



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

Minutes of July 6, 2021
Meeting held via ZOOM

The meeting convened at 7:00 p.m.

Present from Selectboard were Phil Dowling (Chair), Maureen Dempsey, and Teri Anderson. Others present were Bill Jablonski (Highway Superintendent), Dave White (Chief of Police), Susan Bronstein (Covid Coordinator & Planning Board), Ginny Curtis, Shirl Morrigan, Barbara Pelissier. Minutes were taken by Cheryl Provost.

- Highway department updates, Superintendent Bill Jablonski reported:
 - department been using vacation time
 - at safety complex removed black top and put up silt fence
 - patching roads
 - mowing roadsides
 - heavy rainstorm washed out some dirt roads, patching those
 - cutting some brush at landfill to comply with Dept. of Environmental Protection
 - building new bridge railings for a bridge on Northwest Road to comply with MassHighway
 - Zach submitted two weeks notice. Will need to search for a crew member. Will be shorthanded until filled.
- Public Safety Complex Committee, Phil reported town finished its portion of the work. Building is ordered. Waiting for them to get onsite.
- Town Property & Energy Assessment Committee, Phil reported on behalf of committee:
 - Working on town hall meeting room paint. Discussed color options. Phil recommended the same color as library, an off-white for the walls and blue trim. So moved.
 - Working with UMass recommendations and the energy company assessing the elementary school heating system along with the company that does the maintenance of the system. Working towards getting some work done with Green Communities funds.
 - Looking at insulating ceiling of town hall
- Police department, Dave White reported policies were sent to board for review effective July 1, pending approval by Selectboard. Teri has questions and made a suggestion she work with Dave in the next two weeks and determine if revisions are needed. Phil motioned to approve as submitted with option for revisions. Second by Teri. Phil had a question on an Internal Affairs Policy as related to Westhampton. Dave responded to the answer and described the challenges of this with the small department. Phil suggested use of a form for that. Dave will put one together for the next meeting. Discussed use of a mutual agreement with other small municipal police departments. So moved by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

- Reopening plans of town offices, reviewed requests from:
 - Administrative Assistant public hours 9-1 Monday –Thursday by appointment and continued remote access. Approved.
 - Library is full opened.
 - Town Clerk public hours 8a.m.-4p.m. Wednesdays, no remote access. Approved.
 - Accountant continued remote access. Approved.
 - Assessors Assistant request public hours Tuesdays 4:30-8:30 and Thursdays 10a.m.-2p.m., and continued remote access. Approved.
 - Treasurer continued remote access, no set hours. Teri ok with Treasurer request as long as working hours are available to staff. Maureen recalls being on library trustee and knowing when the Treasurer has regular hours. Most responses can be by email. Bill suggested there should be regular hours for employees. He also is concerned with payroll submittals completed remotely. Cheryl suggested Ira meet with board in 2 weeks to discuss. So moved.
 - Council On Aging Coordinator continued remote work approved, pending approval by Council On Aging.
 - Tax Collector public hours Tuesdays and Thursdays 5-7p.m. and continued remote access. Approved.
 - reviewed Building Inspectors request. Approved no required hours, must be clear the public can make an appointment
 - remote use policy to be drafted for review
- Tag Sale Permit requirements. Discussed whether to issue for a season or specific date(s). Maureen suggested issuing for a month. Discussed re-issues. Discussed request from Marilyn Witherell. Phil motioned to approve a tag sale permit to Marilyn Witherell for the period of one month from issuance. Review of policies and bylaws of other municipalities' at future meeting.
- Barbara Pelissier reported the Friends of the Library are planning a tag sale. She inquired on the status of appointments to the Street & Wright Fund. Phil motioned to appoint Barbara Pelissier & Susan O'Rourke to Almoners of Street & Wright Fund. Second by Teri. So moved by roll call vote:

Maureen-yes
Teri-yes
Phil-yes

Discussed posting information of Street and Wright Funds on the town website.
- American Recovery Act funding reviewed with Susan Bronstein. Projects eligible under the program are limited and at this time do not apply to Westhampton, small towns. Susan is attending weekly webinar updates provided by Mass. Municipal Association and will ask if they can hold a webinar focused on small municipalities.

- Additional FY2021 warrant to close out invoices. Cheryl reported Accountant Joe Boudreau does not see a need for it at this time. So moved.
- Comprehensive Emergency Management Plan. Phil reported the plan requires approval by the Selectboard and sent to municipal boards for their input. Phil pointed out two inaccuracies related to the Montague Road solar project and library address. Phil has other concerns, mainly the Westhampton Elementary School listed as a cooling center; they do not have ac or a generator so if power is out they have no water. Approved the Comprehensive Emergency Management Plan for distribution to department heads for their review.
- Reviewed correspondence:
 - Dept. of Environmental Protection report of anonymous complaint received for 233 Southampton Road regarding waste from unregistered vehicles and machinery. They offered their assistance to the Board of Health and/or Selectboard. Reviewed history of this at the property. Directed Cheryl to ask the Police Dept. to drive by and determine if there is an issue from their observation and ask the Board of Health if they request assistance from Dept. of Environmental Protection.
 - Veterans Affairs Central Western MA, Leeds receipt and thank you for donation to the General Post Fund account (donation made on behalf of Memorial Day speaker).
 - Mass. Municipal Assoc. racial training. Phil attended first one.
 - Mass Interlocal Insurance Association updates

Reviewed minutes of:

-June 7, 2021

-June 14, 2021. Phil moved to approve as amended by Teri. Second by Maureen. So moved by roll call vote:

Maureen-yes

Teri-abstain

Phil-yes

Warrants were reviewed and approved by roll call vote:

Maureen-yes

Teri-yes

Phil-yes

Payroll: Fiscal Year 2021 \$31,752.77 & \$11,272.25 - Fiscal Year 2022 \$57,669.76

Vendor: Fiscal Year 2021 \$145,379.99 - Fiscal Year 2022 \$292,836.31

Next meeting: 7:00 p.m., July 19, 2021

Adjourned meeting at 8:40p.m.

Approved by vote of the Selectboard at virtual meeting held August 2, 2021.

Phil Dowling

Maureen Dempsey

Teri Anderson