

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY
AUGUST 21, 2017**

Members Present: Steven J. Ouellette, Chairman
Shana M. Shufelt, Vice Chair
Craig J. Dutra
Brian T. Valcourt, Clerk
Also present: Timothy J. King, Town Administrator
Absent: R. Michael Sullivan

Chairman Ouellette called the Board of Selectmen meeting to order at 6:00 P.M. in the Westport Town Hall, 2nd floor meeting room, 816 Main Road, Westport, MA.

*Note: Mr. Valcourt arrived at 6:20PM.

Pledge of Allegiance

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

Public and/or Board Member Comments

1. Mr. Ouellette noted that Mr. Sullivan would be absent from tonight's meeting and Mr. Valcourt was running late but would be arriving shortly.
2. Mr. Ouellette made a public announcement regarding the season's first positive mosquito sample for Eastern Equine Encephalitis. This information will be placed on the Town's website.
3. Jim Whitin presented a petition urging the Board to act and to require that dead trees on River Road and Old Harbor Road be taken down. Mr. Ouellette noted that the petition contained approximately 35 signatures. Mr. Whitin noted that some of the trees are on private property. Mr. Ouellette stated they can try by sending out a courtesy letter.

Acknowledgments & Recognitions

None.

Appointments and/or Resignations

1. **Motion** made by Mr. Dutra to appoint Constance Gee as an Associate Member on the Board of Appeals. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan). Ms. Gee was present.
2. **Motion** made by Ms. Shufelt to appoint Erica Ponte to the Personnel Board. Second by Mr. Dutra. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan). Ms. Ponte was present.
3. **Motion** made by Mr. Dutra to appoint Keith MacDonald to the Bike/Walking Path Committee. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan). Mr. MacDonald was present.
4. **Motion** made by Ms. Shufelt to appoint Hugh Morton as FinCom Rep to the Community Preservation Committee. Second by Mr. Dutra. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan).
5. **Motion** made by Ms. Shufelt to appoint Marjorie Howland to the Bike/Walking Path Committee. Second by Mr. Dutra. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan).
6. **Motion** made by Mr. Dutra to appoint Stephen Connors to the Westport Economic Development Task Force. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan).
7. **Motion** made by Mr. Dutra to appoint Christopher Leonard as Parking Enforcement Officer per request of Police Chief Pelletier. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent

(Valcourt).

8. **Motion** made by Mr. Dutra to appoint Raymond White as Sealer of Weights and Measures. Second by Ms. Shufelt. The Board voted 3 in favor, 2-absent (Valcourt & Sullivan). Mr. White was present.

Jeffrey Walker, Executive Director, SRPEDD – RE: An overview of current projects.

Mr. Ouellette introduced Mr. Walker as the new Executive Director of SRPEDD, who has replaced retired Executive Director Steve Smith; Mr. Ouellette also recognized Mr. Jim Whitin. Mr. Ouellette stated he and Mr. Whitin represent the Town as Selectmen and Planning Board Representatives at the SRPEDD Meetings. Mr. Ouellette also recognized retired Wayne Sunderland, who is recognized in the SRPEDD Hall of Fame. Mr. Walker stated he has been with SRPEDD for about 1½ years but has been working at the regional level upwards of 20-25 years; with the last 16 years at a regional planning agency just south of Washington, DC. Mr. Walker stated the region consists of 808 sq. miles with 27 municipalities (4 cities and 23 towns); we are 50 commissioners strong and Westport is represented by Mr. Ouellette and Mr. Whitin. Mr. Walker reviewed areas of interest, issues and areas of need; all of which have been expressed by the Town. Mr. Walker stated we are not only to serve at the municipal level but to fully help the Town respond to the needs that are deemed best. SRPEDD takes it's marching orders from the 50 commissioners and we take our role very seriously. Mr. Walker stated he has a very experienced staff (24 total) and their core areas of expertise run from transportation and transit planning to land use and economic and community development, environmental planning, housing, historic preservation, shared municipal services and bicycle/pedestrian planning. Mr. Walker stated there is enhanced coordination and collaboration amongst communities such as Westport; a regional community such as Southeastern MA really shows itself when it works together, as it has very successfully over the years, to solve problems of mutual interest, to ensure resources are protected and to make sure the quality of life we enjoy is protected. Mr. Walker stated SRPEDD also makes sure that we receive our fair share in comparison with other states and communities for funding; because the more grant funds received, the less out of pocket. Mr. Walker stated the monies from Westport for the annual local assessment, which is entrusted to SRPEDD, is among the lowest two assessment rates in the State; and we use the assessment money for match; we can then in turn magnify the value of those dollars by qualifying for and securing outside grants for projects such as transportation (Rtes. 177 & 88) and any other similar projects and enjoining municipalities among the region. Mr. Walker stated SRPEDD is very honored and happy to work with the Town which ever way needed. Mr. Ouellette noted work on the Head of Westport and the other big item was that if it were not for SRPEDD, Westport would not have been aware that we were going to be swooped into RI in a few years for transportation money. Ms. Shufelt asked for a summary of the ongoing projects. Mr. Walker stated Rte. 177 safety study; Head of Westport safety study; Rte. 88 in DOT hands; DOER for Green Communities grants; EDA MA Rep visited because we have a number of pending apps for the region, ready to go in for potentially very significant monies with match monies. Mr. Ouellette stated we are also moving forward with the State on the median cables for Rte. 195. Wayne Sunderland questioned if SRPEDD could be of any help with the repairs on Hix Bridge; this seems to be faltering and not moving forward and we are heading into cold weather; can Senator Rodrigues and Representative Schmid be contacted on this? Mr. Ouellette asked Mr. King to send a summary to Mr. Walker, to see if there is anything that can be done. Jim Whitin stated that SRPEDD has helped Westport apply for status as a Community Compact member; this will allow the Town to be eligible for some grant money, such as the technical assistance monies. Mr. Whitin stated the other potential help that SRPEDD could give would be on the MS4 Stormwater Regulations, once we find out what they are looking for. Discussion ensued. Maury May stated we have a proposal to go for a grant for a one-mile sewer line on Rte. 6 from White's Restaurant down to Rte. 88; we need to flush out the idea better; is there anything that SRPEDD can do. Mr. Walker stated there are a number of things that come to mind, in the most recent MA Works round, 3 applications came in, SRPEDD reviews (recusing ourselves from our own areas) but we have a pretty good sense of funding. Mr. Walker stated it sounds as though the Town is on the right track by harnessing business interest and by holding a good public forum to engage the public; we have time to

really put together a competitive application for the next round; SRPEDD is ready to assist in anyway we can. Mr. Walker stated if these monies don't come to this region, they will go elsewhere and we have no shortage of needs here. Mr. Ouellette stated to Mr. Walker, other projects such as Bike/Walking Path and Sewer will be coming your way. The Board thanked Mr. Walker for coming in.

Treasurer Brad Brightman – RE: Appointment of Assistant Treasurer Mary M. Sullivan.

Present: Brad Brightman and Mary M. Sullivan. Mr. Brightman stated there were seventeen applicants for the position of Assistant Treasurer. Mr. Brightman stated Mr. King and himself reviewed all the applications and agreed upon six to be interviewed. The interview team consisted of Mr. King, Carol Borden and himself. Mr. Brightman stated Finance Committee members Gary Carreiro and Karen Raus were invited but were unable to attend the interviews. Mr. Brightman stated there were many qualified candidates and the decision was difficult. Mr. Brightman stated he would like to recommend Mary M. Sullivan for appointment, she is a Westport resident and has a background in banking; the interview team felt that she was the most deeply qualified. Ms. Sullivan spoke to the Board stating she was up for the challenge. **Motion** made by Mr. Dutra to appoint Mary M. Sullivan to the position of Assistant Treasurer. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).

Action Items

1. **Motion** made by Mr. Dutra to approve the request of Jim Mullin for use, without being ticketed, of the north side (river) of Cherry & Webb beach parking area on September 9, 2017 for overflow parking due to daughter's wedding. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).
2. **Motion** made by Mr. Valcourt to approve the Master Lease Purchase with Tax-Exempt Leasing Corp. for the 2017 Horton Ambulance for the Westport Fire Department. Second by Ms. Shufelt. Mr. King explained the lease. The Board voted 4 in favor, 1-absent (Sullivan).
3. The Board discussed a report from Lt. Holden (WPD) regarding Storage Licenses in Westport and the request to eliminate such licenses; Mr. King explained the request and suggested the Board accept the recommendation. **Motion** made by Mr. Dutra to accept the recommendation of the Police Department and Town Administrator and that all Storage Licenses will expire December 31, 2017 with no renewal. Second by Mr. Valcourt. The Board voted 4 in favor, 1-absent (Sullivan).
4. The approval of change order for FY'17 Roadway Improvements was tabled until next meeting, inviting Highway Surveyor Gonsalves in to explain.
5. **Motion** made by Mr. Dutra to approve of a 3-year engagement letter with Roselli & Clark for Town Auditing services. Second by Ms. Shufelt. Mr. King explained the terms. The Board voted 4 in favor, 1-absent (Sullivan).
6. **Motion** made by Mr. Valcourt to approve of the agreement with the Westport Girl's Basketball League for use of the Westport Middle School Gym from August 22, 2017 through October 27, 2017. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).
7. **Motion** made by Mr. Valcourt to approve of the request of the Westport Food Pantry to utilize the vacant room at the Westport Middle School, that is connected to the room they already occupy, for storage expansion. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).
8. **Motion** made by Ms. Shufelt to approve the request of the Westport Food Pantry to hold a Yard Sale on September 23, 2017 in front of the Westport Middle School. Second by Mr. Valcourt. The Board voted 4 in favor, 1-absent (Sullivan).

Licenses

1. **Motion** made by Mr. Valcourt to approve of the following Common Victualler Licenses: Barri Throop, 1489 Main Road – Residential Kitchen; Ray's Kettle Korn, 26 Kelly Avenue – Residential Kitchen; Gene's Meat Market, 35 State Road – Derek Cordeiro; Westport Country Day School, Inc., 1128 State Road – Anne Motta; and Wingate's Cakes, 434 American Legion Highway – Lauren Wingate. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).

Town Administrator Report

1. Hurricane Gert – Mr. King stated Hurricane Gert may have been tracking far out to sea off the Atlantic coast, yet it still had local impacts. Town Beaches were closed and Horseneck Beach forbade water activities. A sailboat had difficulty coming into Westport Harbor, capsized (no injuries) and washed up on Cherry & Webb Beach.
2. LED Streetlight Project – Mr. King stated MAPC has completed its analysis of the cost for a LED Streetlight Replacement. He provided a copy for the Board. **Motion** made by Mr. Dutra to approve of the MOU with The Metropolitan Area Planning Council (MAPC) for the LED Streetlight replacements. Second by Mr. Valcourt. The Board voted 4 in favor, 1-absent (Sullivan). Mr. King reminded the Board that a Town Meeting appropriation (article) will be needed for this.
3. Recreational Marijuana – Mr. King stated he has provided the Board with a report from KP Law summarizing the new law and steps the Town can take with respect to recreational use of marijuana. Input was received from Wayne Sunderland and Constance Gee. Mr. Ouellette stated the Board will have a public hearing at one of it's meetings in the future.
4. “Assessing the Gap” - Mass Dept of Revenue – Mr. King stated he has provided the Board with a report prepared by the Mass Department of Revenue about the difference between assessed valuations and the current market.
5. Capital Improvement Planning – Mr. King informed the Board that Departments have been given the forms and explanations for submitting capital projects for FY 2019. Project requests are due at the end of September.
6. Highway Roof Repair – Mr. King informed the Board that the Highway garage roof repair has been completed.
7. Marine Services – Monthly Report – Mr. King provided the Board with the Director of Marine Services monthly report.
8. Veteran Service Officer’s – Monthly Report – Mr. King provided the Board with the Veteran's Agent's monthly report.

Discussion Items

None.

Minutes

1. **Motion** made by Mr. Dutra to approve of the Regular Meeting Minutes of August 7, 2017. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).

Selectmen Liaison Committee Reports

1. Update from High School Re-Use Committee. Ms. Shufelt stated there will be a Public Forum on Monday, September 11, 2017 at 6PM in the Westport Town Hall, 2nd floor meeting room for gathering ideas, comments and suggestions on the re-use of the current High School, should the new school be approved and the present building be vacated; this will be to have all alternatives on the table.

Question and Answer Period

1. Jim Whitin – presented a petition to the Board for removal of trees. (This matter was addressed under Public & Board Comment).
2. Wayne Sunderland – status of Hix Bridge repairs before the winter weather. (This matter was addressed under SRPEDD agenda item). Mr. King stated he does not have any update. Mr. Sunderland stated this is a significant Town artery; what is holding them up; the quality of repairs will diminish with the cold weather. Mr. Ouellette asked that Mr. King make this a priority on his list and also to contact Senator Rodrigues and Representative Schmid stating we are very concerned.

Boards/Committees/Commissions Vacancy List

Mr. Ouellette read the list of vacancies.

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. Ms. Shufelt announced that Lt. Governor Polito will be in Westport on Friday, August 25, 2017 at 12:30PM in the Town Hall for the Community Compact signing. Ms. Shufelt will be attending representing the Board.

7:04 PM – Executive Session

Motion made by Ms. Shufelt to enter into Executive Session pursuant to the provisions of MGL c 30A section 21 to approve Executive Session Minutes of August 7, 2017; and to discuss the Highway Surveyor's contract; and to discuss L.A.W. negotiations. Second by Mr. Valcourt. The Board voted 4 in favor, 1-absent (Sullivan).

Roll Call Vote: Ms. Shufelt-aye. Mr. Ouellette-aye. Mr. Valcourt-aye. Mr. Dutra-aye.

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

7:25 PM – Open Session

Motion made by Mr. Dutra to adjourn the Board of Selectmen's Meeting. Second by Ms. Shufelt. The Board voted 4 in favor, 1-absent (Sullivan).

Adjournment.

Respectfully submitted,

Diane Pelland

Administrative Asst/Confidential Clerk to the Board of Selectmen

APPROVED: _____
Brian T. Valcourt, Clerk