



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

Selectboard minutes of July 10, 2017

The meeting convened at 6:30 p.m.

Present were Phil Dowling and Art Pichette. Also present were David Blakesley and Wayne Parks. Minutes were taken by Cheryl Provost.

Interviews for Highway Crew were conducted with Jeffrey Dion and Alexander Antosz. Jim Huston joined the meeting. The candidates were reviewed. David recommended offering the position to Alexander Antosz. The board approved the recommendation and voted 2-yes, 1 abstention, to offer the highway crew position to Alexander Antosz effective August 7, with a starting hourly pay rate of \$20.70 with stipulation that Massachusetts Hoisting Engineer License with 2B and 4G endorsements are obtained within 6 months. Upon obtaining the license the hourly rate will increase to \$21.30. A six month probationary period applies.

The Selectboard proceeded with regular business. Also present were David Blakesley, Wayne Parks, Steve Holt, Brian Duggan, Ginny Curtis, Maureen Dempsey, Brian Mulvehill, and Tom Hathaway.

Warrants were signed for:      Payroll: \$57,862.80 (FY18) & \$6,709.63 (FY17)  
   Vendor: \$204,087.89 (FY18) & \$120,510.96 (FY17)

Minutes of June 26 reviewed; approval on hold until next meeting.

- Highway Superintendent, David Blakesley, reported:  
-submitted a Chapter 90 project request.  
On a motion, the board voted 3-0 to approve a Chapter 90 Project Request in the amount of \$138,950.00 to overlay with hot mix sections of Chesterfield Road and Reservoir Road.
- Highway Superintendent agreement:  
The agreement effective July 1, 2017 through June 30, 2017 was reviewed. David accepted the terms and signed. A motion was made and seconded to accept the Agreement between the Town of Westhampton and the Highway Superintendent effective July 1, 2017 through June 30, 2017. Motion approve by vote of 3-0.
- FY18 appointments:  
Officials were appointed by a vote of 3-0; full list attached. List of vacancies also attached.
- FY18 salaries:  
Maureen Dempsey and Brian Mulvehill visited to discuss the salaries of Library personnel. Town meeting approved the libraries budget proposal but the Selectboard had recommended a

2.5% overall increase to most positions. The Trustees are in a contract with the Director and approved a 3% increase. There was question as to the rates of the staff and custodian. The Selectboard increased the custodian's town building pay rate to \$11.80 (about 4%) and agreed the library rate should be consistent with that. Maureen thought the Trustees would not be opposed, but more was seeking resolution as to what the agreed rate will be. Historically, in past years the increase pay percent approved by the Selectboard was equal throughout departments. This year the Trustees recommendations were not the same as the Selectboard's, causing some confusion. The Selectboard noted that if the library budget approved at town meeting supports the 3% increase then they will vote to approve it. On a motion and second, voted the Library Director salary at \$40,119.00, the staff at \$16.33/hourly, and the custodian at \$11.80/hourly.

Discussion ensued regarding the police officers and sergeants rates. Town meeting had approved an increase to the police department expense budget in support of an increase to the hourly rates. On a motion and second, voted to increase the police sergeant pay to \$ 22.00/hourly and the officers rate to \$18.00/hourly.

Reviewed the remainder of salaries and pay rates and voted 3-0 on a motion to approve all FY18 rates as follows:

**Fiscal 2018**

**Salaries & Rates**

-

**FY2018**

**Salaried Employees**

Town Accountant	15,452.00
Administrative Assistant	32,306.00
Assistant Assessor	14,900.00
Treasurer	15,452.00
Tax Collector	15,452.00
Town Clerk	13,246.00
Clerk, Board of Registrars (set by statute)	100.00
Building Inspector/Commissioner	14,000.00
Cemetery Caretaker	6,345.00
Police Chief	28,977.00
Veterans Agent	1,738.00
Fire Chief	11,596.00
Animal Control Officer	1,707.00

**Stipends**

Animal Inspector	820.00
Emergency Management Director	452.00



Board of Health (3)	1,200.00
Cemetery Commissioners (3)	450.00

### Highway Department

Superintendent (salary)	64,807.00
Foreman (.60per agreement)	24.98
Crew member (.60per agreement)	23.96

Hourly Rates	Department	
Police Sergeant	Police	22.00
Police Officer	Police	18.00
Town Hall custodian	Town Offices	11.80
TownBldg snow shovelers	Town Offices	17.81
Transfer Station .60/agreement	Transfer Station	13.79
Election Workers	Town Clerk	11.00
COA Coordinator	Council On Aging	15.00

### Library

Librarian	40,119.00
Library Staff (19/week)	16.33
Library Custodian (3/wk)	11.80

- Safety Complex Review Committee member Steve Holt had Brian Duggan present a draft feasibility study contract with . Brian pointed out that the contract includes a statement that the cost is not to exceed the budget, with an option to return to the Selectboard for additional funding. The entire contract was reviewed. Discussion ensued regarding section 6.2 of the contract and allowed cost for construction. Voted to amend the amount from 3.25 million to 2.75 million. Other sections of the contract apply and will also be amended. Motion was made and seconded to approve the contract for a feasibility study of the public safety complex as presented by the Public Safety Complex Review Committee, as amended. Motion passed by roll vote of 3-0.
- Appointment of Chief Procurement Officer:  
Reviewed the Notice of Appointment of Chief Procurement Officer form and Chief Procurement's Officer Delegation of Procurement Powers and Duties Form to be submitted to the Inspector General's Office. On a motion and second, voted 2-yes, 1-abstain to appoint James Huston as Chief Procurement Officer until June 30, 2018. On a motion and second, voted 3-1 to

approve Delegation of Procurement Powers and Duties to the Administrative Assistant specifically to solicit, evaluate, and maintain records for all procurements of all departments; conditional by final approval of the Chief Procurement Officer.

- **Signatory authorization of Chair:**  
Voted to authorize Selectboard Chair, James Huston, to sign contracts for the town with approval of vote of the Selectboard, or when necessary for emergencies.
- **Signatory authorization of Administrative Assistant:**  
Voted to authorize Administrative Assistant, Cheryl Provost, to sign general correspondence for the Chair, in his absence and conditioned on prior approval of document.
- **CAMA System:**  
The state terminated the Assessors software version used by Westhampton. The Assessors researched options for alternate software and chose to stay with the states upgrade CAMA software through MassIT, contracted with SHI (through Tyler Technologies). Approval and contract agreement is required from the Selectboard. On a motion and second, voted 3-0 to accept the municipal three-way CAMA System contract with the Commonwealth of Mass and SHI.
- **FRTA:**  
Reviewed the Franklin Regional Transit Authority Transportation Program contract for Fiscal Year 2018 July 1, 2017-June 30, 2018), submitted by the Council On Aging. On a motion, voted 3-0 to accept the contract as presented.
- **Eversource pole hearing petition:**  
Reviewed the petition for a pole hearing received from Eversource. ON a motion and second, voted to hold the hearing at 7:30 p.m. on Monday, July 24.
- **Outlook Farm pouring permit:**  
The required documents for submittal to the ABCC have not been received.
- **Campground updates:**  
Art met with the Building Inspector, Electrical Inspector, and Plumbing Inspector on Wednesday, June 28 at the Annex. Art is completing the sketch of the campground sites and structures. The Electrical Inspector and Plumbing Inspector will then note current wiring, plumbing, and appliances onto the sketch. Once completed it will be reviewed by the Selectboard and placed into the file.
- **0 Main Road junkyard:**  
Mr. Sacharczyk has not responded to phone calls and has not provided updates. Unregistered vehicles remain on the property and reports from residents are vehicles continue to come and go from the site. A letter combined with the reports from the Board of Health and Fire Chief will be completed for the next meeting. Discussion ensued regarding registering the order to cease and desist at the registry. Counsel's opinion is if the Town were to commence an action for zoning enforcement by filing a Complaint in Court, there is an obligation to file notice of such "action, suit or proceeding" with the Registry. However, no such "action, suit or proceeding" has been filed in the Courts at this time. Discussed the ongoing, multiple violations at the location and



agreed to pursue enforcement of local general and zoning bylaws.

- Unregistered vehicle violations:
  - Violation and fine notices are being sent to 48 North Road; no updates.
- Correspondence:
  - Ashleigh Norris submitted complaints of speeding on South Road and requested a double no passing zone on entire street and consideration for reduced speed limit. The police department has had speed patrol in cooperation with Ms. Norris. The board requested information from Chief White and Highway Superintendent David Blakelsey.
  - Police Chief, Dave White, submitted a request to increase the officer's rate to \$18.00/hourly and the Sergeant's rate to \$22.00/hourly. Discussion was held in earlier portion of meeting.
  - Pioneer Valley Planning Commission is holding a Regional Roundtable Luncheon Thursday, July 13 regarding municipal IT. Cheryl will attend.
- Administrative Assistant updates:
  - the Town Clerk has a scheduling conflict with the Special Town Election date of August 19 and recommended it changed to August 5.
  - will email report for June 27 through July 10. Submitted the schedule for July 11 through July 24.
  - attending the Pioneer Valley Planning Commission Regional Roundtable Luncheon on Thursday, July 13 in Springfield. Topic is Municipal IT. Will not hold office hours that day but will update officials list to website from home.
- The Selectboard voted by roll call, 3-0 to enter into Executive Session at 8:30p.m. pursuant to Mass. General Laws c. 30A, § 21 (a) to review executive session document of the Selectboard meeting of March 6 and executive session of the Selectboard/Planning Board joint meeting of March 10, and consideration of potential release of document or any portion thereof as the Chair declared that discussion in a public meeting may have detrimental effect on the towns' litigating position with respect to:  
Cotton Tree Service, Inc., et al. v. Planning Board of the Town of Westhampton, et al.,  
Hampshire Superior Court, C.A. No. 1580 CV 00112

The public meeting will reconvene at the end of the Executive Session.

- Closed the Executive Session and resumed Public Session at 9:24p.m.
- The next Selectboard meeting will be 7:00 p.m. July 24 and 7:00 p.m. August 6.
- Documents signed:
  - Agreement between the Town of Westhampton and the Highway Superintendent effective July 1, 2017 through June 30, 2017
  - Notice of Appointment of Chief Procurement Officer Form and Chief Procurement's Officer Delegation of Procurement Powers and Duties Form
  - CAMA System contract with the Commonwealth of Mass and SHI
  - COA Franklin Regional Transit Authority Transportation Program contract for Fiscal Year 2018

-Chapter 90 Project Request in the amount of \$138,950.00 to overlay with hot mix sections of Chesterfield Road and Reservoir Road.

Adjourned meeting at 9:27 p.m.

Approve:

  
James Huston, Chair

  
Philip Dowling

  
Arthur Pichette



Appointments by Selectboard 2017

OFFICE/BOARD/COMMITTEE	LAST	FIRST	EFFECTIVE	TERM	EXPIRES
Agricultural Commission	Parsons	Edward	7/1/2017	3	6/30/2020
Almoners of Street & Wright Fund	Pichette	Arthur	7/1/2017		6/30/2020
Almoners of Street & Wright Fund	Huston	James	7/1/2017		6/30/2020
Animal Control Officer (on call interim)	Howe	Shayla	7/1/2017	1	6/30/2018
Board of Health	Blakesley	David	7/1/2017	3	6/30/2020
Building Inspector/Commissioner	Quinlan	Thomas	7/1/2017	1	6/30/2018
Capital Planning	Antosz	David	7/1/2017	1	6/30/2018
Capital Planning	Dempsey	Maureen	7/1/2017	1	6/30/2018
Capital Planning (FinCom)	Pipczynski	Joseph	7/1/2017	1	6/30/2018
Capital Planning (SB)	Dowling	Phil	7/1/2017	1	6/30/2018
Cemetery Commissioner	Tracy	Richard I	7/1/2017	2 of 3	6/30/2019
Cemetery Commissioner	Norris	Karl (Charles)	7/1/2017	3	6/30/2020
Cemetery Superintendent	Thornton	Edward	7/1/2017	1	6/30/2018
COA Coordinator	Lennen	Julia	7/1/2017	1	6/30/2018
Conservation Commission	LaPalme	Robert	7/1/2017	3	6/30/2020
Conservation Commission	Morrison	Fred	7/1/2017	3	6/30/2020
Cultural Council (start 11/17/2014)	Robert	Armenti	11/17/2017	3	6/30/2020
Election Officer	Barthelette	Deborah	7/1/2017	1	6/30/2018
Election Officer	Brody	Alicia	7/1/2017	1	6/30/2018
Election Officer	Delisle	Carol	7/1/2017	1	6/30/2018
Election Officer	Dragon	Connie	7/1/2017	1	6/30/2018
Election Officer	Jasionkowski	Louise	7/1/2017	1	6/30/2018
Election Officer	Levay	Dawn	7/1/2017	1	6/30/2018
Election Officer	Raymond	Shirley	7/1/2017	1	6/30/2018
Election Officer	Subocz	Erika	7/1/2017	1	6/30/2018
Election Officer	Webster	Jean	7/1/2017	1	6/30/2018
Election Officer	Witherall	Marilyn	7/1/2017	1	6/30/2018
Electrical Inspector	Mailloux	James	7/1/2017	1	6/30/2018
Electrical Inspector, Asst	Lyons	John	7/1/2017	1	6/30/2018
Emergency Mngmt Director	Norris	Christopher	7/1/2017	1	6/30/2018
EMS Coordinator	Norris	Christopher	7/1/2017	1	6/30/2018
Fence Viewer	Loud	Glenn	7/1/2017	1	6/30/2018
Field Driver & Pound Keeper	Holt	Stephen	7/1/2017	1	6/30/2018
Field Driver & Pound Keeper	Montague	Peter	7/1/2017	1	6/30/2018
Fire Chief, Forest Warden	Norris	Christopher	7/1/2017	1	6/30/2018
Foothills Health Dist Rep	Martin	Thomas	7/1/2017		6/30/2018
Franklin Regional Transit Rep	Huston	James	7/1/2017	1	6/30/2018
Hamp County Insurance Rep (Treas)	Cotton	Patricia	7/1/2017	1	6/30/2018
Health Agent	Foothills Health District		7/1/2017	1	6/30/2018
Highway Superintendent, Trench	Blakesley	David	7/1/2017	1	6/30/2018
Historical Commission	Krug, Jr	Dan	7/1/2017	3	6/30/2020
Historical Commission	Tracy	Richard W	7/1/2017	3	6/30/2020
HRMC Rep	Blakesley	David	7/1/2017	1	6/30/2018



Appointments by Selectboard 2017

HRMC Rep	Martin	Thomas	7/1/2017	1	6/30/2018
Inspector of Animals (on call interim)	Howe	Shayla	4/30/2017	1	4/30/2018
Insurance Committee	Moynihan	John	7/1/2017	3	6/30/2020
OPEB trust	Knox	Anne Marie	7/1/2017	1	6/30/2018
OPEB trust	Blakesley	David	7/1/2017	1	6/30/2018
OPEB trust (Accountant)	Boudreau	Joseph	7/1/2017	1	6/30/2018
OPEB trust (Admin Asst-x officio)	Provost	Cheryl	7/1/2017	1	6/30/2018
OPEB trust (SB)	Huston	James	7/1/2017	1	6/30/2018
OPEB trust (Treasurer)	Cotton	Patricia	7/1/2017	1	6/30/2018
Plumbing Inspector	Pichette	Brian	7/1/2017	1	6/30/2018
Plumbing Inspector Asst	Karella	Anthony	7/1/2017	1	6/30/2018
Police	Fisher	Floyd	7/1/2017	1	6/30/2018
Police	Hotz	Spencer	7/1/2017	1	6/30/2018
Police	Malo	Matthew	7/1/2017	1	6/30/2018
Police Chief	White	David	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	Diggins	Mike	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	Holt	Steve	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	Huston	James	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	Pichette	Arthur	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	Pipczynski	Joseph	7/1/2017	1	6/30/2018
Public Safety Complex Study Comm	White	David	7/1/2017	1	6/30/2018
Registrar	Montague	Mary	7/1/2017	1	6/30/2018
Registrar	Shaw	Catherine	7/1/2017	1	6/30/2018
Registrar	Vachula	Mary	7/1/2017	1	6/30/2018
Registrar (Town Clerk)	Cotton	Patricia	7/1/2017	1	6/30/2018
Surveyor wood	Parsons	Henry	7/1/2017	1	6/30/2018
Surveyor wood	Tracy	Richard I	7/1/2017	1	6/30/2018
Surveyor wood	Tracy	Richard W	7/1/2017	1	6/30/2018
Town Clerk Assistant	Provost	Cheryl	7/1/2017	1	6/30/2018
Town Counsel	KPLaw		7/1/2017	1	6/30/2018
Veteran Agent (VSO)	Henning	Joseph	7/1/2017	1	6/30/2018
ZBA Associate	St. Marie	Stephen	7/1/2017	3	6/30/2020
Zoning Board of Appeals	Parks	Wayne	7/1/2017	3	6/30/2020
Zoning Bylaw Review Committee	Shaw	John	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee	Curtis	Ginny	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee	Kelsey	John	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee	Gagne	Steve	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee	O'Riordan	Brigid	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee PB	Turner	Robert	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee SB	Pichette	Arthur	7/1/2017	1	6/30/2018
Zoning Bylaw Review Committee ZB	Parks	Wayne	7/1/2017	1	6/30/2018



Vacancies 2017

OFFICE/BOARD/COMMITTEE	LAST	FIRST	EFFECTIVE	TERM	EXPIRES
Agricultural Commission	Vacancy		7/1/2015		6/30/2018
Agricultural Commission	Vacancy		7/1/2017		6/30/2020
Board of Health	Vacancy		7/1/2015	3	6/30/2018
Capital Planning	Vacancy		7/1/2017	1	6/30/2018
Council On Aging	Vacancy		7/1/2017	3	6/30/2020
Council On Aging	Vacancy		7/1/2017	3	6/30/2020
Cultural Council	Vacancy		7/1/2017	3	6/30/2020
Fence Viewer	Vacancy		7/1/2017	1	6/30/2018
Fence Viewer	Vacancy		7/1/2017	1	6/30/2018
Field Driver & Pound Keeper	Vacancy		7/1/2017	1	6/30/2018
ZBA Associate	Vacancy		7/1/2016	3	6/30/2019
ZBA Associate	Vacancy		7/1/2017	3	6/30/2020