

Minutes
Williamsburg Board of Selectmen
August 31, 2017

The members of the Board of Selectmen met in regular session on Thursday, August, 2017, at the town office. The first portion of the meeting was held in the auditorium, the second portion in the Selectmen's office, Room 201. The chair called the meeting to order at 6:08 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: William Sayre (also Public Safety Complex Committee), David Mathers and Denise Banister (also Public Safety Complex Committee)

Also present: Mitch Cichy (Capital Planning), Mary Dudek (Energy Committee), Caitlin Marquis (Healthy Hampshire), Charlene Nardi (Town Administrator), Nathan Rosewarne (Treasurer), Peter Spotts (reporter, Country Journal), Dillon Sussman (Pioneer Valley Planning Commission), Ken Taylor (Fire), Eleanor Warnock (Administrative Assistant)

Public Safety Complex Committee: Dan Banister (also Fire), Jason Connell (also Fire), Louis Hasbrouck (also Building Inspector), Dick Kisloski (also Finance, Capital Planning), Denise Wickland (also Police Chief)

Finance Committee: Linda Rowley, Charles Dudek, Gil Loud III, Paul Wetzel, Charlie Heath, Jacqueline Dufresne

Community Development Advisory Committee: Sally Loomis, Eric Weber, Nick Dines (also Mill River Greenway Committee), Fred Goodhue

Mill River Greenway Committee: Gaby Immerman, John Hoogstraten, Matt Wilhelm, Jody Nishman

1. Public Safety Complex, Helen E. James building and site – Joint meeting with Public Safety Complex Committee, Mill River Greenway Committee, Community Development Advisory Committee, Finance Committee, Capital Planning Committee –

Presentations – Overview (William Sayre) – William Sayre reviewed the history of the project.

As soon as the Safety Complex was projected for the Helen E. James lot, that raised the issue of what to do with the James Building. A survey showed that townspeople wanted to retain the James building and put town offices there. The James lot was chosen for the Public Safety Complex after considering every other lot in town. Location (Louis Hasbrouck) – They started with 142 properties; some were clearly in the flood zone, others were too small, too steep, too far from Route 9, etc. It came down to three properties, two that don't belong to the town and would need water (29 and 45 Main Street), and the James lot. The James lot was the clear choice. Cost

of feasibility study and schematic design (William Sayre) – Cost of the study with the complex on the James site is \$380,000 including the Owner's Project Manager; with using the James Building and putting the town offices in the James Building, adds \$195,000, for a total of \$575,000. Comprehensive Design (Dillon Sussman, PVPC) – Both the James Building and the current Town Office Building need work. The Town Offices and the Senior Center are outgrowing the current building; the James Building has room. The decision to put the Safety Complex at the James site means that the town will keep the James Building, and the most practical use for it is the Town Offices. Moving the Town Offices to the James Building has not been studied in detail. Building Cost (William Sayre) – When the Public Safety Complex Committee looked at what was needed and wanted, the cost was \$8 million, eventually it was reduced to \$3.5 million, which does not include the renovation of the James Building. If

\$900,000 is taken from Reserves (plus the \$380,000 at Special Town Meeting from Reserves), the town will borrow \$2.2 million. Capital plan (Dick Kisloski) – It will cost \$1.7 million over the next ten years just to bring the buildings up to usable standards. Capital Planning Committee is trying to push off expenses and wants to keep the debt as a percentage of the total budget to under 10%. Funding Sources (Paul Wetzel) – The town has \$1.4 million in Stabilization and an estimated \$735,000 in Free Cash; they would like Stabilization and Free Cash to be at least 10% of the budget. The capital plan spreadsheet includes most things that are foreseen but the projected future requests have not yet been approved. If the town finances the Safety Complex, that will push other things off – e.g., will affect new fire trucks and highway vehicles. But if a building needs repair, it gets worse if the repair isn't done. Financing is usually for 20 years.

Time Line – Construction is expected to start in spring 2020.

Discussion –The town could look for grants to reduce the cost; while grants for buildings are generally not available, and Williamsburg is considered wealthy, there may be ways to orient a grant to make it attractive, such as multi-use or comprehensive planning. The small perennial stream on the site is not a factor because the site plan has the required setback. The \$40,000 previously spent for feasibility produced a concept, eliminated some sites, and gave a programmatic design. The construction cost has not been formally approved by the Finance Committee and the amount won't be known till after the design phase. Since Green Communities funds were used for the Town Offices, the building should be used for five years. Construction at the James can be scheduled for different times, i.e., can be put off until the town can afford it; but building in stages is always more expensive, and the roof leak needs to be addressed soon. Costs for 29 and 45 Main Street were too high; if the town had no other options, they could be pursued. There will be a loss of town green space if the James lot is used. Approval of design money at Special Town Meeting requires a 2/3 vote if Stabilization funds are used. There is potential for shared use at the James Building, e.g., the police department or fire storage and training at the James Building. Bonding can be for longer than 20 years but it is not recommended; Hadley's bond had to be stretched beyond 20 years because of cost overruns. Costs can be further reduced, e.g., sharing kitchen by police and fire, putting some rooms in the James Building. There could be different alternatives, e.g., separate building or building attached to the James Building. For the school, alternatives were considered, cost was decided, and some things that were desired were engineered out. There is room in the James Building for the town offices but it hasn't been studied in depth. The current meeting will advise the Select Board, which writes the Town Meeting article. The three questions – location, \$380,000, and additional \$195,000 – could be one combined article or three different articles. The Owner's Project Manager is a state requirement. The Highway Garage location does not fit and there is a flooding issue. Not only is it unwise to build in the flood plain, it also disqualifies the town from federal funding. Values should be considered, such as what it will be like for employees, visitors, elderly, and children. The OPM is hired first, then the RFQ for design work is in April 2018. The chair encouraged feedback and asked committees to vote on their support of the article approval process. The article cannot be changed substantially at Town Meeting beyond the scope of the notices.

The first portion of the meeting ended at 7:38 p.m. The Board reconvened in Room 201 at 7:45 p.m.

Present: William Sayre, David Mathers and Denise Banister

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

2. Special Town Meeting article – Board members agreed on the choice of the James site for the Public Safety Complex and the need to commit to the James Building, and so chose the comprehensive design, at \$575,000. The fee is 10% of construction costs. They will see if the number can be reduced. They will write one article and send it to the attorney. It was noted that Nick Dines comes up with good suggestions and will probably send comments. Feedback is most valuable before the RFQ.

3. Licenses – One-Day Special Liquor Licenses and Live Entertainment License – **Motion** was made and seconded (DB/WS) to grant a Special License to expose, keep for sale and to sell all kinds of alcoholic beverages to John Svoboda, Butch Davis, and John Chandler of American Legion Post 236 at 5 Bridge Street, Haydenville, in the parking lot, for Saturday, September 30, 2017, 3 to 11 p.m., hours of service 3 to 10 p.m. **So voted** (2-0, DM abstaining). It was noted that this is the annual outdoor chicken barbeque and that the Legion Riders have a bike ride and return to the Legion. **Motion** was made and seconded (DM/DB) to approve the Live Entertainment license for a band for the American Legion on Saturday, September 30, 6 to 10 pm. **So voted** (3-0). **Motion** was made and seconded (DM/DB) to approve a Special License to expose, keep for sale and to sell all kinds of alcoholic beverages to Mary Jo Murphy and Snow Farm, 5 Clary Road, Williamsburg, Friday, September 15, 2017, 10 a.m., to Sunday, September 17, 3 p.m., hours of serving Saturday, September 16, 2 p.m. to September 17, 1 a.m. **So voted** (3-0).

4. Appointments – Zoning Board of Appeals – The Board received a resignation letter from Alternate Mimi Kaplan but did not act, in order to give the ZBA chair an opportunity to ask her to reconsider. The ZBA chair had informed the Board that some members of the ZBA need to recuse themselves from decisions on some issues. Osa Flory, former member of the ZBA, is interested in serving as an Alternate at this time. **Motion** was made and seconded (DB/DM) to appoint Osa Flory as Alternate on the Zoning Board of Appeals. **So voted** (3-0).

5. Chapter 61 – Procedure – Town Administrator Charlene Nardi reported that the Board had in fact approved the Chapter 61 procedure on July 17, 2008, when it authorized the Open Space Committee to send a letter outlining Chapter 61 and the procedure for the town to exercise its right of first refusal. It was noted that the timeframe is onerous and the process is duplication of effort. Charlene will look at what other communities do and bring it back.

Land – Some land that is currently available was considered briefly but would not be appropriate for the Public Safety Complex.

6. Town Administrator's report –

Letter of appreciation – The Board would like to send a letter of appreciation to Jim Locke for all he has done for the community.

Special Town Meeting, next steps – Two people who couldn't be at the meeting tonight would like to meet with the Board. William Sayre will plan to meet with them.

Roadside mowing Judd Lane – She reported that a resident is concerned about the need for mowing on Judd Lane, but that Highway has a route they follow, doing this particular place sooner would disrupt the work flow, and because of illness and vacation they are low on staff. Suggestions were made to get together a group to take care of the bushes, or follow the example of Florence residents who raised money and put in a little park. It was noted that Highway's

approach would be to level it, treating it like the side of the road. It was suggested that a letter be written to the resident explaining the tight schedule.

Hodgkins v. ZBA – The court has remanded the case to the ZBA, which will hold a public hearing on October 3.

Special Town Meeting articles – There are three potential articles: one for the public safety feasibility; one for the FRCOG cash management grant, \$4000 for the one-time fee; and a possible petition article. The Energy Committee would like one for the LED streetlight program, \$60,000, and will be scheduled for the Sept. 14 meeting.

Lt. Gov. Karyn Polito – She will be in Williamsburg September 7 to talk about Green Communities. All Board members will attend.

7. Correspondence – Included the MMA Legislative Breakfast September 22 in Northampton.

8. Minutes – **Motion** was made and seconded (DB/WS) to approve the minutes of August 3 as written. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to approve the minutes of August 17 as presented. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to approve the minutes of the August 31 noontime meeting as corrected. **So voted** (3-0).

9. Warrant – Suggestion was made to sign the warrant at some other time so that staff members did not have to wait. It was decided to keep the agenda as is and sign the warrant during the meeting and adjourn later, so that Board members could continue to discuss things while they signed. Approved and signed the warrant.

10. Miscellaneous – Picnic – Town picnic is planned for September 9, noon to 4.

South Main Street – Letters to South Main Street landowners will be mailed tonight.

Vacation – Charlene would like to take off Tuesday, September 5.

Petticoat Hill Road – Chapter 90 request for shimming and chip sealing was submitted two weeks ago. Highway Superintendent Bill Turner plans to do shimming when he gets approval for use of Chapter 90 funds, chip sealing in the spring.

Meeting with Eversource – Charlene reported that she, Bill Sayre, and Gaby Immerman and Nick dines of the Mill River Greenway Committee met with Eversource. Eversource will not donate the land to the town but they are willing to work with the town on this and know the land is not valuable.

Cemetery – High Street Cemetery has not yet transferred to the town. The Trust Fund is asking for some specific things.

Documents used

Agenda and notes

Public safety complex handouts (timeline and capital plan) and designs (display charts)

Licenses

Letter of interest

Legislative breakfast

Minutes

Warrant and expense report

Adjourned at 9:05 p.m.

Approved:

Clerk