

**BOARD OF SELECTMEN
MONDAY, SEPTEMBER 11, 2023
2nd FLOOR MEETING ROOM
TOWN HALL
816 MAIN ROAD
6:00PM**

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

Welcome Comments from the Chair

Under MGL Chapter 30A, section 20(f) – this meeting is being recorded.

Acknowledgments & Recognitions

1. Public Hearings – 6:05PM

(continued from August 21, 2023) request from Charles F. Sheehan, of Affordable Auto Rentals & Sales, for a Class II Motor Vehicle License, at 1052 State Road, Westport, MA. With a total of 40 cars, and James Hay as Manager.

2. Licenses/Permits

- a. Request from the Holy Ghost Club, 171 Sodom Road for the following One Day All Alcohol Liquor Licenses:
Fish Fry – September 23, 2023 from 4pm-9pm
Food Pantry Fundraiser - October 7, 2023 from 1pm-6pm
Memorial – October 21, 2023 from 2pm-7pm
Fundraiser – October 22, 2023 from 2pm-6pm
- b. Request from South Coast Harvest Festival, LLC for a Common Victualler License for the Harvest Festival to be held at the Westport Fair Grounds, 200 Pine Hill Road September 29-October 1, 2023.
- c. Request to Transfer the Aquaculture Lease Sites from John P. Fennelly to Christine Fennelly:
Gooseberry Site #3 (through 5/10/24)
East Branch Site #3 (through 4/30/26)
Lees Wharf #2 (through 4/30/26)

3. Appointments and Resignations

- a. Request to appoint Andy Duncan as the Principal Maintenance Specialist position.
- b. Request from the Finance Committee to appoint:
Zachary Lebreux to the Agricultural/Open Space Preservation Trust Fund Council, Energy Committee and Tax Incentive Committee
Cindy Brown to the ADA Transition Plan Committee and Capital Improvements Planning Committee
Gary Carreiro to the ADA Transition Plan Committee

- Hugh Morton to the Public Safety Staffing Committee
- Lawrence Holsworth to the Internet Advisory Committee
- c. Request from the Infrastructure Oversight Committee to appoint Gerry Coutinho.
- d. Request from the Historical Commission to re-appoint Caroline Bolter.

4. **Action Items**

- a. Request from the Highway Surveyor to approve the job description and position classification for Office Manager/Dispatch, appointment of Apryl Oliveira and the corresponding AFSCME Agreement.
- b. Request from the Cable Advisory Board to approve the Spectrum Northeast, LLC Contract renewal.
- c. Request from the Westport River Watershed Alliance to approve the Annual Electronics Recycling Day, Wednesday, October 4, 2023 from 9am-11am behind the Town Hall, 816 Main Road.
- d. Request from AGS HVAC to hang a banner for their Annual Motor Cycle Run to benefit the Westport Food Pantry, the event will be held on October 7, 2023.
- e. Request from the Planning Board to form a new committee for Short term Rentals, comprised of five members from the following Boards/Committees:
Planning Board - Mark Schmid & Bob Daylor
Zoning Board of Appeals – Roger Menard & Gerry Coutinho
Board of Health – Tanya Ryden
- f. Request to approve contract with Pare Corporation for design of Cemetery Expansion, \$42,500, to be funded with funds from the Perpetual Care Account.
- g. Request from the Planning Board for comment for a Minor Site Plan Approval for an Auto Salesroom, 146 State Road.
- h. Request from Martin Costa to hold the Clean Our Westport (Cow) fall clean up event on Saturday, September 23, 2023.

5. **Discussion**

- a. Open Meeting Law – Release of Executive Session Minutes

6. **Town Administrator Report**

7. **Approve Minutes**

- a. August 1, 2023
- b. August 21, 2023

8. **Report on Bill Warrant**

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

10. **Comments and Statements**

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

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

13. **Executive Session** – pursuant to the provisions of MGL c 30A section 21(a), Chair declares an open meeting will have a detrimental effect to:

- a. Information Technology Department Head (Keith Novo) Salary Discussion

- b. Approve August 21, 2023 Minutes

Adjournment

The Town of Westport does not discriminate based on disability and is committed to hosting accessible meetings. To request a reasonable accommodation to attend this meeting, please contact the municipal ADA Coordinator James Hartnett at Hartnett.J@Westport-ma.gov.

Boards/Committees/Commissions Vacancy List

****Committee members with terms that end in June should advise if they wish to continue****

ADA Transition Plan Committee – 2 vacancies (Fin Com).

Agricultural/Open Space Preservation Trust Fund Council – 1 vacancy (CIPC Rep)

Agricultural Commission Alternate – 2 Vacancies (Alternate)

Bike / Walking Path Committee - 2 vacancies.

Climate Resiliency Sub Committee Members

Economic Development Task Force – 3 vacancies

Energy Committee – 4 vacancies.

Fence Viewers – 1 vacancy.

Recreation Commission – 4 vacancies.

Tax Incentive Program Committee (1 vacancy –Westport Economic Development Task Force Rep).

Westport Citizen's Betterment Committee – 1 vacancy.

Zoning Board of Appeals – Associate Member

**** Committees are kindly requested to advise who serves as chair, vice chair and clerk ****

TOWN OF WESTPORT

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Office of the Board of Selectmen

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Town Administrator
James K. Hartnett

To: Board of Selectmen
From: Jim Hartnett, Town Administrator
Re: Bi-Weekly Report

Date: September 11, 2023

1. Bay Breeze Inc.

I met with the owners of Bay Breeze Inc. to discuss, the use of their premises. There are some differences in the description of the licensed area and the actual use. Some of the occupied areas may be permitted under the extended COVID provisions for outdoor seating but that is expiring and they will need to modify the areas being used or apply for an alteration of premises. The owners are currently working on a plan to address the discrepancies. See letter dated August 15, 2023.

2. Wage Study

Requests for Proposals for the Wage Study were due on August 24, 2023. We had three companies submit proposals. The proposals are currently being reviewed by the Personnel Board.

3. Route 6 Water Extension

At the August 21, 2023 meeting of the Select Board, members discussed the possibility of tying the Macomber School into the Town's water system. Working with Kleinfelder, the Town filed a preliminary survey for the Emerging Contaminants in Small or Disadvantaged Communities Grant Program. Final applications should be available in a couple of months. Connecting the Macomber School to the system and looping it back into Route 6 would require approximately 7,500 L.F. of water main installation. (see locus map in Select Board files)

4. Beach Passes

The Town Clerk, Kristin Stinson, has been looking at different options to automate the beach pass process. City Hall Systems which we use for tax billing has a permitting module that is used by other communities for different types of passes. Kristin and myself participated in a demonstration and it looks like it will work for the beach passes, waiting on pricing.

5. Summer Beach Season

With the exception of the last minute rush to hire lifeguards, it was a very good summer beach season. This does not happen by accident, there is a significant amount of work that goes on behind the scenes. Special thanks to Chris Gonsalves and the Highway Department for getting the beach and equipment ready. The Beach Committee, Sean Leach, Paula Brown, Perry Long Leone Farias, William Underwood, for general oversight, monitoring the gates, ordering equipment, and tracking down lifeguards, Recreation Director, Dana Stewart for lifeguard

recruitment and oversight and Head Lifeguard Mike Croteau and his lifeguarding staff for a safe and uneventful summer.

6. Cemetery – Staffing & Diman Students

We continue to look at different options to staff the cemetery. The existing employees have taken on additional responsibilities and have been working shorthanded since the end of May. The Highway Department and the Board of Health have also provided assistance. We are currently working with a temp agency to see if they can provide additional assistance until the department can be fully staffed.

The students from Diman Vocational School will be returning in a couple of weeks. The scope of the work has expanded from a small bathroom to electrical upgrades, bathroom and break area as well as re-shingling the exterior of the cemetery building. Students also repaired, and painted the large cemetery gates.

7. Town Hall Painting

The Town approved the use of \$115,000 for repair, replacement and preservation of the exterior trim of the Town Hall. Recent estimates to repair and paint all of the trim and exterior wood could run as high as \$350,000. Prevailing wages and required staging to paint the dormers and cupola add significant costs to the project. Considering reducing the scope of work to include the entrances to the building and the garage doors.