



The Selectboard
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

MINUTES of the MEETING

Monday, August 15, 2022, at 7:00 PM

The Westhampton Selectboard scheduled a regular meeting to be held on Monday, August 15, 2022, at 7:00 PM at the Town Offices, 1 South Road, and via video-conference.¹

Call to Order

The meeting was called to order at 7:03 PM.

PRESENT: Maureen Dempsey, Scott Johndrow, Phil Dowling

ALSO PRESENT: Douglas Finn, John Shaw.

PRESENT BY REMOTE CONFERENCING: Robby Armenti; Jennifer Day, Charles and Mary Lou Burgess

Appointments

Franklin Regional Transit Authority.

Ms. Susan Bronstein expressed interest in representing the board and the Town on the FRTA.

After some discussion it was MOVED By Dowling SECONDED by Dempsey

To appoint Susan Bronstein

VOTED: 3, 0, 0.

Westhampton Cultural Council

A letter of interest was received from Ms. Jacque St. James-Wong. After review, it was MOVED by Dowling, SECONDED by Dempsey

To appoint Jacque St James Wong as a member of the Westhampton Cultural Council for a term of three years.

VOTED: 3, 0, 0.

Departemnt Reports

Highway

Mr. Jablonski was absent. Mr. Finn noted that Mr. Jablonski noted business as usual; Mr. Jabslonski also noted that repairs to the bridge at North Road and Chesterfield Road were complete, and the bridge had reopened to two lanes of travel.

Board of Health

Ms. Armenti asked if the Town was receiving funding from the opioid settlement. Confirmed. Ms. Armenti will be forwarding information re/ FAQs to the Selectboard.

The amount to be received by the Town was discussed.

¹ Pursuant to Chapter 20 of the Acts of 2021, the meeting was conducted as a "hybrid" (in-person / remote) meeting. Members of the public could access the meeting in person, or connect via "zoom" teleconferencing via internet – Meeting ID#: 870 4390 0582.

Possible projects are not yet even being considered; After some discussion, Mr. Dowling asked for the information to be collected for the benefit of the Town.

Public Safety Building Committee

Mr. Dowling noted that the project was on to the 'finishing' stage, with much of the work happening indoors. While some changes are still being made, they are minor details, and work is progressing quickly.

MVP

No report.

Approval of Minutes

MOVED: Dowling, SECONDED: Dempsey

To approve the minutes from July 1, 2022 as preseted.

VOTED: 3, 0, 0. (7:16 PM)

Approval of Payroll and A/P Warrants

After review, it was MOVED by Dowling, SECONDED by Dempsey

To approve the Payroll and A/P Warrants as presented.

VOTED: 3, 0, 0. (7:17 PM)

Phone System at Town Hall

Mr. Finn requested approval to pursue best options for telephone phone services at Town Hall. Approved.

Elementary School Heating Project update

Mr. Dowling provided an update; noting that the project was split into two phases; first to be complete this fall; second to be completed in CY2023. The heating system would reduce reliance on oil heat, and provide backup.

There was discussion about the expectation that solar would be in the future picture to offset the increased electric costs.

Mr. Dowling provided some back history of the project.

The amount of the electric bills for various town buildings was discussed, with a focus on the elementary school.

There was general discussion about the elementary school's history of energy use, the costs, with a general interest in reviewing all factors, and improving efficiency

Conversation re/ Closeout of FY2022

The board engaged the Town Accountant, Treasurer and Collector in a conversation in regard to the end of year process necessary to close out the fiscal year, and complete all reporting to the State.

Mr. Boudreau reminded the board of some handout materials that describe the end-of-year processes, and the various department's responsibilities in relation to that.

Mr. Dowling noted that receipts reporting appear to be about six months behind.

Mr. Boudreau agreed, noting some concern. A checklist of POSSIBLE impacts for late reporting had been forwarded.

Ms. Day noted that she had entered and input January receipts; her plan going forward will be to have all receipts by March by August 19, and all receipts entered by September 10.

The difficulty is that reconciliation has to be done before entering the receipts in the

system.

Ms. Day noted that receipts are not turned over to the Accountant on a regular basis, and that, in other towns that is the case.

Ms. Day noted that having reconciliation done by end of August would be difficult to accomplish.

Mr. Boudreau noted that there are two things going on: receiving receipts on a monthly basis, and reconciling cash on a monthly basis. Both should be done monthly. The accountant reviews receipts on a monthly basis to ensure that they are being properly reported, and then puts them into a general ledger. When receipts are entered for the month, the Treasurer's cash book is forwarded to the Accountant for review and reconciliation.

Mr. Boudreau noted that there is a variance between the cash book and the records of over \$11,000 – a situation which can't stand. Previous variances were in the range of \$36-\$60.

Ms. Day noted that she forwarded the information in the hopes that our Accountant could provide some assistance.

Mr. Boudreau confirmed that receipts and cash has to be reconciled one month at a time.

Mr. Boudreau noted that in FY21, June of FY21 was in place on August 25. Because of that, the books were closed and free cash certified by DOR on December 1.

There was some discussion related to the various reporting requirements for DOR, including cash, receivables, and the Form A.

Mr. Dowling requested that the Selectboard receive a weekly update on progress towards closing out fiscal year 2022. Ms. Day agreed.

Other Business

Mr. David Wasielewski asked for some time to make a presentation on a proposal to reorganize the Waste Energy Facilities in Western Massachusetts. Scheduled for Monday, August 29, 2022, 7:30 PM.

Adjourn

It was MOVED by Johndrow, SECONDED by Dempsey

To adjourn.

NO OBJECTION. (7:56 PM)

Respectfully submitted, Douglas C. Finn

SEPT. 12,

Approved by a vote of the Selectboard at a regular meeting, held on ~~August 29~~ ^{August 12}, 2022.



Phil Dowling



Maureen Dempsey



Scott Johndrow