

# AGENDA

## FINANCE AND WARRANT COMMISSION

### JANUARY 2023 MEETING

Tuesday, January 17th, 2023 &

Wednesday, January 18<sup>th</sup>, 2023 (if needed)

### REMOTE MEETING - ZOOM WEBINAR

**7:00 P.M.**

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Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2022, Governor Baker signed into law an Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until March 31, 2023, of the remote meeting provisions of his March 12, 2020, Executive Order. This meeting will be conducted via in-person & remote means. Members of the public who wish to access the meeting may do so either in- person or by using the Webinar link below. In-person attendance of members of the public will be permitted based on space availability following CDC, State and Local guidelines, every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means and in-person. 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 or on our government channels 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.

#### January 17, 2023

You are invited to a Zoom webinar.

When: Jan 17, 2023 07:00 PM Eastern Time (US and Canada)

Topic: Finance and Warrant Commission Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82612234222?pwd=ZzVyVWZTSEVMNW1xc0xpVnQwaCsxdz09>

Passcode: 324877

Or One tap mobile :

US: +13092053325,,82612234222# or +13126266799,,82612234222#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or 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: 826 1223 4222

International numbers available: <https://us02web.zoom.us/j/82612234222>

**January 18, 2023 (if needed)**

You are invited to a Zoom webinar.

When: Jan 18, 2023 07:00 PM Eastern Time (US and Canada)

Topic: Finance and Warrant Commission Meeting (if needed)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81347147225?pwd=L1gyQXhxU3NuU1E5WHM5cW0xTjJZZz09>

Passcode: 655039

Or One tap mobile :

US: +13052241968,,81347147225# or +13092053325,,81347147225#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 813 4714 7225

International numbers available: <https://us02web.zoom.us/u/kiMf0oKBA>

- I. Call to Order at 7:00 P.M.
- II. Grant permission to Westwood Media Center to live stream and videotape the meeting.  
Ask if anyone else wishes to record this meeting.
- III. Welcome all participants including members, presenters, and members of the public and press.
- IV. Pledge of Allegiance.
- V. **Member Roll-Call.**
- VI. **Presenter(s):** Louis Rizoli (Chair of Westwood Housing Authority & President of Westwood Affordable Housing Associates Inc.), Jane O'Donnell (Housing Coordinator) – Informational Overview of WHA/WAHA
- VII. **Presenter(s):** Chris Coleman (Town Administrator), Stephanie McManus (Asst. Town Administrator/Finance Director), Marianne LeBlanc Cummings (Select Board Member)- Summary Preview of 2023 Annual Town Meeting Warrant Articles
- VIII. **Presenter(s):** Nora Loughnane (Director of Community & Economic Development), Christopher Pfaff (Planning Board Chair), Members of the Planning Board- Summary Preview of 2023 Annual Town Meeting “Planning Board” Warrant Articles
- IX. Chair’s update – Report on Budget Steering Committee Meeting 12.21.22
- X. Other business that may properly come before the board not previously anticipated by the Chair–
- XI. Old Business – Mentor Assignment for New Members, Approval of 12.07.22 Minutes.
- XII. Public and Press -
- XIII. Adjournment – **Roll-Call Vote.**



2023 Town Meeting  
Warrant Article Review  
January 17, 2023

Select Board  
Finance and Warrant Commission

<b>Working Article No.</b>	<b>2023 Annual Town Meeting Article Description</b>	<b>Sponsor</b>
Budget – 1	FY23 Budget Adjustments by Transfer	Select Board
Budget – 2	FY23 Budget Adjustments by Appropriation (\$)	Select Board
Budget – 3	FY24 Operating Budget (Appendix “D”)	Select Board
Budget – 4	Appropriation (\$) – Municipal Capital Improvements	Select Board
Budget – 5	Appropriation (\$) – School Capital Improvements	Select Board
Budget – 6	Appropriation (\$) – Sewer Capital Improvements	Select Board
Budget – 7	Appropriation (\$) – Sewer Capital Borrowing	Select Board
Budget – 8	Appropriation (\$) – Additional Capital Improvements	Select Board
Budget – 9	Appropriation (\$) – Additional Capital Improvements	Select Board
Budget – 10	Appropriation (\$) – Stabilization Fund FY24	Select Board
Budget – 11	Appropriation (\$) – OPEB Liability Trust Fund FY24	Select Board

Working Article No.	2023 Annual Town Meeting Article Description	Sponsor
Select Board – 1	Disposition of Town-Owned Property – 47 Willard Circle	Select Board
Select Board – 2	Home Rule Petition – An Act Creating the Appointed Positions of Town Treasurer and Tax Collector	Select Board
Misc.– 1	Miscellaneous Article	Select Board
Misc.– 2	Miscellaneous Article	Select Board
Misc.– 3	Miscellaneous Article	Select Board
Misc.– 4	Miscellaneous Article	Select Board
Misc.– 5	Miscellaneous Article	Select Board
Misc.– 6	Miscellaneous Article	Select Board
Misc.– 7	Miscellaneous Article	Select Board

## Budget Articles 1 to 11

The budget articles will be presented in more detail at the February 14, 2023, Finance and Warrant Commission Meeting

## Budget - 1: FY23 Budget Adjustments by Transfer

## Budget - 2: FY23 Budget Adjustments by Appropriation

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- These articles are the standard articles used to transfer funds from surplus accounts or other available accounts (such as Free Cash).

Budget - 3: FY24 Operating Budgets (Appendix “D”)

Budget - 4: Appropriation – Municipal Capital Improvements

Budget - 5: Appropriation – School Capital Improvements

Budget - 6: Appropriation – Sewer Capital Improvements

Budget - 7: Appropriation – Sewer Capital Borrowing

Budget - 8: Appropriation – Additional Capital Improvements

Budget - 9: Appropriation – Additional Capital Improvements

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- These articles are the standard operating and capital articles.



Budget - 10: Appropriation – Stabilization Fund – FY24

Budget - 11: Appropriation – OPEB Liability Trust Fund – FY24

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- These articles are the standard articles to appropriate funds to the Town's Stabilization Account or to the OPEB (Other Post-Employment Benefits) Liability Trust Account.

# Select Board Articles

## Select Board 1 – Disposition of Town-Owned Property - 47 Willard Circle

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To see if the Town will vote to authorize the Select Board to take the following actions in conjunction with the disposition of a certain parcel of land:

- a. To convey the property in question, in accordance with applicable procurement laws, the parcel of land shown as Lot 30 on the Town of Westwood Assessor's Map No. 24, or some portion thereof.



## Select Board 2 – Home Rule Petition – An Act Creating the Appointed Positions of Town Treasurer and Tax Collector

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To see if the Town will vote to change the elected positions of treasurer and tax collector to appointed positions, and, in connection therewith, to authorize the Select Board to file with the General Court a home rule petition in the form set forth below; provided, however, that the General Court may make changes of form only to such bill without the prior approval of the Select Board, and, further, to authorize the Select Board to approve such amendments as are within the public purpose of the petition, or take any other action thereon.

AN ACT CREATING THE APPOINTED POSITIONS OF TOWN TREASURER AND TAX COLLECTOR IN THE TOWN OF WESTWOOD

## Select Board Miscellaneous Articles – 1 to 7

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- These articles serve as placeholders to insert an article in support of Town Government that may come up before the official Warrant is approved.
- The town currently has seven (7) miscellaneous articles.



**TOWN OF WESTWOOD**  
COMMONWEALTH of MASSACHUSETTS

Christopher A. Pfaff, Chair  
Ellen Larkin Rollings, Vice Chair  
Kathleen Wynne, Secretary  
Joshua C. Ames  
Philip M. Giordano



Nora Loughnane, Director  
[nloughnane@townhall.westwood.ma.us](mailto:nloughnane@townhall.westwood.ma.us)  
(781) 251-2595

Tiana Malone, DCED Administrative Assistant  
[tmalone@townhall.westwood.ma.us](mailto:tmalone@townhall.westwood.ma.us)  
(781) 320-1366

**PLANNING BOARD**

**NOTICE OF PUBLIC HEARING**  
**PROPOSED ZONING BYLAW & GENERAL BYLAW AMENDMENTS**

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 March 31, 2023, 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. No in-person attendance of members of the public will be permitted, but 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 Westwood Planning Board will hold a remote public hearing in accordance with the provisions of M.G.L. Chapter 40A, §5 on **Tuesday, February 7, 2023 at 7:00 pm via Zoom**, to consider the following proposed amendments to the Town of Westwood Zoning Bylaw.

The meeting will be filmed live by Westwood Media Center (WMC) available for viewing on Comcast channel 12 and Verizon channel 42 and on WMC's YouTube. Those wishing to participate are encouraged to use Zoom by following the instructions below or by going to <https://zoom.us/> clicking on 'join meeting' and entering the meeting webinar ID.

**Zoom Link:**

<https://us02web.zoom.us/j/84379943501?pwd=cmdwV2lHTTJSaWxqbUdBYSmVZWWJ1dz09>

**Passcode:** 450810

**Or One tap mobile:**

US: +13052241968,,84379943501# or +13092053325,,84379943501#

**Or Telephone:**

Dial (for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or  
+1 929 205 6099 or +1 301 715 8592 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669  
444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or  
+1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or  
888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or  
833 548 0282 (Toll Free) or 877 853 5257 (Toll Free)

**Webinar ID:** 843 7994 3501

International numbers available: <https://us02web.zoom.us/j/84379943501>

Interested persons are encouraged to attend the public hearing via Zoom to make their views known. You may send written comments by email to [nloughnane@townhall.westwood.ma.us](mailto:nloughnane@townhall.westwood.ma.us) at least three business days in advance to allow time for receipt and distribution. Final meeting agenda and zoom information will be provided on Town's calendar on the homepage 3-5 days in advance at: <https://www.townhall.westwood.ma.us/>.

**Article 1** – **Amendments to Zoning Bylaw related to Earth Material Movement (EMM).** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Earth Material Movement by amending Section 4.1.6 [Principal Use Table – Industrial Uses], Section 4.3.2 [Accessory Use Table – Accessory Uses in All Districts], and Section 7.1 [Earth Material Movement (EMM)], or take any other action in relation thereto.

**Article 2** – **Amendments to Zoning Bylaw related to Sustainability.** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to sustainability by amending Section 6.1 [Off-Street Parking] and Section 7.3 [Environmental Impact & Design Review (EIDR)], or take any other action in relation thereto.

**Article 3** – **Amendments to Zoning Bylaw related to Dumpsters.** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Dumpsters by amending Section 6.3.5 [Uses requiring Screening] and Section 6.3.6 [Screening Standards], or take any other action in relation thereto.

**Article 4** – **Housekeeping Amendments to Zoning Bylaw.** To see if the Town will vote to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and/or the Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections, or take any other action in relation thereto.

**Article 5** – **Amendments to General Bylaws related to Dumpsters.** To see if the Town will vote to approve certain amendments to the Town of Westwood General Bylaw related to Dumpsters by amending Chapter 321 [Retail Stores and Food Establishments] and Chapter 342 [Solid Waste], or take any other action in relation thereto.

The complete text and material relative to the proposed amendments are available for viewing on the Town’s website under the Planning Division “Zoning Amendments” at [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us) and [www.westwoodpermit.org](http://www.westwoodpermit.org) or at the office of the Planning Board at 50 Carby Street between 8:30 a.m. and 4:30 p.m. Monday through Thursday and 8:30 a.m. and 1:00 p.m. on Fridays. Interested persons are encouraged to attend the public hearing and make their views known to the Planning Board.

Westwood Planning Board

<i>Hometown Weekly Advertising Dates: Thursday, January 12, 2023 and Thursday, January 19, 2023</i>
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*Westwood Finance and Warrant Commission*  
**DECEMBER, 07, 2022 REMOTE MEETING**  
**ZOOM WEBINAR**  
**7:00 PM**  
**Meeting Minutes**

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Finance Commission Chairperson George Hertz called the meeting to order at 7:01PM. He read the Open Meeting Law pursuant to Chapter 20 of the Acts of 2021.

Finance and Warrant Commission members who were present: John Carey, James Ferraro, Lauren Fitzpatrick, Rene Gauthier, Mike Gay, George Hertz, Angeila Hughes, Caitlyn Jurczak, George Laham, George Maroun, Kristina Patyjewicz, Christopher Poreda , Sean Weller and Alexander Yale.

Chairperson Hertz then granted permission to Westwood Media Center to live stream and record the meeting. He also asked if anyone else would like to record this meeting.

He then welcomed all participants, members, presenters and members of public and press to the FinCom December 2022 meeting.

Afterwards, Chairperson Hertz led members in the Pledge of Allegiance.

The Finance Commission administrator, Ms. Wong then called the ROLL.

Members were provided with the final agenda and the 11.16.22 meeting minutes prior to the meeting.

Member Discussion:

- Chair's update: Chairperson Hertz encouraged the usage of calendar invites for Zoom webinars. He then announced the Select Board has opened up the town warrant until the first meeting in January. The Capital/Long Range Subcommittee requested a meeting with the Town Administrator and other town department heads. Chairperson Hertz is invited to attend the Budget Steering Committee meeting chaired by the new Assistant Town Administrator/ Finance Director, Stephanie McManus. After the meeting, he will summarize a report for the Finance Commission members.
- Vice Chair Poreda received an email that mentioned a meeting occurred on Dec 1<sup>st</sup> with the Select Board. There may be a possible town warrant related to the Hale Reservation and Town of Dover.



- The Chair thanked all members for their flexibility in setting up the five subcommittees. Each subcommittee will produce a report and the report will be published in the Finance and Warrant article book. The goal of the subcommittees is to meet and build a working relationship with the town departments and schools. At the end of the year, the Chair and Vice Chair will ask members to provide feedback of what worked and what didn't work for the subcommittees. Five members have been selected as chairs for the subcommittees.
- A question was raised about what the municipal subcommittee role is and what departments should this subcommittee focus on. Vice Chair Poreda would like this subcommittee to understand how the town is organized and find out which department is responsible for Westwood Affordable Housing Authority.
- One member asked if they could get a copy of the book of the actual budget that showed the end of the year expenditures spent for each department.
- Another member asked how the relative sizes of the subcommittees were determined and was it determined by the anticipated amount of work for each subcommittee. Chairperson Hertz stated the largest subcommittee is education due to the complex issues that Westwood Superintendent raised.
- A miscellaneous email from Jim O'Sullivan was sent to one member. The Chair asked the member to follow up with Mr. O'Sullivan directly and let him know what Mr. O'Sullivan's response is.
- One member suggested a mentor program for new members. Chairperson Hertz asked members to contact Ms. Wong if they wish to volunteer as a mentor. The Chair and Vice Chair will assign a mentor for each new member.
- Members were asked to review and approve the meeting minutes for November 16, 2022. A motion was offered and seconded. A ROLL call took place. Ten members approved the minutes. Four members abstained. One member was not present for the vote.

Chairperson Hertz asked if there were any questions from the public and press. There were no questions from the public and the press.

Chairperson Hertz thanked members for attending and asked for a motion to adjourn. A motion was offered and seconded. Fourteen members were in favor. One member was not present for the vote.

**Meeting Adjourned at 7:26PM**

For a complete video of the 12/07/22 FinCom meeting please see the following link:  
<https://westwoodmediacenter.tv/>