



**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
Tuesday February 18, 2020**

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

Also Present: Timothy King, Town Administrator

Select Board Chair, Ms. Shufelt called the meeting to order at 6:03 pm 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. Acknowledgments & Recognitions

None.

2. Licenses

- a. **Public Hearing. Seasonal Trailer First Time Application** of new owner, Kevin & Barbara Daly for a six month seasonal trailer permit for recreational purposes to locate a trailer at 82 East Beach Road, Assessor's Map 76A, Lot 62. **MOTION** by Mr. Valcourt to approve conditional on all requirements being met. Seconded by Mr. Brewer. The Board voted 4-0 to approve.
- b. Request from the Westport Point Church to waive the Common Victualler license fee. This request was withdrawn by the requestor.

3. Action Items

- a. Planning Board request for comment on a Special Permit and Site Plan for stand-alone drive-through facility at 549 American Legion Highway. The Board, upon review, had no comments.
- b. Request from the Westport VFW for use of picnic tables from Camping Ground at the VFW pavilion. **MOTION** by Mr. Valcourt to approve the request. Seconded by Mr. Brewer. The Board voted 4-0 to approve.
- c. Chris Leonard, Marine Services Director – Budget item discussion.
Mr. Leonard was joined by John Borden chair of the Harbor Advisory Committee and member of the Shellfish Advisory Committee. Both expressed concerns with the budget as prepared by the Town Administrator. The breakdown between the two fulltime employees and the salaries are not being divided equally (66/34 split) between the two departments. It is requested that Harbormaster and Shellfish Departments split the salary 50/50.

The Harbor Enterprise fund pays 66% of the salaries and Shellfish Department pays 34%; this is not sustainable and places an undue burden on fees collected. The fees have been raised to accommodate but raising them more is not appropriate. The overall amount needed to cover payroll for the Shellfish department is approximately \$20K and this will balance the salaries 50/50 from each department. Mr. King has revised the budget to pay 1/3 of the salaries from Shellfish and 2/3 from Marine services. Ms. Shufelt stated that in order to fund it, the BOS would have to cut from public safety. Mr. Leonard stated he as well as the Shellfish and Harbor Advisory Boards will take this to Town meeting if needed. They cannot continue to raise funds outside of the Shellfish department to support that department. Rates to support the Harbor fund have been raised to keep up with inflation. Mr. Leonard does not want to spend monies 34% from shellfish to do 50% of his job. He wants the appropriate department to spend 50% each. He stated that 34% of his time is not enough to run the Shellfish Department. He maintained that the fishing industry in Town is a million-dollar industry and part of the face of the Town. There are 60 commercial fishing licenses issued and this is important, of which 20-30 are fairly active. Ms. Shufelt stated that there is not enough funding in the general fund to fund this.

d. Finalize FY21 Municipal Budget.

Planning Board: Chair, Jim Whitin and Town Planner, Jim Hartnett were present. The issue is that they are being asked to cut what they need. In the budget, 251912 includes the Assistant Town Planner and This position was approved to begin being funded in January 2020. The position is existing and has not been filled for 12 years. After 2008 financial crisis, it was not filled. This position was funded last town meeting. The BOS authorized the position and the posting of it in January with a due date of 2/28. There have been over 20 applicants. The Assistant Town Planner was also funded in part from the BOS budget as Mr. Hartnett assumed some of the administration duties. Mr. Whitin described grants totaling over \$862K that have been overseen by the department. There is a lot going on and it would be helpful to relieve the burden on the Planner that would allow him to look for additional grants. Ms. Shufelt stated she was in agreement but it is difficult to support an unfilled position especially with other burdens. Mr. Valcourt also agreed and noted the regional and charter school assessments increase. If there will be no hire, they would like to transfer the funds to a grant matching fund. It was suggested they make sure the request was submitted as a transfer. Mr. Brewer supports the request based on this information. The Board is committed to submit a balanced budget to the Finance Committee. The choices lie within there. Mention was made that despite the awards for grants, there is no provision for administrative funds.

Karen Raus and Gary Carreiro were present for the discussion with the Board on the overall budget. Discussion ensued by the Board on the disparity of the amount the Schools have requested and the cuts Town departments would have to make to fund the schools. Ms. Shufelt would like to have the School absorb the deficit of \$78,708 to be able to add back 1 Police and 1 Fire starting 1/1/21 and using one time funds for the purchase of the Chrome books.

MOTION by Mr. Valcourt to reduce the proposed budget to the school by \$78,708 and recommend to fund Chrome books from one-time Capital Improvement Funds not to add it to their operating budget. The overall operating budget is recommended at approximately 19,249,971.00. The two safety positions are to be funded as of 1/1/21. Seconded by Ms. Boxler. The Board voted 4-0 to approve. Mr. Brewer asked if the capital improvement projects that were recommended. The answer was no, it would not.

4. **Discussion Items**

None.

5. Appointments and/or Resignations

None.

6. Town Administrator Report

Mr. King gave his report to the Board to include that the Town was designated as a green Community and will need to submit a project by the end of the month. He noted the financial Management Structure review, the re-purposing proposals for the High School. The Long Term Building Committee will have a public meeting in March to get public input on options for the high school. The MSBA reimbursement for the school roof repair is at 48.7%.

7. Minutes

None.

8. Bill Warrant

All in order.

9. Selectmen Liaison Committee Reports

Mr. Brewer noted Audit Committee is meeting next week.

Mr. Valcourt had nothing to report.

Ms. Boxler had nothing to report.

Ms. Shufelt noted that \$1.36mm under budget – the SBC voted to move this funds to the owners contingency budget and could be released at any time thereafter. She noted 11% is complete and the work is ahead of schedule.

10. Boards/Committees/Commissions Vacancy List

As noted on line.

11. Board Members Suggestions for Future Agenda Discussion / Action

None.

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

Elevator Modification Proposal. Mr. King solicited proposals. The appropriation from a prior Town Meeting is for \$100k and the bid from Thyssen-Krupp came in at 99,500. **MOTION** by Mr. Valcourt to approve contract for elevator repair. Seconded by Ms. Boxler. The Board voted 4-0 to approve.

13. Question & Answers.

Jon Alden asked why the Board did not borrow the funds against Free Cash. Ms. Shufelt stated it is not a good idea to borrow against one-time funds.

14. Executive Session – **Motion by Mr. Valcourt to enter into executive session at 7:38 pm and adjourn the regular session at its conclusion 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 Town Hall unit Local Advantage for Workers (LAW) 254 (3).

b. approve Executive Session Minutes.

Seconded by Mr. Brewer. The Board Voted 4-0 in favor.

Roll Call Vote: Shufelt, Aye. Valcourt, Aye. Boxler, Aye. Brewer, Aye.

Adjournment

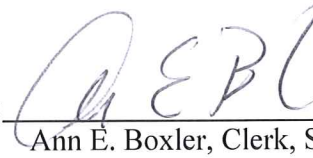
Motion by Mr. Valcourt to adjourn the regular meeting at 7:52 p.m. Seconded by Mr. Brewer. The Board voted 4-0 in favor.

Respectfully submitted,



Lucy Tabit Administrative Assistant/
Confidential Clerk

APPROVED:



Ann E. Boxler, Clerk, Select Board Member

Attachments to Agenda of 2/18/20:

- 2a 82 East Beach Rd
- 2b Point Church request
- 3a 20-001SP Plan
- 3b VFW REQUEST
- 3c FY21 Budget Letter Selectmen
- 6 TA report
- 7 BOS minutes
- 8 Bill warrant