

SELECTMEN'S RECORD
January 30, 2018

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:30 p.m. in the EOC/Training Room at the Police Station by Chairman John Hickey. Also present were: Selectmen Nancy Hyde, Selectmen Michael Walsh, Town Administrator Michael Jaillet, and Town Counsel Thomas McCusker. Christine McCarthy record the minutes.

J. Hickey led the Pledge of Allegiance.

J. Hickey asked if anyone wishes to record the meeting and granted permission to Westwood Media Center to record.

CHAIRMAN'S UPDATE

Announcement of Roy London Humanitarian Award

Many of us marvel at the kindness of others in our community who unselfishly contribute their time and talents to others both within and outside Westwood. Now is the time to recommend these people as nominees for the 8th Annual Roy London Humanitarian Award as these people deserve to be recognized by their community.

Roy London was a Westwood resident who did numerous special things to help others both here in Westwood and outside the community. In 2010, the Town of Westwood established this award in Roy's honor. This award is presented annually to a resident or organization in the Westwood who by their actions embody the spirit of Roy London.

All nominations of residents and organizations should be submitted to Christine McCarthy at Westwood Town Hall. The award(s) will be presented at a Board of Selectmen meeting in the spring. Please contact Christine McCarthy at cemccarthy@townhall.westwood.ma.us or 781-326-4172 with any questions or to make a nomination. Nominations are due Friday, March 2, 2018.

SCHEDULED ACTION

Massachusetts School Building Authority (MSBA) Update

Present were Carol Lewis, School Committee Chair and Emily Parks, Superintendent of Schools

Emily Parks reported that the School Department is very pleased to have been invited into the Massachusetts School Building Authority (MSBA) "Eligibility Phase" based on the Statement of Interest that was submitted pertaining to the Hanlon School. The MSBA provides partial reimbursement to local communities for School building projects including renovations, repairs, etc. The MSBA parameter is that communities are only allowed to submit for one building at a time but the School is thinking about three (3) of the buildings. The Hanlon School provided the best

possibly way to get invited into the process. The School Department has been very clear with the MSBA that it is interested in how to address the building needs more broadly than the Hanlon School.

The MSBA's "Eligibility Phase" is a period of up to nine (9) months during which the MSBA has the opportunity to determine if a community is ready to manage and fund a building project. The MSBA came to the Town back in October of 2017 and met with Town and School officials on the community involvement and support. During this period, the districts are expected to produce several deliverables, including:

- Completion of the Initial Compliance Certification
- Completion of an Educational Project Questionnaire
- Formation of a School Building Committee
- Community authorization and funding to proceed to the Feasibility Study

The Eligibility Phase begins on June 1, 2018 and can extend no longer than February 28, 2019. Though the above tasks must be completed within that time frame, the Town is permitted to begin work and secure appropriations prior to June 1.

The need to secure the appropriation for the Feasibility Study has been part of discussions at Budget Steering meetings and Long Range Financial Planning meetings, and recently with the Finance and Warrant Commission. The School Department is currently examining data provided by MSBA, speaking with other districts who have recently engaged in this process, and working with Symmes Maini and McKee Associates (SMMA) to determine the size of the appropriation to be included in the warrant articles at this spring's Town Meeting. The School Department anticipates having this information fairly soon. The current estimate for a Feasibility Study is \$1.5 million.

The School Department has also articulated and begun to implement a Community Engagement Plan. The week of January 29th all Westwood residents will receive a letter from the School Department inviting them into a community discussion about the state of the elementary buildings, the needs, and the decision-making process going forward. This spring, the School Department will be holding a series of community forums during the month of March (through regularly scheduled meetings, such as PTO, as well as forums specifically for the building project). To kick-off those forums, the School Department will be hosting open houses and tours at Hanlon, Deerfield, and Sheehan on March 3rd and 4th to allow residents a first-hand understanding of the building needs. At the beginning of April, the School Department will disseminate a community survey as another means for residents to provide input about their vision for our schools. Throughout the spring, the School Department will communicate with residents about the process via a building project website, community newsletters, the local press, and social media channels about every 6 weeks.

The process is about a 50 year investment and the School Department and School Committee would like as much community input as possible. The School Building Committee needs to be established by the end of July, but the School anticipates the committee will be established prior to that.

N. Hyde asked where the Town's Permanent Building Committee involvement fall on the MBSA's schedule? E. Parks responded that one of the members of the School Building Committee will need to be a PBC member. N. Hyde mentioned that the process at which the PBC needs to get involved is not clear on the MSBA's requirements. E. Parks will look into the requirements further to ensure the PBC involvement is clear.

Joint Meeting with Board of Assessors – Appointment of Assessor

Michael Krone submitted a letter of resignation from the Board of Assessor's as he is moving out of Town. Mike has served the Town for more 30 years, beginning with his service on the Finance and Warrant Commission in 1989. Mike served as Chair in 1994 and then was elected to the Board of Assessors in 1996 and has served on that board for 22 years. In that role, he provided tremendous guidance in ensuring the Town's values were fair and equitable and in compliance with Department of Revenue rules. He also helped fully automate the Assessor's Office and operations and provided excellent guidance each year to the Board of Selectmen on setting the Commercial/Residential tax shift. Mike also served for 15 years on the Long Range Financial Planning Committee, beginning with its inception in 2003. He has been one of the lead contributors to the Town's efforts to build financial stability, including efforts on the stabilization fund, addressing the OPEB Liability, promoting sustainable budgets, use of University Station tax revenue, and debt limit analysis – all of which contributes to the Town's AAA bond rating.

Mike's professional insight, sound judgements, and cheerful attitude have significantly benefited our Town residents and staff and we will miss his contributions.

The Board of Selectmen and Board of Assessors met in joint session in accordance with Massachusetts General Laws to fill a vacancy left by Michael Krone, an elected member of the Board of Assessors for the remaining time in his term and through the next local election being held in April, 2018. Since the term being filled would have ended in April of 2019, the candidate selected would need to run for a one-year term in April.

The Board of Assessors have recommended the appointment of Philip Shapiro to fill the vacancy left by Michael Krone through April 2018. In 2002, Phil was elected to the Board of Assessors where he served until 2008. Phil brought to the Assessor's office a wealth of information and experience both from his position with the MWRA and his time on the Finance Commission and Business Advisory Task Force as well as other town boards he served on. In 2008, Phil ran for and was elected to the Board

of Selectmen where he served until 2014. Phil has already pulled his papers to run for the 1-year seat of the Board of Assessors.

N. Hyde moved to appoint Phil Shapiro to serve the remaining three (3) months term of the position recently vacated by Michael Krone on the Board of Assessors until the local election. M. Walsh Seconded. Unanimous Vote: 4-0 (N. Hyde, aye. M. Walsh, aye. J. Hickey, aye. M. Bleday, aye.)

CHAIRMAN'S UPDATE

John Cronin Public Service Award

Each year, the John J. Cronin Public Service Award committee awards this high honor to an individual who has served the Town of Westwood. John J. Cronin, Town Treasurer, for many years selflessly gave of his time and expertise for the betterment of the community, both as an elected official and in numerous volunteer activities.

Nomination Forms are available on the Town's website and at the Selectmen's Office. All nominations should be submitted to Christine McCarthy at Westwood Town Hall. The award will be presented at the Annual Town Meeting. Please contact Christine McCarthy at cemccarthy@townhall.westwood.ma.us or 781-326-4172 with any questions or to make a nomination. Nominations are due by Friday, March 16, 2018.

SCHEDULED ACTION

Financial Update

Finance Director, Pam Dukeman presented to the Board of Selectmen a recommended budget for the FY19 year.

(PowerPoint presentation can be found at the following link:

<http://westwoodtownma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=5847&MeetingID=1314>)

The presentation focused on the FY19 budget, including meetings that have occurred on the budget, an update on FY19 state aid as proposed by the Governor, the proposed Capital budget articles and the schedule for budget updates and meetings ahead. The Board will be asked to finalize and approve the Preliminary FY19 budget, in advance of releasing the FY19 budget documents in early February.

The proposal for Capital in FY19 is:

- School Capital Article - \$867,000
- Municipal Capital Article - \$886,900
- One "other capital"

The Town's proposed FY19 budget is \$91,032,406 which is approximately a 3.3% increase. This increase is a sustainable increase for both the school and municipal operating budgets to maintain the high quality of services to the community. This budget also provides for continued high level of capital investment, funding for Stabilization to remain on track and continue progress on OPEB Liability.

P. Dukeman added that the next steps in the process is for the Selectmen to approve the proposal Budget, a budget printed and distributed, present the budget to the Finance and Warrant Commission at its meeting on February 6th, continued discussions with the Budget Steering Committee and finally prepare articles for Town Meeting.

N. Hyde asked if the Meal Tax revenue should not be considered for appropriating into a Capital Stabilization account? P. Dukeman explained that Town Meeting voted to appropriate those funds into a separate account. This year, it is being recommended that some of those funds be used to fund projects such as the pool project and tennis court project being proposed under capital articles.

N. Hyde moved to approve the FY19 Budget as presented and authorized the Town Administrator and Finance Director to present the budget to the Finance and Warrant Commission for its review and comment at its February 6, 2018 meeting. M. Walsh Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Westwood Little League Parade

The Westwood Little League would like to host its annual kick-off parade on Saturday, April 28, 2018 beginning at Hanlon School and finishing at Morrison Field. The format will be the same as in past years. The children walk from Hanlon School to Morrison Park as they enjoy the opening day festivities. Mary Ellen LaRosa, one of the planners of this event, would like approval from the Board of Selectmen in order to move forward with preparations. She has met with Sgt. Paul Sicard regarding the route, the Fire Chief regarding the fire truck escort, and will meet with the Health Director, Linda Shea for a food permit.

N. Hyde moved to approve the Westwood Little League Parade for Saturday, April 28, 2018 beginning at 9:00am contingent upon final requirements from Public Safety and/or Health Department. M. Walsh Seconded. Unanimous Vote: 3-0

Establish Account for Acceptance of Lisa Lennon Donations

The Town of Westwood employees have started a collection for Lisa Lennon after the tragic loss of her husband and home in early January. Lisa is currently pregnant with her first child and is living with her parents at this time.

GoFundMe and YouCaring pages have been set up by friends and family of Lisa's and is continuing to collecting donations. Since GoFundMe is not a non-profit and does charge minor fees associated with the donations collected, the Town Employees felt it would be more impactful to send a check to the family directly from the employees.

Since the news of the Lennon family's tragic loss has spread, some members of the community and surrounding community have reached out to donate directly to Lisa. Some donations from individuals from outside the staff have come in and are being collected with the employee donations.

N. Hyde moved to accept monetary donations from the Town of Westwood Employees, residents in the community and others from outside the community that will be given directly to Lisa Lennon to help defray her costs. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Removal of Article(s) from Annual Town Meeting Warrant

Appropriation to Capital Stabilization Fund

As the budget continues to be finalized, the Town Administrator and Finance Director are not making a recommendation on an appropriation to the Capital Stabilization Fund at this year's Annual Town Meeting so the Board may remove this article.

Article related to cleaning up Police Station Borrowing Articles

After further consideration, the Town Treasurer and Finance Director request that this article be removed from the Annual Town Meeting Warrant.

N. Hyde moved to remove the article titled "Article Related to cleaning up Police Station Borrowing" and "Appropriation to Capital Stabilization Fund" from the 2018 Annual Town Meeting Warrant. M. Walsh Seconded. Unanimous Vote: 3-0

Review Annual Town Meeting Warrant Articles

The Finance and Warrant Commission Article sponsor meeting was on Monday, January 22nd. The Chairman and Town Administrator presented the preliminary summaries for the articles for the annual Town Meeting. The Board reviewed each of the articles being considered for the 2018 Annual Town Meeting.

The Board discussed the need to review and be provided more information on the PEG Access Placeholder article. The Town Administrator will work with the IT Director and Finance Director to provide further clarification on what the Town will need to do to address this article.

The Department of Local Services (DLS) has issued guidelines for Town's to adopt two types of avenues for this funding. The Town may either 1) open an Enterprise Account or special purpose Revolving Fund (53F¾) in which the Town collects the

funds from the Cable Companies and then brings the allocated amount to Town Meeting to vote out to the local access television company (WMC) or 2) the Town may have the funding sent directly to the local access television company. There are pros and cons to either method, and there are many Town set up with both options.

The Town opening an Enterprise Account or special purpose Revolving Fund for cable funding requires it to be included in the budget process each year and voted at Town Meeting. The Town is unable to determine the exact amount being received by Comcast or Verizon each year since the fees are associated with the number of subscribers and revenues, which can fluctuate from year to year. This would make it difficult to determine a precise budget each year for this funding.

If the Board decides to go with the latter, the Board of Selectmen and Westwood Media Center will need to renegotiate a contract. The current contract stipulates that the Selectmen will receive the funding and vote to transfer the funds each quarter.

The Fire Chief has been reviewing the need for a General Bylaw which requires property owners with Fire Hydrants within their right of way to shovel the hydrant out within 12 hours of daylight after the storm(s). This bylaw will help the Fire Department maintain the usage of the hydrants and will reduce response time in an emergency. The Fire Chief is working with the Dedham Westwood Water District to see which properties have granted right of ways for hydrants in the community. The Board asked that the Fire Chief attend their next meeting to discuss the details of this article further.

Islington Center Redevelopment – Suggestions to Planning Board on Proposed Development

At the last meeting the Selectmen made specific comments and recommendations on the proposed redevelopment plans submitted to the Planning Board. As a joint applicant, the Board wants to be sure that its point of view be considered by the Planning Board in its review.

N. Hyde asked that there be specific mentions of items that were itemized in the Memorandum of Agreement and that the Board of Selectmen's position remains firm on those items.

N. Hyde moved to approve a memo with revisions based on the Memorandum of Understanding with Petruzziello Properties and authorized the Town Administrator to send the memo to the Planning Board which should be included in the record with the application for Islington Center Redevelopment filed by Petruzziello Properties and the Town. M. Walsh Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Appointment to Open Space and Recreation Planning Committee – School Committee Representative

On September 25, 2017, the Board of Selectmen appointed members to the Open Space and Recreation Planning Committee. Westwood's current Open Space & Recreation Plan was developed in 1999 and adopted in 2000. Periodic updates to the OSRP are required to maintain eligibility for state and federal grant programs. The Board of Selectmen included an OSRP Update as one of three commitments in its December 2016 Community Compact, and has since been awarded a state grant of \$20,000 for the town to use in obtaining consultant services for assistance in completing the OSRP Update. Responses to a Request for Proposals for consultant services were received on September 6th and PGC Associates, LLC has been selected for contract award.

The OSRPC will work with PGC and town staff to develop an OSRP Update containing all standard elements of a Massachusetts OSRP. The OSRPC should include representatives from several town boards and committees, as well as representatives from the Westwood Land Trust and youth sports organizations, and one or two unaffiliated resident representatives.

The School Committee has determined that it would like Charles Donahue to represent the School Committee.

N. Hyde moved to appoint Charles Donahue as the School Committee Representative on the Open Space and Recreation Planning Committee for a term to expire on June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0

REGULAR MINUTES

December 18, 2017

N. Hyde moved to approve the Regular Minutes as written for December 18, 2017. M. Walsh Seconded. Unanimous Vote: 3-0

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

J. Hickey asked if there was any other business that may properly come before the board?

PUBLIC AND PRESS

J. Hickey asked if there were any questions from the public or press?

EXECUTIVE SESSION

N. Hyde moved to go into Executive Session to discuss one issue related to potential land acquisition at University Station of which would have a detrimental effect on the position of the governing body if discussion were in open session. The Board will not be returning to open session.

N. Hyde, aye. M. Walsh, aye. J. Hickey, aye.

NEXT MEETING

The Board of Selectmen's Meeting next meeting will be on Monday, February 12, 2018.

The meeting was adjourned into Executive Session at 8:46 p.m.

Initial after reviewed



A handwritten signature in black ink that reads "Michael J. Jaillet". The signature is written in a cursive style with a large, sweeping initial "M".

M. Jaillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
1/30/2018 EOC/Training Room
Regular Meeting

CHAIRMAN'S UPDATE

- Roy London Nomination Form (DOC)
- applicationonly (DOC)

SCHEDULED ACTION

- Backup for Update on MSBA.pdf (PDF)
- 1.30.18 BOS Update.pptx [Read-Only] (PDF)

NEW BUSINESS

- 2017_0925_DecisionNotice_AppointmentOSRPC (PDF)

OLD BUSINESS

- 2018 Annual Town Meeting Warrant List 013018 (DOC)
- MGL Chapter 44, Section 53F1_2 (PDF)
- MGL Chapter 44, Section 53F3_4 (PDF)
- Summaries 010818 - BOS Version.docx (PDF)
- Planning Board Memo 013018 (PDF)