

Minutes
Williamsburg Board of Selectmen
November 21, 2019

The members of the Board of Selectmen met in regular session on Thursday, November 21, 2019, at the town office. The chair called the meeting to order at 6:00 p.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Dan Banister (Highway), Mitch Cichy (OPM Steering Committee), Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

Water/Sewer Commission: Roger Bisbee, Eric Cerreta, Jim Hyslip, Paul Kennedy

1. Chapter 61A – hearing – 47 Goshen Road – Town Administrator Charlene Nardi reported that there was no response from town committees to the request to withdraw 1½ acres from Chapter 61A. Several individuals expressed being in favor but were unable to attend. **Motion** was made and seconded (DM/WS) to decline to exercise the right of first refusal on withdrawing 1½ acres from Chapter 61A at 47 Goshen Road. **So voted** (3-0).

2. Appointments –

Technology Committee – Kyle Schwartz had expressed interest in joining the Technology Committee, and the committee enthusiastically recommended him. It was noted that he is new to town and he has a lot of experience that other members of the committee don't have. **Motion** was made and seconded (DM/WS) to appoint Kyle Schwartz to the Technology Committee, for a term to expire June 30, 2020. **So voted** (3-0).

Resignation – Agricultural Commission – The chair read an email from Meg Taylor resigning from the Agricultural Commission, effective immediately, because she is starting a graduate program. **Motion** was made and seconded (DM/WS) to accept the resignation of Meg Taylor from the Agricultural Commission with regret and with thanks for her many years of service. **So voted** (3-0).

3. Highway – Chapter 90 –

Reimbursements requests – **Motion** was made and seconded (DM/WS) to approve the Chapter 90 reimbursement request for the North Main Street project, in the amount of \$3,859. **So voted** (3-0). **Motion** was made and seconded (DM/WS) to approve the Chapter 90 reimbursement request for the paving of various roads, in the amount of \$175,560.40. **So voted** (3-0). **Motion** was made and seconded (DM/WS) to approve the Chapter 90 reimbursement request for South Street reconstruction project in the amount of \$121,709.04. **So voted** (3-0).

Increase request – Town Administrator Charlene Nardi reported that \$60,000 more is needed to complete the South Street project. **Motion** was made and seconded (DM/WS) to approve the request for an increase in Chapter 90 funds for South Street in the amount of \$59,231.70. **So voted** (3-0). This would bring the total to \$186,231.70, work to be completed in spring 2020.

4. MassWorks Infrastructure Program grant – Depot Road Culvert – **Motion** was made and seconded (DM/WS) to authorize the chair to sign the standard contract form for the MassWorks Infrastructure Program for \$350,000 for the Depot Road Culvert project. **So voted** (3-0).

5. Highway compensation –

Foreman and Acting Superintendent – Town Administrator Charlene Nardi reported that Foreman and Acting Superintendent Dan Banister is currently making \$1.50 less than the rest of the crew and is due for a \$.50 increase next month. The Board decided to raise his wages to \$2 above the standard rate for the crew. **Motion** was made and seconded (DM/WS) to increase the pay rate for the working foreman to \$25.41 per hour, effective next pay period. **So voted** (2-0, DB abstaining). Denise Banister disclosed that she is Dan Banister's mother.

Other employees – Charlene reported that Bryan Osetek is also making \$1.50 less than the standard rate and is due for a \$.50 increase in April. There is a precedent of promoting crew members and increasing pay rates faster. The Board decided to do the \$.50 increase now and consider another increase in April. There is room in the budget to cover this. **Motion** was made and seconded (DM/WS) to increase the hourly rate for Bryan Osetek from \$21.95 to \$22.45, effective next pay period and to revisit it again in April. **So voted** (3-0).

5. OPM Steering Committee – Mitch Cichy reported for the OPM Steering Committee. They recommend a Special Town Meeting in January or February for funding in the amount of \$400,000 (which is 10% of the total \$4 million project cost) to hire an architect to assess up to three building designs, including and excluding the James Building, and conduct engineering and environmental studies. The three scenarios they envision are a combined Public Safety Complex that includes using the James Building, a stand-alone building without using the James and demolishing it, and a stand-alone building with the James mothballed. This work would provide firmer numbers on each design and allow the community to decide whether it wants or can afford to invest in the James Building. It would keep the momentum going on the project and allow for a full discussion with the community. Discussion included that the town has already appropriated \$30,000 and \$40,000 for this project, that the town has been extremely divided on the question, that one committee didn't consider the James, another committee did an extensive study of properties available in the town, that the community isn't ready to make a decision without more information, that there were also three scenarios and the same process when the school was done, that the studies will include both environmental and engineering studies, so that there won't be surprises, and that the town needs a building that will last 50 years. **Motion** was made and seconded (WS/DM) to set a Special Town Meeting and move forward with the proposed article. **So voted** (3-0). The Board suggested February 24 at 7:00. Charlene will draft an article and review it with Town Counsel.

6. Licenses –

Live entertainment – **Motion** was made and seconded (DM/WS) to approve live entertainment, D.J., for the Burgy Bullets for Saturday, December 7, 7 to 11:30 p.m. **So voted** (3-0).

Yellow Barn liquor license – Board members signed and issued the license.

7. Helen E. James Building lease – **Motion** was made and seconded (DM/WS) to sign the lease for the Helen E. James Building, to the Commons Corporation, for a one-year term, at \$600 per month for the first six months with an option to renegotiate starting June 1. **So voted** (3-0).

8. Surplus fire truck – 1987 International – The vehicle is in good shape and has only 12,000 miles on it but Acting Highway Superintendent Dan Banister said that the town doesn't have the

time or money to make it into a usable Highway truck. It has been sitting outdoors. **Motion** was made and seconded (DM/WS) to surplus the 1987 International. **So voted** (3-0).

9. Water/Sewer Commission – joint meeting – The Select Board met with the members of the Water/Sewer Commission. Eric Cerreta is the new chair of the Commission.

Interim staffing – They have retained Anthony Lastowski, who works for the Town of Hatfield, to be the main water/sewer operator, seven hours a week, because he has the necessary licenses and a can-do attitude. He has been meeting regularly with Jennifer Westlake and Bryan Osetek, who are doing the day-to-day work. The Commission members feel he is very knowledgeable and has been great so far. Roger Bisbee also has the knowledge and is willing to help.

Northampton Water is willing to help.

New Water/Sewer Superintendent and Water/Sewer relation to Highway – The Commission has been looking at a job description for the new Water/Sewer Superintendent, including how many hours and at what pay. They initially thought that the Highway Superintendent and Water/Sewer Superintendent should be the same person, but all agreed they should be separate. It was noted that Water/Sewer pays for $\frac{3}{4}$ of a person of Highway time and has paid for a portion of Highway's big equipment. The hours and equipment use are being tracked as to whether they are for Highway or Water/Sewer. The hours and equipment use should be worked out between Highway and Water/Sewer. Discussion included that Highway crew's work for Water/Sewer be limited to repair work and that major construction be contracted out.

Appointment of Roger Bisbee – **Motion** was made and seconded (Jim Hyslip/Eric Cerreta) to appoint Roger Bisbee to fill the vacancy until the next election. **So voted** (Eric Cerreta aye, Paul Kennedy aye, Jim Hyslip aye, William Sayre aye, Dave Mathers aye, Denise Banister aye). The term will go to June 30, 2020.

10. Dog licensing fees – Town Administrator Charlene Nardi presented the license fee increases proposed by the Town Clerk, with information on the number of dogs that would be affected. It was noted that the fees have held steady for a long time, and also that the Animal Control Officer's stipend has not been increased. **Motion** was made and seconded (DM/WS) that the dog license fees be increased as proposed, starting next licensing season in April 2020. **So voted** (3-0).

License	Old fee	New fee
Dog spayed or neutered	\$5	\$10
Intact	\$10	\$20
Four-tag kennel	\$20	\$30
Ten-tag kennel	\$35	\$45
Twenty-five-tag kennel	\$65	\$80

11. Town Administrator's report –

Highway update – Town Administrator Charlene Nardi reported that things are going well. She said that Acting Superintendent Dan Banister has taken on all aspects of the interim position, including thinking about equipment, coordinating projects, getting ready for snow, handling issues as they come up, and using each person's skills to the fullest, and she is impressed with his leadership. The two of them have met with MassDOT to discuss Chapter 90 funding reimbursements and requests. He is interested in the Superintendent position. She added that he brings a lot of skills, including people skills, and that MassDOT has a lot of resources for new

superintendents. Board members reiterated their decision not to rush into hiring. Charlene will meet with the Highway Department in the next few weeks.

Road inventory – Charlene reported that Acting Highway Superintendent Dan Banister noticed that five roads were missing from the town’s road inventory – Round Hill Road, Lawton Hill Road, Petticoat Lane, Judd Lane, and Deer Haven Road. This affects the town’s Chapter 90 allocation and they are working to add those to the inventory. Some were renamed; they will need to do a little more research to find the Town Meeting votes.

Highway uniforms – She reported that the town uses Cintas but is not on the state contract. She and Dan have a meeting to look into switching over to the state contract.

Highway computer issue – She reported that there was a ransom message on the highway laptop. It turned out that it was just a scare, not ransomware, but the town’s IT consultant spent several hours checking the server and Highway computers.

Senior Center Director applications – Four applications have been received so far. They won’t be considered until after the deadline of January 7.

Senior Center update – She reported that she checked in with Senior Center staff to make sure everything is going well. They miss former director Jennifer Hoffman and had ideas about what to look for in a new director. Denise Banister noted that the new Take and Eat meal in coordination with the churches went really well.

Police Chief contract renewal – Charlene reported that the new contract with the Police Chief was never finalized in 2017, though the raise that was negotiated in March 2017 went through at Town Meeting that year. Since the contract has a six-month notice/renegotiation/non-renewal clause, Charlene will officially notify the Chief that the Board wants to renegotiate the contract.

Complete Streets, South Street sidewalk – Charlene reported that she, Dan Banister, and Dick Kisloski will be meeting on Monday, November 25, about the South Street sidewalk. Dan pointed out that five feet from the property line goes out into the road, so the area available for the sidewalk is too narrow. It was suggested that the area be marked so that Board members could take a look at it and discuss at the next meeting.

High Street issue – Charlene reported that property owner Jason Harder continues to be concerned about water on his property at the corner of High Street and Grove Street. He just wants permission to dredge the area on his property; she has sent him the NOI form. Acting Highway Superintendent Dan Banister confirmed that the town’s drainage responsibilities are being met and there is no role for the town.

Building Supervisor report – Outgoing Building Supervisor John Hoogstraten sent a report of things he is taking care of, including replacing broken windows at the Fire Station, repair of the collapsed ceiling at the Highway Department, demolishing the old shed at the Helen E. James property, and cleaning the gutters at the Haydenville Library. He is writing up a manual for the position. He wants to finish his projects and anticipates the transition to be at the first of the year.

META grant – The grant covering the Energy Committee’s work toward getting a solar project at the capped landfill needed to be spent and the reimbursement request submitted by May 31, 2019. The project continued past that and therefore Town Meeting will be asked to cover the \$3,188 that was overspent.

Chapter 61 procedure – Charlene plans to draft the changes discussed at the last meeting, namely, having an expedited process if a small parcel is being taken out of chapter or a parcel is being taken out of chapter for another use, and will send to Open Space Committee for review.

12. Correspondence – Correspondence included notice of ZBA approval of the ground-mounted solar installation at 10 River Road.

13. Minutes – **Motion** was made and seconded (DM/WS) to approve the minutes of November 7 as presented.

14. Warrant – Approved and signed the warrants: payroll warrant WP20-12 for \$121,303.46, and expense warrant W20-12 for \$131,323.87, payable 11/27/19.

15. Miscellaneous –

Gasoline spill – Dan Banister reported that on Monday, November 18, there was a bad smell by the pond that turned out to be dumping of old gasoline. Highway dug it up and took it to the Highway Department. The Department of Environmental Protection took it away the next day. Similarly, someone abandoned a can of old paint, which was taken care of by the Transfer Station. Charlene will put a note in the spring newsletter about proper disposal of hazardous chemicals.

Vehicle titles – Titles are generally kept in the departments.

Bill Turner – There will be a newspaper article about Bill Turner in the next few days.

Donations for Highway party – Highway crew member Jennifer Westlake sent thanks to the Board members for their donations to the holiday party.

Surplus truck – Charlene will ask the Hilltown Resource Management Coop who owns the old forklift at the Transfer Station so it can be disposed of.

Tax classification hearing – Hearing will be December 2.

Ice and Snow training – Charlene and Dave Mathers will go to the 8 hour Ice and Snow training in Westfield next week.

Praise for police – Charlene received an email from a resident in praise of the police

Highway party – Dave will speak in memory of Bill Turner at the Highway party on Friday December 20.

Day away – Charlene has jury duty on Monday December 2.

Documents used

Letter of interest

Resignation

Chapter 90 reimbursement requests

Chapter 90 increase request

MassWorks Infrastructure Program contract

Licenses

Helen E. James Building lease

Dog licensing fees list

Minutes

Warrant and expense report

Adjourned at 9:18 p.m.

Approved:

Clerk