

The Selectboard
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

MINUTES of the MEETING
Monday, February 27, 2023, at 7:00 PM

The Westhampton Selectboard scheduled a regular meeting to be held on Monday, February 27, 2023, at 7:00 PM at the Town Offices, 1 South Road, and via video-conference.¹

Call to Order

The meeting was called to order at 7:00 PM by Phil Dowling, Chair.

PRESENT: Phil Dowling, Scott Johndrow, Maureen Dempsey

ALSO PRESENT: Mr. Douglas Finn.

By Remote conferencing:

Mr. Dowling noted that he and Ms. Dempsey had participated in an information sharing session in Goshen with the newly elected state auditor.

DEPARTMENT AND COMMITTEE UPDATES

Highway (Bill Jablonski)

Mr. Jablonski was not present. Mr. Finn made note of a bid for transfer station testing services. The Board agreed to review it under 'New Business'.

Health (Katch Bachelor)

Ms. Bachelor noted that the Board of Health had 'downgraded' Covid so as to not be a regular agenda item.

Ms. Bachelor also noted that the Board of Health wanted to sponsor a CPR class, but a minimum number of persons are required – the class may not happen.

Ms. Bachelor noted that Board of Health member Bri Eichstadt has proposed a training program to provide training for staff and board members of the Foothills Health District and (potentially) member towns. Ms. Bachelor was complementary of Ms. Eichstadt's contributions, stating that the Town was lucky to have her on board.

Public Safety Building (Phil Dowling)

Mr. Dowling noted recent work (curtains, security screens, etc.) for the public safety building. Mr. Dowling noted ongoing efforts to conclude the project with the General Contractor.

OLD BUSINESS

Review and Sign: Order for Pole Locations

Mr. Finn presented the final "Order for Pole Locations" approved at the previous meeting for signature.

¹ Pursuant to Chapter 53 of the Acts of 2021, the meeting was conducted as a "hybrid" (in-person / remote) meeting. Members of the public could access the meeting in person, or connect via "zoom" teleconferencing via internet – Meeting ID#: 870 4390 0582.

Dowling: Treasurer / Financial Services update

Mr. Dowling provided an update on the Treasurer's position, noting that there had been one applicant. There was extensive discussion about the options available to the town.

Mr. Dowling noted that after a discussion with the applicant, and a conversation with the Accountant, he had determined that the best course of action for the town would be to hire a company to act as treasurer for the town for a time period to be determined, in order to not only bring the town's treasurer office up to date on all work, but also to assess the procedures used by the office, and establish best practices.

Mr. Finn was directed to seek qualified vendors and secure proposals for same, and report back to the board.

Mr. Finn was directed to take down the 'help wanted' posting on the town's website.

Johndrow: Chalam M. Hosig – "Babysitting Night Fundraiser"

Mr. Johndrow presented a letter from Ms. Hosig in regarding to the proposal, which provided details as to the proposed event.

It was MOVED by Johndrow, SECONDED by Dowling

To approve the proposal as presented.

VOTED: 3, 0, 0.

NEW BUSINESS (may include items not reasonably anticipated at time of posting)

Review Citizens' Petition for inclusion on Town Meeting Warrant

Mr. Finn presented a Citizens' petition for inclusion on the next Town Meeting warrant.

After review, it was MOVED by Dowling, SECONDED by Dempsey

That the petition was actionable by Town Meeting, and to forward the petition to the Town Clerk for voter signature verification.

VOTED: 3, 0, 0.

Historic Commission "Jeep" – request for declaration of surplus property.

Mr. Steve Brooks, chair of the Historic Commission, requested that a jeep, in the custody of the Historic Commission, and currently stored at the Cemetery, be declared 'surplus property', and auctioned; Mr. Brooks asked that the proceeds from the sale benefit the Historic Commission.

It was MOVED by Dowling, SECONDED by Dempsey

To declare the 1947 Willys Jeep as surplus property, and to authorize disposal by auction or sealed bid.

YES: 3, 0, 0.

Landfill Monitoring Services

The board reviewed two contracts as presented from the Highway Superintendent for services relative to third-party inspections for the closed landfill, and water quality monitoring. Both contracts were less than \$10,000, and arrived at after due diligence.

The board determined that the contracts were proposed by a responsible vendor, would provide the services legally needed, at a fair price.

It was MOVED by Dowling, SECONDED by Dempsey

To approve the contracts, and to sign.

VOTED: 3, 0, 0.

REVIEW CORRESPONDENCE

Mr. Finn noted the following correspondence:

- January 15, 20223 – Letter from Senator Paul Mark – general Contact Information
- January 17, 2023 – Two letters from Comcast - changes to channel lineup
- February 9, 2023 – Letter from Lindsay Sabadosa - congratulations to the town on receipt of a cybersecurity awareness grant
- February 24, 2023 – Letter from Congressman McGovern - change to Mass Congressional District, and possible meeting.

Mr. Finn noted that Congressman McGovern offered to meet with the Selectboard and any other town officials you would like to invite on Thursday March 16th from 9:00 to 10:00am in the Town Hall.

After brief discussion, it was agreed to accept the offer, and invite the Congressman to join the Selectboard at the Town Hall.

ADMINISTRATIVE

First Draft Review of 2022 Town Report

Mr. Finn presented a first draft of the 2022 Town Report for comment. Mr. Finn noted various incomplete sections, but anticipated receipt of all submissions by the end of the week at the latest. An updated draft would be provided for further review.

First Draft of 2022 Annual Town Meeting Warrant

Mr. Finn presented a first draft of the 2023 Annual Town Meeting warrant for review.

There was line-for-line review of the draft warrant, and some discussion. Mr. Ben Warren (Town Moderator) was present, and offered comments.

No decisions were made; Mr. Finn suggested finalization of the warrant after the Town Caucus on April 10.

IT Budget Review

Mr. Finn presented a first draft Information Technology Budget for FY24, showing an increase of nearly 100%, due to insurance requirements and changes to Northeast IT's service levels and costs.

Mr. Finn noted that he has been in touch with other IT vendors, in order to understand whether the costs are consistent and reasonable across the industry. More information will be forthcoming.

Other Administrative

No other administrative business was presented.

Review Payroll and A/P Warrants: W23-18, WP23-18

The AP and Payroll warrants were reviewed.

It was MOVED by Dowling, SECONDED by Dempsey

To approve Accounts Payable Warrant #W23-18 as presented.

VOTED: 3, 0, 0.

It was MOVED by Dowling, SECONDED by Dempsey

To approve Payroll Warrant #W23-18 as presented.

VOTED: 3, 0, 0.

Review / Approve Minutes – February 13, 2023

The minutes of February 13 2023 were reviewed.

It was MOVED by Dowling, SECONDED by Dempsey

To approve the Minutes of February 13, 2023, as presented.

VOTED: 3, 0, 0.

Set Date for Next Meeting

The next meeting was tentatively scheduled for March 13, 2023, 7 PM.

Adjourn

It was MOVED by Dowling, SECONDED by Johndrow

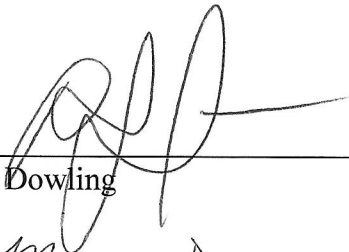
To Adjourn.

VOTED: 3, 0, 0.

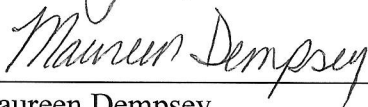
The Board stood adjourned at 8:53 PM.

Respectfully submitted,
Douglas C. Finn

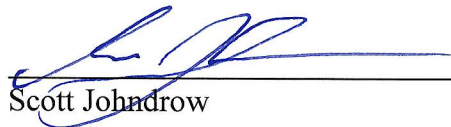
Approved by a vote of the Selectboard at a regular meeting, held on March 13, 2023.



Phil Dowling



Maureen Dempsey



Scott Johndrow