

AGENDA

FINANCE AND WARRANT COMMISSION

JANUARY 2024 MEETING

TUESDAY, JANUARY 16, 2024

REMOTE MEETING – ZOOM WEBINAR

7:00 P.M.

Pursuant to Chapter 2 of the Acts of 2023, on March 29, 2023, Governor Maura Healey signed into law An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects. This Act includes an extension, until March 31, 2025, of the remote meeting provisions. This meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so by using the Webinar link below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the Town website an audio or video recording, transcript, or other comprehensive records of proceedings as soon as possible after the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89806571214?pwd=aWl0WmQ5SjREQmFRVmhnbFlFHd0hnQT09>

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US

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+1 346 248 7799 US (Houston), 877 853 5257 US Toll Free, 888 475 4499 US Toll Free

833 548 0276 US Toll Free , 833 548 0282 US Toll Free

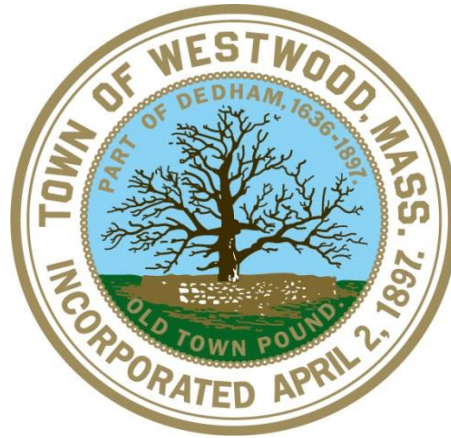
Webinar ID: 898 0657 1214

International numbers available: <https://us02web.zoom.us/j/89806571214>

- 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 remote participants including members, presenters, and members of the public and press.
- IV. Pledge of Allegiance.
- V. **Member Roll-Call.**
- VI. Chair's Introductory Comments-
- VII. **Presenter(s):** Marianne LeBlanc Cummings [Select Board Chair], Christopher Coleman [Town Administrator], Stephanie McManus [Asst. Town Administrator/Finance Director],

Molly Kean [Asst. Town Administrator/ HR Director], Pat Ahearn [Town Council], Members of the Select Board– Summary Review of 2024 ATM “Select Board” Warrant Articles

- VIII. **Presenter(s):** Members of the Charter Review Committee- Summary Review of 2024 ATM “Charter Review Committee” Warrant Articles
- IX. **Presenter(s):** Nora Loughnane [Director of Community and Economic Development], Elijah Romulus [Town Planner], Ellen Larkin Rollings [Planning Board Chair], Amanda Wolfe [Housing and Land Use Planner], Members of the Planning Board- Summary Review of 2024 ATM ‘Planning Board’ Warrant Articles
- X. Chair’s update –Reminder to schedule Subcommittee meetings & Subcommittee reports.
- XI. Vice Chair’s update -.
- XII. Other business that may properly come before the board not previously anticipated by the Chair-.
- XIII. Old Business – Special Town Meeting 01/17/24 Reminder, Approval of 12.06.23 Minutes.
- XIV. Public and Press -.
- XV. Adjournment – **Roll-Call Vote.**



2024 Town Meeting
Warrant Article Review
January 16, 2024

Select Board
Finance and Warrant Commission

Working Article No.	FINANCE ARTICLES	Sponsor
Budget – 1	FY24 Budget Adjustments by Transfer	Select Board
Budget – 2	FY24 Budget Adjustments by Appropriation (\$)	Select Board
Budget – 3	FY25 Operating Budget (Appendix “D”)	Select Board
Budget – 4	Appropriation (\$) – Municipal Capital Improvements	Select Board
Budget – 5	Appropriation (\$) – School Capital Improvements	Select Board
Budget – 6	Appropriation (\$) – Sewer Capital Improvements	Select Board
Budget – 7	Appropriation (\$) – Additional Capital Improvements (Ambulance)	Select Board
Budget – 8	Appropriation (\$) – Additional Capital Improvements	Select Board
Budget – 9	Appropriation (\$) – Stabilization Fund FY25	Select Board
Budget – 10	Appropriation (\$) – OPEB Liability Trust Fund FY25	Select Board

Working Article No.	SELECT BOARD ARTICLES	Sponsor
Select Board – 1	Street Acceptance – portion of Ellis Street	Select Board
Select Board – 2	Street Acceptance – portion of Porter Street	Select Board
Select Board – 3	Street Acceptance – Hedgerow Lane	Select Board
Select Board – 4	General Bylaw Amendment Related to Dog Leash Requirements	Select Board
Select Board – 5	Charter Review Committee – Establish Quorum Requirement Solely to Open Meeting	Select Board
Select Board – 6	Charter Review Committee – Clerk from Elected to Appointed	Select Board
Select Board – 7	Charter Review Committee – Authorize a Finance and Warrant Commission of Eleven (11) to Fifteen (15) Members	Select Board
Select Board – 8	Charter Review Committee – Personnel Board Role	Select Board
Select Board – 9	Charter Review Committee – Permanent Building Commission Changes	Select Board
Select Board – 10	Charter Review Committee – Charter Technical Revisions	Select Board
Select Board – 11	Charter Review Committee – Housekeeping Revisions	Select Board
Select Board – 12	Charter Review Committee – Housing Authority	Select Board

Budget Articles 1 to 10

The budget articles will be presented in more detail at the February 12, 2024, Finance and Warrant Commission Meeting

Budget - 1: FY24 Budget Adjustments by Transfer

Budget - 2: FY24 Budget Adjustments by Appropriation

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

Budget - 3: FY25 Operating Budgets (Appendix “D”)

Budget - 4: Appropriation – Municipal Capital Improvements

Budget - 5: Appropriation – School Capital Improvements

Budget - 6: Appropriation – Sewer Capital Improvements

Budget - 7: Appropriation – Additional Capital Improvements
(Ambulance)

Budget - 8: Appropriation – Additional Capital Improvements

-
- These articles are the standard operating and capital articles.

Budget - 9: Appropriation – Stabilization Fund – FY25

Budget - 10: Appropriation – OPEB Liability Trust Fund – FY25

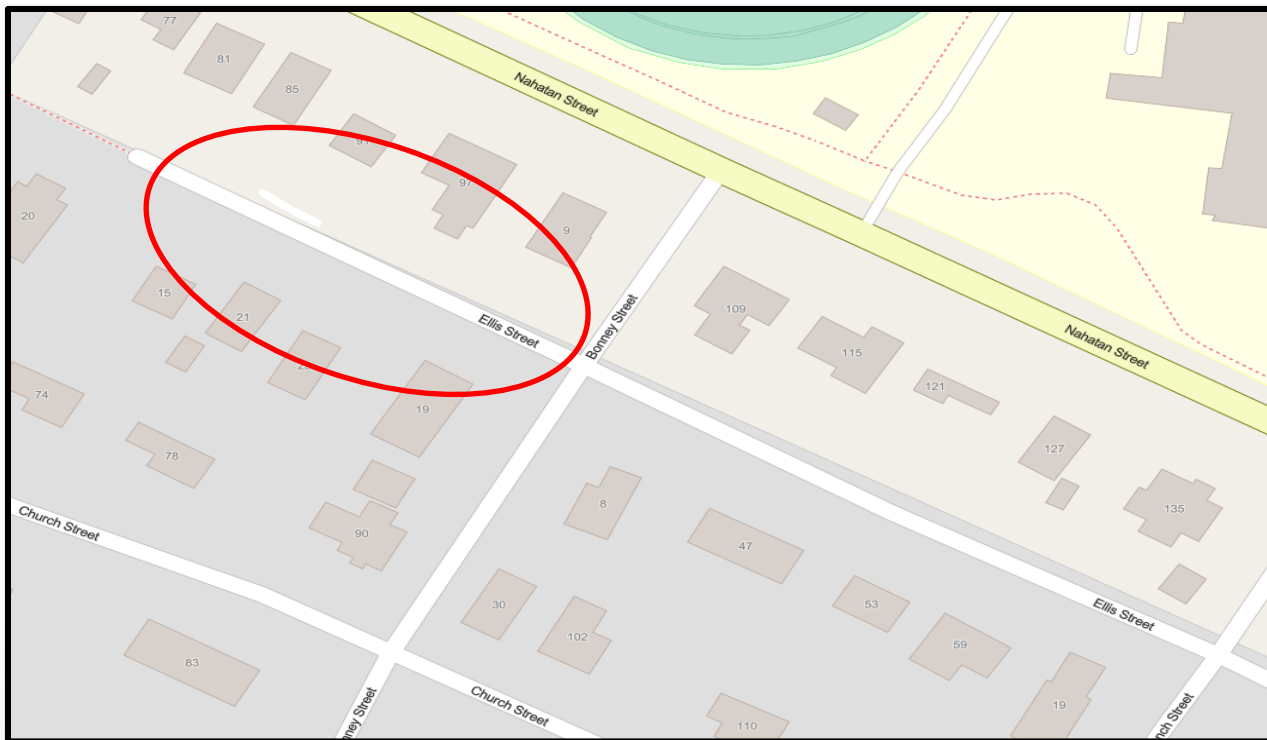
- These articles are the standard articles to appropriate funds to the Town's Stabilization Account or to the OPEB (Other Post-Employment Benefits) Liability Trust Account.

Select Board Articles

Select Board 1 – Street Acceptance – portion of Ellis Street

Draft language

To see if the Town will authorize the Select Board to accept a grant of easement and accept said Ellis Street (portion of) as a public way, or take any action thereon.

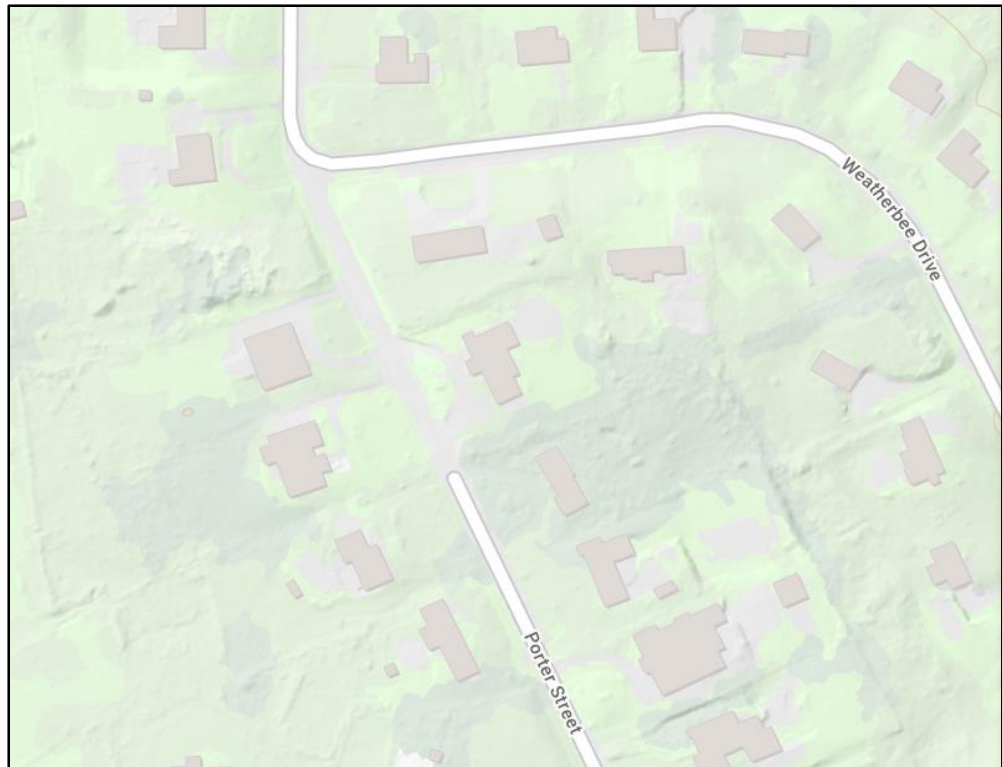


Select Board 2 – Street Acceptance – portion of Porter Street

Draft language

To see if the Town will authorize the Select Board to accept a grant of easement and accept said Porter Street (portion of) as a public way, or take any action thereon.

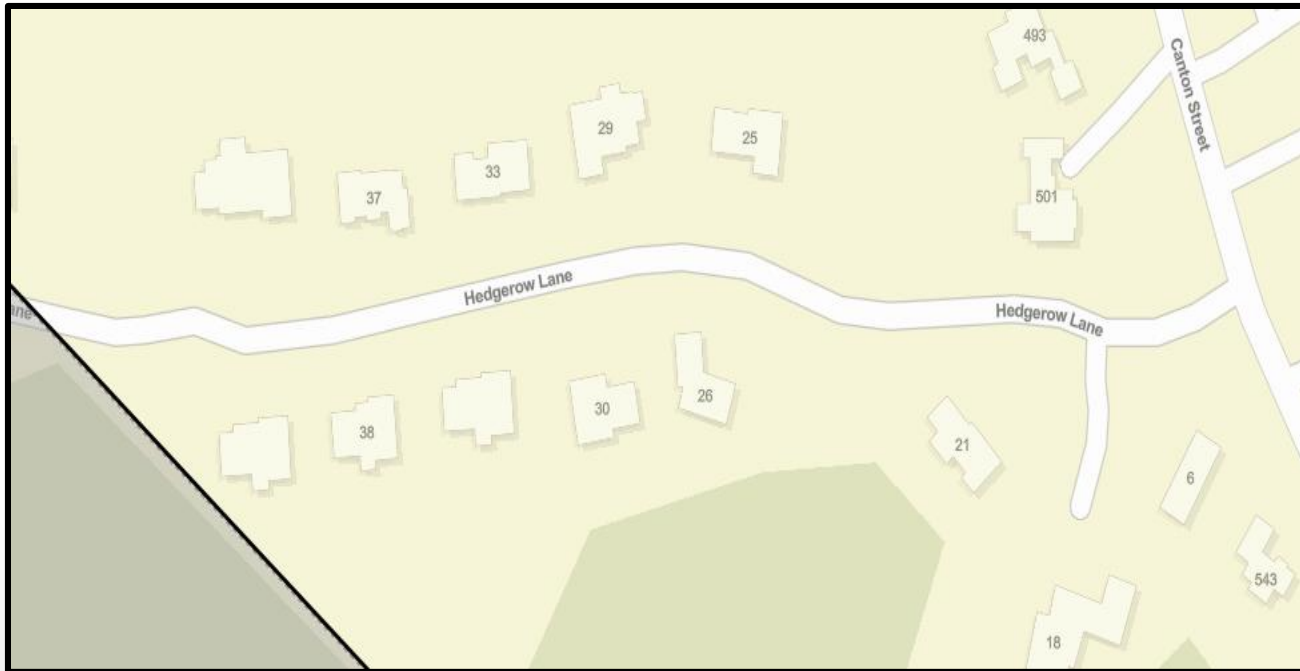
**portion of Porter Street*



Select Board 3 – Street Acceptance – Hedgerow Lane

Draft language

To see if the Town will authorize the Select Board to accept a grant of easement and accept said Hedgerow Lane as a public way, or take any action thereon.



Select Board 4 – General Bylaw Amendment Related to Dog Leash Requirements

To see if the Town will vote to approve certain amendments to the Westwood General Bylaw Chapter 184 [Animals] to require that all dogs be leashed and under control while on public property.



(Full language is being drafted and will need review by Town Counsel)

Charter Review Committee Recommendations

Select Board Articles (#5 to #12)



Select Board Miscellaneous Articles

- These articles serve as placeholders to insert an article in support of Town Government that may come up before the official Warrant is approved.
- The town currently has ten (10) miscellaneous articles.



Westwood Charter Review Committee

Presentation of Recommendations to
Westwood Finance and Warrant Commission
Tuesday, January 17, 2024

Recommendations:

- ▶ Continued review of Charter beyond ATM approved change of Town Treasurer and Tax Collector
- ▶ Articles for this Town Mtg
 - ❖ Substantive (5 Articles)
 - ❖ Includes Transition Article for Town Clerk
 - ❖ Technical Changes
 - ❖ Housekeeping

Substantive Articles

- ▶ Section 2-8-1 Quorum (Article A)
- ▶ Section 4-2-1 Town Clerk to be Appointed After Tenure of Current Town Clerk is Completed (Article B)
- ▶ Section 7-3-1 Finance and Warrant Commission (Article C)
- ▶ Section 7-4-1 and 7-4-2 Personnel Board (Article D)
- ▶ Section 7-5-1/7-5-2/7-5-4 (Permanent Building Commission (Article E)

Section 2-8-1 Quorum (Article A)

- ▶ Update to article to only require quorum at commencement of Town Meeting
- ▶ Allows for business to continue even if numbers of TM voters leave over course of meeting

Section 4-2-1 Elected Officers (Article B)

- ▶ Adjustments needed to reflect changes to Town Treasurer and Tax Collector (note: still with State Legislature as of this presentation)
- ▶ No change to Town Clerk in this Charter but we do have a transitional article for Town Clerk to be appointed after tenure of current Town Clerk

Section 7-3-1 Finance and Warrant Commission (Article C)

- ▶ Allow for 11 to 15 appointed members at discretion of Town Moderator
- ▶ Provides flexibility if (1) members resign mid-year or (2) due to difficulty appointing qualified members to fill open positions
- ▶ Allow members to be appointed as ex officio (non-voting) members of other boards/committees

Section 7-4-1/7-4-2 Personnel Board (Article D)

- ▶ Change to Personnel Advisory Board
- ▶ Shifts the role of the Personnel Board to a Personnel Advisory Board, and the Board would advise the Town Administrator, rather than administer, revisions to the town classification and compensation plan.

Section 7-5-1/7-5-2/ 7-5-4 Permanent Building Commission (Article E)

- ▶ The proposed language adds flexibility to the make-up of the PBC, requires a school committee member to be included on any school project, and allows PBC to decline jurisdiction for smaller projects if size, scope, or cost of project does not warrant PBC involvement.

Technical Articles (Article F)

- ▶ **Technical**— these proposed edits are intended to make provisions of the Charter clearer, easier to follow, or allow the respective town official or appointee to function more efficiently.

Housekeeping Articles (Article G)

- ▶ **Housekeeping**— these proposed edits are needed to correct typos, reformatting, renumbering, or needed to comport with state law.

Housing Authority(Article H)

- ▶ There currently exists a Housing Authority, and the proposed language cleans-up the current Charter language that references a potential waiver from the Massachusetts Executive Office of Housing and Livable Communities.
- ▶ The proposed language states, in full:
“There shall be a housing authority of five members elected and appointed as provided by law.”

Questions? Comments?

- ▶ The Committee welcomes feedback on these Recommendations.
- ▶ Since May Town Meeting, we have continued to meet, on average, multiple times per month, post all of our meeting agendas, and always include a public participation period.

THANK YOU!

WESTWOOD PLANNING BOARD
WARRANT ARTICLE PREVIEW

FINANCE & WARRANT COMMISSION MEETING

January 16, 2024

MBTA COMMUNITIES LAW

In 2020, State Zoning Act Amendments were enacted by the Legislature to promote the production of multi-family housing within walking distance of public transportation, in order to address a severe regional housing shortage.



Gables Residential at University Station

The Law:

“M.G.L. c. 40A, §3A (a)(1) An MBTA community ***shall*** have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right...”

MBTA COMMUNITIES LAW

Key Components of the Law

MBTA Communities *shall* amend their Zoning Bylaws to include:

- At least one zoning district of a reasonable size
- Located within 1/2 mile of a train station or bus stop
- Suitable for families with children (no age or bedroom restrictions)
- With a minimum gross residential density of 15 units per acre
- Multi-family permitting process cannot be discretionary

WESTWOOD'S CURRENT ZONING:

MUMFROD near Rt 128 MBTA Station:



University Place by Pulte Homes
100 two-bedroom condos



Gables Residential
350 one & two-bedroom apartments



WESTWOOD'S CURRENT ZONING:

MUMFROD near Islington Station:



Foster Block Property - 22 Everett Street



WESTWOOD'S CURRENT ZONING:

Section 9.9 - Mixed-Use & Multi-Family Residential Overlay District

- EIDR permit application process allows proposals up to 15 units per acre
- Planning Board public hearing process with abutter notification
- Height, setback, parking requirements, drainage review, lighting reviewed
- 15% of proposed units required to be affordable, 85% units are market rate
- 10% of units must have at 3 bedrooms
- Special permit process for residential in excess of 15 units per acre

WESTWOOD'S CURRENT ZONING:

MUMFROD Overlay District Parcels:

Street Address	Map & Lot	Lot Area (Acres)	1/2 Mile?	Current Zoning	Current Use	Tax Category
22 Everett St (Foster Block I)	23-226	1.92	Partially - IS	MUMFROD/FMUOD3	Industrial	Commercial
Everett St (Foster Block II)	23-227	4.86	Partially - IS	MUMFROD/FMUOD3	Vacant	Commercial
85-91 University Ave (Gables I)	33-019	3.74	Yes - Rt128	MUMFROD/UAMUD	Apartments	Residential
95 University Ave (Gables II)	33-054	2.89	Yes - Rt128	MUMFROD/UAMUD	Apartments	Residential
120-130 University Ave (Pulte)	33-056	2.75	Yes - Rt128	MUMFROD/UAMUD	Condos	Residential
		16.16				

MBTA COMMUNITIES GUIDELINES

Draft Guidelines were finalized on August 17, 2023

- Westwood is defined as a Commuter Rail Community
- Housing unit capacity requirement = 15% of stock
- 5,801 units \times 15% = 870 total unit capacity
- MUMFROD must include least 50 acres total land area
- At least 25 acres within $\frac{1}{2}$ mile of MBTA stations
- Up to 25 acres may be located elsewhere in Westwood



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus, Jr., Secretary

TO: Municipal Officials in MBTA Communities
FROM: Secretary Edward M. Augustus, Jr.
DATE: August 17, 2023
RE: Revisions to Section 3A Compliance Guidelines

On August 10, 2022, EOHLIC released Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act (the "Guidelines"). One revision was made in October 2022. This is a summary of the second change. In response to feedback from municipal leaders in several MBTA communities, EOHLIC is revising the Guidelines to offer MBTA communities a path to receive some credit for mixed-use development zoning districts. The revision also specifies how Section 3A compliance may affect certain discretionary grant award decisions. These revisions:

1. Allow an MBTA community to "offset" the minimum multi-family unit capacity requirement in certain multi-family zoning district(s) by up to 25%, based on the unit capacity of a mixed-use zoning district that meets key requirements of Section 3A and the Guidelines, but for requiring a ground floor non-residential component. Such "offset" - only available where existing village-style or downtown development is essential to preserve pedestrian access to amenities - still requires a municipality to demonstrate the same total amount of unit capacity.
2. Protect the financial feasibility of achieving housing goals where mixed-use zoning requires ground-floor non-residential uses by (i) setting forth location criteria for mixed-use development districts and requiring that EOHLIC has pre-approved the location before the MBTA community's vote on its zoning changes; (ii) capping the percentage floor area of each development that may be required to be non-residential (ground floor only); (iii) requiring a broad mix of non-residential uses allowed as of right; and (iv) prohibiting minimum parking requirements for non-residential uses.
3. Allow MBTA communities to locate more housing in walkable and transit-oriented neighborhoods without jeopardizing existing non-residential resources and amenities. Many MBTA communities expressed a desire to locate districts in village-style or downtown neighborhoods but feared that allowing multi-family housing as of right in those areas could risk a loss of existing businesses and buildings. Many residents expressed a desire to live in village-style, downtown, and transit-oriented neighborhoods.
4. Add a list of thirteen discretionary grants programs to Section 9 to alert MBTA communities of additional grant programs that will consider compliance with Section 3A in making grant awards.

These revisions to the Guidelines are intended to provide greater flexibility to MBTA communities to adopt new zoning districts in mixed-use neighborhoods, and to promote housing opportunities for residents in such neighborhoods. The revisions do not reduce the total unit capacity required by the Guidelines.

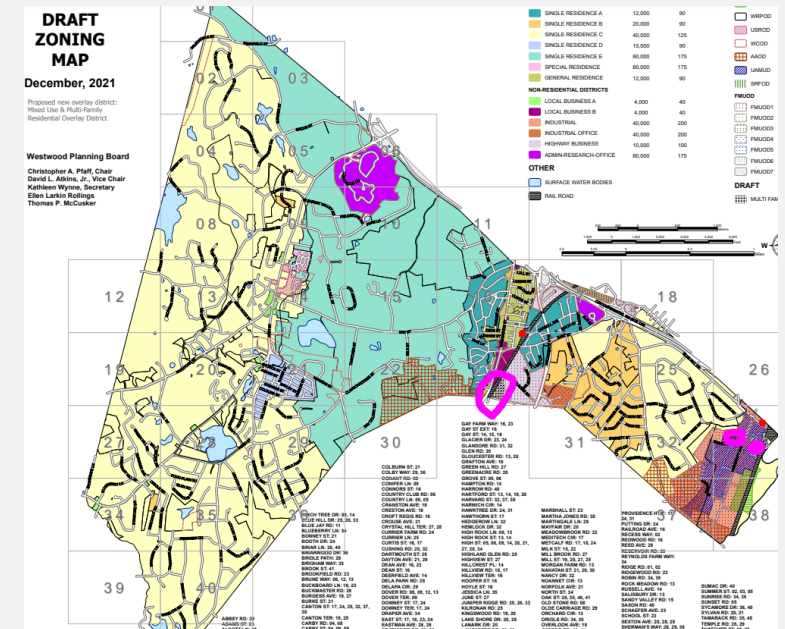
WESTWOOD'S CURRENT ZONING VS. GUIDELINES:

Current MUMFROD Overlay District:

- 16.16 acres district approved in May 2022
- Includes 450 previously approved units at University Station
- 160 units currently under consideration at 22 Everett Street
- 610 actual units (not just capacity) within current MUMFROD district

MBTA Community Guidelines:

- Previously developed units and units allowed by special permit not counted
- EOHLC will only count by-right unit capacity within designated zone
- 16.16 acres times 15 units per acre = existing capacity of only 242 units
- Westwood is required to increase unit capacity by at least 628 units
- Westwood is required to increase land area by at least 33.84 acres



DENSITY EXAMPLES

85-95 University Station
350 apartments = **51.9** units per acre



120-130 University Avenue
100 condos = **36.4** units per acre

DENSITY EXAMPLES

282-298 Washington Street
18 Condos = **21.7** units per acre



672 High Street
6 condos = **13.6** units per acre

DENSITY EXAMPLES

321 Washington Street
12 Apartments = **12.6** units per acre



401 Washington Street
9 apartments = **8.6** units per acre

PROPOSED ARTICLE PB-1
MUMFROD EXPANSION

PROPOSED ARTICLE I- OPTION A

AMENDMENTS TO MIXED-USE MULTI-FAMILY RESIDENTIAL OVERLAY DISTRICT (MUMFROD)

Amend Section 9.9

MUMFROD-1: Existing district expanded to reach minimum of 50 acres

- EIDR permit application process allows proposals up to 15 units per acre
- Planning Board public hearing process with abutter notification
- Height, setback, parking requirements, drainage review, lighting reviewed
- 15% of proposed units required to be affordable, 85% units are market rate
- 10% of units must have at 3 bedrooms

MUMFROD-2: New district - does not count toward 50 acres; unit capacity only

- Mandatory first floor commercial uses
- Restrictions on minimum parking requirements for mixed-use buildings near commuter rail
- All other provisions would be the same as MUMFROD-1

PROPOSED ARTICLE I- OPTION B

AMENDMENTS TO MIXED-USE MULTI-FAMILY RESIDENTIAL OVERLAY DISTRICT (MUMFROD)

Amend Section 9.9

MUMFROD-1: Existing Parcels plus New Parcels with 15-unit per acre density

- EIDR permit application process allows proposals up to 15 units per acre
- Planning Board public hearing process with abutter notification
- Height, setback, parking requirements, drainage review, lighting reviewed
- 15% of proposed units required to be affordable, 85% units are market rate
- 10% of units must have at 3 bedrooms

MUMFROD-2: Existing Parcels with 35-unit per acre density

- Including Gables and Westwood Place
- All other provisions would be the same as MUMFROD1

PROPOSED ARTICLE I- OPTION C

AMENDMENTS TO MIXED-USE MULTI-FAMILY RESIDENTIAL OVERLAY DISTRICT (MUMFROD)

MUMFROD-1: Parcels with 15-unit per acre density

- EIDR permit application process allows proposals up to 15 units per acre
- Planning Board public hearing process with abutter notification
- Height, setback, parking requirements, drainage review, lighting reviewed
- 15% of proposed units required to be affordable, 85% units are market rate
- 10% of units must have at 3 bedrooms

MUMFROD-2: Parcels with 20-unit per acre density

- Including former Foster Block Property on Everett Street

MUMFROD-3: Parcels with 35-unit per acre density

- Including Gables and Westwood Place

MUMFROD-4: Parcels with Ground Floor Commercial

- EIDR permit application process allows proposals up to 15 units per acre
- Mandatory Commercial Uses on Ground Floor

**PROPOSED ARTICLE PB-2
WIRELESS COMMUNICATION FACILITIES**

PROPOSED ARTICLE 2

AMENDMENTS TO UNIVERSITY AVENUE MIXED USE DISTRICT (UAMUD) TO ALLOW WIRELESS COMMUNICATION FACILITIES

Amend Section 9.7

Rooftop Wireless

- Project Development Review (PDR) Approval required
- No higher than 10 feet above existing roof surface
- Stealth enclosures required if visible from adjacent properties
- Subsequent antenna replacements permitted by Administrative PDR Approval

Monopole Wireless

- Special Permit Approval required with abutter notification
- Flagpole style stealth monopole with maximum 36” diameter
- No more than two (2) monopoles within the UAMUD
- Subsequent antenna replacements permitted by Administrative PDR Approval

**PROPOSED ARTICLE PB-3
DEFINITIONS**

PROPOSED ARTICLE 3
AMENDMENTS TO DEFINITIONS

Amend Section 2.0

Clarify and revise definitions for:

- Lot Width
- Detached Structure
- Accessory Use
- Combined Wall and Fence Height

Add illustrations for:

- Average Height calculation
- Wall and Fence Height Limitations

PROPOSED ARTICLE PB-4
ACCESSORY APARTMENTS

PROPOSED ARTICLE 4

AMENDMENT OF ACCESSORY APARTMENT SECTION

Amend Section 8.5

- Replace term “Floor Area” with term “Gross Floor Area” to clarify manner in which interior space will be measured

**PROPOSED ARTICLE PB-5
MAP REFERENCES FOR OVERLAY DISTRICTS**

PROPOSED ARTICLE 5

REMOVAL OF ADDRESSES AND PARCEL NUMBER FROM OVERLAY DISTRICT SECTIONS

Amend Overlay District Sections

- Section 9.1.2 [Adult Uses Overlay District (AUOD)]
- Section 9.4.2 [Wireless Communications Overlay District (WCOD)]
- Section 9.8.2 [Substance Rehabilitation Facility Overlay District (SRFOD)]
- and any other sections where references are to specific parcels

Remove Parcel References

Replace with Zoning Map References

**PROPOSED ARTICLE PB-6
HOUSEKEEPING**

PROPOSED ARTICLE 6

HOUSEKEEPING

Make any necessary clarifications or corrections to address errors in

- Spelling
- Numbering
- Grammar
- Spacing
- Font, etc.

If no errors are found before last hearing, this article will be withdrawn

**PROPOSED ARTICLE PB-7
TEMPORARY CONSTRUCTION DUMPSTERS**

PROPOSED ARTICLE 7

TEMPORARY CONSTRUCTION DUMPSTERS

Amend General Bylaw Chapter 342. Solid Waste

Revise Sections 342-2, 342-3 and 342-4 to address temporary construction dumpsters at non-residential and multi-family residential properties

If recent amendments to Board of Health regulations are sufficient to address concerns, this article will be withdrawn

PLANNING BOARD PUBLIC HEARING
CONTINUED TO JANUARY 30, 2024
AT 7:00 PM VIA ZOOM

(SEE ZOOM LINK ON TOWN WEBPAGE)

Westwood Finance and Warrant Commission
DECEMBER 06, 2023 MEETING/ PUBLIC HEARING
IN PERSON
7:00 PM
Meeting Minutes *REVISED as of 1/17/2024*

Finance Commission Chairperson George Hertz called the meeting to order at 7:00PM.

Finance and Warrant Commission members who were present: William Bruce Jr., John Carey, James Ferraro, Seth Frederickson, George Hertz, George Maroun, Kristina Patyjewicz, Christopher Poreda and Alexander Yale. Member(s) who were authorized prior to the meeting, participated remotely via speakerphone: Sean Weller.

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

He then welcomed all participants, members, presenters and members of public and press to the FinCom December 06, 2023 Meeting/Public Hearing.

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

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

Members were provided with the final agenda and all other related materials prior to the meeting.

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

- He mentioned that tonight's meeting will be the Commission's regular December meeting in addition with a Public Hearing for the Special Town Meeting. Moreover, he went over the procedures for the night and stated that Vice Chair Poreda will chair the Public Hearing Session.

Public Hearing Session:

Chairperson Hertz opened up the Public Hearing Session. Then Ms. Wong called the ROLL.

The Chair reminded members to switch their mic button to green if they wish to speak in order for viewers to hear them.

Public Hearing Presenters:

- Marianne LeBlanc Cummings [Select Board Chair], Members of the Select Board, Representatives from Dore Whittier- 2024 STM Select Board Warrant Article # 1

Vice Chair Poreda introduced the evening's first presentation. Ms. Marianne LeBlanc Cummings [Select Board Chair], Members of the Select Board, Mr. Chip Heitkamp & Mr. Jason Harris [Representatives from Dore + Whittier] were present. Ms. Cummings called the Select Board's

meeting to order. She then pointed out there were originally three warrant articles for the Special Town Meeting and the Select Board voted to withdraw the miscellaneous article at their Dec. 4th meeting. Ms. Cummings presented Warrant Article # 1 and specified that this article is the main focus for the Special Town Meeting. She also expressed the urgency for the construction of new Fire Station 1 due to its current conditions. Next, she went over the Public Safety Historical timeline leading up to the completion of Fire Station 1 Feasibility Study. Then Ms. Cummings introduced the Town's consultants from Dore + Whittier to speak. Mr. Heitkamp and Mr. Harris presented a high-level overview of Fire Station 1 feasibility study. They shared images of what the proposed new Fire Station 1 could look like and other photos of existing conditions of the current station. Moreover, they presented the estimated project timeline, project phase duration, design budget (of the 3.5 million request) and project budget costs. Additionally, they showed a chart of project cost comparisons with other Towns. Lastly, the consultants showed what the proposed temporary quarters at American Legion Building could look like.

After their presentation, a Q&A session with members took place. One member asked out of the \$3.5 Million cost for the design bid documents, how much is covered for the American Legion Building. The member also wanted to know the total construction cost for the building. In addition, Chairperson Hertz asked what the contingency percentage is for the project. Mr. Heitkamp stated Dore and Whittier will give a follow up response for the outstanding questions.

The Chair also asked if there were any other anticipated major capital borrowing projects in addition to the potential \$40 Million borrowing article for the Fire Station of which the Finance Commission should be made aware of. Ms. Cummings responded that Fire Station 1 is the priority right now due to its current conditions.

Next, Vice Chair Poreda asked if there were any questions from the Public and the Press. There were no questions from the Public and the Press.

The Chair and Vice Chair thanked Mr. Heitkamp and Mr. Harris for their time in presenting and answering questions.

- Marianne LeBlanc Cummings [Select Board Chair], Christopher Coleman [Town Administrator], Stephanie McManus (Asst. Town Administrator/ Finance Director), Members of the Select Board, Town Staff – 2024 STM “Select Board” Warrant Articles #2

Mr. Christopher Coleman (Town Administrator) and Ms. Stephanie McManus (Asst. Town Administrator/ Finance Director) joined Ms. Cummings to present the final article warrant. Ms. McManus presented Warrant Article # 2 and provided some background information related to the article. Afterwards, Ms. McManus and Mr. Coleman spent time answering members' questions.

The Vice Chair asked if there were any questions from the Public and the Press. There were no questions.

Ms. Cummings confirmed Warrant Article # 3 has been withdrawn.

Close Public Hearing:

Town Counsel reminded the Commission that the Select Board will need to close their meeting as well and stated there is no particular order in who goes first. The Chair asked members for a motion to close the Public Hearing. A motion was offered and seconded. A ROLL call vote took place. Then the Select Board closed their board meeting. Next, Chairperson Hertz thanked the Select Board, Dore + Whittier and Town officials for all of their thoughts and efforts in preparing their presentation.

Deliberation & Voting for 2024 STM Warrant Articles:

FinCom deliberated and voted on all of the 2024 STM Warrant Articles before them using the Roll Call voting method. The Commission voted unanimously recommending approval for both Select Board warrant articles.

Article No.	2024 Special Town Meeting Article Description	Sponsor
Select Board-1	Fire Station Design and Bid Document Funding (\$2,100,000) <i>FinCom voted & unanimously recommend approval</i>	Select Board
Select Board -2	Debt Housekeeping – Fire Department Multi-Purpose Vehicle (\$400,000) <i>FinCom voted & unanimously recommend approval</i>	Select Board

Town Counsel asked the Chair who will be doing the write ups for the STM warrant articles. The Chair responded that he volunteered Vice Chair Poreda to do the write ups.

Afterwards, the Chair asked members for a motion to reconvene the December Public Meeting. A motion was offered and seconded. A ROLL CALL vote was taken unanimously in favor.

Before the next presentation started, Town Counsel wanted to double check if the Commission closed the Public Hearing. Chairperson Hertz and Vice Chair Poreda confirmed they closed the Public Hearing.

Public Meeting Evening Presenters:

- Nora Loughnane [Director of Community and Economic Development], Ellen Larkin Rollings [Planning Board Chair], Members of the Planning Board, and Amanda Wolfe [Housing and Land Use Planner]- Initial Review of Potential 2024 ATM “Planning Board” Warrant Articles

As the Chair was about to introduce the evening's final presentation, he complimented on the Planning Board Meeting from the previous night. He stated that he was impressed with the quality of their conversation and the work being done by the Planning Board. Ms. Nora Loughnane (Director of Community & Economic Development), Ms. Ellen Larkin Rollings [Planning Board Chair] and Ms. Amanda Wolfe [Housing and Land Use Planner] were present. Ms. Loughnane mentioned that the Planning Board had their first discussion last night on the potential Zoning Amendment warrant articles for Annual Town Meeting 2024. Their presentation tonight will be an initial, brief introduction but the details of the warrant articles still remain to be discussed. The Planning Board will be spending a significant amount of time this winter working on the warrant article involving the **MUMFROD** project (Mixed-use multi-family residential overlay district). Ms. Loughnane introduced seven potential "Planning Board" articles. FinCom members asked questions throughout the presentation. Lastly, Ms. Loughnane informed the Commission that the Planning Board moved up their Public Hearing to January 9, 2024 in order to be better prepared for FinCom's Public Hearing in February. She invited FinCom members to attend their Public Hearing on Zoom. Chairperson Hertz asked Ms. Loughnane if a lot of town residents attend their meeting. He hoped there were more public participation attending the FinCom meetings. Then he thanked Ms. Loughnane, the Planning Board and Ms. Wolfe for their informative presentation.

Chair's update:

Chairperson Hertz reminded members that each subcommittee will need to submit a written report for the Annual Town Meeting book, separate from the subcommittee presentations. Members can view the previous Annual Town Meeting book as reference. The Chair also informed members that there may be four to five warrant articles coming from the Charter Review Commission. He asked members if anyone would like to join Vice Chair Poreda and himself in doing the write ups for these articles.

Old Business:

Members were asked to review and approve the meeting minutes for November 15, 2023. A motion was offered and seconded. A ROLL CALL took place. Eleven members approved the minutes. Three members were absent.

The Chair thanked members for attending and asked for a motion to adjourn. A motion was offered and seconded. A ROLL CALL vote was taken unanimously in favor.

Meeting Adjourned at 9:27PM

For a complete video of the 12/06/23 FinCom Meeting/Public Hearing please see the following link:
<https://westwoodmediacenter.tv/>