

## **Minutes of the Town of Westport Regular Board Meeting on February 28, 2017**

The meeting was called to order by Councilperson Viens at 2:30 p.m.

**BID OPENING, TOWN HALL RENOVATION** – The following bids were received:

**Contract 1 General Construction:**

High Peaks Carpentry:  
Base Bid: \$635,200  
Alt 2: \$32,000  
Alt 3: \$2,000

**Contract 2 Heating, Ventilation, and Air Conditioning:**

Alliance Mechanical:  
Base Bid: \$111,400  
Alt 1: \$32,100  
J Hogan Refrigeration & Mechanical:  
Base Bid: \$140,015  
Alt 1: 24,000  
Rozell East Inc:  
Base Bid: \$134,566  
Alt 1: \$43,630  
High Peaks Carpentry:  
Base Bid: \$115,800  
Alt 1: 42,000

**Contract 3 Electrical Wiring and Lighting**

Harold R Clune Electric:  
Base Bid: \$119,850  
Alt 1: \$5,375  
Alt 3: \$445

**Contract 4 Plumbing**

Alliance Mechanical:  
Base Bid: \$32,300  
J Hogan Refrigeration & Mechanical  
Base Bid: \$39,950  
Alt 3: \$4,400  
Rozell East Inc:  
Base Bid: \$36,257  
High Peaks Carpentry:  
Base Bid: \$29,900  
Alt 3: \$3,502

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The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page  
Councilperson Viens  
Councilperson Morrison  
Excused: Councilperson Paquette  
Excused: Supervisor Tyler

Others present:

George Hainer, Zoning & Codes Officer  
Julie Schreiber, Town Clerk  
Dennie Westover, DPW Superintendent  
Bill Johnston

**RESOLUTION #55**  
**MINUTES FEBRUARY 3, 2017**

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

3 Ayes Page, Viens, Morrison  
0 Nays

**RESOLVED** to accept the minutes of the February 3, 2017 Special Board Meeting as received.

**RESOLUTION #56**  
**MINUTES FEBRUARY 14, 2017**

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

3 Ayes Page, Viens, Morrison  
0 Nays

**RESOLVED** to accept the minutes of the February 14, 2017 Regular Board Meeting as received.

**COMMITTEE REPORTS**

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**YOUTH COMMISSION** – A bill for Ski Program expenses will be held until the correct due amount is verified. The corrected voucher will be presented at the next meeting for board approval. The Youth Commission Board will meet next Monday.

**TOWN HALL RENOVATION** – The bids will be reviewed by the committee and architects. Bill Johnston mentioned an energy incentive that could provide an additional \$3,300 toward the project.

**RESOLUTION #57**  
**APPROVAL OF BILLS**

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

3 Ayes Page, Viens, Morrison  
0 Nays

**RESOLVED** to authorize the payment of bills on Abstract 2B in the amount of \$62,761.05 for Vouchers 2017-108 through 2017-131.

**RESOLUTION #58**  
**DISPOSITION OF RECORDS**

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

3 Ayes Page, Viens, Morrison  
0 Nays

**RESOLVED** to authorize the Records Management Officer to dispose of the following records as per the Records Retention Schedule:

<b>Record Series</b>	<b>Date of Records</b>	<b>Schedule Item</b>	<b>Retention</b>
1[867]	2003	Project Proposals	6 years
20[631]	2003/2006	Snow/Ice Agreements	6 years
17[628]	2006	Highway Work Permits	6 years
12[256]	2005/2010	Fuel Billing	6 years
5[349]	2006/2007/2010	Time Sheets	6 years
17[361]	2006/2007	1099s, W-2s	6 years
13[357]	2007	Quarterly Wage Reports	6 years
15[309]	2007	Monthly Retirement Reports	6 years
16[360]	2007	Quarterly Tax Forms	5 years
22[22]	2007/2010	Clerk/Justice Monthly Reports	6 years

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12[590]	2004-2010	Assessment/Grievance Files	6 years
30[30]	2010	Postage Log	1 year
1[263]	2010	Banking Communications	6 years
12[256]	2010	Water/Sewer Billing	6 years
16[16]	2010	Water/Sewer Work Orders	6 years
11[255]	2010	Abstracts/Vouchers	6 years
3[247]	2010	Journal Entries	6 years
7[302]	2010	Certificates of Insurance	6 years
17[282]	2010	Transfer Station Receipts	6 years

**DPW SUPERINTENDENT REPORT** – The crew has been repairing washouts on Boyle, Fitzgerald, and McMahon Roads. Dennie picked up his new truck and the excavator should arrive tomorrow. They should have the new water/sewer truck in the next few weeks. Dennie would like to put an ad in the paper for a reduced weight limit on all town roads for non-emergency vehicles. It would be effective through May 31<sup>st</sup>.

**RESOLUTION #59**  
**ROAD WEIGHT LIMIT**

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

3 Ayes Page, Viens, Morrison  
0 Nays

**RESOLVED** to authorize the advertisement of a reduced weight limit for all town roads.

**RESOLUTION #60**  
**ADJOURNMENT**

On a motion by Councilperson Morrison, with a unanimous second, the meeting was adjourned at 2:44 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk