

Minutes
Williamsburg Board of Selectmen
June 23, 2016

The members of the Board of Selectmen met in regular session on Thursday, June 23, 2016, at the town office. The chair called the meeting to order at 7:00 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: Kim Boas (Energy), David Chase (School Committee), Sarah Christiansen (School Committee), Kenley Clark (Open Space), Kat Deely (Kestrel Land Trust), Keira Durrett, Toni Hochstadt (Hilltown CDC), Jim Hyslip, Sally Loomis (Open Space), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Meg Taylor, Eleanor Warnock (Administrative Assistant), Marie Westburg (Senior Center), Denise Wickland

1. Ethics – Special Municipal Employee position – Jim Hyslip disclosed that he is a Water Commissioner, and, like other commissioners, gets paid occasionally to check the pump house; he also works for Hyground Engineering and as such does work for the Commission. He said his own work is pro bono but staff members also did work and the Commission paid the company \$1000. Board members thanked him for his work. Motion was made and seconded (DB/WS) to approve the exemption for Jim Hyslip to do work as a Special Municipal Employee as required by M.G.L. c. 268A, sec. 20(d). **So voted** (3-0).

2. Hilltown Community Development Corporation – Toni Hochstadt of Hilltown CDC presented an amendment to the housing Subordination Agreement for the Village Center Apartments. This relates to the Brassworks Fund and keeps the town in the same position, but with additional funds. Something similar was done in 2014, this is done as a matter of course, and the Brassworks ReUse Committee recommends going forward. **Motion** was made and seconded (DB/WS) to sign the Amendment to the Village Center Apartments Master Subordination Agreement as presented. **So voted** (3-0). Toni Hochtdadt reported that the mortgage closing is June 29, the project is done, the apartments are fully occupied, there is positive feedback from the community, and the tenants are pleased – most were displaced for a long time.

3. Appointments – Local School Committee – A meeting of the Select Board and members of the Local School Committee convened to consider Committee appointments. **Motion** was made and seconded (DB/WS) to accept the resignations of Sarah Christiansen and Jeff Gelbard from the Local School Committee, with many thanks for their dedicated service over the years and with regret. **So voted** (3-0). The board had received letters of interest from Meg Taylor and Keira Durrett. Keira and Meg introduced themselves, and Dave Chase reported that the School Committee wholeheartedly endorses them. **Motion** was made and seconded (DB/WS) to appoint Meg Taylor and Keira Durrett to the Local School Committee for the period to end June 30, 2017. They will need to run in the next election. **So voted** (Bill Sayre aye, Denise Banister aye, Dave Chase aye, Dave Mathers aye).

4. Energy -

Electricity – Municipal aggregation – Colonial Power – Kim Boas of the Energy Committee reported that the Energy Committee recommends moving forward with municipal aggregation, getting in touch with Colonial Power and initiating the process, a multi-step process with public hearings. Town Counsel has reviewed the contract and all changes have been made. There is no fee to the town – the competitive supplier pays the fee to the consultant. **Motion** was made and seconded (DB/WS) to sign the acceptance of the Consultant Agreement for management of the town's municipal aggregation program and energy-related services. **So voted** (3-0).

LED lighting – Kim Boas reported that the paperwork has been signed and the library staff members are eager for it.

Review of town buildings for energy needs – He reported that Guardian did a fairly comprehensive walkthrough.

PVPC technical assistance grant application – He suggested possibly using it for the Town Office Building or something relating to community solar. He disclosed that he volunteers for an organization that does community solar. Town Administrator Charlene Nardi will be in touch with PVPC; perhaps the town could be included in the grant without specifics. Regarding community solar, there are possibilities to do multiple small projects on multiple sites. It was suggested that the Energy Committee could have a conversation with the School Committee about using the technical assistance grant to evaluate the Dunphy School as a possible site.

Electrical supply – He has a price quote from Constellation and is waiting for one from HCOG. **Motion** was made and seconded (DB/WS) to authorize the chair of the Energy Committee to lock into a contract most favorable to the town, and to authorize the chair of the Select Board or his designee to sign the contract. **So voted** (3-0).

5. Police – Police Chief Denise Wickland gave her regular report. She said things have been very busy. They are receiving more compliments about their work. There are two open part-time positions and she would like to fill them soon. She expects to go on maternity leave the last week of August and be out for twelve weeks. Sergeant Jason Soukup will be in charge; she said that he, and Bryan Luszczki in the administrative position, do a phenomenal job. Painting on route 9 is expected on Friday; they do it once a year before school starts. Pedestrian signs are expected by mid-July. Officers will soon carry nasal Narcan; officers are all trained and she is a certified instructor. They are in the process of setting up online purchase of crash reports from the police. Board members said that they have been hearing good comments about the officers and especially about the Chief. Chief Wickland went on to report that the officers have been taking EMT training, and Jason Graham completed the child passenger tech certification course. She has a town laptop, allowing her to do work at home. They are purchasing a fire wall and will have their own server and security and will have support 24/7. Town Administrator Charlene Nardi noted that money is available from the funds voted by Town Meeting several years ago.

6. Personnel – Council on Aging – Senior Center – Marie Westburg, Director of the Senior Center, proposed hiring a Volunteer Coordinator, rather than a Meal Site Coordinator and in place of extra hours for the Director and Administrative Assistant, to recruit and manage volunteers to run the Meal Site. She proposed nine hours per week, plus additional hours from Formula Grant funding. She said the person does not need to be in the Meal Site all day, and most meal sites have a volunteer coordinator. She herself has been doing the job since the

former Meal Site Coordinator left. Discussion included the sense that you can't depend on volunteers, and that the Meal Site is an important function, as much for the interaction as for the food. Board members were willing to rely on Marie's assessment of the situation but were uncomfortable with the job description as written. They also would not be comfortable with the person being away from the Meal Site and having the Meal Site run completely by volunteers. **Motion** was made and seconded (WS/DB) to approve the position of Volunteer/Meal Site Coordinator for the Senior Center, with details of the job description to be worked out between the Town Administrator and Senior Center Director before advertising. **So voted** (3-0).

7. Kestrel Land Trust – Horse Mountain conservation – Kat Deely of the Kestrel Land Trust asked for the Board's support in the acquisition and conservation of Horse Mountain, which lies in Hatfield and Williamsburg. She said the project is supported by the town's Conservation Commission and the chair of the Open Space Committee. She said that no money would come from the town of Williamsburg; Hatfield would put up CPA funds and private foundations would provide funding. Kestrel Land Trust is interested because of ecological values – nature conservancy, complex topography, well connected to other forested lands; it ranks extremely high for them. She showed a map, a draft letter from the Hatfield Board of Selectmen in applying for a state grant, and a draft budget. The 131 acres have an estimated value of \$300,000. They envision trails and passive recreation. Article 97 of the state Constitution would prevent the land from being developed. She proposed drafting a letter of support for the Select Board to sign. **Motion** was made and seconded (DB/WS) to authorize the chair or designee to sign a letter of support and all related documents for this project. **So voted** (3-0).

8. Appointments –

Meal Site Coordinator – resignation – **Motion** was made and seconded (DB/WS) to accept the resignation of Nylda Weeks as Meal Site Coordinator with thanks and regret. **So voted** (3-0).

Building Repurposing – Barbara Bricker had not wanted to be reappointed to the committee.

Motion was made and seconded (DB/WS) to rescind the appointment of Barbara Bricker to the Building Repurposing Committee, and thank her for her services. **So voted** (3-0).

9. Mass. Historical Commission – Meekins Library – **Motion** was made and seconded (WS/DB) to authorize the chair to sign the contract for the emergency grant from the Massachusetts Historical Commission in the amount of \$15,000 for the Meekins stair entryway project. **So voted** (3-0). It was noted that \$40,000 was approved at Town Meeting.

10. Chapter 90 reimbursement – **Motion** was made and seconded (DB/WS) to sign the Chapter 90 reimbursement request for crack sealing in the amount of \$42,066.82. **So voted** (3-0).

Motion was made and seconded (WS/DB) to approve the Chapter 90 reimbursement request for \$46,400 for the Bridge Street bridge engineering project. **So voted** (3-0).

11. Ethics – Special Municipal Employee position – Water/Sewer Commissioner Bill Turner is paid for checking the pump station. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the disclosure and approval of exemption, as required by M.G.L. C. 268A, sec. 20(d), for William Turner, Special Municipal Employee. **So voted** (3-0).

12. Salary and wage rates – Town Administrator Charlene Nardi presented the revised salary and wage rate as approved at Town Meeting. Denise Banister disclosed that she is on the Board of Assessors, on the Board of Selectmen, Emergency Manager, and was formerly married to a member of the Highway Department. David Mathers and William Sayre disclosed that they are Selectmen and approving their own wage. **Motion** was made and seconded (DB/WS) to approve the salary and hourly wage rates as presented. **So voted** (3-0).

13. Facilities use policy – Town Administrator Charlene Nardi presented a draft of an updated Town Offices facilities use policy, based on the town's current policy and modified with recommendations of the Community Use Training Program from Harvard Law School, to be discussed at a future meeting.

14. Donation – animal trap – **Motion** was made and seconded (DM/WS) to accept the donation of a Tru-Catch 30 Light Duty Deluxe 30" x 9" x 11" animal trap from George Fleck, for use by the Animal Control Officer, with thanks for his generosity. **So voted** (3-0).

15. Town Administrator's report –

Briar Hill Road – Town Administrator Charlene Nardi reported that a resident expressed concern about the condition of Briar Hill Road. Highway Superintendent had responded that in the long term the road needs to be redone, in the short term they will do substantial patching. The resident was satisfied.

Highway purchase, drill and saw set cordless combo kit – She reported that the old one needed an expensive new set of batteries and Highway upgraded instead.

Bay State Elevator contracts – She has received notice of the annual increase in cost of the service contract; the increase was not included in the budget.

Mill River Greenway forum responses – She reported that all seem very positive and the people who attended were excited.

Helen E. James pest control – Contract has been signed, for \$150 initially and \$70 per month, work has started and the rodents are dead.

Town Office washing – Scrubbing of the back of the building will be done July 22, for \$1150; this is not power washing.

Trees – She reported that there are 16 trees to remove and 28 to prune. The town received one bid, for \$22,000. The town has \$5500, which would cover Nash Hill Road, South Street, and Old Goshen Road. Highway Superintendent Bill Turner was asking whether the Board would like the Highway crew to work on the trees in the winter months. Board members felt that this was dangerous work and the Highway crew is not trained. Charlene noted that there would be another \$7500 in the budget as of July 1 and so more work could be done. National Grid plans to take down the tree at 6 Nash Hill Road in the next couple of weeks.

Town Office Playground – She reported that a former resident was using the playground behind the Town Offices and offered her time and her husband's skill to do some work on it. Concern was expressed about the town's liability if the town is not able to maintain it. Board members remembered that several years ago there were neighbors interested in the playground; when it became known that it might be taken down, volunteers stepped up. Charlene will follow up with Paul Dunphy, who was part of the initial group.

Collector's office – Charlene reported that the Collector is part of the Community Software Consortium (CSC) but because of the change in software and lack of support, the Collector has decided to contract with Michael Quinlivan for support; he was formerly with DLS and was a writer of the software system. Assessor Denise Banister noted that the Assessors will also go with Mike Quinlivan but that he recommends maintaining the CSC membership.

Fire Department request to use the Helen E. James Building – The Fire Chief had requested use of the James Building for large meetings with other towns. They could use the Town Offices auditorium but they would prefer to have a space they could use any time. She told him what she has told others, that the building was not prepared for public use and there is no maintenance. Board members confirmed.

Complete Streets – She has drafted a policy and sent it to the Planning Board and Highway. Outside organizations have offered to help but she thinks the town should write it first. Approval is a lengthy public process. The town gets a higher score on grants if it has a Complete Streets policy.

Senior Center Meal Site sink – Building Supervisor Jim Locke has recommended putting in a more commercial sink in the Meal Site, estimated cost \$2000. The sink would be deeper, have garbage disposal, and be big enough for pots. Board members agreed.

Gas and diesel prices – Prices for FY17 have been locked in through HCOG, \$2.4878 for gas, \$2.509 for diesel.

Mountain Street – Charlene, Dave Mathers and Bill Turner recently attended a meeting on the Mountain Street project, with the other two communities, the two MassDOT districts and the two planning agencies. It was an excellent meeting; all are willing to work together. The problem is funding, specifically that the project has a low rank. They plan to ask for \$330,000 for a 25% design of the project, to help move it forward. Money was included in the bond bill of 2014. The drainage design for the two towns should be done together, even if the construction is divided into separate projects. There is some urgency because all of the town's Rapid Recovery money last year went to that road, and the road's initial design was never meant for the amount of traffic and size of vehicles.

Keys for Senior Center office and meal site – She reported that the locks have been rekeyed.

Website design – She had a long conference call about the new website; she and Town Clerk Brenda Lessard will get material together; they are very excited.

125 Goshen Road – Town Meeting voted to accept the property, and the paperwork has been done by the Treasurer. The Health Agent estimates \$1000 to secure the building and clean up.

Town credit card – She and the Treasurer will work on a policy and get a card issued in the next month or two.

Year-end finances – She reported that several budget lines were over budget. She will follow up to determine why. It was decided to address the items by requesting Reserve Fund transfers rather than doing year-end transfers between lines, in order to be more transparent.

16. Board reorganization – **Motion** was made and seconded (DM/WS) to appoint Denise Banister as chair for FY17. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint Bill Sayre as Clerk for FY17. **So voted** (3-0).

17. Correspondence –

Chesterfield Fourth of July Parade – Invitation has not yet been received. Charlene will follow up.

Hampshire Select Board Association – Meets on Select Board meeting night.

18. Miscellaneous –

Visiting Nurse Association – Denise Banister reported that she and the Town Clerk are preparing to turn the funds over to the Trust Fund, if approved by Special Town Meeting.

Dam trail – Denise Banister noted that she spent Sunday working on the dam trail and walked up to the dam.

19. Warrant – Signed and approved the warrant.

Documents used

Agenda and notes

Special Municipal Employee disclosures for James Hyslip and William Turner

Amendment to the Village Center Apartments Master Subordination Agreement

Local School Committee resignations from Sarah Christiansen and Jeff Gelbard

Local School Committee letters of interest from Meg Taylor and Keira Durrett

Consultant Agreement with Colonial Power Group for management of the town's municipal aggregation program and energy-related services

Proposed Volunteer Coordinator job description

Horse Mountain materials – map, draft letter from Hatfield Board of Selectmen, draft budget

Resignation of Nylda Weeks from COA Meal Site Coordinator

Withdrawal of Barbara Bricker from Building Repurposing Committee

Mass. Historical Commission emergency grant contract

Chapter 90 reimbursement requests

New salary and wage rates

Draft Facilities Use policy

Hampshire County Select Boards Association meeting invitation

Warrant and expense report

Adjourned at 10:50 p.m.

Approved:

Clerk