

**SELECTMEN'S RECORD**  
**April 11, 2017**

**ATTENDANCE AND CALL TO ORDER**

The meeting was called to order at 7:32 p.m. in the Selectmen's Meeting Room at Town Hall by Chairman Nancy Hyde. Also present were: Selectmen Michael Walsh, Selectmen John Hickey, Town Administrator Michael Jaillet and Town Counsel Thomas McCusker. Christine McCarthy record the minutes.

N. Hyde led the Pledge of Allegiance.

N. Hyde asked if anyone wishes to record the meeting and granted permission to Westwood Media Center to record.

**CHAIRMAN'S UPDATE**

**Eagle Scout Commendations**

The Board of Selectmen has been invited to the Eagle Scout Ceremony of Troop 3 for John Rogers, Ryan Marten, Mathew Berluti and Robert Maughn on Saturday May 6, 2017 at 5:00pm in Fellowship Hall at The First Baptist Church. All five young men have been recognized for citizenship within our community and scouting skills within the troop.

**Ballot Question**

A question has been added by the Selectmen to the 2017 ballot:

Question:

"Shall this Town prohibit the operation of all types of marijuana establishments as defined in MGL Chapter 94G, Section 1, including marijuana cultivators, marijuana testing facilities, marijuana product manufactures, marijuana retailers or any other type of licenses marijuana-related businesses within the Town of Westwood, expect for any Registered Marijuana Dispensary which might be granted a special permit pursuant to Westwood Zoning Bylaw Section 7.4?"

Summary:

"This question would prohibit all commercial businesses related to marijuana, including marijuana cultivation, marijuana testing facilities, marijuana product manufacturing, marijuana retailers, and any other type of licensed marijuana related businesses.

It would not prohibit any Registered Marijuana Dispensary which might be granted a Special Permit pursuant to the Westwood Zoning Bylaw Section 7.4 from selling Marijuana for medicinal purposes"

A “YES” vote would mean you are opposed to allowing retail recreational pot shops from opening in Westwood.

A “NO” vote would mean you are in favor of allowing retail recreation pot shops to open in Westwood.

**SCHEDULED ACTION**

**Public Hearing – Fuel Storage Permit – Nano-C – 33-35 South West Park**

Nano-C is a research and development company that has been operating at South West Park since 2001. Tom Lada was present to represent Nano-C. Nano-C produces advanced forms of carbon called fullerenes and carbon nanotubes. These products have the potential to be integrated into the next generation of lightweight and flexible plastic electronics. The core technology behind producing these materials is the controlled combustion of fuels like natural gas and toluene. For the past 16 years, Nano-C has operated in cooperation with the Fire Department and the Board of Health to ensure safe storage and use of these fuels. Now, as the industries that Nano-C serves begin to mature toward the sale of commercially available products, Nano-C would like to scale-up to meet its increasing demands and accordingly will need to increase its storage capacity. Throughout the process, Nano-C sincerely appreciates the Fire Department’s support of its application. The hazardous materials storage license application presented to the Board of Selectmen, if approved, would cover the maximum amount of flammable these materials to be stored at the South West Park location for the foreseeable future. If granted the license, Nano-C will continue to cooperate fully with the Fire Department, Board of Health, and all other Town entities to ensure the continued safe storage and usage as they continue to grow in Westwood.

<b>Product</b>	<b>Limit</b>	<b>Requesting</b>
Flammable gas	3,000 cubic feet (inside building)	No change
Flammable gas	10,000 cubic feet (outside building)	24,912 cubic feet (outside building)
Flammable liquid	793 gallons	2,036.2 gallons (inside building)

Deputy Fire Chief Michael Reardon, has had the opportunity to work with Nano-C over the last few years with very minor incidents with their equipment detecting the issues immediately over the years but no spills or leaks. Their equipment is in great shape, they have good workplace practices. The storage is not unreasonable for what they are asking.

N. Hyde asked what the protocol for inspections was? M. Reardon responded they inspect annually. Two permits are issued, one for hazardous storage and one fuel permit.

J. Hickey asked if the increase in storage resulted in a larger diameter of danger to area residents? M. Reardon responded that yes, but where it is situated it is no danger to any surrounding neighborhoods. It is no different than a 500 gallon fuel tank similar to those in residential neighborhoods.

N. Hyde asked T. Lada what the protocol for emergencies and notification to area neighborhoods will be? T. Lada responded they have an emergency response in place by requirement from MassDEP and the Board of Health, and the program involves evacuation and all employees are trained. The flammable materials are stored in the back of the building. The alarm system not only notifies Nano-C but CGL Enterprises which is the landlord of the building and the Fire Department. They also have emergency contact lists. There is not currently a protocol for surrounding neighbors, but it willing to look into it if the Town would like that.

M. Reardon responded that the abutters are office buildings and they could work with Nano-C to come up with a protocol.

T. Lada added that the company reviews their products quarterly including inspections from MassDEP, OSHA, and the Board of Health as well as audits for insurance.

M. Walsh asked if any state approvals are needed because it is close to the train tracks? M. Reardon responded the MBTA was notified of the hearing tonight.

Scott Rablesom, owner of 21 South West Park, has found Nano-C to be very informative and open and reached out to the neighbors and supports it as an abutter. He would appreciate some sort of a notification or training so that if something did happen, people in his building would know, but he does support the application.

George Kastakus, an abutter in one of the buildings would like to know a little more about the suppression system and if there is some kind of damage, is there sufficient liability and or call for special coverage?

T. Lada responded that if there is a fire detected in the room with the flammable liquids that room closes off to minimize the spread. A dry chemical suppression system is then dispensed. They do not use water because the liquids could flow out. The other areas there are multiple alarms will sound and notify the Fire Department.

Tony Federico of CGL Enterprise, LLC, owner of 33-35 South West Park (where Nano-C is located), when they purchased the building they did an environmental impact study with no negative feedback. They get an insurance audit each year and they meet state and federal code. They have insurance that will protect the liability of the building and facility but there was no special insurance needed. The insurance is renewed every year.

Ron Ludricson, partner for CGL Enterprise, LLC, asked the insurance company if there was any needed to increase the coverage due to the request by Nano-C to increase its storage and the systems Nano-C had in place did not warrant additional insurance.

Scott Rablesom, owner of 21 South West Park, made a call to his insurance company and there was no impact on his insurance either.

**M. Walsh moved to approve the license application for 33-35 South West Park, LLC to store flammable and combustible liquids and flammable gases and solids, and authorize the Chairman to sign the permit which shall include a protocol for emergency notifications to abutters to be done within 30 days and reported back to the Board of Selectmen by the Deputy Fire Chief. J. Hickey seconded. Unanimous Vote: 3-0**

### **Public Hearing – Grant of Location – Conduit at 295 Grove Street**

NStar Electric d/b/a Eversource Energy has filed a petition with the Selectmen's Office for a Grant of Location for permission to construct a line of conduits and manholes with the necessary wires and cables therein to be located under the public way:

Grove Street – Northerly approximately 740+/- feet east of Summer Street a distance of about 39 +/- feet conduit at Pole #6/28

Eversource is doing its best to install the conduit before Grove Street is repaved but if it doesn't achieve that it will use a direct burrow method of installation.

The wires and conduit installation will provide electric service to the residence at 295 Grove Street.

Christine Cosby, from Eversource was present. N. Hyde asked if the work will be completed by the time the road is paved? C. Cosby responded that she spoke with Todd Korchin, DPW Director, and Eversource would be allowed to do directional drilling.

**M. Walsh moved to grant permission to NStar d/b/a Eversource Energy to construct and a location for, such a line of conduits and manholes with the necessary wires and cables for the transmission of electricity for lighting, heating or power under the public way on Grove Street northerly approximately 740+/- feet east of Summer Street a distance of 39+/- feet of conduit at pole #6/28 and sign the petition. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Grant of License for Eversource – East Street Electric Wire Connections**

Eversource has been working with the MBTA on the East Street Bridge redesign. Some of the utilities for the redesign require that Eversource relocated overhead wires across the corner of Town property located on East Street at the MBTA Bridge.

The License would grant Eversource the right from time to time as may be necessary to construct, install, repair, renew and maintain the overhead wire crossing for distribution purposes. Eversource consents to the running and maintenance of the overhead wires.

This is a permanent relocation of the wires due to the reconstruction of the bridge. The electrical will remain overhead and the other utilities will be going underground.

**M. Walsh moved to grant a license to Nstar Electric d/b/a Eversource Energy for the right from time to time as may be necessary to construct, install, repair, renew and maintain the overhead wire crossing for distribution purposes at the East Street Bridge. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Blue Hills Regional School Presentation**

The Blue Hill Regional Technical School Administration has conducted a review of the condition of its facilities and the options it has for improving the conditions. Present was Charlie Flahive, Elected Representative for Westwood, James Quaglia, BH Superintendent and Steve Moore Assistant Superintendent from Blue Hill Regional School. In the audience were members of the Westwood School Committee and Finance and Warrant Commission and Emily Parks, newly appointed School Superintendent.

*(Presentation available online at*

*[http://westwoodtownma.iqm2.com/Citizens/Detail\\_Meeting.aspx?ID=1261](http://westwoodtownma.iqm2.com/Citizens/Detail_Meeting.aspx?ID=1261))*

There are currently eight (8) Westwood students at Blue Hills Regional Technical School. Member communities include Avon, Braintree, Dedham, Holbrook, Canton, Milton, Randolph, Norwood and Westwood. The School would need all nine towns to vote in favor of project. If a town was not in favor, the School could do a District wide ballot question (at the expense of Blue Hills) to seek approval.

The school was constructed in 1966 and renovated in 1976. The review, conducted by Drummey Rosane Anderson, under the management of Dore & Whittier Management Partners, found the facility's system outdated at the end of their life expectancy and education environment in need of improvement. The actual facility is about 342,000 square feet, but the renovations are focused on roughly 292,000 square feet. Recognizing these issues, the District began submitting statement of interest to the Massachusetts School Building Assistance (MSBA) Program in 2009 and was finally accepted into its Core Program after 6 submissions.

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The MSBA grant programs provide a 50% reimbursement for the feasibility and schematic portion and will contribute \$312 per square foot toward eligible construction. The District completed the feasibility study in January 2017 and began the schematic design in February.

The District selected renovation as the best of options considered from base repair through new construction. The estimated cost of the preferred option is \$86.5M with an anticipated MBSA reimbursement rate of 50%, leaving the District with a cost of \$43.25M.

The District is anticipating MSBA approval in August 2017. Once approval is received, the District School Committee will look in September 2017 to notify the member towns of its intent to proceed. Member communities have 60 days to have a town meeting vote on the debt authorization question. The school expects to get another 50 years after the renovations are completed.

The District assumes that it will borrow the funds for a 30 year term and has calculated the annual payment in 2021-2022 (highest payment years) to be \$2.73M if Westwood's percentage of student enrollment remains at its current 1% and the annual debt service charge to communities is distributed on the basis of the percentage of the total student population from the community, it is estimated that Westwood's annual payment in 2021-2022 would be about \$30,000. The project would need to be brought to Town Meeting for a 2/3 vote. Bond Counsel would prepare the article language. The Blue Hills will need to know as soon as possible if the Town is not in support of the project

Blue Hills plans to come to the School Committee to make a presentation during its next round of outreach in the months of July and August. The Selectmen will look at the proposal through the Long Range Financial Planning Committee, the School Committee and the School Department.

Blue Hills will be sending a letter on or around September 1<sup>st</sup>.

## **NEW BUSINESS**

### **Fire Chief Selection Committee**

The Fire Chief will achieve mandatory retirement age in January 2018. In accordance with the Fire Chief Task Force recommendation on recruitment; the Board of Selectmen discussed the appointment of a Selection Committee to conduct the recruitment and selection process with a consultant for the next Fire Chief. It is recommended that the Selection Committee be comprised of various individuals that should have some input into the selection of the next Fire Chief.

A consultant has been selected through a Request for Proposal (RFP) process.

The Schedule of the process will consist of:

<b>Responsibilities</b>	<b>Planned Action</b>
Consultant	Prepare profile of next Chief
Selection Committee	Advertise Position
Selection Committee	Identify Assessment Center
Selection Committee	Screen Resumes
Selection Committee	Conduct short Screening Phone Interviews
Selection Committee	Conduct Panel Interviews
Selection Committee	Candidate Writing Assignment
Consultant	Assessment Center
Consultant	Background Check
Board of Selectmen	Finalist interviews with BOS
Board of Selectmen	Appointment

The Board suggested the following positions to be appointed:

- Selectmen
- Town Administrator
- Finance Director
- Police Chief
- Community and Economic Development Director
- A Fire Chief or Former Fire Chief from a surrounding town
- Community Members (2)
- The Human Resources Director will serve as an Ex Officio staff member to each of the groups to facilitate a fair and efficient process.

J. Hickey asked if it was appropriate to have two other department head members on the committee? M. Jaillet responded that typically when Selection Committees are created, department heads that have extensive interaction with that position are appointed. He explained that the Finance Director because of the budget aspect of the responsibilities and the Community and Economic Development Director because of the permitting and plan review aspect of the responsibilities would be appropriate Selection Committee members. Generally speaking, it is bringing someone on to be a part of the team.

The Board talked about having a member of the Fire Department being on the selection committee. M. Jaillet responded that having someone on the committee who would pick their boss is not appropriate.

Rich Ciruello, Captain in the Fire Department, asked if someone within the Fire Department should be involved in the process.

N. Hyde commented that if someone within the Department were on the committee it may be awkward if there were an internal candidate.

M. Walsh commented that it may create turmoil within the Department on a day to day operation, especially if someone they work with has final input on who is selected.

M. Jaillet pointed out that the Selection Committee will be going through the process to recommend three finalists to the Board of Selectmen. At that point, the interviews will be public and the Fire Department may attend those meetings.

N. Hyde stated that the early process is confidential and it needs to be.

J. Hickey suggested that the Selectmen Committee be created and that the Town Administrator recommended to the Board at a future meeting someone to add for a Fire Services (whether it's a retired Chief or someone else).

R. Ciruello stated the department understands the complexity of the situation and just want to be part of the process.

N. Hyde asked that the department reach out to the Town Administrator and have a conversation about what the involvement of the department could be.

M. Jaillet announced that the consultant for the Selection Committee is Mark Morse, MMA Consultant. The Board does want someone within the Fire Service profession on the Selection Committee.

### **Municipal Study Task Force**

Now that the construction is well underway on two of the three Public Safety facilities, the mission and goals of the Public Safety Task Force have been successfully accomplished. The Board considered appointing a Municipal Facilities Task Force.

There are several facility issues that remain to be considered and addressed including, but not limited to, the main Fire Station, Town Hall, Obed Baker House, the senior center, a potential hockey rink, etc. The Islington facilities will remain with the Islington Center Task Force for the time being. The Board wants to start the work that is needed to address other municipal facilities in Town.



M. Walsh asked how this was going to play into the school's long range building plans? M. Jaillet responded that they have engaged in conversation but they will need to do a similar study and what their intents are for future planning.

J. Hickey commented that this would need an executive sponsor from the Town. What the Town owns, what is the maintenance schedule, etc. He wanted to make sure that the Task Force has a defined role.

N. Hyde commented that the summer is a good time for the Task Force to assess and see how it will approach all the facilities issues defined. She added that the Town will need to address these buildings in the future and rather than taking them off the list one at a time as the needs come up, a recommendation for capital needs should be planned by priority. The Task Force would be an advisory committee and will make recommendations to the Board of Selectmen for decision to move forward on any (similar to the Public Safety Task Force).

M. Walsh expressed some concerns about starting a Task Force in the summer months. M. Jaillet responded that the Task Force will probably work on the assembling the information on facilities, assessing needs and the maintenance schedule of the buildings through the summer months.

The Board discussed that the Islington Center buildings would not be considered as part of the responsibility of this Task Force unless the Islington Center Redevelopment project does not move forward.

M. Jaillet recommended that the Board consider a consultant to complete an assessment for all the buildings that need attention.

The Board asked that M. Jaillet come up with a mission statement and ask the Board to revisit the discussion.

## **OLD BUSINESS**

### **Sign Annual Town Meeting Warrant**

The Annual Town Election and the Annual Town Meeting has to be posted no later than April 24<sup>th</sup> (7 days prior to Annual Town Meeting) adhering M.G.L. Chapter 39, Section 10. The warrant will be posted in all four precincts throughout town in order for registered voters to view it.

The Board assigned members to be responsible for answering questions on specific articles, should any questions arise.

**M. Walsh moved to sign the 2017 Annual Town Meeting Warrant to be posted by the Constables throughout Town. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Appointments/Reappointments**

The Town will be sending out letters to all individuals who are up for reappointment on June 30, 2017. The Board will then be provided an updated list of individuals who are interested in seeking reappointment, any known vacancies, and updated member listing at the meetings following Town Meeting.

## **REGULAR MINUTES**

*February 27, 2017*

**M. Walsh moved to approve the Regular Minutes for February 27, 2017 as written. J. Hickey Seconded. Unanimous Vote: 3-0**

*March 6, 2017*

**M. Walsh moved to approve the Regular Minutes for March 6, 2017 as written. J. Hickey Seconded. Vote: 2-0-1 J. Hickey abstained.**

## **OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

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

## **PUBLIC AND PRESS**

N. Hyde asked if there were any questions from the public or press?

## **NEXT MEETING**

The Board of Selectmen's next meeting will be held on Tuesday, April 25, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall.

## **EXECUTIVE SESSION**

**M. Walsh moved to go into Executive Session to discuss one issue related to an employee contract negotiation with the Finance Director 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. J. Hickey Seconded. Unanimous Vote: 3-0**

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

The meeting was adjourned at 9:37 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".

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M. Jaillet  
Town Administrator