

**SELECTMEN'S RECORD**  
**August 14, 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**

**25 Years of Service – Town Employees**

The Board of Selectmen recognized Robert "Bobby" Collins, Senior Foreman, from the Department of Public Works and Officer Mary Ellen Smith from the Police Department for achieving 25 years of dedicated service to the Town of Westwood.

Robert "Bobby" Collins – Senior Foreman, DPW

Bob Collins has been a dedicated employee to Department of Public Works for the Town of Westwood over the past 25 years. Bob has worked his way through the ranks and currently serves as one of two Highway Department Foreman's and is responsible for overseeing the day-to-day assignments for the entire staff along with handling all signage related issues in Town. Bob also serves as a critical piece to snow and ice management team as he oversees several routes throughout an active snow storm. The DPW is extremely grateful for all Bob has brought to the Department and wants to congratulate him on this accomplishment.

Mary Ellen Smith – Police Officer

Officer Maryellen Smith comes from a family of Westwood Police Officers. Her father, William Smith, was a decorated Westwood Police officer. She was hired as one of the Westwood Police Department's first civilian dispatchers in 1992. After topping the civil service test, she was hired as an officer in 1993. She has served the town on all shifts as a patrol officer, and has also filled other roles in rape investigation and crime scene photography for the department. She currently works the day shift in patrol and responds to the wide variety of calls for service which occur, which in Westwood can vary from noise and parking complaints to plane crashes.

**Westwood Day**

Westwood Recreation will host the 6th Annual Westwood Day on Friday and Saturday, September 22 & 23, 2017. The event is held on the grounds at Westwood High School and kicks off on Friday evening with a Westwood Wolverines football game followed by a fireworks display. On Saturday, the crowds come out for a full

day of fun. This unique community event has something for everyone with a 5K road race, car show, vendor village, two stages featuring local talent, food court and much more!

Westwood Day is a community celebration which requires the help of many volunteers to be successful. Volunteers assist with event set-up, parking, greeting visitors, monitoring activities, clean-up and more.

Volunteers sign-up in 2.5 hour shifts and choose the activity they wish to assist with. Help is needed on Friday late afternoon and evening and all day on Saturday. Volunteers receive an event t-shirt, our sincere gratitude and a good time!

If you are interested in volunteering, please contact the Recreation Department at 781-461-0070.

## **SCHEDULED ACTION**

### **Appointment to Council on Aging**

As the Board is aware, the Council on Aging Board had a total of four (4) vacancies<sup>1</sup>. Town Administrator, Michael Jaillet and COA Director, Lina Arena DeRosa met with five (5) potential candidates for appointments. Michael and Lina are recommending the following individuals for appointment:

#### Jessie Turbayne

Jessie Turbayne has reached out and met with the Town Administrator and Council on Aging Director to become a member of the COA Board. Jessie had sent a letter praising the COA's program's and staff after having a pleasant visit. After speaking with Lina, she indicated she wanted to get involved and give back to the Community.

Jessie has been a resident for 39 years. When her children were younger, she was involved in school activities, a Girl Scout Leader and a Little League Mom. She was a member of the Friends of the Library for over a decade.

#### Mary Masiello

Mary has resided in Westwood for 51 years where she raised her two children. She works for Meals on Wheels every day, organizing the delivery of meals and helping the Powisset Farm Intergenerational Class. She wants very much to help develop new ideas and programs for the seniors.

Mary Masiello had spoken to Lina back in May to indicate her interest in becoming a part of the COA Board. She is an active member at the Center and volunteers regularly in the kitchen.

### Margery Eramo

Marge Eramo has been an active member of the community for a long time. She is currently serving as a Registrar and on the Roy London Humanitarian Award Committee and is the HESSCO Representative. Marge has previously served on many other boards/committees in town including, but not limited to, the Charter Commission, Youth Commission, School Education Review Committee, Town Bylaw Review Committee, Election Officer, and the Government Study Task Force. Marge is also the 2013 John Cronin Public Service Award Recipient.

Marge is a lifelong resident of Westwood, graduating from Westwood High School in 1954. Marge raised her two children, Margery Jane Eramo Young and Philip Joseph Eramo Jr. both of whom still live in Westwood. Marge has long been a health care advocate and has served her entire professional career as a Registered Nurse. Marge has worked with all of the Public Health Nurses employed with the Town of Westwood since 1990, volunteering at flu clinics before it became a part of emergency preparedness. After her retirement in 2006 from the Massachusetts Department of Health, Marge became an official member of the Medical Reserve Corps where she continued her role immunizing residents and their children for the flu. In this role, Marge participates in all training opportunities, meetings, drills and attended the annual Massachusetts Reserve Corps conference this past March.

### Stephanie Ramales

Stephanie Ramales grew up in Westwood and returned to raise her own family here after attending school and beginning her career in New York City. She has been a social worker for the past 18 years in service to various groups of people from children and adolescents to families and elders. Stephanie is currently working as a Social Worker at the Clark House. She remains committed to the people of the town of Westwood as a growing community and continues to have a passion for assisting people of all ages live their best quality of life.

### **N. Hyde moved to appoint the following individuals as members the Council on Aging Board:**

- **Jessie Turbayne for a term to expire June 30, 2020**
- **Mary Masiello for a term to expire June 30, 2020**
- **Margery Eramo for a term to expire June 30, 2020**
- **Stephanie Ramales for a term to expire June 30, 2018**

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

### **St. Mark's Greek Festival – Special License**

Fr. George Kamberidis, Pastor of St. Mark's Church has submitted an application for a One-Day Wine & Beer License as a part of the Church's third annual fundraiser, Greek Fest. Greek Fest will be held on Saturday, September 16<sup>th</sup> from 11 a.m. to 10 p.m. and Sunday, September 17<sup>th</sup> from 12:00 noon to 8:00 p.m. The fundraising event will be similar to last year's which offered Greek food & desserts and non-alcoholic beverages, as well as beer and wine for "On-Premise" consumption. Planned activities include live Greek music and performances; cultural exhibits; church tours, children's activities and a new vendor village. This year a larger tent, 40' x 100', will be temporarily erected (previously 40' x 60') to provide shade and/or cover from rain over all the food service, alcohol sales and guest dining/seating areas. Beer and wine sales and service will be handled by TIPS certified servers from a designated bar area. A complete application, associated attachments and payment for the licenses have been received and reviewed and the Alcohol Review Committee voted to unanimously recommend approval of the license contingent upon Town inspections.

**N. Hyde moved to grant a four-day Special Beer and Wine License to St. Mark's of Ephesus for Greek Fest 2017, valid from Friday, September 15<sup>th</sup> through Monday, September 18<sup>th</sup> (which includes set up, storage and clean up) contingent upon receipt of final inspections from the Building, Fire and Health Departments. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Public Hearing – Del Frisco's Grille Alcohol and Entertainment License Application**

Attorney Gene Richards of Hurwitz, Richard & Sencabaugh, LLP submitted an application for a CVAL and an Entertainment License for Del Frisco's Grille, currently under construction at 60 University Ave. The manager on record will be Troy Smith. Although construction won't be complete until mid-2018, Del Frisco's lease with NED requires an alcohol license to be obtained in 2017. A complete application, associated attachments and payment for the licenses have been received and reviewed and approval from the Alcohol Review Committee which voted to unanimously recommend approval of the license contingent upon final Town inspections and ABCC approval.

**N. Hyde moved to grant a Common Victualler's with all alcohol license and an Entertainment License for Del Frisco's Grille to be located at 60 University Avenue contingent upon Building, Fire and Health Department requirements, appropriate documentation associated with the license (including, but not limited to TIPS Certification and CORI) and ABCC approval. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Grant of Easement – The ARC of South Norfolk – Sidewalk**

The Town Administrator, Michael Jaillet and Town Planner, Abby McCabe met with representatives of The ARC of South Norfolk to review a request for a Grant of Location and Easement across a portion of Town land known as Assessors Map 22, Lot 052 on Clapboardtree Street. The ARC of South Norfolk is requesting a 5 foot wide concrete sidewalk connection from their property at 789 Clapboardtree Street to the Mercer property in Norwood, which crosses over approximately 50 feet of a Town-owned undeveloped lot. The Town-owned lot includes a 20 foot wide sewer easement. The sidewalk is proposed to provide access for the clients to the garden beds they created and maintain as well as access to Mercer’s property for programming and parking.

**N. Hyde moved to authorize The ARC of South Norfolk to proceed, at its own risk, to install a sidewalk across the Town’s property in conformance with plans approved by the Planning Board and Sewer Commission and that the Board will sponsor an article at the next Town Meeting to grant an easement to The ARC of South Norfolk for said sidewalk. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Financial Update**

Pam Dukeman, Finance Director, presented to the Board of Selectmen the financial close of FY17. In addition, P. Dukeman updated on the status of the various financial accounts, including the stabilization fund, Capital stabilization fund, meals tax account, debt status and OPEB trust. Finally, a timing of the next steps in our financial procedures, including free cash certification, audit, and setting of FY18 tax rate will be outlined.

The legislature made the change to allow for the Town Administrator to approve the over-expenditure of the snow and ice account. Going forward, the Town Administrator will make the authorization to overspend in the snow and ice account and a report will be provided to the Board of Selectmen and the Finance and Warrant Commission throughout the year.

### **NEW BUSINESS**

#### **Draft Fall Town Meeting Warrant**

The Town Charter calls for a Fall Town Meeting to be held on the second Monday in November (Nov. 13<sup>th</sup> for the 2017 year) unless the Board of Selectmen votes to opt-out before September 15<sup>th</sup> of the given year. If the Board decides to hold a Fall Town Meeting, it will be asked to open the Fall Town Meeting Warrant at its meeting on September 11<sup>th</sup> and close it at its meeting on September 25<sup>th</sup>.

There are a number of items that have come up that could be brought before a Fall Town Meeting including the Blue Hills Regional School Districts renovation project. The Town has 60 days from the Blue Hills School Committee Vote if it supports the

project to be held on September 12<sup>th</sup>. Blue Hills expects notification to be made on September 14<sup>th</sup>, giving communities until November 13<sup>th</sup> to decide its support for the project. Failure to declare not to support the project by November 13<sup>th</sup> is interpreted to approve the project.

In order for this needed renovation project to continue and receive reimbursement from the Massachusetts School Building Authority (MSBA), all member communities need to either take no action within sixty days of the official action by the Blue Hills Regional School District Committee, or schedule a timely meeting of its legislative body to consider the request. Should any member community vote not to support the project, the Blue Hills Regional School District Committee would be required to pursue and fund a district wide popular vote.

The Board reviewed 10 other potential articles that could be considered for placement on the Fall Town Meeting warrant.

### **Town Administrator Review**

Per the Town's Charter, the Town Administrator is evaluated in open session. This year, the Human Resources Director has initiated the evaluation with the Board members and compiled their input. This information has been assembled into a consolidated evaluation which will be administered by the prior year's Chairman in open session.

N. Hyde, previous year's Chairman gave the overall consensus report. The Board of Selectmen reviewed the Town Administrator's areas of strength including his institutional knowledge, understanding of issues and how to solve them, ability to identify opportunities, good job at communication, has a good rapport with everyone in Town, good hires in the local government and his advocacy and commitment to the Town and shows great leadership within the community. It was added that he is also well respected among his peers that are also in the Town Administrator profession.

The Board also evaluated areas for improvement and focus including regular updates to the Board of Selectmen, inquiries and questions for the Board to know about before answers are compiled, and open to new ideas that come up from time to time.

The Board also reviewed the comprehensive list of goals for the overall town and between the Town Administrator and Department Heads M. Jaillet does a great job at updating and staying on top of those goals and working with each department.

The FY18 goals are set and the Board encourages continued review and updates to those goals. This has proven good practice for the Town Administrator and the Board in the past.

## OLD BUSINESS

### Calendar for Board of Selectmen Important Actions

At the Board's last meeting, it discussed a drafted calendar prepared by the staff of important actions the Selectmen have throughout the fiscal year. This includes a budget timeline, Town Meeting timeline, licenses and appointments performance evaluations.

### Westwood Media Center Transfer of Funds

As the Board is aware, the Town negotiated payments from Comcast 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	\$20,746.43	§6.4(a)(i)	August 3 <sup>rd</sup>
Comcast	\$3,319.49	§6.5(b)	August 3 <sup>rd</sup>
Verizon	\$10,412.91	§5.2.2	August 14 <sup>th</sup>

Comcast - § 6.4(a)(i):

"The Licensee shall make Franchise Fee payments to the Issuing Authority and/or the Access Corporation...equal to two and one-half percent (2.5%) of Licensee's Gross Annual Revenues..."

Comcast - § 6.5(b):

"Said .40% PEG Access equipment payments shall be made to the Issuing Authority and/or Access Corporation...on the following calendar year quarterly basis.

*\*\*Verizon License agreement was signed at the last Selectmen's Meeting. New rates are being compiled and a check will be sent shortly.*

Verizon - § 5.2.2

"The Licensee shall provide funding to the Issuing Authority and/or the Access Provider...to be used to support ongoing operations of PEG Access Programming (The "PEG Access Support")...provided by the Licensee hereunder shall be one percent (1%) of the Licensee's annual Gross Revenues..."

**N. Hyde moved to approve the transfer of \$20,746.73 and \$3,319.49 from Comcast and \$10,412.91 from Verizon totaling \$34,478.83 to the Westwood Media Center per the Comcast and Verizon License Agreements and the Westwood Media Center Agreement signed by the Board of Selectmen. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Appointments/Reappointments**

The Board discussed the following appointments:

#### **Municipal Facilities Task Force**

Todd Sullivan and Bruce Montgomery were two members that were suggested for appointment after the Municipal Facilities Task Force was established in June, but were not officially appointed. Their terms will expire on June 30, 2018.

#### **Election Officers**

Dottie Powers has requested that Patricia Wade, 104 Margery Lane, be appointed as an Election Officer for a term to expire June 30, 2018.

#### **Planning Board Recommended Appointments**

Each year after Town Meeting, the Planning Board reorganizes and makes recommendation of its members to the Selectmen for appointment on various boards/committees to represent the Town of Westwood. The Planning Board made the following recommendations. The Board should discuss which of these appointments it wishes to make/change:

Metropolitan Area Planning Council (MAPC) – Steven Olanoff  
Alternate – Dave Atkins

Housing Partnership Representative – Michael McCusker  
Alternate – Brian Gorman

MBTA Advisory Board Designee – Steven H. Olanoff  
Alternate – Dave Atkins

Regional Transportation Advisory Council – Trevor W. Laubenstein  
Alternate – Brian Gorman

Three Rivers Inter-Local Council (TRIC) – Michael McCusker  
Alternate – Steven Olanoff

**\*\*Steve, who knows the way MAPC works and is in the third year of a three year appointment, would be training David to assume the role beginning next year. A suggestion to have Jack Wiggin serve so he could serve as a member of the MAPC Board of Directors did not work out as hoped.**



### **Islington Center Task Force**

The Board discussed at its last few meetings the need to have the Islington Center Task Force remain as an active Board. After review by the Town Administrator and Community and Economic Development Director, they have determined that the Task Force still has objectives that it needs to accomplish including, but not limited to:

- Advise the Planning Board as the project moves onto the next steps of design and eventually to Town Meeting
- Review and discuss the remaining portion of the Washington Street Business district (areas both north and south of the proposed project)
- Review and advise on traffic impacts at the Washington Street/Clapboardtree Street intersection
- Discuss/review potential projects for the Foster property
- Continue to monitor the East Street Bridge renovation project and its impacts on the Center.

M. Jaillet commented that there are individuals representing certain interests that may not be necessary now that the Task Force has completed its review of the responses to the RFP. These interested include the Historical Commission, Youth and Family Services Commission and the Library Trustees representatives.

**N. Hyde moved to appoint Todd Sullivan and Bruce Montgomery as members of the Municipal Facilities Task Force for terms to expire on June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to appoint Patricia Wade as an Election Officer for a term to expire on June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to make the following appointments with terms to expire on June 30, 2018:**

- **Metropolitan Area Planning Council (MAPC) – Steven Olanoff**
  - **Alternate – Dave Atkins and Nora Loughnane**
- **MBTA Advisory Board Designee – Steven H. Olanoff**
  - **Alternate – Dave Atkins**
- **Regional Transportation Advisory Council – Trevor W. Laubenstein**
  - **Alternate – Brian Gorman**
- **Three Rivers Inter-Local Council (TRIC) – Michael McCusker**
  - **Alternate – Steven Olanoff**

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

**N. Hyde moved to reappoint the following individuals to the Islington Center Task Force for terms to expire on June 30, 2018:**

<b>Albert Wisialko</b>	<b>Member</b>
<b>Enkelejda Klosi</b>	<b>Member</b>
<b>George Hertz</b>	<b>Member</b>
<b>Jack Patterson</b>	<b>Member</b>
<b>Michael F. Walsh</b>	<b>Member</b>
<b>Patricia Tucke</b>	<b>Member</b>
<b>Rabih Shanshiry</b>	<b>Member</b>
<b>Trevor Laubenstein</b>	<b>Member</b>
<b>Abigail McCabe</b>	<b>Ex Officio</b>
<b>Michael Jaillet</b>	<b>Ex Officio</b>
<b>Michael Reardon</b>	<b>Ex Officio</b>
<b>Nora Loughnane</b>	<b>Ex Officio</b>
<b>Pamela M. Dukeman</b>	<b>Ex Officio</b>
<b>Paul Sicard</b>	<b>Ex Officio</b>

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

#### **REGULAR MINUTES**

*May 16, 2017*

**N. Hyde moved to approve the Regular Minutes of May 16, 2017 as written, consisting of 9 pages. 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 one issue related to potential litigation with the Girl Scouts 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, September 11, 2017 at 7:30pm in the Selectmen's Meeting Room at Town Hall.

The meeting was adjourned at 9:10 p.m.

Initial after reviewed



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M. Jaillet  
Town Administrator

# *LIST OF DOCUMENTS*

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Board of Selectmen  
8/14/2017 Selectmen's Meeting Room  
Regular Meeting

## **SCHEDULED ACTION**

- Jessie Turbayne.pdf (PDF)
- Mary Masiello - COA.pdf (PDF)
- Stephanie Ramales (PDF)
- NEW BOARD MEMBER WRITE UPS - August 2017.docx (PDF)
- ltr to BoS for one day license 2017.pdf (PDF)
- Plot plan for St Marks Greek Festival (PDF)
- st marks greek fest flyer.pdf (PDF)
- st marks greek fest one day app 2017.pdf (PDF)
- Del Frisco town app UPDATED.pdf (PDF)
- Entertainment License.pdf (PDF)
- Del Friscos floor plan.pdf (PDF)
- ABCC application UPDATED.pdf (PDF)
- Snarc-WALKWAY SITE PLAN 5-8-2017.pdf (PDF)
- Snarc- FULL SITE PLAN 12-5-2016.pdf (PDF)
- SNARC Planning Board Application.pdf (PDF)
- SNARC Easement Area Aerial.pdf (PDF)
- Map of SNARC with Wetlands (PDF)
- Final FY17 Budget to Actual Report (PDF)
- Monthly Budget Report - As of June 30, 2017 (PDF)
- 8.14.17 Year End Update.pptx [Read-Only] (PDF)

## **NEW BUSINESS**

- 2017 Fall Town Meeting Warrant Listing.xlsx (PDF)
- Blue Hills Regional School - 072817 Letter.pdf (PDF)
- Town Admin Review form\_Consensus\_Aug2017.docx (PDF)

## **OLD BUSINESS**

- Draft BOS Important Timeline.xlsx (PDF)
- ma\_legal\_holiday.pdf (PDF)
- Comcast Quarter 2 Payments (PDF)
- Islington Center Task Force (version 1).xls (PDF)