

Minutes
Williamsburg Board of Selectmen
July 19, 2018

The members of the Board of Selectmen met in regular session on Thursday, July 19, 2018, at the town office. The chair called the meeting to order at 6:05 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: David Mathers and Denise Banister

Absent: William Sayre

Also present: Jason Connell (Fire), Charlene Nardi (Town Administrator, from 7:15), Peter Spotts (reporter, Country Journal), Daryl Springman (Fire), Eleanor Warnock (Administrative Assistant)

1. Fire Department – Fire Chief Jason Connell with Deputy Chief Daryl Springman gave the department's regular report. The number of calls so far this calendar year is 184, about the same as last year, with a little over half being sick person calls. Two new adult firefighters and three new junior firefighters have joined the department. There have been a bunch of breakdowns in equipment recently. The open house July 14 was well attended. OSHA regulations now apply to fire departments and municipalities and they are particularly concerned about the need for additional physicals and the financial impact on the town; other changes will also need to be made. It was suggested that a letter be sent to the legislature about the effect of the OSHA change on small towns. The traffic trailer can be converted to emergency response. The Assistance to Firefighters grant for air packs is looking hopeful; the 5% match may be paid by the Firefighters Association. Firefighter Shawna Rogers went to a grant-writing class, paid for by the Association. They will be applying for a Volunteer Firefighters Assistance grant for brush fire equipment. While the rate of pay for training hours was reduced to fit the budget for the year just ended, they are not concerned about having enough in the budget for training in the coming year. They hosted a Mass. Tech Rescue training. There are ongoing radio reception issues; they are working with the legislators. The Fire Department Administrative Assistant uses the pickup to do department business and take runs to the transfer station; the goal is to keep the truck at the Highway garage. Concern was expressed that there is a perception that it is being used for personal purposes. Regarding the fire lane at the Anne T. Dunphy School, they suggested having tall cones that say Fire Lane that can be put out for big events, similar to ones at Big Y.

2. Election – Primary Election September 4 – **Motion** was made and seconded (DB/DM) to sign the September Primary Election warrant. **So voted** (2-0).

3. Appointments – Planning Board – **Motion** was made and seconded (DB/DM) to appoint Amy Bisbee to the Planning Board for a term to expire June 30, 2023. **So voted** (2-0).

4. Licenses – **Motion** was made and seconded (DB/DM) to sign and issue the license for Wine and Malt Beverages to be drunk on the premises, to Williamsburg Snack Bar, Inc., Richard P. Karowski, Manager. **So voted** (2-0).

5. Mill River Greenway – Memorandum of Understanding – The agreement covered paving of the Rail Trail from the Haydenville access ramp; Northampton will pay the town for 62% of the materials and labor; Williamsburg will provide the labor and buy the materials. This is being funded through a Mass in Motion grant. **Motion** was made and seconded (DB/DM) to authorize the chair to sign the Memorandum of Understanding by and between the City of Northampton and the Town of Williamsburg regarding the paving of certain sections of the Mass. Central Rail Trail. **So voted** (2-0).

6. Fire Department surplus – **Motion** was made and seconded (DB/DM) to declare as surplus the 1994 Ford F350XL crew cab 4 wheel drive truck which is owned by the Fire Department, and put it on Municibid. **So voted** (2-0).

7. Payroll wage rates – It was reported that the Highway Department is pleased with new employee Bryan Osetek and that the Highway Superintendent recommends giving step increases quarterly, in smaller amounts, rather than at six months and a year. Board members reviewed the proposed pay rate and corrected the dates. **Motion** was made and seconded to approve the proposed step increases for Bryan Osetek as corrected. **So voted** (2-0).

8. Auditor – Since the town's accountant is changing, it was recommended that the auditor not be changed now. It was noted that everyone speaks highly of auditor Melanson Heath. Board members agreed.

9. Minutes – **Motion** was made and seconded (DB/DM) to approve the minutes of June 21 as written. **So voted** (2-0). **Motion** was made and seconded (DB/DM) to approve the minutes of June 28 as presented. **So voted** (2-0). It was noted that initial payment from Dynamic Energy, whose Payment In Lieu Of Taxes was signed on June 28, has been received. **Motion** was made and seconded (DB/DM) to approve the minutes of July 12 as presented. **So voted** (2-0).

10. Warrant – Approved and signed the warrant.

11. Miscellaneous –

Town picnic – It was reported that the Picnic Committee has met twice and plans are starting to move along. The plan is for very basic picnic food, with enough for 500 people, and not doing anything elaborate .

12. Town Administrator's report –

Valley View Road – Town Administrator Charlene Nardi reported that the owner of the property at the end of the discontinued portion of Valley View Road has requested that the town repair the road; this was the section that the Board had told the owner he must repair at his cost. Charlene is in conversation with Town Counsel.

Zoning Bylaw changes – Changes have been approved by the Attorney General.

Helen E. James Building roof – The most urgent repairs have been done. The roofer will be working on other weak areas and encouraged the town to make replacing the entire roof a priority.

Police Station screen door – The custom size door has been ordered, expected in late summer.

Old Town Hall carpentry and painting – Scaffolding was too expensive and it was decided to rent a lift. John Hoogstraten feels he has the best people with Chris Hellyar, the new owner of Northeast Painting Association. The lift operator will serve as John's assistant with the carpentry work.

Anne T. Dunphy School gutters – Gutters need to be cleaned at least three times a year as part of the regular building maintenance program. Someone may be hired from outside.

Baystate Elevator – Costs have increased to \$4,008.93 (Town Offices) and \$2,819.93 (Helen E. James).

FRCOG accountant – Accountant Stacey Mousseau has resigned and is leaving in August.

Auditor – Stacey Mousseau recommends staying with the same auditor. Charlene talked to people in other towns and feels the price is in the right range and that towns using other firms were not enthusiastic. Board members agreed to a three-year contract.

Window in Health Agent office – A window pane came loose and dropped out. This is the second old window pane that has fallen; there is concern that the adhesive for these old windows is failing. John Hoogstraten will fix the window.

Air conditioner in Planning Board room – Air conditioner has been donated by Town Clerk Brenda Lessard.

Fire lane at Anne T. Dunphy School – Charlene had talked with Principal Stacey Jenkins about using cones like ones at the Big Y.

Fire truck – The Silverado will be painted by Smith Vocational. The town will pay only for the paint. The truck is currently at Fire Department Administrative Assistant Ken Taylor's house but will be moved to the Highway Garage.

Library social services questionnaire – The Library Director had shared an interesting questionnaire from the state about social services provided by the library.

OPM Steering Committee – The new OPM has said he will work within the budget but it may be hard to do the program needs for that amount; but Charlene commented that this is like a feasibility study, confirming the program and budget and getting the town moving forward. The Committee will meet July 26 and has asked Select Board members to attend.

Sidewalk funds – Streets in Williamsburg were mentioned; last year ones in Haydenville were done.

Electricity – Contract was signed with Liberty Power for 36 months at \$0.09520 for supply, a good price.

74 Village Hill Road – Since no one was present at the magistrate hearing to speak to the violation, the complaint was thrown out. Another violation will be filed citing failure of owners to adhere to aspects of the decision such as posting flags when shooting, and contacting the Police Chief or owner when others are shooting.

Complete Streets forum – There was a good turnout for the forum on July 16. The working group will review the final version of the plan and submit it to the state.

Future agenda items – Charlene reviewed future items including the employee evaluation process, inviting Capital Planning Committee and inviting Community Development Advisory Committee.

Town Attorney rate – Hourly rate is increasing from \$175 to \$180. The year's expenses were over budget by \$14,000.

End of year transfers – She distributed the list of Reserve Fund and year-end transfers.

Haydenville Cemetery – Since abutters have been using the land, there is a recommendation to survey the land and propose a boundary agreement, and make sure all the deeds are properly filed. The Haydenville Cemetery Trust money can be used for the survey. Board members agreed that title to the land should be clean when it comes to the town.

Vacation – Charlene noted employees' weeks of vacation.

COA luncheon – The event to meet the candidate for Director has been rescheduled for August 6.

COA thanks – COA Administrative Assistant Sherry Loomis expressed appreciation for the nice letter from the Board and the bonus.

Documents used:

- Agenda and notes
- Primary election warrant
- Letter of interest
- Memorandum of Understanding
- Payroll rate list
- Reserve Fund and year-end transfers
- Minutes
- Warrant and expense report

Adjourned at 7:50 p.m.

Approved:

Clerk