

## **Minutes of the Town of Westport Regular Board Meeting on October 13, 2015**

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

Members present on a roll call were:

Councilperson Page  
Councilperson Paquette  
Councilperson Viens  
Supervisor Connell  
Excused: Councilperson McCormick

Others present:

George Hainer, Building & Codes Officer  
Julie Schreiber, Town Clerk  
Dennis Westover, DPW Superintendent  
Gerald Goulet, Michael Tyler, James Herrmann, Alan Hipps, Lyn Barrett

### **RESOLUTION #156 MINUTES SEPTEMBER 22, 2015**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to accept the minutes of the September 22, 2015 Regular Town Board Meeting as received.

**PUBLIC COMMENT** – Supervisor Connell commented that the room has been full for the last few meetings, but now that we're working on the budget, attendance is much lower.

### **COMMITTEE REPORTS**

**YOUTH COMMISSION** – no update

**BUILDING** – The town received project contracts (preservation covenant and master contract) from the state. Bill Johnston sent an email to the attorney asking him to review these documents. There is a standing resolution that anything costing over \$1,500 requires prior board approval and this review could easily exceed that.

**Minutes of the Town of Westport Regular Board Meeting on October 13, 2015**  
**Page 2**

**RESOLUTION #157**  
**CONTRACT REVIEW**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to authorize the town attorney, Gary Wilson, to research the project, review the contracts, and form an opinion.

**BUILDING** – Alan Hipps’ association will be administering the grant. A bank account will need to be established for receiving funds. They will monitor and keep records of all payments and document meetings with employees during the construction phase. They will submit quarterly reports and make sure that all necessary documentation is ready for the final grant inspection. The project is likely to trigger a single audit, which is not in the project budget.

**OLD BUSINESS**

**BUDGET UPDATE** – There will be a special meeting on Tuesday, October 20<sup>th</sup> at 9 a.m. to discuss the Preliminary Budget and health insurance options.

**NEW BUSINESS**

**WATER & SEWER BILLING SOFTWARE** - A new program is needed to meet the recommendations listed in the Audit Report. The software will fulfill three of the recommendations: segregation of duties, board approved billing registers, and ensuring that customers are billed correctly. Next year, the board will need to establish written policies for billing and collection (the policy will also address O&M charges)

**RESOLUTION #158**  
**WATER/SEWER SOFTWARE PURCHASE**

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 purchase of the Water/Sewer billing software program from Williamson Law Book Company for up to \$5,500.

**Minutes of the Town of Westport Regular Board Meeting on October 13, 2015**  
**Page 3**

**4<sup>th</sup> QUARTER WATER/SEWER BILLINGS** – Billing reports for Westport and Wadhams were provided to board members. The reports will be reviewed, initialed, and filed.

**TOWN CLERK'S REPORT** – The Supervisor is in receipt of the Town Clerk's September report.

**JUSTICE DISCUSSION** – Supervisor Connell put together a fact sheet, with reasoning for eliminating one justice and how it would affect the Town. Councilperson Page mentioned the possibility of creating a flyer to post or to mail to residents. Supervisor Connell will contact the comptroller to see if this can be done and if the town funds can pay for it.

**RESOLUTION #159**  
**APPROVAL OF BILLS**

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

4 Ayes      Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to authorize the payment of bills on Abstract 10A in the amount of \$136,608.87 for Vouchers 2015-534 through 2015-563.

**POSTAL ISSUES** – The town has had issues receiving mail. Some was given to the phone company and others were returned to the sender, including National Grid bills that listed the street address instead of PO Box number. Although a postal employee stated (to Supervisor Connell) that mail will not be delivered without a 100% accurate address, some mail that *is* addressed correctly is being sent back. There were also problems a few months ago with time sensitive assessment notices. Alan Hipps stated that USPS employees attended an E911 meeting a few years ago to coordinate plans and agree on proper mailing addresses (E911 addresses would be acceptable mailing addresses).

**DPW SUPERINTENDENT REPORT** – Two loads of salt have been purchased and the Fitzgerald Road is finished. Dennie will try to have the remaining SBR tank cleaned this year. The intersection of Clark Road and Lake Shore Road has been paved and paid for by the county. E911 recently measured all roads for the highway inventory report. Dennie received a packet from the state today and will see if they will accept the new measurements.

**Minutes of the Town of Westport Regular Board Meeting on October 13, 2015**  
**Page 4**

**RESOLUTION #160**  
**SAND PURCHASE**

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 Dennie Westover to purchase sand from the Lewis Quarry as part of the county contract for \$3.00/ton.

**RESOLUTION #161**  
**BRUSH DUMP**

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 open a brush dump at the transfer station on October 24<sup>th</sup> and 31<sup>st</sup> from 10 a.m. to 2 p.m.

**SUPERVISOR'S COMMENTS** – The Wadhams sewer project is not moving as expected. The plan was to go to bid in December, but an extension has been requested. They have to make sure that the extension is for the current project and not for additional work.

**RESOLUTION #162**  
**BAR APPOINTMENT**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to reappoint James Herrmann to the Board of Assessment Review for a term expiring September 30, 2020.

**Minutes of the Town of Westport Regular Board Meeting on October 13, 2015**  
**Page 5**

**RESOLUTION #163**  
**ADJOURNMENT**

On a motion by Councilperson Paquette, with a unanimous second, the meeting was adjourned at 8:18 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk