

## **SELECTMEN'S RECORD**

### **November 7, 2016**

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

The meeting was called to order at 7:32 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**

##### **Veteran's Day Ceremony**

The Board announced the Veteran's Day Ceremonies will be held on Friday, November 11, 2016 at 11:00am at Veteran's Park. The reception and light lunch will take place at the Senior Center immediately following the ceremonies. The Ceremony is hosted by the Veteran's Department and the American Legion Post 320.

##### **Eagle Scout Commendations and Ceremonies**

There are two Eagle Scout Ceremonies coming up. The first is for Troop 3, Westwood which will be held on Saturday, November 26<sup>th</sup> at 2:00pm at the First Baptist Church. The second is for Troop 1, Islington which will be held on Sunday, December 4<sup>th</sup> at 2:00pm at the Islington Community Center Sanctuary and Hall.

The Board of Selectmen recognized six (6) Eagle Scouts for their completion of the Eagle Scouts projects. From Troop 1, Islington, David Paul Burke, Kyle Matthew Simon, and Nathaniel Paul Reynolds and from Troop 3, Michael Clasby, Ian Moscaritolo, and Cameron Valentine. Chairman Nancy Hyde will attend the ceremonies to present the commendations to the Eagle Scouts.

##### **Town Clerk Receives Silver Award for Early Voting Accommodations**

Town Clerk, Dottie Powers, was awarded the Silver Award from the Massachusetts Election Modernization Coalition for the accommodations she made to the Westwood residents for Early Voting. Silver medals were awarded to 167 municipalities whose early voting plans include one polling place per every 35,000 residents, at least one weeknight of evening voting each week in the early voting period, and four or more hours of weekend voting. Dottie not only added extra hours, but moved the voting location to Carby Street which was handicapped accessible.

On October 21<sup>st</sup>, Senator Michael Rush and Representative Paul McMurtry made a special trip to Westwood to Present Dottie Powers and Michael Jaillet with the award.

## **NEW BUSINESS**

### **Resignation from Board of Health**

Tarah Somers has sent an official letter of resignation from the Board of Health to the Board of Selectmen. Tarah had informed the Board early in the summer that she would be moving out of Westwood. Tarah has finalized her move and resigned from the Board of Health.

The Board thanked her for her service to Westwood.

**M. Walsh moved to accept the official resignation of Tarah Somers from the Board of Health due to her relocation out of town. J. Hickey Seconded. Unanimous Vote: 3-0**

## **SCHEDULED ACTION**

### **Appointment to Board of Health**

Roger Christian has expressed interest in joining the Board of Health. Roger is trained in general surgery at the Peter Bent Brigham Hospital (now the BWH) followed by two years in the US Army where he helped set up and then teach in the Army Physician Assistant Program. He was invited back to the Brigham to be on staff and to assume a major teaching role, concurrently working at the Harvard Community Health Plan. It was at that time that Roger and his wife Anne moved to Westwood where their three children grew up and were educated in the public schools. Through the years, they have been active at First Parish and for many years and greatly involved with YMCA camps Becket and Chimney Corners, ascending through the system to become chairman of the Board.

For the past fifteen years, Roger's clinical practice was focused on problems of the breast in conjunction with the Dana Farber Cancer Institute. Roger retired a year ago and has since taken upon multiple deferred projects around the house. He receives great joy in spending time with his grandchildren and singing with the Boston Saengerfest Men's Chorus. Concurrently, Roger has been reaching out to old friends and making new ones, especially through the Westwood Community Chest.

The Board explained that Roger would be assuming Tarah current term to continue to allow the Board of Health to have three year, scattered appointments.

**M. Walsh moved to appoint Roger Christian as a member of the Board of Health for a term to expire June 30, 2018. J. Hickey Seconded. Unanimous Vote: 3-0**

### **Introduction of Housing and Zoning Agent**

Nora Loughnane, Community and Economic Development Director introduce Sarah Bouchard as the new Housing and Zoning Agent for the Town. Sarah started on October 19<sup>th</sup>. Sarah comes to the town with several years of relevant experience from working with the Boston Housing Authority, where her most recent title was Project Based Assistance Manager. She graduated Summa cum Laude from Northeastern University in 2009. Sarah will continue to learn the zoning administrative duties and has already attended her first Zoning Board of Appeals meeting.

The Town used to have two part time positions that have since been combined into one full time position in order to provide better service to the residents. One task Sara will be taking on is rewriting the Town's housing plan which has not been updated since the early 2000's.

The Board welcomed Sarah to the Town.

### **Tax Classification Hearing**

*Maureen Bleday presented on behalf of the Board of Assessors.*

Each year, the Board of Selectmen holds a public hearing to establish a tax classification factor, based upon a recommendation from the Board of Assessors. The factor determines how much of the tax levy is paid by each property class - commercial and residential. The hearing is to determine the FY17 tax classification factor so the tax rate can be set and submitted to the Department of Revenue for approval.

(Presentation available online)

M. Bleday explained that Westwood is a split tax rate town meaning one tax rate for to the residents and one rate for the commercial. Each year, after the Assessors complete the values it recommends what that split should be to the Board of Selectmen. M. Bleday explained that values are based on January 1, 2016 and sales during calendar year 2015; new growth as of June 30, 2016 (including University Station).

The overall values have increased by 4.48%, residential value increased 4% and commercial value increased 7%. M. Bleday explained that commercial value is only 14.8% of the overall, but pay 25% of the taxes in Town.

New tax growth is \$2.2 million; \$584,000 from residential; \$1.7 million from University Station and \$382,000 from personal property.

M. Bleday explained that the Town has been trying hard to hold onto the split rate. Typically a town would not institute a split rate with commercial value under 20%. Westwood's current total commercial value is currently just about 15%.

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M. Bleday explained that the average residential tax bill would be about \$1,200 higher if the Town did not have a split tax rate. The Board of Assessors reviews the shift factor each year and has recommended remaining at 1.70 again this year<sup>1</sup>. This gives a little room to give the residents some relief if anything were to happen to the commercial values.

N. Hyde commented that if the Town were not able to get University Station off the ground, the Town would not have been able to keep the split rate or benefit from the new growth revenue.

M. Bleday continued that as the Town tracks the market values, the commercial gets hit harder than residential in downturns and the Town's residential continued to climb without or less added value to commercial in upturns, which have had a great effect on the split rate. She also explained that commercial rates are equal across the board so a large increase to the rate on the commercial side may be easier to absorb by businesses or University Station than for a smaller business such as the ones along High Street and Washington Street. The Board of Assessors has always been cognizant of that.

Pam Dukeman, Finance Director, explained that with the 1.70 shift factor, the average home value in Town which is \$598,431 (2% increase in value) would have a 1.3% change in the tax bill at \$8,719 per year; with the shift, that average home would save \$1,207. P. Dukeman reported the 1.3% increase is the lowest increase in a nine (9) year period.

J. Hickey commented that the \$1,200 mitigation in the tax bills is because of University Station. P. Dukeman added that it is also because of steps that the Board took at Town Meeting to mitigate the growth of the tax bill.

P. Dukeman continued to explain the additional tax relief with a powerpoint presentation (available online) including the slides used at the last Town Meeting to help residents understand that with the tax relief article and keeping the Police debt within Proposition 2 ½ saved the average home \$89 or only a 1% increase in the tax bill.

If the Board did not vote the split rate, the average home tax bill would be 13% higher.

**M. Walsh moved to accept the recommendation of the Board of Assessors in order to keep equity among the property classes and voted the tax classification factor to remain 1.70 for FY17. J. Hickey Seconded. Unanimous Vote 3-0.**

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<sup>1</sup> The DOR allows for a maximum shift factor of 1.75

### **Public Hearing – License Renewals**

The Board of Selectmen is Local Licensing Authority (LLA) and opened a public hearing to take place over the course of three meetings on November 7<sup>th</sup>, November 28<sup>th</sup>, and December 12<sup>th</sup>. Each of the public hearing sessions will begin at 7:30 PM and will be held in the Selectmen's Meeting Room. The purpose of the multi-night hearing is to consider renewal of all the following licenses issued by the Board of Selectmen: Common Victualler, On-Premise Alcohol, Off-Premise Alcohol, Entertainment, Class I & II Automobile Dealers, Junk Dealers, Livery and Taxi Operators for the 2017 calendar year.

Janice Barba, Licensing Coordinator, presented the license renewals including Auto Class I & II, Junk Dealer and Common Victualler. The following items are requirements for license renewal:

- Renewal Application
- Proof of Tax Certification
- Proof of Insurance: General Liability, Worker's Compensation, Liquor Liability (as applicable)
- Floor Plan, Menu (as applicable)
- Fire, Building, Health and Police Inspections
- Fee(s)

J. Barba informed the Board that there are some license renewals that have not completed their renewal packets. The Board read off the list of licenses it would like to consider at this time.

**M. Walsh moved to approve the renewal of the following Auto Class I Dealer License; Auto Class II Dealer License; Junk Collector Licenses; and Common Victualler Licenses. J. Hickey Seconded. Unanimous Vote: 3-0:**

<b>COMPLETED LICENSE RENEWALS – READY FOR CONSIDERATION</b>
<b>AUTO CLASS I</b>
<b>Mercedes-Benz of Westwood</b>
<b>AUTO CLASS II</b>
<b>Enterprise Rent-A-Car, LLC</b>
<b>JUNK DEALER</b>
<b>Dolabany Jewelers</b>
<b>Kay Jewelers</b>
<b>GameStop</b>
<b>COMMON VICTUALLER (CV)</b>
<b>Dunkin Donuts at 400 Washington St</b>
<b>Dunkin Donuts at 115 Providence Hwy</b>
<b>Dunkin Donuts at 208 Providence Hwy</b>
<b>Dunkin Donuts at 915 High St</b>
<b>Islington Pizza &amp; Sub, Inc.</b>

**Tastefully Done Restaurant & Catering, Inc.**  
**Starbucks at 736 High St.**  
**Starbucks at 101 University Ave**  
**Westwood Pizza**  
**Mercedes Benz Café**  
**Steward Westwood Café/Sodexo**  
**Bibi's Café & Bakery**  
**Westwood Jade Restaurant**  
**Which Wich Superior Sandwiches**  
**Orange Leaf Frozen Yogurt**  
**Panera Bread**  
**Chipotle Mexican Grill**  
**Target Store**  
**Noodles & Company**  
**Lifetime Café**

The Board discussed approving the Prime Motor Group licenses since the dealerships were not open yet. Nora Loughnane explained that Acura was issued a new license this year and that Audi and Porsche are renewals.

**M. Walsh moved to approve the following licenses contingent upon final requirements. J. Hickey Seconded. Unanimous Vote: 3-0:**

<b>AUTO CLASS I</b>
<b>Audi Westwood</b>
<b>Porsche Westwood</b>
<b>Prime Acura</b>

J. Barba informed the Board that she will bring the two seasonal licenses, Bubbling Brook and Life Time Bistro in the spring.

#### Taxi Licenses

C. McCarthy reported that the Board of Selectmen issued 12 taxi company licenses in 2014. The 2016 calendar year has been in first full year of operation and this will be the second renewal season for these companies. The renewals for Taxi Companies include:

- Application which includes the license plate, make and model year of car(s)
- Department Approvals for vehicle inspections by the Police Department
- Operator List including phone numbers and emails
- Emergency Contact list for the company
- Worker's Compensation affidavit (state requirement)
- License fee (\$100 per vehicle)

To date, Maurice Cab is the only cab that has successfully completed all the requirements for renewals.

**M. Walsh move to approve the following Taxi License Company Renewal. J. Hickey Seconded. Unanimous Vote: 3-0:**

<b>TAXI LICENSE</b>
<b>Maurice Barkachi, Maurice Cab, 26 Congress Place, Dedham, MA 02026</b>

**Complete Streets Update**

*T. Korchin and Mike Myers from TEC were present.*

The Board was presented an update on the Complete Streets program. T. Korchin introduced Mike Myers from TEC who worked closely with the Town for the Downey Safe Routes to School.

There are three major projects that the Town will be taken on as part of the Complete Streets grant (\$400,000) from the state. The first project is Blue Hill Drive which will include bike shoulders and some buffers between the travel lanes and the bike lanes. N. Hyde asked if there was an access for the pedestrian and bikes through Blue Hill to University Avenue? T. Korchin responded that yes there was a pedestrian access through the cul-de-sac. M. Jaillet added that a property owner complained that there were still some drainage problems. T. Korchin responded he was aware and will be working on that directly with the homeowner.

The second project is the intersection of Pond Street and Route 109. The redesign would replace the two islands with one larger island roughly 8 feet wide and narrow the right turn from High Street onto Pond Street. It would also include striping for turning lanes. The second portion of the project would include the installation of sidewalks along High Street from Mill Brook Road.

**Canton Everett Forbes Traffic Calming Update**

*Present were Todd Korchin, DPW Director, Brendan Ryan, Operations Manager and Kien Ho, BETA*

There was a meeting on Wednesday, November 2, 2016 (*meeting available on WestCAT website*) with the residents to discuss Canton Everett Forbes traffic calming updates.

T. Korchin reported that the results from the traffic calming installations are in and that from the Town's perspective it has been very successful. Feedback from the residents was positive and the Town received suggestions that they will work on addressing.

One of the issues brought up at the meeting was the double yellow line on Glandore Road that was put in as a safety feature for that intersection. T. Korchin explained that they are exploring options to address this concern.

Kien Ho, BETA Group, reviewed with the Selectmen the collected data on the three main streets, Canton, Everett and Forbes as well as Kilronan, Cushing, Spellman, Adams and Perry. A summary of the Speeds and volume counts are below:

#### Canton Street

<b>Speed</b>	<b>Before</b>	<b>After</b>	<b>Speed Difference</b>
Northbound	40mph	37mph	-3mph
Southbound	43mph	36mpn	-7mph

<b>Volume</b>	<b>Before</b>	<b>After</b>	<b>Speed Difference</b>
Weekday	10,539	9,242	-1,297
Saturday	6,579	5,640	-939

T. Korchin added that these counts were inclusive of Blue Hill Drive being cul-de-sac.

#### Conclusion of Speed Counts

Canton Street – Decreased up to 7mph  
Everett Street – Decreased up to 5 mph  
Forbes Road – Decreased up to 7mph  
No impact to side street neighborhood

#### Conclusion of Volume Counts

Canton Street – Decreased up to 1,297vpd  
Everett Street – Decreased up to 433vpd  
Forbes Road – Decreased up to 98vpd  
No impact to side street neighborhood

The two major concerns raised after the construction were the travel lane widths were still too wide on Canton Street and the double yellow lines on Glandore Road. BETA did measure the width and it is currently at 10 foot lanes with a 1 foot shoulder. T. Korchin said the Town will eventually need to re-surface Canton Street and will look at the widths when that comes up on the paving schedule.

K. Ho continued to explain the issues raised by some residents with regard to the Glandore Road Double Yellow Center line. K. Ho explained that because of the wide intersection at Glandore from Forbes Road, the engineers looked at narrowing the travel lane for cars turning onto Glandore from Forbes. The intersection was T'ed off and radius tightened while still allowing for school buses and emergency vehicles turning radius.



K. Ho noted that if the double yellow line were to be removed the concern would be the increase to the Town's liability if someone were to get into an accident.

N. Hyde asked how far does the double yellow line extend? K. Ho responded it was 95 feet from Forbes.

M. Walsh asked if an island could be installed as opposed to a double yellow line? K. Ho responded that the engineers would recommend a flush narrow because of buses and emergency vehicles.

Kara Buckley, 61 Glandore Road, stated that research shows double yellow lines diminish property values because it creates the sense that is a main road. K. Buckley also stated that there are 11 houses on Glandore and it is a small quiet neighborhood so adding the double yellow lines and diminishing the home values was significant to those homes. She stated that she had done research on realtor sites.

N. Hyde disagreed that home values would diminish and stated that there would be benefit to the increased safety.

K. Buckley stated that the residents would not mind having an island installed and would like other options explored.

K. Ho explained that other options included a 4 foot island at the intersection; a possible island along Forbes leading up to the intersection. The concerns are that buses and emergency vehicles needing to make the right turn would not be able to without encroaching onto the T'ed intersection.

N. Hyde asked why does the painted lines need to be 95 feet and asked if it could be shortened? K. Ho responded that it does not have to be 95 feet but that the line was long enough so that when vehicles turn onto Glandore they do not encroach into the other lane.

M. Walsh asked Kara Buckley if there was research done on a short yellow line or if it were for the entire length of the street? K. Buckley responded that the research was for a double yellow line down the entire street.

T. Korchin explained that since the meeting was last week that the Town would continue explore other options but what he and the engineers will look at are:

- Installing a flush cement imprint
- Reducing the painted lines
- Installing an island

M. Jaillet added that there is a more extensive list of other issues that were raised by the residents and they would like to assess and see how the Town will address some of them.

M. Walsh asked T. Korchin if there is a long term plan was for Canton Street and pedestrian safety or widening it? T. Korchin responded that a long term plan would be the installation of sidewalks pending funding and input from the residents.

Bruce Lynch, a resident of Dover but grew up on Everett Street, rides his bike on Canton Street stated that the lanes on Canton Street are not wide enough for a bicyclist and that the Federal Highway Safety Administration warns that motorists will try to pass bicyclists in these traffic gateways, and, therefore, recommends that travel lanes within these traffic gateways be at least 14' wide. He also stated that the alleyways were not wide enough to accommodate a bicyclist and a car at the same time with him being at least 2' wide while the mirror to mirror width of a large SUV is close to 8' wide. B. Lynch stated that it was very dangerous road for bike riders especially from Downey Street down Canton Street. He also stated that he was told there was a speed radar patrol on the road every day and that was what attributed to the speed declines.

M. Jaillet explained that there was no longer an officer assigned to speed radar every day on Canton Street. However, there was one assigned prior to the installation of traffic calming when the retail establishments at University Station opened for several months.

M. Walsh asked if the studies were done at the same times of year? K. Ho responded that the studies were done at the same time (fall) and locations including when school was in session.

N. Hyde asked if there was anything more that could be done to address the issues for bike riders on Canton Street? T. Korchin responded that this was talked about throughout the entire process of the project including asking the residents if they wanted a narrower road that was not as friendly to bicyclists and caused vehicles to slow down or a wider and room for the bicyclists.

M. Jaillet added that originally the traffic islands were supposed to be granite curbing straight up. The reason they are angled is that if a car wheel were to hit the curb, it wouldn't bounce as badly if it were straight up. If the roadway was narrowed, it would defeat the purpose of slowing the traffic down.

T. Korchin explained that the purpose of this project was a traffic calming project, not to accommodate bicyclists or pedestrian with painted bicycle lanes or new sidewalks. If the Town wants to pursue those options, it will look into the options.

The Board agreed that if the traffic and speed counts are down that is a good result.

## **Islington Center Task Force Update**

*Present was Nora Loughnane, Community and Economic Development and James McCarthy, Facilities Manager*

The Board was updated on the progress of the Islington Center Task Force. The Board is not taking any action or receiving any recommendations.

N. Loughnane began with updating the Board that there are currently six (6) proposals in front of the Task Force for the redevelopment of Islington Center. The RFP that was submitted in June has been under review by the Islington Center Task Force (ICTF) for several months. The ICTF reviewed the Petruzziello Proposal at a public meeting on September 8<sup>th</sup>, and found the proposal to meet the minimum threshold criteria for further consideration. The Task Force then heard a detailed presentation of the initial proposal by the Proponent on September 15<sup>th</sup>. As at each of these meetings, residents were encouraged to ask questions and to share their opinions on the future of Islington Center. The Proponent then took those questions and comments into consideration in preparing alternative proposals. A number of the alternative proposals were then presented at the ICTF meeting on October 13<sup>th</sup>.

The sixth proposal is a recreation of the Islington Community Center on East and Washington Streets keeping in mind that the building was built in 1967 and is not in good condition. N. Loughnane stated they will probably hear that it is more cost effective for the developer to recreate the look rather than restore it.

N. Loughnane explained also that the value of the building is so low that any significant investment in maintenance means the needs to bring the building up to code. The current estimate is \$1.7 million invest which does not include putting and elevator into the building. The investment would only improve the building for its current uses temporarily but would not make the building any more efficient than it is now.

J. Hickey asked what was the layout and square footage of the Petruzziello redesign? N. Loughnane responded 10,000 square feet but much better layout. She continued to explain that the Recreation space (roughly 5,000sq. ft.) would be replicated in a new community space and 5,000 dedicated to the MMO Nursery School.

N. Loughnane explained the different options. The ICTF will weigh in on the different options at its meeting on November 10<sup>th</sup>.

All of the proposed options now under consideration can be viewed here:  
<http://www.townhall.westwood.ma.us/index.cfm/page/Islington-Center-Task-Force/pid/38186>

The Task Force will begin its review and deliberations of these proposals at the upcoming meeting. Then, the ICTF will compile its questions it has on all the proposals including proposal No. 6 and have the developer attend the second half of the meeting to discuss No. 6 further.

N. Loughnane stated that she believes the number of people involved in the process is great and the input is constructive. However, she believes that there are a number of people who misunderstand the process. She continued to explain that when the RFP was issued in June, there was a possibility that it could meet the May 2017 Town Meeting deadlines but does not believe that to be the case now. The ICTF has a lot more to review and provide input on before it is ready to make a recommendation of a single proposal that can be properly developed by the developer and brought to the Board of Selectmen then it could proceed with plans. Still, after that process, it would need to go through the Planning Board, Conservation Commission public hearings, etc. N. Loughnane also stated that she hears that the ICTF is not listening to people when the purpose and effort of the ICTF is to listen to people.

J. Hickey asked if the Town thought the process was too long and if there was a possibility that the developer would pull permits to do work on his current properties? N. Loughnane explained that it is in his best interest to work with the Town and if the Town and the developer feel that working together does not meet a success, then we will go our separate ways. As long as there is an opportunity, the Town will continue to work with the developer.

J. McCarthy provided the Board with an assessment of the ICC property and a 20 year layout for the building. There are still a lot of unknowns that the Town will not know about until maintenance is actually performed so some of the numbers could fluctuate. The numbers also do not include architect design, putting the project out to bid, etc. so the numbers will be higher.

N. Loughnane explained that some people think maintenance was deferred when that is not the case. With the building value being so low, the value of the work that is done may trigger code enforcement requirements. She added that these estimates do not include making the building ADA compliant, renovating the kitchen area, etc. N. Loughnane explained that if the work were done, it would bring the building to code requirements but would not make it efficient for its uses.

N. Hyde added that the building was not originally meant to be purchased for long term. M. Jaillet stated that when the building was purchased it met some of the space needs for offices protected it from development that was not wanted at the time, and allowed MMO to remain in service.

M. Walsh stated that he thinks the process is going well especially with relation to the meetings and allowing people to provide their input if they are unable to attend a previous meeting.

N. Loughnane concluded that the town should continue to look at the options to see if something can be done and if not, then it can walk away but no dismiss it before then. There are serious vacancy issues and that Islington Center extends all the way down Washington Street, not just the Washington East Street intersection. N. Loughnane takes all comments and forwards them to the Task Force and encourages other to continue to participate.

The Board thanked N. Loughnane and J. McCarthy for the updates.

## **NEW BUSINESS**

### **MMO Nursery School Lease Extension**

The Board had a request to do a one (1) year lease extension out to August 31, 2018 for the MMO Nursery School lease at the Islington Community Center which it does annually. It allows the Pre-School to start planning for the next school year.

M. Jaillet reported that he spoke with the MMO about its annual rate and their revenue stream does not allow for any adjustment at this time.

M. Walsh expressed concerned that with the Town charging the MMO with a low rent to try and get them in line. M. Jaillet responded that they are at a point where they would not have to pass the rate increases onto their clients.

The Board agreed that there needs to be a serious discussion once clarity on what is going on in the Islington Center.

**M. Walsh moved to extending the Mother's Morning Out (MMO) Nursery School Lease for another year and for the lease to expire on August 31, 2018 at the annual rate of \$84,000 (\$7,000 per month). J. Hickey Seconded. Unanimous Vote: 3-0**

The Board supports the MMO Nursery School Program.

### **Appointments to Election Officers**

Town Clerk Dottie Powers is requesting that the Board of Selectmen appoint the following individuals as Election Officers to help during the Presidential Election on November 8<sup>th</sup>:

- Michael Beaumont, 20 Webster Street
- Qiao Anderson, 366 Farm Lane
- Kathleen McElroy, 25 Hillview Road

**M. Walsh moved to appoint Michael Beaumont, Qiao Anderson and Kathleen McElroy as Election Officers for terms to end June 30, 2017. J. Hickey Seconded. Unanimous Vote: 3-0**

### **Accept Local Cultural Council Funds**

The Town received the contract and scope of services for the Town of Westwood that covers the transfer of FY2017 Local Cultural Council funds (\$4,500) from the Massachusetts Cultural Council to the Westwood Cultural Council account.

**M. Walsh moved to authorize the Chairman to sign the Contractor Authorized Signatory Listing identifying Michael Jaillet, Town Administrator and Pam Dukeman, Finance Director as Authorized Signatory Names for the Massachusetts Cultural Council transfer of funds totaling \$4,500. J. Hickey Seconded. Unanimous Vote: 3-0**

### **OLD BUSINESS**

#### **Update on Construction Projects (Police & Fire)**

Update for the Fire Station construction. The schedule is likely to extend till February and the site work is weather dependent and likely to extend further:

- 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.

Update on Police Station construction:

- 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.

## **Future Board of Selectmen Meetings**

The Board has the following meetings already scheduled:

Monday, November 28, 2016 at 7:30pm in the Selectmen's Meeting Room

Monday, December 12, 2016 at 7:30pm in the Selectmen's Meeting Room

The Board scheduled the following meetings:

Monday, January 9, 2017 at 7:30pm in the Selectmen's Meeting Room

Tuesday, January 24, 2017 at 6:30pm – location TBD

Monday, January 30, 2017 at 7:30pm in the Selectmen's Meeting Room

Monday, February 13, 2017 at 7:30pm in the Selectmen's Meeting Room

Monday, February 27, 2017 at 7:30pm in the Selectmen's Meeting Room\*

Monday, March 6, 2017 at 6:30pm – location TBD

Monday, March 20, 2017 at 7:30pm in the Selectmen's Meeting Room

Monday, March 27, 2017 at 6:30pm – location TBD

Monday, April 10, 2017 at 7:30pm in the Selectmen's Meeting Room

Monday, April 24, 2017 at 7:30pm in the Selectmen's Meeting Room

Monday, May 1, 2017 at 6:30pm in the Faculty Room at the High School (prior to ATM)

*\*This is a tentative Meeting Date. The Board will confirm closer to the date if the meeting is needed.*

## **Regular Minutes**

*October 3, 2016*

**M. Walsh moved to approve the Regular Minutes for October 3, 2016 as amended. 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 28, 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.**

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The meeting was adjourned at 9:53 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, sweeping "M" and "J".

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M. Jallet  
Town Administrator

## ***LIST OF DOCUMENTS***

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Board of Selectmen  
11/7/2016 Selectmen's Meeting Room  
Regular Meeting

### **CHAIRMAN'S UPDATE**

- Selectmen Invitation to Veteran's Ceremony (PDF)
- Silver Award for Westwood (PDF)
- DPowers award (JPG)

### **SCHEDULED ACTION**

- Resignation Letter from T. Somers (PDF)
- Bouchard Resume.pdf (PDF)
- Tax Classification Public Hearing November 7, 2016.pdf (PDF)
- PPT classification for BOS10.28.16.pdf (PDF)
- taxbillimpactfy17.10.28.16.pdf (PDF)
- Email from Pam Dukeman on Tax Classification (PDF)
- License Renewal Public Hearing November 7, 28, and December 12, 2016.pdf (PDF)
- 4969 Before and After Evaluation.v2.pdf (PDF)
- 11-02-16 Meeting Attendees.pdf (PDF)
- 16439\_Islington\_Community\_Center\_FINAL.pdf (PDF)

### **NEW BUSINESS**

- MMO Lease Extension Request 2017-2018 (PDF)
- Local Cultural Council Funds Contract (PDF)

### **OLD BUSINESS**

- Police Headquarters Update (PDF)
- Fire Station 2 Update (PDF)
- Calendar.doc (DOC)
- FinCom 2016-17 Meeting Schedule.doc (PDF)