

## **Minutes of the Regular Town of Westport Board Meeting on September 23, 2014**

The meeting was called to order by Supervisor Connell at 7:00 p.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page  
Councilperson Paquette  
Councilperson Viens  
Supervisor Connell

Excused: Councilperson McCormick

Others present:

Julie Schreiber, Deputy Town Clerk  
George Hainer, Zoning & Codes Officer  
Dennis Westover, DPW Superintendent  
Thomas Gilman, Fountain Forestry  
Brian Larou, James Herrmann, Keven Severance, Cynthia Johnston, Greg Moore

### **RESOLUTION #205 MINUTES SEPTEMBER 9, 2014**

On a motion by Councilperson Paquette, seconded by Councilperson Viens and approved on a roll call vote.

4 Ayes      Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to accept the minutes of the September 9, 2014 Regular Town Board Meeting as received.

**FOUNTAIN FORESTRY** – Thomas Gilman of Fountain Forestry recommended that the town accept the timber bid of \$56,299 from the A. Johnson Company. This was the highest bid and they have purchased timber from the town before. The sale will be supervised and inspected to ensure that only marked trees are removed from the property. There is a timber plan in place that regulates how much is cut and when to allow proper regrowth with regard to the watershed and wildlife.

### **RESOLUTION #206 AUTHORIZATION OF TIMBER BID**

On a motion by Councilperson Paquette, seconded by Councilperson Page and approved on a roll call vote.

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4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to accept the timber sale bid of \$56,299 from the A. Johnson Company.

**PUBLIC COMMENT** – Cynthia Johnston, the new superintendent of WCS, is currently working on their budget and has offered to hold joint meetings with the town to share resources. She also mentioned that the school is the town’s emergency shelter, however they need to revisit the plans for different emergency situations.

**COMMITTEE REPORTS**

**BUILDING COMMITTEE** – The Town Hall is waiting to hear whether or the not the grant has been received. The DPW and Fire Committee held a meeting the previous day to discuss the project. Councilperson Viens, Councilperson Page, and DPW Supervisor Westover will serve on a committee for the DPW/Fire project.

**YOUTH COMMISSION** – Soccer tournament was a success.

**OLD BUSINESS**

**REVITALIZATION PROJECT** – Charles Russell will attend the next meeting to provide an update.

**BICENTENNIAL** – Supervisor Connell introduced an issue with fundraising. Legally, the town cannot be involved in fundraising and the committee was town appointed. This will be discussed with the auditor. It’s possible to fund from other sources (e.g., the unused sidewalk fund). The Chamber of Commerce will cover firework expenses.

**UNION** – Will hold a meeting on September 29, 2014 at 2 p.m.

**PLANNING BOARD** – Meeting has been cancelled.

**HERITAGE HOUSE** - Contract is still on hold.

**WADHAMS WASTE UPDATE** – The engineer from AES recommended keeping the same sand in the filter beds until funding is received for chlorination. The plant will then undergo a thorough evaluation to determine any problems.

**NEW BUSINESS**

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**RESOLUTION #207**  
**CONTRACT WITH IN FIELD CONSULTING**

On a motion by Councilperson Page, seconded by Councilperson Viens and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to authorize the signing of the contract between the Town of Westport and Paula Dennis of In the Field Consulting.

**TOWN CLERK'S LETTER** – The Town Council received a letter from Sheila Borden requesting that her salary be reduced to give an hourly pay rate increase to the Deputy Town Clerk.

**RESOLUTION #208**  
**TOWN CLERK'S SALARY**

On a motion by Supervisor Connell, seconded by Councilperson Paquette and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to reduce the Town Clerk's 2014 salary by \$5,000.

**RESOLUTION #209**  
**DEPUTY TOWN CLERK'S SALARY**

On a motion by Councilperson Viens, seconded by Councilperson Page and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to increase the pay of the Deputy Town Clerk to \$10.00 per hour, retroactive to the first pay period in August 2014.

**POLICIES FOR INTERNET, SECURITY BREACH, DATA RECOVERY**

In preparation for the audit, a packet containing computer policies has been given to board members and will be discussed further at the next meeting. The policies are as follows:

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**Town of Westport**

**Internet and Acceptable Use Policy**

The Town of Westport Acceptable Use Policy specifies policy for the use of information resources and information technology systems.

**Town of Westport**

**Computer System Security Breach Notification Policy**

This Computer System Security Breach Notification Policy is intended to alert individuals to any potential identity theft as quickly as possible so that they may take appropriate steps to protect themselves from and remedy any impacts of the potential identity theft or security breach. This Policy is consistent with and adopted pursuant to New York Technology Law Section 208.

**Town of Westport**

**Computer & Data Disaster Recovery Plan Policy**

Since disasters happen so rarely, management often ignores the disaster recovery planning process. It is important to realize that having a contingency plan in the event of a disaster gives The Town of Westport the ability to recover and continue to serve its population. This policy asks management to financially support and diligently attend to disaster contingency planning efforts. Disasters are not limited to adverse weather conditions. Any event that could likely cause an extended delay of service should be considered.

**RESOLUTION #210**

**APPROVAL OF BILLS**

On a motion by Councilperson Paquette, seconded by Councilperson Viens and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell

0 Nays

**RESOLVED** to authorize the payment of bills on Abstract 9B in the amount of \$40,471.49 for Vouchers 2014-571 through 2014-612.

**DPW SUPERINTENDENT REPORT** – Board members have received a memorandum from Dawn St. Louis concerning the accuracy of water meter readings. There have been many errors in recent readings due to dying batteries and this could become more of a problem as the weather gets colder. DPW has finished paving for the year and will soon receive a bill and complete CHIPS paperwork for reimbursement. \$34,000 is left in the highway budget, which Dennie would like to put toward a new loader. He provided a sample contract for the purchase. If purchased the cost would be covered by remaining funds, CHIPS funds, the highway reserve fund, and the trade-in or selling of the current loader(s). A dealer will determine trade-in value within the next week. Regarding the

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open position, the difference in pay rate could be covered by the general repairs fund and this will be looked at in regards to next year's budget before a decision is made.

**SUPERVISOR'S COMMENTS** – The first special meeting for tentative budget work will be September 30, 2014 at 9 a.m. There will be a second meeting on October 8, 2014 at 9 a.m. to discuss the highway budget.

**COUNCILPERSON'S COMMENTS** – Councilperson Page brought up an earlier issue regarding emergency plans in case of an accident with oil trains. The county has an evacuation plan in place, however the town needs to update theirs.

**RESOLUTION #211**  
**EXECUTIVE SESSION**

On a motion by Councilperson Viens, seconded by Councilperson Page and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to enter Executive Session at 8:15 p.m.

**RESOLUTION #212**  
**CLOSE EXECUTIVE SESSION**

On a motion by Councilperson Paquette, seconded by Councilperson Viens and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to close Executive Session at 9:05 p.m.

**RESOLUTION #213**  
**ADJOURNMENT**

On a motion by Councilperson Viens, with a unanimous second, the meeting was adjourned at 9:06 p.m.

Minutes respectfully submitted,

Julie Schreiber, Deputy Town Clerk