

JAN 23 2014

TOWN CLERK

1:50 pm

AGENDA

WILLIAMSTOWN BOARD OF SELECTMEN

MONDAY, JANUARY 27, 2014

7:00 P.M.

- 1. CHAIRMAN'S OPENING STATEMENT**
- 2. SELECTMEN'S MINUTES: January 13, 2014**
- 3. LICENSES AND PERMITS**
- 4. ITEMS FOR SELECTMEN'S CONSIDERATION:**
 - A. Appointment to Affordable Housing Committee (Craig Clemow)**
 - B. Trish P Smith- Relocation Advisory Agent**
 - C. Application to Board of Health to Operate the Spruces**
 - D. Sign Lease for the Spruces**
 - E. Sign Agreement to Acquire the Spruces**
 - F. Letter of Support for Highland Woods Senior Housing**
 - G. Report by Public Safety Building Study Committee (Patton)**
 - H. Water/Sewer Warrant: \$124,464.06**
- 5. TOWN MANAGER'S REPORT**
- 6. PETITIONER REQUESTS**
- 7. OTHER BUSINESS**
- 8. VOTE TO ADJOURN**

Next Selectmen's meeting is Monday, February 10, 2014 at 7:00 p.m.

MINUTES
WILLIAMSTOWN BOARD OF SELECTMEN
January 27, 2014
7:00 PM

Present: Jane B. Allen, Chairman, Jane Patton, David A. Rempell, Ron Turbin

Absent: Thomas Sheldon

Others Present: Peter Fohlin, Cathy Yamamoto, Debra Turnbull, Trish Smith, Relocation Advisory Agent, Craig Clemow

1. **CHAIRMAN'S OPENING STATEMENT-** Chairman Allen acknowledged the passing of three women, Mary Flynt, Lillian Bostert and Helen Renzi. Chairman Allen wished to celebrate their lives, their contributions to the community and offer sympathy and support to their family and friends.
2. **SELECTMAN'S MINUTES-** Mr. Rempell moved to accept the minutes from the January 13, 2014 meeting. Mr. Turbin seconded the motion. Ms. Patton recused herself from the vote due to her absence from the meeting. The motion carried 3-0-1.
3. **LICENSES AND PERMITS-** None
4. **ITEMS FOR SELECTMAN'S CONSIDERATION:**
 - A. **Appointment to Affordable Housing Committee (Craig Clemow) -** Craig Clemow of 85 Grandview Drive sought appointment to the Affordable Housing Committee. Mr. Rempell fully endorsed his appointment. Mr. Rempell moved to appoint Mr. Clemow. The motion was seconded by Mr. Turbin. The motion passed 4-0-0. Mr. Clemow was administered the oath of office and presented with a copy of the Open Meeting Law and committee by-laws. Mr. Clemow was thanked for his past service to the town.
 - B. **Trish Smith Relocation Advisory Agent-** Trish Smith from Springfield, MA was introduced to the Board of Selectmen as the newly hired Relocation Advisory Agent. Ms. Smith thanked everyone for the opportunity to serve the citizens of the Spruces in their relocation efforts. Mr. Fohlin advised the Board that Ms. Smith had joined us at a meeting at the Spruces on January 23, 2014 at 2:00pm that was well attended by the park residents. Ms. Smith shared her contact information and has started meeting with the residents. Cathy Yamamoto, Chairman of the Affordable Housing Committee, advised that the RFPs for 330 Cole Avenue and 59 Water Street had been posted in the Central Register and that the proposals

had been mailed out to 18 developers with a response date of March 6, 2014. Ms. Yamamoto requested that if people had additional developers they wished to include to please notify her so that the RFPs could be mailed to them.

- C. Application to Board of Health to Operate the Spruces-** Mr. Fohlin explained the application process in acquiring a permit to operate the Spruces Mobile Home Park. The permit requires submission of park rules and written disclosures which mirror the previous rules submitted by Morgan Management. Mr. Fohlin outlined the organizational structure naming Debra Turnbull as the Park Manager and Marilyn Kirby as the On Site Manager. Mr. Fohlin explained the separation of responsibilities for Trish Smith and Debra Turnbull. Trish represents the future for residents, managing their relocation plans and reimbursements. Debra Turnbull represents the present, managing issues such as park maintenance, rent collections and account payables. Mr. Rempell made a motion to proceed with the application to operate the Spruces Mobile Home Park to the Board of Health. Ms. Patton seconded the motion. The motion passed 4-0-0.
- D. Sign Lease for the Spruces-** Mr. Fohlin presented the ground lease for the Spruces to the Board of Selectmen. The town had wanted to purchase the park at the beginning of the grant period however FEMA requires that the park residents be gone and the conservation restrictions be in place within 90 days. This timeline was not achievable. The solution was to lease the park from Morgan Management for two years in order relocate residents and place the conservation restrictions. Real estate taxes will be sent to and paid for by the town. Written notices to residents regarding the discontinuance of the park are the responsibility of the town. A motion was made by Mr. Turbin to sign the lease. The motion was seconded by Mr. Rempell. The motion passed 4-0-0. Three copies of the lease, previously signed by Robert Morgan, were signed by the board of selectmen.
- E. Sign Agreement to Acquire the Spruces-** The original agreement was to acquire the park from Morgan Management was signed by the board of selectmen on August 16, 2013. The need for the lease agreement necessitated an amendment to the original agreement extending the acquisition date to March 28, 2016. The amendment includes an obligation by the town to pay Morgan Management \$600K. This satisfies Morgan's loan to International Bank of Commerce in Oklahoma so the property will become lien free. The FEMA grant is a reimbursable grant and we have received approval from the MEMA Boston office for reimbursement of the \$600K. Ms. Patton made a motion to sign the agreement. Mr. Rempell seconded the motion. The motion passed 4-0-0.

Three copies of the amendment, previously signed by Robert Morgan, were signed by the board of selectmen.

F. Letter of Support for Highland Woods Senior Housing- Chairman Allen read a letter to Wendy Cohen, Director of the Low Income Housing Tax Credit Program, stating the board's finding of no comments regarding the application for low housing income tax credits by the Highland Woods Senior Housing Project. Mr. Rempell made a motion for Chairman Allen to sign the letter. Mr. Turbin seconded the motion. The motion passed 4-0-0. Chairman Allen signed the letter of support.

G. Report by Public Safety Building Study Committee- Chairman Patton reported the Public Safety Building Committee hired the Reinhardt Group to consult and evaluate the feasibility of 11 sites to meet the needs of a police and/or fire facility. Six properties were identified as feasible sites for the building. The committee is evaluating the availability of the sites. Mr. Rempell asked if any of the properties were publicly owned. Ms. Patton did not believe that to be the case.

H. Approval of Water/ Sewer Warrant- \$124,464.06- Mr. Rempell made a motion to approve the water/sewer warrant. Mr. Turbin seconded the motion. The motion passed 4-0-0.

5. TOWN MANAGER'S REPORT- See attached and at www.williamstown.net. Mr. Fohlin advised the board of the need for a Special Town Meeting. This meeting is to approve a warrant article to acquire a temporary easement on 725 square feet of private property adjacent to the bridge construction site. A temporary bridge will be erected over the Green River so repairs may be done to the Hopper Road Bridge by MassHighway. The board will meet prior to its next scheduled board meeting on Feb 10, 2014 to sign the warrant for a special town meeting sometime in February 2014.

6. PETITIONER'S REQUEST- None

7. OTHER BUSINESS: Ms. Patton made a remembrance for Brian Cabral who recently passed away on January 8, 2014. Mr. Cabral was an avid supporter of the Humane Society and the Williamstown Theater Festival. The next regularly scheduled select board meeting is February 10, 2014 at 7:00pm.

8. **ADJOURN:** Mr. Rempell moved to adjourn the meeting at 7:50pm. Mr. Turbin seconded the motion. The motion carried 4-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jane Patton', with a long horizontal flourish extending to the right.

Jane Patton
Secretary