



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

January 4, 2017

The meeting convened at 7:00 p.m.

Selectboard members present were Phil Dowling, Jim Huston, and Art Pichette. Also present were Cheryl Provost, Administrative Assistant; David Blakesley, Highway Superintendent; Dave White, Chief of Police; Steve Holt, Asst. Fire Chief, Tree Warden, member of various committees.

The minutes from November 28, 2016 were accepted.

- Highway Superintendent, David Blakesley Reported:
 - working through storms and spending snow budget; equipment is holding up.
 - the third party inspection was completed for the transfer station landfill and no corrections are required. Some suggestions were given, one being to replace a cracked vent cap. The final report requires a signature from the Selectboard Chair.
 - the Hooker Road conversion plan was never filed. The plans require town meeting approval and Town Clerk, Patty Cotton, has been searching the town meeting records and provided David with copies. David is researching the records to be sure everything was accepted properly and will provide an update when completed.
 - has been researching the prior feasibility study completed when the new highway garage was under review which cost \$19,000.00. David believes that some of the information could still be useful and save some cost a new study. He and Cheryl have not found the study at the Town Hall yet but David has contacted the engineer who's searching his records.
- The following renewal requests were received and unanimously approved by Selectboard:
 1. Richard Huntley for a Class III License and business license for Richard Huntley & Sons located at 165 Reservoir Road.
 2. James Meehan for a Class II License and business license for J & D Sales & Repair located at 19 Perry Hill Road.
 3. Edward Fisher for E&J Archery located at 7 King's Highway.
 4. Mark Gould for a business license for Autumn Precision (machine shop) located at 220 Main Road.
- John Zimmerman came before the board and expressed an interest in joining the Public Safety Complex Review Committee. The Selectboard voted 3-0 to appoint Mr. Zimmerman also visited to request time to remove the unregistered vehicles on his property because of winter and the recent snowfall. Dave White suggested the Selectboard determine a reasonable time frame to allow Mr. Zimmerman to comply. Discussion ensued regarding recreational vehicles and it was

determined that all the vehicles on his property need to come into compliance. The Selectboard directed Mr. Zimmermann to come to the meeting on January 23 and provide a progress report. Fines will not be applied at this time.

- Dave Popham came before the board to report on his unregistered vehicles explaining some are parts cars for a hobby project he has. Once he removes parts he needs he junks the remains. Since receiving the notice on Christmas Eve he has removed one and put another in a carport. He has plans to remove others from sight or from the property within two weeks. The Selectboard approved of his plans and waived any fines.
- Steve Holt visited seeking approval on behalf of the Public Safety Complex Review Committee to seek Requests For Proposals for a feasibility study and to use the proposals as support to seek funding at the Annual Town Meeting. On a motion, voted 3-0 to authorize the Public Safety Complex Review Committee to seek Requests For Proposals for a feasibility study.
- Ginny Curtis spoke on the Class Licenses, stating she appreciates the process gone through by applicants. She raised concerns of activity that can occur behind a fence and submitted a google image of a yard enclosed by a fence that appears to be housing junk cars and inquired if the owner has obtained a license from the Selectboard. It was confirmed no Class license has been issued there. Research will be done on the property.
- The Pole Hearing was opened at 7:35 p.m. Present for the hearing were Mark Gould of 220 Main Road, David Blakesley, Bill Tracy, an abutter and Rick Tracy. Eversource was not present. Mark Gould reported that the petition for the pole location is to provide his machine shop with 3-phase power to support his computerized machines. David Blakesley reported he visited the site and there is a stake marking the location of the proposed pole. From the Highway Department's maintenance perspective there is no problem with the location and it conforms to Mass Highway regulations. Bill Tracy posed questions as to the location and requested a hold on a decision until Eversource was present to provide further explanation. Rick Tracy suggested an alternate location, reporting the difficulty already present maneuvering farm equipment around various signs and posts. The Tracy's are not opposed to the proposal but are seeking a resolution that may be less of a hindrance to them. Mr. Gould was not opposed to postponing a decision. On a motion, the Selectboard voted 3-0 to reconvene the hearing to January 9 at 7:30 p.m. The Pole Hearing was adjourned at 7:55 p.m.
- Continued the regular Selectboard meeting at 7:55 p.m. with the posted agenda.
- FY18 preliminary budget:
 - Cheryl provided preliminary FY18 budgets to the Selectboard; discussion will be held at the next meeting on January 9.
- GovQA; records request management:

Cheryl reported that she watched a demo from the company GovQA. Virtual Schools & Towns (website designer) have partnered with them and will provide a portal on their subscriber's websites. The program is a full records request management platform with a base subscription and add-ons for larger needs. They have been in business and serving state agencies for years,

recently making revisions to accommodate the new records access laws in Massachusetts. The base subscription is \$1200 yearly and provides a search tool with que's relocating users to records when possible; fully manages and stores requests by user, date, type, requestor, cost/billing, and completion. Multiple users can access the database with multiple user privileges. Redacting is offered at \$500 per user. This provides automated redaction of restricted records by fully redacting the record in compliance with state law, provides a report describing what was redacted and refers to the state law exemption, automatically stores the original and redacted copy for future access. The base subscription provides a procedure that can be followed by all Records Access Officers, present and future. Discussion ensued regarding unfunded mandates and possible revisions to the new law. Cheryl believes the access to public records and that portion of the law is not new. Electronic records are the way now and proper records management must include electronic files. On a motion, voted to arrange a demo from QAGov.

- **Recreational marijuana law:**
Cheryl reported that some towns are considering a moratorium on issuing permits for the establishment and operation of a recreational marijuana facility. Dave White concurred and added that the bylaws will require revisions for ticketing, similar to the "open container" law. There is no method for determining operating under the influence as it applies to marijuana. Also, the state needs time to develop laws for the regulation and control of recreational marijuana facilities. A moratorium will allow the town to withhold permitting until a determined date which will allow both the town and state time develop laws. Cheryl will research the procedure and further discussion will be held at the next meeting.
- **IT update:**
On Friday, December 30, the Comcast Technician was out and installed two routers for phone service, a new fax line, and an upgraded internet modem in the Annex. The procedure took several hours and is complete. Cheryl supervised the work. The two buildings are running on one account.
- **Town flag:**
-Cheryl reported the flags have been received and presented one. Senator Downing has agreed to initiate the process for presentation ceremony at the state house. Although he will no longer be serving, he will try to attend. The Selectboard voted to hold a formal town flag presentation at the Annual Town Meeting in June.
- **Julia Lennen has applied for the Council On Aging position and to date has January 9 open for an interview.** On a motion, voted 3-0 to interview Julianne Lennen at 6:45 p.m. on January 9.
- **Campground:**
Cheryl has not received a response from Mr. Kelsey yet to come in and discuss future planning for the campground. She will follow up with him.
- **109 Northwest Road:**
Reviewed the response from Building Inspector, Chuck Miller regarding the removal and placing of a trailer located at 109 Northwest Road. He has not received any permits for the location and is unsure who currently owns the lot. He added that if an application is submitted and is in

compliance a permit will be issued. Ms. Cutis reported that the property changed hands in November and does not meet minimal requirements for a building lot. The Selectboard directed Cheryl to follow up with Chuck and have him take up any zoning violations.

- A flyer that was distributed throughout town to provide information to residents had some errors on it, as reported during a previous meeting. Cheryl followed up with the Council On Aging and corrections were made to revised flyers.
- Pioneer Valley Planning Commission; District Local Technical Assistance Program:
On behalf of the Zoning Bylaws Review Committee, Art requested the Selectboard's approval to seek funding from Pioneer Valley Planning Commission for their District Local Technical Assistance Program. A match of 5%-in kind is required and will be provided by Cheryl Provost, Administrative Assistant, and other committee members. This will provide assistance with the process of revising the zoning bylaws. On a motion, voted 3-0 to seek assistance through the District Local Technical Assistance Program from the Pioneer Valley Planning Commission.
- Correspondence reviewed:
 - Ellice Gonzales resigned from the Finance Committee; voted to accept her resignation.
 - Hampshire Council of Governments FY18 Assessment is level from Fy17 at \$760.40. On a motion, voted 2-1 to accept the assessment and continue membership with the Hampshire Council of Governments.
 - Mass. Municipal Association chose a winner for the website contest and thanked Westhampton for entering.
 - The Attorney's General Office is providing training for submittals of local bylaws and process for amending zoning bylaws at three locations; Jan. 5 in Worcester, Jan. 11 in Sharon, Feb. 15 in Framingham.
 - Hampshire Regional School district updates
 - National School Choice Week request for declaration, no action
 - Fire Dept. report of accident to personal vehicle-Fire Chief will be at Jan 9 meeting and will provide update.
- Administrative Assistant, Cheryl Provost, reported:
 - will email work report for Dec. 13 through Jan. 4 and the schedule through Jan 9.
- Signed the third party landfill inspection report.
- Signed Class III License and business license for Richard Huntley; "Richard Huntley & Sons", 165 Reservoir Road.
- Signed Class II License and business license for James Meehan, "J & D Sales & Repair", 19 Perry Hill Road.
- Signed business license for Edward Fisher, DBA E & J Archery, 7 King's Highway.
- Signed business license for Mark Gould, DBA Autumn Precision, 220 Main Road, machine shop.

Adjourned meeting at 8:45p.m.

Approve: _____
Philip Dowling, Chair

James Huston

Arthur Pichette