



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

Minutes of October 26, 2020  
Meeting held via ZOOM

The meeting convened at 7:00 p.m.

Present from Selectboard were Phil Dowling (Chair), Maureen Dempsey, and Teri Anderson. Others present were Bill Jablonski (Highway Superintendent), Patty Cotton (Treasurer), Tom Quinlan (Building Commissioner), Susan Bronstein, Jeff Brooks, and Dale & Allen Kasal. Minutes were taken by Cheryl Provost.

**COVID-19 actions:**

Board of Health, Robby Armenti reported;

-no new cases reported in town today

-sent letter of recommendations for pickle ball at town hall

Tom Martin joined and reported;

-next week looking at HVAC reports from the library and regional school. Gave update on studies of different systems as reported by the state. Discussion ensued regarding upgrades to elementary school system. Discussed a proposal submitted by Sandri Energy for changes to other municipal building systems and different options for improving air quality indoors. Increased air flow is recommended. Alternative options were discussed. Additional research is required and no decisions were made.

Tom made a point that the virus survives better in cold and dry environments. Additional cleaning may be needed in working spaces with windows open for fresh air.

Phil reported Dean Bates, Westhampton Elementary School Principal, hired a daytime custodian. The individual is available Wednesdays to clean at other town buildings. He is trained specifically for extra cleaning against the virus. Phil asked Tom to arrange a time to meet the custodian and show him what is needed. Tom agreed. Teri asked that focus be on extra cleaning in areas used most by the public, such as meeting hall. So noted.

**Town Hall use:**

Reviewed proposal for use of town hall for pickle ball. Maureen thought the proposal was comprehensive and was satisfied with it. Teri's overall concern is the demand for recreational use of the town hall and what that means in terms of cleaning and safety. Also, other with other requests coming forward. Dale Kasal provided an overview of the proposal and details of the request. Discussion ensued regarding terms of use. Phil explained no use will be allowed until after the election and made recommendation to follow up at next meeting.

Jeff Brooks requested use of town hall for scouts. He explained the BSA set guidelines that will be followed in addition to any town requirements. Discussion ensued regarding possible terms of

use. Tom recommended the Board of Health be included in any requests for use of town hall with a description of the activity so the board can make recommendations for each activity. So noted. Phil reiterated this will be revisited at the next meeting.

- Highway Department updates, Bill Jablonski reported:
  - mowing sides of road
  - fixed curbing and some driveway curbs on Southampton Road
  - had a recall on a truck fixed
  - installed a ballot drop box in front of town hall
  - finished grading around pavilion at elementary school
  - getting new bollards around new generator and fuel tanks at highway garage

Phil commented that the new drop-off/pick-up at the elementary school is fully functioning. The highway crew really stepped up and accomplished the project in short time, adding “it was impressive”. Maureen and Teri added words of thanks.

Bill finished his update with the third-party inspection was completed at the transfer station for DEP, all good. He left a copy of the report at town hall.

Phil reported there was a hazardous waste pickup at the transfer station, Bill was there. It was well run.

Discussed providing an assistant to the transfer station attendant to help with dual recycling and covid regulations. Funding will be needed.

- Covid Coordinator, Susan Bronstein reported the request for round 2 is due Friday. She has most of what she needs. The town still has a lot of available funds that could be requested, approximately \$64,000.00. Discussion ensued regarding qualified categories. possible uses. Funding request to be added for:
  - an assistant at the transfer station to monitor mask wearing and social distancing and enable hiring someone immediately for 8 hours weekly,
  - supplying the food bank,
  - additional fuel costs for having windows open for fresh air as recommendedPhil will work on request with Susan. Discussed

- Building Commissioner:  
Building Commissioner Agreement effective January 1, 2021 through June 30, 2023 was reviewed and approved by vote 3-years, 0-nay.

Commissioner Tom Quinlan reported Wally Marek, Local Inspector, will be out for two weeks. So noted.

Update on 0 Main Road. Tom reported he received reports that vehicles are coming in but more are moving out. Trucks have been moving out loads. No additional inspection has been completed. Tom estimated approximately 70% of vehicles are gone from the property. Phil asked if one more inspection can be completed before winter. Tom agreed.

Building department updates, Tom reported:

-the two local inspectors are an asset to the town, being local and available. Todd and Wally were accepted to take their first tests and submit to the board in Boston. Only 10%-20% are accepted the first time.

-Todd is looking into a grant for the e-permitting and new laptop/tablets.

-Looking at an application that will allow the three to use one phone number.

-Number of permits coming in are similar to previous year.

- Town Clerk update, Cheryl Provost reported:  
Worked a lot of hours the past week with early voting, there has been a good turnout. There are three early voting dates left.
- Administrative Assistant updates, Cheryl Provost reported she continues to recuperate while increasing work hours, mostly from home. Put in average of 22 hours each of the past two weeks in addition to Clerk hours, with a combined total of hours the past two weeks just under 70. She expects to continue increasing hours, particularly once the election is done, and should resume full hours mid-November in a hybrid manner.
- Municipal Vulnerability Preparedness, Phil reported the grant contract is signed and included the agreement with Pioneer Valley Planning Commission.
- Anti-Racism Resolution request for public input is on website.
- Green Communities, Phil reported the Annual MEI report is done.
- Lighting upgrade proposals were reviewed from three companies. Phil reported the Town Property and Energy Committee recommends the highway garage lighting upgrade be awarded to Earthlight. They have not seen the other two proposals. Phil motioned to award a contract with Earthlight for the highway garage lighting upgrades in the amount of \$33,521.00 with an Eversource incentive of \$22,696.00 and town cost of \$10,825.00. Second by Maureen. So moved by vote 3-years, 0-nay.

Phil reported the Town Property and Energy Assessment Committee is meeting Wednesday night and will review the proposals. Phil requested authorization to approve proposals from Earthlight for lighting upgrades to the town hall, annex, and library if the committee approves them. Second by Teri. So moved by vote 3-years, 0-nay.

The lighting upgrades will be submitted for funding through Green Communities.

- Town Hall Use Policy is to be reviewed at a future meeting to determine if revisions are needed to address use during the COVID-19 Pandemic.
- Tax Collector search:  
Cheryl reported no applications have been received. Search will be expanded.
- Teri thanked Mr. Willard for the fireworks display. Teri reported she was concerned by the

number of people in attendance outside of their cars and not wearing masks.

Items approved for signatures:

-Agreement Between Tom Quinlan, Building Commissioner & Town of Westhampton, effective January 1, 2021 through June 30, 2023

Minutes of September 28, 2020 were reviewed and approved as amended by vote 3-yay, 0-nay.

Warrants were reviewed and approved by vote 3-yay, 0-nay for:

Payrolls: \$86,384.30

Vendor: \$550,874.69

- Next meeting: 7:00 p.m., November 9, 2020.

Meeting adjourned at 8:50 p.m.

Approved by vote of the Selectboard at virtual meeting held November 23, 2020

Phil Dowling  
Maureen Dempsey  
Teri Anderson