

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
WEDNESDAY
FEBRUARY 10, 2016**

Members Present: R. Michael Sullivan, Vice Chairman
Richard M. Spirlet
Antone C. Vieira Jr.
Steve Ouellette, Clerk

Also Present: Timothy J. King, Town Administrator

Absent: Craig J. Dutra, Chairman

Vice Chairman Sullivan called the Board of Selectmen meeting to order at 6:00 P.M. in the Westport Town Hall, 816 Main Road, Westport, MA with the reciting of the Pledge of Allegiance by all present.

***Record Note:** This meeting resulted due to the cancellation of the regular scheduled meeting for Monday, February 8, 2016 because of a snowstorm.

Chairman's Announcement - Under MGL Chapter 30A, section 20(e) – Meeting being recorded.
Public and Board Member Comment – None.

Acknowledgments & Recognitions

The Board recognized with a Moment of Silence, the passing of Barbara Ann (Tripp) Carreiro. Ms. Carreiro was the first woman to serve on the Town's Finance Committee; she owned and operated "Barbee-Anne's" Restaurant for 28 years. Ms. Carreiro's daughter was present and thanked the Board for recognizing her mother.

Appointments and/or Resignations – None.

Budget Discussion – RE: Board of Health / Transfer Station.

Present: Dr. John Colletti and Karl Santos, BOH members. A discussion ensued regarding the Transfer Station Enterprise Fund. Mr. Sullivan stated that a number of years ago, Town Meeting voted for an Enterprise Fund for the Transfer Station and we have not executed that; this year, we thought we should either move ahead or not; we have moved ahead by preparing two budgets; one with an Enterprise Fund and one without. Mr. Sullivan stated the Board of Health wants to put an article on the warrant to request to dissolve the Enterprise Fund. Dr. Colletti stated we do not see a benefit to the Town by having an Enterprise Fund, other than it being cumbersome to our ability to run this. Dr. Colletti stated right now, the Transfer Station is in the best shape it ever has been; it is doing better than last year. Dr. Colletti stated we have gotten three grants this year: a recycling grant which will give us a free roll-off container to accept mattresses from residents, we will not be charged for disposal; a \$3,250 grant for improvements to recycling at the transfer station; and we have negotiated a two-year contract (\$5.50/ton for municipal solid waste) at a cost cheaper than we previously had, with our current vendor (previously paid \$7.00/ton). Dr. Colletti noted that any time an Enterprise Fund is involved, it means additional work with the State that will not benefit the Town. Dr. Colletti stated we have placed an article on the warrant to remove the Enterprise Fund. Mr. Sullivan stated the only way to move forward with this, is to bring the article to ATM. Mr. Vieira stated the BOH has turned this around; we should allow the BOH to continue managing the Transfer Station because there is no question that six or seven years ago, there was a problem there, but it was addressed, the Finance Committee addressed

it, and there was a lot of research done but the past twenty-four months, with good management, it is working to the benefit of the Town. Mr. Vieira stated he understood there was a vote at Town Meeting but he suggested going forward with this and to recommend at Town Meeting to keep it as is, as long as it is working; we should encourage business as is. Mr. Spirlet asked if it was running cost-neutral; Dr. Colletti stated it was too early to tell, we won't know that until the end of the year but he thought they were at cost-neutral; Mr. King stated no, they are not. Discussion ensued regarding costs. Mr. Sullivan stated at this time, we have to prepare for the contingency of Town Meeting and that is why we are preparing two budgets. Mr. Sullivan stated we can have a separate discussion of whether we support this but personally, he was in favor of supporting this. Mr. Vieira stated the conclusion might not be correct; he knew that the Town Administrator told us we need to act on this but Town Meeting has a responsibility and this Board has a management responsibility, so in terms of having direction from Town Meeting in setting aside monies and setting up funds, it still comes back to this Board to take some action on that and if this Board decides it is in the best interest of the Town to recommend to Town Meeting; he did not know if there should be two budgets at this point. Dr. Colletti stated he thought that Town Meeting was going to have the last say, so he would feel better if there were two budgets because if Town Meeting votes to do the Transfer Station Enterprise Fund, we will need a budget for that. Discussion again ensued.

Motion made by Mr. Vieira to prepare two budgets for Town Meeting for this budget cycle. Second by Mr. Spirlet. Discussion: Mr. Charles (Buzzy) Baron stated he understood the questions before the BOS tonight; the preparation of two budgets and a warrant article; there is nothing to be said against either of those things. If the BOH wants to place an article, by all means; if there is two budgets prepared, it is good to look at both for transparency. Mr. Baron stated as a member of the FinCom, he found major problems with the transparency of the Transfer Station. Discussion continued regarding the Transfer Station's operations and what the real costs and revenues were. In ending, Mr. Baron stated he would like to be invited back when the Board does consider whether to have a yes vote on this because he would like to speak on it. The Board voted 4 in favor, 1-absent (Dutra).

Dr. Colletti announced that due to the recent storm, there will be a roll-off container for people to bring, free of charge for the next 30 days, any storm-related brush that has come down on their properties; just broken limbs; normally, the Transfer Station does not accept brush and the BOH will be paying for this service from their budget. Dr. Colletti stated this will begin tomorrow. Also discussed briefly was the BOH Budget/Transfer Station. Mr. King stated there was an error in his formula, which has been corrected. Dr. Colletti stated there were two reductions that were agreed to: tipping fees and fuel costs. Dr. Colletti stated as a final note, one of the benefits of running the Transfer Station not as an Enterprise Fund, is that we can do things for the Town that under an Enterprise Fund we otherwise would not be able to do, such as taking care of the maintenance of the hill of the landfill is not a Transfer Station issue, however, our men take care of that at no visible cost to the Town; these are the things we need to take into consideration. Mr. Sullivan stated that is in addition to all of the Town's trash; Dr. Colletti stated most of the Town's trash. Mr. Sullivan thanked the BOH members for coming in and stated as Town Meeting gets closer, perhaps another meeting could take place regarding the pros and cons of the Transfer Station.

Public Hearing – RE: Fee increase requests from the Board of Selectmen, Cemetery Department and Council on Aging.

The public hearing was opened at 6:30 PM. Presenting the request for the Cemetery Department was Andrew Motta; presenting for the Council on Aging was Beverly Bisch; presenting for the Board of Selectmen was Town Administrator Tim King. Discussion ensued regarding the proposed fees with each department. No public comment was received on any of the proposed fees.

Motion made by Mr. Vieira to approve the proposed fees for the Cemetery Department as presented. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Motion made by Mr. Ouellette to approve the proposed fee increases for the Council on Aging as presented. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Motion made by Mr. Vieira to change the Board of Selectmen Proposed Fees to \$0/\$50/\$100/\$150. Second by Mr. Sullivan. The Board voted 2 in favor, 2-opposed (Ouellette, Spirlet). Motion is defeated. Discussion ensued.

Motion made by Mr. Vieira to approve the proposed fees for the Board of Selectmen as presented. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).

Motion made by Mr. Ouellette that the fees will be effective as of July 1, 2016. Second by Mr. Vieira. The Board voted 4 in favor, 1-absent (Dutra). The public hearing is closed at 7:08 PM.

Public Hearing – RE: Application requests from Charles Quintal, Jr. d/b/a Charlie's Auto, 956 State Road for a Class II Motor Vehicle License for the sale of used vehicles (15 vehicles) and a Repair License (2 vehicles in garage). The property is shown on Assessor's Map 12, Lot 23.

The public hearing was opened at 7:09 PM. Present: Charles Quintal and Rui Cordeiro. No abutters were present. The Board reviewed the submitted application; noting no outstanding issues with the Police Department and all paperwork was in order. **Motion** made by Mr. Ouellette to approve as presented a Class II and Repair License for Charlie's Auto, 956 State Road. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra). The public hearing is closed at 7:11 PM.

School Committee – RE: Discussion regarding available space for Administration Offices.

Present: School Superintendent Anne Dargon, Business Manager Michelle Rapoza, School Committee members Melissa Pacheco and Nancy Rioux. Dr. Dargon stated with the closing of the Westport Middle School, eight modular units were installed. Dr. Dargon then explained the movement of the grades and that 80% of the Administration Offices have been relocated with only the Business and Superintendent's Offices not moved. Dr. Dargon stated they looked at renovating the mezzanine (\$65,000), rental property in Town (too expensive) and they have been advised by their attorney not to use the Westport Middle School. Dr. Dargon stated they are looking for approximately 1,600 sq.ft. of area, perhaps in the Town Hall Annex. Mr. Sullivan asked how do we fit them into the Annex. Mr. King stated we could move the Board of Health Nurse, perhaps upstairs into the Board of Health Office. Mr. King stated he was not sure of the particulars but the Nurse does need privacy when seeing clients. Mr. King stated we could also relocate the Veteran's Agent and Nurse to the COA and use the meeting room at the Annex. Dr. Dargon stated we could use the Nurse and Veteran's Offices. Mr. Sullivan questioned how long this relocation would be for. Dr. Dargon stated they are estimating at least three years. Mr. Sullivan stated we need to consider the moving of groups of people. Mr. King stated also to be considered would be the IT and electrical work. Keith Novo, IT stated to move those offices, we would need to move phone lines and internet connections and we would have to run new lines for the school personnel; off-site would require this also but in moving to the Annex, it will only compound the move. Mr. Sullivan stated we need to evaluate this; the School needs to tell this Board how it will work. Mr. Vieira stated this is not a new issue; we have talked about this before; we could move the Veteran's to the COA (most Veteran's Agent Offices are located in the COA's), the Nurse is only part-time and does have a very large room; we also have a nursery in the basement. Mr. Vieira stated he is not in favor of an additional cost for the School or the Town; we can tighten our belts, there is no reason that space is not available. Mr. Ouellette noted the generator at the Annex is for the BOH Nurse to keep the medicines at a certain temperature. Mr. Spirlet stated we don't have the money; we may have space at the Annex and maybe there is a possible off-site but this is not insurmountable; between here and the Annex we can make it work. Mr. Spirlet stated in moving the Nurse into the

BOH Office, it is only one person being added and he has spoken with the VA on the best place for him as being at COA; Mr. Spirlet stated he supported moving the VA to the COA. Ms. Pacheco stated we want to cause the least amount of cost but her concern was the technology issues; we are willing to work with the Town and the School to identify those costs. Mr. Sullivan stated we need a plan and discussion on this; is the School looking at the window of next fall. Ms. Rioux stated we need to make the move as soon as possible; our space needs to be addressed immediately. Ms. Rapoza stated they were looking at two possible and available rental areas, that they could possibly go into (costs fluctuating from \$26,000 to \$30,000 per year), so the School would need to hear from the Town fairly quickly on this, to be able to revert to the off-site space if need be and we would also have to look at the budget side of this for FY'17. Mr. Sullivan stated we need to look at the cost, so we are not spending more money than we have to and asked Mr. King to look into this. Mr. Sullivan stated this will be cost offsetting also because the School will be part of the bill. Mr. Spirlet stated this is not just a School problem, it is a Town problem. **Motion** made by Mr. Vieira to task the Town Administrator to evaluate the proposal to utilize an underutilized space and come back with a recommendation for the next BOS Meeting. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra). Mr. Sullivan asked Mr. King to come back with two or three total cost proposals.

Budget Discussions – RE: Veteran's Department, Council on Aging, Marine Services, Highway Department and Information Technology & Review of the FY'17 Budget.

Council on Aging – Beverly Bisch and Muriel Kokoszka. Ms. Bisch presented a power point, which was reviewed by the Board. Mr. Sullivan clarified the Town pays only 1/3 of the COA revenue sources; Ms. Bisch stated that was correct. She stated they were asking for an additional \$40,000 which includes two van drivers. Ms. Bisch stated that Transportation is probably the greatest need in Westport; we currently have 6,133 elderly in Westport (soon to go up to 7,000 by 2020). Ms. Bisch stated that unfortunately, transportation is expensive and we only took in \$26,000 in revenue from our Transportation Revolving, with the actual costs (clerk, drivers, phones, etc.) being \$86,000. Ms. Bisch stated that transportation is a huge need but it is a loss and that is why we are asking for a bit more this year. Discussion ensued regarding the reduction of the revolving accounts (per the audit report), transportation, activities held at the COA and donations to transportation. Ms. Bisch stated they do use the Formula Grant right down to nothing, including use for transportation; as for the ARAW, she did ask for an additional \$7,000 for a transportation clerk and it was given to the COA. Ms. Bisch stated she will continue looking for grants. Mr. King stated the shift in the funding for the transportation will have to be a policy decision the Board will have to make. Mr. Vieira stated he thought the COA has done a tremendous job over the last two years in addressing areas that needed to be addressed such as the Revolving Funds and being cost-conscious to the Town. Mr. Vieira stated it looks like on the budget that was received, the only difference is transportation and a meals site manager; last year it was 50/50 for the meals site manager; so, we are basically, \$30,000 difference. Mr. Vieira stated he had no problem with this. Mr. Spirlet asked if other COA's were having a problem with transportation; Ms. Bisch stated yes. Mr. Spirlet asked if outreach to the families of those being transported has been done yet. Ms. Bisch stated not yet, it is part of her goals and objectives for the coming year. Mr. Ouellette stated maybe the COA can look to SRTA for some options because there is a new director. Mr. Sullivan stated we will need to look at real costs because sometimes, our real costs may greatly exceed what we are getting. Mr. King asked the COA to speak on their Capital Improvement Requests. Ms. Bisch stated we are looking at additional parking spaces (out from the back or off to the side) and it will cost around \$50,000 to get the area cleared out and engineered. Ms. Bisch stated the Westport Friends of the COA are willing to do a fund-raising event for the parking lot. Mr. Vieira mentioned that the area off to the side is all ledge; you can park there without getting stuck. Mr. King stated the COA is also making requests to the CPC for re-shingling the sides of the building. Ms. Bisch stated there are funds

left from re-shingling the front of the building so they are going for funds to complete the sides, with the back being last. Ms. Bisch stated they will also be contacting Diman for help in this area. Mr. Spirlet stated that it is roughly \$100,000 to get the engineering done; it would be about another \$50,000 to have grading done, leveled and asphalted; Mr. Spirlet stated the COA came before Capital Improvements only looking for \$50,000 and they are going to match through the Friends, etc. Mr. Ouellette stated that UMass Engineering maybe able to help too with the layout. Mr. Sullivan called for a motion on how to deal with the difference between the two budgets. Mr. Vieira stated he would ask the Town Administrator to go back and take a look at the transportation a little bit and come back with a recommendation. Mr. King stated he has heard the Board's desire to look at the budget again; he will come back with a different number. Mr. Ouellette stated to Mr. King, we also have BOS hours with SRPEDD that can be looked at for the grants (work with Ms. Bisch on this); and the same thing with the engineering for the parking lot; they may know area schools that are looking for hours to do this. The Board thanked Ms. Bisch and Ms. Kokoszka for coming in.

Veteran's Department – Mr. King stated that Mr. Fish was away on training but he would recommend the increase of \$22,000. **Motion** made by Mr. Vieira to approve the request. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).

Information Technologies – Mr. King stated Mr. Novo will explain the increase requests and the Capital Improvement requests; also, while Mr. Novo is here, the Board will have the opportunity to speak with Mr. Novo regarding Microsoft Office vs. Libre. Mr. Novo stated there were some increases in some of the line items: Software Maintenance is due to agreements for maintenance upgrades (\$21,400); online services for email, internet / intranet and to increase our speeds on the internet (\$15,000); phone and fax lines (\$500); and printer/copier maintenance and toner, etc. (\$3,500). Mr. Sullivan questioned that this does not include a budget line item to move away from Libre to Microsoft. Mr. Novo stated that was correct. Mr. Sullivan asked how do we get back to Microsoft and what is the cost involved. Mr. Novo stated the initial cost would be around \$41,000 (need 100 licenses) and there would be maintenance costs. Mr. Vieira questioned the cost of \$400 per license. Mr. Vieira stated he was very familiar with municipal pricing and it was never that high because municipalities can go directly to Microsoft; while at UMass, the cost was around \$200 per license. Mr. Vieira asked if Mr. Novo dealt directly with Microsoft; Mr. Novo stated it was through a vendor who deals with Microsoft but that is something he will look into. Mr. Sullivan stated we need to move in this direction and take whatever action is needed tonight because this should be one of our priorities in the budget for next year; he has received documents that he can't open and all his products are Microsoft. Mr. Novo stated his concern with this is that the Town will need to stay updated and we will need to pay for re-occurring maintenance so that we stay up to date (2-year plans cost \$64,000). Mr. Novo stated when we had Microsoft before, we let it wither on the vine to the point where we heard all the same arguments about sending and receiving documents. Mr. Sullivan asked what the cost would be after the initial \$64,000 2-year maintenance plan. Mr. Novo stated it will cost the initial \$41,000 plus the \$64,000 maintenance and every two years you would have the maintenance plan agreement to renew. Mr. Sullivan stated he would like a move to evaluating how much it is going to cost us to get where we want to be and for an ongoing basis with Microsoft. **Motion** made by Mr. Vieira to move in the direction of an evaluation of the cost and maintenance of moving toward Microsoft. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra). Mr. Sullivan recognized that Libre was a very good experiment and it saved a lot of money over the past three years by trying an alternative product but sometimes, experiments don't turn out the way we want them to, so we need to evaluate this and go back to Microsoft. Mr. Sullivan and Mr. Vieira agreed this was no reflection on Mr. Novo. Mr. Novo stated the reason he looked at Libre was because he wanted to start a move of everything (email and documents, etc.) to the Cloud Environment and Libre was the stop gap until the Cloud goal was reached. Mr. Sullivan asked what the time frame would be for that move. Mr. Novo stated once he gets the Capital Improvement

money in place, then he can get the infrastructure in place and the training done. Mr. Vieira stated he does not want to micro-manage but we need to be able to communicate now with other offices, departments and other towns. Mr. Novo stated he is willing to do whatever is necessary. Bill Harkins asked about the internet size and who is the provider. Mr. Novo stated we are at 5 bits per second and it is through Charter. Mr. Harkins asked if Verizon was looked at; Mr. Ouellette stated we have tried and there is no connection for FIOS. Mr. Harkins stated he will check into his connections he has with Microsoft as well to help Mr. Novo. Mr. Novo explained the cost of the internet connection. Mr. Sullivan thanked Mr. Novo for coming in.

Highway Department – Christopher Gonsalves and Apryl Oliveira. Mr. King stated the major difference is the recommendation of the non-clerical full-time position and the gas/diesel usage cost from last year to this year and if an adjustment could be made. Mr. Gonsalves stated that \$5,000 was reduced from the fuel line and he was not sure what the cost would be, but at the end of the year, we always turn back any money. Mr. Gonsalves stated the amount went from \$50,000 to \$45,000. Mr. Gonsalves stated he needs to keep the position on the books; he uses that money (which was for the Foreman's unfilled position) for his seasonal employees, which he can hire at a lower cost and have a better work force without having to hire people at a higher rate; he puts a seasonal worker with an experience worker to get more done. Mr. Sullivan asked if all the funds is used up in each year; Mr. Gonsalves stated yes; Mr. Sullivan stated that Seasonal Employees should be a line item in the Hwy. Budget. Ms. Oliveira stated they would like to keep the Foreman position open because eventually the department will need a Foreman; there used to be two positions but now it is only budgeted for one; if Mr. Gonsalves is not there, there should be a Foreman to run the department. Mr. Vieira stated that actually Mr. Gonsalves is serving in both positions; the job description (Surveyor) went from elected to appointed but his position did not change, it just meant that he was being appointed and not elected by the Town; the Highway Surveyor does not necessarily do what a Foreman would do but he is filling that Foreman's position and the money is in that account. Mr. Vieira stated we did this with the Harbormaster and Shellfish, combining the two salaries but Mr. Vieira noticed in the budget, that half of the salary is in one account and the other half is in another account; basically what we are asking Mr. Gonsalves to do is the Foreman's position and the Highway Surveyor. Mr. Vieira stated he thinks it is impractical and don't know why we are taking this particular budget and cutting out a position; it is unfair and embarrassing to hear them trying to defend the position. Mr. Sullivan stated one of two things with this position could be to continue to use it for seasonal help. Mr. King stated there is money budgeted for his seasonal staff; is Mr. Gonsalves proposing to increase the number of seasonal staff. Ms. Oliveira stated we actually changed the number under seasonal staff. Mr. King stated when he ran the numbers, he included funds for seasonal staff. Mr. Vieira asked Mr. King, if Mr. Gonsalves came in tomorrow to fill the position, would you support it. Mr. King stated if he wanted to promote staff to the Foreman position, he would support it; he would not be supportive filling it with additional staff. Discussion ensued regarding the position and seasonal employees. Mr. Sullivan stated for transparency, there should be a seasonal employee line item; we should also put a sunset date on filling the position of Foreman. Mr. Vieira stated we should not nickel and dime this; we should allow him time to look at this; we have a department that is working well, which it hasn't in years. Mr. Sullivan asked the Board as to whether it was a good idea to have a seasonal employee line item and then we either fill the position or use the funds where they are needed. Mr. Spirlet stated to continue to use the Foreman money to fund the seasonal workers. **Motion** made by Mr. Vieira to allow time to come back with a recommendation on the Highway Dept. Budget. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Capital Improvements – Mr. Gonsalves stated the Highway Department needs a new roof and Chapter 90 funds can be used for this purpose; also, the fuel tanks and gas pumps are outdated. Ms. Oliviera stated if the tanks let go, there will be no fuel for anyone. Mr. Spirlet stated they came to CIPC with

the gas board update and a truck and a front-end loader; CIPC brought it down to two: the roof, if the money from Ch. 90 can be used that will be fine, then the truck would be looked at for around \$150,000. Mr. Vieira asked if the truck could be held on because we can't afford it. Mr. Gonsalves stated he could appreciate that. Mr. King stated Mr. Gonsalves was also planning on increasing his large trucks up to eight in the fleet, so that each of his workers would have a large truck; to do this, we would have to replace a truck a year or every other year. Mr. Gonsalves stated the trucks would be especially for during snow storms. Mr. Spirlet stated that one of the issues, is that some of our trucks are very old.

Veterans Services – Mr. King stated he recommended an increase of \$22,000. **Motion** made by Mr. Vieira to approve. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).

Marine Services – Mr. King stated the Harbor and Shellfish Advisory Boards were recommending the funding of the position of Assistant Marine Services Director, budgeting it at \$38,000. Mr. Vieira asked if the funds would be taken from a revolving or enterprise fund in addition to the Town's appropriation; Mr. King stated all out of the Enterprise Fund. The Board requested the Harbor and Shellfish Advisory Boards be invited in to the next meeting.

At this time, Mr. Vieira asked Mr. King if the Westport Middle School was budgeted for next year. Mr. King stated no, we have \$90,000 from the Town Meeting Article to cover expenses which will carry over to next year; he will keep the Board informed on the balance of that article.

Mr. Vieira suggested that at the next meeting or a separate meeting, to review the budget and finalize it; at some point, we need a balanced budget and we need to see revenue sources and expenses; also, we need to look at the BOS budget, compared from 2013 to now, we are up \$100,000 and if we are asking others to cut their budgets we need to tighten our own belt. Mr. Sullivan stated we can give up our stipends. Mr. Vieira stated we can give up all our stipends, which is just a small amount of the \$100,000 piece, but we need to look at how we are managing the Accountant's Office and our office and talk about this as a Board.

Action Items

1. **Motion** made by Mr. Ouellette to support the Declaration of Support for the Mosquito Control Funding for FY '17. Second by Mr. Vieira. The Board voted 4 in favor, 1-absent (Dutra).
2. Request to dissolve the Housing Partnership Committee (Dutra) was put on hold until next meeting.
3. **Motion** made by Mr. Vieira to approve the Town Roadway Paving Improvements – Year 2015. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra). **Motion** made by Spirlet to approve the Change Order #1 for the Town's Roadway Paving Improvements for 2015. Second by Mr. Vieira. The Board voted 4 in favor, 1-absent (Dutra).
4. **Motion** made by Mr. Vieira to approve the request from COA Director Bisch to replace a Part-Time Outreach Worker. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).
5. **Motion** made by Mr. Ouellette to accept the donations in the amount of \$952.00 to the COA. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).
6. **Motion** made by Mr. Vieira to add two article placeholders on the ATM Warrant (article for Sisson request and an article to fund the Police Station/Debt Exclusion); and to vote on the completed warrant at the next BOS Meeting. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).
7. Approval of the Deputy Director of Marine Services position and job description were held on; this matter will be addressed at the next BOS Meeting with the Harbor and Shellfish Advisory Boards being invited to attend.

One-Day Liquor Licenses – None.

Town Administrator Report

Police Station Project – OPM – Mr. King stated the Police Station Building Committee has evaluated the submissions of each firm and are scheduling interviews with three firms for this week. No action or votes taken.

Owner's Project Manager – Mr. King stated the Owner's Project Manager is required for any building project estimated to cost \$1.5m or more under MGL c.149, s44. The OPM is hired through a “qualifications based” selection process similar to that for hiring an architect. Proposals are solicited through a Request for Services and then reviewed using an evaluation criteria included in the RFS. Once the “best qualified” firm is selected and approved by the BOS, the Town will negotiate a fee contract. The process is significantly different than a “bid” or “RFP” within which the firm states the prices for the supply or service. Mr. King stated he has provided the BOS with further information on this. No action or votes taken.

Westport 2015 Roadway Improvements - Mr. King provided the Board with a list of roads that were paved and/or improved by the Town in 2015. Mr. Sullivan asked Mr. King to get a report from the Highway Department on how which roads will be handled for next fiscal year and to let the public know of the future planned repairs. No action or votes taken.

Westport Comprehensive Watershed Management Plan – Mr. King provided the Board with a copy of a grant pre-application that was prepared by Town Planner Jim Hartnett. No action or votes taken.

Charter Communications – Annual Complaint/Outage Report - Mr. King provided the Board with the Annual Report and stated there was not much information included. Mr. Vieira stated there are 4,787 people using cable TV in Town. Mr. Ouellette stated he thought that the subscriber numbers were down. No action or votes taken.

Solar Landfill Proposals – Mr. King stated he has provided the Board with a response, which was requested at their last meeting, as to why a particular firm did not submit a second proposal in regards to the Solar Landfill, when they had submitted one during the first round. No action or votes taken.

Placing Surplus Sale Proceeds Directly into the Capital Improvement Stabilization Fund – Mr. King stated a response has been received from Town Counsel in regards to putting the proceeds from the surplus auctions into the Capital Improvement Stabilization Fund; the answer is no, it can't be done that way. Mr. Spirlet asked why. Mr. King stated the only way to put funds in, is by a 2/3's vote of Town Meeting. Mr. Sullivan stated we could have a standing warrant article supported by the BOS. **Motion** made by Mr. Spirlet to add a standing warrant article to the ATM Warrant, supported by the Board of Selectmen. Second by Mr. Vieira. Discussion: Mr. Ouellette stated he was against having that money earmarked in case of a budget shortfall, we should be able to use it as we see fit; if we want to put the money in, then we can but he did not want to lock it up. Mr. Vieira stated Mr. Ouellette had a good point, it is just that we don't have anything in that account right now and we do have capital needs. The Board voted 3 in favor, 1-opposed (Ouellette), 1-absent (Dutra).

Mid City Steel TIF – Mr. King has provided information on the TIF with Mid City Steel which was questioned at the last BOS Meeting. Mr. Sullivan stated it did not answer his question; he does not see the investment but he does see the employees. Mr. Vieira stated he believed they have it the investment with what they have done with the facility; Mid City has invested quite a bit. Mr. Ouellette stated he does not want to chase them down, he has no problem with them; they are looking to buy more property (Town owned) on Route 6 to expand and they have invested quite a bit. Mr. Sullivan stated he just wants an explanation on the investment. No votes taken.

Massachusetts Municipal Association Annual Conference – Mr. King stated Mr. Ouellette and himself attended the MMA Annual Conference; there were a number of interesting workshops. Mr. King stated he attend the Employer Rights and Obligations When Monitoring Employees at Work; this was very

interesting; what is happening is technology is coming forward and making the employer act like big brother over employees and how it is causing friction; which we have run into in Town, along with a lot of communities. Mr. Ouellette stated he attended Economic Development and Internet Data Services. Mr. Ouellette stated there was talk about the LED Lights, Internet, he did learn some things.

Discussion Items – None.

Minutes

Motion made by Mr. Ouellette to approve the Regular Meeting Minutes of January 19, 2016. Second by Mr. Vieira. The Board voted 4 in favor, 1-absent (Dutra).

Selectmen Liaison Committee Reports

1. Mr. Ouellette mentioned that SRPEDD has voted for a new Director, Jeffrey Wagner; he is from Virginia. His contract is being worked on now. He ran against Jean Fox and the body voted for him. He is very smart with Planning; obviously Jean has more connections with Boston, which was one of Mr. Ouellette's concerns. Mr. Ouellette stated Steve Smith and Roland were good at getting this rolling and making us one of the best in the State; hopefully Mr. Wagner can do the job.

Question and Answer Period – None.

Board Members Suggestions for Future Agenda Discussion / Action – None.

Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting – None.

Other Business

1. Mr. Spirlet stated he would like an update on the Time and Attendance System. Mr. King stated he will set up a meeting with Brad Brightman (Treasurer). Mr. Spirlet stated he wanted someone from Harper's to attend. Mr. Sullivan and Mr. Spirlet stated they wanted to be part of that meeting.
2. Mr. Vieira stated he had two things. One being Noquochoke Village and Two being the quality of the taped cable TV meetings. Mr. Vieira stated the original proposal for Noquochoke housing plan, documented has some misunderstanding, such as 60% of the units would be rental and 40% would be for sale; this was a document that came out in the Shorelines. This centered around a Finance Committee meeting yesterday and after the FinCom finished, we tried to go over live to the Planning Board, there was a picture but no sound; there was a discussion regarding Noquochoke Village but with no sound, he started to get calls on it. Mr. Vieira stated he sent a letter to John Rezendes about the no voice on the meeting regarding this newspaper article. Mr. Vieira stated this is unacceptable, no voice and lack of quality; it is embarrassing and has been happening too many years now. Mr. Vieira stated it is a matter of punching a button but we had a picture and no sound, which caused all kinds of people calling, arguing back and forth, if there was sound, it would have resolved a lot of things. Mr. Vieira stated the bigger picture is the original plan has changed and we should not be arguing about how it developed. Secondly, we need some kind of plan, whether it is Cable Advisory or with the Town Administrator, we can't have this type of poor quality on our cable TV. Mr. Ouellette asked if Mr. King knew about this, so it would be able to be addressed at the next Cable meeting. Mr. Sullivan stated there are two things: Mr. Vieira is pointing to a 2007 document that explains the initial proposal which did not get on the cable; it seems that we are always thinking we are online when we are not. Mr. Sullivan asked Ed Horkey if there was a way to have feedback on whether the meetings that are being aired, are going out to the public properly. Mr. Horkey stated yes and continued to explain that someone could check at the Annex studio. Mr. Sullivan asked if Mr. King could work with cable on this matter. Mr. Sullivan stated it should be coming back to the Board live to see if it is going out properly. Mr. Ouellette stated we would need

someone physically to see if it is going through. Mr. Harkins stated that there was a note for the cable person that the meeting was not going to go out live. Mr. Ouellette mentioned that if there is a need to verify, there is TV w/cable in the breakroom. Discussion continued regarding the problems with the audio at meetings. Mr. Vieira stated the School Budget meeting could not be heard also. Mr. Spirlet stated there were phone calls because the Planning Board meeting could not be heard; he called John Rezendes that night, and was advised this morning, that the problem was, whoever left here last night, did the right thing by pushing certain buttons but the power was shutoff at the Annex in an effort to save money on the power. Mr. Spirlet stated this is the second or third time this has happened.

3. Mr. Ouellette asked that people be careful on the roads, they are icy and there have been a lot of accidents; please slow down it will be a great help, our public safety personnel have been way too busy and they need the ambulances for important calls.

9:23 PM Executive Session

Motion made by Mr. Ouellette to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 to approve Executive Session Minutes of January 19, 2016; discussion of potential litigation; discussion of Collective Bargaining; and discussion of Personnel Matter. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Roll Call Vote: Mr. Spirlet-aye. Mr. Ouellette-aye. Mr. Vieira-aye. Mr. Sullivan-aye.

Mr. Sullivan announced the Board would return from Open Session in order to adjourn.

11:25 PM Open Session

Motion made by Mr. Ouellette to adjourn the Board of Selectmen Meeting. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Adjournment.

Respectfully submitted,

Diane Pelland
Administrative Asst/Confidential Clerk to the Board of Selectmen

APPROVED: _____
Steven J. Ouellette, Clerk