



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

Minutes of January 8, 2018

The meeting convened at 7:00 p.m.

Present were Jim Huston, Phil Dowling and Art Pichette. Also present were David Blakesley, John Shaw, Dave White, Steve Holt, Shirl Morrigan, Wayne Parks, Ginny Curtis, John & Michael Kelsey, John Zimmerman. Minutes were taken by Cheryl Provost.

Warrants were signed for:      Payroll: \$75,252.98  
   Vendor: \$115,514.84

Minutes of December 11 & 26 and January 2 were approved.

- Highway Department updates; David Blakesley reported:
  - Hilltown Resource Management Coop. is exercising the option to renew the Municipal Solid Waste & Bulky Waste Hauling & Disposal Contracts for one year (July 1, 2018- June 30, 2019) for the transfer station. The hauling/trucking fee is up \$5.00 and the tipping fee is up \$4.00. All other portions of the contracts remain the same. On a motion and second voted to approve the one year Municipal Solid Waste & Bulky Waste Hauling & Disposal Contract Modification with K&W Materials Recycling, LLC. effective from July 1, 2018 through June 30, 2019 and the one year Municipal Solid Waste & Scrap Metal Hauling & Disposal Contract Modification with Dave Wickles Trucking effective from July 1, 2018 through June 30, 2019 and to authorize Jim Huston to sign the contract modifications.
  - proposing a bucket loader as capital on the FY19 budget. A state bid offers a model that meets the specs desired for \$171,000.00. A trade value of \$55,000.00 is anticipated on the current loader. Phil noted that the Capital Planning Committee needs to meet. The loader is on their plan and believed to be for this year. Discussed value of selling outright vs. trade-in. David in favor of trade value.
  - with two town highway garages that burned down in the past two years thought it time to check detectors in garage. Had Fire Chief Norris do a preliminary test. They're heat sensors and require specific test routines. Had Industrial Residential Security inspect them; 6 not working, 4 wired backwards, 1 wasn't communicating to the alarm. They were all fixed.

Discussion ensued regarding the town hall furnace. The new one is expected to be installed the end of the week. David was excused from checking the furnace in mornings. David noted that the highway department can dispose of the furnace at the transfer station. Art will pass that along to Whiting Fuels.

- Zoning Bylaw Review Committee, John Shaw reported:  
The committee requests the Selectboard schedule a Special Town Meeting as soon as possible to adopt four of the bylaws that were presented at the hearing. The solar bylaw remains under



review. The medical marijuana bylaw, dimensional regulations, cell tower bylaw, recreational marijuana moratorium are being formatted and final version will be presented at town meeting to seek 2/3 voter approval. On a motion and second approved scheduling a Special Town Meeting Monday, February 12 with confirmation of availability from Moderator Bill Tracy and Town Clerk Patty Cotton.

- Public Safety Complex, Steve Holt reported:  
Today is the deadline for committee members to review the finished document and prepare comments. Steve expressed concerns of no additions possible in the future to a new building. Renovations to the current building are too costly and the option has been ruled out. Discussion ensued regarding new vs. renovate. Committee is meeting on January 23 at the Public Safety Complex.
- Campground updates:  
John and Michael Kelsey, owners, were present. J. Kelsey reported Art spoke to them regarding the plumbing and electrical inspectors gaining access to buildings with service to add to the site plan. The buildings are closed down and the camp roads are not plowed. The inspectors should know where everything is. The lower pavilion has 400 amp service and the upper building has 800 amp service. That can be seen from outside the buildings; access to inside the buildings isn't necessary to determine the service. He continued with saying that he's been cooperative throughout the year and showed Art around the camp to help with the site plan. Since agreeing to the site plan he's been working with officials; Board of Health, Selectboard, Assessors. Now the state is involved with the septic systems and the property was re-evaluated and the assessment is tripled. J. Kelsey continued and referred to minutes of boards showing it's been one thing after another and the site plan has gone too far. Art noted that the Board of Health actions have nothing to do with the site plan. They responded to complaints of odor and break out as well as routine annual inspection of the campground. Furthermore, the Board of Health agreed to wait until after the camp season to conduct further inspections of the septic systems. Upon the inspections it was determined that the capacity falls under the jurisdiction of the DEP. Discussion ensued regarding break out and septic inspections. J. Kelsey spoke of years of running business and never having all of this happen until the site plan was agreed to. He questioned what prompted the Title V inspection. Art responded there are no connections with actions of the Board of Health to the Selectboard and no evidence that the site plan led to the Title V inspection, noting he personally witnessed breakout during one visit. J. Kelsey asked what the point of the site plan is. Art explained it was to protect the owners and town by providing a file indicating what is on site at a certain date. J. Kelsey replied that he needs to know that the Selectboard will stand by the site plan if neighbors come forward with complaints. Art replied that is exactly what the site plan is for; to protect the town and owners of the campground by having record of what exists as evidence against claims of growth or change. Discussion ensued regarding what the electrical and plumbing inspectors need. Determined it can wait until spring. J. Kelsey requested a copy of the noise ordinance; it will be provided to him by next week.
- Group Health Insurance coverage:  
Discussion was held regarding state law and authorization to make a determination of eligibility. Voted to seek opinion from town counsel on whether or not it is a violation of state law to make a determination of eligibility of an employee.



- DPU # application:  
Hampshire Power is submitting an application for the Town of Westhampton for a Dept. of Public Utilities # for net metering related to cow power. The application must be signed by the Town. On a motion and second, voted to authorize Jim Huston to sign the application for a Dept. of Public Utilities # for net metering.
- FY19 budget request (attached):  
Reviewed FY19 budget requests for Town Offices. Electricity costs increased due to rate increases; the current year budget for electricity is already well over half spent. An increase to supplies was requested, and building maintenance was reduced by \$1000.00 as that figure was an increase for FY18 to purchase a new side office door. Total FY19 proposed operating budget for town offices \$27,355.00. Town Offices capital expenses were reviewed. The large capacity copier in the annex is broken and cannot be repaired. A quote was received by KRM Office Equipment for a similar capacity multi-function color copier, scanner, printer with e print capability for \$5,917.00. A 60 month lease was quoted for \$113.61/month. A surge protector is recommended and quoted at \$174.95. Life expectancy is 15 years, it is not cost effective to lease. A total of \$6,500.00 was recommended for proposal. Upon approval additional quotes will be sought for best price. Additional capital is required for ongoing repairs to the Town Hall and Annex including repair of the exterior north side of the Town Hall, steps at the main hall entrance, basement columns in the Town Hall, and Annex gutters. A proposed figure of \$6,000.00 was discussed and it was determined additional funding may be needed. On a motion and second voted to propose an FY19 operating budget for town offices of \$27,355.00 and \$6500.00 for a new large capacity multi-function color copier, scanner, printer. Art will prepare a figure for repairs.

Reviewed FY19 budget request for Selectboard Expenses. The budget is level from last year. Funds for copies of revised Zoning Bylaws need to be included. Discussed cost and how many copies will be requested. It was determined that a quote for 500 copies is needed. The figure will be added once received. On a motion and second voted to propose an FY19 budget for Selectboard expenses of \$5,700.00 and to include the cost of copies of revised Zoning Bylaws once known.

Reviewed FY19 budget request for Counsel Fees. On a motion and second voted to propose an FY19 budget for Counsel Fees of \$20,000.00.

Reviewed FY19 budget request for Memorial Day. On a motion and second voted to propose an FY19 budget for Memorial Day of \$200.00.

Reviewed FY19 budget request for Reserve Fund. On a motion and second voted to defer the Reserve Fund request to the Finance Committee.

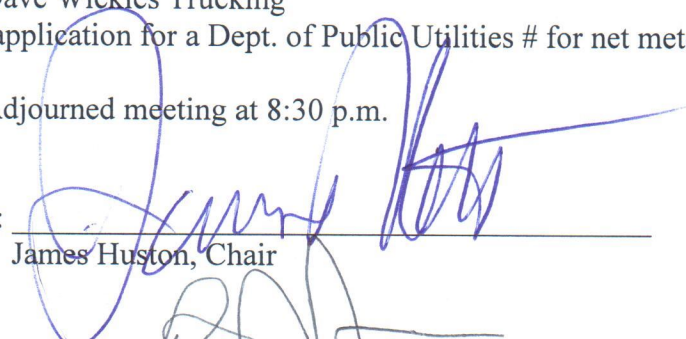
Reviewed FY19 budget request for raises. The Highway Department Crew three year contract ends June 30, 2018. The past three years they received \$0.60 annual raises. Upon recommendation by the Highway Superintendent and approval by the Selectboard. By using exact amount rather than percentage each member receives the same increase. The transfer station attendant has followed the same increases as his position falls under the supervision of the Highway Superintendent. The Highway superintendent has not made recommendations for FY19 yet. The Building Inspector and Administrative Assistant plan to present a request for

additional compensation for increased hours. On a motion and second voted to propose an overall 2.5% raise for all employees and officials other than the crew of the highway department and transfer station attendant which will be determined after a recommendation from the superintendent is received.

- Unregistered vehicle violations:  
A court date of January 16 was issued to hear the appeal of fines.
- Correspondence was reviewed:
  - a job description for staff librarian/youth services. The position is opening following retirement of current employee.
  - Westhampton Library Bylaws excerpt Article III. Responsibilities (Trustees)
  - Pioneer Valley Planning commission 2017 Major Accomplishments is available for viewing
  - Comcast programming change Spike TV and Spike TV HD rebranded as the Paramount Network and the Paramount Network HD.
- Administrative Assistant updates:
  - Report for December 27-January 8 and the schedule for January 9-20 were submitted.
- The next Selectboard meeting will be 7:00 p.m. Monday, January 22 and February 5.
- Documents submitted:
  - application for the Town of Westhampton for a Dept. of Public Utilities # for net metering related to cow power
  - FY19 budget proposals: Selectboard Expenses, Town offices Expenses, Counsel Fees Expenses, Memorial Day, Reserve Fund, Raises
- Documents signed:
  - one year Municipal Solid Waste & Bulky Waste Hauling & Disposal Contract Modification with K&W Materials Recycling, LLC.
  - one year Municipal Solid Waste & Scrap Metal Hauling & Disposal Contract Modification with Dave Wickles Trucking
  - application for a Dept. of Public Utilities # for net metering

Adjourned meeting at 8:30 p.m.

Approve:

  
James Huston, Chair

  
Philip Dowling

  
Arthur Pichette



Selectboard Recommendations Fiscal 2019/01-22-2018		Final	2.5% actual	Increase \$	2.5% rounded 49/50	Increase \$
Salaries & Rates		FY2018	FY2019		FY2019	
<b>Salaried Employees</b>						
Town Accountant		15,452.00	15,838.30	386.30	15,838.00	386.00
Administrative Assistant		32,306.00	33,113.65	807.65	33,114.00	808.00
Assistant Assessor		14,900.00	15,272.50	372.50	15,273.00	373.00
Treasurer		15,452.00	15,838.30	386.30	15,838.00	386.00
Tax Collector		15,452.00	15,838.30	386.30	15,838.00	386.00
Town Clerk		13,246.00	13,577.15	331.15	13,577.00	331.00
Clerk, Board of Registrars (set by statute)		100.00	100.00	0.00	100.00	-
Building Inspector/Commissioner		14,000.00	14,350.00	350.00	14,350.00	350.00
Cemetery Caretaker		6,345.00	6,503.63	158.63	6,504.00	159.00
Police Chief 10% over sergeant is	32,246.00	28,977.00	29,701.43	724.42	29,701.00	724.00
Veterans Agent		1,738.00	1,781.45	43.45	1,781.00	43.00
Fire Chief		11,596.00	11,885.90	289.90	11,886.00	290.00
Animal Control Officer		1,707.00	1,749.68	42.68	1,750.00	43.00
<b>Total Salaries</b>		<b>\$ 171,271.00</b>	<b>\$ 175,550.28</b>		<b>\$ 175,550.00</b>	
<b>Total Increases</b>				<b>\$ 4,279.28</b>		<b>\$ 4,279.00</b>
<b>Stipends</b>						
Moderator		475.00	486.88	11.88	487.00	12.00
Selectboard (3) chair/members		5,000.00	5,125.00	125.00	5,125.00	125.00
Assessors (3) chair/members		8,300.00	8,507.50	207.50	8,508.00	208.00
Animal Inspector		820.00	840.50	20.50	841.00	21.00
Emergency Management Director		452.00	463.30	11.30	463.00	11.00
School Committee (5) chair/members		1,490.00	1,527.25	37.25	1,527.00	37.00
Tree Warden		641.00	657.03	16.03	657.00	16.00
Board of Health (3)		1200.00	1230.00	30.00	1,230.00	30.00
Cemetery Commissioners (3)		450.00	461.25	11	461.00	11
<b>Total Salaries</b>		<b>\$ 18,828.00</b>	<b>\$ 19,298.70</b>		<b>\$ 19,299.00</b>	
<b>Total Increases</b>				<b>\$ 470.70</b>		<b>\$ 471.00</b>
<b>Highway Department</b>						
Superintendent (salary)		64,807.00	66,427.18	1,620.18	66,428.00	1,621.00
Crew salary (regular time)		155,869.00	159,765.73	3,896.73	159,766.00	3,897.00
*Foreman (\$0.60/agreement; 2.5% increase is \$25.60)		24.98	25.6045	0.62		
*Crew member (\$0.60/agreement; increase = 2.5%)		23.96	24.559	0.60		
<b>Total Salaries highway</b>		<b>\$ 220,676.00</b>	<b>\$ 226,192.90</b>		<b>\$ 226,194.00</b>	
<b>Total Increases highway</b>				<b>\$ 5,516.90</b>		<b>\$ 5,518.00</b>
<b>Hourly Rates</b>						
	<b>Department</b>					
Police Sergeant	Police	22.00	22.55	0.55		
Police Officer	Police	18.00	18.45	0.45		
Town Hall custodian	Town Offices	11.80	12.10	0.30		
TownBldg snow shovelers	Town Offices	17.81	18.26	0.45		
Transfer Station .60/agreement	Transfer Station	13.79	13.79	0.00		
Election Workers	TownClerk	11.00	11.28	0.28		
COA Coordinator	Council On Aging	15.00	15.38	0.38		
<b>Hourly Employees estimated budgets</b>						
					<b>2.5% rounded up</b>	<b>Increase \$</b>
Police Sergeant (25/week)		28,600.00	29,315.00	715.00	29,315.00	715.00
Police Officer (10/week)		9,360.00	9,594.00	234.00	9,594.00	234.00
Town Hall custodian (3-6/ week)	Incl Snow Shovelers	4,195.00	4,299.88	104.88	4,300.00	105.00
Transfer Station (10/week)	Incl Snow Removal	7,948.00	8,146.70	198.70	8,147.00	199.00
COA Coordinator (5/week)		2,336.00	2,394.40	58.40	2,395.00	59.00
<b>Total</b>		<b>\$ 52,439.00</b>	<b>\$ 53,749.98</b>		<b>\$ 53,751.00</b>	
<b>Total Increases</b>				<b>\$ 1,310.98</b>		<b>\$ 1,227.00</b>
<b>Library</b>						
Librarian		40,119.00	41,121.98	1,002.98	41,122.00	1,003.00
Staff & Custodian budget		17,975.00	18,424.38	449.38	18,424.00	449.00
Library Staff (19/week)		16.33	16.74	0.41		
Library Custodian (3/wk)		11.80	12.10	0.30		
<b>Total Salaries Library</b>		<b>\$ 58,094.00</b>	<b>\$ 59,546.35</b>		<b>\$ 59,546.00</b>	
<b>Total Increases Library</b>				<b>\$ 1,452.35</b>		<b>\$ 1,452.00</b>
<b>GRAND TOTAL SALARIES</b>		<b>\$ 521,308.00</b>	<b>\$ 534,338.20</b>		<b>\$ 534,340.00</b>	
<b>GRAND TOTAL INCREASES</b>				<b>\$ 13,030.20</b>		<b>\$ 12,947.00</b>

32,246.50

\*Figures are for reference; Selectboard did not make recommendation on highway crew; waiting until after meeting with Superintendent.

## FY 19BUDGET REQUEST

TOWN OF WESTHAMPTON - FY 2019										
Department: SELECTBOARD/ SELECTBOARD EXPENSES										
Prepared by: CHERYL PROVOST										
Date: 01/04/2018_Revised 01/22/2018										

Department Expenses						
Category (Use)	Expended FY 17	Budgeted FY 18	Proposed FY 19	Proposed FY19 Revised 1/22/2018	Type of Expense*	Notes
TRAVEL/DUES/TRAINING	2,915	2,000	2,000	2,000	V	
SUPPLIES	280	750	700	700	V	
ADVERTISING	1,128	750	1,000	1,000	V/M	
MEDICAID FEES	672	1,000	1,000	1,000	V/M	
TOWN REPORT	840	1,200	1,000	1,000	V	
ZONING BYLAW COPIES	0	0		1,406	V	Selectboard approved budget 01-08-18 and requested recieving a quote to add budgeting for copies
<b>Total</b>	5835	5,700	5,700	7,106		

**\*Please Note:** Type of Expense = fixed costs (F), variable costs (V), mandated cost (M), or offset by outside source in part or whole (O).

Outside Revenue (grants, state reimbursement, etc.)
---



## FY 19 BUDGET REQUEST

TOWN OF WESTHAMPTON - FY 2019					
Department: SELECTBOARD/ TOWN OFFICES (TOWN HALL/ANNEX)					
Prepared by: CHERYL PROVOST					
Date: 01-04-18_Revised 01-22-18					

Department Expenses						
Category (Use)	Expended	Budgeted	SB approved	Proposed FY19	Type of	Notes
	FY 17	FY 18	01082018_FY 19	Revised 012218	Expense*	
ELECTRIC	3,394	3,150	3,800	3,800	V	increase to charges
INTERNET/PHONE/ALARM	4,665	4,000	4,000	4,000	F	
WEBSITE	3,030	3,060	3,060	3,060	F	1400 design (3 of 3) + support + domain
BUILDING MAINTENANCE	750	2,000	1,000	1,000	V	see capital expenses
SUPPLIES	2,115	1,500	2,000	2,000	V	
LAWN	1,492	1,800	1,800	1,800	V	
COPIER	0	1,000	500	500	V	
FUEL OIL	3,950	7,000	7,000	7,000	V	
CUSTODIAN & SHOVELER	2,375	4,195	4,195	4,300	V	FY19 increase was not entered
TOWN HALL ROOF REPAIR	5,700	0	0			
DUES	129					
<b>Total</b>	27,600	27,705	27,355	27,460		

\*Please Note: Type of Expense = fixed costs (F), variable costs (V), mandated cost (M), or offset by outside source in part or whole (O).

Outside Revenue (grants, state reimbursement, etc.)
---

## FY 19 BUDGET REQUEST

Category	Amount	Status (Pending, awarded, etc.)	Notes			

--	--	--	--	--	--	--

Capital Expenses						
Category	Amount	Year (to be purchased, contracted, etc.)	Life-expectancy		Notes	
*COPIER REPLACEMENT	6,500	FY2019	10 YEARS		large capacity copier in annex cannot be repaired and needs to be replaced	
**TOWN HALL/ANNEX REPAIR	6,000	FY2019	15 YEARS		town hall: basement columns; exterior north side repair; hall entrance steps; annex: gutters	

Please note any additional information that is necessary to explain or support this year's budget.
--



## FY 19 BUDGET REQUEST

\*Copier is a warrant article for Special Town Meeting Feb 12 for funding this year from Free Cash.

\*\*This figure is early. Still seeking quotes for budgeting.

## FY 18 BUDGET REQUEST

TOWN OF WESTHAMPTON - FY 2019					
Department: SELECTBOARD/ MISCELLANIOUS					
Prepared by: CHERYL PROVOST/SELECTBOARD					
Date: 01-08-2018					

Department Expenses					
Category (Use)	Expended	Budgeted	Proposed	Type of	Notes
	FY 17	FY 18	FY 19	Expense*	
COUNSEL FEES	25,495	20,000	20,000	V	
MEMORIAL DAY	58	200	200	V	
RESERVE FUND	6,954	20,000			Selectboard deferred to Finance Committee 01/08/2018
<b>Total</b>					

**\*Please Note:** Type of Expense = fixed costs (F), variable costs (V), mandated cost (M), or offset by outside source in part or whole (O).

**Outside Revenue (grants, state reimbursement, etc.)**