



**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
WESTPORT TOWN HALL
816 MAIN ROAD, WESTPORT, MA
MONDAY OCTOBER 25, 2021**

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

Member Absent: Brian Valcourt

Also Present: James Hartnett, Town Administrator

Select Board Chair Ms. Shana Shufelt called the meeting to order at 6:02 pm in the Westport Town Hall, 2nd floor meeting room, 816 Main Road, Westport, MA.

Pledge of Allegiance: The meeting commence with the Pledge of Allegiance

Chair's Announcement: The Chair announced that under the provisions of MGL Chapter 30A, section 20(f), the meeting is being recorded.

1. Acknowledgments & Recognitions

Ms. Shufelt recognized Chief William Tripp, a lifelong resident of Westport, who served the town as a Firefighter for 33 years, Chief for nearly 20 years, Decorated Veteran served in Vietnam. Sincere condolences to his family.

2. Covid Update

Ms. Shufelt highlighted the Board of Health Covid Update; 115 new cases, 1 death reported and no hospitalizations at this time, the town has a 5% Positivity Rate, and 69% of the town is vaccinated.

3. Licenses/Permits.

a. 6:05 Public Hearing

Application request from Noele, Inc. d/b/a Village Market for a change of ownership, officers and manager of a Wine & Malt Beverages License (not to be drunk on premises), located at 151 State Road, Westport, MA – Samantha Medeiros, Owner/Manager.

Attorney Arthur Frank was present representing the applicants. Attorney Frank stated that Samantha Medeiros and Helena Medeiros will be staffing the business and Samantha Medeiros will be the manager. The applicants plan on operating the business similar to the way it has been operated in the past.

MOTION by Mr. Ouellette to approve the change of ownership, officers and manager of a Wine & Malt Beverages License (not to be drunk on premises), located at 151 State Road, Westport, MA – Samantha Medeiros, Owner/Manager, seconded by Mr. Brewer. The Board voted 4-0 in favor.

4. Appointments and Resignations

- a. Request to appoint Cynthia Kozakiewicz and James Watterson as Alternate Members to the Zoning Board of Appeals.

MOTION by Mr. Ouellette to appoint Cynthia Kozakiewicz and James Watterson as Alternate Members to the Zoning Board of Appeals, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- b. Climate Resiliency Committee Appointment Requests:

Sean Leach – Beach Committee Representative

Jake McGuigan – Conservation Commission Representative

Ross Moran – Land Conservation Trust Representative

MOTION by Mr. Ouellette to appoint Sean Leach as the Beach Committee Representative, Jake McGuigan as the Conservation Commission Representative and Ross Moran as the Land Conservation Trust Representative to the Climate Resiliency Committee, seconded by Ms. Boxler. The Board voted 4-0 in favor.

- c. Request to accept the resignation of Robert Oliveira from the Cable Advisory Board.

MOTION by Mr. Ouellette to accept with regrets and to send a letter of appreciation, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- d. Board of Registrars Committee Requests: (maximum of 3)

Republican Committee - Pamela Costa

Republican Committee – Robert Alves

Republican Committee – Josephine Coleman

Democratic Committee – Allisson Valton

Democratic Committee – Barbara Lambert

Ms. Shufelt noted that three appointments are needed, one appointment from each party and the third appointment can be either republican or democrat.

MOTION by Mr. Ouellette to appoint Pamela Costa to the Board of Registrars, seconded by Ms. Boxler. The Board voted 4-0 in favor.

MOTION by Ms. Boxler to appoint Allisson Valton to the Board of Registrars, seconded by Mr. Ouellette. The Board voted 4-0 in favor.

MOTION by Ms. Shufelt to appoint Barbara Lambert to the Board of Registrars, seconded by Mr. Ouellette. The Board voted 3-1 in favor.

- e. Request from Matt Armendo to appoint Joe Reis as Sr. Board of Health Agent.

MOTION by Mr. Ouellette to appoint Joe Reis as Sr. Board of Health Agent, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- f. Request from John Rezendes to hire Madison Duarte and Raurie Laliberte as camera and production assistants.

MOTION by Mr. Ouellette to hire Madison Duarte and Raurie Laliberte as camera and production assistants, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- g. Request to appoint Nicole Pearsall as interim Town Accountant
Hartnett stated that interim appointments have been made in similar situations and recommended the appointment effective October 25, 2021. Ms. Shufelt suggested the appointment be made for October 26, 2021.

MOTION by Ms. Boxler to appoint Nicole Pearsall as interim Town Accountant, effective October 26, 2021, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- h. COA request to appoint Thomas Burns as a part time Van Driver.

MOTION by Mr. Ouellette to appoint Thomas Burns as a part time Van Driver, seconded by Mr. Brewer. The Board voted 4-0 in favor.

5. Discussion

- a. Board of Health - Animal Control hours and staffing update.

Mr. Armendo stated that the Animal Control Office is shorthanded, they have adjusted the Asst. Animal Control Officer's hours. The assistant will be working Monday through Fridays and will be on call weekends as needed, as there is more demand during the week then on the weekend. Mr. Armendo noted that there may be some weekend and night time on call hours that will not be covered.

6. Action Items

- a. Chapter 61A Release; John A. Santos III and Lyndelle M. Santos, 0 Main Road, 1.47 acres, Map 55 Lot, Lot 29 as shown in ANR Plan Book 181, Page 12 as LOT 3, dated 12/9/19 and recorded with the Bristol County (S.D.) Registry of Deeds. Notification Made June 16, 2021, with an expiration date of October 14, 2021.

MOTION by Mr. Ouellette to authorize the Chapter 61A Release; John A. Santos III and Lyndelle M. Santos, 0 Main Road, 1.53 acres, Map 55 Lot, Lot 29 as shown in ANR Plan Book 181, Page 12 as LOT 2, dated 12/9/19 and recorded with the Bristol County (S.D.) Registry of Deeds. Notification Made June 16, 2021, with an expiration date of October 14, 2021, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- b. Chapter 61A Release; John A. Santos III and Lyndelle M. Santos, 0 Main Road, 1.53 acres, Map 55 Lot, Lot 29 as shown in ANR Plan Book 181, Page 12 as LOT 2, dated 12/9/19 and recorded with the Bristol County (S.D.) Registry of Deeds. Notification Made June 16, 2021, with an expiration date of October 14, 2021.

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- c. Planning Board request for comments on a solar application for 0 Division Road.
No Comments

- d. Request to approve the donation to the Food Pantry from Donna Amaral for \$100.00.

MOTION by Mr. Ouellette to accept the donation to the Food Pantry from Donna Amaral for \$100.00, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- e. Landing Commission requests approval to file a grant with the Seaport Economic Council for the Hix Bridge Landing Project, to include design, engineering and permits.

Mr. Bull stated that the boat ramp is in disrepair, the float system is antiquated, the current landing allows run off to flow into the river, with environmental and safety issues at hand, this grant will lead to a shovel ready project. Along with the \$5,000 Commission on Disability contribution and funding from Representative Schmid an additional town match will not be required. The total cost will be \$95,000 for the design and engineering plans. Ms. Shufelt questioned the cost to the town for the plans, Mr. Bull answered no cost to the town.

MOTION by Mr. Brewer to approve the request to file a grant with the Seaport Economic Council for the Hix Bridge Landing Project, to include design, engineering and permits, seconded by Mr. Ouellette. The Board voted 4-0 in favor.

- f. Request from the Trustees of Reservations for approval to sublet a portion of the office space at Westport Town Farm to the Westport Historical Society.

MOTION by Mr. Ouellette to approve the request from the Trustees of Reservations to sublet a portion of the Westport Town Farm for office space to the Westport Historical Society, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- g. Request approval of Contract for Services with Eric A. Kinshurf, CPA

Mr. Hartnett stated that Mr. Kinshurf assisted the Treasurer's office in the past and is recommending that the Board approve the contract not to exceed \$15,000 for his assistance working in the accountant's office until the accountant position can be filled.

MOTION by Mr. Ouellette to approve the Contract Services with Eric A. Kinshurf, CPA, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- h. Westport Free Public Library request to post the Part Time Aide Position recently vacated by Rebecca Priest.

MOTION by Mr. Ouellette to post the Part Time Aide Position recently vacated by Rebecca Priest, seconded by Mr. Brewer. The Board voted 4-0 in favor.

- i. Request contract approval for Mass Installation Inc. for water meter installations, \$66,475.

MOTION by Mr. Ouellette to approve the water meter installations contract by Mass Installation Inc. for \$66,475, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

7. Town Administrator Report

- 1. **Organizational Study: Town and School Collaboration**

Mr. Hartnett stated that the report has been completed and recommends areas for improvement. The report recommends changes in the following areas, Human Resources, Payroll, Purchasing, Information Technology and Facilities. A copy of the summary is attached and the complete report is in the packet. Mr. Hartnett is keeping track of contracts, and procurement processes.

- 2. **MS4 Year 3 Annual Report**

Mr. Hartnett noted the Town will continue to work with Kleinfelder, the Buzzards Bay National Estuaries Project and Mass Maritime on meeting the yearly requirements for this program. This can be a very expensive permit to comply with and to reduce costs the Town has been utilizing

Mass Maritime interns and Westport Highway staff to conduct catchment and outfall investigations. Additional funding will be needed in the future as each year has additional permit requirements.

3. Deer Overpopulation and Management Briefing

This briefing will be held on Thursday, October 28, 2021 at 6:30 PM in the Board of Selectmen Hearing Room.

4. FY23 Budget

Worksheets have been distributed to departments within the next week to meet the draft municipal budget calendar. Meetings with representatives from each department will take place in November with recommendations to the Select Board by the middle of December. Attached Budget Memo

5. Monthly Reports

Council on Aging Directors Report October

8. Approve Minutes

a. September 27, 2021

MOTION by Mr. Brewer to approve the September 27, 2021 Meeting Minutes, seconded by Mr. Ouellette. The Board voted 4-0 in favor.

b. October 12, 2021

MOTION by Mr. Brewer to approve the October 12, 2021 Meeting Minutes, seconded by Mr. Ouellette. The Board voted 4-0 in favor.

9. Report on Bill Warrant

Ms. Boxler noted it was in order, there was one large voided check due to a double payment.

10. Selectmen Liaison Committee Reports & Suggestions for Future Agenda Discussion / Action

Ms. Boxler; hasn't had any meetings

Mr. Ouellette; Cable Advisory Board stated that they are chipping away at the new contract. Not everyone is sworn in for the Bike Path Committee.

Mr. Brewer questioned if the Annual Permitting Process for businesses is underway, Paula noted that all applications have gone out.

Ms. Shufelt; New School Ribbon Cutting is scheduled for November 12, 2021, the grounds are just about ready for sod, still working on the gym, addressing the flooring issue, chipping away at the punch list, faculty and staff are able to add to the list, the lighting issue is being addressed, seems to be a timer issue, still lots of contingency, as project is still significantly under budget.

11. Boards/Committees/Commissions Vacancy List

12. Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting.

None

13. Comments and Statements

John Alden commented on the cell phone service at the new school.

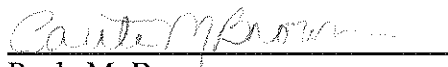
14. Executive Session


MOTION by Mr. Ouellette to enter into Executive Session at 7:01pm, seconded by Mr. Brewer. The Board voted 4-0 in favor by roll call vote, Mr. Brewer aye, Mr. Ouellette aye, Ms. Shufelt aye and Ms. Boxler aye.

Adjournment

MOTION by Mr. Ouellette to adjourn the regular meeting at 7:36pm. Seconded by Mr. Brewer. The Board voted 4-0 in favor.

Respectfully submitted,


Paula M. Brown
Administrative Assistant
Select Board

APPROVED: 
Richard Brewer, Clerk
Select Board Member



2 BOH COVID
Update 10.22.21.pdf



3a Noele, Inc.pdf



4a Kozakiewicz -
Zoning Board.pdf



4a



4b Leach - Beach
BComm. Climate Resil



4b WCC-McGuigan
Resiliency Committee.



5a Animal
Control.pdf



4c WCAB Oliveira
resignation letter



4d Democratic
Town Committee



4d Republican
Committee Nominee



4e Joe Reis.pdf



4f Cable
Appointments.pdf



4h COA Part Time
Van Driver.pdf



5a Animal
Control.pdf



6a 61A-Santos-Lot
3.pdf



6b 61A-Santos-Lot
2.pdf



6c Division Road
Site Plan.pdf



6d Food Pantry
Donation.pdf



6e Hix Bridge
Landing.pdf



6f Town Farm
Request.pdf



6g Town
Accountant Consult



6h Part Time Library
Aide.pdf



8a BOS Regular
Meeting Minutes 9-



Meeting Minutes 10



TA1 Westport Town
School Collaboratioal-report-yr3 092121



TA2Westport-annu
Population Briefing.



TA3 Deer



TA4 BOS Budget
Memo.pdf