

SELECTMEN'S RECORD
June 20, 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.

N. Hyde led the Pledge of Allegiance.

N. Hyde asked if anyone wishes to record the meeting and granted permission to WestCAT to record.

CHAIRMAN'S UPDATE

Celebration of Westwood Girls Lacrosse as State Champions

The Board of Selectmen welcomed and congratulated the Westwood Girls Lacrosse Team on its State Championship win on Saturday, June 18th. N. Hyde read the following proclamation:

WHEREAS the Westwood Board of Selectmen officially recognize the Westwood High School Girls Lacrosse Team on its State Final win against North Andover on Saturday, June 19, 2016; and

WHEREAS the Westwood Girls Lacrosse Team ended the season with a record of 24 wins, 1 loss;

WHEREAS the Girls Lacrosse team started the game strong with a goal by senior Kaity Healey, and where North Andover responded with two goals, followed by junior Haley Connaughton and seniors Jillian Reilly and Andrea Meincke combined for three goals to give the Wolverines a 4-2;

WHEREAS North Andover bounced back to tie the game, with four minutes left in the half, Connaughton forced a turnover, leading to another goal from a wide-open Reilly after the restart and gave the Wolverines the lead. Eighteen seconds later Meincke scooped the draw control and went straight down the middle for a 6-4 halftime lead;

WHEREAS senior goalie Hayley Barner led the defensive unit to a strong performance, Barner made four of her five saves in the opening half;

WHEREAS in the second half North Andover goalie came out fighting, making a few great saves, but the Wolverines could not be stopped after Reilly scored yet another goal. That goal propelled Westwood, getting marks from Connaughton, Reilly adding another, Meincke, and junior Georgia Salvatore. Westwood outscored the North Andover 7-3, including five goals in the final seven minutes to seal the win.

WHEREAS the entire team contributed to the 13-7 win over the North Andover Knights, supported by Leslie Frank, Margot Spatola, and Mary Laughna, the outstanding coaches, who won four of the last six State Championships;

THEREFORE let it be proclaimed that tomorrow, Tuesday June 21, 2016 shall be known as Westwood Girls Lacrosse Day in Westwood Massachusetts to honor the 2016 Girls Lacrosse Team on its State Championship Win.

SCHEDULED ACTION

BAN Sale Deerfield Avenue and Land Purchase

Finance Director, Pam Dukeman, reported that the Town Treasurer has issued a short term Bond Anticipation Note - or BAN. The total BAN is \$2,890,000 for the debt authorized at the November 2015 Fall Town Meeting, \$2,000,000 for the Deerfield Ave road/parking areas and \$890,000 for the land purchase (area next to High School tennis courts).

The BAN is very short term – from June through September, 2016. The Town Treasurer and Finance Director have arranged to sell a large bond this summer, to take advantage of the very low interest rate environment.

The bond will be for a \$17,095,000 million bond – which is all the Town Meeting borrowing authorizations to date – including the police construction at \$13,205,000 approved at the May Town Meeting, the \$1M police design, approved last fall, and the items in this \$2,890,000 BAN. That bond sale will require an updated credit review from S&P. The short term BAN issued will be paid off from bond funds.

The BAN was sold at a competitive public sale on June 8, 2016. There were four Bids – winning low bid was Century Bank. The interest costs will be \$3,877.42, with no premium, a net interest rate of .7%.

M. Walsh read the following motion:

I, the Clerk of the Board of Selectmen of the Town of Westwood, Massachusetts, certify that at a meeting of the Board held June 20, 2016, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board in my custody:

Voted: to approve the sale of a \$2,890,000 0.70 percent General Obligation Bond Anticipation Note (the “Notes”) of the Town dated June 23, 2016, and payable September 2, 2016 to Century Bank and Trust Company at par.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 3, 2016 and a final Official Statement dated June 8, 2016 each in such form as may be approved by the Town Treasurer, e and hereby are ratified, confirmed, approved and adopted.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures in such form as the Town Treasurer and bon counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures , in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk, and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that not vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adopted of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decisions in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

J. Hickey Seconded. Unanimous Vote: 3-0

CHAIRMAN'S UPDATE

On Friday, July 1st, a Groundbreaking Ceremony will be held for the construction of the new Police Headquarters. The groundbreaking ceremony will take place at 8:00 AM in the Police Station Driveway located at 590 High Street.

The Board of Selectmen is please to inform residents that the groundbreaking ceremony is being held a month earlier than anticipated, because of the excellent work done by FED Corp. The construction of the Deerfield Ave Extension, the parking facilities in front of the Police Station, and in back of town hall, and the installation of a new handicap ramp at Town Hall were completed ahead of time and without a hitch. FED Corp, and its personnel as well as the project is complete. The quality of the design and bid documentation process of Dore and Whittier and Compass Project Management contributed to a very smooth, effective, and well managed project. Except for the punch list items including the relocation of the telephone poles, installation of light poles, applying the finished coat of pavement and the planting of landscaping the project is complete. FED Corp has graciously agreed to open up the site, so the construction of the new Police Headquarters can commence a month early, which will provide G&R the General Contractor an additional month to complete the outside walls, and roof of the Headquarters prior to the onset of winter. The initial meetings have begun with G&R and all parties involved are looking forward to a smooth start to the commencement of the construction process.

SCHEDULED ACTION

Year End Transfers

As part of the FY16 year-end close out process, the Board of Selectmen was asked to approve transfers to close out the municipal accounts for FY16. These transfers handle any unusual budgetary occurrences during the year, such as coverage for maternity leave, employee medical leave, etc. Transfers from the Board of Selectmen Energy/Other Reserve account may be made by vote of the Board of Selectmen.

P. Dukeman explained that the Board of Selectmen had already approved these requests at previous meetings in FY16 and that the Town had already anticipated these transfer requests. The account's original budget was \$225,000. The Board transferred \$10,000 for the initial preparation work for the turf field project, leaving balance of \$215,000.

Department	Amount	Reason
Youth & Family Services	\$45,000	Staffing coverage during two maternity leaves
Finance & Warrant Commission - Expense	\$15,000	Additional costs needed for printing of warrant book for fall and spring Town Meetings. Account was increased for FY17
Energy Manager - Salary	\$30,000	To provide for salary for Energy Manager Philbin services during FY16
Fire Salary to Fire Expense	\$0	Provide for \$11,400 transfer from fire salary to fire expense for additional clothing allowance expense. No additional funds needed
TOTAL	\$90,000	

The balance of the account would be at \$215,000.

M. Walsh moved to approve the transfer of \$90,000 from the Board of Selectmen Energy/Other Reserve Account to the listed accounts to cover deficits for the FY16 budget. J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

FY17 First Quarter Capital Release

At the 2016 May Annual Town Meeting, it voted to approve the expenditure of \$2,620,150 for capital for the school, sewer and municipal capital requests. All departments have reported on their desired schedules.

Department	Amount	Note
Municipal	\$850,100	
	\$100,000	Two Fire Engines (lease)
School	\$885,050	
Sewer	\$135,000	
Other	\$650,000	Turf Field
Total:	\$2,620,150	

The breakdown for the four quarters will be as follows:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Desired	\$2,124,600	\$317,000	\$58,550	\$120,000	\$2,2,620,150

Of the \$2,620,150 capital budget approved, \$2,124,600 is being requested to be spent in the first quarter. The specific items requested are listed below. The Selectmen should review these items and determine for each item if the funding should be released:

DPW Three Yard Front End Loader (L1)	\$200,000
DPW One Ton Dump Truck w/Plow (Truck 15)	\$65,000
Sewer Service Truck	\$70,000
Sewer Truck	\$35,000
Sewer Stormwater Compliance	\$30,000
Fire Ladder Truck (4 th lease/purchase payment)	\$151,050
Fire SCBA Upgrade/Replacement/Other Fire equipment	\$45,000
Health Department Vehicle	\$35,000
Library Branch Boiler Replacement	\$20,000
Police Vehicles	\$38,500
School Technology	\$225,000
School HVAC	\$96,000
School Repair & Maintenance	\$275,000
School Copiers	\$60,000
School Furniture, Fixtures, Equipment	\$129,050
High School Turf Field and Track	\$650,000
Total First Quarter Capital	\$2,124,600

In addition, the Procurement Department will continue its efforts to improve procurement procedures. When a department is ready to request a lease of capital funds, they must first submit their planned procurement action for the capital and complete a procurement checklist which is then approved by Procurement Officer Michelle Miller Peck and the Chief Procurement Officer Michael Jaillet. The above listed items are only asked for release for which procurement has been approved.

This additional step will continue to enhance our procurement practices as suggested by the auditors.

M. Walsh moved to approve the release of the FY17 First Quarter Capital contingent upon the approval of the procurement checklists for each item. J. Hickey Seconded. Unanimous Vote: 3-0

SCHEDULED ACTION

Public Hearing – Pole Relocation, Glacier Drive

A petition and plan was presented by NStar d/b/a Eversource Energy and Verizon for the purpose of relocation one (1) pole 179/2-2 and install one new pole 179/2/2A on Glacier Drive. Specifically:

Glacier Drive – northeasterly Side approximately 357+/- feet northwest of Boston Providence Highway; relocate One (1) exiting pole 179/2-2; install One (1) new pole 179/2-2A

This work is necessary to provide proper clearance and access to the new driveway entrance to the new auto showrooms at Prime Motor Groups 375 Providence Highway Locations (Audi, Porsche and Acura).

The hearing notice has been properly publicized and abutters have been notified of the hearing.

The Board asked that the areas where the poles are being moved and/or disturbed that they be restored when the project is completed.

J. Hickey asked Christine Cosby, Eversource Representative, about the process in which double poles are removed and why it has not completed the poles in Westwood? C. Cosby responded that she was working with Jack Lopes, the Community Liaison, to get an update on the removal of double poles. The Town asked that it be updated on the most recent list of which poles remain and which companies have not moved to the new poles so it can step in and try and move the process along faster.

There are usually at least four different connections on the poles including Eversource, Verizon, Comcast and Fire Lines. All lines need to be moved to the new poles before it can be removed. Todd Korchin, DPW Director, stated that the process was not clear, but that it wanted to work with Eversource and the other companies to try and make sure everyone is accountable and following up on moving the lines to the new poles so the old poles can be removed.

M. Walsh moved to grant the order for the location and construction of two poles to be owned and used in common by Eversource and Verizon and for such other fixtures, including anchors and guys as may be necessary to sustain or protect the wire of the line upon, along and across the following public way or ways; Glacier Drive – Northeasterly side approximately 357 +/- feet northwest of Boston Providence Highway; contingent that all construction work shall be in accordance with the conditions set in the petition. J. Hickey Seconded. Unanimous Vote: 3-0

Public Hearing – Anthony’s Coal Fire Pizza – Petition for Transfer of Ownership/Change of Beneficial Interest

The ownership structure of ACFP has changed with the expansion of several new restaurants in MA and other states. Catterton Partners, VII, L.P. has purchased an approximately 80% share of an upper tier ownership entity of ACFP. Attorney Joe Devlin from Demakis Law Office, P.C. was present on behalf of ACFP to explain this Petition to change the ownership structure.

The Alcohol Review Committee (ARC) met on June 13th and voted unanimously in favor to recommended approval of the Petition to Change Beneficial Interest to the Board of Selectmen. If approved by the Board of Selectmen, this Petition will be submitted to the ABCC for its consideration and approach.

A Notice of Public Hearing for this Petition was duly posted with the Town Clerk, on the Town's website and advertised in the Westwood Press. Abutter notification is not required per the ABCC as there is no alteration to the premises.

N. Hyde asked Attorney Devlin if this change had any effect on the local management? Attorney Devlin responded no, that this was typical equity practice done by small companies who grow to national chain sizes over the years, to get larger investment companies so it may apply for and receive equity loans.

M. Walsh moved to approve the Petition to Change Beneficial Interest listing Catterton Partners, VII, L.P. as a partial owner of Anthony's Coal Fire Pizza contingent upon ABCC approval. J. Hickey Seconded. Unanimous Vote: 3-0

One Day Special License – Hale Reservation Pre-Wedding Party

Westwood resident Ms. Sweta Mepani of 86 Canton Terrace has applied for a One-Day license to serve beer and wine at a pre-wedding party for 200 guests on North Beach on Friday, July 1st from 5:30 p.m. to 8:30 p.m. The license is requested for approximately three hours prior to event (2:00pm for set up) and two hours following the event (10:00pm) for clean-up. Ms. Mepani will be present to answer questions of the Board of Selectmen.

Applicant has submitted a complete application including the required attachments including but not limited to liquor liability and general liability insurance certificates and proof of TIPS certification for bartenders/beverage servers. Ms. Mepani's caterer has applied for and received food permits from the Board of Health. Public safety sign-offs have also been received from Police and Fire Departments.

The Alcohol Review Committee (ARC) met on June 13th and voted unanimously in favor to recommended approval of the One-Day/Special License for Sweta Mepani.

N. Hyde asked who the caterer was? Ms. Mepani responded Ambrosia Tavern in North Attleboro. Janice Barbra informed the Board that Ambrosia has submitted its TIPS Certification and applied for and received food permits from the Board of Health.

N. Hyde added that she wanted Ms. Mepani to understand that the license was being requested to be granted in her name, which makes her responsible for the oversight of the service. Ms. Mepani responded she understood that.

M. Walsh moved to grant a One Day Special License to Sweta Mepani of 86 Canton Terrace to serve alcohol at a Pre-Wedding Party located at Hale Reservation on Friday, July 1, 2016; the license will be valid from 2:00pm to 10:00pm to allow for set up and cleanup of the premises. J. Hickey Seconded. Unanimous Vote: 3-0

Public Hearing – Lot Fee Adjustment for New Westwood Cemetery

The Cemetery Commission has approved the recommendations of the Department of Public Works and its hired consultants, BSC Group and CHS Consulting for the revised lot fee schedule and Rules and Regulations for columbarium.

Operations Manager, Brendan Ryan, presented before and after pictures of the renovated cemetery, which was recently completed. Todd Korchin, DPW Director, praised B. Ryan on his hard work and dedication to ensure the project was completed to the town's standards. B. Ryan also thanked his team and the contractor G&R Construction for all of their hard work.

There are four newly constructed columbarium around the water with a fountain, each containing 64 niches. Each niche has the capacity for two urns for inurnment. The new Rules and Regulations are required for these structures as they are new to the cemeteries. The proposed change to the Rules and Regulations has been reviewed and approved by Town Counsel.

Cemetery pricing was last approved in 2013. The recommendation is that pricing remain the same, \$1,200.00 per grave, for the newly constructed graves. The same price will also be charged for each niche in the new columbarium. B. Ryan added that the Department would also charge a fee for the services of \$200 for services performed Monday thru Friday, and \$300 on the weekends. This fee is the same for grave openings.

N. Hyde asked if the price per niche was appropriate? Thomas Daly of CHS Consulting Group responded that the national average was higher, but that Westwood was right in the middle with comparable municipal cemeteries in price.

Thomas Colbert, 90 Peartree Drive, stated that he and his wife had visited the cemetery and spoken with the DPW to purchase one of the new niches and they were very impressed with the redesign and were looking forward to purchasing in Westwood.

Richard Dunn, operator of Holden, Dunn and Lawler Funeral Home in Westwood, also stated that he was impressed with the new cemetery and commended Brendan Ryan, the DPW staff and the contractors for the great job on the redesign.

The Board asked that the Cemetery Commission go back and review its fees for services performed for the niche in the columbarium as it felt it was a little high.

M. Walsh moved to approve the new Rules and Regulations related to columbarium and pricing for the newly constructed graves/columbarium in the Baker Cemetery. J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Request to Post and Fill Positons

Operator/Laborer

The Department of Public Works submitted its FY17 budget with a built-in increase to support the addition of one laborer within the organization. This additional position will allow for the Public Works to efficiently maintain the numerous Town owned properties as well as the newly renovated Deerfield Field. About half of the funding for the salary of this position will come from post-savings realized in consolidations made when filling other positions within the Department in previous years.

Sewer Pump Operator

The Department of Public Works submitted its FY17 budget with a built-in increase to support the addition of one Sewer Pump Station Operator within the organization. The additional staff will allow for more coverage of the Town's sewer system, overlap of functions and provide more emergency back-up as the Sewer Department is currently operating with only two full-time positions.

J. Hickey asked why the Sewer Pump Operator required a CDL License, when the Operator/Laborer position did not? T. Korchin explained that the Sewer Pump Operator will be required to operate a Sewer Vac Truck, which requires a CDL License. An Operator/Laborer would not be operating and vehicles that require the license.

M. Walsh moved to authorize the DPW Director to work with the Human Resources Director post and fill the positions of Operator/Laborer and Sewer Pump Operator. J. Hickey Seconded. Unanimous Vote: 3-0

Public Hearing – GameStop Junk Collector License Application

This new retail establishment at University Station sells video and software entertainment programs including new and pre-owned video games, electronics, consoles and accessories; trades pre-owned merchandise for cash or trade credit (store credit) to purchase merchandise. A junk dealer's license is necessary for re-sale of pre-owned merchandise.

A Certificate of Occupancy was granted on May 18, 2016 and the store opened Memorial Day weekend. All required documentation has been submitted to the licensing administrator. The Police Department conducted an inspection of the junk dealer operations on the premises on May 31st and a CORI check is pending for store manager.

GameStop District Manager Rob Lawrence and the licensing department at the corporate office in Texas have been informed that GameStop should not be conducting any activities/transactions permitted by the junk dealer's license until after the Board of Selectmen hears GameStop's license application on June 20th.

A Notice of Public Hearing for this Petition was duly posted with the Town Clerk, on the Town's website, advertised in the Westwood Press and abutters were mailed notices of the public hearing.

A representative from GameStop was unable to attend the meeting. The Board felt it would like to meet the manager of the store to talk about the importance of the license and how it will be operating since it was selling used goods.

M. Walsh moved to grant a temporary Junk Collector License and to continue the hearing until July 11, 2016 at 7:30pm in the Selectmen's Meeting Room for GameStop located at 129 University Avenue until July 25, 2016, contingent upon any remaining inspections, including a satisfactory CORI, and any other requirements from the Town. J. Hickey Seconded. Unanimous Vote: 3-0

Islington Center Overview of Municipal Properties

Nora Loughnane, Community and Economic Development Director, made a PowerPoint presentation to the Board of Selectmen on the overview of the Islington Center Task Force, its mission, and the Request for Proposal that it currently has out for developers to submit conceptual ideas for the redevelopment of Islington Center.

(A copy of the presentation is available online or by request)

The Board of Selectmen appointed the Islington Center Task Force (ICTF) to study Islington Center, and to encourage the appropriate redevelopment of this area. As part of this study, the Task Force is exploring options for the creative redevelopment and/or reuse of various town-owned properties along Washington Street, through the issuance of an RFP.

That RFP invites all interested parties to submit creative proposals for a variety or mix of possible uses for one, all, or a combination of any of four town-owned parcels in Islington. Those four parcels are as follows:

- The Municipal Parking Lot at 277-283 Washington Street;
- Wentworth Hall/Islington Branch Library at 280 Washington;
- The Islington Community Center (ICC) at 288 Washington; and
- The East Street Parcel (entrance to parking lot) behind the ICC.

The RFP includes specific threshold criteria for all proposals to be considered. Responsible bidders will be required to demonstrate the financial capacity to move forward with their proposal, and will be required to meet other requirements, including, where applicable, compensation for any lost parking needed to meet parking demand, and compensation for community space presently used at the library and the ICC. Any bidders interested in purchasing or leasing the ICC property are encouraged, but not required, to provide space for the continued operation of the Mothers' Morning Out (MMO) Nursery School. The RFP is intentionally open-ended to encourage creative responses.

The RFP process is as follows:

RFP Offering: The RFP for Redevelopment of Property in Islington is being managed by the Procurement Office in accordance with all applicable rules, regulations and policies. Numerous potential bidders have logged onto the Procurement system to obtain copies of the RFP materials. A site visit was held on May 18, 2016, which was attended by representatives for two potential bidders. An addendum to address questions about the size of required plans and drawings was issued to all potential bidders on June 17th, and the deadline for the receipt of responses was moved from Monday, June 20th to Tuesday, June 21st at 11:00 am.

Distribution of Proposals: Following receipt of proposals by the applicable deadline, copies of all responsive proposals will be forwarded to the Board of Selectmen and to members the ICTF.

ICTF Review: Copies of the proposals will be distributed to ICTF members at a meeting on June 22nd. A date will be scheduled for the initial review of proposals at a subsequent meeting in July. The ICTF will review all responsive proposals at a public meeting, applying the specified threshold criteria and selection criteria. The ICTF will rank all proposals that

meet the minimum threshold criteria, using both qualitative and quantitative scoring methods in that ranking process. The ICTF may elect to interview one or more of the top-ranked bidders. The ICTF will then make a recommendation to the Board of Selectmen, in favor of or opposed to each responsive proposal.

Board of Selectmen Review: The Board of Selectmen will review each responsive proposal and the ICTF recommendations related thereto. The Board of Selectmen may elect to conduct its own interviews before selecting one or more preferred bidders or declining all bidders.

Disposition Agreements: If the Board of Selectmen votes to proceed with one or more proposals, the Selectmen's Office will negotiate disposition agreements with each preferred bidder. Each agreement shall require obtainment of all necessary permitting approvals, and where necessary, Town Meeting approval, prior to closing.

Permitting Approvals: Following the execution of its disposition agreement, each preferred bidder will apply for and pursue all necessary development approvals, including the normal permitting process with the Planning Board and any other relevant boards and commissions.

Town Meeting Consideration: If any proposal involving a property transfer obtains all required permitting approvals, Town Meeting will be asked to consider granting authorization to the Board of Selectmen to proceed with the proposed property transfer.

N. Loughnane explained that the approvals for the redevelopment of 301-315, 317 & 323 Washington Street have been approved by the Planning Board. The developer will be moving the Blue Heart Tavern, a historical building in Westwood, to the back lot where the old Westwood Tailor Shop for storage until a decision on what to do with the building can be made.

She also explained that the plans that were approved were for 301-315 Washington Street would be getting minor renovations such as painting and other maintenance upgrades; and the site where 317 & 323 Washington Street would be demolished and a new residential/retail structure will be built on the combined sites.

N. Loughnane's presentation also indicated that the Islington Center Task Force would be reviewing all of the Islington Center buildings, both publically and privately owned, its current conditions and the aesthetics and characteristics related to the properties.

The Islington Center Task Force's next meeting will be on Wednesday, June 22, 2016 at 7:30pm beginning with a walking tour of Islington Center and returning to the Islington Community Center where the Task Force will be given copies of all the RFPs that had been submitted to take home and review. The Task Force will then hold another meeting in July and August to come up with a recommendation, if any, to the Board of Selectmen on any next steps.

The Islington Center Task Force has distributed a survey looking for public input. The survey is available on the Town's website, in the newsletter, the local papers, hard copies available at both the libraries and on the Town's Facebook page. N. Loughnane encouraged residents to participate in the survey which is available until June 30th.

The Board of Selectmen reiterated that this was a long process and encouraged the public to participate, including, but not limited to Selectmen Meetings, Planning Board Meetings, and Islington Center Task Force meetings.

NEW BUSINESS

Request to Post and Fill Positions

Part-Time Council on Aging Van Driver

Al Mahegan has given his notice that he will be retiring on July 1, 2016. The Part-Time Council on Aging Can Driver works roughly 10-20 per week, depending on need and is also used to help with events and program set up and breakdowns. Lina Arena-DeRosa is looking to post and fill the position as soon as possible.

M. Walsh moved to authorize the Council on Aging Director to work with the Human Resources Director to post and fill the position for a part-time Council on Aging Van Drive. J. Hickey Seconded. Unanimous Vote: 3-0

Adjustment to Housing & Zoning Agent Classification

The Board previously approved filing the combined Housing & Zoning Agent position. The subsequent job description was submitted to the Personnel Board for classification, who classified it at a Grade 10. The resulting starting pay for the position is \$8,000 more than what was budgeted. Depending on when the position is filled there may be a small shortfall in the budget which can be adjusted in the future or by a yearend transfer.

Joan Courtney Murray, Human Resources Director, explained that this additional funding may be required at the end of the FY17 fiscal year. M. Jaillet added that once the Town completes the search for an individual to fill this position, it may be a wash out if it is well into the FY17 year, and a transfer request may not even be necessary.

Solar Power Purchase Agreement

In January of this year, an RFQ (RFQ DPW-15-Q-013) was released by Westwood seeking proposals from Qualified Companies who would install solar systems on various facilities throughout the Town. The process involved a review by a committee of the responses to the RFQ and the selection of a company with which to negotiate. Prime importance is the selection was experience both in Massachusetts and generally throughout the US. Members of the selection committee included representatives of the Town and Schools. There were four responses to the RFQ and Ameresco of Framingham was selected as the company with which the Town would prefer to work.

The Town specified a PPA (Power Purchase Agreement) arrangement which requires the Town to pay a specified amount for each kWh generated by the solar array. The amount paid is significantly less than is currently paid to Eversource and is supplemented by payments from the State (REC's Renewable Energy Credits). The PPA arrangement requires no investment on the part of the Town. The contractor is responsible for all costs of the installations and all costs of maintenance. The Town signs the PPA which requires a 20 year commitment to the contractor. The net amount to the Town is about \$0.15 per kWh generated (based on current electric rates). The Town would pay about \$0.10 per kWh to Ameresco and receive back from Eversource \$0.25 netting the \$0.15 per kWh to the Town.

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This would amount in about \$140,000 to the Town on an annual basis with no investment on the part of the Town.

Tom Philbin, Energy Manager, updated the Board that he attended the School Committee meeting where he presented this information. The School Committee's major concern was for the integrity of the roofs and worried they would need to be replaced within the 20 year agreement, possibly adding cost to remove the solar panels before replacing the roof. T. Philbin spoke with Ameresco and agreed that with a small increase of the Town's share to Ameresco, it would then incorporate the replacement of any roofs for buildings where solar panels reside.

M. Jaillet pointed out that the Board would need to authorize both himself as the Town Administrator and John Antonucci as the School Superintendent to sign into a 20 year agreement, but that authorization did not require either to commit to the installations.

M. Walsh moved to authorize the Town Administrator and the School Superintendent to enter into a 20 year Power Purchase Agreement contingent upon the agreement met the satisfactory needs of the Town. J. Hickey Seconded. Unanimous Vote: 3-0

Obed Baker House Use and Deposit

The Town issued a Request for Proposals (RFP) for the Adaptive Reuse of the Obed Baker House in March 2014. Despite initial interest by several potential bidders, there were no responses to the RFP. Potential bidders noted that the RFP process was confusing and onerous, and the asking price (\$250,000) was too high in light of the substantial renovation costs that would be incurred in restoring the historic property.

The RFP process was simplified, the asking price (\$100,000) was reduced, and the town issued a second RFP for the Adaptive Reuse of the Obed Baker House on July 2, 2015. Three independent proposals were received on August 14, 2015 from WestCAT, the Westwood Historical Society (WHS), and Richard Hollis. On September 29, 2015, the Board of Selectmen selected WestCAT as the Designated Developer, authorized the Town Administrator to negotiate a Disposition Agreement with WestCAT for a 5-year lease, and instructed the Town Administrator to include provisions in the lease document for the WHS's access to and use of the property for designated purposes.

The Town Administrator, WestCAT representatives, and representatives of the WHS met in November and December 2015 and agreed upon final lease terms. A final draft of the Obed Baker Lease Agreement was reviewed by the Board of Selectmen on December 14, 2016. A decision was made to wait until after the Board of Selectmen granted renewal of WestCAT's Service Agreement, which was then anticipated for January 2016, before signing the Obed Baker Lease Agreement.

In February 2016, Melinda Garfield was hired as the new Executive Director of WestCAT. WestCAT then reconsidered its plans for the Obed Baker House. On March 22, 2015, WestCAT informed the Director of Community & Economic Development that it was considering other locations for a proposed studio and that WestCAT would withdraw its proposal and request a refund of the \$18,000 deposit. WestCAT representatives explained that they no longer believed that the Obed Baker House could be renovated to create a useful studio in accordance with the architectural and construction plans presented in August 2015.

On April 25, 2016, WestCAT representatives appeared before the Board of Selectmen to explain the decision to withdraw its proposal for Adaptive Reuse of the Obed Baker House. The Selectmen accepted WestCAT's withdrawal. While there was no substantive discussion of the requested refund of WestCAT's \$18,000 deposit, it was suggested that this matter would be further considered following the Board's reorganization in May 2016.

J. Hickey asked when the Town acquired the Obed Baker House? M. Jaillet responded roughly five (5) years ago, explaining to J. Hickey that the Town had funds of \$100,000 plus a submission for a state grant to move and renovate the house. When the current administration had a budget shortfall, the Town did not receive the \$300,000 grant it had applied for, and therefore, returned the House to the Westwood Historical Commission (WHC). The WHC retook ownership of the house and with the \$100,000 did minor updates including replacing the windows and some minor work to the basement. It then tried to privately raise the funds to complete the historical renovations, but was unsuccessful and therefore, asked the Town to take the House back. Since then, the Town has gone out with three different RFPs looking for acceptable uses to for the building including the restoration of the historical features.

J. Hickey asked if the second qualified bidder was still interested in the property? N. Loughnane responded she believed he may still be, but that the proposed use would need to go through a special permitting process as the amount of parking spaces did not meet the criteria. She indicated she would reach out to him and have a conversation.

N. Hyde asked N. Loughnane and M. Jaillet a rough estimate on how much it would cost the Town to look into updating the use for possible office space for the Town? N. Loughnane and M. Jaillet agreed that \$5,000 may be enough to withhold from the \$18,000 deposit from WestCAT and that it would be fine with returning any unused funds once completed.

M. Walsh moved to return \$13,000 to WestCAT, withholding \$5,000 to pay for the cost of an architect's updated design plan for the Obed Baker House and to return any unused funds to WestCAT. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to return the \$25,000 deposit to the second qualified bidder. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to authorize the Town Administrator and Community and Economic Development Director to conduct a use study for the Obed Baker House to see if the Town could use the property for possible office space. J. Hickey Seconded. Unanimous Vote: 3-0

WestCAT Transfer of Funds

The Town negotiated payments from Comcast and Verizon in the license agreements for funds to be received by the Town and transferred to WestCAT, the Town's local access television channel. Per the agreement between the Town and WestCAT, the Town agreed to transfer these funds (Pursuant to §8(2) of WestCAT Agreement within 30 days of their receipt).

Below is an outline of the funds that should be transferred to WestCAT:

Amount	License/Section Reference	Date Received by Town
\$18,760.35	§6.4(a)(i)	May 9, 2016
\$3,001.65	§6.5(b)	May 9, 2016
\$10,405.91	§5.2.2	May 16, 2016

Comcast - § 6.4(a)(i):

“The Licensee shall make Franchise Fee payments to the Issuing Authority and/or the Access Corporation...equal to two and one-half percent (2.5%) of Licensee’s Gross Annual Revenues...”

Comcast - § 6.5(b):

“Said .40% PEG Access equipment payments shall be made to the Issuing Authority and/or Access Corporation...on the following calendar year quarterly basis.

Verizon - § 5.2.2

“The Licensee shall provide funding to the Issuing Authority and/or the Access Provider...to be used to support ongoing operations of PEG Access Programming (The “PEG Access Support”)...provided by the Licensee hereunder shall be one percent (1%) of the Licensee’s annual Gross Revenues...”

M. Walsh moved to approve the transfer of \$18,760.35, \$3,001.65 and \$10,405.91 totaling \$32,167.91 to WestCAT per the Comcast and Verizon License agreements and the agreement between the Town of Westwood and WestCAT.

Shared Ambulance Agreement

The Board reviewed the Unstaffed Ambulance Agreement that Westwood has been a partner to since 1982. The agreement has been updated throughout the years; the last time in 2009. This agreement covers terms conditions, and responsibilities involved with the sharing of a spare ambulance, among six (6) area fire departments including Canton, Norwood, Randolph, Sharon, Stoughton, and Westwood.

The spare ambulance is owned by all six communities and is used based on need generally as backup for an ambulance out of service for repairs, which is determined by the Fire Chiefs. Should Westwood’s ambulance be out of service due to mechanical problems, the Town may use the spare ambulance. Each community notifies the host Chief (Canton) when it is needed. The new agreement has a term of 25 years as allowed by Chapter 40 Section 4A MGL.

J. Hickey asked why the Town would need a spare ambulance after a new one was recently purchased, and what was the cost to the Town to operate this ambulance? M. Jaillet responded that the cost was minimal, and that the agreement is for the ambulance to be used in the event one of the Town owned ambulances were out for service.

The Board asked that the Fire Chief attend the next meeting to discuss the costs realized by the Town for this agreement.

Police Headquarters Contract

Since the contract price significantly exceeds \$100,000 the Board of Selectmen must authorize the contract to be signed by the Town Administrator. The contract which is budgeted for \$10,087,000.00 is then fully vetted by Compass Project Management will need to be signed before the Contractor begins to mobilize on July 1st.

M. Walsh moved to authorize the Town Administrator to sign the contract with G&R Construction for the construction of the Police Headquarters to begin on July 1, 2016. J. Hickey Seconded. Unanimous Vote: 3-0

FY17 Draft Goals

Each fiscal year goals are suggested by municipal departments. In general this is not an exhaustive list of the departments will be working on; it is the more important and non-routine work that the Executive Function Group members are hoping to accomplish. Some of these goals have appeared on previous lists and are continuing and other are new additions. A modification made this year is to list the goals by the function area.

J. Hickey asked if the Town could consider looking into a request and complaint tracking system and a traffic study of Route 109.

N. Hyde asked that the Town Administrator provide the Selectmen with previous year's traffic studies and it would determine if a new one is warranted.

J. Hickey moved to approve the FY17 Draft Goals, as amended. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Appointments/Reappointments

At the Board's May 16th meeting, it began the process of reviewing and appointing individuals to the various boards/committees in Town. At that meeting, the Board voted to reappoint all staff to their respective roles and positions on those boards and voted to appoint each Selectmen liaison positions.

The Town Clerk will be holding a Swearing In Ceremony on Tuesday, June 28th at 7:30pm in the Little Theater at Westwood High School. All members whose terms begin July 1, 2016 are encouraged to attend to be sworn into their roles. There will also be an Open Meeting Law and Ethics Training as well as other very helpful information for members to learn about their responsibilities while serving on a board/committee in Westwood.

Christine McCarthy, Executive Assistant, reported on the status of all the boards/committees membership vacancies including the following:

Board of Health - Tarah Somers has indicated that she will be moving out of Westwood at the end of the summer and therefore, will need to resign from the Board of Health. Tarah will remain active on the Board of Health until September, or until she is replaced, whichever comes first.

Conservation Commission – This year, only one member of the Conservation Commission is up for reappointment (Todd Sullivan). Todd has decided not to seek reappointment and

will be stepping down after June 30th. Russell MacMullan has also indicated that he is stepping down from his current term, which was not due to expire until June 20, 2018. This leave 2 Regular and Associate Membership available.

Council on Aging – with the resignation of Betty Connors and Margaret Dullea, the Council on Aging now has two Regular Membership positions available.

Dedham Westwood Water Commission - As the Board is aware, the DWWD informed the Town that its bylaws do not allow for a Commissioner to hold and elected position in the Town it is representing. Therefore, John Hickey stepped down effective immediately. This leaves a vacant positions open for a term to expire December 31, 2018.

Pedestrian and Bicycle Safety Committee - David Atkins was recently elected to the Planning Board and has stepped down from the PedBike Committee. Lucy Maroun has decided not the seek reappointment. Therefore, there are two vacancies available.

Westwood Environmental Action Committee (WEAC) – Both Richard Grady and Paul Tucceri resigned from WEAC, leaving only three regular members and three ex officio members (staff). The Board should advertise at least five regular membership positions available.

Youth & Family Services Commission – The Y&FS Commission’s bylaw reads it can have up to 21 members. C. McCarthy explained that although one member is not seeking reappointment to this commission, there are still 15 members (including 7 Student Members) on this board. The Board does not feel it needs to post for openings, but would make a recommendation to the Selectmen should it feel necessary to add more members.

C. McCarthy continued the discussion with the Board, updating on the following boards/commissions:

Comprehensive Planning Committee – In 2010, the Board of Selectmen and the Planning Board jointly established the Comprehensive Planning Committee that was tasked with the responsibility of reviewing the Town’s Comprehensive Master Plan (revised and adopted in 2000) which covered several areas including, but not limited to, land use, town centers, housing policy and development, economic development, natural and cultural resources community facilities, open space, transportation and energy conservation.

Since its inception, the Planning Board and its staff have tried to take on the administration of the committee. Over the years, this committee has met less and less and had no meetings schedule this past fiscal year. In the attached memo, Town Planner Abby McCabe outlines the increasing tasks that the Community and Economic Development and the Planning Department have taken on including, but not limited to, the University Station Project, licensing, housing and historic preservation, along with staffing and board member changes. Therefore, the Town Planner is respectfully requesting that the Board delay appointments and/or reappointments of the Comprehensive Planning Committee to avoid naming members to a committee which is currently inactive.

N. Loughnane is currently tasked with providing support to the Islington Center Task Force which has been serving as a “mini-master planning committee” and will continue to do so over the next few years as the Town seeks redevelopment of that area.

N. Loughnane will notify the members of the committee of the Board's decision to hold off on reappointing members to this committee until further notice.

Planning Board Recommendation – Each year after Town Meeting, similar to the Board of Selectmen, the Planning Board reorganizes and votes to recommend member assignments to various boards and committees. At this time, the Planning Board recommended the Board consider the following:

- Housing Partnership Fair Housing Committee
 - Christopher Pfaff as Regular member
 - Michael McCusker as Alternate Member

- MAPC Representative
 - Steve Olanoff as Regular Member
 - David Atkins as Alternate Member

- Regional Transportation Advisory Council
 - Trevor Laubentien as Regular Member
 - Steve Olanoff as Alternate Member

- Three Rivers Interlocal Council Representative
 - Michael McCusker as Regular Member
 - Steve Olanoff as Alternate Member

With respect to the MAPC appointment, the appointment that was made by the Board of Selectmen 2015, named Michael Jaillet as the Representative, and Steve Olanoff as the Alternate. The MAPC appointments are similar to Westwood appointments in which they are 3-year terms. The Board decided to keep the current positions as they were done in 2015 and will consider changes in 2018 when the terms expire.

M. Walsh moved to make the following appointments as recommended by the Planning Board:

- **Housing Partnership Fair Housing Committee**
 - **Christopher Pfaff as Regular member**
 - **Michael McCusker as Alternate Member**

- **Regional Transportation Advisory Council**
 - **Trevor Laubentien as Regular Member**
 - **Steve Olanoff as Alternate Member**

- **Three Rivers Interlocal Council Representative**
 - **Michael McCusker as Regular Member**
 - **Steve Olanoff as Alternate Member**

J. Hickey Seconded. Unanimous Vote: 3-0

The Board of Selectmen reviewed the listing of individuals seeking reappointment to the various boards/commissions in town (*list attached*).

M. Walsh moved to appoint all the individuals listed on appointment/reappointment list that the Board read. J. Hickey Seconded. Unanimous Vote: 3-0

Regular Minutes

May 16, 2016

M. Walsh moved to approve the May 16, 2016 Regular Minutes as written. J. Hickey Seconded. Unanimous Vote: 3-0

May 30, 2016

M. Walsh moved to approve the May 30, 2016 Regular Minutes as written. J. Hickey Seconded. Unanimous Vote: 3-0

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, July 11, 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 10:27 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
6/20/2016 Selectmen's Meeting Room
Regular Meeting

CHAIRMAN'S UPDATE

- Westwood Resultsban6.16.pdf (PDF)
- CPM Dashboard-BOS Update - WW Police - 6-16-16 (2).pdf (PDF)
- Deerfield Ave. Extension BOS update (PDF)

SCHEDULED ACTION

- Memo on Year End Transfers (PDF)
- 6.20.16 fy17 capital to BOS.pdf (PDF)
- Petition for Pole Relocation and Installation (PDF)
- BOS Notice of Public Hearing Glacier Drive June 20, 2016.pdf (PDF)
- Board of Selectmen Public Hearing June 20, 2016 Anthony's Coal Fired Pizza.pdf (PDF)
- BOS Notice Public Hearing Cemetery lots June 20, 2016.pdf (PDF)
- Draft Garden Columbarium Rules and Regulations (PDF)
- Westwood Cemetery Expansion BOS June 20 2016.ppt (PDF)

NEW BUSINESS

- New Operator Laborer Job Description (PDF)
- SewePumpOp Job Description (PDF)
- Part time COA Van Driver_Custodian June 2016 (PDF)
- Board of Selectmen Public Hearing June 20, 2016 Gamestop.pdf (PDF)
- ECON-16-R-003 - final unofficial copy.docx (PDF)
- WESTWOOD SOLAR INITIATIVE Selectmen Approval request.docx (PDF)
- Westwood MA-Access-20160331-302250.pdf (PDF)
- Westwood MA-Capital-20160331-302262.pdf (PDF)
- Updated 2016 Unstaffed Ambulance Agreement (PDF)
- Amended 2009 Unstaffed Ambulance Agreement (PDF)
- Original 1982 Unstaffed Ambulance Agreement (PDF)
- FY17 Top Goals(2) (PDF)

OLD BUSINESS

- Letter to BOS Comp Steering Committee 2016.pdf (PDF)
- PB Reorganization Committee Appointments 2016.pdf (PDF)
- LoriGillenResume.pdf (PDF)
- List of Duties for DWWD Commissioner (PDF)
- DWWD Bylaws and Enabling Legislation (PDF)
- BoardCommittee List 2016 - Reappointment 2016 (DOC)