

SELECTMEN'S RECORD
September 25, 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

Comprehensive Annual Fiscal Report Award (CAFRA)

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Westwood by the Government Finance Officers Association of the United States and Canada (GFOA) for its FY16 comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management.

The Town of Westwood first received this prestigious award in 1997 and has received it each consecutive (20) year since then. This is a terrific achievement for a small community such as Westwood. This annual obtainment of this high level of achievements reflects the Board of Selectmen's goal to maintain high financial standards and full, accurate, and clear disclosure of financial information.

Westwood Day

The Board thanked everyone who attended Westwood Day and participated. It is a great event each year for all ages and especially thanked the staff for all their hard work.

Opening of Police and Fire Stations

The Town is happy to announce that both the Fire Station and the Police Station will be opening its doors for operations in the next couple of weeks. A Hose Uncoupling (aka Ribbon Cutting) will be held in the coming weeks.

Since the old Police Station is still being demolished and the site is still an active construction site, a ribbon cutting will be scheduled for the Police Station in the spring.

Aid to the Elderly Fund and Not Your Average Joes

The Aid to the Elderly Fund will be the featured nonprofit every Tuesday for the month of October at Not Your Average Joes' Westwood location.

When a customer presents the flier (will be available at Town Hall, the Senior Center, and through the School's newsletter) to their server, 15% of the bill will be donated to the Aid to the Elderly Fund.

Veteran's Day – Xaverian Brothers High School and Wounded Warriors Amputee Football Game

For this year's Veteran's Day, Xaverian Brothers High School will be hosting an event sponsored by Wounded Warrior Amputee Football Team (WWAFT). This non-profit was established in 2012. WWAFT hosts flag football events around the country. The WWAFT is composed of amputee veterans and play NFL Alumni teams.

Traffic Operational Improvements – Route 109 (High Street) Corridor

On September 20, 2017, the Town Administrator and DPW Director submitted a Project Need Form (PNF) to MassDOT for federal construction funding to improve the traffic operations by use of Adaptive Signal Control Technology. The new technology would improve the signals operation by dynamically updating signal timing parameters based on real-time traffic demand, particularly during peak commuter periods. The Town Administrator and DPW will update the Board is this project receives funding.

SCHEDULED ACTION

Islington Center Memorandum of Understanding

Nora Loughnane, Community and Economic Development Director and Special Counsel Dan Bailey reported that a drafted Memorandum of Understanding (MOU) between the Town of Westwood and Petruzziello Properties has been updated. The MOU has now been revised to make clear that the Board and Petruzziello must enter into a land disposition agreement prior to a town meeting vote to approve disposition of town land.

The MOU is an understanding that the Board of Selectmen enters into with Petruzziello Properties which agrees that Petruzziello can go forward with submitting a permit application and seek necessary zoning that he needs for his project. The reason the Town needs to enter into this understanding is because there are four (4) Town owned parcels involved and it is requirement that when an applicant applies for a permit for property it does not own, it needs the permission of the owner. Once this understanding is agreed upon, Petruzziello can begin to have his architects begins designing the project at a more detailed level.

N. Loughnane added that the agreement is subject to the Board of Selectmen and Petruzzello Properties entering into a Disposition Agreement and subject to the Planning Board granting a special permit approval for the project before taking it to Town Meeting. The MOU also includes all the conditions that the Board of Selectmen discussed at previous meetings related to the design of the project.

The Board commented that the MOU now includes no drive-thru within the project. The condition related to the Blue Hart Tavern leaves it to the Board of Selectmen to decide what it wants to do with the Blue Heart Tavern.

N. Hyde asked if there was a date the Board needed to make a decision related to the Blue Hart Tavern? N. Loughnane responded that the Board of Selectmen should make a decision before the permit application is submitted and that discussion should happen within the next month or two. The Board asked N. Loughnane and M. Jaillet to provide additional information including community members on why they believe the building should or should not be removed.

M. Jaillet explained that there should be a negotiation team to sit with the developer and that M. Walsh expressed interest in sitting with the staff and the developer to discuss make a final recommendation to the Board of Selectmen.

N. Hyde moved to approve and sign the Memorandum of Understanding between the Town of Westwood and Petruzzio Properties, and to appoint Michael Walsh to the negotiation team which includes Town Administrator, Michael Jaillet, Community and Economic Development Director, Nora Loughnane and Special Counsel Dan Bailey to negotiate a Land Disposition Agreement with the developer. M. Walsh Seconded. Unanimous Vote: 3-0

Financial Update

At a previous Board meeting, the Finance Director updated the Board on the financial close of FY17, including an update on the status of the various financial accounts, including the stabilization fund, capital stabilization fund, meals tax account, debt status and OPEB trust.

P. Dukeman, Finance Director updated the Board on the Town's recently certified free cash, annual and review the status on financial goals. Finally, a timing of the next steps in our financial procedures, including FY18 approved valuations, setting of FY18 tax rate, and beginning of FY19 capital and operational budget development was outlined.

(Presentation available at:

<http://westwoodtownma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=5712&MeetingID=1286>)

NEW BUSINESS

Release Second Quarter Capital

The May 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, \$167,775 is being requested to be spent in the second quarter.

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 requested are listed below for 2nd Quarter

The Selectmen reviewed the following items and determined each item be released.

Fire Vehicle	\$48,000
Fire Vehicle	\$38,500
IT - End User Technology	\$20,000
Library - Patron/Staff End User Technology	\$10,875
Police - Vehicle	\$50,400
Total Second Quarter Capital Requested	\$167,775

N. Hyde moved to release the 2nd Quarter Capital totaling \$167,775 to the respective departments. M. Walsh Seconded. Unanimous Vote: 3-0

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Fire Vehicle	\$38,500
IT - End User Technology	\$20,000
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SCHEDULED ACTION

Request for Proposal – Obed Baker House

On July 17, 2017, the Board of Selectmen authorized the Town Administrator to work with the Community and Economic Development Director to issue a Request for Proposal (RFP) for the preferred sale and adaptive reuse of the Obed Baker House. A draft RFP has been developed with the intention of soliciting proposals in time to allow for the consideration of a potential sale by Town Meeting on November 13th. However, due to the length of required minimum timeframes for the provision of public notice, bids on the Obed Baker House will not be in hand by the date of the Finance & Warrant Commission's October 17th public hearing.

The change for this version of the RFP for the Obed Baker House is a minimum purchase price of \$150,000 or a lease at a minimum of \$3,000 a month for 60 months. The reason for the increase is partially due to the value increase over the last few years and partially because the Town believes the building does have a monetary value. This is the minimum bid price and the Town hopes to see a competitive bid process and recognizes that the building has significant renovations necessary. Bids will be due November 6th by 11:00am.

The Board requested that the language for the requirement that the "Bee Hive Oven be preserved" be an optional and that a proposal be deemed highly advantageous if it has that preservation in it.

N. Hyde moved to authorize the Community and Economic Developer Director and Town Administrator to prepare and issue a Request for Proposal, as amended, for the sale or lease of the Obed Baker House. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Appointments – Open Space and Recreational Plan 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 PGC Associates, LLC has been selected for contract award.

The OSRPC will work with PGC and town staff to develop an OSRP Update containing all standard elements of a Massachusetts OSRP. The OSRPC should include representatives from several town boards and committees, as well as representatives from the Westwood Land Trust and youth sports organizations, and one or two unaffiliated resident representatives.

N. Hyde moved to appoint the following individuals to the Open Space and Recreation Plan Committee all with terms to expire June 30, 2018:

Board of Selectmen	John Hickey		Ex Officio	
Planning Board	Steve Olanoff		Karon Skinner Catrone	Conservation Agent
Planning Board	Brian Gorman		Nicole Banks	Recreation Director
Conservation Commission	Todd Sullivan		Todd Korchin	DPW Director
Conservation Commission	R.J. Sheer		Ken Aries	Dir. of School Fac.
Recreation Commission	Ann Delaney		Abby McCabe	Town Planner
Board of Health	Roger Christian		Nora Loughnane	Comm. & Eco Dir.
Commission on Disability	Maryanne Carty		Michael Jaillet	Town Administrator
Youth Sports Org.	Chuck Sheehan			
Youth Sports Org.	Michael Gay			
Unaffiliated Resident	Pam Kane			
Unaffiliated Resident	Joe Previtara			
Westwood Land Trust	Kristin Styer			

M. Walsh Seconded. Unanimous Vote: 3-0

Close and Discuss Fall Town Meeting Warrant

At the Board’s meeting on September 11th, it voted to open the Fall Town Meeting Warrant and accept articles to be considered at the Fall Town Meeting which will be held on Monday, November 13, 2017 at 7:30pm in the Auditorium at the High School. The Board will attend the Finance and Warrant Commission’s public hearing scheduled for Tuesday, September 26, 2017 at 7:30pm at the Library.

Town Clerk, Dottie Powers, attended the Selectmen’s Meeting to discuss one of the articles being sponsored by her office to waive the dog licensing fee for residents who are 70 or over. J. Hickey expressed concerns with waiving the fee, stating that he felt it may bring down compliance. D. Powers responded that the Town Clerk’s Office licenses approximately 1,500 dogs every year. There are only 150 residents who would qualify for the waiving of the fee and in those instances, the licenses would be automatically renewed and sent out. J. Hickey expressed further concerns that waiving the fee people will not take the licensing seriously.

N. Hyde moved to close the Fall Town Meeting warrant. M. Walsh Seconded. Unanimous Vote: 3-0

Colburn School Display Agreement

In 2007 the Massachusetts Board of Library Commissioners, the Massachusetts Historical Commission, the Westwood Board of Selectmen and Library Trustees signed a Memorandum of Agreement to design and install displays regarding the historical significance of the Colburn School that had once sat on the site of the new Library. Prior to the installation of the promised displays, which are being funded from the Library Construction funds by the Permanent Building Committee (PBC), the Library Trustees felt it would be prudent enter into an agreement that addressed its concerns related to who is responsible for the displays once installed in the Library.

N. Hyde moved to approve and authorized the Chairman to sign the Memorandum of Agreement among the Board of Library Trustees, Historical Commission and Board of Selectmen for a display of the Colburn School at the Westwood Public Library. M. Walsh Seconded. Unanimous Vote: 3-0

Regulatory Agreement for Affordable Housing Unity – 321 Washington Street

The Board of Selectmen supported Petruzziello Properties' Local Initiative Program Application at its meeting on July 17, 2017. That application included a draft Regulatory Agreement. The final Regulatory Agreement and a marketing program for the two (2) affordable apartments (Regional Ready Renter Program by Metro West Collaborative Development) have since been reviewed and approved by DHCD. The execution of the final Regulatory Agreement is now required before the affordable apartments can be marketed.

N. Hyde moved to approve and authorized the Chairman to sign three originals of the Regulatory Agreement for the two affordable apartments at 321 Washington Street, and to forward the same to Petruzziello Properties and the Massachusetts Department of Housing and Community Development for final execution. M. Walsh Seconded. Unanimous Vote: 3-0

REGULAR MINUTES

June 19, 2017

N. Hyde moved to approve the regular minutes of June 19, 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?

ADJOURNMENT

N. Hyde moved to adjourn. 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 8:42 p.m.

Initial after reviewed

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

M. Jillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
9/25/2017 Selectmen's Meeting Room
Regular Meeting

CHAIRMAN'S UPDATE

- Comprehensive Annual Financial Report (PDF)
- FY15 CAFR Awards (PDF)
- Adaptive letter and attachments Route 109 (PDF)

SCHEDULED ACTION

- MOU Redline - 9-13 (W6336636x7AC2E).docx (PDF)
- BOS 9.25.17.pptx [Read-Only] (PDF)

NEW BUSINESS

- Schedule of FY18 Capital.pdf (PDF)

OLD BUSINESS

- 2017 Fall Town Meeting Warrant Listing.doc (PDF)
- Article Summaries 092517.docx (PDF)
- Blue Hills Renovation (PDF)
- Blue Hills Renovation (PDF)
- Snarc-WALKWAY SITE PLAN 5-8-2017 (PDF)
- Street Acceptance & As Built Plans Westview Estates Thompson Ave (PDF)
- BOS write-up for Potential Honeywell TIF 092217.doc (PDF)
- FMUOD 6 Washington Street/ FMUOD 7 High Street (PDF)
- Dog licensing (2).docx (PDF)
- Colburn School Memorandum of Agreement - September 2017 (1).docx (PDF)
- Petruzzello - Westwood - LIP - Regulatory Agreement - final 9.22.17.pdf (PDF)