

*Minutes*  
*Williamsburg Board of Selectmen*  
*May 11, 2017*

The members of the Board of Selectmen met in regular session on Thursday, May 11, 2017, 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: John Hoogstraten (Building Supervisor), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Bill Turner (Highway Superintendent), Eleanor Warnock (Administrative Assistant)

Energy Committee: Kim Boas, Charles Dudek, Mary Dudek, Rob Stinson

Hampshire Council of Governments: Ellen Batchelder, Sinead Coleman, Todd Ford, Eileen Stewart

1. Hampshire Council of Governments – Todd Ford of HCOG, with Sinead Coleman and Ellen Batchelder, talked about HCOG's programs, including Hampshire Power, Hampshire Solar, Purchasing program, Hampshire IT with Paragus, Hampshire Web with Virtual Towns and Schools, Group Insurance Trust, regional Accounting program. They are working on expanding to include other services.

2. Highway –

Streetscan – Highway Superintendent Bill Turner proposed using services by Streetscan, Inc. They have a van that travels around roads to analyze both the surface and the condition underneath, and make recommendations. This would give him another tool in deciding which roads to do and which procedures to use. He cited an example when he did not make the right decision. The cost would depend on the number of miles actually done. He is especially interested in Petticoat Hill, Old Goshen Road, Briar Hill, and possibly Nash Hill; he will make a list of roads. He would plan to do it this summer, using Chapter 90 funds. He said the state engineer is familiar with the company and recommends it; Board members asked if the state engineer would write a letter, with documentation and examples. Bill will come back with more information.

Loader, excavator, backhoe – Highway Superintendent Bill Turner expressed disappointment that the capital purchase of the excavator was pushed back a year, saying that this is the machine they really need and it saves a lot of strenuous labor. Concerns were expressed that it is not used in winter months, and on the other hand that without the excavator the backhoe would get old and if it is used to plow roads, they would not want it to break down in the middle of winter. They talked about the cost for a used excavator (\$98,000 to \$130,000) but thought that a new one (\$165,000) would make more sense. Bill Turner said renting an excavator is possible, and in fact they do so almost every year, but he pointed out that it is hard to find the right size with rubber tires rather than tracks. After discussion it was decided to rent an excavator for a season and put a new excavator on the capital plan for next year, and to repair the John Deere backhoe for \$3300, with the possibility of selling it for more later. Bill Turner would use road money for the rental rather than Chapter 90. It was suggested that it would be good for Capital Planning Committee to meet with him next year in the capital planning process.

Chapter 90 – The Board requested a printout of the inflow and outflow of Chapter 90 money. Town Administrator Charlene Nardi will send it.

South Main Street – The berm will be concrete, not blacktop, because it lasts better. It comes in precast pieces that are pinned together.

3. Helen E. James Building – Driveway – Highway Superintendent offered several options for paving the driveway in front of the Helen E. James Building: four inches of asphalt, \$8400 and 7 days of labor for four people, or an inch of asphalt to make it smooth and eliminate hazards, \$3600, two days; or doing just the South Street end, \$4200 complete, or skimming it, \$1700. He has also asked an outside contractor to look at it. He recommends blacktop rather than gravel. If it is for only a year or two, he would recommend the skim coat. The Board will consider.

4. Helen E. James Building – Use – Building Supervisor John Hoogstraten addressed the possible use of the James Building. The Senior Center had identified two rooms they are interested in. On the one hand, it is good to have the building occupied because if something happens it is noticed right away. On the other hand, things happen and repairs are needed. The paint is almost certainly leaded; he can do a swab test and Town Administrator Charlene Nardi can ask School Principal Stacey Jenkins about possible past de-leading. De-leading is expensive. Charlene pointed out that there is no good way to tell what heating oil costs would be and whether those two rooms would make a difference. The heating system is already operating to keep the building from freezing. A lot of the blowers don't work; it may be good to have a mechanical contractor check it out. It was also noted that the Fire Department had asked for a room. Further comments included that the town is working toward a decision in the next year or two; and the more people settle in, the more challenging changes may be.

5. Energy Committee – LED streetlights – Kim Boas of the Energy Committee presented a Memorandum of Understanding between the Metropolitan Area Planning Commission and the town, to retrofit town streetlights to LED lights. He said the state will provide a grant through the MAPC for one-third of the cost of materials and labor. The town would arrange for maintenance through a third party. There will be some energy savings and savings from the different rate. National Grid will give a \$7000 incentive; the grant would be for around \$11,000. Because the project requires upfront money, they are requesting a capital project of between \$50,000 and \$60,000. They estimate a cost to the town of \$27,000 and a 3.8 year payback. The proposal is to sign the MOU, which does not obligate the town to anything, and then bring the project to a Special Town Meeting in October. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Memorandum of Understanding between the Metropolitan Area Planning Commission and the town for the LED streetlight project. **So voted** (3-0).

6. Appointments – resignation – The chair read the letter of resignation of Pat Wilson from the Senior Center Nutrition Programs Coordinator position. **Motion** was made and seconded (DM/WS) to accept with regret the resignation of Patricia Wilson from the Nutrition Programs Coordinator with thanks for all her energy and good work. **So voted** (3-0).

7. Licenses –

All-Alcohol General On-Premises liquor license – Yellow Barn, Inc. – The Board signed the license, previously approved.

Live Entertainment – Tom Adams for Angel Park Music Series, additional date – **Motion** was made and seconded to grant a Live Entertainment permit, live music, to Tom Adams for the Angel Park Music Series on Thursday, August 31, 6 to 7:30 p.m. **So voted** (3-0).

8. Personnel – Police Chief salary – Dave Mathers reported that the Police Chief accepted the contract with the increase of \$1.75 per hour and no other changes. **Motion** was made and seconded (DM/WS) to increase the Police Chief salary by \$1.75 per hour, effective the first year of her three-year contract, subject to appropriation and before any cost-of-living increase. **So voted** (3-0).

9. Budget FY18 – Finance Committee – The Finance Committee proposes applying \$218,000 of Free Cash to the FY18 budget, which is \$28,000 more than last year; giving a 2% cost of living increase to all town employees, in line with what neighboring towns are doing; and, using the salary survey of surrounding towns, giving half of what it would take to bring a position up to the median amount, if it is below by 5% or more. This would affect the Select Board Administrative Assistant, Assessors' Assistant, Treasurer, Town Clerk, Custodian, Fire Chief, Transfer Station employees, and Senior Center Director. Overall the budget is going up 6.14%. Bond Counsel Clark Rowell is not nervous about using Free Cash, because the town has a history of strong reserves, a history of generating Free Cash, and logical reason for using the Free Cash. It was noted that while Free Cash has been used in the past to balance the budget, this is the first year that it must be used in order to keep within the levy limit. The town is still within the levy limit. Some large items this year are Smith Vocational with more students, and the Highland Ambulance increase for their new building. The Board will need to communicate early next year with departments and the school district about the tight budget constraints and will need to start saying no to requests for increases.

10. Capital Plan – The Board discussed the capital plan spreadsheet. One Board member said that according to the Treasurer's guidelines, the debt payment as a percentage of the budget should stay at 10% or below, and that capital items will need to be moved further out into the future. It was noted that the spreadsheet had everything requested, it was a working sheet not a proposed capital plan, and that decisions will be made and things removed. In particular, if both the James Building and the Public Safety Complex are done, some things will have to go. One member thought a safety complex could be done for \$2 million, especially in light of the modest building that Highland Ambulance has built, another noted that the Public Safety Complex Committee thinks it will be \$3.5 million. A question is how to get to agreement. There will be public forums to get input. A budget for the building has not been set.

11. Annual Town Meeting warrant – Town Administrator Charlene Nardi presented the draft town meeting warrant. Town Counsel has reviewed it. **Motion** was made and seconded (DM/WS) to sign the warrant for the annual Town Meeting to be held June 5, 2017. **So voted** (3-0). The Board thanked Charlene for the huge amount of work getting it all together.

12. Warrant for fire truck – Board members signed the special warrant needed to issue the check for the new fire truck's arrival.

13. Health insurance – Town Administrator Charlene Nardi reminded the Board that the Hampshire County Group Insurance Trust and Town Counsel recommend accepting the provisions, discussed at previous meetings. **Motion** was made and seconded (DM/WS) to accept the provisions of Mass. Gen. Laws chapter 32B, sections 21-23. **So voted** (3-0).

14. Town Administrator's report – Highway department circuit breakers – Town Administrator Charlene Nardi reported that the circuit breakers in the Highway Garage were fixed.

Employee injury – Employee with injury to shoulder is out until further notice.

Sculpture – The smaller James Kitchen sculpture has been removed, the larger will be removed by June 6.

Police and Fire Station – There is water running down the walls and in the basement from roof leaks, a water heater leak, and holes in basement wall; Building Supervisor will look at it. M.J. Moran will fix the basement water heater. Fire Department has moved some things out of the basement, to clear a safe path to the water heater, and the custodian will finish. Someone will be brought in to clean out the junk in the basement in the summer.

Tree work – She has posted a request for quotes for taking down nine trees.

Tree article – Town meeting article for taking down all the trees that need to be addressed was put in at \$11,000 instead of the \$13,000 needed.

Anne T. Dunphy School attic insulation – Question whether to put in 14 inches, as needed for code, or 18 inches.

COA employee – Nutrition Program Coordinator Pat Wilson has resigned. People commented that she has been great. Position has been advertised.

Flier on taxpayer benefits – The Board reviewed a list from Northampton on what their taxes have helped to do. Board members asked Charlene to create a list for Williamsburg.

Trophies at Helen E. James – Denise Banister will bring up the trophies for discussion at the alumni banquet in June.

Office space – Various possibilities were mentioned for extra working space for the overbusy COA office.

Day off – Charlene plans to take May 22 as a day off.

15. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of March 30. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to approve the minutes of March 30 Executive Session as amended. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to approve the minutes of April 13 as written. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to approve the minutes of April 27 Executive Session. **So voted** (3-0).

16. Warrant – Approved and signed the warrant.

#### Documents used

- Agenda and notes
- HCOG program handout
- Resignation letter
- Licenses
- Finance committee memo
- Salary survey
- Capital plan spreadsheet
- Annual Town Meeting warrant
- Minutes
- Warrant and expense report

Adjourned at 10:50 p.m.

Approved:

---

Clerk