

Minutes
Williamsburg Board of Selectmen
August 29, 2019

The members of the Board of Selectmen met in regular session on Thursday, August 29, 2019, at the town office. The chair called the meeting to order at 6:07 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: Denise Banister, William Sayre and David Mathers

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

1. Inspection services contracts –

Building Inspector – **Motion** was made and seconded (DM/WS) to approve the agreement between the City of Northampton and the Town of Williamsburg for Building Inspection and Zoning Enforcement services for FY2020 in the amount of \$42,500. **So voted** (3-0).

Electrical Inspector – **Motion** was made and seconded (DM/WS) to sign the agreement between the City of Northampton and the Town of Williamsburg for Electrical Inspection Services, Roger Malo, Electrical Inspector, and the compensation is all electrical permit and inspection fees. **So voted** (3-0).

2. Licenses – Live entertainment –

Motion was made and seconded (DM/WS) to ratify the granting of a live entertainment permit to Dot's Golf LLC for D.J. or Band, for Friday, August 23, 8 p.m. to 1 a.m. This was previously approved by the chair. **So voted** (3-0).

The Board reviewed a request from Dot's Golf LLC for live entertainment through December, but since it is a fairly new business, the Board decided, as is its practice, to approve for 30 days and review the rest of the requested dates at a future meeting. **Motion** was made and seconded (DM/WS) to approve live entertainment for Dot's Golf LLC, D.J. or Band, 8 p.m. to 1 a.m. for Fridays August 30, September 6, 13, 20, 27 and Saturdays September 7, 14, 21, 28, and to review the balance of the requested dates at the meeting on September 26. **So voted** (3-0).

Motion was made and seconded (WS/DB) to grant a live entertainment to Burgy Bullets for a D.J., 5 to 11:30 p.m., for Sunday, September 1, and Saturdays September 14 and 21. **So voted** (3-0). David Mathers disclosed that he is a member of the Burgy Bullets.

3. P3 contract amendment – The chair signed the change order to the contract with P3 for the Public Safety Complex project approved at the August 15 meeting.

4. Department goals and missions – It was proposed that Department heads write up proposed statements of goals and missions, which could be used for performance reviews as a way of measuring how they did and as a basis for a dialogue. It was noted that this is the way a private organization works and that it is normally tied to raises, but in town everyone gets the same raise and departments like Police and Fire react to circumstances, not to internal goals. It was also felt that talking about goals and missions could be seen as telling departments how to do their job. Further discussion suggested starting with a mission rather than goals, and getting a whole

department to work together to come up with it, maybe starting with “what do you see as your department’s role in the town”. It was decided to start with the mission and start with the Town Administrator. Town Administrator Charlene Nardi will write to the Small Town Administrators group for their experience and will write a mission statement for her job.

5. Personnel –

Liaisons to departments – Denise Banister (chair) – liaison (including employee review) to Police and Fire. William Sayre (clerk) – Senior Center and Collector. David Mathers (previous chair) – Highway and Town Administrator. [These were later revised.]

Evaluation process – Town Administrator Charlene Nardi will send evaluation forms. Board member and employee will each fill out a form and then meet to go over them. She said some employees wanted more feedback, not just a number. She will outline the steps for evaluations and send a reminder to Board members about the role of department liaisons.

6. Town Administrator’s report –

VOIP phones – Town Administrator Charlene Nardi reported that the change over to Voice Over Internet Protocol phones has happened. There are a few details still to work out. Phones that share a single extension had issues, fire alarms need their own lines, and the library CWMARS system can’t host these phones so a Comcast line was added; they will need a wireless adaptor and ultimately hard-wiring. It isn’t quite as inexpensive as predicted. On the other hand, some people are excited about the new features this system will offer. Board members praised her for dealing with a very complex situation.

Town signs – Charlene and Building Supervisor John Hoogstraten will meet with Bob of Godfrey Signs about the two signs at the entrances to the town. Some suggestions included making it a project for Boy Scouts or Smith Vocational School or using the State Department of Corrections. A question is whether to refurbish the current signs or get new ones. Quotes from several years ago were \$2500 per sign and \$3000 for the two signs.

LED street lights – The LED street light project is done. The cost was \$38,601, with money expected to come in (grant \$7300, National Grid incentives \$9000, Green Communities \$5000) so the cost to the town is \$17,301. Louvers have been bought to mitigate light pollution.

74 Village Hill Road – The appeal is going to court in September.

Depot Road NOI – The MassWorks grant was submitted for the culvert on Depot Road; the Conservation Commission hearing is September 12.

Selectmen’s meeting September 12 – Two members will be unavailable that evening so the meeting will be cancelled; but enough Board members will be able to come in to sign the warrant over the weekend.

Brewmasters liquor license hearing – Hearing was scheduled for September 12; it will be postponed to a future meeting.

Oil tank at Fire Station, 5 North Street – Leaking oil tank caused a bad smell; Jamrog came to address it.

Chapter 61A, Lashway, 10 River Road – A package was sent to the town but not to the individual departments or State Forester, and not by certified mail as required. They will be notified of the requirements. A hearing is scheduled before the Planning Board and Zoning Board of Appeals on September 9.

Chapter 61A, West, 95 Main Street – This one is complete, starting the 120-day period for the town to consider whether to exercise its right of first refusal. It will come to the Board on September 26. It was noted that PILOTs will need to be negotiated by the Assessors.

Bridges – Charlene, Dave Mathers and Bill Turner met with ten people from the state. The town initially was firm about keeping the Bridge Street bridge two-way, probably alternating directions with a Yield sign, but after seeing the constraints, the town agreed to have the Bridge Street bridge (by Dunkin Donuts) head west (away from Route 9) and the South Street bridge (by the Haydenville Library and Valley View Road) head east (toward Route 9). (The area of Bridge Street right by Dunkin Donuts would remain two-way.) There are issues with property lines and the town would need temporary and permanent easements, which Town Meeting would have to authorize and the town would have to pay for. The first step is to reach out to town officials, such as Police and Fire, then to local residents, and then have a public forum.

Mill River Greenway – There is unofficial word that the state is taking on the engineering for the Mill River Greenway project, up to 25%, and probably to the end. This is due in large part to advocacy by Nick Dines. Mill River Greenway will be asked to make the announcement when the time comes.

7. Correspondence – Correspondence included a letter from the state confirming that Williamsburg and other local communities have been awarded a Community Development Fund grant from the Community Development Block Grant program.
8. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of August 15 as presented. **So voted** (3-0).
9. Warrant – Approved and signed the warrants: payroll warrant WP20-06 for \$108,461.59, and expense warrant W20-06 for \$506,869.52, payable 9/4/19.
10. Wilbur Loomis – The Board acknowledged with sadness the recent loss of Wilbur Loomis on August 20.

Documents used

- Agenda and notes
- Building Inspection and Electrical Inspection contracts
- Live entertainment licenses
- P3 contract amendment
- Minutes
- Warrant and expense report

Adjourned at 8:20 p.m.

Approved:

Clerk