



**BOARD OF SELECTMEN  
MINUTES  
REMOTE MEETING**

**MONDAY JANUARY 4, 2020**

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

Also Present: Timothy King, Town Administrator

Select Board Chair, Mr. Brewer, 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**

Mr. Brewer recognized the passing of Richard Spirlet, former Select Board member.  
He noted the Town Clerk published information found on the website for election papers.

**2. Updates**

**COVID-19**

As of today there have been 834 positive cases reported and 700 recovered. Westport is still in the "red" or high risk category. Mr. Armendo gave more information on protecting oneself and others.

**3. Public Hearings:**

- a. Request for comments from Planning Board on a Definitive Subdivision "OFF FISHER ROAD" between 389 and 431 Fisher Road, Assessor's Map 41, Lot 22 proposing 7 new lots. The Board had no comment.
- b. Request to refer Proposed Zoning By-laws Amendments to the Planning Board for review regarding Section 6.1 Floodplain District and Regulations; Section 3, Definitions for Floodplains and for Medical Marijuana and Section 2.6.6 Special Permits.  
**MOTION** by Ms. Shufelt to refer the amendments to the Planning Board for a public hearing. Seconded by Mr. Valcourt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.
- c. Request for release for Chapter 61A land Pietrzyk Map 19, Lot 36A at 439 Briggs Road. Discussion ensued and the owner would need to be noticed appropriately before the next meeting of the intention of the Town to purchase the land.

**MOTION** by Mr. Valcourt to table to the next meeting. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

- d. Release of Lien Book 5945, Page 311. **MOTION** by Mr. Valcourt to release the lien. Seconded by Ms. Shufelt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

- e. Accept donation for the Veterans Food Pantry from Jacob P. McGuigan for \$150. **MOTION** by Ms. Shufelt to accept. Seconded by Mr. Valcourt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye. VSO, Ms. Freitas asked to accept another donation just received this afternoon for \$100 gift card to Lees Market from Don Davidson. **MOTION** by Mr. Ouellette to accept. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye

- f. Accept donation for the Council on Aging totaling \$710.00 from the following: Equipment Loan, 50.00; Quinn Sunshine Fund- In memory of Jane Schieri, 50.00; Lori & Richard Arseneault- In memory of Raymond Orr, 25.00; Carlene Ventura, 100.00; Grace & Roland Jacques- In memory of Raymond Orr, 50.00; Peter & Janet Robash, 50.00; C.Z. Lovecraft, 25.00; Elizabeth & Gerald Petruska- In memory of Anne Pietruska, 50.00; Gloria Mello, 35.00; Marguerite Monahan- In memory of Shirley Wordell, 50.00; Milton & Marilyn Adams, 150.00; Scott & Doris Costa- In memory of Shirley Wordell, 50.00 and Anonymous donations totaling 25.00.

**MOTION** by Ms. Boxler to accept the COA donations. Seconded by Ms. Shufelt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye

- g. Accept donations for the food pantry through the Recreation Department for a combined donated total amount of \$3,725; comprised of a total of \$2,005.00 in monetary donations from: Marjorie T. Sandborg & Janet M. Locke - \$100; Caroline A. & Paul G. Cooper - \$100; Arthur N. & Nancy E. Desrosiers - \$300; Bonnie L. Bower & Mark A. Hosley - \$200; Deborah A. Huenneke - \$100; Robert C. Peck & Susan Osgood Peck - \$50; Frank A. Graves Trust/Frank A. Graves & Sally M. Graves Trustees - \$100; Philip Snyder Foundation designated by Anne Snyder - \$500; William L. Pardee - \$50; Cash from various anonymous donors - \$505 and a total \$1,720.00 in grocery gift card from the following: Westport United Methodist Women (Presented by Kathleen Grimley, President of WPUMW) - \$400 Walmart Gift Cards; Anonymous - \$125 Stop & Shop Gift Cards; Anonymous - \$300 Market Basket Gift Cards; Anonymous - \$85 Lee's Gift Cards; Anonymous - \$200 Stop & Shop Gift Cards; Anonymous - \$50 Lee's Gift Card; Anonymous - \$500 Market Basket Gift Cards; Anonymous - \$60 Lee's Gift Card.

**MOTION** by Ms. Boxler to accept. Seconded by Mr. Valcourt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye

#### **4. Discussion**

- a. Landing Commission recommendation for parking at the Horseneck Point Landing. Mr. Bull, Chair of the Landing Commission noted that the Commission is requesting that the Landing require a year round restriction with a beach parking permit with signage along the water's edge so it's visible to the public. He said the Chief of Police is in agreement to this. Discussion ensued. Members agreed to discuss further at the next meeting. **MOTION** by Mr. Ouellette to table to the next meeting. Seconded by Mr. Valcourt. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye
- b. Campground Development Committee. Members deferred further discussion. They discussed who from the Board would be nominated for this committee. **MOTION** by Ms. Shufelt to appoint

Mr. Valcourt. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

**5. Appointments and Resignations**

- a. Appointment of Elizabeth Edwards as the Assistant Tax Collector. **MOTION** by Mr. Valcourt to appoint Ms. Edwards. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.
- b. Authorize posting the opening for Tax Collector's Principal Clerk.  
**MOTION** by Mr. Valcourt to post internally and if no applicants to advertise externally. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

**6. Licenses/Permits.**

None.

**7. Town Administrator Report**

Mr. King discussed the operational expenses for the soon to be vacated Senior/Junior High School; the administration expressed the need to remain occupying in these offices for the near future. Tax Collector Susan Brayton advised the board of the new policy encouraging mail-in delivery of tax payments, due May 1. Mr. King provided an update on Drift Road guardrails; Mass DOT said guard rails must be installed if Chapter 90 funds are used for the project; wood guard rails are three times as expensive as steel cross rails. Mr. Brewer suggested the topic is placed on the next agenda so that public input can be obtained; Mr. King is soliciting estimates of both types of installations.

**8. Approve Minutes**

None.

**9. Report on Bill Warrant.**

As noted by Mr. Brewer, all in order.

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

Ms. Boxler stated affordable Housing Trust project with Buzzards Bay Area Habitat for Humanity is preparing to issue applications for families seeking to buy the two affordable duplex units to be built on Sodom Road.

Mr. Ouellette thanked public safety personnel for their efforts during the holiday weekends.

Ms. Shufelt reported the school project being on time and under budget; still on track for September 2021 opening. She said she met with a member of the East Beach Trailer Association, which is asking the Board to rethink its permitting policy and the authority to withhold permits. Mr. Brewer asked for Town Counsel's input on the bylaw language; Mr. King explained the issues raised in the recent court case cited in the communication from the Association.

Mr. Valcourt - Reviewed the Ag/Open Space Trust Fund recommendation that selectmen exercise their right of first refusal for the Pietrzyk parcel on the Ch. 61a release list. He noted the next CIPC meeting will be held this week.

Mr. Brewer asked to place the discussion of finding a replacement for Mr. King on the next agenda; he noted the MMA has a good video explaining the hiring process which members can view before the search process begins.

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

Ms. Boxler ran through the list of boards and commissions needing to fill a single vacancy: Zoning Board of Appeals, associate member; Capital Improvement Planning Committee; needs a business community representative; Fence Viewer; Safety Regulation Board; Citizens Betterment Committee. Mr. Brewer requested that board chairmen more actively recruit needed members, and send recommendations for appointments; Ms. Boxler volunteers to reach out to chairmen; Mr. Valcourt suggests resurrect holding periodic meetings with various boards to discuss their business. Meeting participant Ms. Betty Slade encourages selectmen to facilitate more coordination between committees and boards dealing with similar areas of interest, such as re-use of school buildings, the need for affordable housing, administrative space, a new cemetery, and additional playground space.

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

Addressed earlier:

Item 3e: The board accepted a donation for the Veterans Food Pantry for \$100 in the form of a Lees Market Gift Card from Donald Davidson. **Motion** by Mr. Valcourt to approve. Seconded by Mr. Ouellette. The vote was 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

**13. Comments and Statements.**

None.

**Adjournment:**

**Motion** by Mr. Valcourt to adjourn at 7:51 pm. Seconded by Mr. Ouellette. The Board voted 5-0 in favor by roll call. Roll Call Vote: Boxler, Aye. Ouellette, Aye. Shufelt, Aye. Valcourt, Aye. Brewer, Aye.

Respectfully submitted,



Lucy Tabit Administrative Assistant/  
Confidential Clerk

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



Ann E. Boxler, Clerk, Select Board Member

**Attachments to Agenda of 1/4/21:**

1 Richard Spirlet – Obituary; 1 Town Clerk request; 3a pb fisher rd subdiv; 3b pb Zoning Amendments Flood plain & Definitions 12-10-10; 3b pb Zoning Amendments Flood plain & Definitions 12-10-10; 3d Release of lien 3945 311; 3e VSO Donations 010421; 3f COA Donations 010421; 3g List of Monetary Donations for Food Pantry, 12-29-20; 4a Landing Commission; 5a E Edwards application; 7 TA Report 010421; 9 Bill Warrant 12-31-20.