

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY
JUNE 13, 2016**

Members Present: R. Michael Sullivan, Chairman
Antone C. Vieira Jr.
Shana M. Shufelt, Clerk
Also Present: Timothy J. King, Town Administrator
Members Absent: Craig J. Dutra, Vice Chairman
Steven J. Ouellette

Chairman Sullivan called the Board of Selectmen meeting to order at 6:00 P.M. in the Westport Town Hall, 816 Main Road, Westport, MA with the reciting of the Pledge of Allegiance by all present.

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

Public and Board Member Comment – None.

Acknowledgments & Recognitions

At this time, Chairman Sullivan called for a Moment of Silence for the Orlando shooting victims and their families.

Appointments and/or Resignations

1. **Motion** made by Mr. Vieira to appoint the following as Republican Town Committee Poll Workers: Jodi Sullivan, Josephine K. Coleman, Nancy Z. Cook, June M. Hebert, Marge Pavao, Judy Brightman, Muriel M. Peters, Carin Wehrmeister, Jackie Marmen, Jackie Hasson, Susan J. Foster, Nancy Dawson, Patricia G. Spiteri, Pamela Costa and Craig Mignon – Substitute Poll Workers: Mary McCarthy, David Spiteri, Bill Harkins, Karl Daxland, Mary Lou Daxland and David Borges. Second by Ms. Shufelt. The Board voted 3 in favor; 2-absent (Ouellette, Dutra).
2. **Motion** made by Ms. Shufelt to appoint Kylie Ouellette as Full-Time Dispatcher for the Westport Police Department. Second by Mr. Vieira. The Board voted 3 in favor; 2-absent (Ouellette, Dutra).
3. **Motion** made by Mr. Vieira to appoint the 2016 Season Lifeguards per recommendation of the Beach Committee: Evan Audette, Joseph Matrisciano, Max Trojano, Cam Schofield, Andrew Baptiste, Morgan Wedge, Alex Gallant, Kyle Medeiros and Nick Graca. Second by Ms. Shufelt. The Board voted 3 in favor; 2-absent (Ouellette, Dutra). Present were: Evan Audette, Joseph Matrisciano, Max Trojano, Cam Schofield, Andrew Baptiste and Morgan Wedge.
4. Chairman Sullivan stated that due to the Board being absent two members, he would like to address only the re-appointments, with either holds or approvals by the members present. **Motion** made by Mr. Vieira to appoint the following. Second by Ms. Shufelt. The Board voted 3 in favor; 2-absent (Ouellette, Dutra).

Agricultural/Open Space Preservation Trust Fund Council:

David Cole, Dudley Millikin & Leone Farias

Board of Appeals: Donna Lambert – Regular Member and Roger Menard – Alternate Member

Cable Advisory Board: Donald T. Krudys, James LeBelle, Sr. and David Cole

Capital Improvements Planning Committee: Muriel T. Kokoszka, John “Jack” Baughan and John J. McDermott

Commission on Disability: Raymond Phenix

Community Preservation Committee: Betty Slade, Anne L. Brum and James Coyne

Energy Committee: Karl Daxland, Walter Barnes, Max Kohlenberg and Tony Connors

Harbor Advisory Committee: John Azevedo, Milton Adams, John W. Borden, Jr., Edward Carey and Alexander Preston

Assistant Harbormasters: Richard B. Earle, Gary A. Tripp, Andrew Sousa, Jonathan Paull, James Perry, Asa Beaumont Mills

Assistant Harbormaster (non-paid volunteer): Richard Hart

Historical Commission: Geraldine Millham

Public Weighers: A&E Metals-Amy Abate, Eric Abate, Paulo Chaves, Michael Abate, Sr. and Deborah A. Sullivan; Excel Recycling – Scott Smith, Kimberly Feno and Andrew Viveiros; Mid City Steel – Jason Fonseca, Abraham Melendez, Kenny Kehoe, Chris Kessing and Chris Dumais;

Recreation Commission: George Cataldo

Safety Regulation Board: Donna Lambert (Fence Viewer)

Shellfish Advisory Committee: John W. Borden, George Smith, Ronald P. Savaria, Dora Atwater Millikin and Richard E. Smith

Deputy Shellfish Constables: Jonathan Paull, Andrew Sousa, James Perry, Asa Mills, Justin McLaughlin (Jr. Deputy), Daniel P. Sullivan (Honorary member), Robert Pierce and Gary Sherman (Special Deputy Shellfish Constables)

Soil Conservation Board/Conservation Commission: Jason Powell

Southeastern MA Commuter Rail Task Force: Marc DeRego

Tax Incentive Program Committee: James Whitin and Robert Grillo

Westport Affordable Housing Trust: Elizabeth A. Collins and James P. Sabra

Westport Agricultural Commission: Hannah Wolbach, Brian Perry and Michael Perry, Jr.

Westport Citizens Betterment Committee: Patricia Kershaw, Shirley Desrosiers, Leone Farias, Peter Berube and Charlene Wood

Westport Cultural Council: Carolyn Duby

Westport Economic Development Task Force: Maurice E. May, Marc DeRego, Elizabeth A. Collins, John “Jack” Baughan and James Coyne

Volunteer Parking Officer: Tim St. Michel

Animal Control Officer (per-diem): Samuel Teixeira

Head Plumbing and Gas Inspector: Joseph Ferreira

Assistant Plumbing and Gas Inspector: Jason Camara; **Assistant Wiring Inspectors:** William Plamondon and Dane Winship

Alternate Per-Diem Wiring Inspector: Paul Burke

Cross Connection Surveyor/Backflow Device Tester: John D. Enloe

School Department Representatives: Carolina Africano (Cable Advisory Committee), Antonio Viveiros (Capital Improvements Planning Committee), Dr. Anne Dargon and Margot Desjardins (ADA Transition Planning Committee) and Mark Carney (Town School Building Committee);

Reserve Police Officers: Stephen D. Kovar, Jr., Samuel Teixeira, Nathanael Jones, Keith Novo, Richard J. Rodrigues, Mario DaCunha, William Baraby, Jeffrey Belyea, Marshall Ronco, Michael R. Roussel, Michael Kelly, Michael Jacques and Brian D. Souza.

Motion made by Mr. Vieira to accept with regrets and to send a letter of thanks to the following non-reappointments and resignations. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Board of Appeals: Laurence Kidney

Commission on Disability: John Pelletier

Personnel Board: Thom Shaughnessy, Eileen Beaulieu and Patti Spiteri

Soil Conservation Board/Conservation Commission: John “Jack” Reynolds

Westport Agricultural Commission: Donna Lambert, Ashley Robbins-Perry and Shirley D'Agostinho-Robbins

School Representatives: Robert Nogueira, Michelle Duarte, William Lawton and Woodrow Wilson.

Appointments held on: Beach Committee, Council on Aging, Water Resources Management Committee and BOS Representatives.

Mr. Sullivan read aloud the remaining vacancies in case someone might be interested: ADA Transition Plan (3), Board of Appeals (1), Cable Advisory Board (2), Citizens for Citizens Rep (1), Commission on Disability (1), Energy Committee (2), Fence Viewers (2), Long-Term Planning Town Building Evaluation Committee (1), Personnel Board (3), Conservation Commission (1), SRTA (1), Volunteer Parking Officer-Handicap Access Only (1), Westport Affordable Housing Trust (3), Westport Agricultural Commission (2), Westport Economic Development Task Force (1).

John P. Fennelly – RE: An application request for a private shellfish grant/aquaculture license for a 25-acre oyster farm in the following proposed area: Gooseberry Site #3.

The public hearing was opened at 6:08 PM with the reading of the Public Hearing Notice. Present: John & Kerian Fennelly and Marine Services Director Chris Leonard. Mr. Fennelly stated he is applying for an Aquaculture permit to farm American Eastern Oysters on site #3 of the Gooseberry Aquaculture development area. Mr. Fennelly stated that he has been working with his son growing oysters for commercial sale; this is a 25 acre site and it is north of his son, Kerian's site #1. Mr. Fennelly stated the plan will be the same as his son's. Mr. Leonard stated that normally, the applicant should go to the State first but the State wants the local approval first; once approved, the State will go and inspect and deem if the site is viable. Mr. Leonard stated the application has been before the Conservation Commission and the Shellfish Advisory Committee and the Shellfish Constable, receiving their approvals and is now before the Board for approval before going to the State; he recommends approval of this request. Discussion ensued regarding his request and the plan to be used; Kerian Fennelly explained how he will be working with his dad on this site. **Motion** made by Ms. Shufelt to approve the request for a Shellfish Aquaculture License for Gooseberry Site #3 to John Fennelly. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra). The hearing is closed at 6:20 PM

Beverly Bisch – RE: Appointment of Melissa Duquette as Part-time Nutrition Meal Site Manager at the Council on Aging.

Present: Beverly Bisch, COA Director and Melissa Duquette. Ms. Bisch stated that Ms. Duquette is experienced, a Town resident and has great work and personal references; she is experienced in dealing with the public and people with cognitive and behavioral issues. Ms. Bisch stated this position is 50% town-funded. **Motion** made by Mr. Vieira to appoint Melissa Duquette as Part-time Nutrition Meal Site Manager at the COA as recommended. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

School Building Committee – RE: Update on the status of the Feasibility Study.

Present: Dianne Baron-Chair of the School Building Committee, Tracy Priestner-Vice Chair and Dan Tavares, Project Manager. Ms. Baron stated they were here tonight to update everyone on where they were with the Feasibility Study, which was approved last May. Ms. Priestner stated this was a status report to the stakeholders in Westport; the goal is to keep people informed and to get input. Ms. Priestner stated they hoped everyone could join the meeting of the School Building Committee scheduled for Wednesday, June 22, 2016 at 6PM in the Media Center at the Jr/Sr High School. Ms. Priestner then gave a history of how this project evolved since 2011, when PCB's were found at the Westport Middle School and the decision being made to close the school; in 2015, funding was approved to conduct a Feasibility Study; in January, 2016 an OPM was selected and on April 5, 2016, a meeting was held with the MSBA for approval to hire Jonathan Levi Architects as the architectural firm; at this meeting, it was the first time that a district had invited students to attend. Ms. Priestner continued with a visual presentation of projects completed by the architectural firm. Ms. Priestner stated this is not strictly a school building project but a community project, which needs everyone's

ideas, input and support. Ms. Priestner stated the Feasibility Study is now in the process of evaluating sites, existing conditions and design alternatives in conjunction with great configuration analysis and cost factors. The Study is also developing the educational program and space summary; once completed, the design team will develop alternatives and options with a preferred design option to be submitted to the MSBA for approval at its' November 6, 2016 Board of Directors Meeting. We will be seeking voter support of the project and the appropriation of funds in May, 2017. Ms. Priestner explained the task of the Design Team. Ms. Priestner outlined the projected time line for the project; the meeting scheduled for June 22, 2016 is to begin the preliminary evaluation of design alternatives developed by Jonathan Levi Architects, the goal is to narrow this down to three options; following local approval of the design alternatives along with the three preferred options, this will be submitted to the MSBA for their review in early July, 2016; also to be included will be the district's educational program based on a series of visioning sessions, initial space summary and the documentation of existing conditions in our schools. The MSBA will review the information to determine if it concurs with the findings and accepts the district's recommendation of the three proposed preliminary alternatives to be further studied as part of a final evaluation. Once the MSBA accepts the district's findings and recommendations, the district and it's designer will proceed with the final evaluation of the proposed alternatives. The School Building Committee will then select the preferred design option from the three alternatives and submit that choice to the MSBA in September for approval at it's November, 2016 MSBA Board of Directors Meeting. Following the approval of the preferred option, the district and it's project manager and design team will work on completing the schematic design and budget for the project; these documents will be submitted to the MSBA by the end of January, 2017. After review by the MSBA, and if accepted, they will present Westport's project at its March, 2017 Board of Directors Meeting for approval of the project's scope and budget; the Board's approval would authorize the MSBA to enter into an agreement with the district for that specific scope, project, budget and schedule. The district will then have 120 days from the date of authorization to secure local approval for the funding of this project. The goal is to seek and secure the funding at the May, 2017 Spring Town Meeting and to submit a subsequent ballot referendum. The district will be required to appropriate and authorize the total project costs, including both the district's and the MSBA's share, however, the district will only have to borrow it's portion. Ms. Priestner continued with her presentation and stated she dared everyone to dream. Mr. Sullivan stated this is a very complicated process and it has been presented very well; the MSBA has determined that we have a need; the State has a lot of checks and balances and we have a volunteer committee shepharding this process. Ms. Baron stated we are not alone in this, we need everyone's input; if we don't move forward, we are losing students because we do not have a 21st century environment for them. Ms. Priestner stated we need community involvement; and noted the new school "Somerset/Berkeley" as a community building with areas open to the public, both indoor and outdoor with a safe, secure walking space and public rooms for rent; Ms. Priestner stated they wanted the same for this community. Mr. Tavares explained the process of the three preferred options to the MSBA stating they will be looking at cost-effectiveness and educational basis; they look at all of this; it is a critical and comprehensive process to make sure we are on the right track; we only have one shot at this to get approval in March; this is a very transparent process and this will be a 50-year solution. Ms. Priestner stated everyone should look at the website; it contains the minutes of the meetings, documents, videos of all presentations and schedule of meetings. Ms. Priestner stated they welcomed everyone, whether pro or con, to attend the meeting and state their concerns. Ms. Shufelt stated there have been so many meetings already, this is a transparent and open process and she encouraged everyone to attend and voice their concerns; Ms. Shufelt stated she appreciated how they were trying to get the word out to everyone. Mr. Vieira stated he was a member on this committee and encourages folks to consider attending the June 22nd meeting; this is a crucial meeting because all options are on the table; no decisions have been made yet; and unlike most funding in the past, this requires a commitment but the Town will only be paying a portion of the costs, whether it be a new building or an addition. Ms. Priestner stated that 118 schools applied to get in what is called the pipeline and we are at the front of the line. Ms. Baron stated that we were one of thirteen

districts chosen. Ms. Priestner stated this is our opportunity to move forward. Mr. Vieira stated one of the qualifications is need; the State thought we had that need and put us to the front of the line. The Board thanked Ms. Priestner and Ms. Baron for their work and presentation.

Continued Public Hearing – RE: An application request from Robert A. Camara, Jr. - Rob's Auto Care, Inc., located at 500 Adamsville Road for a Class II Motor Vehicle License for the sale of used vehicles. Total vehicles requested: 12. The property is shown on Assessor's Map 81, Lot 12A.

The continued public hearing was opened at 6:45 PM with the reading of the Public Hearing Notice. Present: Robert A. Camara, Jr. Mr. Camara stated originally, he came before the BOS for a Class II and Repair License; he was approved for the Repair License but the Class II License will be located in a residential zone and is a non-conforming use and there was never a legal use to sell vehicles prior to his ownership, so he was directed to apply to the Board of Appeals; he made application to the ZBA, where a lot of information was covered such as hours, parking, lighting, etc., a favorable decision was given to him, which he has recorded in the Registry of Deeds; now he is back before the Board and applying for a Class II License. Mr. Sullivan stated the packet seems to be complete but there is one abutter who sent in a concern. Mr. Sullivan asked if there were any abutters present. William Auerbach, 21 Katlyne Court stated he would like to request some down lighting at night, which will minimize the glare to his backyard. Mr. Camara stated he had no problem turning the lighting down so it does not hit the neighbors' yard; he did note, he has not changed any lighting from the previous owner but he wants to be a good neighbor. Mr. Vieira stated that Mr. Camara may want to speak with the Town Planner regarding the lighting, because they had concerns also and they may have information which will possibly save some money. Mr. Camara stated the previous owner had National Grid upgrade the lighting to LED fixtures but he will take care of it. **Motion** made by Ms. Shufelt to approve a Class II License for Rob's Auto Care, Inc. subject to Mr. Camara working with the neighbors on the lighting. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra). The public hearing is closed at 6:52 PM.

7:50 PM – Moment of Silence

The Board recognized the passing of former Police Chief Rene Dupre (May 26, 2016), Librarian Janina Oliver (June 7, 2016) and Energy Committee member Leo Brooks (June 6, 2016) with a Moment of Silence.

8:00 PM - Tony Roselli, Roselli, Clark & Associates, CPAs – RE: Review of FY'16 Town Audit.

Present: Tony Roselli and Charles Baron, Hugh Morton and Richard Barresi. Mr. Roselli explained the difference between material/controlled weaknesses and controlled/significant deficiencies. Mr. Roselli stated when they have a finding, there is a process that is followed to categorize those findings according to its' severity; most of the findings are housekeeping; items are not being completed; maybe half of it was done last year; also done was an audit of Police cash handling. Mr. King noted that all the reports were on the website. Mr. Roselli then reviewed the Management Letter which gives an overview of everything. Mr. King stated to Mr. Roselli, an audit was done of the Town books and a letter was given to the Town; does Mr. Roselli consider that letter to be a qualified or unqualified opinion. Mr. Roselli stated on the financial statements, it is unqualified, meaning that the Town has materially followed all general laws and financial accounting guidelines. Mr. Roselli stated that unqualified is a good thing. Mr. Roselli stated what he considers a material weakness is not reconciling cash or bank reconciliations or receivable reconciliations because if those are not being done, there is a good chance you are going to miss something and it is going to be material because it is effecting very important components of the process; he would consider those significant deficiencies. Mr. Roselli began with the "Evaluation of Town Operations" and reminded everyone, this is as of June 30, 2015; the Town's Reserve Ratio was up to 14%, which is right under the tier 1 S&P standard, this is good news. Revenues were forecast nicely so you were able to surpass quite a few of them, revenues

exceeded the forecast by \$1million and there were turn-backs of a half million. At the end of '15 things were good; what he noticed in '16 budget is about \$1.2 million in free cash which was appropriated for capital and one-time items; what may happen with the 2016 audit, is that 14.1% (unless you have a fantastic year with revenues and expenses) is probably going to drop; he was not sure what will happen for 2017. Discussion ensued regarding “caution” to the Town in deleting the free cash. Mr. Vieira asked what the best practice was for saving free cash; Mr. Roselli stated the best practice would be to follow a financial policy, which should be created by the Finance Committee and accepted by the Board of Selectmen. Mr. King stated the BOS/FinCom have been using operating revenues for capital and putting some into OPEB and have increased the amount in Snow & Ice. Mr. Morton stated the biggest problem is the State giving less; Mr. Vieira noted that Chapter 70 has dropped; Mr. Sullivan stated we have lost a lot of students. Mr. Roselli reviewed with some discussions “Pensions”, “OPEB”, “IRS Examinations”, changes to “Single Audit Requirements”. Mr. Sullivan stated as a Board, he would the action taken to better see and understand the OPEB. Mr. Roselli stated the Accountant has the actuary study that gives a glimpse into the future. Mr. Sullivan stated we have line items, we are actually funding this and he would like to see what that number will be for '18, '19, '20 and so on. Discussion ensued. Mr. King stated the Board should write down what they want to be included in an actuary report and any questions they may have; he will make sure that the information is included in the next actuary report. Discussion ensued regarding the trust for OPEB that has been established. Mr. Sullivan stated there are three components to this: retirees, employees who will retire; and future new employees. Mr. Sullivan stated he would like a better understanding of the first two components. Mr. King suggested inviting Bristol County Retirement down to give a presentation on the this. Ms. Shufelt stated this is a bad situation but we need to understand our options for the future; she did not believe this could be funded with our operating budget and revenues, so we need to attack this from all angles; and how are we going to handle new employees. Discussion ensued again. Mr. Baron suggested getting the actuary in and start there. Mr. Roselli stated the Town was not picked yet by the IRS to be audited but warned the Town to be ready; there has been a lot of training on this; Ms. Provencal attended that training (IRS did the training) and was provided a list of items from the training that she could give to the BOS. Basically, they are coming in and challenging vehicles (employees using their own vehicles), the 1099, election workers and different payroll issues; they are usually leaving the Towns (depending on size) with about \$25,000 to \$50,000 in fines (one-time assessment) that has to be paid. Mr. King explained the vehicle and election worker issues have been taken care of. Mr. Sullivan asked Mr. King to get an assessment from Ms. Provencal of the items that were brought up in her training. Mr. Roselli stated there have been changes to the “Single Audit Requirements”; part of this audit is due to receiving more than \$500,000 in federal financing/grants; the schools mainly fall under this category; the threshold for gifts have been raised to \$750,000. What does impact the Town, is that there is a whole new internal control framework in place for the grants; this is where we could get into those “significant deficiencies” and “material weaknesses”. Mr. Roselli stated that DESI is doing a lot of training in this regard, so hopefully, the school will be implementing what they need to; this is effective for '16 (the first year) so, we can give a warning, but for '17, we have to take the gloves off. Mr. Vieira asked Mr. Roselli, with cities and towns, in addition to the Town Accountant, do they have an audit component responsible for this kind of stuff. Mr. Roselli stated in a bigger place, not a town this size, but there are a lot of things a second person could do. Mr. Vieira stated he is pretty critical about a lot of things in the Accountant's Office and he is wondering if part of it is because we have not changed the job description and responsibilities over the last 10-15 years, yet the job has changed with part of it being audit responsibilities. Mr. Roselli stated a lot of towns use the Town Manager's or Administrator's Office, or an audit committee; but basically, they make a plan of attack with what is most important. Mr. Roselli stated that Ms. Provencal would not have gone to this training; Melissa Souza at the School Dept. should have this information because 95% is schools. Mr. Sullivan asked if the Schools could update the BOS on this; Mr. King stated it can be mentioned. Discussion ensued. Mr. Roselli stated he will check with the school tomorrow because he handles all their books too. Mr. Baron asked what the Town's liability would be if the School is found deficient; are they completely

independent; do we direct them on this. Mr. Sullivan stated we won't direct them but we can make a friendly request. Mr. Roselli believed that DESI is directing them. Mr. Sullivan stated we need to see if the School has a plan to address this; we need to consult with the schools and ask if they do have a plan. Mr. King stated the Town needs a plan; whether it is Town or School, especially on federal grants. Mr. Roselli stated the schools do a nice job. Mr. Sullivan asked Mr. King for a time-frame as to how the Town and School were going to deal with this. Mr. Roselli reviewed the "Prior Year Comments" with the Board. Following review of the Prior Year Comments, Mr. Sullivan asked Mr. King to sort out the action items by priority with the individual departments and follow-up with either a meeting or a report. Mr. Roselli then reviewed the Current Year Comments of "Stagnant Special Revenue Accounts" (23 accounts totaling \$18,400 – Town Accountant to be contacted for recommendations), Impermissible Investments (Town must comply with a List of Legal Investments from the Office of the Commissioner of Banks of the Commonwealth – Treasurer handling this), MA Clean Water Trust - Septic Loans (this is a question for Ms. Provencal, being, who did not make her aware of this; background on this matter will be sought) and Snow & Ice Budget (has been increased to \$150,000). Finally, Mr. Roselli stated that the Police Department was selected for review this year; it is a nice report on the way they keep track of things; one issue was from the prior year, the police revolving fund went over because there was a glitch in the system not alerting them that they spent more than they should have, so they shut that account down and they did not spend from it until it was replenished; a portion of the police details goes into this account and they use that to replace vehicles, etc. This was a soft-ware problem, so they ceased spending until '16 when it went back to being whole. Mr. Roselli stated regardless of the software, if reconciliations had been being done with the Town Accountant, this would have been caught. Mr. Roselli stated that when the state pays for details it is by wire into a Treasurer's bank account, with the Treasurer reporting it to the Town Accountant but the clerk at the Police Department may never know about it allowing her to reduce the receivable. Mr. Roselli stated that "reconciliation" must be done at all times; it is easier to do monthly reconciliations. Mr. Roselli stated there is a lack of not reconciling back to the office. Mr. Sullivan asked who should be doing a reconciliation. Mr. Vieira stated, again, the Accountant's Office duties need to change; we not only have a Police department but we have Fire, Chapter 90 monies with the Highway Dept and Council on Aging; somebody has to be in charge. Mr. Roselli stated that one thing that pops up from all these little reports we are doing, is the lack of not reconciling back to the central office. Mr. Sullivan agreed; Mr. Roselli stated there should be reconciliation with the Council on Aging, Ambulance, Board of Health, etc., the Accountant can just pdf the account and send it off to the various departments for reconciliation. Mr. Sullivan stated we need to have a meeting with Ms. Provencal and go over the areas of where we think the improvements can be made and make a plan to take them on one at a time; either way, we need to meet over the reconciliations. As for the Police, nothing over burdensome, it is all housekeeping. Mr. Sullivan asked when the process for FY'16 would begin. Mr. Roselli stated the process begins when Ms. Provencal closes the books and contacts him and the DOR certifies free cash and then within 3-4 weeks we are in here beginning the field work for the end of the year. Mr. Roselli stated that as long as we have the OPEB numbers, we can begin, last year it was the pension that was new, which held them up, because Bristol County Retirement was late. Mr. Roselli stated it is July and we are talking about '15; this should be happening in March. Mr. Sullivan stated to Mr. Roselli, that on occasion it was mentioned that it was smart and a good practice to rotate accountants; even though you are doing a good job for us. Mr. King stated he would prefer using Roselli, Clark & Associates for one more year for the FY'16. Mr. King stated he has provided the Engagement Letter for approval tonight. Mr. Roselli stated it makes sense, especially with a new Treasurer. Mr. Vieira stated he was not interested in Mr. Roselli stepping aside because he believes Mr. Roselli is doing a good job for the Town and at a good price; he is concerned, along with other contracts we have in Town, that we never seem to go out to solicit for quotations; as a Board, we talked about going out and getting quotes in order to keep everybody honest and to see what is out there. Mr. Roselli stated it has been 23 years, since 1993 we have been servicing the Town; the Town is his longest existing account. Ms. Shufelt stated it does not seem prudent to go out for this, especially with

a process to begin soon; but it does seem prudent to go out and start preparing an RFP for the next cycle; Ms. Shufelt stated she did not want to wait until last minute but would like to see the process begin soon. Mr. King stated he will start immediately. Mr. Vieira stated he was not sure if this was the answer but we need to do something. Mr. Roselli stated it was good to kick the tires so to speak and if the Town did put out an RFP, he would respond. Mr. Roselli stated there has been some form of rotation along the way, with people changing positions, retiring, newly elected Boards, etc.

Motion made by Ms. Shufelt to approve the Letter of Engagement with Roselli, Clark & Associates, CPA for auditing services for FY'16. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Action Items

1. **Motion** made by Ms. Shufelt to approve the request of Dharma Voyage for a boat launching ceremony at the Head of Westport Landing on June 25, 2016 per police recommendation. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).
2. **Motion** made by Mr. Vieira to approve the road race request of Blue One Productions for the Blue One Challenge Road Race on September 17, 2016 per police recommendation. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).
3. A policy on US Flag protocol was tabled until the full BOS board was present and for Mr. King to work with the Veteran's Agent on a new policy. Mr. Sullivan stated the Town has been in the habit of lowering the flag for former Town employees who have passed away; a way to show our respect; there is a letter in the BOS packets pointing out that there may be more appropriate ways to show our respect. The lowering of the flag is a privilege restricted to the President and the Governor, so although we don't have a specific recommendation, he would like to ask the Veteran's Agent to come back with possibly a Town flag we could lower, etc. Mr. King stated he has provided a letter from the Veteran's which sets the US Flag Policy and asks the BOS repeal their policy of flag lowering. Mr. Sullivan stated rather than just do nothing, he would like to see either a Town flag option or at least a moment of silence observed. Mr. King stated he will take care of this.
4. Mr. King explained the bid process, pricing and selection. Discussion ensued. **Motion** made by Ms. Shufelt to award the contract for Motor Vehicle Fuels Bid for FY'17 to Noonan Bros. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).
5. Approval of the Design Services Contract with Reinhardt Associates for the Westport Police Station were tabled to the next BOS Meeting per Mr. King's request. Contract will be ready for next meeting.
6. Approval of the Engineering Services with Tibbetts Engineering, Inc. for Chapter 90 projects was table to the next BOS Meeting per Mr. King's request. Contract will be ready for next meeting.
7. Following a discussion of the cul-de-sacs: **Motion** made by Ms. Shufelt that the BOS move ahead with the restoration of two islands (Miss Rachel Trail and Windrush Lane) with a cost analysis and plan to be presented by the Town Administrator and Highway Surveyor. Second by Mr. Sullivan. The Board voted 2 in favor, 1-opposed (Vieira), 2-absent (Ouellette, Dutra).
8. **Motion** made by Mr. Vieira to accept the donations to the Council on Aging in the amount of \$680.00 (\$60 – Second half Bridge; \$320 – Osteo Class; and \$300 – John Alden, Everything Westport). Second by Mr. Sullivan. The Board voted 2 in favor, 1-abstention (Shufelt) and 2-absent (Ouellette, Dutra).
9. **Motion** made by Mr. Vieira to retain the following articles: Injured on Duty Medical Expenses in the amount of \$14,407.20; Economic Planning & Co-ord (FY'16) in the amount of \$7,500.; Economic Planning & Co-ord (FY'14) in the amount of \$3,048.71; Capital Expense Preparation (FY'13) in the amount of \$6,575.; Middle School Transition Costs (STM#2) in the amount of \$28,725.23; Highway Surveyor Legal Fees in the amount of \$7,000.; Environmental Maintenance-Town Hall in the amount of \$597.75; and Environment Maintenance-Town Hall in the amount of \$9,000. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Liquor Licenses

Motion made by Mr. Vieira to approve a One-Day Wine & Malt Liquor License for Coastal Wine Group for the 5th Annual Wine, Chocolate & Cheese Festival on Saturday, June 18, 2016 from 11AM to 8:30PM. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Town Administrator Report

1. FY 2016 Revenue Tracking – Mr. King provided the Board with a report showing the Local Receipts through the end of May, 2016. One more month remains in this fiscal year. The report compares the Local Receipts with the end of May, 2015. The report shows several important data facts. Local Receipts for FY 16 are \$194,000 short of the total estimate for the entire year with one month to go. In 2015 Local Receipts for June were about \$514,000 so it is very probable that FY 16 Local Receipts for the year will exceed the estimates. Also FY 16 Local Receipts are running \$166,000 over FY 15 through the end of May. No actions were taken.
2. Town/School Information Technology Services – Mr. King stated the Town and School Administrations have been meeting and discussing ways in which we can collaborate for providing IT Services. We have discussed how Town and School staff can assist each other with network design, upgrades, and services. We have also been discussing a cooperative plan for changing internet service providers. No actions were taken.
3. DEP – Westport Nitrogen TMDL Meeting – Mr. King reminded the Board about the DEP Public Meeting to discuss the Westport Total Nitrogen TMDL Report. The meeting is scheduled for 4 PM, Thursday, June 23, 2016 at the Town Hall Annex 856 Main Road. No actions were taken.
4. FY 17 Budget Initiatives – Mr. King stated the Board should congratulate itself and the Finance Committee for advancing several financial policies for Fiscal Year 17. These include 1) Increased funding for Snow & Ice to make it more realistic, 2) Increased funding in the general fund budget for the OPEB Trust Fund, and 3) Funding part of the Capital Improvement Budget with general fund revenues. No actions were taken.
5. Marine Services Director's Report – Mr. King provided the Board with the Mr. Leonard's monthly report. No actions were taken.

Mr. Vieira stated that there seems to be an issue of “who is in charge” with the Cable. Mr. King stated John Rezendes is in charge. Mr. Vieira stated some of the programming that is taking place such as the Memorial Day exercises, all the various sites were covered for audio but when they got to the Town Hall Annex, there was no sound, apparently it was just a glitch because it is airing now with audio but someone has to check on these things. Mr. King stated he would check on this.

Discussion Items – None.

Minutes

Motion made by Mr. Vieira to approve the Regular Meeting Minutes of May 16, 2016. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Selectmen Liaison Committee Reports – None.

Question and Answer Period – None.

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

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

Other Business

1. Mr. Sullivan stated he attended the Diman Graduation; he found the school to be very impressive; he also learned that Superintendent Montleon will be retiring in the fall; there were twenty-plus Westport residents that graduated.

2. Mr. Sullivan mentioned the Tough Kid Challenge hosted by WESMAC, which raised over \$10,000. Mr. Sullivan recognized those involved and those who contributed.
3. Mr. Sullivan reminded everyone that Westport High School will be holding Graduation exercises on Saturday, June 18th.
4. Ms. Shufelt mentioned the graduations of Bristol Aggie and Bishop Stang this past week.
5. Mr. King mentioned the Westport Cultural Council's free documentary films which will be shown every Wednesday during the month of August and the South Coast Open Studio Tour in July and August; all the information can be found on the website.
6. Mr. Sullivan mentioned that the Police Department runs a charitable golf tournament every year in the name of Dan Sullivan, a Police Officer who passed away somewhere around 2007 from cancer, and every year they give the money raised, away to Westport High School Students; last year they gave away six \$1,000 scholarships. This was a great event.

9:52 PM Executive Session

Motion made by Mr. Vieira to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) to discuss strategy with respect to Collective Bargaining - Police. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Roll Call Vote: Mr. Vieira-aye. Ms. Shufelt-aye. Mr. Sullivan-aye.

Mr. Sullivan announced the Board would return to Open Session in order to adjourn.

10:56 PM Open Session

Motion made by Ms. Shufelt to adjourn the Board of Selectmen Meeting. Second by Mr. Vieira. The Board voted 3 in favor, 2-absent (Ouellette, Dutra).

Adjournment.

Respectfully submitted,

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

APPROVED: _____
Shana M. Shufelt, Clerk