

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY – May 14, 2018**

Members Present: Ms. Shufelt M. Shufelt, Chairman
Steven J. Ouellette, Vice Chair
Brian T. Valcourt, Clerk
Ann E. Boxler
Richard T. Brewer
Also Present: James Hartnett, Assistant Town Administrator
Absent: Timothy King, Town Administrator

Select Board Chair Shufelt called the Board of Selectmen meeting to order at 6:02 P.M. in the Westport Town Hall, 2nd floor meeting room, 816 Main Road, Westport, MA.

Pledge of Allegiance

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

1. Acknowledgments & Recognitions

- a. Citations for Eagle Scout were awarded to Preston Duclos, John Messier and Clinton Hegarty. The Board was invited to attend and present the citations at the official Scout ceremony on June 10, 2018 at 1:00 pm at Our Lady of Grace Parish Hall, 569 Sanford Road.
- b. Ms. Shufelt reminded the listening audience of the Remembrance Memorial for Charlene Wood on Friday May 18, 2018 at noon in front of Town Hall.
- c. Ms. Shufelt announced the plans for the ceremonies of the Memorial Day Events for Saturday May 26, 2018 and the parade schedule for Monday May 28, 2018.

2. Discussion Items

- a. Disbanding of Animal Action Committee. Ms. Shufelt explained that since all the recommendations have been made, it is time to dissolve the committee as the actions lie in the hands of other Boards. **Motion** by Mr. Ouellette to disband the committee. Second by Mr. Valcourt. Mr. Brewer asked if there were committee concerns given the publicly high sensitivity to the subject. Ms. Shufelt explained that the Massachusetts Department of Public Health has issued some directives. The Board of Health would need to take action next. She also explained that the Committee left the possibility of a Town By-law in the hands of the Board of Health. Chris Wiley rose to state that there is nothing in place to prevent another incident which caused this committee to be created. Ms. Shufelt stated she committed to communicate between Board of Health and the Selectboard and see the recommendations through. The Board voted 5-0 in favor.
- b. Economic Development Task Force, Vice-Chair, Maury May discussed the Summer Farmer's Market and requested permission to hang banners over Main Road and on the Annex playground fence with the information promoting the market at the Town Hall Annex property. Mr. Valcourt asked the information be placed on the Town website also. **Motion** by Mr. Ouellette to approve. Second by Mr. Brewer. The Board voted 5-0 in favor.

- c. David Palmer –Discussion of 4th of July Parade (2018) and request to paint the road center line red-white-blue along Main Road from Hix Bridge Road to Kirby Road. Mr. Palmer asked permission to close Main Road from Hix Bridge Road to Mouse Mill Road. He requested permission to stage the antique cars at the Beech Grove cemetery and for the Town to cover the cost of the Highway Department and Police detail. Ms. Shufelt stated that it is not a Town sponsored parade but, last year the town covered the cost for the two departments. **Motion** by Mr. Valcourt to approve the parade, closing of Main Road from Hix Bridge Road to Mouse Mill Road and for the Town to cover the cost of the Police detail and Highway staff and approve the staging for antique cars at Beech Grove Cemetery. Second by Mr. Brewer. The Board voted 5-0 in favor.

With regards to striping the road red white and blue, the recommendation from the police department was to not paint the lines because of possible liability. The members discussed the idea and hoped that perhaps the organizers can look into this further for next year.

Ms. Shufelt asked the listening audience to consider the appropriateness of the floats and that people use their common sense. Mr. Palmer stated that his biggest concern is safety and urged that people are appropriate in every way and not create a situation where the volunteers need to remove parts of a float. Ms. Boxler asked everyone to consider that this is a family event. Mr. Palmer also stated the group runs on donations that help to pay for the cost of insurance, trophies and other miscellaneous expenses. The information will be posted on the website and referenced to their web page.

3. **Appointments and/or Resignations**

- a. Planning Board request to approve hiring Nadine Castro as Assistant Planner. Jim Whitin, Chair of the Planning Board introduced Nadine Castro who gave a short background of herself to the Selectboard. **Motion** by Mr. Valcourt to approve hiring Ms. Castro as the Assistant Planner II. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- b. Request by Assessor's office to post the position of Senior Clerk. Assessors Steve Medeiros and Sue McDermott were present. Ms. McDermott was introduced to the Board and the Assessors requested posting the open position for senior clerk in house for the required time, and to post the opening outside of town offices once that time lapsed and no applicants were received. **Motion** by Mr. Ouellette to post in house and to post outside of the bargaining unit after 7 days has lapsed until filled. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- c. Request from the Board of Health for the Appointment of Linda Pierce-Roncka as Town Nurse and endorsement of contract. Bill Harkins, Chair of the Board of Health and Ms. Pierce-Roncka were before the Board. The Board reviewed the contract and had no issues. **Motion** by Mr. Valcourt to approve and endorse the employment contract. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- d. Request received from Police Chief Pelletier for re-appointment of Douglas Wenson and Jarrod Levesque as Full-time Police Officers. **Motion** by Mr. Ouellette to approve. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- e. Request received from Police Chief Pelletier for re-appointment to the position of Reserve Police Officers the following: Stephen D. Kovar Jr., Marshall Ronco, Richard J. Rodrigues, Scott Raudonatis, Marciano Silva, Cody Silva, Michael Kelley, Brian Souza, Samuel Teixeira, Ryan Boyd, Tyler Oliveira, Luc Sauvé, Kylie Ouellette, Keith J. Novo, Michael R. Roussel, Brenen Cardoza, Michael Mankavech and Cory Mack.

Motion by Mr. Ouellette to approve reserve officer recommendations except for Kylie Ouellette. Second by Mr. Valcourt. The Board voted 5-0 in favor. **Motion** by Mr. Valcourt to approve Kylie Ouellette. Second by Mr. Brewer. The Board voted 4-0 in favor. Mr. Ouellette abstained.

- f. Request from Police Chief Pelletier that the Board of Selectmen make a contingent offer of employment to Corey Mack and Luc Sauvé. **Motion** by Mr. Valcourt to approve the request. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- g. Request by the School Building Committee to appointment of James Demers, Bill Gifford and Jeff Wade to the School Building Committee, removing Robert Medeiros, Nelson Terra, Cheryl Tutalo, Tom Gastall, Warren Messier, John Tunney and Sue Ubiera. **Motion** by Mr. Valcourt to approve. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- h. Resignation received from Andrew Sousa, Planning Board Member. The Board authorized posting the vacancy for 30 days followed by a joint appointment by the BOS and Planning Board of a qualified applicant. **Motion** by Mr. Ouellette to accept resignation and to post the opening on the website. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- i. Request to Appoint Alexander Lake to the Seasonal Cemetery Laborer position. This item was passed over.

4. **Public Hearing – Trailer Permit**

An application request was received from Andrea Greenwood-Syron, 64 Jillian Way, Westport, MA 02790 for a six-month Seasonal Trailer Permit for recreational purposes to locate a trailer at 66 East Beach Road, Westport, MA. The property is shown on Assessor's Map 76A, Lot 66. The applicant was present. Abutters were notified and the public hearing was advertised in the local paper; no abutters were present. Members found a favorable report from the Board of Health but questioned the inspection process. It was explained that upon application, a fee is collected and then the Building Department will perform the electrical inspection. **Motion** by Mr. Ouellette to approve. Second by Mr. Valcourt. The Board voted 5-0 in favor.

5. **Action Items**

- a. Approval and endorsement of the Bank Anticipation Note for the loan relating to the new High School/Middle School construction. Brad Brightman, Town Treasurer and Lynn Foster from Unibank were present to move forward with the general obligation anticipation note. The first phase is the 9 million that will take the cash flow through next May. This is a short term note. There were four firms bidding on it. Jeffries LLC out of New York won the bid. The coupon is for 3% with a premium of \$101,610.00. Ms. Foster read the vote to the Board out loud and the Board approved the vote. **Motion** by Mr. Valcourt to accept vote as read and approve and endorse the loan instrument. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- b. Release of Lien for Recapture Agreement Document # 36034, Book 8400, Page 149. **Motion** by Mr. Ouellette to release the lien. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- c. Approval and endorsement of the Beech Grove Cemetery Expansion Contractor Agreement. **Motion** by Mr. Valcourt to approve. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- d. Request for approval of a Road Race received from Westport Fair to support the Westport Fair Scholarship Fund. The date of the road race is July 15, 2018 at 10 am. A favorable Police recommendation was received. **Motion** by Mr. Valcourt to approve. Second by Mr. Ouellette. The Board voted 5-0 in favor.
- e. Approval of a request to place a banner from 5/15/18 to 6/10/18 over Main Road for WES-MAC PTO “Tough Kids Challenge” that will be held on Sunday June 10th . Maureen Sullivan was

present to explain the event which benefits the elementary school. The event brought in 1,000 people last year. There was discussion on sharing the parking at the Middle School which will overlap with River Day. **Motion** by Mr. Valcourt to approve. Second by Mr. Ouellette. The Board voted 5-0 in favor.

- f. Approval of a request by the Acoaxet Club, Inc. d/b/a The Pro Shop for a Change of Officers/Directors. Mr. Brewer recused himself as he is on their Board. Holly Cummings from the business office of the Acoaxet Club was present and explained that at their annual meeting they changed members and directors. The change is for the seasonal license at the Pro-shop. **Motion** by Mr. Ouellette to approve. Second by Mr. Valcourt. The Board voted 4-0 in favor, with Mr. Brewer abstaining.
- g. Endorse Order of Taking and plan for Wildberry Way as accepted at Annual Town Meeting. **Motion** by Mr. Ouellette to approve subject to roadway improvements by the abutter. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- h. Request from Dharma Voyage to allow for 3-non-resident passes to Hix-Bridge and use of the landing weekdays only, no weekends or holidays. Ben Booth of Dharma Voyage was before the Board to explain the program. **Motion** by Mr. Valcourt to approve. Second by Mr. Ouellette. The Board voted 5-0 in favor.

6. Licenses. None.

7. Town Administrator Report

Bi-Weekly Report dated May 11, 2018 by Tim King was read by Mr. Hartnett, filling in for Mr. King:

Item #1 – Liquor License Special Legislation. The additional liquor license requested through our legislators is now in the 3rd reading in the Massachusetts House. Noted.

Item #2 – Hixbridge Road Bridge Repair

Steel jackets are being fabricated. Work is expected to begin on or around May 14. It takes about two weeks to complete. It was noted that no work had begun today. Noted.

Item # 3 – Energy Aggregation

National Grid has released its residential Basic Service Rate of \$0.10870 for the period May 1-Oct 31, 2018. The aggregation rate is \$0.10122. Noted.

Item # 4 – New School Bond Anticipation Note (BAN)

The \$9 Million BAN was sold this morning with a bid of 1.87%. Noted.

Item # 5 - Municipal Vulnerability Workshop

The Planning Department hosted a workshop on this topic on Friday. The purpose is to identify potential municipal hazards (e.g. road flooding) and methods to ameliorate the hazard. Noted.

Item # 6 - Senior Center Parking Lot Project

The Senior Center Parking Lot Project looks like it is substantially complete except for lining. Noted.

Item # 7 – Police Station Construction

The new Police Station is approximately 85% completed. Occupancy is still planned for the latter part of June. Noted.

Item # 8 – Head of Westport

New speed limit signs with solar powered perimeter flashers at each end of the Head of Westport have been installed along with the speed limit stencils in the road. The Landing Commission has just approved the plan for Head of Westport and now it goes before the Planning Board as an

amendment to site plan approval. A public meeting will be held to inform the neighbors on May 24 at 6:30 at the Westport Free Public Library. Noted.

Item # 9 – Charlene Wood

Charlene Wood Remembrance Day event will be held on Friday May 18 at noon on the front lawn at Town Hall. Charlene was an employee for the Town for 43 years. Noted.

Item #10 – Marine Services Replacement Truck.

Attached is a memo from Chris Leonard about the replacement pick-up. Noted.

Item #11 – FY 2019 Municipal Budget.

Attached is a spreadsheet showing a summary of the FY 2019 Municipal Budget as passed by Town Meeting. Noted.

Item #12 - Highway Department Monthly Report

Attached is Chris Gonsalves' Monthly Report. Noted.

Item #13 – Town Accountant Monthly Report

Attached is Terry Provencal's Monthly Report. Noted.

Item #14 – Senior Center Monthly Report

Attached is Beverly Bisch's Monthly Report. Noted.

Item #15 – Marine Services Monthly Report

Attached is Christopher A. Leonard's Monthly Report. Noted.

8. Minutes

- a. April 30, 2018 Regular Meeting. **Motion** by Mr. Ouellette to approve as amended due to scrivener's errors. Second by Mr. Valcourt. The Board voted 5-0 in favor.
- b. May 1, 2018 Regular Meeting. **Motion** by Mr. Ouellette to approve. Second by Mr. Valcourt. The Board voted 5-0 in favor.

9. Selectmen Liaison Committee Reports.

- a. Mr. Ouellette noted he has a Southeastern Massachusetts Metropolitan Planning Organization meeting tomorrow as well as a Cable Advisory Meeting scheduled.
- b. Mr. Brewer stated that he is the appointee to the Bristol County Commissioners and the annual meeting is usually in June. He noted that although there is nothing to report, the Energy Committee will be meeting next Monday and he should have more of an update for the next meeting.
- c. Ms. Shufelt is on the School Building Committee and working on the design detail documentation. She looked into extending the pantry use for the Westport Food Pantry however, the demolition group needs the building cleared out by July 15. Abatement will be going out for bid, with September being the goal for hazardous materials to be removed. The demolition would occur after then. Ms. Shufelt reported on her attendance at Fire-Ops 101 with Firefighter Bob Porowski as her handler. It was a great opportunity to see the myriad of duties the firemen must do. She humbly thanked the organizers and the Town's firefighters for their service and for her experience at Fire-Ops 101 where she gained valuable insight into their roles.
- d. Mr. Ouellette requested that the Beach Committee attend and brief the Selectmen of the summer plans. He also asked for a report on what is happening at Horseneck.
- e. Mr. Ouellette suggested inviting Congressman Keating to meet the new Selectboard.
- f. Ms. Shufelt met briefly with Representative Paul Schmid and Senator Michael Rodriques and the MassDOT last Friday on the Route 88 phase II construction that is slated to begin later this year. The plan includes a bike path and sidewalk from Drift Road across the bridge to the state landing.

Mr. Ouellette requested a copy of the bike path plan from Mr. Hartnett who stated he has a draft copy he could provide that is close to the final. Ms. Shufelt thinks that MassDOT is planning a dedication the first week of June but will advise once the firm date is known. Mr. Ouellette stated that the bike summit took place this weekend and the region is happy that Westport is moving forward. Mr. Valcourt asked if Ms. Shufelt knew about the pothole status. She noted she brought it up at the meeting with MassDOT and they are currently addressing them.

10. Question and Answer Period. None.

11. Boards/Committees/Commissions Vacancy List

Ms. Boxler read the vacancies into the record.

**Committee members with terms ending in June should advise if they wish to continue.

Board of Appeals – 2 vacancies (1 Regular & 1 Associate)

Capital Improvements Planning Committee – 2 vacancies (Business & Construction Reps)

Educational Fund Committee – 1 vacancy

Fish Commissioner - 1 vacancy

Historical Commission Alternate– 1 vacancy

Open Space Committee – 1 vacancy (At-Large)

Personnel Board – 2 vacancies

Recreation Commission – 1 vacancy

Westport Economic Development Task Force – 1 vacancy

12. Board Members Suggestions for Future Agenda Discussion / Action. None.

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

Adjournment

Motion made by Mr. Valcourt to adjourn the Board of Selectmen Meeting at 7:25 p.m. Second by Mr. Valcourt. The Board voted 5 in favor.

Respectfully submitted,



Lucy Tabit
Administrative Assistant/
Confidential Clerk

APPROVED:


Ann E. Boxler, Clerk, Select Board Member

Attachments to Agenda of 5/14/18:

1 Agenda and Town Administrator Recommendations

1a Three Eagle Scout citations

1b Charlene Wood remembrance flyer

1c Memorial Day information

2b Economic Development Task Force summer market notice

2c July 4th request
3a Planning Board position request to hire
3b Assessor's position request to post opening
3c BOH position
3d Police officer in good standing
3e Police reserves
3f Police contingent offer
3g School Building Committee appointments
3h Planning Board resignation
3i Alex Lake Cemetery
4 East Beach trailer permit application
5a Bank Anticipation Note
5b Release of lien instrument
5c Beech Grove cemetery expansion contract
5d Westport fair 5k request
5e Tough Kids banner request & flyer
5f Acoaxet pro shop – change of officers for seasonal alcohol license application
5g Order of taking Wildberry Way
5h Hix Bridge use by Dharma contract
7 Town Administrator report and attachments (see #7 above for items with attachments)
8a Selectmen minutes 043018
8b Selectmen minutes 050118