

## AGENDA

### FINANCE AND WARRANT COMMISSION MARCH 2024 FINAL PUBLIC HEARING

Tuesday, March 26, 2024 & Wednesday, March 27, 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 livestream 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):** Tim Piowar [WPS Superintendent], Lemma Jn-Baptiste [Director of Finance and Operations], Tony Mullin [School Committee Chair], Members of the School Committee –
  - a. Final Update/Comments on FY25 School Budget
  - b. FinCom Questions/Comments
  - c. Public/ Press Questions/Comments
- H. **Presenter(s):** Nora Loughnane [Director of Community & Economic Development], Elijah Romulus [Town Planner], Ellen Larkin Rollings [Planning Board Chair], Amanda Wolfe [Housing and Land Use Planner], Members of the Planning Board-
  - a. Final Update/Comments on 2024 ATM "Planning Board" Warrant Articles # 1-6
  - b. FinCom Questions/Comments
  - c. Public/Press Questions/Comments
- I. **Presenter(s):** Members of the Charter Review Committee, Christopher Coleman [Town Administrator], Pat Ahearn [Town Counsel], Lauren Goldberg [Outside Attorney Counsel]-
  - a. Final Update/Comments on 2024 ATM "Select Board" Warrant Article # 5- 12
  - b. FinCom Questions/Comments
  - c. Public/Press Questions/Comments
- J. **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 Counsel], Members of the Select Board-
  - a. 2024 ATM "Select Board" Budget Warrant Articles #1 -13
  - b. Final Update/Comments on other Select Board Warrant Articles
  - c. FinCom Questions/Comments
  - d. Public/Press Questions/Comments
- K. **FINCOM DELIBERATES AND VOTES ON 2024 ATM WARRANT ARTICLES RECOMMENDATIONS WITH ROLL CALL (See Next Page)**
- L. Chair's update –.
- M. Vice Chair's update-Thanking members for submitting their Subcommittee reports.
- N. Other business that may properly come before the board not previously anticipated by the Chair–
- O. Old Business – **Article Write Ups are due 03/29/24 or earlier**, Approval of 3/12/24 Minutes

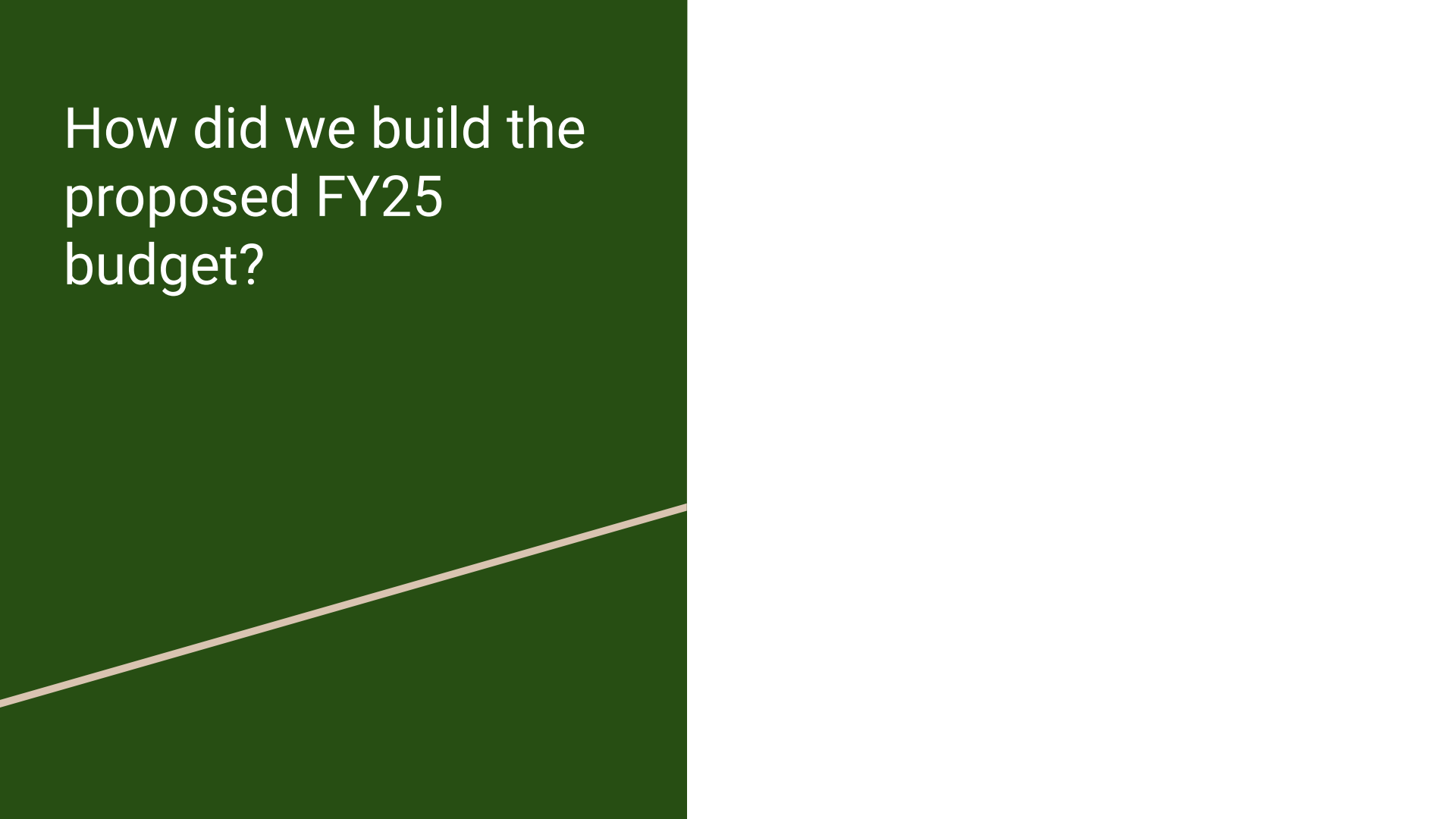
P. Adjournment – Roll-Call Vote.

Select Board	Budget-1: Supplemental Appropriations FY24	
Select Board	Budget-2: Supplemental Appropriations FY24	
Select Board	Budget-3: FY25 Operating Budgets (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	Budget -11: Appropriation – (\$ -) Fire Squad Truck Borrowing	
Select Board	Budget -12: Appropriation – (\$ -) High School Roof Restoration Borrowing	
Select Board	Budget -13: Appropriation – (\$ -) Conant Road Culvert Construction Borrowing	
Select Board	Select Board-1: Street Acceptance – Ellis Street (a portion of)	
Select Board	Select Board-2: Street Acceptance – Porter Street (a portion of)	
Select Board	Select Board-3: Street Acceptance – Hedgerow Lane	
Select Board	Select Board-4: General Bylaw Amendment – Chapter 184 [Animals] Clarify Terms and Modify Fines	
Select Board	Select Board-5: Home Rule Petition – An Act to Establish Quorum Requirement Solely to Open Meeting	
Select Board	Select Board-6: Home Rule Petition – An Act Changing the Town Clerk Position from Elected to Appointed	
Select Board	Select Board-7: Home Rule Petition- An Act Authorizing a 1) the Moderator to appoint fewer than 15 members due to timing or unavailability of qualified candidates and 2) members of Finance and Warrant Commission to serve as ex officio members on town board/committees	
Select Board	Select Board-8: Home Rule Petition - An Act Restructuring the Personnel Board Role	
Select Board	Select Board-9: Home Rule Petition – An Act Making Changes to the Permanent Building Commission	
Select Board	Select Board-10: Home Rule Petition – An Act Making Technical Revisions to the Town Charter	
Select Board	Select Board-11: Home Rule Petition – An Act Making Ministerial and Clerical Revisions to the Town Charter	
Select Board	Select Board-12: Home Rule Petition – An Act to Amend the Town Charter to Include the Housing Authority	
Select Board	Select Board-13: Adoption of Fee Schedule for Sealing of Weights and Measures	
Select Board	Misc.-5: Miscellaneous Articles	
Select Board	Misc.-6: Miscellaneous Articles	
Select Board	Misc.-7: Miscellaneous Articles	
Select Board	Misc.-8: Miscellaneous Articles	
Select Board	Misc.-9: Miscellaneous Articles	
Select Board	Misc.-10: Miscellaneous Articles	
Planning Board	Planning Board-1: Amendments to Zoning Bylaw & Zoning Map Related to Mixed-Use & Multi-Family Residential Overlay District	
Planning Board	Planning Board-2: Amendments to Zoning Bylaw & Zoning Map Related to Wireless Communication Facilities	
Planning Board	Planning Board-3: Amendments to Zoning Bylaw Related to Definitions	
Planning Board	Planning Board-4: Amendments to Zoning Bylaw Related to Zoning Map References for Overlay Districts	
Planning Board	Planning Board-5: Amendments to Zoning Bylaw Related to Accessory Apartments	
Planning Board	Planning Board-6: Amendments to General Bylaw Related to Solid Waste	

# Westwood Public Schools Fiscal Year 2025 Proposed Budget

Westwood Finance and Warrant Commission  
February 12, 2024

How did we build the  
proposed FY25  
budget?



# How did we build the Fiscal Year 2025 budget?

At the October School Committee meeting, we shared that budget priorities will be informed by the following :

- District Goals and Strategic Priorities
  - Approved by the Committee in September
  - Highlighted Priority: Hire a Director of Human Resources
    - Supported by findings from District Equity Audit
- Findings of Superintendent's Entry Plan
  - Presented in November
- Other priorities identified by School Committee

# How did we build the Fiscal Year 2025 budget?

At the October School Committee meeting, we also shared our annual budget drivers:

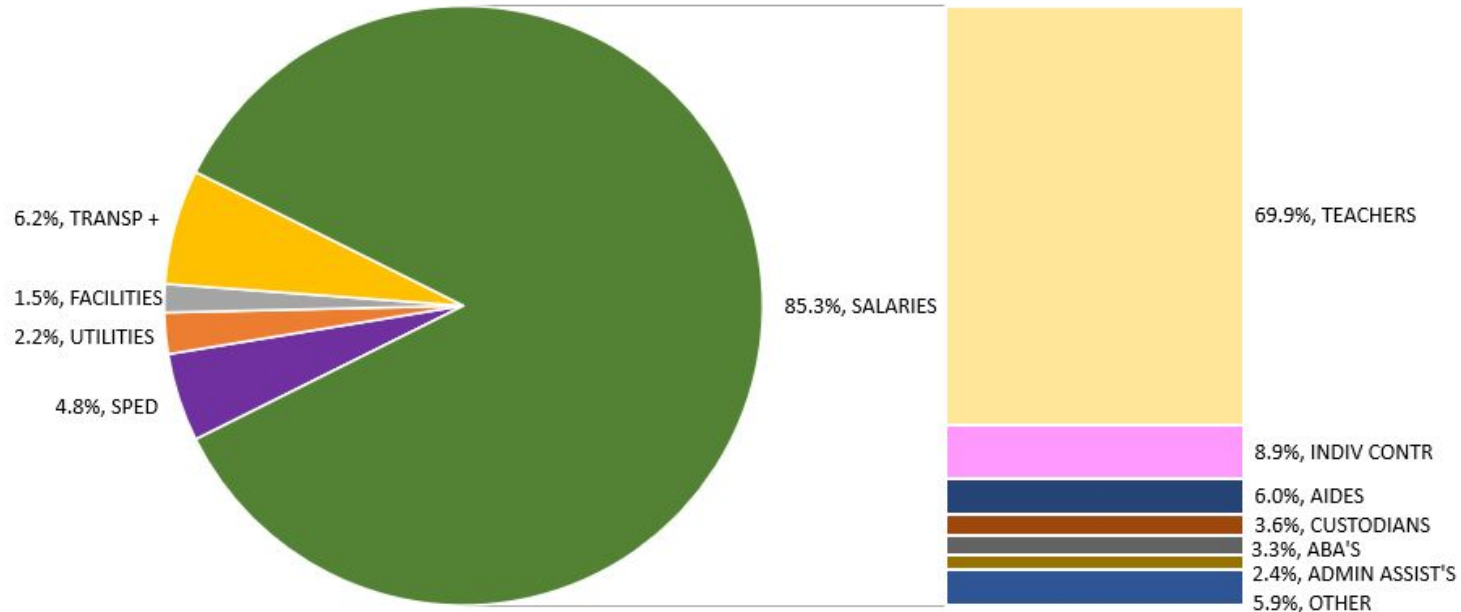
- Meet contractual **salary obligations**
- Meet other **inflation-impacted costs** (e.g., transportation, utilities)
- Maintain reasonable **class sizes**
- Address **special education** needs
- Continue to make progress on the **educational goals** articulated in the WPS *Strategy for District Improvement*

# How did we build the Fiscal Year 2025 budget?

- Entry plan identified significant strengths:
  - High levels of student achievement
  - High quality teaching, administrative, and support staff
  - Robust levels of community support
- Given the existing strengths in the district, the FY25 budget is built upon:
  - Financial resources required to maintain existing educational and personnel infrastructure
  - Strategic additions and reductions aligned with goals and strategic priorities in the WPS Strategy for District Improvement

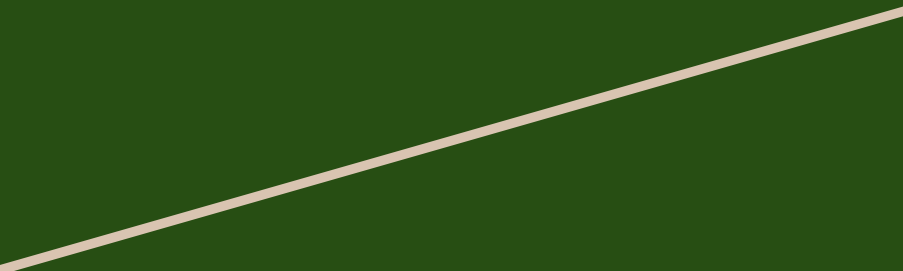
# How did we build the Fiscal Year 2025 budget?

- Education is a “people business”, with 85% of budget dedicated to salaries:





# Fiscal Year 2025 Budget



# Fiscal Year 2025 Budget - Cost Drivers

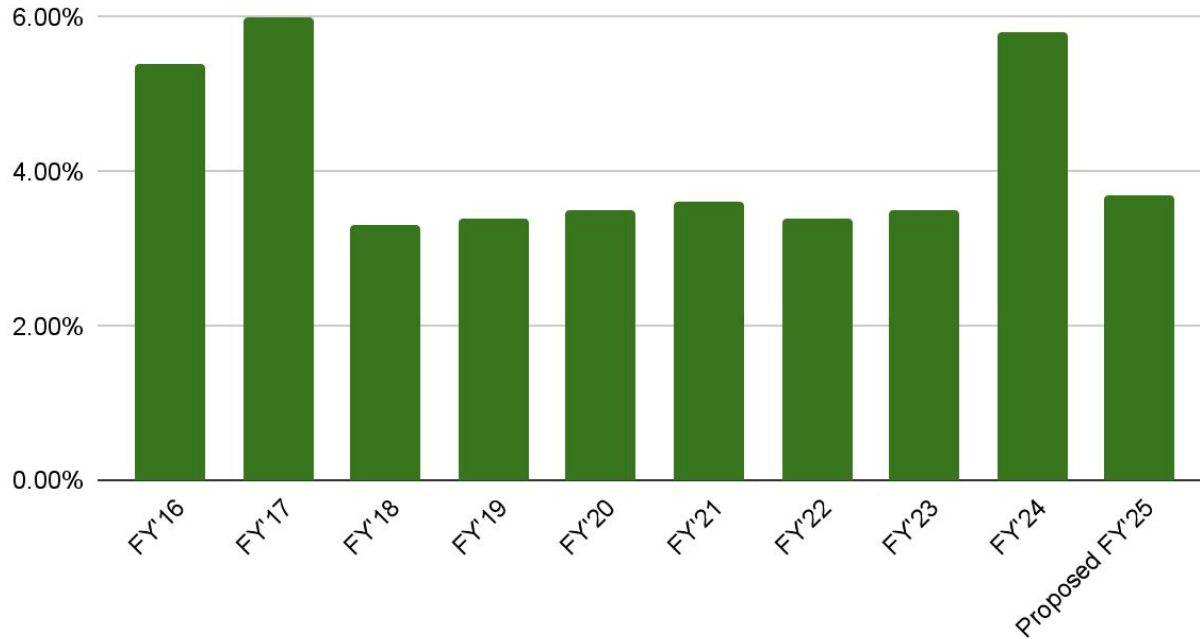
- Biggest cost driver is contractual salary obligations
  - Greater clarity in FY25 as most contracts are settled through the end of FY25
- Cost escalation in other areas:
  - Transportation
  - Special Education
    - Both non-salary (tuition) and salary (non-discretionary service additions)
- The financial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

# Fiscal Year 2025 Budget Request

- This is a 3.69% increase over FY24 - below the level services percentage of 3.77%
  - This increase is more consistent with typical budget growth rates from FY18-FY23
- This budget request allows us to make programmatic changes consistent with our strategic priorities for continuous improvement, while maintaining our fiscal responsibility to the community
- The School Committee approved budget for FY25 is **\$56,763,603.**

# Fiscal Year 2025 Budget Request

## WPS Operating Budget % Increases



# Fiscal Year 2025 Budget Request

<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>

# Fiscal Year 2025 Budget Request - Major Categories

<b>Major Budget Category</b>	<b>Voted FY24 Budget</b>	<b>Proposed FY25 Budget</b>	<b>Incremental Change (\$)</b>	<b>Incremental Change as %</b>
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>

# Fiscal Year 2025 Budget Request - All Funds

<b>Major Budget Category</b>	<b>Voted FY24 Budget</b>	<b>Proposed FY25 Budget</b>	<b>Incremental Change (\$)</b>	<b>Incremental Change as %</b>
Total Salaries	\$48,564,995	\$50,499,222	\$1,934,227	3.98%
Non-Salary				
Special Education	\$3,730,097	\$3,786,279	\$56,182	1.51%
Utilities	\$1,391,182	\$1,344,682	(\$46,500)	(3.34%)
Facilities	\$864,335	\$904,335	\$40,000	4.63%
All other non-salary	\$4,265,621	\$4,214,550	(\$51,071)	(1.20%)
<b>TOTAL</b>	<b>\$58,816,230</b>	<b>\$60,749,068</b>	<b>\$1,932,838</b>	<b>3.29%</b>

# Enrollment Considerations





# Fiscal Year 2025 Budget - Enrollment Considerations

- 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

# Fiscal Year 2025 Budget - Enrollment Considerations

## Kindergarten Enrollment Difference Between Actual and Census Data by Year

	Eligible K Students in Town Census	Enrolled K Students (as of Oct. 1 report)	Difference (Actual to Census)
2019-2020	185	206	21
2020-2021	174	203	29
2021-2022	181	201	20
2022-2023	177	197	20
<b>2023-2024</b>	<b>157</b>	<b>225</b>	<b>68</b>

# Fiscal Year 2025 Budget - Enrollment Considerations

- In building 2024-2025 Kindergarten enrollment projections, we proceed conservatively to avoid the need for post-budget staffing additions
  - 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

# Fiscal Year 2025 Budget - Enrollment Considerations

## FY25 Enrollment and Classroom Sections by School/Grade Level

	<b>Downey</b>	<b>Martha Jones</b>	<b>Pine Hill</b>	<b>Sheehan</b>
Grade K	48 (2.5)	56 (3)	69 (4)	55 (3)
Grade 1	48 (2.5)	56 (3)	69 (4)	55 (3)
Grade 2	50 (3)	39 (2)	72 (4)	43 (2)
Grade 3	48 (3)	43 (2)	87 (4)	47 (3)
Grade 4	47 (2)	58 (3)	77 (4)	53 (3)
Grade 5	43 (2)	35 (2)	65 (3)	45 (2)
<b>TOTAL</b>	<b>284 (15)</b>	<b>287 (15)</b>	<b>439 (23)</b>	<b>298 (16)</b>

# Pine Hill Consolidation and Elementary Specials



# Fiscal Year 2025 Budget - Pine Hill Consolidation

- A significant factor in developing the FY25 budget were costs savings realized through the consolidation of Hanlon and Deerfield into Pine Hill
- Due to the overall increase in elementary enrollment in the district, anticipated reductions in classroom sections at Pine Hill were not able to be actualized as budget savings
- Cost savings were identified in other areas:
  - Administrative costs
  - Strategic programmatic redesign possible due to consolidation
  - Total reduction of 4.0 FTE and \$268,000 in savings

# Fiscal Year 2025 Budget - Pine Hill Consolidation

<i>Changes with Pine Hill Consolidation</i>	
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

# Fiscal Year 2025 Budget - Pine Hill Consolidation

- Administrative Cost Savings:
  - Reduction of Assistant Principal at Pine Hill from 12 months to 10 months
  - Reduction of 0.2 FTE Special Education Department Head
  - Reduction of 1.0 FTE Administrative Assistant
- Programmatic Consolidation Savings:
  - Reduction of 1.0 FTE Building-Based Substitute at Elementary Schools
  - Reduction of 1.0 FTE Speech Language Pathologist Assistant (SLPA)
- Redesign to Increase Proactive Mental Health and SEL Supports:
  - Reduction of 1.0 FTE Psychologist
  - Addition of 1.0 FTE Adjustment Counselor



# Fiscal Year 2025 Budget - Elementary Specials

- Reviewing the structure and variety of offerings for elementary specials has been a strategic priority for the district since 2021
  - Implementation tabled due to ongoing curriculum reviews and budgetary impact
- Digital Literacy/Computer Science (DLCS) review identifies need to expand DLCS offerings in elementary school
  - Draft report was released on February 8
  - Current elementary offering is in Grade 3 only
- Continued district commitment to provide high quality instruction in Visual Arts, Performing Arts, Library, and Physical Education

# Fiscal Year 2025 Budget - Elementary Specials

## Current Elementary Specials (2023-2024)

<b>Grade K</b>	Art	Music	Library	PE	PE
<b>Grade 1</b>	Art	Music	Library	PE	Art/PE
<b>Grade 2</b>	Art	Music	Library	PE	Art
<b>Grade 3</b>	Art	Music	Library	PE	DLCS
<b>Grade 4</b>	Art	Music	Library	PE	Inst Music
<b>Grade 5</b>	Art	Music	Library	PE	Chorus/Drama

# Fiscal Year 2025 Budget - Elementary Specials

## Proposed Elementary Specials (2024-2025)

<b>Grade K</b>	Art	Music	Library	PE	PE
<b>Grade 1</b>	Art	Music	Library	PE	PE
<b>Grade 2</b>	Art	Music	Library	PE	DLCS
<b>Grade 3</b>	Art	Music	Library	PE	DLCS
<b>Grade 4</b>	Art	Music/ Inst Music	Library	PE	DLCS
<b>Grade 5</b>	Art	Music/Chorus/ Drama	Library	PE	DLCS

# Fiscal Year 2025 Budget - Elementary Specials

- In the redesign of elementary specials:
  - DLCS is expanded to all students in Grades 2-5 weekly
  - Students in all grades maintain a weekly class in Visual Arts, Performing Arts, Library, and Physical Education
  - Students in Grades K-1 have a Physical Education class twice each week
- Instrumental Music/General Music:
  - In Grade 4, students/families will be provided with a choice of either instrumental music or general music
    - Provides future opportunity to introduce strings program to ES
  - No change in Grade 5 instrumental music structure

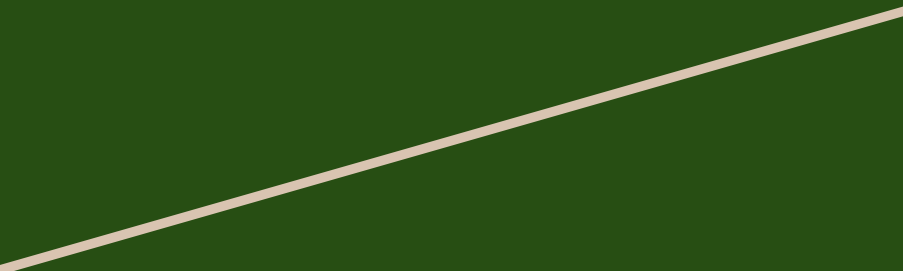
# Fiscal Year 2025 Budget - Elementary Specials

- In addition to the programmatic changes to specials, the structural redesign also provide the opportunity to increase common preparation time for elementary classroom teachers
  - Minimum of three times/week for all grades
  - Every day for Grades 4-5
- Internal staff will provide weekly music, physical education, and library instruction for students in Westwood Integrated Preschool

# Fiscal Year 2025 Budget - Elementary Specials

- These changes allow us to meet our strategic goals while also realizing a net savings in the FY25 budget
  - Addition of 1.0 FTE Instruction Technology Coach (ITC)
  - Reduction of 1.0 FTE Music Teacher
  - Reduction of 0.8 FTE Art Teacher

# Other Staffing Changes



# Fiscal Year 2025 Budget - Other Staffing Changes

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



# Fiscal Year 2025 Budget - Technology Staffing

- Reduction of 0.5 FTE MS Instructional Technology Coach
- Establish four (4) MS Technology Facilitator Stipends
  - Replacement of stand-alone ITC position for all classrooms in middle school with stipends for technology team leaders at each grade level and in Art
  - Benefit in effectiveness from grade-level peers with knowledge of curriculum
- Reduce 0.6 FTE Technology Support Specialist by reconfiguring two positions
  - Continuation of successful FY24 pilot of centralized technology support

# Fiscal Year 2025 Budget - Strategic Additions

- Add 1.0 FTE Human Resources Director
  - Has been a consistent priority of the district
    - Need corroborated by recent equity audit
  - Need is more critical in the post-pandemic work climate
    - Significant increase in staff turnover, particularly among support staff
  - Aligned with district strategic priority to recruit, hire, and develop more diverse staff to better mirror student population
  - Role will include a significant focus on district communications strategy

# Fiscal Year 2025 Budget - Strategic Additions

- Add 1.0 FTE MS Library/Media Specialist
  - Restoration of position eliminated in Fiscal Year 2021
  - Critical position to support students' informational literacy development
  - Need identified through recent Library curriculum review
- Add 1.0 FTE HS BRIDGE Program Teacher
  - Allows for creation of a therapeutic "BRIDGE" program at WHS
  - Support at-risk and high-need students to re-engage with school
    - Clinical support and trauma-informed instruction across academic content
  - Investment that could potential decreased special education referrals and future out-of-district placements


# Fiscal Year 2025 Budget - Strategic Additions

- Add 0.5 FTE MS Speech Language Pathologist
- Add 0.3 FTE MS Occupational Therapist
- Add 2.0 FTE Special Education Instruction Assistants (IAs)

These are non-discretionary additions responsive to the requirements of IEPs  
Increase at middle school due to large cohort moving from ES to MS

- Add Stipends for SEL Team Leaders
  - District commitment to support students' social-emotional learning
  - Advisory stipends currently exist at MS; expands to SEL Team Leaders in ES

# Special Education, Non-Salary Budget Changes, and Revenue Assumptions



# Fiscal Year 2025 Budget - Special Education

- The most variable part of any district budget is special education costs
- Westwood has created several district-wide programs that allows us to educate almost all of our students in-district
  - In FY24, less than 1% of students attended out-of-district SPED placements
- 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

# Fiscal Year 2025 Budget - Special Education

<b>Tuition</b>	<b>FY24</b>	<b>FY25</b>	<b>Difference</b>
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)
<b>Tuition Total</b>	<b>\$2,281,690</b>	<b>\$2,085,289</b>	<b>(\$196,401)</b>
<b>Transportation</b>	<b>FY24</b>	<b>FY25</b>	<b>Difference</b>
Out-of-District SPED Transportation	\$461,229	\$596,470	\$135,241
In-District SPED Transportation	\$373,774	\$491,116	\$117,342
<b>Transportation Total</b>	<b>\$835,003</b>	<b>\$1,087,586</b>	<b>\$252,583</b>

# Fiscal Year 2025 Budget - Non-Salary Budget Changes

- Increase in Special Education Tuition and Transportation: \$85,648
  - Net impact of tuition, transportation, and Circuit Breaker offset
- 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



# Fiscal Year 2025 Budget - Revenue Assumptions

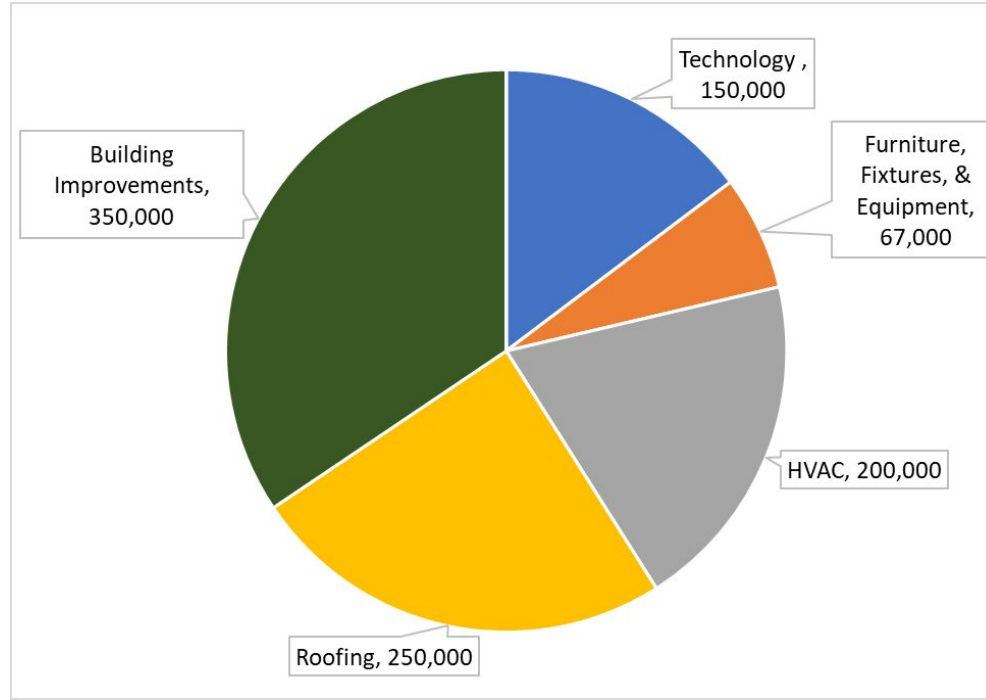
- Circuit Breaker
  - Offset based on previous year's receipts
  - FY25 offset is \$29,466 lower than FY24
- User Fees
  - Proposed 3% increase to Bus Fees, Athletic Fees, and Preschool Tuition
- Solar Revenue
  - Increase of \$25,000 offset based on actuals for power purchasing agreement

# Capital Budget



# FY25 Capital Budget

- FY25 Capital Budget level-funded at \$1.017M from FY24



# FY25 Capital Budget

- Technology:
  - Replacement of Chromebooks for students in Grades 6 and 9
  - New Macbooks for high school teachers
  - 3.5 year refresh cycle for Chromebooks; 5 year cycle for teacher laptops
- Furniture, Fixtures, and Equipment:
  - Regular replacement cycle
  - With opening in Pine Hill, allows for investment in other buildings

# FY25 Capital Budget

- Building Improvements/HVAC:
  - District recently conducted a condition assessment of mechanical, fire, and electrical systems
  - Recommended equipment replacement and upgrades (e.g., fire and electrical panels, rooftop HVAC units, chillers)
- Roofing:
  - Infrared roof moisture study conducted last year
  - 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

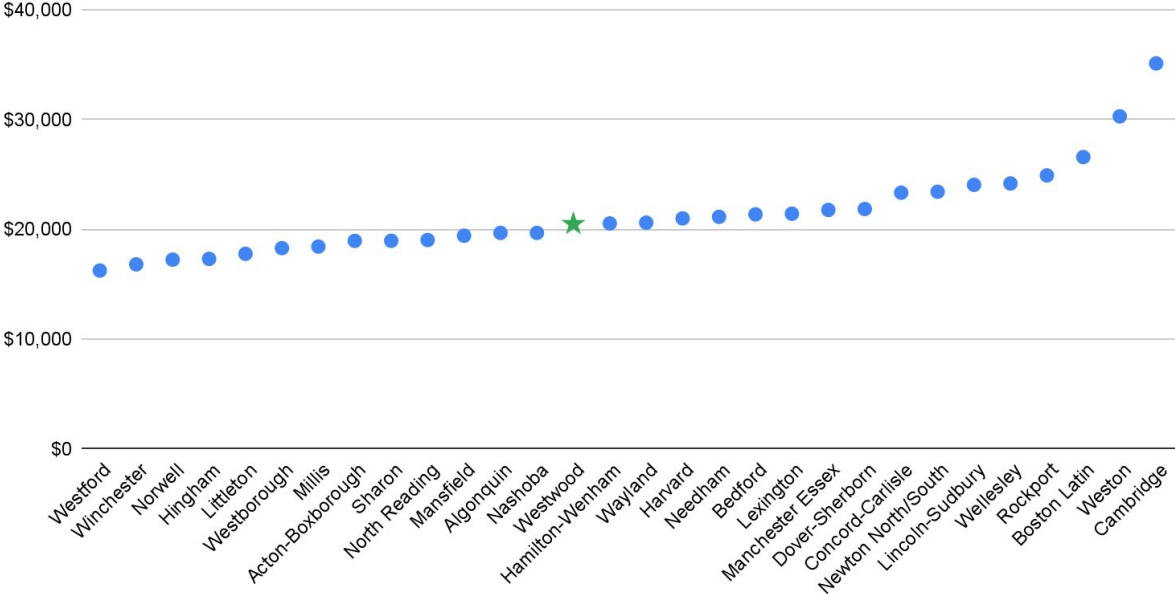
# Comparisons and Future Priorities



# How does Westwood's Per-Pupil Spending Compare?

## Boston Magazine's Top Public High Schools (2023)

FY'21 Per Pupil Spending (most recent data available)



# 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

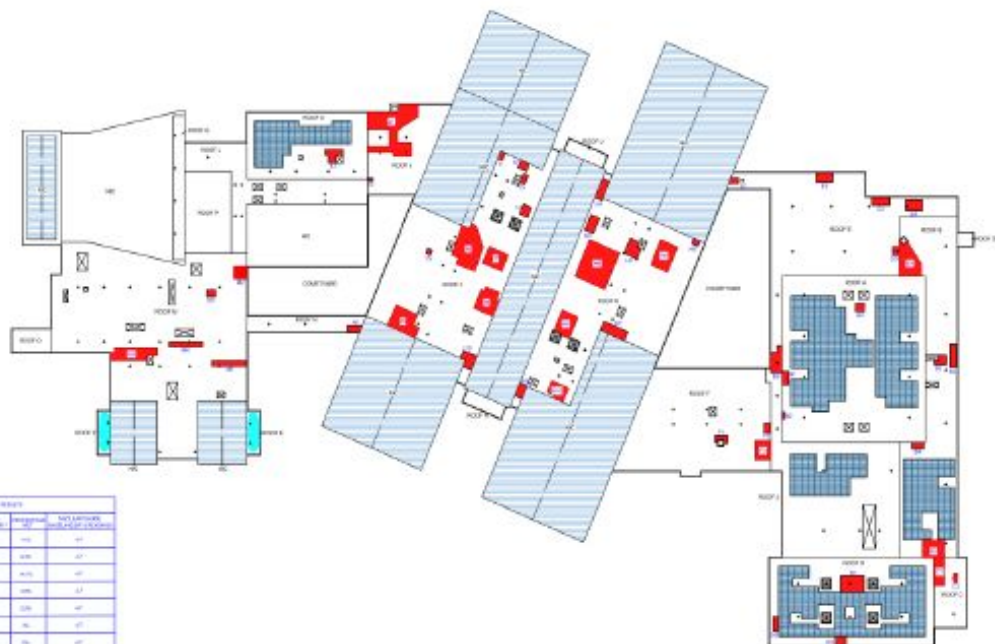


# Westwood Public Schools Fiscal Year 2025 Proposed Budget Follow-up Presentation

Westwood Finance and Warrant Commission  
March 26, 2024

# High School Roof

- Infrared moisture study completed in 2023
- Current roof is single-ply rubber, and 51 small areas of moisture-damaged insulation were discovered, covering 6.3% of the low-slope footprint
- Given the age, and the size and complexity of the roof, this is a very good condition
- Areas of wet insulation will be replaced, and a fluid-applied reinforced restoration system applied to the existing roof membrane in a phased approach
- The final system will offer a similar warranty term to the original roof (20+ years), without triggering the need to add additional insulation to meet energy-code requirements
- Sloped roof systems will be included in future moisture study and restoration



WESTWOOD HIGH SCHOOL						
SECTION	AREA	DATE	TIME	TEMPERATURE	WIND DIRECTION	WIND SPEED
ROOF A	1000	11/11/11	11:00	45	W	10
ROOF B	1000	11/11/11	11:00	45	W	10
ROOF C	1000	11/11/11	11:00	45	W	10
ROOF D	1000	11/11/11	11:00	45	W	10
ROOF E	1000	11/11/11	11:00	45	W	10
ROOF F	1000	11/11/11	11:00	45	W	10
ROOF G	1000	11/11/11	11:00	45	W	10
ROOF H	1000	11/11/11	11:00	45	W	10
ROOF I	1000	11/11/11	11:00	45	W	10
ROOF J	1000	11/11/11	11:00	45	W	10
ROOF K	1000	11/11/11	11:00	45	W	10
ROOF L	1000	11/11/11	11:00	45	W	10
ROOF M	1000	11/11/11	11:00	45	W	10
ROOF N	1000	11/11/11	11:00	45	W	10
ROOF O	1000	11/11/11	11:00	45	W	10
ROOF P	1000	11/11/11	11:00	45	W	10
ROOF Q	1000	11/11/11	11:00	45	W	10
ROOF R	1000	11/11/11	11:00	45	W	10
ROOF S	1000	11/11/11	11:00	45	W	10
ROOF T	1000	11/11/11	11:00	45	W	10
ROOF U	1000	11/11/11	11:00	45	W	10
ROOF V	1000	11/11/11	11:00	45	W	10
ROOF W	1000	11/11/11	11:00	45	W	10
ROOF X	1000	11/11/11	11:00	45	W	10
ROOF Y	1000	11/11/11	11:00	45	W	10
ROOF Z	1000	11/11/11	11:00	45	W	10

**NOTES**

1. NO SCANNING WAS ABLE TO BE PERFORMED WITHIN THE PVA SOLAR ARRAYS. ALL OPEN AREAS AND THE PERIMETERS WERE SCANNED.
2. ROOFS S & T WERE COMPLETELY PONDED AND UNABLE TO BE SCANNED.
3. THE INSULATION ON ROOF D OVER THE SWIMMING POOL WAS VERY SOFT WHEN WALKED ON. THIS IS LIKELY CAUSED BY THE WET AIR FROM THE POOL TRAPPED WITHIN THE ROOF SYSTEM BREAKING DOWN THE MATERIALS WITHIN IT. OUTSIDE OF THE AREAS NOTED ON THE ACCOMPANYING DRAWINGS AND WET AREA CHARTS, NO OTHER THERMAL OR NUCLEAR ANOMALIES WERE DETECTED ON THIS ROOF.

REVISION	NO.	DATE	BY

**INFRARED  
ROOF  
MOISTURE  
SURVEY**

**LEGEND:**

- MOISTURE INDICATED
- PVA SOLAR ARRAY
- PONDED WATER
- ☐ SKYLIGHT
- ⊗ MECHANICAL EQUIPMENT
- ROOF DRAIN
- ⊞ ROOF HATCH

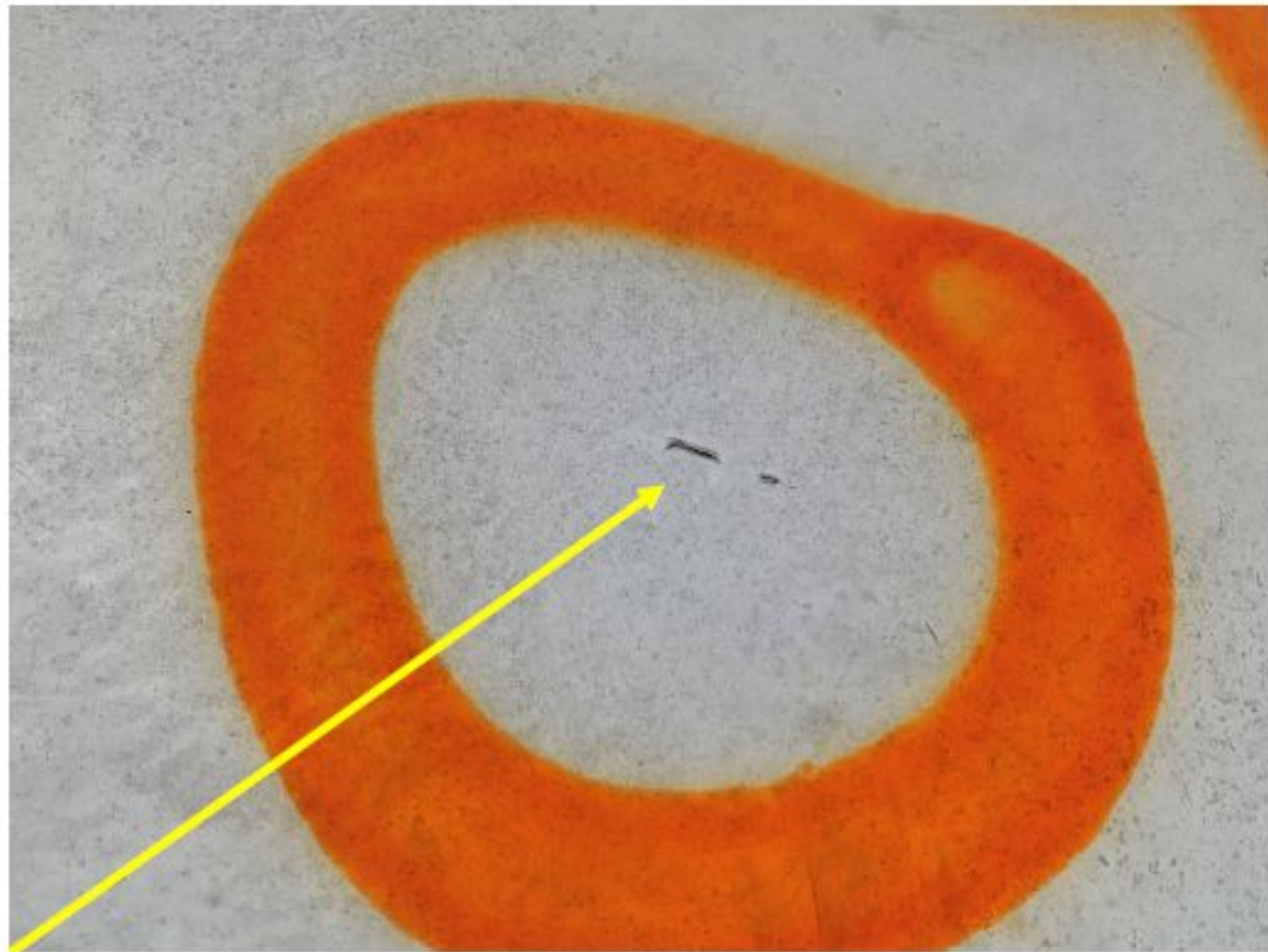
**TREMCO**  
Roofing & building solutions

TOWN OF  
WESTWOOD

WESTWOOD  
HIGH SCHOOL

20 MAHATAN ST.  
WESTWOOD, MA

DATE: 11/11/11









# High School Roof

- Points of failure have occurred at punctures and/or areas of overlap/seams
- Punctures occur more frequently in areas of increased foot-traffic due to repairs on rooftop HVAC units and/or solar panels
- Recommendation is for a raised, durable walkway system to be installed for a slip-resistant path around key equipment
- Snow-rail to protect low-roof system from falling snow and ice on sloped system
- Sun exposure and standing water/ponding leads to weather-related breakdown of flashing and other waterproofing materials over 20+ year lifespan of the roof
- Recommendation for OSHA fall protection, especially at rooftop equipment within 15' of an exposed roof edge

## Alternative

Delaying project by 2-3 years would lead to more areas of moisture-damaged insulation, which makes this building ineligible for fluid-applied reinforced restoration system

Full-scale roof replacement cost for the low-sloped roof only is estimated at \$8.1M, and this replacement would trigger code-compliant assembly and more insulation, and yield roof warranty of same time frame (20+ years)

Sloped roof restoration or replacement would be separate cost-item



**TOWN OF WESTWOOD**  
COMMONWEALTH of MASSACHUSETTS

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**Department of Community & Economic Development**

**Memorandum**

To: Victoria Wong, Finance & Warrant Commission Administrator  
Finance & Warrant Commission Members  
From: Nora Loughnane, Director of Community & Economic Development  
Date: March 26, 2024  
Re: Summary of Proposed Zoning Articles for Annual Town Meeting

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The Planning Board advertised and considered seven bylaw amendment articles for Annual Town Meeting. Six of those articles propose amendments to the Zoning Bylaw and/or Zoning Map. One article proposes amendments to the General Bylaws.

The Planning Board opened its public hearing on all bylaw amendment articles on January 9, 2024, and following discussion on each of the proposed articles, the Board continued that hearing to January 30, 2024. Following further discussion at the January 30 hearing session, the Board continued its hearing to February 13, 2024.

Following further discussion at the February 13 hearing session, the Planning Board voted to unanimously withdraw its proposed Zoning Bylaw/Zoning Map amendment article pertaining to Housekeeping Amendments. The Board then voted unanimously to recommend in favor of the Finance & Warrant Commission's support for each of the Planning Board's remaining five proposed Zoning Bylaw/Zoning Map amendment articles and one General Bylaw amendment article. The Board continued its public hearing to an in-person hearing session beginning at 7:00 pm on February 27, 2024, in the Community Room of the Westwood Public Library, to coincide with the time and place of the Finance & Warrant Commission's simultaneous public hearing on proposed warrant articles. Following discussion on each of the proposed articles with the Finance & Warrant Commission, the Board continued its public hearing to a remote meeting of the Planning Board on March 12, 2024.

After discussion and input from interested residents at the March 12 public hearing session, the Planning Board revised Planning Board Article 3 [Zoning Bylaw Amendments Relative to Definitions] to correct the placement of two illustrations, and then voted to recommend the six finalized Planning Board Warrant Articles to the Finance & Warrant Commission and to voters for favorable condition at the May 6, 2024 Annual Town Meeting. The Planning Board concluded its public hearing on March 12, 2024.

Please note that in preparing for tonight's Finance & Warrant Commission hearing, I discovered three typographical errors in the text of the Planning Board warrant articles. All three errors are clerical in nature and do not affect the context of the articles. I found one numbering error and one misspelling in PB Article 1 [Zoning Bylaw & Zoning Map Amendments Relative to Mixed-Use & Multi-Family Residential Overlay District] and a second numbering

error in PB Article 2 [Zoning Bylaw & Zoning Map Amendments Relative to Wireless Communication Facilities]. These three errors are now corrected and highlighted in the text below. At tonight’s hearing, I will ask the Planning Board for a motion, second, and vote to recommend Town Meeting approval of PB Article 1 and PB Article 2 as corrected.

The Planning Board once again looks forward to meeting with the Finance & Warrant Commission to further discuss these six proposed warrant articles and to answer any questions that may arise during the March 26 Finance & Warrant Commission public hearing.

## **PB Article 1 – Zoning Bylaw & Zoning Map Amendments Relative to Mixed-Use & Multi-Family Residential Overlay District**

To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 9.9 [Mixed-Use & Multi-Family Residential Overlay District (MUMFROD)], and certain amendments to the Official Zoning Map affecting the MUMFROD, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough.]*

1) Revise Section 9.9.2 [Location] to read as follows:

9.9.2 **Location.** ~~The Mixed-Use & Multi-Family Residential Overlay District (MUMFROD) is herein established as an overlay district~~ Four (4) distinct Mixed-use & Multi-family Residential Overlay Districts – MUMFROD1, MUMFROD2, MUMFROD3, and MUMFROD4 – are herein established as overlay districts as shown on the Official Zoning Map and as described herein. ~~The MUMFROD shall include the following specific parcels, as shown on the Westwood Board of Assessors’ Map, as of January 1, 2022:~~

~~Parcel 23-226 (22 Everett Street);  
Parcel 23-227 (Everett Street);  
Parcel 33-019 (85-91 University Avenue);  
Parcel 33-054 (95 University Avenue); and  
Parcel 33-056 (120 & 130 University Avenue).~~

9.9.2.1 **MUMFROD1: Low Density MUMFROD Overlay District.**  
MUMFROD1 shall include the areas as shown on the Official Zoning Map within Mixed-Use & Multi-Family Residential Overlay District 1.

9.9.2.2 **MUMFROD2: Medium Density MUMFROD Overlay District.**  
MUMFROD2 shall include the areas as shown on the Official Zoning Map within Mixed-Use & Multi-Family Residential Overlay District 1.

9.9.2.3      **MUMFROD3: High Density MUMFROD Overlay District.**  
MUMFROD3 shall include the areas as shown on the Official Zoning Map within Mixed-Use & Multi-Family Residential Overlay District 2.

9.9.2.4      **MUMFROD4: Low Density Ground Floor Commercial MUMFROD Overlay District.** MUMFROD4 shall include the areas as shown on the Official Zoning Map within Mixed-Use & Multi-Family Residential Overlay District 3.

2) Revise Section 9.9.3 [Granting Authority] to read as follows:

9.9.3 **Granting Authority.** The Planning Board shall be the granting authority for all approvals under this Section. Multi-family residential units and mixed-use development, including any one or more of the specific uses set forth in Section 9.9.5, may be permitted to the extent authorized under a MUMFROD Environmental Impact & Design Review (MUMFROD-EIDR) Approval in compliance with the provisions of this Section. Applications exceeding the maximum residential density set forth in Section 9.9.6.1 shall require a MUMFROD Special Permit from the Planning Board. Any EIDR approval otherwise required pursuant to Section 7.3 of this Bylaw shall be consolidated into the MUMFROD-EIDR Approval ~~or~~ MUMFROD Special Permit and no separate EIDR Approval shall be required.

3) Revise Section 9.9.5 [Permitted Uses] to read as follows:

9.9.5 **Permitted Uses.** MUMFROD-EIDR Approvals and MUMFROD Special Permits shall be granted only for uses specified below. Except as otherwise provided herein and subject to the provisions of this Bylaw applicable to the underlying district, land and buildings in the MUMFROD may be used for any purpose permitted as of right or by special permit in the underlying district pursuant to Section 4.0, Use Regulations and other applicable sections of this Bylaw. Multiple uses may be contained within a single building or structure pursuant to an MUMFROD-EIDR Approval or MUMFROD Special Permit. In addition, a mix of the following residential and non-residential uses, to the extent authorized under this Section, are permitted as-of-right upon grant of a MUMFROD-EIDR Approval or MUMFROD Special Permit by the Planning Board. Any use not listed below as specifically permitted in a MUMFROD development is deemed prohibited.

**9.9.5.1 Uses Permitted by MUMFROD-EIDR Approval or MUMFROD Special Permit in the MUMFROD1, MUMFROD2 and MUMFROD3 Districts:**

9.9.5.1.1 Multi-family Residential Dwelling Units (per density requirements of Section 9.9.6)

- 9.9.5.1.2 Bank, Financial Institution
- 9.9.5.1.3 Child Care Facility
- 9.9.5.1.4 Coffee Shop
- 9.9.5.1.5 Educational Use
- 9.9.5.1.6 Ice Cream Parlor
- 9.9.5.1.7 Institutional Use
- 9.9.5.1.8 Office of a Health Care Professional
- 9.9.5.1.9 Personal Services Establishment
- 9.9.5.1.10 Pet Care Facility
- 9.9.5.1.11 Professional Services Establishment
- 9.9.5.1.12 Recreation Facility, Indoor or Outdoor
- 9.9.5.1.13 Restaurant, with or without entertainment
- 9.9.5.1.14 Retail Sales & Services
- 9.9.5.1.15 Accessory parking and accessory parking structures to any of the above permitted uses
- 9.9.5.1.16 Accessory Uses such as solar arrays, sports courts, outdoor seating, patios, and recreational play areas

**9.9.5.2 Uses Permitted by MUMFROD-EIDR Approval or MUMFROD Special Permit in the MUMFROD4 District:**

- 9.9.5.2.1 Upper Story Multi-family Residential Dwelling Units (per density requirements of Section 9.9.6) with Ground Story Commercial Use(s)
- 9.9.5.2.2 Bank, Financial Institution
- 9.9.5.2.3 Child Care Facility
- 9.9.5.2.4 Coffee Shop
- 9.9.5.2.5 Educational Use
- 9.9.5.2.6 Ice Cream Parlor
- 9.9.5.2.7 Institutional Use
- 9.9.5.2.8 Office of a Health Care Professional
- 9.9.5.2.9 Personal Services Establishment
- 9.9.5.2.10 Pet Care Facility
- 9.9.5.2.11 Professional Services Establishment
- 9.9.5.2.12 Recreation Facility, Indoor or Outdoor
- 9.9.5.2.13 Restaurant, with or without entertainment
- 9.9.5.2.14 Retail Sales & Services
- 9.9.5.2.15 Accessory parking and accessory parking structures to any of the above permitted uses
- 9.9.5.2.16 Accessory uses such as solar arrays, sports courts, outdoor seating, patios, and recreational play areas

4) Revise Section 9.9.6 [Residential Density Allowances] to read as follows:

9.9.6 **Residential Density Allowances.** Maximum residential densities shall be as specified below:

9.9.6.1 Multi-family Residential Dwelling Units at a maximum density of 15 units per acre shall be permitted as-of-right, subject to MUMFROD-EIDR Approval within the MUMFROD1 and MUMFROD4 Districts.

9.9.6.2 Multi-family Residential Dwelling Units at a maximum density of 20 units per acre shall be permitted as-of-right, subject to MUMFROD-EIDR Approval within the MUMFROD2 District.

9.9.6.3 Multi-family Residential Dwelling Units at a maximum density of 35 units per acre shall be permitted as-of-right, subject to MUMFROD-EIDR Approval within the MUMFROD3 District.

9.9.6.4 Multi-family Residential Dwelling Units at a density exceeding 15 units per acre in either the MUMFROD1 District or the MUMFROD4 District, or exceeding 20 units per acre in either the MUMFROD2 District, or Multi-family Residential Dwelling Units at a density exceeding 35 units per acre in the MUMFROD3 District, shall require a MUMFROD Special Permit, which may be issued at the discretion of the Planning Board. Any residential units over and above 15 units per acre in MUMFROD1 or MUMFROD4, or above 20 units per acre in MUMFROD2, or above 35 units per acre in MUMFROD3, shall be subject to the Fiscal Analysis submittal requirement outlined in Section 9.9.12.10.

In the case of a mixed-use MUMFROD development where all residential units are located on upper stories above first floor commercial uses, whether in MUMFROD1, MUMFROD2, MUMFROD3, or MUMFROD4, the maximum residential density shall be calculated by dividing the aggregate lot area of all parcels within the MUMFROD development by the total number of residential units. In all other cases, the residential density shall be calculated by dividing only that portion of the lot area which is attributable to residential development by the total number of residential units in the MUMFROD development.

5) Revise Section 9.9.12.10 [Fiscal Analysis] to read as follows:

9.9.10 **Affordability Requirements.** Where any project authorized under this bylaw will result in the development of at least eight (8) ~~new~~ residential dwelling units, ~~the~~

~~minimum number of dwelling units specified in the table below a minimum of 15% of those residential dwelling units shall be restricted to meet the definition of Affordable Housing/Affordable Dwelling Units in Section 2.0 of this Bylaw and in the Rules and Regulations. Notwithstanding the above, the minimum number of Affordable Dwelling Units shall be reduced from a minimum of 15% to a minimum of 10% unless the higher percentage is supported by an economic feasibility analysis accepted by the Executive Office of Housing & Livable Communities (EOHLC), or successor, in accordance with EOHLC's Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act, revised through August 17, 2023. All such affordable dwelling units shall be contained within the MUMFROD project unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity. All affordable units shall be indistinguishable from market rate units within the same development and shall be scattered throughout a project.~~

<del>Total Number of Dwelling Units</del>	<del>Minimum Number of Affordable Dwelling Units</del>
<del>1 to 7 units</del>	<del>0</del>
<del>8 to 9 units</del>	<del>1</del>
<del>10 to 15 units</del>	<del>2</del>
<del>16 to 22 units</del>	<del>3</del>
<del>23 to 26 units</del>	<del>4</del>
<del>27 or more units</del>	<del>15% of the total number of dwelling units, rounded up to the next whole number</del>

6) Revise Section 9.9.12.10 [Fiscal Analysis] to read as follows:

9.9.12.10 **Fiscal Analysis.** All MUMFROD Special Permit applications requesting a residential density greater than 15 units per acre in MUMFROD1 or MUMFROD4, or greater than 20 units per acre in MUMFROD2, or greater than 35 units per acre in MUMFROD3, shall submit a fiscal analysis demonstrating that the additional proposed residential units will have no significant negative fiscal impact to the Town.

7) Revise Section 9.9.15 [Special Permit Decision] to read as follows:

9.9.15 **Special Permit Decision.** A MUMFROD Special Permit shall be granted upon the determination of the Planning Board that the application meets the objectives cited in the purpose of this Section, that the proposal is in conformance with requirements of this Section, and upon the following positive findings:

9.9.15.1 In cases where a MUMFROD Special Permit allows for residential density in excess of 15 units per acre in MUMFROD1 or MUMFROD4, or in excess of 20 units per acre in MUMFROD2, or in excess of 35 units per acre in MUMFROD3, the Planning Board must find that the higher residential density is necessary for the project's feasibility, and that said density will have no adverse impact on the public health, public welfare, or public safety of any nearby neighborhood, adjacent properties, or the Town as a whole. Additionally, the Board must find that the fiscal impact from the additional residential units will not have a significant negative fiscal impact on the Town, or that that the Applicant has appropriately mitigated any negative fiscal impact so as to render the project sufficiently beneficial to the Town.

9.9.15.2 In cases where a MUMFROD Special Permit allows for deviations from dimensional requirements of this Section, the Planning Board must find that the alternate dimensional requirements result in an improved project design, and that the resultant project will have no adverse impact on the public health, public welfare, or public safety of any nearby neighborhood, adjacent properties, or the Town as a whole.

8) Amend the Official Zoning Map to remove the current Mixed-Use & Multi-Family Residential Overlay District (MUMFROD) district from the Official Zoning Map, and to add Mixed-Use & Multi-Family Residential Overlay District 1 (MUMFROD1), Mixed-Use & Multi-Family Residential Overlay District 2 (MUMFROD2), Mixed-Use & Multi-Family Residential Overlay District 3 (MUMFROD3), and Mixed-Use & Multi-Family Residential Overlay District 4 (MUMFROD4) to the Official Zoning Map, with specific parcels included in each overlay district as follows:

MUMFROD1: Low Density (15 Units per Acre) MUMFROD Overlay District



Parcel 17-055 (121 Providence Highway);  
Parcel 17-056 (115 Providence Highway);  
Parcel 17-057 (89-91 Providence Highway);  
Parcel 17-059 (75-85 Providence Highway);  
Parcel 17-060 (71 Providence Highway);  
Parcel 17-172 (40 Allied Drive, Dedham);  
Parcel 17-173 (100 Allied Drive, Dedham);  
Parcel 24-074 216-310 Providence Highway);  
Parcel 26-016 (1 University Avenue);  
Parcel 33-006 (90-100 Brigham Way);  
Parcel 33-008 (160 University Avenue);  
Parcel 33-051 (Parcel Whitewood Road);  
Parcel 33-053 (140 University Avenue);  
Parcel 33-058 (80 University Avenue); and  
Parcel 33-059 (Parcel University Avenue).

MUMFROD2: Medium Density (20 Units per Acre) MUMFROD Overlay District

Parcel 23-226 (22 Everett Street); and  
Parcel 23-227 (Everett Street).

MUMFROD3: High Density (35 Units per Acre) MUMFROD Overlay District

Parcel 33-019 (85-91 University Avenue);  
Parcel 33-054 (95 University Avenue); and  
Parcel 33-056 (120 & 130 University Avenue).

MUMFROD4: Low Density (15 Units per Acre) Ground Floor Commercial MUMFROD Overlay District

Parcel 14-010 (679-697 High Street);  
Parcel 21-040 (911-929 High Street); and  
Parcel 21-041 (915 High Street).

**PB Article 2 – Zoning Bylaw & Zoning Map Amendments Relative to Wireless Communication Facilities**

To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 9.4 [Wireless Communication Overlay District (WCOD)] and Section 9.7 [University Avenue Mixed Use District (UAMUD)], and/or to the Official Zoning Map, in order to permit the potential expansion of wireless communication service coverage throughout Westwood, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough]*



1) Revise Section 9.7.4.1.7 [Uses Allowed Anywhere on the Master Development Plan] to read as follows:

**9.7.4.1.7 Uses Allowed Anywhere on the Master Development Plan**

- a. Commercial Parking Garage
- b. Child Care Facility
- c. Cultural Facility
- d. Educational Use, Exempt
- e. Essential Services
- f. Shuttle Service
- g. Rooftop Wireless Communication Facility approved pursuant to Section 9.7.11.19

2) Add new Section 9.7.4.2.4 to read as follows:

**9.7.4.2.4 Monopole Wireless Communication Facility. See Section 9.7.11.19.**

3) Add new Section 9.7.11.19 to read as follows:

**9.7.11.19 Wireless Communication Facility. A UAMUD project may include a wireless communication facility if approved by the Planning Board as follows:**

**9.7.11.19.1 Rooftop Wireless Communication Facility. A Rooftop Wireless Communication Facility may be permitted by Project Development Review (PDR) Approval pursuant to Section 9.7.12.2.2, with the following restrictions, except as expressly waived by a majority of the Board:**

**9.7.11.19.1.1 No component of a Rooftop Wireless Communication Facility shall be taller than ten feet (10') nor shall any component extend more than ten feet (10') above the existing surface of the roof on which the facility is proposed for installation.**

**9.7.11.19.1.2 All components of a Rooftop Wireless Communication Facility shall be set back a minimum of ten feet (10') from the interior face of the parapet surrounding the roof on**

which the facility is proposed for installation.

9.7.11.19.1.3 If any portion of a proposed Rooftop Wireless Communication Facility is visible from any point on an adjacent property, all antennas, cables and associated equipment shall be fully contained within a stealth enclosure of a size, shape and color designed to blend into the surrounding environment in a manner acceptable to the Board.

9.7.11.19.1.3 The subsequent replacement of antennas and/or equipment associated with an approved Rooftop Wireless Communication Facility, where said antennas and/or equipment are fully within an existing stealth enclosure and do not alter the size or appearance of said stealth structure, may be permitted by Administrative Project Development Review (PDR) Approval by the Town Planner.

9.7.11.19.1.4 Any generator associated with a Rooftop Wireless Communication Facility shall be shall be powered without the use of petroleum, and shall be enclosed by sound attenuation panels sufficient to reduce the sound associated with operation of said generator to a level acceptable to the Planning Board.

9.7.11.19.2 **Monopole Wireless Communication Facility.** Two (2) Monopole Wireless Communication Facilities may be permitted by Special Permit pursuant to Section 10.3, with the following restrictions:

9.7.11.19.2.1 All Monopole Wireless Communications Facilities within the UAMUD shall employ flagpole-style monopoles with a maximum stealth canister diameter of no larger than thirty-six inches (36") and a maximum height of one hundred and twenty feet (120') above the existing grade on which the facility is proposed for installation.

9.7.11.19.2.2 All equipment, including cabinetry, cabling, generators, and ice bridges associated with a Monopole Wireless Communication Facility shall be fully contained within a screened enclosure which shall not exceed ten feet (10') in height above the existing grade on which the facility is proposed for installation. No portion of said equipment shall be visible above said screened enclosure.

9.7.11.19.2.3 All Monopole Wireless Communications Facilities within the UAMUD shall be landscaped in a manner consistent with the quality and quantity of landscape materials throughout the University Station development in a manner acceptable to the Board.

9.7.11.19.2.4 The shape, size and color of each component of a Monopole Wireless Communication Facility shall be designed to blend into the surrounding environment in a manner acceptable to the Board.

9.7.11.19.2.4 The subsequent replacement of antennas and/or equipment associated with an approved Monopole Wireless Communication Facility, where said antennas and/or equipment are fully within an existing stealth enclosure and do not

alter the size or appearance of said stealth structure, may be permitted by Administrative Project Development Review (PDR) Approval by the Town Planner.

9.7.11.19.2.5 No more than two (2) Monopole Wireless Communication Facilities shall be approved for construction within the UAMUD.

9.7.11.19.2.6 Any generator associated with a Monopole Wireless Communication Facility shall be powered without the use of petroleum, and shall be enclosed by sound attenuation panels sufficient to reduce the sound associated with operation of said generator to a level acceptable to the Planning Board.

- 4) Amend the Official Zoning Map to add the following specific parcels to the Wireless Communications Overlay District (WCOD):

Parcel 27-022 (Pheasant Hill Conservation Area); and  
Parcel 27-221 (June Street Playground).

**PB Article 3 – Zoning Bylaw Amendments Relative to Definitions**

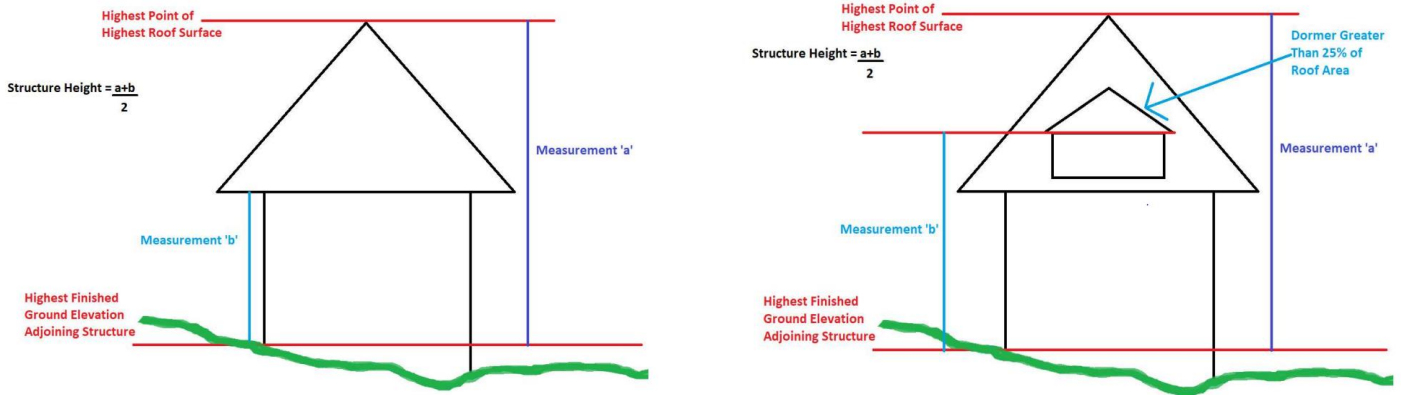
To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 2.0 [Definitions] to revise, expand, clarify and/or illustrate the definition of various terms used within the bylaw, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough]*

- 1) Revise the definition for “Building Height” to add two illustrations, so that the revised definition reads as follows:

Building Height The vertical distance from grade plane to the average height of the highest roof surface. The limitations of height shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, amateur radio antennas and other necessary

features usually carried above the roof line, provided such features do not cover more than twenty-five percent (25%) of the area of the roof of the building or other structure and are used in no way for human occupancy. (See illustrations.)



- 2) Revise the definition for “Lot Width” to read as follows:

Lot Width The minimum distance between the side lot lines at all points between the front lot line through the extent of the required front setback distance and the nearest point of a principal building.

- 3) Revise the definition for “Yard, Rear” to read as follows:

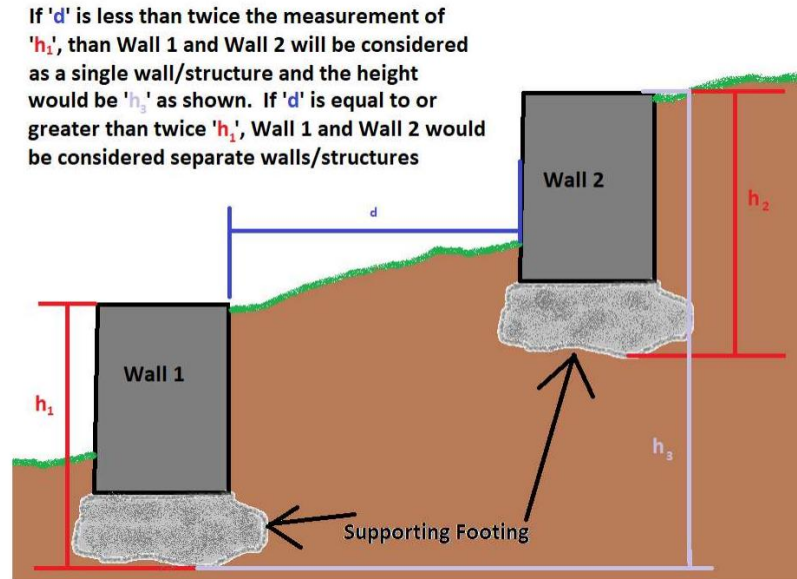
Yard, Rear A yard the full width of the lot and situated between the rear line of the lot and the nearest part of the principal building projected to the side lines of the lot.

- 4) Add new definition for “Detached Accessory Structure” to read as follows:

Detached Accessory Structure – A structure which is not physically attached to any primary structure on a property, is located remotely from that structure, and is self-supporting/freestanding. The use of an accessory structure shall not be dependent upon the primary structure and physical access must be independent. For example, a deck which is not connected to a house, but can be accessed directly from the interior would not be considered a detached structure.

- 5) Add a new definition for “Retaining Wall Height” to read as follows, including illustration:

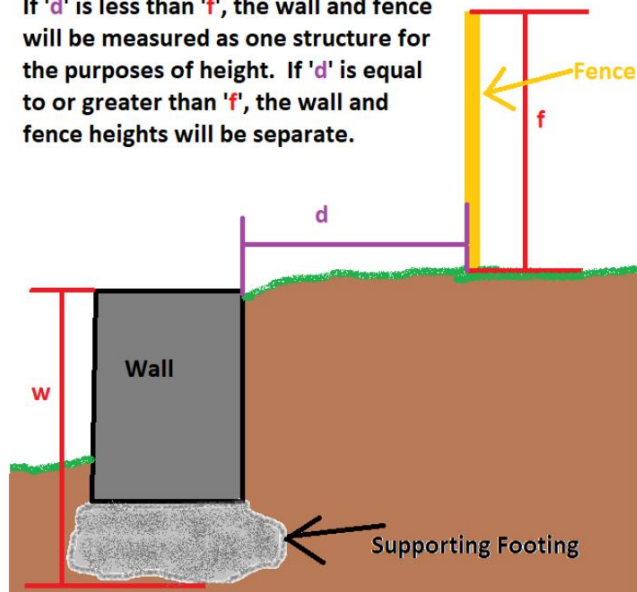
Retaining Wall Height – A retaining wall’s height is determined from the bottom of the footing (or lowest level of constructed support) to the top of the wall. In the case of two or more terrace-style walls, if the distance between walls is less than twice the height of the lower wall, they are considered the same wall/structure. If the separation distance is more than twice the height of the lower wall, they are considered as separate walls/structures. (See illustration.)



- 6) Add a new definition for “Combined Wall and Fence Height” to read as follows, including illustration:

Combined Wall and Fence Height – When a fence is installed adjacent to and above a wall (retaining or otherwise), and not separated by a distance equal to the fence’s height, the wall and fence shall be measured together. If they are separated by more than the height of the fence, the fence is determined to be independent of the wall for the purposes of determining height. (See illustration.)

If 'd' is less than 'f', the wall and fence will be measured as one structure for the purposes of height. If 'd' is equal to or greater than 'f', the wall and fence heights will be separate.



- 7) Revise the definition for “Affordable Housing” to define “Affordable Housing/Affordable Dwelling Units” to read as follows:

Affordable Housing/Affordable Dwelling Units ~~Dwelling units available at a cost of no more than thirty (30) percent of gross household income to households at or below eighty (80) percent of the Boston PMSA median income as most recently reported by the U.S. Housing and Urban Development (HUD), including units listed under M.G.L Chapter 40B and the State’s Local Initiative Program.~~ All Affordable Housing/Affordable Dwelling Units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Executive Office of Housing & Livable Communities (EOHLC), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies, where dwelling units are subject to a restriction in the chain of title limiting the sale price or rent, or limiting occupancy to an individual or household of a specified income, or both. Such dwelling units shall be affordable to households at or below eighty (80) percent of the Boston-Cambridge-Quincy, MA-NH Area Median Income as most recently reported by the U.S. Department of Housing and Urban Development (HUD). All said dwelling units shall be designed to count toward Westwood’s requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity. All affordable units shall be indistinguishable from market rate units within the same development and shall be scattered throughout a project. Where Affordable Housing is required pursuant to any Section of this Bylaw, the minimum number of Affordable Dwelling Units shall be as follows:

<u>Total Number of Dwelling Units</u>	<u>Minimum Number of Affordable Dwelling Units</u>
<u>1 to 7 units</u>	<u>0</u>
<u>8 to 9 units</u>	<u>1</u>
<u>10 to 15 units</u>	<u>2</u>
<u>16 to 22 units</u>	<u>3</u>
<u>23 to 26 units</u>	<u>4</u>
<u>27 or more units</u>	<u>15% of the total number of dwelling units, rounded up to the next whole number</u>

**PB Article 4 – Zoning Bylaw Amendment Relative to Zoning Map References for Overlay Districts**

To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 9.1.2 [Adult Uses Overlay District (AUOD) - Location], Section 9.4.2 [Wireless Communications Overlay District (WCOD) - Location], and Section 9.8.2 [Substance Rehabilitation Facility Overlay District (SRFOD) - Location] to remove specific street addresses and parcel descriptions of properties included within various overlay districts and to confirm that the location of said overlay districts are as shown on the Official Zoning Map, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough]*

1) Amend Section 9.1.2 [Adult Uses Overlay District (AUOD) - Location] to read as follows:

9.1.2 **Location.** The AUOD is herein established as an overlay district. The AUOD shall include the area as shown on the Official Zoning Map within the Adult Uses Overlay District (AUOD), which area is generally located east of University Avenue, between in the vicinity of Yale Street and ~~Rosemont Road~~ Dartmouth Street. ~~The AUOD is located on the following parcels as shown on the Westwood Board of Assessors Map 38, Lots 3, 4, 5, 9 and 14, as of May 5, 1997.~~



2) Amend Section 9.4.2 [Wireless Communications Overlay District (WCOD) - Location] to read as follows:

9.4.2 **Location.** The Wireless Communication Overlay District– (WCOD–) is herein established as an overlay district. The WCOD shall include all land within the Administrative-Research-Office (ARO), Highway Business (HB), Industrial (I), and Industrial-Office (IO) districts, as well as other specific parcels as shown on the Official Zoning Map within the Wireless Communication Overlay District (WCOD)and as described herein.

~~9.4.2.1 The WCOD shall comprise all land within the following zoning districts:~~

~~Administrative-Research-Office (ARO)  
Highway Business (HB)  
Industrial (I)  
Industrial-Office (IO)~~

~~9.4.2.2 The WCOD shall also include the following specific parcels, or discreet portions of parcels, as shown on the Westwood Board of Assessors' Map, as of January 1, 2014:~~

~~Parcel 04-001 (Hale Reservation, limited to existing utility easement);  
Parcel 09-065 (Dedham Westwood Water District water towers);  
Parcel 14-046 (High Street Fire Station);  
Parcel 14-071 (Town Hall);  
Parcel 14-072 (Police Station);  
Parcel 14-079 (Westwood Public Library);  
Parcel 14-094 (Deerfield School);  
Parcel 14-096 (St. John's Episcopal Church);  
Parcel 14-140 (First Baptist Church);  
Parcel 14-181 (Colburn School Building);  
Parcel 16-005 (Hanlon School); Parcel 16-238 (St. Denis Church);  
Parcel 16-250 (First Evangelical Free Church);  
Parcel 20-072 (Baker Conservation Area, limited to portion so designated on plan entitled "Wireless Communications Overlay District, Parcel 20-072 (Baker Conservation Area), Westwood, Massachusetts", prepared by BETA Engineering, and dated April 15, 2013);  
Parcel 21-044 (St. Margaret Mary Church);  
Parcel 21-047 (Thurston Middle School);  
Parcel 21-048 (Westwood High School);~~

~~Parcel 21-050 (First Parish of Westwood United Church);  
Parcel 21-064 (First Parish of Westwood United Church);  
Parcel 23-189 (Islington Community Center);  
Parcel 23-215 (Islington Fire Station and Morrison Field);  
Parcel 24-135 (Downey School);  
Parcels 27-022 and 27-221 (June Street Conservation Area, limited to portion so designated on plan entitled “Wireless Communications Overlay District, Parcels 27-022 and 27-221 (June Street Conservation Area), Westwood, Massachusetts”, prepared by BETA Engineering, and dated April 15, 2013);  
Parcel 28-077 (Sheehan School);  
Parcel 28-078 (Sheehan Fields, limited to portion so designated on plan entitled “Wireless Communications Overlay District, Parcel 28-078 (Sheehan Fields), Westwood, Massachusetts”, prepared by BETA Engineering, and dated April 15, 2013);  
Parcel 28-329 (Temple Beth David);  
Parcels 29-123 (Westwood Lodge);  
Parcel 35-089 (Martha Jones School); and  
That abandoned portion of public right of way which extends from the intersection of Grove Street and Country Club Road to Route 128.~~

- 3) Amend Section 9.8.2 [Substance Rehabilitation Facility Overlay District (SRFOD) - Location] to read as follows:

9.8.2 **Location.** The Substance Rehabilitation Facility Overlay District (SRFOD) is herein established as an overlay district. The SRFOD shall include the ~~following specific parcels, as a~~ following specific parcels, as a ~~area shown on the Official Zoning Map within the Substance Rehabilitation Facility Overlay District (SRFOD) Westwood Board of Assessors’ Map, as of January 1, 2021:~~ area shown on the Official Zoning Map within the Substance Rehabilitation Facility Overlay District (SRFOD) Westwood Board of Assessors’ Map, as of January 1, 2021:

~~Parcel 17-172 (40 Allied Drive/Circumferential Highway);  
Parcel 17-173 (100 Allied Drive/Circumferential Highway);  
Parcel 17-174 (122 Allied Drive/Circumferential Highway);  
Parcel 17-176 (333 Dedham Elm/Circumferential Highway); and  
Parcel 17-177 (259 Dedham Elm/Circumferential Highway).~~

## **PB Article 5 – Zoning Bylaw Amendment Relative to Accessory Apartments**

To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 8.5 [Accessory Apartments] to more clearly describe design requirements for Accessory Apartments, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough]*

- 1) Revise Sections 8.5.6.2 and 8.5.6.3 to replace the term “floor area” with the term “gross floor area”, so that the revised Sections 8.5.6.2 and 8.5.6.3 read as follows:

8.5.6.2 The gross floor area of the Accessory Apartment shall not be less than five hundred (500) square feet.

8.5.6.3 The gross floor area of the Accessory Apartment shall not exceed the lesser of nine hundred (900) square feet, or thirty-three percent (33%) of the gross floor area of the combined dwelling or dwellings if the footprint of the principal dwelling remains unchanged, or twenty-four percent (24%) of the gross floor area of the combined dwelling if the footprint of the principal dwelling is enlarged.

## **PB Article 6 – General Bylaw Amendment Relative to Solid Waste**

To see if the Town will vote to approve certain amendments to General Bylaw Chapter 342 [Solid Waste] to regulate the use, location and maintenance of temporary construction dumpsters at non-residential and multi-family residential properties, as follows, or take any other action in relation thereto:

*[New language shown in underlined red font, language to be removed shown with strikethrough]*

- 1) Amend Chapter 342 [Solid Waste] to read as follows:

### **Chapter 342. Solid Waste**

#### **Article I. Litter and Refuse Disposal**

##### **§ 342-1. Litter and refuse.**

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

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

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

**§ 342-3. Dumpster covers and enclosures required.**

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

**§ 342-4. Dumpster maintenance.**

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

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

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

**§ 342-6. Fines.**

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

**§ 342-7. Waivers.**

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

**§ 342-7. Severability.**

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

WESTWOOD PLANNING BOARD  
WARRANT ARTICLES

FINANCE & WARRANT COMMISSION MEETING

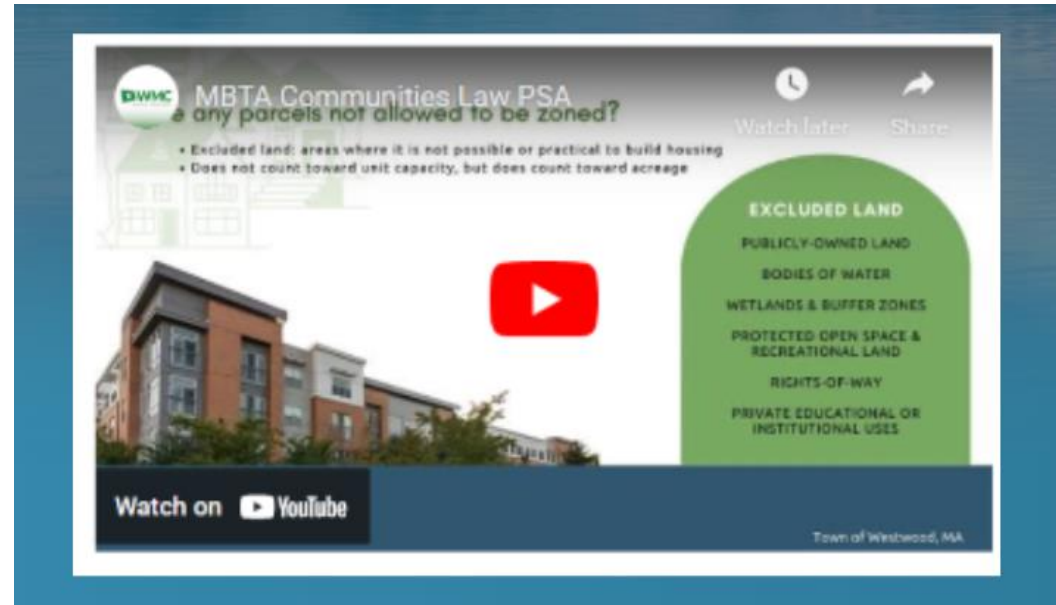
March 26, 2024

# PLANNING BOARD ARTICLES

- PB-1 Zoning Bylaw – MUMFROD Overlay District
- PB-2 Zoning Bylaw – Wireless Communication Facilities
- PB-3 Zoning Bylaw – Definitions & Illustrations
- PB-4 Zoning Bylaw – Zoning Map References
- PB-5 Zoning Bylaw – Accessory Apartments
- PB-6 General Bylaw – Temporary Dumpsters

PROPOSED ARTICLE PB-1  
MUMFROD EXPANSION

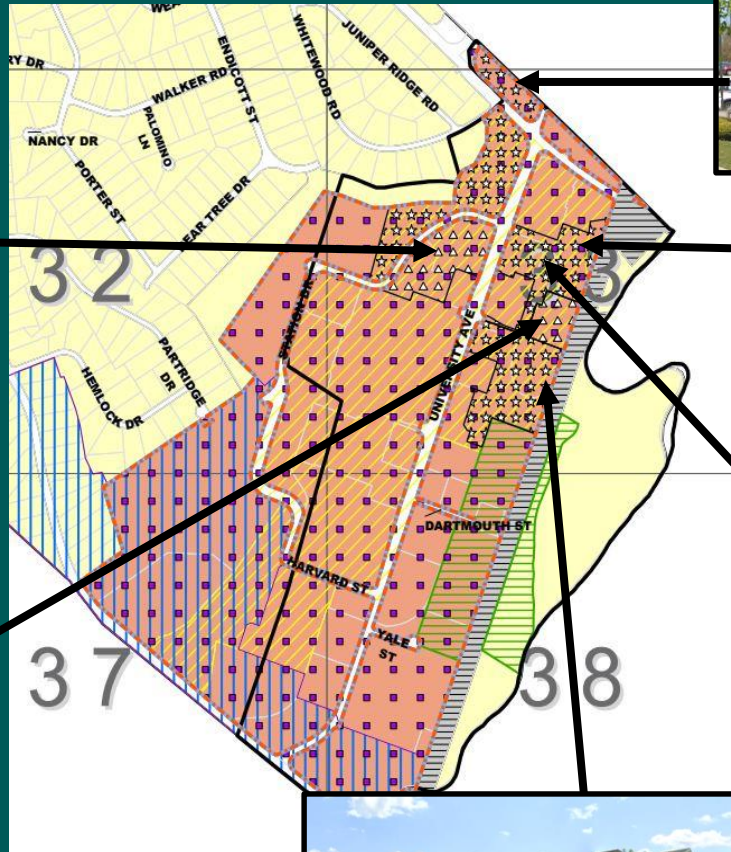




[HTTPS://WWW.YOUTUBE.COM/WATCH?V=6LOQTJBIXMG](https://www.youtube.com/watch?v=6LOQTJBIXMG)

# PROPOSED ARTICLE I

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



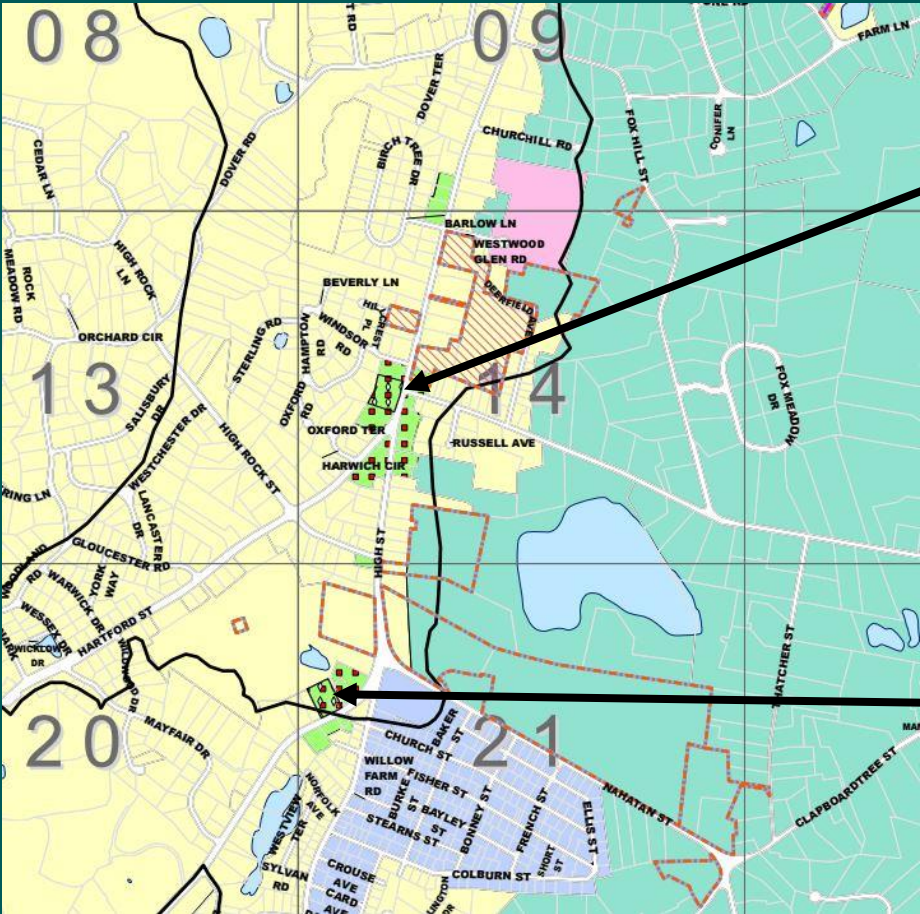






# PROPOSED ARTICLE I

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



# PROPOSED ARTICLE I

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

February 13, 2024 Planning Board Consensus Proposal for MUMFROD Zoning District Expansion								
Street Address	Map & Lot	Lot Area (Acres)	Excluded Land (Acres)	Remaining Land (Acres)	1/2 Mile?	Current Zoning	Current Use	Tax Category
<b>Proposed MUMFROD-1 (15 units/acre)</b>								
40 Allied Drive (Shields MRI, Dedham)	17-172	2.26	0.00	2.26	Yes - DC	HB/FMUOD4	Medical Office	Commercial
100 Allied Drive (Cummins, Dedham)	17-173	2.83	0.00	2.83	Yes - DC	HB/FMUOD4	Auto Repair	Commercial
121 Providence Highway (MassDOT Highway Facility)	17-055	6.53	6.53	0.00	Yes - IS&DC	SRA	State	Exempt
115 Providence Highway (Dunkin Donuts)	17-056	0.54	0.00	0.54	Yes - IS&DC	HB	Coffee Shop	Commercial
89-91 Providence Highway (Salvatore Capital)	17-057	0.45	0.00	0.45	Yes - IS&DC	HB	Office	Commercial
75-85 Providence Highway (Shell Southbound)	17-059	1.46	0.00	1.46	Yes - IS&DC	HB	Gas Station	Commercial
71 Providence Highway (Budget Inn)	17-060	0.92	0.00	0.92	Yes - IS&DC	HB	Motel	Commercial
216-310 Providence Highway (Lamberts Plaza)	24-074	5.02	0.38	4.64	Yes - IS	SRB	Retail/Service	Commercial
1 University Ave (Cornerstone)	26-016	2.3	0.00	2.30	Yes - Rt128	I/FMUOD1	Office	Commercial
90-100 Brigham Way (BWH)	33-006	4.2	4.20	0.00	Yes - Rt128	I/FMUOD1/UAMUD	Medical	Exempt
160 University Ave (Wellhead Park)	33-008	6.31	4.63	1.68	Yes - Rt128	I/FMUOD1/UAMUD	Vacant	Commercial
Parcel Whitewood Rd (Gateway Park)	33-051	9.72	0.73	8.99	Yes - Rt128	I/FMUOD1/UAMUD	Vacant	Commercial
140 University Ave (Bridges)	33-053	3.34	1.51	1.83	Yes - Rt128	I/FMUOD1/UAMUD	Memory Care	Residential
80 University Ave (Meketa)	33-058	2.00	0.00	2.00	Yes - Rt128	I/FMUOD1/UAMUD	Office	Commercial
Parcel University Ave (Enabling Park)	33-059	1.62	0.00	1.62	Yes - Rt128	I/FMUOD1/UAMUD	Vacant	Commercial
		<b>49.50</b>	<b>17.99</b>	<b>31.51</b>			<b>473 unit capacity</b>	
<b>Proposed MUMFROD-2 (20 units/acre)</b>								
22 Everett St (Foster Block I)*	23-226	1.95	0.40	1.55	Part IS	HB/FMUOD3*	Industrial	Commercial
Everett St (Foster Block II)*	23-227	4.9	0.91	3.99	Part IS	HB/FMUOD3*	Vacant	Commercial
		<b>6.85</b>	<b>1.31</b>	<b>5.54</b>			<b>111 unit capacity</b>	
<b>Proposed MUMFROD-3 (35 units/acre)</b>								
85-91 University Ave (Gables I)*	33-019	3.73	0.00	3.73	Yes - Rt128	I/FMUOD1/UAMUD*	Apartments	Residential
95 University Ave (Gables II)*	33-054	2.89	0.00	2.89	Yes - Rt128	I/FMUOD1/UAMUD*	Apartments	Residential
120-130 University Ave (Pulte)*	33-056	2.75	0.15	2.60	Yes - Rt128	I/FMUOD1/UAMUD*	Condos	Residential
		<b>9.37</b>	<b>0.15</b>	<b>9.22</b>			<b>323 unit capacity</b>	
<b>Proposed MUMFROD-4 (GFC - 15 units/acre)</b>								
679-697 High Street (Goode Plaza)	14-010	1.37	0.00	1.37	No	LBA/FMUOD7	Retail/Service	Commercial
911-929 High Street (Michienzi Plaza)	21-040	1.18	0.00	1.18	No	LBA/FMUOD7	Retail/Service	Commercial
915 High Street (Dunkin Donuts)	21-041	0.09	0.00	0.09	No	LBA/FMUOD7	Coffee Shop	Commercial
		<b>2.64</b>	<b>0.00</b>	<b>2.64</b>			<b>40 unit capacity</b>	
*Part of existing MUMFROD		<b>65.72</b>	<b>19.45</b>	<b>46.27</b>			<b>946 unit capacity</b>	

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



## PROPOSED ARTICLE 2

### AMENDMENTS TO WIRELESS COMMUNICATION OVERLAY DISTRICT

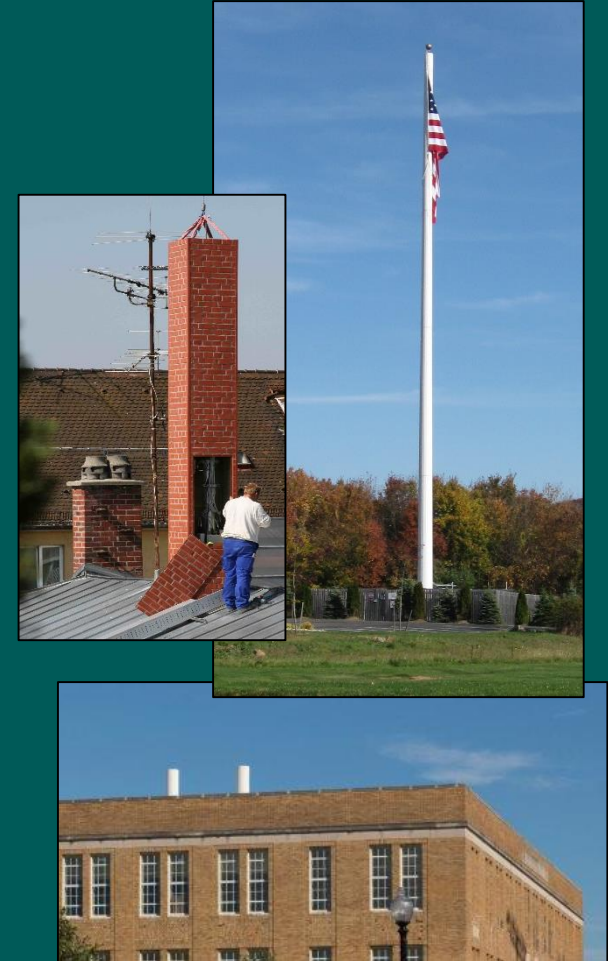
#### Amend Section 9.7 – University Avenue Mixed Use District (UAMUD)

##### 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

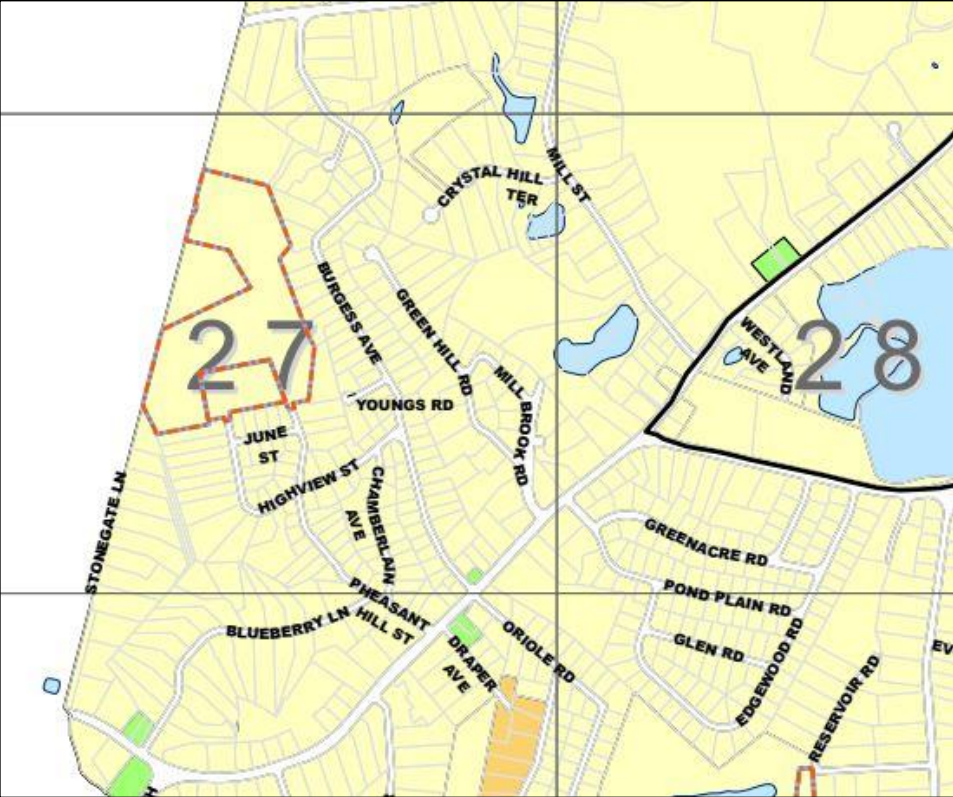
##### Monopole Wireless

- 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 2 AMENDMENTS TO WIRELESS COMMUNICATION OVERLAY DISTRICT

Proposed Map Amendment to Improve Emergency Communications



Example of  
Stealth Monopole



Pheasant Hill Conservation Area & June Street Playground



PROPOSED ARTICLE PB-3  
DEFINITIONS

**PROPOSED ARTICLE 3**  
**AMENDMENTS TO DEFINITIONS**

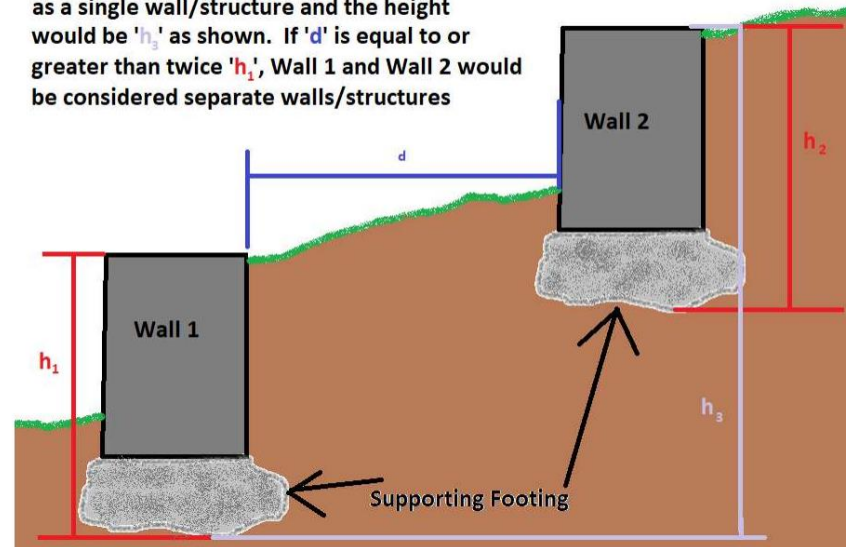
- **Building Height (with illustration)**
- **Lot Width**
- **Rear Yard**
- **Detached Accessory Structure**
- **Retaining Wall Height (with illustration)**
- **Combined Wall and Fence Height (with illustration)**
- **Affordable Housing/Affordable Dwelling Units**

# PROPOSED ARTICLE 3

## AMENDMENTS TO DEFINITIONS

### Retaining Wall Height Illustration

If 'd' is less than twice the measurement of 'h<sub>1</sub>', then Wall 1 and Wall 2 will be considered as a single wall/structure and the height would be 'h<sub>3</sub>' as shown. If 'd' is equal to or greater than twice 'h<sub>1</sub>', Wall 1 and Wall 2 would be considered separate walls/structures

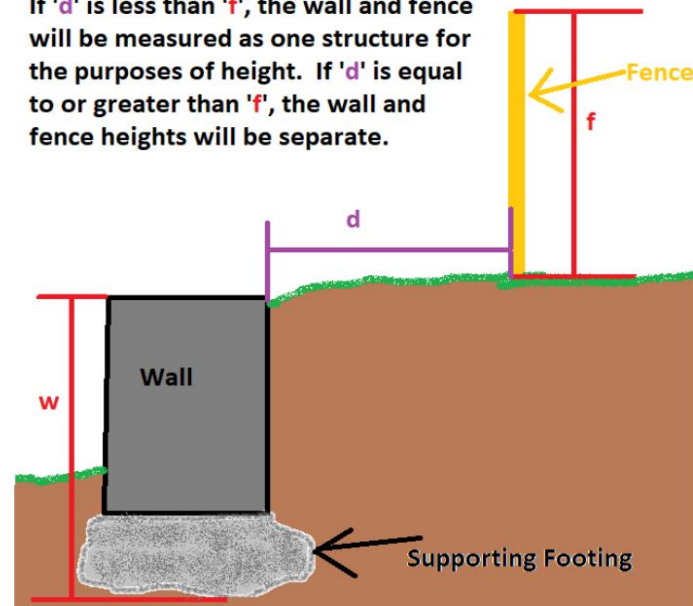


# PROPOSED ARTICLE 3

## AMENDMENTS TO DEFINITIONS

### Combined Wall and Fence Height Illustration

If 'd' is less than 'f', the wall and fence will be measured as one structure for the purposes of height. If 'd' is equal to or greater than 'f', the wall and fence heights will be separate.



**PROPOSED ARTICLE PB-4  
MAP REFERENCES FOR OVERLAY DISTRICTS**

## **PROPOSED ARTICLE 4**

### **REMOVAL OF ADDRESSES AND PARCEL NUMBERS FROM OVERLAY DISTRICTS**

#### **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)]

Remove Specific Parcel Number and Address References

Replace with Zoning Map References

PROPOSED ARTICLE PB-5  
ACCESSORY APARTMENTS

## PROPOSED ARTICLE 5

### AMENDMENT OF ACCESSORY APARTMENT SECTION

#### Amend Section 8.5

8.5.6.2 The gross floor area of the Accessory Apartment shall not be less than five hundred (500) square feet.

8.5.6.3 The gross floor area of the Accessory Apartment shall not exceed the lesser of nine hundred (900) square feet, or thirty-three percent (33%) of the gross floor area of the combined dwelling or dwellings if the footprint of the principal dwelling remains unchanged, or twenty-four percent (24%) of the gross floor area of the combined dwelling if the footprint of the principal dwelling is enlarged.



**PROPOSED ARTICLE PB-6  
TEMPORARY CONSTRUCTION DUMPSTERS**

## PROPOSED ARTICLE 6

### TEMPORARY CONSTRUCTION DUMPSTERS

Amend General Bylaw Chapter 342. Solid Waste

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

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

## PROPOSED ARTICLE 6

### TEMPORARY CONSTRUCTION DUMPSTERS

#### § 342-3. Dumpster covers and enclosures required.

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

## PROPOSED ARTICLE 6

### TEMPORARY CONSTRUCTION DUMPSTERS

#### § 342-4. Dumpster maintenance.

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

The Westwood Planning Board voted  
unanimously on March 12, 2024 to  
recommend Town Meeting Approval  
of all six warrant articles

# Chapter C Charter

**PREAMBLE:** We, the people of the town of Westwood, Massachusetts, in order to reaffirm the customary and traditional liberties of the people with respect to the conduct of our local government and to take the fullest advantages inherent in the home rule amendment of the constitution of the commonwealth, do hereby adopt the following home rule charter for this town.

## CHAPTER 1 POWERS OF THE TOWN

### Section 1 **Incorporation**

1-1-1. The present town of Westwood, Massachusetts, within its corporate limits as now established, shall continue to be a body politic and corporate under the name, town of Westwood.

### Section 2 **Scope of Town Powers**

1-2-1. The town shall possess and exercise all powers possible under the constitution and laws of the commonwealth as fully and completely as though those powers were expressly enumerated in this chapter.

### Section 3 **Form of Government**

1-3-1. This charter provides for a select board - open town meeting - town administrator form of town government.

### Section 4 **Construction of Charter**

1-4-1. The power of the town under this charter shall be construed liberally in favor of the town, and the specific mention of particular powers in the charter shall not be construed as limiting in any measure the general powers of the town as stated in section 1-2-1.

### Section 5 **Intergovernmental Relations**

1-5-1. The town may exercise, consistent with the law, any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any civil division, subdivision or agency of the commonwealth, another state or of the United States government.

## CHAPTER 2 ELECTIONS AND TOWN MEETING

### Section 1 **Legislative Power**

2-1-1. The legislative powers of the town shall be exercised by a town meeting open to all registered voters of the town.

## Section 2 Town Elections

2-2-1. The annual town ~~election meeting~~ shall be held on the last Tuesday in April of each year except in years in which the presidential primary elections are held on the last Tuesday in April, then the annual town meeting shall be held on the second Tuesday in April, but the only business to be conducted on that day shall be ~~the election of~~ to elect town officers and ~~vote the balloting~~ on all matters that are to be determined by official ballot. ***To the extent that a state or federal election falls on the date of the annual town election, or a declaration of a state or federal emergency is made due to threats to the public health or safety, the select board, in consultation with the town clerk, shall delay said election and any relevant filing deadlines as may be necessary and appropriate under the circumstances.***

2-2-2. All General Laws regarding town elections shall apply, except as provided by this charter or by special act of the legislature.

## Section 3 Elections to be Nonpartisan

2-3-1. All elections of town officers shall be nonpartisan and election ballots for town officers shall be printed without any party mark, emblem, vignette or designation whatsoever.

## Section 4 Eligibility of Town Voters

2-4-1. Any registered voter of the town shall be eligible for election to any elective office or board of the town. Any person duly elected to ~~any such office or board~~ at the ***annual town election and sworn to the faithful duties of the office*** shall take up ~~the their~~ duties of the office the day after the adjournment ~~since the~~ ***final dissolution*** of the annual town meeting or ***at*** such later time as they are sworn, ~~at which the individual was elected, unless such office was vacant at the time of the election, in which case the individual shall take up the duties of the office immediately; provided, however, the individual shall first have been sworn to the faithful performance of the individual's duties by the town clerk.~~

## Section 5 Initiative

2-5-1. Petition. Any 10 voters of the town may secure, by written petition to the select board, the inclusion of an article for the warrant of any duly scheduled annual town meeting, and not less than 100 registered voters may secure the same for any duly scheduled special town meeting.

2-5-1.1. Pre-Petition.

(a) Any 5 voters of the town may submit to the select board or the finance and warrant commission ~~by a date set by town by law~~ ***no later than December 1 in the year*** prior to the annual town meeting ~~a proposed warrant article~~ ***pre-petition*** and shall designate a lead petitioner.

(b) The select board or the finance and warrant commission shall include the ~~pre-petition proposed article~~ ***pre-petition*** on an agenda at a regular or special meeting for discussion and provide the lead petitioner with nonbinding guidance, if any, ~~concerning the same by a date set by town by law which shall be no later than 7 days prior to the close of the warrant.~~

(c) Failure to submit an article under this section shall not prevent the filing of a petition under section 2-5-1 and any guidance to the petitioners under this section shall not be binding on the finance and warrant commission or select board if the same ~~petition~~ ***is submitted as a petitioned warrant article*** under said section 2-5-1.

Section 6 ~~Business Sessions of the~~ **Annual Town Meetings**

2-6-1.

(a) ~~Business sessions of the~~ **The spring** annual town meeting shall be held on the first Monday in May and may be continued on such additional days as may be decided by the town meeting.

(b) There shall also be a second ~~business session of the~~ annual town meeting, **to be known as the fall annual town meeting**, held in the last 3 months of the calendar year on a date to be determined by the select board, **which meeting** ~~that~~ shall be an "annual town meeting" for purposes of the General Laws; provided, however, that the select board may, at its discretion, cancel said fall annual town meeting not later than September 15 in any year, so long as not more than 10 petitioned articles have been submitted by August 1 for inclusion on the warrant at said fall annual town meeting and notice of the board's action with regard to such meeting shall be posted on the town's website and principal bulletin board. ~~The board's decision as to whether to hold a fall town meeting shall not prohibit the board from calling a special town meeting at its discretion.~~

(c) The **select** board ~~may from call~~ **ing** for a special town meeting **from time to time** at its discretion.

2-6-2. Rules of procedure of the town meeting shall be determined through town by-law.

2-6-3. ~~A journal of the proceedings of the town meeting, known as the~~ **Minutes** of the town meeting, shall be kept by the town clerk and ~~it~~ shall be a public record.

Section 7 **Finance and Warrant Commission Recommendation**

2-7-1. The finance and warrant commission shall consider all articles in warrants for all town meetings and shall report in writing before each town meeting in the manner provided by town by-law its advice, estimates and recommendations for consideration by the town meeting. The commission shall hold a public ~~meeting~~ **hearing** with respect to the warrant **articles** not less than 14 days prior to any **annual** town meeting **and not less than 7 days prior to the date of a special town meeting**. Failure to timely post, publish or mail such advice, estimates and recommendations in the manner provided by town by-law shall not affect the validity of the town meeting.

Section 8 **Quorum**

2-8-1. The town meeting shall establish by town by-law a quorum requirement for the **opening of an annual or special town meeting** ~~conduct of its business, but a smaller number than the established quorum may adjourn immediately any meeting to a stated date, time and place.~~ **Provided that a quorum is present to start the meeting, no other quorum requirement shall be applicable at a town meeting.**

Section 9 **Presiding Officer**

2-9-1. A moderator, who shall be a registered voter of the town, shall be elected for a 1-year term. The moderator shall preside at all sessions of ~~the~~ town meeting(s).

2-9-2. If the office of moderator becomes vacant, or if the moderator is absent, the select board shall appoint an acting moderator for a particular meeting or to serve until the next regular election of town officers.



2-9-3. No elected town officer shall be eligible to be appointed acting moderator.

### CHAPTER 3 THE SELECT BOARD

#### Section 1 **Composition and Terms**

3-1-1. A select board of 3 members shall be elected for 3-year overlapping terms. At each annual town election, 1 select board member shall be elected to fill the office the term of which is expiring. Members may receive such compensation as may be appropriated by the town meeting.

#### Section 2 **Powers and Duties**

3-2-1. The board shall exercise those powers and duties prescribed by the General Laws, this charter and town by-laws.

3-2-2. The board shall have the power to establish, in the performance of its duties, rules and regulations not otherwise governed by the General Laws, this charter and town by-laws.

3-2-3. Except as expressly provided in this charter, the select board shall have all the powers and duties of a board of selectmen under the General Laws and any special laws applicable to the town of Westwood.

#### Section 3 **Power of Investigation**

3-3-1. The board may conduct investigations into the conduct and operation of any town department as authorized by the General Laws.

#### Section 4 **Power to Appoint Town Officers**

3-4-1. The board shall have the power to fill by appointment the offices of: (i) police chief; (ii) fire chief; ~~and (iii) department of public works director; and (iv) town~~ *and special* counsel(s).

#### Section 5 **Power to Appoint Town Boards and Commissions**

3-5-1. The board shall have the power to appoint: (i) a board of health; (ii) a council on aging; (iii) a conservation commission; (iv) a recreation commission; (v) election officers; (vi) registrars of voters; and (vii) such other boards, commissions and committees as are authorized by the General Laws, this charter, town by-laws or the town meeting, for whom appointment is not otherwise provided.

#### Section 6 **Power to Rescind Appointments**

3-6-1. The board shall have the power to rescind any appointment to any board, commission, committee or individual office made under this chapter; provided, however, that the appointee shall first have been served with written notice of the board's intention and reasons for rescinding said appointment.

CHAPTER 4  
ELECTED TOWN BOARDS AND OFFICERS

*Section 1. General*

**4-1-1** *Members. Members of multiple-member bodies elected hereunder shall serve for 3-year overlapping terms, unless otherwise specified.*

**4-1-2** *The multiple-member bodies and officers listed in this chapter shall have all the powers and duties as may be prescribed by the General Laws, this charter and town by-laws.*

*Section 2 Elected Officers*

**4-2-1.** *The following town officers shall be elected by ballot of the whole town: (i) a moderator for a term of 1 year; and (ii) a town clerk for a term of 3-years. Each officer may receive such compensation as may be appropriated by the town meeting.*

**Section 3 School Committee**

**4-3-1.** A school committee of 5 members ~~shall be elected for 3-year overlapping terms.~~ Members shall serve without compensation.

~~4-2. The committee shall have general charge of all public schools in the town, under the General Laws, this charter and town by laws.~~

**Section 4 Board of Assessors**

**4-4-1.** A board of assessors of 3 members ~~shall be elected for 3-year overlapping terms.~~ Members may receive such compensation as may be appropriated by the town meeting.

**Section 5 Sewer Commission**

**4-5-1.** A board of sewer commissioners of 3 members ~~shall be elected for 3-year overlapping terms.~~ Members may receive such compensation as may be appropriated by the town meeting.

~~4-5-2. The board of sewer commissioners shall be responsible for the development of general goals and long-term plans for the town's sewer system and shall also establish the fees, user charges or rates necessary to fully fund the sewer system operations.~~

**Section 6 Planning Board**

**4-6-1.**

**(a) Members.** A planning board of 5 ~~members shall be elected for 3-year overlapping terms.~~ Members shall serve without compensation.

*(b) Associate Members. There shall be not more than 2 associate members of the planning board who may participate in all board matters. The chair of the planning board shall designate an associate member to sit on the board and vote in the case of absence, inability to act or conflict of interest, on the part of any member of the board or in the event of a vacancy on the board. The associate members shall be appointed for 3-year rotating terms by majority vote at a joint meeting of the select board and the planning board. Any vacancies arising in the office of associate member shall be filled in the same manner as the original appointment for the remainder of the unexpired term.*

4-6-2. The board shall meet regularly and shall maintain a public record of its proceedings, resolutions and determinations. It shall be responsible for the general, physical, economic and environmental planning of the town under the General Laws, this charter and town by-laws.

#### Section 7 Library Trustees

4-7-1. A board of 6 library trustees ~~shall be elected for 3-year overlapping terms.~~ Members shall serve without compensation.

4-5-2. ~~The board shall be responsible for the administration and operation of the town library, including staffing, acquisitions, maintenance and the promulgation of library rules and regulations.~~

#### Section 6 Associate Members

~~4-6-1. Notwithstanding any general or special law to the contrary, there shall be not more than 2 associate members of each board elected under this chapter who may participate in all board matters. The chair of the elected board may designate the associate members to sit on the board in the case of absence, inability to act or conflict of interest, on the part of any member of the board or in the event of a vacancy on the board. The associate members shall be appointed for 3-year rotating terms by majority vote of a joint meeting of the select board and the elected board being augmented with the associate members. Any vacancies arising in said position shall be filled in the same manner as the original appointment for the remainder of the unexpired term.~~

~~4-6-2. Notwithstanding section 4-6-1, the following town officers shall be elected by ballot of the whole town for 3-year terms.~~

- ~~(i) town treasurer commencing at the annual town election in 2003;~~
- ~~(ii) town clerk commencing at the annual town election in 2004; and~~
- ~~(iii) tax collector commencing at the annual town election in 2005.~~

#### Section 7 Housing Authority

4.7.1. *There shall be a housing authority of five members elected and appointed as provided by law.*

#### Section 8 Recall

4-8-1. A holder of an elected office in the town of Westwood may be recalled from that office by the registered voters of the town under this section, except that the maximum number of members of a board that may be recalled shall be a majority or as otherwise limited by section 4-8-7.

4-8-2. Any 200 registered voters of the town of Westwood may initiate a recall petition by filing with the town clerk an affidavit containing the

name of the officer sought to be recalled and a statement of the grounds for recall. Not more than 33 1/3 per cent of the signatures appearing on the affidavit may be from any 1 precinct of the town. The town clerk shall thereupon prepare a sufficient number of copies of petition blanks demanding such recall, a supply of which shall be kept on hand. Such blanks shall be issued by the town clerk, with the clerk's signature and official seal attached. Further, such blanks shall be dated, addressed to the select board of the town and contain the names of the first 10 signers to the affidavit, as designated by the person identified as the lead petitioner at the time of filing of the affidavit, the name and office of the person whose recall is sought and the grounds of recall as stated in the affidavit, and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of the town clerk. The recall petition shall be returned and filed with the town clerk within 20 days after the recall petition blanks are made available to the lead petitioner and shall be signed by not less than 15 per cent of the registered voters of the town as of the date of the most recent regular town election, who shall add to their signatures their place of residence, including their street, number and precinct; provided, however, that not more than 33 1/3 per cent of the total number shall be from any 1 precinct.

The town clerk shall, within 24 hours of receipt of the petition, submit the signed petition to the registrars of voters in the town and said registrars shall, within 5 working days, certify on the petition the number of signatures that are names of registered voters of the town.

4-8-3. If the petition shall be found and certified to be sufficient, the town clerk shall submit the petition with a certificate to the select board within 5 working days and the select board shall, within 5 working days, give written notice of the receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within 5 days thereafter, immediately order an election to be held on a date fixed by them not less than 65 days nor more than 90 days after the date the select board calls for said election; provided, however, that if any other town election is to occur within 100 days thereafter, the select board shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall proceed as provided in this section.

4-8-4. An officer sought to be removed may be a candidate at such election and, unless such officer requests otherwise in writing, the town clerk shall place the officer's name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for and the conduct of the removal election shall be under the laws relative to elections unless otherwise provided in this chapter.

4-8-5. An incumbent shall continue to perform the duties of the office until a recall election is held. If not recalled, such officer shall continue in office for the remainder of the unexpired term subject to recall as before, except as provided in section 4-8-7. If such officer is recalled in the recall election, the officer shall be removed upon certification of the election results. If a successor fails to qualify within 15 days after receiving notification of election, the office shall be vacant.

4-8-6. Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name and title of officer).

Against the recall of (name and title of officer).

Immediate at the right of each proposition there shall be a location in which a voter may vote for either of said propositions. Under the propositions shall appear the word "Candidates", the directions to the voters required by section 42 of chapter 54 of the General Laws and, beneath this, the names of

candidates nominated under the laws relating to elections. If two-thirds of the votes cast upon the question of recall are in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If more than one-third of the votes on the question are in the negative, the ballots for candidates need not be counted.

4-8-7. No recall petition shall be filed against an officer within 90 days after the officer takes office, nor shall any officer be subject to recall if the officer's term of office expires within 90 days of the town clerk's certificate issued under section 4-8-3. In the case of an officer subjected to a recall election and not recalled, no recall petition shall be filed against such officer until at least 90 days after the election at which the officer's recall was submitted to the voters.

4-8-8. No person who has been recalled from an office or who has resigned from office after the filing of a recall petition shall be appointed to town office within 1 year after such recall or such resignation.

## CHAPTER 5 APPOINTED TOWN BOARDS

### Section 1 *General*

5-1-1 *Members. Members of multiple-member bodies shall be appointed by the select board for 3-year ~~rotating~~ overlapping terms and shall serve without compensation..*

5-1-2 *Associate Members. There shall be not more than 2 associate members of each board listed in chapter 5, excluding the zoning board of appeals, to be appointed by select board for 3-year overlapping terms, who shall be eligible to participate in all board matters. The chair of the appointed board may designate an associate member to sit on the board and vote in the case of absence, inability to act or conflict of interest, on the part of any member of the appointed board or in the event of a vacancy on the appointed board. Any vacancies arising in said position shall be filled in the same manner as the original appointment for the remainder of the unexpired term.*

5-1-3 *The multiple-member bodies listed in this chapter shall have all the powers and duties as may be prescribed by the General Laws, this charter and town by-laws.*

### Section 2 **Board of Health**

5-~~12~~-1. A board of health of 3 members shall be appointed by the select board for 3-year overlapping terms. Members shall serve without compensation. One member of the board, who shall not necessarily be the chair, shall be a doctor of medicine, certified to practice medicine in the commonwealth or a registered nurse with current and valid Massachusetts registration.

~~5-1-2. The board of health shall exercise such public health functions as may be prescribed by the General Laws, this charter and town by laws.~~

### Section ~~23~~ **Council on Aging**

5-~~23~~-1. A council on aging of 9 members, shall, be appointed by the select board for 3-year overlapping terms. No member will be eligible for

reappointment to a third term until and unless 1 year has elapsed from and after the expiration of that member's second full term. ~~Members shall serve without compensation.~~

~~5-2-2. The council shall coordinate and carry out programs designed to meet the problems of aging persons under the General Laws, this charter and town by laws.~~

#### Section ~~34~~ **34** Conservation Commission

~~5-34-1. A conservation commission of 7 members, shall be appointed by the select board for 3-year overlapping terms under the General Laws. Members shall serve without compensation.~~

~~5-3-2. The conservation commission shall exercise such conservation-related functions as may be prescribed by the General Laws, this charter and town by laws.~~

#### Section ~~45~~ **45** Recreation Commission

~~5-45-1. A recreation commission of 7 members, shall be appointed by the select board for 3-year overlapping terms. Members shall serve without compensation.~~

~~5-4-2. The commission shall be responsible for the development and supervision of a town recreation program.~~

#### Section ~~56~~ **56** Zoning Board of Appeals

~~5-56-1. A zoning board of appeals of 3 regular members and 6 associate members, shall be appointed by the select board for 3-year overlapping terms. Members shall serve without compensation.~~

~~5-5-2. The zoning board of appeals shall exercise such zoning-related functions as may be prescribed by the General Laws, this charter and town by laws.~~

#### Section 6 Youth and Family Services

5-6-1. A youth and family services commission consisting of not fewer than 3 nor more than 17 members shall be appointed by the select board for 3-year overlapping terms. A quorum of the commission shall be a majority of those members then in office; provided, however, that a lesser number may adjourn from time to time.

5-6-2. The youth and family services commission shall carry out programs designed or established to support the development of youth of the town as may be prescribed by the General Laws, this charter and town by laws.

#### Section 7 Associate Members

5-7-1. There shall be not more than 2 associate members of each board appointed under this chapter and chapter 7, other than the zoning board of appeals, who shall be eligible to participate in all board matters. The chair of the appointed board may designate the associate members to sit on the board in the case of absence, inability to act or conflict of interest, on the part of any member of the appointed board or in the event of a vacancy on the

~~appointed board. The associate members shall be appointed for 3-year rotating terms by the board or officer responsible for appointing the board itself and any vacancies arising in said position shall be filled in the same manner as the original appointment for the remainder of the unexpired term.~~

## CHAPTER 6 TOWN ADMINISTRATOR

### Section 1 **Town Administrator**

6-1-1. The select board shall appoint a town administrator for an indefinite term to serve at its pleasure and shall fix the compensation for such person, annually, within the amount appropriated by the town. The select board may establish an employment contract with the town administrator for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties or office, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave.

6-1-2. The town administrator shall not have served in an elective office in the town government for not less than 12 months prior to appointment.

6-1-3. The town administrator shall devote full time to the office and shall not hold any other public office, elected or appointed, nor engage in any business or occupation during such service, unless such action is approved in advance by the select board; provided, however, that this section shall not prevent the town administrator from serving, at the direction of the select board, on any committee as an ex officio member or as the select board's designee on other committees and boards. The select board shall provide for an annual review of the job performance of the town administrator.

### Section 2 **Duties**

6-2-1. The town administrator shall be the chief administrative officer of the town and shall be directly responsible to the select board. The town administrator shall supervise, direct and be responsible for the efficient administration of all functions under the administrator's control as may be authorized by this charter, town by-law, town meeting vote or the vote of the select board, including all department heads and employees appointed by the town administrator or the select board, and their respective departments, and shall coordinate activities of all town departments. The powers and duties of the town administrator shall include, but not be limited to, the power or duty to:

(a) ~~(i)~~ — appoint, discipline, suspend or remove town officers, department heads or principal deputies or agents of elected and appointed boards or officers, and other employees, including employees in civil service positions, for whom no other method of selection is provided by this charter or general or special laws, consistent with the town's personnel policies and subject to the terms of any applicable collective bargaining agreements; provided, however, that the town administrator shall keep the chair of the select board, or the chair's designee, informed as to status of all personnel decisions made or to be made hereunder and shall consult with the appropriate department head or principal deputy or agent prior to hiring an employee for that department; provided further, that appointments or removals of **appointed** town officers, department heads or principal deputies or agents of elected and appointed boards or officers made by the town administrator under this clause shall become effective on the fifteenth day following the day notice of proposed appointment or removal is filed with the select board unless said board, within that period, rejects such appointment or removal, or has sooner voted to affirm it and copies of notices of proposed appointments, as filed with the select board, shall simultaneously be posted on the town bulletin board; provided further, that the town administrator shall consult with the select board prior to appointing

a finance director under section 8-1-2; and provided further, that such appointment shall be subject to this clause.

- (b) ~~(ii)~~ supervise and direct all appointed department heads and principal deputies or agents of part-time or volunteer elected and appointed boards or officers in a manner consistent with the town's personnel policies;
- (c) ~~(iii)~~ coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters; provided, however, that for this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town; provided further, that the town administrator shall have the right to attend and speak at any public meeting of any multiple member body;
- (d) ~~(iv)~~ administer and enforce, to the extent required, the General Laws, special acts of the commonwealth applicable to the town or town by-laws and all regulations established by the select board;
- (e) ~~(v)~~ attend all regular and special meetings of the select board, unless excused; provided, however, that the town administrator shall have a voice but not a vote in all discussions;
- (f) ~~(vi)~~ attend all sessions of the town meeting and answer all questions addressed to the town administrator that are related to the warrant articles and to matters under the general supervision of the town administrator;
- (g) ~~(vii)~~ keep the select board fully informed as to the needs of the town and recommend to the select board for adoption such measures requiring action by the select board or by the town as the town administrator considers necessary or expedient;
- (h) ~~(viii)~~ ensure that the complete and full records of the financial and administrative activity of the town are maintained and render reports to the select board as may be required;
- (i) ~~(ix)~~ serve as the chief procurement officer under chapter 30B of the General Laws, and be responsible for the procurement and award of all contracts for supplies, services materials and equipment other than those for the school department and the library; provided, however, that any contract over ***an amount established by the select board prior to the start of the fiscal year*** ~~\$100,000~~ shall require approval by the select board;
- (j) ~~(x)~~ develop and maintain a formal and complete inventory of all town-owned real and personal property and equipment;
- (k) ~~(xi)~~ administer personnel policies, practices, rules and regulations, compensation and classification plan and related matters, in consultation with the personnel board, for all municipal employees; and administer all collective bargaining agreements entered into by the town;
- (l) ~~(xii)~~ subject to the approval of the select board, fix the compensation of all officers, department heads, officers and employees appointed by the town administrator or the select board *within* the limits established by appropriation and any applicable compensation plan and collective bargaining agreement;



- (m) ~~(xiii)~~ be responsible for the negotiation of all contracts with town employees, except employees of the school department, regarding wages and other terms and conditions of employment; provided, however, that collective bargaining agreements negotiated under the authority of this section shall be subject to the approval of the select board and to chapter 150E of the General Laws;
- (n) ~~(xiv)~~ prepare, in consultation with the director of municipal finance, and submit an annual operating budget and capital improvement plan as provided in section 9-3-1 and be responsible for its administration after its adoption and transfer funds between individual line-items within a department account at any time during the fiscal year, with the approval of the select board; provided, however, that notice of such proposed transfer shall be provided to the select board and the finance and warrant commission and shall be posted on the town bulletin board, not less than 14 days prior to said transfer;
- (o) ~~(xv)~~ keep the select board and the finance and warrant commission ~~fully~~ **regularly**-informed as to the financial condition of the town and make recommendations to the select board;
- (p) ~~(xvi)~~ prepare and submit to the select board at the end of the fiscal year a comprehensive report on the finances and the activities and operations of all departments, boards and committees of the town;
- (q) ~~(xvii)~~ investigate or inquire into the affairs of any town department or office;
- (r) ~~(xviii)~~ delegate, authorize or direct any subordinate or employee in the town to exercise any power, duty or responsibility that the office of town administrator may exercise; provided, however, that all acts performed under such delegation shall be the acts of the town administrator;
- (s) ~~(xix)~~ seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes;
- (t) ~~(xx)~~ approve all payroll and expense warrants for payment of town funds; provided, however, that in the event of ~~the a vacancy~~ **absence of in the office of** the town administrator, ~~the select board~~ **temporary town administrator so designated by this Charter** shall approve such warrants; ~~provided further, that if a vacancy exists in the office of town administrator, the select board shall approve all such warrants or may delegate such responsibility to an acting or temporary town administrator appointed under section 6 4 1 or section 6 4 2;~~
- (u) ~~(xxi)~~ represent the select board, at its direction, at any county, regional, state and federal meetings;
- (v) ~~(xxii)~~ supervise the issuance by the select board of licenses and permits and schedule all related hearings;
- (w) serve as emergency management director, convening meetings and monitoring the centralized management issues during emergencies;
- (x) coordinate litigation and authorize and monitor use of **town and special counsel(s)**. ~~town counsel, special counsel and consultants;~~ and
- (y) perform such other duties as necessary or as may be assigned by this charter, town by-law, town meeting vote or vote of the select board.

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### Section 3 Qualifications

6-3-1. The town administrator shall be appointed solely on the basis of educational, executive and administrative qualifications and experience. The educational qualifications shall consist of a master's degree granted by an accredited degree granting college or university, in public or business administration or related field and professional experience shall include not less than 5 years of full-time, compensated service in finance, government law, personnel administration, collective bargaining or organization development or extensive experience in working with the public and responding to customer service requests. The select board may waive the education or experience requirements listed herein if the board determines that an applicant's qualifications provide an equivalent combination of education and experience and that such waiver is in the best interest of the town.

### Section 4 Acting and Temporary Town Administrator

6-4-1. Acting Town Administrator. The select board may designate a qualified person to exercise the rights and perform the duties of the town administrator during a ~~temporary~~ vacancy caused by the suspension, removal or resignation of the town administrator. Members of the select board shall be ineligible to serve in this capacity.

6-4-2. Temporary Town Administrator. ~~With the approval of the select board~~ ***In the approval event of the select board an absence of less than two weeks, the town administrator may designate in a writing filed with the town clerk and select board a qualified town administrative officer official or employee to temporarily exercise the powers and perform the duties of the town administrator. For an absence in excess of two weeks, with the approval of the select board*** may designate a qualified ~~temporary~~ town administrative officer or employee to ***temporarily*** exercise the powers and perform the duties of the town administrator. ~~during an absence of the town administrator. Such delegation shall be made by letter filed with the town clerk and the select board.~~

6-4-3. Powers and Duties. The powers and duties of the acting or temporary town administrator under sections 6-4-1 and 6-4-2 shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments or designations, unless otherwise authorized by the select board. ***Notwithstanding the preceding sentence, if the select board concludes that the best interests of the town require a permanent appointment or designation, the board may, at its sole discretion, authorize the same to be made or itself make the appointment or designation.***

## CHAPTER 7 BOARDS AND COMMISSIONS APPOINTED BY MODERATOR

### Section 1 Moderator's Power of ~~Appointment~~ to ***Appoint and Rescind Appointments***

7-1-1.

(a) The moderator shall have the power to appoint members of those boards and commissions ***as*** authorized under this chapter. Appointments made by the moderator shall ***be for 3-year overlapping terms*** ~~in each instance be for a fixed term and such appointments~~ ***and*** shall not be subject to review or confirmation by any other person or group. ***A quorum of each of those those boards and committees shall be a majority of those members then in office. All appointees shall serve without compensation.***

## **Section 2 Power to Rescind Appointments**

### **7-2-1.**

(b) The moderator may rescind any appointment to any board or commission made under the authority of this chapter; provided, however, that the appointee shall first ~~have been served~~ **be provided** with a written notice of the moderator's intention and ~~the moderator's~~ reasons for rescinding the appointment.

## **Section 2 Finance and Warrant Commission**

7-2-1. ~~A~~ **The** finance and warrant *commission shall have ~~of not more than~~ 15 members; provided, however, that while all efforts shall be made to provide for a full complement of 15 members, in the event that the Moderator, at the Moderators sole discretion, finds that the timing of a vacancy and/or the unavailability of qualified candidates for appointment, prevents the same, a vacancy or vacancies may remain unfilled shall be appointed for 3-year overlapping terms. Members shall serve without compensation and no member may ~~shall not~~ hold any other ~~elective or appointed~~ appointive town position **or employment** during the member's term of office; **provided, however, that the preceding clause shall not prohibit a member of the finance and warrant commission from serving on other committees in an ex officio capacity only.***

~~7-2-2.~~ In making appointments to the commission, the moderator shall take into consideration the demographic composition of the town.

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## **Section 3 Personnel Advisory Board**

7-3-1. The personnel *advisory* board shall have 5 members. ~~persons shall be appointed for 3-year overlapping terms. Members shall serve without compensation.~~

7-3-2. It shall be the responsibility of the board to ~~advise administer and~~ **the Town Administrator from time to time concerning** ~~to~~ proposed periodic revisions of the town classification and compensation plan, ~~under the General Laws.~~

## **Section 4 Permanent Building Commission**

7-4-1. ~~The~~ **A** permanent building commission *shall have* ~~of not more than~~ 7 members ~~shall be appointed for 3-year overlapping terms.~~ In making appointments to the permanent building commission, the moderator shall endeavor to include town residents with **relevant experience including but not limited to** architecture, engineering or construction experience, or knowledge of state public bidding laws.

~~7-4-2.~~ Temporary members. For each municipal project **in the commission's jurisdiction**, a member or representative of the **multiple member body who sponsors, or will benefit from, the project** ~~appointed or elected board or committee sponsoring or requesting the project or whose facility would benefit from the project shall~~ may be appointed **by the moderator as a temporary member** and may participate for the duration of the project as a voting member of the commission; **provided, however, that a member of the school committee or its designee shall be appointed for any school project.**

~~7-4-3.~~ Ex officio members. For each project, the moderator may appoint town employees or other town residents, with particular expertise or knowledge, to advise the commission related to the particular project. Any such request shall be made to the town moderator, who shall consult with the town administrator with regard to the appointment of town employees, other than school department employees, and to the superintendent of schools for school department employees. Ex officio members shall have a voice, but no vote, in the proceedings of the commission and shall not count towards the quorum needed to conduct business.

7-45-4. The commission shall have charge and direction of ~~the~~ construction and reconstruction **projects** of all buildings owned, leased or occupied by the town **with an estimated cost of more than \$1,000,000** and it shall have the power to make recommendations concerning the design, plans, specifications and location of other buildings financed, in whole or in part, by other public funds; **provided, however, that said commission shall, at its discretion, refuse jurisdiction of projects when it determines the assistance of the commission is not needed due to the size, scope or cost of such project.** From time to time the commission shall consult with the ultimate user of such buildings concerning said design, plans, specifications and locations of such buildings.

## CHAPTER 8 DEPARTMENTS

### Section 1 Finance Department

8-1-1. There shall be a department of municipal finance that shall be responsible for the coordination of all financial services and activities of the town, the maintenance of all accounting records and other financial statements, payment of all obligations, receipt of all funds due, monitoring of and reporting on all fiscal and financial activities of the town, supervision of all purchases of goods, materials and supplies and maintenance of inventory controls. The department shall include the offices and functions of the ~~town accountant, town treasurer,~~ tax collector and board of assessors; provided, however, that although the offices of the town treasurer, tax collector and board of assessors shall be part of the department of municipal finance, such officers shall continue to exercise their respective duties and responsibilities under the General Laws, except as otherwise provided in this charter. The department shall have such additional powers, duties and responsibilities with respect to municipal finance-related functions and activities as the town may provide by town by-law.

8-1-2. Finance Director. The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by the town administrator, after consultation with the select board, and whose salary shall be fixed annually within the amount appropriated by the town. The appointment, and any discipline, suspension or removal of said finance director shall be undertaken under ~~clause (i) of~~ section 6-2-1(a).

8-1-3. Finance Director, Qualifications. The director of municipal finance shall be a person especially fitted by education, experience and training to perform the duties of the office. The educational qualifications shall consist of a master's degree in finance, accounting or public or business administration, granted by an accredited degree-granting college or university, and professional qualifications shall include not less than 3 years of prior full-time compensated service in accounting or business administration or 5 years or more of such professional experience and a bachelor's degree in an appropriate discipline. At the request of the town administrator, the select board may waive the education or experience requirements listed if the board determines that an applicant's qualifications provide an equivalent combination of education and experience and that such waiver is in the best interests of the town.

The salary, fringe benefits and other conditions of employment of the director of municipal finance, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave may be established by contract.

8-1-4. Finance Director, Duties and Responsibilities. The director of municipal finance shall be responsible for the supervision and coordination of

all financial personnel, tasks and activities of the department under this charter, General Laws, town by-laws and any applicable rules and regulations. The director of municipal finance may serve as the town accountant and shall be responsible for coordinating the fiscal management procedures of the offices of the town treasurer, tax collector and board of assessors and shall be the administrator of budgeting, including financial reporting, accountability and control, as well as an advisor to the select board, town administrator, finance and warrant commission and all other town departments, concerning financial and programmatic implications of current and future financial policies. The director of municipal finance shall provide such assistance to the town administrator as the town administrator shall request with regard to the preparation of the town budget and capital plan and have such additional duties and responsibilities with regard thereto under ~~clause (xiv) of~~ section 6-2-1(n) and chapter 9.

### Section 2 **Other Departments**

8-2-1. Department of Public Works. There shall be a department of public works, as established by chapter 140 of the acts of 1992, with the powers, duties and responsibilities under said chapter 140, as amended from time to time.

8-2-2. Fire Department. There shall be a fire department in accordance with the terms in this charter and the general bylaws and in accordance with chapter 149 of the acts of 2015.

8-2-3. Police Department. There shall be a police department, as established by vote of the March 12, 1951 town meeting accepting chapter 595 of the acts of 1948, now codified as section 97A of chapter 41 of the General Laws, with the powers, duties and responsibilities under said section 97A of said chapter 41.

**8-2-4 Town Clerk.** *There shall be a town clerk, appointed by the Town Administrator after consultation with the Select Board.*

## CHAPTER 9 FINANCIAL PROCEDURES

### Section 1 **Fiscal Year**

9-1-1. The fiscal year of the town shall commence on July 1 and end on June 30, unless another uniform fiscal year for all towns shall be specified by state law.

### Section 2 **Audit Committee**

9-2-1. There shall be an audit committee consisting of 3 members appointed by the select board for overlapping 3-year terms. The audit committee shall review annual financial statements of the town financial offices, review the independent auditor's management recommendations and provide advice and counsel to the select board, town administrator and other financial staff.

### Section 3 **Budget - Preparation and Schedule**

9-3-1. The town administrator shall prepare an annual operating budget for the town as described in section 9-4-3. For such purposes, the town administrator shall establish a budget schedule for the development and submission of all departmental budgets to the town administrator and director of municipal finance, and for the compilation of a proposed consolidated operating budget for the town or such schedule may be established by town by-law. The town administrator shall also prepare, in consultation with the director of municipal finance, a 5-year capital plan.

#### Section 4 **Budgetary Procedures**

9-4-1. Not less than 3 months before the business session of the spring annual town meeting, the town administrator shall submit to the select board for its review and approval a proposed operating budget for the town with a summary budget message and supporting documents, and a 5-year capital plan. The select board may make such changes to the proposed operating budget and budget message as it considers appropriate. Following approval by the select board, the proposed annual operating budget, with summary budget message and supporting documents, and 5-year capital plan shall immediately be forwarded to the finance and warrant commission.

9-4-2. The summary budget message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the town for the ensuing year and shall indicate any major changes from the current year in financial policies, expenditures and revenues, together with the reasons for such changes.

9-4-3. The operating budget shall provide a complete financial plan for all town funds and activities and shall be in such form as the finance and warrant commission may require; provided, however, that it shall indicate proposed expenditures for both current operations and capital projects during the ensuing year, detailed by purpose, offices, departments, commissions and committees.

9-4-4. The 5-year capital plan shall be designed to address unmet long range needs and to implement the capital goals and objectives of the town, and shall include all town activities and departments. The capital improvements plan shall include a clear summary of its contents, a list of all capital improvements proposed to be undertaken during the next 5 years, together with supporting data, cost estimates, methods of financing and recommended time schedules, and the estimated annual cost of operating and maintaining the facilities or equipment to be constructed or acquired. The information required by this section may be revised and extended each year by the town administrator and shall apply each year to capital improvements pending or in the process of construction or acquisition.

9-4-5. The finance and warrant commission shall conduct at least 1 public ~~hearing meetings~~ on the proposed operating budget not less than 14 days prior to its submission at the annual town meeting.

9-4-6. The select board shall be responsible for presenting the proposed operating budget to the town meeting.

9-4-7. Town meeting may, by town by-law, establish additional procedures applicable to consideration and adoption of the budget that are not inconsistent with this charter.

### CHAPTER 10 TOWN BY-LAWS

#### Section 1 **How Proposed**

10-1-1. Town *general and zoning* by-laws may be proposed in warrant article form *consistent with* ~~under~~ the General Laws and section 2-5-1.

#### Section 2 **How Adopted and Revised**

10-2-1. ~~Adoption~~ *Adoption or amendment of general and zoning bylaws shall be approved by a 2/3 vote of an annual or special town meeting,*

~~except as otherwise provided by G.L. c.40A, §5. of a, or amendment of a new town by law or town by law revision shall be by a two-thirds vote of those voting at an annual or special town meeting.~~

**Section 3 Revision and Publication**

10-3-1. The select board shall ensure that the town by-laws are reviewed, *recodified and republished, and made available to those who request the same, periodically, as necessary and appropriate.* ~~and prepared for any necessary revision at least every 5 years.~~

~~10-3-2. The town clerk shall codify and republish the town by laws every 5 years. Copies shall be made available to all registered voters who request them.~~

**Section 4 Continuation of Town By-Laws**

10-4-1. All special acts, town by-laws, town meeting resolutions, rules and regulations of the town in force at the time this charter takes effect, not inconsistent with this charter, shall continue in force.

**CHAPTER 11  
SEVERABILITY**

**Section 1**

11-1-1. If any section or partial section of this charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the validity of the remainder of this charter, nor the context in which such section or partial section so held invalid may appear.

**CHAPTER 12  
CHARTER REVISION**

**Section 1 Proposal of Amendments Process**

12-1-1. *This charter may be replaced, revised or amended in accordance with G.L. c.43B and Article LXXXIX of the Amendments to the Massachusetts Constitution.*

~~.Amendments to this charter may be proposed by an elected charter commission, a 2/3 vote of town meeting, or as otherwise may be authorized by the general Amendments to this charter relating in any way to the composition, mode of election or appointment or terms of office of the legislative body, select board or the town administrator may be proposed only by a charter commission elected under the General Laws, or proposed as otherwise authorized by the constitution of the commonwealth.~~

~~12-1-2. Amendments to the charter relating to other matters may be proposed by a two-thirds vote at a duly called town meeting under the General Laws, or proposed as otherwise authorized by the constitution of the commonwealth.~~

**Section 2 Adoption of Amendments**

~~12-2-1. Proposed amendments under this charter shall be acted upon by ballot of the whole town at a regular or special town meeting for the election~~

~~of town officers under the General Laws, or approved as otherwise authorized by the constitution of the commonwealth.~~

Section 3 **Periodic Review**

12-32-1. The select board shall appoint a committee of not fewer than 5 nor more than 9 members, *who shall serve without compensation*, to review the charter and town by-laws not less than once every 10 years from the date of the last review undertaken under this section. ~~and~~ *Said committee may make recommendations to a subsequent town meeting to **replace, revise or** amend said charter **or** and town by-laws. **A quorum shall be a majority of those members then in office.***



# Westwood Charter Review Committee

Presentation of Recommendations to  
Westwood Finance and Warrant Commission  
Public Hearing  
Tuesday, February 27, 2024

# Westwood Charter

- ▶ Charter – cornerstone document shaping the organization, functions and essential procedures of a town government.
- ▶ Last comprehensive review of Westwood’s charter – 2010
  - ▶ Reviews to occur approximately every 10 years (next review in 2034)
- ▶ Current Charter Review Committee assembled in March 2022
  - ▶ Thorough review including substantive issues, technical changes and housekeeping corrections
- ▶ Changes recommended at May 2023 TM – Treasurer & Tax Collector
- ▶ Changes recommended for May 2024 TM – 8 warrant articles

# Charter Review Committee

## Members

Peter Cahill - Co-Chair

Paul Fitzgerald - Co-Chair

Nancy Hyde

John Loughnane

Dottie Powers

## Ex-Officio members

Christopher Coleman, Town Administrator

Patrick Ahearn, Town Counsel

## Outside Legal Counsel

Lauren Goldberg, KP Law

# Recommendations:

- ▶ Continued review of Charter beyond 2023 ATM approved change of Town Treasurer and Tax Collector
- ▶ Held over 25 meetings since formation; interviewed 17 currently elected officials, formerly elected officials, and staff; received public input
- ▶ Articles for this Town Mtg - Home Rule Petitions to State Legislature
  - ❖ Substantive (5 Articles)
  - ❖ Transition Article for Town Clerk
  - ❖ Technical Changes
  - ❖ Housekeeping
  - ❖ Housing Authority

# Substantive Articles (Select Board Articles 5-9)

- ▶ Section 2-8-1 Quorum (SB 5)
- ▶ Section 4-2-1 Town Clerk to be Appointed (hired) After Tenure of Current Town Clerk is Completed (SB 6)
- ▶ Section 7-3-1 Finance and Warrant Commission (SB 7)
- ▶ Section 7-4-1 and 7-4-2 Personnel Board (SB 8)
- ▶ Section 7-5-1/7-5-2/7-5-4 Permanent Building Commission (SB 9)

## Section 2-8-1 Quorum (SB 5)

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

## Section 4-2-1 Elected Officers (SB 6)

- ▶ Change Town Clerk position from Elected to Appointed (Transition article)
  - ▶ Does not change should current Town Clerk serve until her tenure expires
  - ▶ If current Town Clerk remains in office until tenure expires, she shall be the first appointed town clerk

# Town Clerk Information

- ▶ Appointed is the equivalent of hired
- ▶ In 2014, the Town Meeting voted to give the current Town Clerk tenure until reaching retirement age (70)
- ▶ In its current form, Westwood's Town Clerk is not required to work a minimum of hours; is not required to be at Town Hall
- ▶ Responsibilities of the Town Clerk's office include oversight of all municipal, state and federal elections
- ▶ Oversees issuance of marriage licenses, dog licenses, burial plots, dog vaccination clinics, voter registrations
- ▶ Processes all Town Meeting Business including necessary submissions to State Attorney General's office
- ▶ Serves as Public Records Access Officer
- ▶ Updates records for Town Charter, Town Bylaws, Zoning Bylaws
- ▶ Serves as Justice of the Peace, Notary
- ▶ Etc.



## Section 7-3-1 Finance and Warrant Commission (SB 7)

- ▶ Allow for up to 15 appointed members; may fall below 15 for good cause and at discretion of Town Moderator
  - ▶ Provides flexibility for things such as (1) members resign mid-year, (2) there is 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 (SB 8)

- ▶ Change name to Personnel Advisory Board
- ▶ Shifts the role from administrator of town classification and compensation plans to advisor to the Town Administrator

# Section 7-5-1 / 7-5-2 / 7-5-4 Permanent Building Commission (SB 9)

- ▶ Adds flexibility to the make-up of the Permanent Building Commission (PBC)
- ▶ Requires a school committee member to be included for any school project (consistent with State law)
- ▶ Allows PBC to decline jurisdiction for smaller projects if size, scope, or cost of project does not warrant PBC involvement.

# Technical Articles (SB 10 )

- ▶ **Technical**— these proposed edits are intended to make provisions of the Charter:
  - ▶ Clearer
  - ▶ Easier to follow
  - ▶ Allow the respective town official or appointee to function more efficiently
- ▶ **Example:**
  - ▶ Section 6 ~~Business Sessions of the~~ **Annual Town Meetings**
  - ▶ 2-6-1.
  - ▶ **(a)** ~~Business sessions of the~~ **The spring** annual town meeting shall be held on the first Monday in May and may be continued on such additional days as may be decided by the town meeting.

# Housekeeping Articles (SB 11)

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

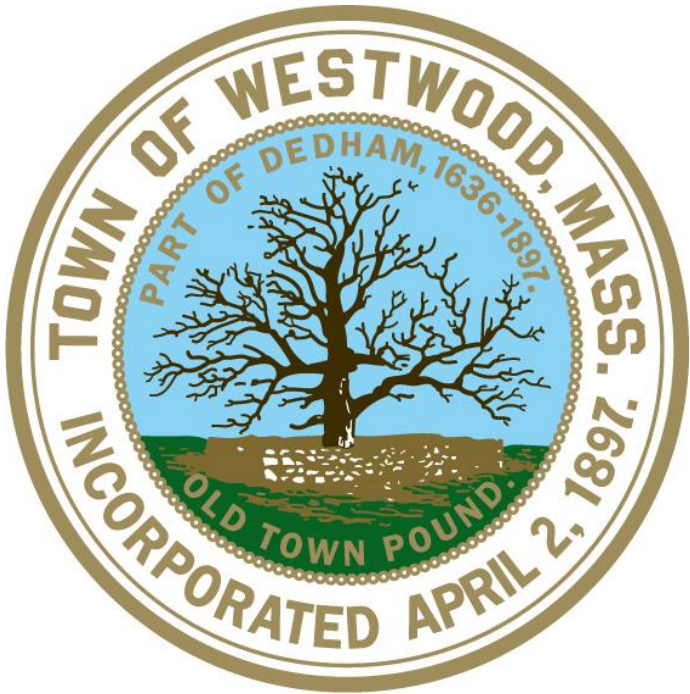
# Housing Authority (SB 12)

- ▶ This article codifies the existence of the Housing Authority in the Charter.
- ▶ All other elected boards are already included in the Charter.

Questions? Comments?

**THANK YOU!**

# 2024 ANNUAL TOWN MEETING – SELECT BOARD ARTICLES



**Finance and Warrant Commission  
Public Hearing  
March 26, 2024**

**Main Library – Community Room**



Article No.	2024 Annual Town Meeting Article Description	Sponsor
Select Board-1	Street Acceptance –section of Ellis Street	Select Board
Select Board-2	Street Acceptance –section of Porter Street	Select Board
Select Board-3	Street Acceptance – Hedgerow Lane	Select Board
Select Board-4	General Bylaw Amendment Chapter 184 [Animals] Clarify Terms and Modify Fines	Select Board
Select Board-5	Home Rule Petition – An Act to Establish Quorum Requirement Solely to Open Meeting	Select Board
Select Board-6	Home Rule Petition – An Act Changing the Town Clerk Position from Elected to Appointed	Select Board
Select Board-7	Home Rule Petition – An Act authorizing 1) the Moderator to appoint fewer than 15 members due to timing or unavailability of qualified candidates and 2) members of the Finance and Warrant Commission to serve as Ex-Officio members on Town Boards/Committees	Select Board
Select Board-8	Home Rule Petition – An Act Restructuring the Personnel Board Role	Select Board
Select Board-9	Home Rule Petition – An Act Making Changes to the Permanent Building Commission	Select Board
Select Board-10	Home Rule Petition – An Act Making Technical Revisions to the Town Charter	Select Board
Select Board-11	Home Rule Petition – An Act Making Ministerial and Clerical Revisions to the Town Charter	Select Board
Select Board -12	Home Rule Petition – An Act to Amend the Town Charter to Include the Housing Authority	Select Board
Select Board -13	Adoption of Fee Schedule for Sealing of Weights and Measures	Select Board

# Select Board Articles



# SELECT BOARD 1 – STREET ACCEPTANCE - SECTION OF ELLIS STREET

**To see if the Town will vote to authorize the Select Board to accept a section of Ellis Street (approximately 300 feet north of Bonney Street) as a public way and to authorize the Select Board to accept any easement necessary and to take any action thereon.**



## SELECT BOARD 2 – STREET ACCEPTANCE - SECTION OF PORTER STREET

**To see if the Town will vote to authorize the Select Board to accept a section of Porter Street (approximately 400 feet southeast of Weatherbee Drive) as a public way and to authorize the Select Board to accept any easement necessary and to take any action thereon.**





# SELECT BOARD 3 – STREET ACCEPTANCE HEDGEROW LANE

**To see if the Town will vote to authorize the Select Board to accept Hedgerow Lane as a public way, contingent upon completion of any and all regulatory requirements and to accept any easement and take any other action thereon.**



## SELECT BOARD 4 – GENERAL BYLAW AMENDMENT CHAPTER 184 [ANIMALS] CLARIFY TERMS AND MODIFY FINES

To see if the Town will vote to approve certain amendments to the Westwood General Bylaw Chapter 184 [Animals] to clarify various terms used throughout Chapter 184, and to modify fines prescribed in Chapter 184 for compliance with applicable state law, so that the amended Chapter 184 reads as follows, or take any other action in relation thereto.

- Clarify Terms – “Board of Selectmen” to “Select Board”
- Gender Neutral Terms – “her” or “he” to “the”, “them”, or “their”

# SELECT BOARD 4 – GENERAL BYLAW AMENDMENT CHAPTER 184 [ANIMALS] CLARIFY TERMS AND MODIFY FINES

<b>Fines</b>	<b>Current</b>	<b>Proposed</b>
First Offense	\$25	\$50
Second Offense	\$50	\$100
Third Offense	\$75	\$300
Fourth and each Subsequent Offense	N/A	\$500

Proposed fines to be compliant with M.G.L. Chapter 140, Section 173A

# SELECT BOARD 13 - ADOPTION OF FEE SCHEDULE FOR SEALING OF WEIGHTS AND MEASURES

To see if the Town will vote to approve a Fee Schedule for Sealing of Weight & Measures, as an alternative to the fee schedule set forth in M.G.L. Chapter 98, Section 56, to be phased in over a period of four (4) years beginning in Calendar Year 2024 and reaching full rates in Calendar Year 2027, as follows, or take any other action in relation thereto:

Fees for Sealing and Inspecting Weighing of Measuring Devices:



<u>Type of Device</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u> <u>and Subsequent Years</u>
Scale 0-10lbs. (each)	\$6.67	\$10.00	\$13.33	\$20.00
Scale 10-100lbs. (each)	\$10.00	\$15.00	\$20.00	\$30.00
Apothecary Scale (each)	\$2.33	\$3.50	\$4.67	\$7.00
Taxi/Odometer (each)	\$8.33	\$12.50	\$16.67	\$25.00
Gas/Diesel Fueling Pump (each)	\$6.67	\$10.00	\$13.33	\$20.00
Tanker Vehicle (each)	\$50.00	\$75.00	\$100.00	\$150.00
Fabric (each)	\$3.33	\$5.00	\$6.67	\$10.00
Wire/Rope/Cordage (each)	\$3.33	\$5.00	\$6.67	\$10.00
Scanners 1-3 (total)	\$13.33	\$20.00	\$26.67	\$40.00
Scanners 4-11 (total)	\$26.66	\$40.00	\$53.34	\$80.00
Scanners 12+ (total)	\$41.66	\$62.50	\$83.34	\$125.00

## MISCELLANEOUS ARTICLES

**On March 25<sup>th</sup>, the Select Board voted to remove the remaining five miscellaneous articles.**



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THANK  
YOU

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Questions?



# Final Public Hearing Annual Town Meeting 2024 Financial Warrant Articles

Stephanie McManus  
Assistant Town Administrator/Finance Director  
March 26, 2024

# FY25 Proposed Budget

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- FY25 Proposed Budget has been under development since Fall 2023
- Detailed materials have been reviewed at multiple Select Board and Finance and Warrant Commission Meetings
- To see more detail on the budget and related financial articles, all information is available on the Town's website, including:
  - Presentations
  - Budget Documents
    - Proposed FY25 Municipal Budget
    - Schools FY25 Proposed Budget
    - Five Year Capital Improvement Plan FY25-FY29
    - Proposed FY25 Overall Budget Summary
      - Detailed Information, including:
        - Debt
        - Taxes
        - Proposition 2 ½
        - Revenue
        - Reserve Accounts

# FY25 Overall Budget Summary

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FY25 Proposed Budget is a comprehensive plan that provides for:

- ✓ Maintain high quality of services provided by Town and School
  - Continued stable and sustainable operating budget growth
    - School Budget 3.7%
    - Municipal Budget 5.1%
    - Fixed costs currently 4.5%
- ✓ Base Capital Budget
  - Municipal Capital Improvements - \$1,335,250 Funded with Free Cash
  - School Capital Improvements- \$1,017,000 Funded with Free Cash
- ✓ Supplemental Capital Budget – Funded with Meals/Hotels Tax/Other funding
  - Appropriation for additional capital as done in prior year
    - Town-wide Projects - \$550,000
      - Funded with Meals/Hotels Tax (12/2023 balance of \$1.3M)
      - Pool – Acoustic Tiles
      - Municipal Buildings – Generator Upgrades and Replacements
  - Sewer Capital Improvements - \$750,000 Funded with Sewer retained earnings
  - Other Capital Improvements - \$120,000 Funded with Ambulance receipts
- ✓ Liabilities/Reserves
  - \$125K transfer from Free Cash to Stabilization Fund – keeps on target with financial policy
  - \$1.565M contributed to OPEB trust fund – keeps on target with required funding
- ✓ Borrowing
  - Capital Projects that would require borrowing:

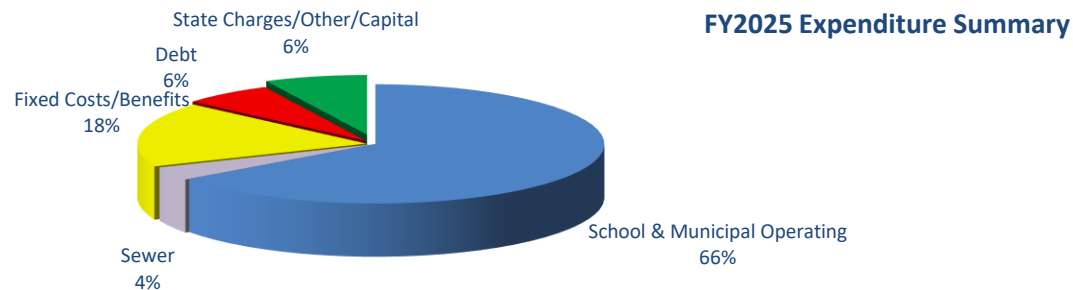
• Fire Department Squad Truck	\$725,000
• High School Roof Restoration	\$2,500,000
• Conant Road Culvert Construction	\$1,500,000
- ✓ Overall Proposed Budget is balanced

# FY25 Total Expenditures Summary - \$123.4M, 2.1% Increase

<b>FY2025 Proposed Expenditure Summary</b>				
	FY2024	FY2025 Proposed	\$ Change	% Change
Total Operating	\$112,208,192	\$115,643,559	\$3,435,367	3.1%
Capital Articles	\$5,177,500	\$3,772,250	(\$1,405,250)	-27.1%
OPEB & Stabilization	\$1,665,000	\$1,690,000	\$25,000	1.5%
Prior Year/Other Articles	\$598,000	\$1,032,000	\$434,000	72.6%
Other Amounts to be Raised	\$1,352,722	\$1,345,561	(\$7,161)	-0.5%
<b>Total Expenditures</b>	<b>\$121,001,414</b>	<b>\$123,483,370</b>	<b>\$2,481,956</b>	<b>2.1%</b>

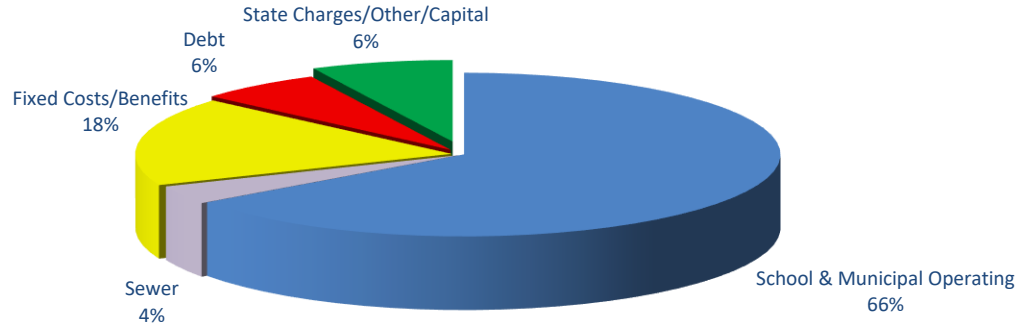
There are five major categories of the Expenditure Budget:

- Operating budget – includes Municipal, Schools, Fixed Costs, Sewer and Debt
- Capital Articles – includes base Municipal, base School, Sewer, Additional, Borrowing
- OPEB & Stabilization – annual appropriations to reserve accounts in compliance with Financial Policies
- Prior Year/Other Articles – adjustments made to current fiscal year budget
  - All of these categories are appropriations made by Town Meeting action
- Other Amounts to be Raised – charges assessed by State and County



# FY25 Proposed Expenditure Budget - \$123.4M

## FY2025 Expenditure Summary



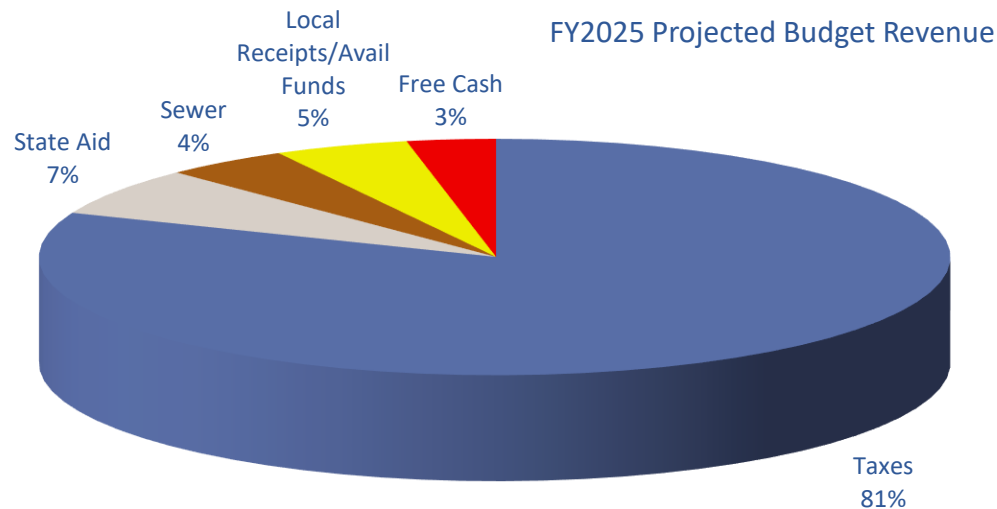
### FY2025 Proposed Expenditure Detail

	FY2024	FY2025 Projected	\$ Change	% Change
Operating Budget - School Categories	\$55,038,986	\$57,012,686	\$1,973,700	3.6%
Operating Budget - Municipal	\$23,683,737	\$24,888,065	\$1,204,328	5.1%
Benefits/Reserves/Insurance	\$21,290,095	\$22,139,456	\$849,361	4.0%
Sewer - Operating	\$4,486,129	\$4,250,004	(\$236,125)	-5.3%
Debt Service	\$7,709,245	\$7,353,348	(\$355,897)	-4.6%
<b>Total Operating</b>	<b>\$112,208,192</b>	<b>\$115,643,559</b>	<b>\$3,435,367</b>	<b>3.1%</b>
Capital Base Budget - School & Municipal	\$2,372,500	\$2,352,250	(\$20,250)	-0.9%
Capital - Sewer	\$1,260,000	\$750,000	(\$510,000)	-40.5%
<b>Other Appropriations:</b>				
To Stabilization	\$125,000	\$125,000	\$0	0.0%
Additional Capital	\$1,545,000	\$670,000	(\$875,000)	-56.6%
To OPEB Trust	\$1,540,000	\$1,565,000	\$25,000	1.6%
Prior Year/Other Articles	\$598,000	\$1,032,000	\$434,000	72.6%
State Charges/Offsets/Overlay/Snow	\$1,352,722	\$1,345,561	(\$7,161)	-0.5%
<b>Total Expenditures</b>	<b>\$121,001,414</b>	<b>\$123,483,370</b>	<b>\$2,481,956</b>	<b>2.1%</b>

# FY25 Proposed Budget Revenue - \$123.4M, 2.1% Increase

There are eight major categories of the Revenue Budget:

FY2025 Projected Budget Revenue				
	FY2024	FY2025 Proj	\$ Change	% Change
Taxes	\$97,119,785	\$100,121,042	\$3,001,257	3.1%
State Aid	\$8,023,334	\$8,131,535	\$108,201	1.3%
Sewer Enterprise	\$6,188,863	\$5,461,361	(\$727,502)	-11.8%
Local Receipts	\$4,195,857	\$4,595,857	\$400,000	9.5%
Available Funds	\$428,075	\$434,325	\$6,250	1.5%
Available Funds - prior yr/other articles	\$650,000	\$302,000	(\$348,000)	-53.5%
Meals/Hotels Tax	\$1,100,000	\$550,000	(\$550,000)	-50.0%
Free Cash	\$3,295,500	\$3,887,250	\$591,750	18.0%
<b>Total</b>	<b>\$121,001,414</b>	<b>\$123,483,370</b>	<b>\$2,481,956</b>	<b>2.1%</b>







## Budget Article 2 – FY24 Budget Adjustments by Appropriation

- Budget adjustments to current fiscal year

<b>Transfer</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
Free Cash	\$850,000	Fire Department Salary	\$800,000
		<ul style="list-style-type: none"> <li>Impact on OT of Minimum Staffing Levels Approved in FY24</li> <li>Promotion of four Firefighters to Lieutenant</li> <li>Contract settled</li> <li>Transition in leadership</li> </ul>	
		Waste Collection/Disposal Expenses	\$50,000
		<ul style="list-style-type: none"> <li>Increased Recycling Process Fees</li> </ul>	
Ambulance Receipts	\$182,000	Ambulance Services/Equipment	\$182,000
		<ul style="list-style-type: none"> <li>Annual Ambulance Supplement                             <ul style="list-style-type: none"> <li>\$160k Fire Dept. Ambulance expenses</li> <li>\$22k Collector’s Dept. Ambulance Billing Services</li> </ul> </li> </ul>	
<b>Total</b>	<b>\$1,032,000</b>	<b>Total</b>	<b>\$1,032,000</b>

- The balance as of 1/2024 in the Ambulance account is \$1.45M

# Free Cash

Certified Date	July 2023	July 2022	July 2021	July 2020	July 2019	July 2018
Amount	\$ 10,959,301	\$7,772,702	\$7,264,563	\$6,124,816	\$6,637,200	\$5,854,683
Planned Use:						
STM Article 1	\$ 2,100,000					
Reserves	\$ 560,000	\$405,000				
Stabilization	\$ 125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Capital	\$ 2,352,250	\$2,372,500	\$2,373,250	\$2,321,650	\$3,383,900	\$3,163,500
Articles	\$ 850,000	\$393,000	\$1,335,000	\$181,000	\$350,000	\$0
<b>Total Used</b>	<b>\$ 5,987,250</b>	<b>\$3,295,500</b>	<b>\$3,833,250</b>	<b>\$2,627,650</b>	<b>\$3,858,900</b>	<b>\$3,288,500</b>
<b>Unallocated</b>	<b>\$ 4,972,051</b>	<b>\$4,477,202</b>	<b>\$3,431,313</b>	<b>\$3,497,166</b>	<b>\$2,778,300</b>	<b>\$2,566,183</b>

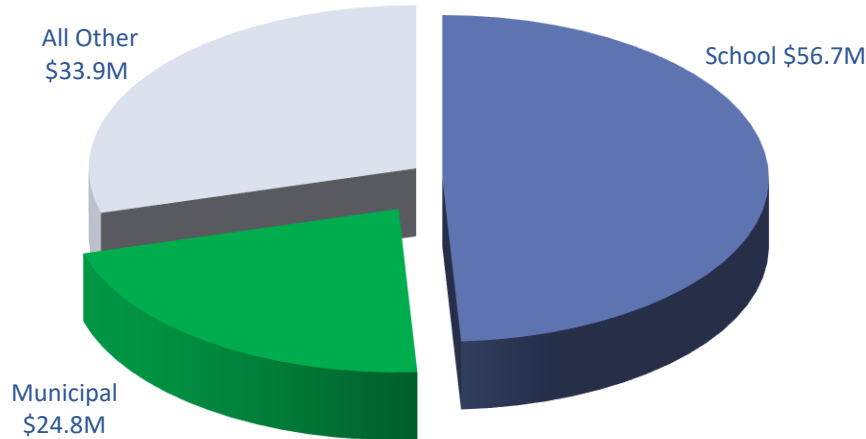
- DOR Certified Free Cash as of July 1, 2023 is \$10,959,301
- Unallocated free cash target per financial policies is 4% of general fund operating budget net of debt service (FY25 \$104,212,286)
  - For FY25, that amount is approximately \$4.2M
  - This is an important component of the credit rating
- Additional free cash beyond target has been used for
  - Base school and municipal capital
  - Extra capital, snow and ice, one time needs
- Unallocated balance provides protection for the Town

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M, 3.1% increase

## FY25 Proposed Operating Budget

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

FY24 Budget	Category	FY25 Proposed	\$ Change FY25 v FY24	% Change FY25 v FY24
\$ 54,743,565	School Operating	\$ 56,763,603	\$ 2,020,038	3.7%
\$ 23,683,737	Municipal Operating	\$ 24,888,065	\$ 1,204,328	5.1%
\$ 169,054	Blue Hills Regional School	\$ 118,881	\$ (50,173)	-29.7%
\$ 126,367	Traffic Supervisors	\$ 130,202	\$ 3,835	3.0%
\$ 21,290,095	Fixed Costs	\$ 22,139,456	\$ 849,361	4.0%
\$ 7,709,245	Debt Service	\$ 7,353,348	\$ (355,897)	-4.6%
\$ 4,486,129	Sewer	\$ 4,250,004	\$ (236,125)	-5.3%
\$ 112,208,192	Total	\$ 115,643,559	\$ 3,435,367	3.1%



# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Select Board Department						
Salaries	689,147	707,761	455,068	(252,693)	-35.7%	Taxation
Expenses	31,076	45,500	39,900	(5,600)	-12.3%	Taxation
Total Select Board Department	720,223	753,261	494,968	(258,293)	-34.3%	
Finance and Warrant Commission						
Salary	22,229	19,963	20,971	1,008	5.0%	Taxation
Expenses	29,541	46,110	46,110	0	0.0%	Taxation
Total Finance and Warrant Commission	51,770	66,073	67,081	1,008	1.5%	
Finance Department						
Salary			372,963	372,963		Taxation
Expenses			6,100	6,100		Taxation
Total Finance Department	0	0	379,063	379,063		
Accounting Department						
Salaries	283,053	304,048	300,520	(3,528)	-1.2%	Taxation
Expenses	5,372	7,000	7,000	0	0.0%	Taxation
Total Accounting Department	288,425	311,048	307,520	(3,528)	-1.1%	
Assessors Department						
Salaries	210,661	237,718	241,428	3,710	1.6%	Taxation
Expenses	19,828	22,450	30,150	7,700	34.3%	Taxation
Total Assessors Department	230,489	260,168	271,578	11,410	4.4%	
Treasurer Department						
Salary	129,725	136,178	157,682	21,504	15.8%	Taxation
Expenses	9,324	10,450	10,650	200	1.9%	Taxation
Total Treasurer Department	139,049	146,628	168,332	21,704	14.8%	
Collector Department						
Salaries	122,806	131,162	130,666	(496)	-0.4%	Taxation
Expenses	84,560	84,650	90,900	6,250	7.4%	\$48,750 Ambulance receipts/Taxation For Ambulance Billing Service
Total Collector Department	207,366	215,812	221,566	5,754	2.7%	
Legal Department						
Salary	139,636	142,599	146,315	3,716	2.6%	Taxation
Expenses	97,465	98,000	98,000	0	0.0%	Taxation
Total Legal Department	237,101	240,599	244,315	3,716	1.5%	
Human Resources Department						
Salary	328,376	345,349	353,991	8,642	2.5%	Taxation
Expenses	3,701	7,500	7,500	0	0.0%	Taxation
Total Human Resources Department	332,077	352,849	361,491	8,642	2.4%	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Information Systems Department						
Salaries	309,620	341,046	343,664	2,618	0.8%	Taxation
Expenses	78,447	81,000	83,000	2,000	2.5%	Taxation
Total Information Systems Department	388,066	422,046	426,664	4,618	1.1%	
Town Clerk Department						
Salaries	239,617	250,607	268,163	17,556	7.0%	Taxation
Expenses	62,138	72,200	88,653	16,453	22.8%	Taxation
Total Town Clerk Department	301,755	322,807	356,816	34,009	10.5%	
Housing Authority						
Salary	26,651	26,354	46,045	19,691	74.7%	Taxation
Expenses	10,000	11,600	12,000	400	3.4%	Taxation
Total Housing Authority	36,651	37,954	58,045	20,091	52.9%	
Outside Professional Services						
Expenses	26,388	69,500	44,500	(25,000)	-36.0%	Taxation
Training/Professional Development						
Expenses	8,338	25,000	20,000	(5,000)	-20.0%	Taxation
<b>1. Total General Government</b>	<b>2,967,697</b>	<b>3,223,745</b>	<b>3,421,939</b>	<b>198,194</b>	<b>6.1%</b>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
<b>Police Department</b>						
Salaries	4,590,443	4,888,210	5,092,526	204,316	4.2%	Taxation
Expenses	282,029	352,650	357,650	5,000	1.4%	Taxation
	4,872,471	5,240,860	5,450,176	209,316	4.0%	
<b>Auxiliary Police/Civil Defense</b>						
Expenses	2,186	4,000	4,200	200	5.0%	Taxation
	2,186	4,000	4,200	200	5.0%	
<b>Animal Control</b>						
Salary	66,042	65,332	0	(65,332)	-100.0%	Taxation
Expenses	1,160	10,350	4,976	(5,374)	-51.9%	Taxation
	67,203	75,682	4,976	(70,706)	-93.4%	
14. Total Police	4,941,860	5,320,542	5,459,352	138,810	2.6%	
<b>Fire Department</b>						
Salaries	5,173,262	5,099,374	5,679,555	580,181	11.4%	\$324,000 Ambulance Receipts/Taxation
Expenses	306,324	311,500	315,000	3,500	1.1%	\$40,000 Ambulance Receipts/Taxation
15. Total Fire	5,479,586	5,410,874	5,994,555	583,681	10.8%	
<b>Total Public Safety</b>	<b>10,421,446</b>	<b>10,731,416</b>	<b>11,453,907</b>	<b>722,491</b>	<b>6.7%</b>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Conservation Division						
Salary	82,777	84,555	86,684	2,129	2.5%	\$17,000 Conservation Receipts/Taxation
Expenses	5,231	6,400	6,400	0	0.0%	Taxation
	88,008	90,955	93,084	2,129	2.3%	
Planning & Housing Division						
Salaries	65,698	178,702	172,597	(6,105)	-3.4%	Taxation
Expenses	3,395	4,500	4,500	0	0.0%	Taxation
	69,093	183,202	177,097	(6,105)	-3.3%	
Zoning & Licensing Division						
Salaries	6,804	76,355	82,236	5,881	7.7%	Taxation
Expenses	720	3,250	3,250	0	0.0%	Taxation
	7,524	79,605	85,486	5,881	7.4%	
Community & Economic Development						
Salaries	260,987	196,164	203,882	7,718	3.9%	Taxation
Expenses	2,412	3,300	3,300	0	0.0%	Taxation
	263,399	199,464	207,182	7,718	3.9%	
Building Division						
Salaries	415,204	417,409	399,950	(17,459)	-4.2%	Taxation
Expenses	24,852	45,850	42,950	(2,900)	-6.3%	Taxation
	440,057	463,259	442,900	(20,359)	-4.4%	
Health Division						
Salaries	305,529	326,280	339,608	13,328	4.1%	Taxation
Expenses	9,835	12,200	13,350	1,150	9.4%	Taxation
	315,365	338,480	352,958	14,478	4.3%	
Outside Health Agencies *	9,916					Taxation
<b>16. Total Community and Economic Development</b>	<b>1,193,362</b>	<b>1,354,965</b>	<b>1,358,707</b>	<b>3,742</b>	<b>0.3%</b>	

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

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Department of Public Works						
Salaries	1,799,798	1,942,362	2,063,405	121,043	6.2%	Taxation
Expenses	614,013	591,100	596,100	5,000	0.8%	Taxation
Total DPW Admin/Operations	2,413,811	2,533,462	2,659,505	126,043	5.0%	
Building Maintenance						
Salaries	434,800	434,634	570,435	135,801	31.2%	Taxation
Expenses	1,103,406	1,173,900	1,094,800	(79,100)	-6.7%	Taxation
Total Building Maintenance	1,538,206	1,608,534	1,665,235	56,701	3.5%	
Municipal & School Field Maintenance	194,977	190,000	195,000	5,000	2.6%	Taxation
Street / Traffic Lighting Maintenance	120,523	125,000	130,000	5,000	4.0%	Taxation
17. Total Department of Public Works	4,267,517	4,456,996	4,649,740	192,744	4.3%	
18. Snow & Ice	449,593	450,000	450,000	0	0.0%	Taxation
<b>Total Public Works</b>	<b>4,717,110</b>	<b>4,906,996</b>	<b>5,099,740</b>	<b>192,744</b>	<b>3.9%</b>	



# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Human Services						
Salaries		140,348	149,187	8,839	6.3%	Taxation
Expenses		3,000	3,000	0	0.0%	Taxation
	0	143,348	152,187	8,839	6.2%	
Council On Aging Department						
Salaries	408,687	438,944	447,016	8,072	1.8%	Taxation
Expenses	30,632	43,650	43,650	0	0.0%	Taxation
	439,319	482,594	490,666	8,072	1.7%	
Youth and Family Services Department						
Salaries	384,415	284,354	294,170	9,816	3.5%	Taxation
Expenses	14,571	16,200	16,200	0	0.0%	Taxation
	398,986	300,554	310,370	9,816	3.3%	
Veterans Services Department						
Salaries	41,794	42,677	2,000	(40,677)	-95.3%	Taxation
Expenses	34,076	108,813	82,500	(26,313)	-24.2%	Taxation
Total Veterans Services	75,870	151,490	84,500	(66,990)	-44.2%	
Public Library						
Salaries	1,139,549	1,232,570	1,315,381	82,811	6.7%	Taxation
Expenses	386,813	384,200	395,300	11,100	2.9%	Taxation
Lost Books	136	1,600	1,600	0	0.0%	Taxation
Total Library Department	1,526,498	1,618,370	1,712,281	93,911	5.8%	
Recreation Department						
Salaries	499,527	564,125	594,034	29,909	5.3%	\$332,442 Recreation Funds/Taxation
Expenses	15,389	15,784	15,784	0	0.0%	Taxation
Total Recreation Department	514,916	579,909	609,818	29,909	5.2%	
Memorial/Veteran's Day/Westwood Day Expenses	23,181	25,450	27,450	2,000	7.9%	Taxation
<b>19. 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>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
<b>Other</b>						
20. Communications Systems	165,915	166,000	166,000	0	0.0%	Taxation
21. Disability Commission	0	500	500	0	0.0%	Taxation
<b>Total Other</b>	<b>165,915</b>	<b>166,500</b>	<b>166,500</b>	<b>0</b>	<b>0.0%</b>	
<b>Total Municipal Budget</b>	<b>22,444,299</b>	<b>23,685,337</b>	<b>24,888,065</b>	<b>1,202,728</b>	<b>5.08%</b>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
Salaries	43,883,316	46,497,322	48,406,465	1,909,143	4.1%	Taxation
Expenses	7,879,081	8,246,243	8,357,138	110,895	1.3%	Taxation
22. Total Westwood Public Schools	51,762,397	54,743,565	56,763,603	2,020,038	3.7%	
23. Blue Hills Regional School Assessment	128,827	169,054	118,881	(50,173)	-29.7%	Taxation
Crossing Guards						
Salaries	103,364	123,367	127,052	3,685	3.0%	Taxation
Expenses	970	3,000	3,150	150	5.0%	Taxation
24. Total Crossing Guards	104,335	126,367	130,202	3,835	3.0%	
<b>Total School Budgets</b>	<b>51,995,559</b>	<b>55,038,986</b>	<b>57,012,686</b>	<b>1,973,700</b>	<b>3.6%</b>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
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#### Fixed Costs Budgets - School and Municipal

##### School Employee Benefits/Costs

Retirement Assessments	1,970,534	2,004,502	2,016,102	11,600	0.6% Taxation
Workers Compensation	176,959	389,876	409,369	19,493	5.0% Taxation
Unemployment Compensation	86,059	143,738	58,290	(85,448)	-59.4% Taxation
Health Insurance	4,977,641	5,792,848	6,273,654	480,806	8.3% Taxation
Life Insurance	6,911	8,800	9,680	880	10.0% Taxation
Payroll service/Other	42,210	41,929	45,621	3,692	8.8% Taxation
Medicare Part B	113,645	183,785	183,785	0	0.0% Taxation
Social Security Tax	3,753	7,500	7,500	0	0.0% Taxation
Medicare Payroll Tax	646,350	1,094,117	1,148,823	54,706	5.0% Taxation
<b>School Employee Benefits/Costs</b>	<b>8,024,061</b>	<b>9,667,095</b>	<b>10,152,825</b>	<b>485,730</b>	<b>5.0%</b>

##### Municipal Employee Benefits/Costs

Retirement Assessment	4,602,407	4,677,171	4,704,238	27,067	0.6% Taxation
Workers Compensation	83,274	183,608	192,789	9,181	5.0% Taxation
Unemployment Compensation	15,744	20,293	8,710	(11,583)	-57.1% Taxation
Health Insurance	1,939,003	1,918,154	2,077,361	159,207	8.3% Taxation
Life Insurance	3,147	5,500	6,050	550	10.0% Taxation
Pre-Hire/Payroll/Other	119,108	144,962	150,158	5,196	3.6% Taxation
Public Safety Medical/111F ins	40,480	102,300	105,930	3,630	3.5% Taxation
Medicare Part B	49,771	74,547	74,547	0	0.0% Taxation
Social Security Tax	516	5,000	5,000	0	0.0% Taxation
Medicare Payroll Tax	268,517	430,258	451,771	21,513	5.0% Taxation
<b>Municipal Employee Benefits/Costs</b>	<b>7,121,967</b>	<b>7,561,793</b>	<b>7,776,554</b>	<b>214,761</b>	<b>2.8%</b>

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
<b>Shared/Other Fixed Costs</b>						
Comprehensive & Liability Insurance	590,724	639,000	670,950	31,950	5.0%	Taxation
Waste Collection/Disposal Expenses	1,729,332	1,774,000	1,910,000	136,000	7.7%	Taxation
Energy/Sustainability Efforts	60,035	115,391	66,312	(49,079)	-42.5%	Taxation
Townwide Hardware/Software Maintenance	515,500	543,650	573,650	30,000	5.5%	\$4,575 Ambulance Receipts/Taxation
Town Wide Newsletter Communication	28,512	55,000	55,000	0	0.0%	Taxation
Outside Health Agencies*		32,916	32,916	0		Taxation
Audit Services -Town and School	81,210	81,250	81,250	0	0.0%	Taxation
<b>Total Shared/Other Fixed Costs</b>	<b>3,005,313</b>	<b>3,241,207</b>	<b>3,390,078</b>	<b>148,871</b>	<b>4.6%</b>	
<b>25. Total Benefits/Shared Fixed Costs</b>	<b>18,151,340</b>	<b>20,470,095</b>	<b>21,319,456</b>	<b>849,362</b>	<b>4.1%</b>	
<b>Reserve Funds</b>						
26. Select Board Reserve Fund**	0	355,000	355,000	0	0.0%	\$155k Free Cash, \$200k Taxation
27. Special Town Mtg/Election/Charter	10,920	60,000	60,000	0	0.0%	Taxation
28. Reserve Fund	0	405,000	405,000	0	0.0%	Free Cash
<b>Total Reserves</b>	<b>10,920</b>	<b>820,000</b>	<b>820,000</b>	<b>0</b>	<b>0.0%</b>	
<b>Total Fixed Costs Budget</b>	<b>18,162,260</b>	<b>21,290,095</b>	<b>22,139,456</b>	<b>849,362</b>	<b>4.0%</b>	

# Article Budget 3 - FY25 Proposed Operating Budget \$115.6M

## Appendix D

### Proposed FY2025 Departmental Salary/Expense Budgets

Description	Expended FY2023	Current FY2024 Budget	Proposed FY2025 Budget	\$ Change FY25 vs FY24	% Change FY25 vs FY24	Funding Source
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#### Debt Service Budget

Municipal Related Debt Service	4,535,000	3,698,803	3,691,304	(7,499)	-0.2%	Taxation
School Related Debt Service	1,283,919	4,010,442	3,662,044	(348,398)	-8.7%	Taxation
<b>29. Total Debt Budget</b>	<b>5,818,919</b>	<b>7,709,245</b>	<b>7,353,348</b>	<b>(355,897)</b>	<b>-4.6%</b>	

#### Sewer Enterprise

Salaries	377,806	492,942	525,895	32,953	6.7%	Sewer Enterprise Funds
Expenses	297,020	199,500	188,700	(10,800)	-5.4%	Sewer Enterprise Funds
Pumping Stations	178,654	172,000	172,000	0	0.0%	Sewer Enterprise Funds
MWRA Assessment	3,274,618	3,305,699	3,195,909	(109,790)	-3.3%	Sewer Enterprise Funds
Mandated Inspections	97,064	120,000	120,000	0	0.0%	Sewer Enterprise Funds
Sewer Debt & Interest	174,088	170,988	22,500	(148,488)	-86.8%	Sewer Enterprise Funds
System Ext./Repairs	0	25,000	25,000	0	0.0%	Sewer Enterprise Funds
<b>30. Total Sewer Enterprise</b>	<b>4,399,249</b>	<b>4,486,129</b>	<b>4,250,004</b>	<b>(236,125)</b>	<b>-5.3%</b>	

Note: Sewer  
revenue budget  
will be  
Operating  
Budget Plus:

442,734 Indirect Costs  
4,928,863 4,711,361 Total Sewer Revenue

<b>Total Operating Budget</b>	<b>102,820,286</b>	<b>112,209,792</b>	<b>115,643,559</b>	<b>3,433,768</b>	<b>3.1%</b>	
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# Capital Budget - Important reinvestment in buildings, equipment and assets

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

### Base Capital for School and Municipal



Target Per  
Financial  
Policies  
Approx.  
\$2.9M

FY25 continues improvement in ongoing capital funding.

- The Town has made steady progress in increasing the ongoing capital budget
- Will continue to work towards meeting the policy target

# Article Budget 4 - Municipal Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
One Ton Dump Truck (Truck 11)	DPW	\$90,000	Free Cash
Asphalt Roller	DPW	\$80,000	Free Cash
Radio Upgrade and Replacement	Fire	\$28,000	Free Cash
Turnout Gear Purchase and Replacement	Fire	\$38,250	Free Cash
End User Technology	IT	\$75,000	Free Cash
Building Division Motor Vehicle	Building	\$50,000	Free Cash
Library Technology	Library	\$20,000	Free Cash
Media Suite	Library	\$100,000	Free Cash
Meeting Room AV Upgrade	Library	\$50,000	Free Cash
Police Vehicles	Police	\$285,000	Free Cash
Safety Equipment	Police	\$70,000	Free Cash
Radio Telecom Infrastructure	Police	\$89,000	Free Cash
Facility Maintenance	Facilities	\$150,000	Free Cash
Energy Efficiency	Facilities	\$50,000	Free Cash
Facilities Vehicle	Facilities	\$60,000	Free Cash
ADA Improvements	Facilities	\$100,000	Free Cash
	<b>Total</b>	<b>\$1,335,250</b>	



## Article Budget 5 - School Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	Schools	\$150,000	Free Cash
HVAC and Controls	Schools	\$200,000	Free Cash
Building Improvements	Schools	\$350,000	Free Cash
Roofing	Schools	\$250,000	Free Cash
Furniture, Fixtures, and Equipment	Schools	\$67,000	Free Cash
	<b>Total</b>	<b>\$1,017,000</b>	

# Article Budget 6 – Sewer Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Stormwater MS-4 Requirement	Sewer	\$325,000	Sewer Retained Earnings
Pump Station Upgrade	Sewer	\$125,000	Sewer Retained Earnings
Sewer Vac Truck Replacement	Sewer	\$300,000	Sewer Retained Earnings
	<b>Total</b>	<b>\$750,000</b>	

# Article Budget 7 – Capital Improvements (Ambulance)

Equipment/Project	Requesting Department	Cost	Funding Source
Rescue Upgrade and Replacement (Equipment)	Sewer	\$74,000	Ambulance Receipts
Lifepak Cardiac Monitor for Ambulance	Sewer	\$46,000	Ambulance Receipts
	<b>Total</b>	<b>\$120,000</b>	

# Capital Budget – Additional Capital Article Beyond the Base

- Since FY17, the Town Meeting has approved an “additional” capital budget article
- FY25 Proposed Budget includes an Additional Capital Article of \$550k
- Effort to fund:
  - Capital that has been deferred by years of not meeting financial goal
  - Larger items that do not easily fit within base capital budget articles

Prior Years

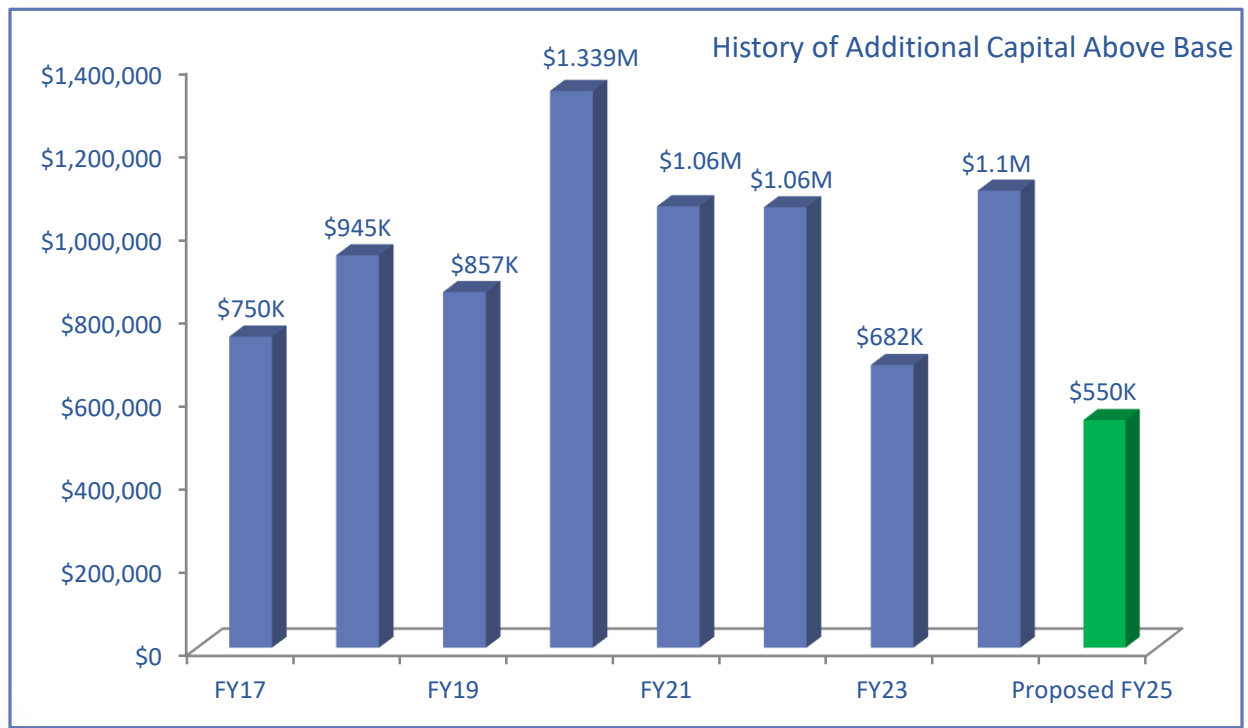
- School IT network
- High School Tennis Court Lighting
- Thurston/Senior Center HVAC
- HS Multipurpose Turf Field
- Pool Repairs

FY23

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

FY24

- DPW Equipment
- Library Projects
- Schools Network upgrade
- High School Auditorium Project



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

## Article Budget 8 – Additional Capital Improvements

Equipment/Project	Requesting Department	Cost	Funding Source
Generator Upgrades and Replacements	Facilities	\$400,000	Meals/Hotels Tax Revenue
Acoustic Tiles for Pool	Recreation	\$150,000	Meals/Hotels Tax Revenue
	<b>Total</b>	<b>\$550,000</b>	

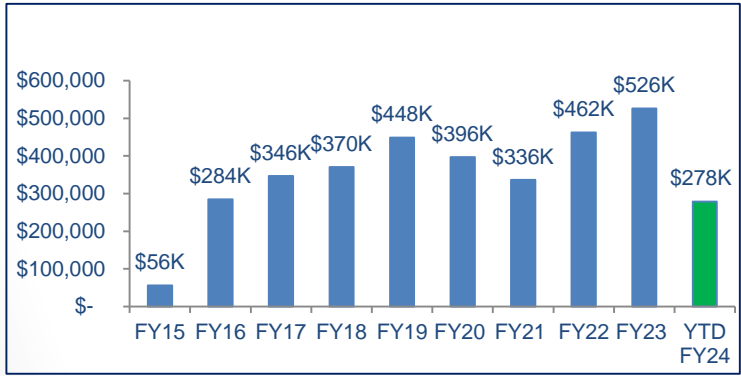
# Meals and Hotels Tax

## Use of Funds

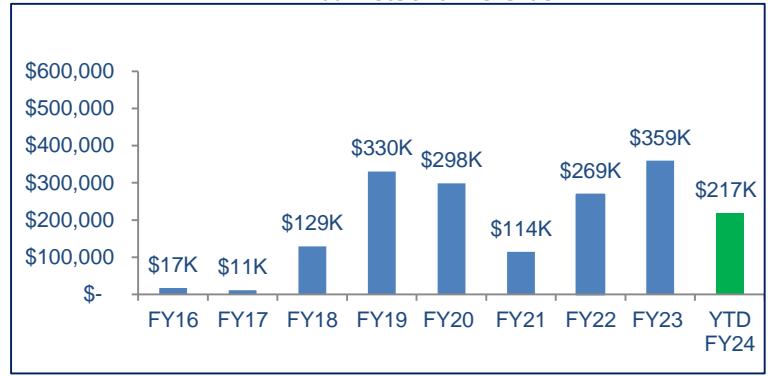
Any use of funds must be appropriated by Town Meeting. All use requires a 2/3 vote by Town Meeting. Funds have been used for capital projects, including for facilities with extensive use by residents of all ages.

- May 2019 Town Meeting appropriated \$515K of funds:
  - Design of Recreation Field Lighting
  - Thurston Middle School HVAC project
  - Council on Aging HVAC project
- May 2021 Town Meeting appropriated \$1,060,000 of funds
  - High School Multipurpose Turf Field replacement
  - Pool – Deck surfacing
  - Pool – Drainage and Refurbishment
- May 2023 Town Meeting appropriated \$1.1M of funds
  - Truck for DPW - \$175,000
  - Building Maintenance – Library projects - \$125,000
  - Schools Network and HS Auditorium - \$800,000
- May 2022 Town Meeting appropriated \$650,000 of funds
  - School Street Playground - \$60,000
  - Fire – Self contained breathing system - \$215,000
  - Building Maintenance – Library parking lot - \$75,000
  - Schools network upgrade - \$300,000
- Proposal for May 2024 meeting includes usage of \$550K of funds
  - Generator upgrade and replacement at municipal buildings \$400K
  - Replacement of acoustic tiles at the town pool \$150K

Annual Meals Tax Revenue



Annual Hotels Tax Revenue



Most Recent Quarterly Receipts

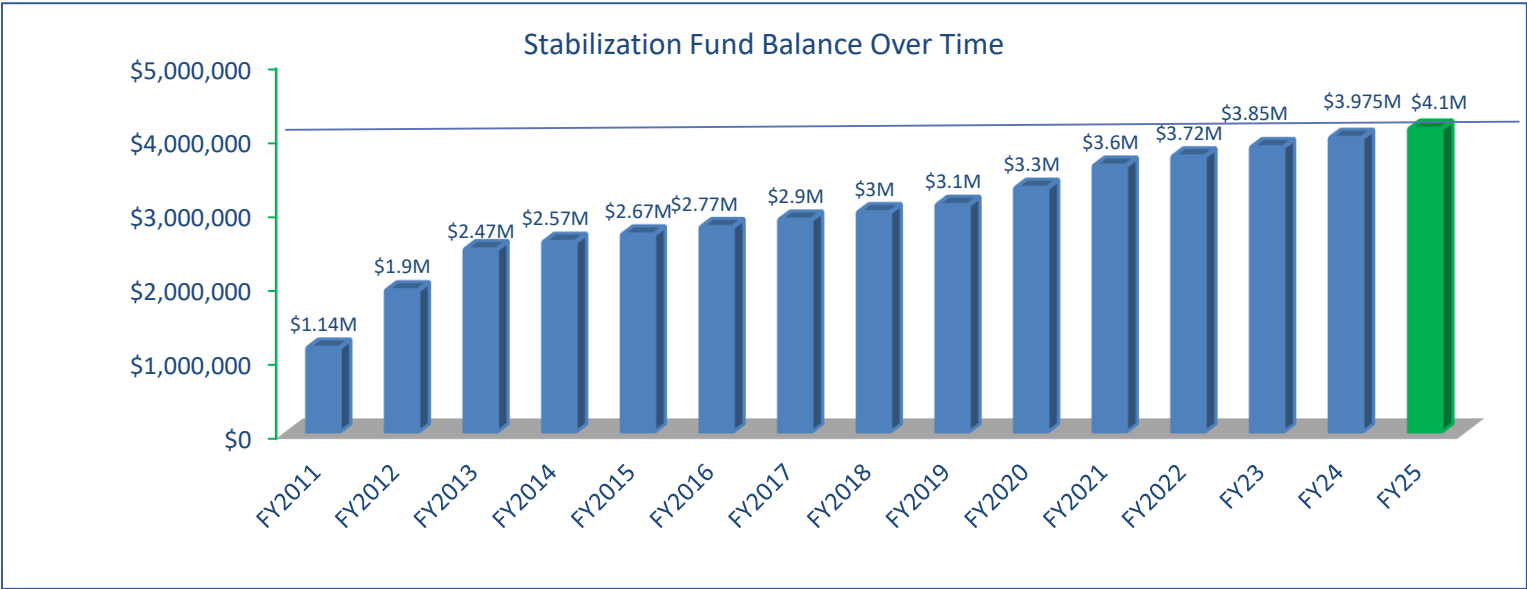
	Meals	Hotels
12/31/22	\$128,956	\$93,006
3/31/23	\$125,987	\$63,387
6/30/23	\$133,483	\$92,055
9/30/23	\$157,695	\$114,153
12/31/23	\$120,898	\$103,486

## Balance in the Account

- The balance at December 31, 2023 - \$1.3M

# Article Budget 9 - Appropriation to Stabilization Fund

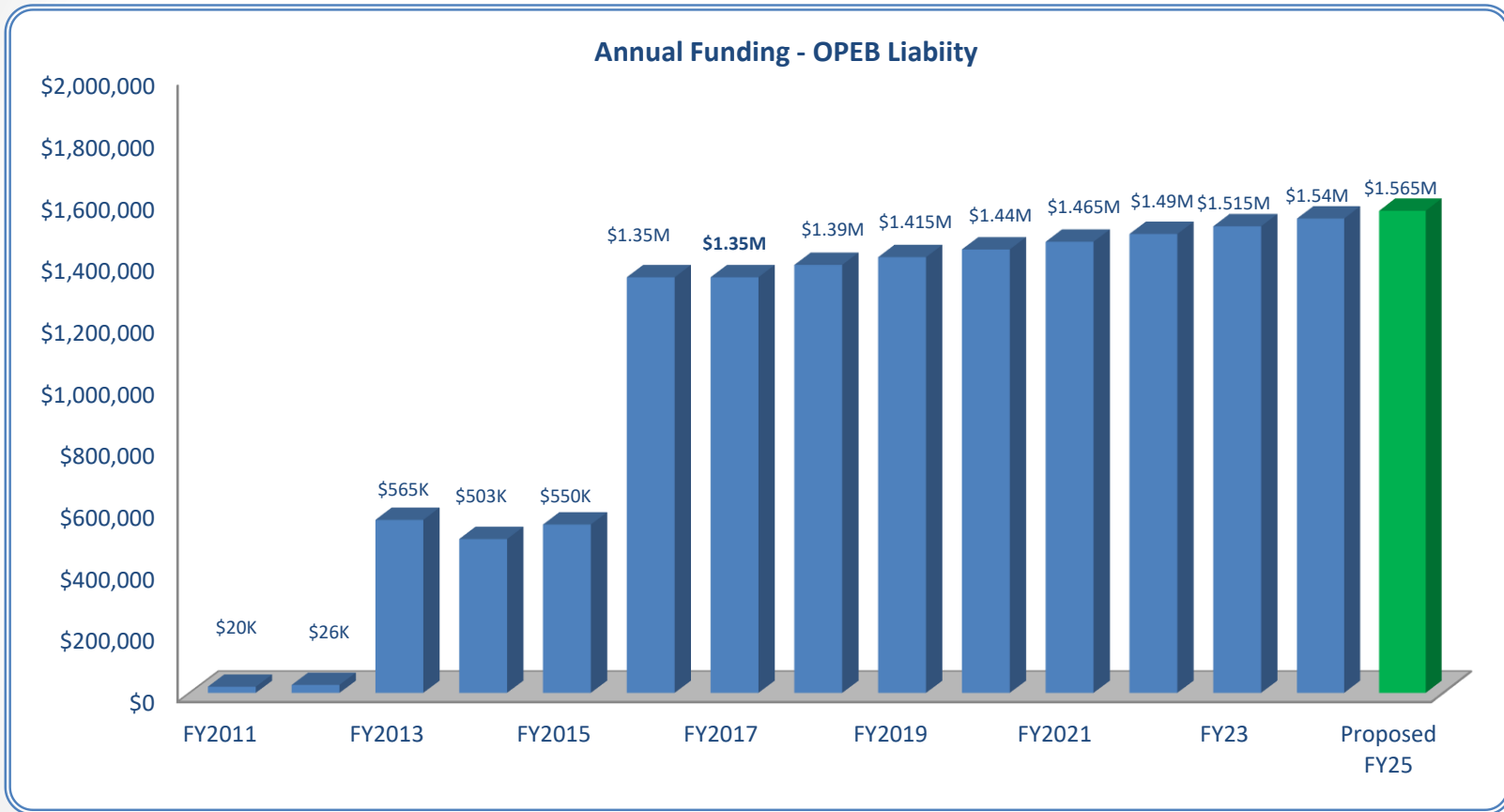
Purpose	Amount	Funding Source
Stabilization Fund	\$125,000	Free Cash



- Town’s main reserve account
- Protects the Town against emergencies
- Important component of credit rating

# Article Budget 10 - Appropriation to OPEB Liability Trust Fund

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



FY13 Change in health care plan

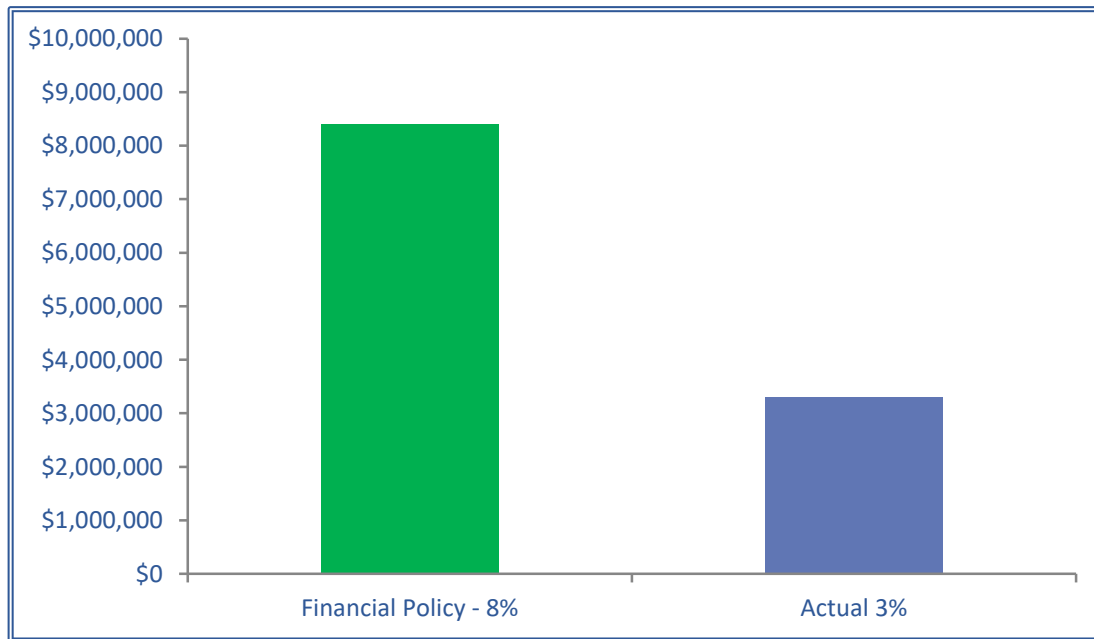
FY16 Change in health care plan

- On target with funding plan, \$25K additional per year
- Balance in trust fund account as of 12/23 is approximately \$21M



# Debt Level – Within Financial Policy Guidelines

- Borrowing Articles 11, 12 and 13 would be non-exempt debt.
  - Debt issued within proposition 2 ½.
  - Needs to be within the Town’s ability to pay.
- Financial Policies – annual non-exempt debt payments should not exceed 8% of net general fund revenue.
- Current debt is well within guidelines.
  - FY24 total debt payments within prop 2 ½ - \$3.3M
  - FY25 non exempt debt budget is level funded at \$3.3M
- The debt service budget for non-exempt debt supports ongoing capital equipment needs
- Long-term debt is used to finance capital assets such as infrastructure, buildings, and large pieces of equipment that have a long useful life



## Article Budget 11 – Fire Squad Truck Borrowing

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

Equipment/Project	Cost	Funding Source
Fire Squad Truck	\$725,000	Borrowing

### **Article Language:**

**ARTICLE:** To see if the Town will appropriate a sum of money to pay costs of purchasing and equipping a replacement brush/squad style truck for the use of the Fire Department, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise provided, or to take any other action relative thereto.

**MOTION:** That the Town appropriates \$725,000 to pay costs of purchasing and equipping a replacement brush/squad style truck for the use of the Fire Department, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

# Article Budget 12 – High School Roof Restoration Borrowing

- This article seeks to authorize borrowing for reconstruction of the Westwood High School roof.

Equipment/Project	Cost	Funding Source
High School Roof Restoration	\$2,500,000	Borrowing

## Article Language:

ARTICLE: To see if the Town will appropriate a sum of money to pay costs of reconstructing the Westwood High School roof, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise provided, or to take any other action relative thereto.

MOTION: That the Town appropriates \$2,500,000 to pay costs of reconstructing the Westwood High School roof, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

# Article Budget 13 – Conant Road Culvert Construction Borrowing

- This article seeks to authorize borrowing for the construction phase of the Conant Road Culvert project
- Possibility for 75% to be funded from a federal grant program

Equipment/Project	Cost	Funding Source
Conant Road Culvert Construction	\$1,500,000	Borrowing

## Article Language:

ARTICLE: To see if the Town will appropriate a sum of money to pay costs of the Conant Road and Country Lane Culvert Improvement Project, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by borrowing or otherwise provided, or to take any other action relative thereto.

MOTION: That the Town appropriates \$1,500,000 to pay costs of the Conant Road and Country Lane Culvert Improvement Project, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants that the Town may receive on account of this project.



*Westwood Finance and Warrant Commission*  
**MARCH 12, 2024 SUBCOMMITTEE PRESENTATION MEETING**  
**IN PERSON**  
**7:00 PM**  
**Meeting Minutes**

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

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

Chairperson Hertz then granted permission to Westwood Media Center (WMC) to film and record the meeting. The meeting was being recorded only tonight due to the Planning Board Public Hearing and only one meeting can be livestreamed. Residents will be able to watch the meeting on WMC the following day. He also asked if anyone else would like to record this meeting.

He then welcomed all participants, members, presenters and members of public and press to the FinCom March 12, 2024 Meeting. The Chair also welcomed the Town Administrator [Mr. Coleman], Finance Director [Ms. McManus], Superintendent Piwowar, School Committee Chair [Mr. Mullin], WPS Director of Finance and Operations [Ms. Jn-Baptiste], and former FinCom member [Mr. Weller] who were in the audience. On behalf of the Commission, the Chair wished Mr. Weller the best as he is running for a Planning Board position.

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 he will recuse himself from any discussion and votes on any warrant articles on Hale in order to protect the integrity of any decision making that the Commission makes and to protect the integrity of any decision that takes places at Town meeting. Vice Chair Poreda will lead the discussion on the potential article on Hale and the Chair will step out of the room. The Chair will return back to the room when the discussion is over.
- For the March 26<sup>th</sup> Public Hearing, the Commission will do their final deliberations and vote. When the potential article on Hale is presented, both Select Board member Gotti and the Chairperson Hertz will step out of the room and return when the article is done. In order to comply with the State ethnics commissions concerns, the Chair will also step out of the room during FinCom's final deliberations and voting on the potential article on Hale.

- The Chair asked members to think about which articles they would like to volunteer for the write ups.
- He asked members to submit their Subcommittee reports to Ms. Wong by next Tuesday, March 19, 2024.
- The Chair stated that the Town worked extremely hard this year to put together a budget in such a difficult situation. He stated it is the Commission's responsibility to carefully review the budget and report any concerns to Town meeting. Additionally, if the Commission needs any additional information, they will compile a list of questions at the end of today's meeting and send it to the Select Board, Town Officials, and the School department prior to March 26<sup>th</sup> Public Hearing.
- Lastly, he mentioned that he reviewed the Subcommittees' PowerPoint slides prior to the meeting and thanked the members for their hard work in putting them together.

**Public Hearing Evening Presenters:**

***- Capital & Long Range Planning Subcommittee – Chris Poreda [Chair], Jim Ferraro, and Lauren FitzPatrick***

The Chair introduced the evening's first subcommittee presentation. Vice Chair Poreda, Mr. Jim Ferraro and Ms. Lauren FitzPatrick were present. Mr. Poreda went over their budget review process and the Town's Capital financial policies. He showed a visual pie chart breaking out the proposed capital projects by department and provided an overview of proposed capital articles. Then Mr. Poreda highlighted on the some of the Capital articles for the Municipal and the School. He also referenced a list of Sewer Capital projects, additional Capital projects and other Capital projects that will require borrowing. Lastly, he mentioned that there are two Thurston projects (heating and roofing) that the School Superintendent held back until the school facilities studies is completed. Mr. Ferraro provided some additional information in regards to the generator upgrade and provided some clarity on the School roofing article for \$250,000 versus the High School Roof restoration that requires borrowing of \$2.5 million. The Capital Subcommittee spent time answering other members' questions.

Chairperson Hertz asked the Subcommittee and members if it was beneficial to separate the capital budget from the operating budget and asked for their feedback and suggestions for the future. The Subcommittee and members thought the separation process works considering the 5-year capital plan constantly changing. Vice Chair Poreda commented that the Subcommittee didn't receive any background information on the Conant Road Culvert construction project at its meeting with

department heads, and while the subcommittee did receive information from the DPW and Finance Director before this meeting, there is still some question about the exact scope of the project. The Chair hoped to retain the current process where the Commission will continue to have the Capital Planning as a separate Subcommittee.

One member asked if the School inquired on cost of replacing the roof as opposed to restoring it. Ms. Jn-Baptiste ball parked the number to be \$20 million but will need to verify the information.

Chairperson Hertz thanked the Capital & Long Range Planning Subcommittee for their thorough work.

***- Education Subcommittee- William Bruce Jr. [Chair], Seth Frederickson, Caitlyn Jurczak***

The Chair introduced the second Subcommittee presentation. Mr. Bill Bruce was present. He mentioned Ms. Jurczack is out sick and Mr. Frederickson is participating remotely via speaker phone. Mr. Bruce went over School Budget process. Then he provided a high-level overview on the school's biggest cost driver and what costs have increased in the past few years. In addition, he showed some charts on the School's overall budget and pointed out 85% of the budget is dedicated to salaries. Mr. Bruce also went over the School's overall proposed budget and highlighted on staffing changes and enrollment details. Furthermore, Mr. Bruce gave an overview on the Special Education budget process including the non-salary Special Education. Towards the end of his presentation, he listed the School's future priorities and pointed out some of the School projects will be impacted by the new district vision strategy plan along with the master facilities studies. Mr. Bruce answered members' questions along with Superintendent Piwowar, Ms. Jn-Baptiste and Mr. Mullin. One member asked if there was a difference in funding the circuit breakers between this year and last year. The School does not have this information at this time.

Chairperson Hertz thanked the Education Subcommittee for their presentation. He will be sending a request to the Select Board in regards to the New Pine Hill school. He wanted to know the estimated final cost of the New Pine Hill School, what is the estimated additional amount of borrowing the School may need to do. The Chair expressed concern on impact on debt service. Mr. Mullin informed the Commission that the School Committee will be presenting an update on the New Pine School at their meeting on Thursday night. The School Committee will provide their presentation to FinCom after their meeting.

***- Public Safety Subcommittee – Mike Gay [Chair], John Carey, George Laham***

The Chair introduced the third Subcommittee presentation. Mr. Mike Gay, Mr. John Carey and Mr. George Laham were present. Mr. Gay went over the Public Safety's Subcommittee budget review process and highlighted on the percentage changes year over year for the Fire, Police and DPW



departments. He also highlighted on the FY25 proposed budgets and listed key observations for the Fire, Police and DPW Departments. In his presentation, he also included recommendations for the budget review process for the Public Safety Subcommittee. During the presentation, Mr. Gay answered members' questions along with the Finance Director.

Chairperson Hertz had a question relating to Warrant Article # 2, which was presented at the Select Board Meeting held the previous evening. Warrant Article #2 includes, in part, a request for \$800,000 for Fire Department Salaries and Overtime to be funded by the use of Free Cash. The Chair asked if we have an estimated cost of what was spent this year on overtime funds and how does it compare to the budget request for FY25? He expressed concern about the size of transfer request utilizing free cash. He questioned whether or not the Town has properly funded Fire Department Salary and Overtime for FY25 and if this is an appropriate use of free cash per the Town's Financial policies. He suggested the Commission will need to take a closer look at all funding requests using free cash. The Chair also raised a question as to why the Town has chosen not to use free cash to reduce debt service by using free cash to fund some of the proposed borrowing articles.

The Finance Director provided an explanation on the large amount of transfer of Free Cash on Budget Article # 2 to close out the current fiscal year. She also stated the overtime funding is budgeted based on 'normal day to day' overtime operation. Moreover, she has the actuals for the what was spent on overtime for this fiscal year. Lastly, she pointed out a big transfer of free cash will likely occur again in FY26 to close out FY25. The Town Administrator elaborated a little more on how the article for funding is being used. The Chair expressed concern that the Town is proposing to balance the budget by using free cash to cover the Fire Department's needs for FY25. The Chair reiterated in response to a member question that Free Cash is not supposed to be used for operating expenses. Vice Chair added that the Town should build it into their operating budget if they are underfunded due to the Fire Department needs.

Chairperson Hertz praised Chief Silva, Interm Chief Lund and DPW Director Mr. Korchin as excellent department heads.

Vice Chair Poreda wanted to know if the proposed changes to Town Bylaw 184, Article I, in Select Board Article # 4, redefining the term "Animal Control Officer" will be consistent with the current use of a contracted Animal Control Officer from the Town of Dedham. After the meeting Town Counsel confirmed that the proposed changes to Town ByLaw 184 are consistent with the current use of a contracted Animal Control Officer.

The Chair thanked the Public Safety Subcommittee for their excellent presentation.

***-Municipal Administration Subcommittee- Sean Weller [Chair], George Maroun***

The Chair introduced the fourth Subcommittee presentation. Mr. George Maroun was present. Mr. Maroun went over the scope of their subcommittee's review process and presented charts on the municipal budgets highlighting specifically on general government and human services. He mentioned the vast majority of the Municipal Administration budget consists of salaries and presented an overview of how the Municipal Administration maintained a balanced budget. Additionally, he presented graphs showing the changes for proposed FY25 budget versus FY24 budget for both general government and human services. Mr. Maroun also highlighted on three significant Human services departmental adjustments for Veteran Services, Youth and Family Services and the Public Library. Then he provided an update on the home rule petition article relating to the appointed Treasure/Tax Collection position which is part of an ongoing budget discussion. Lastly, Mr. Maroun went over the Subcommittee's final observations and recommendations on the Municipal Administration. At the end of his presentation, Mr. Maroun spent time answering members' questions.

Vice Chair Poreda proposed for the next year that the Community and Economic Development Subcommittee and the Municipal Administration Subcommittee to meet together with Town officials for budget discussions to minimize budget meetings and then the Community and Economic Development Subcommittee could meet with Ms. Loughnane separately for Planning Board warrant articles discussion. The Chair thought the Vice Chair made a very good suggestion.

Chairperson Hertz and Vice Chair Poreda thanked Mr. Maroun for his presentation.

***- Community and Economic Development Subcommittee- Alex Yale [Chair], Kristina Patyjewicz***

The Chair introduced the evening's final Subcommittee presentation. Mr. Alex Yale was present. Mr. Yale went over their subcommittee's budget review process. He presented on the key prior year accomplishments and ongoing projects for each subgroup of the Community and Economic Development Division. The subgroups consist of Conservation, Planning & Housing, Zoning & Licensing, Building, Community & Economic Development and Health. At the end of his presentation, he thanked Ms. Loughnane for her guidance in this budget review process.

Chairperson Hertz also praised Ms. Loughnane for all of her hard work and accomplishments which included in hiring a new Town Planner and Building Commissioner. Mr. Yale and Ms. Loughnane spent time answering members' questions.

The Chair thanked Mr. Yale for his subcommittee presentation.

He then thanked all of the members for their subcommittee presentation as it reflects their tremendous amount of work.

**Chair's update:**

Chairperson Hertz mentioned he watched the last Charter Review Committee's meeting. The Charter Review Committee decided to stay with the universal definition of what constitutes a quorum. There is no special language for the Finance Commission. Additionally, the Charter Review Committee is keeping the language on the appointed Town Clerk. Chairperson Hertz would like some clarification on what it means for the Town Clerk position "to be appointed by the Town Administrator in consultation with the Select Board".

The Chair stepped out of the room prior to the Vice Chair's update.

**Vice Chair's update:**

Vice Chair Poreda reiterated that after consultation with the Town Moderator, Chairperson Hertz has elected to recuse himself from all discussions and votes on any warrant articles pertaining to Hale out of abundance of caution. Per the Chair's request prior to his recusal, the Vice Chair formed "a rapid Subcommittee" in preparation for a possible article on Hale. The Hale Subcommittee includes Vice Chair Poreda, Mr. Gay and Mr. Maroun. Additionally, the Subcommittee has met once to discuss how the Hale's request came about and things they will need to ask the Select Board if a potential article on Hale is presented before the Commission. He provided the Commission with some background information on Hale Education's request for funding. In addition, he clarified that there is no warrant article on Hale present before the Commission. However, at FinCom's First Public Hearing, Select Board Madam Chair Cummings stated that there could be an article on Hale. Furthermore, Vice Chair Poreda pointed out some key issues at play with any warrant article regarding Hales's request for funding a conservation restriction on its land. He stressed on the issue that there is little to no time to vet a warrant article since the Commission has not received any information from the Select Board to review. Vice Chair expressed concern on the timing of when the substantial document on Hale will be distributed to the Commission as they will not be able to fulfill their obligation to the Town if they didn't thoroughly review any document before making a recommendation to Town Meeting. One member pointed out that the substantial document on Hale may be different than what was originally proposed and if their Subcommittee receives any update then they will have to notify the rest of the Commission as soon as possible.

**Other Business:**

Chairperson Hertz returned to the room after the Vice Chair's update.

The Chair commented that he is very pleased to work with all the members on the Commission and gratified with their willingness to put the time into this Commission. He believes the Town is very lucky to have members who are dedicated to helping the Town. Then he gave former member, Mr. Weller a moment to speak. Mr. Weller expressed his appreciation in working with the members of

the FinCom and hoped to work with everyone in the future. The Chair extended an invitation to Mr. Weller as a mandatory attendee for the Commission's social outing after the Annual Town Meeting.

**Old Business:**

In preparation for the Final Public Hearing on March 26<sup>th</sup>, the Chair wanted to compile a set of questions to ask the Select Board, Town Officials and School department. He mentioned that Superintendent Piwowar clarified that School Committee member Ms. Plotkins is presenting on the cost of project for the New Pine School and not on Debt services. One of the questions he wanted to ask the Select Board is what the cost estimate that needs to be borrowed to complete the payment for the new Pine Hill School. Second item, the Chair will request for full disclosure and discussion on what the Select Board plans to using the Free Cash for this fiscal year and how do they justify using free cash on what appears to be operating issues. Members agreed with this request as they would like to see more transparency from the Town. Another member would like to know if the use of Free cash on operating budget has any conflict with any of the Town's financial policies. The third issue is what are the Town's expectations with the high demand on Town side for youth mental health services while existing ARPA funds are set to expire at the end of the year.

The Chair is expecting Vice Chair Poreda to work with Ms. Wong on questions relating to potential article on Hale.

Fourth issue was raised by Vice Chair Poreda on the question for the Animal Control Officer in the Bylaws. Vice Chair Poreda will also send in a request to Ms. McManus on the numbers of the OPEB article. Chairperson Hertz suggested to Vice Chair Poreda to reach out to DPW Director to ask for some clarification on the need for the Conant Road Culvert Construction project. Lastly, some members wanted to know why free cash is not being used to reduce some of the borrowing articles. Chairperson Hertz reiterated to members to submit their Subcommittee reports to Ms. Wong by next Tuesday if they can and to think about what articles they wish to write up on. Vice Chair Poreda stated the article write ups will be due by March 29<sup>th</sup>.

Members were asked to review and approve the meeting minutes for February 27, 2024. A motion was offered and seconded. A ROLL CALL took place. Eleven members approved the minutes. Two members were absent.

**Public and the Press:**

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

There were no questions from the Public and the Press. For the Final Public Hearing, the Chair will give some time for residents to ask questions during an appropriate section instead of making them wait until the very end of the meeting. Members were in favor of this decision.

Chairperson Hertz 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 9:31PM**

For a complete video of the 03/12/24 FinCom Public Hearing please see the following link:  
<https://westwoodmediacenter.tv/>