

*Minutes*  
*Williamsburg Board of Selectmen*  
*February 14, 2019*

The members of the Board of Selectmen met in regular session on Thursday, February 14, 2019, 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: Denise Banister and William Sayre

Absent: David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Bill Turner (Highway Superintendent), Eleanor Warnock (Administrative Assistant)

1. Highway – Highway Superintendent Bill Turner gave his regular report. Regarding sewer pumps (discussed at the January 17 and 31 meetings) he reported that the Highway/Water/Sewer crew will be going to every house with sewer service, door to door, to inspect whether they have a sewer pump. A fine will be imposed if a resident does not let them in to inspect a sewer pump or does not report a sewer pump to Water/Sewer. The department has had a couple of sizable vehicle breakdowns. They are fine tuning the amount of salt needed on the roads and reducing the amount applied. Board members asked Bill Turner to thank his crew and tell them they are doing a great job with the roads. The department budget will be submitted this week. Eradication of invasive species is in the budget for \$1000 every year; Bill Turner would like to increase this to \$1500, and the Board was receptive. William Sayre as Board liaison met with Bill Turner this week and reported that things are going great. Town Administrator Charlene Nardi meets with Highway quarterly and things are going well. She thanked Highway for taking care of the Town Offices and Helen E. James sewer pumps, which failed. The temperature alarm at the Helen E. James was recently tripped and the system responded well with Charlene getting notice by phone. Bill Turner will show Charlene what to look for with the boilers if the alarm goes off; he also said she should call him if it goes off at 2:00 a.m. Highway will be redoing South Street this year, grinding and repaving; this will be coordinated with Complete Streets. Regarding Mountain Street, MassDOT engineers have almost completed the 25% design on Mountain Street, which will put the project higher on the TIP (Transportation Improvement Program). Hearings on Mountain Street are projected for late spring.

2. MMA Statewide Essay Contest for 8<sup>th</sup> Graders – The acting chair read a letter from the Mass. Municipal Association inviting 8<sup>th</sup> graders to participate in their essay contest on local government and asking permission to be in touch with the school. **Motion** was made and seconded (WS/DB) to give permission to the MMA to invite Hampshire Regional 8<sup>th</sup> graders to participate in the MMA Essay Contest. **So voted** (2-0).

3. Collector salary and fees – Town Administrator Charlene Nardi noted that the next step is for her and David Mathers to meet with the Collector.

4. Disclosure of Special Municipal Employee of Financial Interest in a Municipal Contract under M.G.L. 268A, sec. 20(d) – Town Administrator Charlene Nardi presented the disclosure form from Mitchell Cichy, Jr. She explained that the town has a contract with Cichy's business, Cichy's Garage, which is used mainly for small repairs and Mass. inspections, and now that Cichy is a town employee there is a potential conflict. As a police officer he is a Special Municipal Employee. **Motion** was made and seconded (WS/DB) to authorize the Clerk to sign the approval of Disclosure of Financial Interest by a Special Municipal Employee. **So voted** (2-0).

5. Town Administrator's report –

Budgets – Town Administrator Charlene Nardi distributed folders with budget information for Board members to review before next meeting.

Upcoming meetings – Charlene listed the upcoming meetings: Tues. Feb. 19 with abutters, Wed. Feb. 20 HMAAC school budget, Thurs. Feb. 21 economic development with Dave Christopolis, Tues. Feb. 25 Planning Board hearing.

Boston Post Cane, oldest resident – John Pohanka created wooden bases for the small replica canes. William Sayre will take one to Dinn Brothers to have a plaque made and attached. Board members appreciated the quality of the work that John Pohanka had done.

Real estate tax bills – Charlene reported that the Collector has talked with the computer person about changing the format of tax bills and with Unibank about having tax bills available online. Next tax bills will go out in the summer.

Highland Ambulance – Charlene reported that while fire departments are not required by law to attend medical calls, Highland Ambulance is grateful that they do.

Mass. Historical Commission and Mass. Preservation Projects Fund (MPPF) grants – Charlene reported that these grants pay for some things, such as weather stripping and doors, but not a heating system. She also noted that the grant for \$30,000 for painting would restrict the town's options for future use of the building; Board members agreed. Charlene also commented that one local town used a grant for their cemetery, an excellent use because the cemetery is not going to change.

Fire Station #2 door – Charlene reported that the Building Supervisor said it would cost \$4,000 to \$6,000 to widen the door. A Board member commented that it doesn't make sense to sink more money into a building the town might not use; on the other hand, there is a lot of pressure on the drivers when they back a truck in. A Board member suggested foldable mirrors. The issue will be tabled for now.

Engaging the community – Charlene reported that a charitable foundation related to the owners of the Vermont Country Store has ideas and tools about engaging the community in town government decision making. Information was forwarded to Finance, Community Development, Planning Board, Mill River Greenway, OPM Steering Committee, and Senior Center Director. Hilltown CDC was also suggested.

Snow hazards – Charlene reported that the plow trucks have damaged some mailboxes and other structures. Highway crew and Building Supervisor John Hoogstraten have fixed them. Charlene has also reminded residents about clearing sidewalks.

CDAC letter – Letter has been sent to the Planning Board, Capital Planning and COA Advisory Board.

Sump pumps – Ones in Town Offices and the Helen E. James building broke. The Highway crew has replaced them and put check valves on them.

Old Town Hall – Building Supervisor John Hoogstraten concluded that a historic preservation grant could help fund short-term fixes but might make it more difficult for the town to alter the building in ways that would enable reuse, and the town could end up with an attractive and unusable building.

Window at Town Offices – A window was broken with a BB gun. Police were notified.

Solar decommissioning bond – Charlene reported on the decommissioning bonds for the solar projects in town: 2013 (67 Kellogg Road) – nothing was submitted, bond is required, town's attorney is drafting one; 2015 (127 Goshen Road) – bond can stand, deemed accepted; 2017 (103 Briar Hill Road) – being negotiated; 2019 (95 Main Street) – being drafted. For the future, the Zoning Board of Appeals will have a template to use.

Ground-mounted solar – Zoning Board of Appeals approved the ground-mounted photovoltaic installation on West property at 95 Main Street.

Library Director – Katie Krol is retiring. The Library Trustees are setting up a selection process.

Chapter 90 funding formula letter to legislators – Charlene spoke with Natalie Blais and will draft the letter.

#### 6. Miscellaneous –

Storage space for car seats at police and fire station – Charlene reported that the chiefs have worked out an arrangement.

Old Town Hall – Community Preservation Act (CPA) funds were mentioned as a possibility, but it was noted that the state match has gone way down and that use of the funds needs to include several areas and cannot be just for historic preservation.

Speed limits on rural roads – Charlene reported that the town needs to figure out which roads have speed limits and whether those votes are legal. She also recommended that the police drive around and evaluate signage in the spring and that signs be ordered and installed in the fall.

Vacancies on committees – Vacancies will be publicized, in the newsletter, All Things

Williamsburg, town website, possibly town signs.

Capital Planning – Committee will be invited to discuss process and plan.

Ground-mounted solar, PILOT – The new project will need to do a Payment In Lieu of Taxes agreement, based on the projected kilowatts.

Ground-mounted solar, limitations – The Planning Board is considering limiting ground-mounted solar development, because of conversations about clear-cutting trees and fencing being a detriment to wildlife routes. The Assessors also urge caution, because money from payments in lieu of taxes will end, leaving a drop in revenue; suggestions included putting some PILOT money into some kind of stabilization fund, using it for one-time expenses or for reducing borrowing, and not including it in computation of tax rate. A moratorium on solar development was suggested to allow the town time to make decisions.

#### 7. Correspondence – Correspondence included Highland Ambulance quarterly report, which said that call volume was down this quarter, and overall revenue stream was steady.

#### 8. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of January 31 as presented. **So voted** (2-0). **Motion** was made and seconded (WS/DB) to approve the minutes of February 8 as presented. **So voted** (2-0).

9. Miscellaneous –

Senior Center – Charlene reported that the Senior Center Director would like to hire someone for 4-6 hours a week for outreach; they have an empty position.

Highway and Water/Sewer – Dick Kisloski of the Finance Committee has offered to make a spreadsheet for Bill Turner to track Highway and Water/Sewer employees and equipment. Board members felt that expense tracking should not be at the level of detail of miscellaneous tools at this time.

Document storage – The five towns plan to hire someone with the grant funds to scan documents that need to be kept in perpetuity.

Audit – Auditors are scheduled to come on February 25.

10. Warrant – Approved and signed the warrants: payroll warrant WP19-18 for \$107,738.29 and expense warrant W19-18 for \$185,128.66, payable 2/20/19.

Documents used

Agenda and notes

MMA information on Statewide Essay Contest for 8<sup>th</sup> graders

Disclosure of Special Municipal Employee of Financial Interest in a Municipal Contract

Correspondence – Highland Ambulance Quarterly report

Minutes

Warrant and expense report

Adjourned at 7:55 p.m.

Approved:

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Clerk