

*Minutes*  
*Williamsburg Board of Selectmen*  
*December 22, 2016*

The members of the Board of Selectmen met in regular session on Thursday, December 22, 2016, at the town office. The chair called the meeting to order at 7:00 p.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Charlene Nardi (Town Administrator), Dillon Sussman (PVPC), Eleanor Warnock (Administrative Assistant)

1. Council on Aging – Executive Office of Elder Affairs Formula Grant – **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Executive Office of Elder Affairs COA Formula Grant in the amount of \$6057.14. It was noted that this is a yearly grant for COA programs based on the number of elders in town. **So voted** (3-0).

2. Snow contractor – An application was received from Sharon LaFond of Hyde Hill Road, Williamsburg, to be a contractor for snow plowing. She supplies her own vehicle and cutting edge. This was approved by Highway Superintendent Bill Turner; it was noted that he has the power to hire contractors. The Board approved.

3. Appointment – Council on Aging Advisory Board – A letter of interest was read from Jacqueline Dufresne. **Motion** was made and seconded (DM/WS) to appoint Jacqueline Dufresne as Associate Member of the COA Advisory Board, term to expire June 30, 2017. **So voted** (3-0).

4. Facilities Master Plan Committee – An interim report is expected by the end of the year. The committee feels that there is further work for them to do. Technical Assistance funds are not for feasibility studies but there is economic development money available.

5. PVPC Technical Assistance and other grants –

DLTA – Town Administrator Charlene Nardi reported that DLTA money is available and that Dillon Sussman of PVPC recommends using it to look at zoning, so that there can be denser building in village centers, and similar items that came from recent studies. Planning Board Chair Jim Locke is in favor. Jim and Charlene recommend sending a letter of support to Tim Brennan of PVPC supporting the application for DLTA funds to look at zoning changes. Concerns were expressed about outside people coming in and recommending things that are appropriate for a city rather than things that are appropriate for a rural community. On the other hand, it was pointed out that denser community would generate more tax revenue, that according to the survey there is need for more smaller apartments, and that the Select Board can act as a firewall to prevent bad proposals. **Motion** was made and seconded (WS/DM) to authorize the Town Administrator to work with the Planning Board and send a letter to PVPC requesting DLTA funds, with Planning Board approval. **So voted** (3-0).

Complete Streets – Charlene recommended that she and Bill Turner work with the Planning Board on a Complete Streets policy that is flexible and does not lock the town in.

6. Community Development Strategy and Planning – It was noted that the Community Development Strategy outlines a lot of studies and recommendations but there is no way to manage the information. It was suggested that there should be a spreadsheet with all the studies and recommendations, and Town Administrator Charlene Nardi could oversee it, or a planner or a successor to the Facilities Master Plan Committee could manage it. It was noted that Charlene does a lot and this would have to be prioritized with her other tasks.

Planner – Charlene reported that PVPC had asked if the town was interested in a shared economic development director. Discussion included enthusiasm for a town-wide planner, caution about a planner with his or her own vision who did not listen to the town's needs, possibility of adjusting zoning to help businesses and to keep the town vibrant, the role of the Selectmen as a firewall if recommendations are not appropriate, exploring the possibility as long as the town isn't spending money and as long as the town isn't bound, the catch-22 that people want free space but that having land in Chapter 61 reduces tax revenues. Dillon Sussman of PVPC, who had come in during the discussion, said that PVPC had done a lot of planning for the town in the past that didn't go anywhere perhaps because there was not enough detail, and that he would not want to ram anything down the town's throat and would want the Select Board and the Planning Board and the community to be on board and invested in the process. The Board agreed that some of them and Charlene would meet with Josh Garcia of PVPC about a shared planner.

7. James Building tenants – Town Administrator Charlene Nardi reported that The Commons Co-Working Group has been renting to a Children's Learning Program, a homeschooling organization. Concerns were raised that this type of business does not fit the lease's language of general office work. The Board decided to allow the program to remain until June but then to have the tenants come to the Select Board for permission with details of the program.

Door – There was concern that the door was kept propped open. Charlene has talked with the tenants about it and it is addressed in the building checklist.

8. Stop signs Walpole Road/South Main Street and Hyde Hill Branch/Hyde Hill Road – Charlene explained that the decision about putting in a stop sign was up to the Select Board, as long as it is in compliance with federal guidelines, and it does not require a MassDOT permit or a hearing. **Motion** was made and seconded (WS/DM) to put a stop sign at Walpole Road where it intersects South Main Street, and another at the intersection of Hyde Hill Branch and Hyde Hill Road. **So voted** (3-0).

9. South Main Street poles – Charlene reported that Bill Turner recommended, as a temporary solution, a pole at the corner by the Masonic Lodge, with bollards on each side or cement berms, and asked what the Board wanted for the longer term. The Board suggested bollards.

10. Library surplus books – Charlene reported that after the Friends of the Library book sale each year, the question is always asked whether it is legal for the Friends to sell the books and keep the money for the use of the library when books had been bought with the town budget. It was noted that the amount involved is relatively small. When books are weeded out from the library, 80% go to a world-wide organization and 20% to the Friends' book sale, with large print books going to the Senior Center. The auditor thinks this is reasonable. The town can donate surplus items to a 501(c)(3) organization.

11. Goals of department heads – It was suggested that each department head be asked to set goals for the coming year, which could be evaluated as part of the yearly personnel reviews. Board members agreed.

12. Town Administrator's report –

Bridge Street bridge – Town Administrator Charlene Nardi reported that MassDOT will replace the Bridge Street bridge. The design work that the town did may not be used. There was a question about the sidewalk location. Highway Superintendent Bill Turner will be asked to come to the next meeting.

Graffiti at Brassworks – The hate graffiti has been cleaned up.

Collector – Even though the Collector is sending monthly reports, the Board would still like her to come in twice a year for face-to-face time with the Board.

Website – The website is about to go live. Some departments and boards have tried it out. Some people have objected to having to upload their own committee agendas.

Town-wide calling – The new CodeRed system is in place and the first general message will go out after the first of the year.

Heating in Town Offices – There is now good heat. Flood in the basement was caused by debris that was blocking the strainers and causing overflow. Kim Boas and Jim Locke have been in the Town Offices every day.

Appeal of ZBA decision on 45 Mountain Street – Plaintiff has asked for summary judgment.

Capital Planning forms – Have been sent out.

Marijuana law – She reported that Hadley is working on a moratorium on marijuana businesses until the rules are in place. She will forward information to the Planning Board.

Cruiser – 2007 vehicle, has issues. Current bid posted on Municibid is for \$1050.

Laurel Road signs – A resident has suggested a warning sign on Mountain Street near the Transfer Station because cars come over the hill too fast. The Police Chief and Highway Superintendent will be consulted.

Parking – Parking on High Street by the Haydenville Congregational Church should be limited to one side. The Police Chief and Highway Superintendent agree. The Board decided that parking should be restricted on the sidewalk side, where snow falls off the roof.

ZBA – Town Counsel confirmed that the recent ZBA decision was all legal.

13. Correspondence – Included Voting Delegate Designation form for MIIA annual meeting.

14. Minutes – **Motion** was made and seconded (DM/WS) to accept the minutes of October 27 as amended. **So voted** (3-0). **Motion** was made and seconded (DM/WS) to accept the minutes of November 10 as presented. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to accept the minutes of November 16 as presented. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to accept the minutes of December 8 as amended. **So voted** (3-0).

15. Miscellaneous –

Snow shoveling in front of Fire Station – Charlene reported that Ken Woofenden would charge \$25 per time, and that seems reasonable. Some other people don't do hand shoveling. It will come out of Buildings & Grounds budget line.

Energy Committee – Mimi Kaplan is very interested in joining the Energy Committee. There are no vacancies available. The Board is reluctant to increase the size of committees. She has been encouraged to attend and participate.

Sidewalks – There have been no complaints and people seem to be shoveling. Good when people shovel out fire hydrants.

16. Warrant – Approved and signed the warrant.

Documents used

Agenda and notes

EOEA formula grant

Snow contractor application

Letter of interest in COA Board

List of correspondence received

Minutes

Warrant and expense report

Adjourned at 9:20 p.m.

Approved:

---

Clerk