision of prior periods was not practical.

**Town of Westwood, Massachusetts**

**Fund Balances, Governmental Funds**

**Last Ten Years**

	<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>
<b>General Fund</b>										
Committed.....	\$ -	\$ -	\$ 850,479	\$ 1,518,171	\$ 1,237,464	\$ 5,431,729	\$ 6,069,333	\$ 4,617,755	\$ 4,717,312	\$ 4,792,739
Assigned.....	1,450,831	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
Unassigned.....	<u>2,939,926</u>	<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>
<b>Total general fund.....</b>	<b><u>\$ 4,390,757</u></b>	<b><u>\$ 4,203,451</u></b>	<b><u>\$ 6,769,421</u></b>	<b><u>\$ 8,241,259</u></b>	<b><u>\$ 9,571,679</u></b>	<b><u>\$ 15,617,281</u></b>	<b><u>\$ 16,769,674</u></b>	<b><u>\$ 18,982,971</u></b>	<b><u>\$ 19,582,535</u></b>	<b><u>\$ 21,117,472</u></b>
<b>All Other Governmental Funds</b>										
Reserved.....	\$ 314,274	\$ 325,949	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	6,945,755	6,867,072	-	-	-	-	-	-	-	-
Capital projects funds.....	4,536,063	1,356,217	-	-	-	-	-	-	-	-
Permanent funds.....	210,544	200,920	-	-	-	-	-	-	-	-
Nonspendable.....	-	-	346,050	346,034	356,034	349,547	361,891	409,600	429,400	457,240
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>
<b>Total all other governmental funds.....</b>	<b><u>\$ 12,006,636</u></b>	<b><u>\$ 8,750,158</u></b>	<b><u>\$ 18,115,224</u></b>	<b><u>\$ 12,175,508</u></b>	<b><u>\$ 10,242,204</u></b>	<b><u>\$ 9,355,966</u></b>	<b><u>\$ 8,041,631</u></b>	<b><u>\$ 14,919,886</u></b>	<b><u>\$ 16,671,780</u></b>	<b><u>\$ 9,133,698</u></b>

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

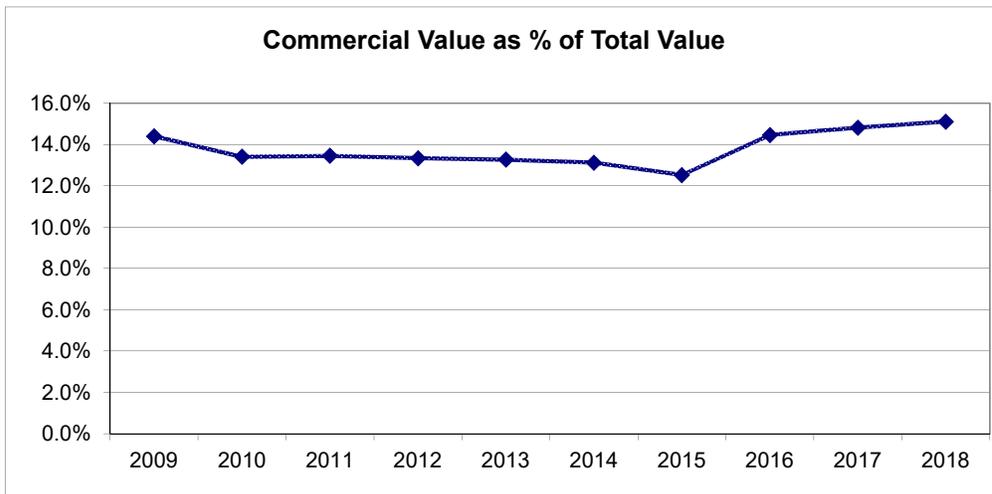
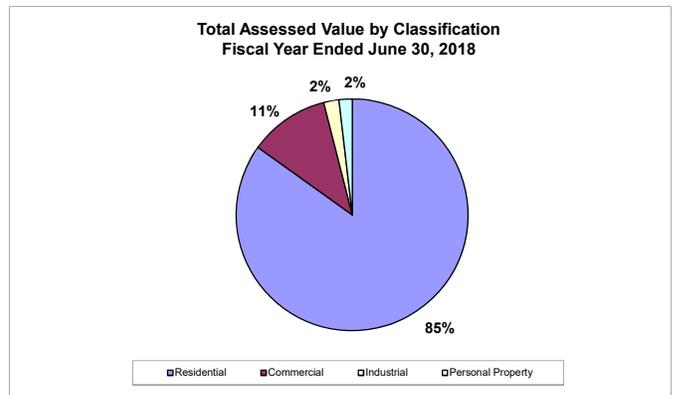
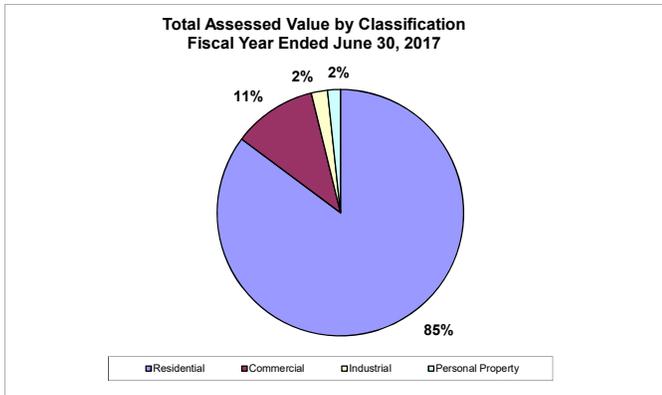
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Revenues:</b>										
Real estate and personal property taxes,										
net of tax refunds.....	\$ 49,655,987	\$ 50,545,249	\$ 53,892,828	\$ 54,944,965	\$ 57,528,131	\$ 58,918,129	\$ 61,838,371	\$ 67,189,068	\$ 70,191,498	\$ 73,691,325
Motor vehicle excise taxes.....	2,242,922	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
Hotel/motel taxes.....	-	-	-	-	-	-	-	-	-	129,991
Meals tax.....	-	-	-	-	-	-	-	-	-	370,332
Charges for Service.....	4,366,363	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
University Station guaranteed tax payment.....	1,750,000	615,000	-	-	-	-	-	-	-	-
University Station mitigation funds.....	-	-	-	-	-	4,400,000	-	486,453	-	-
University Station permits.....	811,079	-	-	-	-	925,000	905,000	440,650	-	-
Penalties and interest on taxes.....	96,949	105,602	122,486	264,092	180,465	118,681	172,557	187,078	147,442	244,435
Payment in lieu of taxes.....	-	-	-	-	-	-	-	-	-	300,000
Fees and rentals.....	251,898	233,430	277,895	521,268	308,533	341,562	379,437	541,579	761,054	-
Licenses and permits.....	378,525	403,405	473,966	456,436	658,179	643,568	771,232	1,053,310	1,007,288	1,026,968
Fines and forfeitures.....	16,982	17,521	15,120	12,937	10,940	18,587	32,464	26,246	25,354	25,344
Intergovernmental.....	15,663,177	15,877,013	18,448,749	17,766,084	15,300,737	16,395,623	18,010,694	18,941,829	21,183,833	10,611,904
Departmental and other.....	962,503	522,101	630,779	898,592	972,687	681,348	864,185	1,421,096	1,205,624	877,184
Departmental and other - University Station.....	2,508,971	424,882	168,734	-	1,601,661	1,437,838	532,664	1,461,119	-	-
Contributions.....	257,657	293,161	256,741	224,819	217,283	782,122	266,436	364,845	496,847	437,797
Investment income.....	318,376	121,794	99,361	78,741	53,292	34,965	104,459	104,459	127,060	173,297
<b>Total Revenue.....</b>	<b>79,281,389</b>	<b>75,961,473</b>	<b>81,357,656</b>	<b>82,241,368</b>	<b>83,800,407</b>	<b>92,316,727</b>	<b>91,886,289</b>	<b>100,191,520</b>	<b>103,455,037</b>	<b>97,219,623</b>
<b>Expenditures:</b>										
General government.....	3,496,046	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
Public safety.....	6,152,929	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
Education.....	36,684,935	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
Public works.....	3,672,775	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
University Station.....	2,328,458	458,553	190,298	59,244	1,310,832	1,947,259	1,651,889	3,598,262	507,970	474,479
Human services.....	685,177	788,912	754,398	811,561	840,202	812,061	934,962	1,077,496	1,126,850	1,319,569
Culture and recreation.....	2,079,125	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
Pension benefits.....	7,294,027	7,557,081	8,065,476	8,708,603	9,164,381	9,356,600	7,647,979	10,369,777	13,315,275	4,631,206
Property and liability insurance.....	317,418	278,318	271,221	291,839	325,755	290,897	401,257	351,987	387,101	399,502
Employee benefits.....	5,323,520	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
State and MWRA assessments.....	521,780	536,238	539,989	531,795	570,404	574,743	591,182	581,921	642,045	643,066
Capital outlay.....	4,367,254	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
Debt service:										
Principal.....	4,515,000	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
Interest.....	1,810,846	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
<b>Total Expenditures.....</b>	<b>79,249,290</b>	<b>79,696,235</b>	<b>79,234,963</b>	<b>87,155,244</b>	<b>89,619,267</b>	<b>89,596,424</b>	<b>93,084,750</b>	<b>105,690,861</b>	<b>116,257,937</b>	<b>103,513,746</b>
Excess of revenues over (under) expenditures.....	32,099	(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)
<b>Other Financing Sources (Uses)</b>										
Issuance of debt.....	3,500,000	-	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)	-	-	-	1,160,000	-	-
Premium from issuance of bonds.....	90,023	-	217,365	110,997	-	-	-	809,915	948,380	-
Sale of capital assets.....	-	-	-	50,000	290,000	-	-	1,068,021	-	-
Capital lease financing.....	-	-	-	-	-	748,083	-	-	1,160,000	-
Transfers in.....	676,859	1,598,609	790,140	814,165	1,254,221	1,087,606	1,469,929	848,253	1,068,021	2,748,347
Transfers out.....	(676,859)	(1,307,631)	(499,162)	(523,187)	(963,243)	(796,628)	(1,178,951)	(557,275)	(777,043)	(2,457,369)
<b>Total other financing sources (uses).....</b>	<b>3,590,023</b>	<b>290,978</b>	<b>9,808,343</b>	<b>445,996</b>	<b>5,215,978</b>	<b>2,439,061</b>	<b>1,140,978</b>	<b>16,818,914</b>	<b>15,154,358</b>	<b>290,978</b>
Net change in fund balance.....	\$ 3,622,122	\$ (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)
Debt service as a percentage of noncapital expenditures.....	8.45%	8.25%	7.97%	8.46%	6.24%	5.94%	5.50%	4.99%	6.40%	6.70%

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
2009 (1)	\$3,197,768,457	\$12.01	\$325,730,795	\$164,387,500	\$47,764,400	\$537,882,695	\$22.25	14.4%	\$13.48	\$3,735,651,152
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 (1)	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 (1)	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



(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

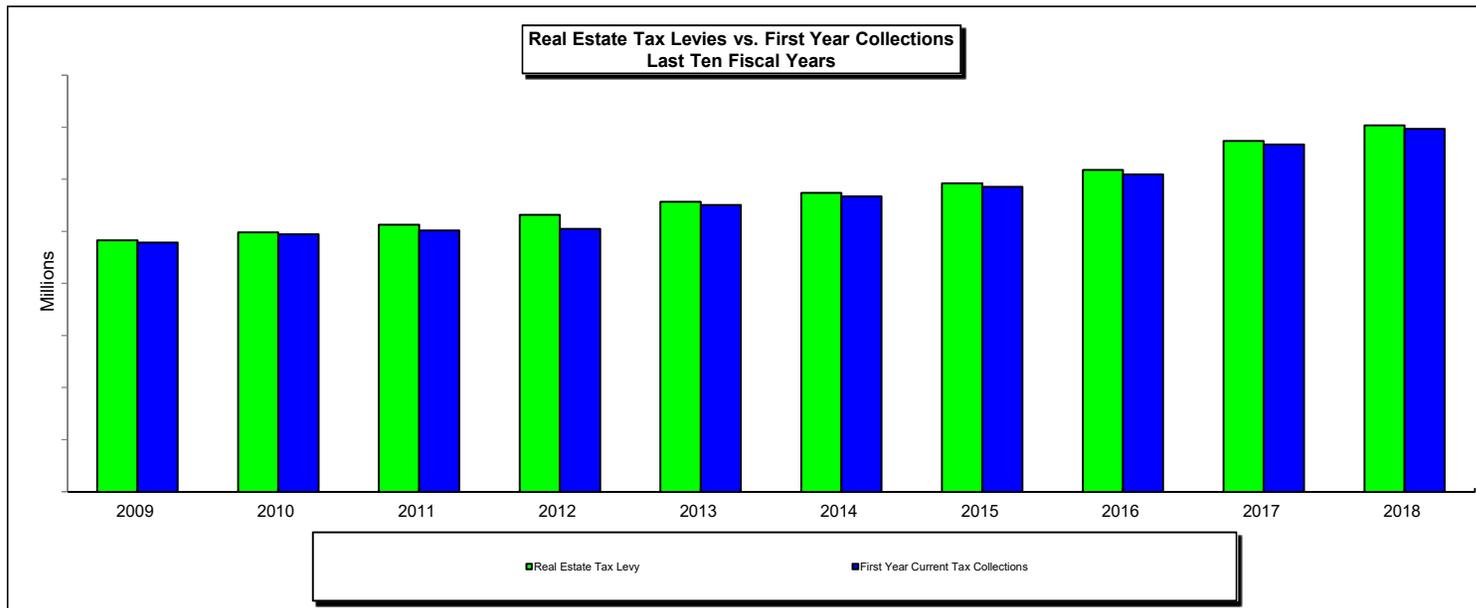
Current Year and Nine Years Ago

Name	Nature of Business	2018			2009		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
SVF University Westwood LLC	Retail	\$ 127,343,200	1	5.0%	\$ -	-	-
Eversource Utility Company	Office Building	49,773,600	2	2.0%	54,897,250	2	2.4%
Medical Information Tech Inc	Office Building/Medical Info	46,995,150	3	1.9%	52,163,600	3	2.3%
Westwood Gables II LLC	Residential Community	78,655,250	4	1.6%	-	-	-
AGNL Exercise LLC	Fitness Center	40,210,750	5	1.6%	-	-	-
Foxhill Village Homeowner Corp	Residential Community	76,484,500	6	1.6%	80,841,000	4	2.0%
AMR Real Estate Holdings	Automobile Dealership	30,298,600	7	1.2%	9,380,400	8	0.4%
Target Corporation	Retail	20,370,300	8	0.8%	-	-	-
Westwood Developer LLC	Office Building	20,239,350	9	0.8%	-	-	-
L&B CIP 690 Canton St LLC	Office/Research & Development	17,938,850	10	0.7%	-	-	-
CFRI/Doherty	Office Building/Warehouse	-	-	-	151,198,700	1	6.6%
GR - Highland/Westwood Glen LP	Residential Community	-	-	-	45,179,800	5	1.1%
CRP Holdings	Office Building/R&D	-	-	-	19,333,500	6	0.9%
Westwood Nominee Trust	Office Building	-	-	-	9,408,400	7	0.4%
Uniave One Ltd Partnership	Office/Research & Development	-	-	-	8,878,450	9	0.4%
346 University LLC	Office Building	-	-	-	8,756,500	10	0.4%
<b>Totals</b>		<b>\$ 508,309,550</b>		<b>17.2%</b>	<b>\$ 440,037,600</b>		<b>16.9%</b>

Source: Town of Westwood, Assessor Department

**Town of Westwood, Massachusetts**  
**Property Tax Levies and Collections**  
**Last Ten Years**

Year	(2) Total Tax Levy	Less Abatements & Exemptions	(2) 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
2009	(1) \$50,373,089	\$554,555	\$49,818,534	\$49,418,485	99.20%	\$219,456	\$49,637,941	99.64%
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	(1) 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	(1) 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%	-	73,142,431	99.12%



(1) Revaluation year.  
(2) Includes tax liens.  
(3) 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				
2009	\$ 40,575,000	\$ 74,737	\$ 2,175,125	\$ -	\$ 42,824,862	4.63%	15,680	\$ 2,731
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

(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
2009	\$ 42,750,125	\$ -	\$ 42,750,125	1.14%	\$ 2,726
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

(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, 2018**

<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..... \$	13,754,000	3.19%	\$ 438,753
Direct debt:			
Capital Lease Obligations.....			858,070
General Governmental Debt.....			<u>46,570,696</u>
Town total direct debt.....			<u>47,428,766</u>
Total direct and overlapping debt.....			<u>\$ 47,867,519</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>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>
Equalized Valuation.....	\$ 3,906,162,100	\$ 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
Debt Limit -5% of Equalized Valuation.....	\$ 195,308,105	\$ 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
Less:										
Outstanding debt applicable to limit.....	42,750,125	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
Authorized and unissued debt.....	1,150,000	9,450,000	910,000	6,245,000	2,970,000	-	9,600,000	13,205,000	450,000	5,700,000
Legal debt margin.....	\$ 151,407,980	\$ 144,654,833	\$ 148,499,520	\$ 141,881,945	\$ 144,394,705	\$ 148,141,890	\$ 141,630,950	\$ 160,374,675	\$ 165,631,735	\$ 184,012,380
Total debt applicable to the limit as a percentage of debt limit.....	22.48%	24.76%	22.76%	23.35%	22.00%	19.88%	23.40%	26.13%	23.71%	21.93%

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
2009	15,680	\$ 925,426,513	\$ 59,020	41.0	3,012	5.7%
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%

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	2018			2009		
		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%
Turbine, Inc	Measurement Technology	-	-	-	250	6	4.0%
ADE Corporation	Measurement Technology	-	-	-	200	7	3.0%
MIB	Medical Information	-	-	-	176	8	3.0%
Northrop Grumman	Electronics	-	-	-	150	9	2.0%
Clair Motors	Car Dealer	-	-	-	111	10	2.0%
<b>Total</b>		<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>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>
Function										
General government.....	22	22	22	22	22	21	22	23	26	26
Public Safety.....	70	70	70	72	72	76	79	83	83	89
Education.....	513	512	476	479	496	501	515	536	559	584
Public works.....	29	29	29	29	30	29	29	29	30	31
Human services.....	6	6	6	9	9	9	10	9	9	9
Culture and recreation.....	10	10	10	13	13	13	13	13	13	13
Total .....	<u>650</u>	<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>

Source: Town Records

**Town of Westwood, Massachusetts**  
**Operating Indicators by Function/Program**  
**Last Ten Years**

<b>Function/Program</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>General Government</b>										
Population.....	15,680	15,584	14,618	14,618	14,618	14,618	14,618	14,618	15,094	15,364
Registered Voters, Annual Town Election.....	10,040	10,182	9,450	9,926	10,553	10,639	10,511	10,777	10,687	10,708
<b>Town Clerk</b>										
Births.....	117	113	94	111	105	110	114	117	128	119
Marriages.....	42	36	47	73	56	66	73	63	56	47
Deaths.....	156	163	154	142	162	167	151	167	153	159
Dogs licensed.....	1,239	1,213	1,331	1,382	1,387	1,439	1,477	1,455	1,403	1,482
<b>Police</b>										
Documented calls for police services.....	12,819	14,464	12,913	12,800	14,089	15,819	17,669	28,404	30,947	26,837
Uniform crimes reported.....	237	254	259	191	235	195	169	221	256	220
Arrests.....	90	76	89	86	127	139	134	553	472	348
Traffic citations issued.....	1,816	2,191	988	1,130	1,666	1,729	1,694	3,259	2,897	1,828
Parking tickets issued.....	4	46	14	54	42	172	99	207	289	269
Burglary alarms.....	829	788	843	912	769	949	817	975	966	932
Total number of animal complaints.....	467	938	372	415	478	546	615	591	568	595
<b>Fire</b>										
Inspections.....	716	701	736	779	839	839	779	1,021	1,063	809
Plan reviews.....	75	69	81	77	106	106	142	156	151	117
Permits/certificates issued.....	362	330	405	524	566	566	609	654	741	638
Emergency responses.....	3,015	2,841	3,039	3,064	2,837	2,862	2,820	3,065	3,325	3,098
<b>Building Department</b>										
Permits issued.....	1,897	1,601	1,821	1,823	1,935	2,185	2,275	2,883	2,605	2,280
<b>Education</b>										
Public school enrollment.....	3,024	3,079	3,178	3,213	3,209	3,213	3,253	3,209	3,117	3,122
<b>Public Works</b>										
<b>Cemetery</b>										
Lots sold.....	32	54	32	43	70	31	35	35	48	55
interments.....	72	76	69	72	51	74	71	71	73	66
Recycling/tons.....	1,501	1,329	1,324	1,297	1,439	1,764	1,841	1,841	1,887	1,789
Hazardous Waste Day Participants.....	276	292	343	250	187	140	195	266	114	110
<b>Human Services</b>										
<b>Board of Health</b>										
Permits issued.....	324	317	356	326	376	240	351	307	275	269
Inspections.....	431	321	300	288	284	210	298	183	228	198
<b>Council on Aging</b>										
Home delivered meals served.....	19,878	19,988	19,638	19,404	19,528	16,505	13,014	7,014	6,895	7,692
Medical-van trips.....	6,088	8,422	6,876	7,025	7,132	7,098	4,424	4,424	3,319	3,654
<b>Libraries</b>										
Volumes in collection.....	115,214	111,114	115,131	115,131	128,680	143,913	156,574	160,967	187,933	200,651
Circulation.....	265,772	288,241	280,422	277,941	192,958	267,582	262,598	228,204	274,486	277,870
Program attendance.....	11,522	10,824	10,058	8,791	5,776	9,783	9,762	10,671	14,900	15,670
<b>Youth &amp; Family Services</b>										
Misc resident clinical consultation hours.....	726	677	889	987	1,003	1,052	1,052	1,239	1,219	1,485
<b>Recreation</b>										
Participants.....	7,877	8,327	8,013	7,264	8,248	9,564	8,526	6,149	4,498	4,547
Special Events Participants.....	-	-	-	4,850	5,750	13,700	14,000	12,225	13,900	14,000
Pool Admittance.....	-	-	-	-	-	-	15,426	16,577	15,157	12,747

NA: Information not available  
Note: 2018 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>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										
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	2015 Population	2016 EQV Per Capita	2015 Income Per Capita
Canton	8	22,817	\$204,672	\$58,744
Concord	24	19,830	\$319,712	\$119,088
Holliston	14	14,525	\$167,265	\$56,421
Medfield	6	12,718	\$212,650	\$92,181
Sharon	9	18,173	\$184,810	\$64,477
Sudbury	21	18,874	\$242,056	\$115,416
Wayland	17	13,684	\$270,659	\$147,695
Weston	15	12,507	\$522,687	\$351,332
<b>Westwood</b>		<b>16,055</b>	<b>\$289,065</b>	<b>\$114,844</b>

2018				
Municipality	Residential Tax Rate	Commercial Tax Rate	Tax Levy	Taxes As % of Total Revenue
Canton	12.42	25.86	\$73,975,682	67.10
Concord	14.29	14.29	\$87,807,058	79.45
Holliston	18.67	18.67	\$46,474,802	63.61
Medfield	17.03	17.03	\$43,982,483	69.46
Sharon	19.37	19.37	\$66,277,498	71.72
Sudbury	17.93	24.30	\$83,323,446	80.84
Wayland	18.03	18.03	\$65,042,037	75.11
Weston	12.51	12.51	\$75,261,598	74.84
<b>Westwood</b>	<b>15.09</b>	<b>29.30</b>	<b>\$74,055,710</b>	<b>77.09</b>

Municipality	Fiscal Year 2018			Fiscal Year 2017	2017	
	Average Single Family Tax Bill	State Hi-Lo Rank	Free Cash	Stabilization Fund	Moody's Bond Rating	S&P
Canton	\$6,449	76	\$4,851,739	\$7,067,308		AAA
Concord	\$14,494	7	\$10,798,936	\$1,768,219	Aaa	
Holliston	\$8,395	45	\$2,273,203	\$4,830,508		Aa+
Medfield	\$10,809	19	\$2,885,994	\$1,933,130	Aa1	
Sharon	\$10,573	20	\$4,385,525	\$724,761	Aa3	AA
Sudbury	\$13,033	10	\$2,793,163	\$4,430,808		AAA
Wayland	\$12,906	9	\$7,299,693	\$2,278,848	Aaa	
Weston	\$19,653	1	\$4,373,690	\$0	Aaa	AAA
<b>Westwood</b>	<b>\$11,026</b>	<b>18</b>	<b>\$5,900,219</b>	<b>\$3,995,960</b>	<b>Aa1</b>	<b>AAA</b>

## Some Facts About Westwood

<b>Form of Government</b>	Board of Selectmen, Executive Secretary, Open Town Meeting			
<b>Population Trends</b>	<b>2000</b>		<b>2017</b>	
	14,117		15,364	
<b>Registered Voters (2015)</b>	<b>Total</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Unenrolled/Other</b>
	10,708	2,707	1,523	6,478

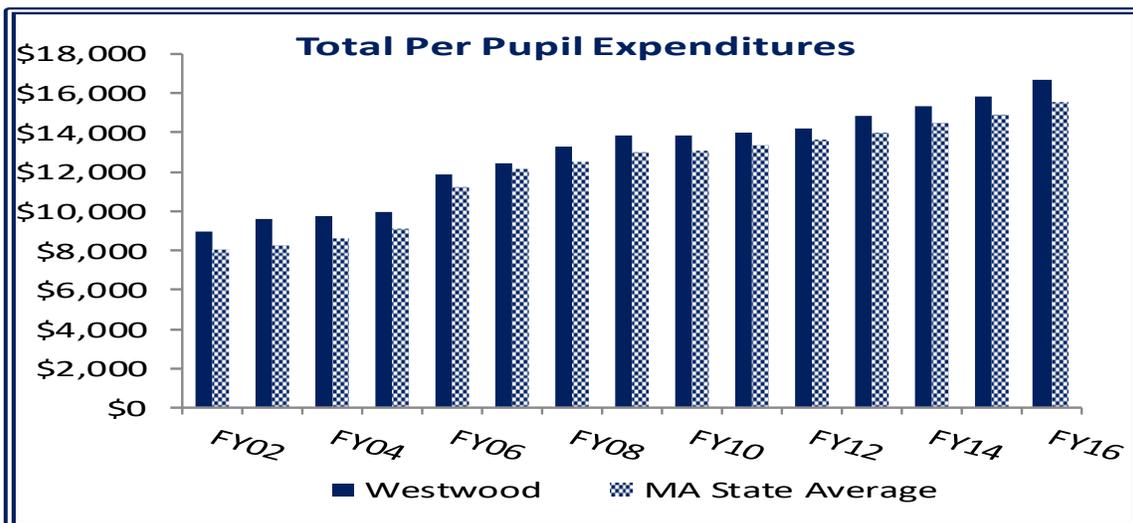
### Westwood Schools

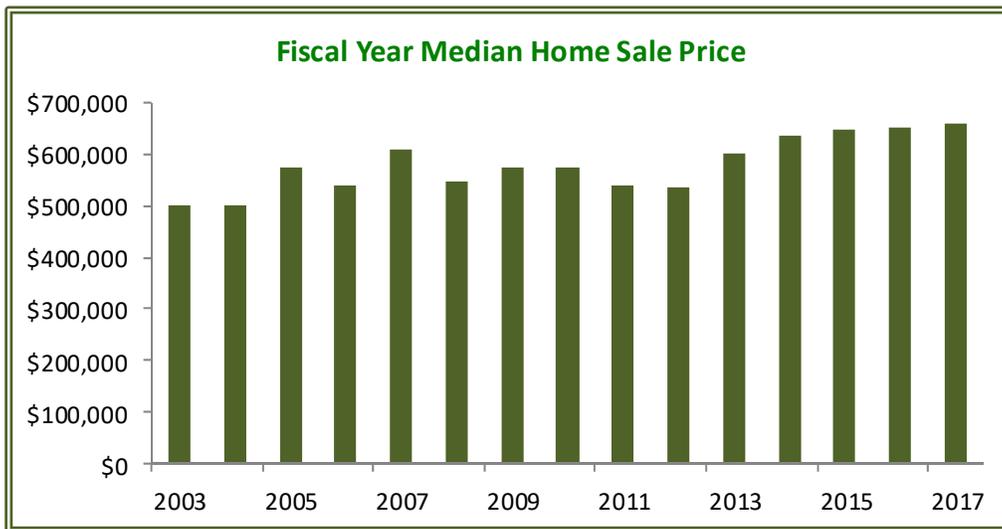
In April, 2005 the new high school and recreational sports fields were opened for students. The new school features beautiful classroom facilities, a state of the art media center, and a new performing arts facility.



#### 2012 National Blue Ribbon School of Excellence

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



**May 30, 2018 Annual Town Meeting Minutes  
Dorothy A. Powers, MMC/CMMC, Westwood Town Clerk**

Pursuant to a warrant dated May 3, 2018, signed by Selectmen, John F. Hickey, Nancy C. Hyde, and Michael F. Walsh, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Gymnasium at Westwood high School, 200 Nahatan Street, on Wednesday, May 30, 2018 at 7:30 p.m. There were ~~1216~~ *One thousand two hundred and sixteen* registered voters in attendance. Upon check-in each registered voter was given an Electronic voting response card to be used for the Electronic voting pilot and any votes at the discretion of the Moderator.

Moderator Alice Moore opened the Meeting with the Pledge of Allegiance led by Girl Scouts Caroline James, Sena Plotkin, Maggie Mullin, and Boy Scouts, Ethan Dunton and Dylan Mullen. Town Clerk, Dottie Powers then swore in newly elected Town officials who were in attendance followed by the presentation of six resolutions:

***The first Resolution was presented to Hale Reservation by Selectman, Nancy Hyde. Eric Arnold, Executive Director accepted on behalf of Hale Reservation:***

**WHEREAS**, Hale is celebrating 100 years of operation offering educational and recreational opportunities that develop self-confidence, inspire passion for learning, and encourage appreciation for the natural environment.

**WHEREAS**, Hale's leadership continually strives to protect and maintain a beautifully scenic property of 1,137 acres with four ponds and 20 miles of trails where local residents, as well as people from over 70 communities in Greater Boston, have opportunities for hiking, biking and passive recreation.

**WHEREAS**, Hale hosts eight different camps, employs 300 staff, and gives over 100,000 swim lessons each summer to campers from 40 different communities making it one of largest day camps in the country.

**WHEREAS**, Hale is a leader in education programming that supports academic goals of school districts hosting over 9,000 students during the school year including a semester school.

**WHEREAS**, Hale is a champion in providing equity in educational programs for underserved youth and is a leader in innovative, outdoor learning experiences.

**WHEREAS**, Hale provides programs, recreation and open space that are vital to the character of the Westwood community.

**BE IT THEREFORE RESOLVED**, that the Town of Westwood, by those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Hale Reservation and it's 100 years of operation, and

**BE IT FURTHER RESOLVED** that this Resolution be placed in the official records of the Town and a copy be given to Hale Reservation.

***The second Resolution was presented to Planning Board Member, Trevor Laubenstein by Selectman, Michael Walsh:***

**WHEREAS**, Trevor W. Laubenstein, served on the Planning Board for three years from 2015 through 2018 and served as Chairman in 2017 through present, and

**WHEREAS**, during his terms of office he generously gave his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and his opinions were valued by the Planning Board, Town staff and other elected and appointed Town boards and commissions, and

**WHEREAS**, he was instrumental in the successful review and approval of the several University Station projects before the Planning Board, and

**WHEREAS**, he worked comprehensively with fellow board members, town boards, staff and consultants to review and approve the Modified Master Development Plan for University Station, and

**WHEREAS**, he served on the Islington Center Task Force since 2015 through present, where he worked collaboratively with various interest groups, other board and committee members, staff, and demonstrated a willingness to make difficult decisions while continually striving to uphold the best interests of the Town, and

**WHEREAS**, he served as the Planning Board representative on the Regional Transportation Advisory Council from 2015 through 2018; and

**BE IT THEREFORE RESOLVED** that the Town of Westwood, by vote of those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Trevor W. Laubenstein for his dedicated service to the Town, and

***The third Resolution was presented on behalf of Board of Assessor, Michael Krone by Selectman, Nancy Hyde:***

**WHEREAS**, Michael Krone has served as a member of the Board of Assessors, being first elected in 1996 serving twenty-two years including as Chairman, Clerk and Third Member; and

**WHEREAS**, prior to Board of Assessors, Michael was appointed to the Finance Commission in 1989 through 1996, serving as Chairman in 1994; and

**WHEREAS**, during his twenty-two year term on the Board of Assessors, provided guidance in ensuring the Town's values were fair and equitable and in compliance with Department of Revenue rules; and  
**WHEREAS**, participated in fully automating the Assessor's Office and operations and provided excellent guidance each year to the Board of Selectmen on setting the Commercial and Residential Tax Shift; and  
**WHEREAS**, as the Board of Assessor's representative, served for fifteen years on the Long Range Financial Planning Committee, beginning with its inception in 2003; was one of the leasing contributors to the Town's efforts to build financial stability, including efforts on 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; and  
**BE IT THEREFORE RESOLVED**, that the Town of Westwood, by those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Michael Krone for his dedicated service to the Town, and  
**BE IT FURTHER RESOLVED** that this Resolution be placed in the official records of the Town and a copy be given to Michael Krone.

***The fourth Resolution was presented to School Committee Member, Brian Kelly by Selectman, Nancy Hyde:***

**WHEREAS**, Brian Kelly served twenty one years on the Westwood School Committee from May 1997 to June 2018 and served several times as Chairman, Vice Chairman and Clerk; and  
**WHEREAS**, during his term on the School Committee, gave his time unselfishly to the Westwood School District and the Town and advocated for the education of all Westwood children; and  
**WHEREAS**, he was involved in the hiring of several of the School District's Superintendents; participated in the design and construction of the Martha Jones and Downey School additions; was instrumental in convincing the town leaders and townspeople of the need for a new Westwood High School; advocated for continued rigor in the School District's curriculum at all levels; and  
**WHEREAS**, during his more than 20 years of service to the School District and the Town demonstrated the qualities of leadership, setting examples of fairness, hard work and loyalty.  
**BE IT THEREFORE RESOLVED**, that the Town of Westwood, by those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Brian Kelly for his dedicated service to the Schools and Town, and  
**BE IT FURTHER RESOLVED** that this Resolution be placed in the official records of the Town and a copy be given to Brian Kelly.

***The Fifth Resolution was presented on behalf of Sewer Commissioner, Anthony Antonellis by Selectman, Nancy Hyde:***

**WHEREAS**, Anthony Antonellis has served as a member of the Sewer Commission, for twelve years since being elected in 2006, serving as Chairman in 2006 and 2010; and  
**WHEREAS**, during his terms in office, Tony oversaw many projects including the maintenance of 87 miles of sewer main, the rehabilitation of 3,000 feet of 20 inch transmission line with lining insertion eliminating thousands of gallons of infiltration, the implementation of the Second Meter Reader Policy to improve efficiency and cost effectiveness of the program, and the completion of the study to prioritize lining and manhole repair; and  
**WHEREAS**, during his terms in office, Tony was extremely helpful in dealing with the development of several capital improvements projects that resulted in a significant infiltration and inflow reduction work, sewer pump station improvements, and necessary upgrades of equipment for the staff; and  
**WHEREAS**, in 2013, Tony led the Sewer Commissioners in support of an article at the Annual Town Meeting to borrow \$1,570,000 of a project to repair approximately 16,000 feet of pipeline and 50 manholes which would remove as much as 600,000 gallons per day of excess infiltration and inflow during peak wet weather periods; and this project provided the elimination of infiltration and inflow, which limited increases to the sewer charges for residents and businesses connected to the MWRA sewer system, and  
**WHEREAS**, during his tenure on the Sewer Commissioner, worked closely with the Town Administration including the Finance Director ensuring the sewer rates stayed as stable as possible over the years.  
**BE IT THEREFORE RESOLVED**, that the Town of Westwood, by those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Anthony Antonellis for his dedicated service to the Town, and  
**BE IT FURTHER RESOLVED** that this Resolution be placed in the official records of the Town and a copy be given to Anthony Antonellis.

***The sixth Resolution was presented to Moderator, Alice Moore by newly elected Moderator James O'Sullivan:***

**WHEREAS**, Alice Moore has served as the Town Moderator for four years having been first elected in 2014, presiding over four Annual Town Meetings and four Fall Town Meetings; served on the Government and Charter Study Task Force from 2009 to 2011; and on the Westwood Community Chest from 2008 through 2013, serving as President from 2011 through 2012; and  
**WHEREAS**, during her terms of office, she gave generously of her time and consistently demonstrated the qualities of leadership, dedication and fairness throughout her service as Moderator; and  
**WHEREAS**, during her term of office as Moderator, she was determined to conduct the Town Meetings in a fair, concise and equitable manner, ensuring that all residents were heard and able to voice their opinion, that all votes were taken and recorded in an appropriate manner and that the execution of what has been termed the world's purest form of democracy functioned efficiently and fairly, and  
**WHEREAS**, during her terms on the Government and Charter Study Task Force participated in a research process, including public information sessions to provide a comprehensive review and ultimately a revised Charter which was approved at the 2011 Annual Town Meeting and subsequently by a special act of the Legislature; and

**WHEREAS**, during her service on the Westwood Community Chest, assisted individuals and families facing financial difficulties by awarding funds towards basic needs such as medical expenses, utility payments, housing payments and camperships to summer camp for school-aged children. In 2012, while President of Westwood Community Chest, accepted the Roy London Humanitarian Award on behalf of the Westwood Community Chest; and

**BE IT THEREFORE RESOLVED**, that the Town of Westwood, by those present at the 2018 Annual Town Meeting, officially recognize and express its gratitude to Alice Moore for her dedicated service to the Town, and

**BE IT FURTHER RESOLVED** that this Resolution be placed in the official records of the Town and a copy be given to Alice Moore.

**The John J. Cronin Public Service Award was then presented to Patrick J. Ahearn who was chosen as the 16<sup>th</sup> recipient, for his exemplary service, dedication and commitment to the Town of Westwood, by John Hickey, Chairman of the Board of Selectmen as follows:**

*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 Patrick Ahearn as the sixteenth recipient of the John J. Cronin Public Service Award.*

*Patrick J. Ahearn served on the Board of Selectmen for eighteen (18) years from 1993 to 2016, serving as Chairman six times throughout his tenure and serving as the Selectmen liaison on many boards and committees. Pat's extensive experience and background on the Board along with his background as an attorney provided invaluable insight, historical knowledge of policies and procedures to the Board throughout the years.*

*Prior to his service on the Board of Selectmen, Pat was a member of the Business Development Advisory Board which he Chaired for many years and actively researched and sought support for the Town to petition the General Court to authorize the Board of Selectmen to issue liquor licenses.*

*During his first term as Chairman, Pat established the Aid to the Elderly program which reviewed options for increasing assistance to the elderly population, including tax relief. The Town has raised, through donations, a total of \$450,000 to assist in the tax relief to many seniors in the community since its establishment in 1999; received a grant for \$1 million from the state to purchase and preserve Lowell Woods for additional open space in Town.*

*In 2000, the Pat successfully negotiated the implementation of paramedic services to be offered in Westwood through the Fire Department; worked with the Youth & Family Service Commission to establish the Westwood Community Chest, an organization that helps Westwood individuals and families in need through charitable donations; successfully worked with the Selectmen, OPEN, Westwood Preservation Society and Westwood Land Trust to negotiate the purchase of 79 acres of open space owned by the Striar Family including \$1.7 million with \$75,000 from Land Trust, \$75,000 from Preservation Society and \$250,000 grant from Self-help program by Executive Office of Environmental Affairs.*

*During his term, Pat sought and received appropriation from Town Meeting to design and construct a municipal building on Carby Street that houses the Department of Public Works administrative offices and all land use departments, freeing up office space in Town Hall; negotiated the transfer of cable licenses from AT&T Broadband to Comcast which provided high speed internet in Town.*

*In 2003, the Board of Selectmen petitioned the General Court for the authorization for the Board of Selectmen to issue liquor licenses for the service of alcoholic beverages in the Town of Westwood. Over the next year, the Board, with the caution and input from Pat, developed the Town's Alcoholic Beverage Rules and Regulations. Pat spent a considerable amount of time pledging the enforcement and oversight of all establishments within Town. With his careful and skillful deliberations with the Board, Pat made it his priority to protect the community, while boosting economic development.*

*Beginning in 2006, Pat and the Board established a Steering Committee to prepare the Town for proposals for a mixed use development application, known as Westwood Station. Throughout the years and through tough fiscal times, in his role on the Board Pat was able to bring history on the proposed projects, a steady vision for what the Town wanted, and ensured that proposals brought for consideration were in the best interest of the Town. In 2013 when the Town approved the University Station Project, Pat and the Board were in the forefront, negotiating and reviewing all the plans to safeguard the Town's best interest.*

*In 2009, Pat and the Board approved the installation of the artificial field behind the High School with lights to accommodate several sports including soccer, lacrosse, football and field hockey; oversaw the approval of the construction of new garage facilities for the Department of Public Works including an enclosed wash bay which allow for safe washing of the equipment vehicles in the water protection district for on the of Dedham-Westwood Water wells.*

*Through 2012, he oversaw the construction of the New Library with the Permanent Building Committee where the project was significantly under the expected bid price; participated and oversaw the purchase and sale of the Colburn School including serving on the Colburn School Reuse Task Force which researched and selected the appropriate bidder for best use.*

During his Chairmanship in 2012, Pat oversaw the issuance of the first off-premise liquor sale license for wine and malt beverages, continuing to enhance the Town's economic position and increase the desire for companies to locate within the community; and during his Chairmanship in 2015, Pat sought and received Town Meeting allocation of \$850,000 to design a new Fire Station in Islington and \$1 million for the design of a Police Headquarters; further, sought and allocated \$8.6 million bond to construct the new Fire Station; received Department of Housing and Community Development certification that Westwood has achieved and exceeded the Massachusetts General Law Chapter 40B requirement that 10% of the housing units qualify as affordable subsidized housing.

Pat was also instrumental in approving a transferring of the town and school employee healthcare coverage from West Suburban Health Group to the state GIC plans, which resulted in significant savings and committed the Selectmen allocating funds annually to cover the town's OPEB liability.

True to the dedication Pat has for his community, he was recently elected to serve as a member of the Sewer Commission in 2018. Pat has also been an active member of the community in various roles including, but not limited to, President of the Westwood Pop Warner, Pop Warner Coach, Little League Coach, and an Active Parishioner at St. Margaret Mary's Church.

On behalf of the John J. Cronin Public Service Award Committee, it is with great pleasure that we present this prestigious award to Patrick J. Ahearn 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 Moderator officially called the meeting to order at 7:41 p.m. 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 then went over Town Meeting rules.

The Moderator then introduced Greg Alexander, Senior Account Executive from Turning Technologies who facilitated the electronic voting pilot. Mr. Alexander began with a few Trivia questions and at the conclusion of his presentation, Moderator Alice Moore announced she would use the Electronic Voting system for any votes not clear by voice. A question from the floor was raised regarding clarification of this form of voting being a secret ballot. After consulting with Town Counsel, it was determined that it was not a secret ballot. The Town Moderator then asked town meeting to vote on whether they wanted to use Electronic voting at this meeting and it was a unanimous vote in favor to use Electronic voting should the Moderator decide.

An overview of all Selectmen sponsored articles was then given John Hickey, Chairman of the Board of Selectmen, followed by a financial presentation made by Pamela Dukeman, Finance Director.

The following articles were presented and voted on:

**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 Two Hundred Thirty Six Thousand and Five Hundred Dollars (\$236,500) to supplement the following fiscal year 2018 appropriations:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
FinCom Reserve Account	\$200,000	Snow & Ice	\$200,000
Board of Health Salary	\$13,000	Veteran's Salary	\$1,000
Comprehensive Insurance	\$23,500	Housing Salary	\$2,000
		Information Systems Salary	\$15,000
		Youth and Family Services Salary	\$17,000
		Human Resources Salary	\$1,500
<b>Total</b>	<b>\$236,500</b>	<b>Total</b>	<b>\$236,500</b>

**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 Three Hundred and Thirty One Thousand Dollars (\$331,000) to supplement the following fiscal year 2018 appropriations:

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Overlay Surplus	\$35,000	Assessing revaluation services	\$35,000
Ambulance Receipts	\$71,000	Ambulance Services/Equipment	\$71,000
Free Cash	\$225,000	DPW – Snow & Ice	\$100,000
		DPW – Snow & Ice salary	\$125,000
<b>Total</b>	<b>\$331,000</b>	<b>Total</b>	<b>\$331,000</b>

**Annual Town Meeting Article 3:** The Finance and Warrant Commission recommended and the Town voted unanimously 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, 2018, through June 30, 2019, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2018 Annual Meeting.

Proposed FY2019 Departmental Salary/Expense Budgets

Description	FY2017 Expended	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
<b>Selectmen Department</b>						
1. Salaries	566,666	580,574	599,168	18,594	3.2%	Taxation
2. Expenses	47,982	55,500	55,500	0	0.0%	Taxation
	614,648	636,074	654,668	18,594	2.9%	
<b>Finance and Warrant Commission</b>						
3. Salaries	15,205	17,638	18,438	800	4.5%	Taxation
4. Expenses	26,437	35,989	41,389	5,400	15.0%	Taxation
	41,642	53,627	59,827	6,200	11.6%	
<b>Accounting Department</b>						
5. Salaries	241,878	249,565	258,258	8,693	3.5%	Taxation
6. Expenses	5,291	7,000	7,000	0	0.0%	Taxation
	247,168	256,565	265,258	8,693	3.4%	
<b>Assessors Department</b>						
7. Salaries	206,355	210,818	214,289	3,471	1.6%	Taxation
8. Expenses	17,342	22,450	22,450	0	0.0%	Taxation
	223,697	233,268	236,739	3,471	1.5%	
<b>Treasurer's Department</b>						
9. Salaries	99,300	103,480	107,778	4,298	4.2%	Taxation
10. Expenses	9,474	12,800	12,800	0	0.0%	Taxation
	108,774	116,280	120,578	4,298	3.7%	
<b>Collector's Department</b>						
11. Salaries	117,962	121,004	123,367	2,363	2.0%	Taxation
12. Expenses	74,628	73,850	73,850	0	0.0%	\$32,500 Ambulance Receipts/Taxation
	192,590	194,854	197,217	2,363	1.2%	
<b>Legal Department</b>						
13. Salaries	97,801	99,783	101,797	2,014	2.0%	Taxation
14. Expenses	100,213	112,000	112,000	0	0.0%	Taxation
	198,014	211,783	213,797	2,014	1.0%	
<b>Human Resources</b>						
15. Salaries	211,591	221,008	232,682	11,674	5.3%	Taxation
16. Expenses	1,596	7,500	7,500	0	0.0%	Taxation
	213,187	228,508	240,182	11,674	5.1%	
<b>Information Systems Department</b>						
17. Salaries	262,333	262,878	288,950	26,072	9.9%	Taxation
18. Expenses	69,491	72,500	74,500	2,000	2.8%	Taxation
	331,824	335,378	363,450	28,072	8.4%	

Appendix D  
Proposed FY2019 Departmental Salary/Expense Budgets

Description	FY2017	Expended	FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
Town Clerk Department							
19. Salaries		147,502	160,735	172,655	11,920	7.4%	Taxation
20. Expenses		67,496	52,300	73,800	21,500	41.1%	Taxation
		214,998	213,035	246,455	33,420	15.7%	
WAI A/I housing Authority							
21. Salary		8,906	17,639	18,438	799	4.5%	Taxation
22. Expenses		2,900	3,400	3,400	0	0.0%	Taxation
		11,806	21,039	21,838	799	3.8%	
23. Outside Professional Services Expenses		40,145	46,500	46,500	0	0.0%	Taxation
24. Training/Professional Development Expenses		5,202	15,000	15,000	0	0.0%	Taxation
<b>Total General Government</b>		<b>2,443,695</b>	<b>2,561,911</b>	<b>2,681,509</b>	<b>119,598</b>	<b>4.7%</b>	
Police Department							
Salaries		3,631,759	3,760,856	3,856,684	95,828	2.5%	Taxation
Expenses		205,704	279,700	283,700	4,000	1.4%	Taxation
		3,837,463	4,040,556	4,140,384	99,828	2.5%	
Auxiliary Police/Civil Defense Expenses		816	3,000	3,000	0	0.0%	Taxation
Animal Control							
Salary		54,601	57,606	58,753	1,147	2.0%	Taxation
Expenses		3,677	9,800	9,800	0	0.0%	Taxation
25. Total Police		3,896,557	4,110,962	4,211,937	100,975	2.5%	
Fire Department							
Salaries		3,675,937	4,093,058	4,170,721	77,663	1.9%	\$304,000 Ambulance Receipts/Taxation
Expenses		249,532	300,100	293,500	(6,600)	-2.2%	\$40,000 Ambulance Receipts/Taxation
26. Total Fire		3,925,469	4,393,158	4,464,221	71,063	1.6%	
<b>Total Public Safety</b>		<b>7,822,026</b>	<b>8,504,120</b>	<b>8,676,158</b>	<b>172,038</b>	<b>2.0%</b>	

Appendix D  
Proposed FY2019 Departmental Salary/ Expense Budgets

Description	Expended FY2017	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
Conservation Commission						
Salaries	67,174	71,028	74,272	3,244	4.6%	Conservation Receipts/Taxation
Expenses	5,131	6,400	6,400	0	0.0%	Conservation Receipts/Taxation
	72,304	77,428	80,672	3,244	4.2%	
Planning Board						
Salaries	123,506	129,302	119,493	(9,809)	-7.6%	Taxation
Expenses	2,724	4,400	4,400	0	0.0%	Taxation
	126,230	133,702	123,893	(9,809)	-7.3%	
Housing/ Zoning						
Salaries	49,672	70,638	72,051	1,413	2.0%	Taxation
Expenses	1,113	3,700	3,500	(200)	-5.4%	Taxation
	50,785	74,338	75,551	1,213	1.6%	
Community & Economic Development						
Salaries	153,771	171,002	190,302	19,300	11.3%	Taxation
Expenses	2,802	4,000	4,000	0	0.0%	Taxation
	156,573	175,002	194,302	19,300	11.0%	
Building Inspection Department						
Salaries	230,981	320,069	322,390	2,321	0.7%	Taxation
Expenses	22,702	43,875	43,000	(875)	-2.0%	Taxation
	253,683	363,944	365,390	1,446	0.4%	
Health Department						
Salaries	248,239	275,440	276,649	1,209	0.4%	Taxation
Expenses	9,907	11,750	11,750	0	0.0%	Taxation
	258,146	287,190	288,399	1,209	0.4%	
Outside Health Agencies	11,016	13,416	13,416	0	0.0%	Taxation
27. Total Community and Economic Development	928,737	1,125,020	1,141,623	16,603	1.5%	
Department of Public Works						
28. Salaries	1,665,130	1,602,588	1,638,902	36,314	2.3%	Taxation
29. Expenses	497,992	511,100	523,600	12,500	2.4%	Taxation
	2,163,122	2,113,688	2,162,502	48,814	2.3%	
Building Maintenance						
30. Salaries	174,873	180,365	188,514	8,149	4.5%	Taxation
31. Expenses	822,183	881,500	968,800	87,300	9.9%	Taxation
	997,056	1,061,865	1,157,314	95,449	9.0%	
32. Municipal & School Field Maintenance	134,905	150,000	155,000	5,000	3.3%	Taxation
33. Snow & Ice	619,715	300,000	450,000	150,000	50.0%	Taxation
34. Street Lighting/ Traffic Light Maint	117,171	125,000	120,000	(5,000)	-4.0%	Taxation
35. Waste Collection/Disposal Expenses	1,178,513	1,209,500	1,257,844	48,344	4.0%	Taxation
Total Public Works	5,210,482	4,960,053	5,302,660	342,607	6.9%	

Appendix D  
Proposed FY2019 Departmental Salary/Expense Budgets

Description	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
36. Disability Commission Expenses	500	500		0.0%	Taxation
Council On Aging	100			0	
37. Salaries	280,783	305,887	343,644	37,757	12.3% Taxation
38. Expenses	29,387	31,450	33,150	1,700	5.4% Taxation
	310,170	337,337	376,794	39,457	11.7%
Youth and Family Services Commission					
39. Salaries	240,135	244,442	261,304	16,862	6.9% Taxation
40. Expenses	14,999	15,000	15,000	0	0.0% Taxation
	255,134	259,442	276,304	16,862	6.5%
Veterans Services Department					
41. Salaries	54,319	56,860	60,689	3,829	6.7% Taxation
42. Expenses	69,928	72,300	72,550	250	0.3% Taxation
	124,247	129,160	133,239	4,079	3.2%
<b>Total Human Services</b>	<b>689,651</b>	<b>726,439</b>	<b>786,837</b>	<b>60,398</b>	<b>8.3%</b>
Public Librarian					
Salaries	967,639	998,224	1,069,001	70,777	7.1% Taxation
Expenses	269,695	291,100	310,950	19,850	6.8% Taxation
Lost Books	0	1,600	1,600	0	0.0% Taxation
43. Total Library	1,237,334	1,290,924	1,381,551	90,627	7.0%
Recreation Department					
44. Salaries	297,450	305,276	318,496	13,220	4.3% \$180,000 Recreation Funds/Taxation
45. Expenses	15,227	15,784	15,784	0	0.0% Taxation
	312,677	321,060	334,280	13,220	4.1%
46. Memorial/Veteran's Day/Wcst/wood Day Expenses	7,327	21,800	21,800	0	0.0% Taxation
<b>Total Culture and Recreation</b>	<b>1,557,338</b>	<b>1,633,784</b>	<b>1,737,631</b>	<b>103,847</b>	<b>6.4%</b>
Other					
Operating Capital	42,534	42,534	0	(42,534)	-100.0% Taxation
47. Hardware Software Maintenance	271,986	298,825	321,150	22,325	7.5% Taxation
Salary- Reserve		25,000	0	(25,000)	-100.0%
4V. Communications Systems	141,136	154,750	154,750	0	0.0% Taxation
<b>Total Other</b>	<b>455,656</b>	<b>521,109</b>	<b>475,900</b>	<b>(45,209)</b>	<b>-8.7%</b>
<b>Total Municipal Budget</b>	<b>19,107,585</b>	<b>20,032,436</b>	<b>20,802,318</b>	<b>769,882</b>	<b>3.8%</b>

Appendix D  
Proposed FY2019 Departmental Salary/Expense Budgets

Description	Expended FY2017	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
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Westwood Public Schools

Salaries		37,300,299	38,780,529	1,480,230	4.0% it Taxation	
Expenses		6,140,864	6,122,606	(18,258)	-0.3% Taxation	
50. School salaries & exps	42,024,224	43,441,163	44,903,135	1,461,972	3.37%	
51. Blue Hills Regional School	122,800	147,489	136,373	(11,116)	-7.5% » Taxation	
52. Crossing Guards Salaries	94,411	101,079	103,041	1,962	1.9% Taxation	
53. Expenses	794	3,500	3,500	0	0.0% o Taxation	
Total	95,205	104,579	106,541	1,962	1.9% Taxation	

Total School Budgets	42,242,229	43,693,231	45,146,049	1,452,818	3.3%	
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Fixed Costs Budgets - School and Municipall

School Employee Benefits/Costs

Retirement Assessments	1,181,267	1,385,764	1,593,629	207,865	15.0% Taxation	
Worker's Compensation	205,070	265,690	292,259	26,569	10.0% Taxation	
Unemployment Compensation	29,093	98,175	98,175	0	0.0% » Taxation	
I health Insurance	3,820,154	4,324,313	4,432,420	108,107	2.5% o Taxation	
Life Insurance	6,096	11,200	11,200	0	0.0% o Taxation	
Payroll service	26,802	29,000	29,000	0	0.0% o Taxation	
Medicare Part B	114,456	158,761	166,698	7,938	5.0% o Taxation	
Social Security Tax	6,260	10,000	10,000	0	0.0% Taxation	
Medicare Payroll Tax	510,580	634,917	698,408	63,491	10.0% Taxation	
School Employee Benefits/Costs	5,899,777	6,917,819	7,331,789	413,970	6.0%	

Appendix D  
Proposed FY2019 Departmental Salary/Expense Budgets

Description	FY2017 Expended	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
<b>Municipal Employee Benefits/Costs</b>						
Retirement Assessment	2,765,008	3,245,442	3,732,258	486,816	15.0%	Taxation
Worker's Compensation	97,447	125,123	137,635	12,512	10.0%	Taxation
Unemployment Compensation	9,937	13,860	13,860	0	0.0%	Taxation
Health Insurance	1,495,383	1,427,230	1,467,841	40,611	2.8%	Taxation
Life Insurance	3,231	6,800	6,800	0	0.0%	Taxation
Pre-Hire /Payroll	54,869	112,000	112,000	0	0.0%	Taxation
Public Safety Medical/111F ins	77,899	83,600	87,600	4,000	4.8%	Taxation
Medicare Part B	53,248	64,397	67,616	3,219	5.0%	Taxation
Social Security Tax	1,437	10,000	10,000	0	0.0%	Taxation
Medicare Payroll Tax	204,997	249,678	274,646	24,968	10.0%	Taxation
<b>Municipal Employee Benefits/Costs</b>	<b>4,763,455</b>	<b>5,338,130</b>	<b>5,910,256</b>	<b>572,126</b>	<b>10.7%</b>	
<b>Shared Fixed Costs</b>						
Comprehensive & Liability Ins.	387,101	487,100	521,057	33,957	7.0%	Taxation
School Waste Collection Services	66,416	70,000	71,220	1,220	1.7%	Taxation
Audit Services	93,580	67,750	72,500	4,750	7.0%	Taxation
<b>Total Shared Fixed Costs</b>	<b>547,097</b>	<b>624,850</b>	<b>664,777</b>	<b>39,927</b>	<b>6.4%</b>	
<b>Total Benefits/Shared Fixed Costs</b>	<b>11,210,330</b>	<b>12,880,799</b>	<b>13,906,822</b>	<b>1,026,023</b>	<b>8.0%</b>	<b>Taxation</b>
<b>Reserve Funds</b>						
55. Other/Energy Reserve Fund*	0	225,000	295,000	70,000	31.1%	Taxation
56. Special Town Mtg Reserve	1,257	25,000	25,000	0	0.0%	Taxation
57. Reserve Fund	0	400,000	400,000	0	0.0%	Taxation
<b>Total Reserves</b>	<b>1,257</b>	<b>650,000</b>	<b>720,000</b>	<b>70,000</b>	<b>10.8%</b>	<b>Taxation</b>
<b>Total Fixed Costs Budget</b>	<b>11,211,587</b>	<b>13,530,799</b>	<b>14,626,822</b>	<b>1,096,023</b>	<b>8.1%</b>	

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.

<b>Debt Service Budget</b>						
Municipal Related Debt Service	3,509,362	3,545,618	3,461,860	(83,758)	-2.4%	5101,250 Cemetery Funds/ SIS,170 Bond Premium/ S19,218 Free Cash/Taxation
School Related Debt Service	2,946,830	2,820,523	2,676,118	(144,405)	-5.1%	\$1,411,276 Sch Bid Rcimb/ S10,912 Bond Premium/Taxation
<b>Total Debt Budget</b>	<b>6,456,192</b>	<b>6,366,141</b>	<b>6,137,978</b>	<b>(228,163)</b>	<b>-3.6%</b>	

FY19 Debt Change

Non Exempt	(\$130,975)
Exempt	(\$97,188)
<b>Total</b>	<b>(\$228,163)</b>

Appendix D  
Proposed FY2019 Departmental Salary/Expense Budgets

Description	Current FY2018 Budget	Proposed FY2019 Budget	\$ Change FY19 vs FY18	% Change FY19 vs FY18	Funding Source
FY2017 Expended					
<b>Sewer Enterprise</b>					
Salaries	386,769	479,209	483,744	4,535	0.9% Sewer Enterprise Funds
Expenses	140,393	145,500	147,500	2,000	1.4% Sewer Enterprise Funds
Pumping Stations	168,547	170,280	171,000	7200.4%	Sewer Enterprise Funds
MWRA Assessment	2,598,265	2,789,172	3,000,000	210,828	7.6% Sewer Enterprise Funds
Mandated Inspections	32,417	120,000	120,000	0	0.0% Sewer Enterprise Funds
Sewer Debt & Int	421,690	374,723	371,995	(2,728)	-0.7% Sewer Enterprise Funds
System Ext./Repairs	83,975	25,000	25,000	0	0.0% Sewer Enterprise Funds
<b>Total Sewer Enterprise</b>	<b>3,832,056</b>	<b>4,103,884</b>	<b>4,319,239</b>	<b>215,355</b>	<b>5.2%</b>

Note: Sewer revenue budget will be operating budget + \$378,832 for indirect costs for a total of \$4,698,071

Total Operating Budget	82,849,649	87,726,491	91,032,406	3,305,915	3.8%
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**Annual Town Meeting Article 4:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Eighty-Six Thousand Nine Hundred Dollars (\$886,900) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Three (3) One Ton Dump Trucks with Plow	DPW	\$210,000	Free Cash
Fire – Engine 1 Half Life Major Repairs	Fire	\$25,000	Free Cash
Fire – Safety Equipment – Radio Upgrade & Turnout Gear	Fire	\$30,000	Free Cash
Fire – Replace Engines (2) Lease Payment 2 <sup>nd</sup> of 5	Fire	\$226,400	Free Cash
Police – Safety Equipment – Bulletproof vests, Traffic Cameras, Electronic Control Devices	Police	\$30,000	Free Cash
End User Technology – All Departments	Information Technology	\$50,000	Free Cash
Library – Patron/Staff End User Technology	Library	\$21,500	Free Cash
Library – Self-Check Circulation Terminals	Library	\$22,000	Free Cash
Replacement of Police Vehicles	Police	\$172,000	Free Cash
Municipal Buildings – Facilities Maintenance/ Energy Efficiency	DPW	\$100,000	Free Cash
<b>Total</b>		<b>\$886,900</b>	

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, or take any other action thereon.

**Annual Town Meeting Article 5:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Sixty-Seven Thousand Dollars (\$867,000) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment Project	Requesting Department	Cost	Funding Source
Technology	School	\$225,000	Free Cash
Roofing	School	\$100,000	Free Cash
Repair and Maintenance	School	\$256,500	Free Cash
Furniture, Fixture, and Equipment	School	\$129,500	Free Cash
HVAC	School	\$96,000	Free Cash
Copiers	School	\$60,000	Free Cash

<b>Total</b>	<b>\$867,000</b>
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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 6:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Four Hundred Twenty Thousand Dollars (\$420,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<b>Equipment/Project</b>	<b>Requesting Department</b>	<b>Cost</b>	<b>Funding Source</b>
Easement Access Project	Sewer	\$150,000	Sewer Retained Earnings
Infiltration & Inflow Reduction	Sewer	\$125,000	Sewer Retained Earnings
Sewer Truck	Sewer	\$95,000	Sewer Retained Earnings
Stormwater Compliance	Sewer	\$50,000	Sewer Retained Earnings
<b>Total</b>		<b>\$420,000</b>	

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:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Fifty-Seven Thousand Dollars (\$857,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<b>Equipment/Project</b>	<b>Requesting Department</b>	<b>Cost</b>	<b>Funding Source</b>
Town Hall Reconfiguration/Renovation	Board of Selectmen	\$50,000	Free Cash
Repair/Replace Middle School Elevator	School	\$175,000	Free Cash
Traffic Signal Improvements – High Street	DPW	\$100,000	Free Cash
• Design Funds Needed for State Grant			
Housing Authority Associates – Building Maintenance and Improvement	Housing	\$100,000	Free Cash
Pool HVAC/Dehumidification System	Recreation	\$125,000	Meals Tax
High School Tennis Courts/Lighting	Recreation	\$307,000	Meals Tax
<b>Total</b>		<b>\$857,000</b>	

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:** 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 Four Hundred Forty-Three Thousand Seven Hundred Sixty Dollars (\$443,760) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Rescue Equipment	Fire	\$41,865	Ambulance Receipts
Self Contained Breathing Apparatus Upgrade & Replacement	Fire	\$41,895	Ambulance Receipts
Ambulance	Fire	\$360,000	Ambulance Receipts
<b>Total</b>		<b>\$443,760</b>	

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:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B.

Purpose	Amount	Funding Source
Stabilization Fund	\$100,000	Free Cash

**Annual Town Meeting Article 10:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million Four Hundred Fifteen Thousand Dollars (\$1,415,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20.

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$1,415,000	Taxation

**Annual Town Meeting Article 11:** The Finance and Warrant Commission by a vote of 10 in favor and 1 abstention recommended and the Town voted by a 2/3 Electronic vote 709-YES,354-NO declared by the Moderator in favor to authorize the Board of Selectmen to take the following actions in conjunction with the acquisition and disposition of certain parcels of land for purposes of relocating, renovating and expanding Wentworth Hall, and promoting the redevelopment of Islington Center in furtherance of the public necessity and convenience:

- A. To convey to a person or entity selected in accordance with applicable procurement laws those parcels of land shown as Lots 163, 188, and 189 on Town of Westwood Assessor's Plat No. 23, along with an approximately Three Thousand Four Hundred Sixty Nine square foot (3,469 SF) portion of that parcel of land shown as Lot 190 on Town of Westwood Assessor's Plat No. 23;
- B. To acquire by purchase, gift, eminent domain or otherwise, the approximately 38,693 SF parcel of land shown as "Municipal Lot" on the plan entitled "Proposed Layout Site Plan, School Street Side, Islington Village, Westwood, MA, Norfolk County", prepared by GCG Associates Inc., dated December 12, 2017 and revised through April 6, 2018, ("Layout Plan");

- C. To acquire by purchase, gift, eminent domain or otherwise, the approximately 1,909 SF parcel of land shown as “Blue Hart Tavern” on the Layout Plan, in accordance with the terms of a Land Disposition Agreement, if said parcel is not used for the relocation of the Blue Hart Tavern on or before November 30, 2018, or such earlier date as the Board of Selectmen determines to be necessary to satisfy the purpose of this article;
- D. To acquire by purchase, gift, eminent domain or otherwise, and/or to abandon, any and all easements, rights (including rights-of-way), or restrictions as is necessary or convenient to convey or acquire clear title to the above-referenced parcels of land, on terms acceptable to the Board of Selectmen; and
- E. To enter into all agreements and execute any and all instruments as may be necessary or convenient on behalf of the Town to effect the above actions;

**Annual Town Meeting Article 12:** The Finance and Warrant Commission recommended and the Town voted by a 2/3 Electronic vote, 676-YES, 315-NO in favor declared by the Moderator that the Town appropriate \$3,500,000 to pay costs of designing, constructing, originally equipping and furnishing a new Islington Library and Community Center, 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. The amount authorized to be borrowed by this vote shall be reduced to the extent of amounts realized by the Town upon the sale of the current Islington Library, net of any transaction costs associated therewith. 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 costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Annual Town Meeting Article 13:** The Finance and Warrant Commission by a vote of 10 in favor and 1 abstention recommended and the Town voted by a 2/3 Electronic vote 652-YES,237-NO declared by the Moderator in favor to approve certain amendments to the Official Zoning Map, by re-zoning the parcels of land located at 9 School Street shown on Assessor’s Parcel 23 as Lot 161 and 277A Washington Street shown on Assessor’s Parcel 23 as Lot 165 from Single Residence A (SRA) to Local Business B (LBB) and overlaying these two parcels with the Flexible Multiple Use Overlay District 6 (FMUOD6/Washington Street Business District), as follows:

- 1) Change the designation of two parcels known as Assessor’s Plat 23, Lots 161 and 165, from Single Residence A (SRA) District to Local Business B (LBB) District;
- 2) Expand the FMUOD6/Washington Street Business District overlay district to include the two parcels known as Assessor’s Plat 23, Lots 161 and 165;
- 3) Replace the map entitled “Official Zoning Map, May, 2017” with the map entitled “Official Zoning Map, May, 2018”.

**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 that the Town appropriate the amount of One Million Seven Hundred Fifty Thousand (\$1,750,000) Dollars for the purpose of paying costs of a feasibility study for the Paul Hanlon Elementary School, 790 Gay Street, Westwood, including the payment for all costs incidental or related thereto, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Building Committee. 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. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based

on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA. 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 costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Annual Town Meeting Article 15:** The Finance and Warrant Commission, by a vote of 10 in favor and 2 opposed recommended and the Town voted in favor of Indefinite Postponement by a Majority vote declared by the Moderator to not approve certain amendments to the Westwood Zoning Bylaw to add definitive caps on the number of residential dwelling units which may be constructed in Flexible Multiple Use Overlay Districts 6 and 7 by amending Section 9.5 [Flexible Multiple Use Overlay District {"FMUOD"}], or take any other action in relation thereto:

Add a new Section 9.5.13.1 [Maximum Number of Residential Units] to read as follows, and renumber subsequent sections as appropriate:

**9.5.13.1 Limit on Number of Residential Dwelling Units in FMUOD6 and FMUOD7.**

The aggregate number of residential dwelling units for all projects allowed by special permit within the FMUOD6 and FMUOD7 districts shall not exceed a maximum of thirty (30) dwelling units per district. Said maximum shall include all residential dwelling units previously approved by FMUOD special permit or by Upper Story Residential Overlay [USROD] special permit.

**Annual Town Meeting Article 16:** 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 apply for and accept state funds to be received as pre-payment and/or reimbursement for road improvements and deposit said funds into the Town's Road Improvement Account to be used to pay expenditures made or to continue the Town's road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for expenditure of any funds allocated or to be allocated by the Commonwealth for the improvement of roads within the Town of Westwood; and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said road improvement program.

**Annual Town Meeting Article 17:** The Finance and Warrant Commission recommended and the Town voted by a 2/3 voice vote in favor declared by the Moderator to amend the Code of the Town of Westwood Chapter 355, Article II, §355-5, Placement of snow or ice; penalty, by deleting the section in its entirety and adding the following:

§355-5

- a. No person shall lay, throw, place or cause to be placed any snow or ice on any paved Town streets or sidewalk so as to create a hazardous condition or public safety concern. If, after having received notice from a duly authorized agent of the Town that such a condition exists, the owner of the property from which the snow or ice was removed (or his agent having charge thereof) fails to correct the condition within a reasonable amount of time, the owner or agent shall be deemed to be in violation of this bylaw. Violation of this section shall be punished by a fine of \$300 or any cost incurred by the Town as a result of said violation or both.
- b. No person other than an employee in the service of the Town of Westwood or an employee in the service of an independent contractor acting for the Town of Westwood shall pile, push, plow, or blow snow or ice onto or across a public way which is plowed and/or sanded by the Town or deposit snow in such a way as to obstruct the operation of any fire hydrant. Violations of this

section shall be subject to a written warning for the first offense; a fine of \$50 for the second offense and \$100 for third and each subsequent offense.

**Annual Town Meeting Article 18:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Hundred and Twenty Five Thousand Dollars (\$125,000) to conduct a comprehensive study of the security needs and assessments for municipal and school buildings, including the payment of all costs incidental or related thereto.

Purpose	Amount	Funding Source
Comprehensive Study of the Security Needs and Assessments for Municipal and School Buildings	\$125,000	Free Cash

**Annual Town Meeting Article 19:** The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and/or appropriate and/or transfer from available funds to sum of One Million Dollars (\$1,000,000) to establish an Affordable Housing Account and to authorize the Board of Selectmen to expend in a manner that will support and/or create affordable housing units that can be listed on the State's Subsidized Housing Inventory (SHI) as qualified housing units to meet the requirements of Ch. 40B MGL.

Purpose	Amount	Funding Source
Establish an Affordable Housing Account	\$1,000,000	\$489,000 University Station Building Permit Account / \$511,000 Free Cash (Building Permit Fees)

All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 11:00 p.m.

\*\*\*Article 17, is a General bylaw amendment pending approval by the Attorney General.

\*\*\* Article 13 is a Zoning bylaw amendments pending approval by the Attorney General.

Attest:



Dorothy A. Powers/MMC/CMMC  
Westwood Town Clerk

**2018 ANNUAL TOWN ELECTION RESULTS**

Tuesday, April 24, 2018

<b>ASSESSOR - For Three Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	124	180	227	206	737	27.28%
<b>MAUREEN H. BLEDAY</b> 16 Fieldstone Road - Candidate for Re-election	482	518	562	399	1961	72.58%
All Others	0	1	3	0	4	0.15%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>ASSESSOR - For One Year (to fill a vacancy) (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	159	201	249	221	830	30.72%
<b>PHILIP N. SHAPIRO</b> 159 Mill Street	446	497	540	384	1867	69.10%
All Others	1	1	3	0	5	0.19%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>HOUSING AUTHORITY - For Five Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	155	230	257	226	868	32.12%
<b>ELISSA GORDET FRANCO</b> 566 High Street	451	469	531	378	1829	67.69%
All Others	0	0	4	1	5	0.19%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>LIBRARY TRUSTEE - For Three Years (2)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	330	445	556	506	1837	33.99%
<b>MARY E. MASI-PHELPS</b> 295 Clapboardtreet Street -Candidate for Re-election	450	509	548	365	1872	34.64%
<b>WENDY THORNTON</b> 44 Westview Terrace -Candidate for Re-election	432	442	478	339	1691	31.29%
All Others	0	2	2	0	4	0.07%
<b>TOTAL</b>	<b>1212</b>	<b>1398</b>	<b>1584</b>	<b>1210</b>	<b>5404</b>	<b>100%</b>
<b>MODERATOR - For One Year (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	53	89	61	31	234	8.66%
<b>CHRISTOPHER J. MCKEOWN</b> 70 Lorraine Road	307	302	231	118	958	35.46%
<b>JAMES M. O'SULLIVAN</b> 64 Dean Street	246	307	500	456	1509	55.85%
All Others	0	1	0	0	1	0.04%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>PLANNING BOARD - For Three Years (2)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	264	356	448	391	1459	27.00%
<b>STEVEN H. OLANOFF</b> 52 Glandore Road-Candidate for Re-election	346	357	318	165	1186	21.95%
<b>DEBORAH J. CONANT</b> 21 Strasser Avenue	268	283	485	426	1462	27.05%
<b>CHRISTOPHER A. PFAFF</b> 534 Everett Street	334	402	333	226	1295	23.96%
All Others	0	0	0	2	2	0.04%
<b>TOTAL</b>	<b>1212</b>	<b>1398</b>	<b>1584</b>	<b>1210</b>	<b>5404</b>	<b>100%</b>
<b>SCHOOL COMMITTEE - For Three Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	60	80	87	70	297	10.99%
<b>DIANNE MCCARTHY</b> 249 Dover Road	242	156	181	120	699	25.87%
<b>MAYA PLOTKIN</b> 165 Clapboardtree Street	304	462	523	415	1704	63.06%
All Others	0	1	1	0	2	0.07%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>SELECTMAN - For Three Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	20	18	29	20	87	3.22%
<b>NANCY C. HYDE</b> 15 Martingale Lane-Candidate for Re-election	381	432	362	196	1371	50.74%
<b>ELLEN LARKIN ROLLINGS</b> 86 Green Hill Road	204	249	401	389	1243	46.00%
All Others	1	0	0	0	1	0.04%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>SEWER COMMISSIONER - For Three Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	123	172	227	213	735	27.20%
<b>PATRICK J. AHEARN</b> 103 Church Street	482	525	563	391	1961	72.58%
All Others	1	2	2	1	6	0.22%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>
<b>TREASURER - For Three Years (1)</b>						
	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	130	174	221	202	727	26.91%
<b>JAMES J. GAVIN</b> 96 Sexton Avenue-Candidate for Re-election	475	525	568	402	1970	72.91%
All Others	1	0	3	1	5	0.19%
<b>TOTAL</b>	<b>606</b>	<b>699</b>	<b>792</b>	<b>605</b>	<b>2702</b>	<b>100%</b>

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,807	606	22%
Precinct 2	2,841	699	25%
Precinct 3	2,787	792	28%
Precinct 4	2,765	605	22%
<b>TOTAL</b>	<b>11,200</b>	<b>2702</b>	<b>24%</b>

QUESTION: Shall the Town of Westwood approve the charter amendment proposed by the 2017 Annual Town meeting Vote on Article 34 as summarized below:

	YES	NO	BLANK	TOTAL
Precinct 1	463	91	52	606
Precinct 2	501	138	60	699
Precinct 3	499	205	88	792
Precinct 4	363	169	73	605
<b>TOTAL</b>	<b>1,826</b>	<b>603</b>	<b>273</b>	<b>2,702</b>