

*Minutes*  
*Williamsburg Board of Selectmen*  
*June 22, 2017*

The members of the Board of Selectmen met in regular session on Thursday, June 22, 2017 at the town office. The chair called the meeting to order at 7:05 p.m. and reminded everyone that the meeting was being recorded by the Country Journal Reporter.

Present: Denise Banister, William Sayre, and David Mathers

Absent:

Also present: Marie Westburg (Senior Center Director), Emily Wadham, Peter Spotts (Country Journal Reporter), Craig Jurgensen (Hampshire Regional School District Superintendent), W. Kim Boas (Energy Committee), Charles Dudek (Energy Committee) and Charlene Nardi (Town Administrator).

**Nutrition Coordinator:** Marie introduced Emily Wadham, Nutrition Coordinator. The Senior Center is intending to cook and prepare more food for the town office café but also to send out the food to reach more seniors. They will be working on marketing and focusing on healthier food with more variety. The Senior Center will be working with Cooley Dickinson to achieve the goal. Williamsburg is the only Senior Center with a mealsite. Highland Valley provides three meals a week through government subsidies. It is felt that the Highland Valley food lacks variety and has a higher content of salt than desired. It also provides fewer vegetables and mostly meat. Healthy Hampshire is working with Highland Valley to make the meals healthier. The Monday meal which is made in the mealsite is focused on healthier meal options. People are really responding to the Monday meals being made. Emily provided her philosophy on food. She and Marie discussed food education, plant based meals, and better packaging of food. They will provide food for the Town Picnic as a tasting exercise to entice folks to come and try the food. Emily is serve safe and safe serve certified. The Board of Selectmen (DM, WS) unanimously voted to appoint Emily Wadham to the position of Nutrition Coordinator until June 30, 2018.

**Smith Vocational Budget:** Craig Jurgensen, Hampshire Regional School District Superintendent, gave an overview of the relationship between Hampshire Regional High School and Smith Vocational. This past spring a new Williamsburg student submitted an application directly to Smith Vocational on June 2, 2017 without going through Hampshire Regional and it was approved by Smith Vocational and the family was notified. Smith Vocational Administration acknowledged the error and are willing to rescind the approval. The Town has already voted the FY18 Smith Vocational budget at its Annual Town Meeting. Dr. Jurgensen stated that the application process is supposed to begin at Hampshire Regional and the deadline for students to apply is April 1 of each year. This gives time for towns to prepare their budgets. If a student meets that deadline there isn't a process for the school to decline the application. Board members and Dr. Jurgensen acknowledged that Smith Vocational provides a valuable education to students interested in the trade skills. However, all expressed frustration that the towns had little voice in the school operation / assessment and there is no cap on entering students, which means the budget can increase dramatically based on the number of students, such as FY18

where 9.5 new Williamsburg students are attending. Twenty five percent of the students in Smith Vocational are from Hampshire Regional. The Department of Education sets the tuition rate, which for FY18 is \$16,728 per student. Additional funds are assessed for actual costs for those students who have special education needs/ plans. Hampshire Regional costs approximately \$14,000 per students, which includes Chapter 70 funds and the town portion (\$7,000 to \$8,000). The process of submitting and approving applications was reviewed and it was felt that sticking to the deadlines and the process was important. The student will attend Hampshire Regional High School, if not accepted to Smith Vocational. The Board of Selectmen (DM, WS) unanimously voted not to increase the Smith Vocational line by one more student for the 2017-2018 school year.

**Horse Mountain:** Reviewed the deed. The Board of Selectmen (DM, WS) unanimously voted to sign the Quitclaim deed for the Horse Mountain property, approximately 34.4 acres, as set forth in the deed and authorized by Town Meeting. The Board of Selectmen (DM, WS) unanimously voted to authorize the Chair to sign the settlement statement.

**FY18 Payroll Rates:** The Board reviewed the rates as drafted, reflecting the 2% increase over FY17 and the specific increases voted at Town Meeting. Changes were made to reflect individuals accurately. The Board of Selectmen (DM, WS) unanimously voted to approve the FY18 Rate Sheet as amended.

**Co-op Power:** Kim Boas and Charles Dudek of the Energy Committee discussed the Municipal Energy Technical Assistance (META) grant application to explore leasing property for a co-op solar power project. The properties being explored are the capped landfill and water shed property on South Street. The solar installation would not be owned by the town. It is proposed that the solar project would be owned by the individual residents / people who sign on to the project. The Town would have to put out an RFP for the leasing of any land for such a project. The META grant will provide technical support to explore all the options. The grant application is due June 28, 2017. The Board of Selectmen supports the idea of a co-op project, but has questions on who would own the lease noting that the town does not want to have to chase several people for lease payments. For the purposes of exploration, the Board of Selectmen (DM, WS) unanimously voted to authorize the Chair to sign all necessary paperwork to submit the grant application.

**Conway 250<sup>th</sup> Anniversary:** The Board of Selectmen noted that the Town of Conway had its anniversary on June 17, 2017. Board members stated that it didn't seem as if a lot of people knew about it and that we need to make sure we advertise better to all communities for our anniversary.

**Fuel Prices:** Hampshire Council Of Government (HCOG) bid #1145 for FY2018 Gas & Diesel was received. Dennis Burke was the lowest bid. The town participates in the bid at no cost. The bid is based on a minimum of 3,000 gallons of gas and 5,000 for diesel for Williamsburg. Charlene will find out how much we used for FY17. The Board of Selectmen (DM, WS) unanimously voted to lock in to the fixed price of \$2.142 per gallon for gas and \$2.196 for diesel for FY18.

**July 12, 2017 Warrant:** The Board of Selectmen (DM, WS) unanimously voted to authorize Denise Banister to sign the warrant on July 6, 2017.

**Town Administrator's Report:** Charlene reported on the following items:

**Helen E. James Elevator:** Bay State Elevator reported that the elevator needs upgrades related to safety issues and recommends a full modification. Just fixing the repairs will cost an estimated \$20,000 which will be lost on a full modification, estimated at \$85,000, which will most likely be required before the February 2018 inspection. Bay State Elevator will provide a capital plan of items needed and full modification.

**Helen E. James Building, Capital Plan, Budget Increases:** The Board of Selectmen noted that a decision hasn't been made about the Helen E. James building and what to do with it. It was recommended by the Facilities Master Plan Committee to keep it. The Board noted that it was a big question and had an impact on the community. The Capital Plan outlines all the facility costs and known projects, but doesn't indicate the impact on the tax-rate of implementing all of the projects listed. Charlene will work with the Accountant on providing that information for the next ten years. Concerns were expressed about the town's ability to afford to do everything and it was noted that the operating costs have increased beyond 2.5% annually. It was mentioned that all budgets need to be held level as increases have been approved each year for many departments and we need to focus on facility needs. The Board acknowledged that they need to make a decision about the building.

**Stuff left at corner of Rte. 9 and Depot Road:** The items are being left out as free. There has not been much left since the police were asked to look into it. They will keep an eye on it.

**Depot Road Culvert Replacement:** Bill Turner is working with Jim Hyslip to apply for a Culvert Replacement Municipal Assistance grant through the Department of Ecological Restoration. The town had a conference call with the funder on Friday, June 16<sup>th</sup> at 3:00 p.m. Grant award is for up to \$200,000. The application is due July 11, 2017.

**Water and Sewer Capital Plan:** The Water and Sewer Commission completed the capital plan funded by the Community Compact Cabinet Grant.

**IT Grant – Data Management System:** Town Administrator attended a demonstration of the Laserfiche system courtesy of the City of Northampton. The IT Grant provides funding for the Towns of Williamsburg, Goshen, Chesterfield, Westhampton, and Southampton to work with Northampton to implement the same system. General Code, vendor, will provide a presentation / demonstration in Williamsburg for the same town officials on Monday, June 19<sup>th</sup> at 6:00 p.m.

**Municipal Electricity:** Colonial Power reported that our application is with the Department of Public Utilities waiting for approval. It is expected in the next month or two.

**Moderator Position:** Fred Goodhue has indicated he is interested in the position if it becomes available.

Capital Planning Committee: There is still a Board of Selectmen appointee vacancy on this committee.

Community Development Advisory Committee (CDAC): Sally Loomis expressed interest in being on the Committee. The Board was concerned about letting this Committee sit too long without appointments. They have only four interested individuals for the five member committee. The Board of Selectmen (WS, DM) unanimously voted to appoint Sally Loomis and Nick Dines for two year terms (July 1, 2017 to June 30, 2019), and Fred Goodhue and Eric Weber for three year terms (July 1, 2017 to June 30, 2020) to the CDAC committee.

Anne T. Dunphy School Insulation Project: The request for bids is out and a walk through will be conducted on June 27, 2017.

Capital Plan and Budget Documents: Charlene is working with James Saccento, Chesterfield, to get the Capital Planning and Budget process documents on Google Docs so that there is less redundancy and paper.

Helen E. James Driveway: The Board requested that the Highway Department patch with skim coat the section of the HEJ driveway from the entrance to corner of the building. It is estimated to cost \$1,700 and take two days' Highway Department labor. The Board requests that the funding come from the Highway budget. When it is scheduled, Charlene will let Commons Co-working Group know about the project.

Colliers Firm: Colliers expressed interested in responding to any RFQ for Owner's Project Management (OPM) services for the Public Safety Building project.

Mill River Greenway: A letter from the Board was sent to Herb Berezin asking for a meeting to discuss surveying the portion of the Brassworks property that is proposed to be part of the Mill River Greenway Project. A call and email were sent to Eversource as a follow up to the letter sent in May.

Rte. 9 Pedestrian Crosswalk Sign: The Police Chief confirmed that the sign for the crosswalk by the Helen E. James is approved and has been placed. A member noted that the signs shouldn't be placed in the crosswalk because they create a tripping hazard.

Utility Pole on Bridge Street: The pole has been removed.

Haydenville Library: Trees have been removed.

FY17 Reserve and Year-end Transfers: A July 12<sup>th</sup> meeting with the Finance Committee is planned to handle any year-end budget needs prior to the last FY17 warrant. The following budget lines are expected to be over: Town Counsel, Buildings & Grounds, and Fire Department Expenses.

Accounting Software: The Franklin Regional Council of Governments has purchased new software which will be used beginning FY18. There will be some changes in reports.

Employee Updates: Town filed a workers' compensation claim for an employee who tripped, and the Administrative Assistant is out for possibly another week.

Future Memos: Charlene will send out a memo on the Injury Reporting Process and a memo about the beginning of the year (budget) reminders.

Woodland Trails: Paul Jahnige, Chair of the Woodland Trails Committee, reported that they received a \$7,500 grant from MassHumanities. The grant will be used for interpretive signage and a brochure of the Mill River flood related to the Dam Trail Project.

**Correspondence:** The Board reviewed correspondence.

**Minutes:** The Board of Selectmen (DM, WS) unanimously voted to approve the minutes of June 13, 2017, joint meeting with the Conservation Commission.

**Warrant:** The Board reviewed and signed the July 12, 2017 FY17 & FY18 warrants.

Adjourned at 9:36 p.m.

Approved:

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Clerk