

*Minutes*  
*Williamsburg Board of Selectmen*  
*May 25, 2017*

The members of the Board of Selectmen met in regular session on Thursday, May 25, 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 and William Sayre

Absent: David Mathers

Also present: Louis Hasbrouck (Building Inspector), Charlene Nardi (Town Administrator), Denise Wickland (Police Chief), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Police Department – Administrative Assistant job description – Police Chief Denise Wickland presented the proposed job description for Police Department Administrative Assistant. She explained that the position had been filled by a civilian in the past and more recently by a police officer. The current officer is cutting back on his hours. She proposed 12 hours a week, three days a week including Saturday and evening times. There are advantages to each, civilian and officer. **Motion** was made and seconded (WS/DB) to approve the job description for Administrative Assistant to the Police Department as written. **So voted** (2-0).

Pedestrian Crossing signs – Chief Wickland reported that she had applied for pedestrian crossing signs on Route 9 but the paperwork was lost. She has resubmitted.

2. Building Inspector –

Permit fees – Building Inspector Louis Hasbrouck presented a revised proposed schedule of permit fees. He had compared other towns especially in Franklin County; the new fees are lower than the fees proposed last time and closer to Williamsburg's old fees and Franklin County's fees. Commercial fees are higher because the inspection is usually more complicated. **Motion** was made and seconded (WS/DB) to approve the residential building permit fees and commercial building permit fees as written, to be effective July 1, 2017. **So voted** (2-0)

Anne T. Dunphy School insulation – Louis Hasbrouck noted that sometimes putting in more insulation somewhere isn't necessarily a good idea; it is good to have heat evenly spread. Town Administrator Charlene Nardi reported that the insulation was supposed to 14 inches but the assessment shows that it is not; the proposal is to use some of the money left over from the building project and get it to 14; some people think it should be increased more. The decision is to put it out to bid at 14 inches.

3. Inspection contracts – Building and Zoning – **Motion** was made and seconded (WS/DB) to approve the agreement between the City of Northampton and the Town of Williamsburg for Building Inspection and Zoning Enforcement services for FY2018, for \$37,800. **So voted** (2-0).

Electrical – **Motion** was made and seconded (WS/DB) to approve the agreement between the City of Northampton and the Town of Williamsburg for Electrical Inspection services, and the fee is payment of all electrical inspection fees. **So voted** (2-0).

4. Community Compact Cabinet IT grant – Town Administrator Charlene Nardi explained that the towns of Williamsburg, Southampton, Westhampton, Chesterfield and Goshen have received a regional IT grant for scanning and archiving documents, making a secure and accessible

electronic document management system, working with the City of Northampton. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the agreement between the Commonwealth of Massachusetts and the Town of Williamsburg for \$60,250 under the Community Compact Cabinet Information Technology Program. **So voted** (2-0).

5. Mill River Greenway donation account – Charlene Nardi explained that the Mill River Greenway Committee participated in Valley Gives Day and received donations, currently being held by another organization. The Town Accountant has advised that the Select Board has to authorize setting up a donation account. All future donations will go through this account. **Motion** was made and seconded (WS/DB) for the Town of Williamsburg to set up a donation account for Mill River Greenway. **So voted** (2-0).

6. Eversource property – Mill River Greenway – The Board reviewed the draft letter to Eversource (formerly WMECO) requesting a meeting to talk about a donation of land by Eversource to the town for purposes of a park. Abutters are interested in buying other parts of the parcel. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the letter to Barbara Charest at Eversource. **So voted** (2-0).

7. Highland Ambulance – Board members are willing to meet with Ashfield and any other towns in the Highland Ambulance group. Charlene Nardi will look into setting up a meeting after Town Meeting. A section of Highland Ambulance bylaws was read and it was pointed out that they indicate that the town has a role in offering input. The number of Highland Ambulance Board members was clarified, as six town representatives, one from each community, and three at-large members. It was noted that Highland Ambulance’s annual meeting adopting the budget is in November; it would make sense to meet with them before they finalize the budget rather than after.

8. Flier on taxpayer benefits – Town Administrator Charlene Nardi presented a draft of a flier on what taxes pay for. She will finalize it and make copies for Town Meeting.

9. Town Administrator’s report –

FY18 budget – Town Administrator Charlene Nardi reported that the proposed budget represents a 6.14% increase over last year’s budget, and uses \$218,000 from Free Cash. The information session by the Finance Committee was attended by 12 to 15 people.

Budget presentation at Town Meeting – The Moderator would like the budget condensed into one motion. He suggested that the Finance committee present the motion and walk people through the budget.

Finance Committee letter – Letter about the budget has been posted.

Community Development Advisory Committee (CDAC) – Names of three interested people were mentioned. Two more people are needed.

Insurance company definition of vacancy – MIIA’s redefinition of vacancy includes that it is less than 31% of the total square footage of the building. Board members noted that the top floor of the Helen E. James Building is one-third of the building, and if the COA uses a couple of other rooms, that all exceeds the 31%.

Trophy case – Trophies that were stored at the Helen E. James Building are currently temporarily displayed in a trophy case at M.J. Moran’s, courtesy of Jim Moran.

Catch basins – Charlene reported that Highway work will start on Petticoat Hill Road and they will make sure the catch basins fit the specifications for catch basins. A resident expressed concern about the use of this type of catch basin.

Sinks and swinging doors at Helen E. James Building – David Chase of the Commons group would like to have sinks at the Helen E. James removed, to be paid for by the Commons. Building Supervisor John Hoogstraten would oversee the work. Board members agreed. The group would also like to have the swinging doors removed. Board members want them to remain.

Stabilization account – Charlene reported that the number previously reported included a \$25,000 trust account that should not have been counted. The correct number is \$1,428,419.45.

Chapter 90 report – She presented the Chapter 90 summary report from April. Board members asked for a report showing inflow and outflow, perhaps once a year.

PVTA update – She commented that the town’s PVTA representative is sending regular, concise, informative emails. A suggestion was made to look into Lyft or Uber as a possibility for the hilltowns.

10. Correspondence – Correspondence included a letter from the Mass. Collectors Association acknowledging Bonnie Roberge’s ten years as a Municipal Collector.

11. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of April 13 as written. **So voted** (2-0). **Motion** was made and seconded (WS/DB) to approve the minutes of April 27 as written. **So voted** (2-0). **Motion** was made and seconded (WS/DB) to approve the minutes of April 27 first executive session as written. **So voted** (2-0). **Motion** was made and seconded (WS/DB) to approve the minutes of May 22 as written. **So voted** (2-0).

12. Warrant – Approved and signed the warrant.

13. Miscellaneous – Personnel – A Board member commented on the number of compliments received about Jennifer Westlake of the Highway Department.

Zoning Board of Appeals – Town Counsel has asked to meet with the ZBA about pending litigation.

#### Documents used

- Agenda and notes
- Police Department Administrative Assistant job description
- Building Inspection Permit Fee Schedules
- Contracts for Building Inspection Services and Electrical Inspection Services
- Community Compact Cabinet IT program grant
- Letter to Eversource
- Highland Ambulance bylaws
- Flier on taxpayers’ benefits
- Correspondence
- Minutes
- Warrant and budget report

Adjourned at 9:10 p.m.

Approved:

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Clerk