

*Minutes*  
*Williamsburg Board of Selectmen*  
*Thursday, March 16, 2017*

The members of the Board of Selectmen met in regular session on Thursday, March 16, 2017, at the town office. The chair called the meeting to order at 6:32 p.m. The chair announced that the meeting was being recorded by the reporter.

Present: Denise Banister, William Sayre and David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Marie Westburg (Senior Center Director), Bill Turner (Highway Superintendent).

**Senior Center Director Evaluation:** The Board stated that it is very impressed with how well Marie Westburg accomplishes so much in the Senior Center with her limited town budget. Members applauded her for her commitment to go after grants to support the work of the Center. They noted that she is a fantastic visionary with wonderful ideas and a strong focus on serving the senior population. Each member commented on the expanded and improved program offerings which are well run, professional and designed to attract the varying needs and wishes of the demographic she serves. Specifically, the pen pal program was noted as a great intergenerational program. The Board also acknowledged and appreciated her dedication to the Town and her contributions toward making connections in the community, as done with her work with Healthy Hampshire, the Fire and Ice skating event, and her contributions in the Smart Growth America workshops. Her staff has stepped up to help accomplish the department goals and she utilizes their strengths well. Members did express concern with her stretching herself and staff too thin. A measure of stress is always present in any position, but more so in a department head position especially when there is so much activity and change, and while Marie appears to manage that well, the Board asked her to be aware of her stress and take care of herself. The members stated that Marie is a great asset to the Town and thanked her for all her work and congratulated her on her many successes.

Marie stated that she loved her job and she appreciates the Board of Selectmen's support and acknowledgement of her and her team's work. She is always looking for creative solutions and feels that a lot can be accomplished with a little. She reported that the dynamic in the Senior Center office is very good and everyone works as a team. She has learned that her position requires being a good manager and that she needs to make time to manage during the part-time hours she works. Communication is essential in her department and the team is looking at many ways to capture the conversations and ideas so they don't get lost – email and group calendars are being utilized more. Marie has confidence in each member of her staff, she is pleased that there is cross training to allow coverage for one another, and that members are doing work that best utilizes their skills. She has seen a positive energy in the senior center because staff and volunteers are encouraged to do the things they are passionate about. She feels the focus of the senior center is honing in on what the people want and providing it when they want it. There are still many needs out there and those needs are different for the different demographics for the large over 60 population, however, it is her goal to continue to use energetic volunteers and grass

roots programming to fill those needs. She and the staff get very close to the seniors that they work with consistently and care about them as family.

**Senior Center Goals:** Marie reported on goals achieved over the past year, hiring and training new staff, reducing redundancy, streamlining office tasks, improving staff and office efficiency, engaging residents in Healthy Aging and Community Design, helping establish the outreach team, and serving transportation needs. For the upcoming year, Marie plans to increase and improve case management by utilizing Benefit Counseling & Options Counseling Service volunteers, increase open hours and expand programming to Thursday evening and weekends, explore more options for programming on the smart TV, continue vision work on the future of our senior center and needed programs, establish a fundraising group, and explore van services from PVTa. Marie asked for a sign that says Senior Center out front and at the back entrance to the Town Office.

**Highway Capital Planning Requests:** The Board met with Highway Superintendent Bill Turner to discuss his two capital planning requests to discuss the need, timing, and increase to the fleet. It was confirmed that the wheeled excavator is to replace the backhoe on the Capital Plan as scheduled. The cost of \$170,000 may be a high number and the Board suggested that it be put out to bid prior to Town Meeting so that the number can be more accurate. The excavator will make the work of the crew in drainage and road work more efficient and effective and with attachments could replace the boom mower as well. The request for the use of \$70,000 of Chapter 90 funds for a used articulating loader was discussed. The articulating loader will be extremely useful at the Highway garage and for projects. It will be more useful than the backhoe. The loss of Chapter 90 funds will not affect any planned road projects and the amount of money would only buy 2,250 feet long, 22 feet wide of black top. It was noted that the grader on the Capital Plan could be moved out to the year 2030. It is not a piece of equipment that requires replacement and will last for decades with regular care and maintenance. The Board reaffirmed submission of the requests to the Capital Planning Committee.

**Highway Winter Budgets:** In reviewing the winter budgets it was discovered that winter overtime labor is incorrectly being charged to the regular labor line. The Town Administrator will work with the Accountant to fix it and the Board will revisit the line next meeting to determine if a vote to overspend is required.

**Woodland Trails Committee:** Moved and seconded (DM, WS) to appoint David Weber to the Woodland Trails Committee for a term to expire June 30, 2017. **So voted.** (3-0) Denise Banister reported that Mr. Weber is already contributing and working with the Committee. He is a great addition to the membership.

**Inspector of Animals:** Moved and seconded (DM, WS) to appoint Don Lawton as the Inspector of Animals until March 30, 2018. **So voted.** (3-0)

**Public Safety Complex Committee Membership:** Bill Sayre, Chair of the Public Safety Complex Committee, noted that there is a vacancy on the Committee and he is concerned about getting a quorum at meetings. The Board noted that reducing the number of members from 11 to

10 doesn't reduce the quorum requirement of 6. The Board will continue to look for a new member.

**Building Supervisor and Planning Board:** The Select Board accepted with deep regret the resignation of Jim Locke as Building Supervisor and Planning Board member. The Selectmen expressed their heartfelt appreciation for all the great work that Jim has done for the Town. **So voted.** (3-0).

**Community Development Advisory Committee (CDAC):** The Facilities Master Plan Committee (FMPC) met for its final meeting and recommended the establishment of a new committee to support the planning and decision processes of the town using the approach and framework which was part of the FMPC's report. A draft recommended charge for that committee will be presented at a future meeting.

**Live Entertainment:** Moved and seconded (DM, WS) to approve the live entertainment of a DJ at the Beaver Brook Lounge on Saturday, March 25, 2017 from 8 p.m. to 11 p.m. **So voted.** (3-0) Moved and seconded (DM, WS) to approve the live entertainment and at Bread Euphoria on Saturdays, April 1, 8, 15, 22, and 29 from 5:30 p.m. to 7:30 p.m., and Saturdays, May 6, 13, 20, and 27 from 6 p.m. to 8 p.m. **So voted.** (3-0)

**All Boards:** Proposal is April 18<sup>th</sup> at 5:00 p.m. with pizza. The agenda will be sharing of activities within each department / committee and a short presentation by Board of Selectmen or Williamsburg Public Safety and a Finance Committee budget update.

**Heating Oil for FY18:** Moved and seconded (DM, WS) to enter into a contract with Roberts LLC for #2 heating oil in the amount of 10,500 gallons for FY18 under the Lower Pioneer Valley Educational Collaborative (LPVEC) bid process. The bid is for one year with an option to renew for two additional years. **So voted.** (3-0)

Moved and seconded (DM, WS) to sign the Buy Order and Authorization and Designation as Agent documents under the LPVEC bidding process. **So voted.** (3-0)

**May Election Warrant:** Moved and seconded (DM, WS) to sign the May 1, 2017 annual election warrant. **So voted.** (3-0)

**Recycled Product Purchasing Policy and Memo:** Moved and seconded (DM, WS) to update the recycled product purchasing policy as recommended by Kathleen Casey, Hilltown Resource Management Cooperative (HRMC). **So voted.** (3-0) The policy will be distributed along with a memo detailing the policy and its use when departments make purchases.

**Budget FY18:** The Board reviewed the budget lines under its purview for submission. The Board will continue to review and make final adjustments at the March 30, 2017 meeting for submission to the Finance Committee.

**Emergency Declaration:** Emergency Management Director Denise Banister reported that she declared an emergency on March 14, 2017, at 11:00 a.m. due to the winter storm, Stella. The

members discussed making sure emergency protocols include notifying the Board of Selectmen members. It was reaffirmed completing the Continuity of Operations Plan (COOP) is a priority this year.

**Town Administrator's Report:** Charlene Nardi reported on the following items:

**Anne T. Dunphy Insulation Report** – At the request of Jim Locke, Beyond Green did an assessment of the Anne T. Dunphy attic insulation and made the following recommendations: Repair / Replace fallen down propa vents, repair fallen down vapor barrier, identify where copper pipe in area labeled Attic C on report comes from and repair as necessary, repair non-code-compliant attic insulation areas, bring attic to R-60 / 18” insulation levels. The Town will move forward on the issues identified and share the report with ARCADIS, Owner’s Project Manager. The gymnasium floors were discussed; Charlene will follow up with Principal Jenkins.

**MIIA conference on Managing Security Threats** – The conference was about making sure that the town has developed, with employee input a plan for a security threat that may occur in a municipal building. The key points were to communicate with employees, strategize about means of exit, develop the plan and practice it. The new description for action in an emergency is Avoid, Deny, Defend. Some suggestions for buildings with only one or two people in it at night was to install a door bell which notifies people that someone has entered the building. Charlene will plan to have conversations with town office employees and include the police and fire chief in those discussions.

**Senator Hinds** – Senator Adam Hinds met with 24 Williamsburg Officials on Friday, March 10<sup>th</sup> in the Williamsburg Town Office auditorium to discuss issues and areas of concern that impact the town. It was noted that the Senator is already active in addressing areas mentioned and that he is in listening mode. People were impressed with him.

**Town Flag** – Representative Kulik and Senator Hinds are urging the municipalities in their districts that don’t have a town flag at the Great Hall in Boston to create and submit one. There are only 14 municipalities that don’t have a hanging flag. The Flag Committee is in process of finishing the final design.

**Valley View Farm** – Susan Fortgang met informally with the Zoning Board of Appeals to discuss her plans on the property. Charles Dudek, ZBA chair, will be communicating with the town attorney about how to address the issues outlined under the existing special permit.

**Town Office Closings during Storms** – It was decided that the Chair and Town Administrator make the decision based on the conditions of the storm and what the State Governor puts out as recommendations or mandates.

**Pioneer Valley Pioneer Commission (PVPC) Shared Planner** – Bill Sayre, Nick Dines and the Town Administrator met with Joshua Garcia from PVPC to discuss the needs of Williamsburg for planning expertise. While the idea of a shared planner is attractive, it is just not affordable. Discussed technical assistance, DLTA grant and Efficiency and Regionalization (EandR) Grant opportunities within PVPC to help address specific issues as they arise.

**Oil Tanks from Town Offices** – Whiting will be coordinating the move of #2 heating oil from the oil tanks at Town Offices to the James building in the next few weeks. The oil tanks will be removed as well.

**Town Picnic** – Denise Banister, Bill Sayre, Lisa Bertoldi, Marie Westburg, and Denise Wickland met to discuss the planning of a town-wide picnic. Tom Adams will participate in the planning but was unable to make the meeting. The date is Sunday, September 10, 2017, at the Helen E.

James site. It will be done in coordination with Revelation day – a demonstration of downtown center improvements funded by the Healthy Hampshire. The Police Association will participate. The Fire Department and Association will be asked to participate. A letter will be sent to local businesses asking for donations of food and money. The Committee plan to get a bounce house and coordinate games. Denise Wickland will ask the jail to donate a tent and grills for the day. Capital Plan – Charlene will follow-up with Richard Kisloski, Capital Planning Chair, about status of the capital plan and various facility project scenario costs based on the joint meeting with the Board of Selectmen, Finance Committee, and Capital Planning Committee.

**Correspondence:** The Board reviewed correspondence which included the Metropolitan Planning Organization Western Tier Vacancy notification, Comcast statement, and notification of MIIA injured-on-duty workshop.

**Minutes:** Moved and seconded (DM, WS) to approve the March 2, 2017, minutes as amended. **So voted.** (3-0) Moved and seconded (WS, DM) to approve the evaluation of Town Collector Roberge. **So voted** (3-0).

**Warrant:** Approved and signed the warrant.

Documents used

Agenda and notes

Documents: Evaluation form / write-ups, Select Board budget request form, contracts, election warrant, late and live entertainment forms, capital request forms, letters of interest and resignation letter.

Warrant and expense report

Adjourned at 10:17 p.m.

Approved:

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Clerk