

**Table of Recommended Revisions from Westwood Charter Review Commission**

**Housekeeping**— edits that the Commission believes are needed to correct typos, reformatting, renumbering, or needed to comport with state law.

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

**Substantive**—edits that the Commission recommends for approval, and could not be characterized as housekeeping or technical in nature.

Section	Title	Nature of change
2-2-1	Town Elections	<b>Technical:</b> The April ‘annual town meeting’ is renamed the ‘annual town election.’ Also clarifies that Select Board, in consultation with the Town Clerk, can adjust dates in the event of a state or federal election conflict, or a state of emergency.
2-4-1	Eligibility of Town Voters	<b>Technical:</b> Clarifies that a person duly elected at the annual town election in April shall take office after the dissolution of the May annual town meeting.
2-5-1-1	Pre-Petition	<b>Technical:</b> Establishes Dec 1 as the date for a pre-petition to be filed.
2-6-1	Annual Town Meeting	<b>Technical:</b> Renames “business sessions” of annual town meeting to “spring annual town meeting”
2-6-3	Annual Town Meeting	<b>Technical:</b> Deletes unnecessary words to describe “Minutes” of Town Meeting.
2-7-1	Finance and Warrant Commission Recommendation	<b>Technical:</b> Clarifies that Finance and Warrant Commission holds hearings on 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.
2-8-1	Quorum	<b>Substantive:</b> The current quorum needed to begin Town Meeting remains the same (which is 175, as set forth in the Town’s bylaw) , but the proposed language removes the quorum requirement once town meeting has commenced.
3-4-1	Select Board	<b>Housekeeping:</b> Proposed language moves department of public works director to being appointed by Town Administrator.
4	Chapter 4 renumbered	<b>Housekeeping</b>
4-2/ 4-4-2/ 4-6-2	Elected Town Boards	<b>Technical:</b> Removes redundant language here, but is otherwise covered in 4-1-2
4-6-1 (renumbered)	Elected Officers	<b>Technical:</b> Relocation of paragraph and proposed language states that chair of Planning Board “shall” designate an associate member to sit on the board in the event of an absence (rather than “may” appoint).

4-7	Housing Authority	<b>Housekeeping &amp; Technical</b> (separate article) (Absent form current charter, but contains elected members)
4-8 (renumbered)	Recall	<b>Technical:</b> Renumbering.
Chapter 5	Appointed Town Boards	<b>Housekeeping &amp; technical:</b> Renumbering and stating that appointees to town boards serve without compensation.
5-1-2/ 5-2-2/ 5-3-2/ 5-4-2/ 5-5-2/ 5-6-2	Appointed town boards	<b>Technical:</b> Consolidated repetitive provisions concerning duties, but is otherwise covered in 5-1-3.
6-2-1 (a) through (z)	Duties	<b>Housekeeping &amp; technical:</b> Regarding duties of Town Administrator, clause (i) removes the \$100,000 contract value threshold that requires Select Board approval, replaced with “an amount established by the Select Board prior to the start of the fiscal year;” clause (o) adjusts the language that the Select Board and Finance and Warrant Commission be “regularly informed” rather than “fully informed;” clause (t) allows a temporary town administrator may be authorized to take certain action.
6-4-1/ 6-4-2/ 6-4-3	Acting and Temporary Town Administrator	<b>Technical:</b> Proposed language allows more flexibility for a temporary town administrator to function, but if the Select Board decides it is in the best interests of the Town, the Select Board make its own designation.
7-1-1	Moderator Power to Appoint and Rescind Appointments	<b>Technical:</b> Clarifies appointments by Moderator are for 3 year overlapping terms and quorums will be a majority of those then in office.
7-3-1	Finance and Warrant Commission	<b>Substantive:</b> The proposed language allows the Moderator to appoint between 9-15 members, clarifies that a member shall not hold any other elected or appointed town position, but may serve on boards or commissions in an ex officio capacity.
7-4-1/ 7-4-2	Personnel Advisory Board	<b>Substantive:</b> The proposed language shifts the role of the Personnel Board to a Personnel Advisory Board, and the Board would advise the Town Administrator rather than administer revisions to the town classification and compensation plan.
7-5-1/ 7-5-2/ 7-5-4	Permanent Building Commission	<b>Substantive:</b> The proposed language adds flexibility to the make-up of the PBC, requires a school committee member to be included on any school project, and allows PBC to decline jurisdiction for smaller projects if size, scope, or cost of project does not warrant PBC involvement.
8-1-4	Finance Director	<b>Housekeeping:</b> Removes incorrect reference to office of treasurer and tax collector

9-4-5	Budgetary Procedure	<b>Housekeeping:</b> Public “meeting” changed to public “hearing.”
Chapter 12	Charter Revision	<b>Housekeeping &amp; Technical:</b> Replaced with reference to applicable state law.