

*Minutes*  
*Williamsburg Board of Selectmen*  
*September 15, 2016*

The members of the Board of Selectmen met in regular session on Thursday, September 15, 2016, at the town office. The acting chair called the meeting to order at 6:15 p.m. The acting chair noted that the meeting was being recorded, at the request of the reporter.

Present: William Sayre, David Mathers, and (Denise Banister (from 9:12 p.m.)

Also present: Louis Hasbrouck (Building Inspector and Zoning Enforcement Officer), Carolyn Murray (Town Counsel), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Executive session – litigation – **Motion** was made and seconded to go into executive session pursuant to M.G.L. c. 30A sec 21(a)(3) to discuss litigation strategy; the purpose is to discuss the following three cases: Miller v. Zoning Board of Appeals (45 Mountain Street), CRD Metalworks v. Zoning Board of Appeals and Planning Board (17 Hyde Hill Road), and Hodgkins v. Zoning Board of Appeals (74 Village Hill Road). The chair determined that an open discussion would have a detrimental effect on the town's litigation position. **So voted** (DM aye, WS aye). It was noted that staff members would be staying. The Board would return to open session after the executive session. The Board went into executive session at 6:16 p.m. and returned to open session at 7:28 p.m.

2. Building Inspector –

Permit listing – Building Inspector Louis Hasbrouck presented his permit listing, calendar year 2016 to date. He noted that Fiscal Year 2016 had a slow fall and slow spring but that calendar years 2014, 2015 and 2016 look better.

Permit fees – He wants to raise permit fees, because they have been the same for a long time, and will draft a proposal to submit to the Board. He will call similar-sized towns and do a comparison.

Inspection service fee to the town – In determining the fee they charge to the town, the inspection department looks at what it costs to provide the service and what percentage the town is of the whole department's budget. He noted that they need to drive farther to do inspections in Williamsburg than in Northampton.

Office hours in town – Town Administrator Charlene Nardi said that there was a suggestion about having building inspector office hours in Williamsburg. Responses included that it would not be useful if no one comes, that the town could not afford those empty hours, and that Williamsburg gets the same amount of personal attention that Northampton does. It was noted that the Building Inspector office phone is answered all day, five days a week, not just a couple of hours a week. A related issue is that the building inspectors do not want to become advisors to builders because of liability; it is important for a builder to present a set of plans before discussion.

Signs – Louis Hasbrouck said that there have been a lot of comments recently on signage and Zoning Enforcement officers have driven up and down Route 9 and around town and taken pictures. If the sign ordinance were enforced, it would affect a lot of signs. In a month or two

they will present a plan to the Planning Board. In enforcing zoning ordinances, public safety is most important.

Valley View Farm – Louis Hasbrouck said that Valley View Farm has built a wedding venue and will need a special permit to operate it. It was noted there are concerns with the road.

Thanks – Board members expressed gratitude for the Building Inspector's expertise and professionalism, and commented that many people are happy with the service.

3. Sustainable Materials Recovery Program award – Recycling Dividends Program and Small-Scale Initiatives – Town Administrator Charlene Nardi reported that this is an annual award through the Board of Health, recycling at the transfer station, and the Hilltown Resource Management Cooperative (HRMC); the town will receive \$2300. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Recycling Dividend Program contract. **So voted** (2-0).

4. Live entertainment – **Motion** was made and seconded (DM/WS) to approve live entertainment for the Beaver Club for a D.J., 9 to 11:45 on Friday October 14, Saturday October 15, Friday October 21, Saturday October 22, Tuesday October 25, Saturday November 5, Friday November 11, Saturday December 3, and Friday December 9. **So voted** (2-0).

5. Town Administrator report –

Town Office boiler – Town Administrator Charlene Nardi reported that the contract for the boiler work has been signed and they are just waiting for parts; it is expected to take two weeks once they start. The estimate of fuel savings was inaccurate – Dave Mathers pointed out that they probably used the efficiency numbers of the old and new systems – but the town still needs to move forward. Green Communities reviewed the numbers and approved the project. There is an additional \$2000 incentive on the pump upgrade, so the funds needed from Special Town Meeting will be less, probably around \$7800. Adding a contingency amount could bring it up to \$10,000. There was concern that if the outdoor temperatures drop before the work is done, the building may get cold.

Special Town Meeting articles – Charlene mentioned several additional articles to come before the Special Town Meeting, one for 125 Goshen Road, to secure it and clean it up and do some landscape work, and one to pay FY16 bills for the Board of Health.

Generator – She reported that the church authorized moving the generator and commented that they are very good neighbors.

Hampshire Regional off-site program – She reported that Hampshire Regional High School may be looking for a site for an alternative program for high school students off-site and has inquired about the Helen E. James Building. She has told them she would get in touch with them after December.

Hampshire Regional payments – There is a draft agreement about payments made by the town on behalf of the schools for such things as retirement and health insurance. This was recommended by the schools district's auditors.

Green Communities Funds – Funds were approved for the town office boiler and the library lighting project. All the funds have now been allocated and are expected to be spent by the end of November.

Helen E. James Garden project – She reported that Rory Zononi did a great job, and she has written and thanked him.

Pole and island on Bridge Street – She reported that National Grid and MBI do not recommend moving the pole and that moving it would make the crosswalk longer and more dangerous.

Suggestions included better signs and raising the island; a local business may want to adopt it.

Boundary between 3 and 5 North Main Street – She reviewed the issue, that the owner wants to sell the property but it does not have off-street parking; it is in the town's interest to have owners rather than renters; a deed is missing and it would be good to have a settled boundary. This was postponed until it is clearer what will happen with town buildings.

Mountain Street project – She reported that Paul Dunphy has told her that Rep. Kulik and Sen. Rosenberg have a meeting with the Secretary of Transportation at the end of the month and plan to push for the release of design funds. It was felt that the Board should not do anything else at this time.

Open Meeting Law training – The town is entitled to one free training a year from Town Counsel, and coordinating with Goshen increases that to two. Possible dates were discussed.

Shredding Day – Is scheduled for Saturday morning, November 5.

Employee injury – An employee is out for an injured elbow.

Facilities Master Plan survey – The survey has been approved by the committee and distributed. Letters to businesses asking for rewards to encourage participation have not yet gone out; mailing will cost about \$90 in postage. The Board approved using Select Board envelopes.

Elevator at Town Offices – Elevator work for last week has been rescheduled to Friday, September 16.

Community Development Block Grant (CDBG) proposed changes – Some proposed changes in the program would affect the town's grant through the Hilltown Community Development Corporation. Pioneer Valley Planning Commission sent an extended description of the problems. The town will be asked to write a letter in support of the HCDC after this week's public hearings on the changes.

STAM meeting – Charlene reported on recent legislation and other matters from the recent Small Town Administrators Meeting.

Overtime – If an employee is paid under \$48,000 and normally works 40 hours a week and works overtime, they would have to be paid or be given comp time; this provision does not affect any town employees.

Pay Equity Law – Effective in 2018, the town will need to change the employment application because it is no longer allowed to ask about pay history.

State revenues – Revenues are down; there could be midyear cuts.

Small Bridge Program – The Bridge Street Bridge does not qualify. Depot is a culvert, not a bridge.

Transportation Bill – There are new rules for Complete Streets.

Ballot questions – The MMA is against the charter school question and the marijuana question; each town decides for itself.

MIIA grant – The town has applied for a MIIA Loss Control grant for \$4825 to purchase a backup camera for the new fire truck and Valve Boss gas-powered portable valve exercisers for the Highway Department. Review will be in October.

Legislative breakfast – Meeting is scheduled for September in Amherst. Charlene will sign up interested members.

Police Station generator – She recommended doing a cleanup of weeds and vines around the generator. Ken Woofenden would charge \$200, plus spraying at \$25 per occasion next season. Board members approved.

6. Minutes – **Motion** was made and seconded (DM/WS) to accept the minutes of September 1. **So voted** (2-0).

7. Warrant – Approved and signed the warrant.

8. Miscellaneous –

Capital Planning Committee – The committee chair has retired from his employment and is currently away. The Board would like to make plans for the next Capital Planning process.

Municipal modernization bill – Charlene reported that the Municipal Modernization Bill would allow a board or committee to designate a person to sign bills and warrants and report the total to the next meeting. Discussion included a question whether there is any downside, and a comment that addressing the warrant as a whole board allows issues to come up and questions to be raised.

125 Goshen Road – The property has not yet been signed over to the town. Question was raised whether it really needed to be cleaned up, especially if the Board of Health has not acted all these years. It was noted that if the money is voted at Special Town Meeting it doesn't need to be spent, but the money should be there if it is needed – these are possible costs, the town wants to be prepared, and if it is not used it will go back to Free Cash.

The Commons at Helen E. James Building – They plan to use white paint and would not paint woodwork. It was noted that the rent per square foot is very low.

Highway – Board member commented that the newly painted lines on Ashfield Road look great. Highway will be reminded to clean up after a tree trimming project.

#### Documents used

Agenda and notes

Recycling Dividends Program grant contract

Live entertainment application and permit

Map of 3 and 5 North Main Street

Minutes

Warrant and expense report

Adjourned at 9:15 p.m.

Approved:

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Clerk