

**SELECTMEN'S RECORD**  
**February 22, 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 Counsel, Thomas McCusker. 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**

**Roy London Humanitarian Award Nominations**

The Town is still accepting nominations for the Roy London Humanitarian Awards. If you know an individual, groups of individuals and/or an organization in Town that you think should be recognized, please contact the Selectmen's Office by calling 781- 326 -4172 or email Christine McCarthy at [cemccarthy@townhall.westwood.ma.us](mailto:cemccarthy@townhall.westwood.ma.us). Nomination forms are available at Town Hall, Carby Street and the Library. Nomination forms were also available in last week's Westwood Press.

**John J. Cronin Public Service Awards**

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 the Selectmen's Office.

**Police Headquarters Community Meetings**

The Public Safety Task Force will be hosting two community meetings regarding the proposed Police Headquarters on:

Thursday, March 10<sup>th</sup> at 7:30pm at the Downey School Cafeteria

Thursday, March 24<sup>th</sup> at 7:30pm at the Thurston Middle School Cafeteria

All residents are encouraged to attend to see presentations on the proposed design for the new Police Headquarters.

## **25 Years of Service Awards**

The Board of Selectmen recognized four employees who have worked for the Town of Westwood for 25 years and thanked them for their dedicated service.

### **Pam Dukeman – Finance Director**

On November 7, 1991, Pamela Murray was introduced to the Board of Selectmen as the best candidate for the newly created part-time position of Budget Analyst. After two years in that role in October 18, 1993, Pamela Dukeman was reintroduced to the Board of Selectmen as the selected candidate for the newly created Finance Director position. In that presentation Pam was likened to the Magic Johnson of the Municipal Operation, the person who could coordinate and provide financial direction for Municipal Government.

Over Pam's 25 years with the Town of Westwood the municipal financial operations have evolved from an operation that primarily functioned with accounting ledges to a highly efficient and effective computerized operation that manages all of the Town's financial affairs. Under her management the finance staff comprised of Marie O'Leary, Sheila Nee, Debbie Robbins, Kathy Foley and formerly Patricia Conley has won both national and state wide acclaim including but not limited to 19 successive years of receiving a Certified Annual Financial Report Award, repeated national awards for the quality of municipal budget and the achievement of the AAA Bond Rating. Pam and her staff receive repeated praise from the auditors as the most organized and comprehensive financial management team that it has as clients. Pam's financial presentations, which culminate with her annual PowerPoint to open town meeting, have been praised by everyone as being extremely comprehensive and so clearly presented that everyone, regardless of their financial acumen, can understand. In her twenty five years of service Pam and her staff have guided the town to a most enviable achievement of true fiscal balance and stability related to the town's long range financial condition. The town has achieved an operational level of capital investments and reserves that can be expected to see the town through any reasonable financial shocks.

But if asked Pam would say her most crowning achievement has been her marriage Stephen Dukeman and their raising two very fine, upstanding children Ryan and Emily who they are very proud of.

### **Sheila Nee – Finance and Warrant Commission Administrator/Financial Analyst**

Sheila Nee first began working at the Westwood Town Hall in fall of 1991, where she served as the Finance Commission Administrator. In this role, Sheila was responsible for coordinating the activities and meetings of the Finance Commission, serving as a liaison for the FinCom to the School and Town departments, and preparing the Annual Town Meeting Warrant Book that is mailed to every home in Westwood. Sheila has been consistently praised by the many Finance Members and Chairman she has worked with for her reliability, professionalism, attention to detail and her good nature!

Notable achievements during her time with the FinCom include: significant enhancements to the Annual Town Meeting book and creation of the annual new members training workshop.

Sheila's role with the Town has expanded to include serving as Financial Analyst, which included supporting the Finance Director and Finance Departments with any and all financial matters. Sheila has provided high quality support on many assignments, including helping with the annual budget preparation, financial presentations, CAFR report, bond sales, OPEB

issues and many other assignments. Sheila is perhaps most famous for the high quality financial presentation she produces. Everyone in Town has probably seen at least one of the finance presentations, whether at Town Meeting, or a budget Meeting or Selectmen Meeting, and it is Sheila's skills which have resulted in such high quality presentations.

After living in Westwood for almost 40 years, Sheila and her husband Marty have recently moved to Dennis.

#### **Leigh Hardy – Administrative Assistant, Police Department**

Leigh started her service with the Town in 1991 working for the School Department where she worked until 1999. In 1999, she came to the Police Department and has worked as the Administrative Assistant and Office Manager to the Chief of Police.

Leigh is the backbone of the administrative support staff and assists with everything from payroll, AP/AR to sensitive personnel issues. Making a career of working silently behind the scenes, Leigh has provided invaluable assistance to not only the Chief, but to the entire staff at the police department as well. Her concern for others is rivaled only by her work ethic, and is a critical player on the team of workers at the Police Department.

She is married to her husband, Tim, has two grown children, and is the proud and recent grandmother of two grandchildren.

#### **Eladio Sanchez – Police Officer**

Officer Sanchez came to police department by way of the Lexington then the Newton Police Departments respectively where he started his policing career in 1983. In addition to various patrol duties, Officer Sanchez served as a hostage negotiator and advanced communicator for MetroLEC (the Metropolitan Boston Law Enforcement Council) which is an elite group of police officers throughout the state who formed to share resources and assist in times of need.

In addition to his community service as a police officer, Officer Sanchez is also well known for coaching youth soccer which he did for almost (15) years. In that role, Officer Sanchez mentored hundreds of children providing guidance not only as a coach, but as a community role model as well.

Officer Sanchez has received recognition for his work on numerous occasions, and is well respected as a caring, competent and compassionate member of the Police Department. He is the proud father to three sons, and is the loving companion to his partner Barbara.

### **SCHEDULED ACTION**

#### **Financial Update**

Pam Dukeman, the Finance Director, gave a brief financial update which included a review of the FY17 Municipal Detail Budget Book as well as the FY17 Overall Budget summary book which have both been printed and distributed since the last Board meeting and are now available online.

The FY17 Overall Budget summary book is a very comprehensive on overall finances and are used to answer a lot of questions for new members on how municipal finances and the forecast of Westwood's budget looks.

P. Dukeman reported that she and Michael Jaillet attended the Finance and Warrant Commission Meeting and gave an extensive report on the current status of the budget. Some of the discussion included the proposed Tax relief article and some members thinking relief would be welcome and others asking if money could be put toward capital projects.

The members did indicate some concern that current budget requests exceed the proposed budget. P. Dukeman explained that this is not unusual and that the Town continues to work on the budget over the next few weeks.

Finally, the Long Range Finance Planning Committee will be meeting on Wednesday and finishing up the capital budget for FY17 and will bring that to the next regular Board of Selectmen meeting.

**Public Hearing – B2B Concept Inc, d/b/a Blue Orchid Resturarnrnt**

At its public hearing on December 14, 2015, the Board of Selectmen renewed Blue Orchid's liquor license for 2016 and voted to accept Blue Orchid's request to change its existing All-Alcohol license to a Wine & Malt Beverages License only, contingent upon ABCC approval. Although the Board's action was in conformance with directions from the ABCC for the proposed license downgrade, the ABCC rejected Blue Orchid's request to change to a Wine & Malt Beverages License, and subsequently renewed Blue Orchid's existing All-Alcohol License for 2016.

On February 4<sup>th</sup>, Licensing Coordinator Janice Barba notified Blue Orchid Manager David Ng of the ABCC's decision to renew the All-Alcohol License. Soon thereafter, Ms. Barba received a request from Katy Wong, the new President and Director of B2B Concept, Inc. d/b/a Blue Orchid, to withdraw the request to change to a Wine & Malt Beverages Only License and pay the additional \$2,500 license fee to renew its All-Alcohol License.

The Alcohol Review Committee met on February 17<sup>th</sup> and voted unanimously to recommend that the Board of Selectmen rescind its vote for Blue Orchid's Wine & Malt Beverages only License and vote to renew the 2016 All-Alcohol License.

P. Ahearn expressed deep concern that the ABCC consulted the Town on a procedure, and then rejected that procedure. This was not the first time a state agency has misinformed the Town and put the Town in a bad position.

**N. Hyde moved, with great reluctance and frustration, to rescind the Board of Selectmen's December 14, 2015 vote, granting Blue Orchid a Wine and Malt Beverage license for the 2016 year. M. Walsh Seconded. Vote: 2-1; P. Ahearn opposed.**

P. Ahearn stated that his opposition is not against the owners of Blue Orchid Restaurant, but he believes that rescinding a vote by the Board of Selectmen was not warranted, as that was the course the Board was asked to take and has major concerns with the process and guidance received from the ABCC.

**N. Hyde moved to renew the 2016 All-Alcohol License for B2B Concept, Inc., d/b/a Blue Orchid Restaurant. P. Ahearn Seconded. Unanimous Vote: 3-0**

**N. Hyde moved to continue the public hearing until Monday, March 14, 2016 at 7:30pm to discuss the Change in Directors, Change in Manager on Record and the application for an Entertainment License. P. Ahearn Seconded. Unanimous Vote: 3-0**

**Public Hearing – Common Victualler License – Which Wich Sandwiches**

Jay Umiya Maa II, Inc. (Ms. Rudraxi Patel, owner) has applied for a CV License for Which Wich Superior Sandwiches located at 135 University Ave. According to Which Wich's website, the company was founded in 2003 in Dallas; franchised in 2005 and now has more than 300 locations. Menu offerings include made to order sandwiches, chips, cookies and beverages. The total square footage of the premises is 1,705 s.f. with 48 seats; and hours of operation are Monday through Sunday, 11:00 a.m. to 9:00 p.m. The manager of Which Wich is Mr. Hevan Patel. Both Mr. & Mrs. Patel will be present at the hearing to answer questions of the Board.

Building, Fire, and Health Department inspections are pending, as the restaurant is under construction with an opening date proposed for early to mid-April according to the University Station Building Department. Should the Board consider approving this new CV License, the issuance of the license should be contingent upon satisfactory inspections of the above mentioned departments, issuance of a Certificate of Occupancy and a completed CORI check.

P. Ahearn asked when they expected to open? Mr. Patel estimated early March.

A legal notice of public hearing was posted with the Town Clerk on February 8<sup>th</sup>, advertised in the Westwood Press on February 12<sup>th</sup> and again on February 19<sup>th</sup>; abutters and parties in interest were mailed a copy of the legal notice on February 9<sup>th</sup>.

Mr. Patel stated that they currently owned one other shop in Somerville which has been in business for just over a year.

**P. Ahearn moved to approve a Common Victualler License for Which Wich Superior Sandwiches located at 135 University Avenue contingent upon all necessary requirements including CORI check and approvals from the Building Department, Board of Health and Fire Department. N. Hyde Seconded. Unanimous Vote: 3-0**

**NEW BUSINESS**

**Complete Streets Contract**

The Department of Public Works is requesting the approval of the Complete Streets Contract with TEC in the amount of \$33,200.00. TEC will provide planning services to develop a Complete Streets Project Prioritization Plan. The Project Prioritization Plan will be submitted to MassDOT to complete the Tier 2 municipal requirement of the Complete Streets Funding Program. It is important to note that the Town of Westwood is the first community in the Commonwealth to be at this point in the process.

**P. Ahearn moved to authorize the Chairman to sign the Contract Authorized Signatory Listing required from MassDOT for the Department of Public Works to advance to the next step of the Complete Streets Grant process and for the Town Administrator to sign the contract. N. Hyde Seconded. Unanimous Vote: 3-0**

### **Snow and Ice Account**

The Department of Public Works has responded to eleven snow & ice events this winter. Three out of the eleven events required additional contractor support for snow plowing and removal. It was not until the last two plowing events with that this request was necessary. All events, along with materials, maintenance, and miscellaneous expenses have totaled approximately \$450,000.00. This currently puts the snow and Ice budget in a deficit of \$200,000.00.

**P. Ahearn moved to authorize the Department of Public Works Director to deficit spend from the Snow and Ice Account up to \$225,000 according to M.G.L. Chapter 44, Section 31D. N. Hyde Seconded. Unanimous Vote: 3-0**

### **Westwood Little League Parade**

The Westwood Little League would like to hold its annual kick-off parade on Saturday, April 30<sup>th</sup> beginning at Hanlon School and finishing at Morrison Field. The format will be the same as in past years. The children walk from Hanlon School to Morrison Park where they will enjoy the opening day festivities. Sheila Matthews and Mary Ellen LaRosa, who has replaced Kathleen Holland in planning the event this year, would like approval from the Board of Selectmen in order to move forward with the planning. They have reached out to Sgt. Paul Sicard regarding the route, the Fire Chief regarding the Fire Truck escort, and will meet with the Health Director, Linda Shea for a food permit.

The parade coordinators will work with the Police and Fire Departments as well as the Board of Health for any final approvals and requirements necessary.

The contractors for the Fire Station have been informed of the parade and will not be working before 12:00noon on April 30<sup>th</sup>.

**N. Hyde moved to approve the Westwood Little League Parade scheduled for Saturday, April 30, 2016 contingent upon all necessary approvals needed from the Police and Fire Departments as well as the Board of Health. P. Ahearn Seconded. Unanimous Vote: 3-0**

### **Third Annual Cystic Fibrosis Road Race**

Alexis Argiros, a Westwood Resident and a Senior at the Isenberg School of Management at UMass Amherst has done many fundraisers and events for Cystic Fibrosis and is looking to have the third annual Cystic Fibrosis Walk / Run Fundraiser event to Westwood. It worked out very well last two years with no reported problems.

Alexis raised over \$8,000 at last year's event. All proceeds went directly to the Cystic Fibrosis Foundation. The event for this year will be held at the Martha Jones (MJ) School on June 18<sup>th</sup>, 2016, with registration starting at 9-9:30am, and the Race starting at 10am. It is a Walk / Run Fundraiser to raise money and awareness for Cystic Fibrosis.

Alexis has established this event on her own and have been communicating with different departments to make sure she has every step completed to make the event a success. She has already received approval Building Permit, Food Permit, Field Permit, and Insurance to govern the event through the Cystic Fibrosis Foundation.

**P. Ahearn moved to approve the Third Annual Cystic Fibrosis Road Race for Saturday, June 18, 2016, contingent upon any necessary approvals. N. Hyde Seconded. Unanimous Vote: 3-0**

#### **Norfolk County Mosquito Control FY17 Budget**

The Town of Westwood is one of 25 communities serviced by the Norfolk County Mosquito Control District. The Board of five commissioners appointed by the State Reclamation and Mosquito Control Board (SRMCB), debates and approves budgets and expenditures, establishes policy, and ensures that the District operates in a manner consistent with the best interests of the member communities.

To gauge the extent of support for the proposed FY2017 District Budget, the SRMCB has also mandated that the Commission request the Mayor or Chief Executive Officer of each community to indicate its support or non-support for the budget as proposed.

The preliminary proposed FY17 budget amount is \$1,711,433 which is a 2.5% increase over the FY16 budget. The District continues fulfilling a 5-year Fleet Management Plan to replace aging vehicles. In recent years the annual spread of mosquito born disease like West Nile and EEE disease, mosquito control has become an important proactive preventive measure.

Linda Shea, Board of Health Director, is a Commissioner on the Norfolk County Mosquito Control Board and recommends that the Board of Selectmen support the budget.

**P. Ahearn moved to designate Michael Jaillet, Town Administrator, to submit the declaration in support of the Norfolk County Mosquito Control's FY17 Proposed Budget. N. Hyde Seconded. Unanimous Vote: 3-0**

#### **Appointment of Election Officers**

As the Town Clerk prepares for the Presidential Primary on March 1<sup>st</sup>, testing new voting equipment, organizing ballots, organizing the polling locations, she has asked that the Board of Selectmen appoint some new Election Officers to work at the polls.

The following is the list of individuals the Town Clerk is requesting to be appointed:

- Elaine Apre
- Michelle Berluti
- Brooke Congdon
- Jane Duffy
- Claire D. Hearl
- Margaret Hoyt Rustrian
- Jennifer Kinnear
- Frances MacQueen
- Mary Masiello
- Kathleen McDonough
- Joan O'Brien
- Terry O'Neil
- Cleo Peters

The following individuals have indicated that they are no longer available to serve as Election Officers and wish to resign:

- Ann Bean
- Joan Broderick
- Eugene Cummings
- Stella Easland
- Ellen Hurley
- Beverly Lowery
- Priscilla Draper- Wallace

**P. Ahearn moved to appoint the following of individuals as Election Officers for terms to end June 30, 2016.**

- Elaine Apre
- Michelle Berluti
- Brooke Congdon
- Jane Duffy
- Claire D. Hearl
- Margaret Hoyt Rustrian
- Jennifer Kinnear
- Frances MacQueen
- Mary Masiello
- Kathleen McDonough
- Joan O'Brien
- Terry O'Neil
- Cleo Peters

**N. Hyde Seconded. Unanimous Vote: 3-0**

**P. Ahearn moved to accept the resignation of the following individuals from Election Officers, effective February 22, 2016:**

- Ann Bean
- Joan Broderick
- Eugene Cummings
- Stella Easland
- Ellen Hurley
- Beverly Lowery
- Priscilla Draper- Wallace

**N. Hyde Seconded. Unanimous Vote: 3-0**



## **OLD BUSINESS**

### **FYI: Development Agreement Payment related to Clapboardtree/Nahatan Street Intersection**

Benchmark Senior Living is building a facility in Norwood along Clapboardtree Street, across from Xavarian Brothers High School. In March of 2015, the Town and BSL Norwood Development LLC (Benchmark) entered into a Letter of Understanding to address obligations and commitments between the two parties.

Per the Development Agreement, the developers agreed to design and construct certain improvements at several intersections in Westwood including the intersection at Nahatan Street and Clapboardtree Street. After several design plans and testing of changes to the intersection, the Town found that the this particular intersection did not warrant the proposed changes and returned to the developer to see if a new agreement could be met on this mitigation obligation. It was agreed that the Washington Street / Clapboardtree Street intersection would be the intersection that needed to be redesigned.

Nora Loughnane, Community and Economic Development Director indicated the intersection was still in design stages.

### **Review Annual Town Meeting Warrant Articles**

The Board reviewed the proposed listing of the 2016 Annual Town Meeting warrant articles and discussed the request to remove two articles:

#### Property Transfer in Islington

Nora Loughnane, the Community and Economic Development Director, has requested that the Board remove the article titled "Property Transfers in Islington" as the Islington Center Task Force will review the initial draft Request for Proposals over the course of the next few weeks. The current timeline calls for the RFP to go out in late March with responses due in late April or early May, and the potential selection of Designated Developer(s) in late May. Time would then be allotted for a thorough permitting and negotiation process throughout the spring and summer. If that permitting process results in a desirable project, the Task Force may request a new property transfer article for fall Town Meeting

#### Home Rule Petition to enforce Fines for Double Poles

Todd Korchin, the DPW Director, has been working to establish an enforceable way to require utility companies to transfer their lines so double poles in Town can be removed. As the Board is aware, this has become somewhat of an issue as there are multiple utility companies that reside on a single pole and when it needs to be replaced/moved etc., enforcement of a timely removal of the double pole is limited.

In December, Governor Charlie Baker and Lieutenant Governor Karyn Polito introduced "An Act to Modernize Municipal Finance and Government," aimed at improving critical components of the partnership between state and municipal governments by eliminating or updating obsolete laws, promoting local independence, streamlining state oversight and providing municipalities with greater flexibility. Included in the bill is a section for "Double Poles" enforcement power which would allow cities and towns to enforce the statutory prohibition on keeping double poles up after ninety days, after passing a local ordinance authorizing them to do so.

Therefore, the DPW Director is requesting to remove this article at this time so that the Governor's bill can go through the legislature and appropriate ordinances be passed along to the cities and towns for adoption. Once this is done, the appropriate article will be requested at the following Town Meeting.

**P. Ahearn moved to remove two articles from consideration at the 2016 Annual Town Meeting; Property Transfers in Islington and Home Rule Petition for Double Poles. N. Hyde Seconded. Unanimous Vote: 3-0**

#### **Regular Minutes**

*January 20, 2016*

**P. Ahearn moved to approve the January 20, 2016 Regular Minutes as written. N. Hyde Seconded. Unanimous Vote: 3-0**

*February 1, 2016*

**P. Ahearn moved to approve the February 1, 2016 Regular Minutes as written. N. Hyde Seconded. Unanimous Vote: 3-0**

*February 10, 2016*

**P. Ahearn moved to approve the February 10, 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?

#### **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 one issue related to collective bargaining 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 8:16 p.m.

Initial after reviewed

A handwritten signature in black ink, reading "M. Jaillet". The signature is written in a cursive style with a large, sweeping "M" and a long, horizontal stroke extending to the right, underlined.

M. Jaillet  
Town Administrator

## ***LIST OF DOCUMENTS***

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Board of Selectmen  
2/22/2016 Selectmen's Meeting Room  
Regular Meeting

### **SCHEDULED ACTION**

- Finance Presentation 022216 (PDF)
- legal notice - petition to change license + entertainment blue orchid (PDF)
- legal notice - new CV license which wich.docx (PDF)

### **NEW BUSINESS**

- Request for WLL Parade Approval (PDF)
- Board of Selectmen Request (2).docx (PDF)
- NCMCDFY17budgetforBOS.pdf (PDF)

### **OLD BUSINESS**

- Benchmark Senior Living - Financial Obligation per LOU (PDF)
- Westwood Marketplace Holdings, LLC - Development Agreement Payment Uni Ave Off Site Improve (PDF)
- University Station Off-Site Improvements Letter (PDF)
- Removal of ATM Article - Islington Center Property Transfer (PDF)
- Administration Introduces Municipal Modernization Bill (PDF)
- Microsoft Word - FinCom Handout - Public Hearing March 7th DRAFT.docx (PDF)