

Minutes
Williamsburg Board of Selectmen
January 19, 2017

The members of the Board of Selectmen met in regular session on Thursday, January 19, 2017, at the town office. The chair called the meeting to order at 6:30 p.m. The chair noted that the meeting was being recorded, at the request of the reporter.

Present: Denise Banister, William Sayre and David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Denise Wickland (Police Chief), Leslie Smith (Highland Ambulance), Stephen Smith (Planning Board), Daryl Springman (Fire Dept., FMPC), Dan Banister (Fire Dept., FMPC), Kim Boas (FMPC), Robert Barker (FMPC, Planning Board), Carol Conz (FMPC), Frederick Goodhue (FMPC), Eric Weber (FMPC), Nick Dines (FMPC), Jim Ayres (FMPC), Osa Flory (ZBA), Chris Flory (Planning Board), Jim Locke (Planning Board), Mary Dudek, Charles Dudek (ZBA, Planning Board), David Chase (Commons Coworking Corp.), Linda Rowley (Finance), Ken Taylor, Paul Jahnige (Woodland Trails).

1. Police Chief Evaluation – Board members reviewed Police Chief Denise Wickland for her work over the last year. Members commended Chief Wickland on her and her department's professionalism, expressed appreciation for her and her competent team of officers, and applauded her for paying attention to changes and offering training opportunities to her officers. The Board noted the smooth operation of the department during her leave was an excellent example of their knowledge and what is expected. The Board stated that the fact that her staff and budget remain stable is a reflection of her leadership, and members are impressed with her ability to move the department forward while staying within her budget. The professional manner in which she and her department focus and handle the protection and safety of residents is again a testament to the professionalism the department maintains. The Board encouraged the Chief to continue building on the relationship with the community not only in patrols but reaching out in other areas and asked her for a list of her goals for the next year.

Chief Wickland thanked the Board and attributed the department's success to the dedication and commitment of her officers. She outlined completed goals and those to be achieved over the next year.

Completed: Identified and assigned an officer to track training and an officer to track vehicle maintenance.

Future Goals:

- a. Express more her appreciation for the contributions and commitment of her officers. The department has long-term and dedicated officers who care about the community which she feels is a large contributing factor to the department's success.
- b. Continue going after grants
- c. Implement the community relationship ideas that were discussed as part of the quarterly police department report last fall. Specifically the monthly opportunities for the community to meet informally in a relaxed environment with police officers to discuss thoughts and concerns (Coffee with a Cop or cookout).

- d. Provide a brief report to the Board of Selectmen following her monthly departmental meetings. To keep the Board more up to date on what is being discussed and what is happening in her department. Board discussed rotating monthly and attending a portion of her department meetings.
- e. Continue to review and update police department policies.
- f. Continue to make sure officers have all the tools needed to be efficient, effective and safe in all situations that they have to deal with in carrying out their responsibilities. Discussed a proposal of purchasing three Tasers for the department with a total cost of \$5,500. The Chief will bring more information to the Board in the future.

2. Highland Ambulance – Leslie Smith presented the FY18 Highland Ambulance budget to the Board of Selectmen. Ms. Smith stated that it has been 11 years since raises were given and that it was important to be competitive to keep qualified professional staff and that there is a plan to hire and pay for an administrative staff person (formerly mostly done through volunteer hours). The FY18 budget reflected increases in payroll, health insurance, medical supplies, telephone expenses and maintenance, new budget lines for property & casualty insurance coverage and service contracts, and decreases in training fees, communication costs, miscellaneous general expenses, office supplies, other miscellaneous expenses, and uniforms. In response to a question about individuals having the required state medical insurance, it was acknowledged that not all individuals that call have insurance. Williamsburg's operating assessment is proposed to increase from \$75,525 in FY17 to \$108,191, the ambulance debt service is a decrease from \$773 in FY17 to \$0.00 in FY18, and the building debt service is proposed to decrease from \$16,809 in FY17 to \$14,913.

3. Town Caucus – **Motion** was made and seconded (DM/WS) to set the 2017 Town Caucus for Monday, February 27, 2017 at 7:00 p.m. in the Town Office Auditorium. **So voted** (3-0).

4. Highway Safety Toe Boot Policy – Motion was made and seconded (DM/WS) to establish a reimbursement of \$150/employee/year for the purchase of safety toe footwear for Highway Department employees. **So voted** (3-0) Board members stated that the Highway Superintendent needed to establish a policy requiring employees to wear the footwear daily at work.

5. Capital Planning Requests – The Board reviewed the capital planning requests by departments under their authority. Board members will discuss with department heads the requests at the February 2, 2017, meeting.

- Police – Replace 2012 Cruiser – \$46,000
- Fire Department - 4 SCBA (air packs) with 8 air bottles and 4 masks - \$32,150
- Mill River Greenway Committee – Comprehensive survey or topography, parcel data, right of way, and wetlands boundaries mapping and other crucial site information to support Mill River Greenway and other projects (Public Safety) - \$48,000.
- Senior Center – Request that Senior Center Facility space / building be included in any consideration of building reuse or development – future planning request

The Board moved into the auditorium to hear the report presented by the Facilities Master Plan Committee. Chairwoman Banister welcomed everyone.

6. Facilities Master Plan Committee - Jim Ayres and Nick Dines, representing the Facilities Master Plan Committee, presented the Facilities Master Plan Committee report. Mr. Ayres acknowledged the dedication and work of other committees and the quality of their work and reports which were reviewed and used in the FMPC's work. He stated that while the other committees were charged with a very specific task or a need specific to a department, the FMPC was charged to look at facility options more globally. The FMPC recommends that the Town take a more holistic approach of doing planning, decision-making, resource-allocation and problem solving which includes charging all committees to look at issues with an interdepartmental and interdisciplinary eye, considering long range goals and all alternatives fully (page 5 of the report).

Nick Dines gave a summary of the report noting that the findings and recommendations were derived from the numerous prior studies of existing buildings, cost estimates for repair, and expansion or creation of new structures aimed at providing safe, efficient and humane work spaces for town employees and public users.

He noted that the FMPC task focused on establishing a framework for understanding the requirements of each capital improvement concept within the context of the larger community and the historic nature of Williamsburg's existing sense of place.

In their decisions the evaluations were aimed at promoting effective Town Government, wise investment of Town resources, the Town's sense of place, community building, and thoughtful decision-making.

Recommendations were grouped into three broad categories:

1. Prioritization of capital improvement needs and identification of actions required for their implementation. Establish capital plan budget for these long term improvements to be incorporated into the financial planning of the Town.
2. Examination of the impact of such improvements/ proposals on existing cultural, historical, economic, environmental, recreational and aesthetic factors that contribute to our understanding of Williamsburg as a living community. [Framework]
3. Evaluation of alternative planning and design scenarios that expand the number of options in order to mitigate conflicts of values or future desired use patterns within the Town Centers.

Page 5 of the report outlined the full recommendations but the key points were:

- Address the needs of the public safety departments as a first priority;
 - refine the Public Safety Facility program and configuration in a manner that fulfills functional needs in a cost effective manner and a more compact footprint
- Retain the Helen E. James for the purposes of town government and senior center functions;
 - Minimize long-term investment in the Haydenville Town Office building during the transition time period,

- Establish a planning and design process that reflects the broader aspects of the community with the aim of combining a number of objectives while at the same time avoiding the elimination of future options.

Results from the survey showed people's willingness to spend funds but with a limit, and also concerns about the DRA design of the public safety complex specifically the cost, size and location.

In conclusion the FMPC recommended that the Town move forward with a strategy for addressing the recommendations using all the criteria, the outlined approach, and a budget which the town feels is reasonable and acceptable to the taxpayers.

Public Comments: The DRA study was a feasibility study not a finalized decision, respondents of the survey were mostly seniors, 25% of population responded to the survey, a regional senior center usually means the larger community (Wmsbg)supports more of the cost and most of the resources than the smaller towns, the survey confirms a willingness to spend some money to accomplish goals but there is a limit, CPA is an option to achieve goals, the Planning Board cannot take on the full time planning recommendations outlined in the report, pressure to continue to move forward is needed, the idea of creating a committee to oversee / do the planning and move forward with report recommendations is a good one; however, concern about volunteers, planning and assistance can be done by leveraging relationships with other communities, colleges and local talent, and using technical assistance grants. All the members of the FMPC have volunteered to continue their work in some fashion if the Board feels the members would be of value. Bill Sayre asked the members to give feedback what the future of a Committee would look like, and what its charge would be. It was noted that the central point is that the town must know what its goal is and should use the evaluation criteria in order to best utilize technical assistance.

Further discussed Survey results: Looking at regional approach of a senior center or community center to accommodate increased senior population, keeping the vibrancy of the center of Williamsburg is important and regional entities, like the Meekins, add value even though the cost may be higher, recognizing that the Williamsburg / Haydenville divide no longer seems to be an issue ~ we are one community, exploring options to sell and lease back buildings, lease other buildings, determining if there is a market to rent and lease our surplus or empty buildings. It was stated that a broker could call property owners on behalf of an anonymous purchaser to determine whether the land is for sale or would be in the future.

The Board of Selectmen stated its appreciation for a thorough report noting that it hit all the different scenarios and will be a valuable tool as the Town moves forward. They thanked the FMPC members for their hard work and dedication. FMPC members acknowledged and expressed appreciation for Dillon Sussman's, Pioneer Valley Planning Commission, expertise and support during the last six months.

Bill Sayre invited the FMPC to the February 8, 2017 Public Safety Complex Committee meeting. Nick Dines noted that the James site offers more uses for more interests within the Town and encourage the Town to explore those. He noted that the Mill River Greenway is asking for a

digital survey for at least 2 miles of Rte. 9 to support its proposal to Mass Highway, but stated that increasing the scope of that survey may support more goals of the town such as the Public Safety Complex.

Motion made and seconded (DM/WS) to accept the FMPC report again acknowledging the commitment and dedication of the Committee members. **So voted.** (3-0).

The Board moved back to the Board of Selectmen's office for the remainder of the meeting.

7. Woodland Trails – Paul Jahnige reported that the Woodland Trails was applying for a \$7,400 grant to MassHumanities to create interpretive signs and a self-guided brochure to interpret the Williamsburg Flood for the Dam Trail. The work is being done in cooperation with the Mill River Greenway Initiative (different from the local committee). The grant application is due February 1, 2017, and Mr. Jahnige asked for a letter of support. Motion made and seconded (DM/WS) to authorize Chair of the Board to sign a letter of support for the grant once it is drafted. **So voted** (3-0).

The Board of Selectmen expressed their appreciation to the Woodland Trail members and volunteers for all their work in getting the Town access and creating a trail to the Dam. Mr. Jahnige asked the Board to look favorably on a forthcoming letter of interest for membership on the Woodland Trails Committee from Dave Weber.

8. Cichy's Garage Inc. Tradeoff Agreement for Snow Plowing – The Board reviewed a letter from Mitch Cichy outlining the tradeoff agreement in which Cichy's Garage plows six parking spaces along Rte. 9 and piles that snow in one or two of those parking spaces for the Town to remove as soon as possible following the end of the storm. In exchange for keeping those plowed, Cichy's is allowed to put the snow from around the Garage business in that same pile. Concerns have been raised about the piling of snow in the highway, the placement of the pile in front of a fire hydrant, and the cost benefit to the town. The agreement alleviates the Town having to plow, keep clear and remove the snow during the storm. The Board of Selectmen stated that the agreement, which has been in place for decades [later determined since 1964 when Harry Warner was Superintendent] is a long-term community agreement with a benefit to the Town. MassHighway was fine with the agreement as long as the snow is removed as soon as it is practical for the town following a storm. Motion made and seconded (DM/WS) to renew the agreement and authorize the Chair to sign the letter of Agreement from Mitch Cichy with an amendment that states that snow should not be piled in front of the hydrant. **So voted** (3-0).

7. Horse Mountain Conservation – The Town has agreed to purchase 34 +/- acres of the Williamsburg land commonly referred to as Horse Mountain as part of the Horse Mountain Conservation project initiated by Kestrel Land Trust and recommended by Sally Loomis. The cost of the land purchase will be reimbursed by a Land Grant from the State in the amount of \$35,848. The Williamsburg Conservation Commission will oversee the project and work with the Woodland Trails Committee to fulfill the terms of the land grant. Motion made and seconded (DS/WS) the Board authorize the Chair to sign the State Contract for \$35,848. **So voted** (3-0).

Motion made and seconded (DM/WS) that the Board authorize the Chair to sign the Land Grant Agreement and all associated documents. **So voted** (3-0).

8. Recreational Trails Program Grant – Mill River Greenway Committee is applying for another grant from the Department of Conservation and Recreation. The grant funds will be used for improvements to the area off South Main Street commonly referred to as the Goat Path. The grant request is for \$47,250. Gaby Immerman is requesting that the Board write a letter of support for the application which is due February 1, 2017. Motion made and seconded ((DM/WS) to authorize the Chair to sign a letter of support for the RTP grant application. **So voted** (3-0).

9. Community Choice Power Supply Aggregation Plan – The DPU will hold a public hearing on the Town's Aggregation Plan application on Wednesday, January 25th at 2:00 p.m. in Boston. Colonial, Town's Agent, will represent the Town at the hearing in Boston. Kim Boas and the Town Administrator participated in a conference call with DPU and Colonial regarding the application. Colonial asked for a letter from the Board to submit as part of the hearing package. The letter was drafted and signed between meetings to meet the submission deadlines. Motion made and seconded (DM/WS) to ratify the Chair's action and signature on the letter. **So voted** (3-0).

10. Live Entertainment – Motion made and seconded (WS/DM) to grant the Live Entertainment of DJ or band from 5 p.m. to midnight on February 4, 2017, to the Burgy Bullets. **So voted** (3-0).

11. Surplus Policy – The Board reviewed the Town's surplus policy with updates including:

- Increase thresholds from \$5,000 to \$10,000 to match the updated procurement thresholds;
- Remove notification of accountant for inventory control;
- Add posting on the website
- Spell out posting at Williamsburg and Haydenville Post Offices
- Eliminate the option to leave surplus items at Town Office for resident use;
- Add authorizing the Board of Library Trustees to vote annually to surplus weeded library materials and media and donate per M.G.L. Chapter 30B, Section 15(g) as appropriate.

Motion made and seconded (DM/WS) to update the Disposal of Surplus Town Property Policy as presented. **So voted** (3-0).

12. Public Records – New revisions to the Public Records Law took effect on January 1, 2017. In order to be in compliance the Board took the following steps.

a. Public Records Compliance Policy – Motion made and seconded (DM/WS) to approve a compliance policy which outlines the rules, regulations and process for requesting and responding to public record requests in Williamsburg. The policy was based on the policy adopted by the Town of Hadley. **So voted** (3-0).

b. Records Access Officers (RAO) Appointments – Motion made and seconded (DM/WS) to appoint the Police Chief, Fire Chief, Town Administrator as Record Access Officers, the Town Clerk as Chief Records Access Officer, and to refer the appointment of the education RAO to the Williamsburg School Committee. **So voted** (3-0).

13. Town Administrators Report

a. Capital Planning Requests – Elected Officials:

- Assessors - \$125,000 for mapping, conversion work will occur over three years
- Town Clerk – three requests
 - Voting Booths - \$6,500
 - Handheld tabulators and software – for town meeting votes - \$15,099 plus shipping
 - Imagecaset Voting Machine - \$8,000

b. Smith Charities – Request for \$500 to support feasibility study of Historical Smith Charities building. The Smith Will Charities provides gifts to beneficiaries for young men and women who go into a trade, nurses, widows with young children and first time brides, as well as supporting Smith Vocational High School. The Town of Williamsburg residents received over \$6,000 in the last ten years from the charities. The Board agreed to put an article on the Town Meeting warrant for voter consideration.

c. DLTA FY17 Grant Request - A letter was sent to PVPC requesting funding to assist the Planning Board in its review and implementation of selected zoning recommendations from the 2011 Village Centers Study Report (by PVPC) and to explore zoning changes to accommodate the new recreational marijuana distribution laws. PVPC will respond with awards of grant later in January.

d. USDA Loans – Joanne Demars, USDA, confirmed that only 25% of a building may be rented out to private / commercial entities if a USDA loan is used.

e. Hedges – Michael Gieryk met with the Town Administrator about his hedges at 145 Main Street in response to her letter. Mr. Gieryk said he would try to trim a bit more to assist in creating a better line of sight for cars coming off of High Street; however, he did feel he was in compliance with Mass Highway and it was more the utility pole that was a problem. He did say that keeping the hedges healthy and full was important to block noise and keep dirt from his home and yard.

f. Green Communities – Kim Boas and the Town Administrator will be working to submit a final report and ask for reimbursement.

g. Hampshire Regional Superintendent School Report – a copy is in the correspondence. Town Administrator will forward an electronic copy to Bill Sayre.

14. Dedication – The Board of Selectmen reviewed the list of nominees for dedication of the 2016 Annual Report. The Board discussed each nominee and his or her contribution to the community. Motion made and seconded (DM/WS) to dedicate the 2016 Annual Town Report to the chosen dedicatee. **So voted** (3-0). The Board of Selectmen will announce the dedication before the May 1, 2017 election.

15. Correspondence – Correspondence included a Select Boards Association Meeting invitation, Conway 250th Celebration announcement, and East Main Street Bridge Inspection Report.

16. Capital Plan Committee – Charlene reported that she attended the CPC meeting. She reported that Dick Kisloski is the new Chair, CPC members will work with the Town Administrator to get the Capital Plan updated, Chris Morris will work with the spreadsheet, Dick Kisloski will work with Jim Locke to get facility / building information and needs to begin

including those on the capital plan. The inclusion of building needs on the capital plan may take longer than this budget season. In response to meeting with the Board of Selectmen, CPC members feel it is their responsibility to determine if a request is affordable not whether it is needed. Members noted that while they may not do things in the exact way as the prior Committee, they feel they add value and make recommendations on what is presented. Members discussed the idea of borrowing an annual amount and stabilizing the annual debt.

16. Warrant – Approved and signed the warrant.

Documents used

Agenda and notes
Public Records Policy
Documents
DLTA Letter
Warrant and expense report

Adjourned at 9:35 p.m.

Approved:

Clerk