

SELECTMEN'S RECORD
December 12, 2016

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:33 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

Reminder – Annual Town Meeting Warrant Open Until January 9, 2017

At the Board of Selectmen Meeting on November 28th, the Board voted to open the 2017 Annual Town Meeting Warrant. Any articles that wish to be considered should be submitted to the Selectmen's Office. Petitioners are encouraged to contact Town Counsel at 781-251-2579 to review language. Any petition articles must be submitted for certification to the Town Clerk's Office prior to being inserted onto the warrant.

The 2017 Annual Town Meeting will be held on Monday, May 1, 2017 at 7:30pm.

New Year's Eve Fireworks

The New Year's Eve Fireworks will be held on Saturday, December 31st at 7:00pm at the High School.

SCHEDULED ACTION

Final Public Hearing – Remaining Licenses

The final public hearing for all license renewals was opened. The Board discussed All Alcohol licenses, Entertainment Licenses, Wine & Malt Beverage Licenses, Retail Wine & Malt Beverage Licenses, and Taxi Company Licenses.

All of the establishments below have finalized its requirements for renewals.

M. Walsh moved to approve the renewal of the All Alcohol Licenses including Common Victuellar and Entertainment Licenses to the following establishments:

- Wild Blossom
- Chiara Bistro
- Bonefish Grill
- Not Your Average Joe's
- Anthony's Coal Fire Pizza
- Blue Orchid

J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to approve the renewal of the Wine & Malt Beverage License including Common Victuellar and Entertainment License for the Toast Office. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to approve the renewal of the Wine & Malt Beverage License including Common Victuellar for Smashburger. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to approve the renewal of the Retail Wine & Malt Beverage Off-Premise Consumption license and an Entertainment License for Wegmans. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to approve the renewal of the club license for All Alcohol License and the Change of Officers on Record for Norfolk Golf Club. J. Hickey Seconded. Unanimous Vote: 3-0

J. Barba reported that Comella's has not completed its required paperwork including a satisfactory Building Inspection, submission of servers TIPS Certifications, the Common Victuellar fee and the affidavit of the annual in-house training and retraining of staff.

The Board encouraged J. Barba to reach out to Comella's again to ensure it understands that if it does not complete the necessary requirements, it will not be able to serve alcohol as of January 1st.

M. Walsh moved to approve the renewal of the Wine & Malt Beverage License for Comella's contingent upon completion of paperwork, a satisfactory Building Inspection, TIPS Certification submission, Common Victuellar Fee and affidavit of annual in-house training and retraining of staff prior to December 31st. J. Hickey seconded (procedurally). Vote: 2-1; J. Hickey opposed.

M. Walsh moved to approve the renewal of Retail Wine & Malt Beverage Licenses for Roche Brother Supermarket, High Street Market and Lambert's Rainbow Fruit. J. Hickey Seconded. Unanimous Vote: 3-0

M. Walsh moved to approve the renewal of the Entertainment License for Comella's. J. Hickey Seconded. Unanimous Vote: 3-0

C. McCarthy reported that most of the taxi companies have finished their final inspections.

M. Walsh moved to approve the renewal of the following Taxi Company Licenses:

- **Abdul Shuman, *dba* OnTime Taxi Service – 4 vehicles**
- **Ahmad Faraj, *dba* Norfolk Town Taxi – 2 vehicles**
- **Kamal Mroue, *dba* American Norfolk Taxi – 1 vehicle**
- **Joseph JBIel, *dba* VIP Taxi of Norwood – 2 vehicles**
- **John Jack Daaboul *dba* American Taxi – 1 vehicle**

J. Hickey Seconded. Unanimous Vote: 3-0

C. McCarthy explained that although Mr. Alazzawi of Hello Westwood Taxi has not received a final sign off on his inspection, he purchased a new car and just needed to put the appropriate lettering per the regulations on the car. The vehicle did pass inspection. He is scheduled to return to the Police Department for that final sign off this week.

M. Walsh moved to approve the renewal of Ali Alazzawi *dba* Hello Taxi of Westwood for one (1) vehicle contingent upon appropriate lettering on the vehicle and final inspection prior to December 31st. J. Hickey Seconded. Unanimous Vote: 3-0

C. McCarthy reported that Mr. Awada had turned in all of his other paperwork except for the Renewal Application which includes the make and model car. The Board asked C. McCarthy to send one final letter to Mr. Awada for a chance to submit the appropriate paperwork.

M. Walsh moved to approve the renewal of Mohamed Awada *dba* Awada Taxi Service contingent upon submission of Taxi Company Renewal Application prior to December 31st. J. Hickey Seconded. Unanimous Vote: 3-0

FY18 Budget Update

Pam Dukeman PowerPoint presentation available online

P. Dukeman presented the Board of Selectmen with a preliminary FY18 budget. Included in the presentation was:

- FY16 Year End Results
 - Revenue
 - Expenditures
 - Status of savings and liabilities
- Current Year FY17 Budget
 - Operating
 - Capital Budget
- Debt
- Property Taxes
 - Commercial Value
 - Tax Relief
- FY18 Preliminary Capital Budgets
- Reserves and liabilities
- Tax relief

P. Dukeman and the Board agreed that a 2.5% increase was the target in order to sustain the operating budgets.

N. Hyde asked that P. Dukeman explain the Audit Committee's approval of the expenditure of \$40,000 for student activity accounts?

P. Dukeman explained that the Department of Education required that all schools perform this audit on the student activity accounts to ensure that the funds were being used for student related activities and not being deposited into the general fund. The audit covered all school for a two year period and would be required on a bi-annual basis going forward.

M. Walsh moved to the expenditure of \$40,000 for the Department of Education's annual audit of Student activities accounts. J. Hickey Seconded. Unanimous Vote: 3-0

Dedham Westwood Water Commission – Reappointment and Report from Commission

Present was Eileen Commane, James Gavin, Rob McLaughlin and Gary Yessailian

Reappointment

James J. Galvin would like to be reappointed to the Dedham Westwood Water Commission. Jim is a Certified Public Accountant and graduate of Bentley College. Jim is the senior member of the board, having served since 1997 (19 years). He brings a wealth of knowledge and experience to the board. As a CPA, Jim has been a tremendous asset to the DWWD due to his fiscal expertise. He has helped the DWWD remain a financially strong organization. Additionally, he recognizes the importance of working closely with the municipal governments in both Dedham and Westwood.

M. Walsh moved to reappoint James Gavin to the Dedham Westwood Water Commission for a term to expire December 31, 2019. J. Hickey Seconded. Unanimous Vote: 3-0

Report from Commission

The DWWD Commissioners presenting include an update on various projects, initiatives, challenges and accomplishments over the past year including:

- Drought Status
- Monthly Billing
- Bridge Street Treatment Plant
- 2016 Capital Improvement Projects
- MADOT Low Salt Zone Request
- Water Quality
- Water Conservation

The Board thanked the Commission members for their dedication and offered its support to ensure drought information is distributed to educate the residents.

Conservation Restriction

This Conservation Restriction is defined in and authorized by the Statute and otherwise by law. The purpose of this Conservation Restriction is to assure that the Premises will be maintained, in perpetuity and for conservation purposes, predominantly in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values.

Nancy Dempze, Westwood Land Trust, reported that this restriction would be the 12th restriction it has done in Westwood. All conservation land is donated or purchased using private donations. The Town currently has 240 acres of conservation restrictions including the one being proposed tonight.

The terms of the restriction have been worked out with the property owner at 314 Grove Street.

The restrictions are permanent and will run with the land forever.

M. Walsh made the following motion:

We, the undersigned, being a majority of the Select Board of the Town of Westwood, Massachusetts, hereby certify that at a meeting duly held on December 12, 2016, the Select Board voted to approve the foregoing Conservation Restriction from Karen Manor, as Trustee of Lee Estate Realty Trust under Declaration of Trust dated December 22, 2015 to the Westwood Land Trust, pursuant to M.G.L. Chapter 184, Section 32.

J. Hickey Seconded. Unanimous Vote: 3-0

NEW BUSINESS

Request to Post and Fill Position – Aquatics Assistant Manager

With mixed emotions, the Recreation Department announces the departure of Julie Harrington who has stepped down from the Aquatics Specialist position to pursue a Program Manager position in Sudbury. With input from Julie, the Aquatics Manager, Human Resources, Recreation Commission and the Personnel Board, the Recreation Department identified several areas where changes to the position are deemed appropriate.

The pool is open for programming an average of 113 hours per week. Additionally, this position requires several advanced certifications. These certifications provide evidence of proficiency in life saving skills in an aquatic environment (lifeguard), swim instruction (water safety instructor), and pool filtration systems operation (certified pool operator).

For these reasons, the Recreation Director has concluded that the position serves, primarily, as the assistant to the Aquatics Manager and should therefore be titled Aquatics Assistant Manager.

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

Funding for Morrison Park Survey

As the Board of Selectmen heard during the presentation on the basketball and tennis court resurfacing there are some questions related to the feasibility of constructing a new tennis court on the third base of the little league field. In order to make a more precise design and cost estimate a survey and analysis will need to be

conducted. Since this was not contemplated when the budget was established the Board will need to appropriate additional funds to accomplish this. The recommendation would be to allocate funds from the Fire Station Construction Contingency budget in order to accomplish this survey.

The Board asked that the Hanlon Ballfield and the School Street Playground also be considered for a tennis court. M. Jaillet reported that those can be considered but the survey needs to be done at Morrison because the site lines are very tight.

M. Walsh moved to authorize the Town to contract for a survey and feasibility analysis service to determine if and how a tennis court can be located on the third base line of Morrison Park Little League Field and the \$15,000 for the cost of these service be allocated from the Fire Station Construction Contingency Account. J. Hickey Seconded. Unanimous Vote: 3-0

Review of Town Administrator

The Board of Selectmen provided a FY16 performance review for the Town Administrator including:

- Areas of Strength
- Areas for improvements
- Progress against goals set out
- Goals for FY17

The overall consensus was that it was a good year. The Board thanked M. Jaillet for his 30 years of dedicated service to the Town.

Future Board of Selectmen Meetings

The Board scheduled a meeting for Wednesday, December 21, 2016 at 7:30pm in the Selectmen's Meeting Room at Town Hall.

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 to go into Executive Session to discuss one issue related to collective bargaining with the Police Association of which would have a detrimental effect on the position of the governing body if discussion 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 Wednesday, December 21, 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 9:11 p.m.

Initial after reviewed



A handwritten signature in black ink that reads "Michael J. Jaillet". The signature is written in a cursive style with a large, sweeping initial "M".

M. Jaillet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
12/12/2016 Selectmen's Meeting Room
Regular Meeting

SCHEDULED ACTION

- License Memo Update 121216 (PDF)
- December 12.16.pptx [Read-Only] (PDF)
- PowerPoint - december 12.16.pptx (PDF)
- Report from DWWD (PDF)
- HB#1008236v3 - Copy of Grove St - Conservation Restriction.DOC (PDF)
- Conservation Restriction (PDF)
- Area Conservation 121216 (PDF)

NEW BUSINESS

- Aquatics Assistant Manager Posting 12.8.16 (PDF)
- Aquatics Asst Mgr Nov2016 (PDF)

OLD BUSINESS

- Morrison Field Tennis CT Relocation 121216 (PDF)
- WW Police - 121216 (PDF)
- WW FS2 - 121216 (PDF)
- Progress Photos - WW FS2 - 121216 (PDF)