



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

May 2, 2016

The meeting convened at 7:00PM.

Present were Art Pichette, and Phil Dowling. Also present were Cheryl Provost, David Blakesley, Dave White, Chris Norris, Steve Holt.

Warrants were signed for: Payroll: \$69,799.71
 Vendor: \$307,078.32

Accepted minutes from April 19, 2016.

- Highway Superintendent David Blakesley reported:
 - street sweepers are done, with the rain the dirt roads are ready to be graded
 - cleaning up snow equipment, nearly done
 - new truck will be exhibited in an equipment show at Patriot Freightliner in Westfield on Wednesday, May 4, 2016. The truck has a couple minor hydraulic issues that will be addressed by the outfitters
 - spoke to Charlene Nardi, Williamsburg Town Administrator, regarding shredding the papers in the basement. They have a company coming in the fall and we can bring the papers for a cost of approximately \$200.
 - getting spring work done, such as cleaning ditches, clearing culverts
 - Barbara Pellesier is done with the North Road research, unless something specific is asked of her. Lenny Holmburg is reviewing the last document from her and he believes there's information missing. He reports that previous records may not have been recorded correctly. David will report back any updates.
- Police Department update, Chief Dave White reported:
 - heroin addiction is heavily publicized across the nation with political awareness. The Quannis Club held a joint meeting with Southampton, Westhampton, and Northampton and donated \$2,000.00 towards a narcan program, with Westhampton's share as \$500.00. The District Attorney's Office will fund the first package, freeing up the \$500.00 for future packages. In order to purchase the narcan the Town needs to adopt a policy, Dave submitted one. Matt Malo is a trainer in the use of narcan. Chris Norris, Fire Chief, was present and added that it's a benefit to the community. Dave replied that the heroin problem does exist in town and while he hopes his department will never need it, concurs it's a benefit to be prepared.
 - Voted 2-0 to approve the Westhampton Police Department Policy and Procedure, Narcan Spray 2016-1.

- Town Hall roof repair:
Art reported that he met with roofer Jesse Charbaneau and looked at the leaks in the men's restroom and accessibility restroom. They also did an external inspection. No bid process is required for this project as it falls under the threshold of \$10,000.00. Mr. Charbaneau gave a quote of \$1,500.00 to repair and re-flash the flat roof area, make repairs to the valley flashing, and replace missing slate. Art added that he is very qualified. Since the defaults in the roof were pointed out during the insurance inspection points will be earned by completing these repairs. Cheryl reported there are adequate funds in the Town Offices account to fund it. A written quote and a certificate of liability insurance will be requested prior to entering into a contract. Voted 2-0 to accept Jesse Charbaneau's quote of \$1,500.00 to repair and re-flash the flat roof area, make repairs to the valley flashing, and replace missing slate.
- Tanker truck discussion was tabled until the next meeting.
- Campground inspection update:
-Art reported that on Friday, April 22 a joint inspection was held at the Campground. Present were Valerie Bird, Health Agent; Dolores Thornhill, Assessor; Chuck Miller, Building Inspector; Cheryl Provost, Administrative Assistant; and himself. The inspection was cut short by heavy rain. Valerie and Art returned to the campground for a re-scheduled inspection on Friday, April 29. Art walked the fence-line and reported it was defective. He notified the owner, John Kelsey, of the defect and that repairs are required.
- FY17 budget review:
-Chris Norris, Fire Chief, visited to discuss the FY17 budget. Specifically line 57, Emergency Management Director's salary. The figure was \$441.00 for FY16 and is zeroed out in the proposed budget. Cheryl reviewed the budget and reported that it is an administrative mistake and will add it into the proposed column with the 1.5% increase (\$448.00) then present it to the Finance Committee May 3. The salary was included in a separate salary proposal worksheet. Chris will also be attending the Finance Committee meeting.
-Dave White requested a 2.5% increase for the officers in his department, offering it from his salary increase. He supports his officers and believes their pay rate is inadequate compared to some other positions in town and the responsibilities. Phil replied he appreciates what was said and suggested discussion well before the next budget process. The Selectboard recommended a 1.5% pay increase across the board, other than contractual obligations. Cheryl supported Dave's request and noted that he had met with the Finance Committee. Dave noted that he passed on the new cruiser for FY17, but will have to request it in FY18. In order to maintain the services provided by the department these are items that require funding.
-Smith Vocational tuition was reduced by the Department of Elementary and Secondary Education. Based on current enrollment estimates Westhampton's assessment is \$360,710.00, a reduction of \$10,564.00.
- Memorial Day:
Cheryl reported she made preliminary contacts for the Memorial Day ceremony. A Master of Ceremony is needed. Tabled further discussion until the next meeting.
- Voted to hold a Special Town Meeting, and continuation of Annual Town Meeting on Monday, June 20 at 7:30.

- Mass IT:
Cheryl reported that the town is eligible for a \$5,000.00 grant through the Continuity Best Practice program. The funds are for consultant services provided by Mass IT. The availability of funds comes from the recent application outlining the project to connect the Annex and Town Hall with underground cable. Connecting the two buildings reduces the need of two routers and two separate comcast accounts. Estimates for the project are the cost of materials, approximately \$1,500.00. In previous discussions the highway department agreed to dig the trench. There has also been consideration to seek assistance from Smith Vocational School to run the cable through the conduit, although they have not yet been contacted. The consultation will include a final plan for the project as well how to best utilize the upgrade. Other long term plans may also be included. A state vendor is in Western Mass, running cables and is available for an on-site joint meeting with Mass IT, Northeast IT, and the highway department for “Best Practices” regarding the project. In order to initiate the grant process the Town needs to approve the project. Voted 2-0 to approve the connection of the Town Hall and Annex and to proceed with Continuity Best Practices procedures.
- Cheryl reported she has the names of vendors to seek quotes but is still seeking the proper size of the flag for the Hall of Flags at the State House.
- Reviewed correspondence:
 - Peter Cleary notified the Selectboard that the School Committee signed into a Solar Contract for Hampshire Regional High School. Art will review the contract and requested to have Peter come into the next meeting for discussion.
 - Comcast submitted their Financial Balance Sheet for the year ending December 31, 2015
- Administrative Assistant, Cheryl Provost reported:
 - submitted report for April 20-May 2
 - submitted schedule for May 3-May 16
 - requested Thursday, May 5 off, voted to approve
 - attending a MIIA Berkshire Regional Meeting on Wednesday, May 11
 - Senator Downing will hold a Coffee and Conversation on May 16, 1-3 at the Westhampton Town Hall
 - the minutes of March 7 require a revision where under correspondence it states Ginny Curtis submitted a letter. The letter was not submitted by her and the minutes were revised. Voted 2-0 to approve the revised minutes.
 - discussion ensued regarding the town website. Phil would like to see an announcement of the website in the next tax bills, as discussed at an earlier meeting. Cheryl agreed to make that happen. The Westhampton Church prints the address of the town website in the Bell Tower. Cheryl reported that overall, she has received positive feedback regarding the new website. Departments and citizens occasionally report problems or requests for publishing. Cheryl is pleased with the efficiency she can respond to those since the maintenance of the site is fairly easy.
- Annual Town Meeting warrant:
 - reviewed the Annual Town Meeting warrant. Discussion ensued regarding article 20. Art suggested holding a public hearing prior to town meeting. Voted 2-0 to hold a public hearing for

Article 20, Outlook Farm Winery and Brewery farmer pouring series permit on Wednesday, May 11 at 8:00 p.m.

- Voted to hold the next Selectboard meeting on Saturday, May 14 at 8:15 a.m., prior to Annual Town Meeting.

Adjourned meeting at 9:00 p.m.

Approve: _____
Arthur Pichette, Chair

James Huston, Clerk

Philip Dowling