

Minutes
Williamsburg Board of Selectmen
August 16, 2018

The members of the Board of Selectmen met in regular session on Thursday, August 16, 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, David Mathers and Denise Banister

Also present: Hiroshi Akimoto, Chris Duval, Dorothy Duval, Rosana Duval (Dot's Golf), Jennifer Hoffman (Senior Center Director candidate), Katie Krol (Library Director), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Tom Reidy (attorney for Dot's Golf), Eleanor Warnock (Administrative Assistant)

1. Licenses – transfer of all-alcoholic liquor license from Beaver Club, Inc., to Dot's Golf, LLC – public hearing – The public hearing opened at 6:02 p.m. and the chair read the published notice. The Board's Administrative Assistant reported that all the paperwork was in order for the transfer; hours will remain the same. Rosana Duval of Dot's Golf, LLC, said that she plans to expand the business so that it is not only for golfers but for the community. In response to a question about ownership, it was explained that Dot's Golf is buying the business, including the license, and Equinox Partners is buying the land, and that it is normal to have separate entities. Board members agreed that the license does not need to be held by the owner of the premises. The hearing ended at 6:07 p.m. **Motion** was made and seconded (WS/DB) to approve the transfer of the liquor license from the Beaver Club, Inc. to Dot's Golf, LLC. **So voted** (3-0). The transfer will not be complete until the Alcoholic Beverages Commission approves and the license is issued.

Common Victualler's license – **Motion** was made and seconded (WS/DB) to approve the Common Victualler's license for Dot's Golf, LLC, 183 Main Street Haydenville, to expire December 31, 2018. **So voted** (3-0). After the two licenses were granted, Board members thanked outgoing owner Hiroshi Akimoto for all the years he had served the town with a great recreational opportunity.

Live entertainment – **Motion** was made and seconded (DB/WS) to approve a Live Entertainment license, for a D.J., 8:45 to 11:30 p.m., for Saturday, September 15, for the Beaver Brook Lounge, 183 Main Street Haydenville. **So voted** (3-0).

2. Library – Kmit Programming Librarian – Library Director Katie Krol proposed to raise the salary for the Kmit Librarian from \$17.41 per hour to \$20.00, to be paid by the Trust Fund. This is an increase of about \$2000 per year, to about \$15,600. They have lost three Kmit librarians in three years and she hopes that the increased salary would allow them to keep someone for a few years. The chair of the Trust Fund confirms that the money is there and available. The Board of Selectmen sets the pay scale but it is not a town-supported position; it is funded by the Kmit bequest to the town. The job posting will make it clear that the position is dependent on Trust Fund monies. It was noted that this is a 15 hour per week position and so does not have benefits. The Board will ask the Trust Fund whether the income builds up and is available or whether it goes back into principal, or whether they do a rolling average. Motion was made and seconded (WS/DB) to increase the salary of the Kmit Programming Librarian to \$20 per hour for the remainder of FY19. **So voted** (3-0).

3. Director of Senior Center – Town Administrator Charlene Nardi introduced Jennifer Hoffman, candidate for the position of Director of the Senior Center. The job has been offered to her, based on the recommendation of the search committee; salary is \$29,123 per year, for 28 hours per week, starting date September 11. Charlene said that Jennifer not only has the skills to handle the position but is also a good fit for the community. A member of the search committee confirmed that Jennifer was by far the best candidate and that everyone on the committee expressed support for her hiring. Board members would like her to get her feet wet, evaluate the way the Senior Center is being run, and make recommendations. **Motion** was made and seconded (WS/DB) to appoint Jennifer Hoffman as Director of the Senior Center, effective September 11, 2018, with a six-month probation period, term to expire June 30, 2019. **So voted** (3-0).

4. Licenses – Late Closing and Live Entertainment – **Motion** was made and seconded (DB/WS) to approve late closing and live entertainment for the American Legion Post 236, late closing to 1:00 a.m., for Saturday, September 15, 3 to 8 p.m., outdoors, with a Band/D.J., and Saturday, October 13, 7 to 12 midnight, with a D.J. It was explained that the September 15 request was probably for a band for the outdoor barbecue, with the possibility of moving the party indoors and going late. **So voted** (2-0, DM abstaining).

One-day Special Liquor License – **Motion** was made and seconded (DB/WS) to grant a Special License to expose, keep for sale and to sell all kinds of alcoholic beverages, to be drunk on the premises, to John Svoboda, John Chandler, and American Legion Post 236, Saturday, September 15, 3 to 7 p.m., hours of serving the same. **So voted** (2-0, DM abstaining).

Live Entertainment – **Motion** was made and seconded (WS/DB) to grant a permit to Brewmaster's Tavern for live mellow music, 5 to 9 p.m., Thursdays, August 2, 9, 16, 23, 30, September 6, 13, 20, 27. **So voted** (3-0). **Motion** was made and seconded (WS/DB) to grant a permit to Brewmaster's Tavern for live mellow music on Saturday, September 15, 12 to 9 p.m. **So voted** (3-0).

5. Veterans' Services Inter-Municipal Agreement – It was explained that this is the annual contract, the same every year. The fee is \$10,805; the cost of benefits has gone down for FY19. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Veterans' Services Inter-Municipal Agreement between the City of Northampton and various towns, for the fiscal year ending June 30, 2019. **So voted** (3-0).

6. Department of Energy Resources Green Communities grant for LED lighting – This is for \$28,149, of which \$5000 is for streetlight conversion and \$23,149 is for the Town Offices. **Motion** was made and seconded (WS/DB) to accept the grant from DOER and authorize the chair to sign the contract. **So voted** (3-0).

7. Mill River Greenway Recreational Trails Program grant (DCR Recreational Facilities Planning) – **Motion** was made and seconded (WS/DB) to authorize the chair to sign the standard contract with the Commonwealth of Massachusetts accepting the grant for the Mill River Greenway in the amount of \$100,000. It was explained that this is a matching grant, with a 20% match; the Mill River Greenway Committee has a lot of the match money already. The grant is for engineering and they had not applied for it. **So voted** (3-0).

8. Chapter 90 project request – **Motion** was made and seconded (DB/WS) to approve the Chapter 90 funding proposal for crack sealing Chesterfield, Conway and Hemenway Roads, estimated cost \$30,000. **So voted** (3-0).

9. Complete Streets reimbursement request – **Motion** was made and seconded (WS/DB) to submit a reimbursement request for Complete Streets in the amount of \$30,091.81 to the Mass. Department of Transportation. It was explained that the spreadsheet lists all projects that were discussed but not all will be done, and proposals can be modified. The Complete Streets Committee will meet on August 27 and come to the Select Board meeting on August 30 with proposals. **So voted** (3-0).

10. Payroll wage rate – Dan Banister – It was explained that this is to correct the pay increase amounts for the moderately new employee. Denise Banister recused herself from the discussion since Dan Banister is her son. **Motion** was made and seconded (WS/DM) to approve the Operator/Laborer salary for Dan Banister as \$21.42 per hour for 7/1/18-12/9/18, and \$21.95 for 12/10/18-6/30/19. **So voted** (2-0, DB abstaining).

11. Appointments –

Resignation – **Motion** was made and seconded (DB/WS) to accept the resignation of Police Officer Charles Valencik, effective July 19, 2018, with thanks. **So voted** (3-0).

Agricultural Commission – **Motion** was made and seconded (DB/WS) to appoint Lynne LaBonte-Ndiaye as alternate to the Agricultural Commission, term to expire June 30, 2019. **So voted** (3-0).

12. Follow-up from Congressman Richard Neal’s visit – The Board will write a letter to Congressman Neal thanking him for his visit and for coming personally to award the Assistance to Firefighters grant, and will send a framed photograph of him in front of a Town fire truck. There was discussion about a second letter, about next steps. While the town’s focus was on infrastructure needs and a public safety complex, the Congressman was more focused on housing and bringing people to the town to increase tax revenue. Charlene Nardi and William Sayre will follow up.

13. Town-wide calls and town signs – Board members agreed that town-wide phone calls (reverse 9-1-1) are for town government functions or town-sponsored events, or emergencies. The town signs, on the other hand, can also be used for other events, such as Angel Park music, Lions Club events, and church events, if there is room. Discussion of posting the Democratic Committee’s forum for candidates included that there cannot be a political sign on town property and that this event is not advocating one candidate over another. As for the sign in front of the Town Offices, Charlene will ask Building Supervisor John Hoogstraten to look at it and consider using Buildings & Grounds funds. A town-wide call will be made about removing standing water on property because of the mosquito-borne West Nile virus, and adding a save-the-date reminder about the town picnic.

14. Department liaisons – A draft description of the role and purpose of department liaisons was presented. It is suggested that positions be rotated around the Board. **Motion** was made and seconded (WS/DB) to accept the Role and Purpose of Department Liaisons as town policy. **So voted** (3-0). The liaisons for the current fiscal year are: Dave Mathers, chair – Fire and Police; Denise Banister – Senior Center; William Sayre – Highway.

15. Employee review process – This will be put on the agenda for discussion on August 30.

16. Firefighters letters – **Motion** was made and seconded (DB/WS) to authorize the chair to sign letters in support of House 4703, an act authorizing the Town of Williamsburg to continue the employment of Fire Department members Alan Everett and Robert Lapointe. **So voted** (3-0).

17. Town Administrator's report –

Baystate Master Roads Scholar – Town Administrator Charlene Nardi reported that UMass Amherst Transportation Center Baystate Roads Program recognized Highway Superintendent Bill Turner as a Master Roads Scholar, having completed numerous intensive training workshops. The board chair signed a letter of congratulations.

Haydenville cemetery – The attorneys are moving forward with the boundary agreement. Charlene will write to Trust Fund Chair about removing the big pile of brush.

Audit quote – Charlene reported that she did research with other Small Town Administrators about auditors and found that the town's current auditor Melanson Heath & Company is reasonable in price and in the same range; in addition, the town has a new accountant and the assessors are changing software; also, the auditor changes its lead person and because the auditor knows the town it can dig deeper. Therefore it was decided to stay with the same auditor for another three years. The costs will be \$16,500, \$17,000, and \$17,500.

Fire alarm and extinguishers at Helen E. James Building – It was discovered that the fire extinguishers at the Helen E. James Building had not been checked since 2014, despite a contract covering them. The town now has a new contract for them with a different company. She noted that there is water in the basement, the building smells musty, there are maintenance issues all over the building, and it is important to figure out what to do with the building and whether to invest in it. It was suggested that the Building Supervisor come to a Board meeting in the near future with recommendations.

Panhandling – resident concern – A resident had raised a concern about panhandling, but the Police Chief has said that it is not prevalent here. In any case, the town cannot have a law against asking for money (state law prohibits doing it on public ways). The Police Chief, if given notice, will notify the Town Administrator when there will be people going door to door.

New FRCOG Accountant – New accountant Kala Fisher started today.

Complete Streets prioritization plan – Plan has been submitted to the state.

Sidewalks – Highway Superintendent has been informed that they should focus on North Main Street.

Surplus truck – Truck sold for \$4569. Select Board member Dave Mathers will make sure the battery is charged.

Old Town Hall work – John Hoogstraten and Daniel Hewins started work August 6. The main part of the work is scheduled for September.

Senator Hinds office hours – Jon Gould, Sen. Hinds' staffperson, will hold office hours at the Town Offices on Wednesday, September 26, from 11 to 1, in the Planning Board room.

Trucking activity on Old Goshen Road – resident complaint – Zoning Enforcement Officer Louis Hasbrouck is following up.

HCG letter – She reported that a letter from Hampshire Council of Governments emphasized Hampshire County towns working together to ensure that their voices are heard.

Small Town Housing grant opportunity – Correspondence included information about the Housing Choice Small Town Capital Grant Program.

Assistance to Firefighters grant – Congratulations to the Fire Department on this \$45,623 FEMA grant for Self Contained Breathing Apparatus and other equipment.

Valley View Farm transportation complaint – resident complaint – A resident said that commercial buses are parking at business lots at the bottom of Valley View Road because they cannot make it up the hill. Charlene consulted the Zoning Enforcement Officer, the ZBA and the Police and it was concluded that this activity was not in violation of Valley View Farm's Special Permit. She suggested that the owner of the property could discuss the issue with Valley View Farm.

Valley View Farm sign – resident complaint – The same resident said that a Valley View Farmstand sign blocks motorists' view of motorcycles emerging from South Main Street. Zoning Enforcement Officer Louis Hasbrouck is looking into this.

Town flag – The committee expects the flag to be finished by September 30. There will be two presentations, one in Boston and one local, and a group is planning to go to Boston for the presentation. There are 30 orders for resident flags so far; Charlene plans to place the order after the town picnic. It had been suggested that it might be wise to get 10 or 15 extra.

PVPC personnel – Dillon Sussman has left PVPC.

Town picnic sign – The sign is already up in front of the Town Offices.

Public safety complex – The OPM Steering Committee has voted to put out a Request for Proposals for land for the public safety complex.

Board of Health – She reported that Nels Christenson brought his concerns about the management of the Transfer Station to the Board of Health. The Board of Health has made some changes but does not want to be super-strict and does not want to process the complaint further. A Board member commented that Board of Health chair Donna Gibson had done an excellent job at the meeting.

18. Senior Volunteer Tax Relief Program – The Administrative Assistant reported that the preference amount for the program – people earning less than this amount to be given preference if there are more applicants than spaces in the program – has been increased by the cost of living to \$30,838.

19. Correspondence – Correspondence included Baystate Roads Program recognition of Bill Turner as Master Roads Scholar; HCG letter including membership dues reduction; MassDOT bridge inspection report; letters from Department of Environmental Protection about oil leaks and releases; and Highland Ambulance quarterly report.

20. Minutes – **Motion** was made and seconded (DB/WS) to approve the minutes of July 19 as written. **So voted** (3-0).

21. Warrant – Approved and signed the warrant.

22. Miscellaneous –

School crosswalk – The permit from MassDOT was received, the town is just waiting for an adaptor. School starts August 28, and the children start August 30.

Police Department mowing – It was reported that Buster Finch mows at the Police Department. The Board will write a note of thanks.

Documents used

Agenda and notes
License applications
Veterans' Services Inter-Municipal Agreement
Department of Energy Resources Green Communities grant for LED lighting
Mill River Greenway Recreational Trails Program grant
Chapter 90 project request
Complete Streets reimbursement request
Payroll wage rate list
Resignation
Role and Purpose of Department Liaisons policy
Firefighters letters
Baystate Roads Program recognition of Bill Turner as Master Roads Scholar
HCG letter
Minutes
Warrant and expense report

Adjourned at 9:05 p.m.

Approved:

Clerk