

Minutes
Williamsburg Board of Selectmen
December 7, 2017

The members of the Board of Selectmen met in regular session on Thursday, December 7, 2017, 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: Robert Barker (Planning Board), Chris Flory (Planning Board), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), William Turner (Highway), Eleanor Warnock (Administrative Assistant)

1. Personnel – employee evaluation – Bill Turner, Highway Superintendent – Select Board liaison David Mathers had met with Bill Turner and discussed his review. Board members feel that Bill is doing a very good job. Communication and the dynamics within the department have improved a lot. Board members have not heard complaints. Most areas were given top marks. Two areas needing some attention are dealing with stress and creating a long-range plan. Bill Turner acknowledged that long-range planning is a weakness, that the plan exists mostly in his head, and that it is hard to plan far out because things change quickly. Further discussion included reacting to events but also having a plan; planning for equipment, for personnel with the right skills, and a plan for the roads themselves. Bill will work with Town Administrator Charlene Nardi on a long-range plan. One Board member commented that the Highway Department is asked to fill in and do a lot of things that are not strictly highway. Other members noted that people from out of town say what a great highway department the town has. Town Administrator Charlene Nardi added that it's valuable to have someone who knows the town well and that Bill is always available.

2. Highway and Water/Sewer – Highway Superintendent Bill Turner reported that Highway is caught up, patching is under control, and trucks are ready for snow. They are cleaning out, and things that they don't think they will use again will go to the scrap yard. Trucks have some corrosion issues. The water main has been put in on South Main Street up to Fort Hill Road. Next season he plans to finish chip sealing Petticoat, prep and chip seal Briar Hill, do the Depot Road culvert with grant money, then continue with the water main. He is addressing the problem with the yellow lines on Conway Road. He noted that Highway has been dealing with several tree calls. Board members asked if there was a protocol for calls from Dispatch; Charlene Nardi will plan to meet with Police, Fire, and Highway to determine the protocol.

3. Personnel – Highway – Highway Superintendent recommended hiring Dan Banister as a full-time employee. The job was advertised at \$18 per hour but he would like to start him at a higher rate because of his licenses, training, experience, and impeccable quality of work. The custom is to start at a starting rate, then to increase by \$.50 every six months until caught up with the rest of the crew, currently at \$22.50. Dan Banister is replacing Peter Banister, who retired at the end of November. Bill Turner recommended that the six-month probationary period be retroactive to when Dan started as a temporary employee on September 11. **Motion** was made and seconded

(DM/WS) to hire Dan Banister as Highway employee replacing Peter Banister, at a starting rate of \$21 per hour, with a six-month probationary period starting September 11. **So voted** (2-0, DB abstaining due to family relationship).

4. Planning Board –

Marijuana – Robert Barker, chair of the Planning Board, reported on the Planning Board’s plans concerning marijuana and asked for guidance on several questions. He said that the town approved having commercial marijuana sales by 64%. The Planning Board assumes that the town wants to regulate not prohibit sales. The new state Cannabis Control Commission will be drafting regulations. The Planning Board wants to have the new or amended marijuana bylaw ready for Town Meeting in June. He asked whether the town wants to limit the number of commercial marijuana sites, whether it wants to establish a sales tax, and whether it wants to allow consumption on the premises, as in a marijuana café. The number of marijuana sales sites can be limited to 20% of the number of alcohol package stores, which would mean one marijuana sales site. He expects that growing should be inside a secured building – though there may be pressure from farmers to grow it outdoors – and the town could require that the smell not go outside the building. The Board asked if the Planning Board could make recommendations, and suggested consulting the Police Chief about cafés; sales hours could be similar to package stores.

Bylaws – Robert Barker also reported that the Planning Board has been looking at the town bylaws, especially to allow more flexibility for businesses and residences and business development in the village centers, including work at home, accessory apartments, and changed lot dimensions. He said that in the village centers, 75% of lots are non-confirming and there are a lot of restrictions that don’t necessarily make a lot of sense. They are thinking a lot about parking, including parking on the sides of buildings rather than in front, to have better pedestrian access. They are planning public forums in addition to public hearings, especially on the sign bylaw.

5. Licenses – Annual renewal –

The Administrative Assistant presented the licenses for renewal and confirmed that the applications were in good order.

American Legion and Burgy Bullets – **Motion** was made and seconded (DB/WS) to grant Club licenses to the American Legion and Burgy Bullets, and Juke Box and Automatic Amusement Device licenses to the American Legion. **So voted** (2-0, DM abstaining).

Motion was made and seconded (DB/DM) to grant the following licenses:

Liquor Licenses –

Restaurants – All Alcohol

Beaver Club, Inc., dba Beaver Brook Country Club

Bread Euphoria, Inc.

Brewmaster’s Tavern, Ltd., dba The Brewmaster’s Tavern

Restaurants – Wine and Malt

Nickolaos Sierros, dba A-1 Hilltown Pizza

LLL Restaurant, LLC, dba Panda Garden

Retail Package Stores

Paul E. Bacon, dba Bacon’s Package Store

Daru Enterprises, Inc., dba Main Street Package Store

Caroline Smith and Micheline Champagne, dba Pat's
Farmer Winery Pouring Permit
Valley View Farm, LLC
General-On-Premises
The Yellow Barn, Inc.

Common Victuallers

Nikolaos Sierros, dba A-1 Hilltown Pizza
The Beaver Club, Inc., dba Beaver Brook Lounge
Bread Euphoria, Inc.
Brewmasters Tavern, Ltd., dba The Brewmasters Tavern
Pleasant St. Donuts LLC, dba Dunkin Donuts
Local Burger, Inc., dba Local Burgy
LLL Restaurant, LLC, dba Panda Garden
Williamsburg Snack Bar, Inc.

Class II Used Car Dealers

Paul E. Bacon, dba Bacon's Equipment
Cichy's Garage, Inc.
Lorin DeLisle, dba DeLisle's Auto Body
Depot Motor Sales, LLC
Worthington Air Automotive, Inc.

So voted (3-0).

6. Senior and Veterans' Tax programs – The Administrative Assistant reported that about \$13,000 was earned under the tax workoff programs and presented a spreadsheet showing details. About half was for the Library and half for the Council on Aging/Senior Center, with a little for police and the town signs. A lot of hours were donated, above what was paid. Most of the workers were seniors, very few veterans. The Board thanked the Administrative Assistant for the comprehensive report. It was noted that it's nice to have people donating their time.

7. Senior Center space – William Sayre reported that he had talked with Marie Westburg, Director of the Senior Center, about short-term and long-term issues with the Senior Center, and the two will plan to meet with Town Administrator Charlene Nardi and Building Supervisor John Hoogstraten to see if the space could be divided up to give private interview space and to reduce traffic and noise.

8. OPM Steering Committee –

Members – William Sayre presented a chart showing the responses of prospective committee members in phone interviews, with some recommendations based on the interviews. Board members discussed the names. **Motion** was made and seconded (DB/DM) to appoint Jim Ayres, Kim Boas, Daniel Bonham, Mitch Cichy, Jason Connell, Brenda Lessard, Jean O'Neil, Paul Wetzal, and Denise Wickland to the Owner's Project Manager Steering Committee for the Public Safety Complex. **So voted** (3-0). Jim Ayres and Mitch Cichy will be asked to be co-chairs. An initial meeting with the Select Board will be set up.

Charge – The Board reviewed and revised the draft charge. Budget was discussed briefly. **Motion** was made and seconded (DB/DM) to approve the charge for the OPM Steering Committee for the Public Safety Complex as amended. **So voted** (3-0).

9. Administrative Assistant’s report –

Meeting schedule and holiday observances – Dates for 2018 were reviewed and approved.

License fee comparison – It was reported that in surveys of towns, both local and state-wide, Williamsburg license fees are a lot lower than other towns. Board members confirmed that they do not want to change the town’s fees.

10. Regional School Committee – appointment – Town Administrator Charlene Nardi reported that the Select Board has authority to appoint, with the local members of the committee, and that the local committee members are in favor of the appointment. **Motion** was made and seconded (DM/DB) to appoint Paul Kennedy to the Regional School Committee, until the next election, term to expire June 30, 2018. **So voted** (DB aye, DM aye, WS aye).

11. Town Administrator’s report –

Tax rate – Town Administrator Charlene Nardi reported that the tax rate was certified at \$20.18; previous rate was \$19.18.

Accountant – Town Accountant Stacey Mousseau is staying with FRCOG, not leaving as previously thought. Board members commented she is worth her weight in gold.

Audit – Audit for FY17 has been in process this week. Some improvements can be made in the town’s procedures; nothing major was found.

Hodgkins v. ZBA – Appeal after remand is ongoing.

Overdue taxes – Letters have gone out to taxpayers from the town’s attorney.

Legal expense budget – Expenses are already \$2600 over budget. Charlene has notified Finance Committee.

Smith Vocational School – First invoice has been received; the town remains within budget.

Generator at Town Offices – The electrician quoted \$350-400 to put in a new panel to ensure that the heating system is on the generator. Charlene will move forward with this.

Generator at police station – Quote is \$80-150 for changing items hooked to the generator.

Automated lights at Town Offices – Electrician recommended a less complicated system for \$130. Board members agreed.

Moderator – Town Moderator Joe Larkin has sold his home in Williamsburg. Following his resignation, the position will be filled by election at each Town Meeting until annual election takes effect.

Speed and speed limit correspondence – A 14-year-old resident of Mountain Street wrote with concerns. Police are working on the issue.

Highway personnel – Charlene is moving forward to meet with the person who is out.

Highland Ambulance meeting – Suggested time is now Wednesday, January 3, at 7 p.m.

Lights in Town Office auditorium – Other options are being explored.

Congressional representative – Matthew Russet, assistant to Congressman Richard Neal, visited and offered to help when the town is applying for grants.

Teacher contract negotiation – Charles Dudek of Finance Committee accepted the Board’s designation to be on the negotiation team for the teachers’ and assistant teachers’ contract.

Christmas party – Plans to recognize Peter Banister with a gift certificate on his retirement were discussed.

12. Minutes – **Motion** was made and seconded (DM/WS) to approve the minutes of the joint meeting with Finance Committee on November 16. **So voted** (2-0, DB abstaining because absent). **Motion** was made and seconded (DM/DB) to approve the Employee Evaluation for Marie Westburg. **So voted** (3-0).

13. Warrant – Approved and signed the warrant.

14. Miscellaneous –

Horse Mountain – Kestrel Land Trust and new owner Mr. Orsmond have come to agreement on the driveway agreement.

Audit – As part of the audit, the chair is asked to respond to routine questions about fraud.

Stipend checks – Board members specified where they would like their semi-annual stipend checks delivered.

Potential conflict of interest – It was noted that several town employees have dual roles, e.g., the Highway Superintendent is part of the Water/Sewer Commission. A number of towns do this. It is important to complete all disclosures and Charlene will follow up with departments.

Documents used

Agenda and notes

Planning Board report on marijuana

Licenses

Senior and Veterans' Volunteer Tax Program year-end report

OPM Steering Committee member list and draft charge

Meeting schedule and holiday observances

License fee comparison

Minutes

Warrant and expense report

Adjourned at 8:40 p.m.

Approved:

Clerk