



AGENDA
BOARD OF SELECTMEN
REGULAR MEETING
WESTPORT TOWN HALL
816 MAIN ROAD, WESTPORT, MA 02790
MONDAY- AUGUST 7, 2017
6:00 PM

Pledge of Allegiance

Chairman's Announcement – Under MGL Chapter 30A, section 20(f) – Meeting being recorded.

6:00 PM Executive Session –pursuant to the provisions of MGL c. 30A section 21(a) (1) to discuss the discipline or dismissal of a public officer, employee, staff member or individual. Subject of the Executive Session has the right to request an Open Session.

Public and/or Board Member Comments

Acknowledgments & Recognitions

1. BOS approval of a Proclamation recognizing September 7, 2017 as Paul Cuffe Day.

Appointments and/or Resignations

1. Request was received from Monica Faria for appointment to the Bike/Walking Path Committee.
2. Requests were received from Constance Gee and James M. Mullin, Jr. for appointment to the Beach Committee. *Note: only one position is available on the Beach Committee.
3. Request was received from John Bell for appointment to the Community Preservation Committee.
4. Request was received from Steven J. Ouellette for appointment to the Bike/Walking Path Committee.
5. Request from the School Committee for appointment of two BOS Members to the High School Re-Use Committee.
6. Request was received from Bill Kendall, Chairman of the Historical Commission for appointment of Caroline Bolter from Alternate Member to Regular Member.
7. Resignation was received from Ray Larner – Transfer Station Worker.

6:05 PM **Auditor Toni Roselli** - RE: 2016 Audit and Management Letter.

6:20 PM **Head of Westport Neighborhood Association** – RE: Discussion of concerns of the reopening of the Westport Stone & Sand Corporation, 536 Old County Road.

Action Items

1. BOS approval of the Project Acceptance Letter for the Year 2016 Roadway Paving Improvements.
2. BOS approval of the placement location of (2) flagpoles on the Town Hall front lawn to display the Town and State flags.
3. BOS vote to accept donations made to the Council on Aging in the total amount of \$2,699.00.
4. BOS approval of contract with LePage & Sons Roofing for repair of the Highway Department roof in the amount of \$20,300.
5. Request was received from Steven Ouellette for approval to increase the number of members on the Bike/Walking Path Committee from 5 members to 7 members.
6. BOS authorization to fill the position of Transfer Station Worker.
7. BOS authorization to fill the position of Public Health Nurse.

Licenses

1. BOS approval of Common Victualler Licenses for:
 - A. Gooseberry Natural Foods, 1037 Main Road – Elizabeth Kmetz.

- B. Westport Gas (Gulf Resources, Inc.), 634 American Legion Highway – Richard Carrigg.
- C. Paradise Hill Farm, 103 Cadmans Neck Road – Shirley Robbins.
- D. Westport Council on Aging, 75 Reed Road.
- E. Gray's Daily Grind, 638 Adamsville Road – Mary Mislea.
- F. Noquochoke Hall Association, 304 Hix Bridge Road – John H. Westgate.

Town Administrator Report

Discussion Items

1. Department of Public Works – Steve Ouellette.
2. Evaluations – Steve Ouellette.

Minutes

1. Approval of Regular Meeting Minutes of February 21, 2017 and July 24, 2017.

Selectmen Liaison Committee Reports

Question and Answer Period

Boards/Committees/Commissions Vacancy List

- Beach Committee (1 vacancy)
- Bike/Walking Path Committee (2 vacancies)
- Board of Appeals (1 vacancy)
- Cable Advisory Board (1 vacancy)
- Capital Improvements Planning Committee (2 vacancies)
- Community Preservation Committee (1 vacancy)
- Educational Fund Committee (1 vacancy)
- Historical Commission (2 vacancies)
- Long-Term Planning Town Building Evaluation Committee (1 vacancy)
- Open Space Committee (1 vacancy)
- Personnel Board (3 vacancies)
- Recreation Commission (2 vacancies)
- Westport Cultural Council (1 vacancy)
- Westport Economic Development Task Force (2 vacancies)

Board Members Suggestions for Future Agenda Discussion / Action

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

Other Business

Executive Session – pursuant to the provisions of MGL c 30A section 21 to approve Executive Session Minutes of February 21, 2017 and July 24, 2017; and to discuss the Highway Surveyor's contract; and to discuss L.A.W. negotiations; and PEC Retiree Mitigation.

Adjournment



TOWN OF WESTPORT
816 Main Road
Westport, MA 02790
The Coastal Agricultural Resource Community of New England
Office of the Board of Selectmen

Tel: 508-636-1003
Fax: 508-636-1147

Town Administrator
Timothy J. King

To: Board of Selectmen
From: Tim King, Town Administrator
Subj: Bi-Weekly Report
Date: August 4, 2017

Item #1 – Hixbridge Road Bridge Repairs

No work as yet. I have asked MassDOT for an update.

Item #2 – Town Hall Steps

The repairs to the steps are substantially completed. The curing should be done by the end of the week and the railings installed next week. They look real good.

Item #3 – Police Station Construction

The contractor has started installing the building footings. The concrete slab should be poured this month (August).

Item #4 – Zoning Bylaw Amendments – Attorney General Report

The Attorney General's Office has notified the Westport Town Clerk of the approval of the Zoning Bylaw amendments approved at the May 2, 2017 Annual Town Meeting. See attached letter.

Item #5 – Fiber Optic Cable Extension

Keith Novo, the Town's IT Director had discussed the need for the fiber optic cable extension from Town Hall to the new Police Station. He had also discussed a larger project to all Town property sites north of Town Hall. As directed he has obtained a cost estimate for the larger project. See attached email.

Item #6 – Westport Housing Production Plan

The Massachusetts Department of Housing and Community Development has approved the Housing Production Plan.

Item #7 - Charter Communication – Rate Changes

Attached is a letter from Charter Communication advising the Town of rate changes and a copy of their Balance Sheet for Calendar Year 2016.

Item #8 – LED Streetlight Project

In the last report I discussed the LED Streetlight Project. The Town of Westport was a part of the RFP process recently completed by MAPC to hire a consultant who will perform a complete streetlight audit, prepare cost estimates, do the design and oversee the LED streetlight project. The selected consultant is a firm called Tanko. The cost to the town for the consultant to do all the project work is \$23/light. Just the audit is \$10/light. The Town has approximate 200 lights.

Item #9 - Animal Control Officer's – Monthly Report

Attached is Donna Lambert's Monthly Report.



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Timothy J. King

To: Board of Selectmen
From: Tim King, Town Administrator
Subj: Bi-Weekly Report – NUMERO DOS
Date: August 4, 2017

Item #10 – E-Permitting

I asked Jim Hartnett to do some research on E-Permitting. His memo and materials are enclosed in your packet.

Item #11 – Time & Attendance

All the employees are entered into the system and have been issued passwords. This was confirmed by Stella and Nicole on Wednesday. I will be drafting up some policies and protocols for the employees affected. Some are easy and some are not so easy. Example 1: Which hourly employees need to punch in and out for lunch? Example 2: How does an employee who has multiple pay sources account for hours (i.e. Committee Recorders) who work other town jobs? There are a number of areas that need to be addressed. Once these protocols are drafted and approved we can begin training and implementation.

Item #12 – Evaluations

I have prepared a draft evaluation document and laid out a written set of procedures. I can begin the formal evaluation process shortly.

Item #13 – DPW Process

I have been recruiting individuals to serve on the Sullivan Commission. Transfer Station, Cemetery, and LAW Representative are agreeable to participating. Highway employees.....not so much. I met with Scott Boyd and Gary Ferry this morning. They don't agree with a DPW and see no need to be on a committee that considers one.