

Minutes
Williamsburg Board of Selectmen
April 28, 2016

The members of the Board of Selectmen met in regular session on Thursday, April 28, 2016, 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: David Mathers and William Sayre

Also present: Kathy McKeown, Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Dillon Sussman (PVPC), Bill Turner (Highway), Eleanor Warnock (Administrative Assistant)

Mill River Greenway: Emmet Anderson, Nicholas Dines, John Hoogstraten, Gaby Immerman

1. Resident concern – Mountain Street – Resident Kathy McKeown spoke of the increase in truck traffic on Mountain Street and the decrease in the quality of the road. The chair responded that there are plans to rebuild the road completely, perhaps in the next two to three years, probably widening and incorporating bike lines; the speed limit would remain the same.

2. Mill River Greenway Committee – Public forum – Gaby Immerman, chair of the Mill River Greenway Committee, reported on a very successful public forum on April 9, with 100 people. She said many people are thrilled with the project and there were no negative comments.

3. Annual report dedication – Chair Dave Mathers announced that the Board was dedicating the annual report to Nick Dines, and he spoke of Nick's accomplishments, including the Veterans' Memorial and Angel Park and the redesign of the center of town. He presented him with an advance copy of the annual report.

4. Mill River Greenway, continued – MassDOT – Nick Dines of the Mill River Greenway Committee reported on the next steps with MassDOT. There are two proposals for the greenway path, one that goes all along Route 9, and another that goes across the river and back again. Both are within the public right of way. The proposal solves several other problems, including erosion on Route 9 from Hurricane Irene, improvements to prevent flood damage, making more space for bike path and shared-use path, as well as linking the two villages. He is currently writing up the Project Initiation form. The final project is eight years away and will involve both state and federal agencies. The committee is encouraged by the public support.

Recreational Trails Program grant – Gaby Immerman reported on \$26,000 from a Recreational Trails Program grant that must be spent this year that they plan to use for improvements to South Main Street. People coming from the rail trail need to get safely to the sidewalk, without going on private property. There is also the issue of water pouring down Fort Hill degrading historic stone walls. The committee will work with Highway Superintendent Bill Turner.

5. Pioneer Valley Planning Commission –

Community Compact Town Facilities Master Plan and U.S. Department of Agriculture Smart Growth America grant – Dillon Sussman of the PVPC presented a revised scope of the Town Facilities Master Plan, cut down to fit to the budget. He pointed out that the town cannot do a full Facilities Master Plan with the current budget but that the town can move forward with the

first pieces of decision making. As a key part of the project he proposed a USDA Smart Growth America grant to do technical assistance, focusing on the James parcel, doing workshops on the different scenarios and doing long-term cost implications. He said Smart Growth America will bring in outside expertise to move the conversation forward toward consensus for the village center. For the PVPC piece of the project he walked through the next steps – review of past studies, summarizing key points, getting the options on the table and reviewing with the community. He recommended creating a super-committee, representing various committees that are invested in the project, to make a short list of options and key issues to study further. He recommended that Healthy Hampshire, the local part of a state program that focuses on walkability and health, do a survey for wider input. Meanwhile he would work with the super-committee to put together viable scenarios on how to use the facilities. The next part is the USDA Smart Growth America workshop, to present implications and get feedback from the public, with the Town Administrator providing data for fiscal analysis and Healthy Hampshire providing logistics of the workshop. Then comes developing a consensus plan. He summarized the project as narrowing in and moving forward with major decisions. The Board expressed some concern that the process might be overwhelmed with input and it would be better to have a focused plan before going to the town, and that outsiders might come in with a solution that didn't fit the town. The super-committee was discussed – it should be diverse, well-connected and representative of the people in the town, so that if there are conflicts they would come up in the committee, with a size of perhaps five to ten people. The Board approved moving forward with the project as outlined. **Motion** was made and seconded (WS/DM) to authorize the chair to sign the Affirmation of Community Commitment for the PVPC District Local Technical Assistance program for FY16. **So voted** (2-0). **Motion** was made and seconded (WS/DM) to accept the USDA Smart Growth America grant and their commitment to work on the project as outlined. **So voted** (2-0).

Technical assistance for Massachusetts Preservation Projects fund (MPPF) grant impact – Dillon Sussman also talked about using the PVPC technical assistance program for assessing the historic structures in town and researching the restrictions and ramifications of using MPPF funds to address the town's building needs. The Board asked for more information before proceeding.

PVPC past studies – In response to a question at an earlier meeting, Dillon Sussman provided plans from past PVPC projects, including a village center plan for Monson and a senior center site study for Longmeadow

6. Licenses – Pool table – **Motion** was made and seconded (WS/DM) to approve the application for a license for a pool table for American Legion Post 236. David Mathers disclosed that he is an officer of the Legion but is not paid. **So voted** (2-0).

Live entertainment – **Motion** was made and seconded (WS/DM) to grant a live entertainment permit to American Legion Post 236 for a D.J. for on Saturday, May 14, and for a band on Saturday, June 11, 3 to 7 p.m. . **So voted** (2-0). **Motion** was made and seconded (WS/DB) to approve live entertainment for live music for Brewmaster's Tavern for Saturday, June 11, 2 to 9 p.m. **So voted** (2-0).

Special One-Day Liquor License – **Motion** was made and seconded (WS/DM) to grant a Special License for All Kinds of Alcoholic Beverages to Snow Farm the New England Craft Program, 5

Clary Road, Williamsburg, for Saturday, June 11, 9 a.m., to Sunday, June 12, 12 noon, hours of serving Saturday, June 11, 5 p.m. to 12 midnight. **So voted** (2-0).

7. Appointments – resignation – Agricultural Commission – **Motion** was made and seconded (WS/DM) to accept the resignation of Tom Coughlin from the Agricultural Commission with regret and with thanks for his service. **So voted** (2-0).

8. Brassworks – Town Meeting warrant – **Motion** was made and seconded (WS/DM) to allow an article to be on the Town Meeting warrant for June 6 that would rescind the vote of Town Meeting of 1998 that established the Brassworks Housing and Economic Development Trust Fund and the Small Business Loan Trust Fund, and would transfer the remaining funds to the Stabilization account. **So voted** (2-0).

9. Budget – The chair reported that Finance Committee had voted to include \$125,000 from free cash to balance the budget. They had discussed the salary survey and concluded there was not money to implement it this year but it would be revisited later in order to come up with a plan to phase in the increases. They had asked the Select Board for a recommendation of a percentage increase for town employees; Board members thought about 1½% or 2%, while waiting to find out the increase for the teachers. Board members noted that financial projections did not include any new capital projects and were not realistic.

COA budget – Board members were unclear about and not in favor of the changed COA request, for hours for a new employee. Further discussion was postponed to the next regular meeting.

10. Town Meeting warrant – The Board postponed discussion of the draft warrant.

11. Town Administrator's report – The Administrative Assistant reported for the Town Administrator.

Upcoming meetings – Highland Ambulance building dedication is Sunday, May 1. The town election is Monday, May 2. There will be a special Select Board meeting Tuesday, May 3, 6 p.m.

Historic buildings – In discussions about town buildings and their needs during the recent Walkability Audit, suggestions for possible funding were: adopting the Community Preservation Act (CPA), and getting a Mass. Preservation Projects Fund (MPPF) grant.

Valley View Farm – The Building Inspector has issued a Stop Work order to Valley View Farm, allowing some work related to the farm, such as the farm kitchen, but not work related to the Special Permit application. The Zoning Board of Appeals hearing was continued to June 13 for a joint hearing with the Planning Board.

Helen E. James Building rent – The Commons Co-Working Group accepted the proposal of \$300 per month for the next three months.

Old Town Hall plumbing – Water has been shut off at the street level. Building Supervisor Jim Locke is involved.

Town Office department space needs – The Town Administrator has asked all town office departments for information on their space needs; she will compile a summary.

Water and Sewer RFP – The Water and Sewer Commission had identified three things it needed to have assessed in order to do a capital plan; the RFP has been put out.

Salary survey updated – She has updated the salary survey with additional information but does not think this is the year to propose changes.

Capital Planning – Request is for \$40,000 to design and repair Meekins stairs.

Community Development Strategy – HCDC would like to come to July 21 meeting to update the town’s Community Development Strategy.

Electricity aggregation – Energy Committee is expected to make a recommendation for the next regular Select Board meeting.

July 7 meeting – Since both the Town Administrator and Administrative Assistant will be away, there is a question about whether to cancel the meeting.

Vacation time – The Town Administrator requested July 4-8, July 29-August 13; she would be absent for the August 4 meeting. It was suggested that the Board chair be able to approve vacation time.

Personnel – Fire Department – Don Turner will be retiring from the Fire Department, effective July 1, after over 45 years in the department.

Zoning Board of Appeals hearings – Hearings May 11 on Lisa Wenner and Bob Buchele, 4 South Street, accessory apartment, and Robert Lockwood, 45 Mountain Street, trucking business.

12. Minutes – **Motion** was made and seconded (WS/DM) to approve the executive session minutes for April 14, 2016. **So voted** (2-0). Other minutes will wait till next meeting.

13. Warrant – Approved and signed the warrant.

14. Miscellaneous –

Public Safety Complex – There was some discussion, including hoping that the conversations through the PVPC might be helpful, and that the cost can be reduced.

Super-committee – Some names of people to serve on the super-committee were suggested.

Library steps – It was noted that the steps are still in good shape. The Building Supervisor should be consulted.

Lawn signs – A question arose about regulation of town lawn signs. Rules include a timeframe for signs to be up, handwritten signs, realty for-sale signs, signs on one’s own property but not on town or state property or on utility poles.

Pedestrian warning sign by library – Bill Sayre reported that the Police Chief said it had been taken by the state. The chair will ask the Town Administrator what budget line to use for replacing it.

Documents used

Agenda

Mill River Greenway maps

PVPC DLTA Town Facilities Master Plan revised scope and Affirmation of Community Commitment

Licenses

Resignation

Town Meeting warrant draft

Minutes

Warrant and expense report

Adjourned at 9:50 p.m.

Approved:

Clerk