



The Selectboard
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

MINUTES of the MEETING

Monday, January 30, 2023, at 7:00 PM

The Westhampton Selectboard scheduled a regular meeting to be held on Monday, January 30, 2023, at 7:00 PM at the Town Offices, 1 South Road, and via video-conference.¹

Call to Order

The meeting was called to order at 7 PM by Phil Dowling, Chair.

PRESENT: Phil Dowling, Scott Johndrow

ALSO PRESENT: Mr. Bill Jablonski (Highway Superintendent); Mr. Douglas Finn; Mr. Scott Start; Ms. Melissa Start; Ms. Katch Bachelor

PRESENT BY REMOTE CONFERENCE: Maureen Dempsey; Mark Cappadona; Mark Bushee; Robby Armenti

EMPLOYEE PERFORMANCE REVIEW

Review of salary level for finance department employees

Mr. Finn presented a memo with recommendations for adjustments to Financial Employees salaries.

After review, it was MOVED by Dowling, SECONDED by Johndrow

To approve the adjustment to the Job Descriptions as recommended, and to adjust the salary / stipend accordingly, effective January 1, 2023.

VOTED: 3, 0, 0. 7:10 PM

The board considered how to pay for the adjustments. After brief deliberation, it was MOVED by Dowling, SECONDED by Johndrow

To appropriate an amount not to exceed \$7,700 from ARPA / CLFRF, fund number 265513.019, for payment of salary adjustments for the Treasurer, Collector and Accountant.

VOTED: 3, 0, 0.

Mr. Finn presented a written employee review of the Treasurer, Ms. Aimee Burnham, for consideration.

WRITTEN INFORMATION SECURITY PROGRAM ("WISP") POLICY – First Reading

A draft WISP policy was presented for first reading and review.

¹ Pursuant to Chapter 20 of the Acts of 2021, the meeting was conducted as a "hybrid" (in-person / remote) meeting. Members of the public could access the meeting in person, or connect via "zoom" teleconferencing via internet – Meeting ID#: 870 4390 0582.

DEPARTMENT AND COMMITTEE UPDATES

Highway (Bill Jablonski)

Mr. Jablonski noted the following:

- Oil changes on fire department equipment
- Restore highway garage to working order after removal of fire equipment
- Prep the temporary trailer for removal
- Prep equipment for the upcoming storm.
- Road maintenance during and after recent rain and ice events.

Perry Hill Rd. Ext. Bridge Update

Mr. Jablonski noted that there would be a public presentation of the proposed bridge replacement project on Tuesday, January 31, 2023, at 6:30. Information about how to participate is available on the town's website.

Snow and Ice Budget - Emergency spending

Mr. Jablonski asked for a vote to approve overspending the appropriation for Snow and Ice
It was MOVED by Dowling, SECONDED by Johndrow

To approve deficit spending of the Snow and Ice Appropriation for FY2023, in accordance with Section 31D of Chapter 44 of the General Law.

VOTED: 3, 0, 0.

PVPC – TIP Committee – Review Appointments

Mr. Dowling commented on the request for appointments to the Transportation Improvement Program committee.

After discussion, the board agreed to assign Mr. Finn Mr. Jablonski as representative, and would ask Mr. David Blakesley if he would like to continue.

Health (Robby Armenti)

A written report was reviewed.

Public Safety Building (Phil Dowling)

Mr. Dowling noted that activity continued on the site, with last touches being put into place. Access Control systems were nearly complete, and operations in the building have commenced. There is some discussion relative to security screens for the first-floor office windows.

NEW BUSINESS (may include items not reasonably anticipated at time of posting)

POLE HEARING

Mr. Finn noted that the public hearing had not yet been published, and requested that the hearing be held on February 13. Agreed.

MEMBER CONCERNS or OTHER NEW BUSINESS

No other matters were raised.

ADMINISTRATIVE

Administrative Updates (Finn)

Mr. Finn provided general updates on recent work.

ACO Appointment

Mr. Dowling noted that he and Mr. Finn had a conversation with Ms. Kelli Wainscott, who had expressed interest in the position of ACO. Mr. Dowling noted that Ms. Wainscott currently served as ACO for Chesterfield, had all necessary certifications, and would be willing to take on the position.

It was MOVED by Dowling, SECONDED by Dempsey

To offer the position of Animal Control Officer and Animal Inspector to Ms. Kelli Wainscott.

VOTED: 3, 0, 0.

Review General Correspondence

General correspondence was reviewed. No specific action was taken.

Review Payroll and A/P Warrants: W23-15, WP23-15

The Accounts Payable and Payroll warrants were reviewed.

Members expressed concern with a specific payment, scheduled to Eversource, for electrical services at the public safety complex, and payable from the Public Safety Complex Construction budget.

It was MOVED by Dowling, SECONDED by Johndrow,

To approve the A/P Warrant, excepting a \$3,710.99 payment to Eversource from Fund #305194.000, Safety Complex Construction, which is requested to be held for further review.

VOTED: 3, 0, 0.

It was MOVED by Dowling, SECONDED by Johndrow,

To approve the Payroll Warrant as presented.

VOTED: 3, 0, 0.

Review / Approve Minutes – January 3, 2023

The minutes of January 3, 2023 were reviewed.

It was MOVED by Dempsey, SECONDED by Dowling

To approve the minutes as presented.

VOTED: 3, 0, 0.

Set date for next meeting

The next regular meeting will be held on February 13, 2023, 7 PM.

EXECUTIVE SESSION

The Selectboard may enter executive session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

It was MOVED by Dowling, SECONDED by Johndrow

To enter into executive session for the stated reasons, and afterwards to immediately adjourn.

VOTED: DEMPSEY: YES; JOHNDROW: YES; DOWLING: YES. (8:20 PM.)

The board entered executive session at 8:20 PM.

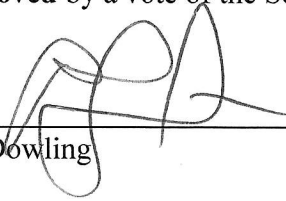
Adjourn

It was MOVED by Dowling, SECONDED by Johndrow
To Adjourn.

VOTED: 3, 0, 0. (8:30 PM)

Respectfully submitted,
Douglas C. Finn

Approved by a vote of the Selectboard at a regular meeting, held on _____, 2023.



Phil Dowling



Maureen Dempsey



Scott Johndrow