



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

Minutes of April 27, 2020

The meeting convened at 7:00 p.m.

Present via zoom conference from Selectboard were Phil Dowling, Maureen Dempsey, and Teri Anderson.

Others present via zoom conference were Bill Jablonski (highway superintendent), Tom Martin, David Blakesley, & Robby Armenti (Board of Health), Michael Kelsey (KOA), Dave White (Chief), Steve Holt (Emergency Management), Donald Tryon (ACO), Patty Cotton (Treasurer), Barbara Cook & Art Pichette (Property Committee), Peter Montague (finance), Shirl Morrigan, and Shelby Macri (Country Journal).

Minutes were taken by Cheryl Provost.

Minutes of April 13, 2020 were submitted.

Warrants were reviewed and approved by vote. Voted to authorize Cheryl Provost to sign on behalf of the Selectboard for:

Payroll: \$79,635.96

Vendor: \$485,730.36

- Covid 19 actions:
 - Tom Martin reported the Board of Health issued a license to the KOA campground to operate through June 30, however, the state restricts campgrounds from opening to the public under the emergency order. The board also approved two of three requests from the owners of the KOA Campground. One allows residents of Westhampton to fill propane tanks at 50% of the cost. The second allows residents of Westhampton to use the pump out station to empty holding tanks of campers that are used by residents of Westhampton whom are isolating themselves from family due to COVID 19. The third request was to allow use of camp sites by individuals seeking to isolate themselves in their own camper. The board seeks guidance from emergency services and Selectboard on this request. Tom continued discussion with Mark Gould and David Antosz. Michael Kelsey explained that it would not be people infected, but rather those isolating themselves to protect themselves or others. Phil noted that the state order is campgrounds are not essential but could potentially open for essential services, not for those trying to get away. Discussion ensued regarding the state order as it applies to campgrounds. It was determined clarification is needed before making a recommendation on the request. Further discussion was held regarding the use of the dumping station (tight tank) by off-site occupants. Tom reported the Dept. of Environmental Protection regulates campground sanitation usage. Teri requested a copy of the Dept. of Environmental Protection regulations for use of campground dumping stations by off-site occupants be submitted to the Selectboard for review. Phil believes if social distancing is used while tanks are dumped he doesn't see a problem with it. Furthermore, if residents are staying in their campers then they need to dump somewhere and its better they

dump into sites licensed to do so.

-the board agreed to wait on state guidelines for public building re-opening procedures and timeline.

-discussion ensued regarding H4647 eviction and foreclosure moratorium. The legislation was signed by the Governor as Chapter 65, Acts of 2020 on April 22. The moratorium is effective for 120 days from that date or 45 days following the end of the state of emergency, whichever is sooner. Teri reported she reviewed the legislation and while it does not specifically apply to tax possessions she recommends the Selectboard follow suit and moved not to evict occupants of 225 Northwest Road during the public health emergency. So voted.

-discussion was reviewed from the previous meeting regarding recommendations by the Board of Health to close school grounds. Tom reported the recommendation was for the athletic field of the high school and the playground of the elementary school. No notification was sent to the school committees. Discussion ensued regarding use of the track. The Selectboard maintained their support of the recommendations of the Board of Health as discussed on April 13.

-Back-up to Animal Control Officer; Don Tryon reported:
he spoke to Kaila Snape about serving as back up. She has experience with dogs and lives in town. She replied she would only be interested in helping with handling dogs. She also had concerns of offering help then not having time. Don explained to her the process and training requirements. Don also spoke to Terry Donovan, ACO and Inspector for Chester and Middlefield and former same for Westhampton. She is willing to be listed as backup to Don. Cheryl explained that the theory is responses from backup would be paid per call out. The need arose as calls increased during the COVID emergency, although there is potential need for a backup in the long term. During the emergency period the call fee can be paid through the COVID expense account. Funding for ongoing backup would have to be discussed and would likely be within the expense account of the ACO/Inspector. Don concurred and added that other towns have backup. He has reached out to numerous ACO's in the area and all are seeing an increase to call volume. They are all trying to come up with resources and collaborating with each other. Phil replied there's a need to consider what qualifications will be required. He is comfortable with one backup and Terry is qualified. Teri agreed with her as a backup. Phil motioned to approve Terry Donovan as a backup to Don Tryon and to establish a call rate of \$25. Second by Teri. So moved by vote 3-yay, 0-nay.

- Highway Department updates, Superintendent Bill Jablonski reported:
 - helped cemetery with a couple burials past couple of weeks
 - parking lot corners pushed out
 - sweeper was here twice past couple weeks, have not returned due to weather
 - washing down winter equipment
 - met with Board of Health about raising rates for household trash. They voted to approve recommendations effective July 1. Increase to sticker from \$60 to \$65, increase large bags from \$1.00 to \$2.00, increase small bags from \$0.50 to \$1.00. Increases are to help offset new tip fees and hauling.
 - working on spring cleanup

- Town Property & Energy Assessment Committee, Barbara Cook reported: the committee met with a second company, Environmental Systems Corporation, to conduct an energy assessment of town buildings. The committee asks if that can be scheduled or if it needs to wait until the emergency is lifted. A list of precautions that the company takes on visits was reviewed:

1. No Exterior Doors will be propped open at any time.
2. A sign in sheet will be recorded daily
3. No more than 3 installers will be on site.
4. Project Manager visits will be limited.
5. All installers will comply with COVID-19 Rules and wear masks and gloves
6. A signed Eversource Waiver of Install will be required from the customer and ESC.
7. Any additional rules that the customer would like to add will be complied within reason.
8. ESC personnel will always remain 6 feet distance from each other and customers.
9. Washing hands often with soap and water for at least 20 seconds.
10. Using an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
11. Avoiding touching your eyes, nose, and mouth with unwashed hands.
12. Covering a cough or sneeze with a tissue, then throwing the tissue in the trash. Or an elbow or shoulder if no tissue is available.
13. Cleaning and disinfecting frequently touched objects and surfaces
14. Employees should routinely clean all frequently touched surfaces in the workplace, such as work areas, tools, countertops, doorknobs, keyboards, appliance handles and controls. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Art Pichette added that he would like to have Dean Bates at the elementary school for the walk through since he has knowledge of the building. There is no cost associated with this. Approved proceeding with assessment based on scheduling with officials.

Barbara asked if the bid requests for the roof and floor refinishing quotes may proceed. Phil replied based on timing, no people allowed in the buildings, and no funding it's his recommendation to wait until after town meeting. Art replied that for the roof bids no one will be in the buildings. It seems to our advantage going out to bid at this time before everyone else is seeking bids. Teri replied no preference, if there's time then do it and if not then don't. Maureen agreed with Teri. Phil and Cheryl will work on it together. Art asked if the floor is included. Phil will look that over.

- FY21 Budget:
Finance Committee is meeting April 28.

Phil reported that when the Finance Committee met April 14 they were not in favor of funding for an Asst. Town Clerk.

Bill reported he spoke to Cheryl about the Westhampton Elementary School rear parking lot. Funding for the project was requested by the highway department but does not appear on the budget sheet. David Blakesley had learned last year that the paving would not be covered by Chapter 90 funds so local funding is needed. It needs to be added to the budget spreadsheet for the amount of \$16,500.

Hampshire Regional High School reduced their capital request and Westhampton's share is now proposed at \$13,400 (was \$43,148).

Teri reported that the Finance Committee discussed making recommendation to increase some salaries at 2.5% and she has concerns with the overall effect of that. She asked what stand the Selectboard will take. Phil replied that the board made their proposal and the Finance Committee will make their recommendations. The Selectboard has no reason to change their proposed figure.

- Annual appointments review:
Cheryl reported she will compile the list of officials and their contact information and send to the members of the Selectboard to disseminate who will be in charge for contacting which officials.
- Building Inspector shared services update, Phil reported:
He has been communicating with Southampton regarding a replacement plan for Tom Quinlan and they will be posting the position. Westhampton has no one to fill in as Building Commissioner and Tom Quinlan is done May 3. Cheryl reported that Tom will fill in for a month while we open a search or work out an arrangement with Southampton. Teri moved to keep Tom Quinlan as Building Commissioner another month. Second by Maureen. So moved by vote 3-yay, 0-nay.
- Administrative Assistant updates, Cheryl Provost reported:
Things quieting down. Starting to catch up on back-logged work. Focusing this week on list of appointees with contact information and getting back to the annual report.

Landfill Monitoring Inspection agreement with Stantec for third-party landfill monitoring was submitted. The board requires time to review the agreement and will take action at the next meeting. Teri asked if the inspection was looked into. Cheryl reported that Mark Popham is still under contract to complete the inspection for this year. For next year Bill can seek quotes, the cost is under \$1000, or it can be brought back to the Selectboard to seek quotes. Bill made a recommendation to separate the landfill monitoring, inspection, and mowing to a separate budget line item for the next budget cycle (FY22). Those are currently under the transfer station budget so those expenses are not an accurate reflection of what it costs to run the transfer station. So noted.

- Election procedures to be reviewed next meeting.
- Shirl Morrigan reported concern of the federal census identifying her address as Easthampton rather than Westhampton. Teri replied that the board had addressed this and information was to be posted to the website.

- Phil reported he attended a FEMA/MEMA workshop for two hours regarding qualified expenditures related to COVID 19 and the reimbursement process. He will work on that with Cheryl.
- Next meeting: 7:00 p.m., May 11, 2020.

Meeting adjourned at 8:45 p.m.

Approved by vote of the Selectboard at virtual meeting held May 11, 2020

Philip Dowling, Chair

Maureen Dempsey

Teri Anderson