

Minutes
Williamsburg Board of Selectmen
July 21, 2016

The members of the Board of Selectmen met in regular session on Thursday, July 21, 2016, at the town office. The acting 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: William Sayre and David Mathers

Absent: Denise Banister

Also present: Robert Barker, Dave Christopolis (Hilltown CDC), Jason Connell (Fire), Charles Dudek, Mary Dudek, Chris Flory, Michelle Moreau, Brian Murphy, Charlene Nardi (Town Administrator), Elliot Ring (Hilltown CDC), Peter Spotts (reporter, Country Journal), Daryl Springman (Fire), Bea von Hagke (Hilltown CDC), Eleanor Warnock (Administrative Assistant), Eric Weber, Marie Westburg (COA)

1. Hilltown CDC – Community Development Strategy – Dave Christopolis of HCDC explained that there are two functions of the Community Development Strategy document, one as a planning document for the town, the other as a requirement for the town to apply for the Community Development Block Grant (CDBG), a federal grant administered through the HCDC. The state makes its allocation available competitively and Williamsburg is included in a regional application and is eligible every other year. Bea von Hagke of HCDC presented the draft Community Development Strategy, explained her suggested changes and asked for input. Discussion included: reuse of the James Building, support of farming, Green Communities, Solarize Williamsburg, preservation of Horse Mountain, Mill River Greenway, new trail to historic dam site, Healthy Hampshire, walkability, plans for new Public Safety Complex, work on new Facilities Master Plan, and completion of the Dunphy School. Bea von Hagke will work with Town Administrator Charlene Nardi and send an updated draft.

2. Municipal Electricity Aggregation Plan – Colonial Power – Community Choice Power Supply Program – Brian Murphy of the Colonial Power Group presented the aggregation plan for the Board's approval. The plan has been on the town's website, and has been advertised on TV Channel 15, and there has been no public comment. The Energy Committee also reviewed it and held a public forum. The next steps are for Colonial Power to file with state agencies, wait for approval, then seek bids for electricity to present to the town. **Motion** was made and seconded (WS/DM) to accept the Municipal Aggregation Plan prepared by Colonial Power Group, on behalf of the town. **So voted** (2-0).

3. Fire Department – Fire Chief Jason Connell gave his regular report. There have been fewer incidents than last year (154 so far this year versus 166 for the comparable period last year) and more responders per call (average 4.5, goal is 5). Hoses – Hose testing has been completed; some failed that were under warranty. There are pieces of 3" hose from 1990, and some smaller pieces, that they have no use for, since they currently use 4" hose. **Motion** was made and seconded (WS/DM) that the following items of hose from the Fire Department be declared surplus: 1¾ inch, 6 pieces, 2½ inch, 10 pieces, 3 inch, 130 pieces. **So voted** (2-0).

Administrative Assistant – Ken Taylor has started as the department Administrative Assistant and has accomplished a lot. Air conditioning – M.J. Moran said the cost would be \$1200 to \$2-

3000. Board members suggested getting more precise prices, and considering mini-split and baseboard alternatives; there was a question about possibly charging to Building Repair budget line. Floor – He said the floor under Engine 2 is getting worse and will keep getting worse. Board members suggested measuring how much it has dropped and asking Building Supervisor Jim Locke to take a look at it. There was also a question about a drain in the floor. Gear washer – He is looking for prices on a gear washer, probably \$5-10,000. He is thinking of going to Town Meeting with a request. They have gotten new gear and want to keep it clean. There is a lot of cancer among firefighters from contaminants. They currently go to Northampton or Goshen for washing. Board members encouraged him to get numbers. Personnel – They are down to 24 firefighters and 8 officers and are working on recruiting. Radios – Deputy Chief Daryl Springman reported that the radio communication system is a problem. They are waiting for the county system with a tower on Skinner Mountain. They are managing but it is not good long-term. The Board asked to be kept updated. Computer – Town Administrator Charlene Nardi said she is ordering a laptop for the Fire Department Administrative Assistant. House call – Charlene reported that when an elderly citizen had a question about her alarms, the Deputy Fire Chief immediately made a house call.

4. Walking the town boundaries – Eric Weber had been invited to talk about walking the town boundaries. He explained that according to state law, the Board of Selectmen should inspect the town boundary markers every five years. A complete walk would be 22 miles. He recommended having the Highway Department inspect every marker where the boundary crosses a town road; and for the remaining eight markers the Select Board should choose two each year and will thus fulfill the obligation every four years. The markers are survey markers, given in metes and bounds on the official boundary plan in Boston; they could be updated with GPS coordinates. The walk could be a public event that would be fun; late October was suggested. Eric suggested starting with a strenuous one, an hour and a half round trip starting at Roaring Brick Road and Whately Road, and combining it with an easy one on South Street. The Board expressed great appreciation for the work Eric has done.

5. Appointments – resignation – **Motion** was made and seconded (WS/DM) to accept the resignation of Jeremiah Roberge from the Water and Sewer Commission, effective June 30, 2016, with thanks and regret. **So voted** (2-0).

6. Chapter 90 Project Requests – Town Administrator Charlene Nardi presented the Chapter 90 Project Requests for North Street and Ashfield Road and for High Street. The numbers for street length need to be corrected, but she asked that the Board sign them so that MassDOT could proceed with reviewing the requests; details can be worked out over the phone. **Motion** was made and seconded (WS/DM) to authorize the Board to sign the Chapter 90 Project Request for North Street at North Main to Ashfield Road at town line in the amount of \$264,000. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to authorize the Board to sign the Chapter 90 Request for High Street for \$94,000 for reclamation and repavement. **So voted** (2-0).

7. Mill River Greenway – Goat Path and South Main Street – Town Administrator Charlene Nardi reported that Mill River Greenway is recommending that Rail Trail Program grant money be used to support the Highway Department to pave South Main Street, update the island at Bridge Street and South Main Street, and make the “goat path” dismount from the rail trail safer, including equipment and materials. Town trucks would be used and it would take about a week of Highway crew labor. Board members were fine with the plan.

8. Building use request – Charlene presented a request by an outside person to use the Town Office building for a Wednesday night yoga class, currently being given for people from Hatfield and Whately. The building use policy says that the fee would be \$15 per hour plus custodial fee, and the person cannot afford that. Board members said she would have to be sponsored by a town committee and suggested Recreation.

9. Town Administrator's report –

Community Compact program – The state had additional funding available for the exploration of regional IT shared services and offered an additional \$15,000 to support the regional work. The chair had approved and paperwork had been signed.

Planning Board and noise control – A resident is concerned about the amount of noise in the village centers, especially commercial businesses outside of the normal business day, e.g., mowing and emptying dumpsters, and is interested in a noise control bylaw. He originally wanted to bring a petition to Town Meeting but is now working with the Planning Board.

USDA funding options for Public Safety Complex, etc. – The Town is eligible for grants; maximum grant is \$50,000; no grants for building. The town is also eligible for loans through the USDA, which can be 40 years, can be 20, current rate is 2 7/8%, to be considered in place of a bond from a bank.

Mass. Historical MPPF emergency grant – Meekins Library got the \$15,000 grant for the steps; all paperwork has been signed and sent in.

Refrigerator – The Meal Site surplus refrigerator has been moved to the Transfer Station for use by personnel there.

Town Offices' playground – She reported that Paul Dunphy has organized a meeting of the neighbors.

Town Counsel – The law firm's name has changed from Kopelman & Paige to KP|Law.

Public Records Law changes – She described changes required by the new Public Records Law going into effect January 1. The new Request Assessment Officer should probably be the Town Administrator and she can work on the request with the department and the Town Clerk. The Police Department gets many requests and should handle them themselves. Good records management means that the town should not be holding on to records it doesn't have to. She will talk with committees about email use and she is working with the IT consultant so that all emails go through the server and are archived.

Highland Ambulance – The open house was Sunday July 17. Board members commented on the very nice pre-engineered building. There was a thought that Williamsburg's Public Safety Complex could be built for \$2.5 to 3 million if pre-engineered.

Furnace/boilers – Annual boiler maintenance has been done at Town Offices and Helen E. James Building. Town Office boiler is leaking, cause unknown. Suggestion was made to put a sealant in, but objection was made that that would plug up everything and not work long term.

Mountain Street letters – Rep. Kulik and Sens. Rosenberg and Downing sent letters to MassDOT requesting release of \$350,000 for Mountain Street design.

Basement boxes – Boxes have been moved to the new shelves by a COA volunteer.

Keys – Every floor at the Helen E. James Building has been rekeyed.

Year-end overdrawn accounts – Finance Committee has addressed the overdrawn accounts, both FY16 accounts and FY17 insurance.

Taxes – The Collector is seeing taxes coming in well, in possible response to Town Meeting’s accepting a deed in lieu of foreclosure and in response to individual letters from Town Counsel threatening foreclosure if taxes weren’t paid.

Town’s 250th anniversary – It was noted that a committee should be put together.

Salary payroll – Payroll amounts were off because of the extra day in leap year; this has been fixed.

State Senate candidate forum or meet and greet – The campaign of one of the candidates suggested that the town host a meet and greet or a forum. Board members were not available and made suggestions for other locations.

Electricity contract – One-year contract with Constellation for electricity at \$.0776 per kwh has been signed.

Grant writing class – A member of the Fire Department is attending a grant writing class.

Bridge Street widening – Charlene is working with utility company and the Conservation Commission on the street widening and sidewalk work. The Dunkin Donuts owner says he is happy to help and wants to be part of the community.

Facilities Master Plan Committee – She reported on the first Facilities Master Plan Committee meeting, which Dillon Sussman of PVPC coordinated. She felt it went very well. Conversation came from different perspectives. Board members commented that the committee has very skilled people.

Bus stop parking – Parking space at the bus stop in the center of Williamsburg has changed, probably when the state repainted the parking places. She will follow up with MassDOT.

Vacation – The Administrative Assistant will be away the coming week, Town Administrator the following two weeks.

Town Office building washing – The washing will happen Friday. It was noted that there is a yellow jackets nest and boards are starting to rot.

10. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of June 9 as written. **So voted** (2-0).

11. Warrant – Approved and signed the warrant.

Documents used

- Agenda and notes
- Draft Community Development Strategy for 2016
- Municipal Electricity Aggregation Agreement
- Photo of Fire Dept floor
- Map of town boundaries
- Resignation of Jeremiah Roberge from Water/Sewer Commission
- Chapter 90 Project Requests
- Building use request
- Minutes
- Warrant and expense report

Adjourned at 10:25 p.m.

Approved:

Clerk