



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

Minutes of March 19, 2018

The meeting convened at 7:00 p.m.

Present were Jim Huston, Phil Dowling and Art Pichette. Zoning Board of Appeals members present were Shirl Morrigan and Wayne Parks. Others present were David Blakesley, Scott Tirrell, Steve Holt, John Zimmerman, Ginny Curtis, Michael Kelsey, Paul Lischetti of Hilltown CDC, two unidentified individuals and two unidentified representatives from solar companies. Minutes were taken by Cheryl Provost.

Warrants were signed for: Payroll: \$73,395.88
 Vendor: \$233,262.96
 Town Caucus

- The Selectboard voted by roll call, 3 yeas, 0 opposed, to enter into Executive Session at 7:01p.m., as the Chair declared:
(#3) Pursuant to M.G.L. c.30A, §21(a)(1), 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. The individual to be discussed in such executive session was notified in writing by the public body at least 48 hours prior to the proposed executive session.

Returned to open session at 7:16 p.m.

Present were Jim Huston, Phil Dowling and Art Pichette. Zoning Board of Appeals members present were Shirl Morrigan and Wayne Parks. Others present were David Blakesley, Steve Holt, John Zimmerman, Ginny Curtis, Michael Kelsey, Paul Lischetti of Hilltown CDC, two unidentified individuals and two unidentified representatives from solar companies. Minutes were taken by Cheryl Provost.

- Highway Dept. updates, Superintendent David Blakesley reported:
 - dealing with spring storms
 - submitted county estimates for FY19 materials
 - working on annual reports
 - Mass Dept. of Transportation reported FY19 Chapter 90 funds in the amount of \$186,450.00

Steve Holt added, as Tree Warden, he and David have been reviewing 199 trees marked to be removed. Most are dying or severely damaged. Abutters of property where trees exist are notified. If the public strongly opposes the removal of any tree(s) there will be hearings. This is the most trees being removed in a single year within the past ten years. Removal of trees from five streets is completed. Not all trees are on town property but are a potential hazard to the general public.

- Paul Lischetti, Housing Director of Hilltown Community Development Corp. explained Westhampton has a seat on the Hilltown CDC Committee and Hilltown CDC, Westhampton Woods Committee. The seat on the Westhampton Woods Committee requires nomination by the town and is later voted on at the Annual CDC Meeting. Liz Anderson has served on both committees and is not interested in continuing. Wendy Blow is interested. Paul is seeking approval by nomination.
Art made a motion to nominate Wendy Blow to the Hilltown Community Development Corp., Westhampton Woods Committee. Second was made. Motion approved by unanimous vote.

- Zoning Bylaw Review Committee updates:
The committee is meeting on March 20. Town Counsel is working on revisions of the Personal Wireless Facilities Bylaw and is expected to have them ready before the meeting. Cheryl will follow up with counsel.
- Public Safety Complex Committee updates, Steve Holt reported:
Clark Rowell, Financial Advisor, gave forecast of what can be done with financing the safety complex. Estimates were calculated on a 20 year bond.

Phil added, as Capital Planning, a revised schedule incorporated numbers from Clark. Joe Boudreau, Accountant, calculated the impact on an average tax bill. The Capital Planning schedule goes to 2031 and is an estimate for planning.

Discussion ensued regarding budgeting for the project and whether engineering and construction will be funded together or separately. Steve reported part of the presentation to the town includes funding forecast. The committee still needs to determine their approach.

- Campground Michael Kelsey, campground manager, reported:
the Plumbing Inspector conducted an inspection of the facilities
- Annual Town Report dedication:
Art made a recommendation to dedicate the Annual Town Report to the late Representative Peter Kocot. Suggestions were also for retired highway foreman, Jerome Ostrowski and Mary Holt. A recommendation for Kenneth Blow had previously been made. The report is for the year 2017 and both Representative Kocot and Mary Holt passed in early 2018. Selectboard is taking recommendations under consideration.
- Building permit fee recommendations:
Reviewed the building permit fees recommendations for increases. If approved changes would not go in effect until July 1, 2018. The Selectboard had questions for Building Inspector Tom Quinlan and will meet with him before they make a decision on the revisions. A suggestion was made to have items to be inspected defined. Topic to be included in discussion with Tom.
- Response to Catherine Hondorp:
Phil reported he reviewed the questions, some are directed to the Zoning Board of Appeals. He does not think the Selectboard should answer Zoning Board of Appeals questions. Copies of the letter were provided to Shirl and Wayne; a copy will also be emailed to ZBA Chair. Discussion

ensued regarding whether a response from the ZBA should be jointly or separately with the Selectboard. Art stated the Selectboard has no jurisdiction over the ZBA and they should make their own determination how to respond.

- **Buy Recycled Memo:**
The annual Town reminder regarding Buy Recycled Policy. An annual reminder of the policy to employees is required to qualify for certain DEP grants. A motion was made to sign the Buy Recycled Memo. Second. Motion passed.
- **Document Management Grant:**
The equipment was delivered to Williamsburg and a meeting was held there with towns participating in the Community Compact Grant for shared services of document management. Cheryl attended and picked up Westhampton's equipment which included a laptop, scanner, and portable cart. Discussion was held at the meeting how to proceed with document uploads that will utilize the additional grant funds of \$15,000.00 in a manner allowed by the contract. A decision was made to hire one individual for all five towns to reduce time spent on training. The position will be temporary, part-time. A job description is being drafted. When completed it will be given to persons of interest and advertised until filled.

The grant covered all start-up costs including furnishing the equipment and training. Ongoing annual support of \$1500.00 and a per user fee of \$300.00 will be assessed to each town beginning FY19. The town needs to determine if there will be one or two users and propose either \$1800.000 or \$2200.00 for the budget. Discussion ensued regarding who will be users of the system and which older documents should be uploaded by the shared employee. That can be determined at a later date. A motion was made to propose funding in the amount of \$2200.00 for the shared services document management system. Second. Motion passed.

A letter was received from the office of Karyn E. Polito, Lieutenant Governor, expressing appreciation for participating the Community Compact program.

- The copier was delivered to the Annex. The copy function is working. The highway department will run the cables needed to hook up the router and fax line so the other functions can be configured and networked by DeRenzy and Northeast IT.
- Correspondence was reviewed:
 - Tax Collector new bill sample. The Tax Collector researched outsourcing billing through the Deputy Collector, Art Jones. Converting to the new process creates a different format for the tax bills. They are easier to read and will include the town seal to create an official look. The cost creates little change to the collectors expenses account as forms must be ordered in minimum quantities and ones not used must be discarded. All the forms and envelopes will be provided by the service. Anne Marie made a presentation to the Finance Committee.
 - Dept. of Environmental Protection payment for the recyclable materials delivered on behalf of Westhampton to Springfield Materials Recycling Facility for the period July through December 2017 was received in the amount of \$226.09
 - Comcast programming change of "NEWSY" from 1498 to 1114
 - Dept. of Telecommunications and Cable is holding a Public Hearing Wednesday, March 28 to investigate the proposed basic service tier programming, equipment, and installation rates in

rate-regulated communities in Massachusetts served by Comcast Cable Communications, LLC
-Solectenergy solicitation

-Clean Energy Collective solicitation

-An email sent from Tom Quinlan was received prior to the meeting regarding applications for building permits for the installation of small scale solar structures. Tom reported the difficulty the companies have faced trying to obtain sign-offs by the ZBA and Planning Board. Tom reported he would issue the building permits without their sign-off as they fall under accessory buildings. A sign off from the Conservation Commission is required. Shirl and Wayne noted that the ZBA was holding a special meeting the next night to sign off and that if the permit will be issued anyway there is no need for them to meet. Cheryl will contact Leo and update him. Discussion ensued regarding the sign off process. It is under review by the Zoning Bylaw Review Committee.

- The Selectboard voted by roll call, 3 yeas, 0 opposed, to enter into Executive Session at 8:23p.m., as the Chair declared:

(#1) Pursuant to M.G.L. c.30A, Sec.21(a)(3), that discussion in a public meeting may have detrimental effect on the town's litigating position with respect to the following litigation:

Amber Kellogg and Michael Barbeau v. Zoning Board of Appeals of the Town of Westhampton, MA, Leo Aloisi, Richard W. Tracy, Wayne Parks, John Kelsey, Shirley Morrigan, and Steven St. Marie; Trial Court; Housing Court Dept. Western Div., Docket No. 18CV 0012, and

(#2) Pursuant to M.G.L. c.30A, §21(a)(7), to comply with the Open Meeting Law, G.L. c. 30A, §22(f): review of executive session minutes of the Selectboard meetings of February 9 & 14, March 6, and review of executive session minutes of the joint Selectboard and Zoning Board of Appeals meetings of February 20 & 28, potential approval of minutes.

Returned to open session at 9:16 p.m.

Present were Jim Huston, Phil Dowling and Art Pichette. Zoning Board of Appeals members present were Shirl Morrigan and Wayne Parks. Minutes were taken by Cheryl Provost.

Minutes were approved for February 5, 9, 14, 20, 28, and March 6.

- Discussion ensued regarding a response to Catherine Hondorp. Shirl noted the letter was addressed to the Selectboard then suggested the ZBA review the letter then recommend responses to the Selectboard. Then the Selectboard can respond. The next regular meeting of the ZBA is April 10.
- Administrative Assistant updates:
 - working on annual report
 - working on budget updates for Finance Committee
 - taking vacation time from April 3 through April 10.

- The next Selectboard meetings will be 7:00 p.m. Monday, April 2 and April 16. Town Caucus is at 7:30 p.m. Monday, April 9.
- Documents submitted:
 - Building permit fee recommendations
- Documents signed:
 - Buy Recycled Memo

Adjourned meeting at 9:23 p.m.

Approve: _____
James Huston, Chair

Philip Dowling

Arthur Pichette