



**BOARD OF SELECTMEN  
MINUTES  
REMOTE MEETING**

**Monday April 27, 2020**

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

Also Present: Timothy King, Town Administrator

Select Board Chair, Ms. Shufelt called the remote meeting to order at 6:00 pm.

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

**Chair's Announcement** – Under MGL Chapter 30A, section 20(f) – Meeting being recorded.  
*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Westport Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. The public was invited to join the meeting through the links provided at the time of posting.*

**1. Acknowledgments & Recognitions**

Ms. Shufelt recognized the passing of Carlton "Cukie" D. Macomber Jr. a life time resident who will be missed for his stories and his contribution to the Town he was a member of the Westport Fisherman's Association, the Noquochoke Lodge, the Westport Grange and a former member of the Westport Volunteer Fire Fighters Association. He was the skipper of the CeeDee, his commercial fishing boat.

Recognition of Marlene Samson, Retiring Town Clerk. Ms. Shufelt read a letter to Ms. Samson from the Board recognizing her for her years as a Town employee and wishing her the best in her retirement. Ms. Slade noted that she was also interested in historical document preservation and was awarded by the Westport Historical Commission for her participation in preservation of town documents.

**6:05 p.m.**

**2. Discussion**

a. COVID-19 updates and discussion

Ms. Shufelt called on the Director of Public Health, Matt Armendo. He stated that the count of confirmed cases in town is 37 and this is different from the number the state reports because of a backlog of state level case counts. He noted there has been a 2<sup>nd</sup> person who has passed away from the virus. They are in touch with DHP and the Town Nurse continues to follow up on MAVEN case logs. Mr. Armendo stated that the BOH ordered face covering in public at essential

businesses to slow the spread in town. He encouraged everyone to continue social distancing. Ms. Shufelt stated the emergency management team has been meeting 2-3 times a week. After the last meeting she met with Mr. Brewer and School department to discuss budget projections but the FinCom Rep was not present. The next meeting is tomorrow to look at the budget and they are not expecting good news.

Ms. Shufelt stated that the Governor has not issued any updates to date. Mr. Ouellette recommended that the situation remain the same and meet when there are any updates. Mr. Brewer also agreed but wanted to have a plan. Ms. Shufelt asked to receive department input based on the next department head meeting.

Mr. Ouellette suggested that if a Westport resident has an active beach permit, they should be allowed to stay parked and remain in the vehicle only on East Beach. One of the concerns is the overflow traffic from Horseneck parking being closed. He said it's been an issue over the last 6 weeks. The beach is not closed, parking is. Mr. Brewer supports what Mr. Ouellette is suggesting however, he does not feel that any of the parking should be closed for residents. One of the reasons he supports opening town parking for residents with permits to park at East Beach is so people do not infringe on the East Beach private properties. **MOTION** by Mr. Ouellette allow parking for active permit holders to park and remain in their vehicles along East Beach. Seconded by Mr. Valcourt. The Board voted 4-1 in favor by roll call with Ms. Shufelt voting nay. Ms. Shufelt asked Mr. King to let the Police Department and Beach Committee know.

Mr. King wants to make sure the Town Hall remains closed through 4<sup>th</sup> quarter real estate taxes. Mr. Ouellette asked to make sure there are instructions for people on how to pay their taxes.

c. Town Elections

Acting Town Clerk, Bernadette Oliver was present and had no recommendations at this time as to scheduling the elections. She felt poll workers would not be able to make a decision this early considering the track of the virus. She stated that 557 absentee ballots were mailed and 367 have been returned with 190 still out there. Mr. Ouellette and Mr. Valcourt recused themselves. Mr. Brewer said as a practical matter, the Board should be looking at early June and to discuss at the May 11 to make that decision.

d. Town Meeting

Ms. Shufelt stated there is still not enough information to consider a date and the Board may need to hear from the Finance Committee. Mr. Brewer felt that it is highly unlikely this will happen before June 30 and the Board could have Town meeting realistically in July.

e. Consider postponement of East Beach trailer permits issuance (continued from 4/16/20).

This Board never made any conscious decision to make any decision different. The material that Mr. Curt referred to was sent in error. The Board did not actively vote to send that information out. Mr. Armendo's recommendation is to set a specific date for occupancy consistent with the Governor's orders. As of now, the order is May 4<sup>th</sup>. Mr. Brewer agreed that having a date is important for the owners, but does not think it can be fluid, it needs to be a date certain. Discussion ensued.

**MOTION** by Mr. Ouellette to allow residents to move in effective May 4 subject to approvals of other boards as before and to note that the Horseneck Beach pumping station is closed, per the Governors' order. Seconded by Mr. Brewer. The Board voted 5-0 in favor by roll call.



**6:15 p.m.**

**3. Action Items**

- a. Ch61A request to release 0 Sodom Road Map 60, Lot 1E McGovern. **MOTION** by Mr. Ouellette to release. Seconded by Mr. Valcourt. The Board voted 5-0 in favor by roll call.
- b. Accept a donation from Denise Micale of \$50 and \$125 from an anonymous donor for the purchase of necessary items for the Temporary Food Pantry through the Recreation Department. **MOTION** by Mr. Valcourt to accept these donations. Seconded by Mr. Ouellette. The Board voted 5-0 in favor by roll call.
- c. Accept donations from Bay Coast Bank \$2,000; David Cole & Betty Slade \$100; Lee's Market \$2,800; and Coyne & Powers Insurance \$100 for the purpose of replacing veteran grave markers at town cemeteries through the Veteran's Services Office. **MOTION** by Mr. Valcourt to accept the donations. Seconded by Mr. Brewer. The Board voted 5-0 in favor by roll call.
- d. The Economic Development Task Force (EDTF) requested approval to hold the Westport Summer Farmer's Market at the Town Hall Annex parking lot and installation of a banner over Main Road. Mr. May proposed several options based on the current social distancing situation. Ben Wolbach stated that they are small essential businesses and will be extremely proactive in preserving themselves. For example, they currently do prepaid no-contact pickups for their CSA customers. **MOTION** by Mr. Ouellette to approve the request to use the Southside parking lot at the Annex subject to BOH guidelines and banner. Seconded by Mr. Brewer. The Board voted 5-0 in favor by roll call:
- e. Accept the provisions of MGL c110G regarding Electronic Signatures. **MOTION** by Mr. Valcourt to accept the provisions of MGL c110G allowing for Electronic Signatures. Seconded by Mr. Ouellette. The Board voted 5-0 in favor by roll call.

**4. Appointments and/or Resignations**

- a. Appoint Josh Brum as the Principal Clerk to the Council on Aging. **MOTION** by Mr. Valcourt to approve Mr. Brum as the Principal Clerk. Seconded by Mr. Ouellette. The Board voted 5-0 in favor by roll call.  
Mr. King is not recommending posting the opening at the registrar's of voters. Mr. Brum will continue to work 20 hours at the Registrars and 20 at COA.
- b. Post opening for Registrar of Voters – The Board took no action.

**5. Licenses None.**

**6. Town Administrator Report.**

Mr. King provided his report which would be reviewed at a subsequent meeting.

**7. Minutes**

BOS minutes for March 16, 2020; March 23, 2020; March 30, 2020; and April 13, 2020.

**MOTION** by Ms. Boxler to approve the listed minutes. Seconded by Mr. Valcourt. The Board voted 5-0 in favor by roll call.

**8. Bill Warrant**

Mr. Brewer said all was in order.

**9. Selectmen Liaison Committee Reports**

None.

**10. Boards/Committees/Commissions Vacancy List.**

As listed 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.**

None.

**13. Question & Answers.**

None.

**14. Executive Session – Motion** by Mr. Ouellette to enter into Executive Session at 7:52 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. To discuss complaints against an employee (1).
- b. To discuss complaints against an employee (1):
  - (1) to discuss the complaints if the case does not resolve;
  - (2) to discuss strategy for union negotiations.
- c. approve Executive Session Minutes for 030220.
- d. Review and release Executive Session Minutes.

Seconded by Mr. Valcourt. The Board voted 5-0 in favor. **Roll Call Vote:** Shufelt, Aye. Valcourt, Aye. Ouellette, Aye. Boxler, Aye. Brewer, Aye.

**Adjournment**

**Motion** by Mr. Ouellette to adjourn at 9:05 p.m. Seconded by Mr. Valcourt. The Board voted 5-0 in favor.

Respectfully submitted,



Lucy Tabit Administrative Assistant/  
Confidential Clerk

APPROVED: \_\_\_\_\_



Ann E. Boxler, Clerk, Select Board Member

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**Attachments to the BOS of 4/27/20:**

- 1 Marlene Samson letter of thanks
- 3a Ch61A McGovern Map61 Lot1E
- 3b Rec Dept Donation
- 3c VSO Donation account request
- 3d Memo summer market-4-22-20
- 3e Registry of Deeds Instructions
- 4a appointment principal clerk
- 6 TA Report 042720
- 7a BOS minutes 031620 draft
- 7b BOS minutes 032320 draft
- 7c BOS Minutes 033020 draft
- 7d BOS minutes 041320 draft
- 8 Bill Warrant 042220