



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

Minutes of September 30, 2019

The meeting convened at 7:03 p.m.

Present from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson.

Others present were Bill Jablonski Highway Foreman), Dave Antosz (Fire Chief), Lee Douchkoff, Bob Miller, Dave White (Chief of Police), Art Pichette, Barbara Cook, Ginny Curtis, Patricia Lewis, Peter Spotts (Country Journal), Marilyn Witherell.

Minutes were taken by Cheryl Provost.

Warrants were reviewed and approved by unanimous vote and signed for:

Payroll: \$78,084.36

Vendor: \$67,810.32

Minutes of September 16, 2019 were reviewed and approved by unanimous vote.

- Highway Dept. updates, Foreman Bill Jablonski reported:
  - Chapter 90 reimbursement request in the amount of \$31,481.00 for asphalt for paving of North Road was reviewed. Phil motioned to approve and sign the request as submitted. Teri asked for clarification. The payment made for the project is eligible for reimbursement from Chapter 90 funds. The project was completed in June. The amount will not have an effect on FY19 Free Cash if the reimbursement is signed by September 30. Second by Maureen. So voted.
  - started paving Montague Road Tuesday and finished Wednesday
  - went to equipment show Thursday
  - started on driveways on Montague Road, have two left to pave and some shoulders to finish. Phil asked if lines will be painted. Bill does not know, David will determine that.

Maureen reported that her and Rick (Tracy) have been shoveling town walkways for a few years now. Rick has been helping with town plowing so Maureen has been doing most of it. She is done shoveling. The job will need to be advertised. Phil recommended a person be named as back up. Maureen had Jared Brown (custodian) cover for her when she couldn't do it. A search will open.

- Fire Dept./EMS updates; Fire Chief Dave Antosz reported:

The EMS meeting was held September 19<sup>th</sup>, every EMT and some first responders attended. There are currently 4 certified EMT's listed with two of them being "not spring chickens". No interest yet for EMS Coordinator position. Steve Holt offered to stay on as Emergency Management Director. So voted. First responders are capable of responding and do. Departments in Hampshire County used to have access to county funded training. Now if towns don't pay for the training the individuals pay for it, then volunteer their time. Discussion was turned over to Lee Douchkoff. He reported the state requires training be completed through an accredited institution. Around here that's generally community colleges. The training is a full

semester for an average cost of \$1500.00. L Douchkoff explained the history of local EMS, which was started by himself and Bob Miller. As they're older they're finding it's not as easy as it used to be. Both are concerned about the future of the EMS in town and hope to see more firefighters take the EMT training. Phil asked if there are members of the fire department that would take the training if it was funded. D Antosz replied no then explained he knows of two individuals that may be interested. Discussion ensued regarding the difference between EMT and first responder. In summary, training for EMT is more extensive, both can respond to calls and provide initial treatment. Phil commented that funds could be put aside for training, grants may be available, but those are long term; then asked what about the following year. D Antosz replied that it (not having enough EMT's to staff ambulance) will have an effect on how ambulance service is provided. The current agreement is based on the town providing coverage for a portion of the day. Historically young people get training, stay a couple years, then move on. Recently no one new has taken the training. B Miller explained that the county training required two years of service within the community in turn of training and suggested likewise, the town could repay individuals over 2-3 years. He argued that the ambulance service is provided because the town has its own service and that it's getting difficult to maintain those services with fewer EMT's. He spoke against dropping the ambulance service. Phil replied that is another topic. B Miller believes it's related because more EMT's are needed. Phil stated this is to be tabled, that costs will be needed to review options. D Antosz replied there are costs related to keeping the ambulance, he will get the numbers. In April the licensing with the ambulance is up and in June the contract with Pioneer is up. Any individuals going into training (EMT) in January won't be done until May or June. B Miller asked what the Selectboards commitment is to EMS, regardless of ambulance service. Phil replied that it's a 2 way street, that people need to show up for training, at Finance Committee meetings, and town meetings. Looking at next year, this years budget is done. Art Pichette was recognized. He noted that the town has an aging ambulance that would need to be replaced that we're sending two EMT's with. He then asked for confirmation that even if we have that we would still have first responders. B Miller replied they would if they're interested. Teri replied it will be very hard to make a decision without stats and cost. Phil stated more will be put together at the next meeting. He also noted that there is potential for 2 special town meetings, leaving the door open for (funding) training. L Douchkoff requested the support of the Selectboard in continuing the ambulance service and support EMT's and to think of other ways to recruit people. B Miller spoke of Bills in the House. Discussion concluded.

- Police Dept., Chief Dave White reported:  
He has known Jeff Fish for a long time, he's experienced and knowledgeable and Sergeant in Chesterfield. State has requirements to be a trainer, Jeff is qualified. The department has a need to add a trainer and Dave would like to put him forward as a part time police officer. Phil motioned to appoint Jeff Fish as a part time police officer. Second by Maureen. So voted 3-yay, 0-nay.
- Public Safety Complex Review Committee updates:  
Phil reported the committee recommended Digiorgio for the design. Final inquiries are being made by D.A. Sullivan (OPM). The committee is meeting on Thursday and will make a final decision. Phil noted that the town is still waiting for passage of the special legislation to accept the results of the Annual Town Election so not ready to hire yet. He then described the experience Digiorgio has.

- Zoning Bylaw Review Committee, Art Pichette reported:  
The town was awarded 2 ½ hours from Pioneer Valley Planning Commission for the District Local Technical Assistance Grant Program. Ken Comica from PVPC attended the committee meeting. There are four items the committee is working on; Air B&B (short-term rental), cell towers, wind turbines, and common driveways. PVPC will work with the committee to wrap up some of the technical things sometime next year. Art recommended the articles move on a special town meeting, suggesting that they would be too time consuming for annual meeting.
- Town Property and Energy Assessment (Building Maintenance) Committee:  
Phil reported the committee has not met yet. He acknowledged Barbara Cook who reported she had learned of the committee and is interested in joining. Phil responded that he had spoke to David Blakesley who thought B Cook would be a good addition to the committee. He then motioned to appoint Barbara Cook to the Building (Town Property and Energy Assessment) Committee. Second by Maureen. So voted 3-yay, 0-nay. Phil encouraged a first meeting be arranged and that he would like to attend to discuss “TRIAG” and Green Communities funding opportunities. Art offered to put together an initial meeting and requested the Selectboard state what the committee is in charge of and gave his understanding, which Selectboard concurred, as:
  1. Identify building and maintenance projects
  2. Prioritize projects based on need.
  3. List projects that may qualify for Green Communities funding and determine payback time and anticipate prospect of funding.
- Holiday schedule:  
Columbus Day is October 14, the next scheduled meeting. The board agreed to reschedule to 7:00 p.m., October 17.
- Open Meeting Law training:  
Cheryl reported Janelle Austin confirmed for October 28 to hold the training and suggested the case update be held with the Selectboard the same date prior to the training.
- A tag sale permit for Margot Cleary was reviewed and approved unanimously.
- Town Clerk search, Administrative Assistant Cheryl Provost reported one application was received from an individual with relevant municipal experience and forwarded to board members by email. The board confirmed they reviewed the application and requested an interview. With It was agreed to not wait until October 17 and individual schedules were reviewed with conflicts in availability. Phil agreed to waive his presence at the interview and allow Maureen and Teri to move forward. Proposed to offer October 7 between 4-7 p.m. or October 10 at 7:00 p.m. to the applicant. Final interview date and time will be established this week.
- Special Legislation hearing was pushed back by the Election Laws Committee until this week, delaying confirmation of votes taken at Annual Town Election and sub sequentially award of the Public Safety Complex designer contract.
- Town Hall Chimney cleaning:  
Cheryl requested authorization to seek quotes from; Certified Chimney Inspections, Happy Home maid Service, and Nova VCA Construction & Cleaning. So approved.

- Replacement of stepladder at Town Hall:  
Phil reported he has 4 prices. Home Depot around \$279, Lowe's was a little less. The best price was from Hardware. Phil didn't have the exact figure but knew it was under \$279.00. The ladder would have to be ordered. Teri moved to authorize Phil to purchase a ladder for the town hall for an amount up to \$279.00. Second by Maureen. So voted.
- Elevator lift:  
Procedures to place out of service or decommission an elevator according to 524 CMR 11.00 was reviewed. For out of service a letter of intent must be submitted to the office (Board of Elevator Regulations) stating the date it will occur. A registered elevator contractor must submit in writing it was properly done so. The out of service date needs to be determined before letter of intent is sent. Cheryl is seeking quotes to place the lift out of service. If that's done, after one year it will have to be decommissioned or returned to service and inspected. Teri questioned if it makes sense to pay to do that rather than just have it inspected. Phil would like to explore the ramp concept with the Building (Town Property and Energy Assessment) Committee if they meet soon enough. No further movement was made.
- Enforcement letter-0 Main Road:  
Cheryl reported that one delivered receipt came back from the order to cease and desist from the Selectboard; from Sacharczyk. Nothing has come back from the other three. Also, Tom Quinlan, Building Commissioner, received one delivered receipt from Marchand's (Chicopee).
- The Memorandum of Agreement between the Town of Westhampton and Westhampton School Committee and Westhampton Teachers Association for health insurance 2019 was reviewed. Maureen reported the agreement reflects what was agreed on at the negotiations. Maureen motioned to accept the insurance agreement for the year 2019. Second by Phil. Motion passed by roll vote 3-yay, 0-nay.
- Correspondence was reviewed:
  - Western Mass. Municipal Conference, Saturday, October 5 at UMass Amherst
  - Municipal Partnerships Conference, Tuesday, October 8 at Holy Cross College
  - 524 CMR 11.00 Elevators Placed Out of Service or Decommissioned
  - PVPC Historic District Commission Appeals Process
  - context of email from James McLaughlin regarding the matter of Athanasiou v. Town of Westhampton; insurance designated attorney for this matter. Phil explained the matter pertains to the trespass complaint against the highway department from when oil and stone were applied to the section of Southampton Road that is a prescriptive right of way. The Athanasiou complaint was that the road was widened. David Blakesley had offered to clean the stone from the edge only if allowed to by Athenasiou since access to the property abutting the right of way would be necessary to do so. He would not do it without permission for not wanting to be accused of trespassing. Athenasiou has requested the road be returned to the 18 feet it originally was. Phil would like to give David permission to speak to the attorney to work out the details. Teri and Maureen had concerns of setting precedence to anyone who wants their roadside cleaned. Cheryl explained it's different since this portion of road is a prescriptive right of way opposed to a public right of way. Phil motioned to authorize David Blakesley to speak to James McLaughlin about the details of the clean up. Cheryl recommended the motion include Bill Jablonski, as he'll be overseeing the work. Phil declined, stating that David can discuss the details of the clean up with Bill. Second by Maureen. So moved by roll vote 3-yay, 0-nay.

- Administrative Assistant updates, Cheryl Provost reported:
  - the Memorandum of Agreement between the Town of Westhampton and Westhampton School Committee and Westhampton Teachers Association for health insurance 2019 was received from the school union today. The board reviewed. Maureen reported the agreement reflects what was agreed on at the negotiations and recorded in the minutes of the Selectboard. Maureen motioned to accept the insurance agreement for the year 2019. Second by Phil. Motion passed by roll vote 3-yay, 0-nay.
  - the document management consultant contract has been signed by each town. The consultant will start in Goshen, they're along the furthest with their database. No towns are competing to be the next when they're done but Cheryl would like to have it be here. It will have to be determined which documents to begin with, newer to old or older to new. It was determined that it should go from newer to older so there's no gap in between and because older records may not be as relevant now. Also need to determine what records should be loaded, such as building permits, minutes, special permits. Cheryl will reach out to departments and boards for input.
  - Northeast IT will send a quote for the email conversion and changes to contract to be reviewed for the next meeting.
  - there has been no notice of interest from anyone for the Board of Assessors. It's posted to the web and was in the Country Journal and Bell Tower. Sarah Challet's last day is today, leaving only Walter Morrey. The Assessors meet Tuesday nights. Phil stated that a member of the Selectboard will need to fill in until someone comes forth to join the board. Discussion followed. Phil motioned to appoint Maureen Dempsey to the Board of Assessors. Second by Teri. So voted 2-yay, 1-abstain.
- Next meeting: 7:00 p.m. October 17, 2019
- Documents submitted:
  - Expense Report through September 19, 2019
- Documents signed:
  - Chapter 90 reimbursement request in the amount of \$31,481.00 for asphalt paving of North Road
  - Tag Sale Permit for Margot Cleary, 180 Southampton Road.
  - Insurance agreement between the Town of Westhampton and Westhampton Elementary School Committee and Westhampton Elementary School Union.

Meeting adjourned at 8:55 p.m.

Approve:

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Philip Dowling, Chair

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Maureen Dempsey

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Teri Anderson