

Minutes
Williamsburg Board of Selectmen
February 27, 2020

The members of the Board of Selectmen met in regular session on Thursday, February 27, 2020, at the town office. The chair called the meeting to order at 6:02 p.m.

Present: Denise Banister and William Sayre

Absent: David Mathers

Also present: Donna Gibson (Board of Health), Alex Kassell, Cindy Kassell (Dunphy School), Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

Brewmasters Brewing Services: Dennis Bates, Michael Charpentier

1. Licenses – Brewmasters Brewing Services d/b/a Burgy Brews –

Farmer Brewery Pouring Permit – public hearing – The public hearing opened at 6:03 p.m. and the chair read the notice of hearing. The Administrative Assistant confirmed that the paperwork was all in order for the Farmer Brewery Pouring Permit, Common Victualler's license and Live Entertainment license. Dennis Bates of Brewmasters confirmed that they will be selling just what is produced on premises. At some point they would like to get a Farmer Winery license and a Farmer Distillery license. They have recently sanded floors, gutted and cleaned the space and made all the equipment functional, and they would like to open as soon as possible. They plan to open most days starting in the early evening, open a couple of days for lunch, and see what the demand is. They have requested the hours of 10 a.m. to 1 a.m. seven days a week, which is the same as the previous business. Town Administrator Charlene Nardi reported that Stacey Jenkins, Principal of the Anne T. Dunphy School, has met with the owners and has no concerns about the license. **Motion** was made and seconded (WS/DB) to approve the application of Brewmasters Brewing Services, d/b/a Burgy Brews, for a Farmer Series Pouring Permit, and to sign and issue the license once the ABCC approves. **So voted** (2-0).

Common Victualler's license – **Motion** was made and seconded (WS/DB) to approve a Common Victualler's License for Brewmasters Brewing Services, d/b/a Burgy Brews, to expire December 31, 2020. **So voted** (2-0).

Live Entertainment – The owners requested a live entertainment license for every day, for all open hours. 10 a.m. to 1 a.m. They do not have events scheduled but would like to have the flexibility without coming back to the Board each time. The Board was willing to give up to three months for a new business. The previous business had live entertainment to 10 p.m. and another new business was given a license to midnight. The Board had previously decided that outdoor live entertainment should end by 10 p.m. The owners noted that they won't book entertainment for the same time as school plays, and that the music will be in the center of the building. **Motion** was made and seconded (WS/DB) to approve a live entertainment permit for Brewmasters Brewing Services d/b/a Burgy Brews, for live music, March 1 to May 31, 10 a.m. to midnight, indoors or outdoors, weather permitting, outdoor entertainment to end by 10 p.m. **So voted** (2-0). There is a separate entertainment license for Sundays, required by the state. Because the cost of the license was less on an annual basis, the Board was willing to give an annual license. **Motion** was made and seconded (WS/DB) to approve a license for public entertainment on Sunday for Brewmasters Brewing Services d/b/a Burgy Brews, an annual license, from 12 noon to midnight. **So voted** (2-0). The owners asked the Board to let them know if there are any hints of noise, before there is a problem.

2. Board of Health – Donna Gibson, chair of the Board of Health, reported on coronavirus preparedness. She said there is a system in place for tracking infectious diseases. Through the Foothills Health District, a number of people are getting training, and the Board of Health is also part of the Mohawk Area Public Health Coalition (MAPHCO). The town's former health agent, Valerie Bird, is the point person for receiving information and giving out information and School Superintendent Aaron Osborne, Mike Rock, Director of Highland Ambulance, and Fire Chief Jason Connell, as well as the Board of Health, are in touch with her. There are emergency supplies in the Town Office building in a locked closet next to the first floor bathroom and in a cabinet in the Veterans' Agent office. Symptoms are respiratory symptoms and fever. Quarantine is done at home, not in a public place, and individuals self-monitor. The state is in charge when people are infected; it is not the town's responsibility. People need to protect themselves (wash hands, etc.) and need to be prepared to be stuck in their homes for several weeks (food, medications, pet food, toilet paper) and use common sense. It was noted that during the October snowstorm several years ago, the town was very resilient and people watched out for their neighbors. Board members were pleased at how much is being done.

3. Appointments – Senior Center Director – After the February 13 meeting, the position was offered to Melissa Wilson, who has accepted. **Motion** was made and seconded (WS/DB) to appoint Melissa Wilson as Senior Center Director, to June 30, 2020, at an annual salary of \$29,705, prorated based on the start date, with a six month probation period, three month review period. **So voted** (2-0).

4. Live entertainment, annual permit – Concerning the suggestion that live entertainment permits be issued for a year rather than for a few months, for all licensees except relatively new businesses, the Administrative Assistant report that she had asked other towns for their experience and most do annual licenses, with few if any problems. The main issue was noise, and the business is invited to a Select Board meeting or given a warning; occasionally a license is amended to require indoor music only or limited hours. Several mentioned a public hearing with abutter notification as part of the application process. Part of the motivation was to save time and streamline the process, with the option to call in a business if there are problems, and part was to allow businesses the smaller state fee for Sunday permits if given on an annual basis. The Board agreed to give initial licenses for three months, then if no problems to give for a year. This could be done in November and December at the same time as liquor licenses. A hearing could be held, with notice in the newsletter, the website and a robocall (but not an expensive newspaper ad), saying to be in touch with the Select Board if there are concerns.

5. MVP (Municipal Vulnerability Preparedness) final plan – **Motion** was made and seconded (WS/DB) to approve, adopt and endorse the MVP final plan. **So voted** (2-0).

6. Mountain Street project – Town Administrator Charlene Nardi said that she has been in touch with Rep. Natalie Blais, and Roger Fuller, representative to the Metropolitan Planning Organization, about the project. She noted that the town really wants it on the MassDOT FY2025 TIP. The town is putting \$20,000 a year into the road just to maintain it. She and Highway Superintendent Dan Banister will go to the Joint Transportation Committee quarterly meetings every time to advocate for it.

7. OPM Steering Committee next steps – Board members were pleased that at the Special Town Meeting the town solidly supported moving ahead with the plans for the Public Safety Complex. The consultant P3 will draft the Request for Qualifications (RFQ) for the architect, as well as the

contract amendment proposal for their future work, and the Select Board will plan to review on March 12, with the RFQ to be put out on March 25. Discussion included the need for the Select Board to be involved in the meetings about the RFQ, either as a Board or as individuals, and the need to reduce the budget to \$4 million and not build something the town can't afford.

Payments in Lieu of Taxes – It was suggested that the upcoming Payments in Lieu of Taxes for solar projects be used as payment on debt for the Public Safety Complex. It was noted that it cannot be used directly but Free Cash can be used to reduce the operating budget, which includes that debt.

8. Budgets – Board members reviewed the proposed budgets.

Level funded – Town Clerk, Zoning Board of Appeals, Emergency Management, Energy, Highway, Historical Commission, Library, Moderator,

FRCOG Accounting – The increase for the accounting service is a little less than they thought.

Collector – Deputy Collector is increased, tax title is decreased.

Fire – Has requests to increase the Fire Chief salary and to increase the Administrative staff hours and wages. Charlene will get salary survey information from Hampshire COG and Franklin COG.

Police – Has request for salary increase.

Hampshire Regional Schools – Is a 2.8% increase. They are also asking for capital expenditures.

Board of Health – Decrease in Animal Inspector, increase in Transfer Station, HRMC and Foothills.

Highland Ambulance – Increase.

Library – They requested \$74 more in the budget, for the Library Director's salary.

Select Board – Comcast prices have gone up, new internet account needed because library internet line would not work with the VOIP phone. Town Counsel was previously reduced because not needed; this year there is a lot going on and the town is currently over-budget but this is not expected to continue. Property insurance is a little over-budget. Building Inspection is expected to be the same. FRCOG procurement service, which covers all Highway procurement, has been added.

Trust Fund and Cemetery Commission – Cemetery expense is increased. Haydenville Clock line is new. It was asked if the town had taken over the Haydenville Cemetery Trust. The town Trust Fund and Cemetery trustees are trying to resolve issues before the town takes on the High Street Cemetery and the Haydenville Cemetery Trust.

Treasurer – Some lines are going down. Charlene will check with the Treasurer about the unemployment insurance and the Highway truck.

Still to come – Local school and Police Department

Discussion – For the salaries, the Board will look at the salary surveys. Most of the town's budget goes to things that are mandated, e.g., the school cannot be cut. The budget is put together first, then it is fit to the revenue; it was suggested that Finance could look at revenue first.

9. Town Administrator's report – Upcoming meetings – Town Administrator Charlene Nardi listed the upcoming meetings, including the Town Caucus.

Senior Center Special Revenue accounts – Charlene is working with the Senior Center office and the Accountant to clean up these accounts.

MassDOT bridge meeting – She reported that over 50 people showed up to the meeting about the one-way loop for the Bridge Street and South Main Street bridges, and most were in favor.

Meeting with Sen. Markey's office – She and William Sayre met with Melissa Olesen, Regional Director of Sen. Markey's office, about the need for infrastructure funding, the challenges of revenue for ambulance companies, the challenges of keeping up with education funding, and the determination of whether a community is rural or urban and whether wealthy or not.

Timber cutting – She reported on a recent conversation where it was suggested that there was good timber on several town properties and an estimate should be gotten for the value of the timber. Charlene will follow up.

Police Department – Chief Wickland is considering some personnel changes.

Fire Chief appointment – Fire Chief Jason Connell has requested a three-year appointment rather than a one-year appointment.

Highway Superintendent comp time for snow plowing – This will be considered at a separate meeting of Selectmen William Sayre and Dave Mathers.

Town Administrator contract – For future discussion.

Salary surveys – Charlene sent HCG and FRCOG salary surveys to the Board.

Highway and Water/Sewer work – Since it is important for everyone to be on the same page about what the Highway Department will be doing for the Water/Sewer Department, she suggested that the Board meet with Water/Sewer and the Highway Superintendent to discuss it.

Highway crew – There is a vacancy and Highway Superintendent Dan Banister would like to meet with the Board about filling it.

Audit – She reported that the audit was messy and there were a lot of adjustments and errors. The Town's Accountant is conscientious but lacks the experience needed in municipal accounting, and there is no good training for municipal accountants. It is a learning curve. Charlene and the auditor discussed how to address the issues. She would like to invite the auditor to a Select Board meeting when the audit is complete.

Haydenville Fire Station – She reported that Highway Superintendent Dan Banister said that the apron in front of the Haydenville Fire Station is falling apart and it would cost about \$1500 in materials to fix. The Board was in favor.

10. Correspondence – Correspondence included news of a \$720 dividend from MIIA, the town's insurance company.

11. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of February 13, 19 and 24 as presented. **So voted** (2-0).

12. Warrant – Approved and signed the warrants: payroll warrant WP20-19 for \$110,353.53, and expense warrant W20-1 for \$96,042.80, payable 3/4/20.

13. Miscellaneous – Technology – The town needs to replace computers (\$18,000). Charlene will submit an article to Town Meeting. The Comcast Technology revenue fund has money (\$19,000); she will see what it can be used for. The yearly amount from Comcast is similar to the cost for the town's website.

Documents used

- License applications
- MVP final report
- Budgets
- Minutes
- Warrant and expense report

Adjourned at 9:10 p.m.

Approved:

Clerk