



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

August 8, 2016

The meeting convened at 6:00 p.m.

Present were Phil Dowling, Art Pichette and Jim Huston. Also present was Cheryl Provost.

- Council On Aging Coordinator interviews:
Present for the interviews were members of the Council On Aging Louise Jasionkowski, Bill Mongrone, Jean Webster, Wendy Blow, and Shirley Raymond. The Council On Aging Review Committee submitted questions to the Selectboard for the candidates to respond to in order to provide answers in a standard format. The questions were based on the needs and goals of the Council on Aging.

Interviewed Alisa F. Klein

Interviewed Marcia A. Klaus

A third applicant scheduled for an interview did not appear.

Discussed the interviews with members of the Council On Aging to determine if a decision should be made at this time. The position opened in early July and some of the members have taken on some of the responsibilities of the Coordinator. The three candidates scheduled for these interviews are the remaining three of four applicants, with no recent applicants submitted. There was agreement that Alisa Klein is fully qualified to hold the position. Furthermore, she had stated she can start in mid- September. The Selectboard approved by roll vote 3-0 to offer the position of Council On Aging Coordinator to Alisa Klein at a pay rate of \$13.57.

Warrants were signed for: Payroll: \$63,561.71
 Vendor: \$475,782.47
 State Primaries

Approved minutes of July 25, 2016.

- Highway Superintendent, David Blakesley reported:
 - submitted a Chapter 90 Project Request in the amount of \$22,700.00 to replace 1100 feet of existing guardrail; voted 3-0 to approve the project request.
 - work is required on the water line at the high school and is scheduled for Saturday, August 13 at 8:30 a.m. The repairs are not the responsibility of the town; however the water will be shut off during the work. Residents on the water line will be informed, as will the library staff.
 - received notice from Chris Norris, Fire Chief, that the fire Department will no longer require the services of the Highway Department regarding annual maintenance of fire vehicles. Annual

maintenance will be done by a company using Emergency Vehicle Technician's. David reported that Chris' position on this is to minimize potential liability.

- Northwest Road Culvert Relining Project bids:

The bids were opened at 1:00 p.m. on Wednesday, July 27 and the following were submitted:

| # | at pre bid | VENDOR | ADDRESS | ADDENDUM | BID AMOUNT |
|---|------------|----------------------------|--------------------------------------|------------------|------------|
| 1 | yes | SALTMARSH INDUSTRIES, INC. | 49 SAM WEST RD. SOUTHWICK, MA 01077 | EMAIL 07/19/2016 | 205,000.00 |
| 2 | yes | CD DAVENPORT ESTIMATES | 130 COLRAIN ST. GREENFIELD, MA 01301 | EMAIL 07/19/2016 | 164,920.00 |
| 3 | yes | LAFOGG & HATHAWAY | 29 NASH RD. WILLIAMSBURG, MA 01096 | EMAIL 07/19/2016 | 122,287.34 |
| 4 | yes | TIM ZANELLI EXCAVATING | 299 MAIN ST. N. READING, MA 01864 | EMAIL 07/19/2016 | 107,950.00 |
| 5 | yes | C.L.H. & SON, INC. | 2841 TURNER RD. AUBURN, ME 04210 | EMAIL 07/19/2016 | 138,920.00 |
| 6 | yes | TED BERRY COMPANY, INC. | 521 FEDERAL RD. LIVERMORE, ME 04253 | EMAIL 07/19/2016 | 165,000.00 |

All the bidders provided a bid deposit, Certificate of Non-Collusion, and Tax Compliance Certificate, and a bid deposit. Cheryl reviewed the lowest three bids to determine if they all were responsive and qualified. Both Tim Zanelli Excavating and LaFogg & Hathaway submitted statements they're using EJ Prescott in the project, meeting the minimum proof of experience. Therefore, Tim Zanelli Excavating is the lowest responsive bidder. By a roll vote of 3-0, awarded the Northwest Road/Shop Brook Culvert Relining Project to Tim Zanelli Excavating.

- Capital Planning Committee update:

-Phil requested David Blakesley to review the report/schedule of the Capital Planning Committee and provide input. Many of the capital expenses are related to the Highway Department, David agreed.

- Vacancies-A list of vacancies on boards and committees will be posted to the town website and provided in tax bills in an attempt to find individuals to fill any of the positions.

- Heating Fuel Oil Bids:

The Invitation for Bids for fuel oil for the coming winter has been published to the Gazette. Previous bidders will be notified. The deadline and opening is Monday, August 22 at 7:00 p.m.

- Outlook Farm Brewery License update:

Reviewed the letter to the Chairmen of the Joint Committee on Consumer Protection and Licensure seeking support for bill number S. 2413, "An Act authorizing the issuance of a certain license for the retail sale of wine and malt beverages to be consumed on the premises in the town of Westhampton". This special legislation will allow for Bradford K. Morse and Jeffrey D.

Morse to secure a Farmer's Series Pouring Permit to be used at Outlook Farm upon authorization of the Selectboard. If bill S. 2413 passes, the Selectboard will schedule a public hearing prior to any licensing. By a vote of 3-0, voted to approve and send the letter to the Chairmen of the Joint Committee on Consumer Protection and Licensure.

- Town Hall Paint IFB:
A pre-bid meeting is scheduled for Wednesday, August 10 at 10:00 a.m. Phil will attend to provide an overview of the project and answer questions. The bid will be opened on Wednesday, August 17 at 1:00 p.m. and awarded at the Selectboard meeting on Monday, August 22.
- Reviewed the Comcast notification of "Internet Essentials" and information of new customer cable boxes.
- Chesterfield Selectboard submitted a Notice of Intent to Request Release of Funds to the Mass. Dept. of Housing & Community Development for the release of Community Development Block Grant Program funds. Reviewed the notice and voted to approve the request.
- Pioneer Valley Planning Commission submitted a request of appointment of an alternate commissioner. By a vote of 2-yes, 1-abstain, appointed Jim Huston as Westhampton Alternate Commissioner for Pioneer Valley Planning Commission.
- Administrative Assistant, Cheryl Provost, reported:
 - she met with Chuck Miller regarding the campground inspection and requested he submit a statement to the Selectboard of his findings. Chuck submitted a statement on August 4, copies provided to Selectboard and on file. He concluded that there is no issue of concern at this time. Cheryl also met with the Board of Health at their meeting where Tom Martin gave his overview of the meeting he had with the Selectboard on June 13. The Selectboard had requested a written response from the Board of Health to questions brought forth on April 19 from abutters of the campground so a formal response can be provided to the abutters. The Board of Health members agreed to work on a response and will review it at their next meeting in September. Cheryl reported that Ginny Curtis also attended that Board of Health meeting so she was aware the response was not prepared yet. Ms. Curtis had stated that she would not be seeking an update at the August 8 Selectboard meeting.
 - submitted a work report for July 26 through Aug. 8. She will email a schedule for Aug. 9 through Aug. 22 at the completion of the meeting.
 - attended MIIA workshop "From Problem to Productive", at 10:30 a.m. – 12:00 p.m. on July 28 at the Southampton Town Hall
 - registered for the Massachusetts Office on Disability summit in Boston on Friday, September 16.
 - registered for MIIA workshop "Management Training for the New Manager" Tuesday, August 30 from 1:00-2:30 p.m. at Southampton Town Hall.
 - requested to hold public hours in the afternoon on Tuesday, August 9; request approved.
- Art reported that the Planning Board hearing for the solar array permit application is on Tuesday, August 9. In an effort to assist the Planning Board with procedures, as well as to consider

adopting a solar bylaw, Art requested permission to contact Pioneer Valley Planning Commission for assistance and consultation regarding solar bylaws and regulations; voted to approve the request.

- Signed the Chapter 90 Project Request in the amount of \$22,700.00 to replace 1100 feet of existing guardrail.

Adjourned meeting at 7:40p.m.

Approve: _____

Philip Dowling, Chair

James Huston, Clerk

Arthur Pichette