



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

Minutes of March 2, 2020

The meeting convened at 6:00 p.m.

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

Others present were Bill Jablonski (highway superintendent), Shelby Macri (Country Journal), Ginny Curtis, Robert Fondakowski, Timothy Fondakowski, William Seney, William McCloud, Matthew Whipple, Daniel Sojkowski, Dave Antosz (Fire Chief), and Wade Clement (Planning Board), Laurie Sanders (Zoning Board of Appeals), Barbara Snook, Barbara Cook, David Blakelsey, and Patty Cottton (Treasurer).

Minutes were taken by Cheryl Provost.

Minutes of February 10, 2020 were reviewed and approved by vote of 3-yay, 0-nay.

Minutes of February 18, 2020 were reviewed and approved by vote of 2-yay, 1-abstain (Phil).

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

Payroll: \$79,662.11

Vendor: \$412,804.35

- Quotes for third-party landfill monitoring were reviewed. Request was for three years.  
Stantec Consulting Services: \$19,800.00  
Mark W. Popham, R.S.: \$20,535.00  
Tighe & Bond: \$19,925.00

The monitoring is paid from the transfer station expenses budget. Phil motioned to award the contract to Stantec. No second. Teri Had questions regarding the third-party inspection required by Dept. of Environmental Protection as offered by Stantec as an additional service. The quote request was reviewed and did not include inspection services. Teri recommended an amendment to the quote to include the inspection. Phil did not want to hold up the contract, if needed the inspection can be awarded separately. Phil motioned to award the contract to Stantec. Maureen asked for clarification if the approval was for the third-party monitoring only. Phil confirmed. Maureen seconded the motion. So voted 2-yay, 1-nay (Teri).

Motion was made and seconded to authorize Phil to sign the contract between the Town of Westhampton and Stantec Consulting Services for third-party landfill monitoring for the fiscal years 2021-2023 for the sum of \$19,800.00 (\$6,600.00 annually). So voted.

- Northwest Road:  
Tim Fondakowski stated he requested to be on the agenda to provide an update from the neighbors of Cotton Tree Service, aka Dodge Maple Grove, of "0" Northwest Road and requested Ginny Curtis to speak on his behalf. G. Curtis submitted a written request that two

items called facts regarding “0” Northwest Road owned by Dodge Maple Grove Farm, LLC and it’s sawmill operation be entered as public record. The document was reviewed. G. Curtis stated the citizens are aware that the Selectboard is not the body who voted in executive session on agreement for issuance of the Special Permit to Cotton. G. Curtis continued to describe her review of court actions related to the case. On February 24 T. Fondakowski filed a Motion for Relief from Judgement. G. Curtis asked the Selectboard how they intend to respond to the motion. She then requested on behalf of the abutters if they will support neighbors of Northwest Road against Cotton. The board was unaware of the motion and replied that if there is discussion of the matter it will be held in executive session. One abutter reported they (abutters) had to pool their money together to fight this (sawmill). D. Sojkowski commented that the town bylaws state individuals cannot have commercial property. Teri asked if the mill has been operating, the abutters replied not since the appeal was filed in 2017. She also asked if the town has a deadline to respond to the filing. G. Curtis replied thirteen days (March 8). Phil gave his appreciation for the update, the information was duly noted.

- Department Updates:

Highway, Bill Jablonski reported:

- icy nights, spreading material on roads
- installed new bathroom fixtures and vanity in town hall restroom
- the salt delivery truck damaged the gate at the transfer station, working with the vendors insurance to fix it
- fixed lights at the safety complex
- working on ordering container in preparation of dual stream recycling effective July 1. Will be paid from Sustainable Materials Recovery Program grant funds. Residents will have to be notified and signs will be changed at the transfer station. Hilltown Resource Management Coop. will assist with the signage and preparation for conversion. Bill will attend their meeting March 16 and have more information from that
- Franklin Regional Council of Governments submitted bids for material for Fiscal Year 2021. Working on awards, due by March 9.
- trucking costs for recycling materials may be going up. Trucking companies are charging for construction hauling which is more expensive. Hilltown Resource Management Coop. is fighting it. The argument is trucking in construction zones has specific requirements and skillsets, trucking from a transfer station does not compare the same. The cost increase is unfair to municipalities.
- one of the new fuel tanks was delivered last week. The second one is on order. Will remove the old ones out of the safety complex over the summer.
- the annual buy Recycled Memo is due to be circulated to departments as part of the requirements of the Dept. of Environmental Protection grant. Copy submitted and signed.

Public Safety Complex Building Committee, Phil reported:

he and Bill met last week to discuss the safety complex project. The original schedule was to go out to bid in February 2020, because of delays that’s not happening. Phil had asked Bill if the highway garage could be used to house fire apparatus during winter months. Bill said “no”. Phil continued that the start date of the safety complex is looking like spring of 2021. The police department needs housing, possibly the second floor of the annex. Bill further explained that the highway garage could be modified to accommodate fire apparatus during mild months of late

spring to fall. The grader, backhoe, and mower could stay out then to open space. None of the equipment and trucks should be left out during the winter. He also spoke of potential modifications to the garage and sectioning off an area to restrict public access. Dave Antosz joined the meeting. Phil updated him that the timeline for the safety complex is looking like next spring. Dave replied regardless of timeline he has plans to clean out the station this summer.

Fire/EMS, Dave Antosz reported:

When he first took over as Fire Chief the Emergency Services Coordinator duties were broken out and a stipend was established. He reviewed the duties and is proposing a stipend of \$100/weekly (\$5,200.00 annual) for Fiscal Year 2021. The position is also going to be responsible for working with other ambulance service. Mark Gould (Coordinator) is supposed to get a revised job description to Dave. With the Coronavirus outbreak there are additional responsibilities. Responses to houses; the state reports when someone is under watch and it goes out to Dept. of Public Health and dispatch is advised. When calls go out dispatch alerts responders the location is under watch. Teri asked if the town hazard mitigation plan includes a protocol. Phil replied we're not set up for that, it's more for storms, floods and such. Dave continued, Mark Gould was going to meet with other EMT's to discuss it. Phil asked about documenting residents, there are elderly or people that require extra care and they should compile a list. Dave replied they're going to hold off on that because there's some things you can do and some you cannot do, regarding HIPPA and privacy acts. Phil suggested a voluntary registry, if someone has a concern they can sign up. Dave believes the protocol is if someone is feeling the symptoms they should call their provider right away. Mark Gould has not yet scheduled the meeting with EMT's and training night is tomorrow (March 3). Dave would like to look at OSHA regulations before making decisions.

Town Property & Energy Assessment Committee, Chris Brooks reported the committee is looking at projects that may be funded by the Green Communities Grant Program. Waiting for Eversource to come back to do an energy assessment. Phil, UMass having a meeting. David Blakesley reported he did the weather stripping at the highway garage. Barbara Cook reported the town hall and annex roofs are still slate. At the town hall it's leaking into the soffits when there's icing and the slate is crumbling. The committee had five companies come out and give quotes on replacing the roof with asphalt shingles. The committee recommended a budget request of \$100,000.00 based on the quotes received. Phil asked if there can be specs and bids for town meeting. D. Blakesley replied the committee asked a couple vendors to provide more specific bids and they didn't want to put more time into it without the funding available. Phil believes contractors will respond to a request for bids and made a recommendation the committee seek quotes that can be brought to town meeting. He asked Art Pichette if he can create project specs. Art confirmed and Phil asked he do so. B. Cook reported the committee is also recommending refinishing of the town hall floor, which she's in the process of getting estimates for. B. Cook requested information on Green Communities grant application process. Phil made recommendation she meet up with Cheryl for that. So noted. The committee was thanked for their work.

Zoning Bylaw Review Committee, Art Pichette reported a comprehensive overview of the zoning bylaws will not be ready for town meeting. He and Laurie Sanders attended a meeting at Pioneer Valley Planning Commission on the topic of solar bylaws.

- Licenses:  
A business license for Michele Wagner of 15 North Road for productions was reviewed. Cheryl explained the license is for a home office and the productions will be held on location, not at 15 North Road.
- The draft warrant and open positions for the annual caucus were reviewed. The caucus is scheduled for April 13 at 7:30 p.m. Officials and terms are listed on the home page of the website. Memos have gone out to the elected boards and committees as a reminder and for confirmation of the positions listed. Annual Town Meeting is May 9. The close of the warrant for is April 13 and deadline to post warrant is May 2. The Town Clerk must be notified of ballot questions no later than May 2. Selectboard to determine articles for capital and non-operating budget items.
- The report of the Selectboard and dedication for the annual town report are due. Minutes from 2019 will be compiled for review. Phil will work on the Selectboard report, Teri will work on the dedication.
- FY21 Budget:
  - Raises were reviewed at 2%. Phil motioned to approve a 2% increase to salaried employees in first section (Accountant, Treasurer, Collector, Assessor Asst., Town Clerk, Clerk-Board of Registrars, Building Inspector, Cemetery Caretaker, Police Chief, Fire Chief, Veterans Agent, Animal Control Officer). Second by Teri. So voted 3-yay, 0-nay. Phil motioned to propose \$5,200.00 for Emergency Services Coordinator. Second by Maureen. So voted 3-yay, 0-nay. Phil motioned to propose hourly rate of police sergeant at \$24.00 and police officers at \$20.00. Second by Teri. So voted 3-yay, 0-nay. Phil motioned to propose 2% for Council On Aging Coordinator and transfer station attendant at \$16.26 hourly. Second by Maureen. So voted 3-yay, 0-nay. Phil motioned to propose hourly rates for custodian \$13.26, snow shoveler \$19.09, election workers \$12.00. Second by Maureen. So voted 3-yay, 0-nay.
  - Administrative Assistant requested pay for an additional 2.5 hours weekly. For fiscal year 2019 a request was made for an additional 5 hours (from 25 to 30 weekly); 2.5 hours was proposed and approved at town meeting. A full fiscal year has cycled, Administrative Assistant reported the job requires more hours, could be a 40 hour/week job. Phil motioned to propose funding for an additional 2.5 hours for Administrative Assistant. Second by Maureen. So voted 3-yay, 0-nay. Phil proposed a 2% increase to elected officials with exception to Selectboard to be level. Second by Maureen. So voted 3-yay, 0-nay.
  - the consultant/planner job description proposed by Teri was reviewed. Service would be as needed and Teri made recommendation to fund for 8 hours weekly. Duties include review of special permit applications, attend meetings of the Planning Board and Zoning Board of Appeals, review and advise on plans and bylaws, attend hearings. Teri suggested reaching out to other towns and asking if there's an interest in a shared position, or advertise for someone looking for some part-time work. Wade Clement and Laurie Sanders from the Planning Board support the idea and added to the discussion. L Sanders expressed a need for board training. Phil motioned to request funding for 4 hours to the Finance Committee. Second by Teri. So voted 3-yay, 0-nay.

- Patty Cotton reported there is no update on funding from 225 Northwest Road. He's (occupant) been unable to secure a loan but continues to try. Phil replied there's still time and it's up to them (previous owner/occupants) to bring something to the Selectboard.
- Shared Building Commissioner proposal:  
Phil reported the Town of Southampton had a draft agreement to share a Building Commissioner. The real question is how much is Southampton looking for from Westhampton. Phil is trying for 20% of the cost. He plans to meet with Tom Quinlan (Commissioner) and John Martin (Southampton Select Board) again.
- Correspondence was reviewed:  
-CivicPlus Annual Service agreement effective March 1, 2020 in the amount of \$1575.00.  
Discussion ensued regarding services provided and if found satisfactory. There was also discussion of web content and maintaining up to date information. Teri motioned to approve and sign the contract. Second by Phil. So voted 3-yes, 0-nay.
- Other issues:  
Maureen had a discussion with the Tax Collector and she made a suggestion that the Collector and Treasurer meet with the Selectboard during budget season to provide an update of financials. All concurred.
- Next meetings: 7:00 p.m. March 16 & 31, 2020.
- Documents submitted:  
-FY21 proposed budget raises  
-Description of Planning Consultant
- Documents signed:  
-Buy Recycled Memo  
-business license for Michele Wagner of 15 North Road for production  
-CivicPlus Annual Service agreement effective March 1, 2020 in the amount of \$1,575.00.

Meeting adjourned at 9:17 p.m.

Approved by vote of the Selectboard at virtual meeting

Philip Dowling, Chair

Maureen Dempsey

Teri Anderson