

Minutes
Williamsburg Board of Selectmen
July 20, 2017

The members of the Board of Selectmen met in regular session on Thursday, July 20, 2017, at the town office. Chair Denise Banister called the meeting to order at 7:00 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: William Sayre, David Mathers and Denise Banister

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

1. Board reorganization – **Motion** was made and seconded (DM/DB) to appoint William Sayre as chair through the end of June 2018. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint David Mathers as clerk through June 30, 2018. **So voted** (3-0).

2. Fire Department – Fire Chief Jason Connell distributed a spreadsheet of types of incidents and numbers of responders for FY2017, and copies of his regular report. He reported that there were 347 incidents in FY2017, of which 165 were sick-person calls. The total cost of sick-person calls, excluding the chief's time, was \$5500. He noted that they have been doing some medical calls all along, just not 24/7 until recently. He went on to say that all types of calls are increasing. The fire department and the state track calls by calendar year, the budget is by fiscal year. He described recent major incidents. New Engine 1 is in service; department members are being trained. Engine 2 passed pump testing and minor leaks are being addressed. Engine 3 has leaks waiting to be fixed. Engine 4 was out of service for three weeks waiting for parts; passed pump testing. The blue pickup, gotten as surplus property, is not working out and will probably be surplus. There are a couple of new firefighters. The open house was well attended. Two new members will be getting new turnout gear; five or six members don't have new gear. Gear cannot be bagged on the way back from an incident because it may be needed again right away. They are getting quotes for the gear washer. Future needs include updating the air packs, replacing Engine 3, updating the Jaws of Life, adding a thermal imager for the new engine, and upgrading radios to meet new standards. Painting needs to be done at Station 1 and windows need winterizing at Station 2.

3. Public Safety Complex – William Sayre reported that the Public Safety Complex Committee had voted to consider only the Helen E. James site for the Public Safety Complex. The other properties they looked at were too expensive. The intention is to proceed with a Special Town Meeting on October 16, with a request for \$300,000 for design money. How much of the complex would be at the Helen E. James Building and how much would be a separate building is not yet decided. The plan is to discuss the safety complex at the September town picnic and at a public forum or two. The committee will plan to meet with the Board on August 31.

4. Highway Department –

Temporary employee – Highway Superintendent Bill Turner reported that there is a need for a temporary employee until the injured employee can return. The employee was injured in April

and will be out until at least October. Summer is also time for vacations. He recommended paying \$18.11, the current rate for temporary seasonal employees. Board members approved moving ahead with advertising the position.

Pay raise – Bill recommended increasing the pay rate for an employee now rather than waiting for her three-year anniversary in November, because she does a really good job and is not afraid of any responsibilities. Town Administrator Charlene Nardi confirmed that this is consistent with past practice if the employee shows exceptional ability and if it fits within the budget and the town approves. **Motion** was made and seconded (DB/DM) to increase Jennifer Westlake's hourly rate of pay to be equal to the others, \$22.50, effective next pay period. **So voted** (3-0).

Catch basins – Bill Turner reported that they had fixed the two troublesome catch basins on Petticoat Hill Road, replacing the 8" frames with 4" frames. He asked whether he should do the same for the other catch basins. There are six, frames would cost \$900 total and it would take about two hours of labor each. It would not affect the drainage. Board members felt that the department was short on staffing and there were higher priorities; these could be put on the list and done when there was time.

Praise – A Board member noted that a contractor from another town commented on the high quality of the roads in town.

Trees – Tree on Petticoat Hill will be added to list of trees to take down.

5. Mill River Greenway –

MassDOT letter – **Motion** was made and seconded (DB/DM) to authorize the chair to sign the letter to Jonathan Gulliver, Acting Highway Administrator of Mass. Department of Transportation, about the release of funds for the Mill River Greenway feasibility and design study. **So voted** (3-0).

Eversource – Town Administrator Charlene Nardi reported that Eversource wants to set up a meeting with the Board and Mill River Greenway Committee about the possible donation of land. **Motion** was made and seconded (DB/DM) to name William Sayre as representative of the Select Board in the meeting with Eversource and Mill River Greenway.

Brassworks – She reported that Herb Berezin, owner of the Brassworks property, is happy to meet with the Board to talk about the survey to be done on his property. **Motion** was made and seconded (DB/DM) to name William Sayre as Select Board representative in the meeting with Herb Berezin of Brassworks and Mill River Greenway regarding the Mill River Greenway survey. **So voted** (3-0).

6. Free cash status – Town Administrator Charlene Nardi reported that while the free cash remaining after the June 2017 Town Meeting is \$290,000, she expects it to jump by \$350,000, in part because of school building costs not yet reimbursed by the Mass. School Building Authority. She noted that technically there is no free cash since the books are closed for the year and the new number is not yet certified.

Praise for Accountant – Board members expressed appreciation for Town Accountant Stacey Mousseau, saying that she is easy to work with and just as good as her wonderful predecessor.

7. Town Administrator's report –

Litigation – Hodgkins v. ZBA – Town Administrator Charlene Nardi reported that the case is rescheduled for November; attorney has asked for remand back to the ZBA.

Quitclaim deed – She reported that a quitclaim deed is the form of deed most widely used in Massachusetts and it carries warranties that the property is free from encumbrances placed by the grantor.

Horse Mountain property – She reported that the last document has been filed with the Registry of Deeds, the sign has been posted, and the town has received \$21,000 from the Open Space Institute.

Mass IT grant – She reported that the Mass IT grant for data management is moving forward. It will be \$60,000 for five towns for scanning and archiving records. Annual cost will be \$2100 to \$3000 to maintain. A laptop and cart and scanner will hook up to a system at Northampton. Northampton will have the license, and there will be a Memorandum of Understanding with Northampton, like Veterans' Services and the Building Inspector. The system seems cost effective. Mass IT and PVPC are in favor. Interns from colleges could be hired to do the scanning, or the town's part-time employees could be paid to work more hours. The town's archives would be compliant with the state Records Retention Law, no longer in a basement vulnerable to flooding or in a paper form vulnerable to fire. Records would be searchable; a public records request would be easy to address. Some records would be accessible by the public; some, such as confidential police records, would not. A suggestion was made to share a large-format scanner. Charlene proposed starting with the Town Clerk's office. She pointed out that computerizing data is the way of the future. Board members agreed that it was a good idea. A Board member suggested hiring talented retired people in their 60's to do the scanning work.

Community Development Advisory Committee (CDAC) – The Board reviewed some suggested names.

Haydenville Library – Building Supervisor John Hoogstraten has cleaned the gutters. Nick Dines has proceeded with a concrete cap with a fence following tree removal. Board members expressed trust in John's ability to prioritize and say no and expressed appreciation for the job he is doing.

Anne T. Dunphy School insulation – She reported that the bids ranged from \$16,000 to \$39,000. Contract will go to the lowest bidder, Cellu-Spray Insulation ; Building Supervisor John Hoogstraten is very comfortable with them and the amount is in line with what he expected.

Anne T. Dunphy School incident – Employee tripped on a mat and a workers' comp claim has been submitted.

Mountain Street – There will be a meeting August 7 with the engineers and Whately and the MassDOT districts.

Old Town Hall, bike tour – A bicycle tour will be coming through the town and would like to set up a table in front of Old Town Hall to serve drinks and snacks to riders. Board members approved.

DEP, spill at Cumberland Farms – Notice of a spill was received from Dept. of Environmental Protection.

Commons Group – They are thinking about their longer-term future and looking at grants.

MDI grant – Massachusetts Downtown Initiative grant is for an economic analysis of the two village centers, which may help the Select Board in deciding what to do with town buildings. The plan is for Peg Barringer to survey thirty businesses and talk to realtors.

Public Safety Complex and Helen E. James site – The current plan is to ask the town to vote design money at a Special Town Meeting in October and to make a final decision by November about the future use of the Helen E. James site. There was some discomfort on the Board with

using part of the Helen E. James building for Public Safety, as that would affect how the building could be used. Suggestions were made to look at how many square feet would be needed for the Town Offices and Senior Center at the James Building, and to broaden the scope of the architect's work. The current estimate of architect fees is \$300,000, up to the bid documents, for a Public Safety Complex building costing \$3.5 million.

Defibrillator – Automated Experimental Defibrillator (AED) has arrived and will be hung on the first floor outside the bathroom. Training will probably be September 30.

Brassworks – The problem structure has been taken care of.

Police/fire station generator – Red light signaled an over-speed alarm, the stepper motor was replaced, then the controller, total cost \$900. Marney Electric recommended replacing the batteries.

Helen E. James elevator – Has been repaired.

Elevator contracts – Annual costs for maintenance and inspection are James \$2730, Town Offices \$3881.

Helen E. James costs – Costs for FY17 were \$11,000 heating and service, \$4,000 electric, \$10,000 buildings and grounds including elevator, water/sewer, mowing, snow, for a total of \$25,000. The amount saved in insurance by having the building used is \$22,000. Projected major elevator cost is \$85,000.

Capital plan with tax rate estimates – A projection of future tax rate based on expected expenses including capital expenses is being worked on.

Vacation – Charlene will be on vacation the week of July 24.

Highland Ambulance – Highland Ambulance responded to the town's concerns and questions. (It is not a municipal service, it has responsibility for its own budget, and it is not appropriate for the Select Board to be involved early on in budget development; each town has a representative on the board to assure that the needs of the town are represented.) There will be a yearly meeting, probably early January.

Electricity – Energy Committee has locked in the electricity rate at \$9.01 fixed rate for one year.

Fire house Open House and communication – Apparently a number of people at the recent Open House were surprised, not aware that the town was looking at building a Public Safety Complex.

PVTA – Representative J.M. Sorrell went to the PVTA budget meeting planning to vote yes on the cuts but after hearing the people at the meeting ended up abstaining. She also proposed small electric signs at bus stops saying when the next bus is; the only cost to the town is electricity.

Charlene authorized it.

8. Miscellaneous –

Assessors' and Collector's software – Denise Banister, chair of Assessors, reported that she had met with the representative of Tyler Technologies. The CAMA system, which the town has used for years, will no longer be supported by the Mass. Dept. of Revenue, and the software consortium recommends software by Tyler Technologies. Mike Quinlivan will be the town's project manager for the conversion. **Motion** was made and seconded (DB/DM) to authorize the chair as the municipality executive officer to sign the enrollment paperwork. Town Administrator Charlene Nardi noted that the consortium was a group of smaller communities that originally got together because they couldn't individually afford software for assessing. The state encouraged the move and put the Department of Local Services in charge of maintaining the system. More recently the state asked why it was supporting software for a small group of

communities and not for the whole state and has withdrawn its support. The consortium is moving forward, with the encouragement of the state Department of Revenue.

Public Safety Complex – The chair noted that the Community Development Advisory Committee, Mill River Greenway Committee, and Pioneer Valley Planning Commission should be notified about the recent Public Safety Complex site decision.

Crosswalk sign – A Board member noted that there is a crosswalk sign for the light in front of the town offices but not for the crosswalk at the bus stop, and the crosswalk needs repainting.

Cemetery – A Board member commented that several people had called about the need for mowing at the Mountain Street cemetery.

9. Correspondence – Included information from Town Counsel about motions filed in Hodgkins v. ZBA, and a notice about a spill at Cumberland Farms.

10. Minutes – **Motions** were made and seconded (DM/DB) to approve the minutes of June 8, executive session minutes of June 8, minutes of June 22, and minutes of July 12. **So voted** (3-0).

11. Warrant – approved and signed the warrant.

Documents used

Agenda and notes

Fire Department report

Letter to MassDOT about Mill River Greenway funds

Minutes

Warrant

Adjourned at 9:55 p.m.

Approved:

Clerk