

**SELECTMEN'S RECORD**  
**January 20, 2016**

**ATTENDANCE AND CALL TO ORDER**

The meeting was called to order at 7:32 p.m. in the Selectmen's Meeting Room at Town Hall by Chairman Michael Walsh. Also present were: Selectmen Patrick Ahearn, Selectmen Nancy Hyde, and Town Administrator, Michael Jaillet. Christine McCarthy was present to record the minutes.

M. Walsh led the Pledge of Allegiance.

M. Walsh asked if anyone wishes to record the meeting and granted permission to WestCAT and the Westwood Press to record.

**SCHEDULED ACTION**

**Police Headquarters Update and Review of Future Presentation Materials**

N. Hyde presented to the Board a draft of presentation materials that will be used at upcoming meetings to inform the public on the most recent status of the design for the Police Headquarters. Since the last presentation, the design for has been nearly completed and is on schedule for release to bidders at the beginning of February.

*(Presentation available upon request)*

In response to cost estimates received in early December, the Public Safety Task Force has approved over \$600,000 in value engineering suggestions in order to maintain a construction budget that is at the low end of the cost range presented to the Town during the approval of the Deerfield Ave Extension project.

The Task Force is scheduling at least two public meetings in March to present the project to the citizens of Westwood prior to Town Meeting in May. The presentation included, but was not limited to:

- Summary of the work of the Task Force to date
- History of major capital borrowing projects which was broken out by school and municipal projects
- Explanation of the current facilities deficiencies
- Review of the proposed facility layout
- Explanation of the reasons behind the projects program and size including comparison to other towns
- Presentation of the projects budget range (which is unchanged from the previous presentation)
- Presentation of the Town's preliminary strategy on funding the project.
- Preview of the project timeline until Town Meeting

P. Dukeman reported that the project will be financed through long-term borrowing. She has been working close with the Town Treasurer and Bond Counsel to determine the estimated debt service cost and was able to present that the Town will seek a 30-year bond. This annual debt service cost would be covered within Proposition 2½.

M. Walsh stated that the comparison charts was a great tool that should be highlighted to inform the residents on why the size of the building is necessary.

P. Ahearn stated that this project was extremely important to maintaining public safety and that the project needs to go forward.

**P. Ahearn moved to approve the presentation to be used at future public meetings and for the Board to support bringing an article to Annual Town Meeting for the construction of the Police Headquarters. N. Hyde Seconded. Unanimous Vote: 3-0**

### **Financial Update**

P. Dukeman, the Finance Director, continued to discuss the FY17 budget with the Board. There have been several budget meetings since the last Board of Selectmen meeting, including the Budget Steering Committee, the Long Range Financial Planning committee, and the Finance and Warrant Commission. The Boards of Selectmen's updated overall FY17 Budget plan has been reviewed and discussed at these meetings.

*(Presentation available upon request)*

P. Dukeman and M. Jaillet will continue to work with Department Heads to bring the operational budget down to a 3% - 3.5% increase over the FY16 budget. The School Department will be presenting its budget on January 21<sup>st</sup>, the Governor will be announcing his budget at the MMA Conference on January 22<sup>nd</sup> and the Long Range Financial Planning Committee will be reviewing the capital items to bring forward to the Selectmen for recommendation for appropriation at Town Meeting on January 27<sup>th</sup>. Finally, P. Dukeman plans to attend the Board of Selectmen meeting on February 1<sup>st</sup> with an update overall budget for review.

### **NEW BUSINESS**

#### **Upgrade Backup Ambulance**

The Fire Chief purchased the new ambulance approved by Town Meeting and funding with receipts with the Ambulance Account. The Chief selected a modified design that resulted in a savings of \$22,000 from what was projected. He was informed by the company that it was about to receive ambulances in a trade and asked if the Chief was interested in trading the 2006 spare ambulance for a newer 2010 model.

The Chief reported that when the Town has constructed the Islington Station one ambulance will be housed in Islington and the third ambulance (which is the subject of this trade) will become the immediate backup for the ambulance at the Main Station. The Chief also reports that the increase in man power has resulted in an opportunity to deploy the third backup ambulance when the other two ambulances are out on calls. This has resulted in a 10% (\$60,000) increase in annual receipts in FY15. The Chief believes that this opportunity to acquire a 2010 ambulance in place of the 2006 ambulance would be advisable and prudent.

**P. Ahern moved to authorize the Fire Chief to trade the Town's 2006 ambulance and use the remaining funding approved at the 2014 Town Meeting to purchase a 2010 ambulance that will serve as the backup ambulance at the Main Station. N. Hyde Seconded. Unanimous Vote: 3-0**

### **Trash and Recycling Contract**

Todd Korchin, the Department of Public Works Director and Brendan Ryan, the Operations Manager, has recently been in negotiations with Waste Management regarding a 4 year contract extension. The current contract is set to expire July 1<sup>st</sup>, 2017.

After several months, the Department has negotiated a contract that includes savings and added benefits that total approximately \$128,000 annually over the next 4 years (with a 5<sup>th</sup> year extension option to the Town). Along with savings, this negotiated amount includes several items that will better service the community. Some items include, but not limited to:

- Two free bulk item pickups annually for every resident (both of which will be staggered and advertised to all residents)
- Four free additional roll-off dumpsters the Department of Public Works can utilize for events such as E-Waste day and Hazardous Waste Day,
- Elimination of the remaining balance for the initial purchase of over-flow bags the town made 5 years ago (\$26,000 savings),
- Implementation of CNG vehicles for Waste Management to use during their collection process that will decrease the town's overall fuel cost.

**P. Ahern moved to authorize the Town Administrator to sign a 4-year contract extension with Waste Management based on the negotiated terms. N. Hyde Seconded. Unanimous Vote: 3-0**

### **OLD BUSINESS**

#### **Energy Manager Contract**

Combining a grant the Town received from the Green Communities for \$25,000 with an equal match from the community, the Town engaged Tom Philbin to serve in the role of Energy Director. The objective was to initiate and carry out energy efficiency improvements in the school and municipal operations. Tom has been in the position for just over one year and has accomplished a lot in that time:

- The Town received \$402,600 in grants and incentives, \$242,000 coming from the Green Communities (Westwood received funding of the highest percentage of application amount).
- The Town addressed a serious problem with lighting and controls at the Library transitioning to improved Fluorescent and LED lighting and new controls. The estimated energy savings is \$74,025 over the next ten years.
- The School Department installed controls in the Downey School at no cost to the Town, resulting in an estimated energy savings at \$94,000 over ten years.
- Town Meeting approved the replacement of all of the Town's street lights with LED fixtures. This will result in energy savings of \$154,740 over ten years (\$254,000 with controls). The cost was reduced by 35% (\$145,000) with a grant from the Green Community and an incentive payment from Eversource.

- Finally, the Director was able to acquire funding from Eversource to conduct analysis of the designed energy efficiency of the proposed designs of the Islington Fire Station and proposed Police Headquarters which led to raising the level of energy efficiency of both facilities 30% above the current code.

Going forward the proposal is to continue the engagement through December 31, 2016 (with an option for further extension) using a \$15,000 grant from the Green Communities and \$35,000 from the Town. Future planned energy efficient projects include, but not limited to:

- Continued conversion of street and parking lot lights to LED
- Centralized collection and analysis of town energy use data.
- Issuance and review of the RFQ for solar panels on School and Municipal properties.
- Pursuit of cost effective project in various school buildings (controls at Downey Elementary School, LED lighting at Downey, Martha Jones, and Westwood High School and boilers at Martha Jones and Thurston).
- Future projects including centralized monitoring and control of all facilities, inclusion of the High School Generator in the peak demand response program, installation of controls at DPW, etc.

**P. Ahearn moved to approve the extension of Thomas Philbin as the Energy Manager Director for the Town on a part-time benefit eligible basis through December 31, 2016; further that the Board authorize the Town Administrator to supplement up to \$35,000 for the position with funding from a source dedicated by the Finance Director. N. Hyde Seconded. Unanimous Vote: 3-0**

## **NEW BUSINESS**

### **Second Annual Run for a Vet Road Race**

Diego Silva, a member of the Norwood Police Department, has organized the 2<sup>nd</sup> Annual Run for a Vet road race. The goal of the race is to promote the sport of running, the local running community, and helping the New England Center for Homeless Veterans (NECHV). NECHV is a private not-for-profit organization created to provide support for veterans facing life challenges and at risk of homelessness. The center provides a variety of services from vocational training programs, clinical support and over 150,000 meals served every year. The support of the local government, merchants and community is crucial to this even and its success. Diego reported in his letter to the Board that last year's race able to raise sufficient funds to make a sizable donation to the NECHV and also provide some financial relief for some local veterans.

The race will take place on Saturday, May 14<sup>th</sup> beginning at 10:00am at Norwood High School. The route is set for a 5 mile route, mostly in Norwood, and streets in Westwood as follows:

- Oak Street
- Pond Street
- Clapboardtree Street
- Winter Street

Diego Silva has been working with Sgt. Paul Sicard on the details of the race and does not anticipate any issues with the proposed route.

**P. Ahearn moved to approve the 2<sup>nd</sup> Annual Run for a Veteran Road Race to take place on Saturday, May 14, 2016 beginning at 10:00am at Norwood High School where parts of the 5 mile race route will come through Westwood including Oak Street, Pond Street, Clapboardtree Street and Winter Street in conformance with any requirements of the Public Safety Officer and/or any other departments in the Town. N. Hyde Seconded. Unanimous Vote: 3-0**

## **OLD BUSINESS**

### **Close Annual Town Meeting Warrant**

At the Board of Selectmen Meeting on December 7, 2015, the Board of Selectmen voted to open the Annual Town Meeting Warrant for the 2016 Annual Town Meeting, which will be held on May 2, 2016 and indicated that it planned to close the warrant at a meeting in January.

The Board of Selectmen received a total of 38 articles requested for consideration at this year's Annual Town Meeting including 1 petition article.

Finance and Warrant Commission Schedule for Annual Town Meeting Warrant Discussion:

- Tuesday, January 26<sup>th</sup> at 7:30pm at the Library – Annual Town Meeting Warrant Article Sponsors
- Wednesday, January 27<sup>th</sup> at 7:30pm at the Library – Annual Town Meeting Warrant Article Sponsors (if business is not concluded on Tuesday night).

Finance and Warrant Commission Schedule for Public Hearings:

- March 7<sup>th</sup> at 7:30pm at the Library – Public Hearing
- March 8<sup>th</sup> at 7:30pm at the Library – Public Hearing
- March 28<sup>th</sup> at 7:30pm at the Library – Final Public Hearing
- March 29<sup>th</sup> at 7:30pm at the Library – Final Public Hearing

**P. Ahearn moved to insert one (1) additional miscellaneous article sponsored by the Board of Selectmen. N. Hyde Seconded. Unanimous Vote: 3-0**

**P. Ahearn moved to close the 2016 Annual Town Meeting Warrant. N. Hyde Seconded. Unanimous Vote: 3-0**

### **Regular Minutes**

*January 4, 2016*

**P. Ahearn moved to approve the January 4, 2016 Regular Minutes as written. N. Hyde Seconded. Unanimous Vote: 3-0**

## **OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

M. Walsh asked if there was any other business that may properly come before the board?

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**PUBLIC AND PRESS**

M. Walsh asked if there were any questions from the public or press?

**P. Ahearn moved to go into Executive Session to discuss on issue related to the acquisition of real property 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 Seconded.**

**P. Ahearn, aye. N. Hyde, aye. M. Walsh, aye.**

The meeting was adjourned at 9:00 p.m.

Initial after reviewed

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

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M. Jailet  
Town Administrator

## *LIST OF DOCUMENTS*

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Board of Selectmen  
1/20/2016 Selectmen's Meeting Room  
Regular Meeting

### **SCHEDULED ACTION**

- Police Headquarters Presentation - selectmen FINAL 1-20-16 [Read-Only] (PDF)
- Financial Update - BOS Meeting 012016 (PDF)
- FY17 Capital Budget Update (PDF)
- FY17 Proposed Municipal Budget Summary (PDF)
- FY17 Budget - Financial Analyst Position (PDF)

### **NEW BUSINESS**

- Spare Ambulance to M. Jaillet (PDF)
- Spare Ambulance to P. Dukeman (PDF)
- Bylaw related to Contracts exceeding three year terms and exceeding \$100,000 (PDF)
- Quarterly Report 100115-123015 (PDF)
- Support Letter from Library Director (PDF)
- Energy Director Back Up (PDF)
- 2016 RFAV Wstwd selectmen letter signed (PDF)

### **OLD BUSINESS**

- 2016 ATM Warrant List 012016 (DOC)
- 2016 Summaries 012016 (DOC)
- BOS-Zoning-Article-Requests-ATM-2016-01-14-Revised (PDF)