



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

MINUTES of the MEETING
Monday, December 4, 2023, at 7:00 PM

The Westhampton Selectboard scheduled a regular meeting to be held on Monday, December 4, 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, Bronstein, Johndrow, others as noted.

Policy Review

Flags and Town Flag Poles Policy

The board reviewed a draft policy that would govern placement of flags on town flagpoles.

After review, it was MOVED by Bronstein, SECONDED by Johndrow

To adopt the policy as presented.

VOTED: 3, 0, 0. (7:02 PM)

Public Signs and Displays Policy

The board reviewed a draft policy that would govern placement of signs or displays on public lands and public rights of way.

There was some discussion about the placement of campaign or candidate signs during elections; the board generally understand that political signs must be 'accompanied' by a person.

After review, it was MOVED by Bronstein, SECONDED by Johndrow

To adopt the policy as presented.

VOTED: 3, 0, 0. (7:10 PM)

License Renewals

Outlook Farm – Farmers Winery and Farmers Brewery (ABCC)

The application was reviewed. Mr. Peter Cleary was present, and asked if any of the conditions or hours of operations were being changed. No changes were reported or requested.

After further review, it was MOVED by Bronstein, SECONDED by Johndrow

To approve the license as presented.

VOTED: 3, 0, 0. (7:10 PM)

E & J Archery – Business License

The request for renewal of a license was reviewed. Mr. Johndrow recommended the business and encouraged the renewal.

After further review, it was MOVED by Johndrow, SECONDED by Bronstein

To approve the license as requested.

VOTED: 3, 0, 0. (7:11 PM)

Department Reports

Highway / Health / Others

Mr. Jablonski reported:

- Snow pre-treatment and plowing from the first storm of the season, including some pre-treating on the following week for ice. Repairs on equipment followed.
- One grave was dug.
- Some tree removal was done as a result of tree damage.

There was some discussion relative to tree removal and the unspent amount in the tree warden's account. Mr. Jablonski noted that there would be plenty of work to do, and that amount would certainly be put to good use.

Board of Health

Mr. Finn noted that Ms. Katch Bachelor would not be present due to illness. However, the Town has received 10 cases of Covid19 test kits, which will be made available for free to town residents.

Old Business

Highway Department Clerk (second reading)

The board reviewed the proposal, and there was some discussion. No action taken. The proposal will be put on the agenda for the December 18 meeting for final action.

New Business

Request for Letter of Support for Comcast / MBI Grant Application

After review, it was MOVED by Bronstein, SECONDED by Johndrow

To approve the license as requested.

VOTED: 3, 0, 0. (7:11 PM)

PROPOSAL – Use of ARPA funds

The board reviewed a request for an appropriation of ARPA funds for purposes of making a grant application through the Mass Cultural Council Facility Improvement grant program.

It was MOVED by Bronstein, SECONDED by Johndrow

To appropriate \$9,424.00 from CLFRF / ARPA as the town's share of the total cost of \$24,640 for the Town Hall Renovation Project.

VOTED: 3, 0, 0. (7:11 PM)

FIRST READING - Revisions to Administrative Assistant Job Title and Description

Mr. Finn presented an updated job description for the administrative assistant, noting that certain duties had been expanded and updated, and the title had been changed to "Town Coordinator". Mr. Finn noted that the Town Coordinator would not supervise other staff, but would have expanded authority to sign contracts (with approval from the Selectboard on a case-by-case basis), would serve as the Town's IT Director and Chief Procurement Officer, and continue as assistant to the Planning Board, Zoning Board, and Finance Committee.

NO action taken. A second reading will be scheduled for a later meeting.

Administrative

Review Correspondence

Correspondence was reviewed. No action taken on any item.

Review and Sign: Payroll and A/P Warrants: W24-12, WP24-12

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

To approve the warrants as presented.

VOTED: 3, 0, 0 (7:40 PM)

Review and Sign: Minutes from Previous Meetings

Minutes from Previous Meetings were reviewed. After review, it was MOVED by Bronstein,
SECONDED by Johndrow

To approve minutes of Minutes from November 20, 2023 as presented.

VOTED: 3, 0, 0 (7:43 PM)

Set date for next meetings

The board agreed to meet on December 18 and January 2, 2024.

Executive Session – if needed or requested

It was MOVED by Johndrow, SECONDED by Bronstein

To enter into executive session for the purpose of reviewing and approving executive session minutes and to discussing pending litigation, the chair believing that an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

VOTED: JOHNDROW: YES; BRONSTEIN: YES; DEMPSEY: YES. (7:48 PM)

The board entered executive session at 7:47 PM.

ADJOURNMENT


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

To leave executive session, and immediately to adjourn.


VOTED: JOHNDROW: YES; BRONSTEIN: YES; DEMPSEY: YES.
(7:55 PM)

Respectfully submitted,
Douglas C. Finn


Approved by a vote of the Selectboard at a regular meeting, held on December 18, 2023.



Maureen Dempsey



Scott Johndrow



Susan Bronstein