



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

Minutes of November 13, 2019

The meeting convened at 7:00 p.m.

Present from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson. Others present were David Blakesley (Highway Superintendent), Bill Jablonski (highway), Chris Brooks, Pat Miller, Dave Antosz (Fire Chief), Thomas Cleary, and Shelby Macri from Country Journal. Minutes were taken by Cheryl Provost.

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

Payroll: \$81,184.18

Vendor: \$39,731.40

Minutes of October 28, 2019 were reviewed and approved by vote of 2-yay, 1-abstained (Teri).

- Highway Dept. updates, Superintendent David Blakesley reported:
The Request for Quotes and specs for the installation of the fuel storage tanks is complete; documents were reviewed. David proposed the timeline be that requests be sent to three companies, a mandatory pre-quote site meeting be held at 10:00 a.m. November 18, submittal deadline to be 1:00 p.m. November 22. Results will be sent to David and Selectboard and award to be November 25. David requested authorization for him and Cheryl to proceed with the process and documents as proposed. Motion to approve by Teri, second by Phil. So voted 3-yay, 0-nay.

A proposal by Franklin Regional Council of Governments for cooperative purchasing of Highway Material for FY2021 was reviewed. The program used to be through Hampshire Council of Governments and they would charge an administrative fee to the vendors. The vendors would pass that charge into their bids. The Franklin Council anticipates that larger volume bids will create lower prices for participating towns and they will eliminate the fee for FY2021. Instead, they will assess a one-time annual fee to participating towns based on population. Westhampton will be \$2750.00. A chart that compared FY19 Hampshire Council of Governments charge to proposed Franklin Regional Council of Governments fee was reviewed. David recommended joining the program because the fee is minimal compared to the cost and time of performing it in-house.

The speed strips were installed on Montagues Road. Pioneer Valley Planning Commission will send the reports, David will review and update at next meeting.

Submitted notice of retirement as of February 13, 2020. David recommended the process to hire begin. The Personnel Policies and Procedures require an inside offer first. A job description is needed before proceeding.

- Mark Gould submitted a description of duties and responsibilities of the Emergency Medical Services Coordinator. He did not stay for discussion. He was appointed as Coordinator but has declined to be sworn for lack of salary. Phil explained there is an article on the Special Town Meeting tonight to establish and appropriate a salary of \$474.00, Phil received a request for \$9,000.00 from M Gould. Phil suggested the fire dept. should discuss this and called on Dave Antosz, Fire Chief, to take the conversation. D Antosz described the history of EMS Coordinator. It has been in and out of the Fire Chief's duties. The ambulance service requires a lot of paperwork. D Antosz continued that to run an ambulance it would need to be done like a business with hired staff. He reported that M Gould has not talked to him about the Coordinator position. D Antosz agreed that there needs to be discussions. He reported that the ambulance grant was rejected; no fire dept. updates, continuing to search new recruits.
- Tom Martin, Board of Health:
Tom reported that Ellen Bacheller submitted her interest in joining the Board of Health. There are currently 3 members and no open seats. He described that her interest is in emergency preparedness and advocated for her to assist Steve Holt with his duties of Emergency Management Director. D Antosz added that the Emergency Management Director is a conduit between local, state, and federal officials in times of disasters and supported having assistance with the process.
- No one was present for the complaint of the fireworks.

Adjourned to the Special Town meeting at 7:29 p.m. and returned to Selectboard open meeting at 7:42. Present from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson. Others present were Shelby Macri of Country Journal. Minutes were taken by Cheryl Provost.

- Phil reported that a departmental meeting was held last night to review the sign-off and building permit application process. John Shaw was there and spoke on behalf of the Zoning Bylaw Review Committee. They submitted a draft form to be used by the Building Commissioner to review the procedure with applicants. J Shaw had reported that the committee is working on revised zoning bylaws with re-formatting and renumbering and he anticipates its completion in 1 –1 ½ years.
- Town Property & Energy Assessment Committee:
The committee met prior to this meeting and organized with Chris Brooks as Chair, Barbara Cook as Clerk. The next meeting is November 20 and a site visit is scheduled of all buildings for November 16.
- The application for liquor license from Outlook Farm was not submitted and not discussed.
- Hampshire Regional School District meeting of member towns was discussed. Maureen doesn't understand the purpose of a meeting at this time. The towns selected Charles Dudek of Williamsburg as the representative of the towns by representation of each Selectboard. Any concerns can go directly to Charles. It was unclear what purpose the meeting would have. A follow up with Williamsburg Town Administrator will be done to help determine its purpose.

- Mass. Interlocal Insurance Assoc.
A proposal for FY2021 & 2022 was reviewed. A 0% rate change was offered for Property & Liability and Worker's Compensation Insurance, contingent on a favorable loss ratio for all lines of coverage below 60% through Fiscal 2022. Teri motioned to continue to contract with Mass. Interlocal Insurance Assoc. for Property & Liability and Worker's Compensation Insurance for the next two fiscal years (FY21 & 22). Second by Maureen. So voted 3-yay, 0-nay.
- The contract and scope of services for the FY2020 Cultural Council funds from the Mass Cultural Council was reviewed. Teri motioned to accept the scope of services and contract between the Town of Westhampton and the Mass Cultural Council in the amount of \$4,800.00 for FY2020. Second by Phil. So voted 3-yay, 0-nay.
- Town Clerk:
A request from Cheryl Provost to approve an exemption under section 20 of MGL c. 268A to hold two municipal positions was reviewed. The two positions are Administrative Assistant and Town Clerk. Phil motioned to accept the exemption under section 20 of MGL c. 268A for Cheryl Provost to hold the two positions. Second by Maureen. So voted 3-yay, 0-nay.

A schedule of hours of the Admin. Asst. and Town Clerk was reviewed and approved. Admin Asst. vacation day will be taken December 2, Dec 4-6 hours of 9-1. Effective December 9 Admin Asst. hours to be Mon 10-noon, Tues, Wed 9-1, Thurs 10-2. Clerk hours Tuesday 3-7 and Thursday 8-10.
- The Bill for the Special Legislation was enacted by the House and Senate and proposed to the Governor to be signed into effect.
- Email migration is underway. The Highway Dept., Town Clerk, and Assessor email has been converted to the westhamptonma.org domain. All email will be automatically forwarded from the old one to the new one.
- Elevator lift:
A proposal from Associated Elevator was reviewed for inspection of the elevator lift of the Town Hall. They will pay the state application of \$400.00 and add \$25.00 for processing and add it to the fee. The fee for the inspection is \$830.00, for a total of \$1,255.00. A Lubrication Service Program Agreement was included and reviewed. Services are provided on a quarterly basis at a cost of \$195.00 quarterly (\$780.00 annually/\$390.00 for the remainder of the current fiscal year). A signed Service Agreement is required from Associated Elevator to request an inspection. The Elementary School is in contract with them, discussion ensued regarding a potential savings if it was combined with the Town Hall agreement. Discussion was held as to deferring the service agreement and requesting only the inspection. Phil motioned to sign the authorization for Associated Elevator to submit the permit fee and apply for an inspection of the elevator lift. Second by Maureen. So voted unanimous.
- The Assessors are considering a third quarter preliminary tax bill. The new state assessing software by Tyler has undergone revisions and is not running at full capacity. No towns are using Tyler for their tax bills. The Assessors are discussing it with the DOR and Tax Collector. Procedurally a letter to the DOR is required by the Selectboard and Assessors. The Assessors

will have updates at the next meeting with a schedule.

Winnie Gorman submitted by email a request to be appointed to the Board of Assessors. She has attended the past two Board of Assessors meeting to learn more about it. She has experience in realty. The request was supported and the Selectboard asked to have her come into meet them for the appointment.

- The Auditors were here two weeks ago and gathered information. They requested backup of some procurement to test for compliance with state laws. That information is being gathered and will be sent to them together. They may return for one day of in-house work before finalizing the audit.
- The Franklin Regional Council of Governments Chapter 90 Cooperative Purchasing Program was revisited. Teri motioned to accept the terms of the Franklin Regional Collective Highway Products and Services and sign the Franklin Regional Council of Governments Agreement to Participate and Permission to Contract on the Towns Behalf. Motion by Teri to accept the Franklin Regional Council of Governments Agreement to Participate and Permission to Contract on the Towns Behalf. Second by Maureen. So voted 3-yay, 0-nay.
- The Selectboard voted by roll call, 3-yay, 0-nay, to enter into Executive Session at 8:28 p.m., pursuant to G.L. c. 30A, section 21(a)(3), as the Chair declared that discussion in a public meeting may have detrimental effect on evaluation of judicial enforcement relative to property located at "0" Main Road.

Pursuant to M.G.L. c.30A, §21(a)(7), to comply with the Open Meeting Law, G.L. c. 30A, §22(f): review of executive session minutes of the Selectboard meetings of September 16 & October 28, 2019; potential approval of minutes.

- Adjourned Executive Session and returned to Open Session at 8:43 p.m.

Present from Selectboard were Phil Dowling and Maureen Dempsey. Cheryl Provost took minutes.

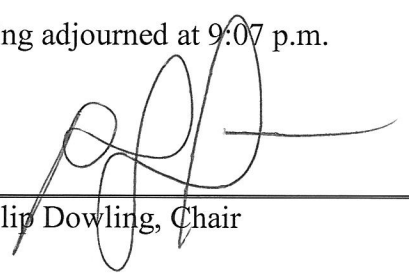
- Cheryl reported that the document consultant hired was scheduled to begin in Goshen but they have not been able to arrange a start date. Other participating towns were asked if they would like to get started. Cheryl would like to proceed in a couple weeks, if approved, and asked what standards the board has for work conditions, such as hours. There was a non-consensus to allow independent access to the building and records. It was agreed to authorize Cheryl to offer Westhampton as an alternate first town and supervise the work until further notice.
- The Emergency Medical Services Coordinator position was revisited. Discussion ensued regarding funding for training. Agreed to schedule a meeting with the other applicant, if still interested in the position.
- Correspondence was reviewed:
 - Comcast expansion of Internet Essentials; a program that provides low cost, high speed internet to qualifying households. Discussion ensued regarding getting notice out and it was agreed to publish to the town website.

-Mass. Interlocal Insurance Assoc. Builders Risk Program for construction of large municipal

- Next meeting: 7:00 p.m. November 25, 2019
- Documents submitted:
 - Expense Report through October 29, 2019
 - Associated Elevator Service Agreement
- Documents signed:
 - notice of retirement from David Blakesley, Highway Superintendent, effective February 13, 2020
 - proposal from Mass. Inter-local Insurance Assoc. for FY2021 & 2022
 - Certificate of Appointment of Cheryl A. Provost as Town Clerk effective November 13, 2019 through June 30, 2020.
 - Franklin Regional Council of Governments Agreement to Participate and Permission to Contract on the Towns Behalf
 - Associated Elevator authorization to submit permit fees for inspection of lift

Meeting adjourned at 9:07 p.m.

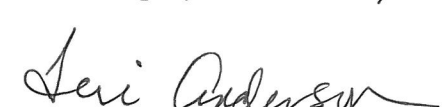
Approve:



Philip Dowling, Chair



Maureen Dempsey



Teri Anderson