

Minutes
Williamsburg Board of Selectmen
June 21, 2018

The members of the Board of Selectmen met in regular session on Thursday, June 21, 2018, at the town office. The chair called the meeting to order at 6:00 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: William Sayre and David Mathers

Absent: Denise Banister

Also present: Kim Boas (Energy), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Dynamic Energy PILOT Agreement – Town Administrator Charlene Nardi reported that the Payment-In-Lieu-Of-Taxes agreement for a solar project off East Street and Goshen Road, as authorized by Town Meeting, is still being negotiated, and the company has a closing scheduled for June 29. The Board will consider the agreement at the special meeting scheduled for June 28.

2. Energy –

Electricity supplier – Kim Boas, chair of the Energy Committee, said that he has been looking into prices for the supplier of the town electricity and he distributed a spreadsheet with pricing information. The best are Constellation, the town's current supplier, and Liberty Power, a little cheaper, which comes through the Lower Pioneer Valley Educational Collaborative. He will ask for price quotes on Monday, and since he is not familiar with Liberty Power, he will talk with the LPVEC staff person. Although he usually recommends a one-year contract, he is recommending locking in a price for three years, to give a predictable, stable rate for three years. The 0.7 cents lower price for the three-year contract comes to about \$3500 per year. **Motion** was made and seconded (DM/WS) to authorize Town Administrator Charlene Nardi and Energy Chair Kim Boas to lock in the lowest or best price, as between Constellation and Liberty Power, for three years and authorize the chair to sign the contract. **So voted** (2-0). The Board thanked Kim Boas for his hard work.

Street lighting project – Kim Boas reported that the audit firm has completed the street light audit and identified lights, including five more than were on the inventory. Installation needs to be finished by the end of the calendar year and RealTerm Energy has been very slow. Discussion about a pilot display included that the proposed pilot is a small one in the center of Williamsburg and another in the center of Haydenville, some streets are wide, some are narrow, that doing a pilot takes time, installing without people having a chance to see the lights first is risky, if people are asked there will be many conflicting opinions, there are similar lights in Northampton near the town line, and a single pole pilot could be put in the center of Williamsburg. The lights are dark-sky compliant, the fixtures are adjustable and can be made wider, and all lights are LED. Kim Boas thought that most people would not see a difference in color, brightness or spread. There will be a public meeting to discuss the results of the audit and pilot.

3. Police – Police Chief Denise reported that things are going well. She and Officer Pinkham worked as servers at the Hampshire County TRIAD picnic. They received teddy bears through a

grant to use when a child needs comforting. TRIAD will provide house number plaques for free, the town just needs to buy the posts; no charge to the residents except a suggested donation; they will plan a pilot project this summer or fall. Officers attended the school field day last week. Photographs of officers are on display in the station. Police Department will participate in the Fire Department's open house next month. They are talking about doing a Police Association movie night for kids outdoors. They have received a grant through Hampshire Hope for training to support people at risk for drug overdoses. Officers are trained in first aid and mental health first aid. The Administrative Assistant position will be filled by Officer Aubrey Malo Luszczki, as they did not find a suitable civilian. Incidents included arresting a person wanted by state police and locating an elderly person with Alzheimer's who went missing. There are no more reports of car break-ins. They will start radar enforcement for speeding, as kids are out of school and more pedestrians and bikes are on the street. A Board member suggested quarterly reports of incidents for comparison. Building issues include bird nests, chipmunks, front door that swings out rather than in, and a very hot office. Equipment for the new cruiser is on back order and is expected soon. She will review an AAA guide for seniors from another state.

4. FRCOG accounting – Town Administrator Charlene Nardi presented two contracts with the Franklin Regional Council of Governments for FY19, one for accounting services, for \$29,439, and one for accounting software, for \$750; they are identical to years past except for the dates and amounts. **Motion** was made and seconded (DM/WS) to approve the contract with FRCOG for accounting services for FY19 in the amount of \$29,439. **So voted** (2-0). **Motion** was made and seconded (DM/WS) to approve the FRCOG Memorandum of Agreement for accounting software, in the amount of \$750. **So voted** (2-0).

5. Appointments –

Mill River Greenway – **Motion** was made and seconded (DM/WS) to appoint David Weber to the Mill River Greenway Committee for one year ending June 30, 2019. **So voted** (2-0).

Vacancies – Town Administrator Charlene Nardi reported that Jeff Ciuffreda has agreed to take on trying to fill the vacancies in appointed positions. He plans to talk with people over the summer, make recommendations, and then the Town Administrator will reach out to ask for letters of interest.

6. Signs on town property – The Board had previously agreed that advertising signs on town property, such as the library, should be removed. The question arose about signs on the town's right of way. The Board decided that while there should be no commercial signs on town property without permission, that does not apply to signs on town right of way. The little island in front of the Williamsburg Market is town property. Town Administrator Charlene Nardi will communicate the no-sign decision to the library staff.

7. Williamsburg Market and Cichy's Garage – property ownership, plowing and snow removal – Town Administrator Charlene Nardi reported that the Williamsburg Market agreed to take care of the area in front of the Market, according to a 1999 memo. If it plows the town's parking places in front of the Market, Highway Superintendent Bill Turner has said he will remove the snow. Charlene will send a letter to the Market.

8. Fire lane at the Dunphy School – The Fire Chief would like the space in front of the Dunphy School to be kept free as a fire lane, with no parking, and the school principal would like it to be generally kept free but available for brief loading and unloading. Board members were leaning toward allowing loading and unloading and encouraging the school to educate people that there is no parking for events. The school principal will be asked to bring this up at the next School Committee meeting.

9. Auditor – Town Administrator Charlene Nardi reported that the town's contract with auditor Melanson Heath & Company has ended and the question arose about possibly changing auditors. Discussion included that town employees get comfortable with the same auditor, Melanson Heath rotates its lead auditor and the team changes, a new auditor needs to figure out how the town works, Melanson Heath has been the town's auditor for a long time, nine to twelve years, every year they dig deeper, other auditors may charge a different price. Board members suggested talking to other towns and putting out a Request for Proposals.

10. Employee appreciation – Board members discussed how to express appreciation to the Senior Center employee who has been managing things in the interim before a new Director.

11. Personnel rates – Town Administrator Charlene Nardi presented the new rate sheet for town employees, reflecting the 2% raise approved at Town Meeting. **Motion** was made and seconded (DM/WS) to approve the FY19 rate sheet for town personnel. **So voted** (2-0).

12. OPM Steering Committee – Public Safety Complex – Town Administrator Charlene Nardi reported that the committee interviewed several firms, felt that P-Three Inc. would do the best job, and asked it for a price proposal. The committee would like to meet with the Select Board on June 28 to make the recommendation and request signing of the contract for Phase 1 of the project.

13. Transition from OPM Steering Committee to Design and Construction Committee – Public Safety Complex – The OPM Steering Committee will continue through the hiring of an architect, then it is time for a new committee to work through the design and construction. The Board expressed appreciation for the hard work of the OPM Steering Committee and would like continuity. They considered adding people to the new committee. The committee will be asked what they would like to do.

14. Loan – Fire and Highway truck loan – **Motion** was made and seconded (DM/WS) to authorize the Board of Selectmen to sign the Bond Anticipation Note, as prepared by the Treasurer and Unibank, when it comes in the week of July 2. **So voted** (2-0). Board members will come in between meetings to sign.

15. Next warrant – Board members will come in to sign the warrant, which will be left on the Selectmen's table on July 5.

16. Priority list of Board and Town Administrator's projects and goals – To be reviewed when all Board members are present and the time is right.

17. Workers' comp settlement – **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Consent of Employer to Lump Sum Settlement in the amount of \$25,000. **So voted** (2-0).

18. Town Administrator's report –

Helen E. James playground equipment – The equipment is starting to be removed. One resident felt it should stay, saying the Dunphy School equipment is too far away.

South Main Street sidewalk areas – Last year the Board had authorized South Main Street business owners to put in pavers or something other than grass in the new areas between the road and sidewalks, but that hasn't happened. As this is a tripping hazard, Town Administrator Charlene Nardi will write to the business owners.

CDAC update – The Community Development Advisory Committee would like to meet with the Select Board about what they are doing and what the Board would like them to do.

Virtual Town Hall – The town's website company has changed ownership; the fee will remain the same. On a side note, Code Red, the town's Reverse 9-1-1 notification system, is owned by OnSolve.

Expense sheet overages – Charlene noted several lines going over budget, including Treasurer's Expense, Legal Expense, Internet Service, Computer Services, Highway Snow and Ice, Streetlights, COA Outreach Coordinator, Health Insurance. They will be addressed by year-end transfers or reserve fund transfers and will be brought to the July 12 joint meeting with Finance Committee.

Municipal Vulnerability Preparedness grant – Pioneer Valley Planning Commission can help the town apply for this grant, for instance if the Public Safety Complex goes on an area that is vulnerable to floods. Board members were in favor of applying.

Hodgkins shooting range – Litigation update – Charlene reviewed the history, that the court sent the case back to the ZBA, the ZBA responded, the property owners filed in Superior Court, the town moved for dismissal, and nothing has happened since January. Complaints – The Zoning Enforcement Officer is getting complaints all the time and affidavits are being filed.

Town picnic – Plans are in the hands of Larry West of the Lions Club, who is talking to the Grange and the Masons. Lisa Bertoldi and Daria D'Arienzo will organize the potluck.

Contracts – A Board member would like to review contracts ahead of meetings, so they will be scanned and sent.

Senior Center search committee – Charlene reported that the committee received four applications and will be interviewing three people. There were no additional applications from a second ad.

Appointment of employees – She reported that a town attorney for another town said that employees are at will and do not need yearly reappointment, e.g., police officers, department heads. By contrast Williamsburg's town attorney had said, for instance, that instead of terminating an employee, the person could just not be reappointed. And the Secretary of State's office seems to agree, saying that all employees are either elected or appointed. The Town Administrator will follow up with Town Counsel.

19. Correspondence – Included a letter from Sandy Warren thanking the town for honoring Jim Locke; notice of a ZBA hearing for a Special Permit for AirBnB units.

20. Minutes – **Motion** was made and seconded (DM/WS) to approve the minutes of May 24. **So voted** (2-0). **Motion** was made and seconded (DM/WS) to approve the minutes of June 7. **So voted** (2-0).

21. Warrant – Approved and signed the first FY19 warrant and the second to last FY18 warrant.

22. Miscellaneous –

Highway – Dave Mathers, liaison for the Highway Department, reported that things are going well, and the new people are working out well.

Liaison roles – Charlene distributed a draft description of the liaison roles, for future discussion.

Fire Department medical calls – She reported on responses from the Small Town Administrators list to a question about their experience with Fire Department and medical calls.

Documents used

Agenda and notes

Electricity pricing spreadsheet

FRCOG accounting contracts

Letter of interest

Memo about clearing snow on island in front of Williamsburg Market

Personnel rate sheet for FY19

Project priority list

Workers' Comp lump sum settlement

Minutes

Warrant and expense report

Adjourned at 9:15 p.m.

Approved:

Clerk