

Minutes
Williamsburg Board of Selectmen
February 18, 2016

The members of the Board of Selectmen met in regular session on Thursday, February 18, 2016, at the town office. The chair called the meeting to order at 6:05 p.m. The chair noted that the meeting was being recorded, at the request of the reporter.

Present: David Mathers, Denise Banister, and William Sayre (remote participation)
Also present: Fred Goodhue (COA Advisory Board), Brenda Lessard (Town Clerk), Charlene Nardi (Town Administrator), Nate Rosewarne (Treasurer), Peter Spotts (reporter, Country Journal), Bill Turner (Highway Superintendent), Eleanor Warnock (Administrative Assistant)

1. Loan renewal documents – borrowing for Highway truck – Treasurer Nathan Rosewarne presented a note for \$108,000; one-fifth of the cost had been paid and four-fifths was being renewed. **Motion** was made and seconded (DB/WS) to approve the signing of a note with Easthampton Savings Bank for \$108,000. **So voted** (3-0). The Town Clerk signed and sealed the document. The Board also signed three Certificates of Tax Exemption, to say that the town would not do anything to endanger its tax-exempt status.

2. Personnel review – Town Administrator Charlene Nardi – Board members felt that Charlene Nardi is doing an outstanding job. They said she is energetic, efficient, thorough, and willing to do whatever the Board asks. She has a positive attitude and represents the town in a very professional manner. They noted she is dedicated and works many more hours than she is paid for. They worried a little that she takes on too much and cautioned her that she can't do everything. They agreed that the town is very lucky to have her. Charlene responded that she enjoys working for the town and for the Board and feels some guilt when she isn't working. She noted that she is really good at checking off tasks but is less good at being a visionary. She said each Board member brings something unique and she is always impressed that they can take objective information and create a good decision out of it.

3. Elections – Town Caucus Call – **Motion** was made and seconded (DB/WS) to sign the Town Caucus Call for the March 7 Caucus. **So voted** (3-0).

4. Licenses – One-Day Special License – **Motion** was made and seconded (DB/WS) to grant a Special License to expose, keep for sale and to sell Wines and Malt Beverages, to Richard and Diane Karowski for Williamsburg Snack Bar, Inc., for Monday, March 28, 2016, 12 noon, to Tuesday, March 29, 2016, 12 noon, hours of serving Monday, March 28, 5 to 9 p.m. **So voted** (3-0).

Live entertainment – **Motion** was made and seconded (DB/WS) to grant a Live Entertainment Permit to American Legion Post 236 for Saturday, March 12, D.J., 6 to 11 p.m. **So voted** (3-0).

5. Walking the boundaries – The Board is supposed to walk the town boundaries. Suggestions were made to do it in different hikes, one at a time, to do it when the weather is good in spring or summer, and to do it with a GPS in hand. This will be revisited in April.

6. Pioneer Valley Planning Commission Agreement for Service – Town Administrator Charlene Nardi noted that the Board had previously signed the award letter for the Mass. Association of Health Boards/ Mass. Dept. of Public Health Grant for Healthy Aging through Healthy Community Design. The PVPC Agreement for Services for \$7070 is to do the work, to determine healthy aging in the town, to encourage walkability and to do visioning for the future. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the PVPC Agreement for Services, Assessment of Community Design for Healthy Aging. **So voted** (3-0).

7. Public Safety Complex – National Grid site – Bill Sayre, Chair of the Public Safety Complex Committee, suggested that the National Grid site may still be worth exploring for a new Public Safety Complex. He noted that putting the Police Department at the Helen E. James Building would be more expensive than originally thought, and putting a Public Safety Complex on the James Building lot would create difficulties for reuse of the building. He proposed that the Board of Selectmen make further inquiries to National Grid. Board members agreed. Charlene will be in touch with Jeff Ciuffreda, who has contacts with National Grid, to ask about setting up a meeting. Charlene and Bill offered to accompany Jeff.

8. Personnel – employee evaluation – Highway Superintendent Bill Turner – Board members felt that Bill Turner does an excellent job running the Highway Department. The department continues to improve. The equipment is maintained well and he stays within his budget. The roads are in good shape, problems are handled as soon as noticed, and winter storms are being managed efficiently. The new employees have been brought up to speed and the crew appears to be working together well. There is a good chain of command when he is not there. One Board member noted that there don't seem to be goals established for the department. Bill Turner responded that he is pleased with the two new crew members and he mentioned their specific strengths.

9. Highway – budget and report – Bill Turner reported that he had heard that the engine recently failed on the Highway truck that was sold.

Budget – He discussed his proposed budget. He would like to raise the Equipment Maintenance line by \$5,000, saying the newer vehicles are more expensive to repair and less can be done in-house. Regarding the work needed on the former fire truck, it will cost \$1920 to repair to pass inspection and \$5000 to install a crane for the Water Department. He commented that winter overtime has been underspent so far. Salt is not bought at the end of the year because it gets hard. Board members felt that maintenance was important and were supportive of the proposed increase.

Report – He reported that the new truck is working out really well. He would like to buy a hot box for asphalt, a \$4-5,000 trailer unit to keep asphalt hot, because when they go out to patch, the asphalt is getting cold by the end; he feels this is a good investment and he has the money; Board members were favorable. He reported that the engineering for the Bridge Street Bridge will cost \$295,000; the state is putting new money into small bridges. Regarding the Depot Road culvert, he has talked about the design and if money is available it will be ready to go; Hazard Mitigation money did not come through but the department head at MassDOT thinks that some money may be available at the end of the year. Regarding the Water Department, the department will be

reviewing its Emergency Response Plan; the Select Board will meet with them at their meeting on Tuesday, March 29.

10. Council on Aging – Fred Goodhue, Chair of the COA Advisory Board, described his board's difficulty in getting a quorum for meetings and presented a request to reduce the number of members of the Advisory Board from 9, as prescribed by the Town Government Bylaw, down to 5. He acknowledged a drawback that the Advisory Board might not then be as inclusive as they would desire. The Advisory Board would also like to make it easier to request resignations of people who regularly miss meetings. He noted that even if the change in numbers is not approved by Town Meeting, it may raise public awareness of the issue. Select Board members supported the proposed change. A suggestion was made to consider remote participation. Charlene will look into it and consult the Technology Committee. She and Fred will work together to draft a warrant article for Town Meeting to change the Town Bylaw.

11. Energy – Nexamp net metering credits – Town Administrator Charlene Nardi reported that the Energy Committee recommended that the town enter into negotiations with Nexamp for net metering credits. The proposal relates to a project in the Town of Dunstable, Mass., at a discount rate of 25%. She added that the Energy Committee did a lot of research, talked with communities who are dealing with Nexamp, and also considered a proposal from Clean Energy Collective. **Motion** was made and seconded (DB/WS) to allow the Energy Committee to enter into negotiations with Nexamp for net metering credits at 25%. **So voted** (3-0).

12. Budget for FY17 –

Emergency Management – The Emergency Manager is considering changing the Reverse 9-1-1 service from Blackboard Connect to Regroup, at the same price of \$3249 if possible, and adding \$500 for other things such as shredding. Charlene will follow up.

Select Board – Charlene presented an updated Select Board budget, including a \$382 increase in the PVPC assessment. She clarified the use of the decreasing Comcast revenue and noted a proposed \$5,000 increase for Town Computer Services.

Collector – Tax Title Expense funds are requested annually based on known property issues; the amount is a guess as to what will be needed.

Hampshire Regional School District – The Hampshire Regional School proposed assessment has an increase of \$131,000 – a preliminary number, which will change. The Smith Vocational School proposed assessment has increase of \$30,000 and includes students with Special Ed requirements; tuition per student remains the same as for FY16. The Vocational School transportation line is about the same and the School Debt payment goes down.

Town Accountant – Accountant Labor increase of \$233, no increase in expenses or software, and the scheduled increase of \$500 for the audit in the third year of the contract.

13. Town Administrator's report –

IRS fines – Town Administrator Charlene Nardi reported on an IRS late filing charge on a Library Trust tax form. The Library and Trust Fund Commission are looking at how to avoid this in the future.

Gun permits – Regarding an item on the last warrant, Charlene reported that \$100 is collected for each gun permit, of which \$75 goes to the state.

Water for ice skating rink – She reported that there is concern about people entering the Helen E. James Building.

Board of Health update – She reported that the trailer, or mini motor home, is being lived in, which is not allowed, and there will be a hearing.

Town Office shelves – She reported that Building Supervisor Jim Locke is planning to install shelves in the Select Board room closet area next week.

Snow plowing – She reported that Ken Woofenden will add \$15 to plow the front walkway at the Helen E. James Building, \$10 to sand it, starting at the next snowstorm.

Sidewalks – She reported that there are a number of complaints about sidewalks and she is notifying the property owners.

Letter of thanks – A letter of thanks will be written to the Ouimets to thank them for helping to get access to the Dam Trail.

14. Flag donation – Donation from the Williamsburg General Store to the town Flag Fund was noted.

15. Correspondence – Included notice of PVPC Regional Roundtable Luncheon, Municipal Accounting and Finance on March 10. Town Administrator Charlene Nardi, Town Accountant Joyce Muka and Accountant Stacey Mousseau are planning to attend. Charlene will also be attending the Active Shooter program at Deerfield Academy March 16.

16. Evaluations and minutes – **Motion** was made and seconded (DB/WS) to approve the Employee Evaluation for Police Chief Denise Wickland as written. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to approve the Employee Evaluation for Fire Chief Jason Connell as written. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to approve the minutes of February 4 as written. **Motion** was made and seconded (DB/WS)s to approve the minutes of February 16 as amended. **So voted** (3-0).

Executive session minutes – **Motion** was made and seconded (DB/WS) to vote to publicly release the executive session meeting minutes from

- | | |
|----------------------|-----------------------------|
| • January 17, 1988 | • December 4, 1989 (second) |
| • May 18, 1989 | • September 4, 1991 |
| • August 21, 1989 | • January 31, 1994 |
| • August 28, 1989 | • April 15, 1995 |
| • September 11, 1989 | • December 23, 1996 |
| • September 14, 1989 | • May 14, 1997 |
| • September 18, 1989 | • March 28, 2001 |
| • October 10, 1989 | • August 6, 2003 |
| • October 23, 1989 | • October 9, 2003 |
| • October 30, 1989 | • April 22, 2004 |
| • November 6, 1989 | • May 3, 2004 |
| • November 20, 1989 | • August 19, 2004 |
| • December 4, 1989 | |

since the executive session purpose has, at this time, expired. **So voted** (3-0). **Motion** was made and seconded (DB/WS) that the executive session minutes from the Board's May 25, 1995, and

September 13, 1999, executive sessions shall remain confidential because release of the confidential minutes would defeat the lawful purposes of the executive session since the minutes discuss complaints and the reputation of public employees. **So voted** (3-0)

17. Warrant – Approved and signed the warrant

18. Miscellaneous – Buildings – Charlene said that she had asked Town Office staff what they would need in terms of space, in an ideal world, if the town offices moved.

Documents used

Agenda and notes

Loan renewal documents for highway truck

One-day special license and live entertainment license

PVPC Agreement for Services

Budgets

COA membership provision in Town Government Bylaw

List of correspondence

PVPC Regional Roundtable Luncheon notice

Employee evaluations

Minutes

Warrant and expense report

Adjourned at 8:20 p.m.

Approved:

Clerk