

Jennifer Tabakin
Town Manager

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Great Barrington, MA 01230

Telephone: (413) 528-1619 x2
Fax: (413) 528-2290

TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER SELECTBOARD'S MEETING AGENDA

MONDAY, JUNE 12, 2017

6:30 PM – EXECUTIVE SESSION

REGULAR SESSION IMMEDIATELY FOLLOWING

TOWN HALL, 334 MAIN STREET

ORDER OF AGENDA

6:30 PM - OPEN MEETING

1. CALL TO ORDER

- 2. CONVENE INTO EXECUTIVE SESSION** – Town Manager's Conference Room
MGL c. 30A, Sec. 21 (a) (3) to discuss strategy with respect to collective bargaining
with AFSCME, Local 204 (DPW) and Library and to Reconvene into Open Session
Roll Call Vote

3. REGULAR SESSION IMMEDIATELY FOLLOWING

4. APPROVAL OF MINUTES:

- May 15, 2017 Regular Meeting.
- May 22, 2017 Special Meeting.

5. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS:

- A. General Comments by the Board.

6. TOWN MANAGER'S REPORT:

- A. Department Updates.
 - Wastewater Treatment Plant – Ways to Address Problems with Flushing Wipes.
 - Grants for Economic Development.
 - MOU with Williamstown re: Health Agent services.

- B. Project Updates.

7. PUBLIC HEARINGS:

- A. **Continuation** of Berkshire Aviation Enterprises Inc. Special Permit Application for
Aviation field in an R4 zone at 70 Egremont Plain Road, Great Barrington, in accordance
with 3.1.4 E(1), 7.2 and 10.4 of the Great Barrington Zoning Bylaw. (Discussion/Vote)
 - a. Open Public Hearing

- b. Explanation of Project
- c. Speak in Favor/Opposition
- d. Motion to Close Public Hearing
- e. Motion re: Findings
- f. Motion re: Approval/Denial/Table

8. LICENSES OR PERMITS:

- A. David Isby/WSBS/Sounds of Summer for Temporary Weekday Entertainment Licenses for 7/11, 7/18, 7/25/ 8/1, 8/8, 8/15/ 8/22, and 8/29, 2017 from 6:00 pm – 8:00 pm at VFW, Route 7, 800 Main Street. (Discussion/Vote)
- B. Dave Ryel/Butternut Basin, Inc. for three (3) One Day All Alcoholic Liquor Licenses for July 1, 2 and 3, 2017 from 10:00 am – 6:00 pm at 380 State Road. (Discussion/Vote)
- C. Jeffrey Palfini/Boondocks Film Society for Temporary Weekday Entertainment License for July 21, 2017 from 8:30 pm – 11:00 pm at GB Airport, 70 Egremont Plain Road. (Discussion/Vote)

9. NEW BUSINESS:

- A. SB – Appointment of member to the Tree Committee. (Discussion/Vote)
- B. SB – Designation of Town Representative to the Berkshire Regional Transit Authority (BRTA) Advisory Board. (Discussion)
- C. SB – Appointment of Selectboard member to the Community Preservation Committee. (Discussion/Vote)
- D. SB - FY 18 Re-appointments. (Discussion/Vote)
- E. SB – Adoption of Complete Street Policy. (Discussion/Vote)
- F. SB - Town Manager’s Performance Evaluation. (Discussion/Vote)

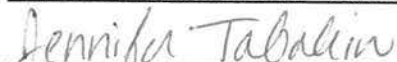
10. CITIZEN SPEAK TIME:

11. SELECTBOARD’S TIME:

12. MEDIA TIME:

13. ADJOURNMENT:

NEXT SELECTBOARD’S MEETING: Monday, June 26, 2017, 7:00 P.M.



Jennifer Tabakin, Town Manager

Pursuant to MGL. c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Commit to June 12, 2017

Commit to May 15/17 @ 6:30pm
Commit to March 27/17 @ 6:30pm
Commit to Feb. 27/17 @ 6:30pm

NOTICE OF PUBLIC HEARING

The Great Barrington Selectboard will hold a public hearing on Monday, February 13, 2017 at 7:00 PM at Town Hall, 334 Main Street, Great Barrington, MA, to act on the special permit application of Berkshire Aviation Enterprises Inc. for an aviation field in an R4 zone at 70 Egremont Plain Road, Great Barrington, in accordance with Sections 3.1.4 E(1), 7.2 and 10.4 of the Great Barrington Zoning Bylaw. A copy of the application is available in the Town Clerk's office for viewing during business hours.

Sean Stanton, Chair

Please Publish Friday, January 6, 2016 and Friday, January 13, 2016

Berkshire Record



TOWN OF GREAT BARRINGTON
Temporary Weekday Entertainment License Application
\$25.00 per day

The undersigned hereby applies for a license in accordance with the provisions of MA General Laws, Ch.140 Sec.183A amended, Ch.351, Sec.85 of Acts of 1981 and Ch.140 Sec.181.

Name: WSBS RADIO / Sounds of Summer

Business/Organization: _____

D/B/A (if applicable): _____

Address: 425 Stockbridge Rd

Mailing Address: Great Barrington, MA 01230

Phone Number: 413-528-0860

Email: disby@wsbs.com

TYPE: (Check all that apply) Concert Dance Exhibition Cabaret DJ

Live band with up to 6 pieces, including singers Public Show

Other (please explain) _____

INCLUDES: Live music Recorded music Dancing by entertainers/ performers

Dancing by patrons Amplification system Theatrical exhibition

Floorshow Play Moving picture show Light show Jukebox

Other (please explain) _____

As part of the entertainment, will any person be permitted to appear on the premises in any manner or attire as to expose to public view any portion of the pubic area, anus, or genitals, or any simulation thereof, or whether any person will be permitted to appear on the premises in any manner or attire as to expose to public view a portion of the breast below the top of the areola, or any simulation thereof? (M.G.L.Chp.140 Sec.183A)

___ YES

NO

Please circle: INDOOR or **OUTDOOR** Entertainment

Exact Location of Entertainment (include sketch): V.F.W., Rt. 7/Mam St.,
Great Barrington, MA 01230

Date(s) of Entertainment*: 7/11, 7/18, 7/25/8/1, 8/8, 8/15, 8/22 + 8/29
*Does not include SUNDAY

Start & End Times of Entertainment: 6:00 pm to 8:00 pm

Does your event involve any of the following? (Check all that apply)

- Food Temporary Bathrooms Tents Stages Temporary Signs
 Electrical Permits Building Permits Police Traffic Details Street Closures

ALL entertainment licenses will be reviewed by the Design Review Team (DRT), which is comprised of several Town departments, for comments/concerns on this application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

David Foley
Signature of Individual or
Corporate Officer

5/24/17
Date

SS# or FID#

TOWN USE ONLY:

DRT Review with Conditions: DRT has no issues. Food vendors must
coordinate with Health Agent. (CP)

APPROVAL DATE: _____

LICENSE # _____

MAY 26 2017

BOARD OF SELECTMEN
GREAT BARRINGTON, MA

3/ Fee: \$25.00 (per day)) \$75.00



APPLICATION FOR ONE DAY LIQUOR LICENSE

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions relating thereto:

Applicant's Name: DAVE RYEL

Organization Name: BUTTERNUT BASIN INC.

Applicant's Address: 380 STATE RD., G13, MA 01230

Telephone Number: 413-528-2000 x154

Type of License: ONE DAY BEER & WINE ONE DAY ALL ALCOHOLIC

Event: BRICKSHIRE ART FESTIVAL

Date: 7/1, 7/2, 7/3/17 Start Time: 10 AM End Time: 6 PM

Event Address: 380 STATE RD, G13, MA 01230

Is the Event on Town property? YES NO

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. TIPS or ServSafe Alcohol certification for anyone serving alcohol.
2. Certificate of Insurance showing proof of Liquor Liability coverage.
(If the event is on Town property, the certificate must name the Town of Great Barrington as additional insured.)
3. If the event is not on applicant's property, a letter of permission from the owner is required.

Liability: The below individual agrees to take responsibility for the above-noted event and further agrees to indemnify, save harmless, and defend the Town of Great Barrington, its officers, employees and agents, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may occur in connection with this event.

[Signature]
Signature of Applicant

5/24/17
Date

FOR TOWN USE:

Approved _____ Denied _____ Postponed _____



TOWN OF GREAT BARRINGTON
Temporary Weekday Entertainment License Application
\$25.00 per day

The undersigned hereby applies for a license in accordance with the provisions of MA General Laws, Ch.140 Sec.183A amended, Ch.351, Sec.85 of Acts of 1981 and Ch.140 Sec.181.

Name: Jeffrey Palfini

Business/Organization: Beardocks Film Society

D/B/A (if applicable): _____

Address: 269 West Cornwall Rd, Sharon, CT 06796

Mailing Address: PO Box 64, West Cornwall, CT 06796

Phone Number: 860-248-1595

Email: jeffpalfini@gmail.com, beardocksfilmsociety@gmail.com

TYPE: (Check all that apply) Concert Dance Exhibition Cabaret DJ

Live band with up to ___ pieces, including singers Public Show

Other (please explain) Film event

INCLUDES: Live music Recorded music Dancing by entertainers/ performers

Dancing by patrons Amplification system Theatrical exhibition

Floorshow Play Moving picture show Light show Jukebox

Other (please explain) _____

As part of the entertainment, will any person be permitted to appear on the premises in any manner or attire as to expose to public view any portion of the pubic area, anus, or genitals, or any simulation thereof, or whether any person will be permitted to appear on the premises in any manner or attire as to expose to public view a portion of the breast below the top of the areola, or any simulation thereof? (M.G.L.Chp.140 Sec.183A)

___ YES

NO

Please circle: **INDOOR** or OUTDOOR Entertainment

Exact Location of Entertainment (include sketch): Aircraft hangar (with aircraft moved out) @ GB Airport, 70 Greenway Plain Rd.

Date(s) of Entertainment*: 7/21/17 (Fri.)

*Does not include SUNDAY

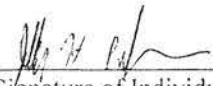
Start & End Times of Entertainment: 8:30 pm - 11 pm

Does your event involve any of the following? (Check all that apply)

- Food Temporary Bathrooms Tents Stages Temporary Signs
 Electrical Permits Building Permits Police Traffic Details Street Closures

ALL entertainment licenses will be reviewed by the Design Review Team (DRT), which is comprised of several Town departments, for comments/concerns on this application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.



Signature of Individual or
Corporate Officer

6/6/2017

Date

040-80-2420

SS# or FID#

TOWN USE ONLY:

DRT Review with Conditions: _____

APPROVAL DATE: _____

LICENSE # _____

EXECUTIVE SUMMARY

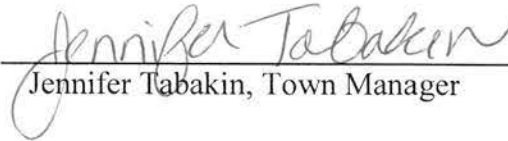
TITLE: Appointment to the Tree Committee.

BACKGROUND: There is currently a vacancy and the Town is seeking a member to be appointed by the Selectboard. The Amended Resolution creating a Tree Committee states that the Committee shall consist of 7 residents of the Town appointed by the Selectboard. Christopher Wiltshire has applied for the vacancies.

FISCAL IMPACT: Not applicable; members serve without compensation.

RECOMMENDATION: The Selectboard appoints Christopher Wiltshire as a full member to the Tree Committee for a term to expire June 30th, 2019.

PREPARED AND REVIEWED BY:


Jennifer Tabakin, Town Manager

DATE: 6/8/17

Appt. to the Tree Committee

Helen Kuziemko

From: Christopher Wiltshire <waldooncewas3@gmail.com>
Sent: Thursday, May 18, 2017 8:31 PM
To: Helen Kuziemko; Jennifer Tabakin
Subject: Tree Committee Letter of Intent

My name is Chris Wiltshire and I'm interested in joining the Tree Committee of Great Barrington. Living in Great Barrington, what I probably love most is the undercover and shady feeling the town has on most streets. The "in the woods" feeling in the city. I am passionate about planting native diverse species, but more importantly, we are creating a habitat in which the people of this town can thrive. To me, that looks like food producing plants and trees that are commonplace in public spaces. I attended the tree committee's last meeting, I'm excited about the increasing responsibility and the potential they have to affect the town toward a greener and richer place to live.

A tree is an investment, an investment in the place you live.

Chris Wiltshire

Tree Committee

> From: lbozzuto@roadrunner.com [mailto:lbozzuto@roadrunner.com]
> Sent: Thursday, May 04, 2017 10:17 AM
> To: Jennifer Tabakin
> Subject: new tree committee member
>
> Ms. Tabakin,
>
> I would like to recommend that Mr. Chris Wiltshire be appointed as a new member of the Great Barrington Tree Committee. He will be contacting you also to make this request.
>
> Thank you,
> Lisa Bozzuto
> Great Barrington Tree Committee Chairperson

JUN 5 2017

BOARD OF SELECTMEN
GREAT BARRINGTON, MA

May 15, 2017

Select Board Chair
Town of Great Barrington
334 Main Street
Great Barrington MA 01230

Please

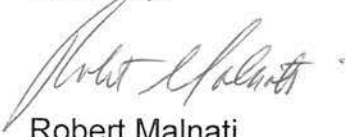
- *Complete Fully**
- *Print Neatly**
- *Return Promptly**

Dear Select Board Chair:

According to MGL Ch. 161B, a Regional Transit Authority's (RTA's) Advisory Board is comprised of the chief elected official of each member community, or your designee.

Please advise who will represent the Town of Great Barrington on the Berkshire Regional Transit Authority (BRTA) Advisory Board. You may do so by simply annotating the space provided at the bottom of this letter and returning either this original or a copy of the annotated letter to the BRTA. Your response by June 30, 2017 will be appreciated so that we may prepare for our annual audit of the BRTA.

Sincerely,



Robert Malnati
Administrator

_____ will represent the Town of Great Barrington on the BRTA Advisory Board.

E-Mail Address for BRTA reports: _____

Daytime/Cell Number _____

Mailing Address _____

Executed by: _____

Date _____

***Please Print name/Title _____



Boards/Committees/Commissions
Openings FY18

SELECTBOARD

AGRICULTURAL COMMISSION

3 YEAR TERM (5 MEMBERS & 1 ALTERNATE)
ALTERNATE IS 1 YR

TERM EXPIRES

MERYL JOSEPH	2018
DEVAN M. ARNOLD	2017
VACANCY	2018
LAURILY EPSTEIN	2019
VACANCY	2019
VIVIAN ORLOWSKI (CHAIR)	2019
HILDA BANKS SHAPIRO (ALTERNATE)	2017

BOARD OF REGISTRARS

3 YEAR TERM

TERM EXPIRES

LINDA A. COONS	2019
MARIE RYAN (TOWN CLERK)	INDEFINITE TERM
DEBBIE BALL	2020
ELLEN SMITH	2018

CABLE ADVISORY COMMITTEE

VACANCY
THOMAS HATCH
VACANCY

TERM EXPIRES

INDEFINITE TERM
INDEFINITE TERM
INDEFINITE TERM

COMMUNITY PRESERVATION COMMITTEE

3 YEAR TERM-9 MEMBERS

TERM EXPIRES

SB ONLY APPOINTS CITIZEN MEMBERS AT-LARGE

SB 15
Meets
June 12/13

✓ ED ABRAHAMS	(SB MEMBER)	2017
JESSICA DEZIECK	(CONSERVATION COMM MEMBER)	2019
WILLIAM NAPPO	(HISTORICAL COMM MEMBER)	2016
KAREN W. SMITH	(PARKS COMM MEMBER)	2019
NAN WILE	(HOUSING AUTHORITY MEMBER)	2019
JEREMY HIGA	(PLANNING BOARD MEMBER)	2019
TOM BLAUVELT	(FINANCE COMMITTEE MEMBER)	2019
KATHLEEN A. JACKSON	(CITIZEN MEMBER AT-LARGE)	2019
MARTHA J. FICK	(CITIZEN MEMBER AT-LARGE)	2019

AGRICULTURAL COMMISSION

3 YEAR TERM (5 MEMBERS & 1 ALTERNATE)

ALTERNATE IS 1 YR

HILDA BANKS SHAPIRO (ALTERNATE)

CULTURAL COUNCIL

3 YEAR TERM

SUSAN PETTEE

COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN ADVISORY COMMITTEE

2 YEAR TERM OR EXPIRATION OF GRANT-WHICHEVER COMES 1ST

5 MEMBERS (3 GB & 2 SHEFFIELD)

GAETAN LACHANCE

PATRICK HOLLENBECK

CHRISTOPHER REMBOLD

CONSERVATION COMMISSION (T.M.'s appt w/SB approval)

3 YEAR TERM (7 MEMBERS)

JEFFREY COHEN

WILLIAM BOYER

DESIGN ADVISORY COMMITTEE

5 YEAR TERM

GAETAN LaCHANCE (GENERAL PUBLIC MEMBER)

FENCE VIEWER

YEARLY APPOINTMENT (2 OR MORE)

BERNARD DREW

HISTORIC DISTRICT COMMISSION

3 YEAR TERM (5 MEMBERS & 2 ALTERNATES)

PATRICIA RYAN

ABBY SCHROEDER (ALTERNATE)

HISTORICAL COMMISSION (T.M.'s appt w/SB approval)

3 YEAR TERM (7 MEMBERS)

PAUL IVORY (CHAIR)

TREE COMMITTEE

3 YEAR TERM (7 MEMBERS)

BETH MOSER

LISA BOZZUTO (CHAIR)

NAN WILE

ZBA ASSOCIATE MEMBER

(Joint Appt. with ZBA)

2 YEAR TERM

JOHN KATZ

S B Meeting Agenda
6/12/17

NOTICE

TOWN OF GREAT BARRINGTON

VACANCIES

The Town of Great Barrington is accepting letters of interest from residents/registered voters to fill the following vacancies:

- **Agricultural Commission** (2) – 1 regular member until 2020 and 1 alternate member until 2018
- **Cultural Council** (1) – until 2020
- **Community Development Block Grant Citizen Advisory Committee** (3) - until 2020
- **Five Town Cable Advisory Committee** (2) – Indefinite term
- **Conservation Commission** (2) - until 2020
- **Design Advisory Committee** (1) - General public member - until 2022
- **Fence Viewer** (2) - Both until 2018
- **Historic District Commission** (2) Regular members and (1) Alternate until 2020
- **Historical Commission** (2) – Both until 2020
- **Tree Committee** (2) - Both until 2020
- **Zoning Board of Appeals (ZBA)** (1) - Associate member until 2019

Letters of interest must be submitted to **Selectboard, Town of Great Barrington, Town Hall, 334 Main Street, Great Barrington, MA 01230** or emailed to Helen Kuziemko at hkuziemko@townofgb.org or Amy Pulver at apulver@townofgb.org by June 2, 2017.

Sean Stanton
Chair

Town of Great Barrington, Massachusetts

Complete Streets Policy

Complete Streets provide safety, comfort, mobility, and accessibility for all users of the street network, including pedestrians, cyclists, other nonmotorists, transit users, school bus riders, motorists, commercial vehicles, and emergency vehicles, and are for people of all ages and abilities. Complete Streets principles contribute to the safety, health, economic vitality, and quality of life in our community by improving the motorized and nonmotorized environments in order to provide safe, accessible, and comfortable means of travel between home, school, work, recreation, and/or retail destinations. The Complete Streets framework also furthers equity objectives by providing safe forms of transportation for all Great Barrington residents.

Vision and Intent

Great Barrington envisions a transportation system where users of all modes and abilities can move safely and efficiently. The purpose of the Town of Great Barrington's Complete Streets Policy, therefore, is to accommodate all users by creating a transportation network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Great Barrington to ensure the planning, design, operation, and maintenance of streets so they are safe for users of all ages and abilities and to provide a multi-modal transportation network. This Policy directs staff to consistently plan, design, construct, and maintain streets to accommodate a range of multi-modal transportation users including, but not limited to: pedestrians, cyclists, other nonmotorists, transit users, motorists, emergency vehicles, and freight/commercial vehicles.

Core Commitment

The Town of Great Barrington recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, other nonmotorists, transit and school bus riders, motorists, freight/commercial drivers, and emergency responders are legitimate users of the transportation network and deserve safe facilities. "All users" includes users of all ages and abilities.

The Town of Great Barrington recognizes that all roadway projects, including new construction, maintenance, upgrades, and reconstruction, are opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities that is safe, accessible, and comfortable for all users.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects to the maximum extent practical. All transportation infrastructure and street design projects requiring funding or approval by the Town of Great Barrington, as well as projects funded by the State and/or Federal government, including but not limited to Chapter 90 funds, Town improvement grants, Transportation Improvement Program funds, the MassWorks Infrastructure Program, Community Development Block Grants, and other State and/or Federal funds for transportation improvements shall adhere to the Town of Great Barrington's Complete Streets Policy.

Private developments and related roadway design components shall adhere to Complete Streets principles. In addition, to the extent practical, state owned-roadways will comply with the Complete

Streets Policy, including design, construction, and maintenance of such roadways within the Town of Great Barrington.

The Superintendent of Public Works, in consultation with a Complete Streets team (described below), will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth. Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions may be exempted from the Complete Streets Policy upon approval by the Town Manager, where documentation and data indicate that any of the following apply:

1. Roadways where specific users are prohibited by law, such as interstates or pedestrian malls. An effort will be made, in these cases, for Complete Streets accommodations elsewhere.
2. Cost or impacts of Complete Streets accommodation are excessively disproportionate to the need or probable future use.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

Context Sensitive Approach

Complete Streets principles include the development and implementation of projects in a context-sensitive manner where project implementation is sensitive to the community’s physical, economic, and social setting. The context-sensitive approach to planning and design includes a range of goals achieved by giving significant consideration to stakeholder and community values and livability. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historic, and environmental resources while improving or maintaining safety, mobility, and infrastructure condition.

Best Practices

The Town of Great Barrington’s Complete Streets Policy will focus on developing a connected, integrated transportation network that serves all users. Ensuring the region has a multi-modal transportation system that is well-connected, integrated, and safe is an important part of the development of transportation infrastructure in the region. Complete Streets principles will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations from the Complete Streets team for incorporating complete streets elements will occur in project’s beginning stages, prior to design, and will continue through design development, implementation phases.

The Town of Great Barrington recognizes that Complete Streets may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, best practices, and recommendations available at the time of implementation will be used, including but not limited to the newest version of:

- MassDOT Project Development and Design Guide,¹
- NACTO Urban Street Design Guide,² Urban Bikeway Design Guide,³ Global Street Design Guide,⁴ and/or Transit Street Design Guide⁵
- FHWA Manual on Uniform Traffic Control Devices,⁶
- National Complete Streets Coalition Resources,⁷
- ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach,⁸
- Architectural Access Board 521 CMR Rules and Regulations,⁹
- United States Access Board Streets and Sidewalks Guidelines,¹⁰ and/or
- AASHTO Guide for Planning, Designing, and Operating Pedestrian Facilities.¹¹

In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative, and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

Implementation and Next Steps

A Complete Streets team will be created to implement and monitor this initiative. The Complete Streets team will be an ad-hoc committee designated by the Town Manager. It will be a multidisciplinary team and members will include representation from: Public Works, Health, and Planning Departments, and other committees, departments or organizations, as appropriate. The focus of this team will be ensuring the implementation of the Complete Streets Policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, this team will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.

Implementation of the Town of Great Barrington’s Complete Streets Policy will be carried out cooperatively within all relevant departments in the Town and, to the greatest extent possible, in coordination with regional, state, and federal partners.

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets in Great Barrington.

The Town, with input from the Complete Streets team, shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines,

¹ <https://www.massdot.state.ma.us/highway/DoingBusinessWithUs/ManualsPublicationsForms.aspx>

² <http://nacto.org/publication/urban-street-design-guide/>

³ <http://nacto.org/publication/urban-bikeway-design-guide/>

⁴ <http://globaldesigningcities.org/publication/global-street-design-guide/>

⁵ <http://nacto.org/transit-street-design-guide/>

⁶ <http://mutcd.fhwa.dot.gov/>

⁷ <http://www.smartgrowthamerica.org/complete-streets>

⁸ <http://www.ite.org/css/>

⁹ <http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations-pdf.html>

¹⁰ <http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>

¹¹ http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_flexibility.cfm

programs, and templates to integrate Complete Streets principles in all roadway projects.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The Town will evaluate projects within the Capital Improvement Program to ensure projects comply with this Policy in a context sensitive manner and to the maximum extent practicable.

The Town will secure training for pertinent Town staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy. Training may be accomplished through workshops and other appropriate means. The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of the Complete Streets Policy.

Evaluation of Effectiveness

The Complete Streets team will develop performance measures to assess the rate, success, and effectiveness of implementing the Town of Great Barrington's Complete Streets Policy on an annual basis. The team will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These performance measures shall include: total miles of bike lanes, linear feet of pedestrian accommodation, number of new curb ramps installed, and number of crosswalk and intersection improvements. The team may also include metrics like: rate of crashes by mode, rate of children walking or cycling to school, and/or number of trips by mode.

Adopted by the Selectboard this ____ day of _____, 2017

Sean A. Stanton, Chair

Complete Streets Funding Program

Frequently Asked Questions

GENERAL

1. Q: Does participating in this program mean the municipality has to make every street complete with sidewalks and bicycle lanes?

A: Each municipality, through their policy, commits to what areas and at what level they will carry out their Complete Streets endeavors. In the Complete Streets Prioritization Plan process the municipality strategically analyzes its needs for complete streets infrastructure and determines where it wants to invest. As monies become available, the prioritized projects can be funded.
2. Q: What is the difference between Tier I, II and III?

A: Tier 1 is the training and policy development phase. This is where you submit your policy for scoring if you have one, and if you do not you can send a letter of commitment to developing a policy within one year. Tier 2 is the CS Prioritization Plan development phase where you can submit the CS Prioritization Plan template or request technical assistance funding (\$50k) for the development of a Prioritization Plan. Tier 3 requires a brief application and list of the projects (top several project equaling a cost not to exceed \$400K that you want funding for that given year.
3. Q: How many years will this funding be available to an eligible municipality?

A: Right now this program is funded for two years, FY16 and FY17. The success and effectiveness of the program will play a major role in determining its longevity. Our hope is that there will be continued funding beyond FY 17 for municipalities to continue constructing projects from their Prioritization Plans.
4. Q: What if I do not want to stay in the program? How do I get out? Will I be penalized?

A: There is no obligation to stay in this program nor will you be penalized if you want out. As this is a reimbursement program, we may ask that if you want to be reimbursed for work such work as the prioritization plan, we are given a copy as proof of work completed for which we have reimbursed you for.
5. Q: Are the requirements of this program subject to change?

A: Yes. The requirements of the program may change over time. An example of this is if we want to go to bond funding and not casino funding. At that point we would need to evaluate the success of the program to date and consider going back to the legislation to amend the criteria requirements. Given the support we have received even from those who helped draft the original language it seems highly likely that the program will remain as it stands today.

POLICY REQUIREMENTS

6. Q: What if our municipal Complete Streets Policy did not score 80 points? Is there a way to appeal the Policy Score if we do not agree?
A: If your policy did not score above an 80 we will allow you to appeal the scoring. Refer to FAQ #8 which discusses how to get extra points.
7. Q: What if our Complete Streets Policy was not passed as a bylaw, ordinance or administrative policy by the chief elected official or an elected board with a public meeting?
A: If your policy was passed prior to the announcement of this Program's requirements in January 2016 and has received an 80 or above, we will ask for a letter of intent to pass a policy in Tier 2 be edited to signify that the Chief elected board or official has held a public meeting and is in support of the policy as formerly written. Alternatively, the policy can be formerly passed by the Chief elected board or official with a public meeting.
8. Q: How do I get extra points to add to my policy?
A: If your municipality joins the Community Compact Cabinet we will award you 4 extra points to be added to your policy. If you also choose Complete Streets as a best practice an additional 4 points will also be added. Note that a policy cannot score above 100.
9. Q: Can our Complete Streets Policy only apply to certain areas of town, such as an economic development zone (term?) or business district?
A: Yes. A municipality can tailor the policy to fit its needs. However, depending on how small or large the focus area is with respect to the entire municipality, it can impact the policy score.
10. Q: Should we look from input and support of the policy and program from all departments within our municipality?
A: Yes. Decisions as they relate to Complete Streets should really reach across all departments of a municipality. Each department may have their own ideas and offer helpful input on what they can do to promote and support complete streets. For example, a public health official may see this from the health benefits of Complete Streets where a DPW employee may see it from a safety and mobility point of view.

TECHNICAL ASSISTANCE

11. Q: Is there a guarantee I will get the Technical Assistance Funding?
A: It is a priority of the program to incentivize the passage of Complete Streets Policies and provide technical assistance for the development of Prioritization Plans, especially in the initial years. Based on the number of municipalities that have passed policies as of December 2015, we are positioned to provide the technical assistance for FY16 and FY 17. Additionally, many municipalities have the necessary analysis to complete their Prioritization Plans without technical assistance. The apportionment of technical assistance versus project funding will need to be evaluated as we see the level of demand.
12. Q: Can the technical assistance funding (up to \$50K) be paid to our Regional Planning Agency to conduct the Complete Streets Prioritization Plan?
A: Yes. RPA's may be hired to conduct a needs assessment, gap analysis, safety audit or other analysis necessary for the preparation of the Prioritization Plans.
13. Q: If we develop a Prioritization Plan do we have to go in order or can we choose from the list depending on our wants and needs?
A: No. The Prioritization Plan is your list and order of the projects you want to complete through this program and perhaps beyond that. In setting the goals for that year's funding request you may need to look at the order and the cost as well as other factors, such as your master maintenance plan or changes in your Capital Investment strategy, to determine what can be funded at the maximum allowable yearly funding of \$400K.

PROJECT

14. Q: What design standards does a municipality need to adhere to?
A: We recommend the following design guidelines be followed: 2006 Project Development and Design Guide; Latest edition of the MUTCD (Manual on Uniform Traffic Control Devices); Latest AASHTO Guide for the Design of Bicycle Facilities; Latest version of PROWAG (Public Rights of Way Accessibility Guidelines); Latest ADAAG (Americans with Disabilities Act Accessibility Guidelines); 521 CMR; Latest AAHSTO A Policy on Geometric Design of Highways and Streets (Green Book).
15. Q: How will MassDOT check to make sure we are following design guidance and using funds as directed?
A: As this is a reimbursement program MassDOT reserves the right to inspect any or all work done prior to the issuance of reimbursement. Failure to design projects to the standards as stated in your policy could result in additional expenses to the municipality as well as delay on reimbursement.
16. Q: How can project design be funded?
A: Project design may be done by a municipality or completed by a consultant on behalf of that municipality. The costs of design shall be the responsibility of the municipality. There may be other funding sources available for the design. It is the responsibility of each municipality to research and seek them out. Another option would be to leverage

Chapter 90 monies to pay for the design. As is typically the case on smaller construction projects, the cost of design is a small percentage of the cost of construction and would yield a high return on investment.

17. Q: Will MassDOT determine which projects from our Prioritization Plan are eligible?

A: Assuming the prioritization plan clearly identifies the concern and how it will be remedied by any given project, we will defer to the town on which projects they select. As we will need to look at equity across the state this may have more of an impact on which projects from a municipalities list are funded. If a project is not selected from that years list we will explain why.

18. Q: Is there a guarantee I will get the Tier 3 Project Funding?

A: We will do our best to provide equity and meet our requirement that 33% go to municipalities that are at or below the median household income. The number of eligible municipalities and cost of each project will determine how far the funding can stretch.

19. Q: What happens after year 2? If the legislation forces us back to the old language will we now be forced to meet all the criteria?

A: At that point we would need to evaluate the success of the program to date and consider going back to the legislation to amend the criteria requirements. Given the support we have received even from those who helped draft the original language it seems highly unlikely that if the program is successful, the legislation would force us back to the old language.

Town Manager Job Performance Evaluation

This evaluation reviews the responsibilities of the Town Manager as defined in the Town of Great Barrington Town Charter, and establishes performance standards that identify excellence in the fulfillment of the duties.

The purpose of this evaluation is to provide an annual review of the Town Manager's job performance and to give the Town Manager formal guidance and feedback. It may also be used to define or improve the working relationship between the manager and the board; to review the respective roles and responsibilities and expectations; and identify areas where performance exceeds standards, meets standards or should be improved.

For each performance standard or group of performance standards, indicate whether or not the Town Manager met the standard. Please also provide suggestions for improvement and/or point out areas of excellence.

This completed document will serve as your notes for a formal evaluation session to be held at a public meeting. This document will be part of the public record.

This annual evaluation is only one aspect of the ongoing evaluation process between the Selectboard and the Town Manager that occurs throughout the year. Individual Selectboard members are encouraged to meet regularly with the Town Manager to provide ongoing feedback and guidance.

General Responsibility / Administrative Officer (Charter Section 6 (a))

- A. Effectively manage all town affairs under town manager supervision.
- B. Administers town operations, either directly or through a person appointed by the town manager, all provisions of general and special laws, by laws and regulations established by the Selectboard.

Performance standards:

1. Oversees town departments to ensure they are well run, meet operational goals and provide quality public services.
2. Implements board actions as intended; addresses priority concerns of the whole board.
3. Addresses problems and conflicts in an effective manner with results.
4. Appropriately priorities issues, differentiating between urgent, important, less important and longer-term concerns.
5. Informs board of issues and concerns regarding town services and departments with complete and accurate information.
6. Respected by board and staff as a responsible and creditable leader.

COMMENTS:

Town Manager Job Performance Evaluation

Financial / Financial Officer (Charter Section 6 (b))

- A. Prepares annual town budget according to financial policy.
- B. Meets budget process deadlines and coordinates information pertaining to the budget from departments, boards and committees.
- C. Monitors budget expenditures and cost control.
- D. Advises boards on financial policy and strategy.
- E. Oversees town procurement and purchasing.

Performance standards:

- 1. Prepares accurate and detailed annual budget that meets financial goals.
- 2. Provides clear communication on financial information to Board members.
- 3. Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- 4. Provides recommendations for actions and decisions that reflect an appropriate level of responsibility for financial planning and accountability.
- 5. Administers and oversees procurement according to rules and fair process.

COMMENTS:

Town Manager Job Performance Evaluation

Planning, Operations and Personnel Management (Charter Section 6 (d) 1 – 6)

- A. Coordinate the strategic planning and operations of the town.
- B. Seek advice from town boards and committees and ad hoc committees.
- C. Supervise all town departments and directs town operations.
- D. Appoint and remove all employees, establish compensation and remove with just cause.
- E. Administer all collective bargaining obligations and negotiate terms of contract, with the assistance of special counsel to meet approval of Selectboard.

Performance Standard:

1. Works with all departments, the boards and committees to determine strategic direction to meet future needs.
2. Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature.
3. Provides clear directions and expectations to department heads and employees and addresses problems in an effective way.
4. Establish plans for future staffing, transition and changes needed to maintain services.
5. Support and encourage top performance of town employees and address any areas of substandard performance.
6. Administer fair and open process for hiring new employees.
7. Represents the town effectively and collaboratively in union bargaining obligations, in adherence to laws.

COMMENTS:

Town Manager Job Performance Evaluation

Relation to Selectboard, Elected and Appointed Officials and Community (Section 6 (d) 7 – 17)

- A. Provides reports to boards, committees and town meeting.
- B. Advise the Selectboard on matters.
- C. Attend all board meetings.
- D. Serve as Selectboard liaison to town counsel.
- E. Represent the town at regional meetings and undertake public relations activities as directed by the Selectboard.
- F. Address citizen complaints and concerns.
- G. Manage town insurance programs.
- H. Recommend rates and fees to Selectboard.
- I. Serve as purchasing agent for town activities.
- J. Responsible for all town buildings, property and facilities.

Performance standards:

1. Town Manager is present at meetings and available to Board members at all times.
2. Provides regular reports and advice to Board on critical issues, provides background information needed for decision making.
3. Responsiveness to citizen requests and concerns demonstrates a dedication to service to the community and its citizens and maintains a collaborative relationship with community organizations.
4. Appropriately communicates the position of the board to local media and provides accurate information on town operations.
5. Establishes a plan to address town buildings and facility needs.

COMMENTS: