



Select Board

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Select Board Special Meeting Minutes Meeting via Zoom January 4, 2021

Open Meeting

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

Others Present: William Barth, West Stockbridge Representative on the Regional Transportation Advisory Committee

Roger called the meeting to order at 6 PM.

Roger made a motion to approve the minutes from the December 7, 2020, seconded by Eric.

Roll call vote:

Eric, Yes Roger, Yes Kathleen, Yes

Motion Passed.

Town Administrator Updates:

- FY22 Budget Calendar has been approved by both the Finance Committee and the Select Board and has been posted on the Town website calendar
- Albany Road Cell Tower Lease – Charter Communications has sent certifications to Town Counsel. He can now initiate lease negotiations.
- Burning Permits – A notification about the new on-line burning permit procedure has been posted on the website. Flyers with the same information were provided to Baldwin's Hardware and the Public Market. The burning season begins on January 15th.
- The Shared Street Grant has been closed out. Almost all of the money was used. Marie, Kathleen and Curt met last week to go over the spreadsheet and ordered a few more garbage bins and benches.

Green Communities Energy Reduction Plan Update:

Using screen share on the Zoom application, Eric reviewed the Energy Conservation Scoping Report prepared by Commonwealth Electrical Technologies and the Town of West Stockbridge Energy Reduction Plan.

He then made the following motion, seconded by Roger:

To adopt the Town of West Stockbridge Energy Reduction Plan, as part of the Green Communities Criterion Three.

Roll call vote:

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

Town Administrator Job Description and Evaluation Form:

Roger said that he had created a performance evaluation form for the Town Administrator modeled on the form used by the Select Boards in Richmond and Great Barrington and that he and Marie had reviewed and updated the Town Administrator job description.

He said he would send both documents to the Board the following day. He asked the Board to set a date to meet and discuss any questions they might have with the evaluation form and the job description and another date to conduct the performance review. The Board agreed to meet on Friday, January 8th at 11 AM to go over the evaluation form and job description (but only if needed) and to meet on Wednesday, January 27th at 11 AM to conduct the evaluation.

Host Community Agreement:

Roger would like the Board to discuss the HCA sample document provided by Town Counsel. They agreed to do so at the next Select Board meeting on January 19th.

Town Appointed Positions:

The Board agrees to start discussions about the list of Town appointed positions at their February 16th meeting.

Other Items:

Eric said he will begin to work on updates to the Town unregistered vehicle bylaw and to develop procedures for the annual renewal of Class II/III Licenses.

Berkshire Regional Transit Authority (BRTA) Membership

Bill Barth proposed that the Town consider joining the BRTA Advisory Board. He said that becoming a member town will enable West Stockbridge to have a seat at the table when discussions are held and decisions are made about the future of mass transit in Berkshire County.

He noted that there are a number of specific steps that the Town needs to take to join the BRTA, including an article that would have to be voted on at a Town Meeting, but there is no cost to the Town to become a member. The Board agreed that being a member town would be beneficial, as long as there is no cost to do so. Bill agreed to provide information to Marie so she can advise the Board on next steps to get the process started.

Related to the mass transit discussion, Kathleen asked Marie to gather information about a

proposed railroad station in the State Line area.

Special Town Meeting Date:

Roger led off the discussion, stating that he thinks the articles that were not considered because the Special Town Meeting on November 18, 2020 was canceled could wait until the next annual Town Meeting in May 2021. Eric was concerned about waiting until May because he thought it was important to get the Community Preservation Act (CPA) Bylaw in place as soon as possible.

Based on input from the audience, the Board discussed looking into what organizational steps can be taken before the CPA Bylaw is passed so that the CPA Committee would be formed and ready to start working immediately after the Bylaw is passed. Marie said she will reach out to contacts she has at the State level and advise the Board about the steps that can be taken before the CPA bylaw is approved.

Select Board Speak:

Eric asked the Board for approval to assist Fire Chief Steve Traver with writing and processing grant applications for the Fire Department. Roger and Kathleen said they had no issues with Eric performing that role.

Kathleen asked Joe Roy if the Vision Committee has discussed the Noise Ordinance yet. He said he would give an update during Citizen Speak. She also asked about the process of requesting inspections of properties by the Building Inspector. The Board asked Marie to ask Brian DuVal, Zoning Enforcement Officer, to attend the next meeting to discuss this matter.

Kathleen asked about the proper procedure to report what looks like a dumpsite behind a home that borders the east side of Shaker Mill Pond. Marie said she would notify the Board of Health and asked Kathleen to provide some details on the exact location of the possible dump site.

Roger asked Kathleen if she had anything to report on the status of Winter Shared Streets Grant application. Kathleen said she is in the process of forming a committee to work on the grant and will be meeting with Joe Roy and Karen Kavanagh to get started. She has already contacted Kittelson, the consultants provided by a Barr Foundation grant, to get their support with the development of the grant.

Citizen Speak:

Joe Roy reported that the Vision Committee met on December 29th and discussed the Noise Ordinance. They are looking into other Towns' bylaws and will give a report to the Select Board after the Vision Committee has their next meeting.

Roger made a motion to adjourn at 8 PM, Kathleen seconded.
Roll call vote:

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

Meeting adjourned.

Respectfully submitted,

Marie U. Ryan

Town Administrator

Documents:

FY22 Budget Calendar

Town of West Stockbridge Energy Reduction Plan

Commonwealth Electrical Technologies Energy Conservation Scoping Report