



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

Minutes of August 6, 2018

The meeting convened at 7:00 p.m.

Present were Phil Dowling and Maureen Dempsey. Also present were Dave White, Steve Holt, Shirl Morrigan, Laurie Sanders, Susan Bronstein, Judy Madzunovic, Tim Fondakowski, Paul Silvernail, Cheryl Silvernail. Minutes were taken by Cheryl Provost.

Phil stated that Art Pichette was participating remotely as physical attendance at the meeting is unreasonably difficult. Maureen moved to authorize the presence and participation of Art at his location. Motion passed by roll call of 3 yeas, no opposed. All parties stated they could hear one another.

Warrants were signed for: Payroll: \$75,394.39
 Vendor: \$341,986.70

Minutes of July 23, 2018 were reviewed.

- Highway Department updates, David Blakesley reported by email:
 - Ch. 90 Project Request for South rd. Rubber Stone Seal has been approved and returned and is on file at Highway Garage. As of today the project remains on schedule for August 16th.
 - Lyman and Southampton Roads also remain on schedule for this Friday August 10th
 - Elementary School; Handicap railings & ramps have been installed and are ready for use. Swing set is in place. All that remains is landscape work and wood chips placed.
 - Dept. went to view new truck being built in Skowhegan Maine last Wednesday. The placements of controls were finalized after discussing options. Expect delivery early September.
 - Pole Hearing; I have reviewed the plan submitted for Burt Road and I recommend the Selectboard approve the location as shown on the plan dated 7/11/18.
- Hampshire County Farm Bureau's Tractor Ride:
Chief of Police, Dave White, reported the parade is scheduled for 9:30 a.m.-1:30 p.m. on September 8. The organizer told him there will be 20-14 tractors. The route will begin at Outlook Farm then travel West on Route 66 and turn onto South Road, continuing onto North Road to Chesterfield by way of Reservoir Road then back. The police department has no staff to assign specifically to the event. An officer will be on duty to respond to incidents and traffic. Chief White has concerns about traffic in the fall, including at/around Outlook Farm. He discussed it with Brad Morse who reported he will hire help and accommodate parking. Phil and Art agreed that traffic could become backed up. Discussion ensued regarding regulations under MGL section 9 of Chapter 90, insurance, and liability. Maureen reported that the farm bureau could not secure liability insurance for this event, and others like it. Dave noted that other towns required a waiver and he can provide samples. Phil recommended it be a requirement that each participant be required to have a plate or individual liability insurance and to sign a waiver. He will approve a notification to be sent to the bureau.

- Ground-mounted solar facility application:
Information provided by Dolores regarding the services of consultant Roy Bishop was briefly discussed. Art motioned to secure the services of Roy Bishop to negotiate a solar facility tax agreement between the town and CVE North America in regards to application SP213. Laurie Sanders was recognized and allowed to report the research she completed on solar negotiations through conversations with Pioneer Valley Planning Commission, Kaitlin Kelly at the Department of Energy Resources SMART program in Boston, and other towns. She completed the research in support of the town conducting its first large scale solar facility negotiation. Laurie reported she learned the negotiations should be deliberate, town boards and committees need to be aware of changes of ownership, and that towns are encouraged to negotiate for net metering credits as part of the Community Solar Component. She also described the expected timetable for the SMART program. Laurie noted it's clear that most towns are finding their way in terms of PILOTS, tax agreements or assessing on personal property and land value; some ahead of the project's final permitting, others afterward. She encouraged the Selectboard and Assessors to have joint conversations with potential consultants. Phil replied that there is more work to be done before engaging the services of a consultant. He offered to work with Laurie and Dolores to get more details. Art agreed and withdrew his motion. Maureen agreed.
- The POLE HEARING was opened at 7:40 p.m.
Tyler Nelson-Yarrows presented the request for the pole installation from Eversource to install one (1) solely owned pole tagged 2/18, on the southerly side of Burt Road beginning approximately 190 feet westerly of existing pole 2/17. It was noted that David Blakesley made recommendation to approve the location. Discussion was opened to the floor. No comments. Art motioned to approve Eversource to install one (1) solely owned pole tagged 2/18, on the southerly side of Burt Road beginning approximately 190 feet westerly of existing pole 2/17. Phil second. Motion passed all in favor.

The hearing closed and the open session resumed for regular business at 7:45 p.m.

- Town Clerk wage scale and interviews:
A pay scale for the Town Clerk developed by an analysis of area towns was reviewed. Patty Cotton has 7 years of experience. Based on a ten hour work week she is paid \$26.11/hourly. The low rate is \$22.60/hourly. Maureen motioned to pay a new hire the rate of \$22.60/hourly during training and to offer a pay rate from \$22.60/hourly (\$11,752.00/annually) to \$26.11/hourly (\$13,577.00/annually), based on experience. Also to pay Patty Cotton \$26.11/hourly to provide the training. Motion passed 3-0. Interviews were scheduled for 6:15 and 6:45 p.m., Monday, August 13, pending confirmation of candidates.
- Treasurer, payroll services:
Patty Cotton, Treasurer reported she and Cheryl have been in contact with payroll service companies. An estimate was provided by Harper's Payroll of \$4300.00 based on information they have at this time. The payroll is all completed in-house; most towns outsource it. Art spoke to Joe Boudreau, Accountant, who agreed that towns are using a payroll service. A meeting will be arranged with a company to discuss the services and procedures with Patty, Joe, and Cheryl. A change-over can be completed at any point of the year but it will take oversight. Patty expressed her ongoing concern of having no backup personnel to process payroll in the event the

Treasurer cannot. She would like to have backup on by the end of the year. Discussion ensued regarding the cost and how to fund it. The Selectboard agreed to have patty, Joe, and Cheryl continue to research payroll services.

- Appointment of Chief Procurement Officer & delegation of duties of Chief Procurement Officer: Maureen motioned to appoint Philip Dowling as Chief Procurement Officer, second by Art. Motion passed 3-0.
Delegations of the duties of the Chief Procurement Officer were reviewed. Phil approved to delegate certain duties to the Administrative Assistant, Cheryl Provost. No objections from Maureen and Art.
- No action taken on appointment of Hampshire Councilor
- Pioneer Valley Planning Commission appointments:
Phil motioned to appoint Arthur Pichette as Commissioner to the Pioneer Valley Planning Commission, second by Maureen. Motion passed.
Phil motioned to appoint Maureen Dempsey as Commissioner to the Pioneer Valley Planning Commission, second by Art. Motion passed.
- Westhampton Public Library Social Media Policy:
The policy was reviewed. Maureen noted that she was on the Trustees when it was developed. Phil and Art had no objections to the policy. Shirl Morrigan asked if this is for people using the library computers. Maureen replied that the policy is for the Facebook page of the library to monitor postings by the public. Judy Madzunovic made inquiries and expressed concerns of conflict with freedom of speech. Maureen explained the need for the policy. Phil pointed out that the library does not need permission from the Selectboard and acceptance of the policy is ultimately the decision of the Trustees. Maureen motioned to support the Social Media Policy written by the Trustees for the Westhampton Public Library. Second by Art. Motion passed 3-0.
- IT upgrades:
Requests for written quotes to install a server and related hardware in the Annex were submitted to Northeast IT, Parugus IT Solutions, and Innovative Business Solutions (IBS). Deadline to respond is August 13; IBS declined.
- Special Town Meeting:
Phil asked Steve Holt if Caolo & Beineik will attend the meeting. Steve confirmed they would. Discussion ensued regarding notification of the town meeting, including flyers and a notice in the Belltower.
A meeting is being scheduled with the Financial Advisor, Clark Rowell. He needs information from the Treasurer, Accountant, and Public Safety Complex Review Committee to prepare a financial outlook and article for the meeting. August 20 has been offered. All agreed that day was available, preferably later for Steve and Patty. The meeting schedule will be finalized through emails.
- Paul Silvernail requested to be heard regarding an email sent to the Selectboard from him in May. He was seeking a response. Phil replied that the subject is not on the agenda and will be included for August 20 to discuss it.

- Administrative Assistant updates:
Request for Quotes for fuel oil for the coming heating season was submitted for approval. Solicitation for quotes will be completed by email with a deadline of August 20. The board gave their approval. Cheryl requested a change in schedule as follows: hold hours August 14 instead of August 15 and take a vacation day August 16. The request was approved.
- Correspondence:
-Mass. Municipal Association added \$1,000,000.00 cyber liability protection effective July 1, 2018 at no cost to all member communities.
- The next Selectboard meetings will be 4:00 p.m. August 13, and 7:00 p.m. August 20 and September 4.
- Documents submitted:
Administrative Assistant work schedule August 13-17
- Documents signed:
-Pole location order for Eversource to install one (1) solely owned pole tagged 2/18, on the southerly side of Burt Road beginning approximately 190 feet westerly of existing pole 2/17.
-Delegations of the duties of the Chief Procurement Officer
-Letter to David Blakesley for accomplishment of Road Master

Adjourned meeting at 8:34 p.m.

Approve: _____
Philip Dowling, Chair

Arthur Pichette

Maureen Dempsey