

Minutes
Williamsburg Board of Selectmen
August 18, 2016

The members of the Board of Selectmen met in regular session on Thursday, August 18, 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: Denise Banister, William Sayre and David Mathers

Also present: Kim Boas (Energy), Jim Locke (Building Supervisor), Caitlin Marquis (Healthy Hampshire), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), William Turner (Highway and Water/Sewer), Eleanor Warnock (Administrative Assistant)

1. Town Office boiler – Kim Boas of the Energy Committee, with Building Supervisor Jim Locke, recommended replacing the leaking boiler in the Town Office building, using Green Communities funds. An official with Green Communities had assured the town that there are no constraints on the projected length of use of the building. Kim and Jim met with Guardian Management, and Guardian's new proposal is to replace the current boiler with two propane hot water boilers, and upgrade the pump and the temperature controls, for a cost of around \$123,000, which fits within the available Green Communities funds. Discussion included the location of the propane tank, cost of removal of the old boiler and oil tanks, need for a carbon monoxide detector, need for an alarm system in case of leaks, concern about hot water loosening up sludge and debris within the system, the need for energy efficiency, possibility of new steam boilers rather than hot water boilers, need for insulation, possibility of fixing the old boiler, the additional \$80,000 which the town doesn't have for a new distribution system and radiators, possibility of converting from steam to hot water later. Questions for Guardian included filter for debris, water boilers versus steam boilers, conversion later, warranty, timeframe, carbon monoxide detector, gas leak detector, fire alarm system,

2. Healthy Hampshire – Caitlin Marquis of Healthy Hampshire presented the proposed scope of work for community engagement support of the town Facilities Master Plan, and the related contract. She said that in PVPC's technical assistance for a Facilities Master Plan there was not enough money for community engagement and public input, so Healthy Hampshire will be doing that work using a Mass Motion/Healthy Hampshire grant. Marie Westburg will carry out the work, and the \$3500 in the contract will be paid to the town from a Healthy Hampshire grant for Marie's time. The Facilities Master Plan Committee recommends this agreement. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the subcontract with Collaborative Educational Services to support community engagement around the Facilities Master Plan and Healthy Hampshire's continued work. **So voted** (3-0).

3. Highway – Highway Superintendent Bill Turner made his regular report. Ashfield Road resurfacing has been done, from the end of North Street to the town line; a new microsurfacing product was used and there were some complaints about its getting on vehicles. Sidewalk work on South Main Street has been completed. When asked about the Schneider Electric invoice for weather forecasting, he said their hourly detailed forecast is the most accurate he has seen; if he

can save one round of sanding, the cost of the material alone would pay for the service. Regarding the South Street runoff, he said he has looked at it several times over the last few years and there is not much that can be done because there is really no drainage on that section of road; fixing the grade would just make it run down a different person's property. He offered to call Northampton about asking them to turn off the salting as they turn around at the town line. He also offered to look into an erosion fabric mesh, and some seed to make the area look good for the summer. Several trees were mentioned that need attention, including Briar Hill Road and in front of the Williamsburg church. Discussion included that Bill and Charlene will review the tree list, that several other tree companies would have liked to bid on the tree work but did not have enough time before the deadline, that a bid package could be put together to do a substantial amount every two years, and that National Grid has been wonderful to work with. Charlene reported that Highway has been working with Mill River Greenway on South Main Street and the Fort Hill intersection. Bill is also working with the Conservation Commission and coordinating the Bridge Street sidewalk and street widening work.

4. Water/Sewer – Tighe & Bond contract for Engineering Services, Water and Sewer Assessment Services – Town Administrator Charlene Nardi explained that this is part of developing a Water Sewer Capital Plan through the Community Compact grant. Water/Sewer Commissioner Bill Turner said that most of funds are from the state for the first two pieces of the work, some funds are from Water/Sewer, and they plan to ask a Special Town Meeting for funding for the third piece. There is pressure from the state about water getting into the sewer system. It was suggested that a reminder be put in the newsletter about not pumping sump pump water into the sewer system. **Motion** was made and seconded (DB/WS) that the Board sign the agreement with Tighe and Bond for Engineering Services, Water and Sewer Assessment Services. **So voted** (3-0).

5. COA – Formula Grant – Town Administrator Charlene Nardi presented the annual COA Formula Grant budget as prepared by the Director of the Senior Center. Total amount is \$6060, one dollar more per senior than last year. **Motion** was made and seconded (DM/WS) to approve the Formula Grant budget as proposed. **So voted** (3-0).

Nutrition Program Coordinator – revised job description – It was noted that the job is for 15½ hours, of which 6½ are paid from a grant and could be removed at any time. **Motion** was made and seconded (DM/WS) to approve the Nutrition Program Coordinator position job description as proposed. **So voted** (3-0).

6. Veterans' services – It was noted that the contract is for \$9869, less than the amount budgeted as health insurance expenses had been uncertain. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Veterans' Services Inter-Municipal Agreement between Northampton and Williamsburg for FY17. **So voted** (3-0).

7. Helen E. James Building rent – Discussion included that the contract with the co-working group is only until December, that they are making a small profit renting out the space, that the town is saving money on insurance, that the tenant is great, pays promptly and takes good care of the building. A suggestion was made to set the rent at \$500 per month for the remaining months. **Motion** was made and seconded (WS/DM) to table the matter until the next meeting. **So voted** (3-0).

8. Fire Department Administrative Assistant – Town Administrator Charlene Nardi recommended that the Fire Department Administrative Assistant be an hourly position, the same as every other administrative assistance position in town. She noted that the issue was the nature of the position, not the person who fills it, and that every department head is required to keep track of employee hours and stay within the budget. She was concerned that paying by salary could appear to be avoiding paying for what is actually worked or avoiding giving benefits. She also noted that in the earlier discussion she had said that it would be an hourly position and the Board never discussed or decided differently, and that the job posting gives an hourly rate. Further discussion included a question of how to address the need to work more hours when the budget does not support it, the possibility of working for free at the end of the year, the possibility of being part of the tax work-off program, the need for an assistant when the administrative work was part of the Chief's position, comparison with another department where the administrative assistant works more hours in spring and fewer in fall. **Motion** was made and seconded (DM/WS) to affirm that the Williamsburg Fire Department Administrative Assistant position is an hourly position and not a salaried position. **So voted** (2-0, DB abstaining).

9. Licenses – Live Entertainment – **Motion** was made and seconded (DM/WS) to approve Live Entertainment for the Burgy Bullets for a D.J. or band for Saturday, September 17, from 3 to 10 p.m. **So voted** (3-0).

10. Senior Volunteer Tax Relief Program – The Administrative Assistant reported that there is no cost of living increase to Social Security this year and recommended that the income preference amount remain unchanged. **Motion** was made and seconded (DB/WS) to leave the preference amount for the Senior Volunteer Tax Relief Program income the same as last year, \$30,143. **So voted** (3-0).

11. Town Administrator's report -

FEMA truck grant – The town did not get the FEMA grant for a fire truck. She said the grant writing was excellent but she assumes that the town did not show sufficient need.

MSBA audit – The numbers match perfectly. The remaining \$286,332 of the grant will be paid to the town, once the audit is complete.

Retirement party – Don Turner's retirement party is August 20; the Select Board and Fire Department are invited.

Helen E. James flower bed – Rory Zononi has offered to renovate the flower bed, free of charge, including removing brush and weeds, pruning, possibly adding new plants, then mulching; the Board agreed he could put a sign there saying donated by Zononi.

Elevator inspections – Inspections have changed to every two years instead of every year; this will mean savings to the town.

Free cash and Stabilization – Free cash has not been certified. Stabilization Fund number from the Accountant is \$1,449,110.87, a healthy amount.

Sidewalks – A resident asked about raised dots on sidewalks for the visually impaired. Charlene will look into the requirements.

12. Executive session – The Board will meet with Town Counsel and the Building Inspector on September 15 at 6:15 p.m. to discuss ongoing litigation.

13. Conflict in town – Charlene reported that she has asked other small town administrators about what to do when there are issues in town and passionate people who are looking to the town for resolution. Some said don't get involved, deal only with what you have to, others suggested mediation, with the churches or with the Franklin County mediation group. Discussion included how the Board can support the town officials.

14. Correspondence – Correspondence included an invitation from HCDC to a celebration of the completion of village center apartments, Friday, September 23, at 11 in Chesterfield.

15. Minutes – Questions were asked about the pedestrian sign and the flashing lights at the crosswalk near the school and library; Town Administrator Charlene Nardi will follow up. **Motion** was made and seconded (DM/WS) to accept the minutes of June 23 as presented. **So voted** (3-0).

16. Warrant – Approved and signed the warrant.

17. Miscellaneous –

Shred day – Charlene has not yet gotten a response from the company that did the shred day last year; she will follow up.

Reverse 9-1-1 – Town personnel need training in the system and the company is not being responsive. Residents can choose whether to be notified by email or text or by phone call.

Pest control – There have been significant results at the Helen E. James Building. Pest activity at the Town Offices has increased.

Valley View Farm permits – Planning Board and Zoning Board of Appeals hearing for a wedding venue is planned. Special Permit is needed for an Air B&B-type venue as well, according to the Building Inspector.

Documents used

- Agenda and notes
- Healthy Hampshire scope of work
- Collaborative for Educational Services subcontract
- Tighe & Bond Agreement for Engineering Services
- COA Formula Grant budget
- COA Nutrition Program Coordinator job description
- Veterans' Services Inter-Municipal Agreement
- Live entertainment
- List of correspondence received
- Minutes
- Warrant and expense report

Adjourned at 10:15 p.m.

Approved:

Clerk