

SELECTMEN'S RECORD
September 11, 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

September 11th Remembrance

The Board of Selectmen began the meeting with a remembrance of September 11th and thanked the Westwood Police and Fire Departments for their display of the flag over Rout 109 and the Fire uniform in front of the station.

Westwood Day

Westwood Day will begin on Friday, September 22nd at 7:00pm at the Football Game vs. Holliston followed immediately by Fireworks. On Saturday, September 23rd the day will start with the 5K Road Race at 9:00am and Kids Fun Run at 10:00am both starting from the Westwood High School Track field. All other Westwood Day events including vendor village will open at 10:00am at the High School.

Westwood Day is most successful because of its volunteers. Volunteers can sign up for 2.5 hour shifts by visiting the website www.westwoodday.com

Massachusetts School Building Assistance Meeting

Chairman John Hickey, Town Administrator Michael Jaillet and Finance Director Pam Dukeman, will be attending the Massachusetts School Building Assistance meeting with the School Committee and Superintendent of Schools on its application for funding for projects. The School Committee submitted its Statement in Interest that was approved and supported by the Selectmen back at its meeting on February 27th.

SCHEDULED ACTION

Public Hearing – Change in Beneficial Interest – Chiara Bistro

An application for a Change of Beneficial Interest was submitted by Steve LaCount, owner of MKP, LLC, d/b/a Chiara Bistro. The change of ownership interest will be effective October 1, 2017, for Westwood Restaurant Associates, LLC (parent company of MKP, LLC d/b/a Chiara Bistro) and will include:

- One Class A member, Mr. LaCount with ownership interests of 79.79%,
- Two Class B members with equity interests of 1.45% and .364% and
- Three new Class C members, one member with an equity interest of 9.19% and two members with 4.59% each.

All forms, documents and fees have been satisfactorily submitted to the licensing administrator. CORI applications have been submitted for the proposed new owners with no negative results. The Alcohol Review Committee (ARC) does not object to acceptance of these changes.

N. Hyde moved to approve the Change in Beneficial Interest for MKP, LLC, d/b/a Chiara Bistro contingent upon approval from the ABCC. M. Walsh Seconded. Unanimous Vote: 3-0

Change of Manager on Record – Anthony’s Coal Fired Pizza

Anthony’s Coal Fired Pizza of Westwood, LLC has named Ms. Tracy Goulet, as Manager of Record at Anthony’s Coal Fired Pizza (ACFP) at 119 University Ave. Ms. Goulet has been employed at ACFP since March 2017 and was previously employed as a manager at Bertucci’s in Brockton. All required documents and fees have been submitted. A CORI application has been submitted with no negative results for Ms. Goulet. The Alcohol Review Committee (ARC) does not object to the proposed change in management.

N. Hyde moved to approve the change of manager of record from Jeffrey Vigue to Tracy Goulet for Anthony’s Coal Fired Pizza contingent upon approval from the ABCC. M. Walsh Seconded. Unanimous Vote: 3-0

Lien Process for Unpaid Building, Health and Conservation Violations

In the process of seeking Town Meeting adoption of Chapter 40, Section 58; Municipal Charges and Liens, the Board of Selectmen decided to establish a review committee comprised of a Selectmen, an Assessor and the Town Treasurer to decide which unpaid municipal charges and or fees/fines shall be added to the taxed on the property.

In other words, each fall, prior to the preparation of the January tax bills, the Committee would convene in open session to receive and consider all unpaid municipal charges and fees and determine if said charges and fees should be added to

the taxes on the property to which it relates and commit it with their warrant to the Collector of Taxes as part of the bill.

If said charges and fees remain unpaid, the property would be subject to the same foreclosure process as applies to unpaid property taxes. Charge liens under this section may be discharged by filing a certificate from the Tax Collector that all municipal charges or fees constituting the lien, together with any interest and cost thereon, have been paid or legally abated.

The Committee will consider the circumstances under which the charges and fees were assessed and any explanation for why said charges on fees remain unpaid in determining if they should be added to the tax bill or alternative means of collection should be pursued.

N. Hyde moved to establish a committee consisting of Selectmen Michael Walsh, Assessor Mark Murphy and Town Treasurer James Gavin to review a request to lien properties for unpaid municipal charges and fees. J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Fall Town Meeting Discussion

In 2012 when the Charter was revised, it added a Fall Town Meeting to be held each year. The Charter allows for the Selectmen to determine the date of Fall Town Meeting or vote to opt-out Fall Town Meeting by September.

The Board discussed a number of articles that were submitted for consideration by boards and committees including a request from the Blue Hills Regional Technical School for support of its renovation project. Other articles including housekeeping accounting articles and a grant of easement for SNARC are time sensitive.

The Board discussed having the Planning Board co-sponsor an article for a residential cap in addition to a percentage in the Flexible Multiple Use Overlay Districts on both Washington Street and High Street. The Board asked that the Planning Board be notified it would to have it co-sponsor the article if it were to go forward.

N. Hyde moved to call for a Fall Town Meeting on Monday, November 13, 2017 at 7:30pm in the Auditorium of the High School. Further, the Board opened the Fall Town Meeting warrant and indicated it planned to close it on Monday, September 25th. M. Walsh Seconded. Unanimous Vote: 3-0

Blue Hills Technical School Renovation Mass. School Building Assistance Approval

Blue Hills Regional Technical School District applied to the Massachusetts School Building Authority for a reimbursement for the proposed renovation project to its facilities. The final grant award for the project is \$84.6 million which will be funded with a 55.89% reimbursement rate of eligible project costs.

Blue Hills School Committee is now prepared to hold its second informational meeting with community leaders on Thursday, September 14th at 9:00am in the Chateau de Bleu student restaurant at the school. At this meeting it will review the project, timeline, funding options and allow for comment on the project from community members attending the meeting.

The School Committee will take its vote on Tuesday, September 19th. Subsequent to that meeting, it will then notify its member communities (per MGL) which begins the 60 day window for the communities take town meeting vote to support or reject funding the project. No vote is considered approval.

If a community votes to reject the funding request, the School Committee has two options: (1) resubmit a revised (or same) proposal for approval or (2) the approving communities can vote to incorporate a prorate share of the rejecting communities funding obligation.

Annual Tree Lighting Sponsors

Each year the Selectmen's Office hosts the Annual Tree Lighting Ceremony on the first Sunday in December in front of Town Hall. Over the years, the event has grown larger with more participants (two local dance team performances, honored class from one of the schools, High School Chorus and volunteers, etc.). Each year, the Town receives donations from Roche Brothers (hot chocolate and cookies) and Clark House (gift bags for the honored students in the class).

Since the Ceremony keeps expanding, the Town has begun seeking sponsorship from the various businesses in town. This allows the Town to continue the very well attended event while alleviating some of the out of pocket expenses incurred by staff and to expand further the attendance and activity offerings at the event.

N. Hyde moved to accept donations for the Annual Tree Lighting Ceremony. M. Walsh Seconded. Unanimous Vote: 3-0

Request to Post and Fill Positions – Town Engineer and Recreation Assistant Town Engineer

The Department of Public Works submitted their FY17 and FY18 budget with a built-in salary to support the addition of one Town Engineer within the organization. The Engineer will oversee all day-to-day Public Works related projects including Sewer services. This individual will also provide direct support to the Planning Board, Building Department, and any other Town Departments requiring their service. Over

the last couple year since Jeff Bina left, the Town has contracted with private engineers to provide these services. Though this has satisfied the requirements, it does not provide the department with the flexibility to incorporate engineering input into DPW services.

Recreation Assistant

Jan Parr, who had worked for the Recreation Department for just over three years, resigned in July to accept a position with the Milton Public Library.

While the Recreation Assistant role had been classified as an ATP position, it was agreed during the most recent contract negotiations with the SEIU that the position would be reclassified as an SEIU position on the earlier date of the incumbent's employment termination or July 1, 2019. Ms. Parr's resignation triggered this reclassification.

N. Hyde moved to authorize the Human Resources Director to work with the Town Administrator and DPW Director to post and fill the position of Town Engineer. M. Walsh Seconded. Unanimous Vote: 3-0

N. Hyde moved to authorize the Human Resources Director to work with the Town Administrator and Recreation Director to post and fill the position of Recreation Assistant, contingent upon the Personnel Board approving the position be moved into the SEIU. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Appointments/Reappointments – Establish Open Space and Recreation and Planning Committee; Health Care Review Committee; Municipal Facility Task Force

Open Space and Recreational Planning Committee

Westwood's current Open Space & Recreation Plan was developed in 1999 and adopted in 2000. Periodic updates to the OSRP are required to maintain eligibility for state and federal grant programs. The Board of Selectmen included an OSRP Update as one of three commitments in its December 2016 Community Compact, and has since been awarded a state grant of \$20,000 for the town to use in obtaining consultant services for assistance in completing the OSRP Update. Responses to a Request for Proposals for consultant services were received on September 6th and are now being reviewed. It is anticipated that a consultant will be selected within the next two weeks. The OSRPC will work with the consultant and town staff to develop an OSRP Update containing all standard elements of a Massachusetts OSRP.

The Board discussed the various members and asked that a full list of individuals interested in being appointed be brought back at its next meeting.

Health Care Review Committee

As of September 1st, Frank Chillemi has retired from the School Department's Custodial team and resigned as the Chapter Chair of the Westwood Custodians Chapter of S.E.I.U. Local 888. After Frank's retirement, John Holmes was selected to serve as the new Chapter Chair. John will now also represent the School Department's custodians on the Health Care Review Committee which reviews and meets to discuss the Town and School health plans through the GIC.

Municipal Facilities Task Force

Emily Parks, the new Superintendent, has requested to serve on the Municipal Facilities Task Force as an Ex Officio Member. This will allow the Town to keep a working relationship with the Schools where both are aware of the building project needs on the school and municipal buildings allowing for shared insight to facility priorities.

N. Hyde moved to appoint John Holmes as the Westwood Custodians Chapter of SEIU Local 888 Representative on the Health Care Review Committee for a term to expire June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0

N. Hyde moved to appoint Carol Lewis as a member and Emily Park as an Ex Officio Member of the Municipal Facilities Task Force for a term to expire June 30, 2018. M. Walsh Seconded. Unanimous Vote: 3-0

Reserve Fund Transfer Request – Energy Contracts

The Town's Energy Manager has been working on various energy efficiency upgrades throughout the Town and School buildings. The Town has been awarded a grant of \$183,136 for FY17 bring the three year total to over \$630,000. The proposed projects covered in the grant included a new control system at the Martha Jones School, conversion of lighting in the high School hallways to LED, new LED lighting for the Town pool and variable speed drives for the pool water circulation system.

The total cost of all the projects is just under \$445,000. Between the Green Communities funding, Eversource incentives and commitments from the School Department budget (\$88,000), the Town will need to contribute \$50,000 to these energy savings update at this time.

N. Hyde moved to approve the transfer of \$50,000 from the Reserve Account to be used for energy efficient upgrades to the various projects previously discussed. M. Walsh Seconded. Unanimous Vote: 3-0

Future Board of Selectmen Meetings

The Board scheduled the following meetings:

- Thursday, November 2, 2017 at 7:30pm
- Monday, November 13, 2017 at 6:30pm, if needed
- Monday, November 20, 2017 at 7:30pm
- Monday, December 4, 2017 at 7:30pm
- Monday, December 18, 2017 at 7:30pm

REGULAR MINUTES

May 16, 2017

N. Hyde moved to approve the Regular Minutes of May 16, 2017 as written. M. Walsh Seconded. Unanimous Vote: 3-0

May 31, 2017

N. Hyde moved to approve the Regular Minutes of May 31, 2017 as written. 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 enter into Executive Session to discuss four issues; one issue related to potential litigation with the Girl Scouts, one issue related to the negotiation of the potential transfer of real property, one issue related to an employee contract negotiation with the Town Administrator and one issue related to possible land acquisition all of which would have a detrimental effect on the position of the governing body if discussion were in open session. The Board reserved the right to return to open session, if needed. M. Walsh Seconded.

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

NEXT MEETING

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

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

Town of Westwood meeting September 11, 2017

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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".

M. Jaillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
9/11/2017 Selectmen's Meeting Room
Regular Meeting

CHAIRMAN UPDATE

- Westwood Day Shuttle and Volunteers (PDF)
- Westwood Day Sneak Preview (PDF)

SCHEDULED ACTION

- Article 36.pdf (PDF)
- Article 37.pdf (PDF)
- Article 38.pdf (PDF)
- Article 39.pdf (PDF)

NEW BUSINESS

- Town Engineer Job Description (PDF)
- Recreation Assistant Job Description (PDF)
- 2017 Fall Town Meeting Warrant Listing (PDF)
- Town Clerk Chapter 41 (DOC)
- Town Clerk - Accepting MGL ch 140 sec 139(c) fee for elderly residents (DOC)
- Blue Hills Regional School - 072817 Letter (PDF)
- MGL c. 71, sec 16 - Blue Hill School bonding law (PDF)
- Letter received August 28 2017 re Blue Hills renovation project (PDF)
- Planning Board-2017-09-06 Warrant Article Request (DOC)
- Street Acceptance & As Built Plans Westview Estates Thompson Ave (PDF)
- Tree Lighting Sponsor Letter Request (PDF)

OLD BUSINESS

- Energy Project 2017 Cost Analysis Rev 1.xlsx (PDF)
- Calendar.doc (PDF)