

***Minutes***  
***Williamsburg Board of Selectmen***  
***January 7, 2016***

The members of the Board of Selectmen met in regular session on Thursday, January 7, 2016, at the town office. The chair called the meeting to order at 7:00 p.m. At the request of the reporter, permission to record the meeting was granted.

Present: David Mathers, Denise Banister and William Sayre

Also present: Sarah Bankert (Healthy Hampshire), David Chase (The Commons), Chris Flory, Louis Hasbrouck (Building Inspector), Dick Kisloski, Caitlin Marquis (Healthy Hampshire), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant), Marie Westburg (Senior Center)

1. Building Inspector – Building Inspector Louis Hasbrouck gave his regular report. Permits - He said that permit applications are in keeping with two years ago; not as high as last year, which had the solar farm. He noted a fairly significant increase in the number of permits, though not in fees, just a lot of renovations, kitchens, baths, insulation, some new houses. CRD Metalworks – He said the business has moved to the Leeds location, and it looks as if the issue is resolved. The business has paid \$8400 in fines so far and will owe a little more. Shooting range, 74 Village Hill Road – He noted that the ZBA decision has been appealed. When he has gone to the site, it looks as if activity is down to zero. Valley View Farm – He distinguished between pouring samples and the full serving allowed under the Pouring Permit. He said that under their Farmer-Winery License they are allowed to pour samples but he thinks that in order to use their Pouring Permit they will need a Special Permit from the Zoning Board of Appeals. He thinks they will ask for a Special Permit for a restaurant, which would be allowed in Rural Residential zoning. Most towns in Massachusetts say that selling alcohol under a Pouring Permit is not a protected agricultural activity and so needs a Special Permit. Pouring samples, which is allowed under their Farmer-Winery license, is a protected activity.

2. Citizens Institute on Rural Design (CIRD) grant application – Marie Westburg, Director of the Senior Center, introduced Sarah Bankert of Healthy Hampshire and David Chase of The Commons. Sarah Bankert presented the group's proposal and explained that the application, approved in principle at a previous Board meeting, had been reworked, focusing not on a complete Master Plan for the town but on looking at building use and the siting of the Public Safety Complex and their impact on healthy aging, walkability and town vibrancy. The 2½ day CIRD workshop would bring people together toward a shared community vision. Several letters of support for the CIRD application had been received, including from the YMCA, Cooley Dickinson Hospital, and Mill River Greenway Committee. Several business owners in Williamsburg center are reported to be enthusiastic. The \$10,000 match could be met by staff time and use of buildings, as well as monetary donations. DLTA (technical assistance) grant could be available from Pioneer Valley Planning Commission (PVPC) to supplement this work – it was noted that the state Department of Local Services has suggested use of DLTA funds for one of the Community Compact initiatives. It was mentioned that parking is an issue in town.

3. Healthy Hampshire pilot signage program – Sarah Bankert also discussed the Way Finding program, which installs signs telling people how long it takes to get to a destination, to encourage short walking trips. Questions were raised about how many signs and where they would be, and a concern was expressed about which businesses would be featured and given free advertising.

4. Community ice rink – Marie Westburg presented a proposal for a community ice rink, to be located on the Helen E. James Building property, and asked for Board's permission. She said Highway Superintendent Bill Turner would be glad to help if other work is slow. She proposed a rectangle of 80 x 120 feet, with plastic sheeting and hay bales. Discussion included a concern about the weight of water and a suggestion of making a frozen berm from snow, a concern about level ground, a question about access to water and suggestion of a hydrant or town trucks, a concern about a hose running up stairs and through an open door, a concern about flooding the rink all at once, a suggestion that volunteers work out the details, a suggestion that the first year be small, perhaps 40 x 80 feet, perhaps around the basketball area, a question and concern about the work involved especially cleanup, a concern that it is a lot of work. The Board was generally supportive, and Bill Sayre expressed interest in helping a pilot project. Marie will plan to iron out the details and inform the Board.

5. Public Safety Complex – Board members reviewed a cost summary relating to Public Safety Complex scenarios. Discussion of Public Safety Complex included: offer by Dick Kisloski to get cost numbers from a person who designed a larger cheaper building; concern that going with the plan to put the police department into the James Building would force the town into a decision about the building before it had thought about what to do with it; need to figure out what to do with all the buildings before deciding; suggestion to sell James Building and other buildings; suggestion to tear down James Building; concern with costs; suggestion of a manufactured building; suggestion to get cost estimates by square footage; suggestion to do visioning, with small groups to facilitate conversation and dialogue; concern that visioning process would postpone the decision for a year. It was decided to look into costs, have the Public Safety Complex Committee host public sessions, then have the CIRD workshop. It was decided to get some cost numbers and revisit in mid-February or March. Further discussion included: suggestion that the Building Needs Committee report of 2010 be updated; need to study town office and senior center needs; concern that there are significant maintenance costs just to keep operating; need to look at which buildings to sell.

6. Appointments – Woodland Trails Committee – The chair read a letter of interest from Karin McGowan. **Motion** was made and seconded (DB/WS) to appoint Karin McGowan to the Woodland Trails Committee, term to expire June 30, 2016. **So voted** (3-0).

7. Heating oil – The chair described the documents needed to order the town's heating oil through the Lower Pioneer Educational Collaborative. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the heating oil Notice of Buy Order for 15,000 gallons for FY2017. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint Paul Schroeder as the town's Buying Agent for heating oil for FY2017. **So voted** (3-0).

8. Budget letter – The Board reviewed and approved the budget letter to be sent to town departments and committees.
9. Snow and ice in Town Sign areas and sidewalks – Sanding and clearing the Town Sign areas is necessary for the safety of the person who changes the signs; the Highway Department will take care of it. The Highway Superintendent had disclosed that one of the Town Signs is located on his property. Problems with clearing of sidewalks were noted.
10. Highway payroll – Town Administrator Charlene Nardi reported that the new employee was hired at \$17.40 per hour and would normally be given a substantial raise on his six-month anniversary, with additional raises yearly until he has caught up to the experienced employees. Highway Superintendent proposes giving him half of the increase retroactive to the three-month anniversary. He noted that he feels the employee's skills are highly valuable and he wants to keep him. **Motion** was made and seconded (DB/WS) to accept the Highway Superintendent's recommendation for Christopher Tauznik's salary increase retroactive to three-month anniversary and the following raises as presented. **So voted** (3-0).
11. Town Administrator's report –  
Complete Streets – Town Administrator Charlene Nardi reported that she and Highway Superintendent Bill Turner attended the Complete Streets workshop; the town needs to develop a Complete Streets policy but it can be tailored to the town's needs.  
Mass. Office on Disability – She reported that the town is supposed to do a self-evaluation and transition plan. She as ADA (Americans with Disabilities Act) Coordinator will find out what needs to be done.  
Pedestrian light – She reported that MassDOT denied the town's request to move the light to the center of Williamsburg. It was noted that the school and the library across the street were to be one campus. A flashing pedestrian light would cost \$20-25,000. The town would have permission to put in a light but would have to pay for it.  
Town Offices heating – Cleaning of the blowers was done. Heating in Town Offices is better.  
Police Department air ventilation – Cleaning was done. It was noted that the air intake is located where the fire trucks idle.  
CRD Metalworks fines – She reported that fines of \$8400, through December 10, have been paid; possibly three more days are owed.  
Zoning Board of Appeals, Dunkin' Donuts – No appeal has been filed.  
74 Village Hill Road – An appeal has been filed and forwarded to the town's attorney and insurance company.  
Helen E. James Building leak in heating system – Leak has been fixed.  
125 Goshen Road – The property is in tax title with over \$80,000 owed in taxes. The owner, who is not able to take care of the property, wants to sign it over the town, and the property will be auctioned off. The Treasurer's office is handling things with assistance from the town's attorney. Charlene will talk with the Building Inspector about what the town needs to do when it takes possession.  
Chapter 61 Right of First Refusal – She reported that the town has received notice of intent to sell a quarter acre of land to change the boundary between 6 Hyde Hill Road and 4 Hyde Hill Road; this will be on the agenda for next meeting.

Anne T. Dunphy School Temperature Trackers – She reported that the temperature trackers are in place; she will request monthly reports.

Town Offices infrared study – Two quotes have been received for a study to determine heat loss; the Energy Committee and Building Supervisor are deciding whether to do the study before or after weatherization.

Mileage rate for 2016 – She reported that the mileage reimbursement rate is now \$.54, down from \$.57½ in 2015.

Violence in Public Buildings presentation – Planned for Tuesday, January 12.

Highway injury – A Highway employee suffered a dislocated shoulder, not work-related, and is recovering slowly.

FY15 Audit questions – Board members confirmed that there are no issues relating to fraud that they are aware of. Town Administrator will respond to the auditors.

Colonial Power residential electricity aggregation – Presentation by the company taking over for the HCOG aggregation program, which was approved at Town Meeting, will be put off till March.

Debt exclusion vote – Tuesday, January 19; the Town Clerk will put out a call and post on town signs.

Fire Department truck and equipment grant – Application is due January 15.

Community Compact program – Charlene reported that she spoke with the Division of Local Services about the town's three Community Compact program initiatives. For the Master Plan the town should write to Tim Brennan of the Pioneer Valley Planning Commission and apply for DLTA funds of \$10-12,000, and then work with him and the PVPC for an Economic Development grant to move further along toward a Master Plan. **Motion** was made and seconded (WS/DB) to authorize the chair to sign a letter to Tim Brennan of the PVPC as outlined. **So voted** (3-0).

Schedule of budget meetings and personnel evaluations – Charlene described the proposed schedule for personnel evaluations, based on when department heads were already coming in to give their regular reports. There was some concern that issues are sometimes sensitive and that conversations were not candid because of their public nature. Board members thought the Town Administrator could convey concerns in a more private setting.

Energy Committee – The Energy Committee has invited the Select Board to their meeting on Wednesday, January 13, to talk with representatives of HCOG and Nexamp about residential and municipal energy supply.

Fuel tracking – Board members reviewed the fuel report. Concerns were expressed about the numbers, including possible inaccurate mileage or filling a container rather than a vehicle. Charlene will follow up.

School building – Charlene reported that most things on the punch list that she was tracking have been done. A town employee should go on the walk-through with the architect and builder.

12. Flag donation – The Administrative Assistant reported on recent generous donations to the Flag Fund.

13. Miscellaneous – Fire truck – Charlene reported that it was suggested that when a fire truck is replaced, the truck could be useful for the Water/Sewer department instead of being surplussed. Board members asked for more information on the suggestion.

14. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of December 10 as written. **So voted** (3-0).

15. Correspondence – No one is planning to attend the MMA annual meeting in Boston.

16. Executive session minutes – Charlene distributed executive sessions minutes from 1988-2010 for the Board to review and recommended that they be considered and released over the next three meetings.

17. Warrant – Approved and signed the warrant.

18. Property taxes – Town Collector Bonnie Roberge reported through Charlene that when the town’s Boston attorney wrote letters to people owing back taxes, it made a huge difference and a lot of back taxes were paid.

Documents used

Agenda and notes

Proposal for Citizens Institute on Rural Design grant; CIRD Request for Proposals

Community Ice Rink proposal

Public Safety Complex cost summary

Building Needs Committee 2010 report

Letter of interest – Karin McGowan in Woodland Trails Committee

Heating oil Notice of Buy Order and Authorization and Designation as Agent

Budget letter

Fuel report

Minutes

Warrant and expense report

Adjourned at 10:40 p.m.

Approved:

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Clerk