

**SELECTMEN'S RECORD**  
**July 17, 2017**

**ATTENDANCE AND CALL TO ORDER**

The meeting was called to order at 7:30 p.m. in the Selectmen's Meeting Room at Town Hall 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**

**Introduction of Reserve Officer, Steve Cromack**

Police Chief Silva introduced Steve Cromack who has recently been sworn in as a Reserve Officer for the Police Department.

Steve grew up in Westwood and is proud graduate of the WWHS Class of 2007. From there, he attended the University of Massachusetts, Amherst, graduating *Magna Cum Laude* with BA in History, and Boston College where he attained his Master's Degree in Secondary Education and History.

Steve has worked as a teacher at Dedham, Needham, and Lexington High Schools before moving on to the school he now calls home, Lexington Christian Academy in Lexington, Massachusetts.

Steve joined expanded his role at the Police Department by becoming a part time dispatcher in 2012 while continuing in his role as an Advisor to the Police Explorers. Steve has also worked for our Recreation Department assisting with their summer programs and continuing his service to the Town. Steve is contributing editor to the online history magazine *We're History*, and likes to travel to historical sites around the world.

After completing the Reserve Police Academy this spring, Steve began the latest chapter of his service to the Town when he was appointed a Reserve Police Officer by Chief Silva last week. In this capacity, Steve will be out in the community at details and community events along with bringing this added dimension of training and experience to our Explorer Program.

### **Complete Streets Grant**

The Town has recently received a \$175,000 grant for the second round of the Complete Streets Program funding. This funding will be put towards the re-construction of the intersection of Route 109 and North Street, along with improvements to the sidewalk infrastructure East Bound on Route 109 from North Street to Stanford Drive.

### **MMA Chapter 40B Presentation**

Chairman Hickey attended the Massachusetts Municipal Association Chapter 40B presentation this past week. The Town is in a good position with affordable housing.

### **Brigham and Woman Hospital Groundbreaking**

The Board of Selectmen attended the Brigham and Woman's Groundbreaking Ceremony at University Station this morning. The ceremony was well attended and the Town looks forward to welcoming BWH.

### **Water Contamination Update**

The Town received notice from Dedham Westwood Water District that the Water District was able to demonstrate to the satisfaction of the DEP that there is sufficient contact time between the disinfection at the Water Treatment Plant and the first water customer. Therefore, the return to use of the Water Treatment Plant was allowed.

## **SCHEDULED ACTION**

### **FY17 Year End**

As part of the FY17 year-end close out process, the Board of Selectmen was asked to approve final transfers to close out the municipal accounts for FY17. A listing of transfers was presented by the Finance Director. These transfers handle any unusual budgetary occurrences during the year, such as coverage for maternity leave, employee medical leave, retirements, etc.

**N. Hyde moved to transfer \$76,000 to the Police Salary Budget from the Board of Selectmen Reserve Account. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to approve the transfer of \$570,000 to the following individual budgets from the University Station Funding:**

	<b>Police</b>	<b>Fire</b>	<b>Total</b>
<b>Salary</b>	<b>\$110,000</b> <b>(2 officers at \$55K)</b>	<b>\$240,000</b> <b>(4 firefighters at \$60K)</b>	<b>\$350,000</b>
<b>Overtime</b>	<b>\$115,000</b>	<b>\$80,000</b>	<b>\$195,000</b>
<b>Expense</b>		<b>\$25,000</b>	<b>\$25,000</b>
<b>Total</b>	<b>\$225,000</b>	<b>\$345,000</b>	<b>\$570,000</b>

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

## **Westwood Estates Roadway Alterations – Hedgerow Lane**

*N. Hyde recused herself and left the room.*

On November 1, 2016, the Planning Board approved a 10-lot subdivision named “Westwood Estates”. The subdivision combines and redivides the properties formerly known as 9 Hedgerow Lane and Wight Lane/443 Canton Street (Assessor’s Map 32, Lots 197 & 009). The project involves the construction of a ~1,207 ft. road which will intersect Canton Street at the same point as the existing Hedgerow Lane cul-de-sac. The new Hedgerow Lane will veer off to the north the existing cul-de-sac, and the existing cul-de-sac will no longer be used.

N. Loughnane explained that the existing Hedgerow Lane cul-de-sac provides street frontage for three properties – #6, #18 and #21 Hedgerow Lane. If the existing cul-de-sac right-of way is abandoned, two of these properties (#18 and #21) would fail to conform with the minimum frontage requirements of the Westwood’s Zoning Bylaw. In order to maintain the conforming nature of these properties, the Subdivision Plan proposes to incorporate the old cul-de-sac right-of-way into an expanded right-of-way for the new Hedgerow Lane.

The Board expressed concerns about the amount of land being proposed along the neighbors driveways and asked who would be responsible for maintenance?

The Board asked that the neighbors be sent letters to receive input from them for the next meeting.

*N. Hyde returned to the room at 7:55pm.*

### **Athletic Courts Resurfacing**

Nicole Banks, Recreation Director and Paul Aries, Recreation Commission Chair explained the courts that are due or overdue for resurfacing. The Westwood Recreation Department (WRD), with input from key town and school departments, the Recreation Commission, and other stake holders, has prepared a capital project plan for resurfacing the town tennis courts at Downey, Sheehan and High Schools and the Morrison basketball court. Over the past year, the WRD has held community listening sessions and presented to the public various options to refurbish court surfaces and enhance tennis play opportunity in town. The proposal seeks to answer the call from town residents to protect our sport court infrastructure by investing funds necessary to ensure their longevity and safe playability.

The National Park and Recreation Association guidelines for tennis courts call for resurfacing every 10 years. Our courts are long overdue for this work and further delay could result in structural damage requiring full depth reconstruction at considerably more expense. In particular the Sheehan courts have deteriorated to a level that they would need full depth reconstruction.

In addition to resurfacing work, WRD also examined court lighting options to extend playing time availability for those residents who work throughout the day and for the WHS team spring practice use. Lastly, WRD was asked to examine the replacement of the tennis court that was removed from Morrison Park for the new fire station and alternatives that might be considered.

The immediate capital project proposal includes the following court projects:

WHS/Downey court refurbishment - work includes all crack sealing, paint resurfacing, and relining which could be funded from the Antennae Lease Account.

- High School tennis court refurbishment, hitting wall installation, fence repairs (\$63,250)
- Downey School tennis court refurbishment and hitting wall installation (\$36,750)

These courts have been temporarily repaired over the past two seasons so they can be safe for play, but they now need to be resurfaced as they are past their recommended life expectancy. The idea is to have this work completed at the end of August.

Long Term projects include, but are not limited to:

1. Sheehan court redevelopment

- The public hearing indicated support for the reinstallation of 2 post-tension tennis courts with lining for 4 pickleball playing areas. Pickleball tennis is a form of tennis played on a smaller court by all age groups, especially children and seniors.

2. WHS court lighting

- Install perimeter LED lighting for 6 tennis courts

*Lighting details*

- WRD and Recreation Commission recommendation is to light 6 courts at WHS with light spillage mitigating downcast LED perimeter court lighting system.
- Light pole height between 40ft. and 50ft. 40ft. is the minimum height possible that allows poles to be seated outside of perimeter fencing. The higher the lights the more direct they can be turned toward the court surface which improves the quality of the lighting for play and the results in less spillage outside the court.

3. Morrison Park

The Town contracted a surveying company to assess possibility of installing replacement tennis court at Morrison Park on the third base side and also exploring alternative location (Hanlon School and School Street Playground) and alternative uses for the area on the third base side.

Tom Resha, 141 Thatcher Street, expressed concerns as a neighbor who directly abuts the high school. His concerns are specifically related to the lights being proposed at the High School tennis courts. He commented that the lights on the multipurpose field are on until 10:00pm and his house is only 220 feet from the courts. He expressed a concern with the height of the proposed lights at the tennis court and the noise level of the hitting wall.

N. Banks responded that the youth sports groups are responsible for turning the lights on and off through an access code and the Recreation Department has an overall shut down power. The Recreation Department and Commission will look into seeing if a policy can be developed to have the multipurpose field off earlier than 10:00PM.

James Irving, 119 Fearing Drive, lives directly behind the Downey School, expressed support for the resurfacing of the courts, hitting wall but is not interested in having lighting at those courts. He wanted to be sure that the neighbors were included if lights are proposed. The Board responded that lighting of Downey was not an option.

**N. Hyde moved to approve the transfer of \$63,250 from the Cell Tower Lease Account for the Westwood High School tennis courts for refurbishment, hitting wall installation and fence repairs from the Morrison Park Antenna Fund. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to approve the transfer of \$36,750 from the Cell Tower Lease Account for the Downey School tennis court refurbishment and hill wall installation from the Morrison Park Antenna Fund. M. Walsh Seconded. Unanimous Vote: 3-0**

**Verizon License Agreement**

The Cable and Technology Advisory Board (CTAB) has negotiated a five (5) year Renewal License with Verizon to continue providing cable service to the community.

Attached is a copy of the Verizon Renewal License. Westwood Media Center (WMC) participated in the discussions and accepts and supports the Renewal License. Specifically:

- Verizon agrees to pay the Town 4% of its annual Gross Revenues in the first year; 4.5% of its annual Gross Revenues in the second year and 5% of its annual Gross Revenues in the third, fourth and fifth years of the Renewal

License. This level of funding is subject to any other cable operators in Westwood providing the same level of funding.

- Verizon agrees to pay \$1.03 per subscriber per month for PEG Access capital funding, payable on a semi-annual basis
- Verizon will provide a high-definition channel to Westwood by March 1, 2018 provided that the Board of Selectmen requests such an HD channel in writing at least 180 days prior to Verizon activating such an HD channel in Westwood.

The rest of the terms and provisions in the Renewal License have been negotiated, reviewed and revised by Peter Epstein, the Town's Special Counsel.

The CTAB hereby recommends that the Board of Selectmen accept the Verizon Renewal License as currently drafted provided any further modifications in the final draft are insignificant before it signs the final version.

**N. Hyde moved to accept and sign the Verizon Renewal License agreement for a five (5) year term as amended. M. Walsh Seconded. Unanimous Vote: 3-0**

## **NEW BUSINESS**

### **Request to Post and Fill Position – Veteran's Administrative Assistant**

Paula Scoble has indicated that she plans to retire on September 29, 2017. Paula has worked as the part-time Veteran's Administrative Assistant for just under 10 years. Paula has developed great relationships with all the Veterans in town helping and providing the benefits packages and support when needed. Paula has also coordinated both the Veteran's Day Ceremonies and Memorial Day Ceremonies and Memorial Day Parades for the last 10 years. Among those responsibilities, Paula has provided a confidential a safe place for Westwood Veterans of all ages to receive the benefits and support they are entitled to and need.

The Veteran's Administrative Assistant job description position was reviewed and reclassified in 2016 by the Personnel Board so it currently reflects the assigned duties and responsibilities.

**N. Hyde moved to authorize the Town Administrator to work with the Veteran's Agent and Human Resources Director to post and fill the position of Veteran's Administrative Assistant. M. Walsh Seconded. Unanimous Vote: 3-0**

## **OLD BUSINESS**

### **Appointment to Conservation Commission**

The Conservation Commission requested the appointment of Stephen David as a member. The Conservation Commission is a 7 member board with scattered term expirations. Having Stephen appointed for a 2-year term rather than a 3-year term keeps in line with evenly distributing the term expirations across the board membership.

**N. Hyde moved to appoint Stephen David as an Associate Member to the Conservation Commission for a term to expire on June 30, 2019. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Westwood Interfaith Mini Walk for Hunger**

The Interfaith Project Bread Mini Walk for Hunger begins at Temple Beth David, 7 Clapboardtree Street, Westwood, on Sunday, September 24<sup>th</sup>, at 2:00pm. The walk is 3 miles long and will make a stop at the Westwood Food Pantry. Members and friends of multiple faith organizations will participate in the Walk. The Walk is open to everyone.

**N. Hyde moved to approve the Westwood Interfaith Mini Walk for Hunger for Sunday, September 24, 2017 which will start at Temple Beth David for a 3 mile walk from 2:00pm to 5:00pm, contingent upon final Police and Fire requirements. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Local Initiative Program Application – 321 Washington Street**

The Planning Board issued its special permit approval of the mixed use building at 321 Washington Street in April 2016. One of the conditions of that special permit is that two (2) of the twelve (12) residential units must be affordable housing units eligible for listing on the Subsidized Housing Inventory (SHI). In order to have these units listed on the SHI, Petruzzello Properties and the Town must submit a joint Local Initiative Program Application (LIP) to the Department of Housing and Community Development (DHCH) requesting DHCD's approval of the two affordable Local Action Units.

The apartments are nearing completion, but the process for DHCD approval could take up to 3 months, and DHCD approval of the Local Initiative Program must be in place before any of the units can begin to be occupied.

**N. Hyde moved to support and confirm its authorization for the Chairman to sign and submit the Local Initiative Application to the Massachusetts Department of Housing and Community Development for two (2) affordable housing units to be located in 321 Washington Street. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Calendar for Board of Selectmen Important Actions**

The Board of Selectmen was provided a drafted timeline of important actions that they are responsible for throughout the fiscal year. It breaks the timeline down into quarters, starting on July 1<sup>st</sup>. The timeline is for informational purposes and is not the only action items the Board will need to take, but a visual way for the members to review and stay on track throughout the year.

The Board offered additional modifications to the timeline.

### **OLD BUSINESS**

#### **Request for Proposal – Obed Baker House**

The town issued a Request for Proposals (RFP) for the Adaptive Reuse of the Obed Baker House in 2015. WestCAT was selected as the Designated Developer for renovation and lease of the property, but eventually decided that the project was not economical. The Board of Selectmen released WestCAT from its obligations under the RFP and the property remains vacant.

In light of the renewed interest in the Obed Baker House, it seems to be an appropriate time to consider issuing another RFP for the property. Therefore, staff recommends that the Board of Selectmen consider issuing a new RFP seeking proposals for the purchase and adaptive reuse of the property.

**N. Hyde moved to authorize the Town Administrator to work with the Community and Economic Development Director to issue a Request for Proposal for the preferred sale and adaptive reuse of the Obed Baker House. M. Walsh Seconded. Unanimous Vote: 3-0**

#### **Sign Order of Takings for Clapboardtree Street**

Town Meeting authorized the Board to complete the takings associated with the Clapboardtree Street / Washington Street Intersection redesign back in May. The Selectmen signed the official mylar plans at its last meeting which were filed with the Norfolk Country Registry of Deeds.

The next step in the process is for the Selectmen to sign and issue the payments associated with the takings to the respective property owners along Clapboardtree Street. The total takings are \$49,500.

Taking #1:	Xaverian Brothers High School –914 Clapboardtree Street 149 s.f.	\$4,500
Taking #2:	Xaverian Brothers High School – 924 Clapboardtree Street 476 s.f	\$10,500
Taking #3:	Xaverian Brothers High School – 936 Clapboardtree Street 1,136 s.f.	\$17,000
Taking #4:	Emad Qasraw and Rana Awwad – 946 Clapboardtree Street 492 s.f.	\$17,500



**N. Hyde moved to approve and sign the Order of Takings which will issue the total payment of \$49,500 to the respective property owners whose land is being acquired in order to complete the construction and redesign of Clapboardtree Street to Washington Street. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Adopt Town Administrator FY18 Goals**

Each fiscal year, the Town Administrator coordinates with the Executive Function Group to compile a list of goals for the municipal departments. In general this is not an exhaustive list of the departments will be working on; it is the more important and non-routine work that the departments will need to coordinate and hope to accomplish. Some of these goals have appeared on previous lists and are continuing and other are new additions.

**N. Hyde moved to adopt the Town Administrator goals for FY18. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Appointments/Reappointments Process**

The Board of Selectmen continued its annual appointment/reappointment process. C. McCarthy presented the Board with the following:

#### Cemetery Commission

Michael Beaumont, a long standing member of the community and served on various boards and committees throughout the years, has indicated he will serve on the Cemetery Commission.

#### Council on Aging

The Council on Aging bylaws requires that a member step down after serving for two terms. The following individuals will be stepping down due to term expirations (individuals are allowed to express interest in being appointed back to the board after 1 year):

- Mary Gens
- Colleen Messing
- Robert Folsom

The Town Administrator will provide an updated report on interested individuals seeking appointment to the Council on Aging at a future meeting.

#### Town Perambulation of Town Boundaries

In accordance with the requirements of Chapter 42 Section 2 MGL, one selectmen or designees from each contiguous city and/or town are required to walk their mutual boundaries and locate and verify the boundary markers every five years. Though the practice has waned in recent years, we do have an abutting town from time to time ask that we send a selectmen or designee to join in the walk. In the past we have

designated the Town Engineer. Since we do not have a Town Engineer at this time, Stephen Springer, a retired Professional Land Surveyor who resides at 456 Hartford Street has offered to serve as Board's designee.

#### Recreation Commission

Paul Tucceri, who had previously served on the Recreation Commission and stepped down for a few years, has expressed interest in being appointed back to the Recreation Commission, as an Associate Member.

#### Roy London Humanitarian Award Committee

Chris Dodge, Pastor at First Parish Church, has indicated he is interested in serving on the Roy London Humanitarian Award Committee.

#### Remaining Appointments

The remaining appointments to various board and committees can be found by clicking on the below link:

<http://westwood-prod.civica.granicusops.com/civicax/filebank/blobdload.aspx?BlobID=28977>

**N. Hyde moved to appoint Michael Beaumont as a member of the Cemetery Commission for a term to expire on June 30, 2019. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to appoint Stephen Springer as the Town's Perambulator for a term to end June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to appoint Paul Tucceri as an Associate Member to the Recreation Commission for a term to expire on June 30, 2020. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to appoint Christopher Dodge as a Member of the Roy London Humanitarian Award Committee for a term to expire June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to approve the appointment/reappointment of various members to various boards/committees. M. Walsh Seconded. Unanimous Vote: 3-0**

*For full listing, please click on the below link:*

<http://westwood-prod.civica.granicusops.com/civicax/filebank/blobdload.aspx?BlobID=28977>

**N. Hyde moved to appoint Michael McCusker as a Member of the Housing Partnership Fair Housing Committee and Brian Gorman as the Alternate**

**Member for terms to expire June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

## **REGULAR MINUTES**

*April 11, 2017*

**N. Hyde moved to approve the Regular Minutes of April 11, 2017, as amended. M. Walsh Seconded. Unanimous Vote: 3-0**

*April 25, 2017*

**N. Hyde moved to approve the Regular Minutes of April 25, 2017. M. Walsh Seconded. Unanimous Vote: 3-0**

*May 1, 2017*

**N. Hyde moved to approve the Regular Minutes of May 1, 2017. M. Walsh Seconded. Unanimous Vote: 3-0**

*May 8, 2017*

**N. Hyde moved to approve the Regular Minutes of May 8, 2017. M. Walsh Seconded. Unanimous Vote: 3-0**

*May 15, 2017*

**N. Hyde moved to approve the Regular Minutes of May 15, 2017, as amended. 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 adjourn into Executive Session to discuss two issues; one issue related to the negotiation of the potential transfer of real property and one issue related to an employee contract with the Town Administrator both of which would have detrimental effect on the position of the governing body if discussions were held in open session. The Board will not be returning to open session.**

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

## **NEXT MEETING**

The Board of Selectmen's next meeting will be held on Monday, August 14, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall.

The meeting was adjourned at 9:45 p.m.

Initial after reviewed



A handwritten signature in black ink, reading "Michael J. Jaillet". The signature is written in a cursive style with a large, sweeping initial "M". A horizontal line is drawn across the page, starting from the left margin and extending to the right, passing under the signature.

M. Jaillet  
Town Administrator