

***Minutes***  
***Williamsburg Board of Selectmen***  
***December 8, 2016***

The members of the Board of Selectmen met in regular session on Thursday, December 8, 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: David Chase (Commons), Nick Dines (Mill River Greenway), Gaby Immerman (Mill River Greenway), Caitlin Marquis (Healthy Hampshire), Charlene Nardi (Town Administrator), Bonnie Roberge (Collector), Nathan Rosewarne (Treasurer), Peter Spotts (reporter, Country Journal), Dillon Sussman (PVPC), Eleanor Warnock (Administrative Assistant)

Capital Planning: Mitch Cichy, Dick Kisloski, Melissa Zawadzki

1. Capital Planning – The Capital Planning Committee met with the Select Board to think about planning for budget and capital planning requests. Capital Planning members said they are not getting much input from departments. Select Board members would like the Committee to be more proactive, start earlier, be more active sending out the request forms and following up, and meeting with the departments and having back-and-forth conversations with them. After a long discussion including questions about the spreadsheet, long-term goals, policy of how much to spend on capital expenses, how to prioritize, what questions to ask departments, it was decided that Capital Planning member Dick Kisloski will manage the spreadsheet; the Committee will set a meeting date, decide on a chair and plan to meet monthly; the Committee will settle on a protocol and ask departments to think about five and ten years out; Town Administrator Charlene Nardi will send out request forms; the Committee will look at the spreadsheet and the levy limit and at the bylaw creating the committee; and Charlene and Select Board member and former Capital Planning chair Bill Sayre will plan to attend the next meeting. Board members commented that the Committee is an incredibly talented group.

2. Town Collector – Bonnie Roberge – Town Collector Bonnie Roberge reported that things in her department are running smoothly. She sends the Board monthly reports. She said that the tax rate has been set and she is starting to send out bills; some people like paying early because of the tax advantage. She is encouraging taxpayers to make partial payments so they don't have to come up with the full quarterly amount all at once. She is also encouraging online payments. She has established a locked metal box outside her office for receiving payments. Outstanding receivables for 2016 are down to nine bills. She noted that the demand fee is still only \$5 and is not enough to get people's attention. She has been working with Mike Quinlivan, formerly with the state, on software changes, and is very pleased with the support. All collections will be on CAMA software instead of on two systems; the savings will be substantial, and there will be less duplication of effort and less opportunity for human error. She also noted that her office is warmer and expressed her appreciation.

3. James Building grounds – Mass. Development Commonwealth Places Community Project grant – Dave Chase, tenant at the James Building, proposed some changes to the grounds, such as cutting down hedges, adding benches, doing a demonstration day with temporary changes, taking out the concrete, making the place more appealing, and suggested applying for a Mass. Development Commonwealth Places matching grant. Nick Dines of the Facilities Master Plan Committee and the Mill River Greenway Committee, Caitlin Marquis of Healthy Hampshire, and Dillon Sussman of PVPC, supported the idea and added further thoughts. Board members expressed concern about changes that would affect the long-term use of the building, such as removing concrete, but were in favor of putting in benches and doing things with hedges and shrubs, and pursuing a demonstration day in the spring or summer. Since the Request for Proposals for the grant has a deadline in January, the Board was in favor of proceeding with the RFP.

4. Mill River Greenway – Nick Dines presented the Project Initiation Form (PIF) papers for the project along Route 9 and reviewed them with the Board. The state pays most of the costs for the project; the town pays the engineering costs. Although the costs seem huge, he is told by the MassDOT planning office that they are normal. Because he doesn't think the town can afford the whole ten-million-dollar project, he has separated out some pieces. The first step is a survey, then an RFP for engineering services. How to raise the \$42,000 for the survey is undecided, suggestions are fundraising and asking Town Meeting. The MassDOT office is very on board with the project and in fact made a number of suggestions that were incorporated into the plan. The ten-foot-wide path includes pavement, drainage, signs, markings, lights. There are separate lanes for bikes and people. It was noted that it is coincidental that the greenway is running alongside the highway. It was also noted that for the relatively small \$42,000 the town is leveraging a massive payback. The project may qualify for TIP funds, as it is to connect to the Mass. Central Trail. **Motion** was made and seconded (WS/DM) to authorize the chair to sign the Project Initiation Form for the Mill River Greenway shared-use path project. **So voted** (3-0). The Board appreciated the enormous amount of work that Nick Dines has put into the project.

5. James Building lease – The Commons Community Corporation – Town Administrator Charlene Nardi presented the revised renewal lease with the Commons. It is for a year, with review of the rent after the first two quarters, with the last six months grouped together. **Motion** was made and seconded (DM/WS) to sign the lease with the Commons Community Corporation for the James Building. **So voted** (3-0).

6. Water/Sewer – Tighe & Bond – Water and Sewer Assessment Services – Town Administrator Charlene Nardi noted that the water and sewer system assessment is part of putting together a capital plan for the water and sewer system, in conjunction with the Community Compact, and approved at the October Special Town Meeting. **Motion** was made and seconded (DM/WS) to sign the Water/Sewer Amendment No. 1 to the Agreement for Engineering Services with Tighe & Bond. **So voted** (3-0).

7. Licenses – Annual renewal – **Motion** was made and seconded (DB/WS) to grant the following licenses:  
Liquor Licenses –

Restaurants – All Alcohol

Beaver Club, Inc., dba Beaver Brook Country Club

Bread Euphoria, Inc.

Brewmaster's Tavern, Ltd., dba The Brewmaster's Tavern

Restaurants – Wine and Malt

Nickolaos Sierros, dba A-1 Hilltown Pizza

LLL Restaurant, LLC, dba Panda Garden

Clubs

American Legion Post 236, Inc.

Burgy Bullets Snowmobile Club, Inc.

Retail Package Stores

Paul E. Bacon, dba Bacon's Package Store

Daru Enterprises, Inc., dba Main Street Package Store

Caroline Smith and Micheline Champagne, dba Pat's

Common Victuallers

Nikolaos Sierros, dba A-1 Hilltown Pizza

The Beaver Club, Inc., dba Beaver Brook Lounge

Bread Euphoria, Inc.

Brewmaster's Tavern, Ltd., dba The Brewmaster's Tavern

Local Burger, Inc., dba Local Burgy

LLL Restaurant, LLC, dba Panda Garden

Williamsburg Snack Bar, Inc.

Class II Used Car Dealers

Paul E. Bacon, dba Bacon's Equipment

Cichy's Garage, Inc.

Lorin DeLisle, dba DeLisle's Auto Body

Depot Motor Sales, LLC

Worthington Air Automotive, Inc.

Juke Boxes and Automatic Amusement Devices

Juke Box – American Legion (1)

Automatic Amusement – American Legion (2)

**So voted** (3-0).

Live entertainment – **Motion** was made and seconded (DM/WS) to approve live entertainment for the Beaver Brook Lounge, for a D.J. 8:30-11:30, Saturday December 17. **So voted** (3-0).

8. Appointments –

Field Driver Team – **Motion** was made and seconded (DM/WS) to appoint Jacqueline Dufresne, Kathy Emerson, Alan Everett, Sue Fortgang, Sue Froehlich, Mike Hebert, Diane Merritt, Robin Merritt, David Nehring, Carl Schlerman and Meg Taylor to be the Field Driver Team, for a term to expire June 30, 2017. The Field Driver Coordinator, Shayla Howe, had been appointed previously. The Administrative Assistant explained that there used to be one Field Driver to go out and attend to an animal that was loose but no one was interested in doing it alone and a number of people were willing to be part of a team. The plan now is that when there is an issue, the Coordinator is reached and she sends out a group text to the team and someone responds.

Town Administrator Charlene Nardi expressed appreciation to the Administrative Assistant for this creative approach.

Pioneer Valley Transportation Authority representative – The chair read a letter of interest from J.M. Sorrell. The chair appointed her as PVTa representative, term through June 30, 2017. This position is normally the chair or her designee, so is appointed by the chair, not by the Board.

9. High Street – Visibility at intersection with Main Street – The concern was raised that when vehicles from High Street turn onto Main Street, they cannot see the oncoming Main Street traffic. The property owners have said in the past they do not want to cut down the hedges but they do keep them trimmed. The Board asked Charlene to send a letter expressing concern.

Sunday parking – Concern was also expressed about Sunday church parking on both sides of High Street, making the street not wide enough for two cars, and it will be worse with winter weather. The Police Chief will be asked about no parking on one side. It was noted that people are welcome to park at the American Legion.

10. Graffiti – It was reported that a hate symbol was painted on a dumpster at Brassworks. Board members felt that this is not to be tolerated and is not in the spirit of the town of Williamsburg. The Board will ask the Police Chief to report at some point.

11. Library surplus books – Board will consider at a future meeting.

12. Surplus Police vehicle – **Motion** was made and seconded (DM/WS) to surplus the Police Department's 2007 Ford Explorer and put it on Municibid for sale. **So voted** (3-0).

13. Regroup and Code Red – Reverse 9-1-1 – Town Administrator Charlene Nardi is very dissatisfied with the Regroup system and would like to change to Code Red. She is in touch with Town Counsel about getting the town's money back. Code Red is \$2500 annually; the \$1356.16 for the remainder of FY17 will be paid by Emergency Manager Expenses and Town Office Expenses.

14. Public Safety Complex Committee and Facilities Master Plan Committee – A question was raised about next steps for the Public Safety Complex Committee, which had been put on hold until December, waiting for a report from the Facilities Master Plan Committee. Town Administrator Charlene Nardi reported that the Facilities Master Plan Committee is writing an interim report. She said that although decisions are difficult because everything is intertwined, there have been a lot of good discussions and the committee has come up with criteria for making decisions and plans for how to proceed. Board discussion included that the charge to the Public Safety Complex Committee may need to be rethought, that the issues were much bigger than the public safety complex and bigger than the Public Safety Complex Committee could resolve, that the solution isn't in sight, that there is an answer but it will take some time, that the surveys did not lead to any resolution, that the plans are not developed enough, that if something happens to one of the buildings the fire trucks should be stored at the Highway Garage, that the ideas for the public safety complex need to be scaled down, and that the Public Safety Complex Committee was never given a budget.

15. Community Development Strategy – The question of how to monitor the action items was postponed to a future meeting.

16. Town Administrator's report –

James Building parking lot – Has been patched.

Stop sign on South Main Street – She reported that a resident expressed a concern about the need for a stop sign on South Main Street, heading toward Walpole Road. The Police Chief and Highway Superintendent think there should be one at the end of Walpole Road instead. The Board agreed. Charlene will look into the process.

Keller Williams service – The company offers a fee-based program for helping towns decide what to do with surplus properties. A meeting was planned for December 4 but did not happen.

Technical Assistance, Healthy Hampshire – They are looking for proposals. Complete Streets is the focus.

Heat at James Building – Whiting has fixed the problem. An issue was raised about a door being propped open; Charlene will follow up.

Town Offices oil move – Will not happen yet because the oil company does not have time.

Insurance incidents – Vehicle damage and firefighter personal injury have been reported to insurance company. Firefighter is OK.

Smart Growth America workshop – Good workshop; report will come.

Holiday party donations – Requested for December 23 party at Highway Garage.

Health Agent report on 3 Myrtle Avenue – The property is in receivership and the work is almost complete; property has been brought up to code and will be auctioned off; it looks nice.

Audit – Auditors have been at Town Offices this week for the FY16 audit.

23 Old Goshen Road – A person who is upset about this property being put into receivership has made disturbing threats about destroying town property. Charlene will be talking to Town Counsel.

USDA loan – Rules about hardship have been clarified – whether the town's reserves are 25% or less of the operating budget. The town would be eligible. Loan is a 40 year loan at reduced rate. Treasurer is currently thinking of it as a last resort.

Horse Mountain purchase – Sally Loomis had reported that the Kestrel Land Trust had completed the purchase of land on Horse Mountain for conservation and preservation.

Electricity municipal aggregation – Charlene and Kim Boas completed the consultation step with the Dept. of Energy Resources toward the town's municipal aggregation plan.

Flag donation - \$100 donation received from Heather Majercik.

Tax rate – Tax rate of \$19.18 has been approved for FY17.

Sculpture – She has been in touch with Northampton about their contract with sculptors. The library trustees have not yet voted on the proposed sculpture.

Personnel contracts – She noted that employment contracts will be coming up for renewal. She recommended that one person be appointed to meet with the employee and bring back information rather than having a public negotiation.

17. Senior Volunteer Tax Relief program – The Administrative Assistant reported that there is a new applicant but no room currently in the program.

18. Yearly event calendar – The Board reviewed a calendar of events such as Memorial Day observance and Hampshire County Selectboard meetings.

19. Minutes – Postponed due to the lateness of the hour.

20. Warrant – Approved and signed the warrant. Also signed the previous warrant from Thanksgiving. Charlene noted that some expense lines have spent more than they should have at this time of year, e.g., Select Board expenses, Buildings and Grounds.

21. Miscellaneous – Charlene will talk with Town Counsel about concerns raised regarding permits.

Documents used

Agenda and notes

Current Capital Plan

Mill River Greenway Project Initiation Form for shared-use path project

Commons Community Corporation lease

Tighe & Bond Amendment to Agreement for Engineering Services, Water & Sewer System  
Assessment Service

Licenses

Letter of interest

Event calendar

Warrant and expense report

Adjourned at 10:40 p.m.

Approved:

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Clerk