



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

Minutes of July 20, 2020

The meeting convened at 7:00 p.m.

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

Others present via zoom conference were Bill Jablonski (Highway Superintendent), Scott Tirrell (highway), Art Pichette & Chris Brooks (Town Property & Energy Assessment Committee), Steve Holt (Emergency Management Director), Robby Armenti & Tom Martin (Board of Health), Patty Cotton (Treasurer), and Ginny Curtis.

Minutes were taken by Cheryl Provost.

- Town Property & Energy Assessment Committee:
Reviewed results of town hall & annex roof replacement bids. Art Pichette reported the committee met last week and reviewed the bids. The committee followed up by requesting references from the lowest bidder, FRG Contractor Corp.; those were received July 17. Art and David Blakesley contacted references and the reports were positive. They have completed a lot of housing work and doing more work in Western Mass. The committee made a recommendation to award the contract to the lowest bidder, FRG Contractor Corp. Teri asked if the committee looked at materials and warranties. Art replied yes, those were included in the specs of the bid package. Phil recognized Ginny Curtis; she asked about the requirements for a COVID Control Plan. Phil replied they are required to submit confirmation of a plan. Phil motioned to award the contract to replace the town hall and annex roof as described in the bid request for base bid, alternate 1, and alternate 2 to FRG Contractor Corp., 40 Oliver Street, Everett, MA 02149 in the amount of \$46,845 plus \$2.60 per square foot for replacement of damaged underlayment. Second by Maureen. So moved by roll vote 3-yes, 0-no.

Phil directed to Art that there has been back and forth between the committee and Administrative Assistant and Selectboard about the process to apply for funds through the Green Communities Program. He reported there are training sessions available that will help with certain project types. Art concurred that there have been complications getting information for what is required in order to submit a project for approval. Chris Brooks joined in and explained that when COVID hit the committee had a hard time getting information. They were working with Eversource to create a plan to reduce energy use in the municipal buildings. They lost contact with them and had to reorganize. Chris noted that Barbara Cook has been good about getting state contact information. Phil replied he's willing to jump in to get a smaller project submitted to get the town in the system.

- Highway Department updates, Superintendent Bill Jablonski reported:
-his probation ends August 13 and so does Scott Tirrell's term as Acting Foreman. Scott

submitted a letter of interest to be promoted to Foreman. Bill provided a performance review of Scott as Acting Foreman and reported he is doing a great job. He's had it hard having new employees come under him and working under the conditions (COVID Pandemic). Bill made recommendation that Scott be moved up to Foreman, adding that he was interviewed for the acting position. Phil reported he had read the review and asked Maureen and Teri if they also had, both confirmed. Teri made motion based on evaluation and former interview with Scott Tirrell that he be moved to the position of Foreman of the Westhampton Highway Department. Second by Phil. So moved by roll vote 3-yay, 0-nay.

-Michael Demary started work today.

-submitted a renewed 3-year agreement of the Westhampton Highway Dept. Crew with updates of new employees. The portion for pay rates from Fiscal Year 21 is the amount approved at Annual Town Meeting with a 2.5% increase for each successive year, contingent on approval of budget at town meeting. No other changes. Phil would like the opportunity to review it over time and bring it back to the next meeting. So moved.

-submitted a Chapter 90 Project Request for \$51,474.80 to oil & stone sections of various roads. -he was contacted by the Dept. of Environmental Protection. Eversource was fined for cutting trees in wetlands within Western Massachusetts. The Dept. of Environmental Protection proposed Eversource replace culverts for towns rather than pay fines. An Eversource Representative came out and looked at a couple culverts to be replaced in Westhampton. Bill is waiting for an update.

-the new fuel tanks are installed at the garage and running. A platform needs to be built for filling the tanks. When the tanks at the Public Safety Building are empty they will be removed.

-working a lot with Don Fox at the transfer station on Wednesday nights and Saturdays. It's a lot of work for one person. Bill asked the board to consider hiring a part time assistant to help. It's especially busy now with sticker sales and retraining users to dual recycle, in addition to regulating distancing. Bill made note that towns are under OSHA regulations and having two people there is a good idea because of the compactor. Additionally, with no one else there, the attendant cannot take a break without locking the gates or, if left open, risking unsupervised use of the facility. Bill suggested an assistant could be hired for minimum wage. He also reported that Don Fox agrees with the concept. Robby Armenti reported that she agrees. Phil asked Bill to work with Don and write down tasks. Tom Martin replied that the current situation is the town recently changed from single stream recycling to dual stream. He's not sure that a second position will be necessary long term. He also stated concern of hiring the right person for the position. Phil called to close discussion. Cheryl was recognized and allowed to speak on it. She supports Bill's recommendation then emphasized the safety issue. The compactor is a large, powerful, heavy-duty machine and it is a hazard to have only one employee on site. Teri asked Bill if the assistant would work the entire time Don works. Bill replied it would be during hours of operation. Discussion closed. To be revisited with list of tasks.

-working on washouts and maintenance on dirt roads

Discussion returned to the Chapter 90 Project Request. Phil made motion to approve the Chapter 90 Project Request for \$51,474.80 to oil & stone sections of Edwards, Laurel Hill, and Southampton Roads (total of 1.6 miles). Second by Maureen. So voted 3-yay, 0-nay.

- Phil reported the grant to pave the Westhampton Elementary School parking lot was denied. Another application can be resubmitted. The description of the denial indicates the Dept. of Transportation took it for an existing paved lot, but it's not. Phil will work with Bill Jablonski

and Dean Bates and submit another application.

- COVID-19 joint meeting with Board of Health:

Tom Martin reported that the Board of Health is discussing heating/cooling systems of buildings where people gather. They should be looked at to install filters. The Manufacturing Energy Efficiency Program goals have been driven by government to reduce energy consumption. Now focus is changing to increase and clean airflow. The board is putting together written recommendations. Funding for the improvements may be eligible for funding through the CARES Program. Focus is on Westhampton Public Library, Elementary School, and offices. Robby Armenti reported some enforcement problems remain in town but are getting better; no new cases in town.

Tom reported:

- they received a draft reopening proposal from the elementary school. Phil requested a copy be sent to Selectboard. So noted.
- putting together a draft reopening plan to pair with it.
- a graduation ceremony may take place at Hampshire Regional High School for about a half hour.
- grab and go food program almost done. Applied for a grant to continue it, no reply yet. The number of meals requested is down.
- recommended if needs in Westhampton continue they are directed to the church program.
- Robby reported Triple E (Eastern Equine Encephalitis) was detected in mosquitoes. No human transmissions reported. The Foothills Health District Agent monitors case reports and updates local board of health.
- Tom confirmed with Cheryl that the Board of Health will be present at the Annual Town Election to hand out masks if needed and to help however they can in their role.

- Building Commissioner

- enforcement of 0 Main Road. Cheryl reported the commissioner was unable to provide an update and can join the meeting on August 3. Reviewed actions taken last year to enforce compliance. Discussion to be moved to August 3 with Tom Quinlan.
- the draft employment agreement for temporary inspector of buildings was reviewed. Teri made recommendations to revise by deleting sections 5, 6, and 7. So moved. Reviewed the rate of pay as voted on June 22 at \$625.00 monthly per inspector. Reviewed travel and phone expenses. Voted to pay an additional \$63.00 monthly to each Temporary Local Inspector of Buildings and the Temporary Building Commissioner \$63.00 monthly for travel and phone expenses. Phil made a motion to approve the Employment Agreement for Temporary Local Inspector of Building, as amended and authorize Phil to sign. Second by Teri. So moved by vote 3-yay, 0-nay.

Patty Cotton requested clarification on the fee schedule for the Electrical and Plumbing Inspector. Monies turned in by the inspectors does not always include a payment request and she doesn't know what they're supposed to receive for fees.

Cheryl explained a fee schedule was presented by Tom Quinlan for Fiscal Year 2019. At that time the Selectboard approved the plumbing inspector fee of \$50.00 per inspection. There had been discussion around what to pay for the per fixture cost. With that, the Selectboard asked for payroll costs the town incurs to pay the inspector so in order to revisit the per fixture amount with that information. For the electrical inspection fees the Selectboard had requested a comparison to

other similar towns. The Selectboard is waiting on the information.

Requested to have Tom Quinlan, Brian Pichette, and Jim Mailloux attend the next meeting of the Selectboard and present a fees schedule.

- Reviewed resignation of Tax Collector, Anne Marie Knox, effective December 31, 2020. There was discussion to consider asking her to stay, with acknowledgement to the service she provides the town professionally. Phil expressed the importance of filling the position. A job description and ad will be reviewed August 3 in preparation to post the position.
- Anti-racism resolution action:
Teri will put together a cover memo to be submitted to town officials for review August 3.
- Protection of pollinators and enhancement of pollinator habitat:
Maureen reported she has a group of volunteers to form the advisory task force, being: Bill Jablonski, Barbara Pelissier, Steve Holt (from Agricultural Commission), Pheobe Mitchell, Fred Morrison (Conservation Commission and beekeeper) and Laurie Sanders. Maureen volunteered to lead the committee into their first meeting. Teri moved to appoint the named persons to form an advisory committee on pollinators and enhancement of pollinator habitat. Second by Phil. So moved by vote 3-yay, 0-nay.
- List of appointments was reviewed. Maureen reported Dave Loven submitted interest to be appointed to the Zoning Board of Appeals. So noted.
Phil motioned to make appointments as read on list for terms ending June 30, 2021:
 - Election Officers, Patricia Cotton, Deborah Barthollette, Carol Delisle, Connie Dragon, Louise Jasionkowski, Shirley Raymond, Erika Subocz, Jean Webster, Connie Dragon, Marilyn Witherell, Charlotte Wood
 - Electrical Inspector, James Mailoux
 - Electrical Inspector Assistant, John Lyons
 - Fence Viewer, Glen Loud
 - Plumbing Inspector, Brian Pichette
 - Plumbing Inspector Assistant, Anthony Karella
 - Surveyor of Wood, Richard I. and Richard W. Tracy
 - Town Clerk, Cheryl Provost
 - Town Counsel, KPLaw
 - Veterans Agent, Joseph Henning
- Phil motioned to appoint as members of the Public Safety Complex Building Committee: Steve Holt, Phil Dowling, Dave White, Art Pichette, Christopher Brooks, Stephen Wumbrand, John Zimmerman, Laurie Sanders. Second by Teri. So moved by vote 3-yay, 0-nay.

Phil motioned to appoint as members of the Zoning Bylaw Review Committee: John Shaw, Art Pichette, John Kelsey, Brigid O’Riordan, William McCloud, and a member as nominated by the Planning Board. Second by Teri. So moved by vote 3-yay, 0-nay.

Phil motioned to appoint as members of the Town Property and Energy Committee: David Blakesley, Art Pichette, Christopher Brooks, Barbara Cook. Second by Maureen. So moved by

vote 3-yay, 0-nay.

Phil stated he would like to have a conversation with members of the Zoning Board of Appeals before considering appointment to that board. Teri agreed to allow Phil to do so. She gave a reminder that Wayne Parks confirmed he would like to be reappointed to the board another term. If considering replacing him as incumbent she would like to interview all interested persons. There are three vacant seats as Associate member of Zoning Board of Appeals and generally she would like to see a new member fill one of them.

Moved to request Wayne Parks and Dave Loven to join the Selectboard meeting on August 3 to discuss a seat on the Zoning Board of Appeals.

- Council On Aging request to approve contract was reviewed.

The Town of Westhampton and the Council on Aging have been contracting with Franklin Regional Transit Authority (FRTA) in Greenfield for many years. July is our month for yearly renewal.

FRTA at this time has no way to provide our town with any bus or van service.

This demand response contract helps our seniors with rides. FRTA provides us with stipend mileage payments for our volunteer drivers. It also covers some car insurance for the drivers in case of accidents. At this time we have about 10 people who are using the system and 8 drivers. All our drivers have their driving record checked and a CORI is done. We are currently looking for some younger volunteer drivers.

This contract has worked well to provide non driving seniors with one to one rides that they need to MD appointments, shopping or other tasks. Your approval and signature will continue this program for another year.

Thank you,
Louise Jasionkowski
Transportation coordinator

Maureen motioned to approve the contract and authorize Phil Dowling to sign. Second by Teri. So Moved by vote 3-yay, 0-nay.

- Reviewed resignation of Animal Control Officer & Inspector of Animals Donald Tryon. Discussed the need for backup while conducting a search. Teri reported she sent an email to Don asking if he would reconsider. Agreed to secure backup and post the position, and to maintain open dialogue with Don.

Minutes of June 15 (revised), 29, and July 6 were reviewed.

Teri motioned to approve minutes of June 15 as amended. Second by Maureen. So moved by vote 3-yay, 0-nay.

Phil motioned to approve minutes of June 29. Second by Maureen. So moved by vote 3-yay, 0-nay.

Maureen motioned to approve minutes of July 6, as amended. Second by Teri. So moved by vote 2-yay, 0-nay, 1-abstain (Phil).

- Correspondence was reviewed:
 - a. Barbara Pelissier submitted a grievance to the Board of Health and Agricultural Commission by email, the Selectboard was copied. The Agricultural Commission held a meeting to hear her

concerns regarding spraying at Outlook Farm. Teri requested a copy of the minutes be sent to the Selectboard.

b. Mass. Dept. of Elementary & Secondary Education (DESE). Informational.

c. Northampton Planning & Sustainability notice of Planning Board decision and appeal deadline. No action.

d. Mass. Interlocal Insurance Assoc. Fiscal Year 21 renewal certificate and updates. The invoices will be submitted for the warrant dated August 3.

Warrants were reviewed and approved by vote 3-yay, 0-nay for:

Payrolls: \$75,703.22

Vendor: \$154,777.48

- COVID-19, additional business:

Phil reported there are webinars providing information for applying for FEMA COVID funds through their grant portal. Three different topics, each will be held on two dates. He is attending one tomorrow.

Requests came from Westhampton Elementary School and Hampshire Regional School District regarding CARES funds. Phil had a discussion with Dean Bates, Westhampton Elementary School Principal, about their needs for reopening. May come up with a position for a day time multi-use janitor to do spot cleaning of public areas.

Phil reported the first step for funding of costs related to COVID may be to go after FEMA grants. The CARES grant appears to be set up to cover items not covered by FEMA.

Search continues for a COVID Coordinator. Follow up to find out if Kach Bachelder is interested, also if Pioneer Valley Planning Commission provides such service.

- Other business:

The Hampshire Regional School District is meeting with the Teachers Union to enter into negotiations. The select boards of the district towns are to nominate one member to represent all the towns at the negotiations. Updates will be sent to the board as received.

The Selectboard voted by roll call, 3-yay, 0-nay, to enter into Executive Session at 9:30 p.m., pursuant to G.L. c. 30A, section 21(a)(1), as the Chair declared to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual. Open session will not resume after executive session.

- Next meeting: 7:00 p.m., July 27, 2020.

Meeting adjourned at 9:41 p.m.

Approved by vote of the Selectboard at virtual meeting held August 3, 2020

Phil Dowling
Maureen Dempsey
Teri Anderson