

*Minutes*  
*Williamsburg Board of Selectmen*  
*February 2, 2017*

The members of the Board of Selectmen met in regular session on Thursday, February 2, 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 and William Sayre

Absent: David Mathers

Also present: Charlene Nardi (Town Administrator), Nathan Rosewarne (Treasurer), Eileen Stewart (HCOG Representative), Peter Spotts (reporter, Country Journal), Jason Connell (Fire Chief), Daryl Springman (Deputy Chief), Peter Shumway (Assessor), Nick Dines (Mill River Greenway), Eric Bloomquist (Mill River Greenway), Gaby Immerman (Mill River Greenway), Emmet Anderson (Mill River Greenway).

Truck Bond Anticipation Note (BAN): Nate Rosewarne, Treasurer, presented the BAN in the amount of \$81,000 for the Highway Truck. This is an annual note until it gets rolled into a larger bond. The rate is 1.2%. Moved and seconded (WS, DB) to sign the Bond Anticipation Note in the amount of \$81,000 and all associated documents. **So voted.** (2-0)

Hampshire Council of Government (HCOG) Update: Eileen Stewart, HCOG Representative, gave a quick summary of happenings at the Hampshire Council of Governments. She updated the Board about the purchasing program and the Hampshire IT program both of which Williamsburg participates in. She reported that the HCOG has a Hampshire Web program assisting communities with their website. She noted that Williamsburg had a new website and that the program was not needed. She stated that the Hampshire County Insurance Trust rates will increase and the increase reflects a compromise between the administrator and the town representatives. The rates have been level for the last several years. The reason for the increase is in part due to a few large claims. She reported that the sustainability and SREC program are going well. HCOG brokers the SRECs. She mentioned that the contract administration program for Green Community contract and the tobacco free program are available. The Court house renovation project has received funding from many different sources: i.e . a Bond Bill, donations from individuals and businesses, and Northampton and Goshen's CPA funds. Goshen contributed \$8,000. The Governor hasn't released the funding from the bond. HCOG is continuing to look for other revenue streams.

Thanks: Speaking as a resident, Eileen gave thanks to the Finance Committee for their oversight and decisions about budgets, saying that as a resident she paid her taxes and felt the level was appropriate for services the town provides. She also commended Marie Westburg for all her work in getting the community skating rink up and running.

Fire Chief Evaluation: The Board met with Fire Chief Jason Connell to review his work over the last year and noted that they are extremely pleased with him as Chief. The Board commended Chief Connell for his strong advocacy for department needs, keeping the firefighters well trained,

promoting professional and strong leaders, appreciating, recognizing and rewarding talent within the department, and providing opportunities for members. Bill Sayre acknowledged that he only sees the Chief at meetings and not during an emergency or at the department interacting with his firefighters and he stated that he understands the needs of a volunteer fire department and the town goals are not always the same, which is difficult at times. Therefore, Mr. Sayre stated he was pleased the Chief is steadily improving with managing the balance and communicating in a less defensive manner. Denise Banister stated she was more familiar with the Chief at the department and she feels very comfortable dropping into the station and stated she feels Chief Connell is doing a great job, and is impressed with his ability to bring the Fire Department into the 21<sup>st</sup> century. She noted that the Board received two evaluations from his officers and they gave Chief Connell high marks. Both members expressed their appreciation for all that Chief Connell has done and continues to do.

Fire Chief Goals: Fire Chief Connell hasn't completed his goal list. The Board asked for the list of goals and how they will be achieved by the end of June.

Fire Dept. Capital Planning Item: Chief Connell noted that his request for four (4) SCBA (air packs) with 8 air bottles and 4 masks at an estimated cost of \$32,150 was not necessarily for this year, but was just to note a need for the future. He expected the Capital Planning Committee to determine when that could be worked in. He noted that he added the Jaws of Life and air packs to the Capital Planning inventory list but there is no real expiration on the items. Replacement is based on standards which change over time, and evaluation of the equipment. It was noted that the washer/extractor article requested in the fall of 2016 will be placed on the annual town meeting warrant this year. The estimated cost is \$7,300.

Fire Dept. Recruits: Chief Connell and Deputy Chief Springman stated that they have a few new recruits they are evaluating and working with. The challenge with recruits is retaining them. It is a commitment and the new generation of recruits is looking for different things from past members. Recruits want to feel comfortable and welcomed. The infrastructure and equipment play into that. This challenge with recruits is nationwide not just in Williamsburg. Recruits see the fire department differently from the past members, it was more like a club. In response to whether increased pay for firefighters would make a difference, Deputy Springman said that was only part of the answer, it is the atmosphere, feeling needed, wanted, and valued and working in a welcoming environment. Chief Connell says it is a learning curve for the current members to figure out what is important to keep the new "younger" generation.

Fire Department Report: Responded to 298 incidents in the calendar year 2016. It is on average the same as 2015. Out of the 298 incident, 135 were medical emergencies. The department responded 13 times to mutual aid calls and received mutual aid 5 times. The estimated property loss is \$136,700, with a pre-incident value of \$460,000, which means the Fire Dept. helped save over \$300,000 in property damage. In 2017, the Department responded to 20 incidents. Chief Connell reported the following **station upgrades**: TVs in the engine bay, training room and office area, adjustable and Wi-Fi capable thermostats in the bays and training room, shelving in the office area, and heating/AC units. The heating/AC units were donated and installed by MJ Moran. The TVs will be used in coordination with the tracking call out software and IM software and used for training. Working with Verizon to upgrade the phone system and get

internet at the Haydenville Station. **Equipment Update:** All trucks have been serviced by the highway department or the local garages and have new inspection stickers. Engine 1, the new truck, should arrive in March. The Department is designing a new department shield / logo to put on the truck doors that incorporates the best of the Haydenville and Williamsburg Station logos and reflects the one department. No issues to report on Engine 2, 3, and 4. Car 1 required a new battery and the heat shield which is rattling needs to be looked at. Chief will follow up with Dave Mathers on the radio unit shutoff issue. The ATVs and UTVs need new batteries.

**Grants:** The SAFE grant and Senior SAFE grant were awarded totaling just over \$5,000 which are funding the 3<sup>rd</sup> grade fire and life safety course. Reverend Worth Noyes and Shawn Rogers are running the program. Three portable GPS units are being purchased under the EMPG grant. The GPS units will be used to assist with pre-planning for the Williamsburg trails, off road rescues, brush fires, and disaster mapping. The MIIA grant will pay for the backup camera in the new truck. **Miscellaneous:** There are many more requests for inspections for smoke and carbon monoxide installations. Kenny Taylor is making great progress in organizing information and loading it on the computer. The Department is able to track equipment better including labeling / adding barcodes to significant pieces of equipment for inventory and maintenance.

Fire Department Budget: Would like to increase the expense account by \$2,999 for equipment expenses. The department is beginning to budget to purchase two sets of full gear every year. The cost is \$2,500 for a total of \$5,000. In addition, would like to set up a training line in the amount of \$3,122 to cover an individual attending the Call/Volunteer Fire Academy. The training is about 188 hours done during the evenings and weekends. Would like to pay the person \$15.01 per hour and cover the cost of the medical physical about \$300. The account would only be used if there was a committed member that had been vetted by the fire officers first.

Bill Sayre suggested that the Fire Department look into having a written agreement with volunteers which outlines the expectations of the volunteer and fire department. In response to what the Board of Selectmen can do to further support the Fire Department, Deputy Chief Springman said that the Fire Department is often asked to do things and they need the equipment to do it. The Board noted that it is clear the town needs to invest in its fire department, and Chief Connell has the respect of his department because he brings things forward and the firefighters see that. The Board thanked Chief Connell and Deputy Chief Springman for their work.

Chapter 90 Reimbursement Requests: Highway Superintendent Turner presented two Chapter 90 reimbursements requests to cover the resurfacing of Ashfield Road and paving on High Street. Moved and seconded (WS, DB) to sign the two reimbursements for Ashfield Road in the amount of \$257,304.06 and High Street in the amount of \$55,366.78. **So voted.** (2-0)

Highway Capital Planning Requests: Highway Superintendent Turner explained that he has two loader / backhoes, currently. He is asking to replace the 2000 John Deere 410 loader/backhoe with a wheeled excavator at an estimated cost of \$170,000. He is also requesting to buy a used articulating loader in the amount of \$70,000 using Chapter 90 funds. This would provide three pieces of equipment which would be useful all year long including the winter. When asked if all three were really needed, Highway Superintendent Turner said yes. The loader/ backhoe is used

for snow removal. The articulating loader would be used at the garage in the winter to load sand and salt more efficiently. Bill Turner estimates that two loaders are needed 50% of the time. The excavator with rubber tires would reduce manual labor out of many jobs making them more efficient; it would also be instrumental in effectively and efficiently cleaning the draining ditches. The excavator would take 95% of the wheel barrowing out of paving and would be helpful with sidewalks now that you can't rent a sidewalk paver anymore. The department rented an excavator for the goat path which allowed the work to be done faster than without the proper equipment. The excavator would be stored in the pole barn out of the weather but not in a heated place. The use of Chapter 90 funds for purchase of the loader would equate to about a ½ mile of chip seal. The members would like Dave Mathers' feedback before a decision is made and asked Superintendent Turner to meet with him before the next Board of Selectmen meeting.

**Cichy's Garage Snow Plowing Agreement:** Mitch Cichy provided a panoramic picture showing the area and six (6) spaces plowed by Cichy's Garage, and a copy of the survey that shows the easement and area used by the Garage. The agreement is that Cichy's Garage will plow the six parking spaces and pile the snow in the area right in front of the garage. In exchange for this work, the Garage may pile snow there and the Highway Department will remove it all as soon as possible after the cleanup of the storm. Highway Superintendent says it takes about 15 minutes to ½ hour for the town to remove the pile and is less time consuming than trying to plow that area during the storm, it is convenient and benefit to the Town. Bill Turner will work to get a permit from Mass Highway to temporarily pile snow in the parking spaces.

Chair Denise Banister reminded the public that the meeting is being recorded.

**Mill River Greenway Committee Work:** Gaby Immerman, Mill River Greenway Chair, stated that she had submitted a new Recreational Trails Program Grant application. If awarded, the funds will be used to work on the Williamsburg side of the trail that connects to Northampton. Nick Dines reported that the Project Initiation Form (PIF) for the Mill River Greenway along Rte. 9 has been submitted to Mass Highway. The TIP Sub-Committee meeting will be held on March 1, 2017 at 9 a.m. at PVPC. Nick Dines and Bill Turner will attend.

**Mill River Greenway and Assessors Capital Plan:** The Assessors submitted a request for funding to get the maps digitized and the Mill River Greenway asked for funding for 2 ½ miles of Rte. 9 survey work. After reviewing the requests with Peter Shumway, Assessor, and Gaby Immerman, it was determined that the requests were not duplications of work. The Assessors' goal is to get rid of the paper maps and convert all data to a database using the deeds. This will give flexibility and utilize technology to do the Assessors' work better. The Town revenues are based on the assessment of properties and it is important that we get the mapping up to date and on a usable database. The Mill River Greenway work will be a much smaller targeted area to determine the right of way area of Rte. 9, flood plain information and may include specific parcels to support the Facilities Master Plan Committee recommendations; however, the work needs to be completed to move the Mill River Greenway project to the 25% stage which will move it up on the Transportation Improvement Program (TIP) list. The Assessors' mapping if already done would have been the foundation for the Mill River Greenway work, but since it is not done and the timing of the two projects doesn't mesh, they both need to be funded separately. The

Assessors work will take time as every parcel needs to be looked at. It was noted that whatever is done for the Mill River Greenway can feed into the Assessors' work. The Mill River Greenway Committee will reach out to other departments and committees to see if there is some information that can be captured in the survey work that will promote others' needs / projects.

**Facilities Capital Planning Budget:** The Facilities Master Plan Committee recommended that the Board of Selectmen in coordination with the relevant financial committees set an overall budget for the future facility needs. The Board of Selectmen will meet with the Finance and Capital Planning Committees to discuss this and come up with a budget. Charlene will coordinate scheduling the meeting.

**Town Caucus:** Moved and seconded (WS, DB) to sign the Town Caucus warrant as submitted by Town Clerk Brenda Lessard. **So voted.** (2-0). The Caucus will be on Monday, February 27, 2017 at 7:00 p.m. in the Williamsburg Town Office auditorium.

**Licenses:** Moved and Seconded (WS, DB) to grant a late closing to 1:00 a.m. and live entertainment (D.J.) permit to the American Legion Post 236 on March 4 and March 11, D.J. hours are from 7 to midnight. **So voted.** (2-0). Moved and seconded (WS, DB) to grant a live entertainment permit (live music) to Bread Euphoria Bakery & Café from 5:30 to 7:30 p.m. on Saturdays, February 4, 11, 18, and 25 and March 4, 11, 18, and 25. **So voted** (2-0). Moved and seconded (WS, DB) to grant a live entertainment (D.J.) permit to Beaver Brook Lounge from 9 to 11:45 p.m. on February 11, 17, 18, 23, 24 and 25. **So voted.** (2-0)

**Highland Ambulance Budget:** While happy with the service of Highland Ambulance, the Board members were concerned with the high increase in the operational budget assessment and the fact that the participating towns had no voice in the increase request. They feel that in a time when they are balancing many needs of various departments they wish to do their due diligence with reviewing and weighing all budgets equally. Therefore, they asked the Town Administrator to reach out to the participating communities to get their reaction to the increase and process for setting the budget.

**Board of Selectmen Budget Lines:** The Board briefly reviewed the Board of Selectmen budget lines and suggestions made by the Town Administrator. A full review and discussion will be at the next meeting.

**Department FY18 Budget Requests:** Reviewed all department budget requests. All level funded or reduced requests will be forwarded to Finance Committee (Moderator, Police, Accountant, Highway, Historical, Planning, Emergency Management Director, Appeals, Collector) and the budgets with requested increases will be held for discussion at the next meeting (Senior Center, Conservation Commission, Fire Department).

**Sculpture:** The Board of Library Trustees does not recommend that the Town accept the donation of the Stumbling Blocks sculpture from James Kitchen. While the Board of Library Trustees appreciates the offer, the Trustees have other design and landscape plans for the Meekins lawn area and would not choose that particular sculpture to represent the library.

Moved and seconded (WS, DB) to decline the offer of the Stumbling Blocks sculpture from Mr. Kitchen based on the Board of Library Trustees recommendation not to accept and to authorize the Chair of the Board of Selectmen to sign a letter to Mr. Kitchen. **So voted** (2-0).\

**Town Administrator's Report:** Charlene Nardi reported briefly on the following items.

**Horse Mountain Conservation Project:** The Town Meeting article will be for \$ \$57,820. The funds will be reimbursed by the State Land Grant (\$35,848) and the Open Space Institute grant through Kestrel Land Trust (\$21,972).

**James Building Tenant:** The Learning Center is no longer renting space through the Commons Co-working Corp.

**HRHS School Budget Hearing:** Scheduled for Monday, February 6 at 7:00 p.m. at Hampshire Regional.

**Municipal Aggregation:** Public hearing at Department of Public Utilities (DPU) for Williamsburg Municipal Aggregation went really well, no issues or concerns were reported. Colonial, Town's representative, submitted the Town's statement and provided copies for the necessary parties. Colonial's attorney e-filed the Town's Return of Service (e.g., proof that we posted and published the PH notice) and paper copies were provided at the hearing. The next step is for the DPU to issue discovery requests in which they ask a few follow up questions on the Town's Plan. Colonial will prepare the answers for those and coordinate responses to the DPU via their attorney. The order from DPU could take up to 4 months.

**Town Meeting Articles:** Board of Library Trustees may propose an article to repurpose or expand the purpose of the insulation funds voted in 2012 or 2013. Jim Locke is working with them to determine what maintenance items can be funded through his budget (under \$10,000) and what will need to be addressed by TM this year or in the future.

**Capital Planning Item:** The Williamsburg School submitted a request to replace the Kubota Tractor this year. Estimated cost is \$26,359 before trade-in or sale of the current one. Trade-in / sale is estimated at \$5,000.

**Proposed Town Meeting Articles:** The washer/extractor as requested by the Fire Chief – estimate is \$7,377.98 with all supplies. Board of Library Trustees is considering submitting a request to the Board of Selectmen for an article to repurpose the \$15,000 for the library attic insulation due to the difficulties with the space and the stained glass light.

**Mobile Link Monitoring System for Generators:** Marney Electric sent a quote for a mobile monitoring system for the three generators (Town Offices, Police/Fire Station, Fire Station #1). Cost is \$1,125 for installation and the first year of service, with a charge of \$12/month for the 2<sup>nd</sup> year. The Board was not interested at this time.

**E-Permitting:** The Town had the opportunity to use \$15,000 received under the community compact for e-permitting, but the response from the departments was that there wasn't an interest except from highway for logging job / issue requests.

**Community Preservation Act (CPA):** Eric Weber gave a comprehensive report from the CPA meeting sponsored by Healthy Hampshire on Thursday, January 26, 2017. Northampton and Hatfield shared their experience with passing CPA and allocating and using funds within their communities. He noted that in order to pass it successfully in Williamsburg it needs to be spearheaded by recognized community leaders. The members expressed thoughts about CPA and its potential uses, concerns about impact on tax-payers. The CPA handout presented at the meeting indicated that the impact on individual residents would be relative minor for the 20%

return on that investment. The three programmatic areas in which funds can be spent are open space and recreation, historic resources, and community housing. At minimum the Town must spend 10% of the CPA funds in each the main categories with the remaining 70% to be used for any other projects that fall under the three core areas. The Board will discuss again when they have a full board.

Complete Streets Policy: The Planning Board will be taking this up at their February 21<sup>st</sup> meeting. Bill Turner and Charlene will attend.

Police Department and Training Meeting: Saturday, February 11, 2017. The Board is invited from 9 to 9:30 a.m.

Public Skating Event: February 11<sup>th</sup>, 4 to 8 at the Helen E. James site.

Town Office Sign: John Merritt dropped in to fix the Town office sign. Charlene will draft a thank you letter from the Board of Selectmen.

Town Office Heat: Working fine now, Adams has been out a few times for different issues. Charlene will contact Citizen's Security to see if they have an alarm system in the event the heat isn't on.

Town Officials to meet with Senator Hinds on March 10, 2017.

**Minutes**: Moved and seconded (WS, DB) to approve the January 19, 2017 minutes. **So voted** (2-0). Move and seconded (WS, DB) to approve the evaluation of Chief Wickland. **So voted** (2-0).

**Correspondence**: The Board reviewed the correspondence. Noted the report from PVTA representative J.M. Sorrell with appreciation.

**Warrant**: Approved and signed the warrant.

Documents used

Agenda and notes

Documents: Budget Requests, capital planning requests, Chap 90 requests, Cichy's Garage Survey and photo, Caucus Warrant, late & live closings

Warrant and expense report

Adjourned at 10:40 p.m.

Approved:

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Clerk