

**BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
MONDAY  
SEPTEMBER 18, 2017**

**Members Present:** Steven J. Ouellette, Chairman  
Shana M. Shufelt, Vice Chair  
R. Michael Sullivan  
Craig J. Dutra  
Brian T. Valcourt, Clerk

**Also present:** Timothy J. King, Town Administrator

Chairman Ouellette called the Board of Selectmen meeting to order at 6:03 P.M. in the Westport Town Hall, 2<sup>nd</sup> floor meeting room, 816 Main Road, Westport, MA.

**Pledge of Allegiance**

**Chairman's Announcement** – Under MGL Chapter 30A, section 20(f) – Meeting being recorded.

**Important Message by Fire Chief Legendre** – Chief Legendre stated Westport is now under a Tropical Storm Warning due to Jose. Westport is not expected to take a direct hit but we will feel the effects of wind and rain with possibly 3-5" of rain. The seasonal trailers at East Beach will only be evacuated if it develops into a hurricane. Chief Legendre stated some of the trailers are leaving, while others are staying because their season ends on November 1<sup>st</sup>. The Highway Department is ready for any falling trees (a lot of leaves still on the trees) or debris in the roads. At this time, Horseneck Beach, Gooseberry Island and Horseneck Campground are being closed at 12 (noon) on Tuesday through Wednesday, with an assessment on Thursday as to the re-opening. It will be up to the Board if they want to do the same as the state. Chief Legendre stated there will be people, not just from Westport, who want to come and look at the water/surf that will pose a problem for the Beach Committee and the Police Department. Chief Legendre stated if there is wash-over of East Beach Road, the Police will shut the road down. **Motion** made by Mr. Dutra to follow Horseneck Beach Policy for closing of Town Beaches for this storm only. Second by Mr. Sullivan. The Board voted unanimously in favor. Chief Legendre stated there is a hotline setup for up-to-date information, call the EMA line at 1-774-264-5155. Mr. Ouellette stated this information will be placed on the website. Mr. Dutra asked Mr. King to get a press release out for tomorrow.

**Public and/or Board Member Comments**

1. Mr. Valcourt acknowledged the passing of Trig Tronstad, a long time builder in Town, who was his former boss and friend.
2. Mr. Tom Hancock stated there will be a re-dedication at the Gooseberry causeway on Saturday, September 23, 2017 at 10:00am for Thomas E. Pettey, the only Town employee killed on the job. Mr. Hancock invited the Selectmen and the public if they wished to attend.

**Acknowledgments & Recognitions**

1. **Motion** made by Mr. Dutra to approve of a Proclamation recognizing Ataxia Awareness Day on September 25, 2017. Second by Ms. Shufelt. The Board voted unanimously in favor. James Coyne was present to receive the proclamation and stated so far, since he has been involved, thirteen individuals have been identified, with six alone this year. Mr. Coyne also announced there will be a Walk for Ataxia on Saturday, September 30, 2017 at Colt State Park, Bristol, RI. Mr. Coyne thanked the Board members for their care and kindness over the past several years.

### **Appointments and/or Resignations**

1. **Motion** made by Mr. Sullivan to appoint William McQuoid as Relief/Part-time Van Driver for the Council on Aging. Second by Mr. Dutra. The Board voted unanimously in favor. Present: Beverly Bisch and William McQuoid.
2. **Motion** made by Mr. Sullivan to appoint Donald G. Davidson, Jr. to the Long-Term Planning Town Building Evaluation Committee and as a Fence Viewer. Second by Ms. Shufelt. The Board voted unanimously in favor. Present: Donald Davidson.
3. **Motion** made by Mr. Dutra to accept the resignation of William Raus from the Planning Board and as Planning Board Rep. on the Community Preservation Committee. Second by Ms. Shufelt. The Board voted unanimously in favor. **Motion** made by Ms. Shufelt to post for 30 days the “interim” position of the Planning Board, which will be until the next annual election. Second by Mr. Valcourt. The Board voted unanimously in favor. Mr. King is to contact the Planning Board to schedule a joint meeting for October 30, 2017.
4. **Motion** made by Mr. Dutra to appoint Kevin Carter as Conservation Commission Rep to the Community Preservation Committee. Second by Mr. Sullivan. The Board voted unanimously in favor.

### **Public Hearing – RE: An application request from Gil M. Diniz for a six-month Seasonal Trailer Permit to locate a trailer at 123 South Shore Street, Westport, MA for recreational purposes. The property is shown on Assessor's Map 76A, Lot 123.**

The public hearing is opened at 6:30PM. Mr. Ouellette read the public hearing notice. No abutters were present. Mr. Diniz explained his request for a Seasonal Trailer Permit; his trailer is self-contained and access to this property is from Grove Street. Mr. Diniz stated this property is located directly behind his home at 202 East Beach Road. Mr. Diniz stated the trailer has been stripped and is being refurbished inside, currently the trailer is on the side of his house. Discussion ensued. Mr. Ouellette stated he would like to have the Fire Department check out the accessibility on this road and whether it is private or Town-accepted. **Motion** made by Mr. Sullivan to approve a Seasonal Trailer Permit for 123 South Shore Street, with the trailer being placed so it is not in the road and applicant is subject to all requirements by the Conservation Commission. Second by Ms. Shufelt. The Board voted 4 in favor, 1-opposed (Ouellette). The public hearing is closed at 6:40PM.

### **Action Items**

1. **Motion** made by Mr. Dutra to take no action on the Chapter 91-Dock License for 1546-C Drift Road. Second by Ms. Shufelt. The Board voted unanimously in favor.
2. **Motion** made by Ms. Shufelt to approve the partial release of Chapter 61A for Adirondack Lane, Map 1 – Parcel 13 (7.272+/- acres) and Parcel 14 (15.577 +/- acres) due to a change in use from agricultural to commercial activity, specifically from farming to solar energy production. Second by Mr. Valcourt. The Board voted unanimously in favor. \*Present: John Mancini and Giovanna Olsen.
3. **Motion** made by Ms. Shufelt to approve the Chapter 90, 2016 Roadway Improvement Change Orders. Second by Mr. Valcourt. The Board voted unanimously in favor.
4. **Motion** made by Ms. Shufelt to approve the Solar PILOT's for Adirondack, LLC (0 Adirondack Lane) and Blossom B, LLC (0 Blossom Road). Second by Mr. Dutra. The Board voted unanimously in favor.
5. **Motion** made by Mr. Dutra to approve the request of Beverly Bisch, COA Director, for a vacation adjustment of an additional 96 hours to be used by June 30, 2017. Second by Mr. Valcourt. Discussion ensued. Ms. Shufelt asked that the accrued hours be printed on the paychecks; and also to have the bylaw sent to the Personnel Board for review due to the language being very confusing; the language should be revised in order to be brought to Town Meeting. The Board voted unanimously in favor.

## **Licenses**

1. **Motion** made by Mr. Valcourt to approve Common Victualler Licenses for
  - A. Fall River Rod & Gun Club, 309 Sanford Road;
  - B. Westport Monthly Meeting of Friends, 930 Main Road;
  - C. Common Ground Coffee, 762 Main Road;
  - D. Montessori School of the Angels, 1180 American Legion Highway;Second by Ms. Shufelt. The Board voted unanimously in favor.

## **Town Administrator Report**

1. Hix Bridge Road Bridge: Mr. King stated the contractor has started work on the bridge and he did voice the concerns of the Board about weather conditions and was advised that the State is aware of these concerns but they are confident that the work will be completed in timely manner. Mr. Wayne Sunderland stated there has been no work on the piles but they are working on the abutments. Mr. Sunderland stated the weather could be causing problems and delays. No action needed at this time.
2. Police Station Project Financing: Mr. King stated the bond issue for the new Police Station is scheduled to be sold in late October; it will include both the authorized borrowings (\$8m excludable and \$1.39m non-excludable). No action needed at this time.
3. Senior Center Parking Lot Extension: Mr. King stated this project has gone out to bid; TTI has closed their MA Office so he has been in contact with TTI, NJ seeking their suggestion for the balance of the project. No action needed at this time.
4. Tree Removal on River Road: Mr. King stated that Chris Gonsalves, Highway Surveyor is seeking quotes from contractors to remove seven trees on River Road that are within the Town's right-of-way. Mr. King stated they should be there by next Monday. Mr. Dutra asked that the abutters be notified; Mr. King stated they will be. No action needed at this time.
5. Route 6 – MassDOT Handicap Sidewalk Ramp Repair: Mr. King provided the Board with an email from MassDOT advising the Town of a repair to the handicap access ramp at the corner of Greenwood Terrace and Route 6. No action needed at this time.
6. COA Bus Replacement Grant – MassDOT: Mr. King stated he is providing a copy of a letter from MassDOT announcing the grant for the new COA van. No action needed at this time.
7. Senior Center Monthly Report: Mr. King provided the Board with the monthly report from Ms. Bisch. No action needed at this time.
8. Veteran's Services Monthly Report: Mr. King provided the Board with the monthly report from Brad Fish. No action needed at this time.
9. Community TV Monthly Report: Mr. King provided the Board with the monthly report from John Rezendes. No action needed at this time.
10. Marine Services Monthly Report: Mr. King provided the Board with the monthly report from Mr. Leonard. No action needed at this time.

Mr. Ouellette mentioned other projects that Mr. King is spending time on, such as the budget, the time clock issue and the valuation system, which is hopefully going forward.

## **Minutes**

1. **Motion** made by Mr. Dutra to approve the Regular Meeting Minutes of May 30, 2017 and September 5, 2017. Second by Mr. Valcourt. The Board voted unanimously in favor.

## **Discussion Items**

1. BOS FY'19 Budget Policies: Mr. King stated he has provided the Board with a draft of suggested policies for the coming fiscal year; is basing the estimated budget on estimated revenues which is just about 3% over FY'18. Mr. Ouellette stated that Ms. Shufelt is working on the budget with FinCom also. Ms. Shufelt stated the BOS agreed to give some directional guidance on the budgeting process to Mr. King and Mr. King has submitted some recommendations, which the Board needs to consider. Ms. Shufelt stated FinCom is interested in, and has asked that she speak

with them on, the Board's current time frame, which they are not happy with; FinCom wants to start talking with departments now. Ms. Shufelt believes it is pre-mature for FinCom to speak with departments now and instead what she would like to do is, if the Board can set guidance for Mr. King, then she can share that guidance with the FinCom. Mr. King reviewed his recommendations for the FY'19 Municipal Budget. Discussion ensued. **Motion** made by Ms. Shufelt that the guidance for Mr. King will be (1) prepare the budgets with no more than a 2.5% increase rather than current service; (2) plan for an increase of Capital Improvement of not less than \$50,000; (3) plan for an increase in Snow & Ice of not less than \$25,000 over the previous year; (4) calculate the 54/46% split for Schools and Town after removing the benefits, regional schools liability and debt; and (5) level fund OPEC with no less than last year; and bring back recommendations on the remainder. Second by Mr. Sullivan. Ms. Shufelt stated this is our beginning guidance; it can always be revisited. The Board voted unanimously in favor.

### **Selectmen Liaison Committee Reports**

1. Ms. Shufelt stated the Animal Action Committee will be meeting on Monday, September 26<sup>th</sup> to review a draft of the proposed site registry regulations.
2. Ms. Shufelt stated on Monday, September 11<sup>th</sup>, the High School Re-Use Committee met and there was good conversation, we received about sixteen separate ideas which clustered about a couple of things. One idea was to find a way to sell or lease, with restrictions, the building preferably for educational purposes, housing or recreation. Another use mentioned was re-use for other government purposes here in Town; and there was talk of keeping the fields and gymnasium. Ms. Shufelt stated there is a possible meeting on October 3<sup>rd</sup>.
3. Mr. Ouellette stated the Bike/Walking Path Committee had their first meeting and everyone is excited on moving forward; the Chair is Gail Hartnett-Rodrigues.

### **Question and Answer Period** – None.

### **Boards/Committees/Commissions Vacancy List**

Mr. Valcourt read aloud the list of vacancies. Mr. Valcourt mentioned the Water Resources Management Committee should have someone from the Planning Board on this Committee. Mr. Valcourt stated he would like to remove the requirement of Precinct Representation and suggested that this be Committee be reconfigured in the future.

### **Board Members Suggestions for Future Agenda Discussion / Action**

1. Mr. Ouellette stated he will be bringing in Department Heads to discuss their budgets.

### **Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting** – None.

### **Other Business** – None.

### **7:36 PM Executive Session**

**Motion** made by Mr. Dutra to enter into Executive Session pursuant to the provisions of MGL c 30A section 21 to approve Executive Session Minutes of May 30, 2017 and September 5, 2017; to discuss LAW Collective Bargaining; to discuss LAW negotiations; and to discuss Highway Surveyor's contract. Second by Mr. Sullivan. The Board voted unanimously in favor.

**Roll Call Vote:** Mr. Dutra-aye. Mr. Sullivan-aye. Ms. Shufelt-aye. Mr. Valcourt-aye. Mr. Ouellette-aye.

Mr. Ouellette stated the Board would return to Open Session in order to adjourn.

**8:15 PM Open Session**

**Motion** made by Ms. Shufelt to adjourn the Board of Selectmen meeting. Second by Mr. Sullivan. The Board voted unanimously in favor.

**Adjournment.**

Respectfully submitted,  
Diane Pelland  
Administrative Asst/Confidential Clerk to the Board of Selectmen

**APPROVED:** Brian T. Valcourt, Clerk