



**SELECTBOARD**  
**TOWN OF WESTHAMPTON**  
**TOWN HALL**  
**1 SOUTH ROAD**  
**WESTHAMPTON, MASSACHUSETTS 01027**

December 12, 2016

The meeting convened at 7:00 p.m.

Present were Phil Dowling, Jim Huston, and Art Pichette. Also present were Cheryl Provost, Dave White, Steve Holt, and William McCloud.

Warrants were signed for:      Payroll: \$73,566.38  
   Vendor: \$45,592.69

The minutes from November 28, 2016 were accepted.

- Highway Superintendent, David Blakesley was unavailable due to the snow storm. He submitted a Chapter 90 Reimbursement Request in the amount of \$24,042.37 for the guardrail on Chesterfield Road.  
The Selectboard voted to approve the Chapter 90 reimbursement request of \$24,042.37 for the guardrail on Chesterfield Road.
- Town Clerk rescind of resignation:  
Patty Cotton reconsidered and withdrew her resignation as Town Clerk. The resignation would have been effective on December 31, 2016 and the position has not been posted. The Selectboard voted to accept her withdrawal and resume serving her term as Town Clerk.
- Records Access Officer:  
The need for designating a Records Access Officer(s) was discussed. Information and directions for Public Records Request will be posted to the town website with a list of all Records Access Officers. The Fire Chief, Chris Norris and Chief of Police, Dave White were designated at the last meeting. By default the Town Clerk serves as the municipal Records Access Officer. The elementary school will be served through the Hampshire Regional School District central office. Cheryl is communicating with them to assure they're following procedures and for contact information to be posted to the town website. The position of Administrative Assistant, namely Cheryl Provost, was designated as a Records Access Officer by a unanimous vote.
- Chief of Police, Dave White visited to report that 46 Lyman Road is in compliance of Town Bylaw 7-12-1, unregistered vehicles. There are outstanding violations and a decision to pursue the fines, or not, is required; Dave requested they be voided. Discussion ensued regarding the intent of the bylaw; that is to restrict residents from accumulating junk/unregistered vehicles in public view on their property. It was determined that the resident fell into compliance in a

cooperative manner and will be sent a notice that the current outstanding fines will be waived. This does not apply to any future violations.

Dave requested the Selectboard clarify what is defined as a vehicle for the purpose of the enforcement of this bylaw. The response was any resemblance of a vehicle (car/truck), no matter its condition or state of disrepair. William McCloud reported of two locations with unregistered vehicles, in writing. The Selectboard will send notice of violation of the unregistered vehicle bylaw to any resident where a written complaint has been received for.

- William McCloud submitted a renewal request for a Class II license and business license for Northwest Restoration located at 275 Northwest Road. The Selectboard approved the Class II license and business license for William McCloud, DBA Northwest Restoration, 275 Northwest Road by a 3-0 vote. Discussion ensued regarding zoning bylaws and the Zoning Bylaw Review Committee. William McCloud expressed an interest in joining the committee. A motion was made and passed by unanimous vote to appoint William McCloud to the Zoning Bylaw Review Committee.
- A renewal request was received by mail from Wayne Buzzee for a Class II License and business license for Country Automotive located at 91A Southampton Road. The Selectboard approved the Class II license and business license for Wayne Buzzee, Country Automotive, 91A Southampton Road by a 3-0 vote.
- Steve Holt submitted a renewal request for a business license for wholesale/retail, 34 North Road. The Selectboard approved the business license for Steve Holt for wholesale/retail, 34 North Road by a 3-0 vote.
- FY18 preliminary budget:
  - Phil presented the Capital Expenditure spreadsheet approved by the Capital Planning Improvement Committee. The debt and capital expenses are leveled off year to year by the use of the Stabilization Fund. This is based on the idea that \$250,000 is transferred into the fund from Free Cash this year and then funded in subsequent budget years from Free Cash or appropriation. The schedule includes capital requests over \$10,000.00 received from various departments.
  - Cheryl will be working on preparing the initial Selectboard FY18 budget for review at the next meeting.
- Mass. Municipal Association Annual Meeting and Trade Show;  
Cheryl is registering for the two-day event to be held on January 20 & 21 in Boston. There are several workshops to choose from, some are candidates for Mass. Interlocal Insurance Assoc. Rewards. Reviewed the workshops and agreed that Cheryl can choose to attend any ones she deems appropriate.
- IT update:  
On Friday, December 9, Northeast IT completed the internet cable connection of the Town Hall and Annex. The Town Clerk PC is now wired rather than on Wi-Fi. The Wi-Fi guest network is available throughout both buildings and accessible with a password. The email accounts were stored on temporary back-up during the transfer of accounts which was completed. There have been no reports of any email disruption or problems. The details of the Comcast service contract

are complete and Cheryl will review it one last time before sending it to Phil for signing. The Town Hall account will be deactivated once the phone lines are transferred to the Annex account.

- Town flag:
  - Cheryl reported the flag is ordered. The printer was unable to use the original image and tried to duplicate it with artwork. Cheryl did not approve their design and took a new picture of the walnut tree and submitted it to the designer; they were able to use the new photo. The design is slightly different as the tree isn't as zoomed-in and where the background lacks the greenery that was in the original. Overall the image is similar with the Town Seal printed over the walnut tree, as the original was. Cheryl has tried to contact Senator Downing's office in hopes he can participate in the flag presentation ceremony in Boston before he completes his term in January. The flag should be here in approximately 7-10 days.
  - discussion turned to the American Flag outside the Town Hall. It is getting hung up in the tips of the tree limbs and has small tears in it. Some of the limbs have been trimmed off the tree but not the ones catching the flag; the offending limbs will be trimmed soon. The flag will need to be replaced.
- Correspondence reviewed:
  - The two grant applications submitted to Mass. Interlocal Insurance Assoc. were awarded. One was for back-up cameras on the fire vehicles. The other for Mass. Commission Against Disability training certification. Chris Norris purchased the cameras and is waiting for installation. Cheryl submitted the registration for the certification classes. The Mass. Interlocal Insurance Assoc. will pay the vendor directly from the invoices.
  - Hampshire Regional School District FY16 budget update
  - Hampshire Regional School District, "Proposal to Establish Rural School Aid", by the Rural Schools Coalition.
  - Comcast losing right to carry Fox College Sports effective December 31, 2016.
  - Eversource submitted a joint petition for identical pole locations on Main Road approximately 136 feet southwesterly of the intersection with South Road to provide three phase power to 220 Main Road. It was approved to hold a hearing at 7:30 p.m. on Monday, December 27 by a roll vote of 3-0.
  - email from Ginny Curtis, response to the meeting held Monday, November 28. Ms. Curtis thanked the Selectboard for holding the "all boards & officials" meeting and hopes to see more similar meetings. She also thanked them for her appointment to the Zoning Bylaw Review Committee. Thanked Cheryl, Administrative Assistant, for the presentation on the revised Public Records Law; praised Chris Norris, Fire Chief and Dave White, Chief of Police for their service; commented on the budget process regarding Selectboard and Finance Committee responsibilities in presenting the budget to town meeting.
- Phil opened discussion in old business regarding the campground. Records show in 2002 the campground was determined to be grandfathered as a non-conforming use. However, this does not apply to extension of use or change of use moving forward. No plot plan is on file which makes it difficult to determine if a change has occurred. Phil recommended the Selectboard send a request to the Kelseys to submit a plot plan of the campground for the town file as a benchmark for future reference. The goal is to have it on file prior to the opening of the 2017 camping season; moved to contact the Kelseys by letter. The campground shall be posted on agenda under Old Business until a resolution is made with the Kelseys.

- Discussion was opened regarding the Foothills Health District and the status of their search for a Health Agent. Valerie Bird will work on Saturdays to follow through on current cases. She is also available for guidance if needed. Ron Laurin is the interim Health Agent and will be on an as needed basis. He currently serves as the Southampton Health Agent. The district is continuing their search for a permanent Health Agent. Discussion moved to the Board of Health where there is still a vacancy. Cheryl will try to get notice of the vacancy out with the next tax bills. Tom Martin has been attending the Foothills Health District meetings. Former board member Silvio Baruzzi had been attending the meetings and served as the town's representative. With him gone a new representative is needed. On a motion, it was voted to appoint Tom Martin as the town's representative to the Foothills Health District.
- Administrative Assistant, Cheryl Provost, reported:
  - will email work report for Nov. 29 through Dec. 12 and the schedule for Dec. 13 through Dec. 27.
  - Generally, the last two weeks were spent on the IT project and flag correspondence in addition to other correspondence and general public service.
  - The next two weeks will be spent following up from meeting, preparing the FY18 Selectboard preliminary budget, and working on the Public Records Request information for the town website.
  - will need time off from Wednesday, January 25-Thursday, February 2; will hold office hours Monday, January 23 in exchange for January 25. Vacation time will be used for other time off.
- Signed Chapter 90 Reimbursement Request in the amount of \$24,042.37 for the guardrail on Chesterfield Road.
- Signed Class II License for Wayne Buzzee, DBA Country Automotive, 91A Southampton Road.
- Signed business license for Wayne Buzzee, "Country Automotive", 91A Southampton Road.
- Signed Class II License for William McCloud, DBA Northwest Restoration, 275 Northwest Road.
- Signed business license for William McCloud, "Northwest Restoration", 275 Northwest Road.
- Signed business license for Steve Holt, 34 North Road, Wholesale/Retail.

Adjourned meeting at 8:25p.m.

Approve: \_\_\_\_\_  
Philip Dowling, Chair

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James Huston

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Arthur Pichette