



**BOARD OF SELECTMEN
REGULAR MEETING MINUTES**

Monday, May 1, 2023

Members Present: Richard W. Brewer, Chair
Steven J. Ouellette, Vice Chair
Ann E. Boxler
Shana Shufelt

Member Absent: Manuel Soares, Clerk

Also Present: James Hartnett, Town Administrator

6:00 p.m. Call To order & Pledge of Allegiance

Welcome Comments from the Chair

Mr. Brewer noted the Board of Selectmen Meeting on May 2, 2023 at 6:30 prior to the Annual Town Meeting.

Acknowledgments & Recognitions

Mr. Brewer acknowledged the passing of Bob "Rocket" McCarthy, Bob was a Veteran, Lieutenant with Mass State Police, served as Director of Education and Compliance for the Diocese of Providence, and he served on the Finance Committee for several years. Ms. Shufelt offered her condolences to the McCarthy Family, she enjoyed her time on the Finance Committee with him. Gerald Cowell was also acknowledged, he served on the Police and Fire Departments in town. Mr. Ouellette acknowledged him as a great guy, a "go to" guy to get things down. Mr. Brewer offered sincere condolences to both the McCarthy and Cowell Families.

1. Licenses/Permits - none

2. Appointments and Resignations

- a. Request from Beverly Bisch, Council on Aging Director to appoint Mark Perry as Part Time Van Driver.

Beverly Bisch addressed the board noting that Mark is well known to people in Town, he recently retired from the Post Office.

Mr. Perry informed the board of his interest in the job, and how he knows a lot of people in town as he worked at the three Post Offices in town.

MOTION to appoint Mark Perry as Part Time Van Driver, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- b. Request to appoint Jim Hartnett as Joint Transportation Planning Group (JTPG) Representative and Michael Burris as alternate.

MOTION by Mr. Ouellette to appoint Jim Hartnett as Joint Transportation Planning Group Representative and Michael Burris as alternate, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- c. Request from Christopher Thrasher to be appointed to the Economic Development Task Force.

Mr. Brewer questioned if the Chairman of the Task Force has been contacted, Mr. Ouellette added he is the Chair, and is in favor of the appointment, as is Maury May the Vice Chair.

MOTION by Mr. Ouellette to appoint Christopher Thrasher to the Economic Development Task Force, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- d. Request from George Ripley, Library Director, to appoint Dan Sheahan as Principal Library Clerk, effective May 8, 2023, and to post the Library Aide 1 Part-Time position internally and externally.

MOTION by Mr. Ouellette to appoint Dan Sheahan as Principal Library Clerk, and to post the Library Aide 1 position internally and externally, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- e. Joint Meeting with the Westport Housing Authority to address the request of Judy Menard to fill the unexpired term on the Housing Authority.

The Westport Housing Authority members Zach Rioux, Veronica Beaulieu, Lois Spirlet and Pauline Brodeur were in attendance.

Ms. Menard addressed the board noting that she previously served on the board, however change in State Law prevented her from serving and she needed to be replaced with a tenant representative.

Mr. Brewer questioned when this appointment becomes effective, the Housing Authority answered immediately, through the 2024 Election, then if elected she would need to run again in 2025.

MOTION by Mr. Ouellette to appoint Judy Menard to the Housing Authority, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

MOTION by Veronica Beaulieu from the Housing Authority to appoint Judy Menard, seconded by Lois Spirlet. The Housing Authority voted 4-0 in favor.

- f. Request from Andrea Dunbar to be appointed to the Recreation Commission.

MOTION by Mr. Ouellette to appoint Andrea Dunbar to the Recreation Commission, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- g. Request to appoint two of the following nominees to the Board of Registrars, one to fill the unexpired term through April 1, 2024 and the second to fill the vacant position through April 1, 2026:

Kathryn Cayton (Democrat)

Robert Alves (Republican)

John Cabral (Republican)

Pamela Costa (Republican)

Ms. Shufelt questioned the end of the Terms being April 1st, with Election being held in April, leaving the Registrars short a member for the election.

Ms. Costa addressed the Board stating that her term expired on April 1, 2023 and by State Law the Committee needs to be notified 45 days prior to April 1st, so notification should take place in February, there for the appointments would be continuous, and not expire.

MOTION by Ms. Shufelt to appoint Pamela Costa for a three year term to the Board of Registrars, seconded by Mr. Ouellette. The Board voted 4-0 in favor. (Term Expires April 1, 2026)

MOTION by Ms. Shufelt to appoint Kathryn Cayton for the unexpired term to the Board of Registrars, seconded by Mr. Ouellette. The Board voted 4-0 in favor. (Term expires April 1, 2024)

3. **Action Items**

- a. Request to waive water billing late fees for 66 State Road and 53 Old Bedford Road. Mr. Hartnett addressed the board stating there are two late fees that were assessed for the hotel and restaurant (\$1,815.48 and \$731.60) both properties had their meters replaced by the Town and actual bills were not sent out for over 7 months. When they received their bill they questioned the amounts so the Town re-read the meters, this took some time leading to the delay. The town also replaced two meters at each location with one meter adding to the confusion. The bills were paid but payment was made 7-10 days late. He believes the Town's work added to the delayed payment and recommends waiving the penalties.

MOTION by Mr. Ouellette to waive the late fees due to extenuating circumstances, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- b. Request from the Planning Board for comments and recommendations regarding a definitive subdivision plan entitled "Definitive Subdivision Inheritance Lane" 4 lot subdivision, Assessor's Plat 43, Lot 3, Old Pine Hill Road.
After a brief discussion on the process of these requests, no comments were made.
- c. Request from New England Race Events, LLC to hold the Annual Horseneck Beach Half Marathon on Sunday, May 21, 2023 beginning at 9:00AM at the State Beach and ending at the State Beach. They are also requesting a One Day Wine and Malt Beverage Liquor License to serve after the race, 9:00am to 1:00pm.

MOTION by Ms. Shufelt to approve the Half Marathon on Sunday, May 21, 2023, with Police Approval, seconded by Mr. Ouellette. The Board voted 4-0 in favor.

- d. Request from Lawrence E. Kitchen III, of Dartmouth for a Hix Bridge Pass for his father, Lawrence Kitchen, Jr. who resides in Westport.
Mr. Hartnett noted this has been granted in the past, the father is legally blind and lives in Westport and recommends approval.

MOTION by Mr. Ouellette that Lawrence Kitchen be granted a Hix Bridge Pass, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- e. Request to approve amendments to East Beach Settlement Agreement
Mr. Hartnett noted there were some minor clerical errors corrected in the agreement and the Association added the member list. Mr. Brewer stated he participated in the process and these changes are minor.

MOTION by Mr. Ouellette to approve the amendments to the East Beach Settlement Agreement, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

- f. Request from Chris Gonsalves, Highway Surveyor to post seasonal clerk position.
Mr. Hartnett explained that Chris would like to get a seasonal person in the office to help out during the busy summer season.

Ms. Shufelt questioned if this was a new position, and if it was union, Mr. Hartnett stated that this would be a new temporary non-union position and the Highway Surveyor will work with the union.

MOTION by Mr. Ouellette to post the Highway Department Seasonal Clerk position, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

4. Discussion

a. SRPEDD - Southeastern Massachusetts Priority Area Regional Plan Update

Philip Wu, Principal Comprehensive Planner with SRPEDD addressed the board with a power point presentation to update the board, a lot has happened since the last update 10 years ago,

Mr. Whitin added how this has been an eye opening process.

Ms Shufelt asked who Philip will coordinate with, he answered the Town Planner, along with Planning Board, Economic Development and Conservation. Ms. Shufelt added the impact of the South Coast Rail.

Mr. Ouellette added logistics of density housing is going to be a problem.

Mr. Whitin added that becoming a small town adjacent community, high density multi family dwelling needs to be 5% of the towns housing approximately 350.

b. Sean Leach, Chair of the Beach Committee – update on Town Beach and Lifeguard Hiring Status

Mr. Leach addressed the Board, stating that staffing Lifeguards is going to be a big problem, between age requirements, certifications and the state offering more money. The committee has discussed the idea of just having a Parking Lot Monitor, however someone is needed on the beach to monitor behavior. The Beach would have to be marked as no lifeguards, unguarded area.

Mr. Ouellette added maybe hiring Police Details, this has been done in the past.

Mr. Brewer asked how much to staff lifeguards, Mr. Leach answered about \$60,000, maybe bumping up the Beach Passes, this is an important safety issue.

c. Town Meeting Warrant Article Discussion

Mr. Brewer asked if there were any issues with the Warrant, it was noted that Keith Novo will have a presentation in regards to Article 23, Mr. Brewer will make the motions, Article 24 will be passed over, and the Finance Committee will make the motion for Article 26.

5. Town Administrator Report

Town Meeting

Town meeting is scheduled for May 2, 2023 at the new Middle/High School. Copies of the Warrant Articles, and Finance Committee Reports can be found on the Town Website. Article 6 is the contingency budget that will appropriate funds if Town voters approve an override ballot question at a future election.

Mr. Hartnett added that the Ballot will control the outcome.

Town Hall Annex

Emergency repairs to the Town Hall Annex septic system were completed on Monday, April 23, 2023. There were two blockages in the line that were cleared, one before the tank and the other after the tank . We are hopeful that this resolves the problem, but it is an old system that may need replacement in the near future.

Drift Road Bridge Design

Pare Engineering has completed the wetland delineation, field survey, and test borings. Base plans should be completed within the next two weeks. They are currently working on the hydraulic analysis, scheduled to be completed in the Fall. This analysis is required to determine the size of the culvert and bridge. MassDOT is administering the contract and the neighbors have been kept up to date on the process.

Comprehensive Energy Assessments

The Town received seven proposals for the municipal building assessments. These will be reviewed over the next two weeks and a recommendation for award will be made to the Select Board. This municipal building assessment is required for the Green Communities Grant and will be used for other municipal energy projects.

Copiers and Printers

Copiers, printers and scanners have been replaced in the Town buildings, the old ones had outlasted their useful life. The service technician could no longer get the replacement parts for the older machines.

Town Reports

There have been some questions regarding completion of the Town reports. Calendar year 2021 is available on the website and 2022 is scheduled to be completed in August of this year. If there is specific information that is needed prior to the completion of the report, please contact the Select Board office and we will work to get that information to you.

Ms. Shufelt added that Staffing issues are an issue in getting this done.

6. Approve Minutes

a. April 18, 2023

MOTION by Ms. Boxler to approve the April 18, 2023, Minutes, seconded by Ms. Shufelt. The Board voted 4-0 in favor.

7. Report on Bill Warrant

Ms. Boxler noted it was signed and in order.

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

Ms. Shufelt – Internet Advisory Committee will have a handout and presentation at Town Meeting,

Climate Resiliency on Thursday

She wanted to recognize Animal Control Officer, Nick Vidmar and all who helped with the Horses on Route 88.

Mr. Brewer - the yearly Appointments should be added to a future agenda.

Mr. Ouellette – SRPEDD moving along as you saw from the presentation

9. Comments and Statements

10. Boards/Committees/Commissions Vacancy List

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

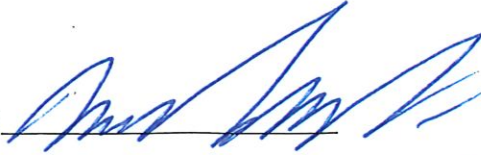
Adjournment

MOTION by Ms. Shufelt at 7:13pm to adjourn the meeting, seconded by Mr. Ouellette. The Board voted 4-0 in favor.



Paula Brown
Administrative Assistant

Approved: _____



Manuel Soares
Select Board Member

2a COA Appointment
2b JTPG Appointment
2c Thrasher - Economic Development
2d Library Appointment.Posting
2e Housing Authority Appointment
2f Recreation Request
2g Board of Registrars
3a 66 State Road - 53 State Road
3b Planning Board Old Pine Hill Road Request for Comments
3c Horseneck Half Marathon
3d Kitchen Hix Bridge Permit Request
6a 04182023 Minutes
Municipal Vulnerability Preparedness Program
PDA-PPA Intro Presentation - BoS-Mayor – Westport
PDA-PPA Intro Presentation