

AGENDA

FINANCE AND WARRANT COMMISSION MARCH 2023 MEETING- SUBCOMMITTEE PRESENTATIONS

Tuesday, March 14th, 2023 &

Wednesday, March 15th, 2023 (if needed)

REMOTE MEETING - ZOOM WEBINAR

7:00 P.M.

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.

Tuesday, March 14, 2023

You are invited to a Zoom webinar.

When: Mar 14, 2023 07:00 PM Eastern Time (US and Canada)

Topic: Finance and Warrant Commission

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82976743118?pwd=Wkk0YjRoQzFGZVk4RHpUcGJqVjVTdz09>

Passcode: 313549

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Webinar ID: 829 7674 3118

Wednesday, March 15, 2023

You are invited to a Zoom webinar.

When: Mar 15, 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/84164041483?pwd=QXlWS01RRWtkZGIDYVA4a2xRaUdTQT09>

Passcode: 316919

Or One tap mobile :

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(Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 841 6404 1483

- 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):** Capital & Long Range Planning Sub-Com– Chris Poreda (Ch), Jim Ferraro, Lauren Fitzpatrick
- VII. **Presenter(s):** Education Sub-Com – Bill Bruce (Ch), Rene Gauthier, Sean Weller, Mike Gay
- VIII. **Presenter(s):** Public Safety Sub-Com- Angeila Hughes (Ch), Alex Yale, George Maroun
- IX. **Presenter(s):** Municipal Administration Sub-Com- Kristina Patyjewicz (Ch) , George Laham
- X. **Presenter(s):**Community & Economic Development Sub-Com- Caitlyn Jurczak(Ch), John Carey
- XI. Chair's update –.
- XII. Other business that may properly come before the board not previously anticipated by the Chair–
- XIII. Old Business – Article Write-Up Assignments, Prep for Final Public Hearing 03/28/23, Approval of 03.01.23 Minutes
- XIV. Public and Press -
- XV. Adjournment – **Roll-Call Vote.**



Town of Westwood
Finance & Warrant Commission
Overview of FY24 Capital Requests
Capital and Long Range Planning Subcommittee

March 14, 2023

Subcommittee Overview

▪ **Members:**

- Chris Poreda (Chair)
- Jim Farraro
- Lauren Fitzpatrick

▪ **Review Process:**

- Met with Town Administrator and Finance Director, along with Fire Chief, Police Chief, head of DPW, and Superintendent of Schools with school finance director
- Reviewed proposed projects in capital articles
- Discussed financial policies and rationale for combining multiple projects by funding source

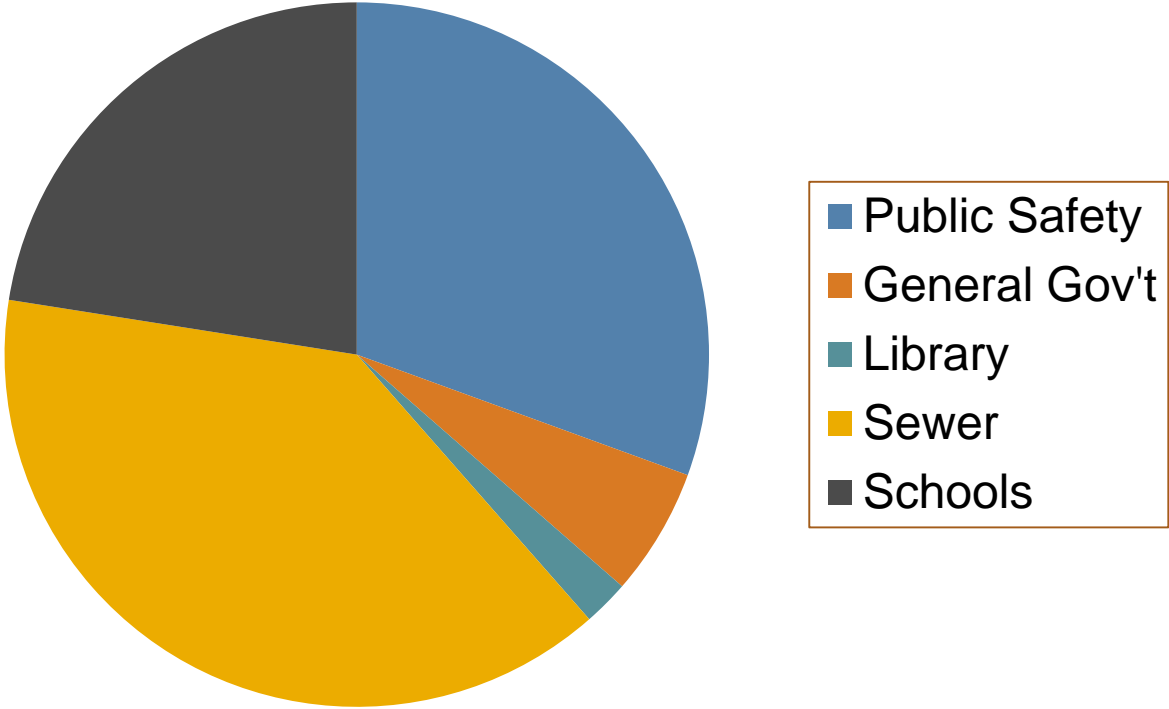
▪ **Town Capital Financial Policies**

- Protect capital assets by annual investment in maintenance and replacement
- Plan for future needs
- Identify and analyze funding source to service borrowing before presenting a project
- Use of certified “free cash” for capital projects

Capital Projects overview by department

- Total of all capital projects for FY24 - \$9,027,000 (includes borrowing)
- Total of “base” capital articles for FY24 - \$2,372,500 (2.3% of ops budget)
- For FY23 base capital was \$2,373,250

Proposed Capital Projects by Dept.



Overview of Capital Articles

Article	Amount	Funding Source
Base Municipal Capital	\$1,355,000	Free Cash
Base School Capital	\$1,017,000	Free Cash
Sewer Capital	\$1,260,000	Sewer Retained Earnings
Sewer Borrowing	\$500,000	MWRA Loan
Ambulance Capital	\$445,000	Ambulance Receipts
Additional Capital	\$1,100,000	Meals/Hotel Tax
Fire Ladder Truck Replacement	\$1,850,000	Borrowing
Cemetery Expansion	\$1,500,000	Borrowing

Base Municipal Capital Article (funded by free cash)

Project	Amount
DPW – One Ton Pickup w/ Plow	80,000
DPW – Bucket Truck	225,000
DPW – One Ton Dump Truck w/ Plow	80,000
Fire – Replacement of Command Vehicles	72,500
Fire – Turnout Gear and replacement	10,000
Fire – Radio Upgrade and replacement	28,000
Fire – Training Equipment	15,000
IT – End User Technology	75,000
Library – Technology	45,000
Library – Media Suite	50,000
Police – Vehicles	275,000
Police – Safety Equipment	65,000
Police – Radio Telecom Infrastructure	85,000
Buildings – Facility Maintenance	135,000
Buildings – Energy Efficiency	50,000
Buildings – Municipal Parking Lots	30,000
Buildings – Police Station Flooring	35,000

Base School Capital Article (funded by free cash)

Project	Amount
Technology	120,000
HVAC Controls	132,000
Vehicles	125,000
Buildings Improvements	400,000
Roofing	100,000
Furniture, Fixtures, and Equipment	80,000
Copies / Duplicators	60,000

Sewer Capital Projects

Project	Amount	Funding Source
Stormwater MS-4 Requirement	75,000	Retained Earnings
Pump Station Upgrade	500,000	Retained Earnings
One Ton Truck	95,000	Retained Earnings
Sewer Vac Truck Replacement	590,000	Retained Earnings
Inflow & Infiltration Program	500,000	MWRA Loan

Additional Capital Projects

Project	Amount	Dept.	Funding Source
Ambulance replacement	400,000	Fire	Ambulance Receipts
Rescue Upgrade and Replacement	45,000	Fire	Ambulance Receipts
Backhoe / Loader	175,000	DPW	Meals/Hotel Tax
Library Projects	125,000	Library	Meals/Hotel Tax
Network Upgrade	400,000	Schools	Meals/Hotel Tax
WHS Auditorium	400,000	Schools	Meals/Hotel Tax
Ladder Truck Replacement	1,850,000	Fire	Borrowing
Cemetery Expansion	1,500,000	DPW	Borrowing

Municipal Subcommittee Overview

▪ Subcommittee Assignments:

- EDUCATION – Bill Bruce (Chair), Rene Gauthier, Sean Weller, Mike Gay
- PUBLIC SAFETY – Angeila Hughes (Chair), Alexander Yale, George Maroun
- COMMUNITY & ECONOMIC DEV – Caitlyn Jurczak (Chair), John Carey
- MUNICIPAL ADMINISTRATION – Kristina Patyjewicz (Chair), George Laham
- CAPITAL & LONG RANGE PLANNING – Chris Poreda (Chair), Jim Ferraro, Lauren Fitzpatrick

▪ Budget Review Process:

- Review proposed FY24 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
 - 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

	FY23 Budget	FY24 Proposed Budget	YoY Increase
Police	\$4,690,810	\$4,888,210	4.2%
Fire	\$5,235,227	\$5,370,874	2.6%
DPW	\$419,565	\$436,324	4.0%

Police Department

- **FY24 proposed budget highlights**

- Overall budget \$5.24 million
- 4.22% increase from prior year
- Salary increases comprise majority of budget increase
- Number of staff (46) to remain unchanged FY23 to FY24

- **Select observations**

- Overtime remains high due to coverage for officers injured or on vacation
- Many usage expenses (such as gasoline) are not correlated to call activity due to policing strategy (increased mobilization and public visibility)
- “Dues & Memberships” (includes fees associated with software and services) have been growing annually as vendors capitalize on dependency (e.g. software annual licenses)

- **FY24 Capital Request - \$425,000**

Police vehicles	\$275,000
Safety equipment	\$65,000
Radio telecom infrastructure	<u>\$85,000</u>
Total	\$425,000

Fire

- **FY24 proposed budget highlights**

- Overall budget \$5.37 million
- 2.6% increase from prior year
- Salary increases comprise majority of budget increase
- Number of staff (45) to remain unchanged FY23 to FY24

- **Select observations**

- Salary increases reflect promotions to ensure each shift is staffed with tenured and senior officers
- Fire alarm maintenance costs continue remain high due to necessity of replacing alarm box technology throughout the town

- **FY24 Capital Request - \$2,038,000**

Turnout Gear and replacement	\$10,000
Radio upgrade and replacement	\$28,000
Training equipment	\$15,000

Ladder truck replacement (up to) \$1,850,000 - borrowing article

Total \$2,038,000

Department of Public Works

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

- **DPW FY24 Proposed Budget**

- Overall Budget \$4,906,996
- 4.0% increase from FY23
- Salary and energy costs driving most of the increase

- **Select observations**

- Cemetery project remains key focus
- Proactive pursuit of grants has provided significant supplemental funds

- **FY24 Capital Request - \$560,000**

Backhoe/loader	\$175,000
Stump grinder	\$80,000
Bucket truck	\$225,000
One-ton dump truck with plow	<u>\$80,000</u>
Total	\$560,000

Summary & Recommendations

▪ Summary

- Aging Fire assets warrant review of long-term resource strategy; request for multi-functional truck in capital budget seeks to lower long-run operating costs
- Fire training expenses exceeded FY23 budget as a result of unfunded mandates
- Fire and Police employment situation appears stable
- Police committed to maintaining high level of service; significant overtime pay results from injury/vacation coverage
- Fire is confident in ability to maintain quick response times
- Demands on Police resources growing due to growth in commercial sector
- Public Safety and DPW budgets appear reasonable in the context of the current economic environment

▪ Recommendations made

- Avoid buffers for increases in future fuel price; estimate fuel usage at current prices; price variances (up or down) should be rebaselined periodically for actual price changes
- Provide fiscal YTD actual figures for current fiscal period (by the time budget discussions take place, the town has 8 months of actual data to compare to previous year budget)

Town of Westwood Municipal Administration



Budgets Reviewed:

Select Board	Town Clerk
Finance & Warrant Commission	Westwood Affordable Housing
Accounting	Outside Pro. Services
Board of Assessor	Human Services
Treasurer	Council on Aging
Tax Collector	Youth & Family Services
Legal	Veteran Services
Personnel Board/Human Resources	Library
Information Technology	Recreation Department

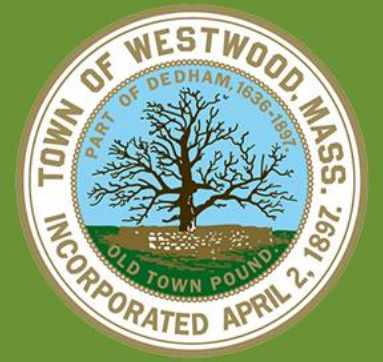
This is the first time these 18 budgets have been reviewed in this manner by the Finance & Warrant Commission.

The Municipal Administration Subcommittee met with 10 department heads, including Chris Coleman, Danielle Sutton, Katy Colthart, Lina Arena-DeRosa, Rich Adams, Lizzie MCGovern, Donna McClellan, Dottie Powers, Molly Kean, and Stephanie McManus.

Town of Westwood Municipal Administration

Key Points of Interest

- The hiring of an Inclusive Program Manager for the Westwood Park & Recreation department to assist in servicing children who need other accommodations.
- There were several new positions created, including HR Director/Asst. Town Administrator. The new Director posted, reviewed, and filled over 40 permanent and seasonal positions this past year.
- The new position of Director of Human Services was created which now oversee Council on Aging, Veterans Services, Youth and Family Services, Library, and Recreation Department.
- This past year the Town Clerk successful completed 3 major elections using the new centralized voting center at the High School. Which improved efficiently and save funds.



Town of Westwood Municipal Administration



	Salaries	Operating Expense	Total
Select Brd & Town Administrator	\$ 707,761.00	\$ 45,500.00	\$ 753,261.00
Finance & Warrant	\$ 19,963.00	\$ 46,110.00	\$ 66,073.00
Accounting	\$ 304,048.00	\$ 7,000.00	\$ 311,048.00
Board of Assessors	\$ 237,718.00	\$ 22,450.00	\$ 260,168.00
Treasurer	\$ 136,178.00	\$ 10,450.00	\$ 146,628.00
Tax Collector	\$ 131,162.00	\$ 84,650.00	\$ 215,812.00
Legal	\$ 142,599.00	\$ 98,000.00	\$ 240,599.00
Personnel Board/HR	\$ 345,349.00	\$ 7,500.00	\$ 352,849.00
Information Technology	\$ 341,046.00	\$ 81,000.00	\$ 422,046.00
Town Clerk	\$ 250,607.00	\$ 72,200.00	\$ 322,807.00
WAHA	\$ 26,354.00	\$ 11,600.00	\$ 37,954.00
Outside Pro. Services	\$ -	\$ 46,500.00	\$ 46,500.00
Human Services	\$ 140,348.00	\$ 3,000.00	\$ 143,348.00
Council on Aging	\$ 413,944.00	\$ 43,650.00	\$ 457,594.00
Youth & Family Services	\$ 284,354.00	\$ 16,200.00	\$ 300,554.00
Veterans Services	\$ 42,677.00	\$ 108,313.00	\$ 150,990.00
Library	\$ 1,232,570.00	\$ 384,200.00	\$ 1,616,770.00
Recreation Department	\$ 564,125.00	\$ 15,784.00	\$ 579,909.00
	\$ 5,320,803.00	\$ 1,104,107.00	\$ 6,424,910.00
	82.82%	17.18%	

The Municipal Administration budget makes up 27% of the total Municipal budget of \$23,595,737

These budgets are presented for a 6.08% increase.



Town of Westwood

Department of Community & Economic Development

Divisions within DCED:

Building
Planning
Conservation
Zoning
Licensing
Housing
Health
Economic Development
Historic Preservation

Boards supported by DCED

Planning
ZBA
Conservation Commission
Board of Health
Housing Partnership
Fair Housing Committee
Historical Commission
Alcohol Review Committee
Land Use Committee

The Community and Economic Development Department is directly responsible for the management, administration, and coordination of all land use related matters along with the oversight of the individual divisions. Each division is budgeted separately with their own goals and performance measures.

Fin Com DCED Subcommittee met with Director of DCED Nora Loughnane and the department heads on March 8th

Town of Westwood

Department of Community & Economic Development



Key Prior Year Accomplishment

- Islington Redevelopment
- University Station Development
- Municipal Planning Implementation
- Affordable Housing Expansion
- Online Permitting Expansion
- Increased Business Outreach
- Departmental Reorganization
- Review of 39 Wetland Protection Act filings
- MUMFROD Adoption
- 40 Zoning Board applications heard
- Review of 2,767 permits in the Building Division.
- Review of 30 Permits for new home construction.
- Acquired and distributed 5,000 Covid test kits
- Revised Hazard Mitigation Plan

Ongoing Projects

- MUMFROD Redevelopment of Foster Block Property
- Westwood Glen Community Center and Expansion
- Hanlon-Deerfield School Project
- Homes at 45 – Former Westwood Lodge Development
- Westwood Estates – Hedgerow Lane
- Comprehensive Plan Implementation
- Housing Production Plan Implementation
- Updates to Rules & Regulations
- Proposed Bylaw Amendment Warrant Articles

Town of Westwood

Department of Community & Economic Development

Budget



Division	Expenses	Salaries	Total	% of Total
Conservation	\$ 6,400	\$ 84,555	\$ 90,955	7%
Planning	\$ 4,500	\$ 178,702	\$ 183,202	14%
Zoning & Licensing	\$ 3,250	\$ 76,355	\$ 79,605	6%
C&ED	\$ 3,300	\$ 196,164	\$ 199,464	15%
Building	\$ 45,850	\$ 417,409	\$ 463,259	34%
Health	\$ 12,200	\$ 326,280	\$ 338,480	25%
	\$ 75,500.00	\$ 1,279,465.00	\$ 1,354,965.00	
% of Total	6%	94%		

DCED Budget is very heavily weighted (94%) to the salaries of existing employees. The Building Division and the Health Division take up the largest % of the overall budget.

Westwood Finance & Warrant Commission

FY '24 Proposed Public School Budget

Report of Education Sub-committee

March 14th, 2022



Process

- School Department submission of proposed budget
- School Committee hearing
- Presentation of proposed budget to Finance and Warrant Commission
- Sub-committee meeting with Superintendent and staff to review proposed budget
- School Committee accepted proposed budget at March 9 meeting
- Sub-committee presentation to Finance and Warrant Commission

Executive Summary

- Multiple Budget challenges for FY24
 - Increased transportation and utility costs, unanticipated special education tuitions, and contract negotiations
- January School Committee Meeting
 - 4.5% increase proposed
 - Net staffing reduction 1.5 FTE
 - Increase in user fees for families
 - Use of one time grants (IDEA and ESSER III)
- February School Committee Meeting
 - 4.5% increase proposed
 - Net staffing reduction 8.6 FTE
 - Increase in user fees for families
 - Use of one time grants (IDEA and ESSER III)

Executive Summary

- Feb 16th- state budget released
 - Westwood estimated to receive significantly higher Chapter 70 funds than expects (historical high)
 - School department set to receive \$641,508 of those funds
 - Funds were utilized to compensate our teachers and paraprofessionals, restore the cuts that were proposed in the February budget, and to eliminate the need of one time grant funds (IDEA and ESSER III) for salaries.
- March School Committee Meeting
 - 5.8% increase proposed
 - Fund 1.2 FTE adjustment counselor
 - Increase in user fees for families

Overall proposed budget

Major Budget Category	Voted FY'23 Budget	Proposed FY'24 Budget	Incremental Change (\$)	Incremental Change as %
Total Salaries	44,177,983	46,497,322	2,319,339	5.2%
Non-Salary				
Special Education	2,074,331	2,625,520	551,189	26.6%
Utilities	1,200,000	1,287,180	87,180	7.3%
Facilities	970,335	864,337	(105,998) ²	(10.9%)
All other non-salary	3,339,748	3,469,206	129,458	3.9%
TOTAL	51,762,397	54,743,565	2,986,369	5.8%

² The FY'24 proposed budget converts the HVAC Controller from a contractor to a salaried employee. This change necessitates a transfer from non-salary to salary, resulting in a net decrease in the Facilities line. The cost for the position is currently budget neutral.

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 for existing personnel (contractual) of 5.2%
- Net Reduction of 2.25 FTE Professional Staff
- Net Increase of 1 FTE in Support Staff
- Transfer from Non-Salary to Salary of 1 FTE

Salary Increase Details

Budget Request	FTE ³ Net Change	FY'24 Proposed Budget Components																		
FY'23 Budget		\$51,762,397																		
Net increase in Town budget for salaries for existing personnel (contractual) ⁴		\$2,345,683																		
<table border="1"> <thead> <tr> <th colspan="2" data-bbox="170 558 1271 632"><i>Changes in Professional Staff</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="170 632 1058 711">Reduce 1.0 FTE Elementary Gen Ed Teacher</td> <td data-bbox="1058 632 1271 711">(\$75,000)</td> </tr> <tr> <td data-bbox="170 711 1058 789">1.0 FTE Special Education Teacher (PEER Program)</td> <td data-bbox="1058 711 1271 789">\$75,000</td> </tr> <tr> <td data-bbox="170 789 1058 868">Reduce 1.0 FTE HS World Language Teacher</td> <td data-bbox="1058 789 1271 868">(\$75,000)</td> </tr> <tr> <td data-bbox="170 868 1058 946">1.0 FTE Floating Nurse/Substitute Nurse</td> <td data-bbox="1058 868 1271 946">\$75,000</td> </tr> <tr> <td data-bbox="170 946 1058 1025">Reduce 0.5 FTE HS Instructional Technology Specialist (ITC)</td> <td data-bbox="1058 946 1271 1025">(\$47,722)</td> </tr> <tr> <td data-bbox="170 1025 1058 1103">Reduce 0.5 FTE MS Instructional Technology Specialist (ITC)</td> <td data-bbox="1058 1025 1271 1103">(\$58,450)</td> </tr> <tr> <td data-bbox="170 1103 1058 1182">Reduce .75 FTE HS Science Teacher</td> <td data-bbox="1058 1103 1271 1182">(\$60,063)</td> </tr> <tr> <td data-bbox="170 1182 1058 1282">Reduce .4 FTE HS Social Studies Teacher and Reduce .1 FTE Professional Development Coordinator</td> <td data-bbox="1058 1182 1271 1282">(\$9,755)</td> </tr> </tbody> </table>	<i>Changes in Professional Staff</i>		Reduce 1.0 FTE Elementary Gen Ed Teacher	(\$75,000)	1.0 FTE Special Education Teacher (PEER Program)	\$75,000	Reduce 1.0 FTE HS World Language Teacher	(\$75,000)	1.0 FTE Floating Nurse/Substitute Nurse	\$75,000	Reduce 0.5 FTE HS Instructional Technology Specialist (ITC)	(\$47,722)	Reduce 0.5 FTE MS Instructional Technology Specialist (ITC)	(\$58,450)	Reduce .75 FTE HS Science Teacher	(\$60,063)	Reduce .4 FTE HS Social Studies Teacher and Reduce .1 FTE Professional Development Coordinator	(\$9,755)	(2.25 FTE)	(\$175,990)
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³ Full-Time Equivalent

Salary Increase Details (Continued)

<i>Changes in Support Staff</i>		1.0 FTE	\$38,656
Reduce 1.0 FTE HS Administrative Assistant	(\$52,508)		
Add 2.0 FTE ABA Tutors	\$91,164		
<i>Transfer from Non-Salary to Salary</i>		1.0 FTE	\$110,000
1.0 FTE HVAC Controls Programmer <i>(Reflects a change from a contractor in non-salary to an employee in salary. This salary increase is offset by a \$110,000 cut in the facilities contract line, making it cost neutral.)</i>	\$110,000 (Budget neutral)		
Net increase to various non-salary account			\$661,829
Total Change		(0.25 FTE)	
FY'24 Superintendent's Recommended Budget			\$54,743,565

⁴ Includes adjustments for known collective bargaining agreements and a reserve for pending Applied Behavioral Analysts (ABA), Cafeteria, and other contracts.

Special Education Budget

Special Education Focus

WPS continues to educate nearly all of our special education students in-district

- Less than 1% of students learning in out-of-district placements

Focus for FY'24

- Maintaining current programming and service levels
- Meeting our legal and regulatory responsibilities
- Continue to provide robust ESY program
- Expanding the PEER Program (identified as a priority in the last 3 budget cycles)

SPED overview

Out-of-District Tuition

Tuition	FY'23	FY'24	Difference
Residential Tuition	\$522,603	\$539,402	\$16,799
Day Tuition	\$567,405	\$1,093,120	\$525,714
Collaborative Tuition	\$383,506	\$649,168	\$265,661
Tuition Total	\$1,473,515	\$2,281,690	\$808,174

Special Education Transportation

Transportation	FY'23	FY'24	Difference
Out-of-District SPED Transportation	\$395,439	\$461,229	\$65,789
In-District SPED Transportation	\$323,389	\$373,774	\$50,385
Transportation Total	\$712,828	\$835,003	\$116,174

Non Salary- Special Education

What accounts for the \$808K increase in tuition?

- Operational Services Division (OSD) has indicated a 14% increase to private special education tuition (typically 2-3%), which represents a \$300K increase next year for Westwood.
- The remaining \$508K is related to changes in student needs and IEPs.

Capital Budget

Capital Budget

Description	FY'20 Actual	FY'21 Actual	FY' 22 Actual	FY 23 Actual	FY 24 Proposed
Technology	\$150,000	\$130,000	\$130,000	\$130,000	\$130,000
FF&E	\$111,797	\$111,797	\$100,000	\$30,000	\$80,000
HVAC	\$192,400	\$192,400	\$217,000	\$200,000	\$132,000
Roofing	\$100,000	\$100,000	\$100,000	\$150,000	\$100,000
Repair & Maintenance	\$402,803	\$402,803	\$400,000	\$487,000	\$400,000
Copiers	\$60,000	\$20,000	\$20,000	\$20,000	\$60,000
Vehicles	\$0	\$60,000	\$50,000	\$0	\$125,000
Total	\$1,017,000	\$1,017,000	\$1,017,000	\$1,017,000	\$1,017,000

Questions?



Westwood Finance and Warrant Commission
MARCH 1, 2023 FIRST PUBLIC HEARING
IN PERSON
7:00 PM
Meeting Minutes

Finance Commission Chairperson George Hertz called the meeting to order at 7:01PM.

Finance and Warrant Commission members who were present: William Bruce Jr., James Ferraro, Lauren Fitzpatrick, George Hertz, Angeila Hughes, George Laham, George Maroun, Christopher Poreda, Sean Weller, and Alexander Yale. Members who were authorized prior to the meeting, participated remotely via speakerphone: Mike Gay and Caitlyn Jurczak.

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 March 1, 2023 First Public Hearing.

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 all other related materials prior to the meeting.

Prior to the evening's presentations, Chairperson Hertz made some introductory comments:

- This was the first of two Public Hearings. The Public Hearings will be in person to allow discussion and input from members, presenters and the public. The Final Public Hearing will be on March 28th, 2023 where the formal voting on recommendations for each warrant article will take place.
- FinCom Subcommittee Presentations will take place on Zoom on March 14th, 2023. In the next meeting, the Chair will be asking FinCom members to volunteer on write ups for the warrant articles.

The Evening's Presenters:

- Nora Loughnane (Director of Community & Economic Development, Christopher Pfaff (Planning Board Chair), Members of the Planning Board- 2023 ATM "Planning Board" Warrant Articles.

The Chair introduced the evening's first presentation. Nora Loughnane (Director of Community & Economic Development) and Christopher Pfaff (Planning Board Chair) were present. Ms. Loughnane started her presentation on the Planning Board's 2023 Annual Town Meeting Warrant Articles.

When all members of the Planning Board were present, Mr. Pfaff called the roll and continued the Planning Board's public hearing from their last meeting. Ms. Loughnane then continued her presentation. A Q&A took place after each article was introduced. Ms. Loughnane will follow up on a member question: What is the estimated cost per charging station to the town on an annual basis? Another member asked about the status of the MBTA lot proposal that was submitted last December. Ms. Loughnane confirmed that the Attorney General approved the town meeting's vote and that they are expecting applications in the upcoming weeks for a project at 22 Everett St. She then mentioned she can provide copies of the action plan that was filed with the state on Westwood's compliance with the MBTA community bylaw. At the end of the presentation, Chairperson Hertz thanked Ms. Loughnane for her excellent work and stated he was impressed by the depth and breadth of her knowledge on these Articles and for performing multiple roles. He also thanked the Planning Board for their time in attending this meeting. The Planning Board will continue their meeting on Zoom on March 7th. Mr. Pfaff called their meeting to adjourn.

- Christopher Coleman (Town Administrator), Robert Gotti (Select Board Chair), Members of the Select Board, Town Staff, and Members of the Charter Review Committee

The Chair introduced the evening's final presentation. Christopher Coleman (Town Administrator), Robert Gotti (Select Board Chair), Members of the Select Board, Town Staff, Pat Ahearn (Town Counsel) and Members of the Charter Review Committee were present. Mr. Gotti called the meeting for the Select Board to order. Then he thanked FinCom members for their dedication of time, energy and diligence in helping town residents understand the town budget and warrant articles. Mr. Gotti stated they are in the process of finalizing budget warrant articles. The budget warrant articles #1 - #12 will be presented in more detail at Fincom's Final Public Hearing on March 28th. Mr. Coleman presented an update on 2023 Annual Town Meeting "Select Board" Warrant Articles. The Select Board voted on their Feb 27th meeting to substitute Miscellaneous 1 and 2 for Budget #12 and #13 warrant articles. Mr. Coleman introduced Budget #12 warrant article on Fire Ladder Truck Borrowing. Mr. Todd Korchin (Director Public Works) was present to introduce Budget #13 Warrant Article on Cemetery Expansion Construction Borrowing. Mr. Coleman and Korchin spent considerable amount of time answering members' questions. Chairperson Hertz requested that the Town Finance Director provide information explaining the economics of the Cemetery Expansion Project. Next, Mr. Coleman was joined by Mr. Pat Ahearn (Town Counsel) in presenting Select Board Article #1. Their plan is to dispose of 47 Willard Circle through an RFP process. A Q&A from members took place afterwards. Then, Ms. Nancy Hyde (Member of Charter Review Committee) presented the Select Board Article #2. Prior to Ms. Hyde starting, Mr. Paul Fitzgerald called the

meeting to order for the Charter Review Committee. After the presentation on Article # 2, Ms. Hyde, Mr. Fitzgerald, Mr. Coleman, and Special Counsel Ms. Lauren Goldberg spent considerable amount of time answering members' questions. Lastly, Mr. Gotti thanked the Charter Review Committee for their remarkable effort and time in their discussions.

Member Discussion:

- Chair's update: Chairperson Hertz thanked all FinCom members for their very thoughtful questions. He also reminded members that subcommittee reports are due on March 14th and he is seeking for volunteers on write-ups on the warrant articles.
- During Old business discussion, Vice Chair Poreda indicated that during the last meetings report on Hale Reservation, he did not mean to impugn the integrity of anyone during that discussion. There will be no further discussion since there is no warrant article to review.
- Members were asked to review and approve the meeting minutes for February 14, 2023. A motion was offered and seconded. A ROLL call took place. Eleven members approved the minutes. Three members were absent. Due to technical difficulties on the conference phone, one member abstained.

Chairperson Hertz then entertained questions from the public and the press.

- One resident clarified the Town Tax Collector's role and responsibilities.

The Select Board and Charter Review Committee both called the meeting to adjourn for their respective Boards.

The Chair thanked members for attending and asked for a motion to adjourn. A motion was offered and seconded. Twelve members were in favor. Three members were absent.

Meeting Adjourned at 9:06PM

For a complete video of the 03/01/23 FinCom Public Hearing please see the following link:

<https://westwoodmediacenter.tv/>