Story of the Watertown Seal

On the Watertown seal is a picture of an English Colonist and an Indian exchanging, as peace tokens, bread for fish. Capt. Roger Clap, who landed at Nantusket Point in 1630, and rowed up Charles River to Gerry's Landing with the first party of Watertown Colonists, records the following story of the trip:

“We went up Charles River until the river grew narrow and shallow, and there we landed our goods with much labor and toil, the bank being steep and night coming on.

“We were informed that there were hard by us three hundred Indians. One Englishman that could speak the Indian language (an old Planter) went to them and advised them not to come near us in the night; and they harkened to his counsels, and came not, I myself was one of the sentinels that first night. Our Captain was a Low Country soldier, one Mr. Southcot, a brave soldier.

“In the morning some of the Indians came and stood at a distance off, looking at us, but came not near us; but when they had been a while in view, some of them came and held out a great Bass toward us; so we sent a man with a Bisket, and changed the Cake for a Bass. Afterwards, they supplied us with Bass, exchanging a Bass for a Bisket Cake, and were very friendly to us.

“O dear children! Forget not what care God had over his dear servants, to watch over and protect us in our weak beginnings. Capt. Squeb turned ashore us and our goods, like a mercyless man, but God, ever our mercyful God, took pity on us; so that we were supplied, first with a boat, and them caused may Indians (some hundreds) to be ruled by the advice of one man not to come near us. Alas, had they come, how soon might they have destroyed us! I think we were not above ten in number. But God caused the Indians to help us with fish at very cheap rates.”
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WATERTOWN ELECTED OFFICIALS

TOWN COUNCIL PRESIDENT & MEMBER OF THE SCHOOL COMMITTEE

Mark Sideris, 30 Union Street #2 617-924-2699

COUNCIL AT LARGE
Caroline J Bays, 110 Lovell Road 617-894-0045
Anthony J. Donato, 42 Arden Road 617-755-3699
Susan G. Falkoff, 19 Oliver Street 617-924-5723
Anthony Palomba, 14 Bates Road #2 617-926-8560

DISTRICT A COUNCILLOR
Angeline B. Kounelis, 55 Keenan Street #1 617-926-2352

DISTRICT B COUNCILLOR
Lisa J. Feltner, 34 Parker Street 617-926-5344

DISTRICT C COUNCILLOR
Vincent J. Piccirilli, Jr. 203 Orchard Street 617-924-0665

DISTRICT D COUNCILLOR
Kenneth M. Woodland, 68 Stuart Street 617-780-4426

SCHOOL COMMITTEE
Amy B Donohue, 11 Standish Road 617-908-8319
John H. Portz, 66 Robbins Road 617-924-1899
Lily R. Rayman-Read, 235 Palfrey Street 781-223-5652

Eileen Hsu-Balzer, 897 Belmont Street 617-484-8077
Kendra Medville Foley, 14 Center Street 617-515-2961
Lindsay J. Mosca, 56 Sparkill Street 617-312-9601

LIBRARY TRUSTEE
Leanne Hammonds, 68 Katherine Rd 617-744-1784
Michael J. Hanlon, Jr, 231 Coolidge Avenue #408 617-924-7613
Daniel Pritchard, 75 Putnam Street 617-653-6645

Sheppard Ferguson, 41 Rangeley Road 617-901-4075
Penelope Peoples, 36 Carroll Street 617-926-1507
Timothy J. Tracy, 92 Marshall Street 617-905-5967

*Appointed to fill the vacancy caused by the resignation of Michael Dattoli pursuant to the provisions of the Watertown Home Rule Charter Section 2-9 (a)
BOARDS AND COMMISSIONS

Bicycle and Pedestrian Committee
Janet Jameson
Maria Saiz
Sheila Fay
Ethan Davis
Andy Compagna
Jesse Hammond
Tricia Hopkins
Olive Rick
Amy Plovnick

Electoral Commissioners
B. Bonnie Baranowski
Christopher Dunn
Eugene Slaven
Katherine Button
Adam Brewster

Bicycle and Pedestrian Committee
Janet Jameson
Maria Saiz
Sheila Fay
Ethan Davis
Andy Compagna
Jesse Hammond
Tricia Hopkins
Olive Rick
Amy Plovnick

Board of Assessors
Earl L. Smith, Chairman, Town Assessor
Richard V. Moynihan
Robert J. Airasian

Board of Health
Dr. John H. Straus
Barbara D. Beck, Ph. D.

Commission on Disability
Carol Menton
Megan S. O’Halloran
Lisa J. Feltner, Town Council
Carol Wilson-Braun
Kim Charlson
John B. Hawes, Jr.
Elan Rohde
Elizabeth Gifford
Naomi Ridge

Community Preservation Committee
Elodia Thomas, Chair
Mark Kraczkiewicz
Jonathan M. Bockian
Jason D. Cohen, Planning Board Designee
Marie P. Rose, Conservation Commission Designee
Susan T. Steele, Historical Commission Designee
Allen Gallagher, Housing Authority Designee
Robert F. Dirico, Board of Park Commissioners

Conservation Commission
Marylouise Pallotta McDermott
Leo G. Martin
Maria P. Rose
Colleen Egan
Charles Bering
Patrick Fairbairn
Jamie O’Connell

Council on Aging
Mary T. Keenan
Patricia Gold
Bertha A. Anderson
Dorothy-Jean Brown
Carol Airasian
Burton L. Greenberg
Esther Keaney
Janet McCullough
Arlene Smith
Tom H. Lewis
Arazie Poladian

Cultural Council
Megan Lim
Aramais Andonian
Sherri Kennedy
Gretchen Neely
Emma Clement
Sefa Iskandarian
Dara Cheek
Elizabeth Kent
Rebecca Smick
Roberta Rosenberg

Election Commissioners
B. Bonnie Baranowski
Christopher Dunn
Eugene Slaven
Katherine Button
Adam Brewster

Environment and Energy Efficiency Committee
Edward Lewis, Energy Manager
Jeanne Trubek
Emma Clement
Meredith Fields
Brian Hebeisen
Lauri Murphy
Matthew Riegert
Sean O’Hern

Historical Commission
Joseph Panto
Marilyn Roach
David J. Russo, Jr.
Elisabeth H. Loukas
Susan Steele
Thomas Melone
Matthew Walter

Historic District Commission
Harvey Steiner
Linda Sternberg
Jonathan Merin
Elizabeth Hayes

 Licensing Board
Donna B. Doucette
Steven Aylward
Sandra Hoffman

Planning Board
Jeffrey W. Brown
Gary Shaw
Janet Buck
Payson R. Whitney III
Jason D. Cohen

Stormwater Advisory Committee
Janet Buck
David Stokes
David Jay
Justin Roy
Matthew Shuman, Town Engineer
Steven Magoon, Director of Community Development and Planning/Assistant Town Manager

Cable Access Corporation Board of Directors
Robert Kapieljan
Shirley Lundberg
Michael Shepard
John M. Airasian
George Skuse
Eileen Hsu-Balzer
Christopher McKenzie

Watertown Housing Authority
Allen Gallagher
Thomas Beggin
Cynthia Galligan
Shannon Lawn
Patricia Santos

Watertown Housing Partnership
Torey Dean
David Leon
Brian Costello
Fred Reynolds
Clifford Cook
Helen Oliver
Andrea Adams, Senior Planner, Community Development and Planning

Traffic Commission
Kelly Gallagher
John Airasian
Chief Michael P. Lawn, Chair, Police Department
Gerald S. Mee, Jr., Superintendent of Public Works
Chief Robert Quinn, Fire Department
Steven Magoon, Director of Community Development and Planning/Assistant Town Manager

Zoning Board of Appeals
Christopher Heep
David Ferris
Melissa Santucci
John Gannon
Kelly Donato

Board of Appeals Alternate Member
Michael E. Brangwynne
Francis Goyes Flor

School Building Committee
Paul Anastassi
Deanne Galdston
Lori E. Kabel
Kelly Kurlbaum
Steven Magoon
Lindsay Mosca
Sean O’Hern
W. Leo Patterson
Heidi Perkins
Vincent J. Piccirilli, Jr.
John Portz
Mark S. Sideris
Thomas J. Tracy
DEPARTMENT HEADS
2019

Raeleen Bandini, Purchasing Agent
Daniel F. Brothers, Skating Arena Manager
Peter Centola, Recreation Department Director
Leone E. Cole, Library Director
Michael J. Driscoll, Town Manager
John E. Flynn, Town Clerk/Chief Election Officer
Anne-Marie Gagnon, Director of Senior Services, Council on Aging
Dede Galdston, Ed. D., Superintendent of Schools
Patrick J. George, Veterans’ Services Officer
Jennifer G. Gonzalez, Town Treasurer/Collector
Lori Kabel, Director of Public Buildings
Michael P. Lawn, Police Chief
Steven Magoon, Director of Community Development and Planning/Assistant Town Manager
Joseph J. Mahoney, Information Technology Manager
Gerald S. Mee, Jr., Superintendent of Public Works
Robert J. Quinn, Fire Chief
Larry Ramdin, Director of Public Health
Gayle M. Shattuck, Personnel Director
Earl L. Smith, Chairman, Board of Assessors
Thomas J. Tracy, Town Auditor/ Assistant Town Manager for Finance
REPORT OF THE TOWN COUNCIL
YEAR 2019

A Report to the Residents of Watertown

The nine members of the Town Council of the City known as the Town of Watertown are elected biennially, in odd numbered years, to serve as the legislative branch of the Town’s government. The elected members consist of four (4) District Councilors, four (4) Councilors at Large and a Town Council President, who are elected by the at large population. Their principal functions are to set policy for the administration of the Town, the general government, and Town programs; to adopt an operating budget based on recommendations by the Town Manager; and to serve as overseers of the various municipal government agencies. The Town Council in calendar year 2019 has been actively engaged in the performance of its responsibilities as elected representatives of Watertown’s residents.

Council Membership

District Councilors:
District A Councilor Angeline B. Kounelis
District B Councilor Lisa J. Feltner
District C Councilor Vincent J. Piccirilli, Jr., Vice President
District D Councilor Kenneth M. Woodland

Councilors at Large:
Caroline Bays
Anthony Donato
Susan G. Falkoff
Anthony Palomba

Town Council President:
Mark S. Sideris

Town Council Clerk:
Marilyn W. Pronovost

Highlights of 2019

The Town Council began its initial session on January 8, 2019. Among the accomplishments that the Town Council voted on to provide the citizens of Watertown the optimal level of services were the following:

- January 22, 2019 – The Establishment of the Other Post Employment Benefits (OPEB) Trust Fund
- March 12, 2019 – Adopted the CIP Plan for Fiscal Years 2020 – 2024
- April 9, 2019 – Provided funds to renovate the Girls’ Locker Rooms and Bathrooms in the Middle School
- April 9, 2019 – Adopted a Hazard Mitigation Plan for Watertown
- April 23, 2019 – Submitted the Budget for FY 2020
- May 14, 2019 – Funded the replacement of the Library’s sliding doors
- May 14, 2019 – Closed the gate in Filippello Park in Glen Circle
- May 14, 2019 – Requested fifteen more liquor licenses from the State Legislature for Arsenal Yards
- May 28, 2019 – Agreed on an Electrical Aggregation Program to provide town wide electrical energy from at least 50% renewable resources
- June 4, 2019 – Adopted the Fiscal Year 2020 Budget and the Water and Sewer Budgets
- June 4, 2019 – Funded the Community Preservation Act, Retiree’s Health Insurance, Revolving Funds, and the OPEB Trust Fund
- June 11, 2019 – Received a grant of $73,760 for the Municipality Vulnerability Preparedness (MVP) Program
- June 11, 2019 – Funded a Police vehicle replacement and renovations to the North Fire Station
- June 25, 2019 – Funded the cost of designer services for the building of the three Elementary Schools
- June 25, 2019 – Funded the Victory Field Phase 2 Project
- June 25, 2019 – Completed a collective bargaining agreement with the Police Officers Association
- July 9, 2019 – Transferred funds to replace election voting booths
- September 10, 2019 – Provided funding for a Ladder Truck for the Fire Department; improved streets and sidewalks; an Owner’s Project Manager for the Schools’ Project; a second set of gear for the Fire Department; and two new vehicles for the Public Buildings Department
- September 10, 2019 – Approved a collective bargaining agreement with the Library personnel
- September 24, & October 8, 2019 – Funded the Stipulated Agreement with the Police and Police Supervisors Associations
- October 22, 2019 – Funded the replacement of the Middle School’s laminate floors
- November 26, 2019 – Voted to impose a 3% sales tax on Marijuana Retailers
- November 26, 2019 – Adopted a 175% commercial tax shift and increased the residential exemption to 24%

The Town Council took time to remember several of its citizens for their accomplishments and to remember important events in their lives through honorary proclamations:

- Celebrated the New Year Events of the Nepalese Gurung and Tamu Samaj Communities
- Celebrated The 150th anniversary of the Watertown Free Public Library
- Honored Bonnie Baranowski on her retirement from the Board of Election Commissioners; Brian Costello, Chair of the Watertown Housing Authority, upon his retirement; and Deborah Dunn, Program Coordinator at the Council on Aging, on her retirement
- Celebrated Arbor Day
- Celebrated May 2019 as Older Americans Month
- Extended condolences to the family of Eva Mason
- Dedicated a Memorial Square to Private First Class Paul James Gorman
- Honored Jocelyn Tager on her work with solar energy
- Honored Luke Black on becoming an Eagle Scout
In addition, the Town received gifts that helped to increase the quality of life to the Community:

- Exercise Equipment for the Fire Department from Mrs. Toscano and Tufts Health
- Tuitions for Camp Pequosette
- A plaque for Casey Park in memory of Lia James Madigan
- Funds for the Summer Concert Series
- Funds for the Faire on the Square from Various Donors

The Town Council Committees worked on many issues that affect the quality of life in Watertown. Several committees were involved in the confirmation of appointments and reappointments of many citizens with high qualifications to the Board of Assessors, the Board of Election Commissioners, the Board of Health, CATV, the Community Preservation Committee, the Conservation Commission, the Licensing Board, the Planning Board, the Traffic Commission, the Watertown Housing Authority, and the Zoning Board of Appeals.

Specific Town Council Subcommittee accomplishments included the following:

**Budget of the Budget and Fiscal Oversight** – Reviewed the Audit of the Fiscal Year 2018 budget and provided assistance with the passage of the Town Budget, the Water and Sewer budgets, the CIP plans for the Fiscal Years 2020-2024, and the Guidelines for the Budget for Fiscal Year 2021.

**Economic Development and Planning** – Suggested an amendment to the Zoning Ordinance regarding notice to abutters when heavy equipment is used on by-right projects; provided guidance on the use of the Transportation Network Company Funds; recommended suggested changes to the TDM Regulations; and recommended that NS AJO Holdings be permitted to operate as a recreational marijuana facility as well as a medical marijuana dispensary.

**Economic Development and Planning and Public Works** – Endorsed the recommendations of the Parking Management Plan and asked the Administration to develop an implementation plan.

**Human Services** – Researched and reviewed the many options for providing increased affordable housing to the residents of Watertown including a TBRA (Tenant Based Rental Assistance) Program, a Municipal Affordable Housing Trust (MAHT), a transfer fee Home Rule petition, and Accessory Dwelling Units (ADU).

**Media and Public Outreach** – Researched ways to increase communication between the Town and residents; completed listening sessions with Kitchen Table Conversations; and made recommendations regarding suggested improvements.

**Personnel and Town Organization** – Created a new Town Councilor’s introduction packet.

**Public Works** – Provided guidance on the Roads Program; recommended the adoption of the Pedestrian and Bicycle Committee’s Plan; provided aid with the regulation of small cell wireless antennas; and recommended a policy for naming squares after non-veterans.

**Rules and Ordinances** – Recommended removing the ban on self-service stations and increasing the number of liquor licenses for the eateries at Arsenal Yards.

**Rules and Ordinances and Human Services** – Worked on revising the Watertown Noise Ordinance.

**Rules and Ordinances and Public Works** – Made recommendations regarding the increased protection of trees and worked on developing an ordinance with regulations for small wireless facilities located in the public right of way.

In addition, the Town Council has been involved with the School Building Committee to improve the three elementary school facilities by planning the construction of a new Hosmer and Cuniff Schools and the renovation of the Lowell School. This same committee is working with MSBA to create a new Watertown High School.

This year the Town lost Nancy Heffernan, a dedicated and able Town Treasurer and Fire Chief Paul McCaffrey, a devoted member of the Fire Department. Both of these people took great pride in their service to the Town and were masters of their respective trades.

**Acknowledgments**

The Town Council, individually and collectively gratefully acknowledges those who have helped in the fulfillment of its mission to serve the people of the City known as the Town of Watertown. We are especially grateful to the Town Manager who continues to provide guidance and assistance with the fiscal responsibility, budgetary process, and management of the day-to-day operations of the town.

We also acknowledge with thanks and respect the efforts of each and every Town employee in every department, along with those members who serve on elected and appointed boards, commissions, and committees. Their commitment to public service is recognized with pride and gratitude.

To each and every one of the merchants and businesses in our great community, we thank you for your diligence, patience and support. Building a foundation through your professional and cooperative efforts has resulted in quality services that residents and visitors continue to enjoy.

Our commitment to the citizens of our Town remains constant. Because you have entrusted us as your public servants with your continued support and input, we would like especially to extend our heart-felt gratitude to all residents for making Watertown your home.

Mark S. Sideris, Council President
REPORT OF THE TOWN MANAGER

To the Honorable Town Council, Residents, and Taxpayers of Watertown:

On behalf of the City known as the Town of Watertown, its employees and the distinguished members of the Town Council, I am pleased to present to you the Town of Watertown’s Annual Report for the calendar year beginning January 1, 2019 and ending December 31, 2019. I believe you will find this annual report both interesting and informative as it recapitulates the accomplishments and achievements of the Town for the stated period.

I am pleased to report that the Executive and Legislative branches of town government working in tandem, have successfully managed and maintained a wide array of municipal services while maintaining fiscal discipline. The successes have been made through a commitment to leverage both outside funding sources (federal, state and private) and town funds to improve the quality of life and vibrancy of this community.

Throughout this report the reader will find detailed narratives discussing programs and highlights some of the particularly noteworthy achievements of 2019.

Municipal Priorities for Collaboration with National Grid on Gas Leaks in Greater Boston - In January 2019, the Honorable Town Council authorized the signing of a joint letter from Metropolitan Area Planning Council, Mothers Out Front, Home Energy Efficiency Team, municipal cities and towns to National Grid due to the concerns of 2019 natural gas leaks. The letter entitled: “Municipal Priorities for Collaboration with National Grid on Gas Leaks in Greater Boston” identified and voiced many of the challenges and concerns with interactions with National Grid; specifically, communication, coordination and data sharing. The joint letter also solidified support to establish a forum for regional dialogue on solutions.

Three TRX Pro 4 Systems - Acceptance of Gift of Tangible Personal Property - In January 2019, the Honorable Town Council approved a resolution authorizing Acceptance of Gift of Tangible Personal Property of three TRX Pro 4 systems, one for each fire station. This generous gift was from Mrs. Maureen Toscano, wife of the late Firefighter Joseph Toscano, who died in the Line of Duty on March 17, 2017.

Farmer’s Market – Venue Change Approved - In February 2019, it was announced that the Farmer’s Market would be relocated to Saltonstall Park from its former location – (in front of the Mosesian Center for the Arts, at the corner of Arsenal and Kingsbury Streets) - and would operate on Wednesdays from 2:30 – 6:30 pm from June 12th to October 9th. This popular market is part of the Town’s Wellness Program. In addition, the Saltonstall Park Concert Series moved from Thursdays to Wednesday evenings, 6:30 – 8:00 pm. This year marked the twentieth anniversary for the Concert Series.

Media and Public Outreach – Town Manager’s Office - New Notify Me Category – Town’s Website and Newsletter – In February 2019, in an effort to enhance communication content and enhancing public engagement in the Town Manager’s Office, a new “notify me” category was added to the Town’s official website titled: “Town Manager.”

Town Manager’s Newsletter – The Town Manager publishes a municipal newsletter four-times a year, Spring, Autumn, Summer and Winter. The main focus of the newsletter is to spotlight our community and to keep our residents informed. It provides updates on municipal projects and issues; provides information on resources, events and news. The newsletter is mailed to homeowners as an insert in real estate bills and is also available on the Town’s official website/social media.

Mystic Regional Emergency Planning Committee - In February 2019, the Honorable Town Council authorized an agreement with 22 communities for regional emergency planning services with the Mystic Regional Emergency Planning Committee. Watertown entered into the agreement with the goal being able to share resources and develop regulations to use tax revenues efficiently; and the Planning Committee will help the Town focus on hazardous materials and emergencies.

Multi-Function Student Activity Buses - Resolution Authorizing a Lease-Purchase - In February 2019, the Honorable Town Council approved a resolution authorizing the lease-purchase of two multi-function student activity buses for the Watertown School Department.

Community Preservation Committee - Appointments Confirmed and Administered the Oath of Office - In February 2019, following the Honorable Town Council’s unanimous confirmation of the Community Preservation Committee (CPC) members in January, the newly appointed members of the CPC held its first meeting on February 21st, with John Flynn, Town Clerk/Chief Election Officer administered the oath of office to the members. Further, on March 20th, the Executive Director of the Community Preservation Coalition, Stuart Saginor provided training to the Administration and CPC Members on such topics as:

- Duties of the Community Preservation Committee and related first year activities
- How the Community Preservation Act (CPA) Trust Funds works
- Budgeting of the CPA Funds
- Allowed uses of the CPA Funds
- Basics concepts of the CPA
- Application and Plans for the CPA Funds
- Methods of reporting to the State of the use of CPA Funds.
In March 2019, Jesse Myott was appointed Director of Administration and Finance at the Department of Public Works. With Mr. Myott’s experience and education background, he will be able to greatly assist the Department of Public Works in all aspects of the overall operation of the department including budget preparation and management, billing and cash management, personnel matters, risk management, performance evaluation, procurement, information technology and records management. He will be the liaison to other departments and committees; and may serve as Acting Superintendent of Public Works when the Superintendent is not available.

Mr. Myott has a Bachelor’s degree in History from the University of Rhode Island, and a Master of Arts in History from San Francisco State University with personal interests during pursuit of both degrees being monetary policy, fiscal policy, public policy and the economy. He also successfully completed an Advanced Data Storytelling workshop at Boston University. The workshop, one of the first of its kind, focuses on data literacy and statistical technical proficiency combining the two in order to be able to interpret and communicate vast amounts of data in an understandable, narrative framework.

In March 2019, Patrick J. George was appointed to the position of Veterans’ Services Officer. Mr. George had five years of experience in the United States Marine Corps as a Computer Systems Administrator. Mr. George’s duties included supervising five to ten Marines in day to day operations in Information Technology (IT) support, managing integrity of over 4000 computer assets across several network classifications and directing the implementation of technology upgrades for Marine Aircraft Group 24 in Hawaii. He was the recipient of the Joint Service Commendation Medal for accomplishments related to instruction and development of Afghanistan National Army Soldiers (ANA) in vehicle maintenance and convoy operations; and the recipient of the Naval Achievement Medal for serving as IT section manager for the Marine helicopter squadron in support of Operation Enduring Freedom.

In his role as Veterans’ Services Officer, Mr. George will be responsible for oversight of services to Watertown Veterans and their dependents.

Mr. George was a Policy Analyst in the Massachusetts State House and is familiar with Veterans’ benefits and the Joint Committee on Veterans and Federal Affairs.

In the role of Veterans’ Services Officer, Mr. George will be familiar with Veterans’ benefits and the Joint Committee on Veterans and Federal Affairs. In his role as Veterans’ Services Officer, Mr. George will be responsible for oversight of services to Watertown Veterans and their dependents.

Community Preservation Act - Metropolitan Area Planning Council - In April 2019, the Honorable Town Council authorized a request to sign onto a letter sponsored by the Metropolitan Area Planning Council supporting legislation allowing for an increase in Registry of Deed fees to increase the matching portion of the Community Preservation Act.

Snow and Ice Removal - Resolution Approving Excess Expenditures - In March 2019, the Honorable Town Council approved a resolution authorizing excess expenditures for Snow and Ice Removal pursuant to Chapter 44, Section 31D, Massachusetts General Laws. The Department of Public Works budget for the year was exhausted and additional funds were needed. There were 20 snow/ice events in the winter of 2019 with an accumulation of 33 inches.

Town-Wide Information Technology Assessment - Resolution Authorizing a Transfer of Funds - In March 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $61,500 for an assessment study titled, “Town-Wide Information Technology Assessment.” The Town’s assessment study team selected Plante Moran for their experience and methodology.

Veterans’ Services Officer Appointed - In March 2019, Patrick J. George was appointed to the position of Veterans’ Services Officer. Mr. George had five years of experience in the United States Marine Corps as a Computer Systems Administrator. Mr. George’s duties included supervising five to ten Marines in day to day operations in Information Technology (IT) support, managing integrity of over 4000 computer assets across several network classifications and directing the implementation of technology upgrades for Marine Aircraft Group 24 in Hawaii. He was the recipient of the Joint Service Commendation Medal for accomplishments related to instruction and development of Afghanistan National Army Soldiers (ANA) in vehicle maintenance and convoy operations; and the recipient of the Naval Achievement Medal for serving as IT section manager for the Marine helicopter squadron in support of Operation Enduring Freedom.

In his role as Veterans’ Services Officer, Mr. George will be responsible for oversight of services to Watertown Veterans and their dependents.

Mr. George’s educational background includes a Bachelor of Science in Government and Philosophy; and a Master of Science in Ethics and Public Policy from Suffolk University. During his time at Suffolk University, Mr. George was active in the Veterans’ community; revived the Suffolk University Veterans Organization and participated as the student representative on the Suffolk President’s Commission for Veterans and Active Duty Students. As a senior in college, he interned with the Massachusetts General Hospital’s Home Base Program providing information to Veterans at Suffolk University and beyond on what services they were eligible for through this program.

In his role as Veterans’ Services Officer, Mr. George will be responsible for oversight of services to Watertown Veterans and their dependents.

Girls’ Locker Room and Bathrooms at the Middle School – Loan Order - In April 2019, the Honorable Town Council approved a Loan Order in the amount of $288,000 for the purpose of paying costs of renovating and making extraordinary repairs to the Girls’ Locker Room and Bathrooms at the Middle School.

Snow and Ice Deficit – Resolution Authorizing a Transfer of Funds – In April 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $209,378 in order to fund the Snow and Ice Removal Deficit.

Veterans Benefits - Resolution Authorizing a Transfer of Funds - In April 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $22,000 to the Veterans Benefits Account. Massachusetts offers a unique benefit to Veterans in need under M.G.L. 115 with a 75% reimbursement rate from the State. The highest number of recipients from Watertown this year was 28 and the lowest 21. Costs of services had increased the monthly benefit for Veterans and their families in need of Chapter 115 funds.

Town of Watertown Hazard Mitigation Plan 2019 - In April 2019, the Honorable Town Council approved a resolution adopting the Town of Watertown Hazard Mitigation Plan 2019. The Town had been working on the update for 15 months and it had been approved by MEMA and FEMA. The final step was for the Town Council to adopt the plan and then to send it to FEMA who will return it with a formal adoption of the plan that will remain in effect for five years. With the formal adoption, the Town is able to apply for FEMA Mitigation Grants such as Flood Mitigation Assistance and Hazardous Mitigation Grants.

Community Preservation Act - Metropolitan Area Planning Council - In April 2019, the Honorable Town Council authorized a request to sign onto a letter sponsored by the Metropolitan Area Planning Council supporting legislation allowing for an increase in Registry of Deed fees to increase the matching portion of the Community Preservation Act.
150th Anniversary of the Watertown Free Public Library - A Gala event was held on Saturday, April 6, 2019 to celebrate the 150th Anniversary of the Watertown Free Public Library. The Gala including games in the children's room, a pizza party for teens, refreshments and art exhibits and historical photographs that will be on display throughout April.

The following are my remarks given during the Gala:

Good evening, I want to thank you for inviting me here tonight. I am honored to be here - to be part of celebrating the 150th anniversary of the opening of our Library.

I want to acknowledge: the distinguished Library Board of Trustees, the Honorable Town Council and other Elected Officials, Employees, Guests, Citizens and Patrons.

I promise to take only a few minutes to speak about our library, give thanks to everyone and end my remarks with a question – since Librarians Know Everything.

This is a happy and historic occasion, the 150th anniversary of the opening day of our library!

The last time we had a formal Town celebration here was in August of 2006 – the reopening of this building after a multi-year - extraordinary renovations and reconstruction project. This ambitious project was a labor of love funded by grants from the Massachusetts Board of Library Commissioners, appropriations of Town funds from the Honorable Town Council and the generosity of private donations from the community.

The project insured the preservation of the historic old building that was constructed in 1884 and added new construction that doubled the square footage of the library and included the upgrade of equipment, furnishings and landscaping.

This vital investment paid off with a state-of-the-art library that provides services for the 21st century. Also, the project was completed right on-schedule; and right on-budget, thanks to everyone involved.

The legacy: it all started in a little village library

Our library is more than just the place where books live; it's an integral part of our community (the hub), providing information and resources on almost any topic imaginable and it’s a connection to the world at large.

Even in the age of digital information, e-books and the internet, in Fiscal Year 2018 the library staff welcomed 440,780 visitors, checked out 610,382 books and other items, and answered 48,882 questions. Open 70 hours a week, the library provides collections, facilities, classes, programs, meeting space and a café. We are very proud that our library continues to be open more hours per week than any other Library building in the Commonwealth!

Also, the combined years of service of the library staff is an amazing: 359 years.

Solon Whitney, Watertown's first Librarian appointed in 1867, had a deep love of learning and libraries – he considered the Library as the work of his life, serving over 50 years. Mr. Whitney began the library in a room in the Town Hall in March of 1869 and we've been evolving ever since.

Speaking about significant anniversaries: Pat Farrell started her career with the Library on April 7, 1964, 55 years ago! I want to read a quote from a blog post: “Along with being a friendly and familiar face at the front desk and in the community, Pat’s years at the library provide an invaluable wealth of knowledge and experience which benefit both the library and its patrons.”

Continuing this tradition is our library staff, a group of professionals, working every day to sustain this legacy.

Mr. Whitney believed that the library belonged to the citizens. This is still our basic belief today.

The Library Trustees and Staff are committed to service and they continue to embrace change and adapt to the needs of its diverse users.

They are truly a smart and dedicated group of people!

Who needs Google with this group??

Remarkable job, Thank you!

In closing, our library welcomes and serves all people and it belongs to everyone, whatever your interests.

Our library is one of the most beautiful and well-run libraries' in the country!

As mentioned and lastly, I think it’s appropriate and fitting, being at our Library's anniversary celebration, that I close my remarks by asking a question –

What building in Watertown has the most stories? ! Watertown Free Public Library!

Congratulations! 150 Years and counting, here's to our rich past; bright present and future ahead!

Town Treasurer/Collector Appointed - In April 2019, Jennifer G. Gonzalez was appointed to the position of Town Treasurer/ Collector. Accounting from Rhode Island College. Ms. Gonzalez also has a Juris Doctor degree from Roger Williams University School of Law.

Ms. Gonzalez had been the Chief Financial Officer at the University of Massachusetts Building Authority. Some of her responsibilities

Ms. Gonzalez has an Associate of Science degree in Business Administration with a concentration in Law Enforcement from the Community College of Rhode Island, and a Bachelor of Science degree in Accounting with a concentration in Financial included management of the Commercial Paper Program,
reconciliation of the Owner Controller Insurance Program, and support of the Finance team's day-to-day transaction activity. Ms. Gonzalez has served as the Chief Financial Officer, Treasurer, and Director of Finance for the Massachusetts School Building Authority and led the budget and financial planning efforts for the grant programs and operations. Some of her other duties included oversight of project audits, rating agency presentations, financial statement preparation and review, the Open Checkbook transparency initiative, and debt modeling for the Authority's $5 billion debt portfolio. Ms. Gonzalez created the Post Issuance Compliance Calendar and Finance Dashboard to track the department's responsibilities, and monitor deadlines and key decision-making statistics. Ms. Gonzalez has also served as a Vice President, Assistant Vice President and Analyst at First Southwest Company Municipal Advisory Group. Her duties included assisting Massachusetts municipalities with hundreds of note and bond transactions each year as well as compliance with continuing disclosure filings.

With Ms. Gonzalez's extensive experience and educational background, she will be able to greatly assist the Administration by enhancing the Treasurer/Collector's office delivery of service, serving on the municipal budget and capital budget teams, addressing overall Financial Management Recommendations and any Management Letter Recommendations, and developing additional finance initiatives related to the long-term goal of sound financial management and fiscal stability.

**The Costello Family - Gift of Funds - Scholarships for Camp Pequossette** - In May 2019, the Honorable Town Council approved a resolution authorizing Accepting and Expenditure of a Gift of Funds in the amount of $1,630 from the Costello Family for the purpose of awarding scholarships to assist Watertown families with tuition costs of the popular youth summer camp, Camp Pequossette, facilitated by the Recreation Department. The donation was made to honor the memory of the late Philip Costello. Mr. Costello, also lovingly known as “Mr. C.” was devoted to this community and served in many capacities. He was a beloved coach, an elected member of the Honorable School Committee and a teacher for many years in the Watertown Public Schools. Mr. Costello also served as the Director of the Recreation Department from 1962 to 1969 and is an inductee of Watertown High School Hall of Fame.

**Police Mobile Data System - Resolution Authorizing a Transfer of Funds** - In May 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $182,950 in order to move forward with the replacement of the outdated Police Department's Mobile Data System.

**Watertown Free Public Library - Library Doors Replacement - Resolution Authorizing a Transfer of Funds** - In May 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $242,916 in order to move forward with the replacement of the Library's Sliding Doors. The doors to be replaced had been used more than 10,000,000 times based on traffic of 35,000 visits per month over the life of the remodeled library.

**Building for the Future Initiative - Designer Services Related to the Design, Construction, Addition to and/or Renovation of Three Elementary School Building Projects – Loan Order** - In May 2019, the Honorable Town Council approved a Loan Order in the amount of $12,441,016 for the purpose of paying costs of designer services related to the design, construction, addition to and/or renovation of three elementary schools. The contract for designer services for the Elementary Schools Building Project with Ai3 Architects LLC include the Scope of Services associated with Design Development through Completion phases. The project will be funded within the confines of Proposition 2 ½.

**Watertown Electricity Choice - Watertown Electrical Aggregation Program** - In May 2019, the Honorable Town Council authorized action on authorization to move forward with the Watertown Electrical Aggregation Program. The Town Council approved the aggregate electricity plan, which has received approval from the MA Department of Public Utilities. The approval enabled the Town's Energy Manager, Edward Lewis to move forward with the plan and launch the program if an acceptable supply bid is received. The program would stabilize the prices and increase the renewable energy content over the life of the supply contract, increase renewable energy sources for electricity and increase deployment of renewable energy sources in the New England region. Eversource will continue to complete the billing for electricity. After the bid process met the desired range, the Town would send out required notices, hold public meetings and provide opt-out choices as mandated by State law. Income eligible customers would continue to receive the same discount and accounts will automatically be transferred.

**Building for the Future Initiative – Watertown High School, Owner’s Project Manager (OPM)** - In May 2019, the Massachusetts School Building Authority approved the Town's selection of Compass Project Management as the Owner's Project Manager (OPM) for the High School Project. Subsequently, a contract totaling $343,926 was executed for these OPM services.

**North Fire Station Project – Station 3 - Resolution Authorizing a Transfer of Funds** - In June 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $1,242,443 in order to fund the North Fire Station Project. Station #3 renovations include: expanding the bay to accommodate a fire truck, replacing windows, various roof, plumbing, heating HVAC and electrical repairs.

**Faire on the Square 2019 - Gift of Funds** - In June 2019, the Honorable Town Council approved a resolution authorizing Acceptance and Expenditure of a Gift of Funds in the amount of $1,250 from Toyota of Watertown to offset expenses related to the “Faire on the Square 2019.”

**Participation in the Massachusetts Water Resources Authority's (MWRA) Infiltration and Inflow Local Assistance Program** - Loan Order - In June 2019, the Honorable Town Council authorized a Loan Order totaling $1,050,000 to participate in this program which provides funds for eligible work to the infiltration/inflow mitigation projects through the MWRA or the Massachusetts Clean Water Trust at various locations throughout the Town.
Participation in the Massachusetts Water Resources Authority’s (MWRA) Local Water System Assistance Program (LWSAP)

- Loan Order - In June 2019, the Honorable Town Council authorized a Loan Order totaling $500,000 to participate in this program which provides funds for eligible work to the water systems improvements through the LWSAP or the Massachusetts Clean Water Trust at various locations throughout the Town.

Police Association – Agreement Reached - Transfer of Funds - In June 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $678,503 in order to fund the Joint Labor-Management Committee Arbitration Award in the matter of the Arbitration Between the Police Association and the Town of Watertown covering the period of July 1, 2016 – June 30, 2019.

Victory Field - Transfer of Funds - In June 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $284,500 to proceed with the Victory Field Phase 2 Project. Phase 2 Project - Victory Field includes improvements to:

- Track and Field Event Facilities
- Playing Field inside Track
- Parking Area and Driveway
- Tennis and Basketball Courts
- Lighting
- Stormwater System, Perimeter Walls and Fences
- Other Equipment, Fixtures, Landscaping, Amenities

Capital Projects - Resolution Authorizing a Transfer of Funds - In June 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $500,000 order to fund the Capital Project Stabilization Fund Account in an effort to support future capital projects.

Bond Rating from Standard and Poor’s - Watertown continues its AAA Bond Rating – In June 2019, Standard and Poor’s Rating Services confirmed Watertown's continued AAA bond rating status. Due to this status, the town received competitive bids for a $4,835,000 ten-year general obligation bond issue. The winning bidder on the bonds with an average interest rate was 1.384%! The funds will be used for Capital Improvements.

Standard and Poor’s Rating Services opinion of the Town is as follows:

- Very strong economy;
- Strong management;
- Strong budgetary performance;
- Very strong budgetary flexibility;
- Very strong liquidity;
- Very strong debt and contingent liability profile;
- Strong institutional framework.

I want to express my thanks and appreciation to all of the members of the Honorable Town Council and the Administration for their efforts in maintaining the AAA Bond Rating and their assistance in our continued efforts to provide the highest level of services to the citizens of Watertown while utilizing the taxpayers’ dollars as efficiently as possible.

Bloomberg Radio Interview - Watertown’s Fully Funded Retirement System as of July 1, 2019 and More Good Business News about Watertown - In June 2019, the Town was contacted by Tom Morreny, Boston Bureau Chief of Bloomberg Baystate Business Radio to talk about the Town having a fully funded Retirement System as of July 1, 2019; Funding Plan to address the unfunded (OPEB) Liability and Funding of the Three Elementary Schools Project – Building for the Future Initiative. The feature aired on July 2nd, discussion included, the Town’s continued Bond Rating; retirement system fully funded as of July 1st; what’s happening with the Arsenal Mall (Arsenal Yard) development and also Watertown’s MBTA service.

Special thanks to the Watertown Contributory Retirement Board, Honorable Town Council, Town Administration, School Administration and School Committee, in our continued efforts to provide the highest level of services to the citizens of Watertown while utilizing the taxpayers’ dollars as efficiently as possible.

Election Voting Booths - Transfer of Funds - In July 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $42,048 to fund the replacement of the Election Voting Booths.

Design of Renovations and Improvements at Arsenal Park - Transfer of Funds - In July 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of in the amount of $250,000 in order to proceed with the design of renovations and improvements at Arsenal Park.

The Town of Watertown Honors Fallen Marine PFC Paul James Gorman – On Friday, July 12, 2019, the Town of Watertown held a dedication ceremony of a memorial square for PFC Paul James Gorman. PFC Gorman was a lifelong resident who died in Vietnam in 1968 while serving in the Marines. A sign proclaiming the intersection of Emerson Road and Main Street as “Private Paul James Gorman Memorial Square,” as this location was near PFC Gorman’s childhood home. The event was well attended by his family and friends along with Gorman’s sister and brother, Bonnie and Bob.

Watertown’s Electricity Choice – Watertown’s Electricity Aggregation Program to Launch in September – In July 2019, a news release was sent to residents regarding Watertown’s Electricity Choice Program. All Eversource customers would become part of the change where at least 50% of the energy would be derived from clean renewable resources. This would be a 35% increase over the minimum amount required by the state, reduce the Town's carbon footprint, and provide price stability for electricity until December 2021.

Brian Costello – Director of Watertown Housing Authority Retires – July 1, 2019 - In September 2019, the Town honored Mr. Brian Costello for his 36 years of service to the Watertown Housing Authority. Mr. Costello worked tirelessly to improve the quality of life for its citizens. The Town expressed its appreciation...
In September 2019, the Honorable Town Council approved a Loan Order totaling $4,080,875 to pay costs of Owner's Project Management Services (OPM) associated with the design, construction, addition to and/or renovation of three elementary schools. The School Building Committee had selected Hill International Inc. of Needham, Massachusetts as the OPM and they will assist the Town through design development, construction bid and award, and project close out. The OPM would provide many services on behalf of the Town such as overseeing the architect and checking cost estimates.

Town Street and Sidewalk Improvements - Loan Order - In September 2019, the Honorable Town Council approved a Loan Order in the amount of $2,500,000 to pay costs of Town Street and Sidewalk improvements.

New Ladder Truck - Loan Order – In September 2019, the Honorable Town Council approved a Loan Order in the amount of $1,100,000 to purchase and equip a new ladder truck for the Fire Department.

Library, AFSCME Council 93 Union - Agreement Reached – In September 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in order to fund an Agreement with the Library, AFSCME Council 93 Union covering the period of July 1, 2019 through June 30, 2022.

Faire on the Square 2019 - Gift of Funds - In September 2019, the Honorable Town Council approved a resolution authorizing Acceptance and Expenditure of a Gift of Funds in the amount of $3,800 to offset expenses related to the “Faire on the Square 2019.” The gifts include:

- $1,000 from the Rotary Club of Watertown
- $750 Watertown Community Foundation, Inc.
- $750 Watertown Ford
- $600 Messina Koufos Associates Inc, dba Realty Executives
- $350 Watertown Police Supervisors Association
- $350 The Whooley Foundation

Building for the Future Initiative - Design, Construction, Addition to and/or Renovation of Three Elementary Schools – Loan Order - In September 2019, the Honorable Town Council approved a Loan Order in the amount of $1,100,000 to purchase and equip a new ladder truck for the Fire Department.

Digital Federal Credit Union - Gift of Funds – Veterans’ Services - In September 2019, the Honorable Town Council approved a resolution authorizing Acceptance and Expenditure of a Gift of Funds in the amount of $1,000 from Digital Federal Credit Union for Veterans’ Services. The generous donation will be used to help support veterans who have special needs or concerns.

Second Set of Firefighter Protective Gear - Resolution Authorizing a Transfer of Funds - In September 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $176,600 to fund the acquisition of the Second Set of Firefighter Protective Gear.

Public Buildings Vehicles - Resolution Authorizing a Transfer of Funds – In September 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $72,603 in order to move forward with the replacement of a 2002 vehicle and purchase of two maintenance vehicles.

Watertown Police Supervisors Association, MCOP, Local 373 – Agreement Reached - Resolution Authorizing a Transfer of Funds - In September 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $376,880 in order to fund a Stipulated Massachusetts Joint Labor-Management Committee Award with the Watertown Police Supervisors Association, MCOP, Local 373 covering the period of July 1, 2016 – June 30, 2019.

Firefighters Grant Award - Resolution Authorizing A Transfer Of Funds - In September 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount the local share of $6,364 in order to fund the local match requirement for a Federal Fiscal Year 2018 Assistance To Firefighters Grant Award. The Federal grant totals $70,000 under the Assistance to Firefighters Grant with the federal match being $63,636. The grant money would be used for the purchase of a machine used to refill air bottles for Self-Contained Breathing Apparatus (SCBA). The current machine is twenty years old and has operational issues. The purchase would also help the Department to better comply with NFPA standards. The machine will be located at the Station 1 and will be used by all stations.

Faire on the Square 2019- Gift of Funds - In September 2019, the Honorable Town Council approved a resolution authorizing Acceptance and Expenditure of a Gift of Funds in the amount of $3,800 to offset expenses related to the “Faire on the Square 2019.”

Building for the Future Initiative - Designer Selection Related to the Design and Construction of the Watertown High School - In September 2019, the Massachusetts School Building Authority Designer Selection Panel approved Ai3 Architects LLC as the designer selection related to the design and construction of the Watertown High School.

Police Association and Police Supervisors Association - Resolution Authorizing a Transfer - In October 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $514,510 in order to adjust the Police Department's budget as a result of Fiscal Year 2017-2019 Collective Bargaining Agreements reached with the Police Association and Police Supervisors Association.

Middle School Classroom Laminate Floors - Resolution Authorizing a Transfer of Funds - In October 2019, the Honorable Town Council approved a resolution authorizing a Transfer of Funds in the amount of $80,000 in order to move forward with the replacement of the Middle School classroom laminate floors.

Strategic Partnership between Buckingham Browne & Nichols School and the Town of Watertown - In November 2019, the Town announced the possibility of a strategic partnership with Buckingham Browne & Nichols School (BB&N). Dr. Jennifer Price, Head of BB&N was invited to speak before the Honorable Town Council.
On Monday, February 4; 2019 - Nancy Heffernan, our Town Treasurer/Collector passed at the age of 59. I want to share a moment to about what a remarkable person Nancy Heffernan was to her fellow colleagues and the community.

It was my privilege to appoint Nancy as the Town Treasurer/Collector for the Town of Watertown on March 6, 2017.

When Nancy was appointed, she had more than 12 years of municipal finance experience with the Town of Reading.

Ms. Heffernan had an extensive educational background as well, in finance and a solid grounding in public management.

With Ms. Heffernan's extensive experience and educational background, she accomplished and assisted the Administration by enhancing the Treasurer/Collector's office delivery of service, and served on the municipal budget and capital budget teams.

We all agree, what's more important is that Nancy also brought with her an understated manner and caring personality to this community.

Although Nancy was a bit shy, she was very smart and played a significant role in the progress made by the administration.

Nancy was devoted to her family and her many loving nieces and nephews.

Nancy never said no to any of her co-workers in need as well. She would take extra time to find a solution. She was always smiling and was well loved by everyone in town hall and all the members of the treasurer/collectors office.

Nancy was admired by all she met for her professional manner, dedication and extraordinary efforts in the discharge of her duties, serving with pride and distinction to all residents, Town Departments, Elected Officials and State Agencies.

Although Nancy only worked in Watertown for two years, many of us felt like we knew her all of our lives. On a personal note, Nancy was one of my favorite colleagues and a dear friend.

On Friday, February 8th, 2019- Allison Donovan, the Schools Superintendent of Watertown Public Schools, in a statement about Allison:

Allison Donovan was to her fellow colleagues and the community.

Allison was an outstanding K-8 Literacy and Title One Coordinator, former Hosmer School teacher, and interim Lowell Principal for Watertown Public Schools, who cared very deeply about the success and well-being of all teachers and students with whom she worked. She will be missed.

I would like to read a quote from Dr. Dede Galdston, Superintendent of Watertown Public Schools, in a statement about Allison:

“It is with great sadness that we learned of the unexpected death of Allison Donovan. Ms. Donovan was a long time educator and administrator in the Watertown Public Schools who was loved by students and staff. She brought invaluable knowledge, insights,
compassion, and dedication to the district and was passionate about providing students with the best education possible. She will be greatly missed and our thoughts and prayers go out to her family and friends at this most difficult time.

Allison and Nancy’s presence made an impact and their absence will make a difference.

They will be profoundly missed by all. The Watertown community lovingly pauses to take note of their service and many contributions that truly benefited the Town. We continue praying for Allison and Nancy and their families.

On February 23, 2019, Thomas J. McDermott, passed. As an elected official, he served as Chairman of the last Watertown Board of Selectmen. He was the beloved husband for 56 years of Marylouise Pallotta McDermott. Devoted father of John P. and Thomas J. Jr., both of Watertown. He proudly served this country, an Army veteran during the Korean Conflict era. Proprietor of Evans and Faulkner Printers, now AlphaGraphics Watertown.

On February 24, 2019 - Retired Fire Chief Paul McCaffrey passed at the age of 79. A Watertown native, Chief McCaffrey served in the USAF as a military firefighter. He joined the Watertown Fire Department on December 24, 1964 and served for 38.5 years, of which the last sixteen were as Fire Chief. He was a man respected by all, devoted to his family, a man with strength of character and a very dear friend. His service contributed to the well-being of Watertown.

In Closing

What has been highlighted is only a sampling of the breadth and width of the Town’s activities during 2019. I urge you to peruse this Annual Report to gain better insight into the myriad of activities of the various Town departments. I would like to take this opportunity to thank the distinguished members of the Honorable Town Council for their dedication and commitment to keeping Watertown a fiscally sound community striving to provide the highest level of services to the citizens of Watertown while utilizing the taxpayers’ dollars efficiently.

I would also like to take this opportunity to express my sincerest appreciation to the Honorable Town Council and other Elected Officials, Department Heads, Employees, Boards, Commissions and most importantly, the Citizens of Watertown, for their support in making Watertown a better place to live and work.

Sincerely,

Michael J. Driscoll
Town Manager
In 2019, the Assessing Department continued to work toward the mission of providing fair and equitable assessments for all Watertown taxpayers. Calendar year 2019 was a Quinquennial Certification year for Watertown. State law requires all municipalities to assess all property uniformly at fair market value. An in-depth study was completed and all property values were adjusted. Watertown property values increased by more than $1 billion in calendar year 2019 reflecting the robust sales market.

New Growth from construction projects generated $4,919,268 in new tax revenue for the community. Arsenal Yards, 65 Grove Street, Elan Union Market, and the Linx added $2,500,000 of the new growth. Increased personal property tax billings from lab tenants added $1,000,000 to new growth. The remainder came from permits, condominium conversions and smaller new construction projects. Commercial, Industrial and Person Property values exceeded 20% of the total valuation for the community for the first time in 2019 and continue to grow. Arsenal on the Charles (Athena Campus) sold for a record breaking $525,500,000 in December of 2019 representing the highest price of any single property in Watertown. The new live/work/play Arsenal Yards Life Style Center is anticipated to contribute substantial new growth tax dollars in the next two years. Watertown continues to be a desirable place to live, work and enjoy leisure activities.

Major upcoming initiatives for the Assessors’ office include:

- Initial contact of all exempt organizations for increased PILOT participation.
- Improve website adding transactional forms to allow people to conduct business 24/7/365. The Motor Vehicle Excise On-line Abatement Form has just been rolled out.
- Select and implement CAMA upgrade or new system to serve growing community for next 15 years.
- Implement a recollection program to inspect all properties in Watertown in 10-year cycle.

The Assessor’s Office continued community outreach this past year participating in the Senior Center program on exemptions, property inspections and tax deferrals.

While residential taxpayers are paying a much lower tax rate than commercial taxpayers, residents that owner-occupy their homes as their primary residence are also eligible to receive the residential tax exemption worth $2,108.24 in tax dollars. In addition, there are a number of statutory exemptions that are available to certain qualifying taxpayers. All of these exemptions are at their maximum allowable amounts under the law:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>10% (or greater) Disabled Veteran</td>
<td>$800</td>
</tr>
<tr>
<td>22A</td>
<td>Loss of Foot, Hand or Eye Veteran</td>
<td>$1,500</td>
</tr>
<tr>
<td>22B</td>
<td>Loss of Two Limbs or Eyes</td>
<td>$2,500</td>
</tr>
<tr>
<td>22C</td>
<td>Disability with “Specially adapted Housing”</td>
<td>$3,000</td>
</tr>
<tr>
<td>22D</td>
<td>Surviving Spouses Veteran Died in Combat etc.</td>
<td>$Full</td>
</tr>
<tr>
<td>22E</td>
<td>100% Disabled Veteran</td>
<td>$2,000</td>
</tr>
<tr>
<td>22F</td>
<td>Paraplegic due to Service Injury</td>
<td>$Full</td>
</tr>
<tr>
<td>22H</td>
<td>Parents of Veteran Died in Combat</td>
<td>$Full</td>
</tr>
<tr>
<td>17D</td>
<td>Surviving Spouse/Minor Child or Elderly Person (Asset Limit)</td>
<td>$350</td>
</tr>
<tr>
<td>37A</td>
<td>Blind Person</td>
<td>$1,000</td>
</tr>
<tr>
<td>41C</td>
<td>Qualified Senior Citizen (65+) (Income and Asset Limit)</td>
<td>$1,000</td>
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</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2019 (07/01/18 – 06/30/19)</th>
<th>2020 (07/01/19 – 06/30/20)</th>
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<tbody>
<tr>
<td><strong>Tax Rates:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>$12.88</td>
<td>$12.14</td>
</tr>
<tr>
<td>Commercial</td>
<td>$23.95</td>
<td>$22.53</td>
</tr>
<tr>
<td>Industrial</td>
<td>$23.95</td>
<td>$22.53</td>
</tr>
<tr>
<td>Personal Property</td>
<td>$23.95</td>
<td>$22.53</td>
</tr>
<tr>
<td>Residential Exemption</td>
<td>$1,906.85</td>
<td>$2,108.24</td>
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<tr>
<td><strong>Valuations:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>$6,382,738,095</td>
<td>$7,209,091,371</td>
</tr>
<tr>
<td>Commercial</td>
<td>$1,018,056,472</td>
<td>$1,184,540,887</td>
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<tr>
<td>Industrial</td>
<td>$447,993,100</td>
<td>$520,430,600</td>
</tr>
<tr>
<td>Personal Property</td>
<td>$150,173,981</td>
<td>$184,541,650</td>
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</table>
This Report on the Treasurer/Collector/Parking Clerk Office covers Fiscal Year 2019, from July 1, 2018 to June 30, 2019. Schedules of Selected Financial Information, Major Categories of Receipts, and Debt Principal and Interest are shown.

During FY 2019 bond principal payments were $4,940,000 and long-term interest payments were $1,228,042. Total debt principal balance was $31,654,500 as of June 30, 2019.

The Town Council approved Loan Order 2018-73 on August 14, 2018 which authorized the Treasurer to borrow $2,030,900 for the purchase of departmental equipment for the Police Department, Department of Public Works, Sewer Enterprise Fund and Water Enterprise Fund.

The Town Council approved Loan Order 2018-85 on November 13, 2018 which authorized the Treasurer to borrow $1,600,000 for the Feasibility Study and Schematic Design Phase for the Watertown High School project.

The Town Council approved Loan Order 2019-18 on April 9, 2019 which authorized the Treasurer to borrow $288,000 to pay costs of renovating and making extraordinary repairs to the girls’ locker room and bathrooms at the Middle School.

The Town Council approved Loan Order 2019-24 on May 14, 2019 which authorized the Treasurer to borrow $12,441,016 for Designer Services related to the design, construction, addition and/or renovation of three elementary schools.

On June 25, 2019, the Town Council approved Loan Order 2019-46 to borrow and/or accept a grant in the amount of $1,050,000 for the purpose of paying costs of sewer infiltration/inflow mitigation projects at various locations through the Town.

Also, on June 25, 2019, the Town Council approved a Loan Order 2019-47 to borrow $500,000 for the purpose of paying costs of water system improvements at various locations through the Town.

Watertown continues to have a high rate of Real Estate Tax collections. The rate of collection for FY 2019 Property Taxes, as of June 30, 2019 remained very strong at 99.20%.

As of June 30, 2019, the following FY 2019 taxes and user charges were unpaid:

<table>
<thead>
<tr>
<th>Tax/Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate</td>
<td>$802,517</td>
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<tr>
<td>Personal Property</td>
<td>18,421</td>
</tr>
<tr>
<td>Motor Vehicle Excise</td>
<td>317,644</td>
</tr>
<tr>
<td>Boat Excise</td>
<td>1,125</td>
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<tr>
<td>Water User Charges</td>
<td>424,705</td>
</tr>
<tr>
<td>Sewer User Charges</td>
<td>775,627</td>
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### FY 2019 SELECTED FINANCIAL INFORMATION

**July 01, 2018 - June 30, 2019**

#### FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19</th>
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</thead>
<tbody>
<tr>
<td>Brought Forward (July 01, 2018)</td>
<td>$72,403,205</td>
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<tr>
<td>Cash Received</td>
<td>179,463,300</td>
</tr>
<tr>
<td>Cash Paid Out</td>
<td>171,264,642</td>
</tr>
<tr>
<td><strong>Ending Balance (June 30, 2019)</strong></td>
<td><strong>$80,601,863</strong></td>
</tr>
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#### CASH MANAGEMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19</th>
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</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>$1,162,618</td>
</tr>
<tr>
<td>Short-Term Interest Paid</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td><strong>$1,162,618</strong></td>
</tr>
</tbody>
</table>

#### OTHER INTEREST

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Payments</td>
<td>$242,614</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$242,614</strong></td>
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</table>

#### TAX TITLES

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought Forward (July 01, 2017)</td>
<td>$751,371</td>
</tr>
<tr>
<td>Tax Takings</td>
<td>0</td>
</tr>
<tr>
<td>Subsequent Taxes</td>
<td>264,367</td>
</tr>
<tr>
<td>Abatement and Void</td>
<td>37,617</td>
</tr>
<tr>
<td>Redemptions</td>
<td>69,420</td>
</tr>
<tr>
<td><strong>Ending Balance (June 30, 2018)</strong></td>
<td><strong>$808,641</strong></td>
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### MAJOR CATEGORIES OF RECEIPTS

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property/Excise Taxes</td>
<td>$113,150,966</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>12,338,242</td>
</tr>
<tr>
<td>Water/Sewer</td>
<td>16,757,507</td>
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<tr>
<td>Department</td>
<td>3,191,119</td>
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<tr>
<td>Interest Earnings</td>
<td>1,162,618</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>425,654</td>
</tr>
<tr>
<td>Parking Meters</td>
<td>351,667</td>
</tr>
<tr>
<td>License and Permits</td>
<td>3,750,277</td>
</tr>
<tr>
<td>Payments in Lieu of Taxes</td>
<td>982,989</td>
</tr>
<tr>
<td>Penalty Interest &amp; Costs</td>
<td>242,614</td>
</tr>
<tr>
<td>Meals Tax</td>
<td>596,709</td>
</tr>
<tr>
<td>Hotel Tax</td>
<td>726,795</td>
</tr>
<tr>
<td>Trust Fund &amp; Stabilization Accounts</td>
<td>FY 19</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Aurora C Pane Scholarship</td>
<td>$9,551.09</td>
</tr>
<tr>
<td>Templeton Trust</td>
<td>22,043.47</td>
</tr>
<tr>
<td>Cemetery Perpetual Care</td>
<td>1,111,300.40</td>
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<tr>
<td>Cannalonga School Trust</td>
<td>5,437.30</td>
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<tr>
<td>Potter Memorial Gate Trust</td>
<td>3,048.83</td>
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<tr>
<td>L. Howard Trust</td>
<td>4,063.56</td>
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<tr>
<td>C Wheeler Trust</td>
<td>2,916.47</td>
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<tr>
<td>M. Sanger Fund</td>
<td>377.02</td>
</tr>
<tr>
<td>Asa Pratt Trust</td>
<td>61,808.50</td>
</tr>
<tr>
<td>Solon Whitney Trust</td>
<td>2,863.51</td>
</tr>
<tr>
<td>M Mead Trust</td>
<td>6,817.35</td>
</tr>
<tr>
<td>B Pierce Trust</td>
<td>1,958.24</td>
</tr>
<tr>
<td>M Charles Trust</td>
<td>2,298.09</td>
</tr>
<tr>
<td>Lydia Masters Trust</td>
<td>3,916.14</td>
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<tr>
<td>Barry Trust</td>
<td>3,260.75</td>
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<tr>
<td>W. McGuire Trust</td>
<td>2,575.63</td>
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<tr>
<td>W Pierce Trust</td>
<td>23,221.31</td>
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<tr>
<td>Donald Macdonald &amp; Son</td>
<td>8,664.19</td>
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<tr>
<td>Edith O’Reilly Fund</td>
<td>8,117.50</td>
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<tr>
<td>Richard V. Keith Fund</td>
<td>3,589.60</td>
</tr>
<tr>
<td>Stone Fund</td>
<td>3,221.31</td>
</tr>
<tr>
<td>Campbell Fund</td>
<td>4,711.95</td>
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<tr>
<td>Santoro Art Trust Fund</td>
<td>1,984.40</td>
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<tr>
<td>Special Gifts</td>
<td>20,303.81</td>
</tr>
<tr>
<td>Alma L. Timper Scholarship</td>
<td>659.67</td>
</tr>
<tr>
<td>C. F. Brown Jr., Memorial Fund</td>
<td>1,796.33</td>
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</table>

**TRUST FUND & STABILIZATION ACCOUNTS** (Continued)

<table>
<thead>
<tr>
<th>Trust Fund &amp; Stabilization Accounts</th>
<th>FY 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. B. Kaveny Memorial Trust</td>
<td>32,970.52</td>
</tr>
<tr>
<td>Donovan Trust</td>
<td>6,167.86</td>
</tr>
<tr>
<td>Peter F Drucker</td>
<td>2,582.91</td>
</tr>
<tr>
<td>Albert Fleming Trust</td>
<td>300,000.00</td>
</tr>
<tr>
<td>Conservation Trust</td>
<td>111,638.43</td>
</tr>
<tr>
<td>Ruth Griffin Trust</td>
<td>196,914.95</td>
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<tr>
<td>Fed Law Enforcement Trust</td>
<td>979,482.00</td>
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<tr>
<td>UPIT Scholarship</td>
<td>230,545.66</td>
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<tr>
<td>Charles Burke Trust Fund</td>
<td>23,813.15</td>
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<tr>
<td>Stabilization Fund</td>
<td>1,267,296.32</td>
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<tr>
<td>Capital Projects Stabilization</td>
<td>2,091,569.98</td>
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<tr>
<td>OPEB Trust Fund</td>
<td>1,380,885.86</td>
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<tr>
<td>Unfunded Pension Liability Stabilization</td>
<td>22,905.79</td>
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<tr>
<td>Collective Bargain Stabilization</td>
<td>621,685.10</td>
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<tr>
<td>Asa Pratt Trust/Stock</td>
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<tr>
<td>State Law Enforcement Trust</td>
<td>52,333.77</td>
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<tr>
<td>School/General Scholarship Trust</td>
<td>118,028.43</td>
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<tr>
<td>ESCO Capital Project Stabilization Fund</td>
<td>1,335,099.83</td>
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<tr>
<td>SPED Stabilization Fund</td>
<td>1,008,722.46</td>
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## Schedule A Part 1 - General Fund Revenues and Other Financing Sources (Fund 01)

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4110</td>
<td>Personal Property Taxes</td>
<td>3,594,962</td>
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<tr>
<td>4120</td>
<td>Real Estate Taxes</td>
<td>104,838,417</td>
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<tr>
<td>4150</td>
<td>Excise Taxes</td>
<td>4,715,595</td>
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<tr>
<td>4179</td>
<td>Penalties and Interest</td>
<td>242,614</td>
</tr>
<tr>
<td>4180</td>
<td>In Lieu of Taxes</td>
<td>982,989</td>
</tr>
<tr>
<td>4191</td>
<td>Hotel/Motel Excise</td>
<td>726,795</td>
</tr>
<tr>
<td>4192</td>
<td>Meals Excise</td>
<td>596,709</td>
</tr>
<tr>
<td>4193</td>
<td>Cannabis Excise</td>
<td></td>
</tr>
<tr>
<td>4194</td>
<td>Boat Excise</td>
<td>1,993</td>
</tr>
<tr>
<td>4198</td>
<td>Urban Redevelopment Excises</td>
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</tr>
<tr>
<td>4199</td>
<td>Other Taxes</td>
<td>230,559</td>
</tr>
<tr>
<td><strong>A. TOTAL TAXES (NET OF REFUNDS)</strong></td>
<td></td>
<td><strong>115,930,633</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4211</td>
<td>Water Charges</td>
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</tr>
<tr>
<td>4212</td>
<td>Other Utility Charges</td>
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<tr>
<td>4229</td>
<td>Other Charges</td>
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</tr>
<tr>
<td>4243</td>
<td>Parking Charges</td>
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</tr>
<tr>
<td>4244</td>
<td>Park and Recreation Charges</td>
<td>427,831</td>
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<tr>
<td>4246</td>
<td>Sewerage Charges</td>
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</tr>
<tr>
<td>4247</td>
<td>Trash Collection Charges</td>
<td>23,631</td>
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<tr>
<td>4248</td>
<td>Transit Charges</td>
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</tr>
<tr>
<td>4370</td>
<td>Other Department Revenue</td>
<td>5,332,292</td>
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<tr>
<td><strong>B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES</strong></td>
<td></td>
<td><strong>5,783,754</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4322</td>
<td>Fees Retained from Tax Collection</td>
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</tr>
<tr>
<td>4323</td>
<td>Cannabis Impact Fee</td>
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<tr>
<td>4324</td>
<td>Short-term Rental Community Impact Fee</td>
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<tr>
<td>4400</td>
<td>Licenses and Permits</td>
<td>221,680</td>
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<tr>
<td><strong>C. TOTAL LICENSES, PERMITS AND FEES</strong></td>
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<td><strong>221,680</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4540</td>
<td>Unrestricted - Direct</td>
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<tr>
<td>4580</td>
<td>Unrestricted - Through the State</td>
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</tr>
<tr>
<td><strong>D. TOTAL FEDERAL REVENUE</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500</td>
<td>State Revenue</td>
<td>12,335,662</td>
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<tr>
<td><strong>E. TOTAL REVENUES FROM STATE</strong></td>
<td></td>
<td><strong>12,335,662</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4695</td>
<td>Court Fines</td>
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<tr>
<td>4720</td>
<td>Received From the County for Services Performed</td>
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<tr>
<td>Acct. No.</td>
<td>Item Description</td>
<td>Amount</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
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</tr>
<tr>
<td>4730</td>
<td>Received From Other Municipalities for Services Performed</td>
<td>$62,091</td>
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<tr>
<td>----------</td>
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<tr>
<td>4750</td>
<td>Special Assessments</td>
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<tr>
<td>4770</td>
<td>Fines and Forfeitures</td>
<td>$626,412</td>
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<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
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<tr>
<td>4800</td>
<td>Miscellaneous Revenues</td>
<td>$384,161</td>
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<tr>
<td>4820</td>
<td>Earnings on Investments</td>
<td>$1,162,618</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4990</td>
<td>Other Financing Sources</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4972</td>
<td>Transfers from Special Revenue Funds</td>
<td>$1,570,000</td>
</tr>
<tr>
<td>4973</td>
<td>Transfers from Capital Projects Funds</td>
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<tr>
<td>4975</td>
<td>Transfers from Enterprise Funds</td>
<td>$3,173,142</td>
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<tr>
<td>4976</td>
<td>Transfers from Trust Funds</td>
<td>$1,282,238</td>
</tr>
<tr>
<td>4977</td>
<td>Transfers from Agency Funds</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4972</td>
<td>K. TOTAL INTERFUND OPERATING TRANSFERS</td>
<td>$6,025,380</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4972</td>
<td>TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS</td>
<td>$142,532,391</td>
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</table>
### Schedule A Part 2 - General Government (100)

<table>
<thead>
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<th>Acct. No.</th>
<th>Object of Expenditure</th>
<th>Legislative</th>
<th>Executive</th>
<th>Auditor</th>
<th>Collector</th>
<th>Treasurer</th>
<th>Law Department</th>
<th>Town/City Council</th>
<th>Public Buildings/ Property Maintenance</th>
<th>Assessors</th>
<th>Operations Support</th>
<th>License and Registration</th>
<th>Land Use</th>
<th>Conservation Commission</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010</td>
<td>Salary and Wages</td>
<td>100,043</td>
<td>105,143</td>
<td>330,190</td>
<td>375,250</td>
<td>275,320</td>
<td>165,873</td>
<td>216,320</td>
<td>245,587</td>
<td>155,501</td>
<td>2,170,602</td>
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<td></td>
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</tr>
<tr>
<td>5020</td>
<td>Expenditures</td>
<td>30,281</td>
<td>10,982</td>
<td>95,115</td>
<td>22,520</td>
<td>174,885</td>
<td>212,526</td>
<td>93,375</td>
<td>416,166</td>
<td>7,505</td>
<td>347,248</td>
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<tr>
<td>5003A</td>
<td>Construction</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5003B</td>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>205,798</td>
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</table>

**TOTAL**: 230,324 368,723 455,195 244,727 174,990 419,333 389,348 721,145 202,877 2,883,729

### Schedule A Part 2 - Public Safety (200)

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Object of Expenditure</th>
<th>Police</th>
<th>Fire</th>
<th>Depn. Med. Services</th>
<th>Inspection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110</td>
<td>Salary and Wages</td>
<td>3,947,150</td>
<td>5,724,254</td>
<td>2,500</td>
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<td></td>
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<tr>
<td>5120</td>
<td>Expenditures</td>
<td>513,690</td>
<td>517,848</td>
<td>51,505</td>
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<td></td>
</tr>
<tr>
<td>5100A</td>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100B</td>
<td>Capital Outlay</td>
<td>293,796</td>
<td>103,825</td>
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</table>

**TOTAL**: 5,754,626 10,416,784 23,855

### Schedule A Part 2 - Education (300)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>5100</td>
<td>Salary and Wages</td>
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<td>5120</td>
<td>Expenditures</td>
<td>13,074,543</td>
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</tr>
<tr>
<td>5100A</td>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100B</td>
<td>Capital Outlay</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL**: 48,646,034

### Schedule A Part 2 - Public Works (400)

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Object of Expenditure</th>
<th>Other Expenditures</th>
<th>Highways (Gravel/Hydr.)</th>
<th>Highways (Other)</th>
<th>Waster Collect/Disp</th>
<th>Sewer Collect/Disp</th>
<th>Water Distribution</th>
<th>Parking Garages</th>
<th>Street Lighting</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Salary and Wages</td>
<td>260,424</td>
<td>955,277</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,425,090</td>
</tr>
<tr>
<td>5120</td>
<td>Expenditures</td>
<td>1,191,293</td>
<td>301,846</td>
<td>3,697,343</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,404,573</td>
</tr>
<tr>
<td>5100A</td>
<td>Construction</td>
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<td></td>
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<td></td>
<td></td>
<td>220,780</td>
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<tr>
<td>5100B</td>
<td>Capital Outlay</td>
<td>10,960</td>
<td>10,960</td>
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<td></td>
<td></td>
<td></td>
<td>3,718,867</td>
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</tbody>
</table>

**TOTAL**: 1,484,166 1,484,166 3,697,343 203,306 4,170,439

### Schedule A Part 2 - Human Services (500)

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Object of Expenditure</th>
<th>Health Services</th>
<th>Social Services</th>
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**TOTAL**: 706,484 365,076 261,428

23
### Schedule A Part 2 - Culture and Recreation (600)

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<td>562,227</td>
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### Schedule A Part 2 - Transfers/Other Financing Uses (0001)

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### Schedule A Part 2 - Total All General Fund Expenditures

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### Schedule A Part 2 - Total General Fund Expenditures

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### Schedule A Part 1 - Federal Grants (FG01)

**Wardtown TOWN**

**Fiscal Year 2019**

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**Other Financing Sources**

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**TOTAL REVENUES AND OTHER FINANCING SOURCES**

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**Expenditures**

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**OTHER EXPENDITURES AND OTHER FINANCING SOURCES**

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### Schedule A Part 3 - State Grants (SG01)

**Wardtown TOWN**

**Fiscal Year 2019**

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**Expenditures**

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**Total Expenditures and Other Financing Sources**

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**Excess (Deficiency) of Revenues over Expenditures and Other Financing Sources**

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**Notes:**
- OG: Operating Grant
- DPA: Departmental Program Authority
- Fund Balance Beginning of Year
- Fund Balance End of Year

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**Schedule A Part 4 - Other Special Revenue (OGS1)**

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<tr>
<td>5415</td>
<td>Transfers to Other Funds</td>
<td></td>
<td></td>
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<tr>
<td>5450</td>
<td>Other Financing Uses</td>
<td></td>
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<tr>
<td></td>
<td>TOTAL EXPENDITURES</td>
<td>243,354</td>
<td>928,413</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1,171,767</td>
</tr>
<tr>
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<td>TOTAL EXPENDITURES AND OTHER FINANCING USES</td>
<td>243,354</td>
<td>928,413</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1,171,767</td>
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</tbody>
</table>

**Notes:**
- OG: Operating Grant
- DPA: Departmental Program Authority
- Fund Balance Beginning of Year
- Fund Balance End of Year
### Schedule A Part 3 - Total All Special Revenue Funds and Expenditures

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Total</th>
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<td>4100</td>
<td>Taxes and Excises</td>
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<td>4200</td>
<td>Charges for Services</td>
<td>4,430,519</td>
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<td>4500</td>
<td>Federal Revenue</td>
<td>2,045,869</td>
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<tr>
<td>4600</td>
<td>State Revenue</td>
<td>3,305,931</td>
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<tr>
<td>4800</td>
<td>Miscellaneous Revenues</td>
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<td>4820</td>
<td>Earnings on Investments</td>
<td>28,270</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>13,811,768</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4910</td>
<td>Bond Proceeds</td>
<td></td>
</tr>
<tr>
<td>4970</td>
<td>Transfers From Other Funds</td>
<td></td>
</tr>
<tr>
<td>4990</td>
<td>Other Financing Sources</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL OTHER FINANCING SOURCES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REVENUES AND OTHER FINANCING SOURCES</strong></td>
<td><strong>13,811,768</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Salary and Wages</td>
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<td>5700</td>
<td>Expenditures</td>
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<tr>
<td>5800A</td>
<td>Construction</td>
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<tr>
<td>5800B</td>
<td>Capital Outlay</td>
<td>96,035</td>
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<tr>
<td>5900</td>
<td>Debt Service</td>
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<tr>
<td></td>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>10,397,923</strong></td>
</tr>
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</table>

<table>
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<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5960</td>
<td>Transfers to Other Funds</td>
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<tr>
<td>5990</td>
<td>Other Financing Uses</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL OTHER FINANCING USES</strong></td>
<td><strong>1,570,000</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL EXPENDITURES AND OTHER FINANCING USES</strong></td>
<td><strong>11,967,923</strong></td>
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<td></td>
<td><strong>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</strong></td>
<td><strong>1,843,845</strong></td>
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<tr>
<td>0002</td>
<td>Fund Balance Beginning of Year</td>
<td>11,032,522</td>
</tr>
<tr>
<td>0003</td>
<td>Adjustments</td>
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<tr>
<td>0004</td>
<td>Fund Balance End of Year</td>
<td>12,876,367</td>
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### Schedule A Part 4 - Capital Project Funds

**Fiscal Year 2019**

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<tr>
<th>Account No.</th>
<th>Item Description</th>
<th>Water</th>
<th>Sewer</th>
<th>Schools</th>
<th>Municipal Buildings</th>
<th>Landfill</th>
<th>Highways (Chapter 90)</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Taxes and Charges</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4200</td>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4300</td>
<td>Federal Revenue</td>
<td>707,800</td>
<td></td>
<td></td>
<td></td>
<td>214,595</td>
<td>37,920</td>
<td>1,042,156</td>
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<tr>
<td>4830</td>
<td>State Revenue</td>
<td>47,196</td>
<td>141,089</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,029,750</td>
<td>1,218,046</td>
</tr>
<tr>
<td>4830</td>
<td>Earnings on Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td>854,994</td>
<td>141,089</td>
<td></td>
<td>214,595</td>
<td>37,920</td>
<td>1,042,156</td>
<td>1,218,046</td>
<td>2,296,152</td>
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</tbody>
</table>

| Other Financing Sources |        |       |       |         |                     |         |                      |       |       |
| 4910        | Bond Proceeds | 702,500 |       |       | 1,320,500 |         |                      | 5,066,500 | 5,359,500 |
| 4970        | Transfers From Other Funds | 900,000 | 1,000,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 |
| 4920        | Other Financing Sources |         |       |         |                     |         |                      |       |       |
| **TOTAL OTHER FINANCING SOURCES** |       | 2,402,900 | 1,000,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 |

| **TOTAL REVENUES AND OTHER FINANCING SOURCES** |       | 3,257,894 | 2,011,089 | 1,414,595 | 1,414,595 | 1,414,595 | 1,414,595 | 1,414,595 | 1,414,595 |

| Expenditures |        |       |       |         |                     |         |                      |       |       |
| 5100        | Salary and Wages | 373,649 |       |         |                     |         |                      | 373,649 | 373,649 |
| 5120        | Expenditures | 215,452 | 409,129 | 211,261 |         |         |                      | 1,788,261 | 2,054,122 |
| 6000A        | Construction | 1,424,840 | 2,180,939 | 1,171,001 |         | 1,026,195 | 5,047,875 | 10,833,393 |
| 6000B        | Capital Outlay |         | 409,129 | 211,261 |         |         |                      | 1,788,261 | 2,054,122 |
| 6020        | Debt Service |         |       |         |                     |         |                      |       |       |
| **TOTAL EXPENDITURES** |       | 1,063,847 | 2,619,968 | 1,503,182 | 1,038,194 | 6,696,126 | 13,221,604 |

| Other Financing Uses |        |       |       |         |                     |         |                      |       |       |
| 5250        | Transfers to Other Funds |         |       |         |                     |         |                      |       |       |
| 5260        | Other Financing Uses |         |       |         |                     |         |                      |       |       |
| **TOTAL OTHER FINANCING USES** |       |       |       |         |                     |         |                      |       |       |

### Schedule A Part 5 - Enterprise Funds

**Fiscal Year 2019**

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Item Description</th>
<th>Water</th>
<th>Sewer</th>
<th>Eligible</th>
<th>Landfill</th>
<th>Hospital</th>
<th>Reel-Emerg.</th>
<th>Airport</th>
<th>Harbor</th>
<th>Self-Suff</th>
<th>Tunkhannock</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Taxes and Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4200</td>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4300</td>
<td>Federal Revenue</td>
<td>5,524,103</td>
<td>8,609,069</td>
<td>10,524,165</td>
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</tr>
<tr>
<td>4400</td>
<td>State Revenue</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4830</td>
<td>State Revenue</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
<td>9,100,000</td>
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<tr>
<td>4830</td>
<td>Earnings on Investments</td>
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<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td>21,524,103</td>
<td>27,609,069</td>
<td>14,524,165</td>
<td>16,524,165</td>
<td>16,524,165</td>
<td>16,524,165</td>
<td>16,524,165</td>
<td>16,524,165</td>
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</tr>
</tbody>
</table>

| Other Financing Sources |        |       |       |         |                     |         |                      |       |       |
| 4910        | Bond Proceeds | 4,924,555 | 795,373 | 930,397 | -439,820 | 10,547,893 | 17,154,702 |

**TOTAL REVENUES AND OTHER FINANCING SOURCES**

21,524,103 + 4,924,555 + 8,317,595 + 8,317,595 = 43,083,748

**TOTAL EXPENDITURES**

21,524,103 + 4,924,555 + 8,317,595 + 8,317,595 = 43,083,748

**TOTAL REVENUES AND OTHER FINANCING SOURCES**

21,524,103 + 4,924,555 + 8,317,595 + 8,317,595 = 43,083,748

**TOTAL EXPENDITURES**

21,524,103 + 4,924,555 + 8,317,595 + 8,317,595 = 43,083,748

**Difference ($)**

43,083,748 - 43,083,748 = 0

**Remaining**

0

**Remaining**

0

**Remaining**

0

**Remaining**

0

**Remaining**

0
### Schedule A Part 6 - Non-Expendable/Expendable Trusts (NE91)

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Net Non-Expendable</th>
<th>Working Capital</th>
<th>Reserve</th>
<th>Net Expendable</th>
<th>Cap. Projects</th>
<th>HWB-Excl E/F</th>
<th>HWB Incl E/F</th>
<th>Employees</th>
<th>Consumption</th>
<th>GMIS</th>
<th>Other</th>
<th>Total</th>
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<td></td>
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</tr>
<tr>
<td>4225</td>
<td>Charges for Services</td>
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<tr>
<td>4503</td>
<td>Federal Revenue</td>
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<tr>
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<td>Miscellaneous Revenues</td>
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<td>11,670</td>
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<tr>
<td>4625</td>
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<td>330,714</td>
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</tr>
<tr>
<td></td>
<td><strong>Other Financing Sources</strong></td>
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<td></td>
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</tr>
<tr>
<td>4670</td>
<td>Transfer From Other Funds</td>
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<td>1,380,898</td>
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<td>Other Financing Sources</td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL OTHER FINANCING SOURCES</strong></td>
<td>1,701,200</td>
<td>1,380,898</td>
<td>2,611,886</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL RECEIPTS AND OTHER FINANCING SOURCES</strong></td>
<td>18,038</td>
<td>6,613</td>
<td>1,982</td>
<td>1,980,086</td>
<td>2,171,098</td>
<td>351,820</td>
<td>3,532,028</td>
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</tr>
</tbody>
</table>

### Schedule A Part 7 - Agency Funds

**Fiscal Year 2019**

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Balance July 1,2018</th>
<th>Additions</th>
<th>Transfer From</th>
<th>Deductions</th>
<th>Transfer To</th>
<th>Balance June 30,2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>Cash</td>
<td>-102,455</td>
<td>1,099,577</td>
<td></td>
<td>1,851,247</td>
<td>-44,125</td>
<td>1,807,122</td>
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<tr>
<td>0006</td>
<td>Accounts Receivable</td>
<td>278,051</td>
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<td>44,052</td>
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<td>233,999</td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL ASSETS</strong></td>
<td>175,596</td>
<td>1,900,577</td>
<td>1,895,299</td>
<td>189,874</td>
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</tr>
</tbody>
</table>

**Liabilities**

<table>
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<tr>
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<th>Item Description</th>
<th>Balance July 1,2018</th>
<th>Additions</th>
<th>Transfer From</th>
<th>Deductions</th>
<th>Transfer To</th>
<th>Balance June 30,2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0007</td>
<td>Police Outside Detail</td>
<td>-276,462</td>
<td>1,217,810</td>
<td></td>
<td>1,166,874</td>
<td>-224,526</td>
<td></td>
</tr>
<tr>
<td>0008</td>
<td>Fire Off Duty Detail</td>
<td>-1,193</td>
<td>200,424</td>
<td>229,609</td>
<td>-30,378</td>
<td></td>
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</tr>
<tr>
<td>0009</td>
<td>Tax Due State</td>
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<td></td>
</tr>
<tr>
<td>0010</td>
<td>Meals Tax Due State</td>
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<td></td>
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</tr>
<tr>
<td>0011</td>
<td>Licenses Due State</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>0012</td>
<td>Due County/Retirement Systems</td>
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<td></td>
</tr>
<tr>
<td>0314</td>
<td>Guarantee Bid Deposits</td>
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</tr>
<tr>
<td>0015</td>
<td>Unclaimed Items</td>
<td>452,251</td>
<td>491,343</td>
<td>498,816</td>
<td>444,778</td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>175,596</td>
<td>1,909,577</td>
<td>1,895,299</td>
<td>189,874</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Schedule A Part 8 - Personnel Expenditures

**Fiscal Year 2019**

Total Salaries and Wages as of December 31, -1 as Reported on IRS Form W-2: 63,142,567

Total Number of Employees (FTE) for Calendar Year Ending December 31, -1: 1142
### Schedule A Part 9 - Schedule of Cash and Investments

**Fiscal Year 2019**

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Cash and Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0016</td>
<td>General Fund</td>
<td>29,868,656</td>
</tr>
<tr>
<td>0017</td>
<td>Special Revenue</td>
<td>12,877,782</td>
</tr>
<tr>
<td>0018</td>
<td>Debt Service Fund</td>
<td>19,138,352</td>
</tr>
<tr>
<td>0019</td>
<td>Capital Project Funds</td>
<td>7,572,289</td>
</tr>
<tr>
<td>0020</td>
<td>Enterprise Funds</td>
<td>11,169,064</td>
</tr>
<tr>
<td>0021</td>
<td>Trust Funds</td>
<td>-44,279</td>
</tr>
<tr>
<td>0022</td>
<td>Agency Funds</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ALL FUNDS</strong></td>
<td></td>
<td><strong>80,601,864</strong></td>
</tr>
</tbody>
</table>

### Schedule A Part 10 - Schedule of Debt Outstanding, Issued and Retired this Fiscal Year

**Fiscal Year 2019**

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Item Description</th>
<th>Outstanding July (2018)</th>
<th>Issued this Fiscal Year</th>
<th>Retired this Fiscal Year</th>
<th>Outstanding June 30, 2019</th>
<th>Interest this Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>D001</td>
<td>BUILDINGS</td>
<td>18,067,000</td>
<td>1,707,100</td>
<td>16,359,900</td>
<td>646,923</td>
<td></td>
</tr>
<tr>
<td>D002</td>
<td>DEPARTMENT EQUIPMENT</td>
<td>4,266,200</td>
<td>1,625,000</td>
<td>575,479</td>
<td>5,235,759</td>
<td>126,446</td>
</tr>
<tr>
<td>D003</td>
<td>SCHOOL BUILDINGS</td>
<td>3,660,000</td>
<td>1,325,500</td>
<td>648,750</td>
<td>4,367,400</td>
<td>192,648</td>
</tr>
<tr>
<td>D004</td>
<td>SCHOOL - ALL OTHER</td>
<td>20,000</td>
<td>1,000</td>
<td>18,000</td>
<td>740</td>
<td></td>
</tr>
<tr>
<td>D005</td>
<td>SEWER</td>
<td>705,100</td>
<td>405,500</td>
<td>250,000</td>
<td>845,610</td>
<td>21,670</td>
</tr>
<tr>
<td>D006</td>
<td>SOLID WASTE</td>
<td>7,473,800</td>
<td>1,745,500</td>
<td>2,099,900</td>
<td>7,325,200</td>
<td>305,417</td>
</tr>
<tr>
<td><strong>TOTAL INSIDE DEBT LIMIT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D007</td>
<td>OTHER INSIDE DEBT LIMIT</td>
<td>34,436,710</td>
<td>5,697,500</td>
<td>5,271,400</td>
<td>34,156,160</td>
<td>1,296,074</td>
</tr>
<tr>
<td>D008</td>
<td>AIRPORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D009</td>
<td>HOSPITAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D010</td>
<td>ELECTRIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D011</td>
<td>SIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D012</td>
<td>SCHOOL BUILDINGS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D013</td>
<td>SEWER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D014</td>
<td>SOLID WASTE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D015</td>
<td>WATER</td>
<td>2,435,372</td>
<td>500,000</td>
<td>471,456</td>
<td>2,456,836</td>
<td></td>
</tr>
<tr>
<td>D016</td>
<td>OTHER OUTSIDE DEBT LIMIT</td>
<td>2,435,372</td>
<td>500,000</td>
<td>471,456</td>
<td>2,456,836</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LONG TERM DEBT</strong></td>
<td></td>
<td>36,855,372</td>
<td>5,697,500</td>
<td>5,842,876</td>
<td>36,599,990</td>
<td>1,296,074</td>
</tr>
<tr>
<td>D023</td>
<td>TOTAL DEBT REFUNDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D021</td>
<td>REVENUE AND NONGUARANTEED BONDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D017</td>
<td>TAX ANTICIPATION NOTES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D018</td>
<td>BOND ANTICIPATION NOTES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D019</td>
<td>GRANT ANTICIPATION NOTES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D020</td>
<td>OTHER SHORT TERM DEBT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SHORT TERM DEBT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D022</td>
<td>OTHER INTEREST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Authorized</th>
<th>Issued/Retired</th>
<th>Unissued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized and Unissued - Inside Debt Limit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized and Unissued - Outside Debt Limit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Authorized and Unissued</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Schedule A Part 11 - Reconciliation of Fund Equity (Retained Earnings) for the Fiscal Year End June 30, 2019

<table>
<thead>
<tr>
<th>Item Description</th>
<th>General</th>
<th>Special Revenue</th>
<th>Capital Projects</th>
<th>Enterprise</th>
<th>Trust</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Total Revenue</td>
<td>136,507,011</td>
<td>13,811,768</td>
<td>2,258,152</td>
<td>16,757,507</td>
<td>520,740</td>
<td>169,665,178</td>
</tr>
<tr>
<td>2 Total Expenditures</td>
<td>130,426,854</td>
<td>10,397,923</td>
<td>13,831,061</td>
<td>14,723,745</td>
<td>214,141</td>
<td>168,593,724</td>
</tr>
<tr>
<td>3 TOTAL EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES (LINE 1 - LINE 2)</td>
<td>6,080,157</td>
<td>3,413,845</td>
<td>-11,572,969</td>
<td>2,033,762</td>
<td>306,599</td>
<td>281,454</td>
</tr>
<tr>
<td>4 Transfers From Other Funds</td>
<td>6,025,380</td>
<td>7,959,059</td>
<td>2,511,886</td>
<td>16,596,325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Other Financing Sources</td>
<td>5,597,500</td>
<td>400,000</td>
<td>5,997,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Transfers To Other Funds</td>
<td>8,690,059</td>
<td>1,570,000</td>
<td>3,673,142</td>
<td>2,563,124</td>
<td>16,596,325</td>
<td></td>
</tr>
<tr>
<td>7 Other Financing Uses</td>
<td>480,624</td>
<td>480,624</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 TOTAL OTHER FINANCING SOURCES (USES) SUM OF LINES 4 AND 5 MINUS LINES 6 AND 7</td>
<td>-3,145,303</td>
<td>-1,570,000</td>
<td>13,556,559</td>
<td>-3,672,142</td>
<td>348,762</td>
<td>5,516,876</td>
</tr>
<tr>
<td>9 TOTAL EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES) (SUM OF LINES 3 AND 8)</td>
<td>2,934,854</td>
<td>1,843,845</td>
<td>1,983,659</td>
<td>-1,639,380</td>
<td>665,361</td>
<td>5,778,330</td>
</tr>
<tr>
<td>10 Fund Equity (Retained Earnings) Beginning of Year</td>
<td>22,528,281</td>
<td>11,032,522</td>
<td>17,154,702</td>
<td>10,619,018</td>
<td>10,533,703</td>
<td>71,866,226</td>
</tr>
<tr>
<td>11 Other Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 TOTAL FUND EQUITY (RETAINED EARNINGS) END OF YEAR (SUM OF LINES 9 THROUGH 11)</td>
<td>25,461,135</td>
<td>12,876,367</td>
<td>19,138,352</td>
<td>8,978,638</td>
<td>11,189,064</td>
<td>77,644,556</td>
</tr>
</tbody>
</table>
## Schedule A KAR-1

### Fiscal Year 2019

#### Cash Balance

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance Sheet</th>
<th>Schedule A</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>29,868,656</td>
<td>29,868,656</td>
<td>0</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>12,877,782</td>
<td>12,877,782</td>
<td>0</td>
</tr>
<tr>
<td>Capital Project Funds</td>
<td>15,138,352</td>
<td>19,138,352</td>
<td>0</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>7,572,269</td>
<td>7,572,269</td>
<td>0</td>
</tr>
<tr>
<td>Trust &amp; Agency Funds</td>
<td>11,144,785</td>
<td>11,144,785</td>
<td>0</td>
</tr>
<tr>
<td>Debt Service Fund</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80,601,864</strong></td>
<td><strong>80,601,864</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### Fund Equity Balance

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance Sheet</th>
<th>Schedule A</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>25,461,135</td>
<td>25,461,135</td>
<td>0</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>12,876,367</td>
<td>12,876,367</td>
<td>0</td>
</tr>
<tr>
<td>Capital Project Funds</td>
<td>19,138,352</td>
<td>19,138,352</td>
<td>0</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>8,979,638</td>
<td>8,979,638</td>
<td>0</td>
</tr>
<tr>
<td>Trust Funds</td>
<td>11,189,064</td>
<td>11,189,064</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>77,644,556</strong></td>
<td><strong>77,644,556</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### Comments

Complete both sections for UMAS communities and the cash section for STAT communities. If there are variances, they must be explained by the Accountant/Auditor.
The Personnel Department directly serves the employees of the Town, and coordinates with the Watertown School Department's Personnel staff on an as-needed basis. The Department is staffed by the Personnel Director, the Personnel Administrative Assistant, and a new Principal Account Clerk position which is shared with the Building Department. The Department is responsible for the human resources policies and procedures for positions appointed by the Town Manager. The office manages recruiting, background investigations, orientation, personnel records, the Town’s compensation plan, workers’ compensation claims, public safety injury-on-duty claims, drug testing programs, Family Medical Leaves, unemployment claims, support for collective bargaining as well as union grievance hearings and personnel investigations. During 2019 the Department conducted surveys of comparable communities regarding salary, benefits, and a number of other issues; continued to ensure compliance with employment laws, and engaged in a wide variety of other special projects in partnership with the Town Manager and Department Heads. The Department processed over 695 personnel transactions in 2019, an increase of 35% over 2018. These include changes in employment status such as retirements, resignations, promotions, as well as changes in position, compensation, and contact information. The Department conducted recruitments for 31 regular full time and part time positions as well as temporary/seasonal positions.

The Personnel Department with the assistance of the Purchasing Agent, Town Clerk and Town Auditor/Assistant Town Manager for Finance, produced an RFP and procured an outside consultant to update job descriptions and the Personnel Ordinance. The Personnel Department is the point of contact for these two projects. The consultant held orientation meetings for Town employees to explain the process for the job description project, and subsequent individual meetings with employees and Department Heads to gain detailed input as to their job functions. The job descriptions review and Personnel Ordinance projects will continue into 2020.

The Personnel Department is responsible for assisting employees with professional growth and career coordination in order to enhance their employment experience with Watertown. To that end, we regularly utilize the training and consultation services of the Employee Assistance Program, and the Massachusetts Municipal Association. The Department coordinated an Anti-Harassment training for Town employees with our MIIA Employee Assistance Program consultant and coordinated an A.L.I.C.E training with the Watertown Police Department.

The Personnel Department coordinated with the MIIA Risk Management representative to schedule risk management training and grants awareness for the Town Manager and Department Heads. We also coordinated the annual Workers Compensation Audit with the School Department, Treasurer/Collector and Town Auditor's office.

The Personnel Department continued to facilitate the process for successor contract negotiations with the collective bargaining units, Department Heads, the Town Manager, and the Town's Attorney. The Department frequently provided Department Heads and individual employees with interpretations of their collective bargaining agreements and facilitate meetings and responses for union grievances. Collective Bargaining Agreements and Memoranda of Agreement documents are posted to the Document Center/Personnel Department on the Town’s Website after they are signed by the parties.

The Personnel Department continued to post recruitments to websites in keeping with our goal to increase the use of technology. Applicants view job postings, fill out a Town Application form from the Personnel Department’s website and submit it by email at their convenience. Civil Service recruitments are managed through the State’s Human Resources Division website. Residents interested in Civil Service information can research examination dates and apply on-line directly with Civil Service. As Civil Service has delegated their recruitment process to the municipalities, we use the web-based Neogov system for Civil Service public safety recruitments and personnel actions.

The Department’s responsibility for the drug and alcohol testing program expanded in the past few years from DPW Commercial Driver’s Licensed employees, to include Fire Union members, Police Officers Union members, and Police Supervisors union members. This is an increase of employees covered by the program from 2 bargaining units (Town Hall Associates and Teamsters) of approximately 38 covered employees, to 5 bargaining units of approximately 200 covered employees.

The Personnel Department responded to requests for public information, and to Family Medical Leave requests.

The Personnel Department, in conjunction with the Senior Property Tax Work-off Program, utilizes the talents of senior volunteers in order to assist departments and work on special projects. This is always a successful collaboration with the Senior Center. The Department assisted the Public Works, Recreation, and Skating Rink Departments to secure summer interns and temporary help.

The Department manages workers’ compensation claims for Town Employees, with MIIA, a third party vendor. Regular claims review meetings with MIIA, School Department, Public Works Department, Town Auditor’s Department and Personnel Department staff are coordinated by the Personnel Department.

The Personnel Department assists the Watertown Commission on Disability (W.C.O.D.) as staff support for their meetings and activities related to their goals and objectives. In 2019, the Commission on Disability had many speakers come to the meetings, provided information, advice and advocacy for Town and School departments as well as individuals in the community. Among these were the Watertown Pedestrian and Bike Plan, review access issues of streets and sidewalks, review and made recommendations for requests for building and zoning variances.

The W.C.O.D. funding comes from the handicapped parking violation fines received from the Town Treasurer/Collector who also serves as the Parking Clerk. The Commission provided funds for closed captioning of Town Council meetings, routinely provided interpreters and CART services for equal access to community events such as the W.C.O.D. meetings, Martin Luther King Jr. Unity Breakfast, Watertown Free Public Library events, Senior Center requests, and Faire on the Square. The Commission made donations and grants to the Watertown Food Pantry, the St. Patrick’s Food Pantry, in order to support Watertown families in need.

The Personnel Department looks forward to 2020 and its continued dedication to improving service to the Town Manager and Town Council, employees, Department Heads and the citizens of Watertown.
The Town Clerk and Election Office serves as a direct link between the citizenry and its Town government. The Town Clerk's Office by statute, is responsible for the issuance of vital statistics, maintenance of Town records, the insurance of compliance with the Commonwealth's Open Meeting Law and it serves as a repository for all rules, regulations, ordinances and bylaws promulgated by the Town Council and other town departments.

The Town Clerk's Office was first established in 1634, the first year records were kept, and continues today to provide accurate documentation on events and happenings of the City known as the Town of Watertown. The Town Clerk's Office provides a number of consumer services, such as the issuance of dog, cat and kennel licenses and the office serves as a distribution point of various public service brochures and surveys. The staff in the office also serve as " unofficial ombudsmen" to provide general information regarding various municipal services offered to the public. The Town Clerk's Office also serves as a liaison between the town and the federal and state governments.

During calendar year 2019, the office achieved the following:

- Maintained the highest level of accuracy in the recording and issuance of the Vital Statistics of the Town of Watertown. Since February, 2011 The Commonwealth's Vitals Information Partnership was instituted automating Birth Certificates and in November, 2014 Burial Permits and Death Certificates through the Gateway Network.
- Placed election signage in strategic locations throughout the town alerting the citizenry to the upcoming voting exercises.
- Conducted the 2019 Annual Town Census.
- Conducted the 2019 Annual dog and cat licensing process.
- Continued the duties and responsibility as Burial Agent for the Town.
- Completed the annual renewal process for all applicable licenses, permits and certificates while ensuring compliance with Title III Section 33.03 of the Code of Watertown.
- Ensured compliance with state guidelines in the filing of necessary annual reports with the Alcohol Beverage Control Commission (ABCC) and the Department of Public Safety.
- Ensured access to all polling stations throughout the Town.

The Licensing Board promulgates rules and regulations specific to Watertown to ensure the life safety and health of the citizenry and town visitors. The Licensing Board issues a myriad of licenses that range from amusement devices, to common victuallers to liquor licenses. All of the licenses issued are renewable on a yearly basis. The Licensing Board also serves as hearing officer to ensure compliance with licensing conditions.

The Licensing Board also works closely with five town departments, the ABCC and the State Fire Marshall's Office in the licensing process.

The following charts provide departmental statistics for 2019:

### VITAL STATISTICS

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Births</td>
<td>436</td>
</tr>
<tr>
<td>Deaths Recorded</td>
<td>297</td>
</tr>
<tr>
<td>Marriages Recorded</td>
<td>197</td>
</tr>
<tr>
<td>Affidavits of Correction-Vitals</td>
<td>5</td>
</tr>
</tbody>
</table>

### LICENSES

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennel</td>
<td>1</td>
</tr>
<tr>
<td>Dog</td>
<td>851</td>
</tr>
<tr>
<td>Cat</td>
<td>343</td>
</tr>
<tr>
<td>Seven Day All Alcoholic</td>
<td>21</td>
</tr>
<tr>
<td>Seven Day Wine &amp; Malt</td>
<td>6</td>
</tr>
<tr>
<td>Common Victualler</td>
<td>96</td>
</tr>
<tr>
<td>Six Day Wine &amp; Malt</td>
<td>1</td>
</tr>
<tr>
<td>Club</td>
<td>8</td>
</tr>
<tr>
<td>Innholder</td>
<td>1</td>
</tr>
<tr>
<td>General On Premise</td>
<td>2</td>
</tr>
<tr>
<td>Auto Dealer Class I</td>
<td>5</td>
</tr>
<tr>
<td>Auto Dealer Class II</td>
<td>13</td>
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<tr>
<td>All Alcoholic Package Goods Store</td>
<td>7</td>
</tr>
<tr>
<td>Wine &amp; Malt Package Goods Store</td>
<td>7</td>
</tr>
<tr>
<td>24-Hour Opening</td>
<td>2</td>
</tr>
<tr>
<td>Sale of Food at Retail</td>
<td>3</td>
</tr>
<tr>
<td>Entertainment-6 Day</td>
<td>11</td>
</tr>
<tr>
<td>Entertainment 7-Day</td>
<td>5</td>
</tr>
<tr>
<td>Music Box</td>
<td>3</td>
</tr>
<tr>
<td>Automatic Amusement Device</td>
<td>4</td>
</tr>
<tr>
<td>Auto Repair</td>
<td>49</td>
</tr>
<tr>
<td>Letting Out of Motor Vehicles</td>
<td>2</td>
</tr>
<tr>
<td>Shuttle/Jitney</td>
<td>1</td>
</tr>
<tr>
<td>Livery</td>
<td>7</td>
</tr>
</tbody>
</table>

The Election Commission, a four- member body, has a number of responsibilities mandated by Massachusetts General Laws Chapter 50 through 56. The Commission is charged to ensure fair and impartial elections in the Town of Watertown. Responsibilities include: coordination of the Annual Census, generation of voting lists and jury lists, maintenance of the Town's residency database and compliance with the Office of Campaign and Political Finance's reporting procedures.

The Election Commission conducted the following voting exercise during 2019.
The Information Technology Department supports the Town of Watertown's administrative information systems and leads the implementation of new computer technologies. The IT Department administers the Town's wide-area computer network, which connects Town Hall, Library, Police, Fire, School Department, and Public Works buildings. Additional municipal buildings on the wide-area network include the Commanders’ Mansion, Senior Center, and John A. Ryan Skating Arena. The Department also maintains computers which process Financials, Accounts Payables, Purchasing, Requisitioning, Payroll, Water/Sewer Billing, Real Estate Tax and Personal Property Tax Billing. Other administrative systems, such as Assessing, Motor Vehicle Billing and Parking Ticket processing, are supported by service vendors. The Town's Computer Network provides a complete electronic platform for employees to communicate and share documents. Built on a backbone of high-speed fiber-optic cabling, the system allows for secure communications among Town departments.

Information technology improvements undertaken in 2019 include new desktops, monitors, laptops, printers, a server, and smartphones. Data storage capacity was increased. Working with the Health Department, the process was begun to create a new software platform which will allow greater flexibility as well as improved public access. The financial system was maintained and updated throughout the year. The Recreation software system was migrated to the Cloud.

The Town and School IT Departments worked on common network infrastructure equipment and shared increased high-speed Internet access. The Town and School also shared an applications specialist who assists all departments in the operation of the Town's financial management system, as well as performing periodic updates to the applications.

The Town's official website, www.watertown-ma.gov, is managed by the IT Department with a software system that allows for distributed content updating, calendaring, page development, hyperlinking, and documentation, and provides links to other departmental web sites. Throughout the year, an emphasis was on providing content relative to meeting management information that the public could access – agendas, minutes, presentations, meeting documents, and calendar items. The re-design the Town's official website, as well as five sub-sites, - Police, Fire, Public Works, Library, and Recreation Departments - continued, with a new back-end editing system with improved functionality.

The IT Department will strive to save costs, paper, and energy in the deployment of information technologies such as energy-saving desktops and servers, monitors, and re-manufactured toner cartridges. The IT Department will make improvements in mobile workforce technology using smartphones, government-specific apps, and multi-function tablets that will reduce paper forms created in the field. As well, improvements will continue in the effort to provide greater public access to Town information on-line.
KP Law, P.C. serves the City known as the Town of Watertown as Town Attorney. In this capacity, the firm provides legal representation in state and federal courts and agencies. The firm advises the Town Manager and the Town Council, as well as the Town's various boards and departments on a variety of legal matters. The Town Attorney also undertakes enforcement of the Town's ordinances, defends actions and decisions of the Town, and addresses administrative and regulatory matters. The Town Attorney serves as labor counsel to the Town, assisting the Town Manager with labor and employment matters and collective bargaining. The Town Attorney also advises and assists the Town in real estate and land use matters, and drafts, reviews, and approves contracts with vendors and contractors providing goods and services to the Town. The Town Attorney attends Town Council meetings, providing guidance on parliamentary procedure and legal interpretations of the Town's Home Rule Charter and the Council's Rules, as well as the requirements of state statutes and the Town's ordinances.

As Town Attorney, we work with all of the Town's departments on a range of matters of legal and administrative concern. We advise the Board of Health on matters of regulations and enforcement, including housing and animal control matters as well as noise control and sanitary code compliance. We work with the Town's Licensing Board on license and permit issues and with the Town's planners and land use boards on planning and zoning issues, land use ordinances and regulations, and the defense of decisions of the Town's land use boards. We continue to advise the Town with respect to its housing programs.

We regularly provide the Town with no-cost memoranda on a wide range of legal topics to assist the Town in making decisions in a lawful and cost effective manner. We have addressed topics involving small wireless facilities (5G technology), changes to the Family and Medical Leave Act, changes in state and federal regulations, and other important legal developments. These memoranda provide guidance for the Town's boards and committees as they address Town issues, and assist the Town in framing legal questions for efficient resolution.

It is our privilege to serve the City known as the Town of Watertown as Town Attorney. We thank the Town Manager and Town Council for the opportunity to serve the Watertown community and for their efforts and dedication in attending to the many needs of the Town. We appreciate the opportunity to work with the Town's department heads, employees and boards, and look forward to continuing to provide the Town with effective legal advice and representation.

Respectfully submitted,

KP Law, P.C.

Town Attorney
The Purchasing Department aims to provide valuable services to the Town by assisting Town and School Departments with obtaining the highest quality of supplies and services for the best dollar value. The department also functions as a control to ensure the Town is complying with Massachusetts General Laws and Local Ordinances. Ongoing initiatives include identifying cost-savings, consolidating purchases when appropriate, and assisting departments with gathering information needed to make informed buying decisions.

During 2019, the Purchasing Department publically bid a large variety of projects. There were 16 Public Works projects for a variety of work including Roadway Rehabilitation work as well as Crack Sealing, Catch Basin Cleaning, Mill & Overlay, Sidewalk Repairs, Replacement of Catch Basins, Pavement Markings, Permanent Patching, and Tree Planting. Late in 2019 DPW got an early jump on bidding road work for the 2020 construction season for the Completed Streets and Roadway Rehabilitation Phase I and Phase II. Other projects for DPW consisted of Water Main work, Sanitary Sewer work and Traffic Signal Maintenance. Purchasing also procured 17 other projects for various other departments such as: the Recreation Department Filippello Park Lighting, the Community and Development Department Community Preservation Plan Services along with Bicycle and Pedestrian Plan Services. The Purchasing Department services that were procured: Elevator Maintenance and Service (town-wide), High School Locker Room Renovation, Middle School Carpet and Laminate Flooring Installation on two floors, Middle School Bathroom Renovations on the 2nd floor and on-call Painting Services (town-wide). Also procured were the IT Assessment Services, Personnel Ordinance and Job Description Review and Library front and rear doors. In December, Purchasing began the procurement for Prequalifying Contractors for the Construction of the two new Elementary Schools for construction to begin during 2020. There were nearly 90 contracts that were issued during the year ranging from $10,000 and up.

The Purchasing Department will continue to use the Commonwealth of Massachusetts Operational Services Division (OSD) state contracts, the Massachusetts Higher Education Consortium (MHEC), the Houston-Galveston Area Council (HGAC Buy), the US Communities web site as well as cooperative bids conducted with a group of local municipalities. This year the Town participated in a consortium bid with Waltham and multiple other communities for the supply of ammunition which was removed from OSD, MHEC and HGAC. Goods/Supplies and Services that the Town continues to receive through cooperative bids are Gasoline, Diesel Fuel, #2 Fuel Oil, Road Salt, and services such as Special Education Student Bus Services. The OSD, MHEC, HGAC Buy and US Communities sites are used to procure goods and services such as office supplies, computer equipment, computer software, computer consulting services, copy machine equipment and services, furniture, moving services, vehicle purchase, public safety supplies, vehicle parts, training and educational services, carpet installations and painting. These are all examples of successful procurements exercised by both Town and School Offices.

The Purchasing Department continues to auction surplus vehicles and equipment from all town and school departments. In 2019, the Town sold 3 decommissioned vehicles from the Police Department totaling $9,375.00.

Respectfully submitted,

Raeleen F. Bandini, MCPPO
Director of Purchasing
HEALTH DEPARTMENT

HEALTH DEPARTMENT and BOARD OF HEALTH

The mission of the Watertown Health Department is to “protect and promote health, prevent disease and disability, and assess and improve the health status of the community.” This is accomplished through a number of goals that include ensuring a safe and healthy community through enforcement of environmental health codes, community health programs, animal control programs, and emergency preparedness activities. It is responsible for enforcing > 6 General Laws and 16 state regulations in addition to City Ordinances and Board of Health regulations.

In an effort to fulfill the goals of the Health Department, the department is staffed with professional environmental, public health, animal control and support staff: a Director, a Chief Environmental Health Officer, two full-time Health Officers, a Public Health Nurse, a Community Wellness Program Manager, an Animal Control Officer/Jr. Health Officer and a Head Clerk.

In addition to Health Department staffing, three dedicated community members form the Board of Health, appointed for three year terms by the Town Manager - Dr. John Straus, Board Chairman, Dr. Barbara Beck, and Richard Arnold, FNP-BC. The Board deliberates on and establishes public health policy and priorities for the Town, enacts regulations, and provides guidance on policy to the Health Department staff.

COMMUNITY HEALTH

Communicable Disease

In the year 2018, there was a decrease in communicable and reportable disease reports from reports filed in 2017. Of the 309 communicable/reportable diseases reported to the Health Department through the Department of Public Health’s disease surveillance and monitoring system “MAVEN”, there were over 279 confirmed, suspect, and probable cases. MAVEN is a database used for surveillance, control, and prevention of reportable communicable diseases under 105 CMR 300.000. Information is obtained through case interviews by Public Health Nurse, Wil VanDinter, and then uploaded into the MAVEN database. The following chart illustrates the total for all confirmed, suspect and probable diseases reported in Watertown in 2018.

![Communicable Disease Chart]

STAFF CHANGES

Kristel Bennet, Chief Environmental Health (CEHO) officer resigned in December 2019, to take a position as Director of Public Health in another community. Marie Chiavelli, Head Clerk, submitted her retirement notice and will retire in February 2020, after 33 Years with the Town and the last 27 in the Health Department. Rajit Gupta, Health Officer was promoted to Assistant Director/Chief Environmental Health Officer and the CEHO position was moved to a managerial position.

Health Promotion

The Health Department offered twelve (12) American Heart Association, CPR/AED and First Aid classes to community members, the School Department, Recreation Department and other Town employees. The schedule for the 2019 CPR/AED and First Aid class offerings may be found in the Health section of the town’s website.
Reserve Corps (MRC) volunteers. Nurse and dedicated Watertown Medical were administered by the Public Health 806 doses of seasonal influenza vaccine at some of Watertown's Individuals with first responders, Public School staff, and addition, fifteen clinics were hosted for Nurse and MRC volunteer nurses. In via home visits by the Public Health and disabled residents received flu shots elderly population. Homebound, elderly, were designated to address the high risk clinics held at Watertown Senior Center clinics during the 2018/18 season. Two 27 public seasonal Influenza/Pneumonia Van Dinter, organized and operated quadrivalent influenza vaccine for flu immunizations. The Public Health Nurse, Wil Van Dinter, continued to address the needs of residents in crisis. The task force's unique collaboration includes members from the Police Department, Fire Department, School Department, Health Department, Housing Authority, Council on Aging, Food Pantry, Veterans Office, Riverside Community Center, Advocates Inc., Mt. Auburn Hospital and, Springwell Social Services, and provides much needed services for Watertown residents.

In the year 2019 the Health Department continued with the purchase of the more effective quadrivalent influenza vaccine for flu immunizations. The Public Health Nurse, Wil Van Dinter, organized and operated 27 public seasonal Influenza/Pneumonia clinics during the 2018/18 season. Two clinics held at Watertown Senior Center were designated to address the high risk elderly population. Homebound, elderly, and disabled residents received flu shots via home visits by the Public Health Nurse and MRC volunteer nurses. In addition, fifteen clinics were hosted for first responders, Public School staff, and at some of Watertown's Individuals with Functional and Access Needs locations. 806 doses of seasonal influenza vaccine were administered by the Public Health Nurse and dedicated Watertown Medical Reserve Corps (MRC) volunteers.

Watertown Task Force (on Hoarding and Clutter Support)

The Health Department assisted residents who needed help in resolving housing and public health/medical related issues. The Health Department's inter-departmental task force, led by Public Health Nurse, Wil van Dinter, continued to address the needs of residents in crisis. The task force's unique collaboration includes members from the Police Department, Fire Department, School Department, Health Department, Housing Authority, Council on Aging, Food Pantry, Veterans Office, Riverside Community Center, Advocates Inc., Mt. Auburn Hospital and, Springwell Social Services, and provides much needed services for Watertown residents.

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Seasonal Influenza Clinics

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Additionally a total of 26 Blood Pressure clinics were held at the Watertown Mall, 100 Warren Street and Mc Sherry Gardens locations. The Public Health Nurse also staffed an information table at the Faire in the Square “event.

Community Health Needs Assessment

This Community Health Needs Assessment has been completed. The project grew out of a graduate student internship in the Watertown Health Department. We appreciate the hard work of Mensimah Bentsi-Enchill, MPH, MS from Boston University School of Public Health, for developing the process for this Assessment, doing much of the initial secondary data gathering, drafting a preliminary report, as well as co-developing the stakeholder interview protocol. We recognize the leadership and dedication of Deborah Rosati, former Director, Watertown Health Department, in facilitating the preparation of this report. Mount Auburn Hospital generously provided funding towards the completion of the report. We would also like to thank all of the individuals and organizations that volunteered their time to contribute their perspectives as interview participants, and those who shared local data.

Stephanie Venizelos, MA, originally Coordinator of Live Well Watertown (LWW) and then Community Wellness Program Manager for the Health Department, led this project from inception to completion and conducted the vast majority of stakeholder interviews. Gideon Schreiber, Senior Planner for the Department of Community Development & Planning and active Live Well Watertown Advisory Committee Member, created a GIS map for the report and provided resources and baseline information to the consultant. Larry Ramdin, MA, MPH, Director of Public Health, oversaw the publication of this report.

Live Well Watertown

The “Live well Watertown” program has been incorporated into the Watertown Health Department's wellness programming, as the main umbrella for municipal wellness programming. A number of programs were hosted in 2018 collaboration with the Council on Aging, Watertown Library, Recreation Department and other community partners.

Wellness Programs in 2019 included:

- Mindfulness & Stress Reduction classes at the Watertown Public Library
• Watertown Moves Bike Event, held in May 2019, in collaboration with Watertown Bike and Pedestrian Committee. Free bike checks and mini-lessons on bike safety followed by a guided bike ride by a community volunteer who loves biking along the Charles River. Free youth helmets and t-shirts were given out to participants.

Watertown Moves event in Fall 2016

• Eat Well Watertown
Free classes on healthy eating Cooking, nutrition education were held in February, May, August and December that was supported with a grant from the Watertown Community Foundation. The programs were held at the Library and Boys and Girls Club.

Eating for Successful Living event at the Council of Aging

Eating for Successful Living (new offering): 8-week healthy living program held between October and December, WCPM received free training to co-facilitate class (partnership with Mount Auburn Hospital with funding from the AARP Foundation who led the research aspect of the program).

• Kayaking on the Charles River with Recreation Department 2019

First Annual Kayak Event with Recreation Department

Watertown Farmers’ Market

1. Watertown Farmers’ Market (WFM) 20-week season ran from June through October on Thursdays with funding support from Athena health. Off-season work is year-round with peak pre-season activities taking place between April and June. Seasonal workload is approximately one-third to one-half the CWPM’s overall time and effort.

• Season highlights: increased SNAP customer base by approximately 35% from previous year

• Received a grant from Marshall Home Fund to provide transportation to seniors in Watertown Housing Authority or other affordable housing as well as supplement the cost of the SNAP Match program

• We also received a $300.00 donation from the Watertown Savings bank for SNAP match that allowed resident further participation in the market

W.A.T.E.R.town (Watertown Access to Treatment, Education and Resources) Task Force on Substance Use Disorder Coalition met monthly and

The W.A.T.E.R.town (Watertown Access to Treatment, Education and Resources) Task Force on Substance Use Disorder was created in 2015 in response to a request from the Town Council Committee on Human Services to address the growing opioid crisis in Watertown. Input was provided by a dedicated group of task force members including elected officials, Town departments, physicians, service providers, social service agencies, clergy, parents, young people and individuals in recovery. The goals within the action plan include enhancing prevention and education activities on substance use disorder, supporting intervention strategies, and enhancing treatment and recovery support. Erasing the stigma of substance use disorder and approaching this issue with compassion and thoughtfulness are key strategies.

In 2019, the Task Force continued with its efforts to provide education and support in the community by featuring several forums in various venues to reach a diverse population

W.A.T.E.R.town Task Force

Watertown also joined forces with the City of Waltham as part of a regional collaborative, Metro Boston Project Outreach, which was initiated by the City of Waltham with the intent of modeling the Plymouth County regional approach to substance use disorder. Participating communities include Belmont, Arlington, Newton, Watertown, Waltham, Lexington and Weston. The primary objectives include: a monthly town informational night of opioid recovery resources, and collaborative outreach to overdose individuals and families to provide resources and support.

W.A.T.E.R.town Task Force for Substance Use Disorder Coalition met monthly and
sponsored three community education events and participated in two community events (with funding support from Watertown Community Foundation for programs and supplies):

- **Science and Stigma of Addiction**, Movie and Discussion Program
- Resource Night,
- Watertown Candlelight Vigil
- Watertown Fair on the Square

We are grateful to member Dr. Laura Kehoe who was recognized for her yeoman work on Substance Use disorder treatment by Harvard University and she donated the $1000.00 that allowed us to conduct do strategic planning that identified our long and short term goals and path to achieve those goals.

The Task Force appreciates the support of Town Council, the Town Manager and all of its partners for their efforts on substance use prevention. Thanks to Chief Michael Lawn and Lt. Dan Unsworth of the Police Department for their support of and leadership on the Task Force, for supporting the Drug Take Back collection and Sharps collection at the Police Station, and for the provision of Jail Diversion Clinician services to connect residents with services.

**Watertown Social Services Resource Specialist Program (SSRS) 2019 Annual Report**

Throughout 2019, the SSRS program was managed by Wayside Youth & Family Support Network’s Multi-Service Center. The program is funded by the Town of Watertown and provides 40 hours of service per week to Watertown residents. SSRS is staffed by one social worker, as well as clinical interns who assist with a variety of needs. In 2019, the SSRS program served 217 new individuals and a total of 431 new residents. As of December 2019, SSRS has connected 964 individuals and 2,029 total residents of Watertown to the resources and services that they need.

**Resident Needs**

The SSRS program provided new and returning residents with ongoing referrals and case management interventions. Primary needs included housing and rental assistance, utility assistance, access to public benefits (i.e., MassHealth, SSDI/SSI, SNAP), mental health referrals, employment and childcare.

Secondary needs included issues with citizenship status, connection to legal aide, tax preparation, senior services and other miscellaneous financial assistance.

Over the years, the SSRS program has seen similar trends in terms of prioritized needs. For example, there is a significant increase in utility assistance requests in Quarter 4 because SSRS is an intake site for the Fuel Assistance (FA) program and accepts over 50 applications over the winter season (November- April). FA is unique because the eligibility guidelines are much broader than other public benefit programs and can provide funding for fuel throughout the coldest months. It is incredibly helpful for individuals and families to be able to access this resource through the SSRS program; if we were not available to assist families, they would need to travel to Lowell to apply.

While most trends have maintained consistency over the years, housing and rental assistance needs increased significantly in Quarter 3 & 4 of this year. Market rates have gone up and public benefits such as SNAP (formerly known as Food Stamps) have decreased, making it difficult for individuals and families to maintain financial stability and some are forced to leave the Watertown community in search of more affordable options.

**Federal, State & Local Resources**

To assist families in need of housing and rental assistance the SSRS program has developed relationships and partnerships with several agencies and organizations in Watertown and surrounding communities. Resources include MetroWest Collaborative Development, an organization that can help residents connect with affordable housing lotteries and waitlists, the Brookline Center for Mental Health which houses an Emergency Services Grant for rental assistance, Metro Housing Boston and the Housing Consumer Education Center that provides Residential Assistance for Families in Transition (RAFT) funding, and Jewish Family & Children’s Services that manages a Basic Needs Program.

The SSRS program also relies heavily on the generosity of two local grants. In June 2019 the SSRS program received two block grants to connect residents to emergency financial assistance through the Helen Robinson Wright Fund (HRW) and the Marshall Home Fund (MHF). HRW provided SSRS with $5,000 over a four-month period and re-approved funding in October 2019. MHF, a grant that specifically serves individuals 55+, provided SSRS with $6,000 over a twelve-month period. As of December 31, 2019, SSRS used a total of $9,073 from both grants as emergency financial assistance for 18 individuals and a total of 46 residents. Areas of need included utility arrears, rental assistance, moving costs, after-school programs, new furniture and assistance for an emergency medical procedure.

In addition to state and local funding, the SSRS program utilizes partnerships within the Watertown community to assist residents. Referrals come from the Watertown Senior Center, Watertown Housing Authority, Watertown Police Department, Watertown Public Schools, the Health Department and other community groups such as the Watertown Citizens Refugee Support Group. Watertown is a community focused on the health and well-being of its residents, and the social service connection that has been established is truly a benefit to the families we serve.

RN is a single parent of a teenager who recently moved to Watertown after escaping domestic violence in her home
country. She was referred to the SSRS program by the Community Outreach Counselor at the Watertown Public Schools. After meeting with the SSRS clinician and a Spanish-speaking intern, RN was able to apply for public housing and explore other affordable housing options in the area. The Watertown PD Jail Diversion Clinician provided additional information on domestic violence resources, and the Watertown Citizens Refugee Support Group was able to find short-term housing for RN and her daughter. The entire community rallied around this new resident and we look forward to continuing the work to provide a stable life for this family.

Community Initiatives

The SSRS clinician is also involved in several initiatives within the town including the W.A.T.E.R.town Task Force for Substance Use Disorders, the Hoarding Task Force and Community Meetings through the Watertown Family Network.

Wayside Senior Program Director, Laura and SSRS Clinician, Jenna at Watertown Overcoming Addiction's 5th Annual Candlelight Vigil.

The SSRS program prioritizes community outreach and promotion. Many residents report learning about the SSRS program from family or friends who have accessed the service in the past. We hope that more community members can be informed of the program to grow our reach to all residents in need of assistance. To expand the SSRS reach, the clinician attends open office hours at the Watertown Public Library two days per month, one day in the afternoon and one day in the evening to accommodate residents who work standard hours.

On December 10th, 2019, SSRS began a new partnership with the Town of Watertown and the MBTA to provide Youth Passes to eligible residents. The program provides youth and young adults with a significant discount on local train and bus service. Applicants must be within the required age range (12-25 years), live in Watertown and be enrolled in a public benefit program or other eligible education program. The SSRS clinician provides residents with the Youth Pass and screens applications. The Youth Pass program served 5 residents in 2019 and we look forward to continuing to provide this service to young adults in the community.

BG is a 19-year-old Watertown resident and student at Bunker Hill Community College. She lives at her family home where she qualifies for SNAP benefits, Section 8 and MassHealth coverage. BG is working hard to complete her degree and move out on her own. The discounted MBTA pass will help her to travel to school and job interviews without putting her at financial risk.

HOLIDAY DONATIONS

To close out 2019, the SSRS program partnered with several local businesses and organizations to provide holiday gift donations to over 80 Watertown children. Sacred Heart Parish in Watertown and DesCar Jewelers in Waltham provided hundreds of personalized gifts for families. The Waltham Boys & Girls Club also thought of the SSRS Program and provided additional toys for the families.

An SSRS client shared with the program, “I can’t believe how many services Watertown has. I’ve lived in other communities and have never felt so taken care of.” Thanks to the endless support of the Watertown Health Department, Town Council and Town Managers, the SSRS program can provide residents with the services and referrals they need. We look forward to continuing to care for the Watertown community in the years to come.

ENVIRONMENTAL HEALTH

Inspection Program

Led by Kristel Bennett, the Chief Environmental Health Officer, the Environmental Health team of the Health Department conducted numerous mandated inspections throughout the year according to local and state mandates. These inspections include, but are not limited to, food establishments, mobile food vehicles, farmer’s market vendors, and temporary food events; housing; indoor air quality at skating rinks; swimming pools and whirlpools; group
homes; and hotels/motels. Wil van Dinter, Public Health Nurse, provided oversight on Body Art and Tanning Establishments, as well as Recreational Day Camp for Children inspections.

The Department has enrolled in the FDA Voluntary program Standards program. The Food inspection program will be standardized to national standards through participation in the program.

**Environmental Health Inspections: 2019**

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<tr>
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<tr>
<td>Food Complaint Inspections</td>
<td>39</td>
</tr>
<tr>
<td>Rodent Complaint Issues</td>
<td>79</td>
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<tr>
<td>Food Establishment Inspections</td>
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<td>Mobile Food Vehicle Inspections</td>
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<tr>
<td>Temporary Food Inspections</td>
<td>52</td>
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<tr>
<td>Farmer's Market Inspections</td>
<td>17</td>
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<tr>
<td>Swimming Pool/Whirlpool Inspections</td>
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<tr>
<td>Tobacco Establishment Inspections</td>
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<tr>
<td>Body Art Establishment Inspections</td>
<td>3</td>
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<tr>
<td>Recreational Camps for Children Inspections</td>
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<td>Hotel/Motel Inspections</td>
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<td>18</td>
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<td>1087</td>
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</table>

Another portion of the Health Department's work involves complaint investigation including, but not limited to, solid waste, dust, odors, noise, rodents, nuisances, food establishments, food-borne illnesses, tobacco, and housing. In 2019, the Health Department responded to 254 complaints and issued 47 administrative orders and 16 tickets as a result of violations noted during the complaint investigations. Three of these complaints were heard before the Board of Health and two of these complaints resulted in filings at Waltham District Court and show cause hearings before the Clerk Magistrate. Three of the food service establishments were called before the Board of Health for administrative hearings for repeat violations of the food code, the outcome of these hearings were suspensions and further food service safety education.

In December 2019, Kristel Bennett, Chief Environmental Health Officer, resigned from Town of Watertown Health Department as Chief Environmental Health Officer to take up a position as Director of Public Health, Town of Billerica and Rajit Gupta, was promoted to Assistant Director/Chief Environmental Health Officer.

Health Officers Rajit Gupta and Erin Olson attended a 2 day FDA “Risk based inspection in Retail” from Nov 12 to Nov 14th in Portsmouth, NH. The department also got a grant of $3000 to cover the cost of this training.

Regular trainings were offered for the person in charge of the food establishments regarding food safety and a 2013 food code training was also conducted by the department.

Tobacco related trainings were given to the new owners of the establishment that have tobacco permit from the department. The Department also assisted the Department of Public Health by delivering information on the emergency order that suspended the sale of vaping product in Massachusetts.

**ANIMAL CONTROL**

Karen O’Reilly, the Animal Control Officer (ACO), responded to and investigated 651 animal calls which included dog bites and their State mandated rabies quarantines, aggressive animals, animal welfare/cruelty calls, nuisance barking complaints, sick/injured animals, lost/found pets, among others. Many of these complaints call for numerous follow up visits. The ACO performed the mandated kennel inspections for the licensed businesses in Watertown. The ACO also serves in the role of Animal Inspector and inspects all hens and their housing that have permits within Watertown.
Spring Time is Baby Time!

Household Hazardous Waste and Medical Waste Collection

Orphan Squirrel transported to Wildlife Rehab

Stray Iguana placed with N.E. Herpetological Society

Swan treated at wildlife clinic and ready for release

Eliminating these materials from the municipal waste stream reduces the potential for accidental needle sticks and blood borne pathogens.

In addition to the quarterly collections, the Health Department maintained sharps containers installed in several public buildings for the safe disposal of sharps.

A total of 275 pounds of sharps was collected from all sources.

Mosquito Control

Report of the East Middlesex Mosquito Control Project

The East Middlesex Mosquito Control Project (EMMCP) conducts a program in Watertown consisting of mosquito surveillance, larval mosquito control and public education. There were 2 positive cases for West Nile virus locally.

Abnormally low rainfall totals during the past two years have resulted in lower than average mammal biting mosquitoes in 2019. The Massachusetts Department of Public Health (MDPH) determined that there was a moderate West Nile virus (WNV) risk and a remote eastern equine encephalitis (EEE) risk in Watertown during the 2019 season.

The EMMCP collaborated with the Department of Public Health (MDPH) and used specialized traps to check whether Aedes albopictus, an urban nuisance mosquito species capable of transmitting a variety of mosquito borne viruses, was present in the area. Aedes albopictus has been found along the south coast of New England every year since 2009. Although not found in Watertown, they were found for the first time in the EMMCP district during 2018.

The adult mosquito surveillance program monitored mosquitoes from five Watertown trap collections. Twelve mosquito pools were sent to the MDPH to be tested for WNV and EEE. All pools tested negative for EEE and in August, three pools tested positive for WNV.

The larval mosquito control program relied on the larvicide Bacillus sphaericus, which is classified by the Environmental Protection Agency as relatively non-
toxic. Bacillus sphaericus was applied to 3,700 catch basins to control Culex mosquito larvae. Culex mosquitoes are considered the primary vectors for WNV. Additionally, the project treated the wetlands adjacent to Coolidge Ave. and Greenough Blvd.

The EMMCP’s public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on mosquitoes and mosquito borne diseases. A web page located at https://sudbury.ma.us/emmcp/ provides residents with information on mosquitoes, control programs and related topics.

Brian Farless, EMMCP Superintendent

Tobacco Control Program

The Health Department continued its tobacco compliance program to help reduce youth access to tobacco and nicotine delivery products through a regional collaborative based in Brookline. In 2019 there were 35 tobacco retailers permitted by the Health Department, which ranked Watertown as 4th out of 54 communities in Middlesex County for Youth Retail Tobacco Density, a measure of the number of tobacco retailers per 1,000 youth (under the age of 18).

Compliance checks conducted by the Brookline collaborative were conducted with trained minors attempting to purchase tobacco products. The unannounced compliance checks resulted in one illegal sale to a minor.

EMERGENCY PREPAREDNESS

Watertown is one of twenty-seven cities and towns that comprise Region 4b of the Massachusetts Department of Public Health (MDPH) emergency preparedness district. There are fifteen statewide coalitions in all. Through Watertown’s participation in Region 4b, Watertown continuously improves on an emergency preparedness plan that includes, but is not limited to, an Infectious Diseases Plan, Emergency Dispensing Site (EDS) Plan, Animal Disaster Plan, Individuals with Functional and Access Needs, Radiological Response Plan, Isolation and Quarantine Plan, a Risk Communication Plan, a Continuity of Operation Plan (COOP), and a Mutual Aid Agreement (MAA). In 2018, there was a transition in the emergency preparedness region as new Public Health Planner and MRC Coordinator were hired.

In 2019 the Health Department, through the coordination of Public Health Nurse, Wil VanDinter, continued to further develop the sections addressing Individuals with Functional and Access Needs in the EDS and Emergency Shelter plans. The Health Department completed the Centers for Communicable Disease and Prevention’s (CDC) Emergency Preparedness deliverables for 2019 and participated in statewide WebEOC and Health and Human Alert Network (HHAN) drills.

The Local Emergency Planning Committee (LEPC) was reactivated under the leadership of Chief Robert Quinn of the Fire Department. Chief Michal Lawn of the Police Department, Gerald Mee of the DPW and Larry Ramdin are meeting to update the Community emergency Plan (CEMP). The Department COOP plan is being reviewed and will be updated to reflect current circumstances.

The Watertown Health Department continues to recruit and train a volunteer Medical Reserve Corps (MRC). In 2018 the MRC Region 4b offered CPR/AED First Aid and Basic Life Support for healthcare provider classes for MRC volunteers.

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<tr>
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<tr>
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<td>$ 8,705.00</td>
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<tr>
<td>February</td>
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Total Seasonal Influenza Reimbursement $18,896.76

Total Emergency 4B Preparedness Grants $ 5,353.04

Elder Service Grant $ 650.00

Total Community Health Grants * $ 14,200.00

Total $ $108,727.80

Detail on 2019 Grants:

Watertown Community Foundation $ 1,250.00
Marshall Home Fund $ 4,750.00
Lee Manillo – Hoarding Case Management $ 3,200.00
Mount Auburn Hospital $ 5,000.00
Total $14,200.00
The Watertown Council on Aging/Senior Center, located at 31 Marshall Street, provides a variety of programs and support services to meet the needs of Watertown’s residents, age 60 and older. The Council on Aging Board and the staff work together to advocate for the best possible outcomes to concerns facing seniors in Watertown and are committed to helping older adults age well in the community.

As of July 1, 2019, with support by the Honorable Town Council and the Town Manager, the Council on Aging/Senior Center staff was enhanced by bringing the Program Coordinator position up to full-time status. The staff also includes one full-time Director of Senior Services, one full-time Principal Account Clerk, one full-time Case Worker, one part-time Program Services Assistant, one part-time Food Pantry Coordinator, two Senior Shuttle Bus Drivers who share the part-time position, and numerous volunteers. In addition to Town funding, foundation grants, and support from the Friends of the Watertown Council on Aging, the Massachusetts Executive Office of Elder Affairs supports the Council on Aging with an annual Formula Grant to support staffing and programs.

The Council on Aging Board is comprised of nine Watertown residents, appointed to three-year terms by the Town Manager. Tom Lewis and Araxie Poladian were appointed to the Council on Aging Board this year, filling the seats vacated by retiring members Bertha Anderson and Burt Greenburg. Special thanks to them for their many years of tireless service.

**Staff Changes**

In July 30, 2019, Debbie Dunn retired from the Council on Aging/Senior Center. Debbie worked at the Senior Center for over 26 years and was one of the first employees hired for the Senior Center when it was first built in 1993. She started as the Secretary, and then Principal Account Clerk, and ended her career as the Program Coordinator. She will be remembered for helping to keep the Senior Center running smoothly, throwing amazing parties and being a kind friend to the thousands of seniors she served over the years. In November, Marina Kirsanova, Case Worker since 2014, became the new Program Coordinator and, on December 3, 2019, Jenya Kruglyansky was hired as the new Case Worker.

**Programs and Services**

The Senior Center’s Watertown Senior News was published monthly and included information about programs and services at the Senior Center and a calendar of events. Each month, the calendar outlined over 100 opportunities at the Senior Center and social services resource information. The Watertown Senior News was distributed through the mail by request, through the Town's Notify Me system online, reprinted in the Watertown TAB and delivered to Town Hall, the Watertown Free Public Library, banks, places of worship, senior housing residences, and to other local businesses and groups. In an effort to provide more information, and to increase the readability by a larger font size, we worked with the publisher to increase the newsletter from 8 to 12 pages.

This was the second year that the Senior Center held summer hours and remained open until 7:00 PM on Tuesdays and closed at 2:00 PM on Fridays from mid-May until early September, just like the Town Administration Building. Seniors had the opportunity to attend a Brain Games program with light supper on most Tuesday evenings and to visit the Senior Center for senior parking permits and other assistance. Supper was sponsored by a grant from the Watertown Community Foundation.

Fitnes classes, such as Seated Strength and Balance, Aerobic Exercise, Mat Yoga, Chair Yoga, Tai Chi and Line Dancing were offered each day. We also introduced Chair Volleyball to the line-up on Fridays which was met with enthusiastic response. The Wednesday lectures included presentations on art, culture, health, fraud and scams, tax exemptions, dental care, travel, music, memory loss, and personal safety. The Lunch and Learn programs were very popular and paired a presentation with a light lunch for participants.

Seniors met each week for daily morning Coffee and Conversation and to play Bridge, Cribbage, Rummikub, Whist, Chess, Bingo and Canasta. The Mellowtones Choral Group, the Book Group and the Knitting Group all added new members and continued to meet regularly. The efforts of the Monday Morning Art Class, led by local artist Dawn Scaltreto, were showcased in the Annual Senior Center Art Show held in June. Ms. Scaltreto also offered two special Zen-Art classes which were supported by a grant from the Watertown Community Foundation.
Public Safety mornings were held twice a month by the Watertown Police Department and once a month by the Watertown Fire Department. Both departments brought special guests and other Town Department staff members to their morning sessions and discussed local happenings, public safety, emergency medical services, fire prevention, home and personal safety, current events, and answered questions from the participants.

Seniors welcomed the seasons with a Senior Center Party in June, a Harvest Party in October, and a Holiday Celebration in December. The Holiday Party was held at the Hibernian Hall to accommodate more seniors, in excess of 120. Seniors also celebrated together at a Valentine's Day Brunch, a Saint Patrick's Day Luncheon, and a Summer BBQ. Armenian culture was also celebrated at an Armenian Culture and Conversation event in April. Over 65 seniors attended this special event that included history, music, dance and Armenian food. The Watertown Schools' Garden Coordinator, Judy Fallows, helped to make the flower and vegetable gardens grow. In its third year of operation, the My Senior Center consumer data management system had 973 active seniors officially registered in the system, up from 832 in 2018, and 566 in 2017. The staff continues to work to gather registration information for all seniors who use Senior Center services.

Building Improvements

Improvements were made to the Senior Center including new carpeting, interior paint, and the addition of an automatic bottle-filler water fountain. Repairs were made to the front entrance canopy with new woodwork, lighting, and paint; and the front brick walkway and curb were repaired for safety.

Volunteers

Throughout the year, over 60 seniors volunteered at the Senior Center and the Watertown Food Pantry. They helped to decorate for parties, labeled and sorted the monthly newsletters for distribution, staffed the Council on Aging table at Faire on the Square in September, and coordinated efforts of the Friends’ Holiday Boutique fundraiser. Many seniors also helped to answer the phones at the Senior Center, registered participants for Senior Center activities, and volunteered at the Watertown Food Pantry, organizing food and distributing to residents in need. In April we celebrated all of their efforts at the Annual Volunteer Recognition dinner held at the Senior Center.

Supportive Services

Information and referral and access to supportive services were facilitated daily by the Case Worker and staff at the Senior Center. Whether a visitor or caller needed a ride to a medical appointment, assistance with taking the Senior Shuttle Bus, help with navigating Social Security, completing applications for fuel assistance, housing, or food stamps (SNAP), or in need of any other emergency resource, the Senior Center staff was there to help. The Case Worker often worked closely with the Social Services Resource Specialists at Wayside to assist with complex cases. The Case Worker continued to refer seniors to our English for Speakers of Other Languages Program (ESOL) which was led weekly by senior volunteers at the Senior Center. The Council on Aging received a Marshall Home Fund Block Grant in the amount of $6,000 to help with emergency assistance requests.

Health services, provided by community professionals, included podiatry care, dental health screenings and blood pressure clinics. Multiple Flu Clinics were held in cooperation with the Watertown Public Health Department. Seniors had opportunities to meet with a Medicare health insurance counselor through the SHINE (Serving Health Information Needs of Everyone) program each week, and an attorney from MetroWest Legal Services. From February through April, volunteers from the AARP Tax Assistance program visited the Senior Center 3 days a week, helping low to moderate income seniors complete their income taxes. Senior Parking Permits, for up to 2 hours of free parking at meters in Watertown's municipal parking lots, were available for purchase at the Senior Center all year.

Transportation

The Watertown Senior Shuttle Bus, the Senior Center’s 22-passenger bus, made trips throughout Watertown picking up riders at their homes and transporting them to the Stop and Shop on Watertown Street on Tuesdays and Wednesdays and the Stop and Shop on Pleasant Street on Fridays. The bus also made weekly trips to the Watertown and Arsenal Malls and took seniors on various local outings throughout the year. The Senior Center’s Program Coordinator also planned trips via coach bus to destinations to view fall foliage, to view holiday lights, and to tour museums, theatres, and restaurants.

Seniors used the Supplemental Transportation Program, funded in part by a Marshall Home Fund grant award of $5,000, to get to doctor’s appointments in Watertown and neighboring communities via local taxi services. We also received a $1,935 Customer Choice Award from Watertown Savings Bank which we dedicated to helping seniors get to the Senior Center for activities.

Watertown Food Pantry

The Watertown Food Pantry is located at 80 Mount Auburn Street in the lower level of the Belmont-Watertown United Methodist Church (UMC) and is open on Tuesdays from 10:00 AM - 11:30 AM and on Thursdays from 4:00 PM - 6:00 PM. The Director of Senior Services provides oversight to the Watertown Food Pantry's part-time Food Pantry Coordinator and the Food Pantry volunteers.

560 individuals, representing 289 families, were served throughout the year with fresh vegetables and fruits, canned soups, shelf-stable items, frozen chicken and personal care items. 150 individuals were first-time visitors. The Food Pantry received a $5,000 grant from Project Bread to purchase Stop and Shop gift cards for families to use at the holidays. The Food Pantry was also awarded a $1,935 Customer Choice Award from Watertown Savings Bank. Numerous individuals, schools, church groups, service organizations and companies donated time and items, and made cash contributions in support of the Food Pantry. The Food Pantry continued to be supported by a long-standing group of volunteers, and appreciates the generosity of the Belmont-Watertown UMC for providing for the Food Pantry’s location.

Respectfully submitted,

Anne-Marie Gagnon, MSW
Director of Senior Services
Organization

The mission of the Watertown Recreation Department is to provide the citizens of the Town of Watertown with a wide range of active and passive recreational, leisure and seasonal activities for all age groups and abilities. The department is also very active in sponsoring multiple capital improvements at our recreational facilities in Town. When completed, the improvements support our mission and create recreational facilities that are aesthetically pleasing, functional, safe and meet the needs of our residents.

The Department of Recreation is grateful to the Town Manager and Town Council for their continued support of our department. We are fortunate to have an outstanding full time, part time and seasonal staff to support our mission.

Peter Centola enters his 10th year as Director of Recreation, celebrating his anniversary on December 14, 2019 and has served the department in a part time capacity since 1976. Assistant Director, Ernie Thebado celebrated his 11th year anniversary on November 17, 2019 and continues to be the “Face of the Recreation Department”. Jim Coutoumas, Recreation Supervisor, continues to be a positive influence on our residents during his 3rd year. The Department hired Sean DelRose, as our Head Clerk in the fall of 2019. Sean transferred from the Treasurer’s Office and was a seasonal recreation employee in his early years.

In addition to our four full time salaried employees, the department utilizes approximately 24 hourly part time staff throughout the academic year and employed 118 total part time / seasonal staff for the summer program in 2019.

The Recreation Department and the Watertown Community at large suffered another tremendous loss in 2019 with the passing of Coach Dick Crowley. Coach Crowley was a lifetime Watertown resident who worked full time for the Town early in his career in the engineer’s office. In his later years, Coach was heavily involved in serving the youth of Watertown in Kids in Common, the Recreation Department, and assistant baseball coach at Watertown High School to name just a few. He was beloved by many and respected by all and his sudden loss was very sad and certainly jolted our community. He is missed each and every day!

In 2019, orientation was held in the Watertown Middle School and focused on a back to basic approach highlighting some major components of behavior. Mike Zildjian, former Watertown High Student, presented “Teaching Leadership Through Sports”, Danielle Demoss presented “Social and Emotional Training” while our own Coach Ernie worked with “Knucklebones”.

Department Initiatives, Expanded Services and Communication

The Department of Recreation reviews its policies and procedures regularly in an effort to create a more effective, efficient and user-friendly department for the residents of Watertown and its full time, part time and seasonal employees.

The department expanded on our new website, which was specifically designed to service residents interested in the Recreation Department and the John A. Ryan Skating Rink. The website has increased functionality, is aesthetically pleasing, and has improved communication with our residents. The website address is www.recreation.watertown-ma.gov.

The main components of the website are as follows:

1. The “Document Center” hosts all documents pertaining to program information, permits, employment forms, and capital plans in the appropriate folders. All activities, meetings and special events are located in the “Recreation Calendar” section of the website.
The Town’s “Notify Me” feature is used on a regular basis to disseminate information to our residents while social media contributes greatly to the communication of News and Notes from the department. Facebook, Twitter, YouTube and Instagram are an integral part of our communication. YouTube has been recently added to the social media communication options.

Facebook:
WatertownRecreationDepartment – 2,419 Likes
Twitter: @Watertownrec – 540 Followers
Twitter: @Watsummerhoop – 244 Followers
Instagram: watertownrecreation – 331 Followers
YouTube: Watertown Recreation – 13 Subscribers
Notify Me: www.recreation.watertown-ma.gov – 4000 Subscribers

Our Sportsman-PEAK software system, which processes registrations, communicates to the program participants and provides permit processing for both field and picnic facilities continues to make significant improvements. The website portion was redesigned and became more user friendly and informative and the “Coaches Login” section allows our staff to monitor registrations remotely.

With the ability to register for programs and make payments with debit and credit cards 24 hours a day, 7 days a week, this online program accounted for 56% of this year’s registration fees.

The Department continues to support the “Live Well Watertown” initiative, which continues to offer family friendly healthy events such as kayak excursions, snow shoeing, walking tours and food programs.

The department offers “Open Forum” meetings on the first Tuesday of each month. This is an opportunity for the department to share and receive information from the community on a regular basis.

New Initiatives

The Recreation Department enjoyed a year of cooperation and collaboration with several entities during 2019 for the enjoyment and education of many segments of our residents.

Mr. “C” Philip Costello is a Watertown icon, lifelong resident, outstanding student-athlete, educator and the Recreation Department was fortunate to have him as our Director of Recreation and Director of Camp Pequossette. His wonderful family created a scholarship opportunity in his name for those in need of financial assistance to attend Camp Pequossette. The amount of $1630.00 was awarded to 10 children during 2019 to be utilized in 2020.

Through the generosity of our neighbor Buckingham, Browne & Nichols School, located in nearby Cambridge, MA, our residents had the opportunity of applying for a scholarship to attend the Buckingham, Browne & Nichols School Summer Camp which is one of the finest in the area. Close to $10,000 of scholarship money was awarded during the summer of 2019 to those families who applied and demonstrated a need.

With the assistance of our many communication platforms such as Notify Me, Facebook, Instagram, Twitter and YouTube as well as our monthly “Open Forum” meetings, it became clear that we needed to add pickleball to our program offerings. The department introduced pickleball in the summer of 2019, hosting a summer and fall program at our Mary Williams Shea Tennis Courts at Victory Field.

In an effort to communicate more effectively with the organizations and groups who utilize our fields and courts through our permit process, the department schedules informational meetings. Each organization needs to attend one meeting in order to receive a permit for the 2020 season.

Special Events

The Recreation Department offers or participates in multiple major events during each calendar year and 2019 was no exception. We partnered with the Fishing Academy during the last week in August which quickly turned into a fan favorite. In addition, our very popular staples of special events continue to impress our residents. Some of these include: Kayak Event, July 4th Celebration, Lil’ Monster Mash, Memorial Day Parade, Summer Movie Nights, Trip Week and Fishing Academy.
Programming Opportunities

New programming opportunities continue to be researched, created and evaluated on an ongoing basis to meet the needs and requests of our constituents. We are careful not to duplicate the efforts of the school department and other youth and adult organizations such as the Watertown Boys and Girls Club and Watertown Council on Aging. The objective is to add programming that will complement and support other recreational providers while making sure all reasonable recreational program requests are met.

As noted above, we were pleased to add some very successful programs for our adult and youth population. Pickleball programming was offered during the summer and fall seasons as well as informally on Thursday nights at the Watertown Middle School this winter. A full week of fishing instruction and fun was held during late August courtesy of the “Fishing Academy”. Both were well received and will be offered during the 2020 season.
Our Pequossette Summer Program celebrated its 51st anniversary this year and is by far our biggest and most popular summer program offering a fun filled and safe program opportunity during the summer months. Pequossette offers children in grades K to 8, a fun filled day camp experience for eight weeks during the summer. In 2019, the average number of participants per week was 224.

One of the more successful activities is our Cops and Rec programs for our middle school age participants. Activities included were volleyball, yoga, dodgeball, flag football, futsal, street hockey, basketball and indoor rock climbing. Special thanks to Chief Lawn and the members of the Watertown Police Department for their ongoing partnership.

In 2019, the Watertown Recreation Department continued its partnership with the Launch Trampoline Park and Artemis Yoga Studios. Residents are provided an opportunity to participate in these fun, healthy activities at a more reasonable price.

Special thanks to the Watertown Boys and Girls Club for cooperating with the department in several opportunities during the year. The Club was the home for our Indoor Pre-K program.

Our Belmont-Watertown S.P.O.R.T Program, which services residents with special needs in Watertown and surrounding communities, continues to be well received by the special needs community. The program attended the Winter Classic Trip on January 1, 2019.

The department also offers tickets to family events. Those offered in 2019 included Boston Celtics, Boston Red Sox and Boston Bruins. Many families enjoyed attending these entertaining and family friendly events and would not be able to attend without pricing levels in which the department offers.
Happy Fan at the Celtics Game

Capital Improvements

The Town is embarking on major projects to improve our school system and there were multiple public meetings during the year to discuss these opportunities. The Hosmer and Cunniff School will be demolished and new state of the art schools will be built, while the Lowell School will be renovated with an additional wing. A new high school is in the initial stages of the process as well. This is certainly a much needed capital improvement endeavor, but it will create challenges as well with regard to field, park, and gym access.

There was a great amount of progress made in 2019 toward a number of major capital projects, which will improve our outdoor recreational locations in the very near future.

The department is hopeful that several much needed renovation projects will be started and/or completed in 2020. These include the renovation of the Filippello Park field lighting for the Grove and Arlington field, Saltonstall tot lot resurfacing design plan for field and court lighting, Casey Park baseball side and lighting project, Lowell School tot lot resurfacing, Victory track, field and court, Arsenal Park, and Moxley Park.

The renovation of some of our recreational facilities in recent years has created many opportunities to support our community’s health and wellness, improved and increased passive and active recreational activities, created more aesthetically pleasing, safe and multifunctional amenities which meet the diverse needs and wants of our residents.

Revenues and Other Items

Total revenues from programs and other sources totaled $517,768 during the 2019 calendar year. The income and the permit revenue from the rental of fields, courts and picnic tables and grills was $50,000, which is included in the above figure. This revenue was used to fund many of the department’s programs and events. The income from permits at Arsenal Park totaled $28,223 and this money goes directly into the general fund.

The department worked with many groups and individuals to arrange for field, court and picnic facility use during 2019. Approximately 494 permits were issued to the many groups, organizations and families that applied.

Major users of the athletic fields were the Watertown School Department, Watertown Youth Sports Organizations and activities, and programs or events sponsored by the Recreation Department. In addition to using the beautiful picnic areas at Arsenal Park and Filippello Park, multiple church groups, civic organizations, businesses and residents also use the athletic fields, basketball, hockey and tennis courts.

The Watertown Recreation Department would like to thank Town Departments for their assistance over the past year. Without their help and that of our fine citizens, we would not be able to provide the multitude of quality recreational programs that we offer to the community.

We would also like to thank the Town Council and Town Manager Michael J. Driscoll for their support of the department’s many endeavors.

Respectfully Submitted,

Peter Centola
Director of Recreation
**Introduction**

The Watertown Free Public Library extends beyond its walls to connect people to ideas, information, education, creative opportunities, and to each other. While preserving the rich history of Watertown, the Watertown Free Public Library embraces the advancement of library service, inspires personal development, and promotes community. The library provides free recreation, entertainment, and enrichment. It welcomes and serves everyone.

In 2019 WFPL welcomed 444,235 visitors and circulated 624,649 items to patrons from Watertown and surrounding communities. 47,615 children, teens, and adults attended the 2,353 programs offered.

The WFPL is governed by a six-person elected Board of Trustees. The Library Director reports to the Board of Trustees as well as the Town Manager.

**2019 Trustees**

Tim Tracy, Chair  
Penny Peoples, Vice Chair  
Leanne Hammonds, Treasurer  
Daniel Pritchard, Secretary  
Shep Ferguson, Trustee  
Mike Hanlon, Trustee

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**Library Staff as of December 31, 2019**

**Administration**  
Leone Cole, Library Director  
Caitlin Browne, Assistant Director  
Natasha Ruggeri-Koret

**Access Services**  
Katie Kottas, Supervisor  
Janet Brogan  
Mike Cashin  
Pat Farrell  
Joe Ferreira  
Maureen Liberatore  
Kate Lowe  
Kitty Ortiz-Lampier  
Megan Ramette  
Joel Reader  
Brian Rogan  
Stephanie Scrapchansky  
Christine Shadic

**Adult Services**  
Jill Clements, Supervisor  
Stephanie Frueh  
Aimee Lambert  
Emily Levine  
Jaccavrie McNeely  
Pauli Stern

**Children's Services**  
Emily Miranda, Supervisor  
Kathleen Brennan  
Kazia Berkley-Kramer

**Custodians**  
Rob Corbett  
James Jasset  
Bob McLaughlin  
Samaria Portillo

**Hatch**  
Liz Helfer, Coordinator  
Yi Bin Liang

**Project Literacy**  
Philippa Biggers, Supervisor  
Jacky VanLeeuwen

**Specialists**  
Jamie Kallestad  
Caroline Littlewood

**Teen Services**  
Carey Conkey-Finn, Supervisor  
Kelly Deneen

**Collection Holdings**

The library collection consists of 249,174 items of various formats. This collection is primarily divided into adult (for people 18 and older), teen (for people in grade 6-12) and children (for infants to age 11 and their caregivers).

In FY19 we increased our total holdings by 6 percent. The biggest increase was adult downloadable audio materials with 3,156 items added for a total 25% increase. Holdings for downloadable content include the entire catalog of items held by MLN plus titles specifically purchased by WFPL for Watertown residents. The biggest decreases were teen periodicals and children's physical audio which includes music CDs and books on CD.

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**Holdings by Type**

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Changes to Collections

All WFPL librarians are responsible for the development and maintenance of library collections. Items are added or withdrawn based on the Collection Development Policy. Occasionally, segments of the collection will be evaluated and modified based on use, relevance, condition, and public demand. The items below are examples of collection changes made in 2019:

- Teen services stopped purchasing magazines due to low usage.
- The general reference collection was largely dismantled so that the majority of the books formerly classified as reference now circulate as opposed to being for “library use only”. The now smaller collection was shifted to make room for Language Learning and Foreign Language materials with the intent to increase visibility for these two material types.
- The Teen Department created a Career/College resource collection to provide easy access to this high demand area. The books on college testing, admissions, trade schools, financial aid, and other topics are separated from the other non-fiction collections.
- WiiU video games were removed from the Teen department to make space for the popular new Nintendo Switch collection. Similarly, the children's department opted to withdraw Wii and XBOX360 video games because they are no longer supported by the manufacturer
- Children's music CDs were reclassified into quick selection categories like Soundtrack or Family.
- The children's Language Learning collection was updated and integrated into the non-fiction collection. The Languages section now includes a general area for languages like Arabic, Farsi, German, Italian, and Slovak.
- The Adult Department evaluated the use of our music score collection, and decided to give it better visibility and accessibility by creating a discrete collection and curtailing the use of the Dewey Decimal system for classification of these items. This reclassification of our music materials will make it simpler for patrons to find specific scores, and more pleasant to browse the collection.

Local History

The WFPL has a rich collection of local history materials that includes more than 7000 books by Watertown authors, historical documents, photographs, maps, and ephemera. 2019 was the second year the library had a funded part time local history librarian to work on making the collection more organized, comprehensive, and discoverable.

Progress on the Local History Collection to date:

- inventory of Local History books and special collections
- removal of books that do not fall within the scope of the Local History Collection Policy
- extensive preservation work on town records spanning four centuries
- development of a system that will enable the description of all Local History Room archival collections in finding aids, which will eventually be available online.

Some collections identified for organization and description include:

- Town public works records, which document the development of the town's roadways and utilities systems
- Town Assessor's records, which include tax and valuation lists and abatements

In FY19 $10,000 in additional funding was approved by Town Council for the conservation and framing of an 1856 map of Middlesex County. It was created by Henry Francis Walling who served as “Superintendent of the State Map” for Massachusetts. He made it using the state-of-the-art technique of the time known as trigonometrical survey (also known as a triangulation or geodetic survey). The conservation work was done by the Northeast Document Conservation Center in Andover

Circulation

While libraries have evolved to provide many services beyond circulation books, our collections are still the primary reason our patrons use the library.

<table>
<thead>
<tr>
<th>Circulation by Type</th>
<th>Adult</th>
<th>Teen</th>
<th>Children</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>150,843</td>
<td>19,801</td>
<td>285,964</td>
<td>456,608</td>
</tr>
<tr>
<td>Print periodicals and serials</td>
<td>4,442</td>
<td>41</td>
<td>186</td>
<td>4,669</td>
</tr>
<tr>
<td>Audio</td>
<td>25,285</td>
<td>632</td>
<td>5,987</td>
<td>31,895</td>
</tr>
<tr>
<td>Video</td>
<td>72,253</td>
<td>7,996</td>
<td>32,355</td>
<td>112,604</td>
</tr>
<tr>
<td>Ebooks</td>
<td>33,225</td>
<td>-</td>
<td>-</td>
<td>33,225</td>
</tr>
<tr>
<td>Downloadable audio</td>
<td>25,667</td>
<td>-</td>
<td>-</td>
<td>25,667</td>
</tr>
<tr>
<td>Downloadable video</td>
<td>5,116</td>
<td>-</td>
<td>-</td>
<td>5,116</td>
</tr>
<tr>
<td>Electronic format</td>
<td>573</td>
<td>2,685</td>
<td>2,521</td>
<td>5,779</td>
</tr>
<tr>
<td>Microfilm</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7,622</td>
<td>5</td>
<td>2,372</td>
<td>9,999</td>
</tr>
<tr>
<td>TOTAL</td>
<td>325,026</td>
<td>31,160</td>
<td>329,376</td>
<td>685,562</td>
</tr>
</tbody>
</table>

Circulation statistics include the total amount of items circulated in the library, renewals, and digital media checkouts.
In a survey issued in the final quarter of 2019, 90% of respondents identified checking out materials as one of the reasons they visit the library. That’s more than double any other reason to visit.

Circulation is up by 5% this year, largely due to downloadable media, but children’s books also had a hefty, nearly 12%, increase. Videos in all departments continue in a downward trend, as do periodicals and video games in both the adult and teen collections. Similarly, despite an increase in holdings, both adult and teen physical audio decreased in circulation, while children’s decreased in both holdings and circulation.

Digital Downloads and Streaming Media

It is worth breaking out the details of digital resource use as it continues to be the category with largest growth. Of the 871 respondents to the 2019 user survey, roughly 80% reported they had used online or digital services in the last 12 months. Digital library services include circulating ebooks, audiobooks as well as streaming services for digital media. Since digital formats have been added to the library collection over a decade ago circulation has risen each year and it is difficult to meet the patron demand.

### Popular Digital Resource Usage

<table>
<thead>
<tr>
<th>Resource</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoopla (streaming ebooks, music, audiobooks and video)</td>
<td>17,667</td>
</tr>
<tr>
<td>Overdrive (downloadable ebooks and audiobooks)</td>
<td>44,468</td>
</tr>
<tr>
<td>Lynda.com (online courses)</td>
<td>15,364</td>
</tr>
<tr>
<td>Kanopy (streaming movies)</td>
<td>3,614</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>81,113</strong></td>
</tr>
</tbody>
</table>

This is a representation of the most popular digital resources at WFPL. Total usage of digital resources is 99,604

Complications of Digital Collections

Purchasing digital library materials is much different than purchasing hard copy books to circulate. In most cases, digital copies of books or subscriptions to digital platforms are subject to licensing agreements as opposed to simply purchasing a copy of a book or movie and then owning it until it is no longer usable. Some licenses only allow libraries to circulate a title a finite amount of times before being forced to buy a new copy. Other licensing terms, such as Macmillan Publishers, severely restrict the number of copies a library can purchase of a new title. This makes it expensive and difficult, sometimes even impossible, to meet patron demand.

Lynda.com, which has been a very popular online resource, was purchased by LinkedIn in 2015, but the platform had remained unchanged until now. In early 2019 LinkedIn announced sweeping changes to how patrons will access the platform, and to the privacy policies governing that access. After extensive study of the new policies, the WFPL made the difficult decision to cancel our subscription to Lynda.com, until such time as we feel that LinkedIn will adequately protect the privacy and security of our patrons. Patrons will be able to use Lynda until April 2020.

Programs and Events

Library led programing and events are a significant component to providing high quality library services. In 2019 WFPL ran or hosted 1373 programs—that’s approximately 4 programs for every day we were open. In addition to these programs Project Literacy, the library’s ESOL program, provided and additional 1373 programs and classes throughout the year. In all, 48,821 patrons were served by library programming.

Library events have historically been paid for through special gifts (donations, trusts, grants) or the WFPL Building Committee, the library’s 501c3 fundraising group. FY19 was the first year that programming was included in the budget with a $5,500 line item for programs and $500 line item for program supplies, both to be divided between library departments.

### Highlights

**150th Anniversary Gala**

Without a doubt, the most exciting event of 2019 was the 150th anniversary gala held on April 6. For this event the library was open on a Saturday evening for a lively celebration with food, drinks, music and the good company of the Watertown community. Town and state officials joined us to celebrate the important work the library has done for the past 150 years. As a special way to commemorate the anniversary we created a guest book which will be cataloged and housed in our local history collection.

**One Book, One Watertown**

Every year the library encourages the Watertown community to come together and read one book. This year we chose *The Library Book* by Susan Orlean. We selected thinking it would provide the perfect framework to not only help our entire community celebrate the 150th Anniversary of the Watertown Free Public Library, but to foster conversations about what a library should be in the 21st century, what challenges face the institution and the staff, and how can we...
all move forward to the next 150 years together. We knew it would be a popular choice, but we did not anticipate just how popular! In less than 4 days we were out of the 100 copies we had purchased and had to order more. Ultimately, we had 150 copies of the book in 6 formats circulating. We finished up a month of related programming with a hugely successful evening with Susan Orlean, pictured above, where we welcomed 134 people for a dinner, talk, and book signing.

Harry Potter Escape Room

Our second try at escape rooms was a huge hit in October with the return of Harry Potter Escape Room based on the story of Harry Potter and the Chamber of Secrets. We received compliments from so many participants, and were able to increase the number of sessions we offered from 12 in June of 2018 to 27 in 2019. All sessions were completely booked. This magical event was such a great success due to close collaboration library staff and Hatch volunteers. Because it is such a huge time investment we'll be taking a break from escape rooms in 2020 but hope to offer it again in 2021.

Collaboration, Outreach, and Community Engagement

Expanding collaborative and engagement efforts was a priority for the library in 2019. We continued many of our long-standing partnerships attending the Farmers Market, working with the Watertown Health Department and Live Well Watertown to provide a variety of wellness programs, and hosted monthly sessions with the Watertown Social Services Resource Specialist. We also made some new connections including a special guest spot at children's story time by the Watertown Fire Department during Fire Safety month.

Schools

WFPL librarians regularly work with Watertown teachers and students to provide instruction and advice. This year we had a particularly interesting school collaboration with Watertown Jewish Community Day School (JCDS). Eighth graders and their teachers worked with our librarians to do focused research on Watertown's history using primary sources. Their goal was to create a museum of what they learned. WFPL staff attended the pop-up museum in February, and we invited JCDS back to our gala to showcase their projects celebrating Watertown history.

WFPL 5K Fundraiser

2019 marked the sixth annual 5K Fundraiser which was a success with 252 runners participating, a 33% increase over 2018. Proceeds from the event go to the library's fundraising group, the WFPL Building Committee, and will be used to support library programming.

Facilities

Renovated in 2006, the WFPL is situated in a 44,000 square foot facility located at 123 Main St. The facility is two floors with dedicated children's and teen spaces, 3 public meeting rooms, 4 private study rooms, public computers, workspace, and a café. As was the case with many Town Departments, the library handed over facilities management, including custodial staff supervision, to the Department of Public Buildings in September.

Preventive maintenance is regularly scheduled to ensure the library is a clean and safe environment for patrons and staff. The building systems are starting to show wear and tear expected in a 13 year-old facility.

ADA Improvement Grant

At the end of 2018 the library applied for and was awarded $28,780 by the Massachusetts Commission on Disability to make ADA compliant accessibility improvements. The project, which finished in May, included extending the front patio so that the tables and chairs on the patio are accessible to people who use mobility devices. Additionally, push button door openers were installed on the doors to the Watertown Savings Bank Room, children's room, and teen room. The Watertown Commission on Disability generously contributed $2500 to this project.

Entrance Renovation

The library replaced the front and rear entrance doors. This project was selected as a priority because the slider doors that were installed in the 2006 renovation had come to end of life. Additionally, the design of the slider doors had created a wind-tunnel like environment in the main lobby which caused both patrons and staff to suffer from unnecessary cold temperatures during the winter months. The project began in October to be completed in early 2020. The total cost was $240,916 and was paid as part of the town Capital Improvement Plan.

Hatch Makerspace

The library continues to run Hatch, the public makerspace, off-site thanks to the generosity of the Residence at Watertown.
Square who allows us to use their retail space free of charge. The free space means that we have been able to keep an important initiative running, but we don’t have enough space and some offerings are inadequate in the current space. Finding a new, permanent, Town sponsored facility is a top priority moving forward. We continue to advocate that Hatch be included in future plans for the old police station.

**Equity, Diversity, and Inclusion**

At the core of the WFPL is a commitment to “welcome and serve all people.” In this spirit, the library is now more than ever attempting to be accountable to ways in which we may participate in practices that harm people unintentionally. In 2019 we continued our efforts to educate staff with a staff-developed skillbuild on the racial wealth gap. As a first step to making policy changes we decided in our FY19 action plan to research whether eliminating fines is a viable option for the WFPL.

In addition to providing education and development opportunities, some WFPL staff, along with family and friends, joined other Minuteman Library Network (MLN) libraries to march in the 2019 Boston Pride parade sporting WFPL Pride t-shirts, this enthusiastic group demonstrated a commitment to challenging social oppression.

**Customer Service**

At the heart of all library work is a commitment to providing the highest level of customer service. We strive to give our patrons a library experience that feels welcoming, comfortable, and attentive. We will always be looking for ways to improve and welcome feedback on how we can do that. We also know that there are many ways we’re already excelling and hear it from our patrons regularly.

“Patron approached the Ref Desk and said, “are all of the libraries in the area this nice?” He’s from California, he’s been in the area 2 years. Lives in Cambridge and likes the CPL, but sometimes finds it overwhelming. He was looking for a book that Cambridge didn’t have in and we did, so he drove over. On his way in, he stopped in the cafe, and saw the book he came to get for sale for $1. He was so excited. Then he walked around and selected some materials for checkout. He came by the desk to ask about the library’s history and policies, and is now committed to exploring other libraries in the Minuteman system, because we blew his mind.”

“A patron at the circ desk said that she’s lived all over the east coast but has never found another library quite like this one. She’s been a patron since living in Allston, but when she moved to Watertown it meant moving closer to the library and that was the most exciting thing about the move for her.”

“We love Nursery Rhyme Time in the Children’s room. My daughter has been going since she was about 3 months old and it’s definitely the highlight of our week. She loves the staff. They are amazing with all the babies and adults - they run a great program. The resources they offer for children and adults are unparalleled - I’ve gotten museum passes, audiobooks, DVDs and of course books. I can’t say enough good things about our experiences with the staff and collection. I’m proud and grateful to live in a town with such a great library!”

“Patron came up to the desk and said that she thought the sensitive topics lists in the bathrooms were a great idea. She said that she thought they were very considerate for those who might not want to ask for help, and that she was happy to see them.”
Various education benefits are available to Veterans through the U.S. Department of Veterans Affairs, as well as programs specific to Massachusetts. An example of educational benefits include: Veterans’ Upward Bound; The Montgomery or Post 9-11 GI Bill; and the Yellow Ribbon Program—a private university's effort to provide educational assistance to Veterans to increase the list of colleges they may attend. Navigation through appropriate benefits and school searches can be coordinated in the Watertown Veterans’ Services Department.

Burial Benefits

Headstones and Markers
Applications are available to receive Government issued headstones and markers to eligible Veterans through The U.S. Department of Veterans Affairs.

Reimbursement for Burial Expenses
Eligible Veterans may be entitled to reimbursement of up to $4,000 towards expenses for funeral and burial expenses.

Additional Programs

Recent Events

Memorial Day
In the weeks leading up to Memorial Day 2019, flags were available for Watertown residents free of charge for deceased Veterans. Watertown Veterans made their traditional school visitsations at all Watertown Public Schools. All Watertown Veterans Organizations worked together to place flags at Veteran's graves in town cemeteries, and wreaths at fifty five locations around Watertown (memorial parks, veteran's squares, streets named after veterans, etc).

Paul Gorman Sign on Emerson Road.

Paul Gorman Memorial Dedication
Watertown recognized PFC Paul Gorman by dedicating the corner of the street he grew up on in his name. Over 100 residents came out: family, friends, and Veterans alike. The dedication took place on July 12, 2019 on the corner of Emerson Road and Main Street.

Veterans Day
A breakfast and Ceremony was held on Monday, November 11, 2019 at 11:00A.M at the Private Charles J. Shutt Detachment, Marine Corps League on Mount Auburn Street. A Salute to Veterans Concert was held that evening at the Watertown Free Public Library attracting over 50 people in the community. The concert was orchestrated by Watertown’s own Don Pentelton and The Hal McIntyre Band.

National Pearl Harbor Remembrance Day
On December 7th, the Watertown Veterans’ Services Department and The Watertown Veterans’ Organizations held a brief observance to honor all those who died in the attack on Pearl Harbor on December 7, 1941.

First Annual Flag Day Ceremony was held on June 14th, 2019.

Watertown families celebrated the 2019 Memorial Day Parade.
The John A. Ryan Arena, also known in hockey circles as the JAR, located at 1 Paramount Place, is the Municipal Ice Skating arena for the Town of Watertown. The facility provides many ice hockey and skating programs to its residents. The Arena is the proud home of the Watertown Boys and Girls High School Raiders Ice hockey teams. The Watertown High Boys team is led by Watertown High School (WHS) Graduate Class of 1979 John Vlachos and the girls are under the guidance of Erika Kelly, WHS Graduate, Class of 2013. 2019 also marked the retirement of long time Girls Ice Hockey Coach Steve Russo. We wish Coach Russo the best of luck in his future endeavors. It is also the home of Watertown Youth Hockey and the Lady Raiders Girls Youth Hockey programs.

The Arena is also the home to the Newton South Boys and Newton North girls and boys high school ice hockey teams and the highly competitive Catholic Central JV League. The JV league plays its games on Sunday mornings during the high school winter sports season. Our reputation as an outstanding high school hockey facility is certainly a pride we accept each year. We are grateful for the many schools who use our rink.

Other local youth hockey groups that benefit from their programs using the John A. Ryan Arena are the Belmont Youth Hockey, Newton Youth Hockey, Waltham Youth Hockey Leagues and the Boston Junior Eagles Youth Hockey program. The Arena welcomes the Middlesex Girls Yankee Conference, which is the largest girls’ ice hockey league in the area. The local New England Pride and Wolverine Ice hockey recently started using the JAR to supplement their ice in other area arenas.

Once again, the Arena is proud to host the Boston College Men’s Ice Hockey team of Hockey East at various times throughout the season. The Eagles are coached by Watertown native Jerry York.

The Arena continues to offer Public Skating on the weekends, during the months of November through March.

Once again, the highlight of the season continues to be the selection of a host site by the Massachusetts Interscholastic Athletic Association (MIAA) for high school state tournament ice hockey games. The MIAA has once again shown the confidence in the staff of the arena to host these highly competitive games. We look forward to continued success and co-operation with the MIAA in being a part of their tournaments for the years to come.

The John A. Ryan Arena continues to be committed to community fundraising events, supporting several throughout the year. On January 1, 2019, the JAR was proud to continue its support of the 8th annual New Year’s Day Skate to benefit the Watertown Food Pantry. Organized by the Venezia Family, the event has become very popular with all proceeds going to the Watertown Food Pantry.

A continued tradition is the support of the Pennies for Patients fundraiser, organized by the Watertown Middle School students. Under the leadership of Ellen Fitanides, the fundraiser organized by the Watertown Middle School students, continues to be a success.
For the fifth consecutive season, the JAR is host to the Keefe Cup, with all benefits going to the Keefe Foundation. The Keefe Foundation is named in memory of Watertown High School graduate Kevin Keefe, whose life was cut short from the effect of ALS.

The John A. Ryan Arena continues to focus on infrastructure and building upgrades. Improvements this year were highlighted in operations and energy improvements. Continuing on the new door projects started in 201, we continued to replace the internal doors to ensure better working conditions for all. A continued focus on a Preventative Maintenance program has helped to better functioning and long term use of key elements in heating, refrigeration and ice resurfacing equipment. We will continue to maximize the performance of the equipment for the future.

The John A. Ryan Arena serves the Town of Watertown and its surrounding communities by providing a top-notch and safe facility. The Staff looks forward to serving the community and its needs in the future.

The Ryan Arena could not operate without the co-operation of so many people throughout the community. We would like to thank the Watertown Police Department, the Watertown Fire Department, the Watertown School Department and especially the Watertown Department of Public Works for all their assistance during the 2019 ice hockey season. Your assistance is greatly appreciated.

The 2019 season was once again a very busy season at the John A. Ryan Arena. With the vision to continue to provide the community with a first class facility, the staff looks forward to serving all of its patrons in 2020.

Respectfully Submitted,

Daniel F. Brothers, Skating Rink Director
John A. Ryan Arena
The Department of Public Buildings was officially formed on July 2018 with the signing of a Memorandum of Agreement between the Watertown School Committee and the Watertown Town Council. The Department is charged with the responsibility of coordination and care of all town-owned buildings inclusive of those under control of the Town Manager, Library Trustees, and School Committee. Main responsibilities include:

- custodial care and cleaning
- preventative and regular maintenance and repairs
- landscaping and pedestrian snow removal at school buildings only
- energy controls, utilities management, and energy conservation measures
- budgeting and capital planning
- extraordinary maintenance and capital improvements
- supervision of custodial and maintenance staff
- compliance with all environmental and public health laws, regulations, and ordinances including but not limited to the Asbestos Hazard Emergency Response Act, Integrated Pest Management and Indoor Air Quality regulations and best practices

**Core Values**

- **Collaboration**
  - Work together to accomplish the purpose/vision of Watertown
  - Ensure consistent, professional, and timely information flow
- **Integrity**
  - Be honest and equitable in all our endeavors
  - Always be accountable for our actions
- **Respect**
  - Have common respect for ourselves, each other, and our Watertown community
  - Provide a mutually supportive and positive working environment
  - Be consummate team players with a focus on working well with everyone
- **Excellence**
  - Measure twice, cut once
  - Be good stewards of our personnel and resources
  - Respond quickly and stay focused until the problem is resolved
  - Require vendors, service providers, and staff to provide quality products/services
- **Improvement**
  - Continuously look for new and better ways to accomplish our responsibilities
  - Be flexible and innovative
- **Safety**
  - Use equipment safely and follow safe work practices
  - Maintain compliance with laws, regulations, and policies
- **Community**
  - Make Watertown a better place to live, work, study, and grow
  - Take pride in the beauty of our buildings and the quality of our work

**Mission**

The Public Buildings mission is to develop, manage, repair, improve, and support well-maintained town facilities to provide the highest quality service in a responsive and efficient manner. The Department is responsible for keeping approximately 775,000 square feet of space safe, accessible, functional, and inviting while protecting Watertown's historic heritage and town pride.

**Vision**

The Department has an E4 vision:

- Exceed customers' expectations
- Excel at being fiscally responsible
- Elevate teamwork to streamline innovation, agility, and professionalism
- Develop and maintain an Apples to Apples Program
- Identify all needs and desires, then prioritize accordingly
- Worst First Mentality
- Prevent vs React workload
- Act Smarter not harder
- Collaborate, Collaborate, Collaborate

**Philosophy**

- Develop and maintain an Apples to Apples Program
- Identify all needs and desires, then prioritize accordingly
- Worst First Mentality
- Prevent vs React workload
- Act Smarter not harder
- Collaborate, Collaborate, Collaborate

**Staff Members**

When the Department was first formed, the Department had just a Director, two maintenance technicians, and 21 school custodians. The Department is now made up of 36 team members broken into three tiers: management, maintenance, and custodial.

- **Management** – The management team consist of four staff members.
  - **Director** focuses on department oversight and development, budget, capital planning and Building Committee responsibilities
  - **Town Energy and Project Manager** focuses on town energy initiatives and reduction. As the project manager they oversee all maintenance and small construction work performed by contractors
  - **Supervisor of Custodians** focuses on in-house and contracted cleaning staff
  - **Administrative Assistant** focuses on Department purchasing, accounts payable, and recurring contract management

- **Maintenance** – The management team consist of six technicians; Plumber, Electrician, HVAC Technician, Carpenter, Preventative Maintenance Technician, and Maintenance Helper.

- **Custodial** – The custodial team consist of 21 school custodians, four Library custodians, and one Town Hall custodian.
Although this team is mighty, it is still a small team to maintain 18 complex and varied buildings and the Department will continue to evaluate its personnel needs through upcoming years.

**Department Maintenance & Custodial Responsibilities in 2019**

The Department’s responsibilities in 2019 included oversight and maintenance in all school facilities (six buildings), the Town Hall, Library, and Senior Center. The goal for 2020 is for the Department to begin maintenance/custodial responsibilities for the remaining nine town buildings.

**Work Order System**

The Department uses a work order system which allows building occupants/leaders to request work be accomplished. This includes needed maintenance, preventative maintenance, as well as a few “nice-to-have” improvements. With management of the nine facilities in 2019, 2133 work orders were submitted and 1942 work orders were completed. This work included replacing light ballasts, repairing toilet leaks, replacing floor and ceiling tiles, cleaning drains, replacing univent filters, painting hallways and classrooms, replacing compressors, and even remodeling bathrooms and locker rooms.

**Budget/Capital Planning**

Currently the Department operates out of the budgets and capital plans that align within each individual Department. The hope for the upcoming year is to merge each separate facility’s building maintenance operating budget and utility budgets, and develop a full Town Capital Plan under one Department. This merge will help capitalize on funding, economy of scale purchases, and help prioritize future building planning.

**Department 2019 Energy and Sustainability Initiatives Update**

- **Green Communities Annual Report** – The FY18 Green Communities annual report was accepted by the State. This comprehensive report covers all aspects of the Town’s Municipal energy use and showed a significant energy reduction from our baseline. Overall our Municipal energy consumption is down 12.6% and our Green House Gas emissions are down over 20%.
- **Green Communities Competitive Grants** – Several LED upgrade lighting projects were completed. These fully grant funded lighting projects included outside lighting at the Library, the Middle School, DPW, Saltonstall Park and Town parking lots. Additionally, inside lighting projects were completed at the Rink and the High and Middle School gyms. These projects replaced inefficient lights with long lived and very efficient LED’s. These projects provide better lighting and save the Town over $68,000 in electricity annually along with a reduction in maintenance. Goals for 2020 include installation of three dual headed Level 2 charging stations for use by electric vehicles.

**Department Training**

The Department energized a monthly training program which they plan to continue to better serve our staff members and our community. Training this year included OSHA required training (e.g. ladder training), MIIA recommended training (work safety), specific maintenance technician training (e.g. hot work), mass groups training (e.g. Active Shooter and First Aid), and training on specific products and equipment used through the district. Training is conducted by Department leaders, MIIA representatives, vendor experts, and other Town Department staff members (Health Department). The Department will continue to take advantage of training throughout the Town and merge training where possible.
ESCO – The Townwide ESCO (Energy Savings Contract) we have with Johnson Controls (JCI) entered its third year. Under this contract JCI installed many energy savings measures throughout the Town and School buildings and guaranteed their annual savings. Per State law these projects must be paid for utilizing the savings generated. During the second full year of the contract JCI exceed their guaranteed savings ($487,411) with a total savings of $508,814.

• Watertown Electricity Choice (WEC) - This State-vetted, Town sponsored electricity volume purchase program allows Watertown residents and businesses a much cleaner energy supply and a typical cost savings. The WEC default option currently supplies 51% clean local energy (2nd highest in the State) which drives new renewable generation installations, jobs in our area and reduces harmful pollution. WEC was launched in September 2019 with over 82% participation. Three percent of the participants have opted up to 100% renewable energy. Annually WEC reduces Watertown's carbon footprint by the equivalent of 40 million miles driven by the average passenger car. Our goals are to continue to advocate for residents to opt in if not currently participating or, if enrolled, opt-up to 100% green. If you are not a participant and wish to be, or if you wish to help the environment even more by opting-up to 100% Green, contact Watertown Electricity Choice at https://masspowerchoice.com/watertown or customer support at 1-844-278-9864.
The Department of Public Works (DPW) is comprised of the following divisions: Administration, Cemetery, Central Motors, Forestry, Highway, Property and Buildings, Parks, and Water and Sewer and Drain.

Administration

The DPW Administration provides customer service to residents, businesses and other constituents, provides support to, and coordinates with other departments, manages infrastructure funding sources, issues Street Opening and other DPW permits, ensures compliance with state and federal regulations, and oversees contracted solid waste and recycling collection. The Division also provides administrative support to all DPW divisions, including budget and financial support, division payroll processing, purchasing, invoicing, water and sewer billing, commercial trash collection billing, and management of cemetery records.

Administrative staff also provide infrastructure and engineering support to Town boards and committees, including review of the impacts of private construction projects on Town infrastructure, and serve on the Traffic Commission, Stormwater Advisory Committee, and Community Preservation Committee. In conjunction with the other divisions, the Administration monitors ongoing utility construction projects by public utility providers such as Eversource and National Grid. It also oversees design, construction and management of capital planning for the entire Public Works Department.

Cemetery

The Cemetery Division is responsible for maintenance of over thirty acres of cemetery at three separate locations, sale of grave

Highlights and accomplishments of the Administration in 2019 including the following:

- A 25 percent design was submitted to the Massachusetts Department of Transportation (MassDOT) for their review. The project web-site is: www.mountauburnstreet.com.
- On August 22, 2019, the Department of Public Works presented its annual road program for 2020 to the Town Council Committee on Public Works: Kimball Road, Downey Street, Wheeler Lane, Louise Street, Frank Street, Tappan Avenue, and Piermont Street. The reconstruction of these roads will include curbing, sidewalk, handicap ramps, and grass strips. The work is scheduled to begin in the summer of 2019.
- Work continued on the Common Street project, with the important milestone of the roundabout at Common Street, Orchard Street, and Church Street being installed. Work is expected to continue in 2020.

As part of the Common Street project, two stormwater tree trenches were installed on Katherine Road. Tree trenches look like regular tree pits from above ground, but below ground they consist of engineered structures that store stormwater runoff and allow it to percolate into the ground. This helps remove pollutants and also reduces the amount of stormwater that enters our drainage system.

Installing underground storage and infiltration system for a tree trench on Katherine Rd.

- In conjunction with the Stormwater Advisory Committee, the Department developed a Stormwater Management Plan to outline steps the Town will take to comply with the National Pollutant Discharge Elimination System (NPDES) small Municipal Separate Storm Sewer System (MS4) General Permit.
- With the assistance of the Personnel Department, the Department of Public Works welcomed Kevin Duffy in our newly created position of Project Engineer and Jesse Myott as Director of Finance and Administration.

Binder pavement and curbing at the new roundabout on Common St.
plots, preparation of graves, and oversight of funerals at Town cemeteries. In 2019, the Division handled 105 burials and 20 cremations and 38 graves were sold. The Cemetery division also continued the project of digitizing burial records which can be found at the Department's website www.watertowndpw.org

The Cemetery Division also initiated the following improvement project:

- Working with a landscape architect consultant, developed a site beautification plan for Ridgelawn Cemetery. This beautification plan includes numerous proposed site improvements as well as long term planning elements. The improvements included in the beautification plan are generally smaller scale “projects” that can be implemented by Department staff over time as resources allow.

Central Motors

The Central Motors staff maintains and repairs vehicles for all DPW Divisions as well as town inspection and administrative vehicles. Vehicles range from light pickup trucks to heavy dump trucks and related construction equipment. The Central Motors Division and the Highway Division have continued working together in updating the DPW fleet as outlined in the Town’s Capital Improvement Plan and took delivery of and placed order for over 15 vehicles and pieces of equipment in 2019. The Central Motors Division continues to utilize a fleet maintenance system that helps track and schedule maintenance related tasks associated with the fleet.

Forestry Division

The Forestry Division continued carry out action items requested by the Joint Committee on Public Works’ in April of 2018 pertaining to increased maintenance to the Town’s existing tree canopy and expansion of the Town’s overall tree canopy. To that end, the Division made substantial gains in the following areas:

- Quantifying the structure and form of the existing urban forest.
- Continued evaluation of potential planting areas.
- Assessment of the current state of the urban forest and increased efforts to address vulnerabilities, ultimately reducing storm damage.
- Increased the overall quality and scope of the urban canopy.
- Provided multiple site specific evaluations of existing soils at plant locations.

Over the course of 2019, over 160 trees were planted and significant gains on a backlog of pruning maintenance were achieved. Similarly, many safety related removals were performed as well.

Highway

The Highway Division is responsible for maintenance and repair of approximately 72 miles of roadway and 144 miles of sidewalk, as well as maintenance and repair of paved areas abutting or contained within Town facilities. In 2019, the Highway Division also performed the following duties:

- Managed the mill and overlay contract, milling over 30,000 square yards of roadway asphalt and installing over 3,000 tons of hot mix asphalt.
- Managed the permanent patch contract, performing over 50 significant asphalt repairs.
- Managed the sidewalk repair contract, installing over 3,200 square yards of concrete sidewalk and over 1,100 square yards of concrete wheelchair ramps.
- Installed new bus lane paint, and new pavement markings in Watertown Square.
- Provided in house services for pothole repair, sidewalk repair, seed and loam, welding, and hauling of material.
- Reviewed street opening permits and provided inspections.
- Reviewed and inspected development projects.
- Provided first line snow and ice response and directed contractor winter storm response.

Property/Buildings/Wire

Property / Buildings / Wire Divisions perform general maintenance for various Town owned and operated properties. Property and Buildings also maintains the Town’s fire alarm system, which includes over 370 fire alarm boxes and a network of aerial wiring. The Division also performs and completes various Town electrical repairs and projects, including the holiday tree lighting at Watertown Square, Town Hall and East Watertown. The Division is also responsible for the installation, maintenance and repair of regulatory and non-regulatory traffic management signs, Mount Auburn and Arsenal Street lights, fuel management and dispensing system, and parking lot and field lighting.

In 2019, the Property and Buildings Division continued to drastically improve the wiring of the fire alarm network in throughout Town. In coordination with the Fire Department, new lines were run, new technologies were evaluated and efforts will continue in to 2020. Additionally, the Property and Buildings Division:

- Replaced and brought back in to operation eight light poles on Arsenal St. which were damaged in a winter storm.
- Organized to take back in house the maintenance, repair and replacement of all street light infrastructure throughout Town. This has resulted in repair time being reduced from an average of 14 days when using the previous outside contractor, to an average of 48 hours now that repairs are being performed by Division staff.
- Improved, updated and expanded the installation of holiday lights at various location throughout town.

Parks

The Parks Division handles all maintenance needs at 88 acres of Town grounds, parks and recreational facilities consisting of 12 baseball fields, seven soccer fields, one field hockey field, one football field and two water parks, including picnic tables, cookout grills and public rest rooms. The Division interfaces with all groups using facilities, and accordingly marks playing grounds
for all baseball, football, field hockey and soccer games played by high school, Recreation Department and youth groups in the spring and fall. The Parks Division also completed the following improvements in 2019:

Casey Park:
• Installed an LED solar flagpole light

Filippello Park:
• Installed drinking water fountains by the water play area

Saltonstall Park:
• Installed six new benches

Sullivan Park:
• Leveled infield
• Installed sod infield
• Applied new clay to the infield

General Projects:
• Plant lilies in “bump outs” at front of Library
• Continued with Organic Field Management Program
• Purchased a DPW tractor with seed implement
• Initiated a slice-seeding program in fall 2019

Water, Sewer and Drain

In 2019, the Water and Sewer Division continued to meet the challenges of the increased reporting requirements of the Environmental Protection Agency (EPA), The Department of Environmental Protection (DEP), and Massachusetts Water Resource Authority (MWRA) for drinking water, sanitary sewer and storm water. Division staff also performed the annual six week program of hydrant and water main flushing, as well as, continuing weekly drinking water quality sampling and leak detection. In addition, inspection and sampling of river outfalls for water quality of the Charles River continued, as well as, cleaning and television inspection of sewer and drain lines.

Every three years The Water and Sewer Division must compile all relevant documentation and complete and submit a Sanitary Survey report to the Massachusetts Department of Environmental Protection (DEP). 2019 was a submittal year and the Division received a glowing review for its report compilation and presentation to DEP staff. The Sanitary Survey covers and reports on staff qualifications and licensure, emergency response preparedness, water quality, system quality, capital improvements, construction standards and financial stewardship of the Town’s water and sewer infrastructure. Not only did the Division receive passing marks in all categories, the DEP has asked if they can use the Division’s report submittal to provide to other state municipalities as an example of exemplary compilation and program and system stewardship.

Furthermore, the Division received Public Water System Awards for Excellence again in 2019 marking the third straight year of receiving such accolades and bringing the Town's total to six.

The Water Division maintains 82 miles of water main ranging in size from 2” to 16”, 9191 Water services, 967 Fire Hydrants, 3,200 gate valves, distributes an average of 2,580,000 million gallons of water each day, and collects over 500 drinking water samples per year. Lead and copper sampling results were 5.13 parts per billion at the 90 percentile, which is well below the action level of 15 parts per billion.

Water Division staff that hold drinking water distribution licenses continued their education requirements to ensure that the necessary amount of continuing education units (CEUs) were completed prior to staff license renewal deadlines at the end of calendar 2019. All staff completed the required CEUs and staff that hold water distribution licenses successfully were able to renew their credentials.

The Sewer Division maintains 75 miles of sanitary sewer main ranging in size from 6” to 24” and 75 miles of storm drain, ranging in size from 6” to 72” along with over 3,200 catch basins that are cleaned annually.

In 2019, nonresidential properties continued to be surveyed for cross connection control and the Division continues to survey additional properties as their use changes with continued development / redevelopment. Additionally, over 1,000 tests were performed on backflow prevention devices throughout the town in 2019.

The Division continues to make significant progress with maintenance, repair and replacement of the water and sewer infrastructure. The water mains on Piermont Street, Tappan Avenue, and Avon Road were replaced and upgraded to 8-inch diameter cement lined, ductile iron material as part of the Town’s program to improve its water distribution system. Improvements on Avon Road also included the replacement of sewer and drain pipes.

As part of the Town’s Sanitary Sewer Capital Program, the Division bid out a sanitary sewer improvement project 2019. The work includes installation of approximately 18,000 feet of cured-
in-place (CIP) sewer pipe. This is commonly known as sewer lining. This process allows the contractor to reconstruct certain sections of badly deteriorated sewer “in place” rather than using the traditional disruptive method of digging and replacing the existing pipes. The sewer lining process restores the structural integrity of the pipe and also reduces the amount of infiltration into the Town's sewer system. Some additional significant highlights from 2019 include:

- Water main, water services and fire hydrant replacement on Piermont St., Tappan Ave., Katherine Rd., Avon Rd., and sections of Church St. and Common St.
- Performed 64 water service renewals
- Replaced 43 fire hydrants
- Repaired 36 water service leaks
- Repaired 8 major water main breaks
- Installation of 4,200 feet of 6-inch cured in place sewer and drain pipe liner
- Installation of 5,369 feet of 8-inch cured in place sewer and drain pipe liner
- Replacement of 100 feet of 18-inch storm drain line on Arsenal St.
- Grouted 122 sewer service connections
- Over 726 feet of spot repairs on sewer and drain lines
- Replaced 350 feet of sewer and drain line and 51 sewer and drain lateral connections on Avon Rd.

Solid Waste

In 2019, the Department of Public Works continued its positive working relationship with Republic Services. Highlights of collaboration with Republic Services over the course of 2019 include:

- Collection at Town schools increased from two times a week to three times per week to alleviate capacity issues and rodent concerns.
- Increased recycling capacity at Town schools
- Collaborative efforts to increase frequency and consistency of communication to residents
- Discussions on how best to manage the changes in global recycling processing to ensure cost control while maintaining optimum service levels
- Trash and recycling collection for all town buildings and schools

The Department of Public Works continued its mercury collection program. Items accepted at the Department and at the recycling center include thermostats, thermometers, button cell batteries and mercury switches. Straight, circular, U-shaped and compact fluorescent bulbs are also acceptable items. Recycling center operations are located on Green River Way off of Waltham Street Fridays and Saturdays 9:00 AM–4:00 PM. The automated collection program continues to operate successfully, increasing volumes over those collected in the past.
BUROAU OF ADMINISTRATIVE SERVICES

The calendar year of 2019 saw the ninth full calendar year in our new police station. The department again thanks the citizens of Watertown for this wonderful facility.

Our community room is the police department’s main training room and meeting room as it used almost daily. It also serves as our back-up emergency operation center & media press release area. It is popular for town meetings, Watertown community meetings, elections and related training activities. The community room was reserved in advance two hundred and twenty-two times over the year.

The police department added a new member to the department, K-9 Kato. Kato is a Belgian Malinois, German Shepard. His handler is Officer Andrew Civetti and they both attended a K-9 academy and started patrolling together in May 2019. The Department received a $25,000 grant from the Stanton Foundation to purchase, train, build kennel facility and equip Kato. The department re-tooled a newer police cruiser with all the necessary equipment needed to operate and patrol with Kato.

In 2019, the department upgraded our entire Mobile Data System (MDS), which are all the computers in our patrol vehicles. Our current MDS were computers from ten years ago running on the old XP Microsoft operating system and outdated hardware. This caused major problems with our computer aided dispatch and records management system, connectivity and other software compatibility related issues. Our current system is now up to date and running on a Windows 10 platform with updated computer related hardware.

In December 2019, the department went live with the ability to receive emergency communication through a text message. All Massachusetts 911 call centers now have ability to receive a text message through their 911 system. Text to 911 allows those in need of emergency services to use their cellular device to contact 911 when they are unable to place a voice call. To contact emergency services by text message, simply enter 911 in the “To” field of your mobile device and then type your message into the message field. It is the same process that is used for sending a regular text message from your mobile device. It is important to make every effort to begin the text message indicating the town you are in and provide the best location information that you can.

It is important to note that the 911 call center may not always have your exact location when they receive your text. For this reason, when sending a Text to 911 it is important to make every effort to begin the text message indicating the town you are in and provide the best location information that you can.

The State 911 Department encourages citizens to Text to 911 only when a voice call is not possible

Remember: “Call if you can, text if you can’t.”

The Governor's Highway & Safety Bureau granted the Watertown Police Department a traffic enforcement grant to fund several mobilizations, which were: Winter Impaired Driving/ Drive Sober or Get Pulled Over, Distracted Driving, Occupant Protection/Click It or Ticket, Summer Impaired Driving.

The department received a State 911 Department Training Grant. This grant allows the department to send our public safety dispatchers to mandatory and additional enhanced training. We also received a State 911 Incentive and Support grant. This grant is used to purchase dispatch support equipment or supplement personnel cost to improve and enhance our abilities to perform this service. As an example, the department updated our dispatch area with the latest audio and video connectivity ability to enable compatibility with the latest technologies.

The police department continued its partnership with Advocates. (our state mandated health professional organization). The department has a multi-year Department of Mental Health grant to provide better services to our citizens who are experiencing a crisis due to mental health or substance abuse issues. The goal of this grant is to divert those persons experiencing a crisis from the criminal justice system and to treatment with mental health/substance abuse professionals. This grant allows us to have a mental health professional work directly with our officers for 40 hours per week.

We have also partnered with Advocates to provide officers with Mental Health First Aid (MHFA) training in the hopes of training all officers over the next two years. This curriculum is designed to enhance the skill of officers in de-escalating tension-filled encounters with individuals suffering from mental health and substance use disorders. Since the beginning of the MHFA training program, we have trained 41 officers and are more than half way to our goal of 100% department trained.

The police department also continues to work very closely with Watertown’s Wayside Multi-Service Center in order to meet the needs of our juvenile citizens. The department has supported the Wayside...
Multi-Service Center in prevention, education efforts around substance use and making healthy decisions.

The department was officially awarded full re-accreditation in 2018 through the Massachusetts Police Accreditation Commission. To achieve this status the department had to meet three hundred and twenty-two carefully selected standards which address critical areas such as policy development, use of force, training requirements, emergency response planning, records & communications, property & evidence handling, vehicular pursuits, holding facilities and budgeting. Massachusetts is one of 25 states to offer the system emulates a range-type training environment where each trainee may shoot a different exercise, and in accordance with range safety/spacing guidelines, the system can support training of up to four (4) trainees simultaneously.

The Department is maintaining our prescription drug disposal box in the lobby of our station. This drop off box is available to our residents 24 hours a day, 365 days a year. In addition, the department also participated in the DEA’s 17th and 18th National Prescription Take-Back days in 2019. The department disposed of 284.5 pounds of unwanted prescription drugs.

The department continued in its third full year as a member of the Critical Incident Stress Management Team (CISM). The CISM team serves as regional peer support officers to assist participating law enforcement agencies in responding to major critical events and those officers who have been affected by these incidents. Watertown Department CISM team members responded to twelve callouts for services. Examples of services include death of an officer, homicide, fatal accidents and grief debriefs.

The department again received generous monies from the Watertown Police Foundation to purchase two additional traditional mountain bicycles for our patrol officers to use. These bicycles will be added to our fleet of two electric assist bicycles purchased in 2017, also with monies from the Watertown Police Foundation. This program has been well received by members of the community and participating officers.

The department continued to participate in the Middlesex County Intergovernmental Mutual Aid Agreement. This agreement allows the police officers of the communities who have signed the agreement to exercise police powers in any other community who is also part of this agreement, with some restrictions; mainly the police officer must be on-duty at the time. All violations of the law are covered under the agreement, including motor vehicle violations. Thus, a Watertown Police Officer can enforce the laws of the Commonwealth in any of the cities and towns within Middlesex County that sign this agreement.

The department continued its collaboration and partnership with the Organized Crime Drug Task Force (OCDETF - Federal) and Suburban Middlesex County Drug Task Force. (Regional Municipal) Maintaining these partnerships are ever more important as we battle the national opioid drug epidemic causing so much distress in our communities and families.

During 2019, the department continues to maintain emergency EPI-Pens for adults and juveniles. EPI-Pens are used for emergency reactions to allergic events. This equipment is carried in the patrol supervisor’s vehicle. All department patrol vehicles continue to carry Narcan for opioid overdoses.

The police facility had some repairs completed in 2019. A new walkway along the front of the building to the main entrance was completed, using pavers. The brick entrance way had heaved and cracked, causing a major tripping hazard. The department also had a major re-planting of drought resistant perennials as the majority of our initial plantings back in 2010 had not survived.

In 2019, our Records Department answered 1,414 public records requests for various department records information. Such information as police incident, arrest, accident and statistical reports.

SWORN PERSONNEL CHANGES - 2019

PROMOTIONS: None

APPOINTMENTS: Casey L. DallaCosta 03/22/2019
Frank J. Forde 03/22/2019
Kevin W. Rooney 03/22/2019

RETIREMENTS: David Collins 02/09/2019
Anthony S. Fantasia 04/19/2019
Harold G. Physic 05/31/2019

RESIGNATIONS: None

DECEASED: None
CIVILIAN PERSONNEL CHANGES – 2019

PROMOTIONS: None

APPOINTMENTS:
Leah M. Kelemen 04/22/2019
Joel P. Rocca 12/16/2019

RETIREMENTS: None

RESIGNATIONS: None

DECEASED: None

DETECTIVE DIVISION

The Detective Division is comprised of the Investigative Unit, Licensing Unit, Juvenile Unit, Domestic Violence Unit, Drug Unit, Fire/Arson Investigation Unit, the Prosecutor's Unit, and the Public Information Officer. Members of the division investigated numerous crimes, initiated investigations, and inspected licensed premises. Unit members were involved in programs for juveniles, the elderly, the business community and the public.

The Detective Division has continued to work closely with other area departments, including Federal agencies in the area of drugs, gaming, organized crime, sexual assault, financial crimes and firearms. Our detectives attend meetings where they exchange information with area detectives. These meetings have provided us with valuable information on criminal activity in our area and have enabled us to establish relationships with detectives and agents from various departments and agencies. The North Eastern Massachusetts Law Enforcement Council (NEMLEC) task force detectives have set up an email system where information is shared on a daily basis. This tool has been exceptional in identifying suspects. The Watertown Police Department continues its association with COPLINK, an investigative tool, which gives us access from multiple data sources including identification of previously unknown relationships. This has become an invaluable resource for the Detective Division.

Throughout the year, there was a continued effort to scrutinize reported crimes. This strategy revealed that many crimes that were reported were unfounded or false and that many employees committed reported commercial larcenies.

In 2019, the Detective Division investigated/followed-up numerous cases, of these cases approximately 298 (-56) incidents were closed through criminal charges being sought (arrest, warrants, or summons), determining that the case was unfounded, closed after exhausting all possible leads or at the victim/involved persons request. Several crimes were solved and criminal charges sought, the following cases are a sample of significant crimes resulting in criminal prosecution:

- Detectives investigated a string of fifteen house breaks into Watertown homes. A multi-department task force was created and subsequent investigation lead to the arrest of a Roxbury man, believed to be responsible for over forty housebreaks in the greater Boston area.
- Detectives investigated an armed robbery of a hair salon where an undisclosed amount of U.S. Currency was taken. This investigation resulted in search warrants and an arrest of a Worcester man.
- In conjunction with the FBI Human Trafficking Child Exploitation Task Force, WPD Detectives conducted an investigation and sting operation into illegal massage parlors, which resulted in multiple arrests (non-human trafficking violations).
- Detectives conducted compliance checks of licensed package stores; all violations were followed up and investigated.
- Several other crimes involving domestic violence and sex offenses were investigated; however, we are prohibited by law from releasing information pertaining to the cases.

The Detective Division also works closely with our outside partners in the social services field to aid and assist people we come in contact with or become aware of that may be in need. Helping people with addiction and/or other issues is a primary focus not only of the Detective Division but the department as a whole.

In addition to their regular investigative duties, members of the detective division routinely participate in community outreach and community policing initiatives. In 2019, Detectives taught at the Citizen’s Police Academy and hosted a “Girl Scout Forensic Class”. Detectives are regular visitors at the Watertown Senior Center and Watertown Boy’s and Girl’s Club. Members of the Detective Division were actively involved in the department’s homeless outreach, Gator Patrol, and “Hi-Five Friday” at the Watertown Elementary Schools. Detectives also participated in “Shop with a Cop” and are actively involved with the “Whooley Foundation”.

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PERSONNEL CHANGES

- Detective Jennifer Connors was assigned to the FBI Human Trafficking and Child Exploitation Task Force and the High-Risk Domestic Violence Regional Team.
- Detective David MacNeil was inducted into the Vidocq Society (forensic experts and investigators who consult with Police Departments on solving cold homicide cases).
- The Division is still working understaffed as it is still down one position due to budget constraints.

In addition to their normal duties, the division also conducted alcohol-related sweeps aimed at curtailling teenage involvement in such activity. Package stores, clubs, and restaurants were monitored and youths questioned as to proper identification. The success of these operations is a result of the educational efforts of this division directed towards the liquor establishments and the strong enforcement action by the Watertown Licensing Board.

The following is a report from the Detective Licensing Division for the year of 2019 relative to license applications. These applications were submitted for investigation and report. The applications were generated by the Police Department as well as submitted by the Town Manager’s Office and the Watertown Licensing Board. (Note: the totals are an estimate and may or may not reflect the final total numbers.)

JUVENILE UNIT

During the year 2019, this department encountered youths for various incidents. There were 162 reports generated that involved juveniles with 8 (+4) being arrested and 21 (+6) juveniles summoned to court.

Due to personnel cuts in the division, we currently do not have a detective solely assigned to juvenile issues.

DOMESTIC VIOLENCE UNIT

The Domestic Violence (DV) Unit was established in 1992 and investigates over 200 cases a year.

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The DV unit provides legal advice, support and assistance to other agencies and victims, with the emphasis being placed on the safety of the victim and prosecution of the abuser.

In 2019 the department investigated (291, -1) domestic related incidents, which resulted in the arrest/summons of (76, -26) individuals. This department also received and processed (124, +13) restraining orders during this year.

The DV Officer monitors all domestic related incidents and conducts follow-ups and contacts victims and defendants when necessary. The DV Officer also attends round-table discussions at on a monthly basis. These meetings are with representatives from the District Attorney's Office, victim-witness advocates and domestic violence officers from surrounding cities and towns. The DV Officer also publishes a domestic "Hot Spots" list in the department's weekly bulletin and through our e-mail system, which keeps officers updated with current domestic related issues within the Town.

TRAINING

Detectives attended numerous training courses throughout the year in specialized areas of law enforcement. Detectives also spoke to civic and public organizations on the topic of identity fraud, burglaries and crime prevention.

In March of 2019, Detectives hosted a prevention strategy roundtable for Watertown businesses experiencing high volumes of gift card and other frauds. The Watertown businesses experiencing high volumes of gift card and other frauds. The Watertown businesses experiencing high volumes of gift card and other frauds. The Watertown businesses experiencing high volumes of gift card and other frauds.

In 2019 Officer Emily Doss was assigned to the Community and Staff Development Division. In August of 2019 Officer Emily Doss was assigned to the Community and Staff Development Division. In August of 2019 Officer Emily Doss was assigned to the Community and Staff Development Division. In August of 2019 Officer Emily Doss was assigned to the Community and Staff Development Division.

PROSECUTORS UNIT

The Prosecutor's Unit continues to work effectively with the Middlesex County District Attorney's Office. The Prosecutor's Unit was involved in handling over 770 cases in 2019. The 770 cases are tracked from arraignment through adjudication. Most cases are seen 4-5 times over the course of the year before adjudication. This includes initial arrests, summonses and clerk magistrate hearings and all juvenile issues. The Prosecutor's office also handles scheduling officers for district court, superior court and juvenile court. Prosecutor's office maintains all evidence. This includes identifying, storing, tracking and working with the Massachusetts State Police Lab for testing. It is also responsible for the Town of Watertown Drug Take Back Program. The prosecutor's unit continues to attend a regional meeting to discuss best practices for evidence maintenance and storage.

COMMUNITY AND STAFF DEVELOPMENT DIVISION

DIVISION STAFFING

In 2019, the Community and Staff Development Division consisted of one Lieutenant and one Sergeant overseeing four sworn officers, a civilian records clerk, one civilian contractor and volunteer civilian internship positions.

The School Resource Officer Unit consists of one officer at the High School and one officer at the Middle School. In August of 2019 Officer Emily Doss was assigned as the new School Resource Officer at the Middle School. Officer Doss underwent significant training with members of the school faculty, with the National Association of School Resource Officers and with the Massachusetts Juvenile Police Officers Association prior to taking on this new role.

The Crime Analysis Unit consists of one full time Crime Analysis & Data Integrity Officer.

The Information Technology Unit consists of one full time System Administrator position and one full time Technical Services Officer, which was unfilled during 2019. This position is vacant due to attrition in the department and is to be filled during 2020.

The Jail Diversion Program/Clinician is contracted to Advocates Inc. and staffed by a civilian clinician employed by Advocates through Department of Mental Health funding. A new Advocates Clinician, Melissa Duarte assumed this role in June of 2018. Mrs. Duarte received extensive training through Advocates Inc. and further training to dovetail her efforts with the Watertown Police Department.

SCHOOL RESOURCE OFFICERS AND COMMUNITY OUTREACH

The School Resource Officers worked to build relationships with students, parents and school staff. These Officers contributed to a sense of security amongst the schools while providing guidance to students, parents and staff. They conducted sensitive investigations, they worked proactively to divert youths from the criminal justice system and they served as ombudsmen to needed services.

The School Resource Officers and Sergeant assigned to the Community and Staff Development Division regularly attended Community Based Justice meetings. This meeting is a collaboration between school personnel, public safety professionals, and social service providers to help identify at-risk youths and provide them with positive alternatives to steer them away from crime and violence, and work with the administration to assist in obtaining necessary services for students.

The School Resource Officers served as active members of the NEMLEC STARS (School Threat and Response System) team which serves school districts in over sixty communities. Officer Kerry Kelley
continued as an Assistant Commander of this unit. The School Resource Officers developed and applied expertise in areas of addressing school threats and providing much needed services to students.

The Division uses surveys to measure citizen’s fear of crime and satisfaction with the Police Department. The survey also gives citizens an opportunity to make recommendations on how the Department can improve its’ quality of service. On a quarterly basis, 100 random surveys are mailed to citizens who have had law enforcement contact with the Department. The Department continues to receive a positive response to the survey.

The Division has continued oversight of the Jail Diversion Program and the Advocates’ clinician position. The purpose of the clinician is to allow the Department to provide better services to citizens who are experiencing a crisis due to mental health or substance use disorders. The program focuses on creating alternatives to arrest or criminal charges for people whose criminal behavior is directly due to mental illness or substance use disorder. In recent years, a significant effort has been exerted to engage community members prior to a crisis stage.

The Watertown Police Department joined the Police Assisted Addiction Recovery Initiative. This organization has supported the Department through grant funding and providing training opportunities that keep us abreast of best practices in response to substance use disorder and specifically the opioid epidemic.

Recognizing that Watertown, like most other communities in the Commonwealth experienced an increase in opioid overdoses in early 2015, the CSD Division played a significant role in establishing Watertown’s task force W.A.T.E.R.town (Watertown Access to Treatment Education and Resources). A collaborative effort with several municipal agencies, clergy, and service entities has been ongoing to enhance public awareness and prevent unnecessary suffering due to substance use disorder. Members of the Division, in conjunction with the task force, work to coordinate regular community wide awareness meetings. Members of the Division have worked to update and maintain the task force social media presence via its web site: watertown-cares.com and a Facebook page: facebook/watertown.ma.cares.

The Division has continued its work as a member of the Metro West Collaborative. This organization is comprised of agencies from Waltham, Newton, Belmont, Weston, Lexington, Arlington and Watertown. The intent of the group is to share information among the police agencies and service providers to ensure residents of these communities struggling with an opioid addiction are receiving timely and effective support to recovery.

As part of the Department's continued response to the impact of substance use disorder on our community, the CSD Division implemented a Nasal Narcan program. The department was able to maintain legal authorization from the Department of Public Health and its medical director to carry and dispense Narcan. The department has partnered with the Watertown Health Department to train all police officers in the proper administration of the drug. In 2018 Nasal Narcan was successfully used by the police department at the scene of 11 overdoses to save the lives of individuals ranging from twenty-five to fifty years of age.

The Watertown Community Foundation issued the Department a $1500 grant to support the Free Community Narcan Program for the fourth consecutive year. This program has enabled the Watertown Police Department to put a life-saving drug in the homes of individuals and families in need, at no cost. In 2018 Narcan distributed through this program, was used on six occasions to save the life of opioid overdose victims.

The number of opioid related overdoses dropped by almost 50% from the 2018 to the 2019 calendar year. Still, five fatal overdoses in 2019 were attributed to opioid use, indicating the need for continued outreach efforts and the distribution of Narcan to those at risk.

Officers from the Community and Staff Development Division continue to assist the Watertown Public School System with their crisis management protocols. Officers attend regular meetings with School personnel to discuss procedures to prevent and mitigate emergency situations which could occur on school property. The goal of this crisis management team is to provide a safe environment for students and to adequately prepare for a variety of potential emergencies that could affect

2019 OPIOID RELATED STATISTICS

(33) Opioid Related Overdoses
(5) Overdoses were fatal (all Watertown residents)
(11) Narcan uses by Police (6) Narcan uses by family

*Narcan was used at the scene of 19 overdose incidents. At some incidents Narcan was used some combination of police, fire and family.

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<tr>
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<td>February</td>
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2019 OPIOID RELATED STATISTICS

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school personnel or property.

As a result of these meetings, the Watertown Public Schools have continued with the A.L.I.C.E. (Alert-Lockdown-Inform-Counter-Evacuate) approach to active shooter threats. This program empowers teachers and students with more options in response to an armed intruder with an emphasis placed on evacuations rather than solely locking down and attempting to hide. A.L.I.C.E. Drills have been completed in all public schools with staff and students and will continue on a routine schedule.

Outreach and training in the A.L.I.C.E. program have been expanded to include several private schools and businesses in Watertown to include the Atrium School, the Jewish Community Day School, the Beacon School, St James School, Perkins School for the Blind, EFGB (French School of Greater Boston), Boys & Girls Club, Watertown Town Hall personnel, Advocates Inc., United Electric, the Arsenal Mall, Tufts Health, Care Group Parmenter, Athena Health and Tarveda Therapeutics.

OTHER COMMUNITY POLICING PROGRAMS

During the Summer of 2019, the CSD Division collaborated with the Recreation Department to coordinate street hockey and basketball athletic leagues. The “Cops & Rec” basketball and street hockey games were held on Tuesday and Wednesday evenings through the summer months. Watertown children ages eight through thirteen participated.

The Division continued its collaboration with the Recreation Department to hold two “Family Movie Night” events at the park to the rear of the Watertown Police Department. The events were held in July and August. A Disney movie was played at each event. With funding from the Watertown Police Foundation, Watertown Recreation Department and the Watertown Police Department; pizza, snow cones, popcorn and refreshments were made available. Preceding each movie, face painting, games and other activities were organized for attendees. Each event drew approximately 300 people.

The CSD Division continued its outreach at the annual Faire on the Square. Residents were provided with information regarding opiate assistance, our outreach activities and immigration information. We also conducted a free bike raffle for Watertown youth.

The CSD Division and the Recreation Department continued the Cops & Rec afterschool program at the Watertown Middle School. This program gave police officers an opportunity to interact with students while playing dodgeball, basketball, floor hockey and flag tag football after school on Wednesdays and Fridays throughout the school year.

The Division has continued its efforts in support of the Kingian Nonviolence community training. In conjunction with Watertown School faculty and students, Officers provided instruction at a two-day Kingian Nonviolence course held at the Watertown Police Department. Principles from the Kingian Nonviolence curriculum have also been shared with all members of the Watertown Police Department through annual training on the prevention of biased policing.

On June 22nd of 2019 the Department collaborated with the Middlesex County Sheriff’s Department to coordinate a gun buyback event resulting in the collection of twelve firearms.

DEPARTMENT TRAINING

The department ensured that its officers attained the legislated 40-hour minimum mandatory annual training requirement by contracting with the Lowell Police In-Service academy to provide in-service training to all Watertown officers. In accordance with accreditation standards, the department ensures all members are further prepared for their roles by coordinating training on eighteen additional topics. The department continued its production of internal trainings which were incorporated into the department's various software technology mediums (i.e. PMAM Training and Digital Headquarters information share program) to enhance and go beyond state mandated training.

The department also modified its firearm training regimen. By breaking the typical 8-hour training session into smaller two-
hour blocks the department was able to qualify its officers in the various firearms (i.e. Glock 40 pistols, AR15 rifles and less-lethal shotguns) while minimizing overtime expenditures.

Effective July 1st, 2012, state regulations require that all 911 answering points begin following Emergency Medical Dispatch (EMD) procedures. EMD allows the 911 call-taker to provide life-saving instructions to the caller over the telephone increasing the chance of survival and reducing the severity of injuries while the patient waits for emergency personnel to arrive on scene. The department has contracted with Armstrong Ambulance Service to provide EMD support for medical 911 calls. Under this contract Armstrong handles the medical call while WPD civilian dispatchers deploy police and fire assets to the scene of the emergency.

Also, effective July 1st, 2012 all 911 call-takers must receive 16 hours of State 911 approved training per year. The department’s Training Division has been working tirelessly to ensure that all of these new requirements are met.

All members of the department underwent training to reinforce understanding of the “Response to Active Threats” policy. This training was coordinated by the CSD Division and two members of the department who have served with the NEMLEC SWAT team for over ten years.

The curriculum included reinforcement of de-escalation tactics, reinforcement of the key components of the Incident Command System, a review of the evolution on response to “active shooter” scenarios, tactics to help enhance officer’s safety and instruction on the A.L.I.C.E. program to dovetail with the training received by the schools and businesses in Watertown.

In September of 2019 the Watertown Police Department hosted Imam Fenni of the Islamic Society of Boston and Father Arakel Aljalian of St. James Church. Imam Fenni and Father Aljalian spoke before the majority of the Department’s members in two training sessions designed to enhance an understanding for the Muslim and Armenian cultures.

In addition to the aforementioned training, various officers have also attended training sessions in the following areas: street drugs, drug interdiction vehicle stops, evidence collection and preservation, community policing, ALICE/school safety, active shooter response, legal updates, fair and impartial policing, sexual harassment and many other types of trainings.

Early in 2019 the CSD Division conducted research into the practices of agencies across the Commonwealth and the history of use of force incidents in our community. It was determined that the incorporation of Axon’s “Taser 7” into our Department’s use of force options would pose a significant benefit to officers and arrestees alike. Statistics available through the Executive Office of Public Safety indicate the majority of police agencies in the Commonwealth have adopted the use of Tasers in recent years. These statistics indicate the Taser has served as a key de-escalation tool, resulting in fewer physical confrontations between Officers and arrestees. In January of 2019 eight members of the Department were certified as instructors in the use of Axon’s “Taser 7.” The necessary IT infrastructure was addressed and several Taser units were acquired. By June of 2019, all sworn Officers were trained in the use of the Axon Taser 7 and all members of the Patrol Division carry this weapon system.

**INTERNSHIP PROGRAM**

The college internship program continued successfully in 2019 with a total of 3 interns going through the program by the end of the year. The Department has partnered with Northeastern University, UMass Boston, Westfield State University and other area colleges to greatly expand its internship program. College students interested in a law enforcement career are carefully selected to work with the department, under the guidance of the Community & Staff Development Division. These interns are unpaid and help augment many of the department's endeavors while gaining important knowledge and insight into the law enforcement profession.

**INFORMATION TECHNOLOGY UNIT**

In September of 2017, the department successfully completed its transition to the new 911 system managed by General Dynamics. As a result of this transition all 911 trained staff were required to undergo recertification training ahead of deployment. The training was completed successfully and was funded through the State 911 Department.

As part of the 911 upgrade process, the department expanded its E911 service to Watertown by accepting 911 cellular calls. Previously, 911 cell calls would be received by Massachusetts State Police and then routed to dispatch. This switchover will improve response time to emergency events. In addition, in December of 2019 we began our 911 enhancements to accept text-to-911 features.

The department went live with its new website design in December of 2017 and continues to train personnel in it use and roll out content changes. However, in 2019, we hope to gain additional IT support help and actively engage in several projects for our social media applications.

In February of 2019 the IT Unit replaced the department's aging Wi-Fi system to accommodate additional users from the events that occur in the Community Room. The new Wi-Fi system replaced the existing Wi-Fi access points with next generation equipment with extended range and improved speed. The Wi-Fi firewall was also replaced with new equipment to improve overall security of the Wi-Fi network. In addition, the new Wi-Fi system is now managed entirely by WPD IT staff and we no longer require contract with a private tech company for maintenance, thereby saving money.

In June of 2019, the IT Unit replaced the department's off-site emergency backup equipment with new higher capacity network attached storage so that critical data can remain protected in the event of catastrophic physical system failure or cyber-attacks on PD infrastructure.

In the Summer of 2019, the IT Unit migrated the department over to the new mobile data system. The Windows 10 machines were deployed in all marked department vehicles. The new units are faster than the previous generation and are now on the newest operating system to be in compliance with CJIS/FBI rules. The new terminals also allow for the integration of new voice recognition technology that was not possible with the older units.
Also, in the Summer of 2019, WPD IT assisted with the setup and deployment of the Taser 7 units. This required the installation of charging stations and unit programming. The CSD Division as a whole took on the deployment angle of policy development, IT and training.

In September of 2019, the IT Unit worked with AdTech to upgrade the AV systems of the dispatch center using State 911 grant for equipment. The upgrade allowed for the inclusion of improved AV connections to the main dispatch screen since newer computers no longer support the older connections that have been present since the station was constructed. Plans are in progress for repeating the AV upgrade in the other meeting rooms to improve compatibility for public events and department trainings if funding allows.

On September 16th, 2019 CJIS conducted an on-site Audit of the Watertown Police Department. This audit investigated the department's compliance with CJIS/FBI rules & regulations regarding protected CORI records. The audit covers handling of criminal record information, secure storage of data, protection of our IT environment, record accuracy, record completeness, record validations and department training. As a result of the audit we were found to be in compliance.

In late 2019, the WPD IT Unit began updating department computers to Windows 10 and replacing their hard drives. This will improve the life span of our current machines with little expense to the town and allow for the machines to maintain secure operations until the devices reach hardware end of life. This process was delayed as WPD IT is dependent on a town owned domain controller which requires replacement in order to be compatible with Windows 10. Users not affected by the compatibility issue had their desktop computers upgraded to Windows 10, while the remaining machines will be upgraded in February 2020 when the new Domain Controller is installed by Town IT.

At the end of 2019, the IT Unit worked with a private contractor to begin updating the department’s intranet server used for internal information sharing. By updating the server’s operating system and hard drives, we will be able to extend the operational life of the server and gain further functionality from the Microsoft SharePoint system.

Also, at the end of 2019, WPD IT in coordination with the Traffic Division, began researching E-Citations. This would augment, rather than replace, the handwritten Civil Motor Vehicle citation books currently in place. A grant for the required equipment is being applied for.

Throughout 2019, the WPD IT unit along with the Fire Department and DPW, continued long term planning of the town's first responder radio network. Much of our efforts faced uncertainty due to the effects of FirstNet and the process faced delays.

The First Responder Network Authority (FirstNet) of the United States was created under the Middle-Class Tax Relief and Job Creation Act of 2012 (MCTRJCA) as an independent authority within the National Telecommunications and Information Administration (NTIA). To create FirstNet, the T-Band radio frequency range will be auctioned off, which is the radio frequency group of Watertown and many other major cities/towns across the country, including Boston PD and Boston Area Police Emergency Radio Network (BAPERN). FirstNet was created as a result of the 9/11 Commission findings to improve Public Safety interoperability. However, the Boston area already has an excellent interoperability plan in place through BAPERN, which will effectively be dismantled if the frequency range is sold.

Based on pushback from major metro police/fire agencies across the country, the sale of the T-Band is hoped to fail. With that in mind, Police/Fire/DPW have come together to plan the future radio infrastructure of the three critical departments based on our current T-Band frequencies. This has resulted in hiring a consultant to help us identify radio needs, plan our network design and help oversee the eventual construction.

**BUREAU OF FIELD OPERATIONS**

**PATROL DIVISION**

The primary mission of the Patrol Division is to serve Watertown's citizens through a cooperative effort and to protect their property through enforcement of laws and highly visible deterrent activities. The officers of the Patrol Division represent the department's first response to all emergencies and most calls for service. In 2019, the department was able to fill three existing openings by hiring Officers Kevin Rooney, Frank Forde and Casey DallaCosta.

During 2019, the Patrol Division responded to 26,667 calls for service and/or motor vehicle stops. These call-initiated investigations and events resulted in 302 arrests, 86 persons being placed in Protective Custody and 376 summonses being issued. These numbers do not reflect all of the officer-initiated contacts made by patrol officers during the course of routine patrol. Officers also responded to 197 calls involving mental health issues. Officers also responded to 33 opioid related overdoses. This does not take into account overdoses by other drugs.

Heavy emphasis by the Patrol Division was also placed in the enforcement of traffic regulations in keeping with the goal of moving traffic safely and efficiently on the streets of Watertown. Officers and equipment were assigned to monitor and enforce traffic rules and orders when necessary in keeping with this goal.

Officers were also assigned to “hot spots” for enforcement. These locations are where a large number of accidents or violations occur, or where there are numerous complaints by citizens.

Patrols were adjusted during the course of the year to address increased activity due to crime trends, holidays, special events, and recreational events at parks and playgrounds. Patrols were increased during peak shopping periods in the business districts of Watertown. This was accomplished by using motor patrol, foot patrol, and the use of motorcycles and bicycles. The Patrol Division works in concert with other divisions in the Police Department and outside public and private agencies within the area to accomplish the objective of providing the most effective deployment of personnel possible. Computer data is analyzed to assist in the deployment of police officers to areas in need of police attention.
The Patrol Division, as well as the entire Police Department, is committed to Community Policing. One of the goals of Community Policing is to build a partnership between the police and the community, encouraging interaction between the two so that we can solve community problems together. This partnership also allows the community to let the police know what concerns they have and which issues they feel are important and would like addressed. Officers receive training in Community Policing and are encouraged to increase their interaction with the citizens on their respective patrol routes. Officers are also relieved of their assignment for a portion of their shift to work with the community on various issues and problems.

When Chief Lawn was appointed Chief of Police, one of his first priorities and changes he made was bringing back community policing programs. Chief Lawn is committed to these programs and improving upon the close relationship the department has built with the community.

In 2019, the department once again offered a Citizen's Police Academy to its residents. This ten-week program "Understanding through Education" is designed to educate residents about what their police do and why they do it. Residents also get to meet many officers during the class and both get to know each other. The department and its officers also get to learn what issues the residents see as important. This is all intended to bring about a closer working relationship.

The department is continuing its use of mountain bikes for officers. This allows them the ability to access locations a police vehicle cannot navigate and makes officers more approachable by its residents, rather than being in a car where residents may be reluctant to approach and interact with officers.

In 2019 the following NEMLEC units were called upon the number of times listed below:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Call Outs</th>
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<tr>
<td>SWAT</td>
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<tr>
<td>RRT</td>
<td>5</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>16</td>
</tr>
<tr>
<td>STARS</td>
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There are nine Public Safety Dispatchers that answered over 26,667 calls in 2019. The dispatchers answer all calls for assistance for both the Watertown Fire Department and Police Department. The dispatchers come under the Patrol Division of the Police Department. They are the first point of contact for all citizens requesting assistance or directions from either department. The dispatchers answer all E-911 calls, which totaled 6,897 calls in 2019 and are responsible for dispatching all fire apparatus and ambulances when required. They also dispatch all police cars to service and emergency calls. These dispatchers are also required to make contact with the Registry of Motor Vehicles to obtain and check license and registration status vehicle information and confirm warrants on wanted individuals.
TRAFFIC DIVISION

Motorcycle officers Officer Charles Samios and Officer Rod Mendez at NEMLEC Unit training.

Motorcycle officers Off. Charles Samios and Off. Rod Mendez at NEMLEC Unit training.

In 2019 the Watertown Police Department Traffic Division conducted traffic enforcement activities throughout the Town with three patrol officers assigned to this division.

The Traffic Division has two patrol cars and four Harley Davidson motorcycles assigned to it. Officers operating these motorcycles attended either forty hours of instruction at the Boston Police Motorcycle Training Academy, the M.B.T.A. Motorcycle Training Academy or an eighty-hour course sponsored by the Northeast Massachusetts Law Enforcement Council (NEMLEC).

The Traffic Division has a Commercial Vehicle Enforcement Unit. This unit increases the safety of the motoring public and contributes to maintaining the integrity of the town roadways by inspecting commercial vehicles and their drivers for safety, equipment, and weight compliance. This unit consists of one officer who is trained and certified by the U.S. Department of Transportation (D.O.T.) as a federal motor carrier inspector. This officer is also trained and certified by the U.S. Department of Transportation to conduct inspections of commercial vehicles carrying Hazardous Materials.

The Traffic Division is responsible for the Detail Office. The Detail Office consists of one officer who is responsible for scheduling details and overtimes, billing companies and collecting money owed. This Officer also covers routes during personnel shortages, conducts community policing activities and is available to respond to emergency situations as needed.

The Traffic Division supervises one full-time and one part-time civilian parking enforcement officers. These civilian positions allow police officers to dedicate their time to other police duties.

Between January and December 2019, the Traffic Division conducted surveys, studied speed and traffic flows, and conducted investigations for the Watertown Traffic Commission. This information was used by the Traffic Commission in their determination for the addition, replacement, or deletion of traffic signs, rules and regulations.

The Traffic Division has three portable RADAR speed display signs. These signs are portable speed feedback units that display the target vehicle speed on a 3’ x 3’ display window. In addition to speed measurement, these trailers also measure traffic volume. The reports generated by these radar units are used to aid the Traffic Commission in their efforts as well as to determine the level of traffic compliance in particular areas. The speed signs have been effective tools in reducing vehicle speeds in problem areas. The Traffic Division also uses a portable electronic variable message sign to display important traffic and safety information to motorists.

The Traffic Division also supervises twenty-one full time and three alternate school crossing guards. These supervisors are responsible for traffic control and the safe passage of school children and families in and around the public schools.

In 2019, The Traffic Division received $12,000 in Grants from the Executive Office of Public Safety and The Governor’s Highway Safety Bureau to conduct one “Click it or Ticket” mobilization that allowed the department to conduct high visibility enforcement in an effort to increase seat belt usage. The Department also participated in two “Drive Sober or Get Pulled Over” mobilizations to target and reduce drunk driving and one ‘Distracted Driver’ mobilization focused on people texting while driving.

In the Year 2019, the department issued the following motor vehicle citations:

TRAFFIC

23,989 Parking citations
6,618 Total moving citations

2019 Data

6,930 Citations

96 Arrests
239 Criminal Complaints
2268 Civil Fines
4326 Warnings

46 OUI:
• 24 OUI Liquor
• 13 OUI Liquor 2nd Offense
• 1 OUI Liquor 3rd Offense
• 0 OUI Liquor 4th Offense
• 8 OUI Drugs

79 Suspended/Revoked Licenses
124 Operating W/O License

362 Major Accidents and 671 Minor Accidents

Major Accident Include:

• 236 MV in transport
• 2 Collision with another movable object
• 60 Collision with Parked Vehicle
• 7 Collision with Curb
• 3 Collision with Tree
• 6 Collision with Utility Pole
• 7 Collision with pole or support
• 0 Collision with median barrier
• 0 Collision with Ditch
• 19 Collision with Pedestrian
• 15 Collision with unknown/fixed object
• 5 Collision with Bicyclist
• 0 Other Non-Collision
• 1 Other

*One fatal pedestrian accident
Lt. Anthony Dear of the Massachusetts State Police, Brighton Barracks, approached the police departments of Newton, Waltham and Watertown with an idea to set up a Task Force to patrol along the walking/bike path bordering the Charles River and traveling through each of the respective towns. Each of the above departments eagerly joined in. Every night each department pooled resources and sent personnel to ride on a “Gator” together with officers from the other departments.

Almost immediately its value was seen. An arrest was made of a sexual assault suspect, people using drugs openly were relocated and at least one person in an active overdose was saved. This does not include the value of the visibility of police along the route to deter crime and make people who use the path feel safe. Countless contacts with the homeless who live along the path were made and efforts to assist them with their needs were made.

This Task Force has brought all four departments closer together on a personal and professional level. The Charles River Bike Path is safer for all to enjoy.

Watertown Police K-9 Unit

In 1960, the Watertown Police department became one of the first departments in the area and possibly the State to have a K-9 Unit. These dogs quickly became important members of the department as well as the Watertown Community. They were able to effectively fight crime along alongside their handlers while endearing themselves and becoming a part of their handler’s family.

Due to budget issues and other factors the K-9 Unit was no longer used in the mid 1990’s. Then in 2019, Chief Lawn recognized the value of having a K-9 once again. The department applied for and was awarded a grant from the Stanton Foundation. The Stanton Foundation paid for the K-9 and all associated costs for a specified period of time after which the town must agree to maintain the K-9 for an additional specified period of time. The K-9 is trained in “tracking” (following scents) obedience, crowd control, and apprehension techniques to name a few. The K-9 is also trained to detect hidden narcotics and other drugs.

Community Policing is a major focus of the Watertown Police Department. It is our belief that continuing to implement a K-9 Unit would serve as a way to strengthen our bond with the citizens we are sworn to protect. When the department previously had a K-9 Unit, the officers and their partners would put on demonstrations for community organizations, school children and at other special events so the residents could see what a highly trained team and effective tool this unit was for the department and the Town. These demonstrations also serve to break down barriers between our citizens and the police; allowing citizens to connect with the police on a personal level.

TASER

In 2019, the police department made the decision to allow officers to carry TASERS. These defensive tools are an additional asset that an officer may deploy while still avoiding using deadly force. The TASER is deployed to persuade the suspect not to continue his/her negative actions and protecting the officer or any victim from having to defend themselves by using force and possibly getting injured.

Electronic Control Device (Also Known as E.C.D. or Taser): The Taser 7 is designed to disrupt a subject’s central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contraction and override an individual’s voluntary motor responses.
FIRE and EMERGENCY INCIDENT RESPONSE: The Watertown Fire Department responded to reported fires and emergency calls for assistance during 2019. A summary of those incidents and estimated property losses as compiled by the Fire Prevention Bureau is as follows:

Fire/Explosion ...................... 42
Overpressure Rupture ............ 2
Rescue Calls ......................... 3281
Hazardous Condition ............. 258
Service Calls ....................... 1635
Good Intent Call ................. 134
False Call .......................... 762
Severe Weather/Natural Disaster 4
Special Type/Complaint .......... 52

Total Number of Emergency Responses for the Year: 6170

Coverage Assignment/Mutual Aid .... 23

ANNUAL APPARATUS RESPONSE FOR 2019:

Central Fire Station (Station 1), 99 Main Street:
  Engine 1 .......................... 1808
  Ladder 1 .......................... 1555

East Watertown Fire Station (Station 2),
564 Mount Auburn Street:
  Engine 2 .......................... 1907
  Ladder 2 .......................... 874
  Fire Rescue 1 ....................... 637

North Watertown Fire Station (Station 3),
270 Orchard Street:
  Engine 3 .......................... 1302
  Fire Medic 1 ......................... 2312

Note: some incidents require response of more than one unit to the scene of the emergency.

MULTIPLE-ALARM FIRES IN 2019:

The Fire Department responded to many calls for structure and dwelling fires during the year. The initial response to such calls is by two engine companies and an aerial ladder company, under the command of the deputy fire chief on duty. This initial-alarm response is usually sufficient to confine and extinguish the fire. However, when conditions require the response of more fire apparatus, the officer in charge at the scene orders additional resources to reinforce the initial fire attack and complete the first alarm assignment. These additional or greater alarms bring additional engine companies and aerial ladder companies to the fire location.

MUTUAL AID ASSISTANCE FROM OTHER GREATER BOSTON FIRE DEPARTMENTS AND MUTUAL AID RESPONSE TO OTHER

Watertown firefighters responded to four multiple alarm fires in 2019. The location of the fires and the dates of the incidents are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location:</th>
<th>Type of Occupancy:</th>
<th>Number of Alarms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18</td>
<td>111 School Street</td>
<td>Household Goods, Sales, repairs</td>
<td>2</td>
</tr>
<tr>
<td>May 9</td>
<td>65 Galen Street</td>
<td>Restaurant</td>
<td>2</td>
</tr>
<tr>
<td>June 23</td>
<td>51 Quimby Street</td>
<td>Multifamily dwelling</td>
<td>2</td>
</tr>
<tr>
<td>November 2</td>
<td>1 Grove Street</td>
<td>Business Office</td>
<td>2</td>
</tr>
</tbody>
</table>

COMMUNITIES

The Watertown Fire Department thanks the, Belmont, Cambridge, Newton, and Waltham fire departments for providing fire scene response and fire station coverage during 2019 when all Watertown firefighters units were engaged in fire suppression activities.

The Fire Department responded to other municipalities in Greater Boston several times in 2019, under the established Metrofire District mutual aid assistance agreement. These responses were to fires reported near the boundary between Watertown and an adjacent community, directly to the fire to assist with firefighting efforts, or to fire station coverage assignments during major fires in other cities and towns.

ESTIMATED PROPERTY LOSSES IN 2019:

Building and structure fires .... $897,000

FEES COLLECTED

Smoke detector inspections . . $26,480.00
Copies of departmental reports . . $225.00
Required Permits for product storage, or regulated activities . . . . . . $17,450.00
Annual fees for connection to master fire alarm boxes . . . . . . $20,020.00
Tank Truck Inspections . . . . $280.00
Quarterly Inspections . . . . . $420
Total Fees Collected . . . . $65,015.00

INSPECTIONS CONDUCTED BY FIRE APPARATUS

Oil burner inspections ............ 52
Smoke detector inspections ........ 662
Inspections conducted quarterly:
  Day care facilities .............. 32
  Public and private schools ...... 76
  Community residences .......... 20
  Nursing care facilities .......... 4
  Handicapped workshops .......... 16
  Motels & Hotels ................ 8

FIRE DEPARTMENT PROVIDES EMERGENCY MEDICAL ASSISTANCE

The Fire Department has provided emergency medical care and transportation for citizens in Watertown since 1975. The department has 16 firefighters who are certified paramedics, 69 firefighters who are certified emergency medical technicians. The remaining firefighting personnel are qualified to state standards as medical First Responders.

All members of the department certify annually in cardiopulmonary resuscitation
(CPR) skills. The department's engine companies and ladder companies are also equipped to handle medical emergencies. The closest available engine company is dispatched with the Fire Medic 1 to medical assistance calls. Aerial ladder companies are sent to the emergency scene when their specialized rescue skills or equipment is needed.

Firefighters who are either Emergency Medical Technicians or Medical First Responders are also trained on the use of the semi-automatic cardiac defibrillator. These defibrillators have been carried on the Fire Rescue/ambulance, as well as the first-responding engine companies and aerial ladder companies, for several years. The fire department upgraded their defibrillators during 2019 to newer models with enhanced features. The fire department added a stationary defibrillator in the lobby of Fire Headquarters in 2004. Watertown was one of the first communities in the Greater Boston area to have these life-saving units available for early response to emergency medical incidents.

On February 7, 2017, the Watertown Fire Department upgraded their ambulance service from Basic Life Support to Advanced Life Support, staffed with firefighter/paramedics. With this upgrade the citizens and visitors of Watertown will have earlier access to ALS provided by members of their fire department. Medic 1 boasts several pieces of specialized life saving equipment to be used by paramedics when necessary. Zoll cardiac monitors allow paramedics to read heart rhythms and better diagnose patients. The LUCAS Auto-pulse provides quality consistent compressions while responders provide ventilation, intravenous medication, and prepare for transport when a patient is found pulse less. In addition to specialized equipment, paramedics are able to administer medications and practice skills which EMT-Basics cannot.

Medical direction for Watertown Advanced Life Support activity is provided by the South Middlesex Emergency Medical Services Consortium through the Mount Auburn Hospital. Patients are treated and transported, in the Watertown Fire Department ambulance, within protocols and guidelines provided by the emergency medical region which provides oversight for ALS activity in the Greater Boston area. On-going clinical supervision and quality assurance is provided in conjunction with the South Middlesex and North Suburban EMS consortiums.

Senior SAFE funds allowed the Watertown Fire Department to make regular monthly visits to the Watertown Senior Center to meet and discuss fire and life safety topics that affect older adults. The grant also allows for in home visits where smoke and carbon monoxide alarms are installed where necessary. Seniors are also provided with a fire extinguisher and valuable information to make their home safer.

**S.A.F.E. AND SENIOR SAFE PROGRAMS**

In 2019 the Watertown Fire Department reintroduced themselves into formalized fire education for students and seniors. With funds from the state's S.A.F.E. (Student Awareness of Fire Education) grant members of the fire department were able to visit each elementary school to provide valuable fire and life safety lessons to each of the third grade classrooms.

On March 17, 2019, the second anniversary of Firefighter Joseph Toscano’s line of duty death, department personnel gathered at the corner of Bigelow and Merrifield for a moment of silence. Several town officials and members of the public were also in attendance.
On April 13, 2019 the department remembered the Line of Duty Death of Firefighter Charles Morrill who died on April 13, 1959 while battling an attic fire at the former East Junior High School at 341 Mt. Auburn Street. All on duty members along with many off duty members and FF Morrill’s family attended this moment of silence to remember the sacrifice FF Morrill made for the citizens of Watertown.

In May 2019 members of the Fire Department participated in joint training with the Watertown Police Department on ASHER (active shooter/Hostile Event Response).

On June 9, 2019 Watertown Fire Department celebrated Mass at the Church of St Patrick for Firefighter Memorial Sunday. The Mass is to remember and honor all those who have served as members of the Watertown Fire Department.

In September, the Fire Prevention Bureau staffed a table at Watertown’s annual Faire on the Square event. Many of the town’s citizens were present. Information was provided on smoke and carbon monoxide alarms and home escape planning.

On September 10, 2018 WFD put a DJI Inspire 1 Small unmanned aerial system known as Drone 1 into service. Drone 1 will be used for a variety of missions including, but not limited to, pre-fire planning, inspections, search and rescue, fireground situational awareness, damage assessment and fire investigation. FF Mele was appointed as the second member of the drone team in November 2019.

SEPTEMBER 11, 2019 – Patriot Day

The Fire Department participated in a September 11th ceremony to commemorate the 18th anniversary of the terrorist attacks of Sept. 11, 2001, and the subsequent losses suffered at the World Trade Center, the Pentagon, and in Pennsylvania. Apparatus at the Main Street fire station and the firefighters on duty followed a plan of events recommended by the Fire Chiefs’ Association of Massachusetts and the Professional Firefighters of Massachusetts. The Watertown Firefighters Local 1347 Honor Guard participated. Off duty members of the department were invited to attend, and many did so.

To conclude Fire Prevention Week in October, the fire department hosted an open house. The community was welcomed at Fire Headquarters to explore our tools and trucks, take tours of the...
station, see a jaws-of-life demonstration, and take home valuable information on how to stay safe in their homes. Coffee and donuts were provided by Dunkin Donuts and the Riverside Management Group. Pizza was provided by Papa Gino’s.

PERSONNEL ACTIVITIES in 2019
Town Manager Michael J. Driscoll made the following appointments during the year, in order to fill vacancies within the Fire Department.

Appointments:
Mr. Ryan J. Hoey as firefighter effective April 7, 2019.
Mr. Patrick M. McManus as a firefighter effective June 23, 2019.
Mr. George P. Black as a firefighter effective June 23, 2019.
Mr. Jake W. Louro as a firefighter effective September 8, 2019.
Mr. Michael A. Lanzo as a firefighter effective October 6, 2019.

Promotions:
Captain Ryan A. Nicholson has been promoted to Permanent Deputy Fire Chief effective January 27, 2019.
Firefighter Harry N. Walsh has been promoted to Permanent Fire Lieutenant effective January 27, 2019.
Temporary Fire Captain Brian T. Donovan is promoted to Permanent Fire Captain effective Sunday, May 19, 2019
Temporary Lieutenant Michael J. Ciulla is promoted to Permanent Fire Lieutenant effective Sunday, May 19, 2019

Retirements:
Captain David A Melanson will be retired from the Fire Department on May 2, 2019. Captain Melanson was appointed a Firefighter on April 10, 1986. He was promoted to the rank of Lieutenant on August 16, 1990, and to Captain on July 15, 1993. He has served as the department Staff Service Officer since September 7, 2000. He retires after serving the Fire Department and the Town of Watertown for more than 33 years.

Firefighter Stephen J. Caira will be retired from the Fire Department on July 16, 2019. Firefighter Caira was appointed a Firefighter on April 14, 1988. He retires after serving the Fire Department and the Town of Watertown for more than 31 years.

Awards:
The Massachusetts Fire Service Commission has established the Massachusetts Fire Service Award Program to recognize firefighters who have served their department and community for 20 or more years. There is a certificate and distinctive uniform emblem to denote length of service in five-year increments. The emblem is approved for wear above the right pocket of the dress uniform blouse or shirt. The Department is pleased to join with the Fire Service Commission and the State Fire Marshal in recognizing the following members of the Watertown Fire Department, based upon their completed service as of December 31, 2019, as recipients of the Awards:

40-Year Award: No awards this year
35-Year Award: No awards this year
30-Year Award: Firefighter Paul Locker
25-Year Award: Lieutenant John Baccari
20-Year Award: No awards this year

Service Award Program:
In 2006, the Department instituted a Service Award Program in order to recognize the efforts of members of the Department in the performance of their duties.

Letter of Commendation:
Firefighter Shane T. Gleason

Company Citation Award:
Deputy Chief Thomas P. McManus
Captain Paul R. Bourque
Lieutenant Chad R. Wheaton
Firefighter Shane T. Gleason
Firefighter Patrick J. Carritte
Firefighter Taylor L. Davis
Firefighter Kevin W. MacDonald
Firefighter Scott M. Trombly
Firefighter Anthony M. Caruso
Firefighter Andrew E. Vega
Firefighter Cory F. Donahue

In Memory of Our Departed Comrades in 2019:
Retired Fire Chief Paul F. McCaffrey died on Sunday February 24, 2019 from occupational cancer. Chief McCaffrey was appointed to the Watertown Fire Department on December 24, 1964. He was promoted to the rank of Lieutenant on March 29, 1973, to Captain on October 12, 1978 and assume the duties of Deputy Fire Chief on November 6, 1986. On April 30, 1987 he was appointed as the fifth Chief of Department in the history of the Watertown Fire Department. He was retired on July 9, 2003 after serving as Chief of Department for more than 16 years and more than 38 years of dedicated service to the department and to the Town of Watertown.

The Fire Department mourns their passing.

Retired Firefighter David J. Cugini died on July 1, 2019. Firefighter Cugini was appointed to the Watertown Fire Department on September 21, 1961. He was retired on August 15, 1980 after serving more than 19 years of dedicated service to the department and to the Town of Watertown.

The Fire Department mourns their passing.
The current practice in Massachusetts and other states is to designate what were formerly known as municipal “Civil Defense” agencies as “Emergency Management” organizations. The Town official responsible for the Emergency Management Department is known as the “local emergency management director.” Following the establishment of FEMA, the Federal Emergency Management Agency, states have generally followed suit. In Massachusetts, the Massachusetts Civil Defense Agency became the Massachusetts Emergency Management Agency. MEMA has encouraged cities and towns in Massachusetts to adopt the “emergency management” designations. This practice reflects the realization that community preparedness under civil defense guidelines has evolved to emergency preparedness and management efforts during and following natural and man-made emergency events. Those include hurricanes, winter storms, hazardous materials incidents, and, now, unfortunately, terrorism incidents. Both FEMA and MEMA also recognize that municipalities deal with these emergencies through the efforts of their existing public safety, public works and public services departments. Cities and towns maintain their usual municipal operating structure, and can request needed state and federal resources through contact with MEMA area and state headquarters. MEMA considers the point-of-contact official to be the local emergency management director.

EMERGENCY MANAGEMENT ACTIVITIES

In Watertown the fire chief is currently the emergency management director. The Fire Department principal account clerk performs necessary emergency management clerical assignments. The projects and clerical assignments in 2019 included:

- Maintaining the town’s Comprehensive Emergency Management Plan (CEM Plan),
- Annual hazardous materials information management relating to SARA (Superfund Amendment and Reauthorization Act of 1986) Title III requirements,
- Clerical support for Local Emergency Planning Committee records and the required Hazardous Materials Response Plan annual review,
- Other FEMA and Mass. Emergency Management Agency state and area headquarters clerical tasks, which require attention.

CEM PLAN

Every community in Massachusetts has a Comprehensive Emergency Management Plan (CEM Plan). The CEM Plan is updated annually, and is subject to a major revision on a five-year cycle. Maintaining a current CEM Plan is essential to the community’s ability to respond to emergencies that can and do occur.

The revised Emergency Management Plan for Watertown provides a framework wherein the community can plan and perform their respective emergency functions during a disaster or emergency situation on the local, state or national level.

The Comprehensive Emergency Management Plan combines the four phases of emergency management:

1. Mitigation: Those activities that eliminate or reduce the probability of disaster;
2. Preparedness: Those activities which governments, organizations, and individuals develop to save lives and minimize damage;
3. Response: Those activities which prevent loss of lives and property and provide emergency assistance; and
4. Recovery: Those short and long term activities that return all systems to normal or improved standards.

The plan was written in accordance with existing federal, state and local statues. Department heads assigned a responsibility under the plan were directed by the town manager to develop implementing procedures for each department, describing how response functions will be carried out. A copy of the CEM Plan is available for review during business hours at the Office of the Town Clerk, in the Administration Building.

COMMUNITY PREPAREDNESS

Watertown has a designated (uncertified) Local Emergency Planning Committee (LEPC), and a current Comprehensive Emergency Management Plan. Watertown would be eligible for federal or state assistance, financial or otherwise, in case of an emergency or disaster.

Watertown established an LEPC in 1988, as required. The LEPC included the town manager (as chairperson), the police and fire chiefs, the DPW superintendent, the health director, and the planning director. The committee also included “emergency planning coordinators” of facilities that were required to report amounts of certain hazardous materials if stored or used at their sites. The LEPC was required to develop a hazardous response plan, and did so. There is a requirement for the plan to be reviewed annually by members of the LEPC. The Town does so. Annually in March, the Town receives “Tier Two” inventories from facilities required to report the presence of certain hazardous materials during the previous year. Those reports are incorporated into an annual update, now known as Section Five: Hazardous Materials, of the CEM Plan.

The original focus of the LEPC was to be on transportation emergencies involving hazardous materials. Transportation modes are shipment by rail, highway, maritime vessel, aircraft and pipeline. At about the same time, the Massachusetts Hazardous Materials Response Team concept was developed. There are now six Regional Hazardous Materials Response teams established, and available to respond to any community in the state. Team members are career firefighters from fire departments throughout Massachusetts. Team members are certified as hazardous materials technicians after completing a 160-hour training course. Team members complete a minimum of 80 hours recurrent training annually. The Town’s current hazardous materials plan calls for the response of the Mass. HazMat Regional Response Team when circumstances dictate.

Although the designated members of Watertown’s LEPC do not often convene formally, the members nonetheless meet regularly as part of the Town Manager’s staff. They work together at incidents when and as necessary, and communicate with one another as necessary.

The Town became a member of the Mystic Regional Emergency Planning Council. The Council is comprised of the following towns; Arlington, Burlington, Chelsea, Everett, Lexington, Lynn, Lynnfield, Malden, Medford, Melrose, Nahant, North Reading, Reading, Revere, Salem, Saugus, Somerville, Stoneham, Wakefield, Winchester, Winthrop, Woburn and Watertown. Additionally, the city of Peabody has applied for membership. The regional council meets regularly with a goal of assisting member communities in times of emergency/diaster by a sharing of resources.

Because of increased emphasis on homeland security and emergency planning, town officials have participated in several meetings, conferences and seminars during 2019.

- The local emergency management director attended monthly Emergency Management Directors meetings held at MEMA Region 1 Headquarters in Tewksbury.
- The Board of Health has developed plans to initiate and staff Emergency Dispensing Sites (EDS) in Watertown. In order to facilitate activating these sites, a special medical equipment trailer was purchased to carry supplies needed to stock these sites.
- National Incident Management System (NIMS) training was continued and completed by required departments, in compliance with the NIMS Program.

The Town will continue to seek any appropriate grants for training and equipment relating to emergency preparedness that may become available through federal or state sources.
COMMUNITY DEVELOPMENT AND PLANNING DEPARTMENT

The Department of Community Development & Planning (Department) was created through a vote of the Town Council in August 1982. The Department has several offices that support the Department’s efforts including the Building/Inspectional Services Office, the Conservation and Preservation Office, the Planning Office, the Zoning Office, and the Commanders Mansion. Within the Department, there are several boards, commissions and committees that include the Planning Board, Zoning Board of Appeals, Historical Commission, Conservation Commission, Historic District Commission, Bicycle and Pedestrian Committee, and Watertown Housing Partnership. Each entity is accorded professional and support services by Department employees. The aim of integrating these related agencies is to improve communication and coordination and to provide services more efficiently to the community.

The Department Staff also serves as a member of the Watertown Transportation Management Association (WTMA), MAPC Inner Core Committee, MAPC legislative committee, as representative to the MBTA Advisory Board, the Massachusetts Association of Planning Directors, the Mystic River Watershed Municipal Subcommittee, member of the regional HOME Consortium, Continuum of Care, MassPort Community Advisory Committee, and attends Metropolitan Planning Organization (MPO) meetings to promote Watertown’s efforts to have Transportation Improvement Program (TIP) projects funded. In addition, the Director serves as a member of the School Building Committee which is focused on renovations/rebuilding of the elementary schools and high school.

A summary report of the Department’s major accomplishments for calendar year 2019 is as follows:

- **Open Space Planning:** The Department applied for and managed a $250,000 grant from the Stanton Foundation for the design and installation of a dog park at Filippello Park. This process was integrated into a redesign and larger park improvement project for the east end of the park.

In addition, a community process was carried out to create an updated Master Plan for Arsenal Park. Ultimately, the Conservation Commission (who has care and custody of the park) adopted the Master Plan concept with a recommendation to move forward to 25% design plans for their review and approval.

**Zoning Amendments:** Staff developed zoning amendments for limiting mass and height of residential accessory structures, affordable requirements in the Assisted Living Overlay, rules for the removal of ledge, and analyzed a request for a Zoning Map Amendment on Galen Street. With adult use Marijuana applications starting, a set of rules and process was developed at the request of the Town Council. Short-term rental ordinance were drafted and subsequent regulations were also drafted, with Town Council committee review continued into 2020.

- **Arsenal Yards Master Plan Phase 4 & Amendment:** In May and June, 2018, the Planning Board reviewed a request for Phase 4 of the Arsenal Yards Master Plan. This phase consists of 3 buildings, C, D and E-2 with retail and residential units. In addition, the Planning Board approved an Amendment to the Master Plan to allow Lab and Research and Development uses as an option in addition to office/commercial/retail for the second floor and mezzanine of Building A.

**Planning Board**

The Planning Board is the Special Permit Granting Authority (SPGA) for Special Permit (SP) and Special Permit with Site Plan Review (SP/SPR) petitions within the Pleasant Street Corridor District (PSCD) and for Master Plan Special Permits within the Regional Mixed Use District (RMUD), as well as certain “by right” development proposals subject to Site Plan Review in additional zoning districts. The Planning Board also reviews and makes recommendations on petitions for which the Zoning Board of Appeals is the Special Permit Granting Authority. The Planning Board reviews proposed amendments to the Watertown Zoning Ordinance (WZO) and makes recommendations on those amendments to the Town Council.

During 2019 the Planning Board reviewed numerous residential and commercial development projects. The Planning Board reviewed two petitions within the PSCD, six petitions in the RMUD and provided recommendations on 24 other petitions to the Zoning Board of Appeals in accordance with the provisions of M.G.L. c. 40A and the Watertown Zoning Ordinance (WZO). In addition, three projects withdrew after public hearings had been held.

The Arsenal Street Corridor and Pleasant Street remained the focus points for redevelopment in 2019. Projects of note included the approval of an additional phase of redevelopment of the Arsenal Yards, and a modification of uses in the previously approved first phase. The Planning Board approved two mixed-use projects on Pleasant Street.

The Planning Board also completed the process of establishing regulations for Recreational Marijuana establishments. Planning staff consists of Steve Magoon, Community Development & Planning Director/Assistant Town Manager, Ingrid Marchesano, Clerk to the Planning Board, Gideon Schreiber, AICP, Senior Planner, Andrea Adams, Senior Planner, Laura Wiener, AICP, Senior...
Transportation Planner.

**HOUSING - WATERTOWN HOUSING PARTNERSHIP and HOME PROGRAM**

The Watertown Housing Partnership (WHP) oversees housing policy and programs, the Affordable Housing Fund, as well as the Town’s inclusionary zoning provisions of the Affordable Housing requirements of section 5.07 of the WZO. The Partnership also oversees the administration of the HOME program, which brings federal dollars into Watertown to expand affordable housing opportunities.

The Housing Partnership continued to consider ways to change Watertown’s Inclusionary Zoning requirements to have Assisted and Independent Living facilities contribute units or cash-in-lieu payments towards Affordable Housing. This effort culminated in October with passage of several amendments to Section 5.07 that require Independent and Assisted Living facility to contribute affordable housing.

The Housing Partnership continued to play an active role in the negotiation of Affordable Housing Agreements for multifamily residential developments. The Partnership is comprised of Fred Reynolds (Chair), Brian Costello (Executive Director of the Watertown Housing Authority), Clifford Cook, Torey Dean, David Leon, and Helen Oliver. Staff support was provided by Andrea Adams, Senior Planner.

**WATERTOWN PUBLIC ARTS & CULTURE**

The Watertown Public Arts & Culture Committee is a citizen-initiated group that supports the creation of public art and the integration of art and the ideas of artists into the public space for the benefit of the people of Watertown. The Group includes Aramais Andonian, Barbara Epstein, Janet Jameson, Ingrid Marchesano, Deborah Peterson, and Barbara Ruskin.

Working with the Department of Planning and Community Development this year the Watertown Public Arts and Culture Committee created the Watertown Public Arts & Culture Kit, WPACK, as a resource for town departments, developers of properties, architects, landscapers, planners, artists, and residents exploring opportunities for public art. Copies are online at www.watertownpublicartsandculture.wordpress.com and in the Library.

The Town also received a DLTA Grant from MAPC to create a public Art Master Plan. Work is just beginning on this effort.

**INSPECTOR OF BUILDINGS**

Just as the previous year, 2019 continued to be a very busy year for Inspecional Services.

Work at Arsenal Yards is moving at a swift pace and Building C, D and F are well on their way. The garage at Building B2, Gap, Old Navy and Chipotle finished up and other fit outs for tenant spaces in Buildings A, B and E are continuing. Peter spends on average 2-3 hours a day on site and the Wiring and Plumbing/Gas Inspectors average 5+ Inspections weekly (each base building consists of a General Contractor and as many as 5 sub-contractors and each tenant is typically the same).

In addition, there were other very active commercial projects in town; 65 Grove St, 330-350 Pleasant, 60 Howard, 385 Pleasant, 311 Arsenal, 550 Arsenal, 480 Arsenal, 80 Elm, 9 Galen, 480 Pleasant to name a few.

As anticipated, residential projects continue at a very fast pace and we see no indication this will slow down going into 2020.

On-line permitting and payment for residential building permits, electric and plumbing/gas permits was introduced in May 2019 and has been a very popular choice for many contractors and homeowners. We hope to transition to credit card payments for all permitting during 2020.

During December, we were able to add a part-time staff member to assist with processing the large volume of permit applications, requests for information and financial transactions. Domenica Puleo is an excellent addition to our staff and her contributions to the office will help us navigate the coming year.

Our staff has worked hard, met the challenges and has continued to provide outstanding service to residents, business owners and contractors in Town. We anticipate another busy year in 2020 with the ongoing work at Arsenal Yards, the School projects, 101-103 Morse Street, 650 Pleasant, the continuation of 530-550 Pleasant and 385 Pleasant as well as the rest of the projects coming our way.

**TRANSPORTATION PLANNING**

- Parking Management Plan. Overseen by the Department of Community Development and Planning, a Parking
TOWN PERMITS ISSUED
- Building Permits Issued 1411
- Occupancy Permits 75
- Sign Permits *Included with Building Permits
- Certificates of Inspection (Alcoholic/Day Care/Schools/Restaurant) 107
- Trench Permits *Included with Building Permits
- Inspections 500+

Total Fees Collected $ 3,826,459.00
- Building Fees Collected $3,042,228.00
- Electrical Fees Collected $ 460,200.00
- Plumbing/Gas Fees Collected $ 75,064.00
- Other Fees $ 248,967.00

Total Estimated Cost of Construction $ 203,135,796.00
- Town owned property (no fees collected) $ 250,000 (+/-)
  (Library, DPW, WHS)

Total New Residential 265 units
- Single-family 0
- Two-family 8 (16 units)
- Multi-family 3 (249 units)

Total Raze 14
- Residential 7
- Non-residential 2
- Garage 5

INSPECTOR OF WIRES
- Permits Issued 767
- Inspections/Re-inspections 1550+/

Total Electrical Fees Collected $460,200

Total Meetings
- Consultations & information with Town Residents On-going daily
- Electrical Inspectors Continuing Education 12 (1 per month)

PLUMBING/GAS INSPECTOR
- Plumbing Permits Issued 537
- Gas Permits Issued 417
- Inspections/Re-inspections 1600+/

TOTAL PLUMBING/GAS FEES COLLECTED $76,064

Total Meetings
- Consultations & information with Town Residents On-going daily
- Plumbing Inspectors continuing education 12 (1 per month)
Management Plan that focused on Watertown Square and Coolidge Square commercial districts was adopted by the Town Council, and will result in upgraded meter technology in the coming year. Other recommendations included changing rates and time limits to encourage better management of parking demand, better signage to direct drivers to municipal lots, and enhancing access to the business districts for bikes and pedestrians. The recommendations will support local businesses by improving availability of parking for customers.

- Lime Bike. The dockless bike share company Lime Bike had a second successful season in Watertown, adding electric bikes to the bike sharing system. More than 17,000 rides were taken over 2 seasons. Lime bikes will not be returning in 2020, because Lime is no longer offering dockless bike share. The Department is looking into both docked bike share (Blue Bikes) and scooters for future seasons. Known as micro-mobility, both forms of transportation are highly efficient, and are better for reducing congestion and improving air quality compared to vehicles.

- Watertown-Cambridge Greenway. The Department of Conservation and Recreation (DCR) continued construction of the second phase of the Watertown-Cambridge Greenway, which will connect Watertown’s Community Path to Fresh Pond and beyond, adding an important link to the regional bicycle network.

- Bus Prioritization. Watertown worked with Cambridge on implementation and maintenance of MBTA bus improvements along Mt. Auburn Street. A Bus Priority Lane was installed, allowing buses to bypass traffic between Cottage Street in Watertown and Fresh Pond Parkway in Cambridge. Combined Queue-Jump and Right-turn-on-red lanes at Walnut Street and School Street allow the bus to proceed quickly through those intersections. More than half the people using Mt. Auburn Street during peak hours are riding the bus.

- Bicycle and Pedestrian Plan. The Town began developing a Bicycle and Pedestrian Plan, to identify policies that can support active transportation, such as improving crossings at busy intersections, and adding bike lanes that connect the neighborhoods to main roads.

- Belmont Street. Watertown DPW and Community Development and Planning are working with the City of Cambridge as they rebuild Belmont Street between Mt. Auburn Street and Francis Street. The street is in Watertown and the sidewalk is in Cambridge. A Bus Priority Lane was installed, allowing buses to bypass traffic between Cottage Street in Watertown and Fresh Pond Parkway in Cambridge. Combined Queue-Jump and Right-turn-on-red lanes at Walnut Street and School Street allow the bus to proceed quickly through those intersections.

- Shuttles. The Department applied for a grant from MassDOT Workforce Development Program to support a commuter shuttle from the western end of Pleasant Street to Watertown Square and Harvard Square. The shuttle will be open to all residents and employees who live and work along Pleasant St.

- Mt. Auburn Street Complete Streets Project. Planning continues on Mt. Auburn Street, to transform it into a Complete Street, serving drivers, bicyclists, pedestrians, transit riders, and people of all ages and abilities. Attention will be given to the pedestrian environment in Coolidge Square, by adding street furniture, plantings, and improved lighting. Design plans were submitted to MassDOT for their review and comments.

- Transportation Demand Management. The Department is responsible for monitoring the commitments made by developers to reduce the number of single occupancy vehicle trips to their sites. For the second year since inception of this program, developers reported on the number of cars parked, and the number of people who walk, bike or take transit to their sites. The goal is that no more than 54% or residents, and 60% of workers, should drive by themselves to work.

BICYCLE AND PEDESTRIAN COMMITTEE

The Bike-Ped Committee works to promote non-motorized transportation in Watertown. They actively encourage residents to bike and walk because those modes are cleaner, healthier and can help reduce congestion. The Committee seeks to remove barriers to walking and biking, and to expand both commuting and recreational paths for walkers and cyclists, allowing a reduced dependence on automobiles. Staff support is provided by Laura Wiener, Senior Transportation Planner.

- Bicycle and Pedestrian Plan. In 2019 the Committee worked closely with the Department on the Bicycle and Pedestrian Plan. They assisted in choosing the consultant, and will meet with them throughout the process to give feedback and direction.

- Community Outreach. Members participated in a number of community events including “Get Out Your Bike” during Bay State Bike Week, the Farmers’ Market, and Faire in the Square. The Board regularly collaborates with Live Well Watertown, to help promote community health, and increase public awareness of the Town’s path/trail network. In addition, a newsletter collaboration with Live Well Watertown is underway.

- Sidewalk accessibility. The Committee
discussed ongoing accessibility issues, including snow shoveling and sidewalk clearance.

- Development Review. The Committee reviewed a number of development projects through their participation in the Site Plan Review Developers’ Conference.

**ZONING & CODE ENFORCEMENT OFFICE**

The Zoning and Code Enforcement Office provides education and enforcement of the Town’s Ordinances. The office promotes and works to maintain Watertown as a safe and desirable place to live and work. The Zoning and Code Enforcement Office is committed to administering fair and unbiased resolve of code violations, provide public information, assist the general public with meeting their residential and business goals, coordinate and review development proposals for conformance with the Town's Zoning Ordinance and serve as staff to the Zoning Board of Appeals.

**Performance Measures**

The Zoning and Code Enforcement Office (Office) consists of three (3) positions: the Clerk to the Zoning Board of Appeals, the Zoning Enforcement Officer and the Code Enforcement Officer.

The Town of Watertown established the following performance goals and measures which are applicable to the Zoning and Code Enforcement Office.

1. **To improve community access to Zoning Office information by providing essential Department content to the Town’s website and to continuously maintain and update that information.**

   The Zoning and Code Enforcement Office has continuously provided all Zoning Board of Appeals meeting notices, agendas, and reports on the Town’s website in accordance with State and Local statutory requirements. The Office continues to update project submittals on the “Petitions/Cases for Zoning Relief” webpage, which lists all projects seeking relief from the Watertown Zoning Ordinances and provides updates on the project's milestones through the development review and public hearing process, including plans, staff reports, applicant submittal information, architectural documents, community meeting and public hearing dates. Imbedded in the notifications are links to each document submitted for a petition.

   The Office continues to provide friendly face-to-face information; printed brochures explaining the Ordinances and how to calculate measurements for determining whether or not a project meets the requirements of the Ordinance, as well as providing this information on the Town's webpage for ease of use by residents, contractors and businesses.

2. **Provide technical expertise by supporting the Town Council and its various Boards, Commissions, and Committees with reports and recommendations for consideration at public hearing. In addition, provide orientation and introduction to all new board members regarding roles and responsibilities.**

   In 2019, the Zoning Board of Appeals (ZBA) had five (5) full members: Melissa M. Santucci-Rozzi, David Ferris, Christopher Heep, John Gannon, and Kelly Donato; plus two (2) alternate members, Michael Brangwynne and Francis Goyes Flor. Support Staff include Louise Civetti, Clerk to the Board and Michael Mena, Zoning Enforcement Officer.

   During 2019, the ZBA heard and/or acted on 32 petitions in accordance with the provisions of M.G.L. c. 40A and the Watertown Zoning Ordinance (WZO). The petitions included twelve (12) Special Permit Applications; seventeen (17) Special Permit Finding Applications; one (1) Variance Application; zero (0) Telecommunications Act (TCA)/Variance Application; two (2) Amendment to Special Permits; zero (0) Amendment to Special Permit Finding and three (3) Appeals to the Determination of the Zoning Enforcement Officer. Several of the petitions were for the same applicant.

   Total fees collected for all 2019 petitions: $22,645, an increase over the 2018 collected fees at $14,665.

   In addition, the Zoning Office collected fees for five (5) Developer’s Conferences (also known as Site Plan Review) totaling $1,250 and zero (0) Affordable Housing Reviews.

   The Zoning Staff attended eleven (11) Zoning Board of Appeals meetings.

   Noteworthy petitions: 101-103 Morse Street - this historic mill building was approved for 37 residential units after having two prior attempts withdrawn. Also, 101 North Beacon Street was approved for the redevelopment of 28 residential units and 164-166 Main Street was approved for mixed use, 5-story building with one commercial unit and 34 residential units.

3. **Improve the permitting software allowing permits to be tracked, inspected and granted in a timely and efficient manner.**

   The Zoning Office and Code Enforcement Office is responsible for reviewing all development and building permits to ensure conformance with the Watertown Zoning Ordinance and/or identifying the appropriate permit/relief process to obtain such permits. The Zoning Office and Code Enforcement Office reviewed all applicable Building Permits and Occupancy permits.

   The office continues to use the PeopleForms software from PeopleGIS to track Zoning Board of Appeals/Planning Board Cases (Special Permit, Finding, Variance, Appeal), Code Enforcement Cases, Driveway Approvals, and Requests for Information.

   The Zoning and Code Enforcement Office reviewed 42 driveway plans for proposed driveway extensions and/or new driveway approvals in 2019 compared to 36 in 2018.

   The Zoning Officer also reviewed 42 sign applications in 2019 as compared to 45 sign applications in 2018.

**Zoning and Code Enforcement**

In addition to the above, the Zoning and Code Enforcement Office entered 475 new code compliance cases into the new PeopleForms tracking system which consisted of both complaint driven and proactive enforcement through daily neighborhood patrolling.

Enforcement activity primary centered on:
1. Front Yard Parking
2. Installation or alteration of driveways without permits
3. Unregistered vehicles on private property
4. Vegetation overgrowth
5. Unpermitted residential units
6. Snow and ice removal from the sidewalk for commercial properties

Of the above enforcement activity, 457 of the 475 compliance cases were resolved during the same year (96.2% compliance rate). A total of $5,200 in fines have been paid, out of $19,025 issued. Code Enforcement inspections totaled 1,046 for the year.

The Office continues to be proactive with notifying the community of the town's codes through the Town's Tax Bill Newsletter, the Town's Website 'Notify Me' system, and targeted flyers and mailers.

CONSERVATION, HISTORICAL PRESERVATION

In 2018, it was reported that the Office of Conservation and Historic Preservation was undergoing a process of transition that impacted the office at the level of operations. Part of the transition process resulted in operating without a permanent Conservation Agent over a period of a significant number of months. Steve Magoon, Director of Community Development and Planning and Assistant Town Manager served as the Acting Conservation Agent over this time, while also serving as the Preservation Agent.

In September of 2019, the Town welcomed Laurel Schwab, Senior Environmental Planner who was hired to fill the role of the Conservation Agent on a permanent basis. While Magoon was relieved of the duties of Conservation Agent upon Schwab’s arrival, he continues to serve as the Acting Preservation Agent to date.

It was also reported in 2018, that the position of the Tree Warden was reorganized over to the Department of Public Works.

This annual report contains information about the business of the Conservation Commission, Historical Commission and the Historic District Commission.

Current Operation of the Office of Conservation and Preservation

In order to serve the town and support the residents throughout the transition of this office, a coordination team model was developed and put into effect. After nearly two years of transition, the office continues to function using a separate intake and tracking system for each one of the Commissions operating out of the office.

The intake and tracking systems were developed by, and continue to be managed by Susan Jenness, Part Time Office Assistant, under the supervision of Steve Magoon. Gideon Schreiber, the Towns Senior Planner serves as a member of the Historic Preservation Coordination Team. Laurel Schwab, Senior Environmental Planner- Conservation Agent serves as a member of the Conservation Commission Coordination Team.

Reconfigurations to the Space in the Office of Conservation and Preservation

In the summer of 2019, Gideon Schreiber relocated his office from the Planning Department, into the suite long known in the Administration Building as the Office of Conservation and Preservation. At that time, Gideon joined the space that has been occupied by Susan Jenness over the last 5 plus years. In September, Laurel Schwab was welcomed into the suite when she assumed her new position as Senior Environmental Planner for the town.

In the late fall of 2019, a new Resident Resource Center was set up outside of the office to assist residents looking for guidance bringing new business forward into each one of the commissions served by the office. The Resident Resource Center is available to all and accessible even on the rare occasion when no one is in the office to speak with.

Visitors to the Resident Resource Center will find signs posted with the names of each of the board members posted on the wall with information about the role and scope of the commission, along with directions on how to apply to become a member for those interested in becoming involved at that level.

A flyer is available that serves as a directory of the layout for the material which includes a collection of applications, copies of ordinances, and design guidelines that correlate with the business of each commission.

Additional material was recently designed and added to assist residents and visitors with research tips for the properties of the town. A fair amount of educational material can be found on the table along with flyers for new and upcoming town events that are related to operation of the office.

CONSERVATION COMMISSION

Members of the Conservation Commission in 2019

Leo G. Martin- Chairperson
Maria P. Rose- Vice Chair
Charles C. Bering- Member
Patrick Fairbairn Ph. D- Member
Jamie O’Connell- Member
Colleen Egan- Member

Laurel Schwab was welcomed as the new Conservation Agent by members of the Commission on her first day of work at the September 11, 2019 meeting.

Colleen Egan was welcomed by members of the Commission as a new member at the November 6, 2019 meeting.

Vacancy/Term: Seven Members, Three Year Term, Established April 11, 1966
Description: Conservation Commission acts on all petitions relating to Massachusetts General Laws, Chapter 40, Section 8C, the Wetlands Ordinance, and other matters relating to the conservation protection and enhancement of watershed, open space, passive recreational, and natural resource areas.

REGULATORY BUSINESS OF THE CONSERVATION COMMISSION

Notices of Intent

Notice of Intent- On July 17, 2019 the Conservation Commission held a public meeting on the Notice of Intent filed by the Town for the renovations at 555 Rear Arsenal St. submitted for the project providing improved park facilities at the existing Arsenal Park which is a 13.7 acre park situated on the former Arsenal Grounds, for all phases of
construction taking place within the 200 ft. Riverfront Area.

The Conservation Commission voted to issue an order of conditions at the close of the meeting on July 17, 2019.

Requests for modification on Orders of Conditions

Request for Review to Modify Plans - 485 & 615 Arsenal Street-Arsenal Yards – DEP # 321-0165, WWO 17-2 was reviewed - a request for part of a site redevelopment project, for work proposed within the 200-foot Riverfront Area and Watertown 150-foot Buffer Zone to the Charles River. The amendment was needed to change the alignment of the walk-way up from Greenough Blvd., and to add the dog park on the top portion of the infiltration gallery with a minimal increase of square footage in the 200 foot buffer. Applicant: Andrew J. Copelotti, Boylston Properties

A unanimous vote was reached by the Commission to allow the modification to relocate the transformer based on the list of conditions established by Martin.


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Non-Regulatory Business of the Conservation Commission

Faire on the Square

For the second year in a row, the Conservation Commission made a significant appearance at the Faire on the Square on September 28, 2019. The day was spent discussing, sharing and disseminating information about the conservation initiatives taking place in Watertown.

A contest was developed by Martin that invited participants to name all the ponds located throughout the town. Winners received their choice of a National Audubon's Field Guide to New England, or in the alternative Rose offered one copy of The Charles River Canoe and Kayak Guide to any individual who had a preference. The winners of this year’s contest were Maxine Barrios, Kate Coyne, Michael Schade, Dave Harrison, and Peter DelTredici.

Fairbairn organized a questionnaire for visitors at the faire to rate in the order of importance for areas the commission should focus their time and attention on. A summary report of the questionnaire along with the rating system by Fairbairn can be viewed below

Data Compiled from the Faire on the Square Questionnaire returns

All twelve items received at least one top-five ranking. Items ranged in points scored from a high of 33 down to 2. The five top-ranked items thus calculated are the following:

1. Climate Change Preparedness- 33 Points
2. Acquisition of Public Open Space- 28 Points
3. Anti-pollution advocacy (e.g. air, water, soil, sound, light) - 25 Points
4. Storm water management (e.g. promotion of rain gardens, on site ground water recharge) - 14 Points
5. Animal Management (e.g. habitat improvements for fox/weasel/coyote; bees/butterflies; Charles River Fishery) - 13 Points

Comment Letters by Conservation Commission

85 Walnut St. - At the November meeting a discussion was held about the redevelopment project at 85 Walnut St. which proposes a linear structure to the north and south of Arsenal Street, which also includes expansion of a parking area on a multilevel parking garage.

Members of the Commission voted unanimously to send a comment letter to the developers of the project.

BB&N purchase of site- Martin updated the Commission that he had written a letter to be sent to Mr. David Barnett of the Mt. Auburn Cemetery Board. He explained that the letter was written to strongly support the purchase of the Cemetery property on Grove St. by Buckingham, Brown and Nichols as it would add greenspace to the Town, and because it would prevent the adverse impacts of more development. Members of the commission voted to accept the letter as a collective process.

Updates on new business

Community Preservation Act Committee (CPC) Updates- Vice Chair Rose who also sits on the CPC began making regular monthly updates in 2019 during the Conservation Commission meetings, providing details of the progress being made by the recently formed committee. At the close of the year Rose informed the Conservation Commission that CPC members had discussed the possibility of holding tours to educate CPC members and the public about Watertown’s Hidden Wetlands and Uplands.

Municipal Vulnerability Preparedness Program Updates- At the October meeting, Schwab reported the Municipal Vulnerability Preparedness (MVP) Program kicked off with consultants Kim Lundgren Associates (KLA). She explained the program should be wrapped up by May so that the Town would be eligible to apply for MVP action grant money upon the completion of the MVP process.

GSA Site Updates- Schwab reported at the October meeting, that she, Martin, Rose, and State Representative Hecht and members of DCR staff were able to arrange a tour of the former GSA site. The site visit was initiated in response to complaints that were made of some litter being sighted in the area that abuts the condominiums along Coolidge Ave. The litter that had been complained about was seen mostly between two parallel fences and looked to be old, consisting of some tires and some litter that amounts to a couple bags of trash.

While visiting the site that day, Schwab also noticed the Wetland area had grown in nicely and that the capped area was also a nice expansive lawn, but where no digging could occur. She noted that invasive species were spotted along the
southern edge of the site in the area that carries water to the Charles River, and that she planned to follow up with DCR management to find out what could be done.

**Bee City USA Presentation Updates**

Pam Phillips who is a 20 year resident of Watertown and a long- time member of the Watertown Citizens for Peace, Justice and the Environment appeared before the commission at the December meeting to speak about the Watertown becoming a member of the Bee City USA program. The program is a national network made up of towns and cities that have agreed to take steps to become pollinator friendly, and are willing to meet the requirements of the national network. Phillips said she contacted the CC because many of the best plants for bees and other pollinator species can be found in and around wetlands which is the jurisdiction of the commission.

After Philip's presentation, the board voted to explore what would need to be accomplished in order for Watertown to become a member of Bee City USA. O'Connell agreed to research and outline all the requirements of the program, and to drop in on occasional Bees for Watertown meetings and keep her colleagues informed about future developments.

By the close of 2019, members of the CC agreed to take action on some of the requirements that would ecologically enhance the environment of the town for bees, and other pollinator species while the requirements continue to be explored.

**HISTORICAL COMMISSION**

**Members of the 2019 Historical Commission**

Elisabeth H. Loukas, Chair
David J. Russo, Jr., Vice Chair
Marilynne K. Roach, Member
Susan Steele, Member
Thomas Malone, Member
Joseph Panto, Member
Matthew Walter, Member

**Historical Commission**

Vacancy/Term: Seven Members, Three Year term, Town Manager Appointed
Description: Conducting research on places of historic or archeological value; provide advocacy, advice and recommendation for the preservation, rehabilitation and development of historic properties and locations; and for the purpose of protecting such places, make recommendation that any such place be certified as an historical landmark.

**REGULATORY BUSINESS OF THE HISTORICAL COMMISSION**

16 applications for the demolition of buildings older than 50 years of age were forwarded by the Building Inspectors Office, to the Office of Historic Preservation for a review by the Historical Commission in 2019.

The buildings on these sites were either condemned by the Building Inspector or they were reviewed by the HC and voted on after a public hearing. After each public hearing, the buildings were determined to be either not preferably preserved, or preferably preserved. When the buildings were found preferably preserved, in some instances a demolition delay was invoked upon the building and site.

**Condemned Buildings**

Of the 16 Applications for Demolition forwarded to the Historical Commission for review in 2019, 2 of the buildings were condemned by the Building Inspector.

- 7-9 Sexton St.-Single family structure behind a story home-condemned
- 100 Lexington St.- Garage-condemned

**Not Preferably Preserved**

- 19 Loomis Ave.
- 165 Dexter Ave.
- 81 Bromfield Ave.
- 16 Waltham St.
- 42-44 Brimmer St.
- 101 N. Beacon St.
- 276 Westminster Ave.
- 38 Bradshaw St.
- 35 Purvis St.

**Preferably Preserved**

Of the 16 Applications for Demolition, five structures were voted preferably preserved by the Historical Commission.

- 41 Paul St- Found preferably preserved- A 12 month Demolition Delay set to expire January 10, 2020 was imposed.
- 63 Forest St. - Found preferably preserved- While the structure was found to be preferably preserved members of the Historical Commission voted not to impose a delay.
- 14 Cottage St. - Found preferably preserved- A 12 month Demolition Delay set to expire on June 13, 2020 was imposed.
- 70 Beechwood Ave. - Found preferably preserved- A 12 month delay set to expire on June 13, 2020 was imposed.
- 74 Fitchburg St. - Found Preferably Preserved- On February 21, 2019, a “Stop Work Order” was issued by the Building Inspector when it was reported by neighbors that the building appeared to have been demolished. It was determined by the town that the demolition had occurred beyond the degree of the permit issued by the Building Inspector for this building over 50 years of age.

**Preferably Preserved**

The owner filed Application for Demolition and was required to appear at a public hearing before the Historical Commission on October 10, 2019. The building was voted preferably preserved at which point a 2 year delay was automatically invoked per the Demolition Delay Ordinance.

**Restored to the Degree it is no longer a demolition**

A new request seeking to appear before the commission was filed by counsel along with new plans to restore the building to the degree it was no longer a demolition. After a public hearing and discussion to review the new submittals, the HC drafted a set of special conditions to add to the proposal, and then voted the new proposal was now sufficient to restore the building to the degree it was no longer a demolition.

**The foundation is allowed to be replaced**

The owner soon realized that the foundation had deteriorated and no longer met standards safe enough to build upon. After public comments and discussion, the
HC voted to allow the owner to demolish the foundation and build a new one in the exact same foot print.

Non-Regulatory Business of the Historical Commission

Community Preservation Act Committee

Susan Steele was selected as the Historical Commission member for a seat on the Community Preservation Act Committee (CPA). Throughout 2019, she made regular reports to the HC about the progress being made by the CPC.

Historical Restoration of Resources in the Town

At the April Historical Commission meeting in 2019, the HC voted to support a letter written by Russo. The letter was written to support the Mount Auburn Cemetery in their application to Massachusetts Historical Commission (MHC), to be considered for grant funds for improvements to the exterior of Story Chapel.

Recognition Letter from Massachusetts Historical Commission (MHC)

In April of 2019 a letter was received in the Office of Historic Preservation from Peter Stott of the Preservation Planning Division of the Office of the MHC. The letter was written in appreciation for work done by Russo for submitting a continuation sheet to MHC, documenting additional historical properties in Watertown, Waltham and Newton over the course of the year.

WATERTOWN HISTORIC PLAQUE PROGRAM APPLICATION

The Commission has continued the Watertown Historic Plaque Program. For $65 a property owner can purchase a 9” x 11” oval plaque, identifying the age, original owner, and the architect/builder of their property for display. 15 plaques were commissioned in 2019 and to date there are about 188 historic plaques that were purchased through the program. Each plaque application received is researched by Russo who has become known for writing letters to homeowners when he discovers a notable history of the home that warrants passing down.

Historical Preservation Awards 2019

After two years of back to back robust Historic Preservation Awards in 2017 and 2018, the HC experienced a low return for nominations in 2019. This prompted them to cancel the annual awards ceremony for the spring, and to hold the nominations received in 2019 to be considered for the awards in 2020.

At the April meeting, members of the commission discussed feedback received during the nominations process that led them to believe the nomination process needed updating and simplification.

Members of the Historical Commission urge anyone interested in participating in the awards in 2020 do so. The updated nomination packages will become available as soon as February of 2020. Save the date flyers and notices will be circulated as soon as a new date has been set for the ceremony.

The Historical Commission is looking forward to celebrating the architectural and historical heritage of Watertown in the spring of 2020.

WATERTOWN HISTORIC DISTRICT COMMISSION

Members

Harvey Steiner, Chair
Linda Sternberg, Vice Chair
Jonathan Merin, Architect Member
Elizabeth Hayes, Realtor Member
Petr Kuzmic, Member

Historic District Commission Members

Over the last year, Peter Kuzmic who was a resident appointee stepped down from his duties on the Commission.

By the close of 2019, the Manager’s Office reported to be interviewing several new candidates for potential membership early in 2020.

Historic District Commission

Vacancy/Term: Seven Members, 3 Year Term, Town Council Approval
Description: The purpose of the commission is to safe guard the education, cultural, economic and general welfare of the public throughout the preservation and protection of distinctive characteristics of buildings of Historic or architectural significance and to encourage growth, development or improvements. Also to affect and accomplish the protection, enhancement and perpetuation of such improvements and features and of districts which represent or reflect elements of Watertown’s unique cultural, social, economic, political and architectural history.

Regulatory Business for the Historic District Commission

Applications for Proposed Projects in the Historic District

In 2019, there were 15 Applications filed proposing projects in the Historic District.

Of those 15 applications, 9 were proposed projects that would require a Certificate of Non-Applicability involving routine maintenance with in kind materials, or in some cases, for hanging temporary banners for a specific short period of time.

Of those 15 applications, 4 proposed work that would require a Certificate of Appropriateness and would require a full hearing before the Commission for permitting to proceed. The one remaining application would require a Certificate of Hardship.

Of those 15 applications, one for a Certificate of Appropriateness was dismissed and a Certificate of Hardship was filed in its place.

Applications for Certificates of Non-Applicability-Temporary Signage

- 111 Mt. Auburn St- Redeemer Fellowship- Easter Services Banner
- 111 Mt. Auburn St-Redeemer
Fellowship- Memorial Day Services Banner
- 111 Mt. Auburn St- Redeemer Fellowship- Christmas Services Banner

The other 6 projects proposed for Certificates of Non-Applicability in the Historic District involved some level of routine maintenance and repair.

**Applications for Certificates of Non-Applicability for routine maintenance**
- 260 Mt. Auburn St.-Roof repair with in kind materials
- 212 Mt. Auburn St- Stair repair using in kind materials
- 38-40 Marshall St- Remove and replace gutter with in kind materials.
- 12 Marshall St- Repair to façade hallway with in kind materials.
- 130 Mt. Auburn St- Repair, caulk and paint rotted wood on façade with in kind materials.
- 19 Marshall St. - Repair and paint wood stairs with in kind materials.

**Applications for Certificates of Appropriateness**
- 161 Mt. Auburn St.- Hanging of new proposed signage
- 195 Mt. Auburn St- Repair and maintain façade seen from public walk way
- 26-28 Palfrey St- Installation of new signage for the Historical Society
- 12 Marshall St- Modification of existing window with new door and addition of a small deck with a historically appropriate railing at the rear of the house.
- 21 Palfrey St.- Proposal to expand window and install an additional on

**Application for Certificate of Hardship**
- 20 Palfrey St. - Proposed to replace slate roof tiles EcoStar roofing material including any sub-roof/ framing

**Historic District Commission Discusses New Technology in Materials**

Members continue to agree that it is adequate to consider each project on an individual basis. They continue to be committed to working together within the Design Guidelines of the District, and the Ordinance, along with the specifics of each case and each individual applicant, working towards solutions that are in the best interest of everyone involved and everyone in the Historic District.

At the close of the year, there were several vacancies for members on Historic District Commission. By the close of 2019, the Manager's Office reported they were in the process of interviewing several new candidates for potential membership early in 2020. Members of the Historic District Commission were looking forward to the start of 2020 at the prospect of welcoming some new members.

**COMMANDER'S MANSION**

A big thank you to our clients for voting us (for the fourth year in a row) the WeddingWire Couples' Choice Award and to our team for carrying out excellent customer service.

We welcomed Nicole Pirani in November, the newest member of our rock star team - taking the role of Administrative Assistant.

**EVENT BREAKDOWN**

<table>
<thead>
<tr>
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<tr>
<td>Weddings</td>
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<td>1</td>
</tr>
<tr>
<td>In-House</td>
<td>9</td>
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</table>
We welcome fur-babies for the ceremony!

annual Christmas at the Mansion!

40th Birthday Celebration.

Thanks to the DPW crew for always taking care of us & making our home festive!

Celebration of Life.

We love hosting the pre-photos for the Watertown High School Junior Cruise!

Another successful collaboration with the Watertown Recreation Department for the annual 'lil Monster Mash!

Thank you, Watertown Police Department, for transporting Santa in style for the annual Christmas at the Mansion!

Following these hires, the committee selected a boldly colored logo designed by a volunteer graphic artist to brand their marketing materials. JM Goldson has led the community engagement process through co-hosting a public forum, planning the facilitation of stakeholder focus groups, launching an engagement website, and producing a community survey. At this stage, the coordinator has focused on outreach to the public and municipal stakeholders through events and the online engagement platform—Bang the Table. Additionally, the coordinator provided administrative support to committee work, as the committee actively met at least once a month and frequently more than that. Currently, committee members are in the process of choosing a new chair to steer the group through the next phase of plan development and finalization. A new chair should be in place by the end of March.

Community Engagement Results

Public Forum – Approximately 140 people attended, with the demographics skewed heavily towards seniors, long-term Watertown residents, and households with no children present. Seventy percent of the audience identified as a member of each of those three groups. Overall, participants indicated open space/natural resource protection was their highest priority—with 40% of attendees expressing that sentiment. Community housing followed with 26% of the vote in an interactive exercise, while historic preservation rated 18% and outdoor recreation was the lowest priority at 16%.

Community Survey – At the time this report was written, nearly 250 people responded to a community survey. Survey respondents represented more families with young children and younger residents than public forum attendees. Similar to forum participants, survey respondents overwhelmingly identified open space and natural resource protection as their highest priority with community housing and outdoor recreation following as a close second and third, respectively.

CPA Funds

As of January 28, 2020, the CPA Fund ending cash balance was $6,125,022.96. The auditor will produce quarterly reports.
on the CPA Fund and budget reports on the $124,070 allocated to administration in FY2020. The table below shows CPA administration funds spent as of 2/25/20 on personnel expenses, consulting services, and other contracted services.

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<th>ITEM</th>
<th>ESTIMATED</th>
<th>ACTUAL</th>
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<tbody>
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<td>Purchased Services</td>
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<tr>
<td>Administration</td>
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<td>– Supplies</td>
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<td>1070</td>
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<tr>
<td><strong>Balance</strong></td>
<td><strong>0</strong></td>
<td><strong>96715</strong></td>
</tr>
</tbody>
</table>

**Next Phases**

Going forward, the committee anticipates, JM Goldson will produce a draft Community Preservation Plan by late spring or early summer, followed by a public comment period. Then JM Goldson will incorporate public feedback to revise the plan. This plan will feature the values and guiding principles that will inform project evaluation and selection criteria. If the work plan timeline is met, CPC would hold a public hearing in mid-September to review the revised draft plan and application procedures. Again if the timeline holds, once the plan is adopted, the CPC may be ready to accept project applications by the end of 2020.

**TOWN OF WATERTOWN**

Conservation Commission
Administration Building
149 Main Street WATERTOWN,
MASSACHUSETTS 02472

Leo Martin, Chair
Maria Rose, Vice Chair
Charles C. Bering, Member
Patrick W. Fairbairn, Member
Jamie O’Connell, Member
Colleen Egan, Member

TO: Michael Driscoll, Town Manager and the Honorable Town Council

FROM: Laurel Schwab, Senior Environmental Planner/Conservation Agent

**RE:** Whitney Hill Park Annual Report 2019

**DATE:** February 14, 2020

**Background:**

On 8 January 2013 the Watertown Town Council, by unanimous vote, adopted Resolution No. 3 (R - 2913-3), A Resolution Preserving the Property Known as Whitney Hill Park. The resolution directs the Watertown Conservation Commission (WCC) to submit, each year prior to 31 December, “a recommended plan for maintenance and educational activities” for Whitney Hill Park. For a comprehensive, long-term outline of the WCC’s response to this directive, see Appendix A herewith, Whitney Hill – A Proposal for Development of a Stewardship Plan.

**SUMMARY**

**Activities in 2019:**

Indefinite pause in coordination with Watertown High School (WHS) biology department and the Department of Public Works (DPW) Forestry Division owing to personnel changes and departures. Consequent slowdown in planning and implementation of activities.

- Continuing WCC maintenance of research sites, enhancement of publicity.
- Appearance of Watertown High School (WHS) staff members at WCC session in March regarding future joint research in Whitney Hill Park.
- Deposition at WHS biology department of mapped woody plant data as teacher resource material.
- Presentation of mapped woody plant data at Arbor Day observance, Arsenal Park.
- Routine annual inspection and maintenance of sample plot center markings in Whitney Hill Park.
- Coordination with DPW Tree Warden on graffiti removal from trees.
- Preparatory WCC discussion and resultant proposal to Department of Planning and Community Development recommending purchase and installation of 2 information signboards to be located at main Park access points.

**Full Report**

**Plans for 2020:**

- Preparation of information for signboard message centers.
- Coordination with WHS educational programs on request.
- Coordination with DPW on reliable routine basis.
- Herbaceous plant survey by site-wide inventory and sample plot, with special attention to invasives.
- Investigation of erosion-control measures and means of implementing them.

**Activities in 2019:**

Lynsey Kraemer, Science Coordinator for the WHS, and Jennifer MacDonald, WHS biology teacher, appeared at the WCC’s 6 March 2019 session to reaffirm WHS interest in continuing collaborative research in Whitney Hill Park. The WCC indicated its readiness to contribute its expertise to the extent requested by the WHS. No requests were made in 2019. Later in the spring session (12 June 2019) the WCC presented its mapped data on woody plant research to the WHS biology department for safekeeping and easy reference as a teaching resource in ecology studies.

For the second successive year, the WCC participated in Watertown’s annual observance of Arbor Day, which provided an opportunity to include presentation of the mapped woody plant data at a new venue, Arsenal Park. This activity, scheduled as it is during the work week and school and work hours, attracts a very small number of the public and may not constitute a sufficiently effective use of WCC member time and energy.

Annual monitoring of the 32 sample plot centers during June included renewing blue surveyor’s tape and 2 PVC stake markers to ensure relative ease in identifying each location visually, without resort to back-up means (metal detector, GPS instrumentation). During the summer, printed information was made weather-resistant by lamination, for affixing to 32 cover boards used in Red-backed Salamander surveys. Seven new cover boards were prepared to replace those not found in previous plot.
monitoring. Placement of the above new boards and attachment of all the laminates on-site have been deferred until the WHS indicates a definite schedule for their use. The graffiti on four trees reported by park users in August 2018 was the subject of discussion and attempts at removal well into the summer of 2019. From the outset, attempts were made to coordinate removal with the DPW Forestry Division using means recommended by Trees for Watertown that would not compromise tree bark integrity. Partial obliteration was eventually accomplished.

In October the WCC recommended the acquisition and installation of 2 single-sided weatherproof signboard message centers, free-standing on 4-by-4-inch posts, with a viewing area of about 20 by 30 inches behind UV-resistant, non-yellowing, break-resistant acrylic glass protected by a stainless steel-hinged door with keyed locks. These were ordered and have been delivered for installation in early 2020 at either end of the main east-west Park footpath that connects Marion Road with Marlboro Terrace. Information will include a Park map and relevant standard Town park regulations. Plans for 2020:

Planned 2020 activities have been scaled back from the expectations of previous years (cf. Appendix B herewith – Activity Recommendations for Whitney Hill Park, April 2018). Many previously stated WCC plans assume a degree of coordination that may not fully materialize in the course of this year with either the WHS or DPW. The action priorities, then, must be those that are relatively practicable for the WCC to undertake on its own. In addition to routine sample plot maintenance, three specific new actions are envisioned. The first is preparation of information for display on the two signboards to be installed at the Park’s major access points (cf. preceding paragraph). The second is to complete the botanical survey of the Park by means of a comprehensive herbaceous species inventory, including particular attention to distribution of the major invasives: European Ivy (Hedera helix), Garlic Mustard (Alliaria petiolata), and Japanese Knotweed (Fallopia japonica), using GPS technology. The third priority is to undertake an assessment of the Park’s erosion-control problems and define a remedy for them. Other WCC objectives and related actions will include expansion of the WCC’s publicity and outreach as occasion may demand; many such actions are dependent on external factors beyond the WCC’s immediate foresight or control.
To the Citizens of Watertown:

Watertown Public Schools had a very successful and exciting year in 2019. Several major highlights include the Hosmer being one of 67 schools recognized for its high growth on the 2019 MCAS assessment, the continued progress of the Building For The Future initiative, the commitment of the District to its equity work which included the formation of the Anti-Bias Coalition, and the overall forward progress on our 2018-2022 District Improvement Strategy.

WPS is “building for the future” in many ways, not just by building two new elementary schools, renovating and adding onto the Lowell Elementary School, and evaluating the feasibility of a new high school. Within our existing buildings, our faculty and staff are committed to providing a rigorous, standards-based curriculum that prepares our students for life. Our teachers utilize evidence-based curriculum and innovative learning strategies to engage our students in deeply engaging and meaningful experiences. One of our goals is to ensure that our students demonstrate their growing understanding of the world around them in authentic and thought-provoking ways. Our middle school and high students provide community service, and several of our students extend their learning beyond the classroom walls through virtual learning, internships, and dual enrollment. We are proud of what we offer our community and are confident that our students will continue to contribute to our community well past graduation.

I am grateful for the support that Watertown provides its schools, and take the responsibility bestowed on me to ensure that Watertown's children are successful very seriously. Not only do we ensure that our students grow academically, but we equally care for their social, physical, and emotional wellbeing with our student support services. Our goal is that all students are successful in our schools, and all means all. 2019 proved to be a year where we continued to make significant progress towards achieving that goal.

I am honored to be the superintendent in this strong and supportive community.

Dede Galdston, Ed.D.
Superintendent of Schools

WPS District Improvement Strategy 2018-2022

**Mission**

WPS prepares all students for life by engaging them in a challenging and meaningful education within an inclusive, diverse community.

**Vision:** Inspiring Excellence for All

WPS inspires all to explore and shape the world around them.

**If we……...**

Focus on inclusively educating all students to their full academic, social, and emotional potential; Design an educational program aligned to standards and promote high expectations and authentic learning; Foster caring and collaborative relationships among and within schools, families, and community members; Build educationally appropriate, joyful learning environments,

.....then we will inspire and empower students to explore and shape the world around them.
### Strategic Objectives 2018/2019 Initiatives

#### Equity:
Establish systems and structures that ensure all WPS students receive what they need to develop and achieve their full academic, social, and emotional potential.

1. Create a socially, emotionally, physically safe and equitable school environment that meets the needs of the whole child, family, staff, and community.
2. Expand WPS District recruitment and hiring policies and practices in order to attract, hire, and retain a diverse WPS workforce that reflects the students we serve.
3. Engage all WPS faculty and staff in embracing anti-bias and inclusive practices that promote equity and ensure all students feel valued and supported in their learning.
4. Develop and implement a comprehensive PK-12 Multi-Tiered System of Support.

#### Excellence:
Support instructional excellence by building and implementing a cohesive, coherent, and aligned educational program that promotes high expectations, authorship and student agency.

1. Develop in students and adults a growth mindset that enables them to communicate, collaborate, persevere, respond to different learning environments, and express creativity.
2. Ensure the curriculum is articulated and aligned to standards, PreK-12.
3. Promote authorship and agency through authentic learning experiences and demonstrations of understanding.
4. Provide embedded, ongoing professional learning opportunities for all staff focused on improvement in the instructional core.

#### Community:
Foster caring and collaborative relationships among and within schools, families, and community members.

1. Create welcoming environments in each of the schools for everyone. Build and utilize collaborative structures to enhance communication
2. Utilize tools and create systems to support communication reaching all members of the WPS community.
3. Ensure that all WPS community members can contribute to the district’s continuous improvement.
4. Enable and support collaborative inquiry to promote continuous learning.

#### Building For the Future:
Build educationally appropriate, joyful learning environments, working with the School Building Committee, that support the WPS mission and vision.

2. Complete the MSBA Eligibility Period for the High School Building Project.
3. Select the Owners’ Project Manager and architect for the High School Building Project.
4. Initiate the MSBA Feasibility Study for the High School Building Project.

### Budget Overview: Fiscal Years 2016-2019
The table below summarizes the past three fiscal year’s budgets and includes the FY2019 Superintendent’s Recommended. This budget was developed in the spring of 2019 and was implemented beginning in the summer of 2019. The FY2019 Superintendent’s Recommended Budget of $48,039,451 increases by 5% over the Fiscal Year 2018 Adopted Budget for a total increase of $2,287,593.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY2015 ACTUAL EXPENDED</th>
<th>FY2016 ACTUAL EXPENDED</th>
<th>FY2017 ACTUAL EXPENDED</th>
<th>FY2017 FTE</th>
<th>FY2018 ADOPTED BUDGET</th>
<th>FY2018 FTE</th>
<th>FY2019 RECOMMENDED BUDGET</th>
<th>FY2019 FTE</th>
<th>$ CHG '18 TO '19</th>
<th>% CHG '18 TO '19</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
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<td>32,103,622</td>
<td>34,895,176</td>
<td>535.7</td>
<td>37,657,242</td>
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<td>38,856,838</td>
<td>534.3</td>
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<td>9,347,602</td>
<td>8,434,704</td>
<td>559.7</td>
<td>13,401,574</td>
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<td>518,076</td>
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<tr>
<td>Subtotal</td>
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<td>50,540,740</td>
<td>52,258,412</td>
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<td>534.3</td>
<td>2,287,593</td>
<td>5.0%</td>
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</table>

### Capital Budget
The Watertown Town Council issues capital budget guidelines each year with a philosophy that states “in order to maintain and improve its infrastructure, facilities, and equipment, the town should seek to make annual capital expenditures (including debt and exclusive of enterprise funds) equal to at least 7.5 – 8.0% of the operating budget.”
The priorities used in the development of the FY’19 – FY’23 Capital Improvement Plan for the School Department are articulated below.

- Address any life safety and health issues
- Address any deficiencies that will further degrade facility conditions
- Ensure that facilities are operating to maximum efficiency possible
- Ensure that school environment adequately supports current pedagogical approaches and curricular offerings

We also utilize a priority ranking system to assess all of our capital requests. Projects were ranked as follows: 1) Life Safety and Health, 2) Asset Preservation, 3) Operational Efficiency, 4) Enhanced Learning/Working Environment, 5) General Improvements.

In total, $309,528,500 in capital improvement projects were submitted for the five year period, including $283.7 million set aside for potential future school renovation and reconstruction. For FY’19, $520,000 in capital projects were requested to be funded from tax revenues with an additional $630,000 in project costs to be funded from debt.

### Organizational Structure

#### School Committee
The Watertown School Committee consists of seven members who are elected to four-year terms on a three-year cycle. The President of the Watertown Town Council serves, by charter, as a member of the School Committee. The duties and responsibilities of the School Committee include: hiring, evaluating, and terminating the Superintendent; review, deliberate, approve, and monitor the annual budget; and establish the educational goals and policies for the schools in the district consistent with state laws, regulations, and standards as established by the Board of Education or the Department of Elementary and Secondary Education.

#### School Committee Members
- **John Portz**, Chair  
  (2018–2022)
- **Kendra Foley**, Vice Chair  
  (2016–2020)
- **Amy Donohue**, Secretary  
  (2018–2022)
- **Lindsay Mosca**, Secretary  
  (2018–2020)
- **Eileen Hsu-Balzer**  
  (2016–2020)
- **Lily Rayman-Read**  
  (2018–2022)
- **Mark Sideris**  
  (President, Watertown Town Council)  
  (2018–2020)

#### District Administration

**Address:** 30 Common Street, Watertown, MA 02472  
**Phone:** (617) 926-7700  
**Fax:** (617) 923-1234

There are five Central Office Administrators supported by 10.6 administrative support staff. Two staff members support the Superintendent and Assistant Superintendent, one staff member supports the Human Resources Department, three staff members support the special education / student services office, and 4.6 support the business and finance, facilities, and operations. In addition, the District employs an Information Technology Manager, a Data and Information Management Coordinator, three computer technicians, and a district registrar.

### Central Office Administration
- Dede Galdston, Ed.D., Superintendent of Schools
- Theresa McGuinness, Ed.D., Assistant Superintendent, Teaching, Learning, and Assessment
- Heidi Perkins, Director of Finance and Operations
- Kathleen Desmarais, Director of Student Services
- Ken Storlazzi, Director of Human Resources
- George Skuse, Information Technology Manager
- Debora Cornelius, Director of Community Education
- Ryan Murphy, Director of Athletics
- Lori Kabel, Director of Public Buildings
- Brandon Rabbitt, Director of Food Services

### School Administration
- Shirley Lundberg, Principal, Watertown High School
- Donna Martin, Principal, Watertown Middle School
- Mena Ciarlone, Principal, Cunniff Elementary School
- Bob LaRoche, Principal, Hosmer Elementary School
- Stacy Phelan, Principal, James Russell Lowell Elementary School
- Karen Feeney, Early Childhood Education Coordinator

### Curriculum Coordinators
- Laura Alderson-Rotondo, 6-12 CTE Coordinator
- Toni Carlson, K-12 Coordinator of Digital Learning and Libraries
- K-8 Literacy/Title I Coordinator
- Kate Phillipson, K-12 Coordinator of English Language Learners
- Kraig Gustafson, 6-12 Social Studies Coordinator
- Elizabeth Kaplan, Elementary Science and Math Coordinator
- Joseph Lampman, K-12 Physical Education Health and Wellness Coordinator
- Lynsey Kraemer, 9-12 Science Coordinator
- Maureen Regan, 6-12 English Language Arts Coordinator
- Adam Silverberg, K-12 World Language Coordinator
- Magen Slesinger, K-12 Fine, Applied, and Performing Arts Coordinator
- Daniel Wulf, 6-12 Mathematics Coordinator

### FY19 Accomplishments
- Developed a four-year District Improvement Strategy
- Enhanced use of administrative technology systems
- Completion of the Eligibility Module for the MSBA
- Later start times at WMS and WHS
- Redesign of the District’s Website
- Completion of the second year of NSIP
- Successful hiring of several key administrative positions

### District Enrollment Trends and Projections

Over the past two decades, enrollment has fluctuated from a low of 2,394 in SY’02-03 to a high of 2,734 in SY’98-99. The second highest enrollment was recorded for the 2013-14 school year with 2,708 students. Our current enrollment of 2,603 students ranks as the 9th highest enrollment in the last twenty years. As the chart
below demonstrates, most of the variability comes from the PK and Elementary grade levels. Over the next five years, our enrollment is expected to increase gradually reaching 2,730 – just under the two decade high – in the 2022-23 school year. The District constantly monitors the enrollment to determine any necessary adjustments in staffing to keep within the class size guidelines as much as possible.

District Enrollment Trends by Grade Level

Historical and Projected Enrollment by Grade

New England School Development Council (NESDEC) Enrollment Projections
Per Pupil Expenditures

The Per Pupil Expenditure (PPE) Data is calculated for each district based on its annual submission of the End of Year Pupil and Financial Report. Districts submit expenditures for every school, program, function, and object code as stipulated by the Massachusetts Department of Elementary and Secondary Education. The report is filed in the fall of each year. The Department then reports PPE data for each district summarized by ten functional areas: administration; instructional leadership; teachers; other teaching services; professional development; instructional materials, equipment and technology; guidance, counseling and testing; pupil services; operations and maintenance; and insurance, retirement and other. Of note, data is only available through FY18.

Per Pupil Expenditures by Category, 2016-18

As the figure above shows, Watertown’s FY’18 expenditures per pupil exceed the state average by $4,498. While Watertown has historically spent above the state average on a per pupil basis, the gap has grown significantly over the past three fiscal years. Significant growth on a per pupil basis can be seen in the Administration, Instructional Leadership, and Professional Development categories.

In only two categories does the district spend less than the state average, namely, Pupil Services and Instructional Materials, Equipment, and Technology. The lower per pupil spending in Pupil Services has been a historical trend and is due primarily to the fact that our regular day transportation costs are low when compared to state averages.
It is important to recognize that Per Pupil Expenditure calculations are dependent upon both the numerator – dollars expended – and the denominator – pupils served. Public education has a defined level of “fixed” expense that does not necessarily change with shifts in enrollment. For example, when enrollment drops in a particular grade level at a particular school, often decisions are made to retain staffing to allow a reduction in class size. When such decisions are made, the resulting PPE can appear skewed.

Student Services

Administration
Kathleen Desmarais, Director of Student Services
Marie Mele, Coordinator of Secondary Special Education
Paula Cyrklis, Coordinator of Elementary Special Education

Administrative Assistants
Barbara Stewart, Assistant to the Director
Nicholas Pappas, Transportation
Jennifer Young, Referral and Evaluation

Address: 30 Common Street, Watertown, MA 02472
Phone: (617) 926-7766
Fax: (617) 923-1234

Watertown Public Schools continues its long and proud history of provision of high quality support and special education services to students with and without disabilities. To this end, the District employs an impressive cadre of professionals, across disciplines.

Currently, the Student Services Department employs 1 FTE Director, 2 FTE Coordinators, and 3 FTE Administrative Assistants. 6 FTE Nurses support the wellness of students in preschool through grade 12.

As of February 2019, there are 8.5 FTE Guidance Counselors at the secondary level, and 4 FTE Guidance Counselors at the elementary level. In addition to these counselors, there are 3.6 FTE School Adjustment Counselors/Social Workers at the secondary level, and 3 FTE Behavioral Specialists at the elementary level to support the mental and behavioral health needs of all students.

Specifically under Special Education, the District has 5.5 FTE Evaluation Team Chairpersons, 5.5 FTE School Psychologists, 3 FTE Board Certified Behavioral Analysts, 8.5 FTE Speech Language Pathologists, 4 FTE Occupational Therapists, 1 FTE Physical Therapist, and over 60 FTE special education teachers to deliver special education and related services to its 511 students with IEPs attending school within the District. As of February 2019, there were 43 children with disabilities served at the Early Steps Preschool, 69 at the Cunniff Elementary School, 64 at the Lowell Elementary, 100 at the Hosmer Elementary, 111 at Watertown Middle School, and 124 at Watertown High School.
(Source: District)

FY19 Accomplishments
• Training was provided to Principals and Guidance Counselors regarding 504 plans, as well as Civil Rights in regards to bullying Provided Registered Behavior Technician course to over 50 Instructional Assistants working with students who require behavioral supports due to their disability
• Provided ongoing legal training for staff and administration:  
  ○ 504  
  ○ Civil Rights  
  ○ Bullying and Harassment  
  ○ Disciplinary Procedures
• Provided professional development to improve inclusive practices  
  ○ Lisa Dieker – Strategies for Co-Teaching;  
  ○ Kathy Porcaro – Differentiated Instruction
• Provided professional development on Social Emotional regulating behavior and the importance of play, at the Early Steps Preschool
• Additional Integrated Support Program classroom was opened at the elementary level, for Kindergarten to 2nd grade students, located at the Lowell Elementary School.
• Provided role-specific monthly supervision for School Psychologists, Guidance Counselors, and Social Workers/School Adjustment Counselors through Walker Consultants
• Reviewed programming pre-K-12 for students with Autism and related developmental disabilities through Marcie Handler, PhD., BCBA-D, of Broad Reach Consulting
• Provided consultation from Gina de Burca, of 3-21 Foundation, for the Learning Support program at the Cunniff Elementary School
• Trained 4 additional special education teachers in Wilson Language System
• Provided new classroom libraries for all special education programs to support literacy
• Provided two days of professional development for Speech Language Pathologists at the ASHA national conference in Boston
• Enhanced evaluation administration and scoring by purchasing Pearson Digital Library

FY19 Budget Drivers, Recommendations, and Budget Details
Special Education tuitions in public and private day schools and residential settings, as well as transportation costs, continue to account for a substantial portion of the special education budget (Tuition = $5,057,353, Transportation = $1,099,915). The number of students attending out of district settings in 2019 is 56.

The largest category of expenditures within the total Special Education Budget is salaries ($13,712,993). To address ongoing achievement gaps, maintenance of Watertown’s very low student to teacher ratios (8 SWDs to 1 special educator at the elementary level; 9 to 1 at the secondary level) is recommended, with an emphasis on provision of special education services delivered by licensed professional staff within the general education classroom. When students are supported by instructional assistants, the work must be directed and overseen by professionally licensed staff.

EDCO Collaborative
Watertown is one of 21 member districts of the EDCO Collaborative. The Collaborative districts are distributed throughout the Greater Boston area and include: Acton-
Boxborough Regional School, Arlington Public Schools, Bedford Public Schools, Belmont Public Schools, Brookline Public Schools, Carlisle Public Schools, Concord Public Schools, Concord-Carlisle Regional School, Lexington Public Schools, Lincoln Public Schools, Lincoln-Sudbury Regional School, Newton Public Schools, Sudbury Public Schools, Waltham Public Schools, Watertown Public Schools, Weston Public Schools. The Collaborative provides opportunities to collaborate on education issues such as special education, school-to-work, vocational education and professional development for teachers.

Education Collaborative for Greater Boston, Inc. began in 1969 as a private, not-for-profit corporation formed by superintendents from seven member school districts. Their mission is to provide opportunities for collaboration among staff and students in urban and suburban school districts. Member districts collaborate on education issues such as special education, school-to-work, vocational education, and professional development for teachers. In 1988, after the passage of the legislation encouraging collaboration, EDCO Collaborative was formed as a public collaborative under Chapter 40, Section 4E, to complement the services offered by the private not-for-profit corporation. Many of the programs operated under the original organization were shifted to the public collaborative. The private corporation remained as an affiliated agency with shared administration. When additional changes in the legislation were anticipated, Education Collaborative for Greater Boston, Inc. was dissolved. All of its assets were transferred to EDCO Collaborative, and the contracts and programs managed by ECGB, Inc. were reassigned by the funding agencies to EDCO.

Information Technology

The district’s Information Technology Department manages most of the District’s administrative software systems including our Student Information System (PowerSchool) and is responsible for mandated state reporting including SIMS, EPIMS, SCS, and the bi-annual Civil Rights Data Collection. The IT Department supports:

- networking and infrastructure needs
- implementation and maintenance of operational and instructional software
- repair and maintenance of devices (desktops, laptops, Chromebooks, tablets)
- telephone systems
- intercom and bell systems
- security system technology

FY19 Accomplishments

- 1:1 ChromeBooks (Grades 6 thru 12)
- Elementary Staff MacBook Refresh complete
- WMS Core Switch Replacement
- iReady Assessments
- ImagineLearning
- Raptor Visitor Management
- RecTrac Online Payments
- Piloting Online Registration for incoming kindergarten
- New Data Systems Administrator hired Sept 2018
- Migrated to new web-based grading platform (PowerTeacher Pro)
- Implemented New Standards-Based Report Cards for Elementary Schools
- Increased rostering of students for services (i.e.: ELL) and activities

Athletics

Watertown welcomed a new Athletic Director, Ryan Murphy, in FY19. The District has a wide variety of teams and the Director is hoping to expand the programs in FY20 based on increased demand. Watertown is a member of the Middlesex League’s Freedom Division and has been very competitive in many sports over the years.

Watertown High School Athletic Program Offerings

<table>
<thead>
<tr>
<th>Fall Teams</th>
<th>Winter Teams</th>
<th>Spring Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball (G)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Basketball (B)</td>
<td>Softball</td>
</tr>
<tr>
<td>Football</td>
<td>Ice Hockey (B)</td>
<td>Tennis (G)</td>
</tr>
<tr>
<td>Soccer (B)</td>
<td>Ice Hockey (G)</td>
<td>Tennis (B)</td>
</tr>
<tr>
<td>Soccer (G)</td>
<td>Indoor Track (G)</td>
<td>Track (G)</td>
</tr>
<tr>
<td>Golf</td>
<td>Indoor Track (B)</td>
<td>Track (B)</td>
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<tr>
<td>Volleyball</td>
<td>Wrestling</td>
<td>Lacrosse (G)</td>
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<tr>
<td>Cheering</td>
<td>Cheering</td>
<td>Lacrosse (B)</td>
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<tr>
<td>Swim (G)</td>
<td>Swim (B)</td>
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</table>

Watertown Middle School Athletic Program Offerings

<table>
<thead>
<tr>
<th>Fall Teams</th>
<th>Winter Teams</th>
<th>Spring Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Teams</td>
<td>Winter Teams</td>
<td>Spring Teams</td>
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<tr>
<td>Field Hockey</td>
<td>Boys Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Girls Basketball</td>
<td>Softball HS/MS</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>Boys Hockey HS/MS</td>
<td>Boys Track</td>
</tr>
<tr>
<td>Boys X-Country</td>
<td>Girls Hockey HS/MS</td>
<td>Girls Track</td>
</tr>
<tr>
<td>Girls X-Country</td>
<td></td>
<td>Volleyball - New FY19</td>
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</tbody>
</table>

FY19 Accomplishments

- Football- Qualified for the state tournament.
- Field Hockey- Middlesex League Champions and North Finals Champions.
- Boys Soccer- Middlesex League Champions and qualified for the state tournament.
- Girls Volleyball- added a freshman team
- Boys Track- 3rd place at Division 5 Relay Meet, tied for 4th at the Division 5 State Meet.
- Girls Track- student placed second in the high jump at the state meet and will advance to the all-state meet.
- Boys Basketball- qualified for the state tournament for the 24th straight season.
- Girls Basketball- seven more wins than last season and qualified for the state tournament.
• **Wrestling** - 20-10-1 final record. Largest team in the program's history.
• **Boys Hockey** - finished with an 8-8-4 record and qualified for the state tournament.
• **Cheerleading** - qualified for the regional competition.
• **Boys Swimming** - placed 26th at the N. Sectional Meet, qualified for State meet in 200 and 400 relays.
• **Middle School Sports** - The middle school programs had great numbers this year.

---

**Food Services**

The mission of the Watertown School Food Service Program is to provide nutritious foods that support the academic success of students and encourage healthy eating habits. Operations of school nutrition programs are regulated by the U.S. Department of Agriculture under the National School Lunch and School Breakfast Programs. Food Service programs are among the most highly regulated programs in any school district. The MA DESE is responsible for ensuring that school districts comply with national regulations, including administration of the Free and Reduced Meals program. Compliance is monitored through regular auditing of district programs. Watertown's last audit occurred in April of 2017.

**Watertown School Breakfast and Lunch Prices**

<table>
<thead>
<tr>
<th></th>
<th>Elementary Schools</th>
<th>Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.25</td>
<td>$1.25</td>
<td>$1.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>$3.00</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>Adult Meals</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

---

**School Facilities**

The school facilities cost center funds the following operational needs:

- Facilities Director and administrative support
- Custodial Services
- Maintenance Services
  - Maintenance Staff
  - Inspections and Preventative Maintenance
- Energy and Utilities
- Repairs and Extraordinary Maintenance
- Maintenance of Grounds

**FY19 Accomplishments**

- Signed MOA for consolidation of school and town facilities
- Implementing Preventative Maintenance System/software (Hired PM tech...under DPB budget)
- Increased safety measures
  - Started random water testing (after re-piping Hosmer kitchen)
- Additional abatement work throughout district
- Radon and Air Testing throughout district
- Tested/Replaced all emergency lights in all facilities
- Started on-call contractors – HVAC/Electrical/Boiler/Plumbing/Elevators
- Starting HVAC/Electrical feasibly study at WMS/WHs
- DPW teaming
  - WHS – sewer back up issues in bathrooms
  - DPW removing snow at all elementary school's lots
- Hired Supervisor of Custodian (under DPB budget)
- Work Orders
- 1278 Work Orders Submitted in FY19 (as of 25 Feb)
- 1030 Work Orders Completed in FY19 (as of 25 Feb)

---

**Student Performance: State Assessments**

**Massachusetts Comprehensive Assessment System (MCAS 2.0 Next Generation and MCAS Legacy Test)**

Student performance data is used to identify areas of strength and areas of opportunity as a district, grade level, cohort, and individual in English Language Arts (ELA), Mathematics, and Science. MCAS data represents one set of point-in-time data that, when combined with other assessments (classroom, benchmarks, i-Ready), can inform instruction at a programmatic level as well as for targeted instruction and intervention. At Watertown Public Schools we are working to align our curriculum more closely with the State Standards and support our teachers in being fully immersed in standards-based instruction.

The 2017-2018 school year was the second year of the next-generation MCAS assessments for students in 3rd through 8th grade, taking mathematics and English Language Arts online. High school students took the legacy MCAS tests. The next-generation tests will be introduced at the high school level in spring 2019.

**MCAS Next Generation Grades 3 – 8, 2018**

Performance level descriptors for English language arts/literacy and mathematics describe what a typical student at each level should be able to demonstrate based on his/her command of grade-level standards, with Meeting expectations(M) and Exceeding expectations(E) reflecting student proficiency.

The chart below lists performance levels for the 2018 MCAS Next Generation assessment in grades 3 through 8 by grade/test. The overall percentage of students in grades 3 through 8 who were proficient (Meets or Exceeds Expectations) on the ELA/Literacy assessment was 52 percent, and in math it was 43 percent.
School Configuration

Watertown's Schools

There are five schools in the Watertown school district: Cunniff Elementary School, Hosmer Elementary School, James Russell Lowell Elementary School, Watertown Middle School and Watertown High School. Grade configuration in Watertown is typical for Massachusetts with the elementary schools housing grades K-5, the Middle School grades 6-8, and the High School grades 9-12. Watertown operates an integrated pre-school program where students with disabilities are educated alongside typical peers; the State identifies Pre-school-aged children who require services prior to Kindergarten and all districts are required to provide such services at no cost. Districts also must comply with requirements to have typical peer students in the program; general education students in the pre-school program are assessed tuition. Watertown also operates a pre-kindergarten program at each elementary school for students who are not yet ready to matriculate to the Kindergarten level. Pre-K students are also assessed a tuition. The school district has had a publicly funded (tuition free) Kindergarten program for many years.
Cunniff Elementary School

246 Warren Street
Watertown, MA 02472
Phone: 617-926-7726
Fax: 617-924-0420

Administration
Mena Ciarlone, Principal

Cunniff Elementary School Student Enrollment, 2018-2019

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>PK</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>15</td>
<td>57</td>
<td>58</td>
<td>45</td>
<td>42</td>
<td>62</td>
<td>46</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>15</td>
<td>19</td>
<td>19.3</td>
<td>22.5</td>
<td>21.5</td>
<td>20.6</td>
<td>23</td>
</tr>
</tbody>
</table>

Cunniff Elementary School Enrollment, Special Populations, 2017-2019

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Economically Disadvantaged</td>
<td>21.3</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>% of English Language Learners</td>
<td>10.8</td>
<td>15</td>
<td>13</td>
</tr>
<tr>
<td>% of Students With Disabilities</td>
<td>11.5</td>
<td>17</td>
<td>21</td>
</tr>
</tbody>
</table>

Cunniff Elementary School, MCAS 2.0 Performance, Spring 2019

<table>
<thead>
<tr>
<th>2019 Spring MCAS</th>
<th>% Meeting or Exceeding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELA</td>
</tr>
<tr>
<td>Grade 3</td>
<td>42</td>
</tr>
<tr>
<td>Grade 4</td>
<td>41</td>
</tr>
<tr>
<td>Grade 5</td>
<td>48</td>
</tr>
</tbody>
</table>

FY19 Accomplishments

- Addition of literacy and math coaches to support: pacing, planning and delivery of standards aligned curriculum, use of data to inform instruction, as well as opportunities for tiered instruction and in-depth exploration
- Established coaching partnership with (TLA) Teaching and Learning Alliance in grades 1,3 and 4
- Use of i-Ready Diagnostic and i-Ready Program
- Implementation of Fundations Program in K-2 and Words Their Way in grades 3-5
- Addition of a social-emotional curriculum – Responsive Classroom
- Expansion of co-teaching model
- Developed opportunities for fourth and fifth grade students to learn about, value and appreciate differences
Hosmer Elementary School
1 Concord Road
Watertown, MA 02472
Phone: 617-926-7740
Administration
Robert LaRoche, Principal
MaryKate Fitzpatrick, Assistant Principal

Hosmer Elementary School Student Enrollment, 2018-2019

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>PK</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Number of Students</td>
<td>15</td>
<td>116</td>
<td>107</td>
<td>107</td>
<td>77</td>
<td>74</td>
<td>85</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>15</td>
<td>19.3</td>
<td>17.8</td>
<td>21.4</td>
<td>19.25</td>
<td>18.5</td>
<td>21.25</td>
</tr>
</tbody>
</table>

Hosmer Elementary School Enrollment, Special Populations, 2017-2019

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Economically Disadvantaged</td>
<td>25.1</td>
<td>22.8</td>
<td></td>
</tr>
<tr>
<td>% of English Language Learners</td>
<td>13.3</td>
<td>21.7</td>
<td>21.8</td>
</tr>
<tr>
<td>% of Students With Disabilities</td>
<td>19.6</td>
<td>17.3</td>
<td>16.2</td>
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</table>

Hosmer Elementary School, MCAS, Spring 2019

<table>
<thead>
<tr>
<th>2019 Spring MCAS</th>
<th>% Meeting or Exceeding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELA</td>
</tr>
<tr>
<td>Grade 3</td>
<td>51</td>
</tr>
<tr>
<td>Grade 4</td>
<td>55</td>
</tr>
<tr>
<td>Grade 5</td>
<td>60</td>
</tr>
</tbody>
</table>

FY19 Accomplishments

- We saw improvement in MCAS scores that suggests investment over the past years has yielded results
- Clearly articulating expectations for students has resulted in a decrease in behavior referrals
- Literacy and Math coaching has established a peer support model that has improved practice as evidenced through observations
- Title I tutors provide differentiated instruction to support classroom teachers
- Co teaching model supports instruction in-classroom and increases differentiation for all students
- Establishment of common language and practice via TLA identifies and promotes best practices
- Spanish language was successfully expanded to grade two as evidenced by benchmark testing and classroom observations
- Teachers use iReady assessment and data to inform instruction
- A New Family welcoming group was established by teachers and parents to ease the transition into a new school and community
J.R. Lowell Elementary School Student Enrollment, 2018-2019

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>PK</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>15</td>
<td>80</td>
<td>73</td>
<td>68</td>
<td>56</td>
<td>63</td>
<td>60</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>15</td>
<td>20</td>
<td>18.2</td>
<td>22.6</td>
<td>18.6</td>
<td>21</td>
<td>20</td>
</tr>
</tbody>
</table>

J.R. Lowell Elementary School Enrollment, Special Populations, 2017-2019

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Economically Disadvantaged</td>
<td>19.4</td>
<td>26.2</td>
<td>24.8</td>
</tr>
<tr>
<td>% of English Language Learners</td>
<td>11.6</td>
<td>17.8</td>
<td>15.1</td>
</tr>
<tr>
<td>% of Students With Disabilities</td>
<td>16.4</td>
<td>16.6</td>
<td>13.0</td>
</tr>
</tbody>
</table>

J.R. Lowell Elementary School, MCAS 2.0 Performance, Spring 2019

<table>
<thead>
<tr>
<th>2019 Spring MCAS</th>
<th>% Meeting or Exceeding</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>76</td>
<td>62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 4</td>
<td>64</td>
<td>77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 5</td>
<td>55</td>
<td>55</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

J.R. Lowell Elementary School, MCAS 2.0 Performance, Spring 2018

<table>
<thead>
<tr>
<th>2018 Spring MCAS</th>
<th>% Meeting or Exceeding</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>46</td>
<td>48</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Grade 4</td>
<td>55</td>
<td>49</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Grade 5</td>
<td>73</td>
<td>58</td>
<td>69</td>
<td></td>
</tr>
</tbody>
</table>

FY19 Accomplishments

- **Literacy** - curriculum alignment and professional development continued
- Implemented Lucy Calkins Unit of Study in k-5
- TLA (Teachers Learning Alliance) professional development and coaching
- Fundations curriculum implementation and professional development in kindergarten
- **Math** - curriculum alignment and professional development continued
- Hired 2 District math coaches 1. (k-2) 2. (3-5), added two math Title 1 tutors
- **Assessment/Intervention** - iReady for ELA and Math
- **SEI Curriculum** - Responsive Classroom implementation and professional development
- **ESL** - Imagine Learning computer based curriculum and assessment for EL students
- **Extended Learning Time** - before and after-school (MCAS and Imagine Learning)
- **ISP** - classroom added
- **FLES** - expanded into Grade 2
- **Fine Arts** - Junior Chorus and instruments expanded in grades 3 and 4
- Data Meeting/Planning meetings with coaches
- In class coaching cycles for reading and math
- **Atlas** - curriculum Science, Math, and Literacy
- SBRC
Watertown Middle School

68 Waverley Avenue
Watertown, MA 02472
617-926-7783

Administration
Donna Martin, Principal
Jason DelPorto, Assistant Principal

Watertown Middle School Student Enrollment, 2018-2019

<table>
<thead>
<tr>
<th>Student Enrollment</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>205</td>
<td>174</td>
<td>185</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>25</td>
<td>21</td>
<td>23</td>
</tr>
</tbody>
</table>

Watertown Middle School Enrollment, Special Populations, 2017-2019

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of English Language Learners</td>
<td>24.6</td>
<td>24.7</td>
<td>32.3</td>
</tr>
<tr>
<td>% of Students With Disabilities</td>
<td>7.7</td>
<td>6.8</td>
<td>12.1</td>
</tr>
<tr>
<td>% Student With Disabilities</td>
<td>20.7</td>
<td>20.7</td>
<td>20.2</td>
</tr>
</tbody>
</table>

Watertown Middle School, MCAS 2.0 Performance, Spring 2019

<table>
<thead>
<tr>
<th>2019 Spring MCAS</th>
<th>% Meeting or Exceeding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELA</td>
</tr>
<tr>
<td>Grade 6</td>
<td>45</td>
</tr>
<tr>
<td>Grade 7</td>
<td>41</td>
</tr>
<tr>
<td>Grade 8</td>
<td>56</td>
</tr>
</tbody>
</table>

FY19 Accomplishments

- Teachers administered the fall and winter i-Ready diagnostic assessments and have begun to look at the data to inform instruction and intervention.
- SMART boards have continued to be added to classrooms to support technology integration into the curriculum; teachers utilize them along with the students’ Chromebooks to provide additional depth to the curriculum.
- The Raptor Visitor Management System was installed to improve security.
- Project-based learning through the Buck Institute, Critical Explorers, and Lab Aids for curriculum and pedagogical professional development.
- Project Lead the Way professional development and enrichment courses.
- Technology and instruments to promote standards-based and project-based music classes.

Extra-Curricular Programs

Extra-Curricular activity offerings may vary year to year based on student interest. The activity fee is $50 per student per year and includes as many activities as the student wishes to participate in. The fee offsets expenses to run the programs.

<table>
<thead>
<tr>
<th>Art Club</th>
<th>Hand Chimes Ensemble</th>
<th>Undoing Racism Task Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service Club</td>
<td>Library Learning Lab</td>
<td>WMS Problem Solvers</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Spanish Club</td>
<td></td>
</tr>
</tbody>
</table>
Watertown Middle School

Administration
Shirley Lundberg, Principal
Annmarie Boudreau, Associate Headmaster
Brian Brewer, Dean of Students

Watertown High School Student Enrollment, 2018-2019

<table>
<thead>
<tr>
<th></th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>SP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>164</td>
<td>185</td>
<td>150</td>
<td>153</td>
<td>7</td>
</tr>
<tr>
<td>Average Class Size</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Core Classes</td>
<td>13.7</td>
<td>14.6</td>
<td>14.7</td>
<td>14.3</td>
<td>7</td>
</tr>
</tbody>
</table>

Watertown High School Enrollment, Special Populations, 2017-2019

<table>
<thead>
<tr>
<th>Student Demographics</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Economically Disadvantaged</td>
<td>26.0</td>
<td>28.7</td>
<td>29.1</td>
</tr>
<tr>
<td>% of English Language Learners</td>
<td>7.1</td>
<td>7.7</td>
<td>8.9</td>
</tr>
<tr>
<td>% of Students With Disabilities</td>
<td>21.7</td>
<td>20.9</td>
<td>16.2</td>
</tr>
</tbody>
</table>

Grade 10 MCAS Performance, Watertown High School, Spring 2019

<table>
<thead>
<tr>
<th>2019 Spring MCAS</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
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</thead>
<tbody>
<tr>
<td>Grade 10 (Sci. Gr.9/10)</td>
<td>74</td>
<td>84</td>
<td>76</td>
</tr>
</tbody>
</table>

FY19 Accomplishments

- Implemented Drama elective as first step toward reinstating
- Drama Elective Programming in FAPA Department
- Implemented Robotics elective in the CTE/Engineering Programming
- Implemented second Intro to Computer Science elective (Python)
- Implemented PSAT (in-school) testing for all Sophomores and Juniors
- Implemented iReady for all freshmen for growth monitoring and support
- New texts for Arabic, AP Calculus, and Social Studies
- Classroom sets of readers and magazines for Spanish and Italian
- Additional interactive projectors for Math, Science, ELA and Social Studies
- Updated Adobe Software for Graphics Lab
- Additional music for the growing Jazz Band
- Refreshed one full grade of ChromeBooks, to sustain the 1:1 initiative
- Provided Prof. Dev. for the implementation of new student schedule in FY20
- Increased events for 8th to 9th grade transitions (additional parent events, new freshman BBQ)
Students may participate in a number of clubs and activities that are outside of the regular school day. Offerings vary year to year based on student interest and available staff. A $50 fee is assessed per student per year which helps offset expenses related to the programs.

**Watertown High School Extracurricular Offerings**

<table>
<thead>
<tr>
<th>A Capella Club</th>
<th>Model UN Club</th>
<th>Game Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armenian Club</td>
<td>Morning Weightlifting Club</td>
<td>Gender Sexuality Alliance</td>
</tr>
<tr>
<td>Art Club</td>
<td>NHS/Cum Laude Club</td>
<td>Hope Squad</td>
</tr>
<tr>
<td>Athletic Leadership Club</td>
<td>No Place for Hate Club</td>
<td>IDS Lunch</td>
</tr>
<tr>
<td>Badminton Club</td>
<td>Percussion Ensemble</td>
<td>Pep Band</td>
</tr>
<tr>
<td>Coding Club</td>
<td>Social Network/Social Butterflies Club</td>
<td>Photography Club</td>
</tr>
<tr>
<td>Comic, Graphic Novel and Animation Club</td>
<td>Student Council</td>
<td>Ping Pong Club</td>
</tr>
<tr>
<td>Dance Club</td>
<td>True Crime Club</td>
<td>PRIDE</td>
</tr>
<tr>
<td>Design Club</td>
<td>UNICEF Club</td>
<td>Raiders Study Club</td>
</tr>
<tr>
<td>Early Bird Athletic Conditioning Club</td>
<td>WGBH Quiz Show</td>
<td>Social Action Club</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Word Painter</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Fab Lab Club</td>
<td>Baking Club</td>
<td>Yoga &amp; Stress Reduction Club</td>
</tr>
<tr>
<td>International Club</td>
<td>Book Club</td>
<td></td>
</tr>
<tr>
<td>Jazz Band</td>
<td>Chess/Checkers Club</td>
<td></td>
</tr>
<tr>
<td>Math SAT Club</td>
<td>FIRST Robotics</td>
<td></td>
</tr>
</tbody>
</table>
## GENERAL ELECTION

### TOWN COUNCIL PRESIDENT AND MEMBER OF THE SCHOOL COMMITTEE

<table>
<thead>
<tr>
<th>Mark Sidaris</th>
<th>178</th>
<th>212</th>
<th>252</th>
<th>363</th>
<th>306</th>
<th>209</th>
<th>369</th>
<th>403</th>
<th>178</th>
<th>336</th>
<th>201</th>
<th>213</th>
<th>3216</th>
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</thead>
<tbody>
<tr>
<td>Total number of write-ins</td>
<td>1</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>59</td>
</tr>
<tr>
<td>Times Blank Voted</td>
<td>32</td>
<td>64</td>
<td>70</td>
<td>110</td>
<td>81</td>
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<td>328</td>
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<td>383</td>
<td>252</td>
<td>461</td>
<td>480</td>
<td>338</td>
<td>447</td>
<td>266</td>
<td>277</td>
<td>4112</td>
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### COUNCIL - AT-LARGE

| Clyde L. Younger    | 52  | 84  | 84  | 74  | 94  | 71  | 121 | 125 | 64  | 174 | 33  | 90  | 1126 |
| Anthony Palomba     | 127 | 195 | 230 | 338 | 268 | 145 | 286 | 309 | 147 | 235 | 124 | 152 | 2556 |
| Anthony Joseph Donato| 131 | 175 | 186 | 317 | 235 | 132 | 282 | 339 | 153 | 315 | 188 | 204 | 2657 |
| John G. Gannon      | 100 | 142 | 176 | 299 | 220 | 126 | 230 | 271 | 132 | 232 | 123 | 139 | 2170 |
| James L. Mello       | 69  | 69  | 52  | 77  | 88  | 61  | 127 | 145 | 64  | 151 | 98  | 99  | 1100 |
| Michelle Joyce Coxenuougher | 70  | 69  | 98  | 86  | 101 | 57  | 78  | 102 | 60  | 72  | 92  | 51  | 898  |
| Caroline J. Bays     | 121 | 165 | 231 | 314 | 260 | 159 | 283 | 277 | 132 | 170 | 115 | 128 | 2355 |
| Total number of write-ins | 1   | 7   | 0   | 1   | 3   | 3   | 6   | 2   | 1   | 3   | 3   | 5   | 38   |
| Times Blank Voted    | 173 | 226 | 255 | 398 | 303 | 254 | 436 | 346 | 218 | 438 | 261 | 240 | 3548 |
| Total Ballots        | 231 | 283 | 328 | 476 | 393 | 252 | 461 | 480 | 338 | 447 | 266 | 277 | 4112 |

### DISTRICT A COUNCILLOR

<table>
<thead>
<tr>
<th>Angelina B. Kounelis</th>
<th>160</th>
<th>220</th>
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<td>5</td>
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<td>61</td>
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### DISTRICT B COUNCILLOR

<table>
<thead>
<tr>
<th>Lisa J. Feltner</th>
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<tr>
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<tr>
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### DISTRICT C COUNCILLOR

<table>
<thead>
<tr>
<th>Vincent J. Piccirilli, Jr.</th>
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<th>187</th>
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<tr>
<th>Kenneth Michael Woodland</th>
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### SCHOOL COMMITTEE

<table>
<thead>
<tr>
<th>Lindsay J. Mosca</th>
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<th>239</th>
<th>285</th>
<th>229</th>
<th>157</th>
<th>289</th>
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<tr>
<td>Kendra Medville Foley</td>
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<td>447</td>
<td>266</td>
<td>277</td>
<td>4112</td>
</tr>
</tbody>
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| Mara Dolan              | 134 | 173 | 213 | 304 | 241 | 159 | 276 | 311 | 154 | 252 | 175 | 155 | 2547 |
| Sheppard Ferguson       | 140 | 175 | 242 | 307 | 251 | 155 | 270 | 302 | 155 | 264 | 150 | 149 | 2560 |
| Theodore Kokinos        | 114 | 164 | 207 | 273 | 229 | 140 | 242 | 303 | 137 | 238 | 149 | 154 | 2350 |
| Total number of write-ins | 1   | 5   | 1   | 2   | 0   | 2   | 11  | 5   | 1   | 3   | 2   | 3   | 36   |
| Times Blank Voted       | 244 | 334 | 321 | 542 | 458 | 307 | 584 | 519 | 267 | 584 | 322 | 370 | 4843 |
| Total Ballots           | 211 | 283 | 328 | 476 | 393 | 252 | 461 | 480 | 238 | 447 | 266 | 277 | 4112 |