

Minutes
Williamsburg Board of Selectmen
May 9, 2019

The members of the Board of Selectmen met in regular session on Thursday, May 9, 2019, at the town office. The chair called the meeting to order at 6:03 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: David Mathers, Denise Banister and William Sayre

Also present: Amy Bisbee, Chris Duval, Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Licenses – public hearing – Pool Table License, Juke Box License – The chair called the public hearing to order at 6:03 p.m. Board members reviewed the proposed licenses. No public was present for this item. The hearing ended at 6:08 p.m. **Motion** was made and seconded (DB/WS) to approve the license for two pool tables for Dot's Golf, LLC, and a license for a juke box for Dot's Golf, LLC. **So voted** (3-0).
2. Annual Town Meeting warrant – Town Administrator Charlene Nardi presented the updated Town Meeting Warrant. She explained that a new article was added because a Regional IT grant had been credited to something else last fiscal year and was then flushed into Free Cash. Similarly a MIIA grant was credited to something else and went to Free Cash. Last year did not have a good closeout because the Town Accountant left at a critical time. A new system is being put into place to have the Treasurer and Accountant balance every month, and to have the Accountant, Town Administrator and department heads work together when there is an unexpected negative balance. She will report issues to the Board. **Motion** was made and seconded (DB/WS) to sign the Town Meeting warrant as presented. **So voted** (3-0).
3. Highway – Highway Superintendent gave his regular report and said that everything is going well. South Main Street – He reported that the reclaiming will be done before June 30. A portion of the wall was removed and the stones went to an abutting landowner. Patching and chip sealing in center of Haydenville – This has started and is going quickly. South Street sidewalk – A question is whether to get an engineering firm to design the sidewalk, for \$24,000, or whether he and Town Administrator Charlene Nardi should put things together using MassDOT specs, which would be a fair amount of work. Charlene recommended not spending the \$24,000 unless she and Bill are too busy. The plan is to do the road first, with Chapter 90 money, and to do the sidewalk with the grant from Complete Streets. The sidewalk design doesn't have to be done by an engineer but it does have to meet MassDOT standards. Bill was concerned that the work needs to be finished by June 2020 and that it is getting late. He does not know where the property lines are and needs a survey. A quote for the survey is \$4400. East Main Street – Bill Turner recommended a crosswalk halfway down the hill where visibility is fine rather than at the bottom of the hill where visibility isn't good. Suggestions were for Board members to go take a look at the road, to put in a crosswalk with LED lights, and to check the state standards for a lit crosswalk. Sump pumps – Bill Turner reported that some houses are still pumping water into the sewer system, and some people in town would not let the workers in to inspect for sump pumps; letters are being prepared, citing the \$100 fine.

Other water issues – There is a four-foot gap in the sewer line to the Helen E. James Building, five feet deep, and water is gushing out; it is unclear why there is a cut there. The James also has a recent high water bill, unrelated to this gap; it could be a toilet running. Service to the James was cut off to see if that changed the water flow, which it didn't. He guesses the break in the service line is due to roots and he is concerned about opening up the basement floor. He noted that only water is going through; sewage is getting filtered out by the roots. Water/Sewer will look into this and Charlene was asked to follow up with them.

Mountain Street – The project has been sent to the state for the 25% review. There will be a meeting with Whately.

North Main Street – Water from sump pumps is going into the street in the vicinity of the Williamsburg Congregational Church. Highway will put in more catch basins. The project has already been approved by MassDot.

Trees – Bill Turner said he was fine with either Highway or the Fire Department cutting trees in the road. If there are wires, Highway will close the road and wait for the power company to remove the wires. Chain saw usage was included in a recent Fire Department training. Charlene noted that MIAA does trainings but they are not always convenient; the Fire Chief is good at getting qualified people and it probably did not cost them anything. The town needs to be informed so that it can be reported to the insurance company for credit. Bill confirmed that his crew has chaps and face masks and have gone through a class.

Vehicles – Bill said that they are advised not to check the oil, because damage is done when the dipstick is pulled out and dirt gets in. The vehicle computer system notifies when an oil change is needed.

4 Town Administrator's report – Budget – Town Administrator Charlene Nardi reported on the latest budget approved by the Finance Committee. The total is \$8,037,131, or \$35,000 under the levy limit, using \$250,000 of free cash toward the operating budget. The committee felt it was appropriate to use the free cash to bring the tax rate down and reduce the burden on the taxpayers. She noted that the Accountant is conservative with revenues. She suggested having a finance meeting with Finance Committee, the Accountant, Treasurer and Select Board.

LED street light installation – Installation is partly completed. Because it was done as a regional bid, the process was different from what was expected and there was no opportunity to talk with the public. Since the town now owns the lights, it is responsible for maintenance and for hiring someone to move a light when National Grid replaces poles. The town is paying at the \$5 electric rate, a different rate from before. The town was under the impression that LED lights were not available from National Grid. The town is saving money but there is some frustration with the process and incomplete information.

Asbestos removal – The material found in the Fire Department will be cleaned up for \$2700 and the state will be notified; Charlene will coordinate.

Air conditioners – The town will be buying air conditioners. She has spoken with M.J. Moran. It was noted that there is a formula for the size using square footage and the number of people. A new unit will go in the Select Board's office, the current one in the Select Board's office will go to the Planning Board room, and a new one will go in the Assessors' office. The Senior Center is getting an air conditioner for the auditorium using grant money.

Prohibited labor practice – The teacher's union filed a grievance over the process for making changes in the health plans. The hearing will be July 9 in Springfield; Charlene will be going, with Superintendent Osborne and Town Counsel.

Resident complaint about renovation on South Main Street – There was a question about whether the business owner had the appropriate permits, and he did.

Letter to taxpayer – Town Counsel sent a letter in response to the objectionable letter sent to the Town Collector.

Town Offices front sign – Lisa Tucker has been asked to look at it.

Memorial Day ceremony – Charlene reported that the high school band will no longer be available to play for Memorial Day ceremonies. The usual sound system, courtesy of Bob Stanek, isn't available this year; Charlene and Veterans' Agent Tom Geryk are looking into buying a system, with the Veterans' Agent budget.

Library Director interviews – Interviews will be held Friday, and will include time for the public to ask questions.

Foothills Health Agent – They are interviewing two qualified candidates. Agent Valerie Bird's last day will be May 17 or 20.

FY19 year-end meeting with Finance – Will be July 10.

Open Meeting Law complaint, Planning Board – The meeting was posted on the town's website, which is the official posting place, but it should have been posted in or near the Town Clerk's office as well. Charlene has submitted the town's response and has reminded town committees to post on the Town Clerk's board.

Short-term rental bylaw – Draft bylaws are posted in the Clerk's office and on the website, in advance of Town Meeting.

Fire at Anne T. Dunphy School – There was a fire in an electrical panel. The response went the way it should, the Fire Department showed up quickly and the fire was contained. Issues that arose were that Room 52 is inside Room 50 and may be hard to find, that the Emergency Manager doesn't have access to the building independent of the fire truck because the key to the lock box is in the fire truck, and that people coming to the Senior Center's Senior Prom must be sure not to park in the fire lane.

National Grid policy on tree removal – Charlene reported that National Grid's focus is on three-phase wires. A Board member noted that when trimming trees they do a whole area once a year and base it on a year's growth.

Crosswalks – She has been talking with the Highway Superintendent about painting crosshatching.

Meal site cleaning – There have been complaints about both the meal site and the bathrooms. The Board encouraged Charlene to get quotes for cleaning from outside firms. She noted that while the town has some sensitive documents, most documents are public and sensitive ones are locked up.

Scams – The Collector has reported that some towns are receiving fake \$20 bills.

Appointment update – Bob Barker, chair of Planning Committee, has said that he does not want to be reappointed. The Administrative Assistant is currently checking with appointees about reappointment. William Sayre has designed a card about vacancies to hand out at Town Meeting.

Gas station concern – A resident expressed concern that a local gas station isn't up to standard visually. The Board noted that there appears to be a constant tag sale at the site and asked Charlene to talk to the Zoning Enforcement Officer about that business and also about the old Cumberland Farms site.

Haydenville pedestrian light – Rep. Natalie Blais's office received a letter from a resident requesting that the light in the center of Haydenville be moved to the corner of Bridge Street and

High Street. Charlene spoke with Blais's staff at length about the history of trying to move the light to the center of Williamsburg. The Board encouraged her to ask Rep. Blais to proceed and offered a letter of support.

Audit – Draft financial management letter was received from the auditor this week. Charlene will ask the departments to respond.

5. Correspondence – The chair read a letter from resident Lisa Bertoldi about a meeting about the future of the Williamsburg Market. Correspondence also include a letter from the Haydenville Congregational Church to the Library enclosing an article with memories of the Haydenville Library.

6. Minutes – The minutes of April 11, previously approved, were revised to include the claims that had been dismissed in the 74 Village Hill Road litigation against the town. **Motion** was made and seconded (WS/DB) to accept the changes in the April 11 minutes as presented. **So voted** (3-0). There was no quorum for the posted meeting on May 8 with the Finance Committee and the chair approved the notes to that effect.

7. Warrant – Approved and signed the warrants: payroll warrant WP19-24 for \$108,683.83, and expense warrant W19-24 for \$53,292.36, payable 5/15/19.

8. Miscellaneous – Capital Plan – Charlene Nardi reported that the Finance Committee accepted the Capital Plan at their last meeting.

Computers – Office computers have had problems recently, relating to the server. She noted that the town is not paying as much to the technology company because of the new contract.

Helen E. James room ceiling – Building Supervisor John Hoogstraten has secured the ceiling.

Collector – Charlene will check with the Treasurer about whether Water/Sewer demand fees will go to the Collector or be turned over to the town, under the new agreement where the Collector receives an increased salary and no longer receives fees.

Police – Former officer Aubrey Luszczki is back working at the Police Department, as an Administrative Assistant.

Annual Town Report – Charlene noted that the Administrative Assistant did a great job with the report. Marty Phinney and Gloria Black, family members of the honorees, will be at Annual Town Meeting for the dedication presentation.

Documents used

Agenda and notes

Licenses for pool tables and juke box

Town meeting warrant

Budget

Letter about Williamsburg Market

Minutes

Warrant and expense report

Adjourned at 8:44 p.m.

Approved:

Clerk