

## **SELECTMEN'S RECORD**

### **August 22, 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 Nancy Hyde. Also present were: Selectmen Michael Walsh, Selectmen John Hickey, and Town Administrator Michael Jaillet who also recorded 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**

##### **Certificate of Achievement for Excellence in Financial Reporting**

*The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Westwood by the Government Finance Officers Association of the United States and Canada (GFOA) for its FY15 comprehensive annual financial report (CAFR).*

*The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management.*

*It reflects the commitment of the staff to meet the highest principles of governmental reporting. In order to receive the award, the Town had to satisfy strict, nationally recognized guidelines for reporting on year end results and financial status. The report must also be user friendly and easy to understand. This report is an important tool used by rating agencies to review the Town's financial status.*

The Town of Westwood first received this prestigious award in 1997 and has received it each consecutive (18) year since then. This is a terrific achievement for a small community such as Westwood. This annual obtainment of this high level of achievements reflects the Board of Selectmen's goal to maintain high financial standards and full, accurate, and clear disclosure of financial information.

The CAFR report is an important piece of the Town's efforts to offer full disclosure of its financial information. The CARF report was most recently used as part of the most recent S& P credit review. The credit ratings agencies utilized and rely on the report to review information in a readily available and standard format to understand the Town's economic overview, demographics and overall financial position.

The Board of Selectmen has fully supported the full and clear disclosure of the Town's financial information which best demonstrated by the receipt of this annual recognition. The report is available on the Town's web site.

The Board should acknowledge the financial staff for their exemplary, continuous contribution to this report, which shows the Town's ongoing commitment to quality, accounting and financial reporting. This is the 19<sup>th</sup> consecutive award for the Town's CAFR report. The staff includes Pam Dukeman, Finance Director; Marie O'Leary, Town Accountant; Kathy Foley, Assistant Treasurer; and Sheila Nee, Financial Analyst

## **SCHEDULED ACTION**

### **FYI Discussion: St. Mark's Greek Festival – Application for One Day License**

St. Mark's Pastor, Fr. George Kamberidis is seeking permission of the Board of Selectmen for a One-Day/Special Wine & Beer License for the St. Mark's Greek Festival.

The second annual, Greek Festival, a two-day fundraising event, is scheduled for Saturday, September 17<sup>th</sup> (11 a.m. to 10 p.m.) and Sunday, September 18<sup>th</sup> (12:00 noon to 8:00 p.m.) (*Hours last year were: Saturday 11 a.m. to 8 p.m. and Sunday noon to 5 p.m.*) The number of attendees is estimated to be 500 people per day. This License is respectfully requested for Friday, September 16<sup>th</sup> (set-up) through Monday, September 19<sup>th</sup> (clean up and disposal of all alcohol).

The event will be similar to last year which offered authentic Greek food, desserts, water, soda, wine and beer for "On-Premise" consumption; music and cultural exhibits; church tours and children's activities.

A few modifications from last year's event include the additional operating hours on each day; an additional 40' x 60' tent to provide shade and/or cover from rain over the food service, alcohol sales and guest dining/seating areas; and a kid's inflatable bouncy house. Last year the event setup included a monitored, roped off area, approximately one-third of the 40' x 60' tent, for seating/dining and the consumption of wine and beer.

N. Hyde asked about parking, and if the First Parish Church parking lot would be available.

Fr. George answered there would be some parking available at the First Parish Church, but a majority of the parking would be located at Westwood High School.

N. Hyde indicated one change from the event last year is the changing where guest can consume alcohol, from a narrow defined space to the whole dining area.

Fr. George found that this exclusive area prevented many large families from being able to sit together and is requesting elimination of the requirement, and does not anticipate any issues with this, as last year's event was incident free.

Fr. George explained the serving area will be the same as the event last year, where the table set up with beer and wine will be separate from the dining area, with TIPS certified bartenders that are all members of the church. One individual will be able to buy one drink at a time after showing their ID. There also will be elder members of the church around the tented area, making sure beer is not served to minors, but also that no drink leaves the tented area.

Fr. George asked for further explanation regarding ARC's suggestion of the possibility of using a ticket system in order to monitor the purchase of alcohol, using a ticket for a drink.

M. Jaillet explained that the use of tickets was just another way of monitoring the purchases of alcohol that if someone were to purchase a drink they could present their ID along with the ticket.

M. Walsh asked if the Chief of Police signed off on the event.

M. Jaillet responded that he had signed off on the event.

Fr. George added that in the application process he had to obtain approvals and permits from Board of Health, Fire Department, Building Department and Police Department prior to being issued the Special Wine and Malt Beverages License. Applicant has already met with several town staff members and inspections will be scheduled and conducted when the Greek Festival is set up.

**M. Walsh moved to make a motion to approve a One Day Special Liquor License for beer and wine from Friday, September 16 - Monday, September 19, 2016 subject to receipt of all final inspections of all the necessary departments for the Town. J. Hickey Seconded. Unanimous Vote: 3-0.**

### **Request for Extension of Hours – High Street Market Wine Tasting**

Liz Adams, owner of High Street Market is seeking permission of the Board of Selectmen to extend the operating hours on Friday September 30<sup>th</sup> to 9:00 p.m. for the purposes having a wine tasting. The usual operating hours for High Street Market's is 8:30 a.m. to 7:00 p.m. The wine tasting is an appreciation for existing customers and seeks to attract new customers. Four vendors will be serving selections and Liz Adams will provide complimentary food items: crackers & cheese, spinach pies, desserts.

High Street Market has been granted permission by the Board of Selectmen for extension of hours for wine tastings and holiday shopping/food pick up several times in the past without incident. (6/8/12, 11/30/12, 12/23/12, 12/23/13 & 4/30/15).

Kate Annis was present on behalf of Liz Adams who is on vacation.

N. Hyde asked if it was by invitation only?

Kate Annis explained it will be posted onto Facebook and will advertise at the store, so the event will open to the public.

M. Walsh noted that the last wine tasting was April 2015.

J. Hickey asked if Janice Barba had reviewed the information and if she had any issues.

M. Jaillet responded that Janice has reviewed everything and that there never have been any issues with licensing these events in the past.

**M. Walsh moved to grant an extension of hour for High Street Market for Friday, September 30, 2016 for the purpose of a wine tasting until 9:00pm. J. Hickey Seconded. Unanimous Vote: 3-0**

### **Bond Sale**

The Town sold a bond on August 10, 2016 for \$16,645,000. This bond issues debt for items approved at the prior town meetings (Fall 2014, Fall 2015, and May 2016).

Included in the bond:

<b>Item</b>	<b>Amount</b>
Police Headquarters Design (29 year term)	\$1,000,000
Police Headquarters Construction (30 year term)	\$13,205,000
Deerfield Road/Parking (10 year term)	\$2,000,000
Land Purchase (10 year term)	\$890,000
<b>Total</b>	<b>\$17,095,000</b>

The Police Headquarters portion of the bond (construction and design) is structured for a thirty year payback, appropriate for bonds issued for large building projects and very long term assets. The other portions of the bond are structured with shorter repayment terms, in line with the Town's typical aggressive repayment schedule, which allows debt to roll off and provide opportunities for future projects. As we typically do, we will make a full principal payment in the current year FY17, another aggressive debt policy to quickly reduce outstanding debt.

The Bond proceeds will be used to pay for the projects and payoff short term BANs which had previously been issued for Police Design \$1m, Land Purchase \$890k, and Deerfield Rd Project \$2m.

With this bond, all outstanding authorized debt has now been issued long term.

James Gavin, Town Treasurer, received competitive bids from 6 bond underwriters on Tuesday August 10, 2016 for the net \$16,645,000 bond. Raymond James and Associates was the winning bidder on the bonds with an net interest rate of 2.421%.

The difference between the total projects listed - \$17,095,000 and the total bond amount of \$16,645,000 is \$450,000. The \$450,000 is the net premium received for the Police Headquarters. The premium was applied to resize the bond – meaning we used the premium proceeds to borrow less. At a future Town Meeting, we will appropriate the \$450,000 bond premium to the police station project and rescind debt authorization by \$450,000 to close out the issue.

Prior to the sale, Standard and Poor’s assigned a rating of AAA to the bonds, the highest rating attainable. The rating agency cited the Town’s very strong economy, very strong management with strong financial policies and practices, strong budgetary performance, strong budgetary flexibility, very strong liquidity, very strong debt and contingent liability position, and strong institutional framework as positive credit factors.

**M. Walsh moved to approve and sign the Bond Sale documents as recommended by the Town Treasurer. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Department Reports**

When a new member of the Board of Selectmen have been elected, it is customary for the Departments to make a brief presentation on their respective mission and major areas of service. The Board will receive a presentation from each of the Executive Function Group members and specific department heads on the areas of service, accomplishments and some issues and challenges the departments face.

The Board heard presentation from Town Finance including Assessor, Collectors, Treasurers, and Accounting; Fire Department including Paramedic/EMS, Fire Prevention, and Hazmat Response; Library Department; and Recreation Department. Each department presented on its areas of service to the community, municipal and school departments, its major accomplishments over the past few years, and challenges and issues its department is currently facing.

Reports for each presented department including PowerPoints are available on the Town’s website, under the Selectmen’s Page.

The Board will hear from the remaining departments (Community and Economic Development, and Human Services) at its next meeting.

## OLD BUSINESS

### 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
\$19,394.82	§6.4(a)(i)	August 8, 2016
\$3,103.14	§6.5(b)	August 8, 2016
\$10,405.91	§5.2.2	August 15, 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 \$19,394.82; \$3,103.14 and \$10,405.91 totaling \$32,903.87 to WestCAT per the Comcast and Verizon License Agreements and the WestCAT Agreements signed by the Board of Selectmen. J. Hickey Seconded. Unanimous vote: 3-0.**

### Appointments/Reappointments

#### Local Emergency Planning Committee

Now that summer vacations are slowing down, the Health Director has been able to identify two additional individuals to fill roles on the LEPC:

- John Peterson, Director of Plant Operations at Westwood Lodge Hospital
- Jack Lopes, Community Relations Specialist, Eversource

These two roles are important for LEPC as these members represent two very large organizations within the community.

#### Election Officers

The Town Clerk is planning for the upcoming elections and is seeking to add two additional Election Officers to help fill roles for the state and presidential elections:

- Lynne Lawless, 200 School Street
- Phyllis Spicer, 20 Sherman's Way

#### Housing Partnership Fair Housing Committee

At its last meeting, it selected Jill Onderdonk to serve as the Housing Authority representative on the Selectmen's Appointment Fair Housing Committee replacing John Cummings who served that role in FY16. Therefore, the Board should appoint Jill Onderdonk to serve as the representative in John Cummings place.

#### MAPC Representative

On the recommendation of the Planning Board, appoint Steve Olanoff as MAPC Representative Member and David Atkins as the alternate member.

**M. Walsh moved to appoint John Peterson as a Member of the Local Emergency Planning Committee for a term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Jack Lopes as a Member of the Local Emergency Planning Committee for a term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Lynne Lawless as a Member of the Election Officers for a Term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Phyllis Spicer as a Member of the Election Officers for a Term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Jill Onderdonk as the Representative Member of the Housing Partnership Fair Housing Committee for a term to end June 30, 2017. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Steve Olanoff as the Representative Member of the MAPC for a term to expire on June 30, 2017. Unanimous Vote: 3-0**

**M. Walsh moved to appoint David Atkins as the Alternate Member of the MAPC for a term to expire on June 30, 2017. Unanimous Vote: 3-0**

## **NEW BUSINESS**

### **38<sup>th</sup> Annual Tootsie Roll Drive**

The Knights of Columbus Council 252, serving Westwood and Norwood, consolidate years ago; the Knights of Columbus have a very simple philosophy. Every child, regardless of Race, Creed or Color, deserves to live as normal a life as humanly possible. Through the generosity of patrons, they strive to help free all children of the dreadful and deadly diseases that afflict them, especially those children in the community. No funds are used to defray any of the expenses it incurs. The charity drive entails soliciting money in front of various retail establishments in the community.

**M. Walsh moved to approve and sign the request of the Knights of Columbus of Council 252. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Regular Minutes**

*August 8, 2016*

Members of the Board pointed out modifications that need to be made in the minutes of the August 8, 2016 meeting before they can be approved.

## **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?

Jim Giurleo informing the Board about the Concert that was held on August 8<sup>th</sup>, by the Westwood Winds, the level of support within the community is something to be proud of. Westwood Winds has 37 members ranging in age from 13-90 receiving funds from multiple town organizations and stores and support from multiple municipal and school departments. It is a wonderful opportunity for the musicians to play and for audiences to enjoy.

Mr. Giurleo went on to express concerns about speeding on Gay Street near Hanlon Parking Lots. He was especially concerned about large trucks, including Tresca Cement trucks, and asked if the Board could do anything.

N. Hyde asked M. Jaillet to speak with the Chief about the concerns.



## **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, September 12, 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 9:50 p.m.

Initial after reviewed



A handwritten signature in black ink, reading "Michael Jailliet". The signature is written in a cursive style with a large, sweeping initial "M".

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M. Jailliet  
Town Administrator

## ***LIST OF DOCUMENTS***

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Board of Selectmen  
8/22/2016 Selectmen's Meeting Room  
Regular Meeting

### **CHAIRMAN'S UPDATE**

- Certificate of Achievement 052316.pdf (PDF)
- GFOA Listing of Communities who received CAFR Awards - Westwood #3 (PDF)
- Thank you for MIIA on Rewards (PDF)
- Invitation (PDF)
- copy of invitation - flyer for event.pdf (PDF)
- Event Banner (PDF)

### **SCHEDULED ACTION**

- Presentation from Town Treasurer and Finance Director (PDF)
- Department Report - Finance (PDF)
- Department Report- Fire (PDF)
- Department Report - Library (PDF)
- Department Report - Recreation (PDF)

### **OLD BUSINESS**

- Comcast Payments (PDF)
- Verizon 2016\_05\_13\_201603\_000046593\_MA\_Westwood.xls (PDF)
- Knights of Columbus of Council 252 - Tootsie Roll Drive 080116.pdf (PDF)