

Minutes
Williamsburg Board of Selectmen
July 18, 2019

The members of the Board of Selectmen met in regular session on Thursday, July 18, 2019, at the town office. The outgoing 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: David Mathers, Denise Banister and William Sayre

Also present: Jason Connell (Fire Chief), Charlene Nardi (Town Administrator), Nancy Sue Sena Penn (estate of Margaret Misner), Peter Spotts (reporter, Country Journal), W. Barry Thomson, Eleanor Warnock (Administrative Assistant)

Library: Pat Billingsley, Beverly Bullock

1. Board reorganization – **Motion** was made and seconded (DM/WS) to appoint Denise Banister chair for the next fiscal year. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to appoint William Sayre clerk for the next fiscal year. **So voted** (3-0).
2. Chapter 61 Right of First Refusal – The new chair read a letter from Jeffrey Scott Penn, executor of the estate of Margaret Misner, late of 73 Old Goshen Road (also reported at the June 20 meeting). The estate would like to sell 7 acres currently under Chapter 61A; the buyer intends to modify the protection from Chapter 61A to 61B with the exemption of one building lot. The Town Administrator reported that town committees had been notified and there were no objections. **Motion** was made and seconded (DM/WS) not to exercise the town's right of first refusal for the 7 acres, part of the parcel at 73 Old Goshen Road. **So voted** (3-0).
3. Library Director – Pat Billingsley, chair of the Board of Library Trustees, introduced the new Library Director, Beverly Bullock. The new director explained that she had spent much of her career in community social work, before she went to library school, and has worked in libraries in various places, most recently in Greenfield. She lives in town and is thrilled to be working here. Board members welcomed her, noting that the library is an important part of the town culture and activities.
4. Town-owned land on Laurel Road and Mountain Street – Board members discussed a possible sale of the Laurel Road/Mountain Street parcel, raised at the June 20 meeting. Discussion included the need for that land if anything happened to the town well, the fact that the Highway Superintendent and chair of the Water/Sewer Commission is against it, a comment from the Building Inspector that he couldn't give a building permit until it is surveyed to know how far away it is from wetlands. The conclusion of the board was to retain ownership and not to pursue sale of that land.
5. Licenses –
Special License – Sons of the American Legion – **Motion** was made and seconded (WS/DB) to approve a Special License for sale of all kinds of alcoholic beverages to John Svoboda and John Chandler, representing the Sons of the American Legion, at the parking lot of 5 Bridge Street, for Saturday, July 20, 2019, from 12 noon to 7 p.m. **So voted** (2-0, DM abstaining).

Live Entertainment – **Motion** was made and seconded (WS/DM) to grant a permit to the American Legion for live entertainment, a D.J., Saturday, July 20, 2019, 2 to 8 p.m. **So voted** (2-0, DM abstaining). **Motion** was made and seconded (WS/DM) to grant a permit to Bread Euphoria for live entertainment, live music, Saturdays and every other Friday, 6-8 p.m., on Sat. 7/13, Fri. 7/19, Sat. 7/20, Sat. 7/27, Fri. 8/2, Sat. 8/3, Fri. 8/16, Sat. 8/17, Sat. 8/24, Sat. 9/14, Fri. 9/20, Sat. 9/21, Sat. 9/28. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to grant a permit to Dot's Golf LLC for live entertainment 4-9 p.m., outside weather permitting, on Saturdays July 13, 20, 27, August 3, 10, 17, 24, 31. **So voted** (3-0).

6. Fire Department – Chief Jason Connell gave his regular report. He said that there has been a big increase in the number of calls for the fiscal year just ended. The budget was affected and a Reserve Fund transfer was needed. Medical calls are a little less than half the calls. All hose, ladders and pumps have had their yearly testing; Engine 2 failed pump testing due to a vacuum issue but is able to function, it just can't draw water well from rivers and ponds. The other vehicles are fine. The new AED's (defibrillators) are in service on the trucks; the older ones are headed for the Transfer Station and maybe Highway Department. Four have been given to Shutesbury, in response to an incident in their town office where someone died. The department is trying to save on costs, including buying foam through the Hampshire County Fire Chief's Association. Department membership is OK but the number of people who can do interior fire fighting is getting low. There was a question about submitting for reimbursement of costs when an insurance company pays on a structural fire; Town Administrator Charlene Nardi will ask the Small Town Administrators group if other towns do that. A question was asked about changing the name to Fire and Rescue, since rescue and emergency medical service accounts for so much of what is done. In response to a question about surplussing the obsolete AED's, Charlene explained that there is a procedure to be followed; if an item does not have value it can be given to another town. It had been determined that the old AED's had no value to the town because they are old and cannot be sold. Board members expressed appreciation for the great job Chief Connell and the firefighters are doing. Inspections and fees – A suggestion was made to use a portion of the liquor license fees to pay for liquor license inspections, since it costs the department to do the inspection and paperwork. Fees for inspection of short-term rentals were also discussed. Hydrants – Discussion included hiring seasonal help, or getting school kids to do community service, to clean and paint hydrants and do roadside trimming and put flags on. Hydrants belong to the Water department, except that Highway shovels out the snow and has recently been doing the painting.

7. Short-term rentals – The Select Board reviewed the draft license and checklist from the Planning Board. Board members raised a number of issues and questions, which will be passed along. The Board will consider the documents again at a future meeting.

8. South Main Street guardrail, request to paint it black – A South Main Street resident has requested that the guardrail be painted black along the stretch of her property. Discussion included that the guardrail needs to be reflective, and any painting would need to be maintained. The Board concluded that it would not be painted.

9. Mass Works grant application – **Motion** was made and seconded (DB/DM) to authorize the Town Administrator to submit the application to Mass Works for the Depot Road culvert. **So voted** (3-0).

10. MVP (Municipal Vulnerability Preparedness) planning meeting – Board members expressed their preferences about timing of the two four-hour sessions.

11. Used Car Dealer – An application for a Used Car Dealer License has been received and is scheduled to come before the Board at the August 1 meeting. It has been advertised and abutters have been notified.

CORI check – The town has not required a CORI check for a Used Car Dealer license in the past but a number of towns now do require it. Board members felt that a CORI check was unnecessary and they did not want to change the process.

Conservation Commission – It was reported that the Conservation Commission might have concerns about the used car dealership since the site is by the river. The Board has learned that the applicant does not plan to do repairs, just to sell cars. The Board will be meeting before the next Conservation Commission meeting, and while the two decisions could proceed independently, the Board will respect the request of the Conservation Commission chair and plan to wait until Conservation has had a chance to weigh in, because a two-week delay will not have a serious impact on the applicant. The Board will open the hearing on August 1 as planned but may defer a decision.

12. Schedule of meetings with department heads – The proposed schedule had been distributed prior to the meeting.

13. Town Administrator's report –

Treasurer job description and benefits – Town Administrator Charlene Nardi reported that the Treasurer had accepted the job description and benefits, discussed at the June 20 meeting.

Mass Trails grant – She reported that the Mill River Greenway was not successful in the application for \$300,000.

VOIP phone system – She reported that there are some unforeseen issues, such as phone lines at the library (free Comcast line won't host a VOIP phone) and fire (Comcast line needed), as well as several departments having one number but multiple phones, so the cost will be somewhat higher than predicted. Due to the high monthly cost of a line (over \$100), the Board asked to hold off on a Comcast line for the Haydenville fire station since the phone there isn't used often, as the station isn't staffed, and the new system would allow calls to be forwarded to a cell phone if needed, and the firefighters can communicate with each other by radio or cell phone.

Document project consultant – The five towns will interview four of the applicants and select one to scan town documents under the \$15,000 grant.

Depot Road culvert – STRAP grant – Small Town Road Assistance Program – support letters are being sent.

Financial year end – Charlene reported that much of her time recently has been on year-end financial matters. It was suggested that the accountant might be given more hours or former accountant Joyce Muka might come in to help to make sure the year end goes smoothly.

Health insurance – Charlene reported that an agreement was signed with the PEC. The mitigation agreement will give a one-time reduction on health insurance premiums for eligible people.

Technology – She reported that there have been strange technology problems every day, and she feels that it is difficult to control the budget when tech issues come up because they must be dealt with so that departments can do their work. In addition, she learned that some computers are not being backed up, even though that had been discussed, but there apparently is no documentation of it. She is working with Paragus on a solution.

Grant reimbursements – She has filed for reimbursements on various grants, showing how the money was spent.

Air conditioners – Ones are needed for the Veterans' Agent and police. John Hoogstraten will purchase and install them.

Building Supervisor – Things completed include installation of the air conditioning units, researching replacement blinds for the Selectmen's office and Planning Board room, fixing surplus chairs from the library, repairing the police station bathroom floor and overseeing the contracted pipe and toilet work, managing the Dunphy School shed repair, and completing the transfer station roof repair.

Sink in basement – Hot water was found running full blast in the boiler room. Bill Turner put in a temporary shutoff, and Moran will shut it off permanently.

Town insurance FY20 – Departments are reviewing their listed vehicles and equipment.

Grant applications – Senior Center Director is working to get grants to support programs and doing a phenomenal job. Upcoming town grants are EMPG, MIIA, and Mass Works.

LED street lighting – Four are not yet installed and one is broken, so the project is not yet finished.

Tree bid – There was only one response so it was cancelled and put back out. It came in higher than expected, \$13,000 rather than 9,000 or less as hoped. The budget has only \$15,000 for the year.

Stericycle – She is working with the Board of Health to change the contract to reduce the cost.

TNC (Transportation Network Company) – The town receives a small amount from Uber and taxis to spend on road construction projects; other communities get large amounts. Rep. Natalie Blais is asking for communities' experience and is filing legislation for a town not to have to file a report if it gets less than a certain amount.

14. Correspondence – Included a notice to abutters for a solar photovoltaic system at 10 River road and a Zoning Board of Appeals approval of a solar photovoltaic system at 5-5R Hatfield Street.

15. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of June 20 as presented. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to approve the minutes of July 11 as presented. **So voted** (3-0).

16. Warrant – Approved and signed the warrants: payroll warrant WP19-29 for \$19,476.28, payroll warrant WP20-03 for \$95,922.49, and expense warrant W20-03 for \$258,257.52, payable 7/24/19.

17. Miscellaneous –

Emergency protocol – Conversations with Bill Turner, Denise Wickland and Jason Connell indicated that the system of who gets called is working fine.

Police switching to work a detail for utility company – Police Chief Wickland sent an explanation of why a police officer may switch from working for the town at an accident scene to working a detail for a utility company; namely, that if an officer responds to a major accident and is needed for more than a few hours, they call for someone to work the detail, and if they can't get a detail person they switch to detail because they are working only on that issue and are no longer available to cover calls for the town. It happens only with supervisor approval. If an officer can't leave the scene, it makes sense for the utility to pay. The Board was very satisfied with the explanation.

Documents used

Agenda and notes

Letter about 73 Old Goshen Road and Chapter 61 Right of First Refusal

Fire Chief report

License applications

Short-term rental drafts

Minutes

Warrant and expense report

Adjourned at 8:45 p.m.

Approved:

Clerk