

Minutes
Williamsburg Board of Selectmen
September 13, 2018

The members of the Board of Selectmen met in regular session on Thursday, September 13, 2018, at the town office. The chair called the meeting to order at 6:01 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: Kim Boas (Energy Committee), Louis Hasbrouck (Building Inspector), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Energy Committee – LED streetlight project – Energy Committee Chair Kim Boas presented an evaluation of the bids for the LED streetlight project. He recommended the lowest bid and highest rank, Graybar-ATBS. The lights are completely adjustable; light can be cut off on various sides. He noted that esthetically he would prefer one with a retractable cover rather than a bare bulb; the recommended one puts out a little more light because it doesn't have a cover. Operating costs are \$10,000 for 5 years. The color is 3000 Kelvin, essentially the same as what the town has. After the warranty period, a maintenance contract will be needed. **Motion** was made and seconded (DB/WS) to accept the bid from Graybar-ATBS in the amount of \$15,181.58 for the LED streetlight project. **So voted** (3-0).

2. Building Inspector – Building Inspector Louis Hasbrouck distributed the current permit listing. He'll plan to bring a solar report next time. Several properties were discussed, including the gravel pit on Old Goshen Road, which he said has nothing commercial going on – trucks come full and leave empty, rather than the other way around. Regarding Airbnbs and boarding houses, he said the legislature is working on a framework. Signage work will be complaint-driven. He has stopped in several times at Country Corral and things are under control.

3. Complete Streets – reimbursement request – **Motion** was made and seconded (WS/DB) to approve and sign the state aid reimbursement form for the final report for the Complete Streets prioritization plan. **So voted** (3-0).

Prioritization plan – Town Administrator Charlene Nardi presented the revised Complete Streets prioritization plan, including changes required by MassDOT, and removing #1 (South Street crosswalk beacon), renumbering South Street sidewalk as #1, moving East Main Street and Nash Hill Road up to #2 and 3 because they are about safety for children and seniors, and moving High Street down. There was discussion about the need for South Street sidewalk work. **Motion** was made and seconded (WS/DB) to approve the MassDOT Complete Streets final prioritization plan.

4. Licenses – liquor license – The liquor license for Dot's Golf LLC was approved by the Alcoholic Beverages Control Commission, and the license certificate was presented for signing and issuing. The new owner will not take possession until October 1 and the fire and safety inspection has not yet been done; the plan is to have it done early enough, in time for an event scheduled for October 5. **Motion** was made and seconded (DB/WS) to approve the issuance of

the All-Alcoholic Beverages license to Dot's Golf, LLC, Rosana P. Duval, manager, contingent on a successful inspection. **So voted** (3-0).

Live entertainment – **Motion** was made and seconded (DB/WS) to grant a Live Entertainment permit to Dot's Golf, LLC, for a D.J., 9 to 11:30 p.m. for October 5, 12, 13, 19, 20, and 31, with the serving of alcohol contingent on having the liquor license.

5. Appointments – **Motion** was made and seconded (DB/WS) to appoint Eric Schmitt to a position on the Planning Board, term to expire June 30, 2023. **So voted** (3-0).

6. Whistleblower policy – Charlene Nardi presented a draft whistleblower policy, to be incorporated into the town's Personnel Policy, on the recommendation of the auditors. The Board will review it, and plan to consider it at the next meeting.

7. Employee evaluations –

Town Administrator Charlene Nardi reviewed the draft employee evaluation forms and the new evaluation process. The Employee Performance Review is for a department head to review a subordinate, and includes the employee's self-assessment and has space for goals or other comments. When the employee has done the self-assessment, the form goes back to the supervisor, who does the review on the same form, without taking the self-assessment into account, and they sit and talk about it. The original form goes into the employee's personnel folder, with a copy to the Select Board. The Department Head Performance Review is for the Selectmen, specifically the board liaison or other person assigned to do the evaluation, to evaluate heads of Highway, Police, Fire, Town Administrator, Collector, and Senior Center Director, and eventually the Treasurer. The Department Head Feedback Form is for anyone else, including Select Board members, to give additional information to the person doing the review. The Department Head provides goals and does a self-assessment. Feedback forms are solicited from peers, employees and Select Board members. The appointed liaison does the review using the feedback forms and meets with the department head in private to go over the evaluation. The department head reviews are not done in a public meeting. Board members made suggestions and comments and the forms will be revised accordingly. **Motion** was made and seconded (DB/WS) to approve the forms as amended. **So voted** (3-0).

Goals – Board members also discussed what is meant by goals. Charlene said that the idea of specifying goals is causing anxiety, and a board member noted that employees may feel they are putting themselves at risk if they don't meet their goals. Discussion included that goals should not be a job description but something they want to change, should be vision, should be generic not elaborate. The Board will plan to discuss goals further.

8. Letter to Congressman Richard Neal – **Motion** was made and seconded (DB/WS) to authorize the chair to sign the letter to Congressman Neal. **So voted** (3-0).

9. Town Administrator's report –

Town flag – Town Administrator Charlene Nardi reported that she has 32 requests for residential-size prints of the new town flag. She would like to add a few extras to the order, to have some available, since the minimum order is 25.

Trees on Ashfield Road – She reported that the town is removing a lot of dead trees on Ashfield Road.

New telephone system – She reported that she and the Tech Committee met with Verizon to discuss a new VOIP system (Voice Over Internet Protocol) for town government phones; they will be getting other quotes. She hopes to upgrade the phone system this year, including conference calling and audible messages. There will be an upfront cost; a quote last year for setup and installation was \$1350. If power goes out, most town buildings have generators.

250th Anniversary Celebration – Town Administrator Charlene Nardi reported that the 250th Anniversary Celebration Committee is thinking about having the July 3 Haydenville event with fireworks at the golf course. Parking and insurance will need to be looked at. Details to be ironed out.

Old Town Hall work – The painting and carpentry work are in process.

Helen E. James roof – The roofing repairs have been done but the roofer stressed that the roof is worn out and the entire roof needs to be replaced in the near future. It is currently on the capital plan for FY2021 but Board members felt something should be done sooner. Building Supervisor John Hoogstraten will be asked to get estimates to bring to the next town meeting. He will also be asked about the rest of the building.

Helen E. James windows and bats – A second bat was in the Helen E. James Building and the pest control company needed to be called, at a cost of \$250. John Hoogstraten has fixed all the entrances through screens that could be found.

New Senior Center Director – This is the first week of the new Director, Jennifer Hoffman, and she is reaching out to a lot of people.

South Main Street areas between sidewalk and road – When the Highway Department was filling in the areas, there was a truck parked deliberately in the way. A letter was sent to the business owner today. It was reported that the owner had started to fill in the area with brick.

Response from Daryl Finch to thank-you letter – The chair read the original letter, thanking Daryl Finch for faithfully mowing the Police Department lawn, and the response, that those two little words, thank you, meant a lot to him.

Document storage project – Training is being set up with Northampton to happen soon.

Inviting Capital Planning and CDAC – The Board had asked for a discussion with Capital Planning about a capital plan that is affordable and doable. Capital Planning is not ready because their members from Finance Committee have not been appointed yet. Charlene has reached out to the chair of Finance. A joint meeting of all three committees (Capital Planning, Finance, Select Board) was suggested. The meeting with CDAC had been requested by CDAC.

Airbnb – Charlene reported on a meeting with the Building Inspector, Planning Board, Board of Health and Selectman William Sayre about airbnbs and definitions of hotels, motels, short-term rentals. There is nothing in the bylaws. The first step is to identify the airbnbs in town and remind them to get business certificates if they are not doing business under a personal name. The Board of Health can determine whether their board needs to deal with anything. Complaints have been received about noise and about sanitary conditions. Concern was expressed to balance the need for people to rent out rooms so they can afford to keep their homes, the need for renters to be safe and the need for people in town to be safe. Charlene will do research with the state and with Town Counsel as the Planning Board moves forward.

OSHA – Charlene reported on a Small Town Administrators meeting on OSHA regulations. Although the Occupational Safety and Health Administration doesn't oversee municipalities, the state has adopted OSHA standards to apply to municipalities, to be overseen by the Department of Labor. The Department of Labor is offering to do voluntary audits for towns. The Board

liked the idea of inviting them to come in to help the town prepare. Charlene also noted that someone from the state said not to panic, often the changes are not expensive and sometimes towns already have the needed equipment.

Rectangular Rapid Flashing Beacon (RRFB) – The lights by the Brewmasters crosswalk are waiting for posts.

Town Picnic – The annual picnic went very well. A letter will be sent to the members of the Picnic Committee thanking them for their hard work. Thank-you letters will be sent to the businesses and individuals that contributed financially for the picnic.

10. Minutes – **Motion** was made and seconded (DB/WS) to accept the minutes of August 30 as presented. **So voted** (3-0).

11. Warrant – Approved and signed the warrants: payroll warrant WP19-07 for \$104,396.19, expense warrant WP19-07 for \$166,064.03, payable 9/19/18.

12. Miscellaneous –

A newspaper article about Westhampton's Public Safety Complex was mentioned.

The recent brush clean-up by Custodian Al Golash was appreciated.

13. 250th Anniversary Celebration continued – Anniversary Committee chair Peter Banister reported on the many and varied events planned for the four-day celebration in 2021. Several businesses will be involved. The big change is the use of the golf course for fireworks. There was some discussion about the use of the Historic Dam Trail and Dam Site. He reported that he has \$18,500 in hand, has promises for more, and has not yet focused on raising funds. The Board thanked Peter for his organizational skills and enthusiasm.

Documents used:

Agenda and notes

LED streetlight bid evaluation summary

Building Inspector's permit list

Complete Streets reimbursement request

Complete Streets prioritization plan

Liquor license certificate

Live entertainment permit

Letter of interest

Draft whistleblower policy

Employee evaluation forms

Letter to Congressman Richard Neal

Note from Daryl Finch

Minutes

Warrant and expense report

Adjourned at 8:57 p.m.

Approved:

Clerk