

AGENDA

FINANCE AND WARRANT COMMISSION 2023 FINAL PUBLIC HEARING

Tuesday, March 28, 2023

(Continued to Wednesday, March 29, 2023 if necessary)

IN PERSON

Westwood Public Library – Community Meeting Room

7:00 P.M.

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- 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):** Emily Parks (WPS Superintendent), Lemma Jn-baptiste (WPS Director of Finance and Operations) – Final Update/Final Comments on FY24 School Budget
 - VII. **Presenter(s):** Christopher Coleman (Town Administrator), Stephanie McManus (Asst. Town Administrator/Finance Director), Robert Gotti (Select Board Chair), Members of the Select Board and Town Staff – 2023 ATM “Select Board” Budget Warrant Articles # 1 -13
 - VIII. **Presenter(s):** Nora Loughnane (Director of Community & Economic Development), Christopher Pfaff (Planning Board Chair), Members of the Planning Board– Final Changes/Final Comments on 2023 ATM “Planning Board” Warrant Articles # 1 -5
 - IX. **Motion & Voting Process-** Town Counsel – Pat Ahearn
 - X. **FINCOM DELIBERATES AND VOTES ON 2023 ATM WARRANT ARTICLES RECOMMENDATIONS WITH ROLL-CALL** (See Below)
 - XI. Chair’s update –.
 - XII. Other business that may properly come before the board
 - XIII. Old Business – **Article Write Ups Due 3/31/23 or earlier**, Approval of 03.14.23 Minutes.
 - XIV. Public and Press -
 - XV. Adjournment – **Roll-Call Vote.**

Select Board Budget-1 FY23 Budget Adjustments by Transfer (\$0)

Select Board Budget -2 FY23 Budget Adjustments by Appropriation (\$598,000)

Select Board Budget -3 FY24 Operating Budgets (Appendix "D")

Select Board Budget -4 Appropriation (\$1,355,500) – Municipal Capital Improvements

Select Board Budget -5 Appropriation (\$1,017,000) – School Capital Improvements

Select Board Budget -6 Appropriation (\$1,260,000) – Sewer Capital Improvements

Select Board Budget -7 Appropriation (\$500,000) – Sewer Capital Borrowing

Select Board Budget -8 Appropriation (\$445,000) – Additional Capital Improvements

Select Board Budget -9 Appropriation (\$1,100,000) – Additional Capital Improvements

Select Board Budget -10 Appropriation (\$125,000) – Stabilization Fund FY24

Select Board Budget -11 Appropriation (\$1,540,000) – OPEB Liability Trust Fund – FY24

Select Board Budget -12 Appropriation (\$1,850,000) – Fire Ladder Truck Borrowing

Select Board Budget -13 Appropriation (\$1,500,000) – Cemetery Expansion Construction Borrowing

Select Board Misc 7 – Miscellaneous Placeholder

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

Planning Board -1 Amendments to Zoning Bylaw Related to Earth Material Movement (EMM)

Planning Board -2 Amendments to Zoning Bylaw Related to Sustainability

Planning Board -3 Amendments to Zoning Bylaw Related to Dumpsters

Planning Board -4 Housekeeping Amendments to Zoning Bylaw

Planning Board -5 Amendments to General Bylaws Related to Dumpsters

FY'24 Budget Update

Finance and Warrant Commission
March 28, 2023



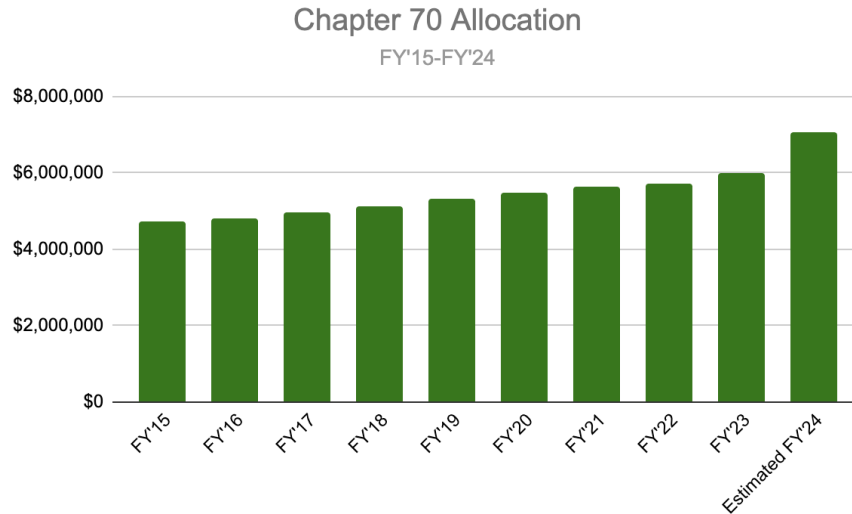
Westwood Public Schools

FY'24 Budget Development: A very challenging year

- **Increased costs due to inflationary pressures. For example,**
 - heating fuel costs - 30% increase over FY'22 (budget was not increased last year)
 - bus contract - 7.4% increase in FY'23 (budgeted 3%), 7% increase in FY'24
 - SPED transportation contract - 10% increase in FY'23 (budgeted 3%), 4% in FY'24
- **Significantly increased costs in special education due to:**
 - unexpected tuitions due to summer move-ins
 - OSD indicated 14% increase in private out-of-district tuitions in FY'24
 - *Information about tuitions rates has been issued; 14% increase realized*
- **Unknown salary increases**
 - 85% of the total budget goes to salaries
 - With an unsettled contracts, we have to make assumptions for both FY'23 and FY'24 in order meet budget deadlines
 - *Teachers' contract ratified; Instructional Assistants contract ratified; ABA negotiations in progress; Food Services contract pending*

New, positive information about estimated revenue:

- Gov. Healy's proposed state budget released in mid-February
- Chapter 70 **estimates** (state aid to schools) has been released.
 - Westwood's estimated Chapter 70 funding is significantly higher than our budgeting assumption.



Revised FY'24 Proposed Budget (incorporating Chpt. 70 increase)

FY'23 Final Budget	\$51,762,397
Proposed FY'24 Budget	\$54,743,565
Increase (\$)	2,981,168
Increase (%)	5.8%

Revised FY'24 Proposed Budget (incorporating Chpt. 70 increase)

FY'23 Budget		\$51,762,397		\$51,762,397
Increase salaries for existing personnel (contractual)		\$2,021,299		\$2,346,673
Net Change Faculty/Professional Positions	(8.6 FTE)	(\$750,514)	(2.25)	(\$175,990)
Net Change Support Staff Positions	10.8 FTE	\$297,046	1.0 FTE	\$38,656
Transfer from Non-Salary to Salary	1.0 FTE	\$110,000	1.0 FTE	\$110,000
Net increase to various non-salary accounts		\$661,829		\$661,829
Total Change	3.2 FTE		(.25 FTE)	
TOTAL FY'24 RECOMMENDED BUDGET				\$54,743,565

How is the increased Chapter 70 aid incorporated?

Restore staffing cuts proposed at February SC meeting and fund salary increases for teachers and paraprofessionals	\$363,508
Eliminate the use of one-time IDEA grant funding for FY'24 paraprofessional salaries	\$200,000
Fund 1.2 FTE Elementary Adjustment Counselor positions with recurring funds, rather than one-time ESSER III grant funding; reallocate to one-time expenses in Curriculum and Instruction cost center	\$85,000
Total	\$641,508

Solves problems in FY24....

and creates a much improved position for FY'25

- By not relying on one-time grants to fund positions, avoid creating structural deficits that would have to be addressed in FY'25.
- Savings from positions that can be reduced in FY'25 due to consolidation of Hanlon and Deerfield will be available to fund agreed upon contractual salary increases in FY'25 and lessen the risk of needing to make staff cuts going forward.

Five Years of Annual Capital Budgets (no change since Feb.)

Description	FY'20	FY'21	FY'22	FY'23	FY'24
Technology	\$150,000	\$130,000	\$130,000	\$130,000	\$120,000
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
Improvements	\$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



Final Public Hearing Annual Town Meeting 2023 Financial Warrant Articles

Stephanie McManus
Assistant Town Administrator/Finance Director
March 28, 2023

FY24 Overall Proposed Budget Summary

The FY24 Proposed Budget is a comprehensive plan that consists of the operating budget, the capital budget, and various liabilities and reserves.

- ✓ Maintain high quality of services provided by Town and School
 - Continued stable and sustainable operating budget growth.
 - School Budget 5.8%
 - Municipal Budget 4.6%
 - Fixed costs currently 4.6%

- ✓ Base Capital Budget
 - Municipal Capital Improvements - \$1,355,500 Funded with Free Cash
 - School Capital Improvements- \$1,017,000 Funded with Free Cash

- ✓ Supplemental Capital Budget – Funded with Meals/Hotels Tax/Other funding
 - Appropriation for additional capital as done in prior year
 - Town and School Projects - \$1,100,000
 - Funded with Meals/Hotels Tax (current balance \$1.7M)
 - Sewer Capital Improvements - \$1,260,000 Funded with Sewer retained earnings
 - Other Capital Improvements - \$445,000 Funded with Ambulance receipts

- ✓ Liabilities/Reserves
 - \$125K transfer from Free Cash to Stabilization Fund – keeps on target with financial policy
 - \$1.540M contributed to OPEB trust fund – keeps on target with required funding

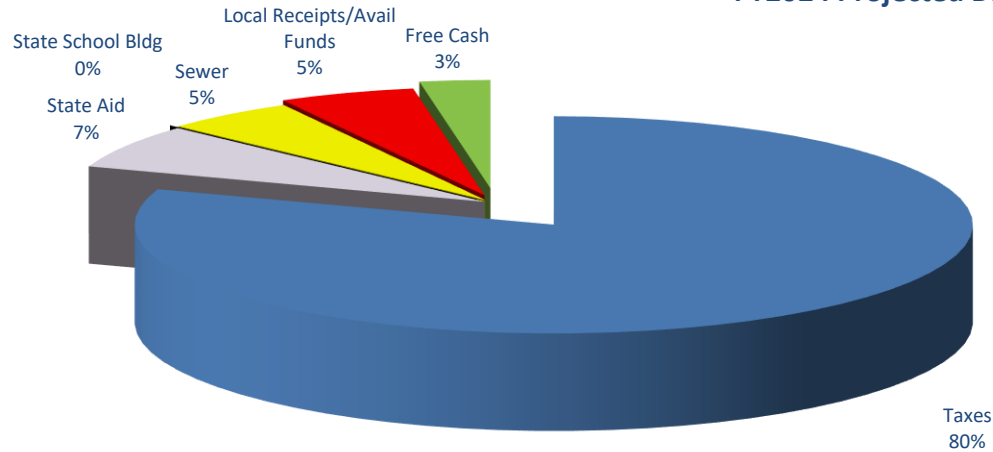
- ✓ Borrowing
 - Capital Projects that would require borrowing:

• Fire Department Replacement of Ladder 1	\$1,850,000
• Cemetery Expansion Construction	\$1,500,000
• Sewer Inflow and Infiltration Program (MWRA Loan)	\$500,000

- ✓ Fincom Reserve Fund \$405k – funded with Free Cash.

FY24 Proposed Budget Revenue - \$ 121M, 6.6% Increase

FY2024 Projected Budget Revenue

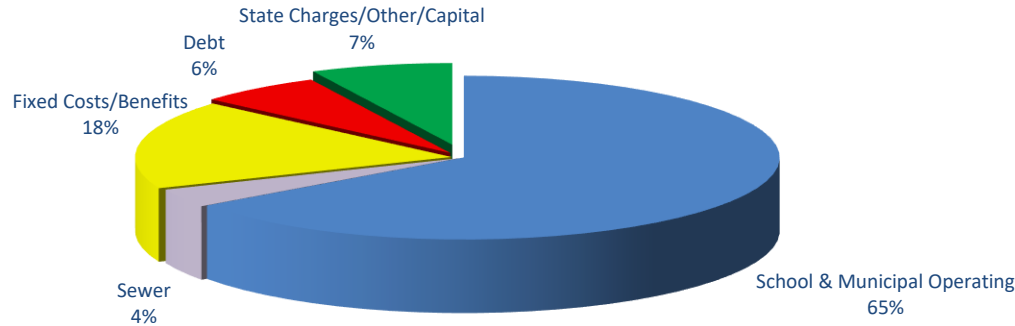


FY2024 Projected Budget Revenue

	FY2023	FY2024 Proj	\$ Change	% Change
Taxes	\$90,274,411	\$97,160,228	\$6,885,817	7.6%
State Aid	\$6,944,202	\$7,990,161	\$1,045,959	15.1%
State School Bldg Reimbursement	\$1,401,276	\$0	(\$1,401,276)	-100.0%
Sewer Enterprise	\$5,597,007	\$6,188,863	\$591,856	10.6%
Local Receipts	\$4,195,857	\$4,195,857	\$0	0.0%
Available Funds	\$446,453	\$428,075	(\$18,378)	-4.1%
Available Funds - prior yr/other articles	\$224,000	\$650,000	\$426,000	190.2%
Meals/Hotels Tax	\$650,000	\$1,100,000	\$450,000	69.2%
Free Cash	\$3,833,250	\$3,295,500	(\$537,750)	-14.0%
Total	\$113,566,456	\$121,008,684	\$7,442,228	6.6%

FY24 Proposed Expenditure Budget Summary, \$121M, 6.6%

FY2024 Expenditure Summary



FY2024 Proposed Expenditure Summary

	FY2023	FY2024 Projected	\$ Change	% Change
Operating Budget - School Categories	\$52,015,866	\$55,038,986	\$3,023,120	5.8%
Operating Budget - Municipal	\$22,640,063	\$23,683,737	\$1,043,674	4.6%
Benefits/Reserves/Insurance	\$20,345,166	\$21,290,095	\$944,929	4.6%
Sewer - Operating	\$4,463,674	\$4,486,129	\$22,455	0.5%
Debt Service	\$5,818,920	\$7,709,245	\$1,890,325	32.5%
Total Operating	\$105,283,689	\$112,208,192	\$6,924,503	6.6%
Capital Base Budget - School & Municipal	\$2,373,250	\$2,372,500	(\$750)	0.0%
Capital - Sewer	\$700,000	\$1,260,000	\$560,000	80.0%
Other Appropriations:				
To Stabilization	\$125,000	\$125,000	\$0	0.0%
Additional Capital	\$682,000	\$1,545,000	\$863,000	126.5%
To OPEB Trust	\$1,515,000	\$1,540,000	\$25,000	1.7%
Prior Year/Other Articles	\$1,527,000	\$598,000	(\$929,000)	-60.8%
State Charges/Offsets/Overlay/Snow	\$1,360,515	\$1,359,992	(\$523)	0.0%
Total Expenditures	\$113,566,454	\$121,008,684	\$7,442,230	6.6%

Budget Article 1 – FY23 Budget Adjustments by Transfers

- Budget adjustments to current year budgets.
- No transfers needed for FY23.

Transfer			
From Account	Amount	To Account	Amount
Total	\$0	Total	\$0

Budget Article 2 – FY23 Budget Adjustments by Appropriation

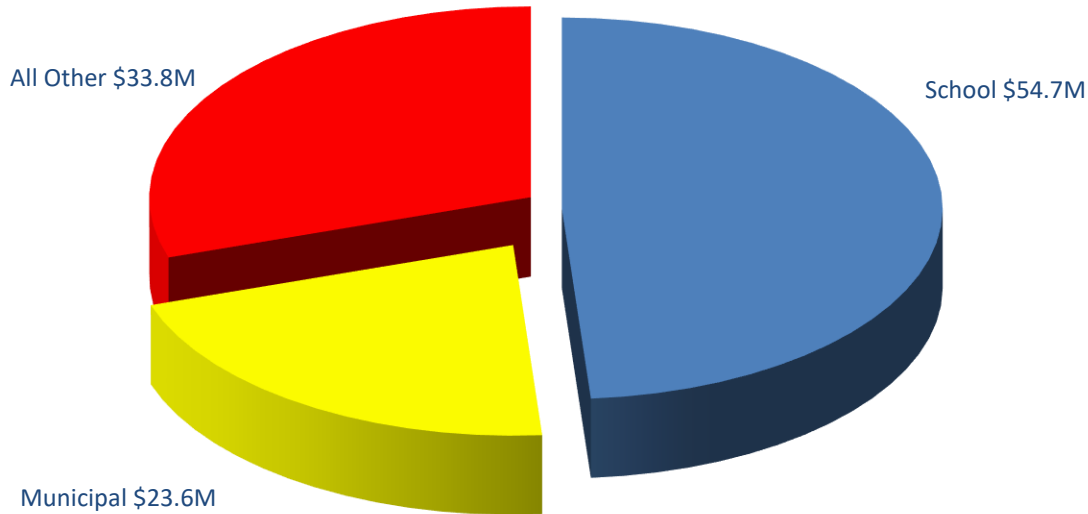
Transfer			
From Account	Amount	To Account	Amount
Free Cash	\$393,000	Council on Aging Salary Budget \$25,000 <ul style="list-style-type: none"> • Increased activity and demand for van driver services Fire Department Salary \$93,000 <ul style="list-style-type: none"> • Impact of Norwood Hospital Closure Police Department Salary \$75,000 <ul style="list-style-type: none"> • Based on potential turnover related expenses Schools Special Education Reserve \$100,000 Schools McKinney-Vento Transportation \$100,000	
Ambulance Receipts	\$120,000	Ambulance Services/Equipment \$120,000 <ul style="list-style-type: none"> • Annual Ambulance supplement <ul style="list-style-type: none"> • \$103K Fire Dept. Ambulance expense • \$17K Collector’s Department Ambulance Billing Service 	
Overlay Surplus	\$85,000	Assessing Revaluation Services \$85,000 <ul style="list-style-type: none"> • Five year full assessment 	
Total	\$598,000	Total	\$598,000

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

FY24 Proposed Operating Budget

✓ Maintain high quality of services provided by Town and School departments

FY23 Budget	Category	FY24 Proposed	\$ Change FY24 v FY23	% Change FY24 v FY23
\$ 51,762,397	School Operating	\$ 54,743,565	\$ 2,981,168	5.8%
\$ 22,640,063	Municipal Operating	\$ 23,683,737	\$ 1,043,674	4.6%
\$ 131,397	Blue Hills Regional School	\$ 169,054	\$ 37,657	28.7%
\$ 122,072	Traffic Supervisors	\$ 126,367	\$ 4,295	3.5%
\$ 20,345,166	Fixed Costs	\$ 21,290,095	\$ 944,929	4.6%
\$ 5,818,920	Debt Service	\$ 7,709,245	\$ 1,890,325	32.5%
\$ 4,463,674	Sewer	\$ 4,486,129	\$ 22,455	0.5%
\$ 105,283,689	Total	\$ 112,208,192	\$ 6,924,503	6.6%



- Updated for budget adjustments (Articles 1 & 2 and other)

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Select Board Department						
Salaries	674,927	700,519	707,761	7,242	1.0%	Taxation
Expenses	48,042	45,500	45,500	0	0.0%	Taxation
1. Total Select Board Department	722,969	746,019	753,261	7,242	1.0%	
Finance and Warrant Commission						
Salary	21,068	22,208	19,963	(2,245)	-10.1%	Taxation
Expenses	43,807	43,900	46,110	2,210	5.0%	Taxation
2. Total Finance and Warrant Commission	64,875	66,108	66,073	(35)	-0.1%	
Accounting Department						
Salaries	275,441	284,527	304,048	19,521	6.9%	Taxation
Expenses	4,757	7,000	7,000	0	0.0%	Taxation
3. Total Accounting Department	280,198	291,527	311,048	19,521	6.7%	
Assessors Department						
Salaries	223,657	231,871	237,718	5,847	2.5%	Taxation
Expenses	21,512	22,450	22,450	0	0.0%	Taxation
4. Total Assessors Department	245,168	254,321	260,168	5,847	2.3%	
Treasurer Department						
Salary	123,835	129,953	136,178	6,225	4.8%	Taxation
Expenses	7,968	10,450	10,450	0	0.0%	Taxation
5. Total Treasurer Department	131,803	140,403	146,628	6,225	4.4%	
Collector Department						
Salaries	125,158	130,179	131,162	983	0.8%	Taxation
Expenses	84,383	84,650	84,650	0	0.0%	\$42,500 Ambulance receipts/Taxation
6. Total Collector Department	209,541	214,829	215,812	983	0.5%	For Ambulance Billing Service
Legal Department						
Salary	141,510	139,113	142,599	3,486	2.5%	Taxation
Expenses	79,884	98,000	98,000	0	0.0%	Taxation
7. Total Legal Department	221,394	237,113	240,599	3,486	1.5%	
Human Resources Department						
Salary	258,363	273,643	345,349	71,706	26.2%	Taxation
Expenses	7,489	7,500	7,500	0	0.0%	Taxation
8. Total Human Resources Department	265,851	281,143	352,849	71,706	25.5%	

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D

Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Information Systems Department						
Salaries	294,770	329,948	341,040	11,098	3.4%	Taxation
Expenses	78,500	78,500	81,000	2,500	3.2%	Taxation
9. Total Information Systems Department	373,270	408,448	422,040	13,598	3.3%	
Town Clerk Department						
Salaries	208,660	236,691	250,607	13,916	5.9%	Taxation
Expenses	50,293	89,133	72,200	(16,933)	-19.0%	Taxation
10. Total Town Clerk Department	258,953	325,824	322,807	(3,017)	-0.9%	
Housing Authority						
Salary	23,782	25,062	26,354	1,292	5.2%	Taxation
Expenses	3,900	11,600	11,600	0	0.0%	Taxation
11. Total Housing Authority	27,682	36,662	37,954	1,292	3.5%	
Outside Professional Services						
12. Expenses	18,524	46,500	69,500	23,000	49.5%	Taxation
Training/Professional Development						
13. Expenses	9,198	15,000	25,000	10,000	66.7%	Taxation
Total General Government	2,829,426	3,063,897	3,223,745	159,848	5.2%	
Police Department						
Salaries	4,616,560	4,690,810	4,888,210	197,400	4.2%	Taxation
Expenses	296,280	337,850	352,650	14,800	4.4%	Taxation
	4,912,840	5,028,660	5,240,860	212,200	4.2%	
Auxiliary Police/Civil Defense						
Expenses	3,237	3,500	4,000	500	14.3%	Taxation
	3,237	3,500	4,000	500	14.3%	
Animal Control						
Salary	60,032	63,720	65,332	1,612	2.5%	Taxation
Expenses	894	10,350	10,350	0	0.0%	Taxation
	60,926	74,070	75,682	1,612	2.2%	
14. Total Police	4,977,003	5,106,230	5,320,542	214,312	4.2%	
Fire Department						
Salaries	4,981,707	4,935,227	5,099,374	164,147	3.3%	\$324,000 Ambulance Receipts/Taxation
Expenses	341,218	300,000	311,500	11,500	3.8%	\$40,000 Ambulance Receipts/Taxation
15. Total Fire	5,322,924	5,235,227	5,410,874	175,647	3.4%	
Total Public Safety	10,299,927	10,341,457	10,731,416	389,959	3.8%	

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Conservation Division						
Salary	80,990	82,476	84,555	2,079	2.5%	\$17,000 Conservation Receipts/Taxation
Expenses	6,104	6,400	6,400	0	0.0%	Taxation
	87,094	88,876	90,955	2,079	2.3%	
Planning Division						
Salaries	91,319	177,342	178,702	1,360	0.8%	Taxation
Expenses	2,433	4,500	4,500	0	0.0%	Taxation
	93,752	181,842	183,202	1,360	0.7%	
Zoning & Licensing Division						
Salaries	33,566	76,086	76,355	269	0.4%	Taxation
Expenses	476	3,150	3,250	100	3.2%	Taxation
	34,042	79,236	79,605	369	0.5%	
Community & Economic Development						
Salaries	244,537	187,123	196,164	9,041	4.8%	Taxation
Expenses	1,230	3,400	3,300	(100)	-2.9%	Taxation
	245,766	190,523	199,464	8,941	4.7%	
Building Inspection Division						
Salaries	379,451	402,705	417,409	14,704	3.7%	Taxation
Expenses	27,086	38,850	45,850	7,000	18.0%	Taxation
	406,537	441,555	463,259	21,704	4.9%	
Health Division						
Salaries	286,115	311,156	326,280	15,124	4.9%	Taxation
Expenses	21,087	12,200	12,200	0	0.0%	Taxation
	307,202	323,356	338,480	15,124	4.7%	
Outside Health Agencies *	10,656	13,416				Taxation
16. Total Community and Economic Development	1,185,049	1,318,804	1,354,965	36,161	2.7%	

* Outside Health Agency moved to Shared Costs in FY24 and now includes School costs

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Department of Public Works						
Salaries	1,926,570	1,888,377	1,942,362	53,985	2.9%	Taxation
Expenses	611,247	571,100	591,100	20,000	3.5%	Taxation
Total DPW Admin/Operations	2,537,817	2,459,477	2,533,462	73,985	3.0%	
Building Maintenance						
Salaries	361,342	415,144	434,634	19,490	4.7%	Taxation
Expenses	1,032,692	1,085,900	1,173,900	88,000	8.1%	Taxation
Total Building Maintenance	1,394,034	1,501,044	1,608,534	107,490	7.2%	
Municipal & School Field Maintenance	184,729	185,000	190,000	5,000	2.7%	Taxation
Street / Traffic Lighting Maintenance	120,754	122,500	125,000	2,500	2.0%	Taxation
17. Total Department of Public Works	4,237,333	4,268,021	4,456,996	188,975	4.4%	
18. Snow & Ice	689,818	450,000	450,000	0	0.0%	Taxation
Total Public Works	4,927,151	4,718,021	4,906,996	188,975	4.0%	

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D

Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Human Services						
Salaries			140,348	140,348		Taxation
Expenses			3,000	3,000		Taxation
	0	0	143,348	143,348		
Council On Aging Department						
Salaries	396,862	397,124	438,944	41,820	10.5%	Taxation
Expenses	38,774	41,650	43,650	2,000	4.8%	Taxation
	435,636	438,774	482,594	43,820	10.0%	
Youth and Family Services Department						
Salaries	288,372	361,517	284,354	(77,163)	-21.3%	Taxation
Expenses	13,484	15,000	16,200	1,200	8.0%	Taxation
	301,856	376,517	300,554	(75,963)	-20.2%	
Veterans Services Department						
Salaries	31,760	33,481	42,677	9,196	27.5%	Taxation
Expenses	99,755	106,414	108,313	1,899	1.8%	Taxation
Total Veterans Services	131,515	139,895	150,990	11,095	7.9%	
Public Library						
Salaries	1,044,560	1,168,220	1,232,570	64,344	5.5%	Taxation
Expenses	329,520	367,650	382,600	14,950	4.1%	Taxation
Lost Books	589	1,600	1,600	0	0.0%	Taxation
Total Library Department	1,374,681	1,537,470	1,616,770	79,294	5.2%	
Recreation Department						
Salaries	478,955	499,138	564,125	64,987	13.0%	\$332,442 Recreation Funds/Taxation
Expenses	15,784	15,784	15,784	0	0.0%	Taxation
Total Recreation Department	494,739	514,922	579,909	64,987	12.6%	
Memorial/Veteran's Day/Westwood Day Expenses	20,952	23,800	25,450	1,650	6.9%	Taxation
19. Total Human Services	2,759,379	3,031,384	3,300,115	268,731	8.9%	
Other						
20. Communications Systems	161,577	166,000	166,000	0	0.0%	Taxation
21. Disability Commission	0	500	500	0	0.0%	Taxation
Total Other	161,577	166,500	166,500	0	0.0%	
Total Municipal Budget	22,162,510	22,640,063	23,683,737	1,043,674	4.61%	

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Westwood Public Schools						
Salaries	41,441,577	44,177,983	46,497,322	2,319,339	5.2%	Taxation
Expenses	8,571,010	7,584,414	8,246,243	661,829	8.7%	Taxation
22. Total Westwood Public Schools	50,012,587	51,762,397	54,743,565	2,981,168	5.8%	
23. Blue Hills Regional School Assessment	129,617	131,397	169,054	37,657	28.7%	Taxation
Crossing Guards						
Salaries	110,092	119,072	123,367	4,295	3.6%	Taxation
Expenses	3,627	3,000	3,000	0	0.0%	Taxation
24. Total Crossing Guards	113,719	122,072	126,367	4,295	3.5%	
Total School Budgets	50,255,923	52,015,866	55,038,986	3,023,120	5.8%	

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

Appendix D

Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Fixed Costs Budgets - School and Municipal						
School Employee Benefits/Costs						
Retirement Assessments	1,838,126	1,970,534	2,004,502	33,968	1.7%	Taxation
Workers Compensation	189,161	371,310	389,876	18,566	5.0%	Taxation
Unemployment Compensation	18,023	143,738	143,738	0	0.0%	Taxation
Health Insurance	4,714,758	5,490,256	5,792,848	302,592	5.5%	Taxation
Life Insurance	6,842	8,800	8,800	0	0.0%	Taxation
Payroll service/Other	35,543	40,170	41,929	1,759	4.4%	Taxation
Medicare Part B	113,139	183,785	183,785	0	0.0%	Taxation
Social Security Tax	3,943	7,500	7,500	0	0.0%	Taxation
Medicare Payroll Tax	604,309	994,652	1,094,117	99,465	10.0%	Taxation
School Employee Benefits/Costs	7,523,844	9,210,745	9,667,095	456,350	5.0%	
Municipal Employee Benefits/Costs						
Retirement Assessment	4,289,289	4,602,407	4,677,171	74,764	1.6%	Taxation
Workers Compensation	89,997	174,865	183,608	8,743	5.0%	Taxation
Unemployment Compensation	16,127	20,293	20,293	0	0.0%	Taxation
Health Insurance	1,822,206	1,818,155	1,918,154	99,999	5.5%	Taxation
Life Insurance	3,420	5,500	5,500	0	0.0%	Taxation
Pre-Hire/Payroll/Other	147,927	143,870	144,962	1,092	0.8%	Taxation
Public Safety Medical/111F ins	84,446	99,000	102,300	3,300	3.3%	Taxation
Medicare Part B	49,702	74,547	74,547	0	0.0%	Taxation
Social Security Tax	523	5,000	5,000	0	0.0%	Taxation
Medicare Payroll Tax	261,103	391,144	430,258	39,114	10.0%	Taxation
Municipal Employee Benefits/Costs	6,764,741	7,334,781	7,561,793	227,012	3.1%	
Shared/Other Fixed Costs						
Comprehensive & Liability Insurance	559,380	608,580	639,000	30,420	5.0%	Taxation
Waste Collection/Disposal Expenses	1,492,953	1,694,500	1,774,000	79,500	4.7%	Taxation
Energy/Sustainability Efforts	58,549	109,810	115,391	5,581	5.1%	Taxation
Townwide Hardware/Software Maintenance	458,650	515,500	543,650	28,150	5.5%	\$4,575 Ambulance Receipts/Taxation
Town Wide Newsletter Communication		30,000	55,000	25,000	83.3%	Taxation
Outside Health Agencies*			32,916	32,916		Taxation
Audit Services -Town and School	80,710	81,250	81,250	0	0.0%	Taxation
Total Shared/Other Fixed Costs	2,650,244	3,039,640	3,241,207	201,567	6.6%	
25. Total Benefits/Shared Fixed Costs	16,938,827	19,585,166	20,470,095	884,929	4.5%	
Reserve Funds						
26. Select Board Reserve Fund**	0	295,000	355,000	60,000	20.3%	Taxation
27. Special Town Mtg/Election/Charter	21,926	60,000	60,000	0	0.0%	Taxation
28. Reserve Fund	0	405,000	405,000	0	0.0%	Free Cash
Total Reserves	21,926	760,000	820,000	60,000	7.9%	
Total Fixed Costs Budget	16,960,752	20,345,166	21,290,095	944,929	4.6%	

Reserve Accounts -Actual expenditures are shown in the budgets to which transfers were made.

** This reserve budget may be transferred to budgets upon vote by the Select Board.

* Moved from Community and Economic Development for FY24.

Article Budget 3 - FY24 Proposed Operating Budget \$112.2M, 6.6% increase

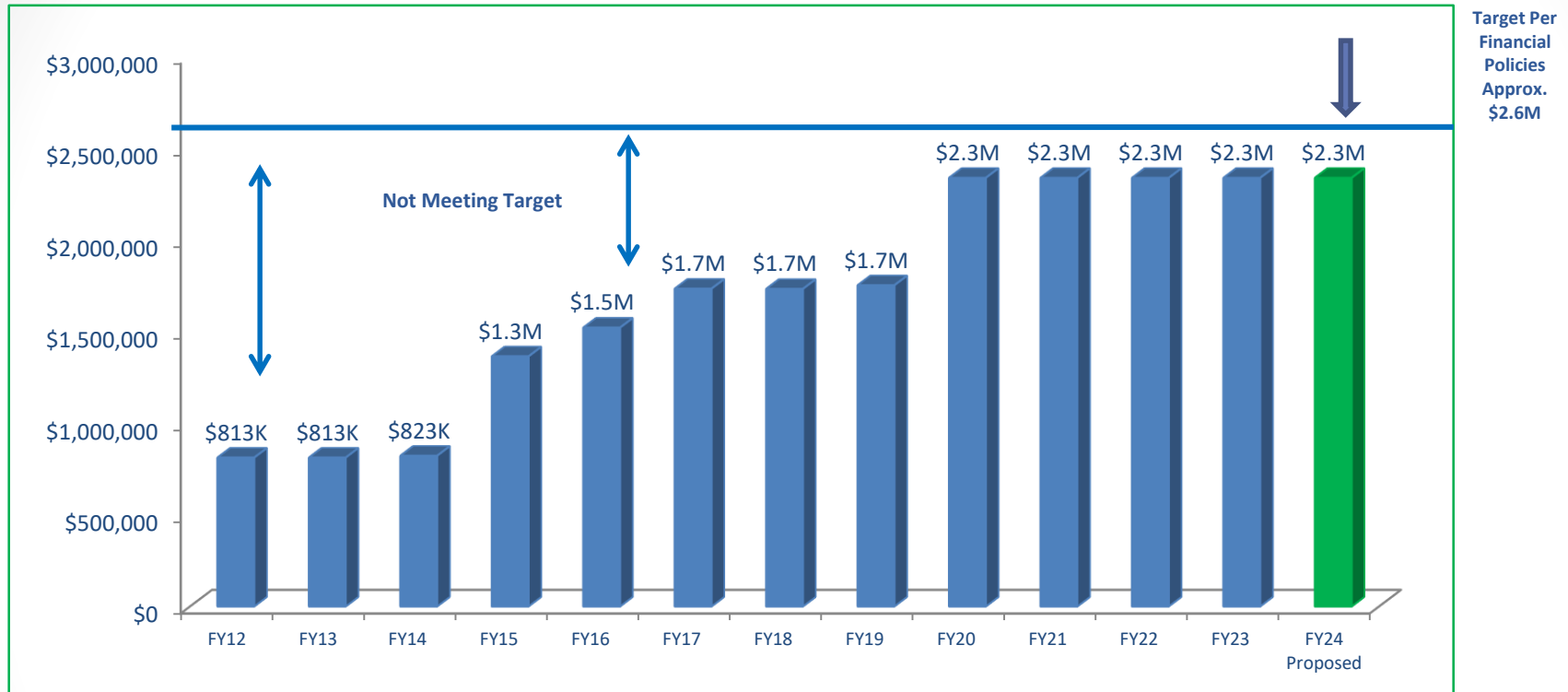
Appendix D Proposed FY2024 Departmental Salary/Expense Budgets

Description	Expended FY2022	Current FY2023 Budget	Proposed FY2024 Budget	\$ Change FY24 vs FY23	% Change FY24 vs FY23	Funding Source
Debt Service Budget						
Municipal Related Debt Service	3,356,927	3,570,725	3,698,803	128,078	3.6%	Taxation
School Related Debt Service	2,329,307	2,248,195	4,010,442	1,762,247	78.4%	Taxation
29. Total Debt Budget	5,686,234	5,818,920	7,709,245	1,890,325	32.5%	
Sewer Enterprise						
Salaries	343,229	472,658	492,942	20,284	4.3%	Sewer Enterprise Funds
Expenses	304,078	194,500	199,500	5,000	2.6%	Sewer Enterprise Funds
Pumping Stations	171,842	172,000	172,000	0	0.0%	Sewer Enterprise Funds
MWRA Assessment	3,247,430	3,305,428	3,305,699	271	0.0%	Sewer Enterprise Funds
Mandated Inspections	29,426	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Sewer Debt & Interest	164,688	174,088	170,988	(3,100)	-1.8%	Sewer Enterprise Funds
System Ext./Repairs	25,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
30. Total Sewer Enterprise	4,285,692	4,463,674	4,486,129	22,455	0.5%	
Note: Sewer revenue budget will be Operating Budget Plus: 433,331 Indirect Costs 4,897,005 Total Sewer Revenue						
Total Operating Budget	99,351,111	105,283,689	112,208,192	6,924,503	6.6%	
Net Operating Budget (Excluding Debt)			104,498,947	5,034,178	4.8%	

Base Capital Budget - Reinvestment in buildings, equipment and assets

- Important to maintain Town and School assets – buildings, infrastructure, and equipment.

Base Capital for School and Municipal



FY24 continues improvement in ongoing capital funding.

- Could not meet policy target for many years during difficult economic budget cycles.
- The Town has made steady progress in increasing the ongoing capital budget.

Article Budget 4 - Municipal Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
One Ton Pickup Truck with Plow (Truck 3)	DPW	\$80,000	Free Cash
Bucket Truck (Truck 33)	DPW	\$225,000	Free Cash
One Ton Dump Truck with Plow (Truck 17)	DPW	\$80,000	Free Cash
Replacement of Command Staff Vehicles	Fire	\$72,500	Free Cash
Turnout Gear Purchase and Replacement	Fire	\$10,000	Free Cash
Radio Upgrade and Replacement	Fire	\$28,000	Free Cash
Training Equipment and Props	Fire	\$15,000	Free Cash
End User Technology	Information Technology	\$75,000	Free Cash
Library Technology	Library	\$45,000	Free Cash
Media Suite	Library	\$50,000	Free Cash
Police Vehicles	Police	\$275,000	Free Cash
Safety Equipment	Police	\$65,000	Free Cash
Radio Telecom Infrastructure	Police	\$85,000	Free Cash
Facility Maintenance	Buildings	\$135,000	Free Cash
Energy Efficiency	Buildings	\$50,000	Free Cash
Municipal Parking Lots	Buildings	\$30,000	Free Cash
Police Station Flooring	Buildings	\$35,000	Free Cash
	Total	\$1,355,500	

Article Budget 5 - School Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	Schools	\$120,000	Free Cash
HVAC and Controls	Schools	\$132,000	Free Cash
Vehicles	Schools	\$125,000	Free Cash
Building Improvements	Schools	\$400,000	Free Cash
Roofing	Schools	\$100,000	Free Cash
Furniture, Fixtures, and Equipment	Schools	\$80,000	Free Cash
Copiers/Duplicators	Schools	\$60,000	Free Cash
	Total	\$1,017,000	

Article Budget 6 – Sewer Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Stormwater MS-4 Requirement	Sewer	\$75,000	Sewer Retained Earnings
Pump Station Upgrade	Sewer	\$500,000	Sewer Retained Earnings
One Ton Truck (Truck 28)	Sewer	\$95,000	Sewer Retained Earnings
Sewer Vac Truck Replacement	Sewer	\$590,000	Sewer Retained Earnings
	Total	\$1,260,000	

Article Budget – 7 Sewer Capital Borrowing

- This article requests \$500K to continue work to inspect and repair the sewer system.
- The funding is through the Massachusetts Water Resources Authority (MWRA)
 - 75% Grant
 - 25% Loan

Article Language

To see if the Town will vote to appropriate a sum of money to pay costs of engineering and undertaking infiltration and inflow improvements to the Town’s wastewater collection system and for the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing, including the borrowing of all or any portion of this amount through the Massachusetts Water Resources Authority’s Infiltration and Inflow Local Assistance Program, transfer from available funds or otherwise provided, or to take any other action relative thereto.

This project will be part of the MWRA grant program. Of the \$500,000 , 75% will be funded from the MWRA grant program and 25% will be funded from the MWRA 10-year interest free loan.

As this is a Borrowing Article, the Fincom motion would need to be:

The Finance and Warrant Commission Recommends:

That the Town appropriates \$500,000 to pay costs of engineering and undertaking infiltration and inflow improvements to the Town’s wastewater collection system and for the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of this amount may be borrowed through the Massachusetts Water Resources Authority’s Infiltration and Inflow Local Assistance Program, and the amount authorized to be borrowed by this vote shall be reduced to the extent of any grants received by the Town from the Massachusetts Water Resources Authority on account of this project.

Capital Budget – Additional Capital Article Beyond the Base

- Since FY17, the Town Meeting has approved an “additional” capital budget article
- FY24 Proposed Budget includes an Additional Capital Article of \$1.1M
- Effort to fund:
 - Capital that has been deferred by years of not meeting financial goal
 - Larger items that do not easily fit within base capital budget articles:

Prior Years

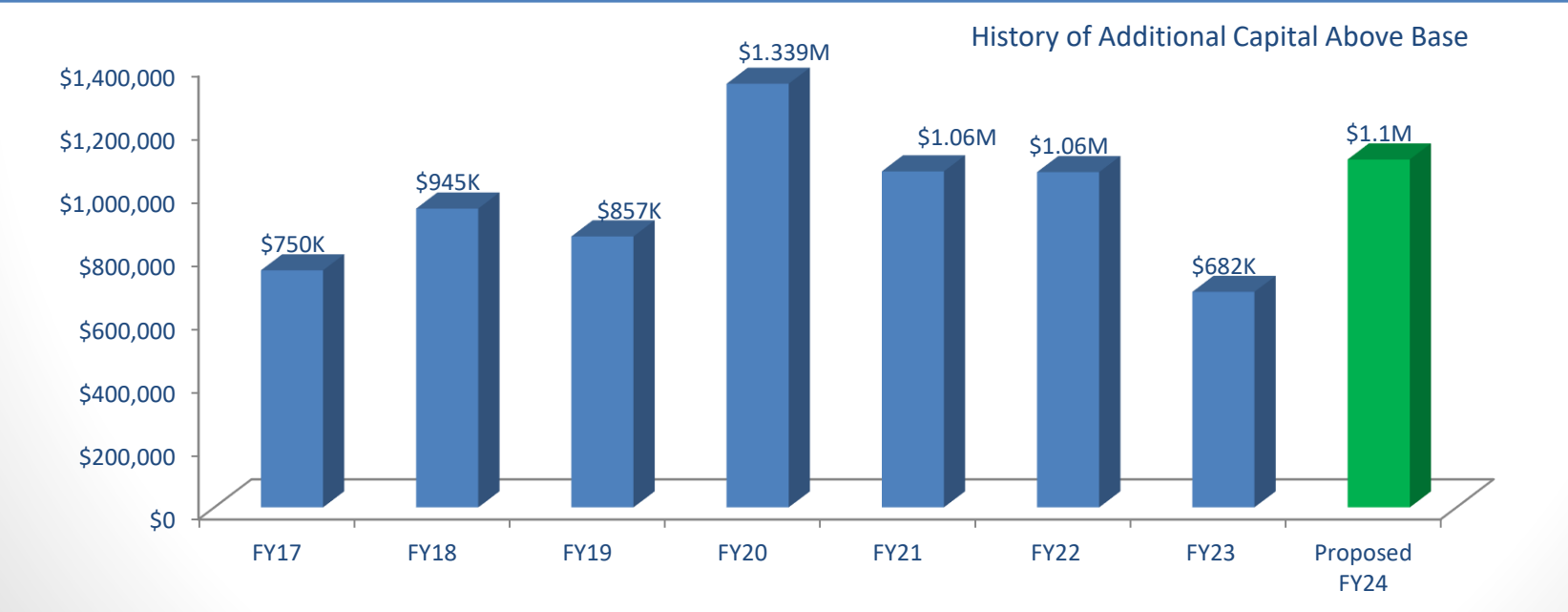
- School IT network
- High School Tennis Court Lighting
- Thurston/Senior Center HVAC

FY22

- H.S. Multipurpose Turf Field Replacement
- Pool repairs

FY23

- School Street Playground
- Schools Network Project
- Fire systems upgrade
- Library parking lot



Addresses important capital needs with available funding, such as free cash and meals/hotels tax.

Article Budget 8 – Additional Capital Improvements

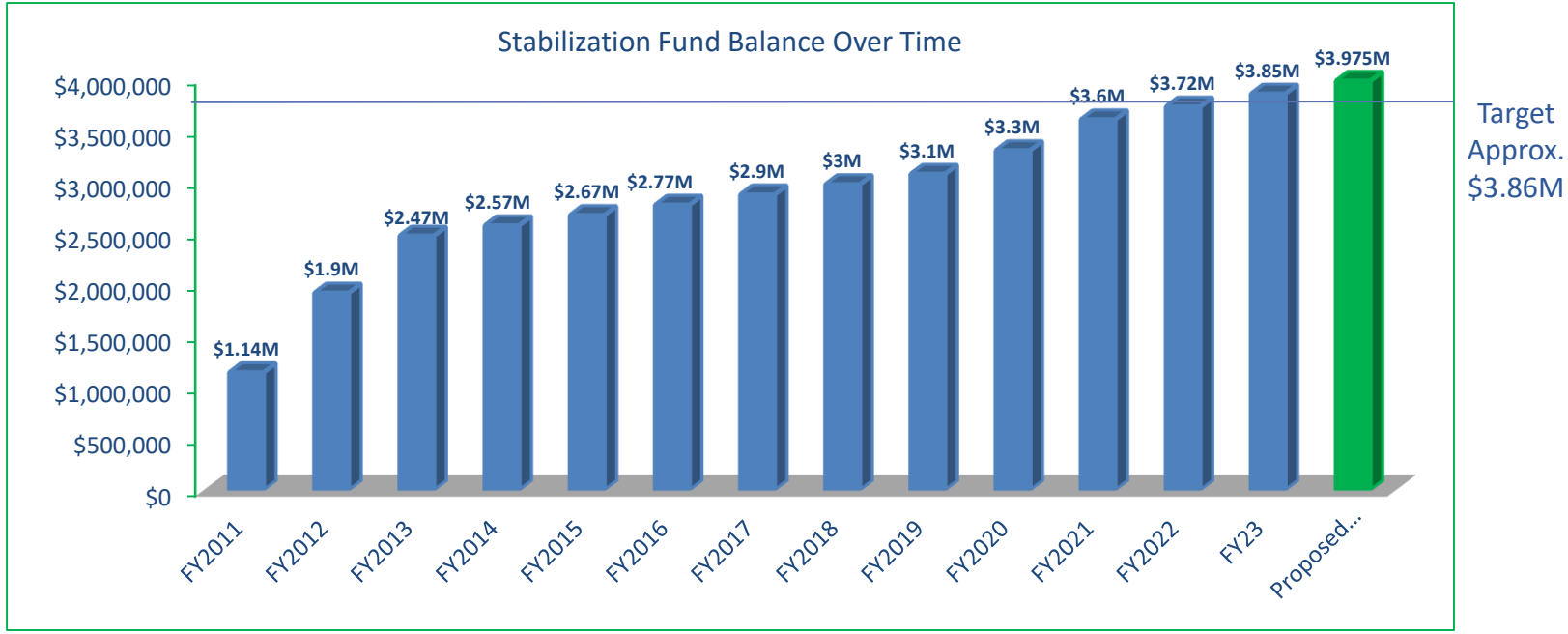
Equipment/Project	Requesting Department	Cost	Funding Source
Replace Ambulance (A1) (rotating cycle)	Fire	\$400,000	Ambulance Receipts
Rescue Upgrade and Replacement	Fire	\$45,000	Ambulance Receipts
	Total	\$445,000	

Article Budget 9 – Additional Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Backhoe/Loader (JCB 1)	DPW	\$175,000	Meals/Hotels Tax Revenue
Library Projects	Buildings	\$125,000	Meals/Hotels Tax Revenue
Network Upgrade	School	\$400,000	Meals/Hotels Tax Revenue
WHS Auditorium	School	\$400,000	Meals/Hotels Tax Revenue
	Total	\$1,100,000	

Article Budget 10 - Appropriation to Stabilization Fund

Purpose	Amount	Funding Source
Stabilization Fund	\$125,000	Free Cash

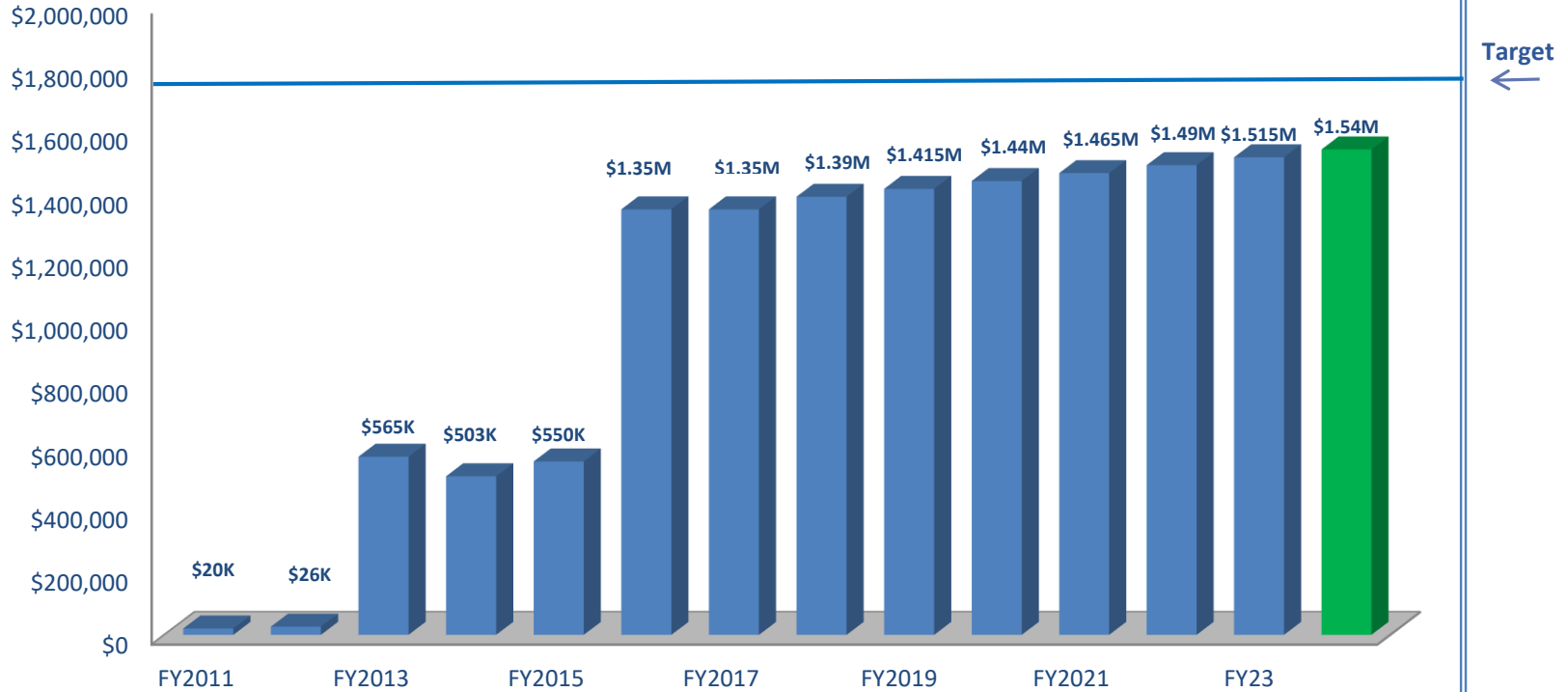


- Main savings account.
- Important component of credit rating.

Article Budget 11 - Appropriation to OPEB Liability Trust Fund

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$1,540,000	Taxation

Annual Funding - OPEB Liability



↑ Change in health care plan

↑ Change in health care plan

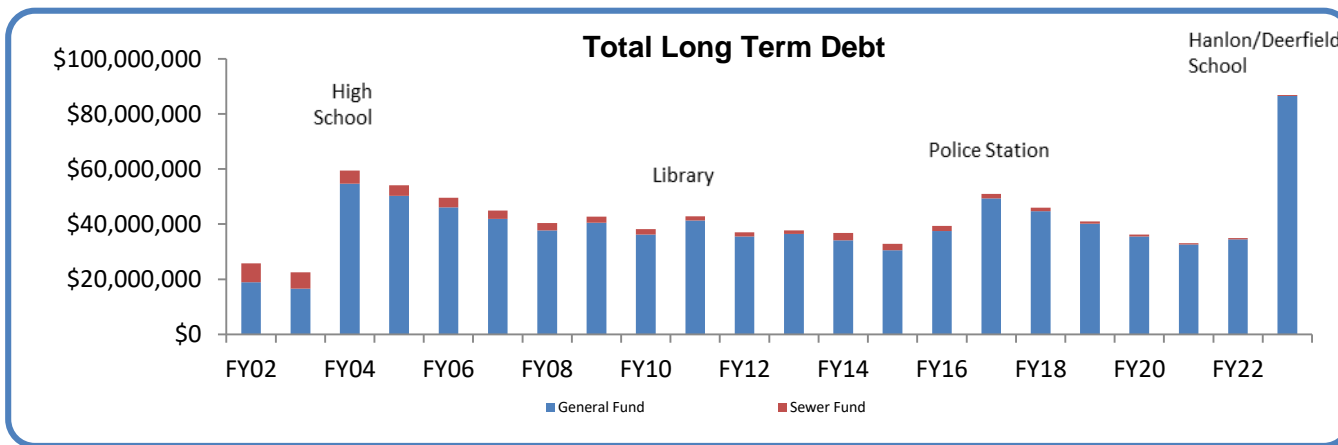
- On target with funding plan, \$25K additional per year
- Balance in trust fund account as of 12/22 is approximately \$17.9M.

General Debt Overview (Borrowing Articles 12 and 13)

- Authorization
 - Town Meeting authorizes borrowing of any funds for a specific project.
 - State law governs items allowed to be borrowed and term of borrowing.
- Issuing Bonds
 - Town credit rating from rating service (Moody's).
 - Current Credit Ratings: AAA Standard & Poor's and Aa1 Moody's
 - Benefit: Town is able to issue debt at lowest possible interest rate.
 - Town Treasurer conducts a public bond sale (bids), Select Board approves the bond.
 - At completion of sale, Town receives money and enters into a repayment schedule.
 - Schedule of all current bonds issued – updated annually.
- Debt Service Repayment
 - The debt service for the bonds, including principal and interest, is included in each year's budget, in a centralized budget called debt service.
 - Current Repayment Schedule – updated annually.
 - Only each year's scheduled payment is included in the debt service budget.
- Debt Management
 - Prudent use of debt financing as part of the Town's overall fiscal planning.
 - Responsible policies for borrowing regarding appropriate purpose, timing of projects and term of repayment.

Long Term Debt Outstanding – General Fund

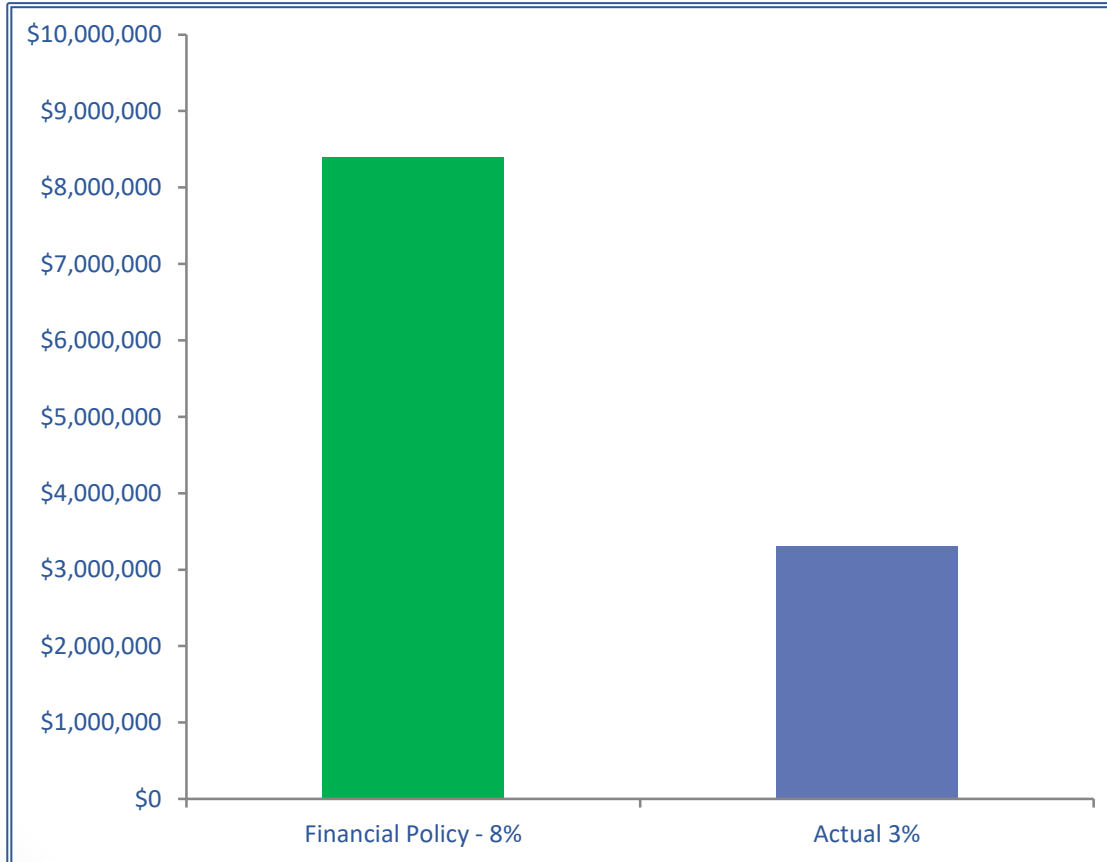
- Long-term debt is used to finance capital assets such as infrastructure, buildings, and large pieces of equipment.
- Issuing debt allows the Town to build or acquire assets that cannot be funded through existing cash resources.
- Spreading out the debt payments allows for a more predictable cash flow.
- Whenever possible, new debt payments are issued as prior debt rolls off.
 - Keeps the debt budget at the approximate same level.



Total Long Term Debt Issued and Outstanding	FY17	FY18	FY19	FY20	FY21	FY22	FY23
General Fund	49,355,000	44,710,000	40,120,000	35,545,000	32,655,000	34,510,000	86,550,000
Sewer Fund	1,680,000	1,274,700	868,600	666,800	465,000	435,000	267,500
Total	51,035,000	45,984,700	40,988,600	36,211,800	33,120,000	34,945,000	86,817,500

Debt Level – Within Financial Policy Guidelines

- Borrowing Articles 12 and 13 would be non-exempt debt.
 - Debt issued within proposition 2 ½.
 - Needs to be within the Town’s ability to pay.
- Financial Policies – annual non-exempt debt payments should not exceed 8% of net general fund revenue.
- Current debt is well within guidelines.
 - FY24 total debt payments within prop 2 ½ - \$3.3M.



Article Budget 12 – Fire Ladder Truck Borrowing

- This article seeks to authorize borrowing for an important piece of equipment for the Fire Department.

Equipment/Project	Cost	Funding Source
Fire Ladder Truck	\$1,850,000	Borrowing
	\$1,850,000	

Article Language:

ARTICLE: To see if the Town will vote to appropriate a sum of money to pay costs of purchasing and equipping a new ladder truck as a replacement for the Fire Department’s Ladder 1, including the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing, transfer from available funds or otherwise provided, or to take any other action relative thereto.

MOTION: That the Town appropriates \$1,850,000 to pay costs of purchasing and equipping a new ladder truck as a replacement for the Fire Department’s Ladder 1, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

Article Budget 13 – Cemetery Expansion Construction

- This article seeks to authorize borrowing for the construction phase of the Cemetery Expansion.

Equipment/Project	Cost	Funding Source
Cemetery Expansion Construction <ul style="list-style-type: none">Cemetery expansion construction paid for with cemetery lot sales.	\$1,500,000 \$1,500,000	Borrowing

Article Language:

ARTICLE: To see if the Town will vote to appropriate a sum of money to pay all costs associated with expanding the Town’s cemetery, including the payment of all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing, transfer from available funds or otherwise provided, or to take any other action relative thereto.

MOTION: That the Town appropriates \$1,500,000 to pay all costs associated with expanding the Town’s cemetery, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.





Finance & Warrant Commission Public Hearing
March 28, 2023

Planning Board Articles

Westwood Planning Board
Nora Loughnane – Director of Community & Economic Development

PB Article 1: Amendments to Zoning Bylaw related to Earth Material Movement

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.

PB Article 1: Amendments to Zoning Bylaw related to Earth Material Movement



- 1) Amend Section 4.1.6 [**Principal Use Table – Industrial Uses**] to disallow EMM as a principal use in all districts.
- 2) Amend Section 4.3.2 [**Accessory Use Table – Accessory Uses in All Districts**] to add a new EMM as an accessory use, pursuant to Section 7.1.
- 3) Amend Section 7.1 [Earth Material Movement (EMM)] to change all references to EMM-EIDR Approval by the Planning Board to allow for Administrative EMM by the Town Planner.

PB Article 2: Amendments to Zoning Bylaw related to Sustainability

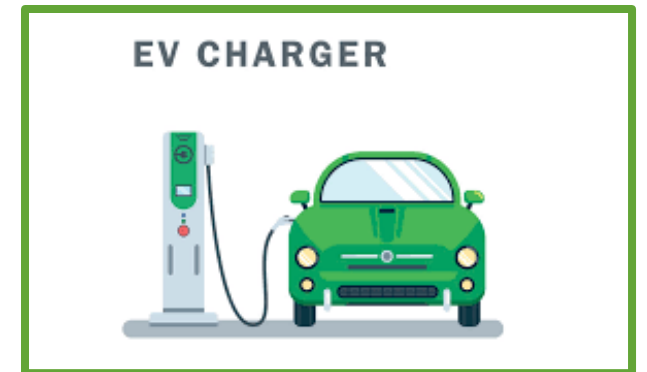
To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to **Sustainability** by amending Section 6.1 [Off-Street Parking] and Section 7.3 [Environmental Impact & Design Review (EIDR)], or take any other action in relation thereto.

PB Article 2: Amendments to Zoning Bylaw related to Sustainability



1) Amend Section 6.1 [Off-Street Parking] by adding a new Section 6.1.23 [Motor Vehicle Charging Stations]:

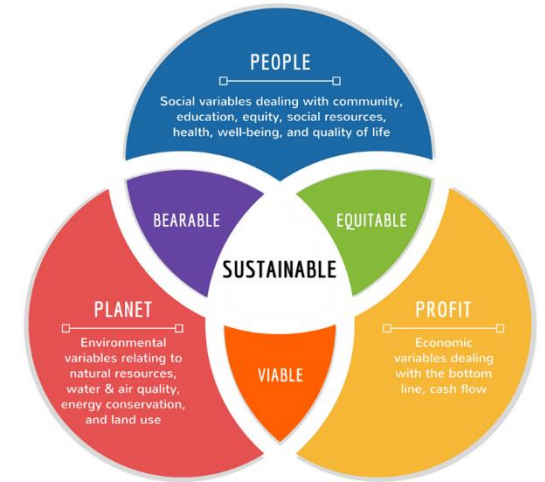
- ❖ All parking areas with 25 or more spaces will require 1 charging station for every 25 parking spaces.
- ❖ Triggered by EIDR or Special Permit review
- ❖ **Cap on Fees to consumers**



PB Article 2: Amendments to Zoning Bylaw related to Sustainability

2) Amend Section 7.3.8 [Environmental Impact and Design Standards] by deleting the existing Section 7.3.8.11 [Energy Efficiency] and replacing that section with a new Section 7.3.8.11 [Sustainability] which requires analysis of greenhouse gas impacts and sustainable practices:

- ❖ **Energy Conscious Design** – building orientation, building materials, shading, landscaping
- ❖ **Energy Efficiency** – energy-efficient materials, lighting, heating, ventilating and air conditioning systems, geothermal systems, white roofing, daylighting, LED technology
- ❖ **Renewable Energy** – New non-residential structures exceeding 5,000 SF in floor area must have photo voltaic or wind turbines to produce 50% of energy within 5 years
- ❖ **Water Efficiency** – WaterSense fixtures and greywater reclamation



PB Article 2: Amendments to Zoning Bylaw related to Sustainability

- 3) Amend Section 7.3.7 [Submittal Requirements] by revising existing Section 7.3.7.1.2, to show all existing trees 5" or larger and other natural features on plans, unless waived.
- 4) Amend Section 7.3.7 [Submittal Requirements] by revising existing Section 7.3.7.7 [Model], to only require model in cases where deemed necessary by the Planning Board.
- 5) Amend Section 7.3.8 [Environmental Impact and Design Standards] by deleting the existing Section 7.3.8.1 [Preservation of Landscape] and replacing that section with a new Section 7.3.8.1 [Sustainable Landscape], to require preservation of natural state, insofar as practicable:
 - ❖ Preserve existing grading & natural land features
 - ❖ minimize soil removal and grade changes
 - ❖ Maintain trees greater than 5"
 - ❖ Relocate or replace trees, where necessary, with native species.
 - ❖ Remove noxious invasive vines and plant materials to protect trees



PB 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.

PB Article 3: Amendments to Zoning Bylaw related to Dumpsters



- 1) Amend Section 6.3.5 [Uses requiring Screening] by deleting the existing Section 6.3.5 in its entirety and replacing it with a new Section 6.3.5 to clarify that dumpster screening requirements apply to all non-residential and multi-family residential properties
- 2) Amend Section 6.3.6 [Screening Standards] by deleting the existing Section 6.3.6 in its entirety and replacing it with a new Section 6.3.6 to clarify screening standards

PB 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.

PB Article 4: Housekeeping Amendments to Zoning Bylaw

- 1) Revise Section 3.1.3 [Overlay Districts] so that the various districts are presented in alphabetical order.
- 2) Revise Section 4.1.3 [Principal Use Table – Residential Uses] to delete Section 4.1.3.4 [Senior Residential Development per Section 8.3] and renumber subsequent sections as appropriate.
- 3) Revise certain footnotes in Section 4.15 [Principal Use Table – Commercial Uses] to reflect proper sequential numbering.
- 4) Revise certain footnotes in Section 4.1.7 [Principal Use Table – Other Uses] to reflect proper sequential numbering.
- 5) Revise Section 4.2 [Notes for Table of Principal Uses] to reflect proper sequential numbering.
- 6) Revise certain footnotes in Section 4.3.2 [Accessory Use Table – Accessory Uses in All Districts] to reflect proper sequential numbering.

PB Article 4: Housekeeping Amendments to Zoning Bylaw

- 7) Revise certain footnotes in Section 4.3.5 [Accessory Use Table – Accessory Uses in Industrial, Highway Business and ARO Districts] to reflect proper sequential numbering.
- 8) Revise Section 4.4 [Notes for Table of Accessory Uses] to reflect proper sequential numbering.
- 9) Amend Section 6.1.3 [Table of Parking Requirements – Residential Uses] to delete Section 6.1.3.4 [Senior Residential Development per Section 8.3] and renumber subsequent sections as appropriate.
- 10) Revise Section 6.2 [Signs] to correct numbering in Section 6.2.10.5 [Video Media Display].
- 11) Revise Section 9.5.9 [FMUOD Alternative Dimensions] to replace an incorrect reference number in Section 9.5.9.6.
- 12) Repeat the language pertaining to lots lying partly within another abutting municipality in Section 4.1.1 in a new Section 3.6 [Lots in Two Municipalities].

PB 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.

PB Article 5: Amendments to General Bylaws related to Dumpsters



- 1) Amend Chapter 321, Article I, Section 321-1 [Retail Stores and Food Establishments – Retail hours of operation restricted] to point to requirements in new General Bylaw Dumpster Chapter §342-1 thru §342-5.
- 2) Amend Chapter 342 [Solid Waste] by adding a new Sections 342-2 thru 342-5 to regulate dumpsters.

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
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PLANNING BOARD

PROPOSED ZONING BYLAW & GENERAL BYLAW AMENDMENTS

FINAL VERSION - March 7, 2023

Planning Board 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)] and as set forth below, or take any other action in relation thereto:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Amend Section 4.1.6 [Principal Use Table – Industrial Uses] to read as follows:

PRINCIPAL USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.6.1 Earth Material Movement per section 7.1 <u>(as principal use)</u>	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN	PBN

- 2) Amend Section 4.3.2 [Accessory Use Table – Accessory Uses in All Districts] to add a new Section 4.3.2.7 [Earth Material Movement (as an accessory use) pursuant to Section 7.1] to read as follows, and renumber subsequent sections as appropriate:

ACCESSORY USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
<u>4.3.2.7 Earth Material Movement (as an accessory use) pursuant to Section 7.1</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

- 3) Amend Section 7.1 [Earth Material Movement (EMM)] by adding deleting the existing Section 7.1 in its entirety and replacing it with a new Section 7.1, to read as follows:

7.1 EARTH MATERIAL MOVEMENT (EMM)

- 7.1.1 **Environmental Impact and Design Review (EIDR) Administrative Earth Material Movement (EMM) Approval Required.** No soil, loam, sand, gravel, topsoil, borrow, rock, sod peat, humus, clay, stone or other earth material shall be exported, imported and/or regraded on any premises within the Town unless such export, import and/or regrading will constitute an exempt operation as hereinafter provided or is done pursuant to an EIDR Administrative EMM Approval therefor granted by the Planning Board Town Planner.
- 7.1.2 **Purpose.** To protect the safety, health and wellbeing of the citizens and property of the Town by regulating the transportation of earth material to and from a property. The intent is to eliminate or minimize harmful impacts to the public ways associated with the movement of earth.
- 7.1.3 **Application Requirements.** An application for an EIDR Administrative EMM Approval for Earth Material Movement (EMM) shall be accompanied by a site plan and all other application materials required by the rules and regulations of the Planning Board. The site plan shall be prepared by a Registered Land Surveyor or Registered Professional Engineer and shall include the following information:
- 7.1.3.1 Existing topographical contours of the subject land shown at two (2) foot intervals;
 - 7.1.3.2 Existing topographical contours of adjacent land shown at two (2) foot intervals, if available;
 - 7.1.3.3 Topographical contours as proposed after completion of the operation;
 - 7.1.3.4 Proposed erosion control measures and proposed lateral support to adjacent properties;
 - 7.1.3.5 Proposed drainage and soil erosion prevention measures and stormwater calculations;
 - 7.1.3.6 Quantity and composition of earth material to be exported, imported or regraded;
 - 7.1.3.7 Other information necessary to indicate the complete physical characteristics of the operation.
 - 7.1.3.8 Signed copy of Land Disturbance Permit or Administrative Land Disturbance Approval issued pursuant to Westwood Stormwater Management Bylaw or signed copy of Order of Conditions issued pursuant to the Wetlands Protection Act and Westwood Wetlands Protection Bylaw.
- 7.1.4 **Decision.** An Administrative EIDR Approval shall be granted by the Planning Board Town Planner only upon its written determination that operations conducted under such EIDR Administrative EMM Approval, subject to the conditions imposed thereby, will not be contrary to the best interests of the Town, and will be in harmony with the general purpose

and intent of this Section. No EHDR Administrative EMM Approval ~~for the movement of earth material~~ (including temporary structures accessory thereto), shall be granted if the Board Town Planner finds that operations conducted thereunder would:

- 7.1.4.1 Be injurious or dangerous to the public health or safety;
- 7.1.4.2 Produce noise, dust or other effects observable at the lot lines in amounts seriously objectionable or detrimental to the normal use of adjacent property;
- 7.1.4.3 Result in transportation of materials on ways giving access to the subject land which will cause traffic congestion or hazards;
- 7.1.4.4 Result in transportation which will cause undue injury to roadway surfaces;
- 7.1.4.5 Result in change in topography and cover which will be disadvantageous to the most appropriate use of the land on which the operation is conducted;
- 7.1.4.6 Have a material adverse effect on the natural or engineered drainage patterns of groundwater or surface water; or
- 7.1.4.7 Have a material adverse effect on the health or safety of persons living in the neighborhood or on the use or amenities of adjacent land.

7.1.5 **Conditions.** In granting an EHDR Administrative EMM Approval hereunder, the Planning Board Town Planner shall impose reasonable conditions specially designed to safeguard the neighborhood and the Town, which shall include conditions as to:

- 7.1.5.1 Area and limits of work;
- 7.1.5.2 Method of import, export and/or regrading of earth material;
- 7.1.5.3 Type and location of temporary structures;
- 7.1.5.4 Duration of time and termination date of import, export and/or regrading of earth material;
- 7.1.5.5 Hours of operation;
- 7.1.5.6 Policing of traffic entering and leaving the site;
- 7.1.5.7 Routes for transporting earth material through the Town;
- 7.1.5.8 Area and depth of excavation and/or fill;
- 7.1.5.9 Proximity to street and lot lines;
- 7.1.5.10 Grades of slopes;
- 7.1.5.11 Reestablishment of ground levels and grades;

- 7.1.5.12 Provisions for temporary and permanent drainage and erosion control;
- 7.1.5.13 Disposition of boulders, tree stumps and other debris;
- 7.1.5.14 Replacement of loam over the area of removal;
- 7.1.5.15 Planting of the area to suitable cover, including trees; and
- 7.1.5.16 Cleaning of roadway surfaces during and following transport of earth material.

7.1.6 **Fill Material.** A statement may be required from a certified professional to verify the source and content of fill material if the ~~EIDR~~ Administrative EMM Approval is issued for the placement of fill. The analysis of the content of the fill material may be required so as to detect the presence and quantity of hazardous or substandard materials. This analysis shall be conducted by a certified professional hired by the ~~Planning Board~~ Town at the expense of the Applicant.

7.1.7 **Surety and Performance Bond.** A surety and performance bond, cash or other adequate security may be required to insure compliance with the terms, conditions, limitations and safeguards of such ~~EIDR~~ Administrative EMM Approval and to indemnify the Town for any harm to any public well, roadway, wetland or other resource caused by such import, export and/or regrading of earth material and the equipment used for such operations on the premises or by ancillary activities.

7.1.8 **Time Limit.** No ~~EIDR~~ Administrative EMM Approval for the export, import and/or regrading of earth material shall be granted for a period of more than two (2) years in a Residential District or more than three (3) years in a Nonresidential District, although the ~~EIDR~~ Administrative EMM Approval may be renewed for additional periods in the same manner as for the initial issuance.

7.1.9 **Exempt Operations.** The movement of earth material in any of the following operations shall constitute an exempt operation and shall not require an Administrative EMM ~~EIDR~~ Approval:

7.1.9.1 **Less Than 200 Cubic Yards in Residential Districts.** Export, import and/or regrading of less than two hundred (200) cubic yards of earth material in the aggregate in any year on any one premises in a Residential District, so long as such export, import or regrading results in finished slopes of less than fifteen percent (15%) and finished elevations of less than five (5) feet above surrounding and undisturbed grade elevations.

7.1.9.2 **Less Than 250 Cubic Yards in Nonresidential Districts.** Export, import and/or regrading of less than two hundred (250) cubic yards of earth material in the aggregate in any year on any one premises within a Nonresidential District, so long as such export, import or regrading results in finished slopes of less than fifteen percent (15%) and finished elevations of less than five (5) feet above surrounding and undisturbed natural grade elevations.

- 7.1.9.3 **Excavation for Foundations.** Export and/or regrading of earth material necessarily excavated in connection with the lawful construction of a building or structure, or of a driveway, sidewalk or path incidental to any such building or structure, provided that the quantity of earth material removed does not exceed that actually displaced by the portion of building, structure, driveway, sidewalk or path below finished grade, and provided that resultant finished slopes are less than fifteen percent (15%) and finished elevations are less than five (5) feet above surrounding and undisturbed natural grade elevations.
- 7.1.9.4 **Agricultural, Horticulture or Floriculture Uses.** Export, import and/or regrading of earth material consisting of compost, peat, manure, loam or other vegetative or earthen matter by exempt agricultural, horticulture or floriculture uses necessary for, or directly related to, the planting, cultivation or harvesting of vegetative products or the raising or care of animals.
- 7.1.9.5 **Governmental Uses.** Export, import and/or regrading of earth material on land in use by the Town or other governmental agency.
- 7.1.10 **Subdivisions.** The export, import and/or regrading of earth material on any parcel of land for which a preliminary or definitive subdivision plan has been prepared shall be allowed only in the same manner as removal from other parcels of land in the Town. Consequently, tentative or final approval of a subdivision plan by the Planning Board shall not be construed as authorizing the export, import and/or regrading of earth material on the premises, even though in connection with the construction of streets and the installation of municipal services shown on a subdivision plan, and an Administrative EMM ~~EIDR~~ Approval shall be required pursuant to this Section.
- 7.1.11 **Existing Earth Material Removal Operations.** A sand or gravel pit, quarry or other earth material removal activity in lawful operation on any premises on the effective date of this Bylaw may continue as an exempt operation unless and until abandoned, or if operating under a prior special permit issued by the Board of Appeals or EIDR Approval of the Planning Board, until the expiration thereof. Discontinuance for more than twelve (12) consecutive months shall be deemed to constitute abandonment. However, unless specifically authorized by such prior Special Permit or EIDR Approval, ~~or by a new EIDR Approval issued hereunder~~ (i) the depth of excavation shall not be increased below the grade of the lowest point excavated on the effective date of this Bylaw; (ii) the total area of excavation shall not be increased by more than fifty percent (50%) over its area on said date; and (iii) the amount of material removed per day shall not exceed by more than fifty percent (50%) the daily average for the twelve (12) months preceding said date or the actual period of operation, if less than twelve (12) months.

Planning Board 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)] as set forth below, or take any other action in relation thereto:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Amend Section 6.1 [Off-Street Parking] by adding a new Section 6.1.23 [Motor Vehicle Charging Stations], to read as follows, and renumber subsequent sections as appropriate:

6.1.23 Motor Vehicle Charging Stations. All parking areas with twenty-five (25) or more parking spaces shall contain a minimum of one (1) charging station for every twenty-five (25) parking spaces. All required charging stations shall be available for public use by employees and visitors to the subject property. If user fees are imposed for any charging station, said fees shall be limited to no more than 120% of the actual annualized cost to the owner for the quantity of electricity that is dispensed to a user.

- 2) Amend Section 7.3.8 [Environmental Impact and Design Standards] by deleting the existing Section 7.3.8.11 [Energy Efficiency] and replacing that section with a new Section 7.3.8.11 [Sustainability], to read as follows:

7.3.8.11 ~~Energy Efficiency.~~ ~~To the maximum extent reasonably practicable, proposals shall utilize energy efficient technology and renewable energy resources and shall adhere to the principles of energy conscious design with regard to orientation, building materials, shading, landscaping and other elements. Efforts shall be made to harmonize energy related components with the character of the building and its surroundings and to prevent adverse effects on the energy consumption of neighboring structures and on the environment.~~ Sustainability. All proposals shall include analysis of greenhouse gas impacts, and shall incorporate sustainable measures and practices, that demonstrate a measurable reduction in greenhouse gas impacts, as follows:

7.3.8.11.1 Energy Conscious Design. All proposals shall adhere to the principles of energy-conscious design with regard to building orientation, building materials, shading, landscaping and other elements. Reasonable efforts shall be made to harmonize energy-related components with the character of the building and its surroundings and to prevent adverse effects on the energy consumption of neighboring structures and on the environment.

7.3.8.11.2 Energy Efficiency. All proposals shall utilize reasonable energy-efficient and green-centered technologies in building materials, lighting, heating, ventilating and air conditioning systems, including without limitation, geothermal systems, white roofing, daylighting, LED technology, and similar measures, where appropriate.

7.3.8.11.3 Renewable Energy. All proposals shall incorporate renewable energy resources. New non-residential structures exceeding 5,000 SF in floor area shall incorporate photo voltaic panels and/or wind turbines

sufficient to produce a minimum of 50% of the structure's annual projected energy use, within five (5) years of the date of the Certificate of Occupancy for said structure, or shall provide evidence of the existence of off-site renewable energy credits.

7.3.8.11.4 Water Efficiency. All proposals shall utilize reasonable water-saving and green-centered technologies, including WaterSense or equivalent fixtures for toilets, faucets, urinals, showers, pre-rinse nozzles, and irrigation controllers, as well as greywater reclamation and similar measures, where appropriate.

3) Amend Section 7.3.7 [Submittal Requirements] by revising existing Section 7.3.7.1.2, to read as follows:

7.3.7.1.2 Location, type, size and dimension of all existing trees with a caliper size of five inches (5") or greater, rock masses and other natural features with designations as to which features will be retained;

4) Amend Section 7.3.7 [Submittal Requirements] by revising existing Section 7.3.7.7 [Model], to read as follows:

7.3.7.7 **Model.** A presentation model at a minimum scale of one (1) inch equals twenty (20) feet (or such other scale as the Planning Board shall determine) showing the tract, abutting streets, proposed contours, proposed buildings and the massing of abutting buildings, but only in cases where deemed necessary by the Planning Board due to the size or complexity of a proposed development~~This Subsection is not applicable to additions, alterations or changes which increase gross floor area by less than one hundred percent (100%).~~

5) Amend Section 7.3.8 [Environmental Impact and Design Standards] by deleting the existing Section 7.3.8.1 [Preservation of Landscape] and replacing that section with a new Section 7.3.8.1 [Sustainable Landscape], to read as follows:

7.3.8.1 **Sustainable Landscape.** The landscape shall be preserved in its natural state, insofar as practicable: ~~Free and soil~~

7.3.8.1.1 Grading & Natural Land Features. Soil removal shall be minimized, and any grade changes shall be consistent with the general appearance of neighboring developed areas. Due regard shall be given to the attractive utilization of the natural features of the area, including trees, woods, streams and ponds. All open areas which cannot be preserved in their natural state shall be replanted as far as practicable with as many trees and plantings as previously existed.

7.3.8.1.2 Existing and Proposed Trees. Existing trees with a caliper size of five inches (5") or greater shall be maintained or relocated, wherever possible. All proposed new plants shall be native species listed on the

“Acceptable Species List” produced and maintained by the Westwood Tree Warden.

7.3.8.1.3 **Removal of Noxious Plants.** Applicants shall take reasonably appropriate steps to remove all invasive vines and noxious plant materials found on the project site which are likely to endanger existing and proposed trees.

Planning Board 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] as set forth below, or take any other action in relation thereto:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Amend Section 6.3.5 [Uses requiring Screening] by deleting the existing Section 6.3.5 in its entirety and replacing it with a new Section 6.3.5 to read as follows:

6.3.5 **Uses Requiring Screening.** The following uses of land shall be screened ~~if visible at normal eye level from any point on an abutting lot in a Residential District~~ as set forth herein:

- 6.3.5.1 Any off-street parking area containing five (5) or more parking spaces and located in or adjacent to a Residential District, and not contained within a structure, if visible at eye level from any point on an abutting lot in a Residential District;
- 6.3.5.2 Any commercial vehicle (whether or not operative and registered) of a gross vehicle weight in excess of eight thousand five hundred (8,500) pounds or more than twenty (20) feet in length stored or parked overnight in any Residential District;
- 6.3.5.3 ~~Refuse~~ Any refuse disposal and dumpster areas, compactor, trash and/or recycling container ~~outdoor storage areas of goods and materials associated with a non-residential or multi-family residential property~~;
- 6.3.5.~~34~~ Any outdoor storage areas of goods and materials;
- 6.3.5.~~45~~ The outdoor storage of used materials, used vehicles or equipment or waste materials;
- 6.3.5.~~56~~ Except in the case of a lot used for municipal purposes, the outdoor parking or storage of two or more buses, trucks or earthmoving equipment items or similar contractor's equipment or heavy vehicles; and

6.3.5.-~~67~~ Except in the case of a lot used for municipal purposes, the outdoor storage of solid fuel, sand, road salt, manure, fertilizer or other similar substances piled in bulk form.

2) Amend Section 6.3.6 [Screening Standards] by deleting the existing Section 6.3.6 in its entirety and replacing it with a new Section 6.3.6 to read as follows:

6.3.6 Screening Standards.

- 6.3.6.1 Screening shall consist of fencing and/or an area of at least three (3) feet in width of densely planted shrubs or trees which are at least two (2) feet high at the time of planting and are of a type that may be expected to form within three (3) years after planting a year-round, continuous, substantially impervious visual screen.
- 6.3.6.2 Screening as required in this Section shall be located so as not to obstruct vehicle sight distances, entrances and exits. Such screening shall not exceed a height of more than two (2) feet within thirty (30) feet of an intersection or ten (10) feet of a driveway. In no case shall the screening of parking facilities from abutting streets exceed four (4) feet in height.
- 6.3.6.3 Plantings shall be of trees or shrubs of a species common to the area and appropriate for screening, spaced to minimize visual intrusion, and provide for a year-round, continuous, substantially impervious visual screen.
- 6.3.6.4 ~~Fences~~ Fencing used for screening shall be solidly constructed of wood, stone, ~~or~~ brick or similar materials. There shall be no metal or chain-link materials used.
- 6.3.6.5 Dumpsters, compactors, trash and/or recycling containers shall be fully screened from view by gated solid enclosures constructed of wood, stone, brick or similar materials, and shall not include chain link fencing, with or without vinyl privacy slats. Dumpsters, compactors, trash and/or recycling containers shall have an impermeable lid or cover integral to the dumpster, compactor or container itself, and shall be located on an impervious surface designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water. Gates shall be closed and fastened at all times other than active loading and/or unloading of trash and/or recycling materials.
- 6.3.6.5 Screening shall be continuously maintained to effectively serve the purpose for which it is intended. No advertising devices of any kind shall be allowed on screening.
- 6.3.6.6 Screening shall be continuous except for required access.

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, as set forth below, or take any other action in relation thereto:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Revise Section 3.1.3 [Overlay Districts] so that the various districts are presented in alphabetical order, as follows:

3.1.3 Overlay Districts:

- Access Approval Overlay District (AAOD)
- Adult Uses Overlay District (AUOD)
- Flood Area Overlay District (FAOD)
- Flexible Multiple Use Overlay District (FMUOD)
- Mixed-use Multi-family Residential Overlay District (MUMFROD)
- Substance Rehabilitation Facility Overlay District (SRFOD)
- University Avenue Mixed Use Overlay District (UAMUD)
- Upper Story Residential Overlay District (USROD)
- Water Resource Protection Overlay District (WRPOD)
- Wireless Communications Overlay District (WCOD)
- ~~Upper Story Residential Overlay District (USROD)~~
- ~~University Station Avenue Mixed Use Overlay District (UAMUD)~~
- ~~Substance Rehabilitation Facility Overlay District (SRFOD)~~

- 2) Revise Section 4.1.3 [Principal Use Table – Residential Uses] to delete Section 4.1.3.4 [Senior Residential Development per Section 8.3] and renumber subsequent sections as appropriate. (Note: The former section titled “Senior Residential Development” was deleted from the Zoning Bylaw by vote of Town Meeting on May 2, 2016, but the reference in Section 4.1.3 remained in the Principal Use Chart.)

PRINCIPAL USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.3.4 Senior Residential Development per Section 8.3	PB	PB	PB	PB	PB	PB	PB	N	N	N	N	N	N

- 3) Revise certain footnotes in Section 4.15 [Principal Use Table – Commercial Uses] to reflect proper sequential numbering, as follows:

PRINCIPAL USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.5.23 Medical Center or Clinic	N	N	N	N	N	N	N	N	N	N	N ⁴⁰⁸	N	N
4.1.5.25 Substance Rehabilitation or Treatment Facility	N	N	N	N	N	N	N	N	N	N	N ⁴⁰⁹	N	N
4.1.5.36 Building Trade Shop in an establishment with less than 8,000 square feet	N	N	N	N	N	N	N	Y ⁸¹⁰	Y ⁸¹⁰	Y	Y	Y	N
4.1.5.39 Public Communications Use	N	N	N	N	N	N	N	N	N	N	BA ⁹¹¹	BA ⁹¹¹	BA ⁹¹¹

- 4) Revise certain footnotes in Section 4.1.7 [Principal Use Table – Other Uses] to reflect proper sequential numbering, as follows:

PRINCIPAL USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.1.7.5 Other Solar pursuant to Section 7.7 ⁴⁰¹³	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.1.7.6 Roof-mounted Solar ⁴⁰¹³	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.1.7.7 Large Scale Solar pursuant to Section 7.7 ⁴⁰¹³	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

- 5) Revise Section 4.2 [Notes for Table of Principal Uses] to reflect proper sequential numbering, as follows:

4.2 NOTES FOR TABLE OF PRINCIPAL USES

- ¹ Accessory dwellings may be allowed to the extent expressly allowed by the special permit.
- ² Open Space Residential Development shall be permitted in the SRB, SRC and SRE districts and the uses delineated in Article 8.0, Special Residential Development, Section 8.3, Open Space Residential Development, shall be the allowed uses in OSRD projects.
- ³ Non-exempt farm stands on municipal properties are permitted and exempt from BA special permit requirements.

- 4 For only retail sales and services in the Highway Business District that do not require a special permit pursuant to other sections of the Bylaw and do not involve Adult Uses
- 5 Except for a retail grocery store which may exceed 10,000 square feet.
- 6 Retail sales and services in the Industrial and Industrial-Office Districts between 10,000 square feet and 50,000 square feet shall require a special permit from the Board of Appeals. Retail sales and services over 50,000 square feet shall require only a special permit from the Planning Board pursuant to Section 7.2, Major Business Development.
- 7 In addition to meeting all other requirements for a special permit for a Fast Order Food Establishment in the Highway Business District, the Applicant shall be required to submit the opinion of a qualified professional expert, and the data upon which such opinion is based, showing to the reasonable satisfaction of the Board of Appeals that the facilities for on-site parking (taking into account all other uses and activities that share the premises with the proposed use) will be sufficient to serve the employees and customers of such establishment without encroaching upon or using neighboring streets or property.
- 8 ~~A special permit from the Board of Appeals shall be required if there is outdoor storage of equipment or materials. Except in accordance with all applicable provisions of Section 9.7 [University Avenue Mixed Use District (UAMUD)] and limited to those properties specifically listed within the UAMUD.~~
- 9 ~~Does not include wireless communications facilities. Except in accordance with a special permit issued pursuant to Section 9.8 [Substance Rehabilitation Facility Overlay District (SRFOD)] and limited to those properties specifically listed within the SRFOD.~~
- 10 ~~Except in accordance with all applicable provisions of Section 9.7 [University Avenue Mixed Use District (UAMUD)] and limited to those properties specifically listed within the UAMUD. A special permit from the Board of Appeals shall be required if there is outdoor storage of equipment or materials.~~
- 11 ~~Except in accordance with a special permit issued pursuant to Section 9.8 [Substance Rehabilitation Facility Overlay District (SRFOD)] and limited to those properties specifically listed within the SRFOD. Does not include wireless communications facilities.~~
- 12 Except that short-term temporary uses or structures not otherwise prohibited, may be granted administrative approval for a period of up to six (6) months, at the discretion of the Building Commissioner. An application for administrative approval of a short-term temporary use or structure shall include a site plan and written description, including proposed timeframe, hours of operation, and anticipated parking needs. Applications for administrative approvals of short-term temporary uses or structures shall be distributed to the Town Administrator, Town Planner, and Select Board for review and comment prior to approval. Following approval, the Building Commissioner may permit one (1) extension for an additional period of up to six (6) months, but no temporary use or structure shall be allowed to continue beyond one (1) year unless in conformance with a special permit granted by the Zoning Board of Appeals.
- ⁴⁰¹³ All solar energy systems must comply with Section 5.0 [DIMENSIONAL REQUIREMENTS], and 5.2 [TABLE OF DIMENSIONAL REQUIREMENTS], including

minimum setback requirements for the district in which they are installed.

- 6) Revise certain footnotes in Section 4.3.2 [Accessory Use Table – Accessory Uses in All Districts] to reflect proper sequential numbering, as follows:

ACCESSORY USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.3.2.6 Roof-mounted Solar ³¹	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.3.2.7 Other Solar pursuant to Section 7.7 ³¹	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.3.2.8 Large Scale Solar pursuant to Section 7.7 ³¹	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

- 7) Revise certain footnotes in Section 4.3.5 [Accessory Use Table – Accessory Uses in Industrial, Highway Business and ARO Districts] to reflect proper sequential numbering, as follows:

ACCESSORY USE	DISTRICTS												
	SRA	SRB	SRC	SRD	SRE	GR	SR	LBA	LBB	HB	I	IO	ARO
4.3.5.1 Retail uses, such as cafeterias, snack bars, gift shops and vending machines dispensing food, soft drinks and incidental merchandise items; provided that any such uses shall be conducted primarily for the convenience of employees and the clientele of the principal use of the premises and shall be wholly within a building and have no exterior advertising display.	N	N	N	N	N	N	N	N	N	Y	Y	Y	BA ⁴²
4.3.5.4 Parking Garage ⁴³	N	N	N	N	N	N	N	N	N	Y	Y	Y	BA

- 8) Revise Section 4.4 [Notes for Table of Accessory Uses] to reflect proper sequential numbering, as follows:

4.2 NOTES FOR TABLE OF PRINCIPAL USES

- 1 ~~Provided that any such uses shall be conducted primarily for the convenience of employees and the clientele of the principal use of the premises and shall be wholly within a building and have no exterior advertising display. All solar energy systems must comply with Section 5.0 [DIMENSIONAL REQUIREMENTS], and 5.2 [TABLE OF DIMENSIONAL REQUIREMENTS], including minimum setback requirements for the district in which they are installed.~~
- 2 ~~The total square feet of floor space within a parking garage as an accessory use shall not be included in the calculation of Floor Area Ratio. Provided that any such uses shall be conducted primarily for the convenience of employees and the clientele of the principal use of the premises and shall be wholly within a building and have no exterior advertising display.~~
- 3 ~~All solar energy systems must comply with Section 5.0 [DIMENSIONAL REQUIREMENTS], and 5.2 [TABLE OF DIMENSIONAL REQUIREMENTS], including minimum setback requirements for the district in which they are installed. The total square feet of floor space within a parking garage as an accessory use shall not be included in the calculation of Floor Area Ratio.~~

- 9) Amend Section 6.1.3 [Table of Parking Requirements – Residential Uses] to delete Section 6.1.3.4 [Senior Residential Development per Section 8.3] and renumber subsequent sections as appropriate. (Note: The former section titled “Senior Residential Development” was deleted from the Zoning Bylaw by vote of Town Meeting on May 2, 2016, but the reference in Section 6.1.3 remained in the Table of Parking Requirements.)

PRINCIPAL USE	MINIMUM NUMBER OF REQUIRED PARKING SPACES
6.1.3.4 — Senior Residential Development per Section 8.5	One and a half (1½) off-street spaces per dwelling unit, one of which is reserved for the use of such dwelling unit and within one hundred fifty (150) feet thereof

- 10) Revise Section 6.2 [Signs] to correct numbering in Section 6.2.10.5 [Video Media Display] so that the corrected section reads as follows:

6.2.10.5 **Video Media Display.** Video media display shall be permitted in Local Business and Highway Business Districts, only as follows:

6.2.~~9~~10.5.1 No video media display shall be positioned so as to be visible from

any public way, including any sidewalk, whether such display is located on the interior or exterior of a building or structure.

6.2. ~~9~~10.5.2 No more than four (4) video media displays shall be permitted on any property at one time.

6.2. ~~9~~10.5.3 No single video media display shall exceed one and one-half (1-1/2) square feet in area.

11) Revise Section 9.5.9 [FMUOD Alternative Dimensions] to replace an incorrect reference number in Section 9.5.9.6 so that the corrected section reads as follows:

9.5.9 **Alternative Dimensions.** The alternative dimensions set forth in the table below may be used for a project developed under a FMUOD Special Permit rather than the requirements provided elsewhere in this Bylaw. There shall be no minimum lot frontage, lot width, or setback requirements, and no maximum impervious surface or lot coverage requirements for a project developed under a FMUOD Special Permit. Rather, specific project dimensions shall be determined by the Planning Board. In all cases, there shall be sufficient separation between any two structures to allow emergency vehicle access.

		<u>FMUOD</u> <u>1</u>	<u>FMUOD</u> <u>2</u>	<u>FMUOD</u> <u>3</u>	<u>FMUOD</u> <u>4</u>	<u>FMUOD</u> <u>5</u>	<u>FMUOD</u> <u>6</u>	<u>FMUOD</u> <u>7</u>
9.5.9.1	Minimum Project Area ¹	10 acres	5 acres	10 acres	5 acres	5 acres	1 acre	1 acre
9.5.9.2	Minimum Lot Area	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	15,000 sq. f.t.	4,000 sq. f.t.	4,000 sq. f.t.
9.5.9.3	Maximum Building Height	70 feet ²	80 feet	45 feet	45 feet	45 feet	36 feet	36 feet
9.5.9.4	Maximum Floor Area Ratio, not including area of parking structure	1.0 ³	1.0	1.0	1.0	1.0	1.0	1.0
9.5.9.5	Minimum Residential District Buffer required under Section 6.3.2 (feet)	100	20	50	50	50	20 feet	20 feet
9.5.9.6	Minimum Public Amenity Areas or other public amenities required under Section 9.5.14 15.2.4.3	10%	other public amenity	10%	other public amenity	other public amenity	other public amenity	other public amenity

12) Repeat the language pertaining to lots lying partly within another abutting municipality in Section 4.1.1 in a new Section 3.6 [Lots in Two Municipalities], so that the new Section 3.6 reads as follows:

3.6 LOTS IN TWO MUNICIPALITIES

In the case of lots lying partly within the Industrial District or Highway Business District of the Town of Westwood and partly within another abutting municipality, that portion of the lot lying outside of the Town of Westwood may be used to meet the zoning requirements of this Bylaw, and such lot may have effective access through such abutting municipality.

Planning Board 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] as set forth below, or take any other action in relation thereto:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Amend Chapter 321, Article I, Section 321-1 [Retail Stores and Food Establishments – Retail hours of operation restricted] to read as follows:

Chapter 321. Retail Stores and Food Establishments

Article I. Retail Hours of Operation

§ 321-1. Retail hours of operation restricted.

For the purpose of controlling and abating noise and illuminations and to protect and promote the nighttime tranquility, no person shall sell at retail, including the sale of food, shall serve food or drink, shall be open for transaction of retail business, shall accept deliveries, or shall allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m., except as expressly permitted pursuant to a one-day permit granted by the ~~Board of Selectmen~~ Board in accordance with § 321-2. Notwithstanding the foregoing, any restaurant, coffee shop, ice cream parlor, or fast order food establishment may serve food or drink and may be open for the transaction of business between the hours of 5:00 a.m. and 6:00 a.m., if specifically authorized to do so pursuant to the terms of a duly issued common victualler's license granted by the ~~Board of Selectmen~~ Board, but may not accept deliveries or allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m. The term "food" as used by this bylaw shall include any article or commodity, however stored or packaged, intended for human consumption. Notwithstanding the foregoing, nothing contained within this Chapter ~~321~~ shall be deemed to prohibit or limit a retail business from conducting interior activities that are accessory to the operation of the retail business, such as cleaning, stocking, food preparation and other supporting operations between the hours of 12:00 midnight and 6:00 a.m., provided that (i) truck deliveries shall not occur during the hours of 12:00 midnight to 4:00 a.m.; (ii) during the hours of 4:00 a.m. to 6:00 a.m. truck deliveries shall be made solely to sealed loading docks, with no exterior loading or unloading permitted; and (iii) waste removal shall ~~in all events not occur between 12:00 midnight and 6:00 a.m.~~ fully conform with the provisions of § 342-1 thru § 342-5.

- 2) Amend Chapter 342 [Solid Waste] by adding a new Section 34-.2 to read as follows:

Chapter 342. Solid Waste

Article I. Litter and Refuse Disposal

§ 342-1. Litter and refuse.

No person shall litter or dispose of any refuse on or in any public land, way, sidewalk, pond, stream, brook, watercourse or on any private land except with the consent of the owner thereof.

§ 342-2. Waste and/or recycling containers regulated.

For the purpose of controlling the maintenance and operation of dumpsters to protect and promote public health, safety, environmental conservation, and general welfare, no person or entity shall operate, keep, store, use or maintain a waste and/or recycling container associated with a non-residential or multi-family residential property, including without limitation a dumpster, compactor or other container intended or used for trash or recycling materials, except in accordance with this Section.

§ 342-3. Dumpster covers and enclosures required.

Any waste and/or recycling container associated with a non-residential or multi-family residential property, shall have an impermeable lid or cover integral to the dumpster, compactor or container itself, and shall be located on an impervious surface designed to prevent the discharge of contaminated run-off or leachate into the soil, groundwater, or surface water. All such containers shall be fully screened within a gated dumpster enclosure so as not to be visible at eye level from any point on an abutting parcel or within any public right-of-way. Dumpster enclosures shall be solidly constructed of wood, stone, brick or similar materials, and shall not include chain link fencing, with or without vinyl privacy slats. Dumpster enclosure gates shall be closed and fastened at all times other than during brief periods of active loading and/or unloading of trash and/or recycling materials.

§ 342-4. Dumpster maintenance.

All waste and/or recycling containers shall be in good condition free of damage caused by wear or misuse that would allow leaks or access by rodents. All such containers shall be deodorized and washed on a semi-annual basis to prevent persisting putrescence or the buildup of potentially harmful or dangerous residues. The Health Director or Sanitarian may require more frequent cleaning, if necessary. If rodent activity or other site hygiene issues are prevalent, the Health Director or Sanitarian may require additional design/containment requirements utilizing best available technology.

§ 342-5. Permitted hours for waste and/or recycling containers.

Waste and/or recycling containers shall not be filled more than one (1) hour before the start of business or one (1) hour after the close of business of an associated commercial establishment, nor between the hours of 12:00 am and 6:00 am at a multi-family residential property. Said containers shall not be emptied between the hours of 12:00 am and 6:00 am.

§ 342-6. Fines.

Any persons violating the provisions of this bylaw shall be punished by a fine of \$100 for each offense. Each day that said violation continues shall be considered a separate and continuing offense.

§ 342-7. Waivers.

Strict compliance with this bylaw may be waived if the Select Board finds that the waiver is in the public interest and is consistent with the intent and purpose of this bylaw.

§ 342-7. Severability.

If any section or provision of this bylaw is held invalid, it shall not invalidate any other section or provision hereof. If the application of any provision of this bylaw to any person or circumstances is held invalid, it shall not invalidate the application of this bylaw to other persons and circumstances hereof.

Town of Westwood
Commonwealth of Massachusetts

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



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PLANNING BOARD
Memorandum

To: Victoria Wong, Finance & Warrant Commission Administrator
Finance & Warrant Commission Members

From: Nora Loughnane, on behalf of the Westwood Planning Board

Date: March 23, 2023

Re: Planning Board Zoning Amendment Warrant Articles

The Planning Board met on March 7th to review its five proposed warrant articles, discuss comments made at the March 1st Finance & Warrant Commission meeting, and finalize article language. The Board made revisions to Part 1 of Planning Board Article 2 [Amendments to Zoning Bylaw related to Sustainability] to impose a limit on fees that operators of Motor Vehicle Charging Stations may charge to consumers. The revised language reads as follows:

(New wording shown in red and underlined, words to be removed shown in strikethrough.)

- 1) Amend Section 6.1 [Off-Street Parking] by adding a new Section 6.1.23 [Motor Vehicle Charging Stations], to read as follows, and renumber subsequent sections as appropriate:

6.1.23 Motor Vehicle Charging Stations. All parking areas with twenty-five (25) or more parking spaces shall contain a minimum of one (1) charging station for every twenty-five (25) parking spaces. All required charging stations shall be available for public use by employees and visitors to the subject property. If user fees are imposed for any charging station, said fees shall be limited to no more than 120% of the actual annualized cost to the owner for the quantity of electricity that is dispensed to a user.

After making this revision to Planning Board Article 2, the Board voted to approve final language for Planning Board Warrant Articles 1 thru 5 (see attached), and to forward the same to the Finance & Warrant Commission with the Board's recommendation for approval.

Following this vote on March 7th, the Planning Board continued its public hearing on these five Warrant Articles to March 28th at 7:00 pm in the Westwood Library Community Meeting Room.

The Planning Board's public hearing will run concurrently with the Finance & Warrant Commission's public hearing.

Prior to your discussion of these warrant articles, please grant the Planning Board an opportunity to call its meeting to order. At the conclusion of the Finance & Warrant Commission's public hearing, please grant the Planning Board an opportunity to further continue its public hearing to the Board's next meeting on April 11th.

Thank you.

Finance and Warrant Commission (hereinafter “FinCom”) Recommendation, Charter Chapter 2 Section 2-7-1

- “The finance and warrant commission shall consider all articles in warrants for all town meetings and shall report in writing before each town meeting in the manner provided by town by-law its advice, estimates and recommendations for consideration by the town meeting. The commission shall hold a public meeting with respect to the warrant not less than 14 days prior to any town meeting. Failure to timely post, publish or mail such advice, estimates and recommendations in the manner provided by town by-law shall not affect the validity of the town meeting.”

Motions under the article; negative and affirmative motions.

- If a majority of the members of the FinCom want TM to pass an article someone should make a motion to approve the warrant article being considered, it needs to be seconded and the Fincom should so vote.
- If a majority of the FinCom agree they can vote yes and the FinCom will make a recommendation to TM to pass the Warrant Article in question.
- If members of the FinCom members oppose a Warrant Article they can move for “Indefinite Postponement” and if a majority of the FinCom agree, then the recommendation to TM is to indefinitely postpone the article.
- For TM to consider the merits of a Warrant Article that the Fincom votes IP the TM must vote by a majority of those present to overcome IP.
- A warrant article that FinCom recommends passage goes directly to the floor of TM for a vote.

What does this mean practically?

The FinCom's recommendation is the motion that the Town Meeting must act on.

- If it is a vote in favor of the warrant article from the FinCom Town Meeting can consider the warrant article as written and recommended.
- If the FinCom vote is for indefinite postponement the Town Meeting must first vote (by a majority) to defeat Indefinite Postponement so that the Warrant Article can be considered on its merits.

Other Responsibilities

- The FinCom must do a write up on the vote of each Warrant Article.
- Their write-up can contain a majority opinion and if the FinCom wishes a minority opinion, when members vote against a Warrant Article or against Indefinite Postponement.
- Town Meeting will sometimes ask why did the minority vote against the majority, they want to hear both sides of the debate.
- The Bylaws Section 30-10 state that “Finance and Warrant Commission shall cause to be distributed, no later than seven days before the business session of the Annual Town Meeting, a copy of its annual report to the listed residence of each voter of the Town.
- Said annual report shall be published on the Town's website and copies made available at the Town Clerk's office; provided, however, that while it is the intent of this bylaw that every effort shall be made to distribute and post the report as set forth herein, failure to do so shall not invalidate the actions of the Annual Town Meeting.

Town Meeting Procedures

- Business sessions of the annual town meeting shall be held on the first Monday in May (this year May 1, 2023 six days after the annual election)and may be continued on such additional days as may be decided by the town meeting.
- A moderator, who shall be a registered voter of the town, shall be elected for a 1-year term. The moderator shall preside at all sessions of the town meeting.
- If the office of moderator becomes vacant, or if the moderator is absent, the select board shall appoint an acting moderator for a particular meeting or to serve until the next regular election of town officers.
- No elected town officer shall be eligible to be appointed acting moderator.
- Practically the Moderator has almost complete discretion to rule on matters of Town Meeting.

Town Meeting requires a Quorum to be Present

“The town meeting shall establish by town by-law a quorum requirement for the conduct of its business, but a smaller number than the established quorum may adjourn immediately any meeting to a stated date, time and place.” Town Charter 2-8-1.

“The number of registered voters necessary to constitute a quorum at any Town Meeting held for the transaction of municipal business shall be 175, but a smaller number may adjourn any meeting to a stated time and place. The determination and announcement of a quorum present by the Moderator shall be conclusive upon the question of fact, unless determination be doubted, in which case a count shall be taken and recorded.” Section 138-12 Town Bylaws.

Motions

“A motion to reconsider an article may only occur on the same night the article was voted and shall require a two-thirds vote of those present and voting and shall not be made again. Section 138-16 Town Bylaws.

“Motion to dissolve. No motion, the effect of which would be to dissolve the meeting, shall be in order until the subject matter of every article in the warrant for such meeting has been finally disposed of, but this shall not preclude an adjournment of the meeting to another time and place.” Section 138-15 (F).

“Any motion shall be reduced to writing if the Moderator so requests.” Section 138-15(4).

Westwood Finance and Warrant Commission
MARCH 14, 2023 REMOTE MEETING
ZOOM WEBINAR
7:00 PM
Meeting Minutes

Finance Commission Chairperson George Hertz thanked Westwood Media Center & their staff, Grey Ginaitt, for their help in recording tonight's meeting. Chairperson Hertz called the meeting to order at 7:02PM. He read the Open Meeting Law pursuant to Chapter 20 of the Acts of 2021.

Finance and Warrant Commission members who were present: William Bruce Jr., John Carey, James Ferraro, Lauren Fitzpatrick, Rene Gauthier, Mike Gay, George Hertz, Caitlyn Jurczak, George Laham, George Maroun, 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 and members of public and press to the FinCom March 14, 2023 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 all other related materials prior to the meeting.

Chairperson Hertz made some introductory comments prior to the Subcommittee presentations:

- He mentioned that Asst. Town Administrator/ Director of Finance, Stephanie McManus had previously provided FinCom members with her presentation slides from the Select Board's meeting on March 13th.
 - Noteworthy items- Fixed Cost for health insurance cost are \$182K less than initially projected FY24 amount. FY24 Preliminary State Aid under Chapter 70 is \$1,062,334 which is significantly more than initial town estimates. Also, the excess levy is now at \$200K which is somewhat consistent with previous budgets.
- The Finance Commission has a new subcommittee structure this year which consist of the following: Education, Municipal Administration, Public Safety, Community & Economic Development and Capital & Long-Range Planning. Based on the Chair's observation, it has been a very open and transparent process with the town and school

officials. Chairperson Hertz thanked all the department heads and staff for meeting with FinCom members to discuss capital and operating budgets. Furthermore, he gave special thanks to Mr. Chris Coleman (Town Administrator), Ms. Stephanie McManus (Director of Finance / Asst. Town Administrator), Superintendent Emily Parks and Ms. Lemma Jnbaptiste (WPS Director of Finance & Operations) for all the assistance they provided to FinCom members.

- Due to travel delays for the Education Subcommittee chair, the Chair moved the Education Subcommittee to the end of the presentation schedule.

The Evening's Presenters:

- Capital & Long Range Planning Subcommittee - Chris Poreda (Ch), Jim Ferraro, Lauren FitzPatrick

Chairperson Hertz introduced the evening's first subcommittee presentation. Chris Poreda (Subcommittee Chair), Jim Ferraro, Lauren FitzPatrick were present. Mr. Poreda presented a general overview of their subcommittee review process and the town's capital financial policies. In addition, he provided an overview of the FY24 capital articles and other capital projects, including information on the capital projects funding sources. Afterwards, a Q&A from members took place. The Chair thanked the Subcommittee for their presentation.

- Public Safety Subcommittee - Angeila Hughes (Ch), Alex Yale, George Maroun

The Chair introduced the evening's second presentation. Alex Yale and George Maroun were present. Mr. Yale presented their subcommittee budget review process which covers the following departments: Police, Fire and Department of Public Works (DPW). Next, both Mr. Yale and Mr. Maroun went over the FY24 Proposed budget highlights, selected observations and FY24 capital requests for each department. Mr. Maroun concluded the presentation with a brief summary and recommendations for future budgets. The Public Safety subcommittee had a follow up question for Director of Finance in regards to finding ways to fix energy costs with long term contracts. Chairperson Hertz thanked the subcommittee for their presentation. He then suggested to email the energy cost saving question to Ms. Wong so she can forward it to Ms. McManus. A Q&A took place after the presentation. One member raised a question about the status of the Islington Fire Station HVAC system. The Chair will follow up with the Islington question and

report back. Chairperson Hertz also thanked Ms. Angeila Hughes for her hard work as Chair for this subcommittee.

- *Municipal Administration Subcommittee – Kristina Patyjewicz (Ch), George Laham*

The Chair introduced the evening's third presentation. George Laham was present. Mr. Laham went over their subcommittee budget review process which covered eighteen municipal administration departments. He then highlighted some key points of interest which included hiring of inclusive program manager for the Recreation department, creations of new job positions, restructure of departments falling under the Director of Human Resources, and Town Clerk's election accomplishments. Lastly, Mr. Laham presented a brief overview of the Municipal Administration Budget. Afterwards, Chairperson Hertz asked Ms. Wong to share the 6 page Municipal subcommittee report with FinCom members. There were no questions asked from FinCom members.

- *Community & Economic Development Subcommittee – Caitlyn Jurczak (Ch), John Carey*

The Chair introduced the evening's fourth presentation. Caitlyn Jurczak and John Carey were present. Mr. Carey gave a general overview of the departments and boards that make up the Community and Economic Development. He then went over the department's key prior accomplishments and their ongoing projects. At the end of his presentation, he provided a budget overview of the department of Community and Economic Development. There were no questions from FinCom members. Chairperson Hertz thanked Mr. Carey for his presentation. He also complimented Ms. Nora Loughnane on managing a wide range of responsibilities along her accomplishments as head of C&ED department activities without a Town Planner in place.

- *Education Subcommittee – Bill Bruce (Ch), Rene Gauthier, Mike Gay, Sean Weller*

The Chair introduced the evening's final presentation. Bill Bruce, Rene Gauthier, Mike Gay, Sean Weller were present. Mr. Bruce started the presentation by going over the school budget process, the school's key challenges and the monthly updates from the School Committee meetings. Then Mr. Gay presented the overall proposed school budget and details of school salary increases. Next, Mr. Gauthier highlighted the key focuses of the Special Education program and the budget increases in the program's tuition and transportation fees. Lastly, Mr. Weller presented an overview of the school capital budget. Chairperson Hertz thanked the Education Subcommittee members for their presentation and the meetings they've done. The

Education Subcommittee including Superintendent Parks spent a considerable amount of time answering questions from members.

Member Discussion:

- Chairperson Hertz thanked all of the Subcommittees for their hard work. He also asked for members' feedback on the structure of the subcommittees, what worked and didn't work for each subcommittee and what improvements do members suggest.
- Under Old Business, Vice Chair Poreda went over the process of the article write ups and suggested members to choose the articles that are related to their subcommittees. Chairperson Hertz asked for volunteers on the write-ups and stated the write ups are due on Friday, 03/31/23. The Chair, Vice Chair and Ms. Wong will be working on finalizing the annual report on the weekend after the Final Public Hearing. Chairperson Hertz also shared with members what to expect at the Final Public Hearing.
- One member suggested to finalize the list of owners for the article writes up before 3/28/23. Ms. Wong will get an updated list of the warrant articles and send it out to members for article write up assignments.
- Update from Select Board's meeting on 3/13, only one miscellaneous placeholder is remaining on the warrant article list.
- Chairperson Hertz volunteered to write up on Budget Warrant Article #1.
- Under New Business, Vice Chair Poreda mentioned the Town Clerk sent out an email for Ethics Training. The Chair advised members to complete the training.
- Members were asked to review and approve the meeting minutes for March 01, 2023. A motion was offered and seconded. A ROLL call took place. Eleven members approved the minutes. Two members abstained and two members were absent.

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

- One resident asked why the Fire Department has the least increase in their budget compared to the Police and DPW departments and why there are still placeholders for the warrant articles. The budgets that were presented to Finance Warrant and Commission maintain current levels of staffing and the Select Board has provided some funding in FY 23 for promotions in the Fire Department. All but one of the warrant placeholders have been removed.
- A second resident asked if there is funding in the FY24 budget to implement the long overdue increases to Westwood Fire Department. The Chair shared there are both operational and feasibility studies undergoing for analyzing the needs for

replacing the main fire station. The reports for the studies will be finished by late Spring and may impact the FY25 budget.

Chairperson Hertz thanked Town and School officials again for their tremendous support as the Commission meets their obligations for town residents and town meetings. The Chair then thanked members for attending and asked for a motion to adjourn. A motion was offered and seconded. Thirteen members were in favor. Two members were absent.

Meeting Adjourned at 8:32PM

For a complete video of the 03/14/23 FinCom meeting please see the following link:
<https://westwoodmediacenter.tv/>