



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

October 5, 2015

The meeting convened at 7:00PM.

Present were Jim Huston and Phil Dowling; also present was Chris Norris, and Cheryl Provost.

Warrants were signed for: Payroll: \$66,611.91
 Vendor: \$187,874.30

- Chris Norris, Fire Chief reported:
 - the department is working with the Fall Festival organizers; the department will provide services at the festival
 - received the grant funding for the turnout gear and will be seeking three quotes
 - the ambulance service is going well; the application for Medicare payments was approved
 - with Bob Miller no longer serving as Emergency Management Director Chris is now overseeing the Emergency Medical Services account. He requested that the EMS appropriations be transferred to the Fire Department account. Cheryl replied that appropriation transfers require a town meeting approval. She will request clarification from the accountant and report back to Chris.
 - tanker truck update

It is a federal grant through the Assistance to Firefighters Grant Program.

The federal share is \$226,667 and the town's minimum match must be \$11,333.

We are allowed to put down no more than 25% of the federal share for an initial down payment towards the vehicle. Chris has not signed any contracts with any vendors because the appropriations need to be secured prior to signing. He plans to post the IFB to the Goods and Services Bulletin on the 12th and in the newspaper, with a deadline of the 26th; meeting the two week posting requirement. The bids will be directed to be sent to the Selectboard at the Town Hall, where they will be opened at noon on the 26. The Selectboard will review and take a vote on the bids that evening. Chris made a recommendation to develop an article to request a total of \$85,000 as the towns matching amount for the remaining balance of the vehicle. If the bids return before town meeting on Oct 26th a motion can be made to change the amount requested at that time, if needed. Cheryl replied that she would like to review the IFB before it's posted. Clark Rowell, the Town Financial Advisor has been trying to get wording for the article and motion that will be appropriate for this grant. A copy of the grant award for his review is necessary to complete that. Cheryl and Chris will work together through the week.

- Financial warrant articles: Cheryl reported that the Finance Committee had requested submittal of the paperwork for article recommendations at their meeting. There is no official paperwork to be submitted. In coordination with Art, Cheryl created two templates for use as a standard method of submitting articles for recommendation to the Finance Committee; copies were provided. Also, the present articles were place onto both templates for review by the Finance

Committee. **Voted to submit both the forms to the Finance Committee for them to review. Then they can choose which they prefer.**

- Hearing protocol: Phil reported that after the last meeting he suggested that there should be protocol adopted for hearings. He submitted an outline to Cheryl. Cheryl will present a draft hearing procedure to the full board at the next meeting.
- Edward Huntley was present to discuss the claim for damage. Phil stated that David Blakesley was out sick and the board would like to have him present during discussion. Requested Mr. Huntley to return to the next meeting on October 19.
- Sheryl Long visited to receive an update from the July 27 meeting. She was seeking an update on the progress of drainage improvement on Southampton Road. Phil reported that David is needed to give an update, but he is out sick. They will follow up at the next meeting.
- Leonard Day submitted a written request to be appointed to the Historic Committee to fill a vacancy. **Voted 2-0 to appoint Leonard Day to the Historic Committee for the term ending 2018.** An appointment letter will be sent to him.
- Northeast IT-Joel submitted a letter with recommendations to meet the needs of data back-up. Also, he suggested the appointment of an official as a technology liaison to manage IT decision making. The full report was in the agenda at the last meeting; but passed over due to pressing issues. Cheryl suggested waiting until the full board could review the recommendations. Another concern that has not been addressed is the need to upgrade the Assessors computer. Cheryl suggested that the funds, approximately \$1,500.00, are just the type of appropriation to be requested from the Reserve Fund. Phil stated that the Assessors can make the request.
- Accounts Receivables Audit: Cheryl reported that the draft audit report was submitted and a response is required. The report was sent to the board by email for review. Most of the concerns brought up in the draft have been addressed by the IT upgrade and other changes. Agreed to have Cheryl draft responses for review at the next meeting, rather than going through it page for page now.
- Outlook Farm winery & brewery: present were Jeffrey and Brad Morse: Cheryl reported that she sent the questions brought up by Mr. Morse to Counsel. Counsel was seeking clarification from the ABCC and had not received it yet. She requested that Mr. Morse respond to what they plan to do with the winery because the August request spoke of on premise consumption and the recent question spoke of off premise consumption. Mr. J. Morse stated that in following up with the ABCC that they concur with Counsels opinion of the procedure for on premise consumption and are requesting to take that route. Mr. J. & B. Morse believe their license from the ABCC gives them authority for sale of off premise consumption. Phil requested that everything be clarified from Counsel in writing and that tonight's discussion end. Discussion will continue at the next meeting (October 19).
- Ginny Curtis visited to inquire of the status of reflectors being placed on poles by Eversource. Cheryl replied that she has left voice mails with Mr. Thomas and is waiting on a reply. Ms.

Curtis asked if she could call him. There were no objections, and Cheryl will also continue to try to reach him. Ms. Curtis will contact Cheryl for Mr. Thomas' number.

- Reviewed the following correspondence:
 - Health Agent-notice of complaints; no action needed
 - Mass Audubon's CT River Valley Sanctuaries-signage inquiry on Route 66 for trails on Edwards Road; will discuss this with David Blakesley at the next meeting
 - Hampshire Council of Governments-Hampshire County Emergency Communication System Agreement; executed copy on file
 - Hampshire Council of Governments-notice of Oversight Committee Meeting Nov. 5.
 - Franklin Regional Transit Authority-notice of "community conversations" meeting
- Administrative Assistant, Cheryl Provost reported:
 - submitted a work schedule for October 6- October 19
 - attended the "What's new in Municipal Law" last Thursday
 - attending a Legislative Breakfast in Leverett on Friday, Oct. 9
- The Selectboard voted by roll call, 2-0 to enter into Executive Session at 8:10PM as the Chair declared that discussion in a public meeting may have detrimental effect on the towns' litigating position. The public meeting will reconvene at the end of the Executive Session.
- Closed the Executive Session and resumed Public Session at 8:20PM.
- Cheryl submitted sample articles for changes to the Annual Town Meeting and Election bylaws. Phil would like to enable Town Meeting to request a Proposition 2 ½ ballot question on the Annual Town Election. A minimum of thirty-five days is required to notify the Town Clerk in writing of ballot questions. Cheryl reported that only the Selectboard has the authority to place a Proposition 2 ½ question on the ballot. Also, procedures are provided by law to allow a Special Town Election. The Selectboard, in working with the Finance Committee, can determine if a Proposition 2 ½ may be necessary to balance the budget. Then the Selectboard can be pro-active and place a question on the ballot of the Annual Town Election. Cheryl suggested changing budget procedures such as passing a balanced budget at Annual Town Meeting. Then any appropriations over the levy limit could be contingency votes. As a point of notice, the warrants for Town Meeting and Town Election must be posted separately if more than thirty days apart. Cheryl suggested that the informational hearing held by the Finance Committee on Thursday at the Library may be helpful to clarify that. No action was taken.
- Signed 291D payment request of \$153,360.59 for the North Road project.

Adjourned meeting at 8:40 p.m.

Approved: Jim Huston _____

Philip Dowling _____

