



BOARD OF SELECTMEN REGULAR MEETING MINUTES

Monday, June 21, 2022

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

Also Present: James Hartnett, Town Administrator

6:00 p.m. Call To order & Pledge of Allegiance

Acknowledgments & Recognitions

Elinor Gay passed away on June 12, 2022 at 101 years old, she was lifelong resident of Westport, she drove until she was 99 and was Lee's Market's oldest customer, she worked at Cumberland Farms and was the cafeteria manager at the Earle School, active member of St. John's Church, Marian Medal Recipient, she served as Poll Worker for many years and was a member of the Portuguese American Civic League.

1. Public Hearings

2. Licenses/Permits

- a. Request from Coastal Wine Trail for a One Day Wine & Malt License and Farmer's Market license, for their Annual Wine, Cheese and Chocolate Festival to be held June 25, 2022 from 11am – 8:30pm at the Westport Fairgrounds.

MOTION by Mr. Valcourt to grant the One Day Liquor License for the Coastal Wine Trail, seconded by Mr. Brewer. The Board voted 5-0 in favor.

- b. Request from the Holy Ghost Club, 179 Sodom Road for One Day Liquor Licenses for the following dates:

July 22, 2022 – Clamboil – 5pm-10pm

August 20, 2022 – Class Reunion – 12pm-4pm

August 21, 2022 – Craft Fair – 12pm-5pm

MOTION by Mr. Valcourt to grant the One Day Liquor Licenses for the Holy Ghost Club, seconded by Mr. Brewer. The Board voted 5-0 in favor.

3. Appointments and Resignations

- a. Request from the Cemetery Department to hire Matthew Joseph Wandrey as a full time seasonal employee.

Mr. Hartnett noted that Matthew Wandrey is a new hire, and he recommends approval.

MOTION by Mr. Valcourt to hire Matthew Wandrey as a full time seasonal employee, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

- b. Request for Re-Appointments and/or First Time Appointments, see attached list “Appointments FY 2023”.
Ms. Boxler read the list of appointments.

MOTION by Mr. Brewer to make the following appointments through 6/30/23, seconded by Ms. Boxler. The Board voted 3-0 in favor, with Mr. Ouellette and Mr. Valcourt abstaining.

Christopher Leonard	Parking Enforcement Officer
Ronald Costa	Citizens for Citizens Representative
William Plamondon	Assistant Wire Inspector
Dane R. Winship	Assistant Wire Inspector
Paul Burke	Alternate Per-Diem Wiring Inspector
Joseph Ferreira	Head Plumbing/Gas Inspector
Jason Camara	Assistant Plumbing/Gas Inspector
Samuel Ferreira	Alternate Per-Diem Plumbing & Gas Inspector
John Enloe	Cross Connection Surveyor/Backflow Device Tester
Lt. John Couto	Sworn Liquor Licensing Agent to the Board of Selectmen

MOTION by Mr. Valcourt to make the following appointments, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

James K. Hartnett	Chief Procurement Officer
James K. Hartnett	Affirmative Action Officer
James K. Hartnett	National Organization on Disability Representative
James K. Hartnett	Municipal Liaison to State Ethics Commission
Carrie Fontaine	Municipal Census Supervisor / Assistant Registrar
Brian R. Legendre	Municipal Coordinator of the “Right to Know” Law
James K. Hartnett	Americans with Disabilities Act (ADA) Coordinator
James K. Hartnett	SMHG Representative
James K. Hartnett	Health Insurance Portability & Accountability Act Coordinator
Nicole Pearsall	Sick Leave Bank Committee
James K. Hartnett	Secondary Records Access Officer
Amy Messier	Secondary Records Access Officer
Nicole Pearsall	Secondary Records Access Officer

MOTION by Mr. Valcourt to make the following appointments to the ADA Transition Plan Committee for one year, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

Brian Gallagher
Anders Newcomer
Richard W. Brewer
Ann E. Boxler
Tom Aubin, Superintendent
Gloria Cabral

MOTION by Mr.Valcourt to make the following appointments to the Agricultural Commission for one year, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

Norman Anderson
Jacqueline White
Seth Lewis

MOTION by Mr.Valcourt to make the following appointments to the Agricultural/Open Space Preservation Trust Fund Council for 3 years, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

Leone Farias
David Cole
Jason Powell
Norman Anderson

MOTION by Mr.Valcourt to make the following appointments, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

William Underwood – Beach Committee – 3yr
Gail Rodrigues – Bike/Walking Path Committee – 1yr
Bette Low– Bike/Walking Path Committee – 1yr
Keith McDonald– Bike/Walking Path Committee – 1yr
Steven J. Ouellette– Bike/Walking Path Committee – 1yr
Jeffrey Fernandes – Bike/Walking Path Committee – 1yr
Gerald Coutinho – Board of Appeals – 5yrs
Cynthia Kozakiewicz – Board of Appeals Associate Member – 1yr
James Watterson – Board of Appeals Associate Member – 1yr
Brian T. Valcourt – Buzzards Bay Action Committee – 1yr
Amy Messier – Buzzards Bay Action Committee – 1yr
Steven J. Ouellette – Cable Advisory Board – 1yr
Robert Daylor – Cable Advisory Board – 1yr
Gloria Cabral – Cable Advisory Board – 1yr
Donald Krudys – Cable Advisory Board – 1yr
Irene Buck – Cable Advisory Board – 1yr
Rene Kochman – Cable Advisory Board – 1yr
James K. Hartnett – Capital Improvement Planning Committee – 1yr
Susan Brayton - Capital Improvement Planning Committee – 1yr
Nicole Pearsall - Capital Improvement Planning Committee – 1yr
Theodora Gabriel - Capital Improvement Planning Committee – 1yr
Muriel T. Kokoszka - Capital Improvement Planning Committee – 1yr
Melissa Pacheco - Capital Improvement Planning Committee – 1yr
Richard Brewer - Capital Improvement Planning Committee – 1yr
Brian T. Valcourt - Capital Improvement Planning Committee – 1yr
Amy Messier - Capital Improvement Planning Committee – 1yr
Shana Shufelt – Climate Resiliency Committee – 1yr
Brian Valcourt – Climate Resiliency Committee – 1yr
Jake McGuigan – Climate Resiliency Committee – 1yr

Sean Leach – Climate Resiliency Committee – 1yr

Phil Weinberg – Climate Resiliency Committee – 1yr
 Donna Amaral – Climate Resiliency Committee – 1yr
 Raymond Raposa – Climate Resiliency Committee – 1yr
 Ross Moran – Climate Resiliency Committee – 1yr
 R. Michael Sullivan – Climate Resiliency Committee – 1yr
 David Brown – Climate Resiliency Committee – 1yr
 David Sprogis – Climate Resiliency Committee – 1yr
 Anthony Vivenzio – Climate Resiliency Committee – 1yr
 Mark Rasmussen – Climate Resiliency Committee – 1yr
 James Whitin – Climate Resiliency Committee – 1yr
 John Bullard – Climate Resiliency Committee – 1yr
 Robert Daylor – Climate Resiliency Committee – 1yr
 Constance Gee – Climate Resiliency Committee – 1yr
 James Watterson – Climate Resiliency Committee – 1yr
 David Cole – Climate Resiliency Committee – 1yr
 Brian Gallagher – Commission on Disability – 3yr
 Raymond Phenix - Commission on Disability – 3yr
 Philip Weinberg – Community Preservation Committee – 1yr
 Garrett Stuck - - Community Preservation Committee – 1yr
 Herve W. Vandal, Jr. – Constable, Civil Process – 3yr
 Eric Stubbert– Constable, Civil Process – 3yr
 Joseph Migliori – Constable, Civil Process – 3yr
 Ned Daniels – Cultural Council – 3yr
 Maurice E. May – Economic Development Council – 1yr
 Benjamin Wolbach– Economic Development Council – 1yr
 Elizabeth Collins – Economic Development Council – 1yr
 Manuel Soares – Economic Development Council – 1yr
 Steven J. Ouellette – Economic Development Council – 1yr
 Susan Brayton – Educational Fund Committee – 2yr
 Nancy Tavares - Educational Fund Committee – 2yr
 Brian Valcourt – Energy Committee – 1yr
 Walter Barnes– Energy Committee – 1yr
 A.Max Kohlenberg– Energy Committee – 1yr
 Henry Ritter– Energy Committee- 1yr
 Milton B. Adams – Harbor Advisory Committee – 1yr
 John Azevedo– Harbor Advisory Committee – 1yr
 John W. Borden, Jr. – Harbor Advisory Committee – 1yr
 Edward Carey– Harbor Advisory Committee – 1yr
 Alexander Preston– Harbor Advisory Committee – 1yr
 Richard B. Earle – Assistant Harbor Master – 1yr
 Asa Beaumont Mills – Assistant Harbor Master – 1yr
 Ransom Morse – Assistant Harbor Master – 1yr
 Jonathan Paull – Assistant Harbor Master – 1yr
 James Perry – Assistant Harbor Master – 1yr
 Gary Tripp – Assistant Harbor Master – 1yr
 Glenn Tripp – Assistant Harbor Master – 1yr

Richard Hart – Assistant Harbor Master – 1yr
 Ruddick Lawrence – Historical Commission – 3yr
 Beverly Schuch – Historical Commission – 3yr
 Shana Shufelt – Internet Advisory Board – 1yr
 David Cole– Internet Advisory Board – 1yr
 Keith Novo– Internet Advisory Board – 1yr
 Paul Joncas– Internet Advisory Board – 1yr
 Richard Ziomek– Internet Advisory Board – 1yr
 Rene Kochman– Internet Advisory Board – 1yr
 Richard Brewer – Public Safety Staffing Committee – 1yr
 James K. Hartnett– Public Safety Staffing Committee – 1yr
 Hugh Morton– Public Safety Staffing Committee – 1yr
 Keith Pelletier– Public Safety Staffing Committee – 1yr
 Brian R. Legendre– Public Safety Staffing Committee – 1yr
 Ana Hubright – Public Weigher – Mid City Steel – 1yr
 Abraham Malendez– Public Weigher – Mid City Steel – 1yr
 Sonya Forst– Public Weigher – Mid City Steel – 1yr
 Maggie D’Aguiar– Public Weigher – Mid City Steel – 1yr
 Tara Wood– Public Weigher – Mid City Steel – 1yr
 Amanda Creador– Public Weigher – Mid City Steel – 1yr
 John Sineiro– Public Weigher – Mid City Steel – 1yr
 Sean Correia– Public Weigher – Mid City Steel – 1yr
 Chris Kressing – Public Weigher – Mid City Steel – 1yr
 Charlene Garcia – Public Weigher – Excel Recycling – 1yr
 Eric Abate – Public Weigher – A&E Metals – 1yr
 Amber Abate– Public Weigher – A&E Metals – 1yr
 Paula Chaves– Public Weigher – A&E Metals – 1yr
 Kayleigh McConnell– Public Weigher – A&E Metals – 1yr
 Shane Silvia– Public Weigher – A&E Metals – 1yr
 Steven J. Ouellette – Safety Regulation Board – 1yr
 Chris Gonsalves – Safety Regulation Board – 1yr
 John W. Borden – Shellfish Advisory – 1yr
 Dora Atwater Milikin – Shellfish Advisory – 1yr
 Ronald P. Saravia – Shellfish Advisory – 1yr
 Richard E. Smith – Shellfish Advisory – 1yr
 Kenneth Manchester – Shellfish Advisory – 1yr
 Asa Mills – Deputy Shellfish Constable – 3yr
 Jonathan Paull– Deputy Shellfish Constable – 3yr
 James Perry– Deputy Shellfish Constable – 3yr
 Robert Pierce– Deputy Shellfish Constable – 3yr
 Gary Sherman– Deputy Shellfish Constable – 3yr
 Steven J. Ouellette – Tax Incentive Program Committee – 1yr
 Sue Ann McDermott– Tax Incentive Program Committee – 1yr
 Susan Brayton– Tax Incentive Program Committee – 1yr
 Cynthia Brown– Tax Incentive Program Committee – 1yr
 Manuel Soares– Tax Incentive Program Committee – 1yr

Elizabeth Collins – Westport Affordable Housing Trust – 2yr
James P. Sabra– Westport Affordable Housing Trust – 2yr
Betty Ann Mullins– Westport Affordable Housing Trust – 2yr
David Cameron West– Westport Affordable Housing Trust – 2yr
Ann E. Boxler– Westport Affordable Housing Trust – 2yr
Shirley Desrosiers – Westport Citizens Benefit Committee – 1yr
Patricia Kershaw– Westport Citizens Benefit Committee – 1yr
Leone Farias– Westport Citizens Benefit Committee – 1yr
Peter Berube – Westport Citizens Benefit Committee – 1yr

MOTION by Mr.Valcourt to make the following appointments, seconded by Mr. Brewer.
The Board voted 5-0 in favor.

Robert Daylor – Infrastructure Oversight Committee
Manuel Soares – Infrastructure Oversight Committee
Steven Ouellette – Infrastructure Oversight Committee

The following appointments were placed on hold by Mr. Brewer, after brief discussion the appointments were made with a

MOTION by Mr.Valcourt to appoint Gloria Cabral to the Audit Committee for 5 years, and Richard Brewer to the Personnel Board for 3 years, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

The following appointments were placed on hold by Ms. Boxler, after a brief discussion the appointments were made with a

MOTION by Mr.Valcourt to appoint William Gifford and Richard Brewer to the Council on Aging for 3 years, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

- c. Request to re- appoint Evan Audette, Miranda Howayeck, Jared Lankowski, Xander Schenck, Sean Lund, Jacob Milan and Sarah Fitzgerald as Lifeguards, and to appoint Emily Donatio and Evan DosSantos as Lifeguards effective June 17, 2022.
Mr. Hartnett noted the Lifeguards are being hired at \$21.00 per hour.
MOTION by Mr. Valcourt to hire the above mentioned Lifeguards, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- d. Request from Chief Keith Pelletier to re-appoint the following Reserve Police Officers:
- | | | |
|-------------------|------------------|----------------|
| Francois Napert | Michael Martin | Scott Algarvio |
| Brian D. Souza | Antonio Cestodio | Thomas Plourde |
| Scott Raudonaitis | David Simcoe | Cody W. Smith |
| Amy-Lyn Smiddy | | |
- MOTION** by Mr. Valcourt to hire the above mentioned Reserve Police Officers, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- e. Request from Chief Keith Pelletier to appoint the following Community Service Officers:
- | | | |
|-----------------------|-----------------|------------------|
| Stephen D. Kovar, Jr. | Michael Kelley | Samantha Maguire |
| Michael R. Roussel | Samuel Teixeira | Eric Vanasse |
| Richard J. Rodrigues | Julius Rosario | |
- MOTION** by Mr. Valcourt to hire the above mentioned Community Service Officers, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

- f. Request from Police Chief Pelletier to appoint Cody Warren Smith as a new hire, Police Officer.
Mr. Hartnett noted this request is for a Reserve Officer that was appointed under item d, this request is not needed, he recommends to Passover.
- g. Request from Chris Leonard to hire Douglas Murphy to work part time as needed as an Assistant Harbormaster as well as Deputy Shellfish Warden.
Mr. Leonard addressed the board and summarized Mr. Murphy's many qualifications, he highly recommends Mr. Murphy for the position.
MOTION by Mr. Valcourt to hire Douglas Murphy as Part Time as needed Assistant Harbor Master and Deputy Shellfish Warden, seconded by Mr. Brewer. The Board voted 5-0 in favor.
- h. Request from Beverly Bisch to appoint Eileen Moncrief as a Council on Aging Board Member.
MOTION by Mr. Valcourt to appoint Eileen Moncrief as a Council on Aging Board Member, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

4. Discussion

5. Action Items

- a. Request from the Cable Advisory Board to increase the salary of Valerie Bain; Access Coordinator/Production Specialist/Assistant Community TV Director to have her salary comparable to other assistant department heads.
Irene Buck, Chair of the Cable Advisory Board addressed the Board, stressing the importance of this position and public access television.
Mr. Hartnett noted that he would like to check with the Personnel Board in regards to the salary increase to \$38,260.00.
Mr. Ouellette agreed with Ms. Buck and the importance of this position, and that the salary is not that much in comparison.
MOTION by Mr. Valcourt to approve the Salary Increase with the Personnel Board's recommendation, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- b. Request to approve payment of Invoice #14063 from M. Sardinha & Sons, for work on the Town Farm Residence, out of the Town Farm Trust Account.
Mr. Hartnett noted the plumbing work was required as some of the waste was directed to an old leaching pit and needed to be tied into septic system, he recommends approval.
MOTION by Mr. Valcourt to approve payment of the M. Sardinha & Sons invoice, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- c. Request to release Westport Housing Rehabilitation Program Liens recorded in Book 6198, Page 271 and Book 7044, Page 18.
MOTION by Mr. Valcourt to release the liens, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- d. Request to place a Debt Exclusion Ballot Question for funding of the New Diman Vocational High School on the September 6, 2022, State Primary Election Ballot.
Mr. Hartnett noted the request has to be to the Town Clerk by the beginning of August.
MOTION by Mr. Valcourt to place the Debt Exclusion Question on the Primary Ballot, pending proper wording, seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- e. Request to approve End of Year Transfer Requests:

- \$15,000 from Highway Department Non-Clerical FT to Highway Department Additional Equipment

Mr. Hartnett noted these funds would be used to purchase Cold Planer, to fill potholes.

- \$19,980 Assessors Professional Services to Assessors Clerk PT

Mr. Hartnett noted these funds would be used to cover the Part Time Assistant Salary.

MOTION by Mr. Valcourt to approve the end of year transfers from the Highway Department and the Assessor's Office, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

f. Request from Sue Brayton; Collector to abate the following Town owned properties:

- Map 13, Lot 156-159 for \$11.24
- Map 13, Lot 87 for \$35.47
- Map 13, Lot 192-195 for \$11.24
- Map 13, Lot 76 for \$17.30
- Map 13, Lot 88 for \$27.68
- Map 13, Lot 77 for \$12.97

Mr. Hartnett stated the town acquired ownership of parcels and the taxes need to be abated.

MOTION by Mr. Valcourt to abate the Town Owned Properties, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

g. Review and approve lease for Kimberlee Nashold d/b/a Codimonk Nursery School, LLC for the Town Hall Annex basement.

Mr. Hartnett stated that proposals were requested, Codimonk was the only bidder, slight increase from last year, he recommends approval.

MOTION by Mr. Valcourt to approve the lease for Codimonk Nursery School, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

h. Review and approve lease for Patricia A. Souza for the Town Farm North apartment.

Mr. Hartnett stated that proposals were requested, Ms. Souza was the only bidder, slight increase from last year, he recommends approval.

MOTION by Mr. Valcourt to approve the lease for Ms. Souza, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

i. Review and approve the Dennis K. Burke Inc. Motor Fuel Contract Agreement.

Mr. Hartnett noted that proposals were requested, Burke was the only bidder, this bid is for delivery services, fuel prices will fluctuate throughout the year, he recommends approval.

MOTION by Mr. Valcourt to approve the contract with Dennis K. Burke, seconded by Mr. Ouellette. The Board voted 5-0 in favor.

6. **Town Administrator Report**

IRS increases in mileage rate

The IRS has increased the mileage rate for the remainder of 2022. Midyear increase in the mileage rates are rare, the last time the IRS made such an increase was in 2011. Overall fuel prices will have an impact on department budgets, FY23 budgets were prepared in September of 2021 and prices have risen 54% since that time. To offset some of this increase, the finance committee made some minor adjustments to the fuel accounts just prior to Town meeting but these accounts could still run short.

Chapter 90 Funding

Senator Michael J. Rodrigues, Chair of the Senate Committee on Ways and Means notified the Town that the Senate Authorized \$200 million for Chapter 90 Funds, and will be authorizing an additional \$150 million in grant-based programs. The Town has applied for some of this additional funding through the small bridge repair program and the Complete Streets grant program. Letter in files

Pond Meadow Water Trust

The Pond Meadow Water Trust notified the office that they plan on repairing a leak in their water main on River Road after June 30, 2022. The revised work plan design appears to be better and more achievable. They are proposing to go over the culvert with an insulated pipe to minimize the impact and will work with the conservation commission and highway department. Letter and sketch in the file.

Council on Aging Monthly Report

Included in files.

7. Approve Minutes

a. June 6, 2022

MOTION by Ms. Boxler to approve the June 6, 2022 minutes, seconded by Mr. Valcourt. The Board voted 5-0 in favor.

8. Report on Bill Warrant

Ms. Boxler noted it was small, in order and signed.

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

Ms. Boxler – Affordable Housing, RFP has been done, looking for new director.

Mr. Valcourt – nothing to report, however he did want to bring up the new sign at Our Lady of Grace Church being a hazard if you are pulling out of Brigg's Rd. Mr. Hartnett will check with the Building Department.

Mr. Ouellette – committees taking summer break, however he did want to mention recent car accident at Gifford Road and 177, as well as other recent accidents, hats off to our Public Safety they are doing a great job and have been very busy.

Mr. Brewer – Audit Committee will be meeting on July 11th. He also mentioned Mr. Hartnett's one year evaluation will have to be done soon.

Ms. Shufelt – Internet Advisory continues to meet every other week, Climate resiliency is meeting Monthly, working on narrowing down ideas, School Building holding a brief meeting, wrapping up punch list.

10. Comments and Statements

11. Boards/Committees/Commissions Vacancy List

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

13. Executive Session – pursuant to the provisions of MGL c 30A section 21(a), Chair declares an open meeting will have a detrimental effect to:

a. Discuss strategy with respect to collective bargaining - Westport Police Association.

b. Approve Minutes

- June 6, 2022

MOTION by Mr. Valcourt at 7:07p.m. to enter into Executive Session for the reasons declared by the Chair, seconded by Mr. Ouellette. The Board voted 5-0 in favor by roll call vote, Boxler aye, Brewer aye, Ouellette aye, Valcourt aye and Shufelt aye.

Adjournment

The Board returned to open session and the Chair called for adjournment.

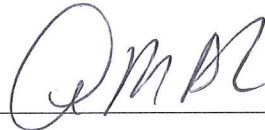
MOTION by Mr. Valcourt to adjourn the meeting at 7:46p.m., seconded by Mr. Ouellette. The Board voted 5-0 in favor.

Respectfully submitted,



Paula M. Brown
Administrative Assistant

Approved: _____



Ann Boxler, Clerk
Select Board Member

FILES:

2a Coastal Wine Trail
2b Holy Ghost Club
3a Cemetary Hire
3b Annual Appointments List
3c Lifeguards
3de WPD Reserve – CSO
3f WPD Smith
3g Marine Services Murphy
3h COA Moncrief
5a Cable Advisory
5b Sardinha Invoice
5c Release of Lien (2)
5d Diman Ballot Question
5d Diman Debt service chart
5e Year End Transfers
5f Tax Collector Abatements
5g Annex Basement Lease
5h Town Farm North Apratment
TA 1 COA Director Report
TA 2 Chapter 90 Announcement
TA 3 Water Leak
06062022 Exec Session Minutes
06062022 Meeting Minutes