

**SELECTMEN'S RECORD**  
**October 3, 2016**

**ATTENDANCE AND CALL TO ORDER**

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

**Westwood Day Recap**

Nicole Banks, Recreation Director is happy to report that this year's Westwood Day was a resounding success. The celebration kicked off with a decisive victory by the Westwood High School Football team. The rain held just long enough for guests to enjoy the fireworks show and get to their cars. Attendance was higher than ever with thousands of people visiting and staying for a significant amount of time. She was overwhelmed by the positive comments and appreciation expressed for the organization and diverse offerings of the event. Nicole is extremely proud of the planning, organization and attention to detail that the Recreation Department staff put in to make this year's event a huge success.

The Board of Selectmen acknowledged the many returning volunteers who helped during the event. They would also like to thank the many new volunteers who came out this year. The extra help by municipal staff and the Encounter Church service group from the South made for a much smoother and manageable day.

The Recreation Department wishes to thank the School Department who graciously hosted the celebration and specifically wants to acknowledge Ken Aries who put in as many hours as anyone and was integral in coordinating both grounds and building needs.

Paul Aries, Chairman of the Recreation Commission, thanked the Recreation Staff for all of their hard work and effort that went into planning the day as well as the dedication to ensuring management of the two-days of activities.

The Board thanked the Recreation Commission and staff for all of their hard work and look forward to next year's planning.

### **Complete Streets Grant Award**

Michael Jaillet attended the ceremony at the State House on September 21<sup>st</sup> and received a certificate for being one of 11 communities in the Commonwealth to be awarded funding for Complete Streets (\$400,000.00) presented by Lt. Governor Karen Polito. The application was prepared and submitted by the DPW to construct the High Street Sidewalk from Pond to Millbrook, enhancements to other sections of sidewalk along Route 109, and the bicycle lane markings along Blue Hill Drive.

### **Annual Family Flu Clinic**

The Westwood Board of Health will be holding its Annual Family Flu Clinic on Saturday, October 15<sup>th</sup> from 9:00am to 12:00noon in the Gymnasium at Westwood High School. The vaccine is administered on a first come, first served basis. Children under 18 must be accompanied by an adult. Remember to bring your insurance card with you.

The FluMist vaccine will not available.

### **Islington Center Task Force Meeting Reminder**

The Islington Center Task Force Meeting will be on Thursday, October 13, 2016 at 7:00pm at the Thurston Middle School Cafeteria.

### **SCHEDULED ACTION**

#### **Appointments to Various Boards/Committees**

The Board of Selectmen took up several appointments.

Tom Prior and Stephen Botelho who have both expressed interest in being appointed to the Pedestrian and Bicycle Safety Committee. The Board asked each individual to talk more about their interests in being appointed.

Tom Prior has been a resident of the Town for 30 years and is an avid biker and walker. He expressed some concerns with the connection between one side of Town to the other for bikers and walkers. When he heard about the committee he thought it was a great opportunity to get involved and thought the committee had a great purpose. He has attended a couple of meetings in the past few weeks and has a natural interest in their mission.

Steve Botelho agreed with Mr. Prior's points. He indicated he lives across the street from his office, Meditech, for the last 20 years so he is walking and biking to work on a regular basis. Steve added that he has two young kids and a dog so they are always out and about in the community either riding their bikes or walking and would really like to see both sides of the community connected. He is excited to see the initiatives with the Complete Streets Program.

**M. Walsh moved to appoint Tom Prior as a Member of the Pedestrian and Bicycle Safety Committee for a term to end June 30, 2019. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Stephen Botelho as a Member of the Pedestrian and Bicycle Safety Committee for a term to end June 30, 2019. J. Hickey Seconded. Unanimous Vote: 3-0**

Sheila Moylan has been on the Recreation Commission as an Associate Member since 2015 and has been attending the meetings on a regular basis. Sheila has also become the Recreation Commission representative for the June Street Playground renovations and has now expressed being appointed to full membership.

**M. Walsh moved to appoint Sheila Moylan as a Regular Member of the Recreation Commission for a term to end June 30, 2019. J. Hickey Seconded. Unanimous Vote: 3-0**

The Finance and Warrant Commission has asked that Michael O'Hara serve as the second Finance and Warrant Commission Presentative on the Long Range Financial Planning Committee along with Barb Delisle.

**M. Walsh moved to appoint Michael O'Hara as a Member of the Long Range Financial Planning Committee for a term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

Two woman who have been past recipients of the Roy London Humanitarian Awards have expressed interest in serving on this committee. Colleen Campion was one of the first recipients and Barbara Waterhouse received the award this past year.

**M. Walsh moved to appoint Colleen Campion as a Member of the Roy London Humanitarian Award Committee for a term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to appoint Barbara Waterhouse as a Member of the Roy London Humanitarian Award Committee for a term to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

#### **Target Extension of Hours Request – Black Friday**

*Brian Correia representing Target and Janice Barbra, Licensing Coordinator were present.*

Chairman N. Hyde explained that at the 2015 Fall Town Meeting approved the extension of hours of retails establishments One-day Permit for Extended Hours of Operation in accordance with the Code of the Town of Westwood, Chapter 321 – Retail Stores and Food Establishments, §321-2 for Target located at 221 University Avenue on Friday, November 25, 2016 to specifically allow the store to open from 12:00am and 6:00am and continue operations throughout the day. These hours would not otherwise be allowed without this extension.

Brian Correia, Store Manager at the Westwood Target, explained that Black Friday was a successful holiday event last year. Target has submitted a Comprehensive Crowd Management Plan and received sign off from the Police Department. The store plans to hire two Police Details for that evening as well as have barriers for crowd control measures.

**M. Walsh moved to grant a one-day permit for Extended Hours of Operation in accordance with the Code of the Town of Westwood, Chapter 321, §2 – Retail Stores and Food Establishments to Target located at 221 University Avenue for Friday, November 25, 2016 from 12:00am to 6:00am. J. Hickey Seconded. Unanimous Vote: 3-0**

**Public Hearing – CV License Application – The Ice Cream Ward, LLC**

*Present was Jim Collins, Director of Operations and Manager of Record for The Ice Cream Ward, LLC and Janice Barbra, Licensing Coordinator.*

The Board of Selectmen conducted a public hearing for a Common Victualler License Application for The Ice Cream Ward, LLC for a new ice cream parlor located at 305 Washington Street.

J. Barbra indicated that the premise is 1,100 SF with seating for 20 and that it planned to open within the next 6 weeks. The Town Planner has completed a site plan review of the exterior changes; a building permit is expected to be issued this week and the Health Department is reviewing their plans with some revisions. Inspections will be scheduled accordingly.

At this time, the Ice Cream Ward, LLC does not have a doing-business-as (dba) so it was requested that the Selectmen consider granting the license without the dba and J. Barbara would inform the Selectmen prior to issuing the license.

A legal notice of public hearing was posted with the Town Clerk on September 13<sup>th</sup>, advertised in the Westwood Press on September 16<sup>th</sup> and 23<sup>rd</sup>; abutters and parties in interest were mailed a copy of the legal notice on September 14<sup>th</sup>.

N. Hyde asked Mr. Collins if they have been operating this LLC for a while or it was a new business? Mr. Collins responded that it was a brand new start up business that he and Steve Ward decided to get into. Mr. Wade owns an ice cream distribution company and wanted to venture out have an old fashion ice cream parlor. Mr. Collins added that since this was a startup, they have been getting great feedback from the departments on revisions and suggestions.

**M. Walsh moved to grant a CV license to The Ice Cream Ward, LLC, located at 305 Washington Street contingent upon satisfactory inspections including the issuance of a Certificate of Occupancy; further once the name of the ice cream parlor is decided on, the CV license can be printed with the proper doing-business-as (dba) name. J. Hickey Seconded. Unanimous Vote: 3-0**

## **Explanation of Early Voting**

*Dottie Powers, Town Clerk was present*

The Town of Westwood will be participating in early voting. D. Powers explained that due to the Election Reform bill that came out a few years ago there is now early voting for Federal Elections in Massachusetts. The law requires that the office of the Town Clerk as the designated polling place with regular hours. However, the Town Clerk's Office (which is located in Town Hall) is not fully handicapped accessible so D. Powers along with a vote from the Registrar of Voters has designated Carby Street as the polling location.

Early voting will begin on Monday, October 24, 2016 through 11:59 a.m. Friday November 4, 2016 at 50 Carby Street, Westwood, MA 02090.

The Early voting hours are as follows:

1. Monday, October 24.....8:30am-4:30pm
2. Tuesday, October 25.....8:30am-8:00pm
3. Wednesday, October 26.....8:30am-4:30pm
4. Thursday, October 27 .....8:30am-4:30pm
5. Friday, October 28.....8:30am-4:30pm
6. Saturday, October 29.....8:30am-4:30pm
7. Sunday, October 30.....1:00pm-5:00pm
  
8. Monday, October 31.....8:30am-4:30pm
9. Tuesday, November 1.....8:30am-8:00pm
10. Wednesday, November 2.....8:30am-4:30pm
11. Thursday, November 3.....8:30am-4:30pm
12. Friday, November 4.....8:30am-11:59am

Election Officers will be used to staff the location. The Town Clerk will also put a legal ad in the paper with the hours.

N. Hyde suggested D. Powers send out a call to inform residents of the early voting, locations and hours.

N. Hyde asked D. Powers to clarify the difference between absentee voting and early voting. D. Powers explained that a voter can take out an absentee ballot and as long as they do not return it, can vote on Election Day. They cannot change their vote if they have already submitted their ballot.

Early voting is a no excuse early voting – anyone can go and vote during early voting. Absentee voting the individual must sign an affidavit that they will be out of town during the election.

If people have questions, they can call the Town Clerk's Office at 781-326-3964 or visit the Town's website.

The only unknown for early voting is the volume of people. N. Hyde suggested designated parking spots for early voting.

### **Letter of Support – Habitat for Humanities**

*Nora Loughnane, Community and Economic Development Director, was present.*

In front of the Board was a request by South Shore Habitat for Humanities to indicate whether or not the Board supports their application for a Comprehensive Permit. This is an application that will be submitted to the Zoning Board of Appeals. The reason the Board of Selectmen took this item up is that one of the requirements of the Comprehensive Permit is a letter of support from the Executive Body.

N. Hyde stated that this is not a discussion regarding the initial variance request that went before the Zoning Board of Appeals and was subject to an appeal.

N. Loughnane began with a history of the project including copies of the current copies of the plan and photographs of the house that used to sit on the property at 5 Highview Street.

N. Loughnane explained that there was a house on 5 Highview Street and in the late 80's early 90's the family that lived there separated and abandoned the structure which deteriorated over time. Eventually the Town condemned the building and tore it down. Upon demolition of the home, the Town received a stop work order and immediately fenced the area off where the foundation hole was. The Town then proceeded to take the property through foreclosure process. The property owner did redeem the property taxes for some years until the Town was successful in obtaining the property. The Town then went in, took the fence down, took out and filled in the foundation, removed the stone wall, loomed and seeded the lawn.

The Town then continued to hold the property for the required amount of time by law and then held an auction. The auction took place in March and the Town set the minimum bid at \$35,775 which was the Town's cost for acquiring the property and expenses related to removal of the house and clean up. There was only one (1) bid received at that price and the property was purchased by Duncan and Ellen McFarland.

The McFarland's offered the property to Habitat for Humanity in belief that they wanted to continue the Town's need to provide scattered affordable housing within the community.

The Town worked with the McFarland's and Habitat for Humanity encouraging them to apply for a Comprehensive Permit for the property. Habitat for Humanity thought it would be quicker to apply for a variance and went to the Zoning Board of Appeals.

That meeting was held on June 15, 2016 where abutters were notified and expressed concerns. The Zoning Board granted the variance and filed its decision on July 14<sup>th</sup> which was appealed. That appeal is in settlement now.

N. Loughnane explained that because Westwood is a community that has more than 10% affordable housing on the Subsidized Housing Inventory, the Chief Elected Official as well as the Housing Authority need to sign off on any Comprehensive Permits. The Selectmen need to support the Permit in order for the Department of Housing to submit the application for the Comprehensive Permit to the Zoning Board of Appeals. N. Loughnane added that additional letters of support were received from the Housing Partnership, Reverend Jennifer Phillips of St. John's Episcopal Church on behalf of the Interfaith Council and the Westwood Housing Authority.

N. Loughnane gave a recap of where the Town was related to affordable housing in order for the Town to remain above the 10% requirement on the Subsidized Housing Inventory (SHI). The SHI is recalculated with each census. For the 2010 census, the Town had reached the 10% requirement but in 2020 Westwood's housing stock will be increased so the number of affordable units need to increase as well to stay above 10%. She explained that this is an opportunity for the Town to continue the scattered site developments consistent with the Comprehensive goals of Westwood.

Although Habitat for Humanity was unable to attend the Selectmen's Meeting, it provided the narrative description of the house and the latest plan. N. Loughnane explained that the plan was different from what was presented to the Zoning Board back in June. It was amended based on input received from residents at that meeting to be a cape style home.

The Selectmen are being requested to provide a letter of support for the Comprehensive Permit application for Habitat for Humanity.

J. Hickey asked for the dimension of the house? N. Loughnane explained that these were not the final plans, that the final plans would be developed once it received the letter of support but based on the current plans it is a 3 bedroom house, possibly 1.5 bathrooms roughly 1,200-1,700 square feet on a 7,500 square foot lot. This size is typical for that neighborhood, with houses built in the 1930's through the 1940's. N. Loughnane believes they are proposing a conforming structure.

J. Hickey asked for clarification on the lot size being too small for a house? N. Loughnane explained that it wasn't that the lot size was too small it is that there has not been a house on the lot for two (2) years. The Zoning Bylaw restriction does not allow for a new house on the non-conforming lot if one is torn down and nothing built for two years. The Comprehensive Permit puts the Zoning Restriction aside for Habitat to build on the lot. J. Hickey asked if there was no two year gap, could a house be built on the lot without this process? N. Loughnane responded yes, as long as it met the setback requirements.

N. Loughnane was asked about the settlement agreement. She explained that the Judge asked that the plaintiff and the defendants speak. Habitat met with the neighbors after the Zoning Board meeting and discussed the concerns and that is where the plans presented tonight were developed.

N. Hyde asked if any landscaping requirements have been issued? N. Loughnane explained that she has spoken to Habitat about landscaping and that the Zoning Board can make conditions related to certain types of landscaping. The letter of support for the Comprehensive Permit would include issues raised by the Selectmen on all aspects of the project as well.

N. Hyde explained the process for public hearing including questions being directed to the Board and asked that people state their name and address.

Hannah Gardner, 9 Highview Street, stated that she felt there was not a lot of abutters at tonight's meeting because of the Jewish holiday. She also stated that on behalf of the neighborhood, they had nothing against Habitat for Humanity but wanted to make sure their concerns were heard. Specifically, the safety of the location of the lot and structure at the intersection of Highview and Burgess because visibility is limited already; that kids play and ride bikes in that area; questioned where the space for the construction vehicles will be; and stated it is right where a children's bus stop is.

She also stated that there were environmental concerns including several cars that deteriorated on this lot, the house was unrecognizable, a left oil tank on the property. Ms. Gardner stated that she has inquired over the years if any testing had been done on the site and she was told none has. One of her concerns is the possible environmental contamination. She stated that the neighbors would really like to see this area remain a green space since there is not a lot in the neighborhood at this time.

Andrew Fisch, 9 Highview Street, stated that the neighbor's haven't seen any comprehensive plan for approval regarding the staging, schedule, hours of construction and was concerned that it was almost rushed through to get a variance. He felt that the location posed too many challenges for this type of project.

David Russell, 23 Highview Street, also has concerns about the soil contamination and the topography of the lot and echoed the concerns about the safety. He added that if the Board approved, he stated there are three really nice oak trees that should be preserved. Mr. Russell stated that people who are walking around the eastern edge of the road have a hard time coming around the corner so suggested no fence or large hedges.

N. Hyde explained that the Selectmen are not deciding on conditions but it would pass long the concerns to the Zoning Board.



Nancy Weinreich, 92 Pheasant Hill Street, stated the photos being shown were very good representation of the house that was previously situated on that lot. She also stated that she would hope that kids are not playing at that corner lot because Burgess is a busy street. But that she generally would like to support putting a house back on that lot.

Reverend Chris Dodge, 248 Nahatan Street, he wanted to speak on behalf of some of the clergy members including Reverend Dr. Jennifer Phillips of St. John Episcopal and and Reverend Dr. Stephanie Salinas of First Baptist Church read a statement:

*"As some of the clergy in Westwood we are in support of Habitat for Humanity and their plans to build a house in our community. Believing in a need for more affordable housing in Westwood, this project provides benefits both to a family in need and to our wider community. Of all the possible benefits of such a project, perhaps the greatest, is that a family receives the security that comes from a family owned home. We are grateful of the good work for Habitat for Humanity and we celebrate its good track record both of being considerate to its closet neighbors during the construction project and by their careful selection of the new home owners. We have no doubt that there will be many members of our congregations volunteering to help with the build, working side by side the new home owners and others within our community."*

Rose Powers, 77 Pheasant Hill Street, submitted a letter for the record and was present at the meeting. Her letter was generally in support of the project and she reiterated her statement.

N. Hyde stated that for the record the Board received an email from Hannah Gardner, a letter the abutters submitted to the Zoning Board back in June and a letter from Reverend Dr. Jennifer Phillips.

J. Hickey stated it was his understanding that the reason this was before the Board was because of the time line related to the house being demolished and a new one built and that if it were done within that timeframe, this wouldn't be discussed. He stated that ultimate a house will go on this lot and the question is to the size and conditions set. He also agreed that this house falls into the Town's plan of scattered affordable housing. He did state that he hears and agrees with the concerns raised and asked what can be attached to the comprehensive application approval.

N. Loughnane explained that the Selectmen recommend in its letter that the Zoning Board of Appeals attach certain conditions to their approval as it would any other project in Town.

N. Loughnane also stated that the Town has an affidavit from the Department of Public Works about the process used to remove and fill the foundation at the site.

Marcia Grey, 34 Highview Street, has lived in the area for 65 years. She stated that the corner has the best visibility it has had in a long time because there is no longer a stone wall and bushes or trees. She is in support of the project but wanted to make sure that set back requirements and nothing impeded the sight at the corner.

Based on the comments received at the meeting, the Board should consider including the following concerns in a letter of support:

- Revise the site plan to achieve increased setbacks from the north and west property lines, if feasible;
- Undertake pre-construction soil testing to alleviate concerns about potential environmental contamination;
- Investigate the possibility of reducing the grade of that portion of the lot nearest the intersection of Highview St/Burgess Ave intersection to improve sight distance;
- Submit a landscape plan which calls for appropriate plantings and requires the maintenance and protection of mature trees, where feasible;
- Provide fencing along north and west property lines to increase privacy;
- Record a permanent restriction to prevent landscaping and/or fencing along the east and south property lines that might obstruct sight distance at the intersection of Highview St/Burgess Ave;
- Provide a construction management plan to ensure that construction and building supply vehicles do not block neighborhood roads;
- Provide a construction staging plan and schedule to ensure the shortest possible timeframe for active construction;
- Arrange satellite parking and/or carpooling for volunteer workers;
- Request that the School Department temporarily relocate the bus stop away from the intersection of Highview St/Burgess Ave during the period of active construction.
- Push the curb line out into the intersection on both sides of Highview and Burgess to narrow the width of the intersection forcing traffic to slow to make the turn and to provide an area on the side for pedestrians to walk more safely.

**M. Walsh moved to support sending a Letter of Support including expressed concerns raised by the neighborhood to the Department of Housing and Community Development in association with South Shore Habitat for Humanity's application to the Zoning Board of Appeals for a Comprehensive Permit to construct an affordable single-family home at 5 Highview Street. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to authorize the Chairman to sign a Letter of Support including expressed concerns raised by the neighborhood after a draft has been circulated to all three Board members. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to authorize the Chairman to sign the South Shore Habitat for Humanity's Comprehensive Permit Application. J. Hickey Seconded. Unanimous Vote: 3-0**

**PILOT Agreement – Ameresco Solar Power**

*Present was Thomas Philbin, Energy Manager Director*

The Board was asked to review a Payment In Lieu of Taxes (PILOT) Agreement with Ameresco Solar Power. Westwood issued an Request for Qualifications (RFQ) in early 2016 for a contractor to install solar panels throughout Westwood on School and Municipal buildings. Ameresco of Framingham was selected as the contractor based on recommendations from other communities, its experience in solar in Massachusetts and their technical responsiveness with other communities in the State.

T. Philbin explained that he has had multiple meetings to discuss each of the buildings that will have the panels installed on. It is about \$800,000 worth of equipment to be installed throughout the program and all the equipment is owned by Ameresco. T. Philbin explained if the Town taxes the equipment, Ameresco takes that amount and adds it into the price of the electricity. In lieu of tax the assessment, Ameresco proposed a PILOT Agreement for approximately \$5,000 per year to off-set administrative costs to implement and maintain the program. This amount was based on comparison with other communities.

The solar power generated and used by the buildings is metered by Eversource and Ameresco. The Town is billed at the contract price 10.5 cents (which is a lower price than conventional electricity) by Ameresco. A credit appears in the same month for the same power from Eversource on our electric bill for the power generated at the SREC (Solar Energy Renewable Credit) at the present price of 25 cents.

A simple example of how this works is if the Town pays Ameresco \$1,050 for power in a given month, we get approximately a \$2,500 credit from Eversource on our electric bill. This credit could be allocated to any account such as the electricity used in the Downey School and or Library and/or street lights. In other words wherever the credits are applied a savings will be realized in those budgets.

T. Philbin said that Town will likely realize a savings of about \$100,000 in the first year and about \$1.7 million over the course of the project.

J. Hickey asked Ameresco what other communities they have dealt with? Jim Redden, representing Ameresco, stated that he is currently working with Natick as well and other surrounding communities.

M. Walsh asked why there was such a difference in the comparable price per kilowatts and how the Town came up with the \$5,000 price? T. Philbin explained

that regardless of how much is negotiated, the price is within the cost of electricity so it's based on the Town. For example, the way money is distributed in the Town, some may have wanted a larger amount to come in for the PILOT, but the price per kilowatt will be more. It was more based on what was thought to be the administrative cost for the project.

Debbie Robbins, Town Assessor, stated that the Board of Assessors recommended one change that it not be set at exactly \$5,000. Once a PILOT is adopted by a Town, D. Robbins needs to back into a value based on what they are being taxed and what the tax rate will be. The Payment structure is in amounts around \$5,000 so the Town Assessor can base a value. The Board of Assessors endorses the PILOT agreement in front of the Selectmen tonight.

**M. Walsh moved to authorize the Town Administrator to sign the Payment in Lieu of Taxes (PILOT Agreement) with the Town of Westwood and Ameresco, Inc. as modified and adopted by the Board of Assessors. J. Hickey Seconded. Unanimous Vote: 3-0**

## **NEW BUSINESS**

### **Request to Post and Fill Positions**

#### Town Service Representative – Selectmen's Office

Katherine McDonough who has been serving as the Town Service Representative, will be leaving her position at year end. The Board is being asked to retain that position.

N. Hyde asked that some of the language in the job description be updated including agreement on the incorporation of Social Media Responsibilities.

J. Hickey asked if the minimum qualifications could be higher than a high school diploma and years of experience? J. Courtney Murray explained that even if those are the minimum, it doesn't mean that the Town would not hire someone with great qualifications. She also added that the Personnel Board would need to revise the Job Description but they are not meeting until November and the Town did not want to wait that long to post the position.

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

#### Business Manager – Recreation

The Recreation Director has prepared a revised staffing plan for its office. Taryn Crocker will assume the modified role that had been vacated by Mike Griffin and the Board was being asked to post the vacancy of Business Manager. N. Hyde suggested that Social Media responsibilities be considered for this description as well.

**J. Hickey moved to authorize the Recreation Director to work with the Human Resources Director to post and fill the position of Business Manager. M. Walsh Seconded. Unanimous Vote: 3-0**

#### Substitute Library Assistants – Library

*Present was Tricia Perry, Library Director*

The Board is being requested to approve the posting of two part-time positions of Substitute Library Assistants which is result of the promotions within the department. The position is for on call librarian.

**J. Hickey moved to authorize the Library Director to work with the Human Resources Director to post and fill the positions of two Substitute Library Assistants. M. Walsh Seconded. Unanimous Vote: 3-0**

#### **Utility Easements – DWWD and NStar – Police Headquarters Construction**

Dedham Westwood Water District and NStar Gas Company have completed its utility easement plans to provide water and gas connection to the new Police Headquarters. The Board is being asked to:

1. Approve and authorize the Chairman to sign the Dedham Westwood Water District Deed of Easement and Right of Way for Placement of Pipeline to provide water service to the new Police Headquarters located at 590 High Street and per the Utility Easement Plan; and
2. Approve and authorize the Chairman to sign the NStar Gas Company Easement to provide natural gas to the new Police Headquarters located at 590 High Street per the Utility Easement Plan.

**M. Walsh moved to authorize the Chairman to sign the Dedham Westwood Water Deed of Easement and Right of Way Placement of Pipeline to provide water service to the new Police Headquarters located at 590 High Street per the Utility Easement Plan. J. Hickey Seconded. Unanimous Vote: 3-0**

**M. Walsh moved to authorize the Chairman to sign the NStar Gas Company Easement to provide natural gas to the new Police Headquarters located at 590 High Street per the Utility Easement Plan. J. Hickey Seconded. Unanimous Vote: 3-0**

## **OLD BUSINESS**

### **Release FY17 Second Quarter Capital**

The Board traditionally reviews all of the approved capital from the previous Town Meeting by a quarterly review with requests to release those payments. The Board approved the release of the first quarter capital totaling \$2,124,600 to the various departments.

The Board is being requested to release \$317,000 in the second quarter for a van for the Council on Aging, Facilities Maintenance, Tow Fire Engine down payments, End User Technology and Police Vehicles.

**M. Walsh moved to approve the expenditure of the FY17 second quarter capital totaling \$317,000 contingent upon Procurement Checklist sign offs. J. Hickey Seconded. Unanimous Vote: 3-0**

<i><b>Department</b></i>	<i><b>Amount</b></i>
<b>COA – Van</b>	<b>\$80,000</b>
<b>DPW – Facilities Maintenance</b>	<b>\$40,000</b>
<b>Fire – Two Fire Engines (down payment)</b>	<b>\$100,000</b>
<b>IS – End User Technology</b>	<b>\$20,000</b>
<b>Police – Vehicles</b>	<b>\$77,000</b>
<b>Total Second Quarter Capital</b>	<b>\$317,000</b>

### **Fire Station Gas Bill – Eversource Payment**

The Board had reviewed this item in December of 2015 when it received information from NSTAR that it had undercharged the Town for its gas consumption at the main Fire Station located at 637 High Street. At that time, the Board asked the Town Administrator to go back to NStar and discuss if the Town could gain any additional relief on the bill. No further relief was received. The payment would be a discounted amount in a lump sum payment. It is recommended that the Town do the lump sum payment totaling \$61,079.51 (a 20% discount from the original billing amount of \$76,349.39)

M. Jaillet explained that the Selectmen have a Reserve Account that was originally created to deal with any costs related to energy specifically after the budget had been set. Since there is stability in energy cost, the Town converted the account into a regular Reserve Account to address budgetary issues that may come up.

M. Walsh asked if there was any class action being done on this? T. McCusker spoke with a few other Towns and you would need a forensic analysis to be able to figure out that even though the meter was defective, NStar is still able to measure the amount of gas being used. The towns he spoke with are working on the same arrangements with NStar.

**J. Hickey moved to approve payment of the past due balance amount to Eversource of the gas used at the Main Fire Department for a total of \$61,079.51 to be paid as a lump sum payment from the Selectmen Reserve Account. M. Walsh Seconded. Unanimous Vote: 3-0**

### **Approval of SEIU Local 888 Contract**

Joan Courtney Murray, Human Resources Director, reported that this was the first union contract that has been ratified the Town's proposal. The SEIU Local 888 is the town's clerical union staff. The proposal includes:

- Annual cost of living increases of 2% each year of the three year contract
- Transitioning the timing of SEIU salary increases to coincide with the ATP (merit increases and COLAs would be paid out in July of each year; the SEIU currently receives COLAs in July and step increases in January)
- Institutionalizing a temporary out of grade pay increase when a bargaining unit member is formally assigned to assume the higher level duties of another bargaining unit member who is absent for a significant period of time.

**M. Walsh moved to ratify the Memorandum of Agreement with the Town of Westwood and SEIU Local 888. J. Hickey Seconded. Unanimous Vote: 3-0**

### **Update on Double Pole Removal – Eversource**

As of September 23, 2016, crews have removed approximately 35 double poles and did approximately 20 transfers. Eversource has provided a preliminary schedule for removals which is one crew a week doing transfers (on average 2 transfers per week) and one crew a week doing removals (on average 4 removals per week). Based on this schedule, Eversource could have the removals done in 10 weeks and the transfers completed in 35 weeks. Jack Lopes, Westwood's Community Representative, did stress that this does not include any new work that comes in and that there will always be a number of double poles and transfers to do as long as there are active jobs going on in the Town, vehicle accidents and zero life pole replacements, etc. This schedule also does not include adjustments for weather events and conditions.

At present, there are 72 poles requiring transfers (dating back to January of 2015) and 47 double poles (dating back to June of 2015) to be removed for a total of 119 double pole. The Town feels that it would be comfortable with the total combined number of transfers and double poles to be somewhere from 20-50 at any given time.

M. Jaillet reported that the responsibility to follow up on the removals will fall to the DPW Director, Todd Korchin and Operations Manager, Brendan Ryan.

### **Regular Minutes**

*September 12, 2016*

**M. Walsh moved to approve the Regular Minutes for September 12, 2016 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?

### **EXECUTIVE SESSION**

**M. Walsh moved that the Board of Selectmen go into executive session for the purpose of discussing the value of a parcel of real estate on University Avenue. Discussion of the value of this parcel of land in open session would have a detrimental effect on the negotiating position of the Town if discussions were in open session. The Board will not be returning to open session. J. Hickey Seconded. Unanimous Vote: 3-0**

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

The next Board of Selectmen meeting will be held on Monday, October 17, 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 9:40 p.m.



Initial after reviewed

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

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M. Jallet  
Town Administrator

# ***LIST OF DOCUMENTS***

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Board of Selectmen  
10/3/2016 Westwood Public Library  
Regular Meeting

## **CHAIRMAN'S UPDATE**

- Certificate of Funding.pdf (PDF)
- Annual Family Flu Clinic.pdf (PDF)

## **SCHEDULED ACTION**

- Tom Prior - Summary.pdf (PDF)
- Stephen Botelho Letter of Interest (PDF)
- Sheila Moylan Resume (PDF)
- P.Paravalos Resignation.pdf (PDF)
- Resignation from WHC - Kriste Noone (PDF)
- T2649 Request for Extension.pdf (PDF)
- Early Voting Grant.pdf (PDF)
- Early Voting Schedule for 2016 State Election.pdf (PDF)
- Early Voting Location Decision September 13 2016.pdf (PDF)
- Letter of Support - Habitat for Humanities - NH Ltr.doc (PDF)
- Letter of Support - Habitat for Humanities - MJ Ltr.doc (PDF)
- Letter of Support - Habitat for Humanities - HPFHC Chair.doc (PDF)
- Redline - Westwood PILOT Agreement 8 1 2016 (2).docx (PDF)

## **NEW BUSINESS**

- Townservrep CEM edits.doc (PDF)
- Recreation Business Manager\_final.doc (PDF)
- Recreation Business Manager posting (2).doc (PDF)
- Library Assistant - 2004 Description (2).docx (PDF)
- Library Assistant Job Posting 2016 - on call.doc (PDF)
- DWWD Easement.pdf (PDF)
- NStar Easement.pdf (PDF)

## **OLD BUSINESS**

- Sumary capital schedule.xls (PDF)
- Eversource Bill (PDF)
- Double Poles Westwood.xlsx (PDF)
- Transfers - Eversource (PDF)
- SEIU signed Off the Record Offer September 15 2016.pdf (PDF)