



**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY- March 18, 2019**

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

Also Present: James K. Hartnett, Acting Town Administrator.

Absent: Timothy King, Town Administrator

Select Board Chair, Ms. Shufelt called the meeting to order at 6:01 P.M. in the Westport Town Hall, 2nd floor meeting room, 816 Main Road, Westport, MA.

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

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

1. Appointments and/or Resignations

- a. Appointment of the Veteran's Service Officer, Carol Freitas. Mr. Justin Latini Commander of the Viet Nam Veterans was before the Board with Ms. Freitas. The former Marine described her experience and qualifications and the decision by the group to offer her the position. She is aware that the VSO will host and organize Memorial and Veterans Day. The Provision in the contract must certify/I first year
Motion by Mr. Ouellette to appoint. Seconded by Mr. Valcourt. The Board voted 5-0 in favor.
- b. Pursuant to Massachusetts General Law Chapter 129 sections 15 & 16, appointment of Inspector of Animals: Donna Lambert, Caitlyn Riley and Rebecca Souza. **Motion** by Mr. Valcourt to nominate Donna Lambert, Caitlyn Riley and Rebecca Souza as Animal Inspectors. Seconded by Mr. Brewer. The Board voted 5-0 in favor.
- c. Approve recruitment of Assistant Animal Control Officers. Donna Lambert was present to request two more Assistant Animal Control officers be hired. Two former assistants have not responded to calls or e-mails and no longer have been working for quite some time. Mr. Valcourt stated that he wanted to know what the Board of Health reorganization may mean after July 1 with more staff in the Board of Health. Mr. Armendo stated as of July 1, that Ms. Lambert's hours would be very different than what they are now. Ms. Lambert explained that she is unable to take time off because there is no coverage. She is in agreement with Mr. Armendo that the reorganization may lend additional personnel only after Town Meeting. Mr. Valcourt suggested the position be posted but with the understanding that May town meeting could change that. Mr. Armendo stated that she needs coverage now.
Motion by Mr. Valcourt to post for two assistant Animal Control officers and to coordinate with the Board of Health. Seconded by Mr. Ouellette. The Board voted 5-0 in favor.

2. License Public Hearings:

- a. Request from The Holy Ghost Club, located at 171 Sodom Road, Westport, MA, for approval of a change in manager and officers for a club All Alcohol License, Manager Cassandra Cambra. There was no one present from the Holy Ghost. The police report had no objections. **Motion** by Mr. Valcourt to approve. Seconded by Mr. Ouellette. The Board voted 5-0 in favor.
- b. Request from R & C Market, Inc., located at 151 State Road Unit #1, Westport, MA for approval for a change of ownership, officers and manager for an annual Wine and Malt License by Special Legislation (not to be drunk on premises) for a Retail Package Store, Manager, Brandon A. Camara. Attorney Kwart was before the Board along with the applicant. The license being special legislation, remains with the premises. **Motion** by Mr. Ouellette to approve. Seconded by Mr. Valcourt. The board voted 5-0 in favor.
- c. **Pole Hearing.** Pursuant to Section 22 of Chapter 166 of the General Laws (Ter.Ed), on the petition of Verizon New England Inc. and NSTAR Electric Company DBS Eversource Energy covering joint pole locations, request permission to erect one JO pole 41F/63.5, on the southerly side of Old County Road at a point approximately 40 feet easterly from existing pole 41F/63 and approximately 94 feet westerly from existing pole 41F/64 on the southerly side of Old County Road. This pole placement is necessary to provide services to new high/middle school. Plan No.MA2019-09 Dated: 2/8/2019.
 Ross Bilodeau from Verizon was present to request a new pole that will be feeding services to the new school.
 Cathy Rego, property owner of 415 Old County Road and 423 Old County Road objected to the position of the pole because some day she wants to install a driveway and would not have that option if there is a pole there. **Motion** by Mr. Ouellette to continue to April 1, 2019 at 6:05 pm. Seconded by Mr. Valcourt. The Board voted 5-0 in favor. Steve Terrell 423 Old County Road Another abutter asked why not use the existing pole. The electric company representative present will bring these questions to the designer and advise.
- d. Request by **Kerrian Fennelly** for approval of a Shellfish Upweller License to be located at Lees Wharf, Site #1 at 2065 Main Road (24'x10' float attached to private docks). Continued at the request of the Marine services Director to April 4, 2019 at 6:10 pm.
- e. Request by **John Fennelly** for approval of a Shellfish Upweller License to be located at Lees Wharf, Site #2 at 2065 Main Road (24'x10' float attached to private docks). Continued at the request of the Marine services Director to April 4, 2019 at 6:10 pm.

3. Action Items

- a. Approve Warrant for Annual Town Election. Ms. Shufelt read the warrant for the April 9 election into the record. **Motion** by Mr. Ouellette to approve. Seconded by Mr. Brewer. The Board voted 5-0 in favor.
- b. Approve State Revolving Fund Clean Water Financing Agreement.
 Treasurer, Brad Brightman was present and he read the project summary of the financing agreement for a loan of \$150,000. He requested the Board to endorse the loan documents.
 Mr. Hartnett gave a short summary. Ms. Shufelt read the note term into the record for a vote. **Motion** by Mr. Ouellette to approve endorsement of the loan documents. Seconded by Mr. Valcourt. The Board voted 5-0 in favor.
- c. Approve Special Town Meeting Warrant.
 Ms. Shufelt read the 3 articles in the warrant.
Motion by Mr. Ouellette to close the Special Town Meeting Warrant. Seconded by Mr. Brewer. The Board voted 5-0 in favor.
- d. Annual Town Meeting Warrant review. When the Board closed this at the prior meeting and this version

4. Discussion Items

- a. **Treasurer's Consultant Preliminary Report.** Eric Kinsherf was present with Treasurer Brad Brightman and Town Auditor Tony Roselli. The Auditors have already begun their part. The Schedule A deadline was extended by the state to March 31, 2019 and the Accountant is comfortable with that date. The audit and free cash was completed as phase I. Next phase will be to train the staff to complete the work themselves. He had recommendations, one of which relates to bounced checks and to back them out as they come in. The missing piece was maintaining a formal "cash book" that reconciles with the general ledger. This had not been done in the past. When bank statements come in, the cash book and statements are reconciled. Going forward this will be in place. He noted that not all warrant items are checks. He noted that it can be noted in Softright what kind of instrument it is as an incoming wire for example. He suggested looking for software that can do all of this. Ms. Shufelt asked what Softright is used for. It is used for all accounting transactions and receipts. It is not being used to reconcile the bank statements. Mr. Brewer asked how other towns handle it. Mr. Kinsherf stated that there are other software programs that are more efficient. Some other recommendations concerned book and debt transactions. The bank will track outstanding checks for the Town which was taking Mr. Brightman a long time. The tools the staff should have is Excel and they should be trained. He stated that from this point forward, the staff will work on reconciliation. He stated that it's basically been concentrated on reconciliation. The points in the self assessment that Mr. Brightman provided will continue to go forward. Ms. Shufelt asked if the auditor's letter had been reviewed for items that were recommended. Ms. Shufelt stated that there was some concern early on because the reconciliation had not been done. Mr. Kinsherf stated that he has not found anything related to fraud. Mr. Brewer asked about the April due date. Ms. Provencal is shooting to close the books in the next 2 weeks so the auditors can finish their job. Mr. Roselli, stated he looked at cash – Mr. Kinsherf set up a very good reconciliation template. All staff will be trained to do this and it is easy to use. He is happy with this and next will be execution. He stated they have been doing a lot of audit work to be ahead of the curve. Cash was just reconciled last Thursday; he's thinking the audit report would be completed mid-April. Ms. Shufelt asked what would happen if they miss the March 31 deadline. The Town will miss out on state aid until its turned in; that is actual cash in for the account. The final report is expected in 30 days, after which Mr. Kinsherf will be in to check once a month for the first 6 months. He welcomed the staff to call him any time. Ms. Shufelt stated that there is an article on the Town Meeting warrant for an audit committee and asked for input. Mr. Roselli stated that this group is a good idea and they will be involved with the management letter. By meeting 4 times a year and dealing with the auditor, it has been successful in other towns.
- b. **Craft Cannabis Co-op Committee update.** Mr. Valcourt stated that the Finance Committee has assigned someone to review and the Planning Board is holding the first public hearing on Wednesday March 20 at 5:30 pm.
- c. **Discussion with Highway Surveyor regarding snow operation and mailbox policy.** Chris Gonsalves, Highway Surveyor and Evan Almeida, employee of the Highway Department were present. Mr. Gonsalves stated there was an article in the paper about the snow removal causing boxes to be knocked down and casting the Highway Department in a bad light. Mr. Gonsalves stated that the policy is clear: if a direct strike, the box would be replaced. He maintains that the boxes did not sustain a direct hit. Ms. Shufelt asked if there were something residents need to know or can do. Discussion ensued. Mr. Gonsalves asked homeowners to check mailboxes, basketball hoops, and trash especially during snow events. He said that they had 15 complaints during the last storm with only one meeting the guidelines of the policy. Mr. Valcourt noted that many of the mailbox posts are rotted out and suggested composite material be used.

Ms. Shufelt asked Mr. Gonsalves about the policy for sidewalks. There is a section by Greenwood Terrance that is the responsibility of the Highway Department. Mr. Gonsalves stated there is no by-law that requires the Town to clean the sidewalks. Mr. Ouellette stated that there needs to be something done about a sidewalk survey and also to consider a town by-law so that sidewalks are kept clean. Mr. Gonsalves stated that the Highway Department is not responsible for sidewalks.

Mr. Valcourt said he noted that many people are plowing their snow into the road after the road is clear. Ms. Shufelt asked Mr. Gonsalves to put together a by-law for next year and to talk to Mr. King. Mr. Ouellette suggested consulting with the regional planning district for assistance.

Wayne Sunderland was complimentary of the Highway Department and the great job they are doing. He suggested the Town create a by-law prohibiting placing snow from private property into a public way and also provide suggestions for the construction and placement of a mailbox for residents.

Betty Slade asked where does the Town property end with regards to the sidewalks at the Point. She said that it needs to be clear who is responsible. Mr. Sunderland seems to think that the sidewalks are part of the Town layout. Realistically, the Highway Department does not have the resources to clean off sidewalks. She also asked about cemetery.

Mr. Gonsalves noted that from the Snow and Ice fees allocated, \$150K, the department has spent \$99K thus far.

5. Town Administrator Report.

Mr. Hartnett read through Mr. King's report.

6. Minutes

None.

7. Bill Warrant and Payroll report to the Board

Mr. Brewer stated he had endorsed the bill warrant.

8. Selectmen Liaison Committee Reports.

Mr. Brewer provided his review on the Energy Committee. He noted that climate change is something they are looking at and asked the Board for their thoughts on this broad subject. The landfill solar project would be starting in April at the Transfer station. Mr. Valcourt asked if the new school can be outfitted for solar. Ms. Shufelt stated the school was designed to accommodate solar but the MSBA will not delve into such a project.

Mr. Brewer stated that he has a P&S agreement from Counsel. The Camping Grounds Committee can review that but the committee needs to provide a recommendation on how to approach funding. Ms. Shufelt also would like input from the Finance Committee. Mr. Brewer stated that the Public Safety Staffing Committee has temporarily postponed any discussions to be continued later in the year because of lack of funding sources. Mr. Ouellette stated that public safety should note how many times calls go out leaving no one behind.

Mr. Ouellette stated he is meeting with the regional planning district tomorrow to discuss Route 177.

Ann Boxler stated she will be attending the Council on Aging and the Affordable Housing Trust meetings next week.

Ms. Shufelt stated that the project manager for the school project was acquired by another project manager.

9. Boards/Committees/Commissions Vacancy List

See website.

10. Board Members Suggestions for Future Agenda Discussion / Action

None.

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

None.

12. Question & Answers.

None.

13. Executive Session.

Motion by Mr. Ouellette to enter into Executive Session at 8:01 pm and to adjourn the regular session at its conclusion. Seconded by Mr. Brewer. The Board voted 5-0 in favor by roll call vote.

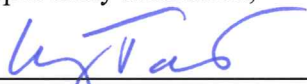
Pursuant to the provisions of MGL c 30A section 21(a), Chair declares an open meeting will have a detrimental effect, to:

- a. Discuss strategy with respect to collective bargaining – AFSCME (Highway) (3).
- b. Approve Executive Session Minutes.

Adjournment

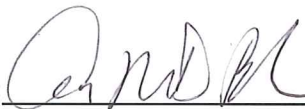
Regular session was adjourned at 8:17 p.m. on a **motion** by Mr. Ouellette Seconded by Mr. Brewer The Board voted 5-0 in favor.

Respectfully submitted,



Lucy Tabit Administrative Assistant/
Confidential Clerk

APPROVED:



Ann E. Boxler, Clerk, Select Board Member

Attachments to Agenda of 3/18/19:

- 2 Veterans Service application; Animal Inspector Nominations; Recruitment request for Animal Control.
- 3 Holy Ghost Change of Officers and manager.
- 3 R&C Market application to change manager.
- 3 Pole petition.
- 4 Annual Election Warrant.
- 4 Clean water Financial Agreement.
- 4 Special Town Meeting Warrant.
- 4 Annual Town Meeting Warrant.
- 5 Kinsharf update.
- 5 Mailbox policy
- 6 Town Administrator's report.
- 8 Bill warrant.