

SELECTMEN'S RECORD
March 28, 2016

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 6:37 p.m. in the Small Meeting Room at the Westwood Public Library 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 waived the Pledge of Allegiance.

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

CHAIRMAN'S UPDATE

Invitation to Eagle Scout Ceremony

The Board of Selectmen been invited to the Eagle Scout Ceremony of Troop 1 Islington on Saturday April 2, 2016 at 12:00pm at the Islington Community Center. All three young men are students at Westwood High School, Jared Lam, Matthew Mason, and Matthew Wager.

The Board signed commendations for the Eagle Scouts and Chairman M. Walsh indicated he will attend.

SCHEDULED ACTION

Public Hearing – Change of Manager on Record – Not Your Average Joe's

M. Jaillet recused himself and left the room.

A Petition for a Change of License was received to change the Manager on Record at Not Your Average Joe's located on 70 University Avenue, from Seth Caplan to Michael Belley. This change would be contingent upon completion of CORI processing and ABCC approval.

This is a common change for newly opened restaurants as the Manager on Record is usually a training manager from another location. Since Not Your Average Joes has opened and operational, Michael Belley will be taking over the manager responsibilities from Seth.

N. Hyde asked if Mr. Belley was new to the Not Your Average Joes? Mr. Belley indicated that he was the manager in the Westborough location for four and a half (4.5) years prior.

P. Ahearn moved to approve the petition for a Change of Manager on Record for Not Your Average Joe's from Seth Caplan to Michael Belley, contingent upon CORI check and ABCC approval. N. Hyde Seconded. Unanimous Vote: 3-0

M. Jaillet returned to the meeting.

Public Hearing – Change of Manager on Record – Anthony’s Coal Fire Pizza

A Petition for a Change of License was received to change the Manager on Record at Anthony’s Coal Fired Pizza located on 119 University Avenue, from Brett Damato to Jeff Vigue. This change would be contingent upon completion of CORI processing and ABCC approval.

Brett is being promoted to Regional Manager and Jeff is being promoted to the Westwood Location manager.

P. Ahearn moved to approve the petition for a Change of Manager on Record for Anthony’s Coal Fire Pizza from Brett Damato to Jeff Vigue contingent upon CORI check and ABCC approval. N. Hyde Seconded. Unanimous Vote: 3-0

Public Hearing – Eversource Petition Grant of Location to Relocate One (1) Pole 1497/4 and an Anchor Guy

Eversource informed the Board of Selectmen’s Office that it has withdrawn this petition after the Public Hearing had already been scheduled and abutters notified.

P. Ahearn moved to open the Public Hearing for the Petition submitted by Eversource, announced that Eversource has withdrawn the petition and closed the Public Hearing. N. Hyde Seconded. Unanimous Vote: 3-0

Police Headquarters Budget

The Town has completed the bidding process for the Police Headquarters and has selected a qualified contractor which will be awarded should the funding for the Headquarters pass at Town Meeting.

The total project budget was bid at the low end of the project managers estimates of \$13,205,000 including design, project management and clerk of the works, contingency at 10%, furniture and equipment and communications required for dispatch.

The borrowing amount would be \$13,205,000 on a 30 year, 3.5% (estimated) rate for debt service payments averaging \$700,000+/- per year.

N. Hyde asked Pam Dukeman if Town Meeting were to approve the borrowing, when would it likely take place? P. Dukeman responded that the Town Treasurer would bundle all the approved borrowing articles together and would most likely have it completed in the summer or early fall.

Tim Bonfatti of Compass Project Management indicated that the range between the four (4) bids was a difference of about \$1 million. He also stated that the low bid contractor was a reputable contractor and was currently building the Medfield Public Safety Building.

Jeffrey Bina, Deputy DPW Director, informed the Board that the Deerfield Avenue Extension work was underway and on schedule. The Scout House is planned to come down this week and most of the utility lines have been installed this week.

P. Ahearn moved to accept the sum of \$13,205,000 for the Police Headquarters to be funded through a long term bond and to present this figure to the Finance and Warrant Commission. N. Hyde Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Post and Fill Position – Financial Analyst

Sheila Nee is retiring from the Town after 25 years of excellent, dedicated service. The Financial Analyst position is budgeted for 30 hours per week and is a critical member of the Town's financial team. Sheila's performance was an important aspect of the visual appearance of all the financial presentations. The job description has been reviewed and updated and approved by the Personnel Board. It is preferable to post and fill the vacancy now, so that there is a short cross over training period before Sheila leaves in early June.

P. Dukeman confirmed that this position will continue to administer the meetings and materials for the Long Range Financial Planning Committee, OPEB Liability Task Force, and the Audit Committee.

P. Ahearn moved to authorize the Town Administrator and Finance Director to work with the Human Resources Director to post and fill the Financial Analyst position for 30 hours per week. N. Hyde Seconded. Unanimous Vote: 3-0

Approval of Annual Roadway Paving and Improvements Contract

The Town of Westwood plans to accept a proposal for the Annual Roadway Paving & Improvements – FY17 project which exceeds \$100,000. In accordance with Commonwealth of Massachusetts law, the Town issued a formal Invitation for Bid for the requirement and received nine bids. Mario Susi & Son, Inc. provided the lowest bid, which will be accepted. The project is estimated to cost \$470,000.

P. Ahearn asked if these contracts were Chapter 90 funds? T. Korchin confirmed that the Town would be receiving its allotment of Chapter 90 funding which will coincide with the projects.

P. Ahearn asked Todd Korchin, DPW Director, to confirm that this work does not include chip sealing of roads. T. Korchin confirmed it did not.

P. Ahearn moved to authorize the Town Administrator to sign a contract for the Annual Roadway Paving and Improvements – FY17 for a cost to exceed \$100,000. N. Hyde Seconded. Unanimous Vote: 3-0

Approval of Micro-Surfacing Roads Project

The Town of Westwood plans to accept a proposal for the Micro-Surfacing Roads project for the Department of Public Works which exceeds \$100,000. In accordance with Commonwealth of Massachusetts law, the Town will issue a formal Invitation for Bid (IFB) for each requirement. Both the Micro-Surfacing Roads project will commence in July, 2016 and continue throughout August 2016. The project is estimated to cost \$195,000.

P. Ahearn asked Todd Korchin, DPW Director, to confirm that this work does not include chip sealing of roads. T. Korchin confirmed it did not.

P. Ahearn moved to authorize the Town Administrator to sign a contract for the Micro-Surfacing Project for a cost to exceed \$100,000. N. Hyde Seconded. Unanimous Vote: 3-0

Approval of Hot-In-Place Roadway Project

The Town of Westwood plans to accept a proposal for the Hot-in-Place Roadway project for the Department of Public Works which exceeds \$100,000. In accordance with Commonwealth of Massachusetts law, the Town will issue a formal Invitation for Bid (IFB) for each requirement. The Hot-in-Place Roadway project will also commence in July, 2016 and continue throughout November 2016. The project is estimated to cost \$175,000.

P. Ahearn asked Todd Korchin, DPW Director, to confirm that this work does not include chip sealing of roads. T. Korchin confirmed it did not.

P. Ahearn moved to authorize the Town Administrator to sign a contract for the Hot-In-Place Roadway Project for a cost to exceed \$100,000. N. Hyde Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Review Annual Town Meeting Warrant Articles

Some changes have been made to a few articles after review by Counsel (both Town and Bond) to ensure the article can appropriately be voted on at Town Meeting. No changes have significant impact on the concept of the article itself.

Sewer Capital Article Split

Once the budget was finalized, the Town Treasurer and Finance Director are recommending that the article be split into two articles to accommodate that two funding sources for sewer capital:

1. Appropriate \$135,000 from Sewer Retained Earnings
2. Funding \$666,000 (\$432,000 from a MWRA Grant Program and \$234,000 from a five year loan) related to the development of plans and specifications for the reduction of infiltration and inflow into the Town's wastewater collection system. The borrowing amount will be reduced by the MWRA final grant amount.

Removal of Articles

The Finance Director has finalized the overall budget and does not plan to present an article for "Appropriation to Capital Stabilization Fund." The Board may remove this article from the final list.

N. Hyde moved to remove article titled "Appropriation to Capital Stabilization Fund" from the 2016 Annual Town Meeting Warrant. P. Ahearn Seconded. Unanimous Vote: 3-0

N. Hyde moved to remove two (2) Miscellaneous Articles from the 2016 Annual Town Meeting Warrant. P. Ahearn Seconded. Unanimous Vote: 3-0

Regular Minutes

February 22, 2016

P. Ahearn moved to approve the Regular Minutes of February 22, 2016 as written. N. Hyde Seconded. Unanimous Vote: 3-0

March 7, 2016

P. Ahearn moved to approve the Regular Minutes of March 7, 2016 as written. N. Hyde Seconded. Unanimous Vote: 3-0

March 14, 2016

P. Ahearn moved to approve the Regular Minutes of March 14, 2016 as written. N. Hyde Seconded. Unanimous Vote: 3-0

March 22, 2016

N. Hyde moved to approve the Regular Minutes of March 22, 2016 as written. M. Walsh Seconded. Vote: 2-0-1, P. Ahearn abstained.

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?

N. Hyde moved to adjourn into the Finance and Warrant Commission Public Hearing at 7:30pm in the Community Room at the Westwood Public Library. P. Ahearn Seconded.

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

The meeting was adjourned at 7:01 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
3/28/2016 Westwood Public Library
Regular Meeting

SCHEDULED ACTION

- Board of Selectmen Public Hearing Not Your Average's Joe's March 28, 2016.pdf (PDF)
- Board of Selectmen Public Hearing Anthony's Coal Fired Pizza March 28, 2016 (PDF)
- Board of Selectmen Public Hearing Westwood Glen Road March 28, 2016.pdf (PDF)

NEW BUSINESS

- Financial Analyst Sept 2015 - Job Description (PDF)

OLD BUSINESS

- Financial Warrant Articles and Updated Appendix D (PDF)
- 2016 ATM Warrant List 032816 (DOC)