



Select Board

21 State Line Road PO Box 525 West Stockbridge, Mass.
01266-0525

Tel. (413) 232-0300 x319
Fax. (413) 232-7195
E-mail: admin@weststockbridge-ma.gov

Select Board Meeting Minutes December 14, 2020

Open Meeting

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

Others Present: Town Treasurer Karen Williams, Finance Committee Chair Bob Salerno and Members of the Public

Roger called meeting to order at 6:02 PM.

Meeting Minutes:

Kathleen made a motion, seconded by Eric, to approve minutes from November 30, 2020 and December 2, 2020.:

Kathleen, Yes Eric, Yes Roger, Yes
Motion Passed.

Town Administrator Update:

- The following information was given in respect to holding a Town Meeting outdoors:
 - Voters check in at beginning of the driveway, park and stay in their cars.
 - Moderator and Select Board will have a microphone to read articles, make motions and second them. There will be one microphone that can be brought to voters who want to speak. They would need to exit their vehicle and stand next to it to speak.
 - Sam Sorrentino's company, Cutting Edge, can set up an FM transmission so that voters can listen to the moderator and other people speaking on their car radios. The cost for doing this at the Richmond Town meeting was \$400 for a 3-hour time frame.
 - Articles can be voted on by sounding their car horns or by using a colored card that the voters can hold outside their car windows, which would then be counted by Town Clerk's counters.

The Board will discuss a possible date for a Special Town Meeting at their Jan 4th meeting.

- Update on unregistered vehicles at 44 Great Barrington Road:
 - In November, the Judge gave Alan Becker 60 days to get a lawyer. At the end of that time, the case will proceed whether or not he has a lawyer and decisions will be made. The property owner plans on holding an auction to clean up the property after the court has made its decisions.
- Class II and Class III license renewal for William Kie
 - The Select Board had requested an inspection of Mr. Kie's property by the Zoning Officer Brian DuVal prior to the license hearing. Brian stated he has no legal right to go on the property to do an inspection without a formal complaint having been filed.

After discussion, the Board agreed to move ahead with the license hearing. They also agreed that the by-law covering this process needs to be updated to include inspections and that update process needs to start now so we don't have the same issues next year. Eric said he would take the lead on this, starting with a call to Berkshire Regional Planning to see if they have developed sample bylaws that could be used to facilitate the update process.

- The next request for reimbursement of COVID related expenses will be submitted to the COVID Relief Act Funding in January. It is unclear at this time if the Town will be able to continue to submit COVID related expenses throughout 2021. Marie will keep the Board updated on this and what she submits in January for reimbursement.
- Forms and letters were sent to all Town Boards/Committees and Departments requesting their FY22 budget. The due date back to Marie is January 15th. Roger asked Marie to provide a timeline of the budget process at the next meeting.

Other business/action items:

Conservation Commission New Member:

Conservation Commission Chairman, John Masiero requested that the Board appoint Kathy Korte to the Commission to fill an open position.

Eric made a motion to appoint Kathy Korte to the Conservation Commission, Kathleen seconded.

The Board took a roll call vote:

Roger, Yes Kathleen, Yes Eric, Yes
Motion Passed.

Accept Resignation from Town Treasurer, Karen Williams:

Roger read the resignation and re-appointment letter from Town Treasurer Karen Williams. This letter explained that in order to meet the requirements for retirement she could not be employed by any other Town on the date of her retirement from Stockbridge. After that date she could be re-appointed to her position as Town Treasurer of West Stockbridge.

Roger made a motion to accept Karen Williams' resignation effective December 18, 2020 and Eric seconded.

The Board took a roll call vote:

Roger, Yes Kathleen, Yes Eric, Yes
Motion Passed.

Eric made a motion to re-appoint Karen Williams as the Town Treasurer effective December 21, 2020 and Kathleen seconded,

The Board took a roll call vote:

Roger, Yes Kathleen, Yes Eric, Yes
Motion Passed.

Vote to Approve Advanced Funds in-Lieu of Borrowing:

Karen Williams explained that due to the payment of large bills for the West Center Road project cash reserves are at a point where she is recommending a transfer of \$200,000 from the Stabilization Fund (an Advance of Funds in Lieu of Borrowing). This will be repaid by June 30, 2021, after tax revenues have been received.

Roger made a motion to approve the advance of funds in-lieu of borrowing from the Stabilization Fund and Kathleen seconded.

The Board took a roll call vote:

Roger, Yes Kathleen, Yes Eric, Yes
Motion Passed.

Class II and Class III Auto License Renewal:

The Town Tax Collector informed Marie that William Kie has paid all the taxes due for 2020 and plans on paying the 2021 taxes this week. She suggested that the Board approve the licenses and sign them, then give them to her to hold until he has paid up to date. The Board agreed.

Eric made a motion to approve the 2021 Class II / Class III Auto License and the Taxi License for William Kie. Kathleen seconded.

The Board took a roll call vote:

Kathleen, Yes Eric, Yes Roger, Yes
Motion Passed.

Discussion Items:

Possible change of Select Board Meeting Night:

The Board discussed changing their meeting night so that members would have the option of attending Planning Board meetings which are also scheduled on Mondays. They decided to keep Select Board meetings on Mondays and ask the Planning Board to consider holding their meetings on the Mondays when the Select Board does not meet. Marie will pass that request to the Planning Board Chair.

Select Board Speak:

Roger had a few items to discuss:

- He has asked Marie to update her job description in preparation for her performance evaluation. He is also developing a performance evaluation form based on the form used by the Richmond Select Board. He will share both documents at the next Board meeting.
- He met with Town Accountant Elaine Markham and Marie and discussed purchasing procedures and procurement challenges encountered with the Shared Streets & Spaces program . He will present a summary of that meeting to the Board at the meeting on Thursday, December 17
- He read a letter that he would like to send from the Select Board to all Departments, Boards and Committees asking that FY22 budgets stay flat to the FY21 budgets. The Board agreed and asked Marie to send the letter.

Kathleen noted that some Boards and Committees do not have updated minutes on the website. Marie will inform the Town Clerk and ask her to make sure all Boards and Committees are complying.

Citizen Speak:

Bob Salerno urged the Board to have the Special Town Meeting as soon as possible to get the Community Preservation Act (CPA) by-law set, since it will take some time to form a CPA committee and get them trained on their roles and responsibilities.

Kathleen made a motion to adjourn at 7:25 PM, Eric seconded.
Roll call vote:

Kathleen, Yes Eric, Yes Roger, Yes
Motion Passed.

Meeting adjourned.

Respectfully submitted,

Marie U. Ryan

Town Administrator

Documents:

Letter from John Masiero to Appoint Kathy Korte to Conservation Commission
Resignation/Re-appointment letter from Town Treasurer Karen Williams
Advance of Funds in Lieu of Borrowing Report
Class II, Class III Auto License and Tax License renewal forms for William Kie