

AGENDA

FINANCE AND WARRANT COMMISSION

March 2022 Sub-Committee Reports

Tuesday, March 15, 2022

(Continued to Wednesday, March 16, 2022 if needed)

ZOOM WEBINAR

6:00 P.M.

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law an Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order. This meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so by using the Webinar link below. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the Town website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

The meeting will be live streamed by Westwood Media Center and the public can view the meeting there. Our government channels will be broadcasting the meeting on Comcast channel 12 and Verizon channel 42.

The public is encouraged to watch our meeting via Westwood Media Center live stream and join via Zoom webinar as instructed below. The public will be allowed to make comments, if they wish to do so, during the portions of the meeting designated for public comment.

JOIN ZOOM MEETING:

You are invited to a Zoom webinar.

When: Mar 15, 2022 06:00 PM Eastern Time (US and Canada)

Topic: Finance and Warrant Commission Subcommittee Review

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82390192854?pwd=TEE4L3BLKzVLZXpEbmI5MzhWaTNnUT09>

Passcode: 877758

Or Telephone:

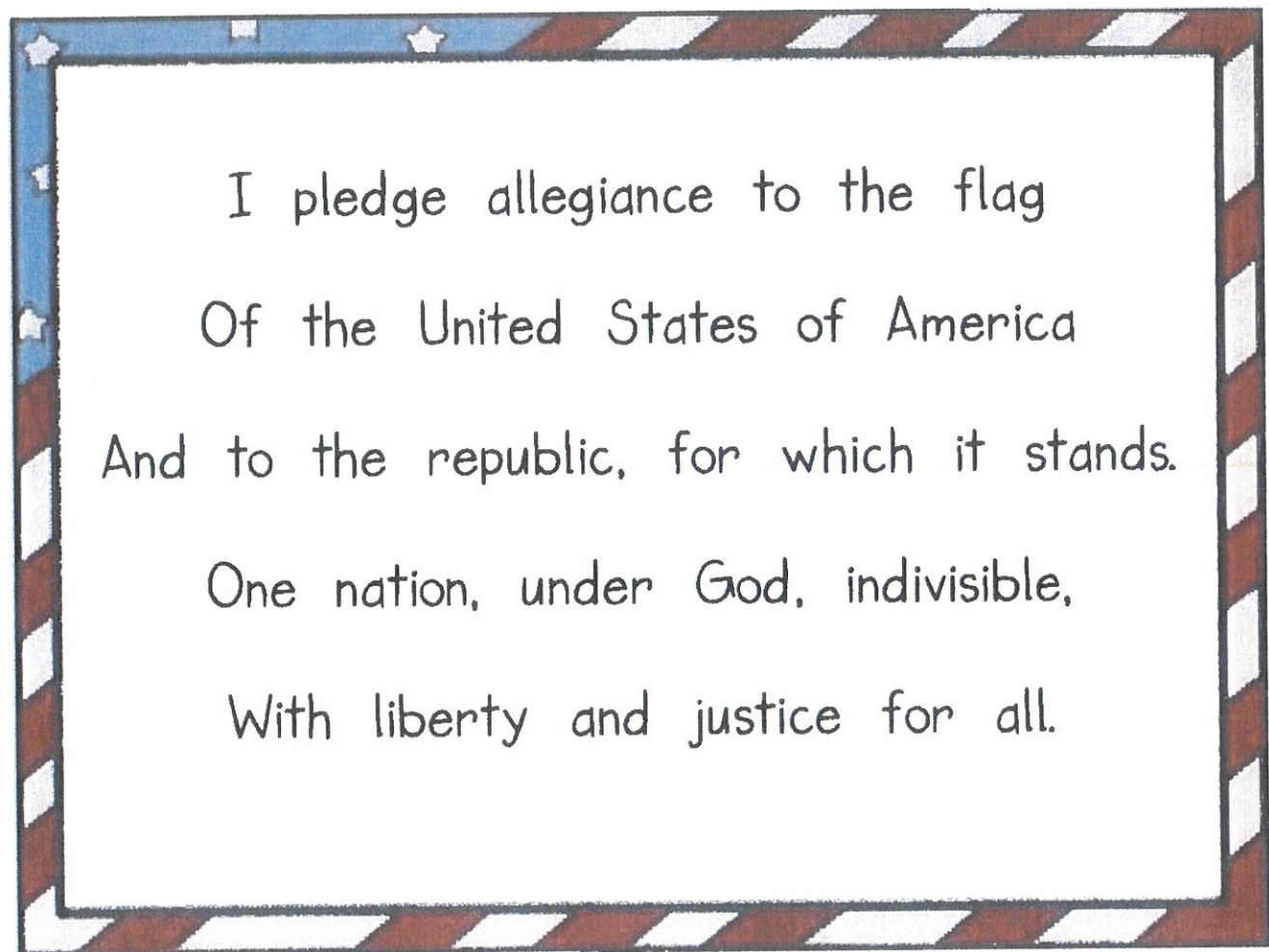
877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Webinar ID: 823 9019 2854

https://youtu.be/_ERKfjVpZOA

Topic:	Responsible:	Time:
Meeting Opening: - Call to Order. Grant Permission to Westwood Media Center to live stream and record the meeting. Ask if anyone else would like to record. <u>Chair:</u> Introductory Comments and Welcome to all participants including remote members, presenters, and members of public and press. Instructions for remote participation.	Chair	5 Minutes
Announce Members Remote Participation with Member Roll-Call.	Jane	2 Minutes
Pledge of Allegiance.	All	
<u>Municipal:</u> <i>Chair:</i> Lauren FitzPatrick <i>Vice:</i> Alex Yale <i>Members:</i> Jim Ferraro, Angeila Hughes, <i>Chris Poreda for C&ED</i>	<u>FinCom Sub-Committee</u> <u>Reports: Municipal</u>	30 Minutes
MEMBERS' QUESTIONS/FEEDBACK	Chair	15 Minutes
Questions from Public and Press	Chair	10 Minutes
<u>Education:</u> <i>Chair:</i> Bill Bruce <i>Vice:</i> George Laham <i>Member:</i> Mike Gay, Rene Gauthier	<u>FinCom Sub-Committee</u> <u>Reports: Education</u>	30 Minutes
MEMBERS' QUESTIONS/FEEDBACK	Chair	15 Minutes
Questions from Public and Press	Chair	10 Minutes
Chris Coleman – Town Administrator, Pam Dukeman – Assistant Town Administrator/Finance Director, Mike Walsh- Chair and members of Select Board, Patrick Ahearn - Town Counsel	Select Board 2022 ATM Warrant Articles: <u>Final Changes/Final Comments</u> Select Board -2 Select Board -4	10 Minutes
MEMBERS' QUESTIONS/FEEDBACK	Chair	10 Minutes
Questions from Public and Press	Chair	10 Minutes
Nora Loughnane- Director, C&ED, Chris Pfaff –Planning Board Chair and members of the Planning Board	Planning Board 2022 ATM Warrant Articles: <u>Final Changes/Final Comments</u> Planning Board -2 Planning Board -3 Planning Board -4 Planning Board -5 Planning Board -6	15 Minutes

MEMBERS QUESTIONS/FEEDBACK	Chair	15 Minutes
Questions from Public and Press	Chair	10 Minutes
Chair Dianne McCarthy and FinCom Members vote to Close Public Portion of the Meeting With Roll-Call	Chair	5 Minutes
Chair Dianne McCarthy and FinCom Members	<u>FINCOM</u> <u>DELIBERATES AND</u> <u>VOTES ON SELECTED</u> <u>2022 WARRANT ARTICLES</u> <u>RECOMMENDATIONS</u> <u>WITH ROLL-CALL</u>	45 Minutes
Other:	All	15 Minutes
<ul style="list-style-type: none"> • New Business –. • Old Business – Approval of March 1, 2022, PH Minutes • Public and Press -. • Adjournment - with Member Roll-Call. 	MAKE A DECISION ON 3/16/22 SECOND NIGHT	





Town of Westwood
Finance & Warrant Commission
FY 23 Budget Review & Report
Municipal Subcommittee

March 15, 2022

AGENDA

Topic	Responsibility
I Budget Overview and Process	Lauren FitzPatrick
II Budget review by Department:	
○ Fire	Alexander Yale
○ Police	Angeila Hughes
○ Culture & Recreation	Angeila Hughes
○ Community and Economic Development	Chris Poreda
○ Public Works	Jim Ferraro
○ General Government	Jim Ferraro
III Closing Remarks and Summary (incl Capital)	Lauren FitzPatrick

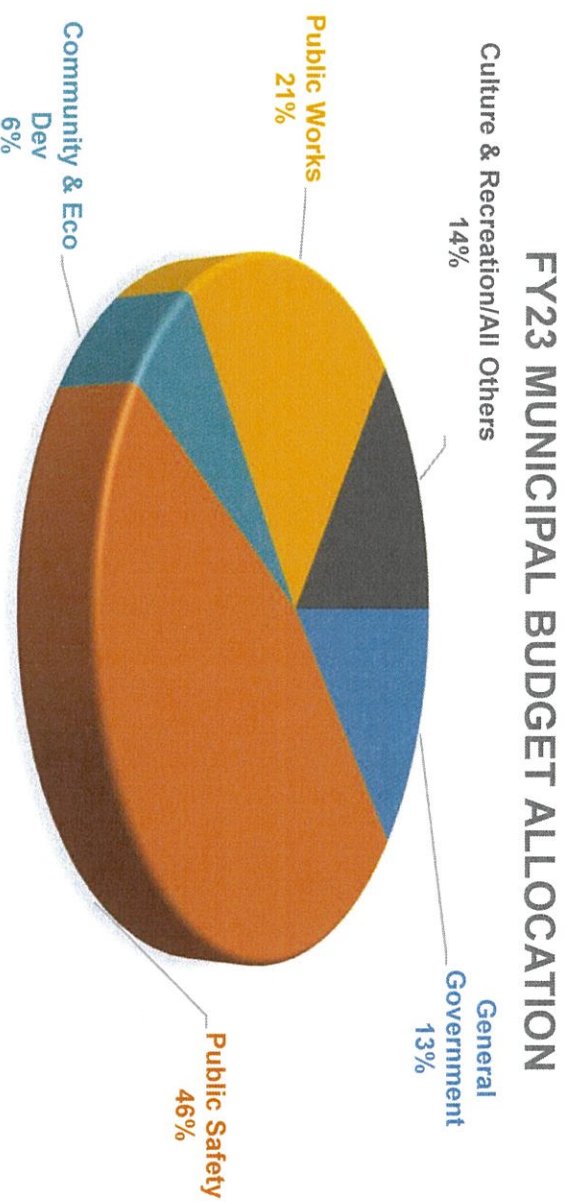
Municipal Subcommittee Overview

- **Subcommittee members:**
 - Lauren FitzPatrick (Chair)
 - Alexander Yale(Vice Chair)
 - Jim Ferraro
 - Angeila Hughes
 - Chris Poreda

- **Budget Review Process:**
 - Review proposed FY23 budgets
 - Annual meetings with department leaders of the Fire, Police, Culture & Recreation, and DPW, to review budgets in order to better understand department goals and objectives
 - Two years of COVID-19 pandemic and impact on all departments and community
 - Understand how budget will help department achieve goals
 - Look at operational metrics as related to budget and to benchmark with prior years
 - Ensure financial planning and controls are aligned to mitigate risk
 - Review Capital plans

Municipal Operating Budget Overview

- Proposed FY23 budget of \$22,640,063
- FY22 Budget of \$21,823,709
- Up 3.74% increase over FY22 (budget)
- Municipal budget: 80% salaries and 20% expenses – remains a salary-driven budget
- Staffing: Full Time 183, Part Time 40, Total 223



Municipal Budget Proposed changes for FY23

	FY22	FY23	% change
Salaries	\$17,491,895	\$18,193,366	4.0%
Expenses	\$4,331,814	\$4,446,697	2.7%

Salary Budget Increase of \$702K (4%):

- Salary contractual obligations, COLA/Step Increases for all staff
- Additional Staff in FY22 for election and service delivery related to Town Hall building reorganization
- Additional Branch staff hours for new Wentworth Hall/Community Center
- Library custodial staffing enhancements/reorganization
- Staffing of Human Services Division

Expense Budget Increase of \$115K:

- Total proposed FY23 expenses increase of 2.7%.
- Additional training and uniforms
- Election cycle activity
- Branch (\$15K) and other expense budget increases (\$23K)
- Continuing increases to ongoing repairs and maintenance for all buildings
- Increased ongoing maintenance activity

Fire Department

- **FY23 proposed budget \$5.2 million; 2.3% increase from prior year**
 - Training and prevention actual spend in FY21 was 6x less than FY22 budget
 - This covers anything with prevention or education outside of salaries, this will ramp back up to full capacity in FY23
 - Staffing #s remain constant but salaries for firefighters are -1% YoY where Chief Salary is up 11% YoY
 - Turnover of more senior firefighters have been backfilled at lower salaries, Chief salary (contractual) was finalized after FY22 budget was approved so FY23 \$\$s appear inflated to amortize amount over contract length (3 yrs.)
 - Overtime/other is up 16% from FY22 budget to FY23 budget
 - This is related to ongoing contractual / labor negotiations which have yet to be finalized, concrete numbers not available
- **Highlights from prior year and Priorities for FY23**
 - 2021 call volume was 54% EMS, 46% other (fire, etc.)
 - 127 fires, 16 were building
 - Administered COVID vaccine drives for municipal staff and some senior
 - Hired 3 firefighters with 1 remaining vacancy
 - Priorities for upcoming year include resuming and ramping community efforts, upgrade SCBA units, work on departmental strategic plan, succession planning, and increase operational efficiencies
- **FY23 Capital \$86,250**
 - Turnout Gear
 - Replacement of Command Staff Vehicle

Police Department

- **FY23 proposed budget \$5.1 million; 3.1% increase from prior year**
 - Additional training and uniform allowance is the largest change in expense
 - Number of staff (46) to remain unchanged FY22 to FY23
 - Slight increase in salaries based on the contractual salary obligations
 - Overtime projection is 15% higher than FY22
 - This is a result of unfinalized contractual negotiations

- **Prior Years Accomplishments**

- Successful Recruitment: Enhanced staff cultural, linguistic, racial and gender diversity
- Modernized 100% of the Administrative fleet
- Maintained high visibility
- Fully staffed the Community Crisis Intervention Team (CCIT) to address mental health and opioid addiction
- Innovated, modified, and continued full operation amidst global pandemic
- Added a dedicated Traffic Safety and Enforcement Officer to address growing concerns

- **Key Initiatives for 2023**

- Secure statewide accreditation through the Massachusetts Police Accreditation Commission
- Further implement hybrid police patrol vehicles
- Modernize equipment and policies to meet industry best practices
- Fill anticipated vacancies and reorganize internal structure to meet the needs of the community

- **FY23 Capital - \$275,000**

- Replacement of vehicles
- Traffic Safety/Security Equipment

Culture (Library) & Recreation

- **Library**
 - FY23 proposed budget \$1.54 million; 6.4% increase over FY22
 - Salaries are increasing by 4.8%; expenses projected to increase by 11.8%
 - Additional branch staff hours for Wentworth Hall
 - Library custodial staffing enhancements and reorg.
- **FY23 Capital, \$105,000**
 - Patron/Staff End User Technology
 - Upgrade and replace desktops for public use and staff
 - Sound Dampening Project
 - Investment in the teen room to prevent sound travel
 - Book Mobile and mobile shelving
 - Retrofit former COA van into a Library Book mobile
- **Recreation**
 - FY23 proposed budget \$0.52 million; 3.8% increase over FY22
 - Salaries increase due to minimum salary increase; Dept. Reorg.
 - Additional resource need due to program size modifications
- **FY23 Capital, \$60,000**
 - School street playground
 - Repairs to run down features. Will eventually need to be replaced

Long term need for dedicated community rec. center

Community and Economic Development

FY23 Proposed Budget

- Dept. Divisions include Building, Planning, Health, Zoning, Conservation, Licensing and Housing.
 - All work collaboratively to achieve efficiency and tangible budgetary benefits as opposed to having separate divisions
- \$1.32M for FY23; 3.5% increase from FY22
- 94% of budget goes to salaries
- No proposed increase in expenses (Bldg. Inspection Div. proposes a 5% decrease)

FY22 Key Accomplishments

- Zoning Div. hired new staff to replace staff resignation resulting in lower personnel costs
- Public Health Div. used State and Fed. Grant money to fund COVID related extra costs

Continued Areas of Focus FY23

- State budget to include more State aid for local Public Health offices
- Commitment to maintaining neighborhood character of Town in spite of State mandated zoning changes
 - Islington Village Development
 - Opening of new Library Branch (dedication ceremony in Spring)
 - Opening of new restaurants
 - Anticipated increase in Town revenue from property tax and meals tax

Public Works (DPW and Sewer)

DPW is responsible for maintaining the Town's infrastructure, including: roads, fields, buildings, cemeteries, public areas, as well as waste disposal and recycling.

DPW FY22 Proposed Budget

- Overall Budget \$4,718,021, 3.2% increase from FY22

FY22 Prior Year

- Completed final phase of Route 109 road improvement. Including upgrading Clapboardtree/Winter Streets and Oak/Pond Streets Intersections.
- Paving Projects
- Cemetery, continue to implement new rules and regulations
- Sewer, construction phase of 2021 Inflow and Infiltration program
- Upgrade high school fields
- Energy efficiency, ongoing education and outreach regarding trash & recycling
- Reduce recycling contamination to <10%, reducing costs and audits

FY23 Capital Requests \$285,000

- Truck with plow - \$80,000
- Dump truck - \$80,000
- Mechanical lift set - \$50,000
- Downey St sidewalk design (Booth to Canton) - \$75,000

General Government

FY23 Proposed Budget

- Increase of 4.9% from FY22 to \$3,063,897
- General Government includes: Select Board, Finance, Assessors, Treasurer, Legal, Personnel, Clerk, IT, Conservation Commission, and Human Resources.
- By comparison, the proposed budget increases the previous two years were 1.2% (FY22) and 4.2% (FY21).

Prior Year Accomplishments

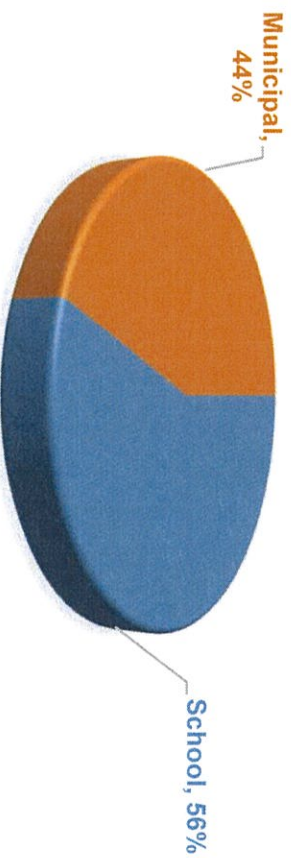
- The Town Hall has been reconfigured for more space efficiency and better handicapped access.
- COVID issues have subsided but allowed improvements in electronic access and on-line payments.
- All departments are utilizing work-from-home employment where applicable.
- Wentworth Hall opened to the public in full operation.
- Westwood recognized by the National Government Finance Offices Assoc. for financial excellence. 24th consecutive national award.
- Revenues from real estate taxes (99.4%) and motor vehicles remained consistent. Most COVID costs were covered by state and federal funding. Hotel and meals taxes continue to lag due to COVID.
- Approximately \$519K (2.4%) of fiscal year 2022 appropriations was returned/not spent. An additional \$405K from 2022 appropriation was returned from reserve fund. Note this sum is appropriated annually and could be self-funded with free cash, to lessen subsequent taxation.

Fixed Costs

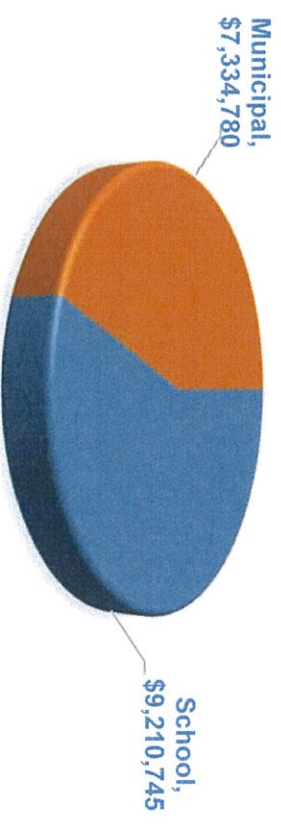
Fixed costs include employee benefits and reserve accounts for Municipal and School employees

- FY22 budget was \$18.3M
- FY23 expected increase to \$19.6M, or 6.8% increase
 - School Pension assessment increase of 7.2% to \$1.9M
 - Municipal Pension assessment increase of 7.3% to \$4.6M
 - School health insurance increase 7% to \$5.5M
 - Municipal health insurance increase 7% to \$1.8M
- Waste Collection & Disposal is rising by 2.2% to \$1,694,500
- Fixed costs attributed to Municipal workforce is 44% (56% school)

EMPLOYEE BENEFIT PERCENTAGE



EMPLOYEE BENEFIT COST



Summary & Takeaways

- COVID has subsided
 - Fire department administered vaccines
 - Improvement in overall town electronic options i.e. online payment, remote work, virtual meetings
- Most COVID costs were covered by state and federal funding but hotel and meals taxes continue to lag due to COVID.
- Fire and Police employment stable and constant with continued
 - Community improvement
 - Succession planning
 - Fill anticipated vacancies and reorganize internal structure
- Continued development of Islington
 - New Library
 - Restaurants/expected revenue from property and meal tax
- Upgrade high school fields and continuing education and outreach regarding recycling

Westwood Finance & Warrant Commission

FY '23 Proposed Public School Budget

Report of Education Sub-committee

March 15th, 2022



Process

- Department submission of proposed budget
- School Committee hearing
- School Committee unanimous acceptance of proposed budget
- Presentation of proposed budget to Finance and Warrant Commission
- Sub-committee meeting with Superintendent and staff to review proposed budget
- Sub-committee presentation to Finance and Warrant Commission

Executive Summary

- Budget is designed to meet contractual obligations, address outstanding new needs, move forward school district priorities
- Budget is developed by the district leadership team with input from cost center leaders and the School Committee
- As in every year, some requests are deferred to future years.

Operating Budget

Overall proposed budget

Major Budget Category	FY'22 Budget	Proposed FY'23 Budget	Incremental Change (\$) before adjusting for IDEA Grant	Incremental Change (\$) after adjusting for IDEA Grant
Total Salaries	43,392,352	44,177,983	1,630,134	785,631
Non-Salary				
Special Education	1,242,828	2,074,331	(13,000)	831,503
Utilities	1,200,000	1,200,000	0	0
Facilities & Maintenance	1,020,335	970,335	(50,000)	(50,000)
All other non-salary	3,157,073	3,339,748	182,675	182,675
TOTAL	50,012,588	51,762,397	1,749,809	1,749,809

Overall Budget Details

- Salaries represent the largest portion of the budget
 - 85% of the total proposed school department budget
 - Contractual obligations provide the largest driving factor
- Increase in budgeted salaries of 3.7%
 - New positions account for around 450K
- IDEA Grant
 - We are using 800K of our IDEA grant to pay for salary rather than non salary expenses
 - This was a strategic decision designed to potentially increase Medicaid reimbursement

Salary Increase Details

Net increase in budget for salaries for existing personnel \$326,225

Proposed New Positions (Faculty)	\$215,000	3.8 FTE
Proposed New Positions (Support)	\$233,648	7.5 FTE
Net increase to non salary accounts	\$69,682	
Net increase to non salary due to changes in offsets and IDEA grant	\$905,254	
TOTAL	\$1,749,809	3.5%
FTE Change	11.3 FTE	

Faculty/Professional Position Additions

	ESSER III funds (no operating impact)
1.2 Elementary Adjustment Counselors	
1.0 FTE HS Adjustment Counselor	\$75,000
1.0 FTE MS Dean of Students	\$90,000
.4 FTE HS Social Studies Teacher	\$30,000
.2 FTE Increase Director of Safety and Security (adjust.2 FTE to .4 FTE)	\$20,000
TOTAL	\$215,000
FTE Change	3.8 FTE

Support Staff Position Changes

2.0 FTE Applied Behavior Analysis (ABA) Tutors

\$90,000

2.0 FTE SPED Instructional Assistants

\$54,000

1.0 FTE Special Education Building Substitute (Downey)

\$25,000

.5 FTE HS Specialized Program Transition Coach

\$30,000

.5 FTE Administrative Assistant for Facilities Department

\$32,500

.5 FTE Administrative Assistant for Business Office

1.0 FTE METCO Advisor (Elementary)

METCO funds (no operating impact)

Other staffing adjustments (Freshman Orientation, ESY⁶ Administrative Assistant, technology support specialist, ISSalary offset)

\$2,148

TOTAL

\$233,648

FTE Change

7.5 FTE

	\$54,000
	\$25,000
	\$30,000
	\$32,500
Revolving accounts (no operating impact)	
METCO funds (no operating impact)	
	\$2,148
TOTAL	\$233,648
FTE Change	7.5 FTE

Enrollment details

- Stable overall enrollment:
 - Maximum enrollment (2011-2012): 3,158
 - Current Enrollment (21-22): 2,847
 - Projected Enrollment (22-23): 2,893
- Distribution across grade levels continues to shift
 - Elementary enrollment projected to rise
 - School year 2025-2026
 - May see ~1,450 in elementary, compared to ~1,250 today
 - Middle and high school decrease
 - Today ~1,700; 2025-2026, ~1,500

Special Education Budget

SPED overview

Tuition	FY'22	FY'23	Difference
Residential Tuition	\$244,892	\$522,603	\$277,711
Day Tuition	\$407,890	\$567,405	\$159,515
Collaborative Tuition	\$793,732	\$383,506	(\$410,226)
Tuition Total	\$1,446,515	\$1,473,515	\$27,000

Transportation	FY'22	FY'23	Difference
Out-of-District SPED Transportation	\$420,439	\$395,439	(\$25,000)
In-District SPED Transportation	\$338,389	\$323,389	(\$15,000)
Transportation Total	\$758,828	\$718,828	(\$40,000)

What is IDEA

- The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.
- The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 7.5 million (as of school year 2018-19) eligible infants, toddlers, children, and youth with disabilities.

IDEA Impact on FY23 Budget

- This year, we are also using over \$800K of our Special Education IDEA Grant to pay for salaries rather than non-salary expenses. This was a strategic decision that was discussed with the School Committee and allowed us to potentially increase our Medicaid reimbursement. As a result of this change, a corresponding amount in Town funds will be used to pay for non-salary expenses, rather than salaries.
- While this change doesn't create clear and predictable funding increases to future Medicaid reimbursement, it will put the town in the best possible position. Salaries are not considered reimbursable by Medicaid. IDEA allows us to apply Grant money towards Salaries.

IDEA Impact on FY23 Budget

- The table below represents the changes in five major budget categories from FY'22 to FY'23. The columns on the right demonstrate the impact of this offset change with the IDEA Grant in particular. This year's unusually small increase in Town funds budgeted for salaries is explained primarily by this change in the Offset.

Major Budget Category	Voted FY'22 Budget	Proposed FY'23 Budget	Incremental Change (\$) before adjusting for IDEA Grant	Incremental Change (\$) after adjusting for IDEA Grant
Total Salaries	43,392,352	44,177,983	1,630,134	785,631
Non-Salary				
Special Education	1,242,828	2,074,331	(13,000)	831,503
Utilities	1,200,000	1,200,000	0	0
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All other non-salary	3,157,073	3,339,748	182,675	182,675
TOTAL	5,012,588	51,762,397	1,749,809	1,749,809

¹ The table above represents town funds, exclusive of revolving funds or grants.

² IDEA refers to the federal Individuals with Disabilities Education Act

Capital Budget

Capital Budget

Description	FY'19 Actual	FY'20 Actual	FY'21 Actual	FY' 22 Actual	Proposed FY 23
Technology	\$225,000	\$150,000	\$130,000	\$130,000	\$130,000
FF&E	\$129,500	\$111,797	\$111,797	\$100,000	\$30,000
HVAC	\$96,000	\$192,400	\$192,400	\$217,000	\$200,000
Roofing	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000
Repair & Maintenance	\$256,500	\$402,803	\$402,803	\$400,000	\$487,000
Copiers	\$60,000	\$60,000	\$20,000	\$20,000	\$20,000
Vehicles	\$0	\$0	\$60,000	\$50,000	\$0
Total	\$867,000	\$1,017,000	\$1,017,000	\$1,017,000	\$1,017,000

Westwood Finance and Warrant Commission
March 1, 2022 First Public Hearing
Tuesday, March 1, 2022
ZOOM Webinar
6:00 PM
Meeting Minutes

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law an Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order. This meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so by using the Webinar link below. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the Town website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

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JOIN ZOOM MEETING:

You are invited to a Zoom webinar.
When: Mar 1, 2022 06:00 PM Eastern Time (US and Canada)
Topic: Finance and Warrant Commission Public Hearing

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87095654542?pwd=Q0NJamdDd2V0RlJQbSt5Ymw0ZmJKUT09>

Passcode: 843484

Or Telephone:
853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)
Webinar ID: 870 9565 4542

<https://youtu.be/Z9I3rtueyaM>

FinCom Chair Dianne McCarthy called the meeting to order at 6:00 PM and welcomed members to the March 1, 2022 Zoom Webinar Public Hearing.

All Finance and Warrant Commission members were present.

The Chair then granted permission to Westwood Media Center to live stream and record the meeting. She also asked if anyone else would like to record this meeting.

Chair McCarthy made introductory comments. She then welcomed all participants; remote members, presenters and members of public and press to the FinCom March meeting. Ms. O'Donnell then called the ROLL.

Members were previously provided with the final agenda packet for this meeting and came prepared to hear all presentations.

The Chair then led members in the Pledge of Allegiance.

The Commission, led by the Chair and Vice-Chair introduced motions honoring Assistant Town Administrator/Director of Finance Pam Dukeman who announced her intention to retire later this fall and Town Planner Abby McCabe who announced she would be taking a position starting in mid-March for the Town of Lexington. The motion carried unanimously for both staff members and FinCom Members took a few moments to express their gratitude and appreciate to Pam and Abby!

Chair McCarthy then gave members an overview of current issues discussed by Select Board Members at their most recent meeting. She again, encouraged members to attend those meetings whenever possible.

The Evening's Presenters:

Peter Ittig, Resident 108 Bay Colony Drive	Citizens Petition Articles on Senior Property Tax Exemptions (1&2)
Chris Coleman – Town Administrator and	Select Board 2022 ATM Warrant Articles

Pam Dukeman – Assistant Town Administrator/Finance Director, Mike Walsh – Chair, Select Board	
Abby McCabe – Town Planner and Chris Pfaff –Planning Board Chair, members of Planning Board	Planning Board 2022 ATM Warrant Articles

The Chair introduced the evening’s first presentation. Resident Peter Ittig re- introduced his Citizen’s Petition Articles as all sponsors had previously been before the Commission at the January 2022 Meeting.

Citizen’s Petition -1 Property Tax Exemption for Senior Citizens Petition (M.G.L. Chapter 59)
 Citizen’s Petition -2 Property Tax Exemption for Senior Citizens Petition (M.G.L. Chapter 59, Section 5, Clause 41C ½ and Clauses 17D, 17E, and 17F)

Mr. Ittig supplied a few new slides supporting his articles which he shared with members. Those can be found in the FinCom Agenda Packet using the link below. After The Petitioner finished his presentation, the Chair asked for questions and comments from members and then from residents and members of the press. Ms. McCarthy then thanked the Petitioner for his time and moved on to the Select Board Articles.

The Chair introduced Chris Coleman, Town Administrator to give an update on the Select Board Articles. Select Board Chair Mike Walsh was also on hand to give the update. Mr. Coleman let the Commission know that at their meeting on February 28th, the Select Board removed articles SB-1 and SB-3 and 4 miscellaneous articles. They also split a Capital Funding article, thereby creating Budget-12 by using Misc.-1. Mr. Coleman and Mr. Walsh, then presented a full update on the remaining 2022 Select Board Annual Town Meeting Warrant Articles. A copy of their presentation materials including a list of the articles and supporting slides can be found by using the link below. The Chair then opened the meeting to questions and comments from members. Questions and Comments for public and press followed.

The evening's next presenters were Abby McCabe, Town Planner, and Chris Pfaff, Planning Board Chair along with members of the Planning Board. Mr. Pfaff called the roll and continued the Planning Board's public hearing from their last meeting. Abby then presented an update on the Planning Board's 2022 Annual Town Meeting Warrant Articles. Town Counsel Patrick Ahearn and C&ED Director Nora Loughnane also were on hand to provide additional advice and details on the Planning Board Articles. A copy of the presentation materials is also available with supporting slides that can be found by using the link below. The Chair then asked for questions and comments from members regarding Planning Board Articles. Public and Press also provided feedback and asked questions.

The Chair asked for a motion to approve the February 2022 minutes, a motion was made and seconded to accept the minutes. The Chair asked if members were ready to approve the February 2022 minutes which passed with a vote of 14 members in favor and one opposed.

The Chair also raised the possibility of voting on articles at the March 15 Sub-Committee meeting with the goal of giving every article the attention it deserves and not cramming all the articles into the final public hearing.

The Chair again thanked all presenters and members for all their input at this meeting and then asked for a motion to adjourn. A motion was offered and seconded. A ROLL CALL vote was taken unanimously in favor.

Meeting Adjourned at 9:36PM

For a complete video of the 3/01/22 FinCom meeting please see the following link:

<https://westwoodmediacenter.tv/>

To view all FinCom Agenda Packets with related materials and presentations, please click on the link below.

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