

Minutes
Williamsburg Board of Selectmen
March 15, 2018

The members of the Board of Selectmen met in regular session on Thursday, March 15, 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 and Denise Banister

Absent: David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant), Marie Westburg (Senior Center)

Highway: Bill Turner, Bryan Osetek

1. Personnel – Highway – Highway Superintendent Bill Turner introduced Bryan Osetek and recommended hiring him for the Laborer/Truck Driver position. He said he knew Bryan personally and thought he would be a good fit. Bryan has a fair amount of truck driving and other experience as well as a hoister’s license. **Motion** was made and seconded (DB/WS) to concur with Bill Turner’s recommendation and hire Bryan Osetek for the position of Laborer/Truck Driver in the Highway Department. **So voted** (2-0). Bryan will give two weeks notice and start April 2.

2. Senior Center – Report – Senior Center Director Marie Westburg reported on various programs. The Carpool program, as sister to the Companion program, makes field trips every week to shopping and to cultural events, taking people who can’t drive. It is a grassroots approach to a social network, helping those at risk for isolation. The Bag Sew initiative makes bags for library books; bags could be used at other businesses if there is a ban on plastic bags. Intergenerational programs involve yoga and chess and Dungeons and Dragons, and the Sixth-Grade Pen Pal program
Budget – She said they are looking at restructuring the department and reallocating funds for different uses, and they are working with other organizations. The town is not eligible for Community Development Block Grants because it is considered too wealthy. The HEN program (in-home services, such as help with chores and transportation) and Highland Valley Elder Services help fill in the gaps. The town contributes \$3500 to HEN and town participants receive \$23,000 in services. Nutritional Program Coordinator Emily Wadham has given notice, and they will be looking for someone to cook food but not necessarily on-site.

3. Appointments –

Animal Inspector – **Motion** was made and seconded (DB/WS) to appoint Don Lawton as Animal Inspector, term to expire April 30, 2019. **So voted** (2-0). It was noted that this particular position is on a different yearly cycle from other town positions.

Resignation – Agricultural Commission – **Motion** was made and seconded (DB/WS) to accept the resignation of Andrew Erwin from his post as Alternate on the Agricultural Commission, effective immediately. **So voted** (2-0).

4. Licenses – Late Closing and live entertainment – **Motion** was made and seconded (DB/WS) to approve late closing (1:00 a.m.) and live entertainment, D.J. and Band, for American Legion Post 236 for Saturdays, April 7 and 21, from 7 to 11:30 p.m. **So voted** (2-0). **Motion** was made and seconded (DB/WS) to approve live entertainment, a D.J., for the Beaver Brook Lounge for Friday, March 23, and Saturday, March 24, 9 to 11:45 p.m. **So voted** (2-0). **Motion** was made and seconded (DB/WS) to approve live entertainment, live music – folk, Irish and jazz – for Bread Euphoria for Saturdays, March 24 and 31 (5:30 to 7:30 p.m.), and Saturdays April 7, 14, 21, 28, May 5, 12, 19, 26, June 2, 9, 16, 23, 30, July 14, 21, 28, August 4, 11, 18, 25 (6:00 to 8:00 p.m.) **So voted** (2-0).

5. Deed in Lieu of Foreclosure – 125 Goshen Road – Fuller – Town Administrator Charlene Nardi explained that instead of foreclosure, a deed in lieu of foreclosure is an easier process, where the owners (children who inherited) sign over the deed to the town, and the town takes over the property and auctions it off, hoping to recoup the \$100,000 in taxes and interest. **Motion** was made and seconded (DB/WS) to sign the Deed in Lieu of Foreclosure of 125 Goshen Road. **So voted** (2-0).

6. Meals tax – The Board is considering recommending a meals tax of 0.75% (or 75 cents on \$100). The procedure is for Town Meeting to approve an article accepting Mass. Gen. Laws chapter 64L, section 2(a), effective in October. The Town Administrator will write to town businesses that may be affected, asking for comments and concerns.

7. Public budget meeting – A public meeting sometime before town meeting would allow people to come in and ask questions about the budget. The Select Board recommends such a meeting and Town Administrator Charlene Nardi will ask Finance Committee to consider scheduling one.

8. MEMA’s request for trucks – Massachusetts Emergency Management Agency had requested trucks to help with a storm in eastern Massachusetts, discussed at the Town Caucus on March 5. Highway Superintendent Bill Turner had told MEMA that the town could send a truck but was told that they were all set. The town has signed an agreement that if it can help, it will.

9. FY2017 audit representations letter – Every year the town is asked to make certain representations to the auditors about the information provided. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the FY17 audit representations letter to Melanson Heath. **So voted** (2-0).

10. Sidewalk – The sidewalk at the corner of Main Street and Fairfield Avenue needs shoveling and it is not clear who owns the property. Complaints have been received. Until something is figured out, the Town Administrator will ask Ken Woofenden, who shovels at the Town Offices, to take care of it.

11. Town Picnic – A committee is needed to plan the picnic, e.g., organize potluck, grilled food, tent, music, games. This will be considered at a future meeting. After a discussion of pros and cons of charging, the Board felt that the event should be free.

12. Low temperature sensor and boiler alarm – Town Administrator has been getting quotes. She reported that radiator temperature sensors were opened but then someone closed them down.

13. Ethics forms – The Board wants to be sure the Selectmen and other employees have signed disclosure forms of potential conflicts of interest. It was noted that the employees need to call the state ethics office themselves, the Town Administrator cannot act for them.

14. Town Administrator's report –

Pedestrian signal – Town Administrator Charlene Nardi reported that the cost is less than previous thought, less than \$15,000. From the three quotes the Highway Superintendent has recommended a particular model. She will discuss with the School Committee and put on the capital plan.

Highland Ambulance – Reports have not come recently; she has requested them.

Paragus hourly cost – She reported that the rate is \$93 per hour, plus 5% administrative fee, for the contracted hours; \$140 per hour for additional hours. Other communities pay less but for less service. She has asked HCOG how to make sure the town is getting a good price.

Police Department office floor – Building Supervisor John Hoogstraten is working on it.

Green Communities – Energy chair Kim Boas has submitted a grant application for \$28,000 for LED lighting in street lights and in the Town Offices. Board members expressed appreciation for the great work that Kim does for the town.

Depot Road culvert – Last year the town did not get the DER (Division of Ecological Restoration) grant. This year the town will submit again, and will include getting a Chapter 85 review of engineering by MassDOT. It was suggested that MassDOT be asked if they will improve the culvert under Route 9 in connection with the rebuilding of Route 9.

Complete Streets – She has submitted the application for technical support for TEC to do priority planning. There is a question about whether the pedestrian flashing lights might be available for free through the Complete Streets program but it is not clear that concerned townspeople would be willing to wait.

35 Main Street – Country Corral has done a lot of work and has reopened for business. A letter will be sent to the business owner and landlord saying that if the problems recur, the next step would be a court order.

Collector's report – Collector Bonnie Roberge did not feel that she had much additional to share. She will continue to plan to meet with the board twice a year.

Document management – Charlene reported the suggestions of hiring an individual rather than a company, under the \$15,000 grant from the state, and hiring the same person for all five communities, someone who understands records retention requirements. She noted that Eric Weber had been hired by Chesterfield to go through their files and weed them out.

Caucus Committee – She reported that the Caucus Committee, consisting of the chair of the Board of Selectmen, the Caucus chair and the Caucus secretary, has authority to put a name on the ballot when there is a vacancy. [The Attorney General's office later told the town that this applies to some types of vacancies, such as death, withdrawal or ineligibility, but not vacancies caused by failure to nominate or to accept nomination at caucus.] Current vacancies are Finance Committee, Local School Committee and Water/Sewer Commission.

15. Executive session – **Motion** was made and seconded (DB/WS) to go into executive session pursuant to M.G.L. c. 30A, sec. 21(a) (3), to discuss strategy with respect to litigation in the matter of CRD Metalworks, LLC et al. v. Town of Williamsburg Zoning Board of Appeals et al., Hampshire Superior Court, C.A. No. 1580CV00154, and the chair declares that having a discussion in open session would have a detrimental effect on the town’s litigating position. The chair stated that the executive session was warranted because discussion in open session would have a detrimental effect on the town’s litigating position, and that the Board would return to open session following the executive session. **So voted** (DB aye, WS aye). The Board moved into executive session at 7:46 and returned to open session at 7:52 p.m.

16. Annual report dedication – The Board reviewed and approved the draft dedication. William Sayre will read or summarize it at Town Meeting.

17. Correspondence – Included MassDOT bridge inspection reports. Town Administrator Charlene Nardi noted that there is a small-bridge program, that engineering does not have to go out to bid, and that TEC comes highly recommended.

18. Minutes – **Motion** was made and seconded (DB/WS) to approve the minutes of March 1 as presented. **So voted** (2-0).

19. Warrant – Approved and signed the warrant.

20. Miscellaneous –

Marijuana – The Planning Board is preparing the wording of the proposed marijuana bylaw, to present to the Select Board and Town Counsel, and has been talking about a 3% sales tax.

CDBG grant – The town is considered too wealthy to qualify. It is possible that people in adjacent towns who have mailing addresses in Williamsburg may be affecting Williamsburg’s standing.

Budget – Town Counsel line is overspent by \$2000 and will need another reserve fund transfer. Treasurer will be asking for additional money for health insurance (\$21,000).

Documents used

- Agenda and notes
- Resignation
- Licenses
- Deed
- Annual report dedication
- MassDOT bridge inspection reports
- Minutes
- Warrant and expense report

Adjourned at 8:25 p.m.

Approved:

Clerk