



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

Minutes of April 26, 2021
Meeting held via ZOOM

The meeting convened at 7:30 p.m.

Present from Selectboard were Phil Dowling (Chair), Maureen Dempsey, and Teri Anderson. Others present were Tom Martin and Robby Armenti, (Board of Health), Susan Bronstein (Covid Coordinator), Bill Jablonski (highway superintendent), Ira Brazinsky (Treasurer), Patty Cotton (Tax Collector), Mark Bushee (Foothills Health District Health Agent), Ben Warren (Moderator), Ginny Curtis, Shelby Macri.
Minutes were taken by Cheryl Provost.

- Board of Health, Tom Martin reported:
 - 3 cases in town in 3 households, cases trending downward and younger
 - schools are open; Hampshire Regional High School has all students all day as of today
 - state protocols have changed for distancing from six feet to three feet
 - preliminary notice that Foothills Health District may be receiving public health grant
 - fielded request from Katrin Kaminsky regarding air purifier for offices. Board not opposed. Provided specifications. Safety protocols remain in place with use of air purifiers.
 - Public Safety Complex; crew that is working there is asked to follow Covid safety protocol. Hope HVAC system will be Covid compliant according to ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers) federal standard for new air filters.

Discussion ensued regarding air purifier specifications and cost. Phil motioned to purchase one air purifier for the Town Clerk office using CARES funding. Second by Teri. Motion passed by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

Robby Armenti reported:

- vaccine ambassador spoke to a group of individuals
- forwarded copy of draft Whately Triple E mosquito spraying opt out. Another forward just sent before meeting from Laurie Sanders. Required to have something in place before May 15. Mark Bushee spoke to spraying for mosquito control. He spoke to the potential hazards of the compounds used. Described the use of spray as related to West Nile Virus cases.

Phil noted more information will be coming and discussion can continue May 10. Teri asked if this is broadcast spraying. Mark confirmed it is aerial spraying. Spoke of alternative method use of bricks that inhibit larvae development. The Selectboard submits the opt-out request to the state. Reviewed the draft opt-out from Whately. Discussion to continue May 10.

Covid Coordinator, Susan Bronstein reported:

- as of last reporting period at beginning of March, there was approximately \$85,000.00 remaining in CARES funds
- spent a couple thousand since last reporting
- have approximately \$83,000.00 in CARES funds remaining for this year

- Highway department updates, Superintendent Bill Jablonski reported:
 - 2 weeks ago crew spent 2 days in OSHA 10 training
 - snow end of week, had to plow on higher elevations
 - killed water line at safety complex
 - last week worked to get air lines and electric lines to the fire trucks
 - hooked up police department trailer with electric and cable
 - FRCG fuel bids coming in. Phil motioned to authorize Bill to accept fuel bids from Franklin Regional Council of Governments for Fiscal Year 2022. Second by Maureen. Motion passed by roll call vote:
Maureen-yes
Teri-yes
Phil-yes
- Public Safety Complex Committee, Phil reported:
 - project under way
 - demolition, insulation tested for vermiculite, it is required to treat its removal as asbestos. There is a ten-day notification requirement.
 - making progress with Lori Lumbard from Unibank. Aiming for May 10 to have bond approval.
- Town Property & Energy Assessment Committee, Art Pichette reported:
 - received quotes for gutters for the Town Hall. Low quote was Mr. Gutter for \$5,839.00 Phil motioned to award the contract to replace gutters at town hall for \$5,839.00. Second by Teri. Motion passed by roll call vote:
Maureen-yes
Teri-yes
Phil-yes

Phil motioned that the board authorize him to sign the contract. Second by Maureen. Motion passed by roll call vote:
Maureen-yes
Teri-yes
Phil-yes

Art continued:

- refinish town hall floor low quote was \$7,500.00 from Dion Flooring in November 2020. After town meeting approves an amount, the committee will seek three current quotes.
- working with local contractor on quotes for doors for town hall.

Phil made note that there are two articles on town meeting warrant to fund the projects. Discussed painting lines on town hall floor for basketball and/or pickle ball.

Phil explained that funds approved for two town hall doors remains in the budget. The property committee recommends replacing two additional doors; which requires additional funds. Suggested adding the doors to the floor refinish town meeting article. Discussion ensued regarding funding from excess funds in the roofing project. Phil reported he made recommendation to Finance Committee for \$1,000.00 for the paint and \$8,000.00 for refinishing the floor. The amount will be in the motion of the article at town meeting.

Discussion ensued regarding the lighting project.

- Pollinators Committee, Maureen reported the Agriculture Commission is meeting this week to review the resolution submitted by the committee.
- Municipal Vulnerability Action Grant, Teri reported:
 - application process is moving along
 - Samson & Weston will be working with us as lead consultant
 - Pioneer Valley Planning Commission doing mapping and data collection
 - Chris Curtis will be working on components of Open Space Plan
 - settled on Human in Common for inclusion and diversity equity firm to do training with staff and board members and community meetings
 - have not heard back from school yet if they're interested in Cooler Communities education component
 - at this time looking at applying for \$237,516.00 for complete master plan, open space plan, diversity inclusion, inequity trainings, youth program. Includes \$3,000.00 cash match for the school program from the Grinspoon Foundation towards the education program. Also includes \$88,000.00 in kind contribution from the town for board time and workshop attendance. Total project cost of \$329,000.00 including in-kind contribution over 2 years.
 - collecting letters of support
 - Teri confirmed in-kind time calculated at \$80.00 hourly for 1100 hours. Teri described what serves as in kind time. Discussion ensued regarding staff time.
 - The application is due May 7. Reviewed components of the application.

Scheduled a meeting for 7:30 p.m., May 3 for final review of application.

- Administrative Assistant Search Committee, Teri reported:
 - broad agreement about wanting to be clear about the role. The job description is a hybrid of Administrative Assistant and Town Administrator. The committee discussed moving toward a Town Administrator position. Phil suggested returning to this subject later. No objection.

Actuary Study, Phil reported Patty provided the name of a company to conduct the OPEB study for \$900.00 as an alternative method to an actuarial audit. Ira reported it does not qualify as an actuarial study but it provides the auditors with the standards they need to give an unqualified opinion. The studies are completed bi-annually. Phil motioned to authorize him to contract AFS Associates, Inc. to complete a two year OPEB study. Second by Maureen. Motion passed by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

- Investment policy

Reviewed a draft general funds policy. Teri quoted a section “No more than 5% of an institution's assets and no more than 25% of a municipality's cash may be comprised of unsecured bank deposits.” Her concern is 25% is high. She researched other town policies and made reference to them. Discussion ensued regarding the percentage and any requirements. Ira will look into it and stated he has no intention of moving town deposits from existing financial institutions.

Phil motioned to approve the General Funds & Long-Term Funds Investment Policy Statement as written and revisit as necessary. Second by Maureen. Motion passed by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

Phil motioned to approve the investment policy of OPEB Trust Funds Investment Policy Statement as written. Second by Maureen. Motion passed by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

Phil reported he spoke with Lori Lombard from Unibank regarding payment of invoices for the public safety complex construction prior to bond approval. Lori provided information on advancement of funds in lieu of borrowing, in anticipation of a bond. An invoice is due for the work trailer set up for the police department. Phil motioned to make a payment using the format. Cheryl noted that she is waiting for a revised invoice; the original invoice shows the shipping address as Easthampton. Phil suggested waiting on vote until the meeting May 3. So moved.

- Audit update, Ira, Patty, and Cheryl reported the auditors worked on site 2 weeks ago. They are reviewing documents. They will be in contact if anything else is needed.
- Reviewed FY22 police and volunteer firefighter insurance proposal. Phil motioned to accept quote number 182175 from Volunteer Firefighters Insurance Assoc. for \$17,642.00 for police and volunteer firefighter coverage for the period of July 1, 2021 through June 30, 2022. Second by Teri. So moved by roll call vote:
Maureen-yes
Teri-yes
Phil-yes
- Reviewed Annual town meeting warrant. Phil motioned to approve the warrant of the Annual Town Meeting May 8, 2021 at the elementary school. Second by Teri. So moved by roll call vote:
Maureen-yes
Teri-yes
Phil-yes

- Review of Annual Selectboard report. Phil motioned to accept 2020 annual report of Selectboard, as amended by Teri. Second by Maureen. So moved by roll call vote:
Maureen-yes
Teri-yes
Phil-yes
- Reviewed Annual Dedication. Phil offered to add final statements to report. So moved.
- Memorial Day update, Maureen reported:
-talked to Steve about having scouts participate
-looking for a speaker
- Correspondence was reviewed:
Notice of public hearing on May 18, 2021 from Zoning Board of Appeals for Special Permit 222, applicant Wesley and Jesse Fortier, DBA Rock Valley Heating and Air Conditioning, location 1 Main Road “North Country Properties”.
- Returned to Administrative Assistant Search Committee. Phil commented that the search should be for the current position. Discussion ensued regarding changing the position.
Teri reported:
-the committee is interested in making it a Town Administrator position. Timing is late for changing it this coming year.
-committee questioned who the supervisor is for this position. Phil replied it has been the board.
-job description states “one night bi-weekly”. With other meetings would like to broaden that statement. Phil spoke to skills of the individual in the role.
-committee is looking to clarify roles
-reviewing job descriptions from other towns
-goal is to finalize job description to bring back for approval
- Regional IT Shared Services for document management was reviewed. Funds remain for the project and each town made a suggestion how they would use their share of monies if they were distributed to each town equally. The state approved suggestions from each town and authorized the funds to be distributed for the approved use. Westhampton was approved to use the funds to pay someone to complete the scanning. Cheryl proposed to do the scanning at an hourly rate using the funds available from the towns share of the grant. Available funds are \$3,292.00
Hourly rate of \$25.00 with completion date of October 8, 2021. Total hours 131.68, average 22.5 hours monthly until completion. Phil motioned to accept Cheryl’s proposal. Second by Teri. So moved by roll call vote:
Maureen-yes
Teri-yes
Phil-yes

Minutes of April 12, 2021 were reviewed and approved as revised by Teri by roll call vote:
Maureen-yes

Teri-yes
Phil-yes

Warrants were reviewed and approved by roll call vote:

Maureen-yes
Teri-yes
Phil-yes

Payroll: \$78,117.60
Vendor: \$498,930.36

Next meeting: 7:30 p.m., May 3, 2021

Adjourned meeting at 9:20 p.m.

Approved by vote of the Selectboard at virtual meeting held May 10, 2021.

Phil Dowling
Maureen Dempsey
Teri Anderson