

Minutes
Williamsburg Board of Selectmen
January 11, 2018

The members of the Board of Selectmen met in regular session on Thursday, January 11, 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: Louis Hasbrouck (Building Inspector), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

Council on Aging: Jacqueline Dufresne, Margaret Ricci, Larry West

1. Building Inspector – Building Inspector Louis Hasbrouck distributed a summary of the building permits for calendar year 2017. He reported that permit fees are a little lower than in the past but will go up next year because the fee schedule was changed mid-year. He said people are starting to build houses again. Regarding building on Valley View Road, the first thing that is needed is the driveway permit, which is dependent on the landowner making improvements to the road. The Building Inspector has not yet hired a replacement for the Assistant Building Inspector. The budget for next year will be based on activity of the past year.

2. Licenses – The Alcohol Beverages Control Commission had sent a form for the Select Board to sign confirming that all liquor licensees renewed for the coming year, none failed to apply and none were disapproved. **Motion** was made and seconded (DM/DB) to sign the Renewal Certification for 2018 licenses. **So voted** (3-0).

3. Council on Aging – EOE grant – Town Administrator Charlene Nardi noted that this was the standard contract sent by the state and that the Director of the Senior Center had presented the budget several meetings before. **Motion** was made and seconded (DB/DM) to authorize the chair to sign the standard contract form for the Executive Office of Elder Affairs in the amount of \$5878. **So voted** (3-0).

4. Mill River Greenway – Valley View Farm access agreement – **Motion** was made and seconded (DM/DB) to authorize the chair to sign the Temporary Site Access Agreement between Susan Fortgang and David Nehring and the Town of Williamsburg, for survey work on their land. **So voted** (3-0).

5. Budget letter – Draft budget letter from Select Board and Finance Committee to departments was discussed and changes were suggested.

6. Capital plan update – Board members will plan to talk with department heads about vehicles. The Police Chief is agreeable to increasing the vehicle replacement period to seven years. With regard to Fire Department vehicles, discussion included getting clear about what is being replaced with what and what is being discontinued, need for numbers of actual fires as opposed to other types of calls, getting by with two major pump trucks, getting a grant for a rescue truck,

and finding out just what refurbished means. Discussion about Highway vehicles included clarifying the vehicles and what they do, possibility of refurbished vehicles, and moving the 1992 Ford 350 fire truck to Highway.

7. Preparation for meeting with OPM Steering Committee – Committee members will be given copies of past studies, and the committee charge will be reviewed. **Motion** was made and seconded (DM/DB) to add the budget for the Safety Complex to the charge, a maximum of \$2.5 million. **So voted** (3-0). Laurie Farkas has been asked to do minutes and Charlene will attend and provide support.

8. Town's 250th anniversary celebration – Board members suggested names of individuals and organizations to be part of a planning committee. Charlene Nardi will get in touch with them.

9. Senior Center – Charlene Nardi distributed a letter from Director of the Senior Center Marie Westburg about doing strategic planning, including asking Pioneer Valley Planning Commission for technical assistance. Marie explained that the plan is to develop three scenarios, at least one of them based on level funding. She said they need to assess their mission and prioritize, and look at things to outsource or partner with other organizations. She mentioned volunteers, tax workoff, and funding from outside sources, and thinking creatively about the budget. In particular she mentioned thinking about things to include in the renovation of the James Building, such as a kitchen. Discussion included that there would probably not be money beyond basic level funding, a commercial kitchen is unlikely, priority is the Public Safety Complex, maybe a commercial kitchen could go in the safety complex, churches and the school have kitchens and the Williamsburg church one is generally not used. Timeframe is to finish by April; an interim report point might be when PVPC gives their scope of work. Charlene will write to PVPC requesting technical assistance. Other discussion included the confusion between the Council on Aging and the Senior Center and the possibility to looking at the wording of the bylaws.

10. Ice skating rink – Town Administrator Charlene Nardi reported that the ice skating rink at the James Building is happening under the auspices of the Recreation Commission. It needs water and there is discussion about how to access it; she and Marie Westburg and John Hoogstraten will take care of it. Fire and Ice event, coordinated by Marie Westburg, is scheduled for February 10, 3 to 8 p.m., and includes a bonfire, attended by the Fire Department, and community-oriented short films at the Grange.

11. Facilities Use Policy – Town Administrator Charlene Nardi presented the proposed revision of the Facilities Use Policy. The language had been updated to make it easier to read. Other changes were to increase the deposit to \$100 and the charge to \$25 per hour plus custodial cost. The policy covers just the facilities under the control of the Select Board, so would not include Haydenville Library (Library) or Ames Field (Recreation). **Motion** was made and seconded (DB/DM) to approve the updated Facilities Use Policy which covers facilities under the jurisdiction of the Board of Selectmen. **So voted** (3-0).

12. Town Administrator's report –

Lights in auditorium – Town Administrator Charlene Nardi reported that there are new lights in the auditorium; cost is \$20 per bulb; 150 watts, a warm white color. Two lights are out; she will work with Winston Bancroft to replace them. It was noted that the ladder is cracked.

Community Development Advisory Committee (CDAC) – The committee met November 3. Eric Weber is the chair. Charlene will talk to Eric about setting up a regular schedule for reporting to the Select Board.

Oil delivery issues – Deliveries are now set for every week, so that the boilers won't run out.

Heating issues – Town Offices – Issues include broken radiator in Health Agent office, leak in auditorium radiator with water damage in Town Clerk's office, baseboard heat not working in Town Collector's office, and the boiler locking out. She and John Hoogstraten are working with Guardian. Fire Station – Issue of December 29 has been fixed. Fire Department is looking at aquastats to control the fans on the heating units.

Boiler maintenance and service agreements – Clark HVAC proposed \$3500 for five oil-heated buildings, \$1200 for the Town Offices. She is waiting to hear from Jamrog.

Fire Department personnel – Dan Banister has been promoted to Lieutenant. The updated roster lists EMT's and a new category of Senior Firefighter, based not on age but experience.

Water issues at James – Pipe was frozen but is now OK and did not burst. John Hoogstraten and Dave Chase are keeping an eye on it.

All Boards meeting – Suggestions were made to invite Terry Williams of the Mass. Department of Revenue, present a graph of projected numbers, and discuss the effect of level funding.

Transfer Station stickers – Charlene is working with the Board of Health for better oversight of stickers and tighter financial control. She will clarify the policy for businesses and stickers and paying by the load.

Sidewalk clearing – She is dealing with the people who don't clear their sidewalks and after gentle reminders, issuing \$50 citations.

Dog policy for town lands – In response to a resident complaint about dogs on town property, Water/Sewer Commission said that they are planning to draft regulations about use of town property, taking a balanced approach including the effect of dog waste on water quality areas, disturbance of other people, and enjoying town lands for walking and running dogs. Woodland Trails has a policy welcoming dogs and requesting observance of certain etiquette. Board members were satisfied with the approach taken.

E-permitting – The town received the grant with other communities. She is waiting for details.

Lawn sign on James property – Commercial lawn sign that a town official had removed has been put back up.

13. Annual report dedication – Board members decided on the person for the dedication.

14. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of November 9 as presented. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to approve the minutes of December 7 as written. **So voted** (3-0). **Motion** was made and seconded (DM/DB) to approve the minutes of January 10 as written. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to approve the evaluation of Town Administrator Charlene Nardi as written. **So voted** (3-0). **Motion** was made and seconded (DM/DB) to approve the employee evaluation of Administrative Assistant Eleanor Warnock as submitted. **So voted** (3-0).

15. Senior Center update – The employee who is out is doing well and is expected back at the end of January. Charlene Nardi will be working downstairs a couple of hours a week.

16. Personnel issue – Executive session will be planned for next meeting. Charlene Nardi will send a letter inviting the employee.

17. CRD litigation – Charlene Nardi noted that the pre-trial conference is set for January 18. She will check whether Building Inspector Louis Hasbrouck has any concerns.

Documents used

- Agenda and notes
- Building permit list
- License Renewal Certification
- COA contract
- Valley View Farm temporary site access agreement
- Draft budget letter
- OPM Steering Committee charge
- Senior Center letter on strategic planning
- Facilities use policy
- Minutes and evaluations

Adjourned at 8:20 p.m.

Approved:

Clerk