

SELECTMEN'S RECORD

March 19, 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, and Town Administrator Michael Jaillet. 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.

CHAIRMANS UPDATE

Device Free Day – Westwood Girl Scouts Troop 66073

The Westwood Girl Scout Troop 66073, which are 5th graders from Deerfield School, has expressed concerns about the amount of screen time Westwood residents spend on their phones. The girls learned the affects this can have on a person's health. The Scouts are working on their Bronze Award and decided they would like to encourage residents to go device free on Sunday, April 29th. The Troop has done some studies themselves, observing people around Westwood, and it believes that if residents participate in the device free day, they will realize the impacts of increased happiness when not on their phones all day.

The Troop presented this information to the Board of Selectmen for its support. The Troop plans to advertise the "Device Free Day" and host a family friendly event at the Westwood Public Library on April 29th. The event will include crafts, games, "device sleeping bags" to decorate and information and material on the health effects of too much screen time. If the event is successful, the Troop would like the Board to consider making the Day an annual tradition.

N. Hyde moved to proclaim Device Free Day in Westwood to be Sunday, April 29th and encourage all residents to use this day to understand the health effects of too much screen time; and to invite families to the Westwood Public Library on April 29th to participate in crafts, games and material on the health effects of too much screen time. M. Walsh Seconded. Unanimous Vote: 3-0

March Storm Update

Westwood just experienced three major Nor'easter storms in a very short time period. The first storm was over a two-day span (March 2nd through 3rd) where significant rains caused minor flooding throughout town and along the Commonwealth's coast. The flooding, mostly causing personal property damage, was managed by the Town's Department of Public Works, including cleanup of debris and limbs from the roadways, clearing out drains and checking pump stations to ensure they were properly functioning.

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The second storm hit Westwood in the early morning hours on March 8th. Although the snow fall amounts were not high, the combination of heavy wet snow, soft soil from the previous rain storm and high winds (gusts up to 60 mph) damaged many trees along the roadway, blocking roads, causing widespread power outages. That morning, the Emergency Management Team activated the Emergency Operations Center (EOC) at the Police Station. Here, the Town was able to establish its critical condition areas, coordinate Police, Fire and DPW response effectively and focus on addressing the issues Westwood was experiencing. At 9:00am the Town was reported to have 50% of its households (almost 3,000) without power, but by 7:00pm that number was down to 12%. This directly reflects the hard work and dedication of the Fire Chief, DPW Director and Eversource Staff working together to address critical areas. With Eversource working in Westwood a few more hours, the Town had less than 5% without power by the late evening. During the day, the Town opened the Senior Center as a warming center for residents to stop by, charge cell phones and remain safe in the cold conditions. At 7:30pm, the Town Administrator and Health Director opened the Shelter to accommodate residents without power and subsequently closed the shelter at 9:00pm when the residents in need of resources were provided help.

Finally, the third storm hit Westwood overnight on March 12th and lasted through the evening of March 13th. The snow storm brought over 18 inches of snow of a more 'fluffy' kind in less than 24 hours. Wind gusts of up to 50 mph were reported at times bringing down some trees, limbs and power lines. The Town Emergency Management group remained in touch via conference calls throughout the day. The EOC was not opened in the interest of safety of the staff and ensuring the DPW focused on the task of keeping the streets open and safe for public safety officials, however, the staff exchanged information on critical data throughout the storm. Throughout the day, a number of down trees and power outages were reported; however, Eversource was able to address most of the incidents within a reasonable timeframe.

The combination of the 3 storms over a short time period of was professionally managed and addressed by our Town Administrator, Department of Public Works, Fire, Police, Health staff and volunteers. The coordination among the departments, including administration, helped keep not only the staff, but the community at large safe. While emergencies happen during storms, our public safety officials were able to respond accurately knowing which street were blocked, flooded, or partially blocked because of the open lines of communication.

Emergency Management Team who oversaw all three storms: Michael Jaillet, Town Administrator/Emergency Management Director, John Deckers, Fire Chief, Jeff Silva, Police Chief, Todd Korchin, DPW Director, Brendan Ryan, Deputy DPW Director, Emily Parks, Superintendent of Schools, Christine McCarthy, Executive Assistant, Pam Dukeman, Finance Director and Linda Shea, Health Director.

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SCHEDULED ACTION

FY19 Budget Update

The Finance Director updated the Board on the status of the FY19 budget, including any updates and changes that have occurred to the FY19 Proposed budget.

A copy of that PowerPoint can be found online at the below link:

<https://westwoodtownma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=6202&MeetingID=1317>

P. Dukeman began her presentation with the Snow and Ice Budget. Each year the Town spends an average of \$450,000 on snow and ice removal. Current projections show \$700,000 spending on snow and ice in FY18. There are ways to supplement the budget for snow and ice as it is handled differently than other budgets, in the state of Massachusetts. The FY18 base budget is \$300,000, when the cost exceeds \$300,000 the Town needs to accommodate and pay for the difference. This is done in a number of ways:

- Article 1 at Town Meeting– a transfer from the Finance and Warrant Commission Reserve Account
- Article 2 – Appropriation from Free Cash on the Town Meeting Warrant
- A raise in the FY19 tax recap.

Typically, the Town does all three ways noted above. To date, the actual projection for snow and ice removal is \$700,000 and \$125,000 in DPW snow and ice overtime. Without snow and ice, there are very minor adjustments that need to be made to the FY18 Budget. P. Dukeman reported to the Board the proposed Supplement Transfers to be presented at Town Meeting:

- Article 1, \$36,500 is being requested from Board of Health Salary Account (\$13,000) and Comprehensive Insurance (\$23,500). This money will be used to cover salary expenses in Veterans (\$1,000), Housing (\$2,000), Information Systems (\$15,000), Youth & Family Services (\$17,000) and Human Resources (\$1,500).
- Additionally, \$200,000 is being requested from the Finance and Warrant Commission Reserve for the FY18 Snow and Ice Budget.
- In Article 2, FY18 budget adjustments will be made by appropriation. Money from the Overlay Surplus Account (\$35,000) and Ambulance Reserve (\$71,000) will be transferred to Assessing Revaluation Services; the upcoming year is a full re-valuation year (\$35,000) and Ambulance Services – Collection Service (\$71,000). The Town only uses ambulance revenue to fund ambulance services. \$10,000 of the \$71,000 will be used to supplement for ambulance

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billing services. This is paid based on a percent of revenue. This article is also asking for \$225,000 to be taken from Free Cash and used for DPW Snow & Ice Removal (\$100,000) and DPW Snow & Ice Salary (\$125,000).

N. Hyde asked why there is excess in the Comprehensive Insurance account? P. Dukeman responded that the Comprehensive Insurance account is budgeted at \$400,000 for insurance for all school and municipal properties throughout the year. She is confident that this account will have a surplus in FY18 as it fluctuates every year, when new buildings or vehicles are brought online.

J. Hickey asked what the Town will budget next year for snow and ice? P. Dukeman explained the Selectmen will need to consider changes to be made to the FY19 budget. The rates from GIC have changed and the Town needs to budget \$5.89M based on a 2.5% increase (or \$145,000) for health care. This is \$200,000 less than originally budgeted. Early in the budget process, the Town carries an estimate for the Blue Hills Regional School Budget. The final number is \$137,000, which is \$11,000 (7.5%) less than last year which is due to enrollment for Westwood being down. This is a \$23,000 decrease from the original FY19 Budget.

These savings can be used to take a look at the Snow and Ice Budget. In previous budget years, the Snow and Ice Budget was \$150,000. Once University Station came online it was increased to \$250,000. In recent years, the Finance Team has worked with the Selectmen to increase the budget to \$300,000. The presented savings from the GIC and Blue Hills could help the Town increase the budget to \$450,000.

J. Hickey asked why the Town wouldn't budget higher, if for the last 8 out of 10 years we have been above \$450,000? P. Dukeman answered that if the Town budgets to the average, the Town can go higher half the time and supplement the budget whenever you go over. The Mass State Law allows Towns to deficit spend this specific budget. If the budget is decreased from the previous year, the Town will lose the ability to deficit spend. M. Jaillet added that the Finance and Warrant Commission Reserve Fund is intended to supplement the Snow and Ice Account.

In addition, P. Dukeman advised the Board to look at increasing the Selectmen's Reserve Account as a way to provide better budget coverage for fluctuations during FY19.

J. Hickey asked if the GIC increase was nondiscretionary and asked for confirmation that the Town does not set the rates, adding that it was the same for Blue Hills. P. Dukeman answered that that is correct.

J. Hickey asked about the utilization of the Meals Tax for the Aid to the Elderly as an option. P. Dukeman responded that if the Selectmen's Reserve Account could be increased that gives the Selectmen the ability to use that money for the Aid to the Elderly. Based on timing of the Town Meeting, using the Reserve Account is a more

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efficient way to match the Aid to the Elderly donation. May is late in the year to have the money applied to the Q4 tax bills.

M. Walsh asked what P. Dukeman's recommendation would be for the split of the money from the Selectmen's Reserve? P. Dukeman recommended the Board use \$120,000 to increase the Snow and Ice budget, and \$100,000 to increase Reserve Account. N. Hyde favored getting the Snow and Ice Budget to \$450,000. M. Walsh asked what happened to the money if it wasn't all spent in the Snow and Ice Budget? P. Dukeman answered that it closes out to Free Cash.

N. Hyde moved to reallocate, based on updated budget projections, \$150,000 of savings from the proposed FY19 Health Insurance Budget to the FY19 Snow and Ice Account and \$70,000 from the proposed FY19 Health Insurance and proposed FY19 Blue Hills Regional School budget to the Selectmen's Reserve Account. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Release 4th Quarter Capital

The Finance Director asked the Board to approve the release of the fourth quarter capital to the IT Department totaling \$20,000 for End User Technology contingent upon all procurement processes are met prior to expenditure of funds.

N. Hyde moved to release the 4th Quarter Capital. M. Walsh Seconded. Unanimous Vote: 3-0

N. Hyde asked M. Jaillet why the Board was not taking up the Land Disposition Agreement (LDA) as it relates to Islington Center in open session as it had been originally scheduled? M. Jaillet explained that the staff was still negotiating with the developer and to discuss the current status in open session would be detrimental to the position of the Board. On other words, the Board's position would be on the record and the information could be used by the Developer to his benefit.

N. Hyde asked the Islington Center Land Disposition Agreement would be presented in open session? M. Jaillet responded it would be at a future meeting. He hopes it will be released to the Finance and Warrant Commission in early April so it could review the terms as it relates to the Town Meeting articles. The Town has ordered an appraisal of the properties which it hopes will bolster its negotiating position with regard to financing, however, the appraisal will not be ready until sometime in April. N. Hyde voiced concern over timing, specifically that the Board needs to give something to the Finance and Warrant Commission for the meeting on March 26th and because of timing, the Selectmen will not have had the opportunity to discuss the LDA in public session.

In response to the timing issue raised, the Board scheduled a meeting for Friday, March 23rd at 8:30am.

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APPROVAL OF COMMON VICTUALLER LICENSE – BUBBLING BROOK

The Board is aware, each year; Bubbling Brook opens its doors in the spring and remains open until Columbus Day weekend. Since the renewal period begins after Bubbling Brook closes, the Board typically does its approval contingent upon final inspections for the next season's opening.

During this past renewal season, Bubbling Brook was left off the list and therefore the Board needs to vote to approve the issuance of a CV license for it to open on Wednesday, March 21st.

Bubbling Brook has completed and passed its building, fire and health inspections and received its occupancy permit for the 2018 season.

**N. Hyde moved to a Common Victualler License for Bubbling Brook Restaurant.
M. Walsh Seconded. Unanimous Vote: 3-0**

REVIEW ANNUAL TOWN MEETING WARRANT ARTICLES

The Board reviewed the following articles being considered for presentation at the Finance and Warrant Commission's March 26th hearing:

Removal of Articles

- The Finance Director has reported that there are no items for Unpaid Prior Year's Bills so the Board may remove this article from the 2018 Annual Town Meeting Warrant.
- Miscellaneous Articles (2) - Since the final Finance and Warrant Commission hearing is scheduled for next week, the Board will no longer need to hold two miscellaneous articles so it may vote to remove these from the Town Meeting warrant.

Review of Article

- *Hedgerow Abandonment* - Nora has continued to check in with the developer on the progress an update will be provided to the Board at the March 26th (prior to Finance and Warrant Commission) meeting. N. Hyde left the room for this discussion.

The Board was presented with the following article language for approval:

Affordable Housing Article:

To see if the Town will vote to raise and/or appropriate and/or transfer from available funds to sum of One Million Dollars (\$1,000,000) to establish an Affordable Housing Account and to authorize the Board of Selectmen to expend in a manner that will support and/or create affordable housing units that can be listed on the State's Subsidized Housing Inventory (SHI) as qualified housing units to meet the requirements of Ch. 40B MGL, or take any other action thereon.

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Purpose	Amount	Funding Source
<i>Establish an Affordable Housing Account</i>	<i>\$1,000,000</i>	<i>\$489,000 University Station Building Permit Account / \$511,000 Free Cash (Building Permit Fees)</i>

The Town will be endeavoring to identify several opportunities to provide additional affordable housing units throughout Town that can be counted on the Subsidized Housing Inventory (SHI) list.

Comprehensive Security Needs Assessment

The Board of Selectmen has committed to study school and municipal buildings to assess the security needs. The Town Administrator set up meetings with potential consultants identified by a local security professional to discuss the needs of Westwood. The first step in the process will be to draft a scope of services which will be used as a guideline to begin drafting a plan for the future. The School Department has and continues to work on its security safety of the building, its students, faculty and staff. As the School Department continues its internal policy and procedure review with the Police and Fire Departments, this added consultant would assist and building and technology infrastructure needs. The article which will be presented at the FinCom March 26th hearing is as follows:

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of One Hundred and Twenty Five Thousand Dollars (\$125,000) to conduct a comprehensive study of the security needs and assessments for municipal and school buildings, including the payment of all costs incidental or related thereto; or take any other action thereon.

Purpose	Amount	Funding Source
<i>Comprehensive Study of the Security Needs and Assessments for Municipal and School Buildings</i>	<i>\$125,000</i>	<i>Free Cash</i>

Islington Center Redevelopment Articles

The Town is continuing to work with Petruzzello Properties on a proposed redevelopment project in Islington Center. If the project is approved, the Board will need to do two things; first, it will need to get Town Meeting approval for the disposition and acquisition of municipal properties and second, to appropriate funds for the relocation and construction of Wentworth Hall. N. Loughnane and M. Jaillet provided draft language for the two articles which will be amended and presented at the Finance and Warrant Commission hearing on Monday, March 26th.

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N. Hyde moved to approve the following Annual Town Meeting Articles as amended; M. Walsh Seconded. Unanimous Vote: 3-0

- **Affordable Housing Article**
- **Comprehensive Security Needs Assessment**
- **Islington Center Redevelopment Articles**
 - *Disposition/Acquisition of Land*
 - *Appropriation for Wentworth Hall and Addition*

N. Hyde moved to remove the following Annual Town Meeting Articles; M. Walsh Seconded. Unanimous Vote: 3-0

- *Unpaid Prior Years Bills*
- *2 Miscellaneous Articles*

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 Draft Land Disposition Agreement 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 Friday, March 23, 2018 at 9:00AM, in the EOC/Training Room at the Police Station. * *This meeting time and location change was made on March 20, 2018 before it was officially posted.*

The next regularly scheduled Board of Selectmen Meeting will be Monday, March 26, 2018 at 6:30PM in the Small Meeting Room at the Westwood Public Library.

The meeting was adjourned into Executive Session at 8:24 PM.

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Initial after reviewed



M. Jillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
3/19/2018 EOC/Training Room
Regular Meeting

CHAIRMAN'S UPDATE

- Girl Scout Device Free Day.pdf (PDF)
- device free flyer.pdf (PDF)
- Girl Scouts (PDF)

SCHEDULED ACTION

- Financial Update - 3.19.18 BOS.pptx [Read-Only] (PDF)

OLD BUSINESS

- Q4FY18 Capital to be Approved by BOS.pdf (PDF)
- Microsoft Word - 2018 Annual Town Meeting Warrant List 031918 (DOC)
- ACCOMPLISHED FY18 GOALS (DOC)
- FY18 Goals_031518 ON GOING (DOC)