

Minutes
Williamsburg Board of Selectmen
December 6, 2018

The members of the Board of Selectmen met in regular session on Thursday, December 6, 2018, at the town office. The chair called the meeting to order at 6:00 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: David Mathers, Denise Banister and William Sayre

Also present: Marcianna Caplis (Conservation Commission), Paul Fenn, Jennifer Hoffman (Senior Center), Andrew Linkenhoker (Smith Vocational), Charlene Nardi (Town Administrator), Julia Peters, Peter Spotts (reporter, Country Journal), Mark Wamsley (Kestrel Land Trust), Eleanor Warnock (Administrative Assistant)

Mill River Greenway: Francie Borden, Nick Dines, John Hoogstraten, Gaby Immerman, Jody Nishman, Joe Rogers, Brett Towler, David Weber

Planning Board: Robert Barker, Amy Bisbee, Chris Flory, Jean O'Neil, Eric Schmitt, Stephen Smith, Steve Snow

1. Smith Vocational School – Smith Vocational School Superintendent Andrew Linkenhofer presented information about the school. He started by expressing sympathy for the impact of the tuition bill on small town budgets. The students living in Williamsburg include 4 freshmen, 17 sophomores, 11 juniors, 4 seniors, plus 10 faculty/staff. He described the fifteen vocational programs, including criminal justice and cabinet making (new), animal science (largest), and plumbing (most challenging to get into and producing world-level competitors). There is a full range of academic programs, including Advanced Placement classes. He pointed out that students who go to Hampshire Regional High School then go away to college and don't come back, but Smith Vocational students are likely to stay in the community. Williamsburg pays non-resident tuition; Northampton doesn't pay the non-resident tuition but is liable for capital expenses like a new roof. Forty-two percent go on to work after school, twenty-eight percent to two-year college. Perkins federal grant formula is a challenge, because it is a very small amount and more money goes to Springfield than to Smith Vocational for the same number of students. Tuition rates are not set by the school, and have been going down, except for this year. The other costly expense is transportation. Most of the budget is instruction, including equipment. Application deadline for students is late in the budget season, as is setting of the tuition rate, and enrollment decision deadline isn't until August. Students spend less time in academic programs but are able to relate it to real world experience and do quite well.

2. Kestrel Land Trust – Conservation Restriction – Collins property – Mark Wamsley of the Kestrel Land Trust reported on the acquisition of the Collins property, 349 acres in Westhampton and Williamsburg. In response to a question about Kestrel's enforcement of town leash laws, he encouraged people to get in touch about problem dog walkers. **Motion** was made and seconded (DB/WS) to sign the Conservation Restriction for the Collins property through the Kestrel Land Trust. **So voted** (3-0).

3. Senior Center – Senior Center Director Jennifer Hoffman made her first regular report to the Board. She has been reaching out to the schools and library and has been working with the consortium of Hilltown Councils on Aging. She has sent out a survey, has established a sixth grade pen pal program and has presented a program on fraud prevention. The yearly formula grant has been submitted and approved. She is making plans for a “senior prom” event in the spring and is working on lists for outreach in case of an emergency in town. She will be working on the budget and getting paperwork in order. In addition she has put together the materials Safety Data Sheets for the Town Offices, to be compliant with OSHA regulations. While she says the learning curve is steep, she is a people person, she loves the seniors, and she goes home happy and fulfilled. She says that the seniors and her Board are really engaged. Board members said they have heard only good things and that she is doing a fantastic job. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the EOEA Formula Grant in the amount of \$4,883.88. **So voted** (3-0).

4. Short-term rental bylaw – Planning Board – Planning Board chair Bob Barker presented the proposed short-term rental bylaw. He said that the current town bylaw uses archaic terms and has needed updating. The Planning Board has received some complaints about AirBnB’s. One count has about 30 AirBnB’s in the town. The Planning Board is trying to make the new bylaw as simple as possible and provide for the safety of the public, including what can be rented, how many people can be there, off-street parking, fire/ health/ building code inspections and compliance, registration and contact information. They have had one public forum on the proposed bylaw and have received input from building inspector, fire, police, and health. Discussion included how to handle enforcement. The Planning Board envisioned a new kind of license for short-term rentals, possibly through the Select Board; an annual review and license would be preferable to going through a Special Permit. It was suggested that Town Administrator Charlene Nardi look into how other towns handle licensing.

5. Resignation – **Motion** was made and seconded (DB/WS) to accept the resignation of Police Officer Jason Graham, effective November 5, with thanks and regret. **So voted** (3-0).

6. Conflict of Interest – The Board acknowledged receipt of the Disclosure of Appearance of Conflict of Interest from Stephen Snow, member of the Planning Board. Stephen Snow is representing a long-time friend in a real estate matter and the friend is involved in an unrelated project coming before the Planning Board.

7. Classification tax form – Because the form signed at the November 8 meeting has been revised, **motion** was made and seconded (DB/WS) to sign the LA5 tax classification form for the current fiscal year with revised excess levy capacity. **So voted** (3-0).

8. Licenses –
Annual renewal –

The Administrative Assistant presented the licenses for renewal and confirmed that the applications were in good order and all licensees passed inspection..

American Legion and Burgy Bullets – **Motion** was made and seconded (DB/WS) to grant Club licenses to the American Legion and Burgy Bullets. **So voted** (2-0, DM abstaining). **Motion**

was made and seconded (DB/WS) to grant Juke Box and Automatic Amusement Device licenses to the American Legion. **So voted** (2-0, DM abstaining).

Motion was made and seconded (WS/DB) to grant the following licenses:

Liquor Licenses –

Restaurants – All Alcohol

Bread Euphoria, Inc.

Brewmaster's Tavern, Ltd., dba The Brewmaster's Tavern

Dot's Golf LLC

Restaurants – Wine and Malt

Nikolaos Sierros, dba A-1 Hilltown Pizza

LLL Restaurant, LLC, dba Panda Garden

Williamsburg Snack Bar, Inc.

Retail Package Stores

Paul E. Bacon, dba Bacon's Package Store

Daru Enterprises, Inc., dba Main Street Package Store

Caroline Smith and Micheline Champagne, dba Pat's

Farmer Winery Pouring Permit

Valley View Farm, LLC

General-On-Premises

The Yellow Barn, Inc.

Common Victuallers

Nikolaos Sierros, dba A-1 Hilltown Pizza

Bread Euphoria, Inc.

Brewmasters Tavern, Ltd., dba The Brewmasters Tavern

Dot's Golf, LLC

Pleasant St. Donuts LLC, dba Dunkin Donuts

Local Burger, Inc., dba Local Burgy

LLL Restaurant, LLC, dba Panda Garden

Williamsburg Snack Bar, Inc.

Class II Used Car Dealers

Paul E. Bacon, dba Bacon's Equipment

Cichy's Garage, Inc.

Lorin DeLisle, dba DeLisle's Auto Body

Depot Motor Sales, LLC

Worthington Air Automotive, Inc.

So voted (3-0).

Late Closing and Live Entertainment – **Motion** was made and seconded (DB/WS) to approve late closing and live entertainment for the American Legion for Saturday, December 15, 2018, 7 p.m. to 12 midnight for a band. **So voted** (2-0, DM abstaining).

9. Eversource land purchase – **Motion** was made and seconded (DB/WS) to sign the Acceptance of Deed for the Quitclaim Deed between NStar Electric Company dba Eversource Energy and the Town of Williamsburg, in the amount of \$4,800. **So voted** (3-0).

10. Town Administrator's report –

Evaluations – Town Administrator Charlene Nardi reported that the evaluations of most department heads have been completed. People felt that the process allowed for frank and honest conversations. Feedback included that employees did not like having the self-evaluations on the same page as the supervisor's evaluation, and they would like to see more narrative comments. Several Board members commented that they had great meetings with their department heads.

Horse Mountain, Kestrel Land Trust – The Town received a check for \$3,169 from Kestrel Land Trust for finishing the signage and trail fencing. Woodland Trails Committee has agreed to do the work. Once the work is done, the town will be removed from the driveway agreement with the abutters.

Anne T. Dunphy siding – Building Supervisor John Hoogstraten had supplied pictures of the siding and a sample nail (discussed at the November 8 meeting). Board members were still concerned that the nails were not the correct ones. The specs for the siding nails referred to the manufacturer's specs. Charlene will follow up.

Helen E. James – Boiler – Citizen Security and Jamrog did not recommend a boiler monitor but instead a temperature monitor. Quotes have been requested. The cost to modernize the elevator is \$69,000. The OPM Steering Committee will be at the December 20 meeting and discussion then can lay out next steps and some goal dates.

OSHA requirements – Starting in February, municipalities will be responsible for abiding by OSHA requirements. Highway had a voluntary audit in September and the corrective report was issued November 7. A binder with Safety Data Sheets for hazardous materials has been made and the town is in the process of putting together the required policies.

LED lights in Town Offices – Conversion is complete. She has received mostly positive comments.

LED streetlight conversion – She is hoping that it will be done in the next couple of weeks.

Computer issues – There have been a number of computers down recently and the town has been using a lot of computer service hours. Suggestions were made to go with another company or to increase the number of contracted hours.

Internet – Highway will convert to Comcast. Haydenville Library internet is being cancelled, saving \$75 a month. Town Offices and Fire Department are being upgraded. Police Department services are being tweaked. Internet rates recently increased.

Telephone system – She has met with Rob Chambers of Nexvortex and is enthusiastic about their system for upgrading the Town Offices phones. The Technology Committee is expected to make a proposal next month.

Haydenville Congregational Church – Church is using the Town Offices building while their heating system is being repaired.

11. Eversource land purchase, continued – The board met with the Mill River Greenway Committee to discuss access to the new Town property and the abutters' access through the Town property to their property. The group decided on a neighborly approach for mutual benefit.

12. Town Collector's request – Collector Bonnie Roberge has continued to ask the Board to put her fees into her salary so that it counts toward retirement. She said that when she was hired she was told that she would keep the fees and that she was promised a raise when she cleaned up the office. Discussion included that there could be some compromise, that the average of fees earned over the last five or ten years could be reviewed, that the fees could go into the General Fund and

her salary could be increased but the total amount of money would be less than she is getting now, that she could work more hours including some evening hours, and that something could be done for her now and later when a new person comes in the situation could be reviewed. It was noted that she does a very good job.

13. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of November 8 as written. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to approve the minutes of November 28 as presented. **So voted** (3-0). Revised minutes of October 31 correcting a minor misstatement were accepted.

14. Warrant – Approved and signed the warrants: payroll warrant WP19-13 for \$146,717.84 and expense warrant W19-13 for \$113,627.51, payable 12/12/18.

15. Miscellaneous –

Crosswalk – There is one crosswalk sign by the Helen E. James instead of four; Charlene will ask MassDOT to correct it.

Icy Route 9 by Snack Bar –Charlene will ask MassDOT to address it.

MIIA loss control grant awards – Three of the four proposals were approved, to put cameras in the police department vault, to have scanner/printers in police cruisers, and to put stair tread tape in the Town Offices; not approved was an ADA-compliant automatic door opener for the Town Offices.

Holiday party – Party at Highway garage will be on Friday, December 21. Selectmen offered money and food for it.

Tree hearing – Charlene reported that Carol Duke would like to postpone the issue and appeal the removal in the spring.

Planning Board concerns – Included an AirBnb court hearing, Department of Environmental Protection violation on solar installation, and town signs.

Documents used

Agenda and notes

Smith Vocation School presentation

Kestrel Land Trust Conservation Restriction on Collins property

Senior Center report

EOEA Formula Grant

Planning Board draft bylaw on short-term rentals

Resignation letter of Officer Jason Graham

Disclosure of Appearance of Conflict of Interest of Stephen Snow

Classification Tax Form

Licenses

Eversource land purchase Acceptance of Deed

Minutes

Warrant and expense report

Adjourned at 9:38 p.m.

Approved:

Clerk