

**SELECTMEN'S RECORD**  
**December 4, 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**

**Westwood Girls Cross Country State Champions**

On Saturday, November 11<sup>th</sup>, the Westwood Girls Cross Country team won the MIAA Division 4 Eastern Massachusetts Championship. The team finished with 79 points, 29 better than runner-up Nauset.

The Board of Selectmen presented the Girls Cross Country Team and couches with some gifts and congratulated them on their accomplishments.

**SCHEDULED ACTION**

**Tax Collector Report**

Al Wisialko, Tax Collector, presented to the Board of Selectmen his annual report on collections for FY17 (*a copy of the presentation can be found by clicking on the below link*)

<http://westwoodtownma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=5551&MeetingID=1305>

A. Wisialko reported that the Town has a 99.06% collection rate for 2017 which is in line with comparable communities. The Collectors Office also handles collections for other sources of revenue including Motor Vehicle (97% collection rate), Ambulance (72% collection rate) and other Town Account (95% collection rate).

**NEW BUSINESS**

**Appointments – Conservation Commission**

Diane Hayes has informed the Town Clerk's Office that her personal responsibilities are beginning to increase and therefore would like to move from Regular Membership to Associate Membership on the Conservation Commission. Stephen

has been a welcomed member and participated fully since his appointment and will accept the appointment as a full member.

**N. Hyde move to change Diane Hayes membership status on the Conservation Commission from Regular Membership to Associate Membership for a term to expire on June 30, 2020 and to change Steven David's status from Associate Member to Regular Membership for a term to expire on June 30, 2019. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Open Annual Town Meeting Warrant**

The 2018 Annual Spring Town Meeting to be held on Monday, May 7, 2018. Annually, the Board of Selectmen opens the Town Meeting Warrant through the final month of the calendar year for any and all articles that may be proposed for consideration at the Annual Town Meeting in addition to the standard business articles. The Board of Selectmen must accept any petition articles that are submitted with ten or more signatures of registered voters. Petitioners are encouraged to present and review a draft of their petition language with the Finance and Warrant Commission, Selectmen and/or Town Counsel before obtaining signatures to ensure that the petition can be acted upon by Town Meeting. Traditionally, the Board of Selectmen accepts all articles submitted by a majority vote of any committee, commission, or board.

Petitions are encouraged to submit petition articles by January 5<sup>th</sup> so they can be included in the Board of Selectmen's packets for the January 8<sup>th</sup> meeting.

**N. Hyde move to open the Warrant for the 2018 Annual Town Meeting to be held on Monday, May 7, 2018 and that the Board plans to close the warrant at its meeting on January 8, 2018. M. Walsh Seconded. Unanimous Vote: 3-0**

### **OLD BUSINESS**

#### **Remote Participation Policy Revisions**

On October 6<sup>th</sup>, the State made various changes to the Open Meeting Law which were immediately effective. One of those changes relates to the Remote Participation Policies. Previously, the chair had to determine that participation would be unreasonably difficult because of personal illness, personal disability, emergency, military service and/or geographic distance. Now, remote participation will be allowed, without any independent determination by the chair, if "physical attendance would be unreasonably difficult."

The updated law also establishes a section in compliance with Local Commissions on Disabilities which allows the commission to have its majority participate via remote participation as long as the chair or the person authorized by the chair be physically at the meeting location.

M. Jaillet explained that when the State came out with the policy, it was narrowly defined but did allow for board members to participate via remote participation under specific reasons. Now, the state has loosened the criteria for which a person is unable to attend including if they are not in the state for personal reasons. Under the old policy, if a person was on a personal vacation, the request to participate was denied. In addition, the Commission on Disability, many members might not have the ability to come to a meeting. The state has defined that a majority can remote participate as long as the Chairman (or designee) is in the room.

The Board discussed that it would like some additional guidance and overview of the use of the policy.

**N. Hyde move approve the amended Remote Participation Policy, asked that the revised Policy be distributed among all the board and committee members and that an annual report be provided to the Selectmen on use of the policy. M. Walsh Seconded. Unanimous Vote: 3-0**

#### **Half Year Update on Town Administrator Goals**

The Town Administrator and the Executive Function Group keep a working document on major goals for each of the departments throughout the years. Periodically, the Executive Function Group Members update the Goals to on current status, issues that may arise and/or if they have been completed to date. The Board was provided a listing of the status of the goals including goals that cross over multiple departments.

#### **Future Board of Selectmen Meeting Schedule**

The Board of Selectmen scheduled the following meetings:

- Monday, January 8, 2018 at 7:30pm
- Tuesday, January 30, 2018 at 7:30pm
- Monday, February 12, 2018 at 7:30pm
- Monday, February 26, 2018 at 7:30pm
- Monday, March 5, 2018 at 6:30pm (prior to Finance and Warrant Commission Public Hearing)
- Monday, March 19, 2018 at 7:30pm
- Monday, March 26, 2018 at 6:30pm (prior to Finance and Warrant Commission Final Public Hearing)
- Monday, April 9, 2018 at 7:30pm
- Monday, April 23, 2018 at 7:30pm
- Monday, May 7, 2018 at 6:30pm (prior to Annual Town Meeting)

## **Regular Minutes**

*August 14, 2017*

**N. Hyde moved to approve the Regular Minutes for August 14, 2017 as written. M. Walsh Seconded. Unanimous Vote: 3-0**

*September 11, 2017*

**N. Hyde moved to approve the Regular Minutes for September 11, 2017 as written. M. Walsh Seconded. Unanimous Vote: 3-0**

*September 25, 2017*

**N. Hyde moved to approve the Regular Minutes for September 25, 2017 as amended. M. Walsh Seconded. Unanimous Vote: 3-0**

N. Hyde made a note that the amendment made was that the deadline for Obed Baker House bids were due on November 6<sup>th</sup>. M. Jaillet, as the Chief Procurement Officer, reported that one of the bids came in late and rather open that one bid, the decision was made to re-advertise. Bids are now due January 3, 2018.

*October 2, 2017*

**N. Hyde moved to approve the Regular Minutes for October 2, 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 go into Executive Session to discuss two issues, one issue related to the acquisition/transfer of real property and one issue related to collective bargaining, both of which would have a detrimental effect on the position of the governing body if discussion were in open session. The Board will not be returning to open session.**

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

## **NEXT MEETING**

The Board of Selectmen's Meeting next meeting will be on Monday, December 18, 2017.

The meeting was adjourned at 8:29 p.m.

Initial after reviewed



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M. Jaillet  
Town Administrator

## *LIST OF DOCUMENTS*

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Board of Selectmen  
12/4/2017 Selectmen's Meeting Room  
Regular Meeting

### **CHAIRMAN'S UPDATE**

- Girls Cross Country State Champions (PDF)

### **SCHEDULED ACTION**

- December 2017 collector presentation.pptx [Read-Only] (PDF)

### **OLD BUSINESS**

- Town of Westwood Remote Participation Policy 2017 Revised (PDF)
- Remote.Part.Request Form Revised 2017 (DOC)
- FinCom Meeting Schedule (PDF)
- Future BOS Meeting Schedule (PDF)