



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

January 9, 2017

The meeting convened at 6:45 p.m.

Selectboard members present were Phil Dowling and Jim Huston. Also present were Cheryl Provost, Dave White, Steve Holt, and Ginny Curtis.

- The interview of Julia Lennen for Council On Aging Coordinator began at 6:50. Members of the Council On Aging present were Louise Jasionkowski, Bill Mangrone, Wendy Blow, and Jean Webster, Lillian Baxter. Art Pichette, Selectboard member, later joined. Ms. Lennen described her background followed by a question/answer period. The Council On Aging members spoke in favor of appointing Ms. Lennen. On a motion the Selectboard appointed Julia Lennen as Council On Aging Coordinator for a term ending June 30, 2017 by a roll vote of 3-0.

Warrants were signed for: Payroll: \$71,298.59
 Vendor: \$47,267.03

The January 4, 2017 minutes will be accepted at the next meeting.

- Highway Superintendent, David Blakesley was unavailable as he was attending a Hilltown Resource Management Cooperative meeting.
 - Fire Chief, Chris Norris reported:
 - the Hazard Mitigation Plan has been under review by the committee since January, 2016. Pioneer Valley Planning Commission completed the final version which needs to be adopted and signed by the Selectboard. The plan is good for five years. On a motion the Selectboard voted to adopt the revised Hazard Mitigation Plan.
 - open burning season will begin on January 15 and go to May 1, or as the state orders. Burning will only be permitted on Saturdays and Sundays with hours of 10:00 a.m. to 4:00 p.m.
 - submitted the fire, EMS, and complex building FY18 budgets to the Finance Committee; the budgets are level. The sum of \$8500.00 for an AFG Match Grant to purchase an ambulance, if awarded. The feasibility study for the complex is in the Capital Planning schedule for FY18.
 - On November 20 Chris and another volunteer responded to an EMS call. Upon leaving the scene Chris's vehicle sustained damage from the other respondent's vehicle. Chris will be submitting an invoice for reimbursement per the Westhampton Bylaws 6-3-1:
"The Selectboard is authorized to pay for damages to police officers' and firemen's vehicles damaged while in the line of duty, the total amount not to exceed the deductible amount, and not to exceed \$1,000.00."
- Discussion ensued regarding the procedures for reimbursement; the procedures will be reviewed

and reported to the Selectboard prior to a reimbursement.

- FY18 preliminary budget:
 - Reviewed the FY18 Selectmen's Expense budget request. Cheryl requested additional funds for training. She has taken two of three courses required towards certification as a Mass. Certified Public Procurement Officer at her own expense. Voted to approve to request additional funding for Mass. Certified Public Procurement Officer training for the Administrative Assistant. On a motion voted to submit the total FY18 Selectmen's Expense budget request of \$5,700.00 (FY17 budget is \$4,700.00).
 - Reviewed the FY18 Town Offices Expense budget request. Cheryl reported that with the upgrades to the Town Hall and Annex internet and phone completed the FY18 costs will decrease. The copier in the Annex is still working, although it's past the expected service life. Replacing it could cost as much as \$10,000.00 and Cheryl recommended putting off a replacement another year as it works fine. There are no color copiers in the offices; Cheryl recommended purchasing a high capacity, e-print capable, color printer/copier/ scanner for the Town Hall this year for approximately \$800.00. Spreadsheets, forms and many documents are more presentable and easier to read when in color. Voted to request additional funds to purchase a high capacity, e-print capable, color printer/copier/ scanner for the Town Hall. Discussion ensued regarding building repairs. Phil moved to recommend additional funding for a replacement side door in the Margaret Parsons Room; motion passed. On a motion voted to submit the total FY18 Town Offices Expense budget request of \$27,705.00 (FY17 budget is \$27,795.00).
 - Reviewed the FY18 Counsel Fees, Memorial Day, and Reserve Fund budget request. Voted to propose level funding of Counsel Fees at \$20,000.00, Memorial Day at \$200.00, and Reserve Fund at \$10,000.00.
 - Reviewed the FY18 budget request for various insurances and assessments. Most figures are unknown at this time and will be presented at a later date.
 - Reviewed the FY18 IT Support budget request. Cheryl reported that Northeast IT has begun the grant funded assessment needs. The assessment will make recommendations for best practices moving forward for data management; including storage, backup, and sharing; email management; and equipment and software. The recommendations are in support of Business Continuity Planning Best Practice as a result of initial steps we have taken to improve our IT infrastructure. It's anticipated the cost for the recommendations for improvements and upgrades will be \$15,000.00-\$20,000.00 for the initial start-up. Following years will require maintenance and monitoring and a scheduled replacement plan, if adopted. The improvements are intended to create efficient, reliable, and secure management of documents and emails in the most critical departments, as well as recommendations for security and storage throughout all town departments, boards, and committees. Northeast IT will have the assessment completed in March and will meet with the Selectboard for review. A solid figure for FY18 cannot be submitted to the Finance Committee until the Selectboard votes to adopt the recommendations, in whole or part. The Finance Committee will be kept updated of the progress.

Pole Hearing:

The Pole Hearing was opened at 7:30 p.m. Present were members of the Selectboard; Matt Fuller, from Eversource; Mark Gould, petition initiator; Rick Tracey, abutter.

Mr. Fuller explained the new pole will not require a guy wire and it is currently planned to be located under the existing 3 phase on Main Road midway and in line with the two existing poles. Mr. Tracey commented that placing the new pole closer to the corner of Mr. Gould's property could make it easier to maneuver his equipment. Mr. Fuller replied that it's possible it could be moved up to twenty feet but it must be kept in line with the current poles and spaced enough to provide support to the wires from both poles. He suggested meeting with Mr. Gould and Mr. Tracy and marking a new agreed on location with a ground rod painted red. He will then resubmit a plan to the Selectboard. On a motion voted to adjourn the hearing at 7:45 p.m. and continue at 7:30 p.m., January 23.

Resumed Selectboard meeting:

- Brian Duggan visited to review a draft Request For Qualifications to conduct a feasibility study of the safety complex, on behalf of the Public Safety Complex Review Committee. Concluding the review, on a motion the Selectboard voted to approve proceeding and to delegate the authority of the Request For Qualifications to the Public Safety Complex Review Committee.
- Campground update:
John and Sally Kelsey appeared to discuss complaints and planning of the campground. Of main concern to the Selectboard was the air horn on the fire truck. On August 29, 2015 an order was issued that any operator of the former Westhampton fire truck to cease and desist sounding of the trucks siren and horn. Pursuant to this action it was required to remove the siren from the truck and dismantle the horn or cease its sounding. It was acknowledged that the sounding of the siren had ceased following the order. However, complaints continued regarding the air horn. Mr. Kelsey explained the purpose of the horn is to announce campers of certain activities. Discussed using other forms of notification and the Kelsey's agreed to try to use a bell. Phil continued discussion with a request that the Kelsey's provide a map of the property showing all the camp sites. There is no site plan on file, since one was not required as the campground was grandfathered as a pre-existing non-conforming use. The map will be a document stored in town files to use as a starting point moving forward. Mr. Kelsey explained the changes at the campground since they took over. He expressed concerns of the expense of a site plan. It was agreed that an engineer's site plan would not be necessary, but a drawing from the Assessors map close to scale would be sufficient for reference. Art agreed to assist Mr. Kelsey with the drawing. Mr. Kelsey agreed to create a map of the campground with the assistance of Art. They will work on it as soon as weather permits.
- Administrative Assistant, Cheryl Provost, reported:
 - submitted work report for Dec. 28 through Jan. 4.
 - will email the schedule for Jan. 10 through Jan 23.
 - attending the Mass. Commission Against Discrimination training in Boston on Wednesday, January 11 and Thursday, January 12. Training is funded by the Mass. Interlocal Insurance Association Loss Control Grant.

- Signed the Hazard Mitigation Plan.

Adjourned meeting at 8:45p.m.

Approve: _____
Philip Dowling, Chair

James Huston

Arthur Pichette