



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

Minutes of March 16, 2020

The meeting convened at 7:00 p.m.

Present from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson. Others present were Bill Jablonski (highway superintendent), Board of Health (Tom Martin, David Blakelsey, Robbie Armenti), Patty Cotton (Treasurer), Kach Bacchelder, Shelby Macri (Country Journal).

Minutes were taken by Cheryl Provost.

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

Payroll: \$80,572.97

Vendor: \$214,515.55

- Reviewed a Declaration of Emergency in the Town of Westhampton. Phil motioned to approve the declaration as written. So voted 3-yay, 0-nay. (copy attached)
- Phil reported a meeting of Westhampton Emergency Operations Center was held prior to the Selectboard meeting. In response to the Covid-19 emergency and discussions held at that meeting it was recommended to close all municipal buildings to the public. So moved. Transfer station to remain open with exception to the Swap Shop which will be closed until further notice.
- Phil will be point of contact for the media.
- Kach Bachelder was present to discuss her previous offer to assist emergency management. She described her experience. Phil recommended a follow up to this meeting to talk about further steps. There is currently no such position, therefor will not be an appointment.
- Board of Health joint meeting:  
Tom Martin made recommendations for information to be posted to the town website. He emphasized the importance of "social distancing". Tom confirmed that he made contact with Outlook Farm regarding the Governor's order to close dine in and drinking establishments. P Cotton inquired about cleaning and disinfecting. Tom is working with schools and will work with the library. Tom described the process for deep cleaning as recommended by the Mass. Dept. of Public Health. Discussion ensued regarding cleaning the annex and town hall. Tom and Cheryl volunteered to do the annex before Friday if no one can be found to do it.
- Reviewed a notice to employees of closure of municipal buildings to the public effective March 17. Voted to approve the notice and have it sent to all employees and officials.

- Department Updates:

Highway, Bill Jablonski reported:

-reviewed the Franklin Regional Council of Governments Purchasing request to participate in collective bids for fuel for the fiscal year 2021. The co-op offers to seek bids for three types of fuel; gas, diesel, and heating. In the past the town has used Hampshire Purchasing for gas and diesel and bid in-house for heating fuel. There is a charge of \$170.00 per product for the service. Voted to authorize Bill Jablonski to sign and submit the form to Franklin Regional Council of Governments for gas, diesel, and heating fuel with burner service included for fiscal year 2021.

-asked if employees will be paid for leave taken related to COVID-19. Phil made a motion that an employee that is sick, or has family obligations due to COVID-19 that the employee is paid and the hours are tracked separately with no sick time will be charged. If duties can be modified to be completed from home than so shall be. Second by Teri. So voted 3-yay, 0-nay.

- Phil asked Patty Cotton what will happen to payroll if she is unable to process it. She replied she will always be able to process it as long as she has the time sheets.

- Licenses:

A business license for Stillman Brooks of 15 Chesterfield Road for Repair Shop was reviewed. Phil motioned to approve. Second by Teri. So voted 3-yay, 0-nay.

- Phil reported that a notice of discontinuance of ambulance service is required to be sent to the State Ambulance Inspector in order to discontinue annual inspections and enter into an agreement with another ambulance service. Phil was seeking authorization to sign a notice to such. So voted.
- Reviewed contract and agreement from Vision Government Solutions for the conversion of assessing software. The Finance Committee approved a transfer from Reserve Fund for the remaining balance of a year one deposit to enter into the agreement, total first year payment \$12,500.00. Phil motioned to accept the contract agreement between the Town of Westhampton and Vision Government Solutions for the conversion of assessor software CAMA System. Second by Teri. So voted 3-yay, 0-nay.
- Reviewed a request to the Town to consider waiving the right of first refusal to purchase land held in Chapter 61 (b) located at 9 Tipping Rock Road and owned by Shirley Smith. Discussion ensued regarding consideration of holding the land in a land trust and if the Conservation Commission and Open Space Committee have reviewed this. The property is in a sale agreement for \$150,000.00. Phil motioned to not exercise the town's right of first refusal to purchase land held in Chapter 61 (b) located at 9 Tipping Rock Road and owned by Shirley Smith. Second by Maureen. No vote carried with votes of 1-yes (Phil), 1-no (Teri), 1-abstain (Maureen). Time will be spent reviewing the property and consulting with the Conservation Commission before returning to a vote.
- Correspondence was reviewed:
  - Comcast 2020 Annual Notice Filing and 2019 Annual License Fee
  - copy of notice from the Energy & Environmental Affairs that the Westhampton Open Space

Plan expired. Discussion ensued regarding the plan and who was involved. An Open Space Committee oversaw the development of it. That committee has not met since the plan was adopted. It will have to be determined who will form a new Open Space Committee and what role the Conservation Commission will have at a future meeting.

- Next meeting: 7:00 p.m. March 31, 2020.
- Documents submitted:
  - Franklin Regional Council of Governments Purchasing request to participate in collective bids for fuel for the fiscal year 2021
- Documents signed:
  - Declaration of Emergency
  - business license for Stillman Brooks of 15 Chesterfield Road for Repair Shop

Meeting adjourned at 8:30 p.m.

Approved by vote of the Selectboard at virtual meeting

Philip Dowling, Chair

Maureen Dempsey

Teri Anderson



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## **DECLARATION OF EMERGENCY**

**WHEREAS**, the 2019 Novel Coronavirus (COVID-19) is a highly contagious and potentially fatal respiratory disease, the prevalence of which is increasing rapidly throughout the world, inclusive of the United States and the Commonwealth of Massachusetts; and

**WHEREAS**, on March 11, 2020 the World Health Organization designated the COVID-19 outbreak a Pandemic Health Emergency; and

**WHEREAS**, on March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a Declaration of a State of Emergency to Respond to COVID-19; and

**WHEREAS**, on March 13, 2020, the President of the United States announced a national declaration of emergency; and

**WHEREAS**, on March 15, 2020, Governor Baker announced emergency actions to respond to the evolving COVID-19 public health emergency impacting the Commonwealth, including prohibitions on public gatherings of twenty-five or more people and prohibiting on-premises consumption of food or drink at bars and restaurants from March 17, 2020 until April 6, 2020, as well as suspension of elementary and secondary school educational operations from March 17, 2020 until April 6, 2020; and

**WHEREAS**, the Selectboard of the Town of Westhampton and its Board of Health, in consultation with the State Department of Public Health has determined that COVID-19 presents a major disaster which poses an immediate threat to public health, safety, and general welfare of people residing both within and outside of Westhampton; and

**WHEREAS**, the Selectboard of the Town of Westhampton and its Board of Health have determined that immediate public action is needed in order to prevent or minimize the spread of COVID-19 by and among the people of Westhampton; and

**WHEREAS**, it is critical to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the people of Westhampton; and

**WHEREAS**, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19, including but not limited to emergency expenditures pursuant to Massachusetts General Laws, Chapter 44, Section 31 and limitations on operating hours and access to public buildings; and

**WHEREAS**, the Selectboard of the Town of Westhampton and the Westhampton Board of Health recommended that a state of emergency be declared in the Town of Westhampton

**NOW THEREFORE**, we, the Selectboard of the Town of Westhampton and Board of Health of the Town of westhampton Massachusetts, hereby declare that as of March 16, 2020 a state of emergency exists in the Town of Westhampton. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment that the conditions leading to this declaration no longer exist.

Date: \_\_\_\_\_

3/16/2020

\_\_\_\_\_  
Name:

Title:

Philip Downing  
Selectboard Chair