

Minutes
Williamsburg Board of Selectmen
February 15, 2018

The members of the Board of Selectmen met in regular session on Thursday, February 15, 2018, at the town office. The chair called the meeting to order at 6:00 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: William Sayre and Denise Banister

Absent: David Mathers

Also present: Bill Turner (Highway), Charlene Nardi (Town Administrator), Nathan Rosewarne (Treasurer), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Admin. Assistant)

Flag Committee: Jim Cahillane, Jennifer Reagan, Lisa Tucker

Finance Committee: Charles Heath, Dick Kisloski (also Capital Planning), Paul Wetzel

1. Treasurer – borrowing for Fire and Highway trucks – Treasurer Nate Rosewarne presented the multi-purpose note for \$266,000 at 1.54% to mature in July. In July he will borrow \$180,000 at an estimated 1.8%. He explained that is next fiscal year and the reduced amount is due to the pay-down schedule. **Motion** was made and seconded (DB/WS) to sign the multi-purpose note in the amount of \$266,000, to be borrowed at 1.54%, maturity July 13, 2018, for the purpose of paying for the new fire truck and highway department truck. **So voted** (2-0).

2. Flag Committee – Members of the Flag Committee presented the proposed design for the town flag. It includes a river, hills, flowers, water wheel, church, the date of incorporation, and the town name at the bottom. Lisa Tucker, the artist, pointed out that the buildings are purposefully not identifiable. The plan is to have a hand-pieced cloth flag of a standard size for the Hall of Flags in Boston, and smaller printed ones for the town and townspeople to display. The Select Board had been talking for some years about creating a flag to join the other town flags in the Hall of Flags. The Board approved the design and thanked the committee for the beautiful flag and for all their work.

3. Highway –

Budget – Highway Superintendent Bill Turner presented his budget for FY19, level-funded. He commented that level funding every year is like cutting back and will make the roads worse. He said that this year (FY18) the Equipment Maintenance line will probably go over budget. He is not sure about labor, as an employee is also working for the Fire Department. Board members will want to look at the equipment list and the replacement schedule, to see whether the department has the right make-up of equipment and what replacement can be postponed. There was discussion about the excavator, which was rented for \$30,000, and which is being requested for purchase through the capital plan, as it may be better to buy than to rent every year.

Report – Bill Turner presented his five-year plan for road work, including both what should be done and what he thinks they will actually do (e.g., reclaim and pave versus shim and chip seal). He commented that chip sealing is like a bandaid and lasts five years. He currently has \$215,000 in Chapter 90 funds and expects approximately \$190,000 this year. The Depot Road culvert needs to be done and there may be grant money, though it was noted that a grant is not especially

likely. Taking out the culvert money, the modest projection is still \$2-300,000 short over five years. The plan is for Chapter 90 money, as most of the road maintenance budget money goes to patching potholes. He also commented that re-using milled asphalt from another road worked well and he would do it again.

New employee wage – Bill Turner asked that the vacant position be advertised at \$19-20 per hour rather than \$18, adding that a nearby town has advertised at \$20 and still has not found someone. The budget is based on four full-time employees at \$22.50. It was suggested that the advertising could say a range depending on experience.

Thanks – Board members thanked Bill and his crew for doing a great job.

4. Capital Planning process – Board members met with members of the Finance Committee to discuss the capital planning process. Discussion included: Capital Planning Committee makes recommendations and sends to Finance Committee, April is not too late; the Select Board decides what articles to put on the Town Meeting warrant; Police Department agreed to a vehicle replacement schedule of seven years rather than six; this year Highway is asking for a wheeled excavator, Fire is asking for a rescue truck, assessors have to change their system because no longer supported by the state, and the Town Clerk needs a new voting machine because the old one is no longer supported (may be less than \$10,000); the Select Board will invite the department heads once the capital requests are received; decision of which equipment to buy should be based on data; the Fire Department is like an insurance policy; the Fire Chief carries emergency equipment in his vehicle and he shows up at two-thirds of the calls; members want to be sure the town is not duplicating services; a question for the departments is if the budget is going to be reduced, what do you need most; another question is what are you willing to accept reduction in response time for; the budget tool is a projection of the tax rate based on the capital plan; the goal is to keep debt at 10% of the budget; the town cannot afford a 3% increase in the operating budget every year; the school is 60% of the operating budget; the state Department of Revenue may have tools to help people understand, and other towns may have ideas about how to deal with this.

5. Elections – Town Caucus – **Motion** was made and seconded (DB/WS) to sign the Town Caucus Call, to be held on March 5 at 7 pm in the Town Office Building. **So voted** (2-0).

6. Beacon Integrated Solutions contract – **Motion** was made to sign the contract between the town and Beacon Integrated Solutions, to be funded by the META grant, not to exceed \$12,500. This is to look at the feasibility of a solar project on town land. **So voted** (2-0).

7. Heating oil – **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Notice of Buy Order for the Fixed Price Futures Program of the Lower Pioneer Valley Educational Collaborative, for 9,500 gallons of #2 heating fuel oil for the next heating season, and the Authorization and Designation as Agent. **So voted** (2-0).

8. Appointments –

Resignation – Council on Aging Advisory Board – The board read the resignation of Paul Dunphy from the COA Advisory Board. **Motion** was made and seconded (DB/WS) to accept with regret the resignation of Paul Dunphy from the COA Advisory Board. **So voted** (2-0). Board members were sorry to read this and wished him well.

Technology Committee – committee size – **Motion** was made and seconded (DB/WS) to increase the Technology Committee’s size from 3 to 5. **So voted** (2-0).

Technology Committee – appointment – **Motion** was made and seconded (DB/WS) to appoint David Martin to the Technology Committee for a term to expire June 30, 2018. **So voted** (2-0).

9. Licenses – Late Closing and Live Entertainment – **Motion** was made and seconded (DB/WS) to approve late closing, 1:00 a.m., and live entertainment, a band, for Saturday, March 3, 7 to 11:30 p.m., for American Legion Post 236. **So voted** (2-0).

10. Budget FY19 – The Board will invite Fire Chief and Police Chief to the next meeting, when all three Selectmen are expected to be present, to discuss their budgets again. Town Administrator Charlene Nardi will plan to make recommendations about the Selectmen’s budget.

11. Town Administrator’s report –

Planning Board update – Town Administrator Charlene Nardi reported that she and the Building Inspector are following up on some issues that came up at the Select Board meeting with the Planning Board – signs, fence, bread and breakfast, and flood light.

Worthington 250th anniversary celebration – The Board is invited to the celebration this summer.

Mileage – The IRS mileage reimbursement rate for calendar 2018 has gone up to \$0.54½.

Personnel policy – The policy, which includes a sexual harassment policy, was sent out to all boards last week, as required by law.

School fire lane – The Fire Chief is concerned about parking in the fire lane, especially in the evening.

Dogs running loose – This is an ongoing conversation with the concerned resident. Charlene has sent Board members the reports cited by the resident. Board members were satisfied that the town is handling this appropriately.

Old Town Hall cupola – Building Supervisor John Hoogstraten submitted estimates for painting and carpentry work for \$24,450. The capital plan lists Old Town Hall repairs at \$355,000, of which \$15,000 is for FY2019. Board members felt that the work would only get more expensive if delayed and suggested a capital plan request for the increased amount.

Town’s 250th anniversary – The proposed dates are July 16-18, 2021. Discussion of finances and a separate non-town donation account included that donations to that account would not be tax-deductible, the town could not generate appropriate paperwork if handled that way, money voted by the town could not just be transferred to a non-town account, it is a town committee and a town function, the coordinator and the proposed treasurer strongly prefer a separate account, there was concern about large donors, there will be a need for clear directions about how to handle money. The Board agreed to allow a separate account; the Town Administrator will draw up some specifications.

Auditor – The town’s auditor, Melanson Heath, is coming to the end of its three-year contract. They have done an excellent job; they have been digging deeper, and they switch lead auditors regularly. Board members recommended getting quotes from other auditors but considering staying with Melanson Heath.

Town office boilers – The work was done and the boilers are now running every day. The boilers are out of warranty. Charlene will ask contractor Guardian to reimburse the town, since the town knew there would be problems with the subcontractor.

Town office department meeting – Safety – She is planning a conversation with office staff and the Police Chief about what to do in case of an active shooter. Professionalism – Staff brainstormed about what to do when residents want to come in and visit. Lights – Current thinking is to leave lights off rather than on when building is empty. Suggestion was made to put in a motion detector. She checks rooms before she leaves. Basement light is on a lot. Door – She will ask for a price for a glass door for the Senior Center, to create a barrier.

Meals tax – The amount is 0.75%, i.e., 75 cents on \$100. The process is to have Town Meeting vote the relevant chapter of Mass. Gen. Laws. She has been talking with the DOR and other communities. A former Selectman originally felt it was not a good idea but now thinks it's fine. Board members were in favor of moving forward.

Boilers at James Building – Oil supplier F.L. Roberts is covering the \$136 bill for when the town needed to call in Cernak when the boilers ran out of oil.

Pedestrian flashing sign – Suggestions were made about people and organizations to ask for donations.

12. Correspondence – The anniversary invitation from the Town of Worthington and other correspondence were noted.

13. Minutes – **Motions** were made and seconded (DB/WS) to accept the following minutes as presented: December 21, January 11, January 18, executive session of January 18, January 30, executive session of January 30, February 1, February 5 meeting with Planning Board, and February 6. **So voted** (2-0).

14. Warrant – Approved and signed the warrant.

Documents used

- Agenda and notes
- Note for borrowing
- Highway budget
- Highway road plan
- Town Caucus call
- Beacon Integrated Solutions contract
- Heating oil Notice of Buy Order and Authorization and Designation of Agent
- Resignation letter
- Letter of interest
- Late closing and live entertainment permit
- Old Town Hall cupola estimates
- Invitation from Town of Worthington to 250th anniversary celebration
- Minutes
- Warrant and expense report

Adjourned at 9:05 p.m.

Approved:

Clerk