

SELECTMEN'S RECORD
February 1, 2016

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 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.

CHAIRMAN'S UPDATE

John Cronin Public Service Award Nomination Papers

The John J. Cronin Public Service Award is presented each year to an individual who has made an outstanding contribution, which has impacted the community of Westwood. The award is named for the late John J. Cronin, Town Treasurer, who for many years selflessly gave of his time for the betterment of the community both as an elected official and in numerous volunteer activities. To recognize this same spirit of community involvement as exemplified by John Cronin's life, the Town selects an individual annually to receive this award.

Forms can be downloaded from the Town's website under News or picked up at Town Hall or the Library. Nominations should be received by April 1, 2016 and sent to Christine McCarthy at cemccarthy@townhall.westwood.ma.us or by mail to:

John Cronin Public Service Award Committee
c/o Christine McCarthy
580 High Street
Westwood, MA 02090

Roy London Humanitarian Award Nomination Papers

The Roy London Humanitarian Award Committee would like to announce that it is accepting nominations for the 2016 Roy London Humanitarian Award. Many of us marvel at the kindness of others in our community who unselfishly contribute their time and talents to others both within and outside Westwood. Now is the time to recommend these people as nominees for the 6th Annual Roy London Humanitarian Award as these people deserve to be recognized by their community.

Roy London was a Westwood resident who did numerous special things to help others both here in Westwood and outside the community. In 2010, the Town of Westwood established this award in Roy's honor. This award is presented annually to a resident or organization in Westwood who by their actions embody the spirit of Roy London.

Candidates for this award are those people who have demonstrated compassionate or charitable action to make Westwood a better community. Past recipients include Fran and Colleen Campion, Robert Folsom, Chester Ansley Smith, Glad Rags Thrift Shop, Megan Licameli, Kenneth Foscaldo, the Ouellette Family, Westwood Community Chest, the Westwood Food Pantry, Joseph Gantert, Paula McLaughlin, Larry Walsh, Charles Domina, Wendy Muellers, Denise Singleton, Jessica Cole, the Russell Family, Mark Plecinoga, Barbara Delisle, the Varnerin Family and the Foundation for Westwood Education.

All nominations of residents and organizations should be submitted to Christine McCarthy at Westwood Town Hall. The award(s) will be presented at a Board of Selectmen meeting in the spring. Please contact Christine McCarthy at cemccarthy@townhall.westwood.ma.us or 781-326-4172 with any questions or to make a nomination. Nominations are due Friday, February 26, 2016.

SCHEDULED ACTION

Audit Committee

The Audit committee was established as part of the new charter. Committee members include Susan Flanagan Cahill, Fred Steeves, Michael Papetti.

The committee met several times this past year, including meeting with the Town's finance staff and the Audit firm Powers and Sullivan, both before and after the annual audit. The committee also reviewed the Town's financial statements (CAFR), Federal Single Audit, and Management letter. The audit report is expected to be very positive noting that there are no material deficiencies and that the town is in the process implementing past recommendation.

The Town of Westwood's financial statements for the year ending June 30, 2015 were audited by Powers & Sullivan, LLC, Certified Public Accountants (the "Auditors") who issued an unqualified opinion on the financial statements for the Town. The Committee reviewed the audited annual financial statements – the Management Letter and the Comprehensive Annual Financial Report – and met with the Auditors and Pamela Dukeman, Town Finance Director, and Marie O'Leary, Town Accountant.

Based on communications with the Auditors and the Town's financial team, the Committee concluded that the audit went well. The Auditors did not detect any material misstatements or instances of noncompliance as a result of their audit procedures; nor did the Auditors identify any deficiencies in internal controls that they considered to be material weaknesses.

Further, the Town resolved, or is in the process of resolving, the three comments made by the Auditors in prior year Management Letters. The Town hired a procurement officer, and she is in the process of refining and finalizing the Town's procurement policies. The Town has implemented a fixed asset software system to facilitate accounting of such assets, and the Auditor is recommending that the Town implement a system for recording the disposal of infrastructure assets such as roads. Finally, the Town began accounting for Medicaid reimbursements in the general fund. The Auditors did not have any new comments this year.

The Board thanked the Audit Committee and the Finance Team for all the hard work over the year to get the audit completed.

Town of Westwood meeting February 1, 2016

Page 2 of 8

Financial Update

P. Dukeman, the Finance Director, presented the most recent status of the FY17 budget. There have been several budget meetings throughout the month, including the Budget Steering Committee, the Long Range Financial Planning Committee, and the Finance and Warrant Commission. The Board of Selectmen's updated overall FY17 Budget plan has been reviewed and discussed at these meetings. P. Dukeman updated the Board on the budget process, including a review of the Municipal Capital budget and operating budget requests and the plan for the distribution of available funds, as well as update on next steps in the process.

Per the Boards instructions the Municipal Budget request for a 6.5% increase was reduced to just under 4%.

(presentation available on the Town's website)

The Board thanked P. Dukeman for her work on the FY17 budget.

Introduction of New Executive Director for WestCAT

Members of the Board of Directors for WestCAT including John Craine, David Atkins and Michael Gay, attended the meeting to introduce the new Executive Director for WestCAT.

Melinda Garfield has worked in the television production industry for the past 12 years in many different capacities. Melinda graduated from the University of Rhode Island with a Bachelor of Arts in Communications Studies. Her internships include 6-4-3 Productions Inc, Manchester High School and WJAR NBC10. Her previous employers include NBC30, Revere Public Schools, iDeal Partners Film Fund, mtvU, Powderhouse Productions, Watertown Community Access Center, and most recently NewTV, the community media center of Newton MA. During her previous work, Melinda gained technical, operational, management, organizational, and communication skills that have prepared her for this new endeavor. Some of her achievements include creating the first ever television production program at Rumney Marsh Middle School, bringing two feature films to Sundance Film Festival, creating an after school video program at every elementary and middle school in Newton, and winning a regional Emmy® award for Outstanding Historical/Cultural program in 2014. For the last two years she has been the Vice President of MassAccess, a non-profit organization representing all community media centers across the Commonwealth.

Lura Provost, member on the Westwood Historical Commission, congratulated Melinda and expressed the Commission was looking forward to working with her and the WestCAT Board on the Obed Baker House.

The Board of Selectmen welcomed Melinda to the Town and wished her luck in her new position.

Historical Commission Request for ATM Article

Peter Paravolos, Chairman of the Westwood Historical Commission (WHC), requested the Board of Selectman add an article to the 2016 Spring Town Meeting Warrant for the consideration.

The WHC has been working on a general bylaw proposal for a historic structure demolition delay hoping to bring it before Westwood voters in the spring. A similar bylaw was proposed at last year's spring Town Meeting co-sponsored by the Planning Board; which was withdrawn in order to incorporate comments and recommendations received in the public hearing process. The WHC has been working diligently on an updated version which it believes many of the expressed concerns with the address previous versions.

The proposed article is entitled, "Historic Structure Demolition Bylaw".

The purpose of this Bylaw is to protect the historic and aesthetic resources of the Town of Westwood built on or before December 31, 1910 by surveying, preserving, rehabilitating, researching, or restoring whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural, cultural, or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage of Westwood. The intent of this Bylaw is to encourage owners to seek alternative options to preserve historic buildings rather than complete demolition. This Bylaw authorizes the Westwood Historic Commission to advise the Building Commissioner with respect to demolition permits for historic properties regulated by this Bylaw.

P. Ahearn asked if the Planning Board was in support of the article? N. Loughnane, Community and Economic Development Director explained the Planning Board members individually expressed support of the article at a recent meeting, but did not vote on it as a Board.

P. Ahearn moved to use one (1) of the Board of Selectmen Miscellaneous Articles for the Historical Commission's sponsored article titled Historic Structure Demolition Bylaw. N. Hyde Seconded. Unanimous Vote: 3-0

NEW BUSINESS

IAM Strong Foundation 2nd Annual 5K Run/Walk

As the Board is aware, in May of 2015, the IAM Strong Foundation held its first 5K Road Race in honor of Isabelle Medina, a teen who passed away in September 2014. The family has founded the IAM Strong Foundation in Isabelle's memory, to keep her legacy alive. Through awareness and education, the foundation plans to bring light to a serious topic not discussed often enough, mental health. IAM Strong works to shatter stigma, promote acceptance, and ensure that no teenager should ever have to experience the depressive state such as the ones which took Isabelle.

The 5k Run is one of foundation's major fundraising efforts. Running has been a fabulous outlet for Sophie, Isabelle's sister, and the cross country team in particular has been a major support for her as she deals with the loss of her sister. Once again Sophie Medina is taking the lead planning this event with the help of Jen Teahan, the girls High School Cross Country Coach and head of the Westwood Track Club, and Carol Morrison Deutsch. They believe it is an excellent cause and will be a great day.

Town of Westwood meeting February 1, 2016

Page 4 of 8

The event will follow the same route as last year, which is the same route as the Middle School Cross Country Team. The Runners would remain off the road beginning at Flahive Field, head down Nahatan to the Middle School parking lot. They will then run down the driveway onto Route 109 sidewalk until the Baptist church parking lot. The Foundation will have race monitors stationed throughout so no one gets off course. The planners have also indicated it will hire a detail police officer as last year to ensure there are no issues. A copy of the route is attached.

The run will be held on Sunday, May 1, 2016 with registration to begin at 9:00am. It is expected that all the runners will be completed and the event will be broken down by 2:00pm.

The Police Department will continue to work with the IAM Strong Foundation to finalize any details before the event. They have reserved the Flahive Field with the Recreation Department.

P. Ahearn moved to approve the IAM Strong Foundation 2nd Annual 5K Run/Walk for Sunday, May 1, 2016 with registration to begin at 9:00am at Flahive Field contingent upon any final requirements from the Public Safety Officer are met. N. Hyde Seconded. Unanimous Vote: 3-0

Pan Mass Bike Challenge Kids Ride

Andrea Kelly, the PMC Kids Ride Coordinator, requested permission to hold a charity cycling even in Westwood again this spring.

This year marks the 9th annual PMC Kids Ride and the hope is to continue the tradition of brining the community together for a common cause. Last year's ride was another successful event and meant a lot to the families in town dealing with cancer. There were over 500 kids riding for a cure, supported by more than 200 teen and parent volunteers. Over the past eight years the Westwood Kids Ride has raised over \$380,000 for the Jimmy Fund and Dana Farber Cancer Institute to help fight cancer.

The ride will follow the same routes as past years' rides, offering two bike routes beginning and ending at the Martha Jones School. The 1-mile route is for kids ages 4-9, and the 6-mile route is for older kids, ages 10-16. These routes have been approved by the Westwood Police Department and Andrea Kelly will be working closely with Sgt. Sicard and the DPW to coordinate route coverage and the placement of signs and traffic cones to ensure the safety of the riders.

There will be entertainment and refreshments at the post-ride celebration, so Andrea will also be working with the Board of Health and Building Department to obtain the appropriate permits. She has applied for and received a Street Closing Permit from the Town Administrator's Office.

P. Ahearn moved to approve the 9th Annual Pan Mass Bike Kids Ride for Sunday, May 22, 2016 from 9:30am to 11:30am at the Martha Jones School, contingent upon requirements from the Board of Health and Building Department are met. N. Hyde Seconded. Unanimous Vote: 3-0

Traffic Rules and Orders – Stop Sign at Glacier Drive

The Police Chief and Public Safety Officer requested that the Board of Selectmen amend the Traffic Rules and Orders to include the addition of a new Stop Sign at the intersection of Glacier Drive and Wilson Way (northbound facing).

This intersection has always been confusing and is actually a three way intersection with Wilson Way and a Private portion of Glacier Drive. The Public Safety Officer states in his memo that the stop sign is needed to alleviate the confusion. Cars coming out of Wilson Way expect cars traveling north on Glacier Drive to turn right onto Wilson Way. Many of the cars, however, are continuing down Glacier Drive to get to the Dialysis Center or the Prime Auto storage area. Those motorists continuing onto the private portion of Glacier should yield to the traffic on the public way but in fairness believes they are just driving straight onto what looks like the same road. A stop sign on Glacier would clearly identify that Wilson Way has the right of way.

While this situation has been around for a while, it has become more dangerous recently. Motorists going to Frugal Fannies now all have to enter and exit Wilson Way when before many parked in the lot on Glacier Drive. In addition, the temporary fencing for construction has impaired the sight distance and cut down the ability of cars pulling out of Wilson Way to see traffic on Glacier Drive.

P. Ahearn asked if there should be a stop sign on Wilson Way? P. Sicard explained that he and the Town Engineer did explore that option, but that the intersection did not meet the counts required for definition of a multi-way stop.

The Board asked that Sgt. Sicard put up temporary signs on Glacier Drive indicating the new stop sign has been installed. Both message boards and new signs will be posted along the roadway to inform motorists of the new stop sign.

P. Ahearn moved to approve the amendment to the Traffic Rules and Orders, Schedule No. 3 – Isolated Stop Signs by adding a stop by at Glacier Drive, northbound facing, at the intersection of Wilson Way. N. Hyde Seconded. Unanimous Vote: 3-0

FYI: Resignation of Westwood Lodge Hospital CEO

The Town has significantly improved the relationship with the Westwood Lodge Hospital since Gregory Brownstein assumed the role as the hospital's CEO. The Town was informed over the weekend the Mr. Brownstein has officially resigned from his role with Westwood Lodge effective immediately. Greg has indicated to the Town that he accepted another position.

Though Mr. Brownstein had many accomplishments within the Hospital, one more noteworthy is establishing a positive environment and open communication with the Town, especially the Public Safety Departments. Mr. Brownstein took elopements very seriously and worked with the Town and his staff to ensure the safety of both the patients and the surrounding community. Under his direction the hospital installed fencing, updated the security system, upgraded the security procedures, held multiple training exercises, and participated in a safety security audit. As a result there has not been an elopement in over three years.

Mr. Brownstein also actively participated in quarterly Westwood Lodge Task Force meetings with the Town to keep that communication line open and work on any issues that may have arose and this past year the hospital has participated in service training exercises with the Police Department.

OLD BUSINESS

Review Annual Town Meeting Warrant Articles

At its meeting on January 20, 2016, the Board of Selectmen closed the 2016 Annual Town Meeting warrant and presented the intent of each article to the Finance and Warrant Commission at its Article Sponsor Meeting on January 26th. Prior to that meeting, the Town Clerk indicated that she will no longer need the placeholder for the two General Bylaw Amendment articles as the Bylaw Review Committee does not believe it will have anything to bring forward at this time. Therefore, she asked that the Selectmen remove those two articles from the warrant.

N. Hyde moved to remove the two articles titled "Town Bylaw Revisions" sponsored by the Town Clerk from consideration for the 2016 Annual Town Meeting Warrant. P. Ahearn Seconded. Unanimous Vote: 3-0

Fire Station Construction Update

Since the last update Nauset and Dore and Whittier have been working to get construction back on track. The onsite supervisor has been replaced with a long standing, competent Nauset employee who has been transferred from another project, after adjusting the scheduled with additional remedial work the project is now only one month behind its original schedule. The continuing goal is to ensure the quality of construction, keep the project on budget, and get the construction back on or as near the original scheduled as possible.

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?

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 8:43 p.m.

Initial after reviewed

A handwritten signature in black ink, reading "Michael Jaillet". The signature is written in a cursive style with a large, stylized "M" and "J".

M. Jaillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
2/1/2016 Selectmen's Meeting Room
Regular Meeting

CHAIRMAN'S UPDATE

- JCPSA applicationonly (PDF)
- RLHA Application - Print (PDF)

SCHEDULED ACTION

- Westwood FY2015 Management Letter.pdf (PDF)
- Westwood FY2015 SEFA.pdf (PDF)
- Audit Comm Report to BoS 2016.doc (PDF)
- FY17 Proposed Municipal Budget Summary .pdf (PDF)
- FY17 Proposed Municipal Budget Summary pdf (PDF)
- 2.1.16 Financial Presentation (PDF)
- MelindaGarfield_resume_12915.pdf (PDF)
- Historic Bylaw Process 2016.docx (PDF)
- Historic Bylaw 2016 - By the numbers.pdf (PDF)
- Historic Bylaw-Draft 1-28-16.pdf (PDF)
- PB-BOS-Memo-2016-01-29.pdf (PDF)

NEW BUSINESS

- IAM Strong Foundation - Race Route Map (PDF)
- Applic626 (PDF)
- Memo from Sgt. Sicard to Chief Silva - Proposed Stop Sign (PDF)
- Map - Public Way and Aerial of Glacier Drve/Wilson Way with Proposed Stop Sign approx. location (PDF)

OLD BUSINESS

- 2016 ATM Warrant List 021016.doc (PDF)
- Email from Dottie Powers - Removal of Town Clerk Sponsored Articles (PDF)
- FinCom Handout 012616 - BOS VERSION.docx (PDF)
- Microsoft Word - Handout - WW BOS Meeting - FS2 - 2016-01 (2) (PDF)
- Progress Photos - WW FS2 - 2016-01.pdf (PDF)