

Minutes
Williamsburg Board of Selectmen
June 9, 2016

The members of the Board of Selectmen met in regular session on Thursday, June 9, 2016, at the town office. The chair called the meeting to order at 7:05 p.m. The chair noted that the meeting was being recorded, at the request of the reporter.

Present: David Mathers, Denise Banister and William Sayre

Also present: Sarah Christiansen, Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

Hampshire Regional School Committee: David Nardi, Carl Schlerman

1. Hampshire Regional School Committee – appointments – The meeting of the Select Board with the Williamsburg members of the Hampshire Regional School Committee began at 7:06 p.m. Carl Schlerman of the Hampshire Regional School Committee explained that Diane Bishop had resigned, that Sarah Christiansen, currently on the Local School Committee and also an appointed member on the Regional committee, expressed interest in the elected position on the Regional committee, and that the Regional committee recommended her appointment. **Motion** was made and seconded (David Nardi, Denise Banister) to appoint Sarah Christiansen to the Hampshire Regional School Committee, to fill the vacancy until the next election, term ending June 30, 2017. **So voted** (David Nardi aye, Carl Schlerman aye, Denise Banister aye, William Sayre aye, David Mathers aye). Sarah will be resigning her position on the Local School Committee. The combined meeting ended at 7:10 p.m.

2. Water/Sewer Capital Plan – Town Administrator Charlene Nardi explained that the project cost of \$112,500 is to come from three sources, \$39,000 from the Community Compact grant, \$16,000 from the Water/Sewer operating budget, and the rest is projected to come from Sewer Enterprise funds by a Special Town Meeting vote. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Commonwealth standard contract form for the Community Compact grant in the amount of \$39,000, grant ending June 30, 2017. **So voted** (3-0).

3. Licenses – One-Day Special Liquor License – **Motion** was made and seconded (DM/WS) to grant a Special License for all kinds of alcoholic beverages to the Snow Farm, New England Craft Program, Mary Jo Murphy, for Saturday, August 27, 2016, 12 noon, to Sunday, August 28, 12 noon, hours of serving Saturday, August 27, 3 p.m. to 12 midnight. **So voted** (3-0).

4. Salaries and hourly rates – Town Administrator Charlene Nardi presented the draft of the new fiscal year's salary and hourly rates. This is the routine annual wage adjustment and is unrelated to the recent salary study, which is to be addressed with the Finance Committee in the fall. Some specific entries were discussed.

5. Appointments –

Brassworks – It was reported that according to Town Counsel, the Select Board had authority to disband the committee once the purpose is completed, and a town meeting is not required.

Motion was made and seconded (DB/WS) to disband the Brassworks ReUse Committee, effective July 1, 2016, as the purpose for which it was formed has been completed. **So voted** (3-0).

Council on Aging bylaw – It was reported that according to the Attorney General’s office there should be no problem with approval of the bylaw changing the membership of the COA Advisory Board.

New appointments – Board members read letters of interest from Paul Dunphy in the COA Advisory Board and from Matt Wilhelm in the Mill River Greenway Committee. **Motion** was made and seconded (DB/WS) to appoint Paul Dunphy to a three-year term on the COA Advisory Board, to expire June 30, 2019. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint Matt Wilhelm to a one-year position on the Mill River Greenway Committee, to expire June 30, 2017. **So voted** (3-0).

Annual reappointments – **Motion** was made and seconded (DB/WS) to reappoint the following:

Administrative Assistant – Eleanor Warnock, one year, 2017

Agricultural Commission – Keith Dufresne and Paul Zononi, three years, 2019; Andrew Erwin and David Nehring, Alternates, one year, 2017

ADA Coordinator – Charlene Nardi, one year, 2017

Animal Control Officer – Shayla Howe, one year, 2017; Danielle Grenier, Assistant, one year, 2017.

Building Inspector – Louis Hasbrouck, one year, 2017

Building Repurposing Committee – Gordon Allen, Barbara Bricker [later rescinded at her request], Jeff Ciuffreda, Paul Dunphy, Michael Lamothe, John Pohanka, Eileen Stewart, Fran Tilley, one year, 2017

Building Supervisor – Jim Locke, one year, 2017

Capital Planning Committee – Melissa Zawadzki, three years, 2019

Collector – Bonnie Roberge, three years, 2019

Conservation Commission – Andrew MacLachlan and Joseph Rogers, three years, 2019

Council on Aging Advisory Board – Fred Goodhue and Daria D’Arienzo, three years, 2019

Council on Aging/Senior Center staff – Marie Westburg, Director of Senior Center, Frances Goebel, Outreach Coordinator, Sharon Loomis, Administrative Assistant, one year, 2017

Cultural Council – Sean Mallari, three years, 2019

Energy Committee – Kim Boas, Charles Dudek, Mary Dudek, Gerry Mann, Rob Stinson, one year, 2017

Fire Chief and Forest Fire Warden – Jason Connell, one year, 2017

Flag Committee – Jim Cahillane, Jeff Ciuffreda, Jen Reagan, Lisa Tucker, one year, 2017

Gas Inspector – Don Lawton, one year, 2017

Highway Superintendent – Bill Turner, one year, 2017

Hilltown Resource Management Cooperative – Gordon Rusty Luce, Paul Wetzel, one year, 2017

Historical Commission – Mary Bisbee, three years, 2019

Measurer of Gravel, Soil and Manure – Wilbur Loomis, one year 2017

Mill River Greenway Committee – Eric Bloomquist, Nick Dines, John Hoogstraten, Jim Hyslip, Gaby Immerman, Mimi Kaplan, Joseph Rogers, Lawrence West, one year, 2017; Emmet Anderson, Ad Hoc Associate Member, one year, 2017

Open Space and Recreation Committee – Eric Bloomquist, Kenley Clark, Roz Driscoll, Sally Loomis, one year, 2017

Parking Clerk – Charlene Nardi, one year, 2017

Pioneer Valley Planning Commission (PVPC) – Kathy McKeown, Alternate Commissioner, one year, 2017

Pioneer Valley Region Joint Transportation Commission – William Turner, one year, 2017

Planning Board – Stephen Smith and Stephen Snow, five years, 2021

Plumbing Inspector – Don Lawton, one year, 2017

Police and Fire Chaplain – Worth Noyes, one year, 2017

Police Officers – Jason Soukup, Sergeant, Michael Wayne, Corporal, Jason Graham, Bryan Luszczki, Aubrey Malo, one year, 2017

Procurement Officer – Charlene Nardi, one year, 2017

Registrar of Voters – Brenda Lessard and Jean York, three years, 2019

Surveyor of Wood and Lumber – Alden Bacon, one year, 2017

Technology Committee – Tom Adams, David Chase, David Nardi, one year, 2017

Tree Warden and Gypsy Moth Superintendent – William Turner, one year, 2017

Trench Permit Granting Authority – William Turner, one year, 2017

Veterans' Memorial Committee – Gordon Cranston, James LeBeau, Joseph Russo, one year, 2017

Wiring Inspector/Electrical Inspector – Roger Malo, one year, 2017

Woodland Trails Committee – Dwight Baghdoyan, Gwen Blodgett, John Hoogstraten, Paul Jahnige, Eileen Keegan, Sarah LaPointe, Karin McGowan, Diane Merritt, one year, 2017

Zoning Board of Appeals – Osa Flory, three years, 2019, Marcianna Caplis, Alternate, one year, 2017

So voted (3-0). The Board thanked the Administrative Assistant for her work in preparing the list for reappointment.

Emergency Management Director and Assistant – **Motion** was made and seconded (DM/WS) to reappoint Denise Banister and Jason Connell as Emergency Management Director and Assistant, one year, 2017. **So voted** (2-0, DB abstaining).

Public Safety Complex Committee – **Motion** was made and seconded (DB/WS) to reappoint Public Safety Complex Committee Dan Banister, Denise Banister, Jason Connell, Louis Hasbrouck, Dick Kisloski, Don Lawton, Daryl Springman, Bill Sayre, Michael Wayne, Denise Wickland, one year, 2017. **So voted** (3-0, all voting according to the Rule of Necessity).

Assistant Town Treasurer – Motion was made and seconded (DB/WS) to concur with Treasurer's appointment of Karen Karowski as Assistant Treasurer, one year, 2017. **So voted** (3-0).

6. Facilities Master Plan Committee charge – The Selectmen discussed the proposed charge for the new Facilities Master Committee and made some changes. **Motion** was made and seconded to accept the following charge for the Facilities Master Plan Committee:

To advise the Board of Selectmen about crucial decisions related to municipal facilities planning. Specifically the committee should evaluate the best use for the Helen E. James building and parcel in the context of clarifying a vision for the town's village centers. The committee should build town-wide consensus for a plan for the Helen E. James building and parcel and key upcoming decisions around major municipal facilities.

So voted (3-0). The first meeting is scheduled for July 20.

7. Town credit card – Town Administrator Charlene Nardi reported on the current status of a town credit card. The Town Treasurer is generally not in favor, because by the time a bill is received and is paid according to the warrant schedule, interest and fees have accrued. On the other hand, the Police Department makes it work. While local businesses may bill the town after the fact, other vendors such as Amazon or Home Depot do not. Getting statements online would make the process faster, which is what the Police Department does. The town used to have a credit card but there were problems. The suggestion was made that there be one town credit card, and that use of it should go through the Town Administrator as purchasing officer. It was also noted that payment would not be made until the Select Board signed, which would provide further oversight. Some other towns have credit cards; although accountants are generally opposed them, they see them as the wave of the future. Board members were in favor of a centrally controlled credit card, and in favor of having a credit card policy. Charlene will request it and work with the Treasurer, who has the authority over the issue, and the Accountant.

8. Public Safety Complex Committee report – Bill Sayre, as Chair of the Public Safety Complex Committee, presented an addendum to the committee report. The committee was able to find only one location that was suitable, namely the Helen E. James lot, primarily due to flooding considerations. The committee proposes waiting for the report from the Pioneer Valley Planning Commission and Community Compact Study, due in December. If the report says to move ahead with the Helen E. James lot, the Committee will plan a general public meeting about the options, possibly in January, come to a consensus of the town, and then approach the town for design money through a Special Town Meeting.

9. Walking the town boundaries – The Board reviewed the thoughtful letter from Eric Weber about walking the boundaries, received earlier. Discussion included asking someone to lead a hike, in the later fall when the leaves are down, doing something about restoring the boundary markers, appointing someone to work on these issues every five years, and enlisting outside help such as an Eagle Scout. The Board will invite Eric Weber to come to a meeting and ask his opinion about how to proceed.

10. July 7 meeting – The meeting will be cancelled, as people are out of town.

11. Town Administrator's report –

Helen E. James Building elevator – Town Administrator Charlene Nardi reported that the elevator was broken and is now fixed. It is not clear what happened.

Flags for Route 9 – Twenty-five flags have been purchased, for \$424, paid out of flag donations. A suggestion was made to use volunteers for putting them up if the Highway crew doesn't have time. It takes a half day for three people. Flags are put up from Memorial Day through Flag Day (June 14), taken down so they don't deteriorate, then put up for the Fourth of July. The Highway Superintendent is looking into new poles.

Resolution to oppose charter schools – The area coordinator for the group opposing charter schools may ask to come to a meeting. The Board discussed whether it was appropriate for the town to take a position. It was noted that charter schools have a negative financial impact on the town.

Senior Center personnel changes – Some people have left and will be missed. Things are quiet and going well. Charlene is talking with MIIA, the town's insurance company, about support for the Senior Center and trainings for the town departments.

Mass Dash – The event was cancelled because not enough people signed up. They were going to use the James grounds.

Community Solar and Virtual Net-Metering – Energy Committee is hosting event Saturday, June 11.

Healthy Aging strategic planning – Event is planned for tomorrow.

Town welcome signs – The special fund for town signs has \$1161, which is not enough for one new sign according to the quotes. The auditors would like the town to spend the money and close the account. Charlene plans to get in touch with Smith Vocational School again in September about redoing or repairing the signs. Another possibility is to put an article on the town meeting warrant for the remaining amount needed for new signs. The Board would need to consider what kind of design.

Town Offices exterior cleaning – Charlene met with a representative of a company that does washing by scrubbing with a brush; they use 30 foot brushes from the roof and from trucks.

Ambulance service rates – Charlene looked into ambulance services rates in the surrounding towns. The Northampton ambulance service doesn't currently provide service to other towns; they used to provide service to Westhampton but stopped; if Williamsburg were interested they would talk to their mayor. The rates appear to be higher than Highland Ambulance's. They do provide mutual aid to Williamsburg.

Picnic – There is some interest in a community-wide picnic. There are logistical questions, including location, picnic tables, and a plan in case of rain. Bill and Deb Turner have offered their pavilion; other people are interested in having it at the Helen E. James Building. It would take time to get it organized. It was decided to do some research and consider it for next year.

Smart Growth America – Charlene reported on a conference call which was to go over the needs of the town and what Smart Growth America and the USDA could provide. The call was a bit confusing and the project had a narrower focus than expected. On the other hand, the project is funded by a grant, not by the town, and it may be helpful. The organization will be coming to the town in the fall to conduct two days of focused discussion groups.

Generator service contracts – She has signed the contract for service for the three generators, \$930 for three locations, with two visits each year.

Website design contract – She has signed the contract. There will be a conference call in a couple of weeks.

Boiler/furnace maintenance – Whiting will be doing the maintenance for town buildings on July 11; the contract for Meekins library is with a different company.

Personnel – Fire Department – Administrative Assistant position – The Fire Department reviewed two qualified candidate applications for the position and hired Kenny Taylor.

Vacation day – Charlene withdrew her request for a vacation on June 16, as it is not needed.

Electricity – The chair of the Energy Committee is getting another quote for rates for the town buildings and plans to attend next meeting.

12. Minutes – **Motion** was made and seconded (DB/WS) to accept the minutes of May 26 as amended. **So voted** (3-0). **Motion** was made and seconded (WS/DB) to approve the minutes of June 6 as amended. **So voted** (3-0).

13. Warrant – Approved and signed the warrant.

14. Facilities Master Plan – Charlene reported that the Collaborative for Educational Services (Healthy Hampshire initiative) had wanted to hire Senior Center Director Marie Westburg, but since that would be a conflict of interest, the solution was that Mass in Motion would provide a grant, which would pay Marie through the town payroll system.

Documents used

- Agenda and notes
- Water/Sewer Capital Plan (Community Compact) state contract and related papers
- One-day Special Liquor License
- Salary and hourly rate chart
- Appointment and reappointment list
- Letters of interest
- Public Safety Complex Committee report and attachments
- Letter from Eric Weber about walking the boundaries
- Northampton Ambulance Service rate chart
- Minutes
- List of correspondence received
- Warrant and expense report

Adjourned at 9:50 p.m.

Approved:

Clerk