

SELECTMEN'S RECORD
May 16, 2016

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:30 p.m. in the Selectmen's Meeting Room by Chairman Michael Walsh. Also present were: Selectmen Nancy Hyde, Selectmen John Hickey, Town Administrator Michael Jaillet and Town Counsel Tom McCusker. Christine McCarthy 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 to record.

CHAIRMAN'S UPDATE

Welcome John Hickey

The Board welcomed John Hickey as the newest elected member of the Board of Selectmen. John Hickey and his wife Wendy moved to Westwood in 2007 where they have resided on Sexton Ave, twin six years old boy and girl and a four year old boy. John and Wendy love the community and wanted to be more actively involved.

John, who has his Law Degree from Suffolk University, has been the Director of Employee and Labor Relations at the Boston Medical Center since 2014. Prior to his current employment he worked at National Grid for four years as the Manager of Employee and Labor Relations; Massachusetts Water Resource Authority (MWRA) for six years as the Manager of Labor Relations of Workers Compensation and as the Assistant Manager; Suffolk University for seven years as an Adjunct Faculty Member where he taught courses in Human Resources; Boston Water and Sewer Commission for nine years where he served as the Manager of Employment Compensation; and Massachusetts House of Representative for two years as a Chief Legislative Aid.

As John's work history and education demonstrate he is very accomplished, especially in the fields of human resources and human relations. He has job experiences in both the public and private sector, which provides him with an understanding and appreciation for the differences in employee relations in both sectors. He was recently appointed by the Board of Selectmen to serve on the Dedham Westwood Water Commission.

Westwood Cares Social Host Liability Presentation

On Wednesday, June 1st the Westwood Cares Organization will be hosting a Social Host Liability: "What you Need to Know: A Community Event to Address Teen Drinking and Drug Use." The night will include a presentation by Kathy Sullivan, sharing "Taylor's Message", Marianne LeBlanc an attorney to discuss legal issues and a panel discussion comprised of school, police and community members.

The event will be on June 1, 2016 at 7:00pm in the Westwood High School Auditorium.

Invitation to the Memorial Day Parade

The Department of Veterans' Service invited the Board of Selectmen and residents to attend the Memorial Day Parade and Ceremonies to take place on Monday, May 30th, 2016. The parade will form behind Town Hall at 9:30 A.M., step off promptly at 10:00 A.M., and precede down Route 109 to the Old Westwood Cemetery for the Memorial Day observances. Following these ceremonies, the parade will reform and return to Town Hall.

SCHEDULED ACTION

Reorganization of the Board of Selectmen

The Board of Selectmen began its first meeting after Town Meeting with the appointment of a member to serve as Chairperson for the next year. Further, the Board nominates and appoints a member to serve as the Clerk for the Board of Selectmen which is the person that will step in as Chair if she is not available for a meeting or has to recuse herself, and the remaining member is given the title of Third Member.

The Chairperson serves as the principal contact for the administrative staff in the development of the agendas; discuss issues that may arise, including emergencies; and to serve the spokesperson for the Board at certain events like Memorial Day and Veteran's day, etc.

J. Hickey moved to nominate and appoint Nancy Hyde to serve as Chairman for the upcoming year. N. Hyde Seconded. Unanimous Vote: 3-0

J. Hickey moved to nominate and appoint Michael Walsh to serve as Clerk for the upcoming year. M. Walsh Seconded. Unanimous Vote: 3-0

Third Member title was applied to John Hickey.

N. Hyde read through many accomplishments that M. Walsh had throughout his Chairmanship on the Board of Selectmen. They included, but were not limited to:

Administration

- Increase & diversify involvement in committees, boards & attendance at town meeting
- Selected a new web developer to create and develop a user friendly website for the town

Finance

- Issue Bond – \$11.5 M which included authorized debt to be issues for various projects including the construction of the Islington Station – the town maintained its AAA rating from S & P.
- Continue Analysis use of New Growth Tax Revenue from University Station so it would be used wisely
 - A portion was used to fund operation budget increases
 - A portion was used to provide tax relief
 - A portion was used to issue debt to provide funding for the Police Headquarters

Business Development

- Encourage and support of Redevelopment of University Park
 - Participated in the opening of several retail establishments, including Wegman's, Bone Fish Grill and Not Your Average Joe's restaurants, the opening of Lifetime Fitness, the Offices at 101 Station Drive, Bridges by Epoch and the Gables Apartments, including the lotteries for the affordable housing units.
 - Permitted the design and building of the Marriott Resident Inn Hotel
- Encourage and support the Redevelopment of Islington Square – School St/ Washington St/ East St.
 - Appointed a Task Force that has been meeting regularly and recently issued an RFP and opinion survey
 - Planning Board approved redevelopment of Post Office side of the square
- Encourage and support the Redevelopment of Glacier and Everett Park
 - Revised zoning by law for the area to allow for housing proposals in the FMUOD
 - Permitted the construction of three new car dealerships along Rt. 1
- Coordinated with neighboring communities to secure State funding for Dedham Street Corridor & Slip Ramp, which had been temporarily removed from the Transportation Improvement Plan by the incoming administration

Facility Improvements

- Started and monitor the construction of the Islington Fire Station
- Negotiated the relocation and construction of the Girl Scout House behind the Hanlon School
- Complete design and bid of Police Station which came in at almost \$1M less than the projected price
- Replace ceiling, lighting and wiring in the Library
- Improve energy efficiency of existing facilities with a grant from Green Communities

Human Resources

- Obtained state approval through a Home Rule Petition for the removal of the Fire Department Staff (new and newly promoted) from Civil service
- Continue staffing of Fire and Police Departments to meet need of University Station

Public Works

- Completed the installation of the Safe Routes to Downey School funded by MassDOT
- Pursued Complete Streets Program by establishing a Town Meeting Approved Policy
- Designed, Bid and Constructed Cemetery Expansion
- Designed, Bid and Install LED Street Lights
- Install and monitor Canton, Everett, Forbes Traffic Calming Measures

Housing and Planning

- Participate in Affordable Housing Lotteries for the Affordable Units at the Gables Apartments
- Develop and obtained Town Meeting Approval of a new SRD Zoning Bylaw and possible district

Permitting

- Successfully operated Satellite Inspection office and services for the University Station Project
- Met the targeted opening dates of all of the retail, restaurants and apartments

Human Services

- Westwood Cares and the Regional Collaborative continue to meet and explore appropriate interventions for substance abuse
- Finalize Transition to a Full Time Veteran's Agent
- Transitional Assistance actively address issues and services to homeless families at the Budget Inn

Recreation

- Complete Design, Bid and Rebuild Deerfield Athletic Fields
- Purchased land from the First Parish Church adjacent to the High School
- Reactivate Lodge Fields (after three years without an escape from the hospital)
- Successful fourth annual Westwood Day, despite the inclement conditions

Sheriff Michael Bellotti

Michael Bellotti attend the Selectmen's Meeting to update the Board on what his office is responsible for and some new initiatives it has implemented in the County Jail over the past few years.

Sheriff Bellotti was first elected in November 1998, which was 18 years ago as the 18th Sheriff of Norfolk County. He is responsible for providing safe, secure and humane custody of 700 convicted criminal offenders in the Dedham House of Correction and Quincy Electronic Incarceration Program. He also operates the Braintree Public Safety Complex where his department runs several youth and senior citizen programs, including the Sheriff's Youth Leadership Academy, Future Captains Basketball Academy and After School Programs.

Sheriff Bellotti has initiated several major public initiatives during his tenure including but not limited to:

- Providing a detailed list of Level 3 sex offenders on his website www.norfolksheriff.com where residents can register to receive emails notifications whenever a Level 3 sex offender moves into or become employed with their community.
- Statewide coordination for Project Lifesaver which dispatches highly trained search and rescue units to find reported missing persons - usually individuals suffering from memory or medical conditions.
- The Sheriff's Classification of Repeat Offenders Public Safety Initiative at the start of an offender's incarceration to establish a new standard for their incarceration prerelease and follow up with community and offender after release.
- His office works closely with the Westwood Council on Aging where they have implemented an "Are you OK?" program where individuals in his office are assigned to Seniors in Westwood who call and check up on them for well-being checks.

Other initiatives include:

- Youth Leadership Academy
- Employees Against Domestic Violence and the establishment of a Victim's Unit
- Senior TRIAD program, which is a three way agreement between seniors, law enforcement and support service agencies to care for the seniors.

Sheriff Bellotti, following initiative of the Governor and Legislative, has been working to address the urgent issue of drug and alcohol addiction, especially opioid addiction, which over whelming our communities and his correctional facilities, where 82% of the inmates admitted to drug addiction issues. He believes that confronting and reducing addiction through proactive measures can save the Commonwealth money, reduce random and violent crimes, and save lives.

The Sheriff's Department is also very active with the senior population with the telephone reassurance program (RUOK) which is designed to call seniors who sign up for the program to receive a phone call each day to check in on them. Finally, Sheriff Bellotti added that although the Town of Westwood has a K9 unit, the Sheriff Department also has a K9 Unit which Westwood utilizes for backup with search and rescue or drug searches.

Sheriff Bellotti also reported that the budget is 97% care and custody of the inmates and 3% to the rehab and initiatives to try and prevent these individuals from recommitting crimes and help reenter them into the communities.

The Board thanked Sherriff Bellotti for all his work he does for the Norfolk County.

Review of Appointment Process

As the fiscal year comes to an end, the Board of Selectmen traditionally begins its appointment/reappointment process for all of the board/commission in Town.

C. McCarthy updated the Board on the appointment process. She indicated that the process works concurrently and that the Board would be given updates throughout its summer meetings.

C. McCarthy informed the Board that all individuals currently appointed that their respective committees and whose terms are about to expire have been notified to see if they are interested in remaining on that board/commission for another term. Some boards/commissions do have term limits (i.e. Recreation Commission, Council on Aging, etc.) so those individuals who have reached the limit usually voluntarily step down to allow for a new member to be appointed.

The Selectmen's Office maintains a list of all individuals who have expressed interest in being reappointed to a board. The Town Administrator and staff begin to follow up on individuals who have not responded.

The next step is the Board of Selectmen review the responses to date, expected vacancies and instructs which board/commissions require a posting for vacancies. This list will be updated after each Selectmen meeting to reflect new open positions.

The Board will make formal appointments of board/commissions over the next few meetings. The Town Administrator will present the Board with full board/commissions that can be considered for reappointment.

During this step, the Town Administrator will also present any new individuals who have been interviewed that have expressed interest in being appointed to any board/commission for consideration by the Board of Selectmen. The Board may hold or take the appointment up depending on the board/commission composition at the time.

Finally, the Selectmen's Office will notify each individual of its appointment and ask that they are sworn in by the Town Clerk. The Town Clerk has indicated she would like to hold a Swearing In Ceremony one evening this year.

N. Hyde asked that the Board consider appointing all staff members to their respective positions and boards.

(A copy of the individuals appointed is attached to these minutes)

M. Walsh moved to appoint the staff to their respective positions on the various boards. J. Hickey Seconded. Unanimous Vote: 3-0

The Board discussed Selectmen Liaison positions. All members of the Board serve on the Local Emergency Planning Committee (LEPC). Traditionally, the Chairman serves on the following committees:

- a. Norfolk County Selectmen Association
- b. Emergency Management Agency
- c. Housing Partnership Fair Housing Committee
- d. John J. Cronin Public Service Award

The Board also has representative on the following:

- e. Aid to the Elderly Infirm
- f. Islington Center Task Force
- g. Long Range Financial Planning Committee
- h. Public Safety Task Force
- i. Roy London Award Committee
- j. Westwood Environmental Action Committee

M. Walsh moved to appoint all members of the Board of Selectmen to the Local Emergency Planning Committee;

N. Hyde to serve on the following:

- a. Norfolk County Selectmen Association
- b. Emergency Management Agency
- c. Housing Partnership Fair Housing Committee
- d. John J. Cronin Public Service Award
- e. Long Range Financial Planning Committee
- f. Public Safety Task Force
- g. Roy London Award Committee

M. Walsh to serve on the following:

- a. Aid to the Elderly Infirm
- b. Islington Center Task Force

J. Hickey to serve on the following:

- a. Westwood Environmental Action Committee

J. Hickey Seconded. Unanimous Vote: 3-0

The Board asked that it be kept informed on the progress of vacancies on the various boards/committees and that WestCAT be used to help promote openings. N. Hyde asked that the postings also include Town Moderator positions, if any are available as well.

WEAC Bylaws

At the Board of Selectmen meeting on April 25, 2016, the Board reviewed a draft copy of proposed bylaws for the Westwood Environmental Action Committee. The proposed bylaws were reviewed by the Town Administrator and the WEAC Chair and Vice Chair and were edited to be more consistent with existing bylaws in Town.

Maria Constantini and Pam Kane were present to represent the Committee. They expressed concern with term limits and that they might have a difficult time finding replacements if people were forced to drop off. M. Jaillet explained that the bylaws were written to have members step down after achieving the term limit, but only if a replacement candidate is being considered. M. Constantini and P. Kane felt comfortable with that flexibility.

M. Walsh moved to approve and accept the Bylaws for the Westwood Environmental Action Committee as revised. J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Request to Post and Fill Positions – GIS Specialist; Community and Economic Development Administrative Assistant; Housing & Zoning Agent

Joan Courtney Murray, Human Resources Director, has been working with Donna McClellan, IT Director and Nora Loughnane, Community Development Director, on three positions that need filling.

GIS Specialist

D. McClellan explained that Lynne Fielding, Geographic Information Systems (GIS) Specialist, has announced her plans to retire in the Summer of 2016. The functions of this position includes, but are not limited to design and maintenance of GIS data; mapping and analysis to support town operations, training and support for GIS hardware, related software and services; and development and maintenance of GIS applications which support town wide departments. This function has become an important aspect of the organization and maintenance of the town's data base, and should be filled, hopefully with some overlap.

D. McClellan added that the GIS Specialist is a very important position as almost all departments are now using layer mapping in one form or another.

M. Walsh moved to authorize the Human Resources Director to work with the Town Administrator and IT Director to post and fill the position of Geographic Information System (GIS) Specialist. J. Hickey Seconded. Unanimous Vote: 3-0

Community Development Administrative Assistant

N. Loughnane explained that the Community and Economic Development Department was formed in late 2014 to consolidate all land use related Town functions. This consolidation resulted in improved communication among divisions with a strong focus on character-appropriate economic development and customer-friendly operations. While the Department and its many divisions continually strive to foster and advocate for responsible economic growth and development, and to provide continued high level service, this past year has seen a notable uptick in the number and variety of applications for land use approvals, both within and outside of University Station. As a result, the existing staff are taxed beyond their ability to maintain efficient operations.

Funding for a full-time Community Development Administrative Assistant position was projected when the Department was proposed and was included in the recently approved FY17 departmental budget. Filling this new position will result in a far more efficient department and will allow existing staff to devote attention to the type of proactive work (Comprehensive Plan Update, Marketing Program, Commercial Zoning Analysis, Business Outreach, etc.) that has taken a back seat to more pressing demands.

M. Walsh moved to authorize the Human Resources Director to work with the Town Administrator and Community Development Director to post and fill the position of Community Development Administrative Assistant. J. Hickey Seconded. Unanimous Vote: 3-0

Housing & Zoning Agent

N. Loughnane explained that the third request to post and fill a new Housing & Zoning Agent position. This full-time position will replace two existing part-time positions, both of which will have been vacated by retirement. Louise Rossi will retire on August 1, 2016 from the 20-hour per week position of Zoning Administrator, while Jill Onderdonk retired on September 30, 2015 from the 15-hour per week position of Housing Director. Funding for a full-time combined position was included in the recently approved FY17 departmental budget. The combined position will result in enhanced service to residents, as they will gain full-time access to a single employee who can address their housing or zoning needs. With two part-time positions, applicants who came in on either staff member's days off had to return during designated office hours to obtain the assistance they required. A single full-time position will be more customer-friendly and will allow for greater efficiency as the demands of both service area and flow with the seasons.

Prior to her retirement, Jill had spent approximately 10 hours per week assisting residents, providing administrative assistance to the Housing Partnership and Fair Housing Committee, advocating for housing issues, and monitoring and reporting on affordable housing projects. The remaining 5 hours of Jill's time was spent assisting the Westwood Housing Authority and the Westwood Affordable Housing Associates in their management of local affordable housing units. Since Jill's retirement, this latter portion of her work has been accomplished by Jane O'Donnell, who is compensated with a stipend for 5 hours of work per week. Funding for a continuing stipend was included in the recently approved FY17 departmental budget.

M. Walsh move to authorize the Humans Resources Director to work with the Town Administrator and Community Development Director to post and fill the new full-time position of Housing & Zoning Agent. J. Hickey Seconded. Unanimous Vote: 3-0

FYI: Blue Hills Regional School – Budget

The Blue Hill Regional School District sent a letter to inform the Board of Selectmen that the Blue Hills School Committee voted on April 26, 2016 to increase the school's 2015-2016 operating budget by \$926,277 for the purpose of funding a Massachusetts School Building Authority feasibility and design study for the renovation of the school building.

The source of funding for this appropriation is the district's Excess and Deficiency account. No additional assessment will be asked for by any member district for the FY16 budget.

M. Jaillet reported that he spoke to the Town's Blue Hills Representative, Charles Flahive, about this letter and the issue of the timing, since it was received only days before Town Meeting. He explained that Blue Hills was notified late that it could apply to the state to design the capital project, and it had to act fast. M. Jaillet also reported that if the state were to accept the designs, the \$926,277 would be reimbursed through a grant.

Since this requires a vote of the local appropriating authority (Town Meeting vote) per Massachusetts General Law, if the Board felt the Town should deny this request; it would require a Town Meeting vote to be done by June 12th (45 days from date of the letter).

N. Hyde added that although the Town would support this increase in their budget, the Town would not have ample time to call a Town Meeting to order. N. Hyde also expressed concerns about

The Board asked the Town Administrator to draft a letter of support and remind Blue Hills Regional School that the Town of Westwood has an Open Town Meeting form of government which would require the Town to hold a Town Meeting in order to vote on any of its budget requests.

OLD BUSINESS

Report on FY16 Goals

The Town Administrator provided an updated listing of the goals the Board of Selectmen approved for FY16. Many of the goals have been completed. The Board reviewed the accomplishments and asked that the Town Administrator begin the process of compiling new Goals for FY17.

J. Hickey asked that the Town Administrator look into the permitting process specifically utility shut off notification to the Town when a home is being demolished.

M. Walsh asked that the Town Administrator include continued oversight of affordable housing at the Westwood Glen and Highland Glen. M. Jaillet reported that it has been working for a few years with the owners of both Glens on keeping Westwood Glen as affordable units, but the Town was unsuccessful in the attempt. He will keep the Board updated on any new developments with the sale of the properties.

Future Board of Selectmen Meetings

The Board of Selectmen scheduled the following meetings:

- Monday, June 20, 2016 at 7:30pm
- Monday, July 11, 2016 at 7:30pm
- Monday, August 8, 2016 at 7:30pm
- Monday, August 22, 2016 at 7:30pm
- Monday, September 12, 2016 at 7:30pm
- Monday, September 26, 2016 at 7:30pm

The Board asked that the Town Administrator notify the members if a meeting needs to be scheduled in between any of the listed dates.

Regular Minutes

April 25, 2016

M. Walsh moved to accept the Regular Minutes for April 25, 2016 as amended. N. Hyde Seconded. Vote: 2-0-1; J. Hickey abstained.

May 2, 2016

M. Walsh moved to accept the Regular Minutes for May 2, 2016 as written. N. Hyde Seconded. Vote: 2-0-1; J. Hickey abstained.

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

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

PUBLIC AND PRESS

N. Hyde asked if there were any questions from the public or press?

The next Board of Selectmen meeting will be held on Monday, June 20, 2016 at 7:30pm.

M. Walsh moved to adjourn. J. Hickey Seconded. Unanimous Vote: 3-0

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

The meeting was adjourned at 8:51 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
5/16/2016 Selectmen's Meeting Room
Regular Meeting

CHAIRMAN'S UPDATE

- Social Host Liability Flyer (PDF)
- WW CARES UPDATED DESCRIPTION STATEMENT.doc (PDF)
- Westwood BOS Groundbreaking Letter.pdf (PDF)
- Blue Hills School 50 Yrs of Excellence.pdf (PDF)
- FY16 Top Accomplishments for Michael Walsh (PDF)

SCHEDULED ACTION

- Sheriff Michael Bellotti (PDF)
- BoardCommittee List 2016 - Reappointment Responses to date (PDF)
- WEACT draft Bylaws Jan 22 2016 edited May 12 2016 WEACT (2).docx (PDF)
- WEACT draft Bylaws Jan 22 2016 edited May 12 2016 WEACT (2).docx (PDF)

NEW BUSINESS

- GIS Specialist May 2016 Job Description (PDF)
- AdminAsst Comm and Econ Dev May 2016 Job description (PDF)
- Housing and Zoning Agent May 2016 Job Description (PDF)
- Blue Hill Regional Technical School - operating budget 2015-2016.pdf (PDF)
- General Laws: CHAPTER 71, Section 16B (PDF)

OLD BUSINESS

- FY16 Top Goals Report on Accomplishments (PDF)
- Calendar.doc (PDF)