



**BOARD OF SELECTMEN  
MINUTES  
REMOTE MEETING**

**Monday June 22, 2020**

Members Present:     Shana M. Shufelt, Chair  
                             Brian T. Valcourt, Vice Chair  
                             Ann E. Boxler, Clerk  
                             Steven J. Ouellette  
                             Richard W. Brewer

Also Present:           Timothy King, Town Administrator

Select Board Chair, Ms. Shufelt called the remote meeting to order at 6:00 pm.

**Pledge of Allegiance:** The meeting commenced with the Pledge of Allegiance.

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

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Westport Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. The public was invited to join the meeting through the links provided at the time of posting.*

**1. Acknowledgments & Recognitions**

The Chair recognized Brad Brightman, Town Treasurer whose term ends June 23, 2020, election day. Ms. Shufelt also reminded the listening public of the election taking place tomorrow and advised everyone to be safe.

**2. COVID-19 Update**

Matt Armendo, Public Health Director stated 99 confirmed cases, 6 deaths and 90 recoveries. He reviewed the current limits of Phase II and directed listeners to the Mass.gov website for specifics. COVID19 can spread quickly in groups. He reminded all that face coverings are required at the elections and asked everyone to cooperate to keep everyone safe.

**3. Action Items**

- a. Accept monetary donations for the food pantry through the Recreation Department totaling \$1,150: Anonymous - \$50; Barbara Smith - \$75; Stephen Connors - \$25; Douglas G. Vrona, D.M.D. (in memory of Louise M. Burke) - \$100; Country Woolens, Inc. - \$360; Nicholas & Sarah Jansen - \$40; Westport Point Neighborhood Association - \$500;  
Gift Card donations totaling \$1,000: Beth Mercer - \$900 worth of grocery gift cards to Market Basket; Anonymous – \$100 worth of grocery gift cards to Market Basket.

**MOTION** by Mr. Ouellette to accept the donations. Seconded by Mr. Valcourt. The Board voted unanimously in favor by roll call vote.

- b. Approve the FY'21 Motor Fuel Bid results & award the contract to Dennis K. Burke Inc.

**MOTION** by Mr. Ouellette to approve Dennis K. Burke. Seconded by Mr. Valcourt. The Board voted unanimously in favor by roll call vote.

- c. Transfer from Animal Control to Transfer Station \$2,500 for loader repair.  
Transfer from Animal Control General Expenses to Transfer Station \$2,500 (vehicle repair & maint.) **MOTION** by Mr. Valcourt to approve the transfer. Seconded by Mr. Brewer. The Board voted unanimously in favor by roll call vote.

An additional transfer from Animal Control Personnel Expenses to Transfer Station \$6,000 (landfill monitoring). **MOTION** by Mr. Valcourt to approve the transfer. Seconded by Mr. Brewer. The Board voted unanimously in favor by roll call vote.

- d. Allow non-union essential employees to carry forward unused vacation from FY20 to be used in FY21. **MOTION** by Mr. Brewer to approve. Seconded by Mr. Valcourt. The Board voted unanimously in favor by roll call vote.

#### 4. **Discussion**

- a. Town Building Re-opening

Mr. King stated the committee met today to discuss gradually opening the buildings to the public after July 4. The first department will be the Building Department. The progress will be monitored so other departments can also start opening.

- b. Town Meeting Location & Date.

Steve Fors, Town Moderator gave a summary for other towns providing outdoor meeting. Mr. Ouellette stated that outdoors would most likely cost more for having additional staffing and rental of port-a-jons. Ms. Boxler stated that using Whites, will still require everyone to be checked on entry and there is more room to spread out with more entrances and exits than at the High School. Whites will have their own staff to clean and sanitize after the meeting. Mr. Armendo stated that July 21 would give enough time to put it all together.

**MOTION** by Mr. Valcourt to set the date at Whites for July 21, 2020 at 7pm. Seconded by Mr. Ouellette. The Board voted unanimously in favor by roll call vote.

- c. Finalize Town Meeting Warrant

**MOTION** by Mr. Valcourt to approve the warrant as presented. Seconded by Mr. Brewer. The Board voted unanimously in favor by roll call vote.

- d. FY21 Budget

Mr. King stated that the working group, including the School Superintendent, have met and made adjustments. The budget is about \$750K less, with approximately \$340K cut to the Town side and 340K on the school side. Many departments recognized that some of the personnel will see cuts. There have been reductions from every department roughly 3% from the current budget. Some of the positions would remain vacant to make substantial savings in the operational budget. Mr. Valcourt and Mr. Ouellette were opposed to a reduction in stipend for the BOS members. Ms. Shufelt stated that she is supportive of the cuts so that the work force of employees are not sacrificed as much. Mr. Ouellette has a problem with cutting any positions and suggested supplanting stipends with free cash and keeping what is already in place and restoration of stipends. Mr. Brewer supports this reluctantly with the understanding that it is temporary for this year. He noted that if state revenues were restored, it would be addressed before next year. Mr. King explained the plan for the Registrar of voters. After discussion, Mr. Ouellette suggested putting \$30K back into the Registrar's office. Mr. King then explained the vacancies in the Police and Fire Departments noting that there will be vacant positions for FY21. Discussion ensued over



the ACO and BOH cuts. Approximately \$115K will come from free cash to supplant to items Mr. Ouellette noted for committee stipends at \$80K, \$30K for the Registrar and \$1K for the veterans. Mr. Brewer suggested keeping the school budget as agreed – at a reduction of \$340K.

**MOTION** by Mr. Ouellette to use approximately \$112K from free cash for the items discussed. Seconded by Mr. Valcourt. Mr. Brewer asked that the stipends should not be eliminated but reduced. The Board voted 2 in favor and 3 against by roll call vote. With Mr. Brewer, Ann Boxler and Shana Shufelt voting no. The motion did not carry.

Mr. Brewer suggested cutting stipends across the board by 50%. If there is an argument to save others, he would support that.

**MOTION** by Mr. Valcourt to restore the BOS stipends at 50% and leave the remaining as it stands. Seconded by Mr. Ouellette. Discussion ensued. There was no vote and the motion was then withdrawn by Mr. Valcourt.

**MOTION** by Mr. Valcourt to support the budget as submitted by Mr. King with the exception of allowing \$30K to Town Clerk's office and a 50% reduction to BOS stipends and leaving the other stipends in place with funding from Free Cash. Seconded by Mr. Ouellette. The Board voted 5-1 in favor by roll call vote. Ms. Shufelt voted nay.

Ms. Shufelt asked Ms. Oliver about the election. She said that Mr. Coyne will not be conducting interviews. He will only present results upstairs at Town Hall. The entrances and exits will be well marked at each polling place.

Ms. Oliver does not plan on doing any swearing in of candidates tomorrow night and asked that people contact her to make arrangements to get sworn in.

## **5. Appointments and/or Resignations**

- a. Request appointment of Michael R. Martin as a Reserve Police Officer.
- b. Re-appointment to the position of Reserve Police Officer: Stephen D. Kovar Jr.; Michael Kelley; Michael R. Roussel; Brian D. Souza; Keith J. Novo; Richard J. Rodrigues; Samuel Teixeira; Francios Napert; Scott Raudonaitis; Tyler Oliveira; Cody Silva; Andrew Pelletier; Amy-Lyn Smiddy; Keara Enos; Sarah Zielinski; Scott Algarvio; Julius Rosario.
- c. Agricultural Commission: Shirley D'Agostino (3-year term); alternates: Tina Nowell and Katie Nemeth (1-year Terms).
- d. Audit Committee: Cynthia Brown (1-year term).
- e. Beach Committee: Sean Leach, John Perry (3-year term).
- f. Cable Advisory Committee: James LeBelle Sr., Robert J. Oliveira, Robert Daylor, John E. Miller, Donald Krudys, Nancy Stanton Cross (1-year terms).
- g. Camping Ground Committee: Karin Bergeron, Nancy Stanton-Cross, Dana Stewart, and Martin Costa (1-year terms).
- h. Capital Improvements Planning Committee: Timothy J. King, Susan Brayton, James Hartnett, Theresa Provencal, Thomas Schmitt, Antonio Viveiros (1-year term). Michael Castro was no longer an Assessor and therefore not appointed. The Board requested that Theo Gabriel be appointed in his stead, as she is the principal assessor.
- i. Commission on Disability: Martin Costa (3-year term). Mr. Corwall requested not to be reappointed.
- j. Conservation Commission: Paul Joncas and Kevin Carter (3-year term).

- k. Council on Aging: Irene Buck (3-year term).
- l. Economic Development Task Force: Maury May, James Coyne, Ben Wolback, Liz Collins, Robert Daylor (1-year term).
- m. Zoning Board of Appeals: Roger Menard (5-year term); Raymond Elias, Associate Member (1-year term).

After reading the appointments into the record and disusing items i and j,

**MOTION** by Mr. Ouellette to approve a-m as listed above. Seconded by Mr. Valcourt. The Board voted unanimously in favor by roll call vote.

- n. **Registrar of Voters Republican Town Committee:** RESCIND prior vote appointing all three candidates and appoint only one candidate: Arthur Caesar (incumbent), Nancy Cook and Josephine K. Coleman (3-year term).

**MOTION** by Mr. Valcourt to rescind the vote from 6/8/2020 to appoint all three persons. Seconded by Mr. Brewer. The Board voted unanimously in favor by roll call vote.

**MOTION** by Mr. Ouellette to reappoint Arthur Caesar. Seconded by Mr. Valcourt. The Board voted unanimously in favor by roll call vote.

**6. Licenses.**

None.

**7. Town Administrator Report**

Mr. King gave his report, of note, was the opening of Town offices previously discussed; Algonquin gas work that will be going on in town; a FEMA letter arrived rescinding the maps and monthly department reports.

**8. Minutes**

None.

**9. Bill Warrant**

Noted: Mr. Brewer stated that all was in order and that there was a large payment to Agostini Construction this time around.

**10. Selectmen Liaison Committee Reports**

Steve Ouellette: The Bike Committee met and he reported on the continued projects. Because of the trash accumulating on the Fontaine Bridge, State Rep. Schmid will be looking at how to address that. Ms. Shufelt reported that there has been a lot of activity at the new school site.

Mr. Ouellette mentioned that there were a lot of fireworks complaints and complaints are to go to the Police Stations.

Mr. Valcourt stated that he appreciated working with the current board and expressed his pride in having worked with everyone these last six years.

**11. Boards/Committees/Commissions Vacancy List**

As posted.

**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.

**14. Question & Answers.**

None.

**15. Executive Session – Motion** by Mr. Brewer to enter into Executive Session at 8:13 pm. and adjourn the regular session at its conclusion pursuant to the provisions of MGL c 30A section 21(a), Chair declares an open meeting will have a detrimental effect to:

- a. Amend the Employment Agreement with the Director of Public Health.
- b. Town Administrator Employment Agreement.
- c. approve Executive Session Minutes.

Seconded by Mr. Valcourt. The Board voted 5-0 in favor by roll call

**Adjournment**

**Motion** by Mr. Ouellette to adjourn the regular meeting at 8:28 p.m. Seconded by Mr. Valcourt. The Board voted 5-0 in favor by roll call.

Respectfully submitted,



Lucy Tabit Administrative Assistant/  
Confidential Clerk

APPROVED: \_\_\_\_\_



Ann E. Boxler, Clerk, Select Board Member

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**Attachments to Agenda of 6/22/20:**

- 2 BOH COVID-19 update BOS Mtg- 6.22.20
- 3a List of Monetary & Gift Card Donations for Food Pantry, 6-18-20
- 3b Motor Fuels contract - Denis K Burke
- 3c Animal control transfer request
- 4c DEPT RESPONSES TO ATM ARTICLES
- 4c Warrant index TA Recs
- 4d budget
- 5a PD Reserve contingent offer Martin
- 5b PD annual appointment memo2020
- 5c-m appointments
- 5n Republican registrars
- 7 TA report
- 9 warrants
- 15a Dir pub health
- 15b TA contract