

**AGENDA  
BOARD OF SELECTMEN  
REGULAR MEETING  
WESTPORT TOWN HALL  
816 MAIN ROAD, WESTPORT, MA  
MONDAY OCTOBER 25, 2021**

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

**1. Acknowledgments & Recognitions**

**2. Covid Update**

**3. Licenses/Permits.**

a. 6:05 Public Hearing

Application request from Noele, Inc. d/b/a Village Market for a change of ownership, officers and manager of a Wine & Malt Beverages License (not to be drunk on premises), located at 151 State Road, Westport, MA – Samantha Medeiros, Owner/Manager.

**4. Appointments and Resignations**

a. Request to appoint Cynthia Kozakiewicz and James Watterson as Alternate Members to the Zoning Board of Appeals.

b. Climate Resiliency Committee Appointment Requests:

Sean Leach – Beach Committee Representative

Jake McGuigan – Conservation Commission Representative

Ross Moran – Land Conservation Trust Representative

c. Request to accept the resignation of Robert Oliveira from the Cable Advisory Board.

d. Board of Registrars Committee Requests: (maximum of 3)

Republican Committee - Pamela Costa

Republican Committee – Robert Alves

Republican Committee – Josephine Coleman

Democratic Committee – Allisson Valton

Democratic Committee – Barbara Lambert

e. Request from Matt Armendo to appoint Joe Reis as Sr. Board of Health Agent.

f. Request from John Rezendes to hire Madison Duarte and Raurie Laliberte as camera and production assistants.

g. Request to appoint Nicole Pearsall as interim Town Accountant

h. COA request to appoint Thomas Burns as a part time Van Driver.

**5. Discussion**

a. Board of Health - Animal Control hours and staffing update.

**6. Action Items**

a. Chapter 61A Release; John A. Santos III and Lyndelle M. Santos, 0 Main Road, 1.47 acres, Map 55 Lot, Lot 29 as shown in ANR Plan Book 181, Page 12 as LOT 3, dated 12/9/19 and recorded with the Bristol County (S.D.) Registry of Deeds. Notification Made June 16, 2021, with an expiration date of October 14, 2021.

b. Chapter 61A Release; John A. Santos III and Lyndelle M. Santos, 0 Main Road, 1.53 acres, Map 55 Lot, Lot 29 as shown in ANR Plan Book 181, Page 12 as LOT 2, dated 12/9/19 and recorded with

the Bristol County (S.D.) Registry of Deeds. Notification Made June 16, 2021, with an expiration date of October 14, 2021.

- c. Planning Board request for comments on a solar application for 0 Division Road.
- d. Request to approve the donation to the Food Pantry from Donna Amaral for \$100.00.
- e. Landing Commission requests approval to file a grant with the Seaport Economic Council for the Hix Bridge Landing Project, to include design, engineering and permits.
- f. Request from the Trustees of Reservations for approval to sublet a portion of the office space at Westport Town Farm to the Westport Historical Society.
- g. Request approval of Contract for Services with Eric A. Kinsherf, CPA
- h. Westport Free Public Library request to post the Part Time Aide Position recently vacated by Rebecca Priest.
- i. Request contract approval for Mass Installation Inc. for water meter installations, \$66,475.

**7. Town Administrator Report**

**8. Approve Minutes**

- a. September 27, 2021
- b. October 12, 2021

**9. Report on Bill Warrant**

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

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

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

**13. Comments and Statements.**

- 14. 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. Discuss strategy with respect to litigation – East Beach Improvement Association, Inc. v Town of Westport et al.
  - b. Discuss strategy with respect to collective bargaining Westport Police Assn.
  - c. Approve executive session minutes of October 12, 2021
  - d. Discuss Strategy with respect to collective bargaining LAW

**Adjournment**

**Boards/Committees/Commissions Vacancy List**

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

ADA Transition Plan Committee – 1 vacancy (COD Rep).

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

Agricultural Commission Alternate – 2 Vacancies.

Bike / Walking Path Committee - 2 vacancies.

Energy Committee – 3 vacancies.

Fence Viewers – 1 vacancy.

Personnel Board – 2 vacancies.

Recreation Commission – 3 vacancies.

Safety Regulation Board - 1 vacancy.

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

Westport Citizen’s Betterment Committee – 1 vacancy.

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



**TOWN OF WESTPORT**  
816 Main Road  
Westport, MA 02790  
The Coastal Agricultural Resource of New England  
**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: October 25, 2021

1. Organizational Study: Town and School Collaboration

The Town contracted with the Edward J. Collins, Jr. Center for Public Management to assess collaboration between the Town departments and the School District. The report has been completed and recommends areas for improvement. The report recommends changes in the following areas, Human Resources, Payroll, Purchasing, Information Technology and Facilities. A copy of the summary is attached and the complete report is in the packet.

2. MS4 Year 3 Annual Report

Working with Klienfelder Engineering the Town completed and filed the MS4 Annual Report for Year 3. The Town will continue to work with Kleinfelder, the Buzzards Bay National Estuaries Project and Mass Maritime on meeting the yearly requirements for this program. This can be a very expensive permit to comply with and to reduce costs the Town has been utilizing Mass Maritime interns and Westport Highway staff to conduct catchment and outfall investigations. Additional funding will be needed in the future as each year has additional permit requirements.

3. Deer Overpopulation and Management Briefing

Senator Michael Rodrigues and Representative Paul Schmid, have invited Martin Feehan, Deer & Moose Project Leader of the Massachusetts Division of Fisheries and Wildlife to provide a briefing on the deer overpopulation and best management practices. This briefing will be held on Thursday, October 28, 2021 at 6:30 PM in the Board of Selectmen Hearing Room. RSVP: [Jessica.Karon@mahouse.gov](mailto:Jessica.Karon@mahouse.gov)

4. FY23 Budget

Worksheets will be distributed to departments within the next week to meet the draft municipal budget calendar. Meetings with representatives from each department will take place in November with recommendations to the Select Board by the middle of December. Attached Budget Memo

5. Monthly Reports

Council on Aging Directors Report October

## SUMMARY OF FINDINGS AND RECOMMENDATIONS

Table 1. Summary of Findings and Recommendations		
Page	Finding	Recommendation
<b>1.0 General Findings and Recommendations</b>		
Page 8	Finding 1.1: Interaction between the Town and School District lacks consistency.	Recommendation 1.1: The Town and School District should establish collaboration processes by role, rather than relying on individual relationships.
<b>2.0 Human Resources Findings and Recommendations</b>		
Page 9	Finding 2.1: The Town Human Resources (HR) is a significant portion of the Town Administrator's workload, while the Schools HR function is performed by one individual.	Recommendation 2.1: School and Town staff should regularly communicate to review topics that affect both divisions, such as FMLA, and health insurance, at minimum.
Page 9	Finding 2.2: Town HR administration is segregated.	Recommendation 2.2: Town personnel administration should be centralized for ease of tracking and management.
Page 9	Finding 2.3: Though software is used for some HR functions, particularly in the School District, there are many paper-based processes that remain.	Recommendation 2.3: Leadership should initiate a review of paper forms to see which can be eliminated with electronic systems that are or could be put in place.
<b>3.0 Payroll Findings and Recommendations:</b>		
Page 11	Finding 3.1: The submission of payroll data for school-based personnel (i.e., teachers, aides, supervisors, support staff, etc.) differs from the system for Town staff.	Recommendation 3.1: The Town should utilize the payroll module to track time and attendance.
Page 11	Finding 3.2: Submission of Town departmental payroll is inconsistent.	Recommendation 3.2: The Town should establish a standard for completion of forms that are required by School staff, to reduce the confusion in the coordination of this responsibility.
<b>4.0 Purchasing Findings and Recommendations:</b>		

Page 12	Finding 4.1: The Town has inconsistent procurement practices.	Recommendation 4.1. The Town should keep a written log of every contract solicitation.
Page 12		Recommendation 4.2. The Town should consider adding a purchase order module to its financial software package.
Page 12		Recommendation 4.3. The Town should review its by-laws and procedures regarding procurement.
<b>5.0 Information Technology Findings and Recommendations:</b>		
Page 14	Finding 5.1: The Town lacks sufficient Information Technology (IT) staff to complete strategic planning and assess potential needs.	Recommendation 5.1: The Town and School District should implement a working group designed to address technology issues and collectively plan for capital improvements and upgrades.
Page 14		Recommendation 5.2: The IT team should look more globally at software and town records.
Page 14		Recommendation 5.3: A capital improvement plan should be established for hardware needs.
<b>6.0 Facilities Findings and Recommendations:</b>		
Page 15	Finding 6.1: Poor facilities in Town Hall are affecting efficiency.	Recommendation 6.1 The Town should consider a capital program to upgrade the electrical service in Town Hall.
Page 15	Finding 6.2: The Town lacks staff for facilities maintenance, while the School District has a full schedule of both preventive and reactive maintenance operations.	Recommendation 6.2: Determine which preventative maintenance work should be done in-house and which should be contracted prior to moving forward with new work plans.
Page 15	Finding 6.3: The current processes are paper-based, which does not allow for easily accessible data for	Recommendation 6.3: Procure and implement an electronic work order system for all buildings.

Page 13	future planning, nor for accountability.	Recommendation 6.4: Consider creating a single Facilities Maintenance Department, responsible for both the Town and School buildings in order to create efficiencies with personnel and equipment utilization.
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