

## **SELECTMEN'S RECORD**

### **October 17, 2016**

#### **ATTENDANCE AND CALL TO ORDER**

The meeting was called to order at 7:30 p.m. in the Selectmen's Meeting Room at Town Hall 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**

##### **Trick-or-Treating at Town Offices Event**

The Town Staff have put together a trick-or-treating event on Monday, October 31<sup>st</sup> from 3:00pm to 4:00pm for anyone in the community to stop by one of the below offices for Trick-or-Treating fun! Staff will decorate the offices and customs for a family-friendly event! \*Non-candy alternatives will be available\*

The following buildings will be participating:

Carby Street Municipal Office Building – 50 Carby Street  
Fire Station I – 637 High Street  
Islington Community Center – 288 Washington Street  
Main Library – 660 High Street  
Police Station – 590 High Street  
Recreation Offices & Pool – 240 Nahatan Street  
Town Hall – 580 High Street

##### **National Drug Take-Back Day**

Westwood Health Department and Westwood Police Department will be partaking in National Drug Take Back Day on Saturday, October 22<sup>nd</sup> from 10:00 am - 2:00 pm. Residents will be able to safely dispose of unwanted, unused and expired medications, at the Police Station. Residents may dispose the following medications:

- Prescription medicines
- Over the counter medicines
- Pet medicines
- Liquids in unbreakable, leak proof containers
- Pills, capsules, patches
- Ointments
- Vitamins

For residents that cannot make the Drug Take Back Day, should be aware safe drug disposal is available 24 hours a day, 7 days a week in the Westwood Police Department lobby.

#### **Canton Everett Forbes Traffic Calming Meeting**

The next Traffic Calming Meeting for the Canton Everett Forbes neighborhood will be on Wednesday, November 2, 2016 at 7:00pm at the Downey School Cafeteria. Residents are encouraged to attend to voice their opinions on the installed traffic calming measures.

#### **Clapboardtree/Washington Street Intersection Redesign Meeting**

There will be a meeting regarding the redesign of the intersection of Clapboardtree and Washington Street intersection on Thursday, November 3, 2016 at 7:30pm at the Downey School Cafeteria.

#### **SCHEDULED ACTION**

#### **Public Hearing – Class I Auto Dealer License Application – Prime Motor Group, Acura**

*Present were Janice Barba, Licensing Coordinator and David Rosenberg, President of AMR Auto Holdings – AC, LLC*

The Board conducted a public hearing for a Class I Auto Dealer License. AMR Auto Holdings, -AC, LLC, as a recognized agent of Acura motor vehicles, has submitted an application for a new Class I Motor Vehicle License for new and pre-owned auto sales, service and parts at the premises currently under construction at 395 Providence Highway. The proposed opening of the Prime Acura will be in early November. The nearly completed facility is 49,256 sq. ft. containing administrative offices, showroom, service and parts departments.

J. Barba stated the hearing was properly published and abutters notified.

J. Hickey asked how many service bays there would be and if they are visible from Route 1? David Rosenberg replied there will be 22 Service bays plus alignment and they are not visible from Route 1. Clean up bays are located behind the Mercedes Benz dealership which Prime Motor Group currently leases.

Paul Kelly, 107 Willard Circle, asked for clarification on what the purpose of this hearing was for because he thought the notice said for used vehicles?

J. Barbra read the definition of a Class I Motor Vehicle License:

*"Class I Motor Vehicle License is issued under Chapter 140 of the Massachusetts General Laws and the principle business is the sale of new and used motor vehicles and is a recognized agent of a motor vehicle manufacturer, in this case Acura, and holds a signed contract as required under Section 58 with the manufacturer; the purchase and sale of second hand motor vehicles being incidental or secondary thereto and the repair facilities sufficient to enable him to satisfy the warranty repair obligations is also covered under this license."*

Mr. Kelly asked why the neighbors were invited to another meeting? N. Hyde explained that this was the last process that is necessary to license the facility before they can occupy it based on state law.

**M. Walsh moved to grant a Class I Motor Vehicle License to AMR Holdings – AC, LLC, d/b/a Prime Acura, located at 395 Providence Highway contingent upon the issuance of a Certificate of Occupancy and satisfactory Police inspection of the repair facilities. J. Hickey Seconded. Unanimous Vote: 3-0**

### **Financial Update**

*Pam Dukeman, Finance Director was present*

P. Dukeman presented the Board with a financial update. *PowerPoint Presentation available online*

P. Dukeman started with the close out of FY16 which closed on June 30<sup>th</sup>. The total budget was \$86.5 million which is very typical for Westwood. Of that total, 68% is taxes (\$67.6 million). Real estate collections remain strong with 98.5% collected on time. State aid is stable the last couple of years with the Town receiving \$5.6 million in FY16. The state pays the Town monthly and has had no mid-cuts or disruptions.

Another revenue source is local receipts. In FY16, the Town collected \$5.2 million which is an increase from FY15 of \$4.7 million. Local receipts include motor vehicle and Building Permit fees. P. Dukeman stated that this has been very strong over the last few years. She explained that the total collections for FY16 was \$1.9 million over budgeted. The reason for this is that the Town has been very conservative with the budget. P. Dukeman advised that with this increase, the money flows to Free Cash and then should be put into capital.

N. Hyde stated that this could mean putting additional funds into capital reserve and not capital expenditures.

With respect to expenditures, the overall expenditure turn back was \$1.6 million (2% of overall budget). The turn backs come from various sources including Municipal (\$384K), School (\$5K), Benefits (\$756K), Reserves (\$308K) and Debt (\$148K). P. Dukeman explained that transfer process to supplement budgets could be looked at for adjustment for FY18, especially since the implementation of the Municipal Modernization Act.

P. Dukeman explained to the Board the Snow and Ice account over the past few years. For FY16 and where it was supplemented from. For the budget going forward, P. Dukeman stated that the Town should look into increasing that budget. The approximate average over the last 6 years is \$450,000 (excluding FY15). N. Hyde asked what would happen if the Town increased the budget to roughly \$500,000 and then did not use the total amount in one year? P. Dukeman responded currently it would be turned back, but that some towns do have a Snow and Ice Fund similar to capital and stabilization for accumulation.

The Town's Free Cash certification for FY16 was \$5.3 million. The Town is very disciplined and not using the entire years allotment and the planned use. Based on the Town's financials policies, the Town should typically have 8% of the overall budget unallocated which is approximately \$2.9 million. As the upcoming year budget process begins, the Board can look at some options to use Free Cash as it did previously to reduce the tax bills (\$500,000).

The Town's Stabilization Fund is in excellent condition at \$2.91 million with a Target of about 4% of the revenue. The Town has been able to build this fund through one time large supplements and ongoing small appropriations.

The Capital Stabilization fund is a fund the Town has recently just been able to start funding again with a current balance of \$1.07 million. This would be an active account that the Town can appropriate and expend from. The purpose of this fund would be to save and use for future capital items.

The OPEB Liability is on track with a current balance of \$4.5 million. The annual appropriation of approximately \$1.35 million shared increase by \$40,000 per year should continue to remain on target. M. Walsh asked when the next reassessment will be reviewed? P. Dukeman responded next summer.

The Meals Tax was adopted in the fall of 2014 and effective January of 2015. The account is currently at the balance of \$430,844 with the funding to be voted at by Town Meeting to be used. The state provides the Town with quarterly payments and is segregated and not allocated to any budgets. A discussion on what to do with this funding will take place at a future meeting. J. Hickey pointed out that the Town used \$500,000 for tax relief last year and options to return money to the tax payers.

The Town has issued all of the debt authorized by Town Meeting. The total outstanding debt the Town has is currently \$49.3 million and have taken advantage of a very favorable borrowing climate. The Town has a very strong credit rating and took advantage of old debt expiring and coming off the books. Recent bond sales include \$16.6 million in August 2016 at 2.4%, \$10.45 million in August 2015 at 2.6% and \$2.97 million at 1.6%. Since the Town pays debt rapidly, roughly \$4million per year, the amount will decrease significantly over the next two years. J. Hickey asked when the High School bond will be coming off? P. Dukeman responded that will drop off on 2023.

The Capital budgets expenditures for FY16 was \$1.7 million for FY16 and the target is \$2 million. It is important to maintain the Town assets by gradually increasing this each year.

N. Hyde asked if the Long Range Financial Planning Committee could review the Financial Policies and the fix dollars amounts vs. percentages in those, especially with the more valuable buildings coming online soon? P. Dukeman added that this budget is funded with Free Cash so as the Board looks at adjustments in the budget that it is still funding the same level in capital if it make shifts in other places.

The current operating budget for FY17 approved at Town Meeting is \$89.3 million. Of that, 69% or \$61 million are for School and Municipal Operating Budgets. This pieces is the ongoing services to the community.

J. Hickey asked about the sewer expenditures and that the assessment from the MWRA was \$73,000 over what was projected even with the drought being enforced? P. Dukeman explained that it was the prior year assessment and that it was the overall assessment of water use is increasing and believe that is coming from University Station. She continued that it should not impact the other residents on the rates because rates are based on consumption so when it gets billed out, it will be paid by the new users.

For the FY17 state aid came in higher than what was budgeted for in FY17 by roughly \$100,000 additional in Chapter 70 Education Aid. There has been some talk about the state making cuts to its budget. P. Dukeman suggests that the additional funds be dedicated to a one-time need rather than building it into the budget just in case there are mid-year cuts. N. Hyde also asked that P. Dukeman look into the delta for the budgeted and the negotiated contracts with the teachers.

The next steps are the staff will finalize the FY16 close out including reporting requirements to the Department of Revenue (DOR), complete the audit and CAFR report. For FY17 the next big step is the certified property values and new tax growth; have the Board of Selectmen hold its Tax Classification hearing in November, submit its tax rates for approval by the DOR; and a review of the Tax bills impact on the residents from the tax relief voted at the last Town Meeting.

## **OLD BUSINESS**

### **Appointments**

#### Pedestrian and Bicycle Safety Committee

Rory Laughna – Rory has lived in Westwood for over 18 years. He is currently a member on the Personnel Board and expressed interest in being on the Ped Bike Committee because of his love for biking and wanting to improve safety around Town. Rory has attended a few meetings and would like to continue to serve the community.

Rory has extensive experience in management, finance and mentoring the development of multiple non-profit organizations including ESC of New England, Soccer without Borders and Fullbridge Program. Rory also did consultant work for the Town back in 2013 for the hourly compensation analysis with the Human Resources Department. Rory's financial management background and community work has made him a great candidate for recommendation to the Pedestrian and Bike Safety Committee. Michael Jaillet and Abby McCabe, who met with Rory, recommend him as an excellent addition to the committee.

#### Recreation Commission

In January of 2016, the Recreation Commission recommended the continued appointment of Mitch Katzman as an Associate Member to the Recreation Commission. Mitch has served as a great addition to the Commission and, during the reappointment process, was looked over for reappointment. When Mitch was appointed, he was appointed only till June 30, 2016, but has continued to serve on the Commission.

**M. Walsh moved to appoint Rory Laughna 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 reappoint Mitchell Katzman as an Associate Member on the Recreation Commission for a term to end June 30, 2019. J. Hickey Seconded. Unanimous Vote: 3-0**

## **SCHEDULED ACTION**

### **Tax Collector Report**

*Present was Al Wisialko, Tax Collector*

Al Wisialko, Tax Collector, gave a report to the Board of Selectmen on all the collections that close out the FY16 year. A. Wisialko reported that the Town had a 99.91% collection rate for FY16 which is better than comparable communities.

A. Wisialko reported that the Collectors Office collected 100% of billed motor vehicle tax for a total of \$3,077,414; 85% of ambulance fees for a total of \$651,951 and 100% of Town Accounts for a total of \$1,263,080. He added that the Town has a new Deputy Tax Collector who has been able to collect on prior year unpaid motor vehicle excise taxes that have been outstanding.

A. Wisialko also reported on the Tax Rate per \$1,000 of assessed valuation for the past ten years, with FY16 residential rate of \$14.66 and Commercial at \$28.29. He reported that the Collectors Office budget has a total budget (salaries and expenses included) of \$191,211 but a collection of \$76 million in FY16 which is about 0.02%.

Finally, A. Wisialko reported that the Town uses Lock Box for collections which is up about 3,000 additional this past year and about a 50% increase in Invoice Cloud, online bill payment.

### **Community Compact Application**

The Community Compact is a voluntary, mutual agreement entered into between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The Compact also articulates the commitments the Commonwealth makes on behalf of all communities. The program started in January of 2015 and a number of communities have already participated.

M. Jaillet reported the application process for this year has opened up. The Executive Function Group (EFG) met and discussed the Best Practices that the Town should apply for. The Town can chose one or up to three Best Practices to apply for. Through an extensive review process, the EFG recommended the Selectmen consider applying for the following:

- Implement a Citizen Engagement Communication Plan that leverages technology to engage the public through basic electronic communication channels and ensures that internal staff is positioned to support these initiatives.
  - EFG discussed and decided that exploring the Town's citizen engagement practices and communication would benefit the entire community. Although we strive to provide information to our community members using several communication vehicles including our town web site, social media and the Cable Television public access, we know that there are always new ways to communicate. We also look forward to enlisting the resources at the state level as opinions and recommendation for improvement in any area
- Implement a Solution to Digitize Paper Records that results in operational efficiencies and improved responsiveness to the public.
  - The town has already decided that a document management solution is vital to town operations and has already committed to implementing this solution. However we also know that implementing a plan for digitizing existing records is also important to the overall success of the document management system. Not only will digitizing paper records free up valuable office space, but digitizing will establish easy access to public records for the town staff as well as the community. This easy access will also help compliance issues with the expected changes to the public records law.
- Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition
  - This plan is something that has been on the to-do list of Recreation, Conservation and Community and Economic Development. With the help and coordination from each department, this plan could be used for future planning of open space and town wide recreation needs. It would be beneficial to have the resources of the state and compare what other towns have done or are doing.

N. Hyde asked that the Town look at budgeting needs for these practices.

J. Hickey stated that he was most excited about the Citizen Engagement to be able to see what other cities and towns are doing for comparison.

**M. Walsh moved to authorize the Town Administrator to apply for the Community Compact with the intent to apply for Implement a Citizen Engagement Communication Plan, Implement a Solution to Digitize Paper Records, and Complete a Master or Open Space & Recreation Plan. J. Hickey Seconded. Unanimous Vote: 3-0**



## **NEW BUSINESS**

### **MPO Absentee Ballot**

The 2016 MPO Ballot for the elected municipal seats on the Boston Region Metropolitan Planning Organization. This year there are four (4) municipal seats on the MPO up for election. The Town of Framingham for the Metro West Regional Collaborative seat; the Town of Bedford for the Minuteman Advisory Group on Interlocal Coordination (MAGIC) seat; the City of Somerville for the Inner Core Seat; and The Town of Braintree for the South Shore Coalition (SSC) seat. The race this year is uncontested.

**M. Walsh moved to authorize the Chairman to sign the Metro Planning Organization's Absentee Ballot to be mailed to the MPO Office. J. Hickey Seconded. Unanimous Vote: 3-0**

## **OLD BUSINESS**

### **Update on Fire Station Construction and Update on Police Headquarters Construction**

The following information was provided to the Board in their packets:

#### **Fire Construction Overview:**

- Building is weather tight.
- Overhead doors have been installed.
- Exterior Siding and paneling are underway
- Rough electrical work on the Support Side of the building was completed and passed inspection.
- Rough electrical work is ongoing in the Apparatus bays.
- Drywall is being installed in the Support Side of the building.
- Radio Tower pad was installed. Tower install is pending.
- Site work resumed. Remaining drainage and site utility work are underway.
- Average Daily Manpower level in October increased to 22 workers/day.

#### **Police Construction Overview:**

- Steel erection is complete & crane demobilized. Detailing is ongoing.
- Concrete pour of roof grout & slab on grab at Evidence Bay & Sallyport (Detention Wing) will be Monday 11/7/16
- Concrete slabs on deck will follow the week of 11/14. Final slab on grade will occur the first week of December.
- Site utilities are ongoing. Electrical primaries, gas service, water service, gas/oil separator and most of the drainage structures are complete.
- Roof trusses at the Detention Wing will be erected the week of 11/14/16
- Average Daily Manpower level in October has been 13 workers/day.

## **Revised Unmanned Ambulance Agreement**

The Board was asked to revisit the last discussion on the Unmanned Ambulance agreement since the agreement stated the vehicle would be housed in Canton, but when the Sharon Fire Department is completed, the ambulance will be moved there. The revised agreement does not specify the location of the ambulance in the event it is relocated at a later date.

**M. Walsh moved to approve and sign the amended Unstaffed Ambulance Agreement. 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, November 7, 2016 at 7:30pm.

N. Hyde reminded residents that early voting begins on Monday, October 24<sup>th</sup> at 50 Carby Street for anyone who wants to vote early. Check the Town's website for the hours of early voting.

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

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

The meeting was adjourned at 8:55 p.m.

Initial after reviewed

  
M. Jailliet  
Town Administrator

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## ***LIST OF DOCUMENTS***

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Board of Selectmen  
10/17/2016 Selectmen's Meeting Room  
Regular Meeting

### **CHAIRMAN'S UPDATE**

- Letter from Troop Leader - David Paul Burke (PDF)
- Halloween\_TrickorTreating\_Offices (PDF)
- National Drug Take Back Day Flyer (PDF)

### **SCHEDULED ACTION**

- Public Hearing Notice - Prime Motor Group, Acura (PDF)
- EFG Best Practices Review 101316 (2).docx (PDF)
- Tax Collector 10.17.16 collector presentation.pptx [Read-Only] (PDF)

### **NEW BUSINESS**

- MPO Ballot (PDF)
- Application - RLaughna bike safety.docx (PDF)
- Laughna Resume 11-17-15.doc (PDF)

### **OLD BUSINESS**

- Letter of Support - Board of Selectmen Habitat for Humanity - final 101216.doc (PDF)
- Unstaffed Ambulance Agreement - Revised Oct. 2016 (PDF)