

SELECTMEN'S RECORD
June 5, 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 Michael Walsh; Town Administrator Michael Jaillet and Town Counsel Thomas McCusker. Christine McCarthy record the minutes. (*N. Hyde absent*)

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

Farmer's Market

Starting on Tuesday, 13th, the Westwood Farmer's Market will be open from 1:00pm to 6:00pm located at St. Margaret Mary's parking lot.

SCHEDULED ACTION

Public Hearing - Adoption of Unattended Donation Containers Rules and Regulations

Back at the 2016 Annual Town Meeting, the Town adopted a bylaw that allowed for the licensing of Unattended Donation Containers (UDC). The Town currently has six (6) of these containers around Town that collect various items (clothes, books, toys, etc.) and have never had a license requirement before. Nora Loughnane, Community and Economic Development Director and Janice Barba, Licensing Coordinator, worked with staff to develop Rules and Regulations and a licensing process. There would be a grace period for all property owners to apply for and receive a license from the Town. The license would be for 1-year with an initial deposit of \$200 which would allow for the Town to hold in the event the Town needs to clean up or address anything around the container. The licenses would require to be renewed annually. Non-profit organizations could have the fee waived.

Most of the containers that are currently in Town have not received permission. This will allow the Town to have more accountability from the companies/organizations to keep the areas tidy and empty the containers when appropriate.

Part of the regulations include that the containers are not allowed to take up parking spaces, need to be kept clean, appropriate signage on what is accepted and the company/organizations contact information clearly visible.

M. Walsh moved to adopt the Unattended Donation Containers (UDC) License Regulations as amended. J. Hickey Seconded. Vote: 2-0-0-1 N. Hyde not present.

Playgrounds Update/Recommendations for Repair – June Street Park and Tot Lot Playground

Each year, the Recreation Department and Department of Public Works conducts an inspection of the playground equipment. Some of that equipment has come out of service and the departments are working with different sponsor groups to replace that equipment.

June Street Playground

The June Street Playground is somewhat more isolated than other playgrounds with very limited parking for visitors from outside the immediate neighborhood. When the playground equipment needed to be replaced twenty years ago, the town supported a neighborhood initiated fund raiser to acquire the equipment, which was installed with the assistance of the DPW. The equipment then became the property of the town and covered by the town's insurance. The recent annual inspection determined that the equipment had deteriorated to the extent that it posed a safety concern so it was removed and the neighborhood was encouraged once again to seek outside funding for replacement of the equipment. Sheila Moylan, a member of the Recreation Commission who lives in the neighborhood, and Nicole Leyden, neighborhood resident group, are heading up the effort.

S. Moylan reported that the playground will be designed based on a commitment of \$30,000 from Roche Brothers. N. Leyden added that they will also be receiving some pieces from the Downey School playground, which is being redone. The plan is to fundraise \$50,000 to refurbish the entire playground including, but not limited to a plan to install some fitness equipment, a bench, and picnic table.

The grass field area is mostly used by individuals stopping by and using with no structure. There is no parking in the area. The DPW does mow it and maintain the trash receptacle.

Tot Lot Playground

The Tot Lot between the Middle School and the Senior Center was originally installed and has been maintained by the Lions Club. Recent inspection has indicated that certain equipment has become dangerous and was removed and other pieces were flagged as being near the end of their life expectancy. Some pieces were installed last year that have received good inspections and will remain in the playground.

N. Banks has been in touch with the Lions Club and is aware that pieces have been removed and it would like to start its fundraising efforts in the fall. The idea is to leave the Tot Lot in the 2 – 5 year old range because it is a fenced in area where people watching the children don't have to worry about a toddler going on equipment that is not for their age. The fundraising goal is about \$25,000 which will be split in two phases.

N. Banks is requesting approval from the Board to move forward with accepting the funds received by Roche Brothers and to go forward with fundraising efforts.

M. Walsh moved to authorize the Recreation Director to participate and work with the neighborhood to fundraise and select equipment being donated and purchased and oversee its installation for the Pheasant Hill-June Street Playground. J. Hickey Seconded. Vote: 2-0-0-1; N. Hyde not present.

M. Walsh moved to authorize the Recreation Director to participate and work with the Lions Club or any other organization to design and install new equipment at the Tot Lot. J. Hickey Seconded. Vote: 2-0-0-1; N. Hyde not present.

N. Banks also updated the Board that the Recreation Department has been working on its capital assessment needs including court resurfacing, playgrounds, fields and other capital items that will be presented at a later time.

NEW BUSINESS

Release Fourth Quarter Capital

May 1st Town Meeting approved the following capital budget articles:

Municipal	\$867,000
School	\$867,000
Sewer	\$600,000
Other	\$949,000
Total	\$3,283,000

Of the \$3,283,000 capital budget, \$3,025,625 is being requested to be spent in the first quarter.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Desired	\$3,025,625	\$167,775	\$69,600	\$20,000	\$3,283,000
Total Capital	\$3,025,625	\$167,775	\$69,600	\$20,000	\$3,283,000

The majority of funds are requested in the first quarter as departments need to do work over the summer (schools) and/or need to initiate the purchase process for large capital that can take time to build (DPW). The specific items are listed below.

The Selectmen reviewed the listed items being requested for the first quarter capital release by each department.

M. Walsh moved to approve the release of the FY18 First quarter capital as listed below:

DPW – Heavy Duty Truck/Pickup Truck	\$230,000
DPW – Municipal Facility Maintenance	\$50,000
DPW – Energy Efficiency	\$50,000
Fire Ladder Truck (5th lease/purchase payment)	\$151,050
Library – Patron/Staff End User Technology	\$10,875
Library – “Maker Space” Station	\$20,500
Police – Vehicles	\$63,200
Police – Traffic Safety Cameras/Equipment	\$12,500
Police – Booking/Fingerprint Equipment	\$21,500
School – Technology	\$225,000
School – HVAC	\$96,000
School – Vehicles	\$34,550
School – Repairs/Maintenance	\$321,950
School – Copiers	\$60,000
School – Furniture, Fixtures, Equipment	\$129,5000
Other Capital – School IT Network	\$377,000
Other Capital – Replace Engines (2) – Lease payment 1 of 5	\$232,000
Other Capital – Senior Center Building Improvement	\$300,000
Other Capital – Senior Center Design	\$50,000
Sewer – SCADA System Upgrade	\$600,000
Total First Quarter Capital Requested	\$3,025,625

J. Hickey seconded. Vote: 2-0-0-1; N. Hyde not present.

Request to Post and Fill Position – Town Nurse

Mary Beechinor, Westwood’s Public Health Nurse for over 10 years, submitted her resignation in February of 2017. She graciously agreed to stay on part time to cover a scheduled medical leave for the Health Director and to allow the town to reassess how this vital position should be structured.

With Mary’s departure and with re-organized space in the Carby Street building, the Health Director and Director of Community and Economic Development plan to re-locate the Public Health Nurse’s office to Carby Street, with assigned hours to be spent on site at the COA. This new arrangement may be an adjustment for some seniors who associate the Public Health Nurse position with the COA. The Health Director, Director of Community and Economic Development, and the COA Director will work together to ensure that the needs of all Westwood residents, including the seniors, continue to be met.

M. Walsh moved to authorize the Human Resources Director to work with the Health Director and Community and Economic Development Director to post and authorize the Town Administrator to fill the position of Board of Health Nurse for 32 hours. J. Hickey Seconded. Vote: 2-0-0-1; N. Hyde not present.

OLD BUSINESS

Westwood Media Center Transfer of Funds

Town negotiated payments from Comcast and Verizon in the license agreements for funds to be received by the Town and transferred to Westwood Media Center (formally WestCAT), the Town's local access television channel. Per the agreement between the Town and WMC, the Town agreed to transfer these funds (Pursuant to §8(2) of WMC Agreement within 30 days of their receipt).

Below is an outline of the funds that should be transferred to WMC:

From	Amount	License/Section Reference	Date Received by Town
Comcast	\$20,717.23	§6.4(a)(i)	May 4, 2017
Comcast	\$3,314.82	§6.5(b)	May 4, 2017
Verizon	\$10,490.73	§5.2.2	May 15, 2017

M. Walsh moved to approve the transfer of \$20,717.23 as reference by §6.4(a)(I) and \$3,314.82 referenced by §6.5(b) of the Comcast License Agreement and \$10,490.79 referenced by §5.2.2 of the Verizon License Agreement to Westwood Media Center for PEG Access payments per the Agreement with WMC. J. Hickey Seconded. Vote: 2-0-0-1 N. Hyde not present.

Appointments/Reappointments Process

The Board continued its annual appointment/reappointment process by appointing individuals to the following boards/committees:

- Aid to the Elderly and Infirm
- Cemetery Commission
- Commission on Disability
- Election Officers
- National Organization on Disability – Westwood Representative
- Westwood Cultural Council
- Westwood Environmental Action Committee
- Zoning Board of Appeals

M. Walsh moved to appoint the attached listed members to the respective positions on the various boards and committees. J. Hickey Seconded. Vote: 2-0-0-1; N. Hyde not present.

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?

J. Hickey announced that beginning July 1, 2017, all elected officials will be receiving email addresses. M. Jaillet explained that when the officials use their private email address for Town business, their emails become subject to the Public Records Laws. Providing emails keeps the private emails separate from their public business.

PUBLIC AND PRESS

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

EXECUTIVE SESSION

M. Walsh moved to adjourn. J. Hickey Seconded.

M. Walsh, aye. J. Hickey, aye.

NEXT MEETING

The Board of Selectmen's next meeting will be held on Monday, June 19, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall.

The meeting was adjourned at 8:01 p.m.

Initial after reviewed

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

M. Jaillot
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
6/5/2017 Selectmen's Meeting Room
Regular Meeting

SCHEDULED ACTION

- UDC APP - ready to be made fillable EDITED- nl suggestions.docx (PDF)
- UDC Regulations - draft EDITED - nl suggestions.docx (PDF)

NEW BUSINESS

- Estimated Timing Schedule for Capital Expenditures (PDF)
- Public Health Nurse May 2017.pdf (PDF)

OLD BUSINESS

- Reappointments 060517 (PDF)