

# AGENDA

## FINANCE AND WARRANT COMMISSION MARCH 2024 MEETING- SUBCOMMITTEE PRESENTATIONS

Tuesday, March 12, 2024 & Wednesday, March 13, 2024 (if needed)

IN PERSON

Westwood Public Library – Community Meeting Room

**7:00 P.M.**

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- A. Call to Order at 7:00 P.M.
- B. Grant permission to Westwood Media Center to film and record the meeting. Ask if anyone else wishes to record this meeting.
- C. Welcome all participants including members, presenters, and members of the public and press.
- D. Pledge of Allegiance.
- E. **Member Roll-Call.**
- F. Chair's Introductory Remarks-
- G. **Presenter(s):** Capital & Long Range Planning Sub-Com– Chris Poreda (Ch), Jim Ferraro, Lauren Fitzpatrick
- H. **Presenter(s):** Education Sub-Com – Bill Bruce (Ch), Seth Frederickson, Caitlyn Jurczak
- I. **Presenter(s):** Public Safety Sub-Com- Mike Gay (Ch), John Carey, George Laham
- J. **Presenter(s):** Municipal Administration Sub-Com- Sean Weller (Ch), George Maroun
- K. **Presenter(s):** Community & Economic Development Sub-Com- Alex Yale (Ch), Kristina Patyjewicz
- L. Chair's update – Update on the Charter Review recommendations.
- M. Vice Chair's update- Update on the Hale Subcommittee.
- N. Other business that may properly come before the board not previously anticipated by the Chair–
- O. Old Business – Prep for Final Public Hearing 03/26/24, Approval of 02.27.24 Minutes
- P. Public and Press -
- Q. Adjournment – **Roll-Call Vote.**



**Town of Westwood**  
**Finance & Warrant Commission**  
**Overview of FY25 Capital Requests**  
**Capital and Long Range Planning Subcommittee**

March 12, 2024

# Subcommittee Overview

## ▪ **Members:**

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

## ▪ **Review Process:**

- Met with Town Administrator and Finance Director, along with Fire Chief, Police Chief, head of DPW, and Superintendent of Schools with school finance director
- Reviewed proposed projects in capital articles
- Discussed financial policies and need for more descriptive titles for projects

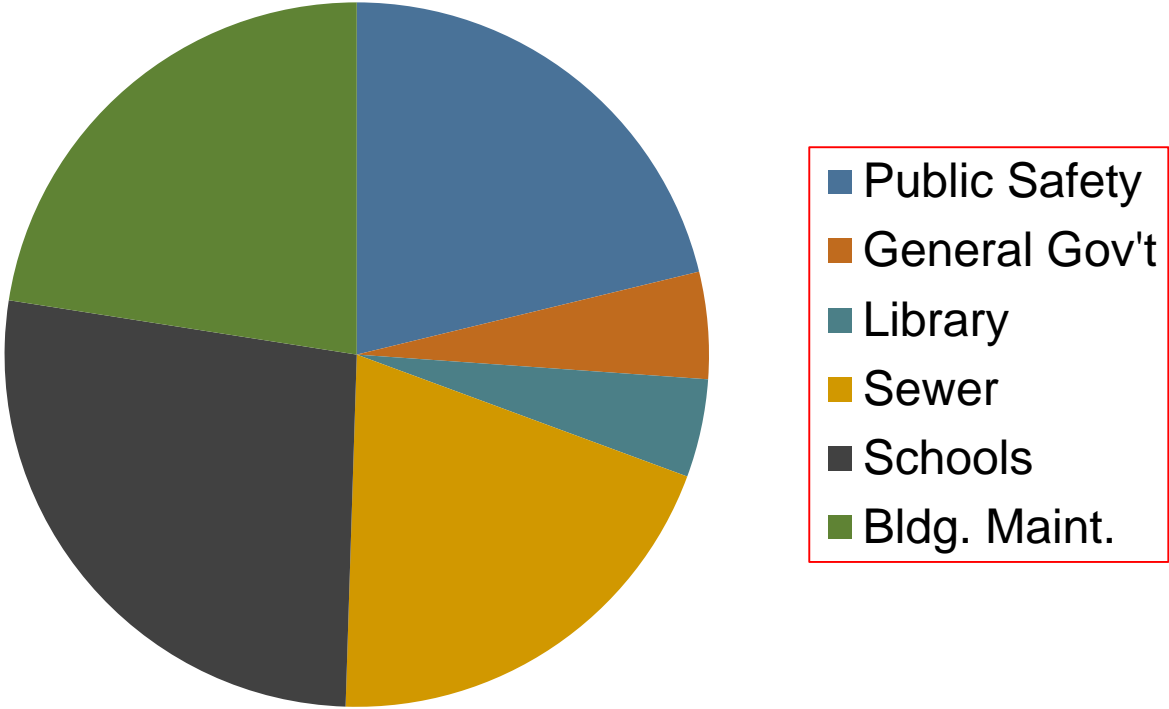
## ▪ **Town Capital Financial Policies**

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

# Capital Projects overview by department

- Total of all capital projects for FY25 - \$8,497,250 (includes borrowing)
- Total of capital articles (less borrowing) for FY25 - \$3,772,500
- For FY24 capital articles (less borrowing) was \$5,157,000 (27% decrease)

## Proposed Capital Projects by Dept.



# Overview of Capital Articles

Article	Amount	Funding Source
Municipal Capital	\$1,355,250	Free Cash
School Capital	\$1,017,000	Free Cash
Sewer Capital	\$750,000	Sewer Retained Earnings
Ambulance Capital	\$120,000	Ambulance Receipts
Additional Capital	\$550,000	Meals/Hotel Tax
Fire Squad Truck Replacement	\$725,000	Borrowing
High School Roof Restoration	\$2,500,000	Borrowing
Conant Road Culvert Construction	\$1,500,000	Borrowing

# Municipal Capital Article (funded by free cash)

Project	Amount
DPW – One Ton Dump Truck (Truck 11)	90,000
DPW – Asphalt Roller	80,000
Fire – Radio upgrade and replacement	28,000
Fire – Turnout Gear and replacement	38,250
Police – Patrol vehicle replacement	285,000
Police – Radio Telecom Infrastructure	89,000
Police – Safety Equipment	70,000
IT – End User Technology	75,000
Buildings – Facility Maintenance	150,000
Buildings – Energy Efficiency	50,000
Buildings – Facilities Vehicle	60,000
Buildings – Division Vehicle	50,000
Buildings – ADA Improvements	100,000
Library – User and Staff Technology	20,000
Library – Media Suite	100,000
Library – Meeting Room AV Upgrade	50,000

## School Capital Article (funded by free cash)

Project	Amount
Technology (Chromebook/Laptop and Network)	150,000
HVAC Controls	200,000
Buildings Improvements	350,000
Roofing	250,000
Furniture, Fixtures, and Equipment	67,000

## Sewer Capital Projects

Project	Amount	Funding Source
Storm water MS-4 Requirement	325,000	Retained Earnings
Inflow & Infiltration Program	125,000	Retained Earnings
Rapid View Camera Truck	300,000	Retained Earnings

# Additional Capital Projects

Project	Amount	Dept.	Funding Source
Rescue Upgrade and Replacement	74,000	Fire	Ambulance Receipts
Lifepak Cardiac Monitor	46,000	Fire	Ambulance Receipts
Generator Upgrades / Replacement	400,000	DPW	Meals/Hotel Tax
Acoustic Tiles for Pool at HS	150,000	Recreation	Meals/Hotel Tax

## Capital Projects that will Require Borrowing

Project	Amount	Dept.
Squad Truck Replacement	725,000	Fire
High School Roof Restoration	2,500,000	Schools
Conant Road Culvert Construction	1,500,000	DPW



# Westwood Finance & Warrant Commission

## FY '25 Proposed Public School Budget

Report of Education Sub-committee

March 12<sup>th</sup>, 2024



# Process

- School Department submission of proposed budget
- School Committee hearing
- Presentation of proposed budget to Finance and Warrant Commission
- Sub-committee meeting with Superintendent and staff to review proposed budget
- School Committee accepted proposed budget at February 8 meeting
- Sub-committee presentation to Finance and Warrant Commission

# Executive Summary

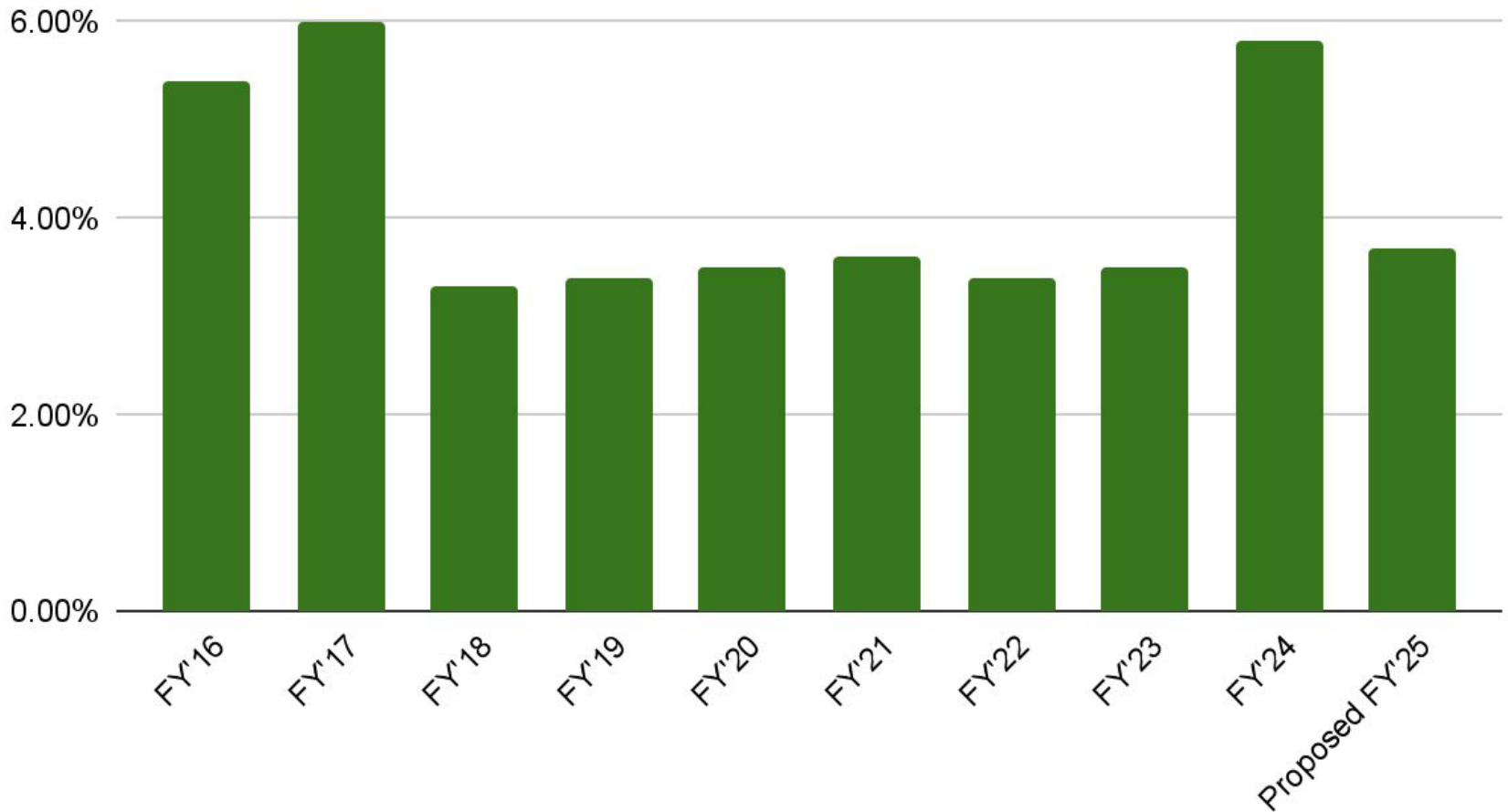
- Biggest cost driver is contractual salary obligations
  - Greater clarity in FY25 as most contracts are settled through the end of FY25
- Cost escalation in other areas:
  - Transportation
  - Special Education
    - Both non-salary (tuition) and salary (non-discretionary service additions)
- The financial impact of a level services budget for FY25 is a 3.77% increase over FY24
- FY25 budget is a 3.69% increase over FY24

# Overall Budget

Major Budget Category	FY24 Budget	Proposed FY25 Budget	Incremental Change (\$)	Incremental Change as %
Total Salaries	\$46,497,322	\$48,406,465	\$1,909,143	4.11%
Non-Salary				
Special Education	\$2,625,520	\$2,711,168	\$85,648	3.26%
Utilities	\$1,287,182	\$1,262,182	(\$25,000)	(1.94%)
Facilities	\$864,335	\$864,335	-	-
All other non-salary	\$3,469,206	\$3,519,453	\$50,247	1.45%
<b>TOTAL</b>	<b>\$54,743,565</b>	<b>\$56,763,603</b>	<b>\$2,020,038</b>	<b>3.69%</b>

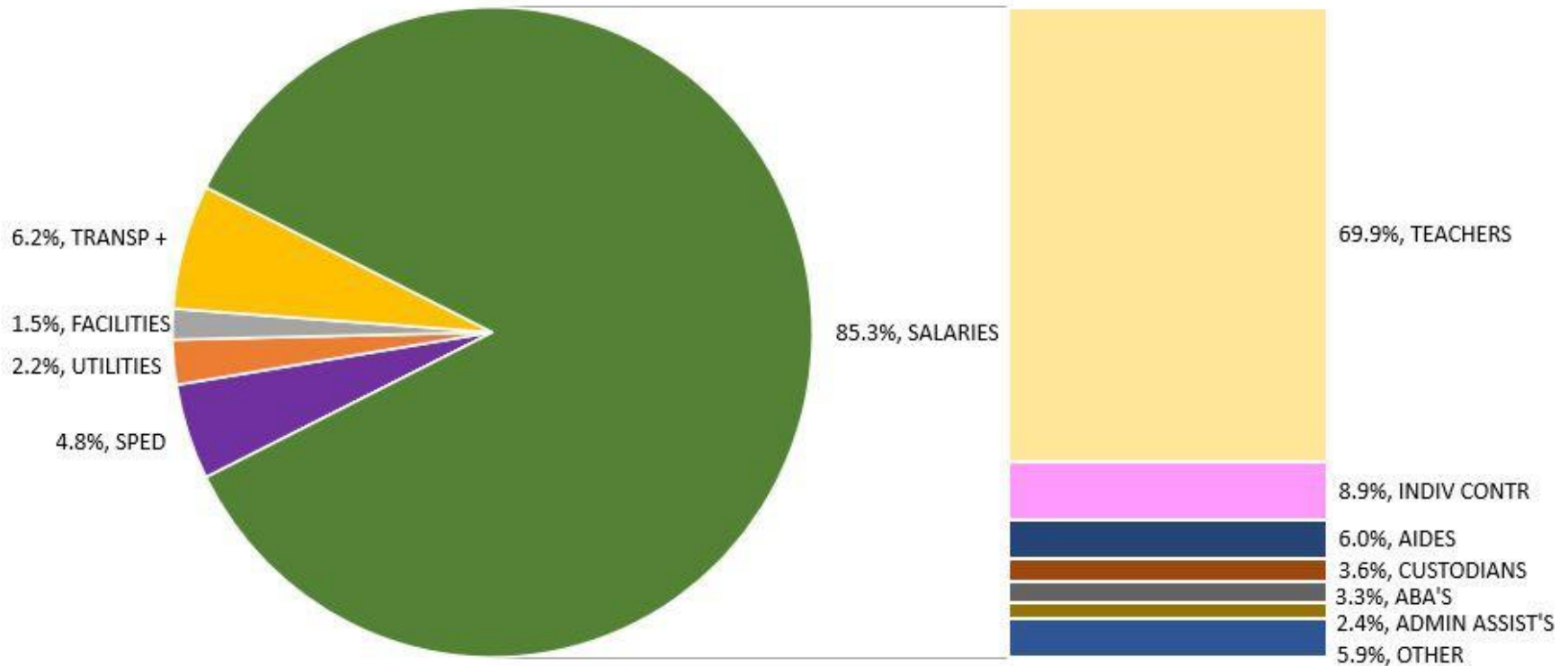
# Overall Budget

## WPS Operating Budget % Increases



# Executive Summary

- 85% of budget dedicated to salaries



# Overall proposed budget

<b>FY24 Budget</b>		<b>\$54,743,565</b>
Net increase for salaries for existing personnel		\$1,825,243
Changes with Pine Hill Consolidation	(4.0 FTE)	(\$268,000)
Other Staffing Changes	4.7 FTE	\$351,900
Net increase to various non-salary accounts		\$110,895
<b>Total Change</b>	<b>0.7 FTE</b>	<b>\$2,020,038</b>
<b>FY25 School Committee Approved Budget</b>		<b>\$56,763,603</b>

# Staffing Changes

Staffing Changes FY 25	
Reduce 0.5 FTE MS Instructional Technology Specialist (ITC)	(\$62,000)
Establish four (4) MS Technology Facilitator Stipends	\$16,000
Reduce 0.6FTE Technology Support Specialist by reconfiguring two positions	(\$29,500)
Add 1.0 FTE MS Library/Media Specialist	\$85,000
Add 1.0 FTE Human Resources Director	\$125,000
Add 1.0 FTE HS BRIDGE Program Teacher	\$85,000
Add 0.5 FTE MS Speech Language Pathologist	\$42,500
Add 0.3 FTE MS Occupational Therapist	\$25,500
Add 2.0 FTE Special Education Instruction Assistants (IAs)	\$59,600
Add Stipends for SEL Team Leaders	\$4,800
<b>Total Staffing</b>	<b>\$351,900</b>



# Staffing Changes

## Changes with Pine Hill Consolidation

Reduce Pine Hill Assistant Principal (12 month to 10 month)	(\$10,000)
Reduce 0.2 FTE ES Special Education Department Head	(\$10,500)
Reduce 1.0 FTE Administrative Assistant at Pine Hill	(\$67,000)
Reduce 1.0 FTE Building-Based substitute from ES	(\$34,000)
Reduce 1.0 FTE Speech Language Pathologist Assistant	(\$69,000)
Add 1.0 FTE ES Adjustment Counselor at Pine Hill	\$85,000
Reduce 1.0 FTE Psychologist at Pine Hill	(\$98,900)
Reduce 1.0 FTE ES Music Teacher	(\$96,300)
Reduce 0.8 FTE ES Art Teacher	(\$52,300)
Add 1.0 FTE ES Instructional Technology Specialist (ITC)	\$85,000

# Enrollment details

- No significant change in FY25 enrollment at high school or middle school
- Elementary enrollment has begun to rise since its low point in 2020-2021
  - Increase of 72 students in the last two years
- Challenges with use of census data to predict incoming kindergarten enrollment
  - 2023-2024 school year provided a dramatic break in previous trends
    - 225 Enrolled in K vs 157 Eligible in Census
  - Assumption that FY25 Kindergarten enrollment is level with FY24
- Number of classroom sections in each building relies on guidelines for elementary class sizes:
  - 18-22 students in Grades K-3
  - 18-24 students in Grades 4-5
- Projected enrollment for FY25 shows no net change from FY24 in the number of elementary classroom sections
  - Shift of one section from Downey to Martha Jones

# Special Education Budget

# Special Education Focus

- WPS has created several district-wide programs that allows us to educate almost all of our students in-district

## Focus for FY'25

- Maintaining current programming and service levels
- Meeting our legal and regulatory responsibilities
- Continue to provide robust ESY program

# SPED overview

## Out-of-District Tuition

Tuition	FY'24	FY'25	Difference
Residential Tuition	\$539,402	\$145,805	(\$393,597)
Day Tuition	\$1,093,120	\$1,538,058	\$444,938
Collaborative Tuition	\$649,168	\$401,426	(\$247,742)
Tuition Total	\$2,281,690	\$2,085,289	(\$196,401)

## Special Education Transportation

Transportation	FY'24	FY'25	Difference
Out-of-District SPED Transportation	\$461,229	\$596,470	\$135,241
In-District SPED Transportation	\$373,774	\$491,116	\$117,342
Transportation Total	\$835,003	\$1,087,586	\$252,583

# Non Salary- Special Education

What accounts for the FY'25 budget changes?

- Increase in Special Education Tuition and Transportation: \$85,648
  - Net impact of tuition, transportation, and Circuit Breaker offset
- Operational Services Division (OSD) has set a 4.69% increase in tuition costs for FY25
  - On top of 14% increase in FY24
  - Prior to FY24, typical increase was 2-3%
- The FY25 budget contains a net decrease in tuition, but an increase in transportation
  - Reduction in residential tuitions; increase in day tuitions
  - Increase in Yellow Bus Transportation: \$42,247
    - Contractual increase for third year of contract with Connolly Bus
  - Increase in Professional Development Providers: \$8,000
  - Decrease in Electricity due to Solar Revenue: (\$25,000)
    - Increase in offset from solar agreement

# Capital Budget





# Capital Budget

What accounts for the FY'25 budget changes?

- Technology
  - Replacement of Chromebooks for students in Grades 6 and 9
  - New Macbooks for high school teachers
- Furniture, Fixtures, and Equipment
  - With opening in Pine Hill, allows for investment in other buildings
- Roofing
  - Prioritization of Sheehan non-sloped roof with available funds in roofing reserve
  - Restoration project needed at WHS to extend life
    - Estimated cost of \$2.5 million requested through TM borrowing article
- Building Improvements/HVAC
  - Recommended equipment replacement and upgrades (e.g., fire and electrical panels, rooftop HVAC units, chillers)

# Future Priorities

- Creation of Additional Preschool Classroom
- High School Wellness Teacher
- Elementary Health Teachers
- District Data Analyst
- ELL Teacher
- WHS Science Teacher
- WHS School to Career Counselor

Future priorities will also be informed through the development of the new district vision and strategy, as well as the creation of a new master facilities plan

WESTWOOD  
FINANCE & WARRANT COMMISSION  
PUBLIC SAFETY SUBCOMMITTEE  
OVERVIEW

March 12, 2024

# PUBLIC SAFETY SUBCOMMITTEE OVERVIEW

- **Subcommittee Assignments**

- Education - Bill Bruce (Chair), Seth Frederickson, and Caitlyn Jurczak
- Public Safety - Michael Gay (Chair), John Carey, and George Laham
- Community & Economic Development - Alex Yale (Chair) and Kristina Patyjewicz
- Municipal Administration - Sean Weller (Chair) and George Maroun
- Capital & Long Range Planning - Chris Poreda (Chair), Lauren Fitzpatrick, and Jim Ferraro

- **Budget Review Process**

- Review Proposed FY25 Budgets
- Meetings with department leaders of the Fire, Police, and DPW, to review budgets in order to better understand departments goals and objectives
  - Understand how budgets will help departments achieve goals
  - Look at operational metrics as related to budget and benchmark with previous years
  - Ensure financial planning and controls are aligned to mitigate risk

Department	FY24 Budget	FY25 Proposed Budget	YoY Growth
Fire	\$5,410,874	\$5,994,555	10.8%
Police	\$5,240,860	\$5,450,176	4.0%
DPW	\$2,097,138	\$2,209,749	5.4%

# POLICE DEPARTMENT

- **FY25 proposed budget highlights**

- Overall budget \$5.45 million – 3.99% increase from FY24
- Salary increases comprise majority of budget increase
- Number of staff (46) to remain unchanged FY24 to FY25

- **Select observations**

- Animal Control has been moved to Regional Animal Control where we now pay Dedham a fee and don't have to store the needed supplies. The funding for Animal Control has been moved to Custodial Supervisor position (extreme need with the new Police Station)
- There is a desire to send more Officers to various trainings but there is a limited supply of classes that has impacted our ability to send the desired numbers. We will continue to monitor class supply going forward.
- The number of Police Officers hasn't been increased in 5+ years and this will need to be addressed in the coming years. Chief Silva would like to increase from 35 to 38/39. He did not push for this based on the current budget environment and the need to increase staff on the Fire Department.
- All Dispatch (Fire, Paramedic, Animal Control, Police) costs are covered in the Police Department Budget
- While Capital related, the Radio Infrastructure isn't sufficient across town, especially around University Ave. While the possible addition of Cellular Rooftop Antennas might help that area we will keep an eye on this in future years.

# FIRE DEPARTMENT

- **FY25 proposed budget highlights**

- Overall budget \$5.995 million – 10.79% increase from FY24
- Salary increases comprise majority of budget increase
- Number of staff (47) to increase by 2 from FY24 (45)

- **Select observations**

- Salary increases reflect 2 new Firefighters and promotions to ensure each shift is staffed with tenured and senior officers
- Fire alarm maintenance costs continue to remain high due to necessity of replacing alarm box technology throughout the town
- Overall morale throughout the force is high and Westwood is a desired location for new Firefighters.
- Interim Chief Lund is happy where the Fire Department numbers are for FY25 but looks forward to the increase to the recommended staffing levels in the coming years.
- Westwood is currently ISO Rated 3. In order to gain a 2 rating we would need to have a trained Investigator and increase our staff to 11 firefighters per shift. This will not only improve service but it will have lower Homeowners Insurance.

# DEPARTMENT OF PUBLIC WORKS

- **DPW FY25 Proposed Budget**

- Overall Budget \$2.209 million – 5.37% increase from FY24
- Salary increases comprise majority of budget increase

- **Select observations**

- Proactive pursuit of grants provided significant supplemental funds in FY24 and will continue in FY25.
- Town will incur additional fees of approximately \$25k from Waste Management if we do not improve our contamination levels.
- Westwood's fleet of equipment is considered one of the best in Massachusetts for the size of our town.
- The DPW Building (The White Building) behind Carby Street is in disrepair and will need to be addressed in future years. While this is a capital issue it is not providing adequate space for our DPW workers.

# SUMMARY & RECOMMENDATIONS

- **Summary**

- Police have a small increase YoY which is almost entirely attributed to salary increases that are collectively bargained.
- Demands on Police resources continue to grow due to growth in commercial sector
- Fire has added 2 firefighters to their staff to get closer to the recommended staffing levels while still working within the current budget constraints. These additional salaries plus collective bargained salary increases and promotions make up the majority of the YoY budget increase.
- Fire Overtime has been increased to cover for vacation, sick time, training, and injuries.
- Interim Fire Chief Lund is confident in their ability to provide Westwood with high levels of service.
- Public Safety and DPW budgets appear reasonable in the context of the current economic environment.

- **Recommendations made**

- Provide fiscal YTD actual figures for current fiscal period (by the time budget discussions take place, the town has 8 months of actual data to compare to previous year budget).
- As the town considers applying for the SAFER Grant to help add additional firefighters we will need to build a plan to absorb the added costs in subsequent years. We would like to offer FinCom's involvement in that process.





# Town of Westwood Finance & Warrant Commission

## Overview of FY25 General Government & Human Services Budget Requests

Municipal Administration Subcommittee

March 12, 2024





# Subcommittee Overview: Municipal Administration

## Members

- Sean Weller, *Chair*
- George Maroun
- George Hertz, *Observer*

## Review Process

- Met jointly with:
  - Assistant Town Administrator / Finance Director
  - Assistant Town Administrator / Director of Human Resources
- Written questions provided 7 days in advance
- Assistant Town Administrators gathered information from respective municipal department heads to answer subcommittee questions

## Scope\*

The Municipal Administration Subcommittee reviewed proposed budget(s) for the following departments / areas:

- |                                 |   |
|---------------------------------|---|
| 1. Select Board                 | 11. Town Clerk                          |
| 2. Finance & Warrant Commission | 12. Housing Authority                   |
| 3. Finance                      | 13. Human Services                      |
| 4. Accounting                   | 14. Council on Aging                    |
| 5. Assessors                    | 15. Youth & Family Services             |
| 6. Treasurer                    | 16. Public Library                      |
| 7. Collector                    | 17. Recreation                          |
| 8. Legal                        | 18. Outside Professional Services       |
| 9. Human Resources              | 19. Training & Professional Development |
| 10. Information Systems         |   |

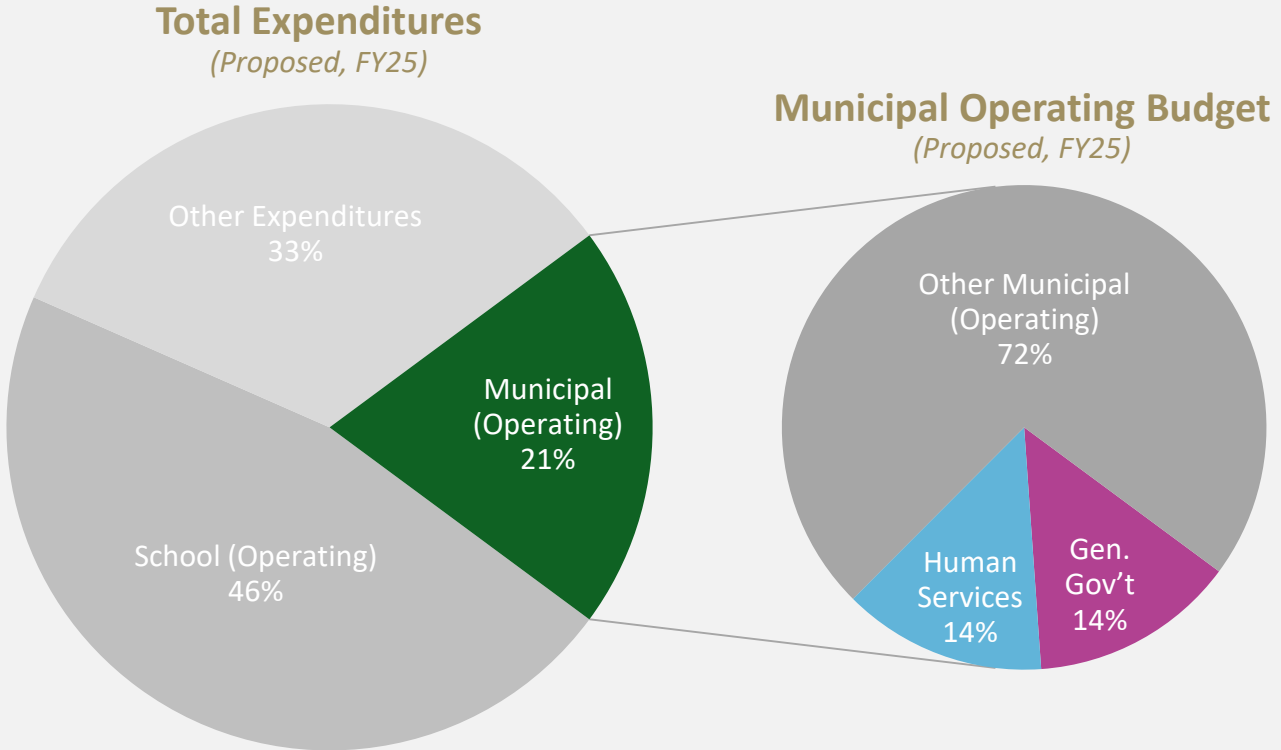
\*Municipal Administration Subcommittee review focused on two overarching categories in the Municipal Budget: (1) "General Government" and (2) "Human Services"



# General Government and Human Services Together Comprise 28% of Municipal Budget, 6% of All Town Expenditures

## Context for Subcommittee’s Review

- **General Government** and **Human Services** together comprise **28%** of the **proposed municipal budget** for FY25
  - General Government = 14%
  - Human Services = 14%
- These two areas together represent **\$6.8M** in **proposed expenditures**
  - General Government = \$3.4M
  - Human Services = \$3.4M
  - Combined = **6%** of **all proposed town expenditures** for FY25





# General Government Budget Proposed to Increase 6.1%; Human Services Budget Proposed to Increase 2.6%

## FY25 Proposed Budget v. FY24 Budget, by Category of Services

	FY24 Budget	FY25 Proposed	\$ Increase	% Increase
Public Safety	\$10,731,416	\$11,453,907	\$722,491	6.7%
Public Works	\$4,906,996	\$5,099,740	\$192,744	3.9%
<b>General Government</b>	\$3,223,745	\$3,421,939	\$198,194	<b>6.1%</b>
<b>Human Services</b>	\$3,300,115	\$3,387,272	\$87,157	<b>2.6%</b>
Community & Economic Dev.	\$1,354,965	\$1,358,707	\$3,742	0.3%
Other	\$166,500	\$166,500	\$0	0.0%
<b>Total</b>	<b>\$23,683,737</b>	<b>\$24,888,065</b>	<b>\$1,204,328</b>	<b>5.1%</b>

- As with most parts of the municipal budget, increases are primarily driven by contractual salary obligations and COLA (cost of living adjustment) / step increases for all staff



# Budget Process Guided by Consideration of Salary Obligations Against Expense and Headcount Requests

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## Balancing Requests v. Constraints

- Across entire municipal budget, budgeting process identified ~\$1 million budget gap between department requests and what town could provide following contractual salary obligations, COLA (cost of living adjustments), and salary step increases
- On **municipal administration** side, to mitigate this gap and maintain a balanced budget, the town:
  - Identified areas to cut or maintain level expenses without impacting core services
  - Reduced training expenses
  - Provided no increases in normal expenses for supplies, travel, etc.
  - Generally denied requests for new headcount, with select exceptions
- Additional constraints underscore budgeting process for both FY25 and future years:
  - **Capital constraints** impact ability for Town to deliver some of the services it would like to deliver
    - E.g., municipal departments are space constrained; office space at Town Hall, Carby Street, Islington, etc. is limited for additional headcount



# General Government Budget Proposed to Increase 6.1%

## FY25 Proposed Budget v. FY24 Budget, by Department

	FY23 Expended	FY24 Budget	FY25 Proposed	\$ Change (FY25 v. FY24)	% Change (FY25 v. FY24)
Select Board Department	\$720,223	\$753,261	\$494,968	-\$258,293	-34.3%
Finance and Warrant Commission	\$51,770	\$66,073	\$67,081	\$1,008	1.5%
Finance Department	<i>N/A</i>	<i>N/A</i>	\$379,063	\$379,063	<i>N/A</i>
Accounting Department	\$288,425	\$311,048	\$307,520	-\$3,528	-1.1%
Assessors Department	\$230,489	\$260,168	\$271,578	\$11,410	4.4%
Treasurer Department	\$139,049	\$146,628	\$168,332	\$21,704	14.8%
Collector Department	\$207,366	\$215,812	\$221,566	\$5,754	2.7%
Legal Department	\$237,101	\$240,599	\$244,315	\$3,716	1.5%
Human Resources Department	\$332,078	\$352,849	\$361,491	\$8,642	2.4%
Information Systems Department	\$388,066	\$422,046	\$426,664	\$4,618	1.1%
Town Clerk Department	\$301,755	\$322,807	\$356,816	\$34,009	10.5%
Housing Authority	\$36,651	\$37,954	\$58,045	\$20,091	52.9%
<b>Total General Gov't</b>	<b>\$2,967,697</b>	<b>\$3,223,745</b>	<b>\$3,421,939</b>	<b>\$198,194</b>	<b>6.1%</b>



# Finance Functions Reorganized Under New Finance Department; Select Board & Finance Function Budgets Adjusted Accordingly\*

## FY25 Proposed Budget v. FY24 Budget, by Department

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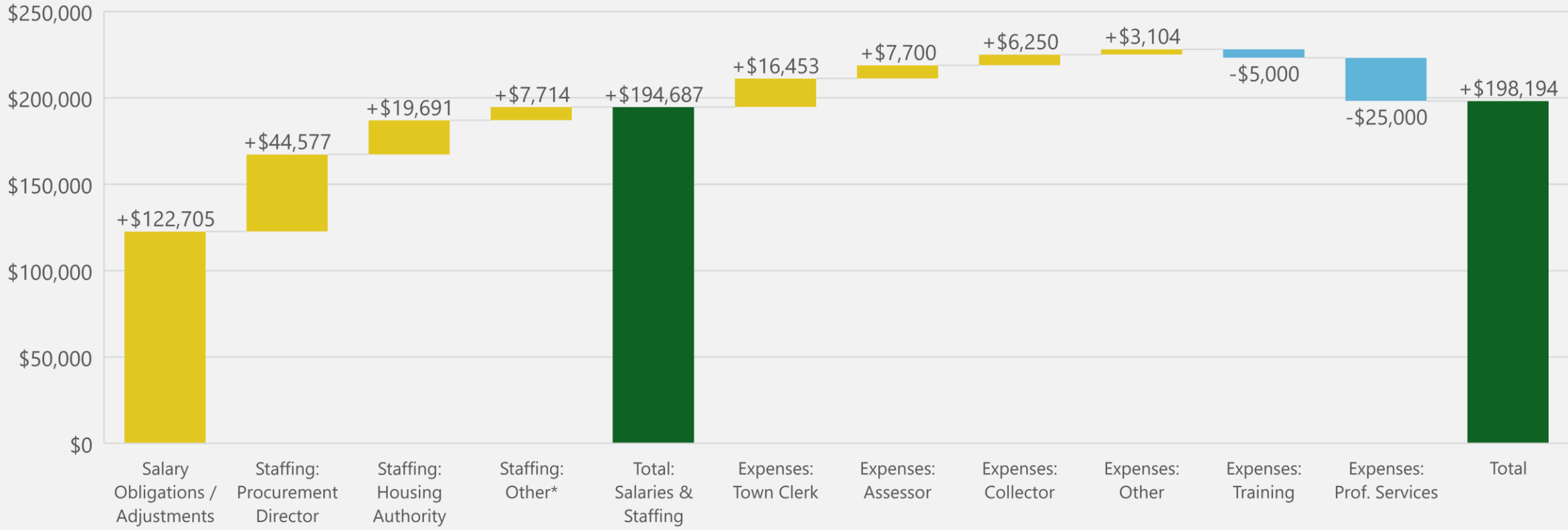
\*Finance Director, Budget Director, and Procurement Director moved from Select Board Department into newly-established Finance Department; select staffing moved from Accounting Department into Finance Department; finance functions will now report into Finance Department, though reorganization largely codifies existing day-to-day work relationships



# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

## FY25 Proposed Change from FY24 Budget

■ Increase ■ Decrease ■ Total



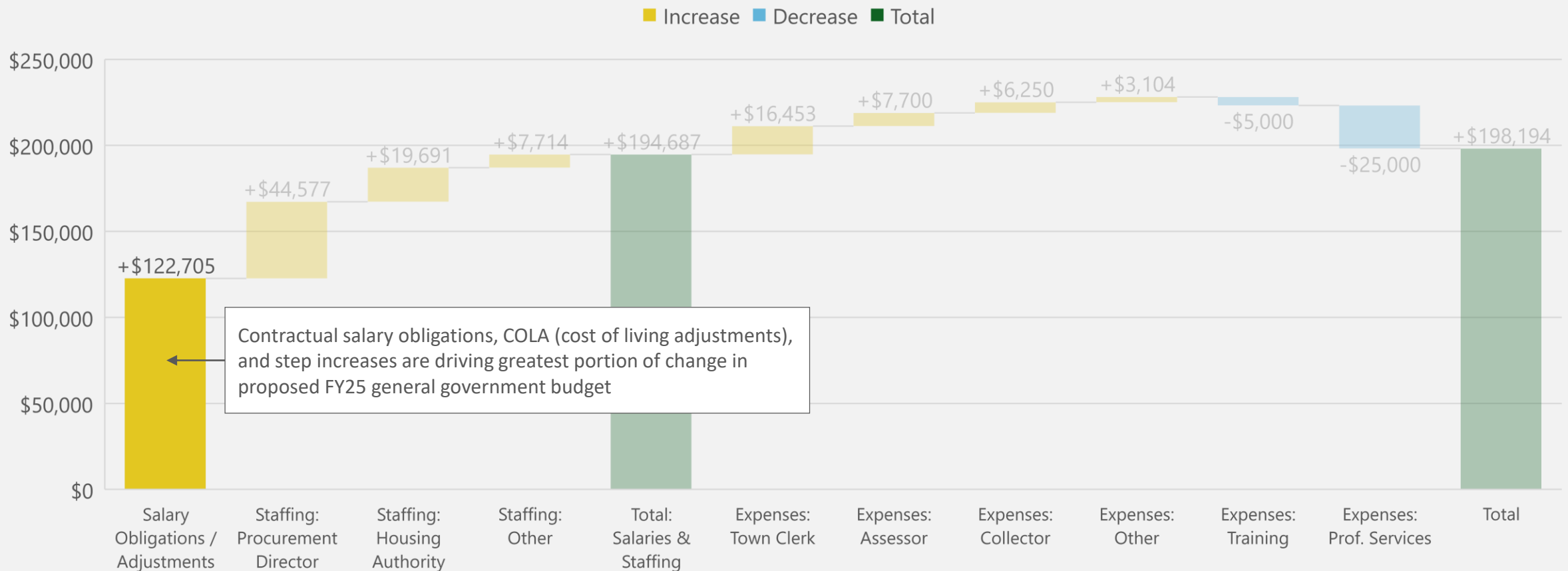
\*The Subcommittee is uncertain whether other shifts in staffing expenses (primarily in part-time admin and accounting support across the Finance, Accounting, HR, and Select Board Departments) represented change(s) in headcount / FTE equivalents or salary increases based on contractual obligations, COLA, or step increases





# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

## FY25 Proposed Change from FY24 Budget

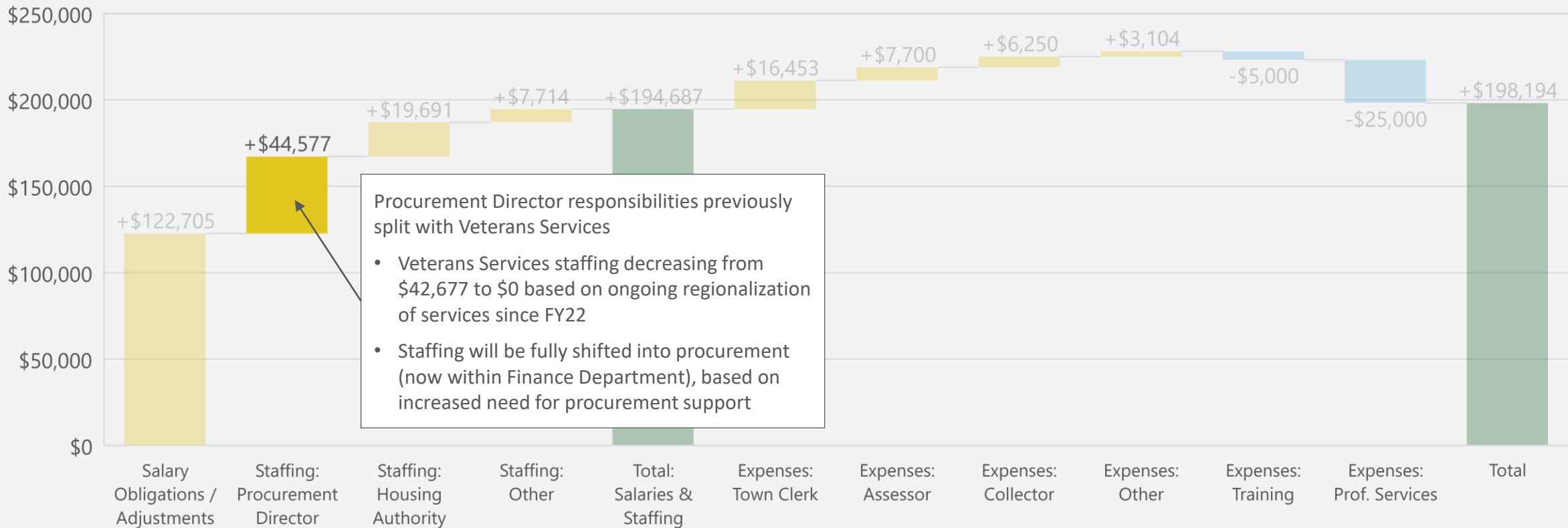




# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

## FY25 Proposed Change from FY24 Budget

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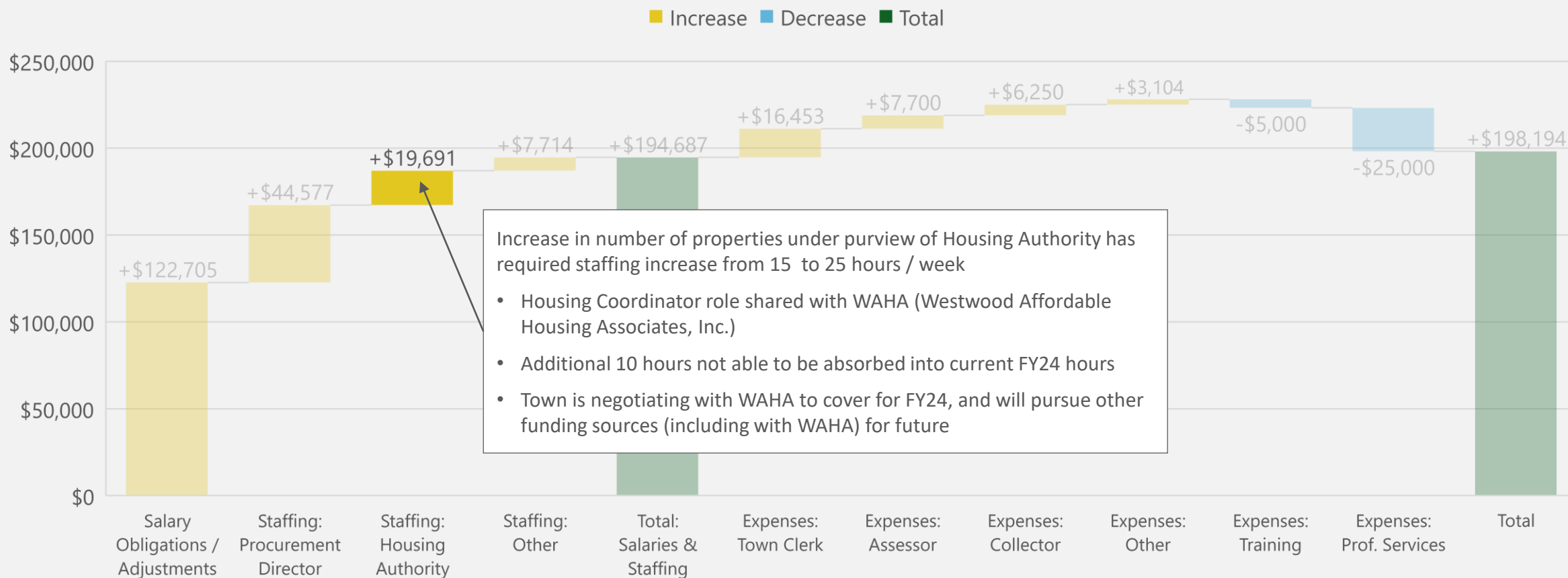
Procurement Director responsibilities previously split with Veterans Services

- Veterans Services staffing decreasing from \$42,677 to \$0 based on ongoing regionalization of services since FY22
- Staffing will be fully shifted into procurement (now within Finance Department), based on increased need for procurement support



# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

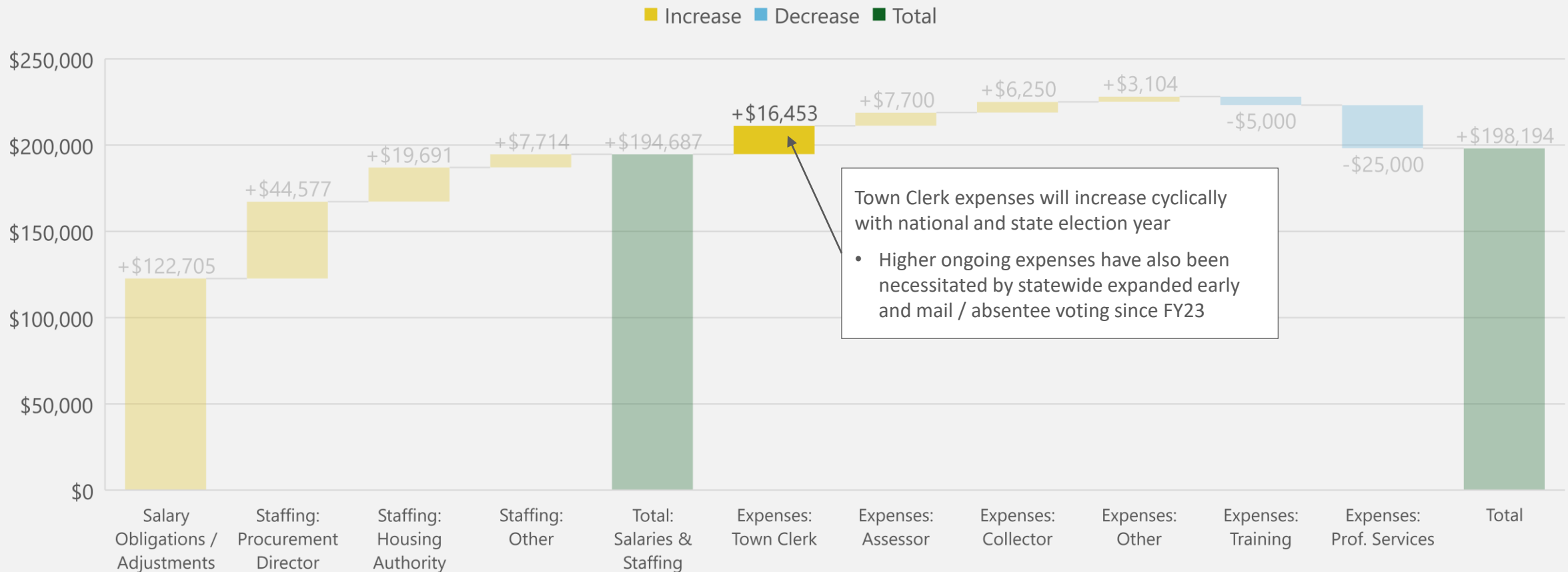
## FY25 Proposed Change from FY24 Budget





# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

## FY25 Proposed Change from FY24 Budget

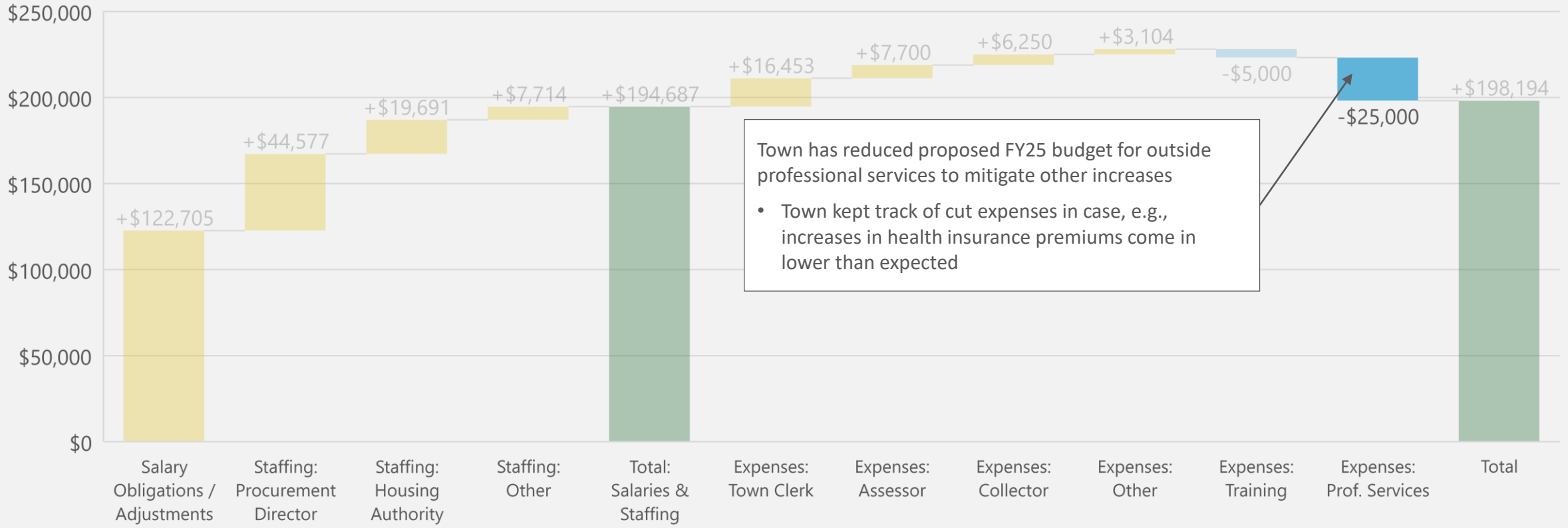




# FY25 General Government Proposal Maintains Level Expenses; Increases Driven by Salary and Staffing Adjustments

## FY25 Proposed Change from FY24 Budget

■ Increase ■ Decrease ■ Total



Town has reduced proposed FY25 budget for outside professional services to mitigate other increases

- Town kept track of cut expenses in case, e.g., increases in health insurance premiums come in lower than expected



# Human Services Budget Proposed to Increase 2.6%

## FY25 Proposed Budget v. FY24 Budget, by Department

	<b>FY23 Expended</b>	<b>FY24 Budget</b>	<b>FY25 Proposed</b>	<b>\$ Change (FY25 v. FY24)</b>	<b>% Change (FY25 v. FY24)</b>
Human Services	\$0	\$143,348	\$152,187	\$8,839	6.2%
Council on Aging Department	\$439,319	\$482,594	\$490,666	\$8,072	1.7%
Youth and Family Services Department	\$398,986	\$300,554	\$310,370	\$9,816	3.3%
Veterans Services Department	\$75,870	\$151,490	\$84,500	-\$66,990	-44.2%
Public Library	\$1,526,498	\$1,618,370	\$1,712,281	\$93,911	5.8%
Recreation Department	\$514,916	\$579,909	\$609,818	\$29,909	5.2%
Memorial / Veterans / Westwood Day Expenses	\$23,181	\$25,450	\$27,450	\$2,000	7.9%
<b>Total Human Services</b>	<b>\$2,978,770</b>	<b>\$3,301,715</b>	<b>\$3,387,272</b>	<b>\$85,557</b>	<b>2.6%</b>



# Three Significant Human Services Departmental Adjustments Worth Highlighting to Finance & Warrant Commission

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## Three Significant Departmental Adjustments

- Beyond salary increases in line with contractual obligations, COLA, and step increases, three departmental adjustments of note are reflected in the FY25 proposed budget and the services provided for:
  - 1) Veterans Services – Adjustment to Reflect Regionalization**
    - In FY22, the Town joined the West Suburban Veterans’ Service District on a fee basis
    - Staffing requirements on Town side are now less than the full-time person previously split between Veterans Services and Procurement
    - Given increased Procurement needs, staffing has been shifted to focus on Procurement, removing staffing from Veterans Services budget
    - “Regionalized” service model can be considered for other areas of service in future cycles
  - 2) Youth and Family Services – Expiration of ARPA-Funded Clinician**
    - Demand on town side for youth mental health services is challenging to accommodate
    - Schools have added clinicians, but don’t provide clinical therapy and are increasing their referrals to WY&FS
    - Existing ARPA-funded role is set to expire in December of this year; FY25 proposal does not fund this separately
  - 3) Public Library – Revisioning of Staffing Model**
    - (See next slide)



# Public Library Is Revisioning Staffing Model; FY25 Proposed Budget Represents Service Update

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## Public Library: Revisioning of Staffing Model

- Natural attrition provided opportunity to strengthen and update department staffing and goals
- Town’s Library Director conducted conversations with other Minuteman libraries on staffing models and revisioning departments to meet needs in both the present and future
  - **Old model:** many part-time staff working 4-8 hours per week
    - Only a handful of full-time professional staff
  - **New model:** more full-time professional staff
    - Elevation of long-term staff to supervisory roles, consolidation of positions\*
    - Focus on increasing output and quality of services (via dedicated roles) to meet growing demand
- Representative adjustments in roles include:
  - **Head of Technical Services** – shifted to a new **Assistant Director / Head of Technology & Innovation**
  - **Senior Library Assistants (x2)** – created to elevate two long-term staff members (10-15+ years of service each) to oversee processing / circulation of materials, moving from 30 hours per week to 35 (large efficiency from small increase in hours)
  - **Full-Time Children’s Librarian** – requested addition based on focus of clientele and heavy use of children’s department
- Changes will enable expansion of services across “how to” programs, tech help, children’s programs, gardening programs, and new services including notary and passport acceptance facility

\*Revisioning also results in reduced number of benefits-eligible positions, saving on costs outside of the Public Library’s itemized budget





# Subcommittee Conversations Highlighted Additional Considerations for Town for Current and Future Budget Cycles

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## Additional Budget Considerations

- The Subcommittee requests current and future budget cycles be mindful of additional considerations:
  - 1) Shift to Appointed Treasurer / Tax Collector Role(s)**
    - Home rule petition to move from elected roles to appointed role(s) was advanced at May 2023 Town Meeting
    - The home rule petition is still making its way through the state legislature
    - Town staff is watching progress closely, and will include actual numbers for a prospective appointed role should any updates from the state be made available before FinCom's final public hearing
    - Many home rule petition actions are often taken at the end of the term (i.e., towards the end of the year), so timing of Westwood's petition is uncertain
    - The Municipal Subcommittee asked that the Town continue to be mindful of FinCom's discussion and guidance around the costs of the appointed role(s) during their 2023 review of the relevant articles
  - 2) Benchmarking Key Expenditures / Costs**
    - Subcommittee members expressed a desire to see more robust benchmarking of costs / services included in both the budgeting process, and for FinCom's own review in determining the reasonableness of proposed budgets
    - While benchmarking may require time and / or resources to enact, a periodic benchmarking (either led by town staff, a citizen review committee, or within the purview of the FinCom) could provide invaluable data as the Town seeks to responsibly balance ongoing operating expenses and service provision with anticipated capital expenditures in coming years



# Feedback on Review Process (from Both Municipal Subcommittee and Town Staff) Merits Consideration for FY26 Budget Cycle

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## Feedback for FY26 Municipal Administration Review

- 1) The Subcommittee would like to request the following with respect to **format of the Municipal Budget** in future cycles:
  - a) **Identification of Hours Per Week / FTE Equivalents to provided clarity upfront**
    - Hours per week / FTE equivalents for part-time roles
    - Changes in hrs/week or FTE equivalents for roles
  - b) **Clarity Around Departmental / Staff Reorganizations**
    - For future reorganizations of departments or staff, the following information would be helpful:
      - Documentation of the departments to and from which individual salary and staff line items are moving
      - Overview of any increases or decreases in staffing (by need or type) as part of the reorganization
      - Overview of expected changes in service types, levels, or quality in any direction
      - Documentation of how expense line items are being reallocated between departments as part of the reorg
      - Illustrative organizational charts displaying staff reporting lines before and after the reorganization
- 2) Town staff requested that FinCom consider including other areas of expenditure (e.g., the community & economic development budget) within a single municipal administration review, as similar staff would be involved in both meetings



## Final Observations and Recommendations

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- 1) The Subcommittee recommends that the Administration continues to rationalize the organizational structure as attrition creates opportunities to evaluate each position in light of changes in services demanded by the town, technological advances and innovation
- 2) The Subcommittee also encourages the Administration to continue to explore areas where technology can be used to innovate processes and services that are either manual or require printing (we recognize that significant advancements have already been made in this area)
- 3) The Subcommittee acknowledges and applauds the Administration's consideration of regionalizing certain services (such as emergency dispatching)
- 4) While regionalization may provide efficiency and reduce cost, the Subcommittee would like the Administration to proceed with caution so as not to compound risk by unintentionally removing redundancy and parallel support. We do encourage further exploration as problems may not occur until geographic regions become significantly larger than they are today.



**Questions?**

# Town of Westwood Finance & Warrant Commission

FY '25 Proposed Budget

Department of Community &  
Economic Development  
Sub-committee

March 12th, 2024



# Department of Community & Economic Development Conservation



## Key Prior Year Accomplishments

- Ensure proper user of Public Lands and to maintain Town-owned Conservation Parcels
- Reviewed 49 filings under Wetland Protection Act, Westwood Wetland Bylaw and the Stormwater Bylaw for development in Westwood
- Invasive species removal projects
- Revised Conservation Land Management Plan

## Ongoing Projects

- Continue to ensure compliance with: Conservation Commission Bylaw and the Wetlands and Rivers Protection Acts, MGL, Chapter 87, Stormwater Management Bylaw
- Implement invasive plant management throughout the town
- Maintain Westwood's ponds
- Encourage Westwood property owners to put additional parcels into conservation

# Department of Community & Economic Development Budget Conservation



## Conservation Division Fiscal Year 2025 Budget

		FY2022	FY2023	FY2024	FY2025
		Actual	Actual	Budget	Budget
<b>Personnel</b>					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$80,990</b>	<b>\$82,777</b>	<b>\$84,555</b>	<b>\$86,684</b>
<b>Expense Detail</b>					
Training	01-171-5191	\$940	\$555	\$800	\$800
Consulting Services	01-171-5309	\$3,680		\$500	\$500
Office Supplies	01-171-5420	\$405	\$1,435	\$500	\$500
In-State Travel	01-171-5710	\$217		\$600	\$600
Dues & Memberships	01-171-5730	\$862	\$841	\$800	\$800
Phone/iPad Service				\$800	\$800
ConCom Area Maintenance	01-171-5302		\$2,400	\$2,400	\$2,400
<b>Total Expenses</b>		<b>\$6,104</b>	<b>\$5,231</b>	<b>\$6,400</b>	<b>\$6,400</b>
<b>Total Salaries and Expenses</b>		<b>\$87,094</b>	<b>\$88,008</b>	<b>\$90,955</b>	<b>\$93,084</b>

Salary Budget Detail		
Conservation Specialist	\$84,555	\$86,684
<b>Total Salaries</b>	<b>\$84,555</b>	<b>\$86,684</b>

Personnel:							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time							
Full Time	1	1	1	1	1	1	1

# Department of Community & Economic Development Planning & Housing



## Key Prior Year Accomplishments

- MUMFROD Special Permit was approved by the Planning Board on December 5, 2023
  - Provide 160 apartment units, 16 of which will be three-bedroom units
  - 15% of the units are set aside as affordable units
  - 21 units at 80% Area Median Income (“AMI”) and for the first time three units will set aside at 60% AMI
  - Accessible playground for those with disabilities
- Town signed on to the Global Covenant of Mayors for Climate and Energy, the largest alliance for municipal climate leadership across the world
- Planning Division staff continued to participate in staff meetings involving regulatory and land use related areas

## Ongoing Projects

- Developing University Station
- Climate Action, Resiliency & Sustainability Plan
- MBTA Communities
- Prepare zoning articles for consideration at Town Meeting



# Department of Community & Economic Development Budget Planning & Housing



Planning Division  
Fiscal Year 2025 Budget

		FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget
Personnel					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$91,319</b>	<b>\$65,698</b>	<b>\$178,702</b>	<b>\$172,597</b>
<b>Expense Detail</b>					
Training	01-175-5191	\$85	\$50	\$600	\$600
Phone	01-175-5341	\$895	\$942	\$1,600	\$1,600
Printing	01-175-5342			\$300	\$300
Advertising	01-175-5344	\$568	\$2,016	\$750	\$750
Office Supplies	01-175-5420	\$291	\$368	\$200	\$200
In-State Travel	01-175-5710			\$350	\$350
Dues and Memberships	01-175-5730	\$594	\$20	\$600	\$600
Office Equipment/Furniture	01-175-5850			\$100	\$100
<b>Total Expenses</b>		<b>\$2,433</b>	<b>\$3,395</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>Total Salaries and Expenses</b>		<b>\$93,752</b>	<b>\$69,094</b>	<b>\$183,202</b>	<b>\$177,097</b>

Salary Budget Detail			
Town Planner		\$108,763	\$100,997
Planning Administrator		\$66,439	\$68,100
Planning Board Recording Secretary		\$3,500	\$3,500
<b>Total Salaries</b>		<b>\$178,702</b>	<b>\$172,597</b>

Salary Budget Detail			
Town Planner		\$108,763	\$100,997
Planning Administrator		\$66,439	\$68,100
Planning Board Recording Secretary		\$3,500	\$3,500
<b>Total Salaries</b>		<b>\$178,702</b>	<b>\$172,597</b>

Personnel:							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time	1	0	0	0	0	0	0
Full Time	1	1	1	1	1	2	2

# Department of Community & Economic Development Zoning & Licensing



## Key Prior Year Accomplishments

- Digital applications and electronic meeting packets for members
- 34 applications, 3 were continued and voted upon at subsequent hearings due to their complexity
- Zoning Board of Appeals held a public hearing to update its Rules & Regulations
- 83 license applications
- 8 requests for license modifications

## Ongoing Projects

- Expanding access to town staff and resources
- Pursuing efficient communication
- Abiding by its long-standing practice of reviewing all applications and making thoughtful, informed decisions

# Department of Community & Economic Development Budget Zoning & Licensing



## Zoning/Licensing Fiscal Year 2025 Budget

		FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget
<b>Personnel</b>					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$33,566</b>	<b>\$6,804</b>	<b>\$76,355</b>	<b>\$82,236</b>
<b>Expense Detail</b>					
Zoning Contract Services-transcripts	01-176-5301			\$800	\$800
Zoning - Office Supplies	01-176-5420		\$240	\$100	\$350
Zoning In State Travel	01-176-5710			\$25	\$25
Zoning -Training	01-176-5191	\$20	\$480	\$500	\$300
Zoning - Postage	01-176-5343			\$150	\$150
Housing - office Supplies	01-176-5420	\$436		\$150	\$200
Housing - in state travel	01-176-5710			\$25	\$25
Housing Training	01-176-5192	\$20		\$400	\$100
Phone/iPad service	01-176-5341			\$800	\$800
Dues & Memberships	01-176-5730			\$200	\$200
Publications	01-176-5587			\$100	\$300
<b>Total Expenses</b>		<b>\$476</b>	<b>\$720</b>	<b>\$3,250</b>	<b>\$3,250</b>
<b>Total Salaries and Expenses</b>		<b>\$34,042</b>	<b>\$7,524</b>	<b>\$79,605</b>	<b>\$85,486</b>

<b>Salary Budget Detail</b>			
Zoning and Licensing Agent		\$76,355	\$82,236
<b>Total Salaries</b>		<b>\$76,355</b>	<b>\$82,236</b>

<b>Salary Budget Detail</b>			
Zoning and Licensing Agent		\$76,355	\$82,236
<b>Total Salaries</b>		<b>\$76,355</b>	<b>\$82,236</b>

<b>Personnel:</b>							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time							
Full Time	1	1	1	1	1	1	1

# Department of Community & Economic Development



## Key Prior Year Accomplishments

- Islington Center Revitalization - in accordance with Flexible Multiple Use Overlay District (FMUOD) special permit
- Obed Baker House - redevelopment of the historic property and construction of new cemetery facility
- University Station - continued development initiatives
- MBTA Communities Act – compliance
- Affordable Housing – compliance with guidelines
- Business Outreach – work with businesses to provide timely information on new state and local regulations

## Ongoing Projects

- MBTA Communities
- Development of Islington Center
- University Station and other commercial and mixed-used development

# Department of Community & Economic Development



## Community and Economic Development Division Fiscal Year 2025 Budget

		FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget
<b>Personnel</b>					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$244,537</b>	<b>\$260,988</b>	<b>\$196,164</b>	<b>\$203,882</b>
<b>Expense Detail</b>					
Phone	01-177-5341	\$895	\$965	\$1,100	\$1,100
Office Supplies	01-177-5420	\$110	\$871	\$150	\$150
Alcohol License Expenses	01-177-5421	\$73	\$576		\$0
Dues & Memberships	01-177-5730	\$90		\$300	\$300
Training	01-177-5191			\$100	\$100
Periodicals/Informational Materials	01-177-5587	\$62		\$500	\$500
In-State Travel	01-177-5710			\$350	\$350
Printing/Postage	01-177-5342			\$300	\$300
Economic Development expenses	01-177-5720			\$500	\$500
Licensing				\$0	
<b>Total Expenses</b>		<b>\$1,230</b>	<b>\$2,412</b>	<b>\$3,300</b>	<b>\$3,300</b>
<b>Total Salaries and Expenses</b>		<b>\$245,766</b>	<b>\$263,400</b>	<b>\$199,464</b>	<b>\$207,182</b>

Salary Budget Detail							
	Community and Economic Development Director					\$136,880	\$140,320
	Administrative Assistant					\$56,284	\$60,562
	Community and Economic Development Intern					\$3,000	\$3,000
<b>Total Salaries</b>						<b>\$196,164</b>	<b>\$203,882</b>
Personnel:							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time	1	0	0	0	0	0	0
Full Time	2	3	3	3	3	2	2

# Department of Community & Economic Development Building



## Key Prior Year Accomplishments

- Hundreds of inspections at the new Pine Hill Elementary School
- Participated in weekly construction meetings to enforce compliance with all applicable codes, Bylaws, and conditions set/approved by pre-construction boards and entities
- Oversaw an extremely high level of residential construction
- Provided information and education on the updated “Stretch Energy Code” facilitating more environmentally friendly homes and construction methods
- Interdepartmental projects to maintain digital records of properties in Westwood

## Ongoing Projects

- Continue to work with contractors and residents throughout the Town
- Participate in the process of future development and planning
- Disseminate information regarding the Town’s requirements and Bylaws,
- Streamline division processes in order to more efficiently and effectively perform out functions

# Department of Community & Economic Development Budget Building



## Building Inspection Division Fiscal Year 2025 Budget

		FY2022	FY2023	FY2024	FY2025
		Actual	Actual	Budget	Budget
Personnel					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$379,451</b>	<b>\$415,204</b>	<b>\$417,409</b>	<b>\$399,950</b>
<b>Expense Detail</b>					
Training	01-241-5191	\$624	\$850	\$2,500	\$4,000
Prof Services-Weights & Measures	01-241-5301	\$6,100	\$3,250	\$15,000	\$15,000
Telephone - Car Phone	01-241-5341	\$9,275	\$7,158	\$10,000	\$8,000
Office Supplies	01-241-5420	\$1,841	\$907	\$1,000	\$1,000
In-State Travel	01-241-5710	\$8,852	\$10,935	\$15,000	\$12,000
Meals & Lodging	01-241-5711			\$600	\$0
Dues & Memberships	01-241-5730	\$395	\$445	\$750	\$750
Tools & Equipment	01-241-5430		\$1,307	\$1,000	\$2,200
<b>Total Expenses</b>		<b>\$27,087</b>	<b>\$24,852</b>	<b>\$45,850</b>	<b>\$42,950</b>
<b>Total Salaries and Expenses</b>		<b>\$406,538</b>	<b>\$440,057</b>	<b>\$463,259</b>	<b>\$442,900</b>

Salary Budget Detail			
Building Commissioner		\$109,513	\$116,244
Administrative Assistant		\$66,016	\$80,088
Electrical Inspectors -		\$85,001	\$87,164
Plumbing Inspectors		\$46,460	\$47,646
Building inspections Hours		\$92,040	\$49,498
Additional Part time inspectors		\$18,379	\$19,309
<b>Total Salaries</b>		<b>\$417,409</b>	<b>\$399,950</b>

Personnel:							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time	4	4	4	5	5	4	4
Full Time	2	2	2	2	2	3	2

# Department of Community & Economic Development Health



## Key Prior Year Accomplishments

- Planned and implemented recommended training and operational best practices related to the Public Health Excellence and Shared Services grant funding
- Held Annual Flu Clinic
- Continued to work on the MASS CALL3 grant to raise awareness about substance abuse issues
- Worked with Massachusetts Department of Public Health on Eastern Equine Encephalitis (EEE) and West Nile Virus surveillance and monitoring activities

## Ongoing Projects

- Work to implement core services as defined by the Blueprint for Public Health Excellence
- Implement computer-based food inspection program to eliminate paper inspection forms
- Collaborate with the Human Services Department to direct programs related to the Opioid Settlement to better address substance use disorders across the population



# Department of Community & Economic Development Budget Health



## Health Division Fiscal Year 2025 Budget

		FY2022	FY2023	FY2024	FY2025
		Actual	Actual	Budget	Budget
Personnel					
<b>Total Salaries</b>	<b>Account #</b>	<b>\$286,115</b>	<b>\$305,529</b>	<b>\$326,280</b>	<b>\$339,608</b>
<b>Expense Detail</b>					
Health Training	01-510-5191	\$895	\$310	\$1,200	\$1,200
Health Dept. - Vehicle Maintenance	01-510-5242	\$141	\$1,091	\$400	\$2,750
Health Professional Services	01-510-5300	\$1,675	\$1,235	\$2,000	\$2,000
Telephone	01-510-5341	\$986	\$1,856	\$3,000	\$2,000
Advertising	01-510-5344	\$428	\$288	\$700	\$500
Office Supplies	01-510-5420	\$1,090	\$1,132	\$1,300	\$1,300
Health Supplies	01-510-5580	\$14,124	\$2,956	\$1,300	\$1,300
In-State Travel	01-510-5710	\$522	\$50	\$300	\$300
Meals & Lodging	01-510-5711			\$300	\$300
Dues & Memberships	01-510-5730	\$1,225	\$150	\$1,200	\$1,200
Office Equipment	01-510-5850		\$766	\$500	\$500
<b>Total Expenses</b>		<b>\$21,087</b>	<b>\$9,835</b>	<b>\$12,200</b>	<b>\$13,350</b>
<b>Total Salaries and Expenses</b>		<b>\$307,202</b>	<b>\$315,365</b>	<b>\$338,480</b>	<b>\$352,958</b>

Salary Budget Detail			
Director		\$108,763	\$111,632
Public Health Nurse		\$85,007	\$89,309
Administrative Assistant		\$60,362	\$62,896
Animal Inspector		\$600	\$600
Sanitarian/Food Inspector Position		\$71,548	\$75,170
		\$0	\$0
<b>Total Salaries</b>		<b>\$326,280</b>	<b>\$339,608</b>

Personnel:							
Staffing	2019	2020	2021	2022	2023	2024	2025
Part Time	1	1	0	0	0	0	0
Full Time	3	3	4	4	4	4	4

***Westwood Finance and Warrant Commission  
FEBRUARY 27, 2024 PUBLIC HEARING  
IN PERSON  
7:00 PM  
Meeting Minutes***

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

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

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 February 27, 2024 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 went over the process for the evening: Presenters will present each warrant article and allow FinCom members to ask questions. Other attendees with the presenting team may raise their hands to speak also. At the end of the hearing, there will be time for public participation.

**Public Hearing Evening Presenters:**

***- Marianne LeBlanc Cummings [Select Board Chair], Christopher Coleman [Town Administrator], Members of the Select Board – 2024 ATM “Select Board” Warrant Articles #1 -4, 13***

The Chair introduced the evening's first presentation. Ms. Marianne LeBlanc Cummings [Select Board Chair], Mr. Christopher Coleman [Town Administrator], and members of the Select Board were present. Ms. Cummings called the Select Board's meeting to order at 7:02PM. Ms. Cummings presented Select Board Warrant Article # 1-4. Members asked questions after each warrant article. Select Board #4 was revised as of February 26<sup>th</sup> at the Select Board's meeting. The amendment is to make the language gender neutral, to adjust some grammar, to make correction as to who appoints the animal control officer and to update the fines to meet the state law. The original language about

leashed and under control is not being proposed at this time. Vice Chair Poreda asked if the language in Section 184-4.A.(3) will therefore remain the same as it has for several decades, which he believes requires pets to be leashed at all times. One of the members expressed a different view of that language.

Select Board #13 – Mr. Coleman provided some background information in regards to this article. The proposal is to adopt a fee structure over a four-year calendar period. Vice Chair Poreda asked Mr. Coleman to double check if the dollar amount is incorrect for the tanker vehicle for calendar year 2026.

Chairperson Hertz questioned if the following items will become miscellaneous warrant articles:

1. Will there be a potential home rule petition article to add a 2% fee upon the sale of a residency at Westwood?
  - a. Ms. Cummings confirmed this issue on the 2% real estate transfer fee (imposed on buyers) will not be an article going into Town Meeting. She clarified that this was an article brought to Town Meeting in 2006 but it was not passed at that time. Ms. Cummings asked the Long Range Financial Planning Committee to study this issue as the Select Board is looking into other resources for capital needs.
2. The Select Board is back to negotiations with Hale Education on the Conservation Restriction. Is there any chance that the Hale Conservation Restriction will be used as a potential warrant article?
  - a. Ms. Cummings stated this issue may become one of the miscellaneous warrant articles. The Town renewed discussions about collaborating to protect Hale's lands. She asked the Commission to not make any assumptions as to what is being discussed relative to the original proposal. Ms. Cummings promised that information related to the Hale will be provided to the Commission as soon as possible.
  - b. The Chair mentioned that the Final Public Hearing will be on March 26<sup>th</sup>. He asked Ms. Cummings what the process will be to allow residence input. Ms. Cummings stated she doesn't have an answer to this question at this time as it depends on how things shake out. Chairperson Hertz would also like to know if this will be potential borrowing article. Ms. Cummings stated that she could not answer that question.
  - c. One member suggested to form a rapid force subcommittee to focus on the Hale Conservation and to prepare a presentation to the Commission. Chairman Hertz expressed agreement with that suggestion.

In response to the Chairperson 's question about the use remaining miscellaneous articles, Mr. Coleman stated there are no other issues on his radar that will use the other miscellaneous warrant articles. Chairperson Hertz thanked Ms. Cummings, Mr. Gotti and Mr. Coleman for their presentation. The Select Board adjourned their meeting at 7:25PM.

The Chair asked if the Select Board could stay behind to answer any public questions.

**- Members of the Charter Review Committee – 2024 ATM “Select Board” Warrant Articles #5-12**

Chairperson Hertz introduced the evening's next presentation: Members of the Charter Review Committees, Mr. Christopher Coleman [Town Administrator], Mr. Pat Ahearn [Town Council], and Ms. Lauren Goldberg [Legal Counsel] were present. Mr. Peter Cahill called the Charter Review Committee's meeting to order at 7:27PM. Then, Ms. Nancy Hyde presented what the Charter is and what their Committee has been doing up until now. She provided some background information on the members of the Charter Review Committee. Afterwards, Ms. Hyde presented Select Board Warrant Article #5-12. Members asked questions after each warrant article.

Select Board #5- Some members expressed concern about the proposed change as it may impact the voting on bigger warrant articles.

Select Board #6 – There will be updated language that the Town Clerk will be appointed by the Town Administrator in consultation with the Select Board. Members asked what the Charter committee means by “in consultation with”. Town Council commented that expression appears for appointing the Finance Director.

Select Board # 7- The proposed article language changed allowing up to 15 appointed members for FinCom. Chairperson Hertz commented that he had a productive discussion with the Charter Review Committee at their recent public hearing. He believes that a 15 member FinCom brings a tremendous amount of diverse opinion and thinking to FinCom deliberations. He felt the proposed new language in the article is an excellent decision that gives the Town Moderator flexibility to appointing FinCom members while maintaining a broad membership for the Commission. One member commented that being a part of the Commission has been an amazing experience where you get to learn about how the town works, to hear the business of the town, and you can also give your opinion which may differ from others. He encouraged any town resident who is interested to sign up to be a FinCom members. Later on, he asked if the Charter Review Committee could amend the Commission's quorum to seven if fifteen members are appointed.

Ms. Hyde stated the final set of the revised Charter will be provided to the Commission before the Final Public Hearing.

The Chair thanked the Charter Review Committee and Attorney Ms. Goldberg for their time and hard work. He also asked if a member of the Committee can stay behind to answer any public questions.

***- Nora Loughnane [Director of Community and Economic Development], Elijah Romulus [Town Planner], Ellen Larkin Rollings [Planning Board Chair], Members of the Planning Board, and Amanda Wolfe [Housing and Land Use Planner]- 2024 ATM "Planning Board" Warrant Articles #1-6***

The Chair introduced the evening's final presentation. Ms. Nora Loughnane [Director of Community and Economic Development], Mr. Elijah Romulus [Town Planner], Ms. Ellen Larkin Rollings [Planning Board Chair], Members of the Planning Board, and Ms. Amanda Wolfe [Housing and Land Use Planner] were present. Ms. Rollings called the Planning Board's meeting to order at 8:45PM. Ms. Loughnane presented Planning Board Article #1-6. Article #7 (Housekeeping) was voted to be removed at last night's Select Board meeting. Members asked questions after each warrant article. Planning Board # 1- Ms. Loughnane went over the MBTA Communities Law and gave a brief history on how the MUMFROD district was established. Then she showed where the current MUMFROD's districts are in Westwood and how Westwood's current zoning complies with the MBTA Community Law but additional work is needed to comply with the Guidelines interpreting the law issued by the Executive Office of Housing and Livable Communities. Ms. Rollings presented the Planning Board's process for addressing those Guidelines. Lastly, Ms. Loughnane provided illustrations of where the proposed new MUMFROD districts would be and stated what the requirements are in all the MUMFROD subdistricts.

One member expressed her concern about in the influx of potential students and the town's ability to properly educate given the space constraints at a lot of the schools.

Planning Board # 2- Ms. Loughnane showed illustrations where the proposed amendments to improve wireless/emergency communications are located.

Planning Board # 3- Building Commissioner asked to revise the following definitions in the ByLaw: Building height, lot width, rear yard, detached accessory structure, retaining wall height, combined wall and fence height, and affordable housing/affordable dwelling units.

Planning Board # 4- The proposed article is to remove specific parcel numbers and address references and place it with zoning map references.

Planning Board # 5- The proposed article is to add the word 'gross' in front of the word, floor in Section 8.5 Accessory Apartment.

Planning Board # 6- The proposed article is to make sure the same environmental concerns that the Planning Board had with commercial dumpsters throughout town are the same even if it is a temporary construction dumpster.

Vice Chair Poreda suggested that the Planning Board warrant article language provide as many diagrams, examples and illustrations as needed in the Annual Town Meeting book.

The Planning Board will continue their Public Hearing on March 12, 2024 via Zoom. Zoom details are provided on the town website. The Chair thanked Ms. Loughnane and the Planning Board for their excellent and thorough presentation.

Ms. Rollings asked if there were any questions from the Public.

One resident asked if there is any guidance as to what “suitable” means in the MBTA Communities Law. Ms. Loughnane stated that least 10% of the overall units have to have three bedrooms but the remaining can have two or one bedrooms or a studio. The resident also asked if the slides are available online. Ms. Loughnane stated the slides are available in the Planning Board meeting packet including the specific language of every article.

The Planning Board adjourned their meeting at 9:55PM.

#### **Chair’s update:**

Chairperson Hertz mentioned the Commission’s subcommittees will be presenting at the March 12<sup>th</sup> meeting. He then asked members for a consensus on if they prefer the meeting to be in person or on Zoom. All members were in favor for in person. The Chair also mentioned that members will need to do article write ups for the Annual Town Meeting book which is different from the subcommittee reports & presentation slides. Members can use the previous year’s book as reference for doing their write ups.

One member commented about the title of the warrant articles. Vice Chair Poreda stated the Commission doesn’t control how the title is and members are only responsible for doing the write ups.

#### **Old Business:**

Members were asked to review and approve the meeting minutes for February 12, 2024. A motion was offered and seconded. Twelve members raised their hands in favor of approving the minutes. Two members were absent.

#### **Public and the Press:**

The Chair asked if there were any questions from the Public and the Press:

- First resident was in favor of original proposed dog leash law which has been removed. He felt the Town has missed an opportunity to significantly improve public safety. In addition, he thought the current regulations are very confusing and needs to be clarified. He suggested that the original proposed dog leash rule be consistent with surrounding communities and state rules. The resident felt the Town needs to be more forward thinking. Lastly, he encouraged the Town, the Commission and Selectmen to adopt more current types of policies relating to dogs and leashes. The Chair thanked the resident for his comments.
- Second resident made a comment on the confusion of interpretation related to the proposed changes of Select Board Article #4. She also spoke on behalf of the Westwood Land Trust that they should come forward to share any details with the Commission if an article were to come up for Hale Education. Then she commented on the Charter Review Committee's presentation related to the following topics: quorum and open town meeting. The resident believes the Town needs quality people to fill the appointed positions such as the Town Clerk. She thanked the Commission for their hard work. Chairperson Hertz invited the resident to attend the Final Public Hearing and provide any input if there may be a warrant article on Hale Education. He encouraged Town residents to participate in the Commission's Public Hearing.
- Third resident commented on the Home petition warrant article for the Housing Authority. She asked what does it means to be a member that appointed and elected. Town Council Pat Ahearn stated there is a provision in state law where one member of the Housing Authority may be appointed by the Governor, but the rest are elected. He also commented that the Governor has rarely appointed a person to a town's Housing Authority and never in Westwood.

Chairperson Hertz thanked the members of the Select Board, Planning Board, Charter Review Committee and Town Council who stayed behind to answer Town resident's questions.

The Chair thanked members for attending and asked for a motion to adjourn. A motion was offered and seconded. Those who were present all raised their hands in favor of adjourning the meeting.

### **Meeting Adjourned at 10:04PM**

For a complete video of the 02/27/24 FinCom Public Hearing please see the following link:  
<https://westwoodmediacenter.tv/>