



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

December 21, 2015

The meeting convened at 7:00PM.

Present were Art Pichette, Jim Huston, and Phil Dowling. Also present were Cheryl Provost, Joe Boudreau, Patty Cotton, and Steve Holt.

Accepted minutes from December 14, 2015.

- Annual Town Meeting and Election dates:
Art opened the discussion to Patty and Joe. Patty has concerns of the consequences of rushing a ballot question on the Annual Town Election, prompted by the Annual Town Meeting. Joe explained that a budget must be adopted by July 1, and ideally you want it balanced. However, Cherry Sheets are often out after June 30 and it's difficult to balance without those figures. Smith Vocational figures are often not solid until late August. It makes sense to wait until September to hold a Special Town Meeting to finalize the budget. He suggested going to Annual Town Meeting with a plan to balance the budget. This will give a sense of what the people want. If there's no balanced budget at Annual Town Meeting then wait until all numbers are available. Then it can be determined if any debt exclusions are needed. In the case of the tanker truck there's sufficient time and knowledge to place that on the Annual Town Election ballot. Discussion ensued regarding election schedules. Art agreed with leaving the dates as they are. Joe spoke of the challenges of balancing the budget; a heavy topic at the seminars he spoke at, scheduled by the Finance Committee. He also described the difficulty of restructuring the budget process. No vote was held to propose a change to the dates of the Annual Town Election and Meeting.
- Tanker truck: Steve reported that Chris is interested in going out to bid on the tanker truck again. After speaking to others regarding the workload of the truck Chris decided it's worth upgrading the specs with a heavier transmission and chassis. He would also like to spec different tires, as recommended by the Highway Department. Art replied that the current bid was accepted and it's the Selectboards decision if they chose to rescind that vote and go out to bid again. Cheryl reported she spoke to Chris about re-bidding and suggested adding the upgrades as options, awarding the base bid and adding the options if within the approved amount. Chris agreed to that. Counsel is waiting for the current sample contract in Word so he can create one with appropriate language to be added to the purchase agreement. Therefore, the bid documents have not gone to FEMA for approval yet. Phil suggested the new specs go to FEMA for review. He also suggested removing the down payment as part of the bid; this would eliminate the need for a payment bond. Phil also spoke of concerns of the current specs appearing proprietary. Discussed parts of the current bid that could be generalized. Art asked if Phil if would work on new specs with Chris, Phil agreed.

Voted 3-0 to rescind the vote to accept the Tanker Truck bid from Firovac in the amount of \$304,720.00, and to work with Chris Norris on a new Invitation For Bids.

- Voted 3-0 to approve the Wholesale/Retail License application from Steve Holt.
- Website Committee appointment-Laurie Sanders submitted interest of appointment to the committee. Voted 3-0 to appoint Laurie Sanders to the Website Committee.
- Cheryl submitted a draft Selectboard budget as a preliminary review. The Information Technology line item will require a decision on how to proceed next year. The Group Insurance may increase more after the assessment comes in next month.
- Reviewed the following correspondence:
 - Animal Control Officer /Inspector of Animals, Teresa Donovan emailed updates on complaints she received of improper care of a horse. She reported to have followed up and the problem seems to be resolved. No updates at this time on the coyote.
 - Zoning Officer, Chuck Miller; notice of violation-on file
- Administrative Assistant, Cheryl Provost reported:
 - submitted revised work schedule for December 22-December 27 and work report for December 15- December 21.
 - website; Cheryl and Hilary sat through a training webinar session last week. It provided details for the process and development of the web pages. A department survey from request will be sent by email to departments. The current timeline is to have the website running by March 9. In order to meet the deadline all department submittals must be completed and sent to VTS by February 1.
- Signed the Wholesale/Retail License application for Steve Holt.
- The Selectboard voted by roll call, 2-0 to enter into Executive Session at 8:15PM as the Chair declared that discussion in a public meeting may have detrimental effect on the towns' litigating position. The public meeting will reconvene at the end of the Executive Session.
- Closed the Executive Session and resumed Public Session at 8:17PM.

Adjourned meeting at 8:18 p.m.

Approve: _____

Arthur Pichette, Chairman

James Huston, Clerk

Philip Dowling