

Minutes
Williamsburg Board of Selectmen
September 29, 2016

The members of the Board of Selectmen met in regular session on Thursday, September 29, 2016, at the town office. The chair called the meeting to order at 7:10 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: James Kitchen, Charlene Nardi (Town Administrator), Jason Soukup (Police Sergeant), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Sculpture – Sculptor James Kitchen was present to address the proposed donation of his sculpture Stumbling Blocks to the library and town. The engineering report had said that the soil at the library could support the sculpture but that frost heaves might get the sculpture out of plumb. Landscape architect Nick Dines proposed that the area be excavated and leveled and a compacted aggregate base be installed. He also raised the question of the role of the common space around the library, and locating the sculpture to preserve future options. Regarding maintenance, James Kitchen said he plans to let the piece rust and coat it with clear lacquer. Board members like the sculpture and think it enhances the area. They recommended that James Kitchen work with Nick Dines about details, and they will wait for a formal recommendation from the Board of Library Trustees.

2. Police – Sergeant Jason Soukup reported that the department is running smoothly while the Chief is out on maternity leave. A year-long pedestrian safety grant has just ended; pedestrian safety signs for crosswalks were ordered a few weeks ago, from grant money. There are many requests for the radar trailer. Criminal activity is comparable to previous years. He cautioned that residents should remember to lock their houses. Heroin addiction is the driving force in crime. Officers are being trained to detect driving behavior under the influence of marijuana. The department welcomes tips. Board members asked for a breakdown of criminal activity by category, on a yearly basis. Sgt. Soukup went on to talk about community outreach, especially a possible “Coffee with a Cop” program. Town Administrator Charlene Nardi commented that Sgt. Soukup has been a pleasure to work with. Board members were impressed by the community-oriented friendly police approach. They suggested that news and reminders go into the newsletter.

3. Copier maintenance contract – The Administrative Assistant presented the annual maintenance contract for the Sharp copier serving the Town Offices. It was noted that printing on the in-house copier is easier and cheaper than using a commercial printing business, except for large jobs. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the Copier Maintenance Agreement with United Business Machines for twelve months for 50,000 copies, effective 10/9/16, for a price of \$1095. **So voted** (2-0).

4. Licenses –

Live entertainment – **Motion** was made and seconded (WS/DB) to approve the live entertainment license for American Legion Post 236 for Sunday, October 16, 2016, for a D.J., 4 to 6 p.m.

Common Victualler – It was reported that the Health Agent recommends that Cumberland Farms does not need a Common Victualler's license, as people cannot sit to eat there. The Board accepted the recommendation.

5. Council on Aging petty cash – The Board approved increasing the Council on Aging's petty cash from \$100 to \$300. Board members will be glad when a town credit card is available and people do not need to pay for things out of their own pockets.

6. Special Town Meeting – Board members discussed the proposed warrant articles. While the town office heating system is expected to need \$7800 beyond the Green Communities funds, they agreed to put \$10,000 in the article, which will go back to Free Cash if not used. It was noted that funds for securing 125 Goshen Road would come from a Reserve Fund transfer if there were no Special Town Meeting but since there is a Special Town Meeting it makes sense to preserve the Reserves, even though this is perhaps not an emergency. The Board recognized that the Treasurer has received his certification and will be paid the extra amount. Discussion about the gear washer for the Fire Department included that a recent training emphasized the risk of cancer and the need to wash gear, that Chesterfield has a gear washer but is not interested in hooking it up in Williamsburg, and that it would be better process to look at all department requests and the full town budget rather than addressing the issue mid-year. The Board emphasized that they support the purchase but that they recommend that the gear washer be presented at Annual Town Meeting. **Motion** was made and seconded (WS/DB) to approve the articles for the Special Town Meeting to be held October 17, Articles 1 through 5 and Article 7, with the expectation that Article 6 will be on the warrant for Annual Town Meeting in spring. **So voted** (2-0).

7. Ethics disclosure – **Motion** was made and seconded (WS/DB) to accept the Disclosure by Special Municipal Employee with financial interest in a municipal contract as required by Mass. Gen. Laws chapter 268A, section 20(d) by Jim Hyslip of the Water/Sewer Commission.

8. PVPC Local Technical Assistance Funds – Town Administrator Charlene Nardi reported that Dillon Sussman of the Pioneer Valley Planning Commission recommended that the Board request technical assistance from PVPC to fund historical building research, to assess the historic structures in town and research the restrictions and ramifications of using MPPF funds to address the town's building needs, as discussed at the April meeting. She explained that the Massachusetts Preservation Project Fund (MPPF) grants are available, but that a restriction goes on the building in perpetuity requiring involvement of the Mass. Historical Commission. While it was not clear what might be learned, there was no reason not to ask for this information. **Motion** was made and seconded (WS/DB) to write to the PVPC for Local Technical Assistance funds for historical preservation. **So voted** (2-0).

9. Pole hearing – **Motion** was made and seconded (WS/DB) to set the Verizon pole hearing for the next meeting, October 13. **So voted** (2-0).

10. November 10 meeting – Town Administrator Charlene Nardi pointed out that November 10, the date of a Board meeting, is a holiday for Town Office employees, for the Veterans' Day holiday, and the November 24 meeting conflicts with Thanksgiving. The November 10 meeting will be held as scheduled and the Town Administrator and Administrative Assistant will take another day as holiday.

11. Town Administrator's report –

Fire truck out of service – Engine 2 is not yet fixed.

Mill River Greenway – The Farkas and McElroy deeds do not have restrictions on what can be done on the property, and so Northampton and the Mill River Greenway Committee are confident that they can move forward.

New door at bottom of bulkhead stairs – The door locks from the outside; does not need a key from the inside.

Town office boiler – Work will start Monday, October 3.

High Street – Reclaiming and grinding of road begins October 4. Charlene sent out a message to residents.

Bridge Street widening – Notice of Intent was approved. An RDA (Request for Determination of Applicability) is needed for removal of trees.

Line painting – Patrick Geary will do the crosswalks on Route 9 and will move the parking space in front of the bus stop in Williamsburg.

Loan opportunities from USDA – Charlene pointed out that loans can be for 20 or 30 years, not just for 40 years. The biggest consideration is interest rate. Process does not take long.

[Information updated at the 10/13/16 meeting.]

Fire Department driver training – Training was provided by insurance company MIIA. People were very impressed.

South Main Street concerns – Resident has concerns, especially about speed. The Highway Superintendent will review them.

Website – New website expected at the end of November.

12. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of September 15 as written. **So voted** (2-0). Denise Banister noted that she was not there. **Motion** was made and seconded (WS/DB) to approve the minutes of the September 15 executive session as written. **So voted** (2-0).

13. Warrant – Approved and signed the warrant.

14. Miscellaneous –

Police – Board members commented on how impressed they were with Sgt. Jason Soukup.

Library steps – There were eight bids, lowest is \$29,770, not yet accepted, waiting for input from Building Supervisor Jim Locke.

Cleaning after road surfacing – A vehicle needed to be cleaned; paving company reduced their bill, so the town is responsible for paying for the cleaning.

Treasurer certification – Treasurer and Collector take classes in various aspects of their jobs, usually through their professional association, on paid time.

Public records – There is ongoing discussion among staff about what to attach to the minutes, and how to find things in case of a public records request. Filing is difficult and different people have used different systems of logic. Charlene cautions people not to keep what they don't need.

Documents used

- Agenda and notes
- Copier maintenance contract
- Live entertainment application and permit
- Special Town Meeting warrant draft
- Verizon pole hearing request
- Minutes
- Warrant and expense report

Adjourned at 9:35 p.m.

Approved:

Clerk