



The Selectboard
TOWN OF WESTHAMPTON
TOWN HALL
1 SOUTH ROAD
WESTHAMPTON, MASSACHUSETTS 01027

MINUTES of the MEETING

Monday, July 31, 2023, at 7:00 PM

The Westhampton Selectboard scheduled a regular meeting to be held on Monday, July 31, 2023, at 7:00 PM at the Town Offices, 1 South Road.

Call to Order

The meeting was called to order at 7:00 PM.

Present: Dempsey, Johndrow, Bronstein.

Present by Remote Conferencing: Meaghan Schwelm, Director, Westhampton Public Library; Anne Marie O'Reilly, Trustee, Westhampton Public Library; Phil Dowling;

Also present: Bill Jablonski, Steve Holt, Ron Rancourt, 158 North Road; John Shaw; Doc Pryne (The Reminder); Douglas Finn.

New Business: 158 Northwest Road

Mr. Rancourt, owner of the property expressed concern relative to erosion from a neighbor's driveway (156 North Road) that leaves sand and gravel on his property, and requested that something be done.

After some discussion, it was determined that current regulations provide very minimal options for the Town to act on the matter, but regulations could be drafted for consideration and ultimate incorporation into the general bylaw.

It was determined that, as there is a current building permit in force on the subject property, the building inspector could require the owner to mitigate the erosion from the site.

John Shaw – Zoning Bylaw Public Hearing

Mr. John Shaw made a brief presentation to the board about the upcoming zoning bylaw public hearing and encouraged the board members to review the zoning bylaw as proposed, and come to the hearing with their questions and comments.

The board was formally presented with the proposed changes.

Mr. Shaw requested that the proposal be forwarded to all board members, all department heads, and all town staff, and asked that the board help to distribute information about the public hearing, so that all are informed as much as possible.

Mr. Shaw was thanked for his work on the process.

Library Roof – Discussion / Update

Mr. Finn and Ms. Schwelm provided an update in regard to the roof. Mr. Finn noted that Building Inspector Todd Alexander has been asked to review the existing situation and provide recommendations. Two estimates for work have returned potential costs of \$6,500 to \$15,000, with neither estimate including the cost for removal of the solar panels or

repair to the solar rack mounting.

Mr. Dowling suggested that a qualified company be hired in order to assess the problem and provide a potential remedy.

There was discussion relative to current condition of the roof at the library.

The scope of work as proposed by various contractors, and the costs for same, were all explored.

Mr. Dowling noted that Dan Small, rep from the Ostrow Electric (the original electrical contractor) might be willing to send a crew to look at the project, and help suggest (or perform) repairs.

The board agreed to Mr. Dowling's recommendation of contacting Mr. Dan Small, and asking him to come to the site, examine the condition of the solar installation with the Westhampton Building Inspectors, and suggest solutions.

Ms. Anne Marie O'Reilly noted the benefit of having all parties on site at the same time.

Department Reports

Highway: Bill Jablonski

Mr. Jablonski noted that recent storms have required multiple repairs to town dirt roads, including regrading and cleaning of culverts and cisterns. He noted two separate gauges recorded at least 12" of rain in July, with one reading over 14" for the month.

He noted that the high school well road lost a culvert, which will need to be replaced soon.

Mr. Jablonski also noted other work, repairs to equipment and etc.

Mr. Jablonski also noted receipt of the letter from Mr. Graham, and provided preliminary price estimates for the cost of such work for the board's consideration.

After extensive discussion, the board noted that adding real property assets to the overall capital plan would be a good first step in assessing and prioritizing repairs and maintenance.

Public Safety Building Complex Committee

Mr. Holt reported that the building committee continues to work on the project, tying up loose ends. Mr. Holt noted that negotiations with the contract was ongoing relative to the delays in the project.

A meeting of the committee will be held on Wednesday, August 2, at 7 PM at the Public Safety Complex.

Review and Endorse AEG / Green Communities Contract

Mr. Finn provided an update to the board on the funding sources and approval status of the proposed work at the Elementary School, to be paid for with remaining funds from the Green Communities Grant. Mr. Finn noted that, while the Mass DOER / Green Communities offices have not yet formally given approval for the work as proposed, all other reviews have been satisfactorily completed. The Town's accountant understands the process by which the grant will be used, and has generally given the Ok; however, he will not be able to confirm availability of receipts for the bill, as the payment of the final bill is dependent on receipt of the final portion of Green Communities funding, and the reimbursement / incentive funds to be paid by Eversource.

Mr. Finn recommended approving the contract, and authorizing Ms. Dempsey to sign for

the board.

After discussion it was MOVED by Bronstein, SECONDED by Johndrow

To approve the contact, and authorize Ms. Dempsey to sign for the board.

VOTED: 3, 0, 0. (8:09 PM)

Old Business

No other new business.

New Business

Administrative

Review Correspondence

The board reviewed the following:

- Letter from Clapp – Resignation from Ag Commission
- Letter from Graham – Reservoir Road Extension
- Letter from Garvey – Re/ Update on Contract Negotiations

Mr. Finn noted that he would be meeting with Eileen Leahy (Comcast) on Monday August 7, 10 AM, and encouraged any board member to attend if they wished.

Administrative Update (Finn)(if any)

Mr. Finn noted that

- The fire detection system installation at the Town Hall was about 80% complete, with only configuration / programming and system testing remaining. Training will be provided to staff, including fire and police personnel.
- Mr. Finn noted that a security camera proposal has been prepared for review at Public Safety Building, and will likely be reviewed on Wednesday night by the PSC Building Committee.
- Mr. Finn noted that the Fire Detection system at the Annex was not functioning properly, as alarms have been randomly triggered, and the system may not be ‘phoning home’ correctly. Mr. Finn will pursue an upgrade cost through Hackworth Systems, and report back.
- Mr. Finn offered an update from the Treasurer’s Office, noting that the treasurer and accountant have nearly completed all work on FY2023, and will (within a week or so) be able to close the books. Mr. Finn reminded members that the FY2022 books were not closed until early September last year, so the town is significantly ahead of the game. He credited the hard work and cooperative efforts of Treasurer Ryan Mailloux and Accountant Joe Boudreau for the success.
- Mr. Finn also noted that he will be attending the ‘tier one’ treasurer training at UMass offered by the Massachusetts Treasurers and Collectors Association on August 15

through 18, and would be out of the office for those days. He would respond to emails and phone messages as time allows.

Review and Sign: Payroll and A/P Warrants: W24-03, WP24-03

The Payroll and A/P Warrants were reviewed. After review, it was MOVED by Johndrow SECONDED by Bronstein

To approve Payroll Warrant WP24-03 and A/P Warrant W24-03 as presented, and sign.

VOTED: 3, 0, 0 (8:26 PM)

Review and Sign: Minutes from Previous Meetings

Minutes from July 17, 2023, were reviewed. After review, it was MOVED by Bronstein SECONDED by Johndrow

To approve the minutes as presented.

VOTED: 3, 0, 0 (8:29 PM)

Set date for Next Meetings

Meetings were tentatively scheduled for August 14.

Adjourn

There being no further business, it was MOVED by Johndrow, SECONDED by Bronstein

To adjourn.

VOTED: 3, 0, 0. 8:31 PM


Respectfully submitted,

Douglas C. Finn


Approved by a vote of the Selectboard at a regular meeting, held on August 14, 2023.



Maureen Dempsey



Scott Johndrow



Susan Bronstein