



Select Board

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Select Board Meeting Minutes April 11, 2022

Quorum present: Eric Shimelonis, Select Board Chair and Members Roger Kavanagh, Kathleen Keresey and Marie Ryan, Town Administrator.

Others in Attendance: Director of Public Works Curt Wilton

Eric called the meeting to order at 6:00 PM and listed Select Board members present.

Approval of Minutes:

Eric made a motion, seconded by Kathleen, to approve the minutes from the March 28, 2022 meeting.

Roll call vote;

Roger Yes

Kathleen Yes

Eric Yes

Minutes approved.

Town Administrator Update:

-The Town has received a grant for \$2,500 for an A.E.D. for the Fire department.

-When Emilie Jarrett, Community Nurse, retires in the end of June, Curt Wilton, Director of Public Works will be moving into her office at Town Hall. Curt currently shares his very small office with Highway Superintendent, Jamie Boyer. This move will give both of them sufficient space to work.

--In regards to the Shared Ambulance with Richmond, after a discussion with Danielle Fillio, Richmond Town Administrator, it was decided that each Town will hire one of the EMT's. Richmond does not want to take on the OPEB liability for both employees, this way we share the liability. The cost will be the same to the Town. Instead of paying our share to Richmond, we will be paying the employee directly.

-Postcards have been mailed out to remind voters of the dates for the Town Meeting and the Town Election. Town Reports are available the Town Library and Town Hall and on the

website.

-The Sewer & Water Commission sent out a bid for a new RBC unit (rotating contactor). They received two bids and the low bid was \$105,000. Last year at a Special Town Meeting the Town approved \$55,000 towards this project. Marie will ask the Board at their next meeting to vote to approve the difference to be paid from the ARPA Funds. Marie requested that the Board accept the bids, they all agreed.

Master Plan update – Seth Jenkins, Berkshire Regional Planning Commission (BRPC), Eric and Dana Bixby, Planning Board Chair

Seth gave an overview of the timeframe to complete the final version of the Master Plan, with public forums planned for June. He has been working closely with Dana, Eric, and the Master Plan Committee on this project. Dana confirmed with Seth that the Planning Board will be able to review and comment on the final document before they officially adopt it. Dana stated she believes that the grant money needs to be used by June 2nd. Eric confirmed that yes, there needs to be a final vendor document by that date and he will inquire if there is any possibility to get an extension for the deliverable. Eric pointed out that this June 2nd deadline is merely for the complete first draft, and that we must have a comprehensive local and public process to revise the draft Master Plan with consensus. Dana also asked that BPRC to assist the Planning Board in preparing zoning updates for a Special Town Meeting sometime this summer which would then be incorporated into the Master Plan. She felt there should be enough funds to cover this additional cost, Seth agreed.

Sign Permit for the Historical Society

Roger asked which zoning district the Historical Society building is located in. Marie said it they are located in the commercial and village center overlay district. Roger noted that the Sign Bylaw describes a “Business District” which is not mentioned in the zoning map, nor anywhere else in the bylaws. Kathleen suggested that the Board place this item on hold until the next meeting when more information can be provided. The Board agreed.

Sign Permit for the Town Library

The Town Library would like to place an “Open” and “Closed” sign attachment to the Town Hall sign for residents to know when the Library is open. Roger made a motion to approve the sign permit for the Library, seconded by Kathleen.

Roll call vote;

Roger Yes

Kathleen Yes

Eric Yes

Sign Permit approved.

Approval to accept ARPA Funds

Per a request from Elaine Markham, Town Accountant, Marie requested that the Board vote to accept the ARPA Funds for the Town.

Eric made a motion, seconded by Kathleen, to accept the ARPA Funds given to the Town.

Roll call vote;

Roger Yes

Kathleen Yes

Eric Yes

Motion approved.

Municipal Parking Lot Agreement – Eric

Eric stated that both owners of 6 Depot and Werkshires have signed the Parking Lot Agreement that the Board had previously approved. Roger asked if the parking lot would be reserved for customers of the businesses that use that lot and Eric responded, no, it will be a municipal lot that is open to everyone. Eric explained that the plan is to lay out the parking lot in a way that will double the available parking spaces, and this will be our largest municipal lot. Curt stated that once this is signed, he will begin working on the parking lot per the plans laid out by Foresight Land Services. He will also purchase signs that state it is a municipal parking lot. Curt mentioned that the survey and lay out cost \$2541 and that there will be additional costs to his budget to maintain this parking lot. He will continue to keep track of the total costs and update the Board throughout the year.

Eric made a motion, seconded by Kathleen, to accept and approve the Municipal Parking Lot Agreement.

Roll call vote;

Kathleen Yes

Roger Yes

Eric Yes

Agreement approved.

Select Board Speak:

Eric informed the Board that we have begun an application process for a USDA Rural Development Grant that will likely yield \$39,000 to offset the cost of the new DPW truck. He would like to work with Curt and Marie to get this completed, the deadline is in June. Eric also noted that there is a mobile healthcare grant available using resources from left over COVID funds that could help pay for the cost of the Fire Chief's new vehicle.

Citizen Speak:

Joe Roy inquired about the sign permit status of his and other businesses in Town. Marie explained that Kathleen is creating a list of all the businesses that have signs. Marie will take this list to Town Building Inspector Brian DuVal to research and see if any of the businesses have a sign permit. Marie will then go through the process to get businesses without sign permits to be in compliance.

Joe informed the Board that the Vision Committee has begun discussions in relation to permitting in Town. He said they are willing to research and create a document that lists all the permitted uses and which permits are needed for each. The Board agreed this would be helpful to residents and prospective businesses, and the Board will coordinate this effort going forward.

Eric made a motion to adjourn, seconded by Roger.

Roll call vote;

Roger Yes

Kathleen Yes

Eric Yes

Meeting adjourned at 7:06 PM.

Respectfully submitted,

Marie U. Ryan

Town Administrator

Documents:

- Award letter from the State for \$2500 for Fire Department AED
- Bid information for new RBC Unit for Wastewater Plant
- Sign Permit Application from Town Library
- Sign Permit Application from Historical Society
- Signed Parking Lot Agreement
- Master Plan update from Dana Bixby, Eric and Seth Jenkins, BRPC