



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

Minutes of January 22, 2019

The meeting convened at 7:00 p.m.

Present from Selectboard were Phil Dowling and Art Pichette.

Others present were David Blakesley, Ginny Curtis, Mary Powers. Tom Martin, Board of Health came in later.

Minutes were taken by Cheryl Provost.

Warrants were signed for: Payroll: \$75,853.83
 Vendor: \$161,657.90

Minutes of January 7, 2019 were approved.

- Highway Department updates, David Blakesley reported:
 - brush chipping done on Kings Highway, Burt Road, and, and North Road.
 - took down the 3 spruce trees behind Town Hall. Cleaned off the roof valleys; debris from the trees collected since being cleaned earlier in the year.
 - submitted budgets for highway department, transfer station, and Board of Health. Requested an additional \$5,000.00 for snow removal.
 - attending Hilltown Resource Management Coop. meeting February 4 when a vote on their budget will be held. Will not be able to attend Selectboard meeting.
 - attending Pioneer Valley Planning Commission Regional Recycling Roundtable Luncheon; discussion regarding transfer station tipping (trucking) fees.
 - on January 9th Mass. Inter-local Insurance Assoc. completed an inspection of the highway dept. garage as a voluntary check for compliance with OSHA regulations. Areas for improvement were record keeping and checklists of inspections; including a sign-off checklist for ladder use. Inspections of equipment are completed prior to use; the department needs to get in the practice of recording those inspections. The inspection moved to the Public Safety Complex. The inspector was told of the door installed at the police dept. stairs to restrict public access and the plans to seek funding for construction of a new facility. The inspector was concerned with evidence storage for the police department. The remainder of the inspection was guided by Chris Norris, Fire Chief. A written report will be provided by the inspector.
 - storm clean up went well, equipment is in good shape. Had a small problem with the computer screen on the new loader that was taken care of.
 - the pipes in the accessible bathroom of the Town Hall froze. No pipes burst when it thawed. Had to clean out a back-up in the drain pipe of the toilet. With the low-flush toilet and the long drain pipes it doesn't move solids well. David made a recommendation to move the sink plumbing to go straight through the floor rather than running through the wall, where it freezes. Art will contact Brian Pichette, Plumbing Inspector, to come up with a solution.
 - Bill Jablonski is on the Board of Directors of the Three-County Fair. The directors requested authorization for trucks from area highway departments be included in the fairs parade.

Art motioned to authorize the Westhampton Highway Department to participate in the Three-County Fair event. Second by Phil. Motion passed.

-David unofficially gave notice of his plans to retire in February of 2020, after 34 years of service on the department.

-Phil opened discussion regarding the removal/replacement of fuel storage tanks at the safety complex. David supports moving the tanks during milder weather. A cost estimate is on file from last year and will be reviewed for budgeting purposes.

-a Mass. Contract Signatory Authorization Form for highway funding was reviewed. Art motioned to authorize each member of the Selectboard as Mass. Contract Signatory's. Second by Phil. Motion passed.

- Northeast IT update and email conversion proposal:

Joel Mollison reported the server project is almost complete. There is some trouble with the Assessors software being worked out. A new ticket may be created to handle that so the overall project can be closed out. Some portions of the project went smoother than others; overall the project is a little behind schedule and under budget.

J Mollison submitted a proposal for a cloud email migration for the offices in the Town Hall and Annex, the Police Department, and Highway Department. An initial proposal included Barracuda Essentials with security, and Office 365 with a combination of Plan 1 & 2 at an estimate of \$4,795.00 with an ongoing monthly cost of \$79.00. An alternate proposal included Barracuda Essentials with security and archiving and Office 365, all Plan 1 at an estimate of \$4,385.00 with an ongoing monthly cost of \$89.50. The alternate plan provides the same protection and archiving for all the emails whereas the initial plan provides protection but archiving only to some. The alternate plan provides more functions for an additional \$10.50/monthly. The cost proposal does not include any charges for a domain registry. MassIT recommends the registration and use of a .GOV domain for security. The cost is approximately \$465 annually. Other domains can be used, such as .US; .ORG; or the town's website domain. The town currently uses free email services provided mostly by two Comcast accounts with others by Yahoo and Google. If the town is going to move to a .GOV domain that will need to be done before an email migration. Once an email cloud migration is completed it stays there. The Highway, Town Clerk, and Assessors software systems will require updates. The Assessors will require an upgraded work station.

Phil asked Joel if he's available to come back and present this to the Finance Committee on February 19. J Mollison agreed. The Selectboard will review the information provided.

- Tom Martin spoke of the new state law to tax and regulate the short-term housing rental market to go into effect July 1, 2019. The law will require all short-stay rental host to sign up with an online state registry. A 5.7 percent state tax will be imposed to homeowners renting their property for less than 30 days; same as hotels and innkeepers. Cities and Towns may impose a local 6 percent tax. Homeowner's that rent to visitors 14 or fewer nights a year will be exempt from the registry. Some municipalities are creating bylaws and enacting the local tax. The law doesn't specifically speak to regulations under the control of the Board of Health, however, Tom noted that inspections are required for Bed & Breakfast establishments. Valerie Bird, Health Agent, had reported to Tom there are 14 known in Westhampton; found advertised on internet sites such as Airbnb, VRBO, HomeAway, etc. Tom believes the sanitation inspection requirements are an overlap and recommended adoption of a Zoning Bylaw to facilitate the

Board of Health to be involved in regulations of health and sanitation; as example, annual notification of laws and annual inspection. David Blakesley spoke against surfing internet to find such establishments. Discussion ensued regarding the challenges and resources needed for the development and regulation of a bylaw. Tom provided the town could be “hands-off” and leave the regulations to the state. Cheryl reported that the Assessors are not making a recommendation to enact a local tax. A copy of an article about the law and printouts from Airbnb of 6 Westhampton establishments were provided by the Assessors. The Selectboard will review the information and continue discussion at next meeting.

Tom provided an update on the campground:

The septic systems fall under DEP jurisdiction because the flow is over 10,000 GPD. The Board of Health will consider to rescind the enforcement order regarding the 6 month time limit for upgrading the failed septic system issued by them. The board will also discuss the permit to operate the campground with a failed septic. The board will meet January 17.

A letter to the Foothills Health District on behalf of Valerie Bird was read and reviewed. Art motioned to send the letter to the district and the Select Boards of each member town, signed by the entire Westhampton Selectboard. Second by Phil.

- Assessor Assistant job description and ad:
A draft description is nearly complete. Cheryl requested to have it reviewed by the Board of Assessors so the position can be posted before another two weeks passes. So approved.
- Council On Aging Coordinator job description and ad:
There is no change from the description approved from prior search in 2016. Cheryl requested approval to post the position when the Assessor position is posted. So approved.
- Zoning Bylaw Review Committee updates, Ginny Curtis reported:
the public informational meeting was held and 74 surveys on marijuana establishments were returned. There is interest in banning marijuana establishments in Westhampton. Doing so will require town meeting and ballot approval. Four proposals will be recommended for town meeting; one for each type of establishment (dispensary, cultivation, manufacturing) and one to ban.
- Public Safety Complex Review Committee:
No updates.
- FY20 budget request review:
The budget proposals will be reviewed February 4 with the full board.
- Green Communities grant application:
Working on a list of projects to apply for. The application will be reviewed February 4.
- Solar PILOT update:
A proposal was received by email from Alex Fox, CVE in the amount of \$3,947.06/MW DC. Over 20 years the payments would total \$297,716.00. The calculation is based on a similar methodology used by Roy Bishop but factors in the exemption allowed by the court in other

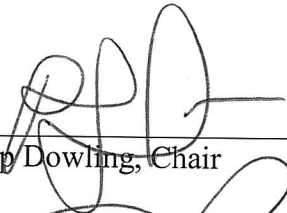
communities. The proposal was directed to Consultant Roy Bishop. He replied to Selectboard by email with "No" and suggested remaining at the original offer of \$14,500.00. The information will be reviewed on February 4 to consider a response.

- South Road solar building permit application fees:
Phil reported he had recommended the contractor file the application. The timing may be an issue. Art motioned not to make any changes to the building permit application structure. Second by Phil. So voted. Matter closed.
- Request for Transfer From Reserve Fund:
The Finance Committee approved a transfer of \$5,000.00.
- Pioneer Valley Planning Commission; District Local Technical Assistance Program FY2019:
The grant application for regional solar bylaws review and updates was submitted on January 11.
- Annex gutter replacement:
The contract with Mr. Gutters is signed. They agree to complete the job as soon as weather permits. A minimum of two warm days is needed to reduce risk of shattering the slate roofing when fitting the gutters.
- Correspondence was reviewed:
 - Pioneer Valley Planning Commission-DLTA grant program:
Phil reported that Dave White, Chief of Police, spoke to Eric Weiss (today) regarding assistance with developing a Regional Resource Officer. E Weiss believes it's a good idea and encourages moving forward with an application.
 - Requests from Fire Chief for:
 - 1) an article to appropriate \$25,000 from EMS Reserve Receipts as matching funds for an AFG, if awarded, for a new ambulance.
 - 2) an article to appropriate \$1.5 million for renovations and upgrades to the public safety complex.
 - 3) a review of the Fire Chief salary and FY20 recommendations.
 - Chris is available to discuss the items on February 4; agreed.
 - Comcast Programming Contract Renewal Website: A webpage dedicated to Comcast customers to keep communities informed of potential programming changes
www.xfinity.com/support/articles/xfinity-programming-contract-renewals-channel-list
- Administrative Assistant updates, Cheryl Provost reported:
 - attended an OPEB workshop Tuesday, January 15
 - attended Mass. Municipal Assoc. Annual Meeting and Trade Show January 18 & 19. Among workshops attended was one for marijuana establishment agreements, materials will be provided to the Zoning Bylaw Review Committee. Spoke to vendors at the Trade Show and gathered resources and informational packages.
 - request a Personal Day February 6. So approved.

Phil requested to schedule trainings from KPLaw the 3rd week of March, if available, as was offered at the case update meeting.

- Next meetings: 7:00 p.m. February 4 and 19, 2019.
- Documents submitted:
 - Expense Report through 01/10/2019
 - Letter on behalf of Valerie Bird, Health Agent
- Documents signed:
 - Mass. Contract Signatory Authorization Form
- Meeting adjourned at 9:35 p.m.

Approve: _____


Philip Dowling, Chair


Arthur Pichette

Maureen Dempsey