

**SELECTMEN'S RECORD**  
**May 21, 2018**

**ATTENDANCE AND CALL TO ORDER**

The meeting was called to order at 7:32 PM in the EOC/Training Room at the Police Station by Chairman John Hickey. Also present were: Selectman Nancy Hyde, Selectman Michael Walsh, Town Administrator Michael Jaillet and Town Counsel Thomas McCusker. Betsy Narciso recorded 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**

**Memorial Day Parade and Ceremony**

J. Hickey reminded residents that the Memorial Day Parade and Ceremony would be held on May 28, 2018 beginning at 10:00 AM. The parade departs from the Town Hall and finishes in the New Westwood Cemetery where the ceremony will be held.

**Farmers Market**

The Farmers Market will open June 12, 2018 in a new location, out front of Town Hall. The Farmers Market will be open Tuesdays from June 12<sup>th</sup> to October 9<sup>th</sup> rain or shine. Once construction is completed in front of the new Police Headquarters, the Farmers Market will be held on the plaza.

**2017 Annual Town Report**

The 2017 Annual Report has been published and is available for residents to read on the Town website.

**SCHEDULED ACTION**

**PUBLIC HEARING – SMALL CELL WIRELESS ANTENNA- 1 UNIVERISTY AVE (FORMERLY 400 BLUE HILL DRIVE)**

The Board of Selectmen was scheduled to hold a public hearing for a petition submitted by New Cingular Wireless PCS, LLC ("AT&T") for Grant of Location for Telecommunication Wires and Wireless Attachments and Appurtenances (also known as 'Small Cell Antenna'). There was some further research that needed to be completed on ownership of the parcel the pole is located on (the Town or MassDOT) on which the small cell wireless antenna would be placed. Therefore, the public hearing was postponed to a later date.

**PUBLIC HEARING – TEMPLE BETH DAVID APPLICATION FOR UNATTENDED DONATION CONTAINER – CANCELLED**

The Board of Selectmen was scheduled to hold a public hearing for an application for an Unattended Donation Container (UDC) for Bay State Textiles to be located on the property of Temple Beth David, 7 Clapboardtree Street. Abutters were incorrectly notified and a new public hearing date must be set. The Board planned to republish and notify abutters of the new date for this meeting once it has been scheduled.

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**N. Hyde moved to cancel the Public Hearing scheduled for Monday, May 21, 2018 related to the application for Unattended Donation Containers to be located at Temple Beth David and that the Public Hearing be re-advertised and notify abutters of a new hearing date. At the end of the meeting, the Board announced the new hearing date to be Wednesday, June 26<sup>th</sup>. Subsequently, due to schedule conflicts, the Board Published this hearing for Wednesday, June 27<sup>th</sup>**

**M. Walsh Seconded. Unanimous Vote: 3-0.**

### **PUBLIC HEARING – PANDA EXPRESS INC. – COMMON VICTUALLER LICENSE APPLICATION**

Panda Express has been fitting out the former Noodles space at University Station for a new restaurant. N. Loughnane informed the Board that Panda Express has applied for a CV license pending final inspections from the Fire, Building and Health Departments. She then asked the Board to consider granting the CV License with conditions that Panda Express reach final inspections for the departments above.

J. Hickey asked that the representatives from Panda Express introduce themselves. Matt Burke, with Bowler Engineering, worked through the permitting process with the Town and Panda Express. Cristina Barajos – Hernandez oversees operations and stores for Panda Express locations in Massachusetts and New York.

J. Hickey asked if N. Loughnane had any concerns. She stated that she did not.

**N. Hyde moved to approve a Common Victualler License for Panda Express, Inc. to be located at 125 University Avenue contingent upon final approvals from the Building, Fire and Board of Health Departments.**

**M. Walsh Seconded. Unanimous Vote: 3-0.**

### **CHANGE IN OFFICER – ANTHONY'S COAL FIRED PIZZA**

Joe Devlin, attorney for Anthony's Coal Fired Pizza attended the meeting to explain the changes taking place among executives.

Anthony Bruno, a founder of the company, will remain on the Board of Directors. J. Devlin explained that the changes would have no impact at the restaurant level.

**N. Hyde moved to approve the Change of Officers/Change in Beneficial Interest for Anthony's Coal Fired Pizza located at 119 University Ave as follows:**

- 1. Wayne Jones replacing Anthony Bruno as President/Manager**
- 2. Michelle Zavolta is replacing Charles E. Locke Jr. as Secretary**
- 3. Michael Hislop is replacing Henrik Falktoft, as LLC Manager of Cardboard Box LLC an upper tier company**

**M. Walsh Seconded. Unanimous Vote: 3-0.**

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### **CHANGE IN OFFICERS – WEGMANS**

Joe Devlin explained the Change in Officers for Wegmans. J. Devlin informed the Board that James Leo, Corporate Secretary, a 29 year veteran of Wegmans, is retiring and will be replaced by Stephen Van Arsdale.

**N. Hyde moved to approve the change of Corporate Secretary from James J. Leo to Stephen Van Arsdale for Wegmans located at 169 University Avenue.**

**M. Walsh Seconded. Unanimous Vote: 3-0.**

### **NEW BUSINESS**

#### **PERFORMANCE EVALUATION REVIEW PROCESS**

Joan Courtney Murray came before the Board to discuss the Performance Evaluation Review Process. She informed the Board that she would be presenting specifically on Town Administrator's performance review and other key employees. As done in the past, J. Murray said that she would continue to solicit performance feedback from the Board on the Town Administrator and she would include feedback from various department heads and direct reports. She will compile the consensus review and deliver it to the Chairman. Additionally, J. Murray informed the Board she would like to formalize the process for the Board of Selectmen to serve as second evaluators on the following key employees of the Town:

Chief of Police – Chairman, second evaluator

Fire Chief – Clerk, second evaluator

Finance Director – Clerk, second evaluator

Department of Public Works – Third Member, second evaluator

Community & Economic Development Director – Third Member, second evaluator

J. Hickey asked for clarification on whether or not the other members of the Board would see the evaluations on the other department heads before they are presented in open session? J. Murray answered that the only evaluation done in open session is the Town Administrator's. J. Hickey asked if other members would see the other evaluations at all? The only people who see the evaluations are the individuals doing the specific evaluation and if other members of the Board had feedback on specific employee, they should share it with Mike Jaillet. J. Hickey stated that once the future Board of Selectmen meeting dates were set, he'd like to come up with a timeline for the evaluation process.

J. Murray explained the Town Administrator would do a self-review and the HR Director would get feedback from the Town Administrator's direct reports. From there, the Chairman and other members of the Board would give their feedback to the Human Resource Director and the consensus review would be put together based on all of the information gathered.

N. Hyde asked J. Murray to explain the sequencing for reviews of other Town employees, not the Town Administrator. J. Murray explained that it was a 2 step process. The Town Administrator completes a review of an employee, gathering information from direct reports and peers and compiling it with his own review. The employee will also do a self-assessment to give to the Town Administrator. The Board member who is acting as the second evaluator would be presented with all of the information on the employee they are evaluating.

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J. Hickey felt that the second evaluator should also be involved in the goal setting at the beginning of the fiscal year and outcome of those goals at the end of the year and be involved in the goals throughout the year.

J. Murray asked for confirmation that the process had been presented clearly, everyone understood it and they were all in agreement to move forward.

### **OLD BUSINESS**

#### **REAPPOINTMENT PROCESS FOR VARIOUS BOARDS AND COMMITTEES**

Board of Selectmen began its annual review process for the appointment and reappointment of various individuals to serve on various boards and committees in Town.

The Board has appointed committees that are tasked with a number of duties. However, it has come to the staff's attention that it is not required that the Selectmen appoint the following boards or committees and have these responsibilities fall to the Town Administrator who would put together task forces to study issues and/or make recommendations for Selectmen action.

- Alcohol Review Committee
- Health Care Review Committee
- John J. Cronin Public Service Award Committee
- Roy London Humanitarian Award Committee
- Storm Water Management Committee
- Veteran's Day/Memorial Day Committee
- Westwood Emergency Management Agency

J. Hickey indicated he didn't have any issues moving the responsibility of the appointments to the Town Administrator. N. Hyde agreed and asked that the Town Administrator seek input from the Board when necessary.

C. McCarthy explained each Board/Committee member would finish their current term and expire on June 30<sup>th</sup>, 2018.

The following individuals have indicated that they are not seeking reappointment for a new term:

#### Communication and Technology Advisory Board

- Steve Anderson - moved out to Town in April and is no longer eligible for appointment

#### Election Officers

- Patricia Wade
- Claire Hearl
- Cynthia Buckley
- Elsa Delaplace

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Historical Commission

- Mary Ellen LaRose - stepping down

Islington Center Task Force

- Abby McCabe - will provide support should this task force move forward but had multiple conflicts with Planning Board responsibilities
- Michael Reardon - Deputy Reardon has announced his plans to retire. Chief Deckers has been appointed to the Task Force and will remain on to represent the Fire Department going forward

Recreation Commission

- Paul Aries - stepping down due to work conflicts. Paul has indicated that he will remain available to help with this year's Westwood Day planning and activities.

Westwood Cultural Council

- Melanie Guerra - The Cultural Council has a bylaw that requires members to step away after serving two consecutive terms.

Youth & Family Services

- Austin Bushey - stepping away due to increased personal responsibilities. Austin represents the Thurston Middle School on the Youth and Family Service Commission and Danielle Sutton will work with the school and Austin to identify a replacement to serve on the Commission.

The following individuals are being recommended for appointment:

Historical Commission

- Melanie Guerra - since Melanie's term on the Cultural Council has come to an end, she has expressed interest in serving on the Westwood Historical Commission. Nancy Donahue has spoken with Melanie and is excited to welcome her to the Commission for a full membership term.

**N. Hyde moved to appoint Melanie Guerra as a member on the Historical Commission for a term to expire June 30, 2021.**

**M. Walsh Seconded. Unanimous Vote: 3-0.**

Local Emergency Planning Committee

- Tiffany McCarthy - Town Nurse - should be appointed as an alternate to the LEPC
- Lina Arena DeRosa - Council on Aging Director - should be appointed as a Member on the LEPC

**N. Hyde moved to appoint Tiffany McCarthy as an Alternate Member of the Local Emergency Planning Committee for a term to expire June 30, 2019.**

**M Walsh Seconded. Unanimous Vote: 3-0.**

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**N. Hyde moved to appoint Lina Arena DeRosa as a Member of the Local Emergency Planning Committee for a term to expire June 30, 2019. M Walsh Seconded. Unanimous Vote: 3-0.**

Youth and Family Services Commission

- Diana Bezdedeanu - Student Member
- Kevin Cote - Student Member
- Samantha Nelson - Student Member

**N. Hyde moved to appoint Diana Bezdedeanu, Kevin Cote and Samantha Nelson as Student Members of the Youth and Family Service Commission for terms to expire on June 30, 2020. M. Walsh Seconded. Unanimous Vote: 3-0.**

C. McCarthy provided the Board with a list of reappointments and asked that the Board hold off on reappointing Boards and Committees that were incomplete until a later date.

N. Hyde asked for help from the Town Administrator and his office on how to increase membership on the Westwood Environmental Action Committee (WEAC). She feels that it is there efforts are important and they should have a good representation.

**N. Hyde moved to reappointment the various individuals to Boards and Committees on the attached 2018 Reappointment Spreadsheet. M. Walsh Seconded. Unanimous Vote: 3-0.**

[Appointed By Board of Selectmen on May 21, 2018](#)

**REVIEW ANNUAL TOWN MEETING WARRANT ARTICLES AND DESIGNATE SELECTMEN PRESENTERS**

The Board assigned the presenters to the Articles on the Town Meeting Warrant.

- Articles 1-10 - Pam Dukeman
- Articles 11-13 - Michael Walsh
- Article 14 - School Committee
- Article 15 - Petitioner Article
- Article 16 - Todd Korchin
- Article 17 - Chief Deckers
- Article 18 - Nancy Hyde
- Article 19 - John Hickey

J. Hickey would be giving an overview at the beginning.

**WESTWOOD MEDIA CENTER TRANSFER OF FUNDS**

The Board of Selectmen voted to transfer funds received from Comcast and Verizon per the contracts for PEG Access Funding to Westwood Media Center.

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**N. Hyde moved to approve the transfer of \$19,594.82, \$3,135.13 from Comcast and \$41,829.53 from Verizon totaling \$64,559.48 to Westwood Media Center per the License Agreements and the Westwood Media Center Agreements signed by the Board of Selectmen. M. Walsh Seconded. Unanimous Vote: 3-0.**

### **FUTURE BOARD OF SELECTMEN MEETINGS**

The Board discussed to their meeting schedule through September.

- Monday, June 11, 2018 at 7:30PM in the Police Station EOC/Training Room
- Wednesday, June 27, 2018 at 7:30PM in the Police Station EOC/Training Room
- Monday, July 23 at 7:30PM in the Police Station EOC/Training Room
- Monday, August 13 at 7:30PM in the Police Station EOC/Training Room
- Monday, August 27 at 7:30PM in the Police Station EOC/Training Room
- Tuesday, September 11 at 7:30PM in the Police Station EOC /Training Room
- Monday, September 24 at 7:30PM om the Police Station EOC/Training Room

The Board indicated that June 11, 2018 would be the best date to reschedule the Public Hearing for the Small Cell Wireless Antenna.

**N. Hyde moved to continue the Public Hearing – Small Cell Wireless Antenna – 1 University Ave- to its meeting on June 11, 2018 at 7:30PM in the meeting room at the Police Station. M. Walsh Seconded. Unanimous vote: 3-0.**

The Board rescheduled the Public Hearing for the Unattended Donation Container at Temple Beth David to Wednesday, June 27, 2018.

### **REGULAR MINUTES**

*March 5, 2018*

**N. Hyde moved to approve the Regular Minutes for March 5, 2018 as written. M. Walsh Seconded. Unanimous vote: 3-0.**

*March 19, 2018*

**N. Hyde moved to approve the Regular Minutes for March 19, 2018 as written. M. Walsh Seconded. Unanimous vote: 3-0.**

*March 23, 2018*

**N. Hyde moved to approve the Regular Minutes for March 23, 2018 as written. M. Walsh Seconded. Unanimous vote: 3-0.**

*April 9, 2018*

**N. Hyde moved to approve the Regular Minutes for April 9, 2018 as written. M. Walsh Seconded. Unanimous vote: 3-0.**

*April 23, 20118*

**N. Hyde moved to approve the Regular Minutes for April 23, 2018 as amended. M Walsh Seconded. Unanimous vote: 3-0.**

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*May 1, 2018*

**N. Hyde moved to approve the Regular Minutes for May 1, 2018 as written.**

**M. Walsh Seconded. J. Hickey abstained. Vote 2-0-1.**

J. Hickey asked for any other business that may properly come before the Board. There was none.

**NEXT MEETING**

The Board of Selectmen's next meeting is Wednesday, May 30, 2018 at 6:30 PM in the Professional Development Room at Westwood High School.

**N. Hyde moved to adjourn into Executive Session. M. Walsh Seconded. Unanimous Vote: 3-0**

The meeting was adjourned into Executive Session at 8:26 PM.



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Initial after reviewed

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

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M. Jaillet  
Town Administrator

# *LIST OF DOCUMENTS*

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Board of Selectmen  
5/21/2018 EOC/Training Room  
Regular Meeting

## **CHAIRMAN'S UPDATE**

- Memorial Day Parade & Ceremony Invitation (PDF)

## **SCHEDULED ACTION**

- GOL Petition Westwood - AREA1\_65B.DOCX (PDF)
- AREA1\_65B LE REV0 02-02-18 (2).pdf (PDF)
- Specs (2).pdf (PDF)
- Public Hearing Notice (PDF)
- Order for Location of Telecommunication Wires and Wireless Attachments and Appurtenances.doc (PDF)
- Pictures of UDC- Temple Beth David (PDF)
- Legal Notice - Temple Beth David UDC (PDF)
- Catering Menu Generic.pdf (PDF)
- Legal Notice - Panda Express CV License (PDF)

## **NEW BUSINESS**

- Town Admin Review form (PDF)
- Boelter vs BOS Wayland.pdf (PDF)

## **OLD BUSINESS**

- Full Membership List - June 30, 2018 Expiring.xls (PDF)
- Recommended Reappointments - June 30, 2018 Expiring.xls (PDF)
- Selectmen Article Assignments (PDF)
- Board of Selectmen Calendar (PDF)