

Minutes
Williamsburg Board of Selectmen
January 2, 2020

The members of the Board of Selectmen met in regular session on Thursday, January 2, 2020, at the town office. The chair called the meeting to order at 6:04 p.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Peter D'Agostino, Louis Hasbrouck (Building Inspector), Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. Building Inspector and Zoning Enforcement –

Short-term rentals – bed and breakfast – Building Inspector Louis Hasbrouck reported he is trying to find out what B&B's are in the town. Of those, he needs to know which have been operating since before 2003, since those are grandfathered in and are exempt from the requirement of a Special Permit and exempt from registration. He is planning a letter describing the process and which ones is exempt and asking people to be in touch and fill out a form.

Shooting range, 74 Village Hill Road – The court has sent the case back to the ZBA for regulation of safety issues without reference to noise.

Bed and breakfast on Fort Hill Road – Louis Hasbrouck is moving forward with enforcement of the short-term rental bylaw at the Fort Hill Road B&B. The business is not in compliance with the bylaw; what they are doing would not be allowed even with a Special Permit. Their listing says 41 people can stay there. There have been complaints to the Police and Fire Departments. He will coordinate with the Fire Department in enforcement of the various issues.

Room occupancy tax – There is a state room occupancy excise tax and the town can adopt a local option room occupancy tax. The Board will look into the local option.

Code books – A new electric code is in place; energy code will change; cost of new code books is high.

Staff – The Building Inspection department is now fully staffed, with three building inspectors.

2. Marijuana bylaw Host Community Agreement process – Town Administrator Charlene Nardi presented the models of Worcester's website and Natick's Request for Information (RFI), and proposed that she work with Town Counsel and bring a proposal to the Board. The Host Community Agreement can be done for a limited period of time with the intention of revisiting it for adjustments. The Board of Selectmen can review applications or can appoint a committee to do so. It was noted that the state process is strict, with requirements for proof of funding and ability to get insurance, and the town does not need to redo what the state does. Peter D'Agostino, representing a potential applicant, encouraged the town not to negotiate an unlimited number of Host Community Agreements and then not issue licenses to them, because the applicant's investment is substantial and the applicant needs to know when it has cleared the hurdles and can go ahead and spend money. He added that an applicant that is already doing business in the state, as his client is, will be sure to include the fact in the application.

3. Public Safety Complex letters – **Motion** was made and seconded (WS/DM) to sign the letters to Sen. Hinds and Rep. Blais regarding public safety complex funding issues. **So voted** (3-0).

4. Appointments – OPM Steering Committee – **Motion** was made and seconded (DM/WS) to reappoint Kim Boas to the OPM Steering Committee, for a term to expire June 30, 2020. **So voted** (3-0).
5. Licenses – Dot’s Golf LLC had requested live entertainment on Fridays and Saturdays for six months, and had orally requested the other days of the week as well. The Board thought that three months was more appropriate than six months, since it is a relatively new business. **Motion** was made and seconded (DM/WS) to approve live entertainment Dot’s Golf LLC, 4 pm to 12 midnight, for Fridays January 3 through March 27 for a band, and Saturdays January 4 through March 28 for D.J. or Karaoke. **So voted** (3-0). Although there are not currently plans for the other days of the week, the business wanted a permit in place if needed. **Motion** was made and seconded (DM/WS) to approve live entertainment for Dot’s Golf LLC for Sundays through Thursdays January 5 through March 31, for a band, D.J., or Karaoke. **So voted** (3-0).
6. Phone/radio in town vehicles – Town Administrator Charlene Nardi reported that because of the new law about not using handheld phones in vehicles, the town will need a policy to address the issue and will need to provide a radio connection for town-supplied phones for the Police Chief, Fire Chief, and Highway Superintendent.
7. Senior Center Director hiring process – Town Administrator Charlene Nardi reported that five applications have been received so far and the deadline is Tuesday, January 7. The Board will plan to meet Thursday, January 9, at 12 noon to review the applications, and will invite interested members of the COA Advisory Board.
8. Complete Streets grant –
South Street sidewalk – Selectman Dave Mathers reported that he met with Dick Kisloski and Acting Highway Superintendent Dan Banister and they concluded that the only way to do the sidewalk would be as part of a road project. The neighbors are not in favor of the sidewalk work and the cost is high. Board members agreed not to move forward with the sidewalk at this time.
East Main Street sidewalk – The Board proposes putting in a crosswalk at the intersection of Valley View Road, with flashing sign, and extending the sidewalk up the hill to Nash Hill Place.
9. Municipal Vulnerability Preparedness (MVP) grant draft report – The Board discussed the draft report. They noted some incorrect or irrelevant information. After discussion they agreed that the priorities should be to work with MassDOT on Route 9, including the Mill River Greenway, the Depot Road culvert and the water mains and other infrastructure, and to build a public safety complex. Further discussion included concern about maintaining the Mill River Greenway and a suggestion to ask the Mill River Greenway Committee for a plan, noted that the MVP program makes the town eligible for grants, that there may be surprise costs, as with the engineering in the Complete Streets program, and that some plans may not be a good fit for the town.
10. Town Administrator’s report –
Upcoming meetings – Town Administrator Charlene Nardi reviewed upcoming meetings, including the January 9 meeting at the Franklin Regional Council of Governments to discuss the accounting program, and the January 23 announcement of MassWorks STRAP grants.

Meekins attic – Building Supervisor John Hoogstraten sent an update and explanation for why the remaining appropriated money would not be needed: The attic is doing fine and needs no further work. It had been thought that the additional insulation would need ventilation but because the building is so porous, it is not necessary; monitoring confirmed this. Other factors also reduced the cost.

Highway expenses – The Board reviewed the status of Highway budget lines. Bob Lapointe has been filling in when needed.

Water/Sewer Superintendent – Draft job description was presented.

Heating fuel oil – Last year the town used 14,350 gallons. Since it is recommended that buyers commit to only 80% of projected usage, and because it is not clear what will happen with the Helen E. James Building, the estimated purchase will be left at 11,000 gallons.

Recycling costs – Contract prices will increase and there will no longer be revenue from recycling. The Board of Health and the Hilltown Resource Management Cooperative (HRMC) are reviewing the proposal for the next contract.

Transformers – Pictures of the transformers in question have been sent to National Grid. It is thought that they are not a problem, and PCB's are not involved.

Hauling rubbish – Russ Richardson will no longer be hauling trash; Custodian Al Golash will take over.

DLTA funding, Police School Resource Officer – The Police Chief and the High School principal would like to have a School Resource Officer in the schools, and Westhampton is applying for funding for looking into a plan to have a regional officer. **Motion** was made and seconded (DM/WS) to authorize the chair to sign a letter to support the Westhampton's regional DLTA application to study having a School Resource Officer. **So voted** (3-0).

Meetings – Charlene was reminded to put in for mileage reimbursement when she attends meetings outside the office.

11. Correspondence – Correspondence included thanks from the Highway Department for the Board's contribution to the holiday party; a letter from PVTA saying that the town's assessment has gone down due to a slight service reduction; and a nominating form for a voting delegate at the MMA annual meeting.

12. Warrant – Approved and signed the warrants: payroll warrant WP20-15 for \$106,988.26, and expense warrant W20-15 for \$116,907.16, dated 1/2/20, payable 1/8/20.

Documents used

- Marijuana Host Community Agreements
- Letters to Sen. Hinds and Rep. Blais
- Letter of interest
- Live entertainment permits
- MVP draft report
- Warrant and expense report

Adjourned at 9:30 p.m.

Approved:

Clerk