

Jennifer Tabakin
Town Manager

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TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER SELECTBOARD'S MEETING AGENDA

MONDAY, AUGUST 13, 2018

7:00 PM – REGULAR SESSION

TOWN HALL, 334 MAIN STREET

ORDER OF AGENDA

7:00 PM - OPEN MEETING

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

June 11, 2018 Selectboard and Finance Committee Meeting

3. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS:

A. General Comments by the Board.

4. TOWN MANAGER'S REPORT:

A. Department Updates

- Economic Development Committee (EDC)

B. Project Updates

5. LICENSES OR PERMITS:

A. Sophia Veinoglou NP/Fairview Hospital for permission to hold annual Monster Dash 5K running race/walk and 1 mile walk on Saturday, October 27, 2018 at 9:30 am, starting and finishing at Fairview Hospital's Out-Patient Rehabilitation Services. (Discussion/Vote)

B. Patty Spector/Josh RunAgroundTriathlon to use Town Roads for the 42nd Annual Great Josh Billings RunAground on Sunday, September 16, 2018. (Discussion/Vote)

C. Patrick Hollenbeck/Board of Library Trustees for Nine (9) One Day Beer and Wine Liquor Licenses for the first Saturday of every month from September 2018 thru May 2019. (Discussion/Vote) *Fee Waiver Requested*

6. NEW BUSINESS:

A. SB – Appointment of Election Officers. (Discussion/Vote)

B. Ramsdell Library Report Presentation.

7. OLD BUSINESS:

- A. SB – Review of Selectboard’s Policies and Procedures. (Discussion/Vote)
- B. SB – Review and Accept Complete Streets Plan. (Discussion/Vote)
- C. SB – Continuation of Selectboard’s Assignments. (Discussion/Vote)
- D. Design Advisory Committee Update.
- E. Lake Mansfield Update.
- F. Housatonic Water Works Information.

8. CITIZEN SPEAK TIME:

9. SELECTBOARD’S TIME:

10. MEDIA TIME:

11. ADJOURNMENT:

12. CONVENE INTO EXECUTIVE SESSION and Not to Return to Open Session

Town Manager’s Conference Room

Executive Session, under MGL c.30A, §21(a)(3) and (6), to discuss litigation strategy relating to pending litigation known as (1) Belanger v. Zoning Board of Appeals, Berkshire Superior Court, C.A. No. 1876CV00134 and (2) GJO, LLC v. Zoning Board of Appeals, et al., Land Court Docket No. 2018MISC000240 and to discuss the potential purchase, exchange, lease or value of real property relating to land known as 11 Roger Road, if the Chair declares that an open meeting may have a detrimental effect on the Town’s litigating and negotiating position. A vote regarding whether to go into executive session is expected; and votes may occur during the executive session.

Chair’s Declaration:

I declare, under G.L. c.30A, §21(a)(3) and (6), that the purpose of the executive session will be to discuss litigation strategy regarding pending litigation concerning 11 Roger Road known as: (1) Belanger v. Zoning Board of Appeals, Berkshire Superior Court, C.A. No. 1876CV00134 and (2) GJO, LLC v. Zoning Board of Appeals, et al., Land Court Docket No. 18MISC000240 and to discuss the potential purchase, exchange, lease of value of real property known as 11 Roger Road because discussion of the foregoing in open session could have a detrimental effect on the litigating and negotiating position of the Town and other public agencies, with the Board to **Not to Return To Open Session** at the conclusion of the executive session.

Motion Convening the Executive Session:

I move that the Select Board go into executive session, under G.L. c.30A, §21(a)(3) and (6) for the purposes and reasons declared by the Chair and with the Board and **Not to Return To Open Session** at the conclusion of the Executive Session.

Roll Call Vote:

NEXT SELECTBOARD’S REGULAR MEETING: Monday, August 27, 2018, 7:00 P.M.



Jennifer Tabakin, Town Manager

Pursuant to MGL. 7c. 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.

RECEIVED
TOWN MANAGER

JUL 9 2018

BOARD OF SELECTMEN
GREAT BARRINGTON, MA

Board of Selectmen
Town of Great Barrington
334 Main St.
Great Barrington, MA 01230

July 5, 2018

Dear Select board:

As an employee of Fairview Hospital and this year's Race Director, I am requesting permission to hold our annual Monster Dash 5k running race/ walk and 1 mile walk on Saturday October 27, 2018.

We would like to begin the event at 9:30 AM, starting and finishing at Fairview Hospital's Out-Patient Rehabilitation Services. The run route will head west on Rt. 23, turn left onto West Sheffield Rd., turn around just before Wyantenuck Country Club and return to start. The walk route will head downtown to Berkshire Bank and back.

We will have volunteers on the course and I have contacted Chief Walsh regarding this event. If you have any questions I can be reached at 413-845-9739.

I look forward to hearing from you and hope that you will be able to approve this annual community event. Upon your approval I will submit the application permit to the Mass. Highway Department.

Sincerely,

Sophia Veinoglou NP, Race Director
Fairview Hospital
27 Lewis Ave.
Great Barrington, MA 01230
Sveinoglo2@bhs1.org
413-854-9739

DRT reviewed 7/24. NO issues. Should coordinate with Mass DOT and GB Fire District. CP



JOSH BILLINGS

RUNAGROUND TRIATHLON
BIKE 27 MILES • PADDLE 5 MILES • RUN 6 MILES



July 2, 2018

TO: Board of Selectmen
FROM: Patty Spector, Race Director
RE: The 42nd Annual Great Josh Billings RunAground

The 42nd Annual Great Josh Billings RunAground will take place on Sunday, September 16, 2018. I would like to request permission for the race to utilize your roads on this date.

As in the past, the race will be using local law enforcement as well as the Berkshire County Sheriffs to ensure the safety of our participants.

Please notify me if there are any hazards or road construction that I should be aware of. To ensure the safety of the Josh bikers, I would like to request that any holes or large debris in the roads be repaired prior to race day.

Thank you for your assistance in this matter and if you have any questions please contact me at 329-4886 or by email at patty@joshbillings.com.

The Josh is a 501c3 organization and is proud to be a supporter of the Berkshire United Way.

Best Regards,

Patty Spector, Race Director

RECEIVED
TOWN MANAGER

JUL 12 2018

BOARD OF SELECTMEN
GREAT BARRINGTON, MA

DRT reviewed 7/24. No issues. @



Fee: \$25.00 (per day) Please Waive

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: Pat Hollenback

Organization Name: Board of Library Trustees

Applicant's Address: 231 Main St, Great Barrington, MA 01230

Telephone Number: 617-212-9840

Type of License: ONE DAY BEER & WINE ONE DAY ALL ALCOHOLIC
(Circle one)

Event: First Saturday Film Series

Sept-May
1st Saturday

Date: 9/1, 10/6, 11/2, 12/1, 1/5, 2/2, 3/3, 4/6, 5/4 Start Time: 6:30 pm End Time: 10 pm

Event Address: 231 Main St, G.B.

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. N/A
(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. N/A

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.

Pat Hollenback
Signature of Applicant

8/9/18
Date

FOR TOWN USE:

Approved _____

Denied _____

Postponed _____

Marie Y. Ryan, MMC
Town Clerk
Justice of The Peace



Town Hall, 334 Main St.
Great Barrington, MA 01230
(413) 528-1619 ext. 3
Fax: (413) 528-2290

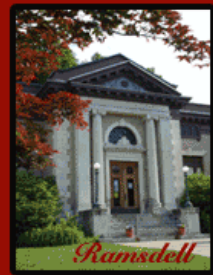
**TOWN OF GREAT BARRINGTON
MASSACHUSETTS**

OFFICE OF THE TOWN CLERK

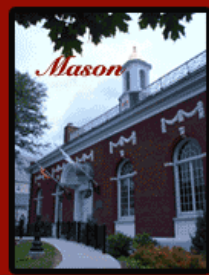
TO: Selectboard
FROM: Marie Y Ryan, Town Clerk
DATE: August 1, 2018
RE: Election Officers

According to M.G.L. Chapter 54, section 12, the Selectmen shall annually, appoint the election officers for each voting place within the town. I respectfully request that the following people be appointed for the current fiscal year:

Judith Arienti	Donald Howe	John Passetto
Marlene Atwood	Carolyn Ivory	Virginia Passetto
Maureen Avery	Paul Ivory	Susan Pettee
Madonna Bachman	Harry Jennings	Kathleen Plungis
Barbara Bailly	Deborah Kain	Frances Premerlani
Debbie Ball	Laura Keefner	Larry Premerlani
Irene Bara	Marjorie Keefner West	Dudley Race
Marion Barry	Cathleen Kinne	Donald Rembisz
Marilyn Bisiewicz	Kathleen Kotleski	Patricia Salvi
Elizabeth Budz	Ethel Kramer	Linda Santos
Barbara Chamberland	Patricia Kujawski	Sheila Shepardson
Christine Coons	Matt Kuziemko	Michelle Shimmon
Richard Coons	Lois Larkin	Terry Smith
Judith Corbett	Linda Lavoie	Margaret Soule
Jessica Dezieck	Fran Locke	Marilyn Stevens
Patricia Dymek	Michelle Loubert	Carol Strommer
Frederick Dymek	Barbara Louison	Steve Strommer
William Fields	Donna MacDowell	Christine Tarnawa
Patrick Fennell	Rosemary McAlister	John Tossavainen
Denise Flynn	Linda McMeekin	Marcia Trombley
Paul Gibbons	Carol Meade	Howard Trombley
Michele Gilligan	Theresa Moore	Christine Ward
Jane Green	Bruce Morelli, Sr	Michael Wise
Jean Holcomb	Andrew C. Moro	
Patricia Hoskeer	Lynn Nettleton	



The Great Barrington LIBRARIES



The Ramsdell Library Program and Facility Vision



Prepared by
Kimberly Bolan and Associates, LLC
June 2018 – Version 4.0

Scope



Kimberly Bolan and Associates (KBA) was tasked with reviewing Ramsdell Library's facility and services. Ramsdell Library is one of the two Great Barrington Libraries located at 1087 Main Street, Housatonic, MA. KBA's specific scope for the project included:

- ✓ Gathering stakeholder input through community and staff discussion groups
- ✓ Conducting a community survey (online and paper formats)
- ✓ Completing a building review
- ✓ Reviewing library facility plans previously developed by Drummey Rosane Anderson Inc.
- ✓ Developing recommendations and a future vision and direction for the library



Process



KBA worked in collaboration with the Great Barrington Libraries' staff, Friends of the Library, and Trustees to assess Ramsdell Library and to discuss options for the future of the facility. KBA'S community-driven approach included:

1. Running community forums and discussion groups April 9 – 11, 2018
 - 8 sessions were conducted in total and held at the Unitarian Universalist Meeting of South Berkshire in Housatonic and at the Mason Library in Great Barrington
 - The general public, town and community leaders, library trustees, and staff members were all invited and included in these discussions
 - Attendance at these events was very strong for a community the size of Great Barrington
 - 95 people attended in total
 - *Specifically, 40 people attended the session held in Housatonic and 75 of the 95 were from the general public*
2. Conducting an online/paper survey April 2 – May 28, 2018
 - 303 surveys were completed
3. Collecting and analyzing data
 - KBA looked at additional demographic and usage data for both the Ramsdell Library and Mason Library

Ramsdell Library Background



- The Ramsdell Library is one of two libraries that are part of the Great Barrington Libraries. The other library is the Mason Library.
- Built in 1908, the Ramsdell Library is a historic two-story Beaux Arts structure and is listed on the National Register of Historical Places (2014).
- It is located in the village of Housatonic at the north edge of the town of Great Barrington.
- The Library is a department of the town of Great Barrington.
- Though support for the Library runs strong (especially in Housatonic), there is public sentiment toward limiting any additional public tax funding.
- The village of Housatonic, a former mill town, has lost most of its public facilities in the recent decades. The Ramsdell Library remains a landmark, beacon, and primary gathering place for residents of the northern end of Great Barrington and, in particular, for the residents who live in the village of Housatonic.



Great Barrington Demographic Highlights



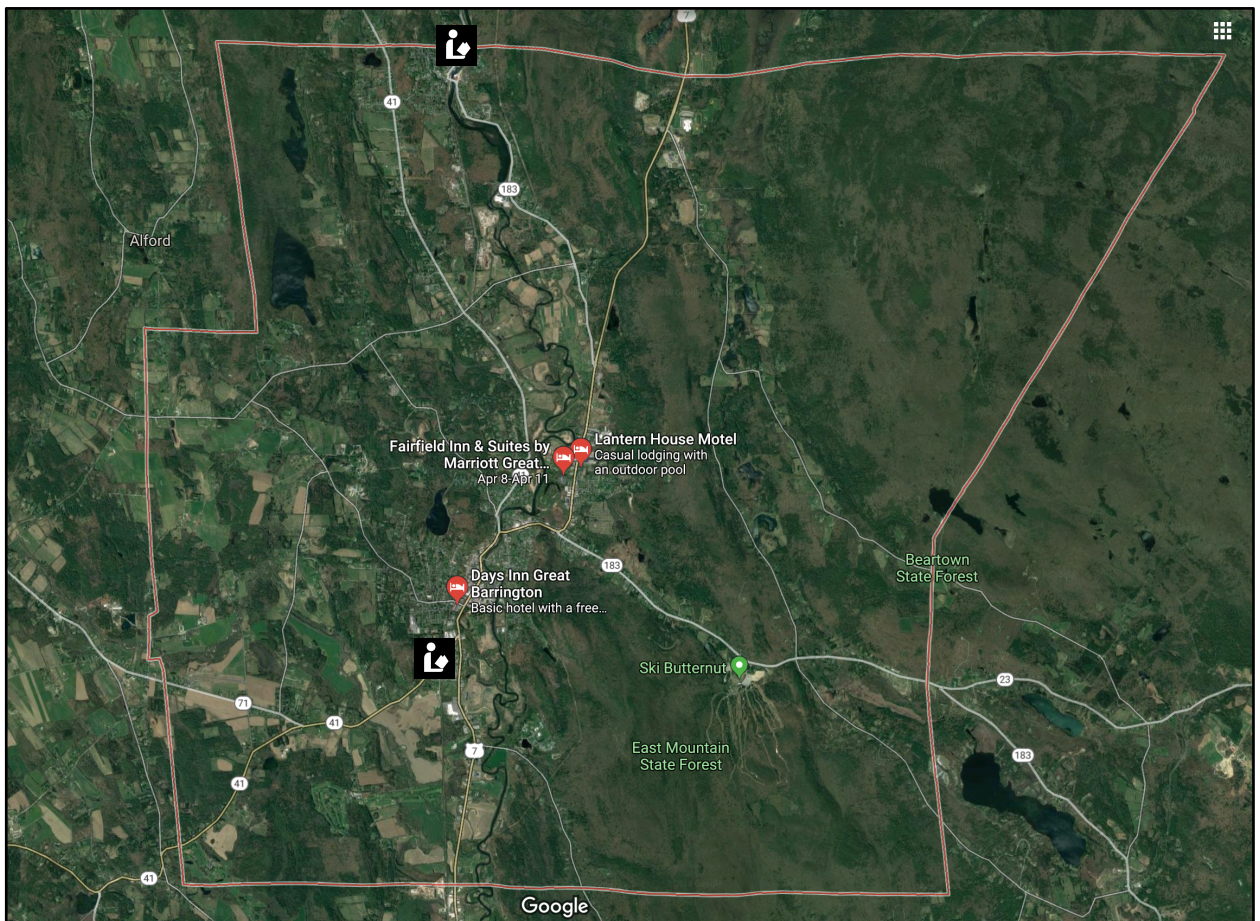
The following information is per the 2010 U.S. Census. Also, this data is for all of Great Barrington as there is no breakdown for the Village of Housatonic.

- 7,104 residents and 2,879 households, both of which are down from the 2000 Census.
- 27.3% of households had children under the age of 18 living with them.
- The median age was 42 years.
- For every 100 females, there were 87.2 males. For every 100 females age 18 and over, there were 83.8 males.
- The mean income for a household in the town was \$80,802 and the per capita income for the town was \$42,655.
- Approximately 4.7% of families and 5.4% of the population were below the poverty line.
- 6.7% of households received food stamp/SNAP benefits within the previous 12 months.

Big Picture



- Having two public libraries in a town the size of Great Barrington is not uncommon, though it is not widespread.
- The two library locations are 10-15 minutes apart, but both serve separate and distinct villages within the town and serve a sprawling 45 square miles of the Berkshires.
- Key considerations for the future of the Ramsdell Library include:
 - How important is the library to the users and the village of Housatonic?
 - If the library can “evolve” into a better and more useful facility, does that importance of the library increase?
 - Alternatively, if the library was closed what is gained? Lost?



What the Community Says Community Input Summary



The following are highlights from the stakeholder sessions.

- There is overwhelming support for keeping the Ramsdell Library open.
- However, most agreed it should be a different approach taken to library services. They include:
 - Many participants would like to rethink the hours of the library as well as the focus of resources and services at Ramsdell
 - This notion focused on the concept of Ramsdell not duplicating Mason's services and offering something more unique and focused
- Most agreed that Housatonic desperately needs to keep Ramsdell open and that an investment in the last remaining public building is critical not only to Housatonic, but to the larger future of the Town of Great Barrington.



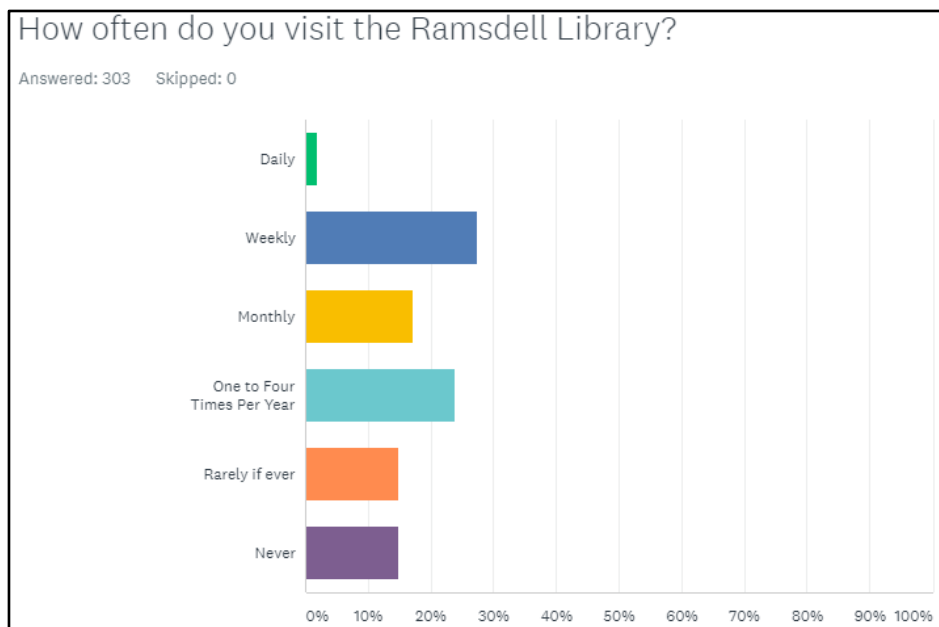
See Appendix A for the full summary of the community input sessions.

What the Community Says Survey Summary



The following are highlights from the community survey.

- 47% of respondents were regular library users and 53% were infrequent and non-library users.
- There is overwhelming support for keeping the library open, most citing Ramsdell Library is critical to the community.
- Many participants included ideas related to a more focused and less duplicative approach to services at Ramsdell.
- The concept of a “Community Center” was mentioned numerous times within the comments.
- Only 5 of the 303 respondents said “Close It, we don’t need it”



See Appendix B for the full survey summary.

Societal & National Trends



1. Books are NOT going away.
 - eBook usage appears to be hitting a plateau.
 - Even digital native generations have a strong preference for physical books.
 - Usage is changing though and collections need to align to those changes in each community.
2. All communities have segments of their populations that desperately need and will always need the library for its wide variety of services and resources.
3. Libraries are leading literacy in all forms and for all ages. This includes reading, technology, and financial literacy.
4. There is a national focus on lifelong learning and libraries provide a huge role in this area.
5. Public libraries are seen more and more as community gathering spaces and the hubs of their communities.



What's Possible?



With a strong vision and community engagement, it is possible to update a library to meet the current and future needs of its community without putting the burden on taxpayers. A few examples of what's possible for creating a new library in this way include the Hudson Library (NY) and the Leicester Public Library (MA).

The new Hudson Library (below two images) was planned and designed without significant local tax dollars. Instead, private funding and fundraising were key components.



The Leicester Public Library (below image) was funded through grants and fundraising. \$7MM of the \$8.9MM expansion/renovation was funding in this way.



Recommendation & Alternative Considerations



Based on analysis and the community input, KBA recommends Ramsdell remain open as a library.

However, it is important to consider alternative options and their potential impact.

Alternate Consideration #1: Sell or lease the building

- This option is impossible given the deed restrictions and lack of potential buyers/renters currently in the area.
- The deed restrictions require a library to be part of the building.

Alternate Consideration #2: Close the building

- This option would somewhat lower operational costs, but not completely decrease them to zero costs as the building still needs to be maintained at some level.
- This option would have a huge negative impact to the Housatonic community. In particular, so much of the community's services have already closed or moved. Also, further deterioration of the Village of Housatonic would likely compound the issues that exist within the overall town.

Recommendations

Big Picture



FOCUS Ramsdell services and make it vibrant!

1. Focus on what makes Ramsdell Library unique. It does not have to be a full service library.
2. Rethink library hours
 - Have less overlap with Mason on weekend hours
 - Consider a 4-day week in terms of library services involving library staff (e.g., Thursday to Sunday). Other days might have volunteers monitoring the building for use by patrons, but not providing full library services. For instance, maybe only self-service options are available.
3. Specialize programming
 - Arts and history
 - Youth
4. Focus collections
 - Include a popular library plus arts and history collection and perhaps a “Library of Things” collection.
 - Target a collection size of less than 10,000 circulating items
5. Update space
 - Improve the layout and space allocations,
 - Add seating
 - Add gathering and collaborative spaces

NOTE: Guidance from the Commonwealth of Massachusetts in its recent statewide library report further aligns with these concepts. “Local Core libraries should provide services targeted to the specific needs of their immediate communities, such as tailored collections, local programming, and broadband services. Local Core libraries should also promote the extensive resources of their Magnet library counterparts.”
<https://mbic.state.ma.us/ecosystem/#/explore/resourcelibraries/10>

Recommendations

ADA Accessibility



ADA accessibility must be a priority in the short and long-term.

1. Pursue a temporary fix in the short-term to make the main floor accessible.
2. In the long-term, ADA accessibility should be a key part of a larger vision for the building.
3. ADA accessibility issues extend beyond access to the building and upper floor. Other areas include:
 - Service point / desk heights
 - Aisles widths
 - Clearances between furniture
 - Restrooms
 - Doorways

See Appendix C for some general ADA guidelines relevant to public libraries.

Recommendations Electrical & Environmental Systems



1. The building, as a whole, has major mechanical systems issues.
2. The facility lacks air conditioning, which is necessary in modern public spaces.
3. In the winter, there are many hot and cold spots throughout the building.
4. The electrical systems are undersized and outdated.
5. Power outlets are not available where they are needed.
6. The current restroom is insufficient by any measure. In particular, ADA accessibility is required and the building needs two restrooms.

Recommendations

Space Allocation



1. Too much space currently allocated to shelving books that are not circulating
2. Reduce general collections to key focus areas and new items
 - Make holds placement and pickup super easy for other materials
 - Add signage about placing holds/transfers from Mason and other network (CWMARS) libraries
3. Allocate more space to youth but relocate the youth space to the back of the building
4. Focus front half of building on adult space with a quiet side and a collaboration side
5. See conceptual drawings on page 23

Recommendations Collections



1. Reduce the size of the collection and highly merchandise the remaining collections
 - Target a collection size of less than 10,000 circulating items



2. Focus collections in three primary areas:
 - “Popular Library” materials including new books and newer (e.g., last 5 years) audiovisual materials
 - Focused “special” collections including arts, music, and Local History (Berkshires and Great Barrington)
 - Strong youth collections

3. All freestanding double-sided shelving should have lockable casters
(*See image to the right.
Typical costs ~\$2,900/unit.)



Recommendations Programming



1. Subject-focused programs

- Arts and Music
- Visual and Performing Arts
- Local History
- Local Authors
- Films
- Youth Programming

2. Focus on weekend scheduling

- Make Ramsdell a program destination on the weekend. In particular for arts program and special youth programs

3. Utilize a more flexible main floor for programs until upper and lower floors are accessible

Recommendations Meeting Spaces



1. Within the existing library, create flexible meetings spaces within the large open spaces
2. Make the existing “Art Room” into a reservable meeting room
3. Once the upper level is made ADA accessible, it will become the large community meeting room
4. Maximize availability and usage of the building for the community. Consideration include:
 - Develop policies for vetted groups to use meeting space outside of normal operating hours
 - Have volunteers oversee the space during hours when staff aren't working
 - Explore smart building access options (e.g., RFID, code keypads, etc.) beyond traditional keys to simplify and better control and oversee access to the building



Recommendations Youth Services



1. Relocate youth to the rear of the building

- Make the space a haven for young children and their families
- Include browseable picture books (*See top image)
- Include interactive elements (*See bottom image)



2. Position teens/pre-teen in the center area (the space currently dedicated to shelving) (*See bottom image)

3. Eventually include glass walls to provide a sound barrier between youth and other areas of the library



Recommendations Technology & Digital Services



1. Ensure the building has good Internet connectivity and high quality Wi-Fi
2. Make power and charging points readily available in all areas where people sit and use technology
3. Expand Wi-Fi coverage to outside areas of the library making the library's outdoor areas "open" 7 days a week
4. Seek grants to fund updated technology and audiovisual systems for the new upper level community space (once it is ADA accessible). This will create further value to the community.

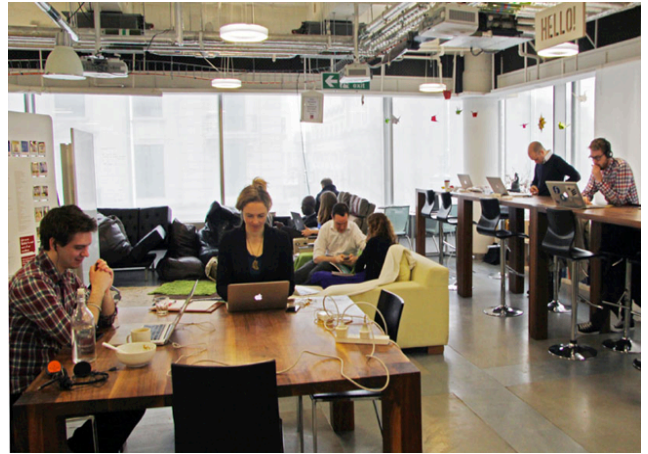


Recommendations Lower Level Uses



1. Co-working Space

- Create a space to support local telecommuting and seasonal resident professionals



2. Makerspace

- Create a community creation space, with an arts focus



3. Once the lower level is ADA accessible, consider setting aside a small area for a “Library of Things.” Examples of items include:

- Laptops
- iPads
- e-Readers
- Artistic tools
- Maker Kits
- Small hand and power tools
- Occasional use garden tools



Recommendations Staff Space

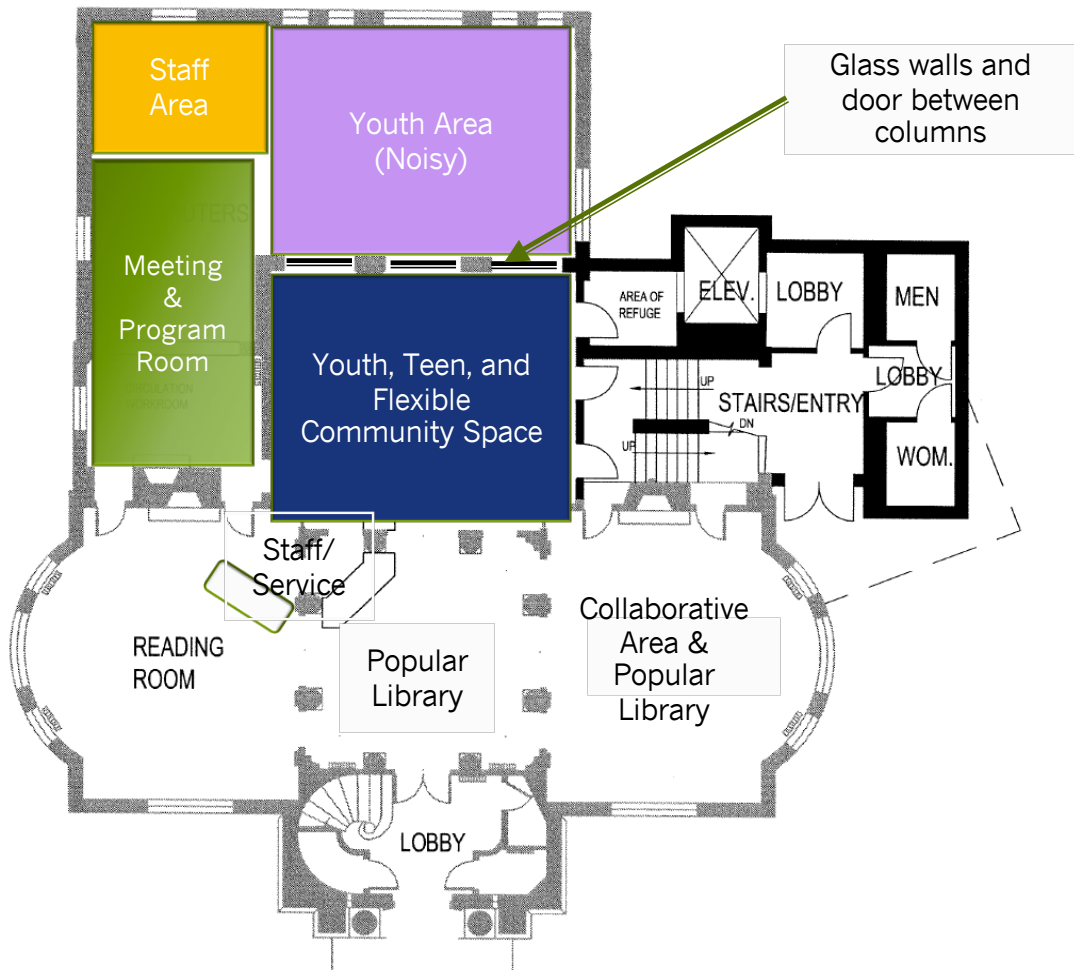


1. Staff members need appropriate work/office space
2. Space should appropriately support the needs of the staff for program planning and off-desk time
3. Storage should be relocated to the upper and/or lower levels of the building

Building Layout Concepts Main Level



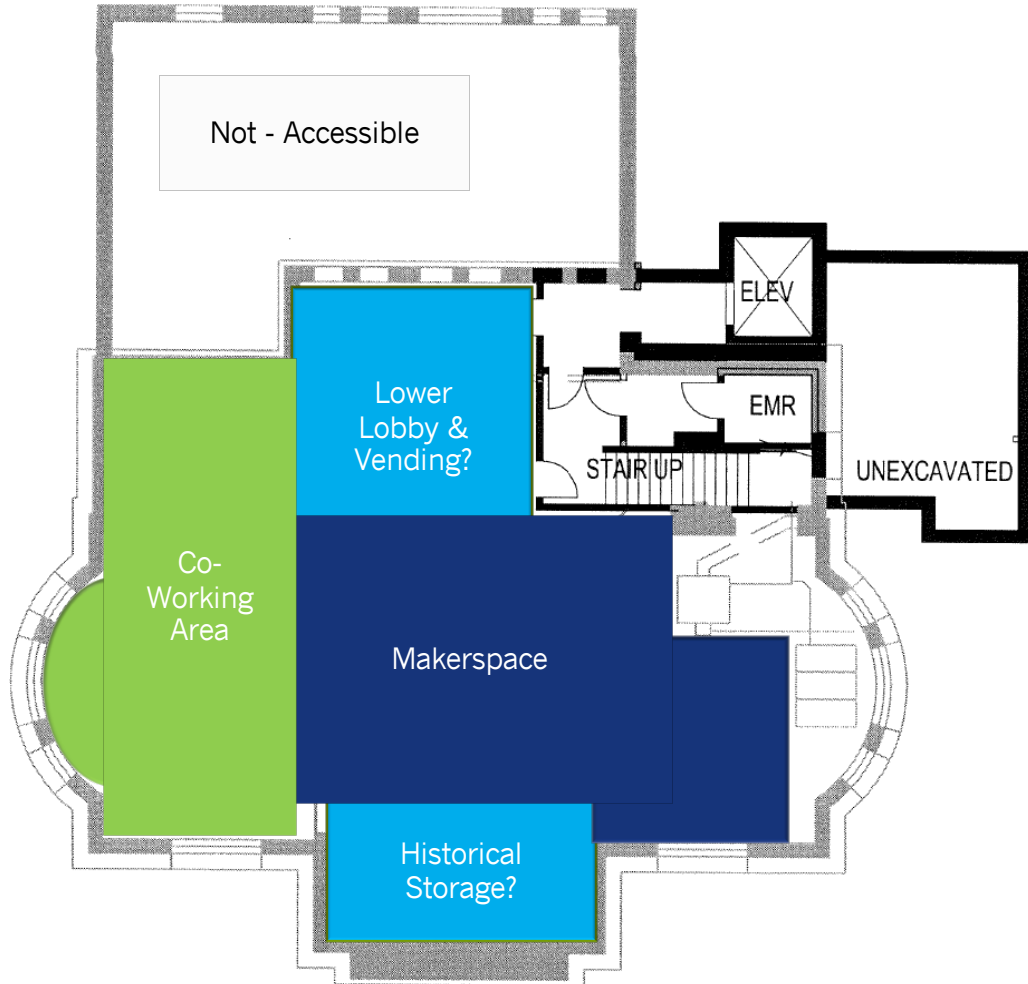
1. Relocate youth to the back of building
2. Create adult spaces at the front of the library including:
 - Quiet Reading Room on one side
 - Collaborative Area on the other side
 - A variety of seating options
 - Shelving on casters throughout areas



Building Layout Concepts Lower Level



1. Create a co-working area & Makerspace
2. Include vending or self-serve coffee/drinks
3. Incorporate protected storage for Historical Society



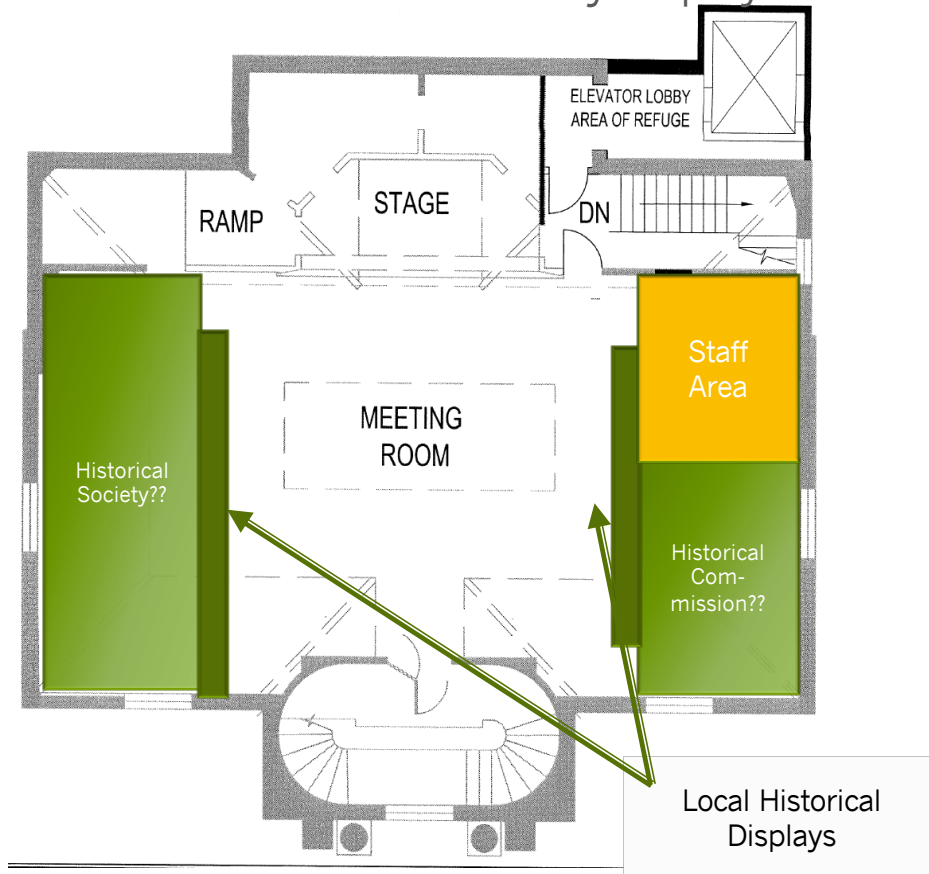
Building Layout Concepts Upper Level



There are two options for the Upper Level:

Option 1: Move the historical groups out of the space and convert the entire Upper Level into a community meeting room / performance area

Option 2: The historical groups remain, a smaller community meeting room is created, and the historical groups' work areas are walled off to create local history displays



Option 2 Layout

Building Layout Concepts Outdoor Space



1. Create a comfortable outdoor space with access to power and Wi-Fi
2. Consider creating a community garden area
3. Address ADA parking for long-term ADA accessibility
4. Integrate a drive-up materials return which could be completed via a one-way drive thru option to the church parking lot
5. Explore adding outdoor 24/7 holds pick-up lockers

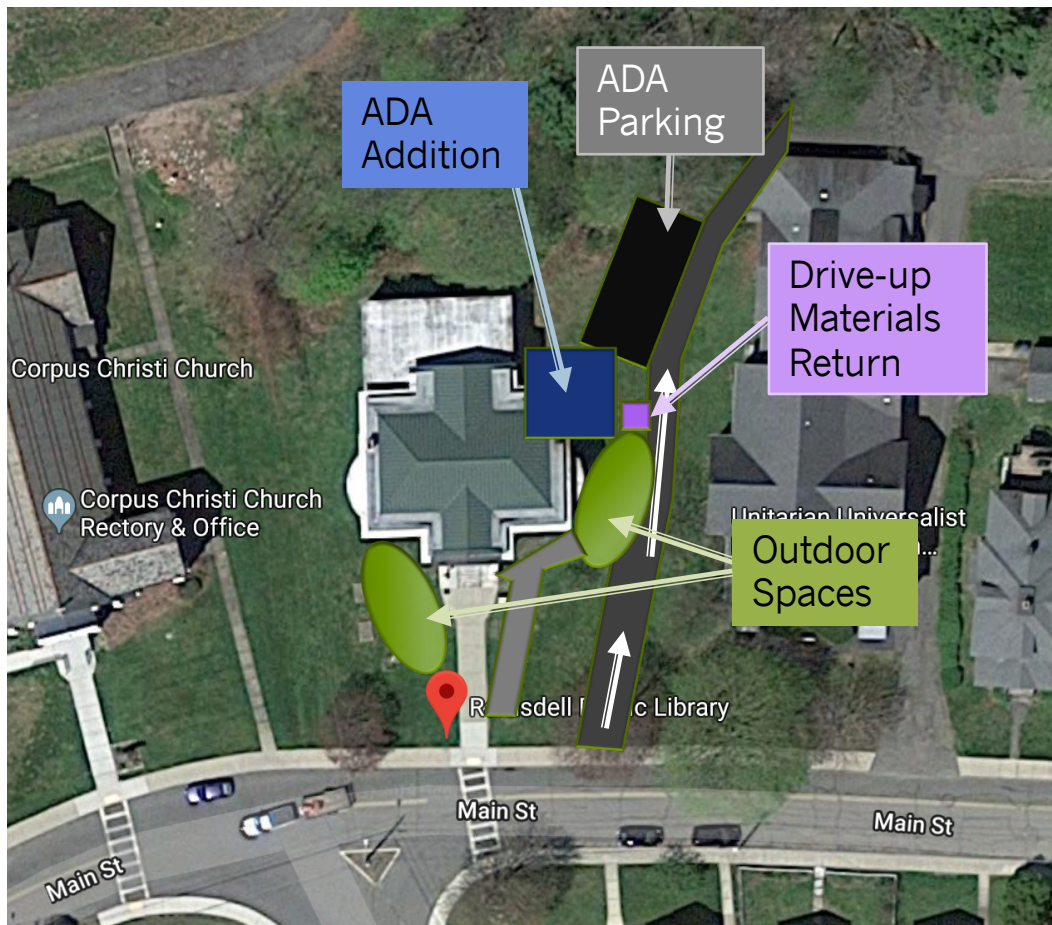


The following pages outline two potential outdoor layout concepts.

Building Layout Concepts Outdoor Space

The following concept illustrates:

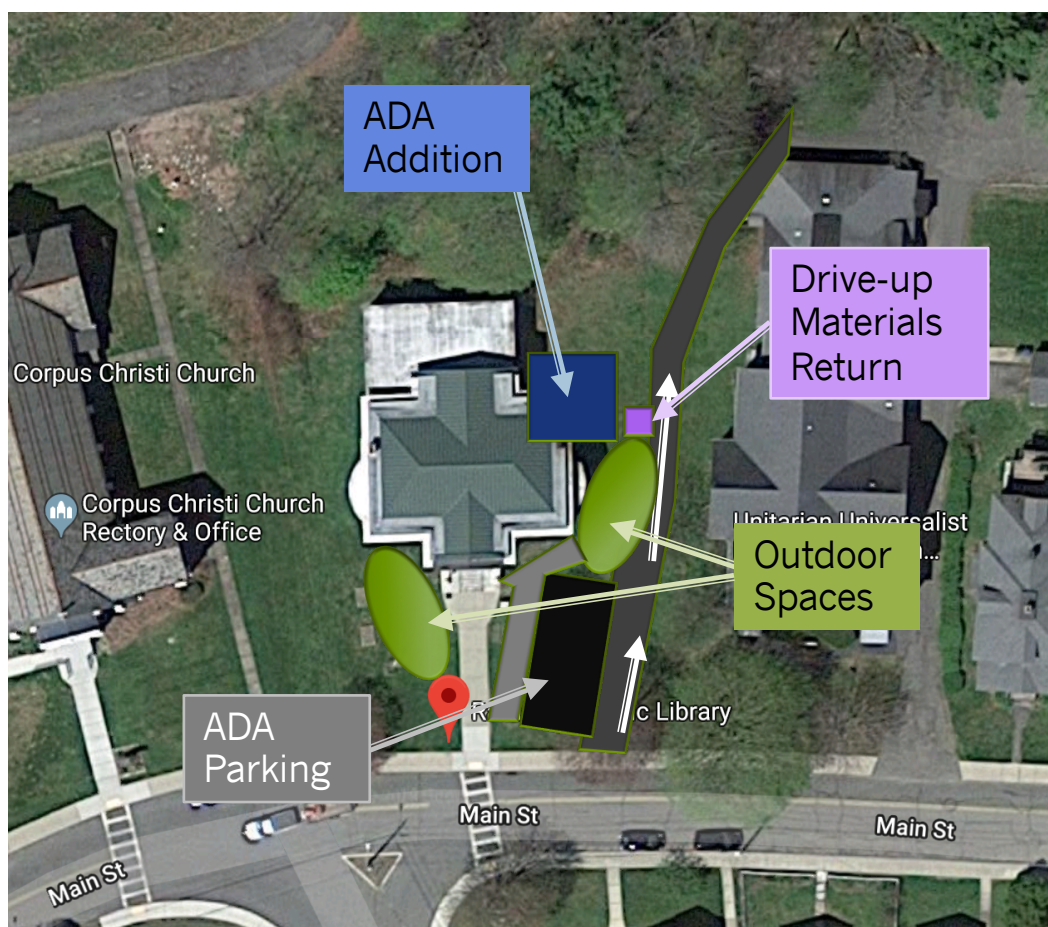
- Two outdoor seating spaces
- A drive-up materials return on a one way street
- ADA parking in the rear of the building near the new addition



Building Layout Concepts Outdoor Space

The following concept illustrates:

- Two outdoor seating spaces
- A drive-up materials return on a one way street
- ADA parking in the front of the building near the new addition



Virtual Library



In today's increasingly online and device accessed world, the virtual presence of the library must be treated as seriously as its physical presence.

Specific elements should include:

- A website designed in a user-centric way, not designed based on how library staff would use and organize it
- A mobile web or a responsive-design which adjusts the page based on the user's viewing device

Below are images from GBL's existing virtual interfaces.



Phasing Approach



Phase 1 - Grants Plus Targeted Fundraising

- Address ADA access to the main level with a temporary fix (e.g. wooden ramp)
- Reallocate/Re-arrange space on the main level for an immediate low cost improvement (e.g. move youth to the rear of the building, remove some or all of the tall non-ADA compliant stacks, add shelving on casters, etc.)
- Focus hours, collections, services, and programming
- Cost Estimate: \$100K to \$250K

Phase 2 - State Construction Grant (50% max) Plus Full Scale Fundraising)

- Add ADA addition, Parking/Drive, Outdoor Spaces
- Transform lower level to a useable space
- Add glass walls/door to the new youth are
- Cost Estimate: \$2.5MM to \$4.5MM

Phase 3 - Grants Plus Targeted Fundraising

- Furnish and Equip Makerspace and Co-working spaces
- Furnish and Equip upper level community room
- Complete all other main level upgrades not already completed
- Cost Estimate: \$150K to \$300K

Financing



1. Given the political and economic climate of the region, this project will need to be funded through local, regional, state, and federal grants in addition to general community fundraising.
2. Establish a Library Foundation [a 501(c)(3)] charged with leading and managing the fundraising campaign. Outside help (e.g., a fundraising expert) should also be considered.
3. In order to get funders on board and engaged, Great Barrington Libraries' leadership must further develop the vision for Ramsdell Library and its role in the community.
4. The question of, "What roles, if any, do the Historical Society and Historical Commission play in the future of the Library?" needs to be answered? If they are long-term tenants, then they should have some responsibility / obligation in the fundraising process.

Next Steps



1. Assess and determine the strategic direction of the Ramsdell Library and its services
2. Meet with library directors and board leaders from the region who have embarked on successful building projects not primarily funded by tax payers
3. Develop a financial and funding strategy
4. Develop a fundraising strategy and establish supporting resources
5. Define project phasing
6. Begin the MA State construction grant process

APPENDIX A:

COMMUNITY DISCUSSION SUMMARY

Total Responses
303

Report Date: June 24, 2018

Appendix A:

Community Discussion Sessions



Kimberly Bolan and Associates conducted a series of community stakeholder sessions for the Great Barrington Libraries April 9-11, 2018. Overall, 95 people attended these sessions. In addition, an online survey was conducted from April 2-May 28, 2018. 303 surveys were completed. See separate online survey compilation for details. Below is a summary of stakeholder feedback from the in-person community sessions.

General Sentiments:

- Overall the community supports keeping Ramsdell Library open and expressed that there is a great need for a gathering space (community center) in the Village of Housatonic as the village has limited amenities.
- Both Housatonic and GB residents have a sentimental attachment to the Ramsdell building and found it to be an untapped resource.
- Most people agreed that there is no need to duplicate materials and services at both GB Libraries and that a more focused approach at Ramsdell would make it more of a destination for both GB and Housatonic residents.
- Overwhelmingly people understood that ADA accessibility issues at Ramsdell are a major factor in why library usage is low.
- There was general concern over the Historical Society and Historical Commission occupying the upper level and limiting the library's ability to use the space.

Customer Service:

- Many people expressed confusion over knowing when Ramsdell was open and cited that as reason for using Mason and other area libraries with more consistent hours of operation.
 - As a result, many suggested that the library rethink the hours of operation and consider having hours that don't overlap with Mason.
 - Many supported the idea that Ramsdell close whole days and have longer hours on the other days so it can accommodate the community in the evening and later than 3pm on the weekends.
 - Most participants appreciated the libraries decision to reduce hours to be more cost effective but found the current inconsistent with community needs.
- Many participants cited a need for more 24/7 self-service facilities as amenities in the community are limited.
 - Many residents would prefer to be able to pick up holds from Ramsdell as it is more convenient and liked the idea of having 24/7 access to a locker holds system.
 - Several suggested use of the front outdoor space with strong Wi-Fi and nice seating would give the illusion that the library is more accessible to the community even when it is closed.
- Many expressed a need for community organizations to have access to meeting rooms, copiers and gathering spaces and found the space at Ramsdell to be an ideal location during and after library hours.

Appendix A:

Community Discussion Sessions



Youth Services:

- Most participants found that the library is doing a good job serving younger children at Ramsdell with its collection and programming. Many mentioned the Saturday morning art program and movie nights as a very popular draw to the library.
- Several people cited that more families are moving into neighborhood around Ramsdell and enjoy having the ability to walk to the library.
- But almost all participants recognized that most families age out at around 9-10 years old and begin to use Mason.
- Some parents of younger children cited that while they love the location of the children's area, they often feel like their children are bothering the adult patrons.
- Most participants found that the space was too small to accommodate all ages.
- The idea of moving the youth area to the back of the library and adding a glass wall between columns to create a dedicated youth area was well received.
- Many felt that the Pre-teens and teens were very much underserved at Ramsdell.
 - Several participants felt that it is important for the library to be open afterschool and into the evening so students can have access to resources, a place to do homework or meet with tutors.
 - It was mentioned that children 9 year-old and older can use Mason library unattended, many felt that parents near Ramsdell could use the library as a gap between the end of the school day and work commitments if there was bus access.
 - In general, all participants felt that catering to this group needed to be a combination of finding a space that teens could feel was their own, targeted programming and marketing efforts.

Adult and Senior Services:

- In general, participants find the building/architecture very charming, but do not find the space allocation and furnishings welcoming.
- Many suggested a need for more flexible furniture, comfortable seating and finding a way to accommodate social spaces and quiet spaces for adults.
- Overall people were open to the idea of using the front half of the building as adult space. Many believed that the large windows and natural light would be more appreciated by the adults and moving the children's area to the back of the building would help with acoustical issues.

Appendix A:

Community Discussion Sessions



Collections:

- In general, all participants felt that the collection was not very easy to browse at Ramsdell and were open to the idea of reducing the size of the collection to make room for other functions.
- Most of the participants were happy to wait a day or two for a title that was being transferred from Mason or CWMARS but the library could do better at promoting this service.
- All groups were excited by the idea of having a bookstore style shelving system with shelving on casters and more face-out display.
- Several participants referenced the extraordinary art book collection and suggested that it be more prominently featured in the library.
- Many discussed featuring other specialty collections: such as, music, cookbooks and Local History specifically Berkshires and Great Barrington.
- It was suggested that the youth collection be expanded to serve the older children and teens.
- It was noted several times that Ramsdell is know for an extensive DVD collection and that it is appreciated by the community.
- Many people indicated that having more access to new books and popular collections would be appreciated at Ramsdell.

Programming:

- In general, most participants felt that Ramsdell could become a destination for Housatonic and GB residents for programs and community events.
- Existing children's art program, cooking classes and movie nights were referenced several times as being very successful.
- Many suggestions were made to tap into the artisan community to offer more art, music and local author programs for all ages.
- Several people referenced that Housatonic is at a disadvantage with unemployment and felt that workforce training and career planning programs would benefit the residents.
- It was suggested that the library offer teen only programs on Friday evening and provide more weekend programming.

Appendix A:

Community Discussion Sessions



Technology & Digital Services:

- Most participants indicated that there is a shocking number of residents that don't have access to Wi-Fi or computers and the library needs to provide stronger Wi-Fi and have more desktops and laptops available.
- There were many complaints about the technology not being current, issues with the existing Wi-Fi and the lack of power and charging ports.

Meeting Spaces:

- Overwhelmingly participants acknowledged a community need for both small and large meeting spaces.
- There was interest in developing some small meeting rooms similar to those at Mason for tutoring or for use by telecommuters.
- In general, most participants thought the upper floor should be used as a large meeting room once accessibility was addressed.

Creativity/ Makerspaces:

- Many participants discussed offering an art focused creativity space or studio spaces for the arts.
- Several participants cited the economic conditions in Housatonic as a good reason for the library to develop a makerspace that provided artisan tools and sewing machines.
- In general, many agreed that the lower level would be a great area to incorporate a makerspace once accessibility was addressed.

Other:

- Many cited that Co-Working spaces happen organically at Mason and felt that a dedicated Co-Working area at Ramsdell would be a benefit to the residents.
- There are many people who work from home, many start-up businesses that cannot afford rent in GB and many seasonal professionals that would use the library more with a Co-working space.
- In addition to addressing ADA accessibility, all participants noted that the heating and cooling systems at the library was a problem at the library citing no air conditioning and inconsistencies in climate control throughout the building in the winter.

APPENDIX B:

COMMUNITY SURVEY SUMMARY

Total Responses
303

Report Date: June 24, 2018

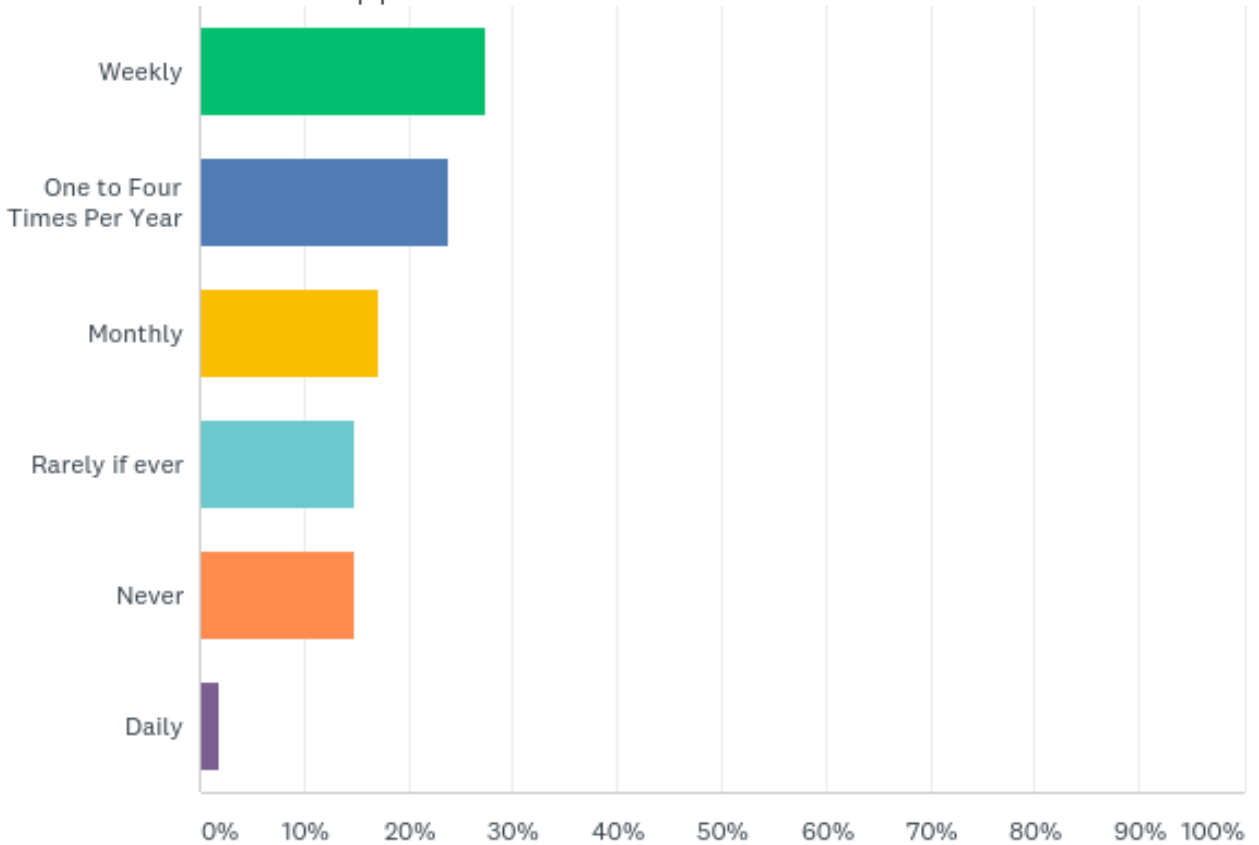
Appendix B:

Community Survey Summary



Q1: How often do you visit the Ramsdell Library?

■ Answered: 303 Skipped: 0



ANSWER CHOICES	RESPONSES	
Weekly	27.39%	83
One to Four Times Per Year	23.76%	72
Monthly	17.16%	52
Rarely if ever	14.85%	45
Never	14.85%	45
Daily	1.98%	6
TOTAL		303

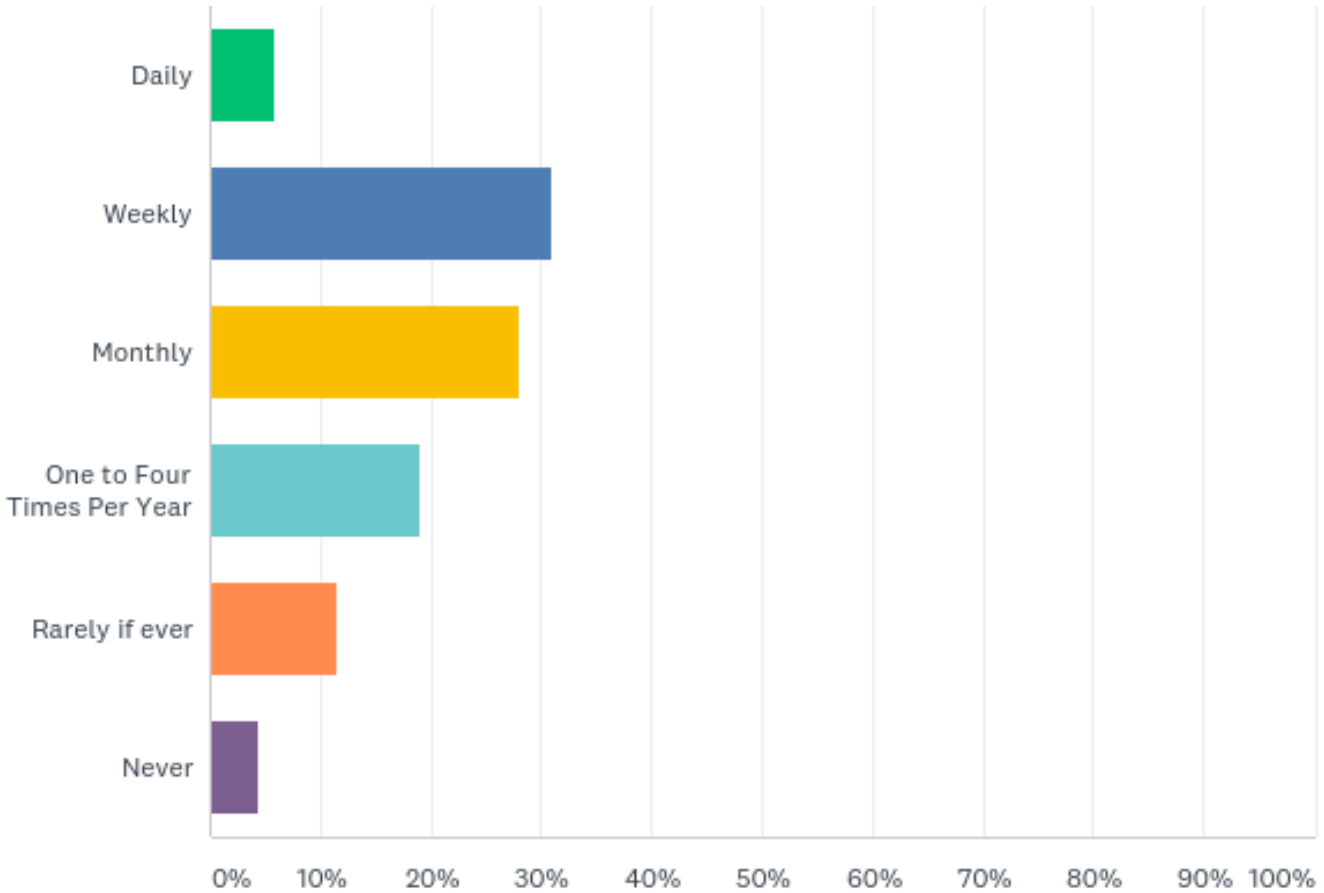
Appendix B:

Community Survey Summary



Q2: How often do you visit the Mason Library?

■ Answered: 303 Skipped: 0



ANSWER CHOICES	RESPONSES	
Daily	5.94%	18
Weekly	31.02%	94
Monthly	28.05%	85
One to Four Times Per Year	19.14%	58
Rarely if ever	11.55%	35
Never	4.29%	13
TOTAL		303

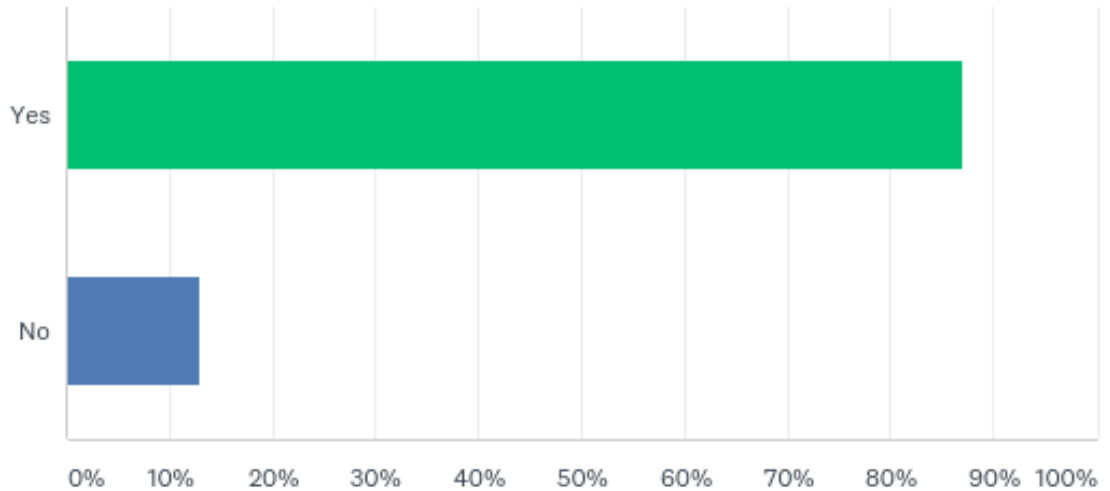
Appendix B:

Community Survey Summary



Q3: Do you have a Great Barrington Libraries card?

■ Answered: 303 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.13%	264
No	12.87%	39
TOTAL		303

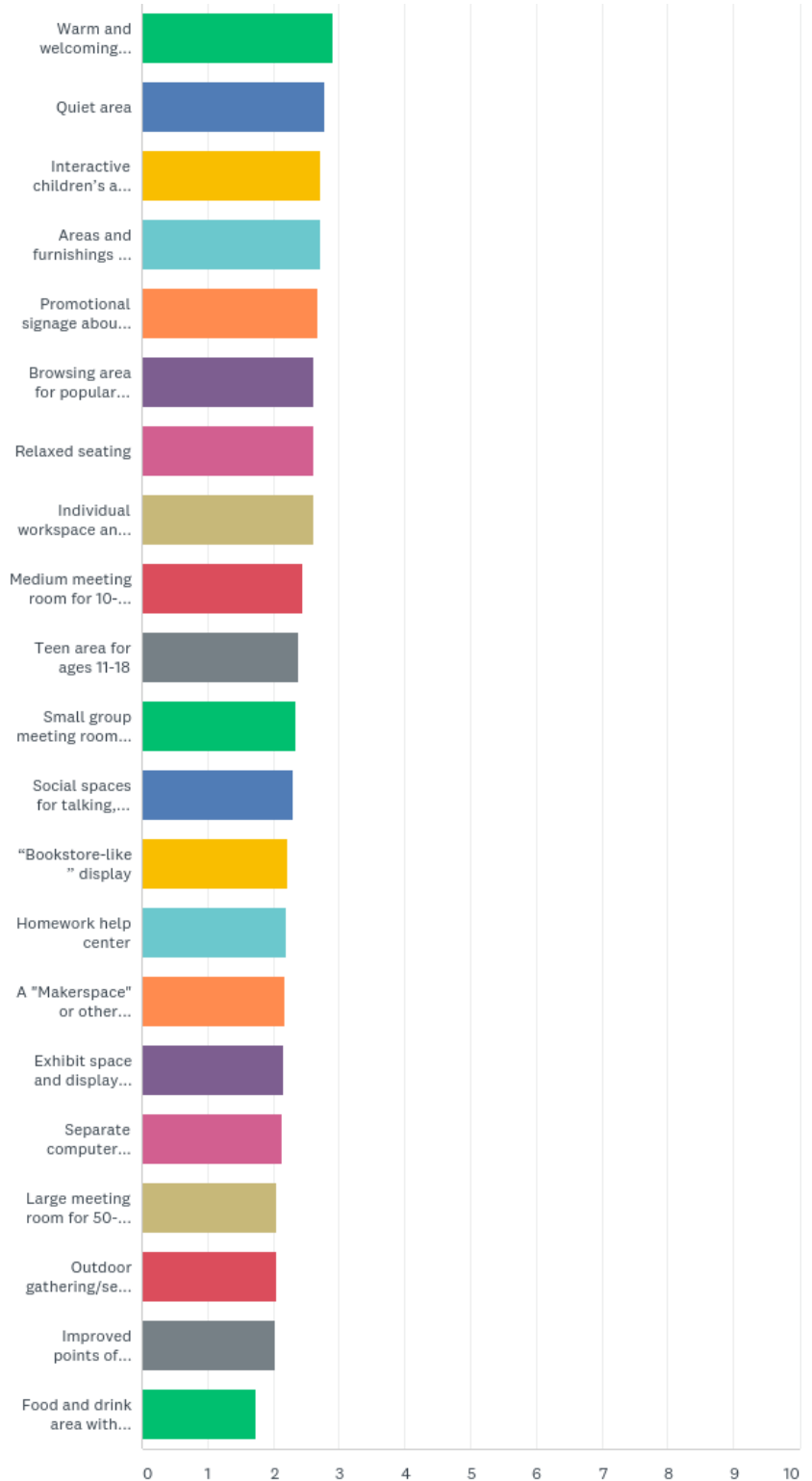
Appendix B:

Community Survey Summary



Q4: Please rate the following SPACE needs.

- Answered: 254
- Skipped: 49



Appendix B:

Community Survey Summary



Q4: Please rate the following SPACE needs.

■ Answered:
254
Skipped:
49

	MUST HAVE	NICE TO HAVE BUT NOT CRITICAL	DON'T NEED	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Warm and welcoming atmosphere	90.55% 230	7.48% 19	1.18% 3	0.79% 2	254	2.90
Quiet area	79.53% 202	18.11% 46	1.18% 3	1.18% 3	254	2.79
Interactive children's area for ages 0-10	74.80% 190	14.57% 37	5.91% 15	4.72% 12	254	2.72
Areas and furnishings for plugging in and using your own technology	74.02% 188	21.26% 54	3.94% 10	0.79% 2	254	2.71
Promotional signage about upcoming events and services	68.90% 175	28.35% 72	1.97% 5	0.79% 2	254	2.67
Browsing area for popular materials	64.57% 164	31.10% 79	3.15% 8	1.18% 3	254	2.62
Relaxed seating	63.78% 162	30.71% 78	3.54% 9	1.97% 5	254	2.61
Individual workspace and study areas	63.39% 161	31.50% 80	3.54% 9	1.57% 4	254	2.61
Medium meeting room for 10-30 people	51.57% 131	38.19% 97	7.87% 20	2.36% 6	254	2.45
Teen area for ages 11-18	46.85% 119	34.25% 87	11.81% 30	7.09% 18	254	2.38
Small group meeting rooms for 2-4 people	44.49% 113	39.76% 101	11.42% 29	4.33% 11	254	2.35
Social spaces for talking, small groups, etc.	44.09% 112	37.80% 96	14.17% 36	3.94% 10	254	2.31
"Bookstore-like" display	29.13% 74	51.18% 130	9.45% 24	10.24% 26	254	2.22
Homework help center	38.19% 97	32.68% 83	19.69% 50	9.45% 24	254	2.20
A "Makerspace" or other Creativity Space(s)	29.37% 74	47.62% 120	14.29% 36	8.73% 22	252	2.17
Exhibit space and display area	27.17% 69	53.54% 136	12.60% 32	6.69% 17	254	2.16
Separate computer training/instruction area	26.77% 68	55.91% 142	12.99% 33	4.33% 11	254	2.14
Large meeting room for 50-100 people	27.17% 69	46.46% 118	22.05% 56	4.33% 11	254	2.05
Outdoor gathering/seating area	19.69% 50	62.60% 159	14.57% 37	3.15% 8	254	2.05
Improved points of service (e.g. desk locations, self-checkout, etc.)	26.38% 67	35.43% 90	24.02% 61	14.17% 36	254	2.03
Food and drink area with seating	9.84% 25	49.61% 126	35.43% 90	5.12% 13	254	1.73

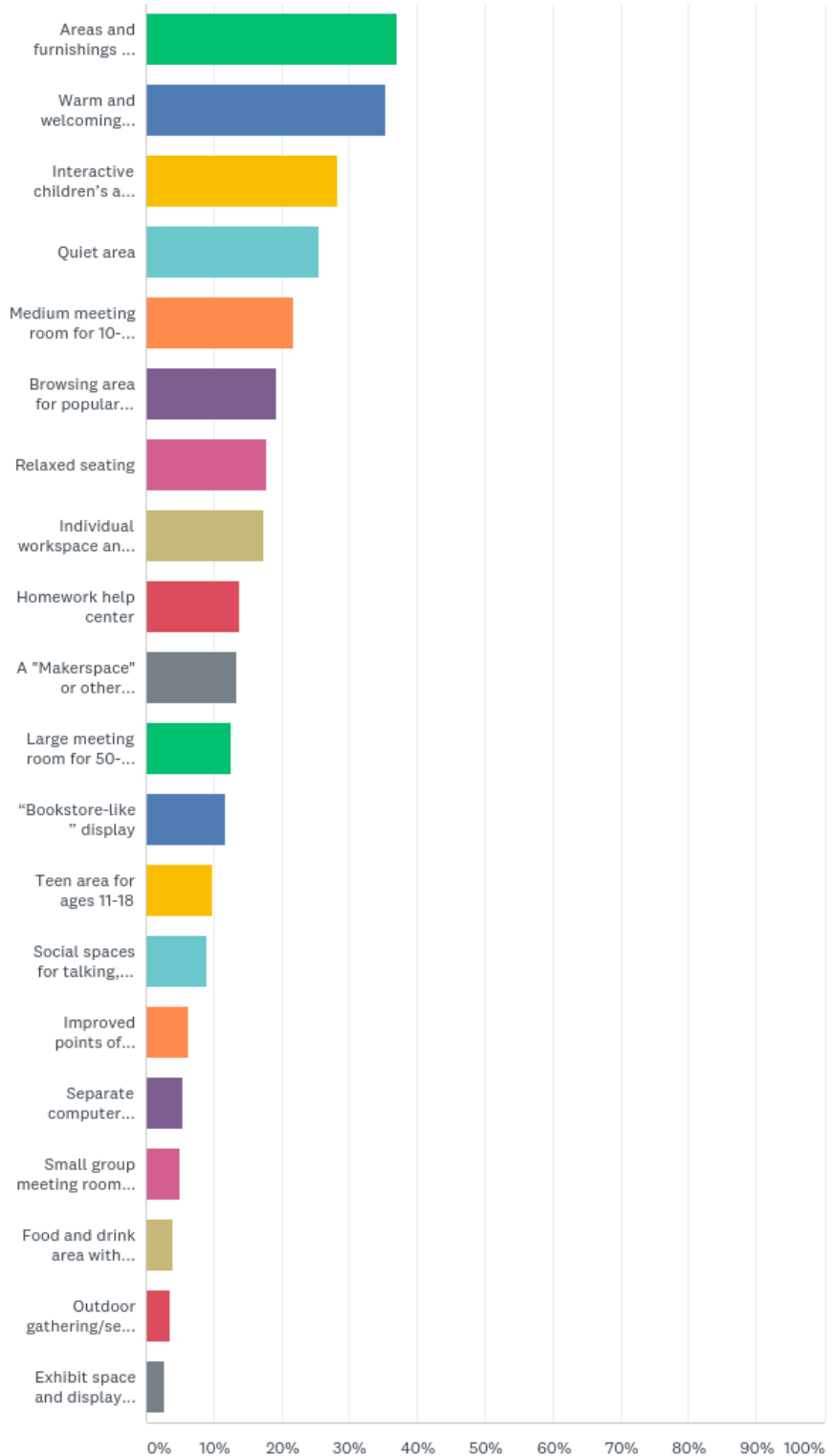
Appendix B:

Community Survey Summary



Q5: Please check your TOP THREE space-related priorities for the Ramsdell Library.

- Answered: 254
- Skipped: 49



Appendix B:

Community Survey Summary



Q5: Please check your TOP THREE space-related priorities for the Ramsdell Library.

■ Answered: 254 Skipped: 49

ANSWER CHOICES	RESPONSES	
Areas and furnishings for plugging in and using your own technology	37.01%	94
Warm and welcoming atmosphere	35.43%	90
Interactive children's area for ages 0-10	28.35%	72
Quiet area	25.59%	65
Medium meeting room for 10-30 people	21.65%	55
Browsing area for popular materials	19.29%	49
Relaxed seating	17.72%	45
Individual workspace and study areas	17.32%	44
Homework help center	13.78%	35
A "Makerspace" or other Creativity Space(s)	13.39%	34
Large meeting room for 50-100 people	12.60%	32
"Bookstore-like" display	11.81%	30
Teen area for ages 11-18	9.84%	25
Social spaces for talking, small groups, etc.	9.06%	23
Improved points of service (e.g. desk locations, self checkout, etc.)	6.30%	16
Separate computer training/instruction area	5.51%	14
Small group meeting rooms for 2-4 people	5.12%	13
Food and drink area with seating	3.94%	10
Outdoor gathering/seating area	3.54%	9
Exhibit space and display area	2.76%	7
Total Respondents: 254		

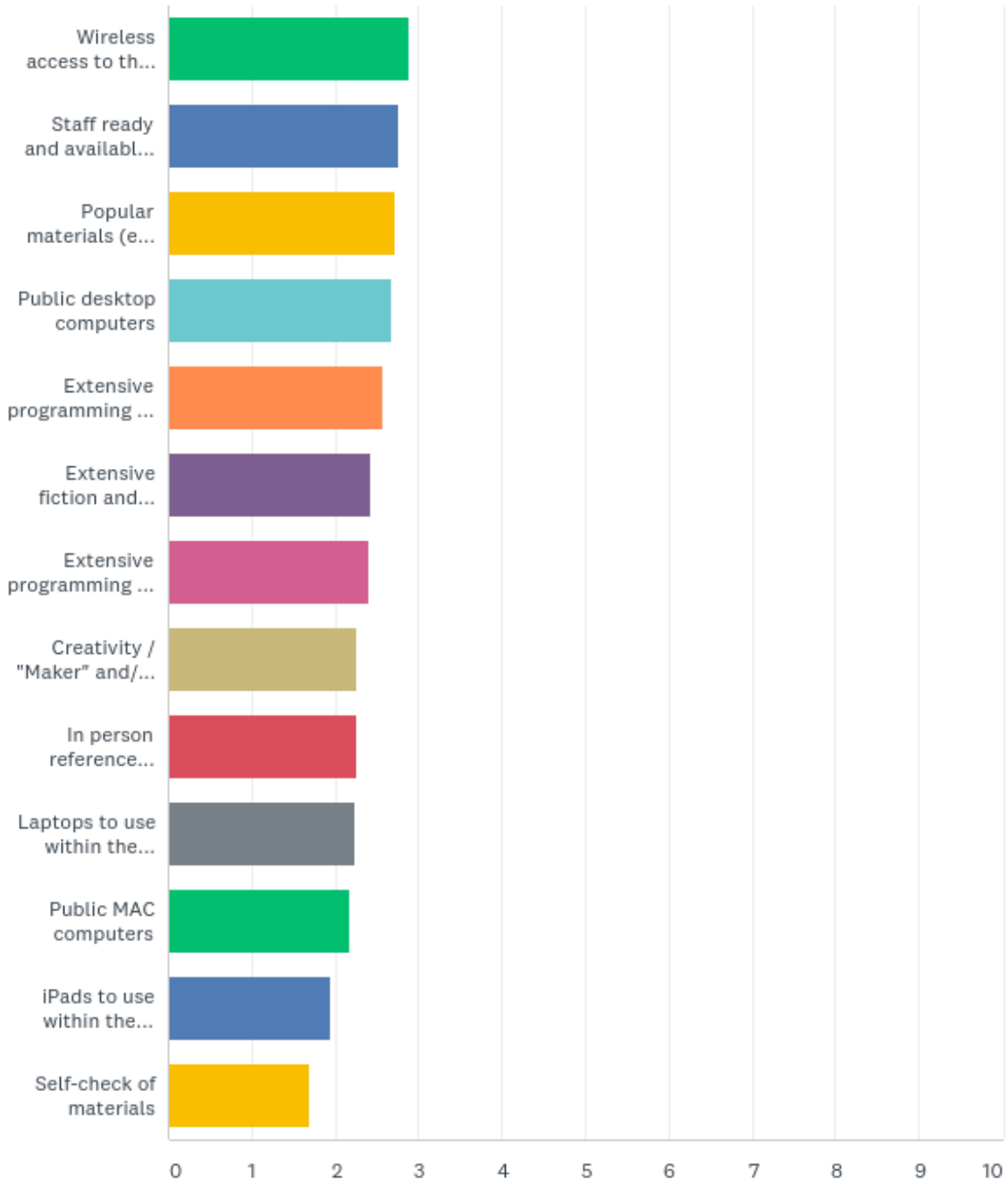
Appendix B:

Community Survey Summary



Q6: Please rate the following SERVICES.

■ Answered: 236 Skipped: 67



Appendix B:

Community Survey Summary



Q6: Please rate the following SERVICES.

■ Answered: 236 Skipped: 67

	MUST HAVE	NICE TO HAVE BUT NOT CRITICAL	DON'T NEED	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Wireless access to the Internet	89.79% 211	6.81% 16	2.13% 5	1.28% 3	235	2.89
Staff ready and available when needed	74.68% 174	17.60% 41	2.15% 5	5.58% 13	233	2.77
Popular materials (e.g. new books, audiovisual materials, magazines, etc.)	71.79% 168	25.64% 60	1.71% 4	0.85% 2	234	2.71
Public desktop computers	71.79% 168	20.94% 49	5.98% 14	1.28% 3	234	2.67
Extensive programming for Youth and Teens	59.31% 137	30.74% 71	4.76% 11	5.19% 12	231	2.58
Extensive fiction and non-fiction collections in the building	50.65% 117	36.80% 85	9.09% 21	3.46% 8	231	2.43
Extensive programming for Adults	42.92% 100	47.64% 111	4.72% 11	4.72% 11	233	2.40
Creativity / "Maker" and/or STEM Programming	33.91% 78	42.61% 98	10.87% 25	12.61% 29	230	2.26
In person reference and/or reader's advisory services	34.93% 80	41.05% 94	12.66% 29	11.35% 26	229	2.25
Laptops to use within the Library	39.39% 91	38.96% 90	17.32% 40	4.33% 10	231	2.23
Public MAC computers	32.61% 75	43.48% 100	16.96% 39	6.96% 16	230	2.17
iPads to use within the Library	21.03% 49	48.93% 114	26.18% 61	3.86% 9	233	1.95
Self-check of materials	9.91% 23	41.38% 96	37.50% 87	11.21% 26	232	1.69

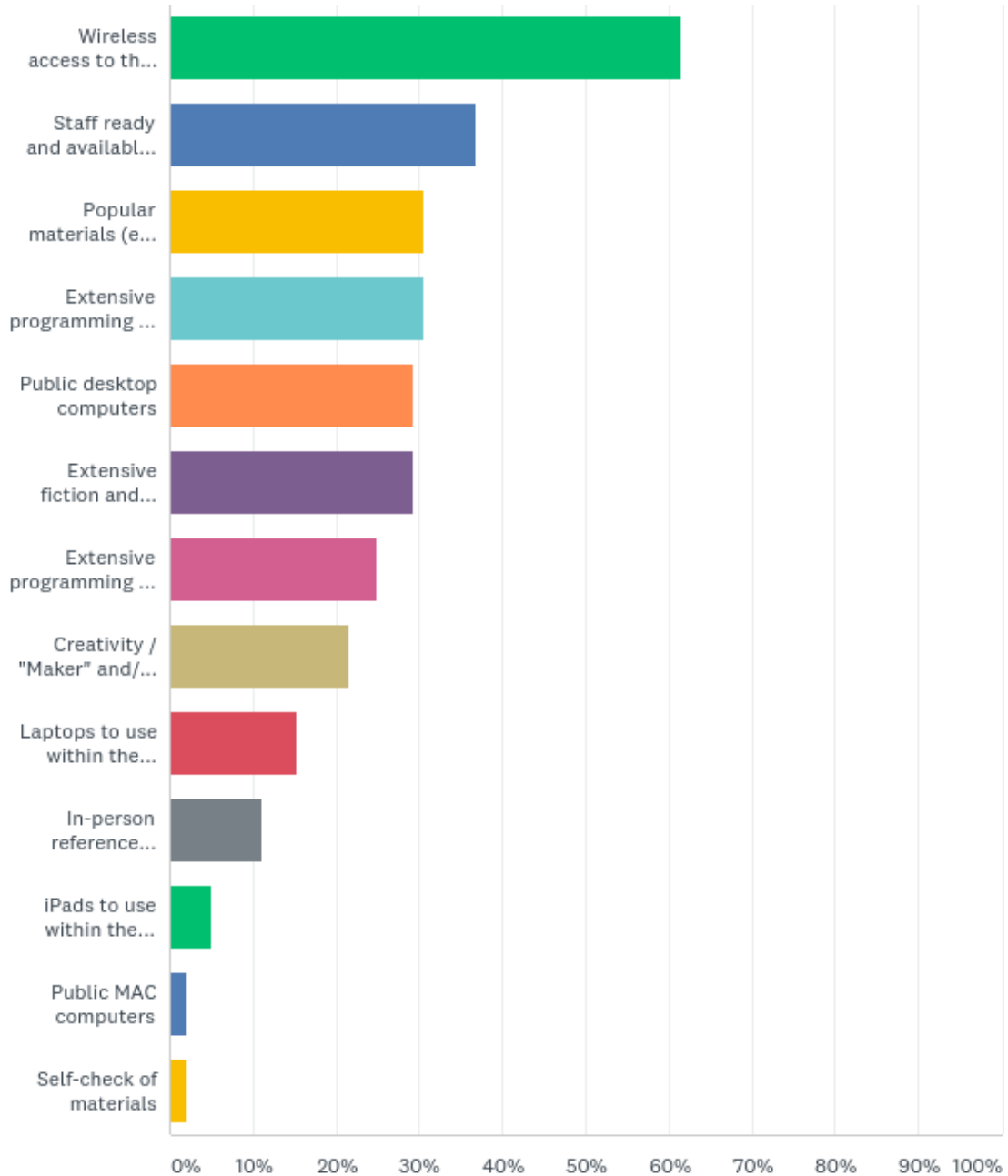
Appendix B:

Community Survey Summary



Q7: Please check your TOP THREE service priorities for the Ramsdell Library.

■ Answered: 236 Skipped: 67



Appendix B:

Community Survey Summary



Q7: Please check your TOP THREE service priorities for the Ramsdell Library.

■ Answered: 236 Skipped: 67

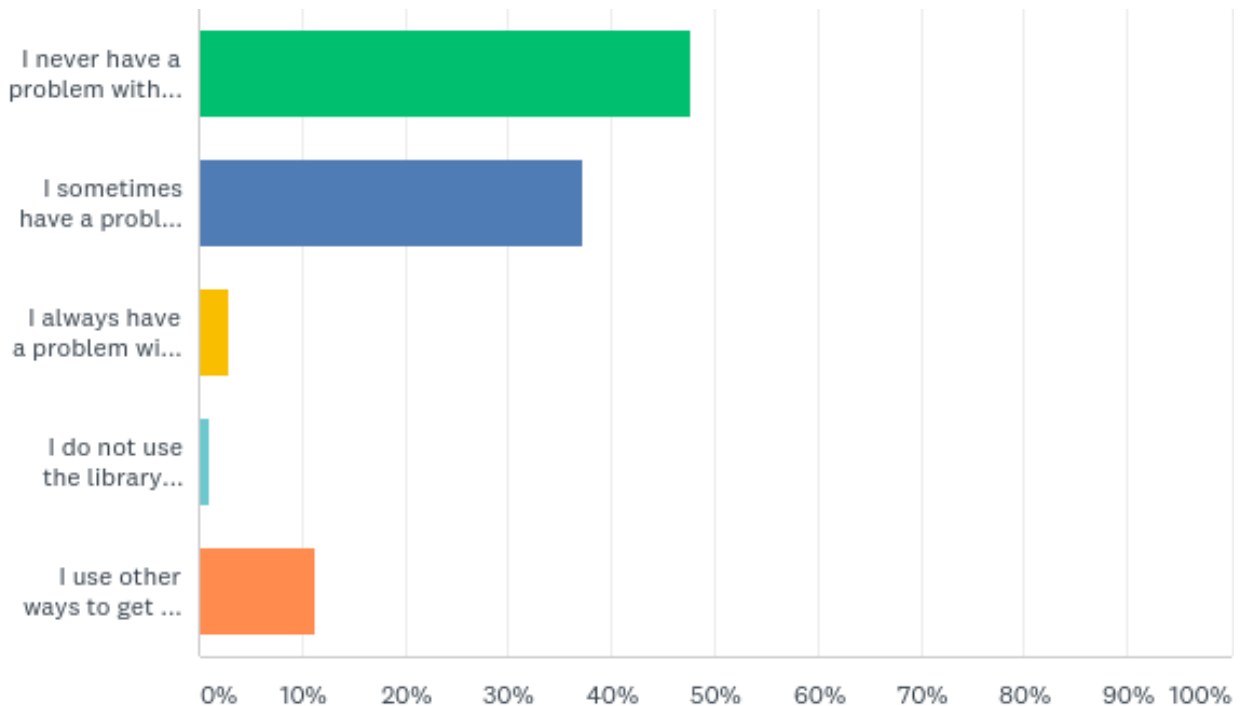
ANSWER CHOICES	RESPONSES	
Wireless access to the Internet	61.44%	145
Staff ready and available when needed	36.86%	87
Popular materials (e.g. new books, audiovisual materials, magazines, etc.)	30.51%	72
Extensive programming for Youth and Teens	30.51%	72
Public desktop computers	29.24%	69
Extensive fiction and non-fiction collections in the building	29.24%	69
Extensive programming for Adults	25.00%	59
Creativity / "Maker" and/or STEM programming	21.61%	51
Laptops to use within the Library	15.25%	36
In-person reference and/or readers advisory services	11.02%	26
iPads to use within the Library	5.08%	12
Public MAC computers	2.12%	5
Self-check of materials	2.12%	5
Total Respondents: 236		

Appendix B: Community Survey Summary



Q8: What are your experiences with parking at the Ramsdell Library?

■ Answered: 212 Skipped: 91



ANSWER CHOICES	RESPONSES	
I never have a problem with parking at the library.	47.64%	101
I sometimes have a problem with parking at the library.	37.26%	79
I always have a problem with parking at the library.	2.83%	6
I do not use the library because of challenges with the parking	0.94%	2
I use other ways to get to the library and do not park.	11.32%	24
TOTAL		212

APPENDIX C:

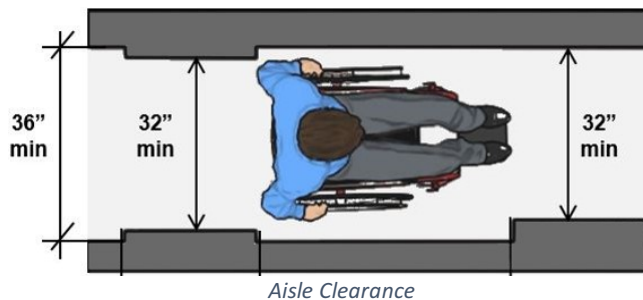
GENERAL ADA GUIDELINES FOR PUBLIC LIBRARIES

ADA Guidelines

“The design standards issued under the Americans with Disabilities Act (ADA) by the Department of Justice and the Department of Transportation are used to ensure access to the built environment for people with disabilities. The ADA Standards apply nationwide, in addition to any applicable state or local codes, where facilities are newly built or altered. Most facilities in the public and private sectors are covered by the ADA.”¹

The following guidelines address the ADA Standards for clear floor or ground space and turning space. While a full code compliance review was outside the scope of this project, several areas of concern amongst the branches were identified and will be addressed here.

As stated in section 4.03.5, clear aisle minimum width is 36”, with 32” wide at a point allowed for no more than a 24” length. The minimum clearance cannot be reduced by any elements or protruding objects (i.e., oversized books).



Noncompliance issues occur with frequency regarding turning space. Turning space is required in accessible rooms and recommended in small spaces with entrapment risks, as well as at dead-end aisles and corridors, so that people using wheeled mobility aids do not have to back up considerable distances. Turning spaces are often provided as a 60” circle, but may also be provided as a T-shape. T-shaped spaces require those using wheeled mobility devices to complete a three-point turn. To allow appropriate space for these three-point turns, clear floor areas measuring a minimum of 36” wide in all three aisle directions (i.e., left, right, and behind), plus 60” wide at the top of the T-shape, are needed.

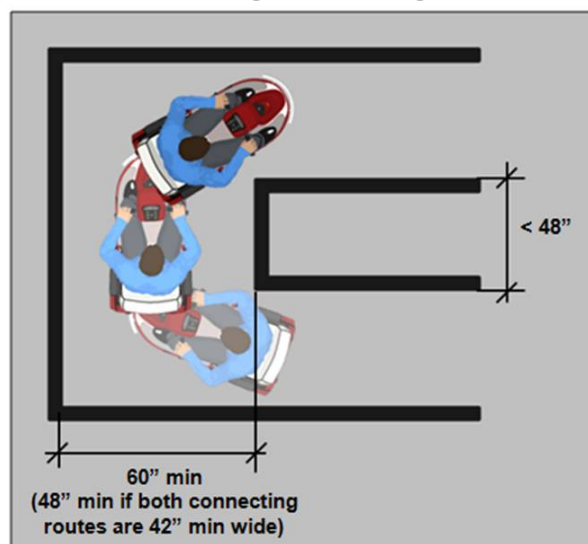
¹ Source: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards>

Special circumstances apply to turning space in some areas where 180 degree turns will occur. As indicated in the *Clear Width at 180 Degree Turn Around a Narrow Obstruction* diagram and section 403.5.2, narrow obstructions measuring less than 48" wide (i.e. shelving units or ranges) require a minimum of 60" of clear floor space (at the "back of the aisle") to complete a 180 degree turn.

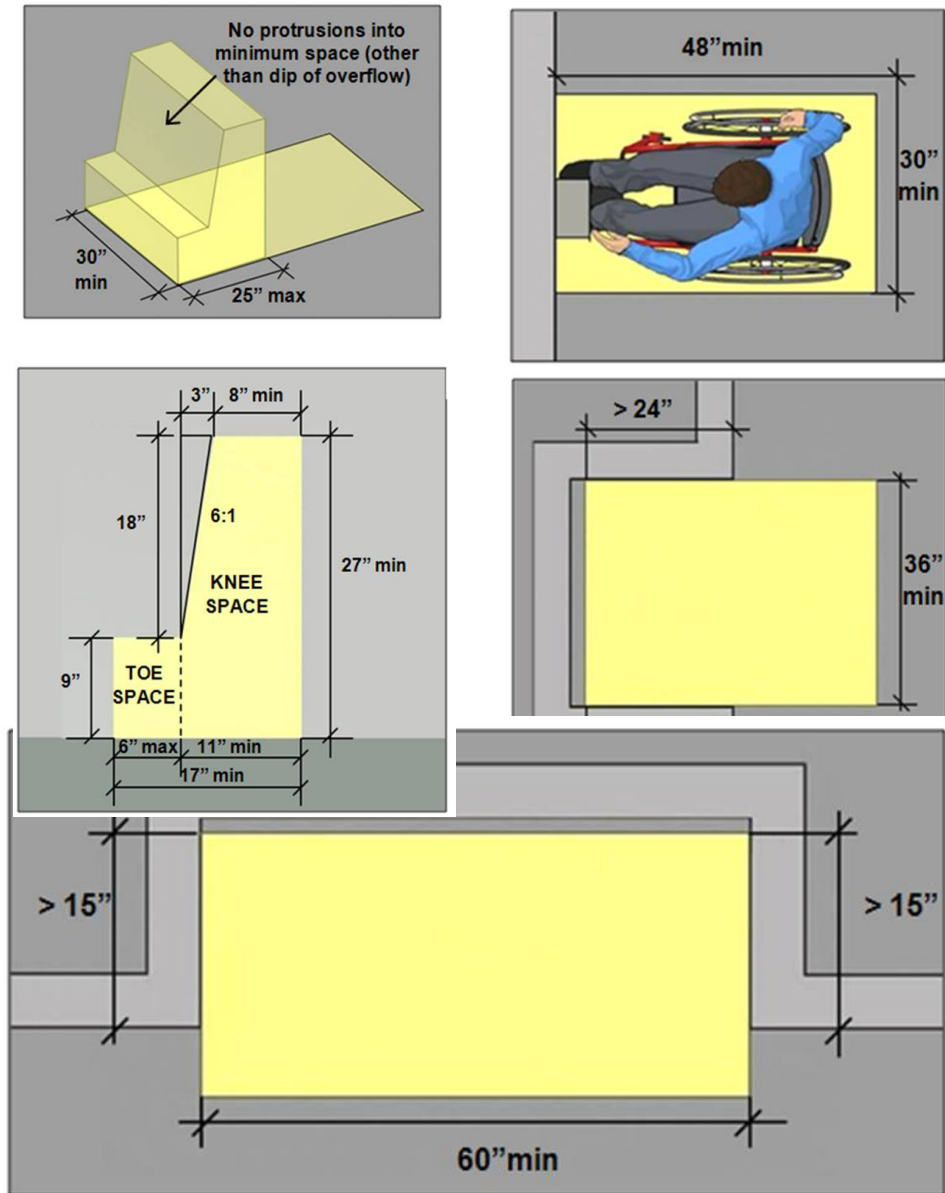
Accessible stations at service desks, including but not limited to self-checkout machines that have been integrated into large millwork desks, present another area of concern. Many sections appear to have been retrofitted to accommodate accessible stations and may or may not be fully compliant.

Section 305.5 states that at most elements, clear floor or ground space can be positioned for either a forward or side approach. For better usability, a forward approach is required at certain elements, including dining and work surfaces, drinking fountains, lavatories, and most sinks. A side approach is typically provided or required at sales and service counters. Centering the clear floor or ground space on elements is often advisable, but only required at drinking fountains, kitchen work surfaces, and washers and dryers; not at service counters. Although not specifically identified in the standards, self-check units are typically treated as requiring a side approach and in line with the standards for service counters.

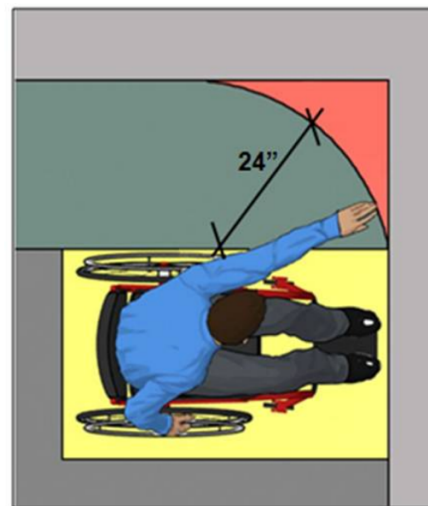
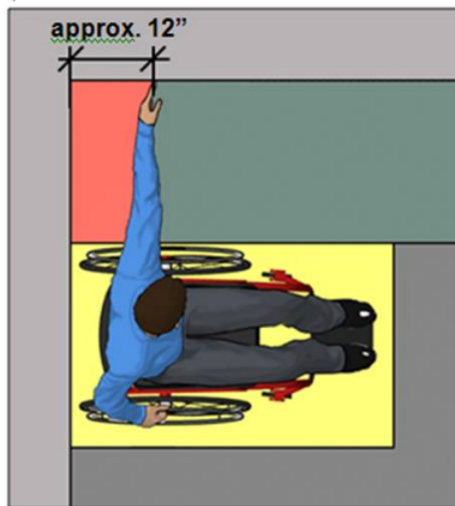
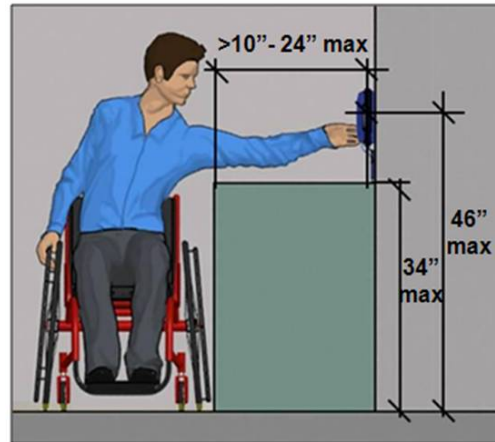
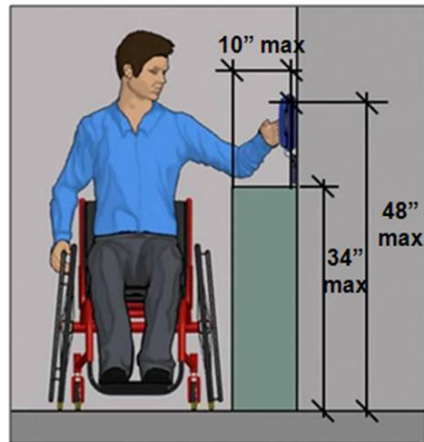
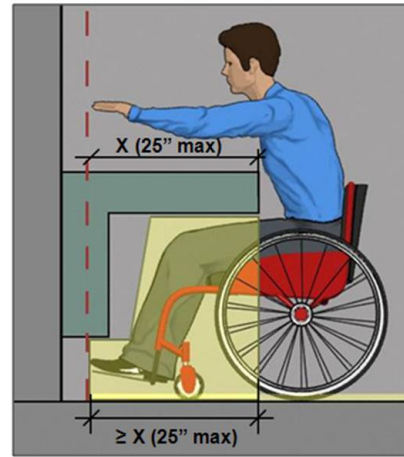
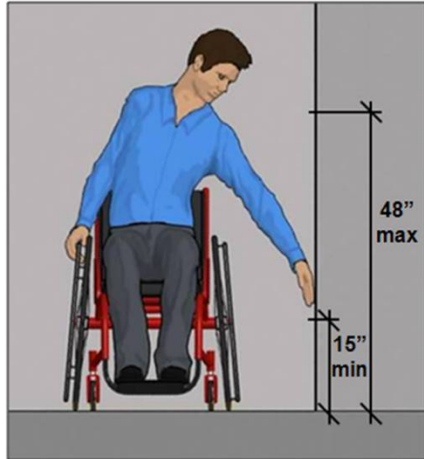
Regarding approach size, section 305.3 states: "The minimum size (30" by 48") applies whether the space is positioned for forward or side approaches. Additional space is required when the space is confined on three sides and is obstructed for more than half the depth, such as when elements are recessed in alcoves." In sections 305.4 and 306 knee and toe space allowances for forward approaches are outlined.



Clear Width at 180 Degree Turn Around a Narrow Object



Maximums for how far an individual must reach to access an element, such as a self-check, vary for forward and side approach. From section 308.3: “The range for side reach, like forward reach is 15” to 48” if unobstructed. The maximum reach depth for this range is 10” measured from the available clear floor space. The maximum high reach is reduced to 46” when the reach over an obstruction is deeper than 10” (to a maximum of 24”). Obstructions at side reaches are limited to a height of 34.” Care should be taken to ensure that no element of a self-check station is located more than 24” away from the edge of the side approach area or placed more than 46” high.



Revised 10/24/16

Selectboard

Policies and Procedures

I. Meeting Schedule

Regular Meeting(s)

Regular meetings of the Selectboard shall be the second and fourth Mondays of the month. The Board shall not meet on days designated as legal holidays. When a meeting date is to be rescheduled because of a legal holiday, the Board shall agree on a date to reschedule.

Public comment(s) is addressed in Section VIII. Citizen Speak Procedures.

Workshop Meeting(s)

Selectboard's workshop meetings shall be held as informational sessions on various topics. The focus of these meetings is for members of the Board to discuss issues in-depth with fellow Board members.

Public comment(s) at workshops will be at the conclusion of discussion by the Selectboard, prior to a vote being taken and limited to 5 minutes per person.

All meetings of the Selectboard shall be duly posted in compliance with MGL Open Meeting Law requirements.

A. Notice of Meetings

The Town Manager on behalf of the Chair is responsible for providing the Agenda to the Town Clerk in accordance with the Open Meeting Law for posting on the Town's website, notice board inside and outside of the Town Hall, and notifying the media.

B. Meeting Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. Robert's Rules of Order is used as a guide in matters requiring clarification of definition. Motions to reconsider must be made no later than the next regularly scheduled business meeting following the meeting at which the original vote was taken.

A quorum shall consist of three members of the Board. At times when only three members are present, for a vote to be considered a majority, all three members must vote similarly. Approvals of Special Permits shall require a majority vote of four (4) members of the Board.

Any rules or procedures as to functioning of the Board may be amended, repealed or otherwise

acted upon by a majority vote, at a duly posted meeting of the Selectboard, provided a quorum of members is in attendance.

Although the press and the public have the right to be present at any open meeting, they have no right to participate except during public hearings, citizen speak, or media time unless and until they are recognized by the Chair. All public inquiries shall be addressed to the Chair.

Meeting participants shall conduct themselves in a professional manner. No demonstrations or signs will be allowed in the meeting room. Individual shall refrain from verbal outbursts. Cell phones and pagers shall be turned off prior to the meeting.

Anyone addressing the Board during the meeting shall proceed to the lectern after being recognized by the Chair. Before speaking, they shall state their name and address. There shall be a time limit of 5 minutes per speaker unless extended by the Chair.

II. The Officers of the Board

A. The Chair

The Chair is chosen by fellow Selectboard members to serve a term of one year. The responsibilities of the Chair include: preparation of the agenda for all Selectboard meetings with the Town Manager, calling meetings of the Board, annual evaluation of the Town Manager, presiding over all meetings and public hearings, recognizing others to speak during each meeting and encouraging complete discussion of all relevant issues before the Board. Being Chair does not mean the Chair forfeits the right to vote on any matter or the right to express himself as a Board member.

B. Vice-Chair/Clerk

The Vice-Chair/Clerk is responsible for serving as Chair in the Chair's absence. The Clerk of the Board shall sign all documents as required by law.

III. Preparing the Agenda

The responsibility for preparing the agenda for the Selectboard meetings shall be the Chair of the Board and the Town Manager. Finalized agendas along with supporting background information shall normally be available no later than the close of business on the Friday of the week prior to the next scheduled meeting. The deadline for having requested items on the agenda is 12:00 P.M. the Wednesday of the week prior to the next scheduled meeting. All information relevant to the agenda topic shall also be provided by this time. All information shall be provided to the office of the Town Manager to be included in the agenda packets.

Any items requested by members of the Board shall be placed on the agenda, however, the Chair and Town Manager will use discretion and may need to defer a topic to the next available meeting. Agenda items will be deferred to the next meeting if supporting documentation is

received after the 12:00 PM deadline.

Agenda items should include background information with the agenda packets so that Board members can review and prepare for discussion prior to the meeting. This procedure does not limit an individual member of the Selectboard from raising a concern about an issue under “Selectboard Time”. However, no formal action shall be taken by the Board until a future meeting.

Before raising issues publicly at a meeting, Board members should first advise the Town Manager prior to the meeting of issues, concerns, or complaints so that an appropriate response or update can be provided.

IV. Public Hearing Procedures

State law and various Town bylaws require the Selectboard to hold public hearings on certain issues before any action can be taken. The Board will schedule the dates for the hearings.

A. The Chair will open the hearing by identifying the purpose of the hearing and the rules to be followed during the hearing. The Chair will ask for a motion to open the public hearing to be voted on by members of the Board.

B. The Selectboard has the authority to subpoena a person or relevant information.

C. The basic format of the hearing will be:

1. Chair shall open the public hearing
2. Explanation of project
3. Speak in Favor/Opposition
(Note if there are any letters submitted and if they were in favor or opposition)
4. Motion to close public hearing
5. Motion re: findings of fact
6. Motion re: approval/denial/table

V. Special Permit Regulations

A. Authority and Jurisdiction

These rules and regulations are established and promulgated by the Great Barrington Selectboard pursuant to the provisions of Massachusetts General Laws, Chapter 40A, Section 9 as amended; Chapter 593 of the Acts of 1989, and Section 10.4 of the Great Barrington Zoning Bylaw, and are intended to augment and complement said statutes and the Great Barrington Code.

B. Effective Date

These rules and regulations shall take effect upon a majority vote of the Selectboard after a

public hearing in a newspaper of general circulation in Great Barrington, said advertisement to be published not less than seven (7) days before the public hearing. They shall apply with the force of law to all special permit applications filed on or after the date of said vote.

C. Applications

1. Applications for special permits shall be filed with the Town Clerk on either Form SP-1 (short form) or SP-2 (long form) according to the primary use as determined by the Town's Inspector of Buildings. At least one complete copy, including all maps, plans and other documentation, shall be on sheets no larger than 11 inches x 14 inches.

The long form (SP-2) shall be used for any special permit application under the following subsections of Section 3.1.4 of the Great Barrington Zoning Bylaw.

- Subsection A (4) Assisted living residence
- A (8) Open space residential development
- A (9) Planned unit residential development (PURD)
- A (10) Publicly financed nonprofit age restricted housing

- Subsection B (1) Camping facilities
- B (5) Commercial amusements
- B (8) Educational use, nonexempt
- B (9) Golf or country clubs
- B (10) Hospitals, sanitariums, nursing homes, convalescent homes or philanthropic institutions
- B (13) Riding stables
- B (14) Ski tows
- B (15) Summer camps

- Subsection C (2) Fast food eating establishments
- C (3) Fuels storage and sales, excluding motor vehicle fuel stations
- C (4) Garages, public
- C (8) Hotels
- C (9) Institutional administrative offices or planned professional office developments or research centers
- C (10) Large scale commercial development
- C (11) Lumberyards
- C (12) Motels or overnight cabins
- C (13) Motor vehicle fuel stations

- Subsection E (1) Aviation fields, public or private
- E (3) Freight terminals, truck or rail
- E (6) Personal wireless tower or structure

- Subsection F (2) Gravel, loam, sand and stone removal for commercial purposes

- F (3) Light Manufacturing
- F (4) Sawmills and Manufacturing of Forest Products (Special provisions)

All other special permit applications may be filed on Form SP-1 (short form) unless the Inspector of Buildings or the Special Permit Granting Authority (SPGA) by majority vote requires the filing of Form SP-2 (long form). Applications may be submitted to the Inspector of Buildings or a representative of the SPGA for review before filing with the Town Clerk.

2. Elevation contours on plans submitted with any application filed under subsection F (2) of Section 3.1.4 shall be at intervals of no more than two (2) feet. Elevation contours on plans submitted with all other special permit applications may be at intervals of ten (10) feet, unless the SPGA shall require otherwise.

3. All plans submitted with special permit applications shall be drawn to scale and signed, sealed and dated by an engineer registered in Massachusetts. Specific scales on drawings and plans shall be as follows:

Site plan, parking plan, landscaping plan and drainage plan: one (1) inch shall equal forty (40) feet.

Separate plan showing general characteristics of land: one (1) inch shall equal a maximum of one hundred (100) feet.

Separate scaled drawing of the fully constructed building or change to the existing building shall be submitted. Any photos that are submitted shall be legible if reproduced.

4. Every application for a special permit shall be accompanied by a drainage plan demonstrating that all drainage is either accommodated on the property or directed to a drainage system approved by the SPGA. If post-development flows off the property will differ in any way from pre-development flows, the drainage system shall be designed by a civil engineer registered in Massachusetts and shall be reviewed and approved by the town's consulting engineer at the applicant's expense as provided by Section D of these Rules and Regulations.

5. Every application for a special permit shall be accompanied by a parking plan showing the specific locations of an adequate number of off street parking and loading places to comply with the provisions of Section 6.1 of the Great Barrington Zoning Bylaw and any additional requirements of the SPGA. Each parking space on the plan shall be numbered. Designated loading areas, employee parking and handicapped parking shall be labeled as such.

6. If requested by the Planning Board, an application for special permit shall be accompanied by a landscaping plan satisfactory to that Board, and the Planning Board shall certify in writing to the SPGA its approval of the plan before the SPGA acts on the application. Shall a continuance of the hearing be necessary to complete and certify such plan, it may be granted by the SPGA upon request of the Planning Board.

7. In the event of a continuance of the special permit hearing or decision beyond the statutory time limit set forth by MGL Ch. 40A, Sec. 9 is required for the purpose of completing any plan to the satisfaction of the SPGA, the Planning Board or any other Town Board or official, the applicant and the SPGA may agree in writing to such continuance.

Failure of the applicant to agree to such continuance shall be prima facie evidence that the applicant is not in compliance with all provisions and requirements of Section 10.4 the Great Barrington Zoning Bylaw and these Regulations, and shall be grounds for rejection of the special permit application.

D. Schedule of Fees

1. The minimum filing fee for a special permit shall be \$150. No special permit application shall be accepted without payment in full of the required filing fee. Notwithstanding the foregoing, the SPGA shall be empowered to waive all or part of any fee for applications submitted by municipal or charitable organizations.

2. All reasonable costs approved by the majority vote of the SPGA as necessary for the employment of experts or consultants by any board, agency or official of the Town for the purpose of analyzing or evaluating any project that is the subject of a special permit application shall be assessed to the applicant and shall constitute part of the filing fee. Such costs shall be determined to the satisfaction of the SPGA on the basis of estimates from professionals such as civil engineers, traffic engineers, hydrologists, botanists, and the like, as well as the experience of Town boards, departments, agencies and officials derived from similar projects.

Upon determination by the SPGA of the monies required for evaluation or analysis, the SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or the consultants chosen to evaluate the project and the fees required for such evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage-prepaid, of the nature of the evaluation and the choice of consultant.

All required fees shall be paid by the applicant to the Town within ten (10) business days of receipt of such notification. Payment shall be by check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant, or the postmark thereon, if such postmark is a later date.

In the event additional evaluation of the project is requested by any board, agency or official of the Town after the initial deposit of funds, and if such additional evaluation is approved by a majority vote of the SPGA, the SPGA shall determine the additional monies required and shall require those amounts to be paid to the Town.

The SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or consultants chosen and the fees required for such additional evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage prepaid of the nature of the

additional evaluation and the choice of consultant.

Such additional fees shall be paid with ten (10) business days of receipt of notification by the application. Payment shall be by a check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant or the postmark thereon, if such postmark is a later date.

3. All fees paid under the provisions of Section D (2) shall be deposited in a special account established by the Town Treasurer in the Town Treasury and shall be kept separate and apart from other monies. The special account, including accrued interest, if any, shall be expended at the direction of the SPGA without further appropriation; provided, however, that such funds shall be expended only in connection with carrying out the responsibilities of such SPGA under law.

Any excess amount in the account attributable to a specific project, including any accrued interest at the completion of said project shall be repaid to the applicant or to the applicant's successor in interest, and a final report of said account shall be made available to the applicant or to the applicant's successor in interest. For the purposes of this regulation, a project shall be deemed complete upon issuance of a final Certificate of Occupancy by the Inspector of Buildings, or if no Certificate of Occupancy is required, by written certification by the Inspector of Buildings that the project has been completed to his satisfaction.

The Town Accountant shall submit annually to the Selectboard a report of such special account for their review. Said report shall be published in the annual town report, and the Town Accountant shall submit a copy of same annually to the director of the bureau of accounts.

4. Failure or refusal to pay any fee assessed to the applicant by the SPGA acting under the provisions of this regulation shall be grounds for summary denial of the special permit application.

E. Administrative Appeal

In the event any party in interest in a special permit proceeding is dissatisfied with any consultant selected by any board, agency or official of the Town to analyze or evaluate any project that is the subject of said permit application, that person may file with the Selectboard a written appeal of the selection.

Any such appeal shall be accompanied by a filing fee of fifty dollars (\$50) and shall be filed within ten (10) business days of the appellant's receipt of notification of the selection of the consultant. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification or the postmark thereon if said postmark is a later date.

Any appeal filed under this section shall be administrative in nature and shall be limited in its

grounds to claims that the consultant selected has a conflict of interest or does not possess minimum qualifications consisting of an educational degree in or related to the field at issue, or three or more years of practice in the field at issue or a related field.

The required time limits for action by the SPGA on the special permit application that is the subject of any such appeal shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Selectboard within the one month following the filing of the appeal, the selection of the consultant shall stand.

Such an administrative appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in this section.

F. Severability

The invalidity of any section or provision of these rules and regulations shall not invalidate any other section or provision thereof, nor shall it invalidate any special permit previously issued, not proceeding previously conducted thereunder.

G. Filing of Record of Proceedings and Order of Conditions

The Town Manager shall cause to be filed the Order of Conditions and the Record of Proceedings on any Special Permit with the Town Clerk within 30 days following the Selectboard's vote approving or denying the Special Permit, but in no case later than 90 days following the close of the public hearing.

VI. Approval of Licenses

1. The applicant is strongly urged to appear at the Selectboard's meeting when the license will be discussed. If no representative is present, the Board reserves its right to postpone the issue to the next business meeting of the Board or disapprove the application.
2. If a license application is filed between Selectboard meetings, and the license, if not obtained before the next Selectboard meeting, would cause the applicant irreparable harm, the Chair will have authority to call a special Selectboard meeting. As stated above in the Meeting Procedures section, a quorum will consist of at least three members.

VII. Board and Committee Speak Procedures

1. All boards and committees have the right to request agenda time to address the Board members on matters related to the board or committee. Prior to the meeting, the chair of the board or committee shall provide background material on the matter(s) to be discussed along with the results of any board or committee voting on the matter(s) being presented. All members of the board or committee shall be informed by its chair of said board or committee of the matter(s) that will be presented to the Selectboard and shall be the responsibility of the chair. When a board or committee addresses the Selectboard, the chair of said board or committee

should be in attendance. If the chair cannot attend, the chair shall include with the background material a statement as to who will be speaking on behalf of the board or committee.

VIII. Citizen Speak Procedures

1. All citizens shall have the right to speak for a period not to exceed five (5) minutes after being recognized by the Chair unless a longer period of time is granted by the Chair.
2. Citizens who choose to speak during Citizen Speak time shall have the opportunity to address the Selectboard once during each meeting.
3. The speaker shall not engage in personal attacks against citizens or public officials and shall remain courteous and respectful at all times.
4. Citizens shall speak for themselves and not speak on behalf of others who are not present unless specific permission is granted by the Chair. Generalized accusations and innuendoes will not be permitted.
5. The Chair may rule the citizen out of order and the citizen will lose the right to speak, if the speaker fails to remain courteous and respectful.

IX. Selectboard Response on Received Communication

The Selectboard welcomes communication through whatever vehicle is chosen by its constituents, i.e. email, written letters, phone calls, personal contact. It is the intent to handle inquiries on a timely basis (within 48 hours). Communication sent to the Town Hall shall be considered public documents. When communication is addressed to the ENTIRE Selectboard, the Clerk of the Selectboard within 2 business days contact the individual and inform (CC) the rest of the Board when a response has been sent, and the Chair and Town Manager shall review the matter as follows:

- (1) If the matter can be routinely handled by staff, the Town Manager shall so inform the individual and Selectboard.
- (2) Should the matter be a non-routine administrative matter, the Chair shall arrange that the matter be presented at the earliest convenient time as a regular agenda item of the Selectboard. The Chair shall notify the individual when the item will be on the Selectboard agenda. The Selectboard shall discuss the matter publicly and may refer the matter to the Town Manager and/or an appropriate board/commission/committee for further investigation. Should the matter be acted upon by the Selectboard, the Town Manager shall so inform the individual. Should the matter be referred, a report from the referral entity shall be submitted at a regular meeting of the Selectboard as soon as possible.

This procedure is not intended in anyway to inhibit an individual Selectboard member from discussing any matter with his/her constituents. Individual members of the Selectboard may

establish independent mechanisms for responding to inquiries including, but not limited to, forwarding the matter to the Town Manager for investigation and may forward to the Selectboard Chair also. However, those actions are the sole responsibility of the individual Selectboard member and should not be construed to be the official policy of the Selectboard or Town of Great Barrington.

X. Executive Sessions

There will be no outside discussion of the content of matters addressed in Executive Session, unless and until the Selectboard determines it appropriate to discuss an item in a public session. All Executive Sessions shall conform to the requirements of the open meeting law.

XI. Personnel Information

Information provided to the Board on confidential personnel matters will not be shared with the public.

XII. Protocol for Implementing Zoning Bylaw for Housatonic Mills Revitalization Overlay District (HMROD)

When the HMROD is utilized, the following set of procedures shall be adhered to for implementation of any of the components of section 9.8. This is to ensure a smooth open process enabling all boards/commissions either elected or appointed and the public to have the proper ability to participate.

- When an individual/developer wishes to invoke the HMROD process, the initial step shall involve a meeting of the Development Review Team (DRT), which will examine the scope of the proposal. Within 30 days after the initial submittal to the DRT, a joint meeting of the Selectboard and Planning Board shall be scheduled where the two boards will review the DRT initial report and hear a presentation from the developer. All other boards/commissions of the Town of Great Barrington shall be notified of the joint meeting. Should both the Selectboard and Planning Board find merit in the concept proposal submitted, additional review meetings shall commence with the DRT, Planning Board and the developer to enable the developer to formally submit a special permit application. Upon receipt of the formal special permit application, the required public hearing shall be held within 65 days from date of submittal.
- The developer shall identify at the earliest possible stage any potential infrastructure inclusive, but not limited to, roadway or utility modifications desired, tax increment financing, property acquisition, and/or long term maintenance obligations to be borne by the Town of Great Barrington. These related matters will require concurrence of the Selectboard at the earliest opportunity and prior to the granting of any special permit by the Planning Board. A timeframe for development improvements inclusive of any improvements required by the Town of Great Barrington shall be subject to approval of

the Selectboard and incorporated as necessary in the order of conditions in the issuance of a special permit.

- Minutes and agendas from all meetings involving potential developers utilizing the HMROD shall be distributed to the Selectboard and/or Planning Board.
- In the Planning Board deliberations with developers utilizing the HMROD, the Planning Board shall take into account the fiscal impact for the Town of Great Barrington inclusive of tax base revenues, infrastructure capability recognizing that various financial arrangements shall require Selectboard approval.
- This protocol for HMROD shall remain in full force and effect until modified by majority vote of both the Planning Board and Selectboard. This protocol shall be incorporated into the rules and regulations of the Planning Board, rules and regulations of the Selectboard and the permitting and development guidebook.

Revised 9/5/95

Revised 8/25/05

Revised 2/12/07

Revised 7/23/07

Revised 1/24/11

Revised 4/25/11

Revised 9/12/11

Revised 10/11/11

Revised 3/26/12

Revised 10/24/16

Revised 8/9/18

Selectboard

Policies and Procedures

I. Selectboard Mission Statement / Values

Statement from Annual Report: The Town's executive authority is held by a five-member elected Selectboard. The Board set goals, establishes policy and formulates long-range plans for the Town. The Board exercises general supervision over all matters affecting the town's interest and welfare.

Sample Mission / DRAFT / FOR CONSIDERATION: *The mission of the Town of Great Barrington Selectboard is to ensure the safety, education and well-being of the community, to be a leader in the delivery of efficient and effective quality services that respond to community needs; to promote the continuous improvement of staff skills and performance; to encourage an environment of trust; to respect cultural and economic diversity and to preserve the historic character of the community. (Please review other sample mission statements and consider alternatives.)*

Sample Statements on Duty / Values / DRAFT for Consideration

- *Care: to ensure prudent use of all assets, including facility, people and good will.*
- *Loyalty: to advance town activities and public service to meet our mission, recognize and disclose conflicts of interest, make decisions that are in the best interest of the town as a whole, work collaboratively to reach objectives and encourage public participation.*
- *Law: to obey applicable laws and regulations; hold fair hearings; adhere to town by laws and stated mission.*

II. Selectboard Roles and Responsibilities / Organization of the Selectboard

Officers of the Board:

- Chair: Presides at all meetings of the Board. Communications and ceremonial officer of the Town. Prepare and approve the agenda, with the Town Manager. Leads meetings as per Roberts rule of order.
- Vice-Chair: The Vice-Chairman performs the functions of the Chairman in his absence. Should the Chairman resign, the Vice-Chairman automatically succeeds him/her.
- Liaison with Town Boards and Committees – assigned to one or more of the Town Boards and/or Committees, to attend meetings and activities when considered appropriate and maintain current information to be passed on to the Select Board upon request or as per regular agenda item.
- Liaison with Town Departments – assigned one or more of the Town departments to serve as a policy liaison, to maintain overall information on the department status and operations and objectives, to assist Town Manager with resolution of issues and to advise the Town Manager on overall policy and strategy. Provide expertise to Selectboard on department area to guide general oversight.
- Liaison with Outside Groups – assigned to serve as liaison or member of outside committees, to represent the Selectboard and exchange information.

- Selectboard Subcommittees: - formed by the Chair or Board members to address specific issues, strategies or projects.

III. Selectboard Roles:

Leadership, governance and oversight responsibilities: promote the town, serve as advisor to town manager, oversight of town operations, management and strategic plan, set outcomes, evaluate impacts, measure performance, review agenda.

A. Legal responsibilities:

1. chief executive branch of town government
2. coordinates with other town elected committees, "government by committee"
3. appointments on boards, committees, assignments
4. local licensing authority
5. local permitting authority
6. special permit granting authority
7. set policy and propose bylaws for town meeting warrant
8. oversee of budget preparation
9. call for town meeting and approve all warrant articles for agenda
10. sets fees
11. create general rules and regulations for town operations
12. appoint town counsel and approve legal strategy
13. sign warrants to pay all town bills (rely on dept heads to monitor day to day spending and make recommendations)
14. serve as road commissioners
15. serve as sewer commissions
16. appoint town manager
17. communications to public on issues and respond to citizen concerns

B. Annual Tasks (Start of list / more to add)

1. annual board organization: establish roles and responsibilities.
2. Selectboard appointments to boards and committees
3. Tax classification hearing – August
4. annual financial policy and budget plan
5. issue annual report
6. set policy and strategic direction
7. coordinate the activities of other boards
8. resolve problems that have not been settled at lower levels.
9. participate in the budget process
10. provide leadership in the development of the capital improvement program
11. identify town projects for CPA funding
12. set risk management policy
13. monitor financial performance of the town
14. sign payment of warrants / invoices
15. review budget policy which includes hold tax classification hearing and establish free cash policy

16. establish stabilization fund policy
17. review monthly and quarterly financial reporting
18. participate in audit process

IV. Meeting Schedule

- A. **Regular Meetings**: Regular meetings of the Selectboard shall be the second and fourth Mondays of the month. The Board shall not meet on days designated as legal holidays. When a meeting date is to be rescheduled because of a legal holiday, the Board shall agree on a date to reschedule.

**Public comment(s) is addressed in Section VIII. Citizen Speak Procedures.

- B. **Notice of Meetings**: All meetings of the Selectboard shall be duly posted in compliance with MGL Open Meeting Law requirements. The Town Manager on behalf of the Chair is responsible for providing the Agenda to the Town Clerk in accordance with the Open Meeting Law for posting on the Town's website, notice board inside and outside of the Town Hall, and notifying the media.

C. **Meeting Procedures**:

1. Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. Robert's Rules of Order is used as a guide in matters requiring clarification of definition. Motions to reconsider must be made no later than the next regularly scheduled business meeting following the meeting at which the original vote was taken.
2. A quorum shall consist of three members of the Board. At times when only three members are present, for a vote to be considered a majority, all three members must vote similarly. Approvals of Special Permits shall require a majority vote of four (4) members of the Board.
3. Any rules or procedures as to functioning of the Board may be amended, repealed or otherwise acted upon by a majority vote, at a duly posted meeting of the Selectboard, provided a quorum of members is in attendance.
4. Although the press and the public have the right to be present at any open meeting, they have no right to participate except during public hearings, citizen speak, or media time unless and until they are recognized by the Chair. All public inquiries shall be addressed to the Chair. The Chair is encouraged, but not required, to take public comment when appropriate.
5. Meeting participants shall conduct themselves in a professional manner. No demonstrations or signs will be allowed in the meeting room. Individual shall refrain from verbal outbursts. Cell phones and pagers shall be turned off prior to the meeting.
6. Anyone addressing the Board during the meeting, including citizen speak time, shall proceed to the lectern after being recognized by the Chair, and adhere to the Citizen Speak Procedure. Before speaking, they shall state their name and address. There shall be a time limit of 3 minute per speaker unless extended by the Chair.

V. The Officers of the Board

- A. **The Chair**: The Chair is chosen by fellow Selectboard members to serve a term of one year. The responsibilities of the Chair include: preparation of the agenda for all Selectboard meetings with the Town Manager, calling meetings of the Board, coordinate an annual evaluation of the Town Manager, presiding over all meetings and public hearings, recognizing others to speak during each meeting and encouraging complete discussion of all relevant issues before the Board. Being Chair does not mean the Chair forfeits the right to vote on any matter or the right to express himself as a Board member. The Chair of the Board shall sign all documents as required by law.
- B. **Vice-Chair/Clerk**: The Vice-Chair/Clerk is responsible for serving as Chair in the Chair's absence. The Clerk of the Board shall sign all documents as required by law.

- C. Designated Alternative: If the Vice Chair/ Chair are unable to perform their duties, the senior member of the board present at the time shall be designated to perform said duty.

VI. Preparing the Agenda

- A. The responsibility for preparing the agenda for the Selectboard meetings shall be the Chair, Vice Chair, and the Town Manager. Finalized agendas along with supporting background information shall normally be available no later than the close of business on the Friday of the week prior to the next scheduled meeting. The deadline for having requested items on the agenda is 12:00 P.M. the Wednesday of the week prior to the next scheduled meeting. All information relevant to the agenda topic shall also be provided by this time. All information shall be provided to the office of the Town Manager to be included in the agenda packets.
- B. Any items requested by members of the Board shall be placed on the agenda, however, the Chair, Vice Chair, and Town Manager will use discretion and may need to defer a topic to the next available meeting. Agenda items will be deferred to the next meeting if supporting documentation is received after the 12:00 PM deadline.
- C. Agenda items should include background information with the agenda packets so that Board members can review and prepare for discussion prior to the meeting. This procedure does not limit an individual member of the Selectboard from raising a concern about an issue under "Selectboard Time". However, no formal action shall be taken by the Board until a future meeting.
- D. Before raising issues publicly at a meeting, Board members should first advise the Town Manager prior to the meeting of issues, concerns, or complaints so that an appropriate response or update can be provided.

VII. Public Hearing Procedures

- A. State law and various Town bylaws require the Selectboard to hold public hearings on certain issues before any action can be taken. The Board will schedule the dates for the hearings.
- B. The Chair will open the hearing by identifying the purpose of the hearing and the rules to be followed during the hearing. The Chair will ask for a motion to open the public hearing to be voted on by members of the Board.
- C. The Selectboard has the authority to subpoena a person or relevant information.
- D. The basic format of the hearing will be:
 1. Chair shall open the public hearing
 2. Explanation of project
 3. Speak in Favor/Opposition- Note if there are any letters submitted and if they were in favor or opposition)
 4. Motion to close public hearing
 5. Motion re: findings of fact-
 6. Motion re: approval/denial/table

VIII. Approval of Licenses

- A. The applicant is strongly urged to appear at the Selectboard meeting when the license will be discussed. If no representative is present, the Board reserves its right to postpone the issue to the next business meeting of the Board or disapprove the application.
- B. If a license application is filed between Selectboard meetings, and the license, if not obtained before the next Selectboard meeting, would cause the applicant irreparable harm, the Chair will have authority to call a special Selectboard meeting. As stated above in the Meeting Procedures

section, a quorum will consist of at least three members.

IX. Board and Committee Speak Procedures

- A. All boards and committees have the right to request agenda time to address the Board members on matters related to the board or committee. Prior to the meeting, the chair of the board or committee shall provide background material on the matter(s) to be discussed along with the results of any board or committee voting on the matter(s) being presented. All members of the board or committee shall be informed by its chair of said board or committee of the matter(s) that will be presented to the Selectboard and shall be the responsibility of the chair. When a board or committee addresses the Selectboard, the chair of said board or committee should be in attendance. If the chair cannot attend, the chair shall include with the background material a statement as to who will be speaking on behalf of the board or committee.

X. Citizen Speak Procedures

- A. All citizens shall have the right to speak for a period not to exceed five (3) minutes after being recognized by the Chair unless a longer period of time is granted by the Chair.
- B. Citizens who choose to speak during Citizen Speak time shall have the opportunity to address the Selectboard once during each meeting.
- C. The speaker shall not engage in personal attacks against citizens or public officials and shall remain courteous and respectful at all times.
- D. Citizens shall speak for themselves and not speak on behalf of others who are not present unless specific permission is granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E. The Chair may rule the citizen out of order and the citizen will lose the right to speak, if the speaker fails to remain courteous and respectful.
- F. The Chair may respond to a citizen and put item on a future agenda, but is unable to problem solve or enter debate during Citizen Speak.

XI. Selectboard Response on Received Communication

The Selectboard welcomes communication through whatever vehicle is chosen by its constituents, i.e. email, written letters, phone calls, personal contact. It is the intent to handle inquiries on a timely basis (within 24 hours) when possible. Communication sent to the Town Hall shall be considered public documents. When communication is addressed to the ENTIRE Selectboard, the Vice Chair/Clerk of the Selectboard will within 1 business day confirm receipt of inquiry to the individual and inform (CC) the rest of the Board when a response has been sent, and the Chair and Town Manager shall review the matter as follows:

- A. Routine Matters: If the matter can be routinely handled by staff, the Town Manager shall, within 1 business day from Vice Chairs email, will contact individual adequate information including staff or proceeding information to help with said matter. For Routine matters appropriate staff should always be included in communication from Town Manager.
- B. Non-Routine Matters: Should the matter be a non-routine administrative matter, the Chair shall arrange that the matter be presented at the earliest convenient time as a regular agenda item of the Selectboard or schedule a meeting between the Chair and appropriate staff. The Chair shall notify the individual when the item will be on the Selectboard agenda. The Selectboard shall discuss the matter publicly and may refer the matter to the Town Manager and/or an appropriate

board/commission/committee for further investigation. Should the matter be acted upon by the Selectboard, the Town Manager shall so inform the individual. Should the matter be referred, a report from the referral entity shall be submitted at a regular meeting of the Selectboard as soon as possible.

This procedure is not intended in anyway to inhibit an individual Selectboard member from discussing any matter with his/her constituents. Individual members of the Selectboard may establish independent mechanisms for responding to inquiries including, but not limited to, forwarding the matter to the Town Manager for investigation and may forward to the Selectboard Chair also. However, those actions are the sole responsibility of the individual Selectboard member and should not be construed or conveyed to be the official policy of the Selectboard or Town of Great Barrington. Routine matters should always be sent to appropriate staff and include (CC) the Chair and Town Manager.

Flow of inquiries:

XII. Executive Sessions

All Executive Sessions shall conform to the requirements of the open meeting law. There will be no outside discussion of the content of matters addressed in Executive Session, unless and until the Selectboard determines it appropriate to discuss an item in a public session. Recording secretary may be asked to attend. There shall be no audio recording of executive sessions.

XIII. Confidential & Personnel Information

Information provided to the Board on confidential personnel matters will not be shared with the public and to the extent permitted by law.

XIV. Protocol for Implementing Zoning Bylaw for Housatonic Mills Revitalization Overlay District (HMROD)

When the HMROD is utilized, the following set of procedures shall be adhered to for implementation of any of the components of section 9.8. This is to ensure a smooth open process enabling all boards/commissions either elected or appointed and the public to have the proper ability to participate.

- When an individual/developer wishes to invoke the HMROD process, the initial step shall involve a meeting of the Development Review Team (DRT), which will examine the scope of the proposal. Within 30 days after the initial submittal to the DRT, a joint meeting of the Selectboard and Planning Board shall be scheduled where the two boards will review the DRT initial report and hear a presentation from the developer. All other boards/commissions of the Town of Great Barrington shall be notified of the joint meeting. Should both the Selectboard and Planning Board find merit in the concept proposal submitted, additional review meetings shall commence with the DRT, Planning Board and the developer to enable the developer to formally submit a special permit application. Upon receipt of the formal special permit application, the required public hearing shall be held within 65 days from date of submittal.
- The developer shall identify at the earliest possible stage any potential infrastructure inclusive, but not limited to, roadway or utility modifications desired, tax increment financing, property acquisition, and/or long term maintenance obligations to be borne by the Town of Great Barrington. These related matters will require concurrence of the Selectboard at the earliest

opportunity and prior to the granting of any special permit by the Planning Board. A timeframe for development improvements inclusive of any improvements required by the Town of Great Barrington shall be subject to approval of the Selectboard and incorporated as necessary in the order of conditions in the issuance of a special permit.

- Minutes and agendas from all meetings involving potential developers utilizing the HMROD shall be distributed to the Selectboard and/or Planning Board.
- In the Planning Board deliberations with developers utilizing the HMROD, the Planning Board shall take into account the fiscal impact for the Town of Great Barrington inclusive of tax base revenues, infrastructure capability recognizing that various financial arrangements shall require Selectboard approval.
- This protocol for HMROD shall remain in full force and effect until modified by majority vote of both the Planning Board and Selectboard. This protocol shall be incorporated into the rules and regulations of the Planning Board, rules and regulations of the Selectboard and the permitting and development guidebook.

XV. Special Permit Regulations

A. Authority and Jurisdiction

These rules and regulations are established and promulgated by the Great Barrington Selectboard pursuant to the provisions of Massachusetts General Laws, Chapter 40A, Section 9 as amended; Chapter 593 of the Acts of 1989, and Section 10.4 of the Great Barrington Zoning Bylaw, and are intended to augment and complement said statutes and the Great Barrington Code.

B. Effective Date

These rules and regulations shall take effect upon a majority vote of the Selectboard after a public hearing in a newspaper of general circulation in Great Barrington, said advertisement to be published not less than seven (7) days before the public hearing. They shall apply with the force of law to all special permit applications filed on or after the date of said vote.

C. Applications

1. Applications for special permits shall be filed with the Town Clerk on either Form SP-1 (short form) or SP-2 (long form) according to the primary use as determined by the Town's Inspector of Buildings. At least one complete copy, including all maps, plans and other documentation, shall be on sheets no larger than 11 inches x 14 inches.

The long form (SP-2) shall be used for any special permit application under the following subsections of Section 3.1.4 of the Great Barrington Zoning Bylaw.

- | | | |
|------------|--------|--|
| Subsection | A (4) | Assisted living residence |
| | A (8) | Open space residential development |
| | A (9) | Planned unit residential development (PURD) |
| | A (10) | Publicly financed nonprofit age restricted housing |
| Subsection | B (1) | Camping facilities |

- B (5) Commercial amusements
 - B (8) Educational use, nonexempt
 - B (9) Golf or country clubs
 - B (10) Hospitals, sanitariums, nursing homes, convalescent homes or philanthropic institutions
 - B (13) Riding stables
 - B (14) Ski tows
 - B (15) Summer camps
- Subsection
- C (2) Fast food eating establishments
 - C (3) Fuels storage and sales, excluding motor vehicle fuel stations
 - C (4) Garages, public
 - C (8) Hotels
 - C (9) Institutional administrative offices or planned professional office developments or research centers
 - C (10) Large scale commercial development
 - C (11) Lumberyards
 - C (12) Motels or overnight cabins
 - C (13) Motor vehicle fuel stations
- Subsection
- E (1) Aviation fields, public or private
 - E (3) Freight terminals, truck or rail
 - E (6) Personal wireless tower or structure
- Subsection
- F (2) Gravel, loam, sand and stone removal for commercial purposes
 - F (3) Light Manufacturing
 - F (4) Sawmills and Manufacturing of Forest Products (Special provisions)

All other special permit applications may be filed on Form SP-1 (short form) unless the Inspector of Buildings or the Special Permit Granting Authority (SPGA) by majority vote requires the filing of Form SP-2 (long form). Applications may be submitted to the Inspector of Buildings or a representative of the SPGA for review before filing with the Town Clerk.

2. Elevation contours on plans submitted with any application filed under subsection F (2) of Section 3.1.4 shall be at intervals of no more than two (2) feet. Elevation contours on plans submitted with all other special permit applications may be at intervals of ten (10) feet, unless the SPGA shall require otherwise.

3. All plans submitted with special permit applications shall be drawn to scale and signed, sealed and dated by an engineer registered in Massachusetts. Specific scales on drawings and plans shall be as follows:

Site plan, parking plan, landscaping plan and drainage plan: one (1) inch shall equal forty (40) feet.

Separate plan showing general characteristics of land: one (1) inch shall equal a maximum of one hundred (100) feet.

Separate scaled drawing of the fully constructed building or change to the existing building shall be submitted. Any photos that are submitted shall be legible if reproduced.

4. Every application for a special permit shall be accompanied by a drainage plan demonstrating that all drainage is either accommodated on the property or directed to a drainage system approved by the

SPGA. If post-development flows off the property will differ in any way from pre-development flows, the drainage system shall be designed by a civil engineer registered in Massachusetts and shall be reviewed and approved by the town's consulting engineer at the applicant's expense as provided by Section D of these Rules and Regulations.

5. Every application for a special permit shall be accompanied by a parking plan showing the specific locations of an adequate number of off street parking and loading places to comply with the provisions of Section 6.1 of the Great Barrington Zoning Bylaw and any additional requirements of the SPGA. Each parking space on the plan shall be numbered. Designated loading areas, employee parking and handicapped parking shall be labeled as such.

6. If requested by the Planning Board, an application for special permit shall be accompanied by a landscaping plan satisfactory to that Board, and the Planning Board shall certify in writing to the SPGA its approval of the plan before the SPGA acts on the application. Shall a continuance of the hearing be necessary to complete and certify such plan, it may be granted by the SPGA upon request of the Planning Board.

7. In the event of a continuance of the special permit hearing or decision beyond the statutory time limit set forth by MGL Ch. 40A, Sec. 9 is required for the purpose of completing any plan to the satisfaction of the SPGA, the Planning Board or any other Town Board or official, the applicant and the SPGA may agree in writing to such continuance.

Failure of the applicant to agree to such continuance shall be prima facie evidence that the applicant is not in compliance with all provisions and requirements of Section 10.4 the Great Barrington Zoning Bylaw and these Regulations, and shall be grounds for rejection of the special permit application.

D. Schedule of Fees

1. The minimum filing fee for a special permit shall be \$150. No special permit application shall be accepted without payment in full of the required filing fee. Notwithstanding the foregoing, the SPGA shall be empowered to waive all or part of any fee for applications submitted by municipal or charitable organizations.

2. All reasonable costs approved by the majority vote of the SPGA as necessary for the employment of experts or consultants by any board, agency or official of the Town for the purpose of analyzing or evaluating any project that is the subject of a special permit application shall be assessed to the applicant and shall constitute part of the filing fee. Such costs shall be determined to the satisfaction of the SPGA on the basis of estimates from professionals such as civil engineers, traffic engineers, hydrologists, botanists, and the like, as well as the experience of Town boards, departments, agencies and officials derived from similar projects.

Upon determination by the SPGA of the monies required for evaluation or analysis, the SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or the consultants chosen to evaluate the project and the fees required for such evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage-prepaid, of the nature of the evaluation and the choice of consultant.

All required fees shall be paid by the applicant to the Town within ten (10) business days of receipt of such notification. Payment shall be by check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant, or the postmark thereon, if such postmark is a later date.

In the event additional evaluation of the project is requested by any board, agency or official of the Town after the initial deposit of funds, and if such additional evaluation is approved by a majority vote of the SPGA, the SPGA shall determine the additional monies required and shall require those amounts to be paid to the Town.

The SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or consultants chosen and the fees required for such additional evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage prepaid of the nature of the additional evaluation and the choice of consultant.

Such additional fees shall be paid with ten (10) business days of receipt of notification by the application. Payment shall be by a check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant or the postmark thereon, if such postmark is a later date.

3. All fees paid under the provisions of Section D (2) shall be deposited in a special account established by the Town Treasurer in the Town Treasury and shall be kept separate and apart from other monies. The special account, including accrued interest, if any, shall be expended at the direction of the SPGA without further appropriation; provided, however, that such funds shall be expended only in connection with carrying out the responsibilities of such SPGA under law.

Any excess amount in the account attributable to a specific project, including any accrued interest at the completion of said project shall be repaid to the applicant or to the applicant's successor in interest, and a final report of said account shall be made available to the applicant or to the applicant's successor in interest. For the purposes of this regulation, a project shall be deemed complete upon issuance of a final Certificate of Occupancy by the Inspector of Buildings, or if no Certificate of Occupancy is required, by written certification by the Inspector of Buildings that the project has been completed to his satisfaction.

The Town Accountant shall submit annually to the Selectboard a report of such special account for their review. Said report shall be published in the annual town report, and the Town Accountant shall submit a copy of same annually to the director of the bureau of accounts.

4. Failure or refusal to pay any fee assessed to the applicant by the SPGA acting under the provisions of this regulation shall be grounds for summary denial of the special permit application.

E. Administrative Appeal

In the event any party in interest in a special permit proceeding is dissatisfied with any consultant selected by any board, agency or official of the Town to analyze or evaluate any project that is the subject of said permit application, that person may file with the Selectboard a written appeal of the selection.

Any such appeal shall be accompanied by a filing fee of fifty dollars (\$50) and shall be filed within ten (10) business days of the appellant's receipt of notification of the selection of the consultant. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification or the postmark thereon if said postmark is a later date.

Any appeal filed under this section shall be administrative in nature and shall be limited in its grounds to claims that the consultant selected has a conflict of interest or does not possess minimum qualifications consisting of an educational degree in or related to the field at issue, or three or more years of practice in

the field at issue or a related field.

The required time limits for action by the SPGA on the special permit application that is the subject of any such appeal shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Selectboard within the one month following the filing of the appeal, the selection of the consultant shall stand.

Such an administrative appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in this section.

F. Severability

The invalidity of any section or provision of these rules and regulations shall not invalidate any other section or provision thereof, nor shall it invalidate any special permit previously issued, not proceeding previously conducted thereunder.

G. Filing of Record of Proceedings and Order of Conditions

The Town Manager shall cause to be filed the Order of Conditions and the Record of Proceedings on any Special Permit with the Town Clerk within 30 days following the Selectboard's vote approving or denying the Special Permit, but in no case later than 90 days following the close of the public hearing.

Revised 9/5/95
Revised 8/25/05
Revised 2/12/07
Revised 7/23/07
Revised 1/24/11
Revised 4/25/11
Revised 9/12/11
Revised 10/11/11
Revised 3/26/12
Revised 10/24/16

DRAFT



Home



Reminder: Complete Streets Plan Needs Your Feedback

Report and priority plan is based on resident surveys last spring

POSTED ON: AUGUST 8, 2018 - 3:52PM

The town is still seeking input and comments on its draft of the Complete Streets plan, now available for review on the Town website and at the Town libraries. Citizen comment is now being requested. The draft plan is based on input gathered from residents during the last six months and will help guide the improvements to the town's transportation network.

"This process has helped identify and prioritize improvements, and we've identified potential funding sources to implement for the highest priority items," said Town Planner Christopher T. Rembold.

Project #	Project Name	Project Location and Features	Notes
PROJECT 1	Housatonic Main St. Sidewalk Extension	Housatonic - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Connect village to Rail Trail & Old Maids Park.
PROJECT 2	Old Route 7 Shared Use Path	Off Road from CHP to Brewery / Community Center	Former road bed
PROJECT 3	Lake Mansfield Rd.	Lake Mansfield Rd.	Improve safety. The project will be located on the 2 mile stretch between the Road 7 and a dead end on the side.
PROJECT 4	Evansville	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 5	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 6	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 7	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 8	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 9	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 10	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 11	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 12	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 13	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 14	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 15	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 16	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 17	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 18	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 19	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.
PROJECT 20	Evansville - Main St. Sidewalk Extension	Evansville - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Improve safety for users. A sidewalk will be added on the east side of Main St. between Evansville and the 2nd street.

Some of improvements identified include:

Project #	Project Name	Project Location and Features	Notes
PROJECT 1	Housatonic Main St. Sidewalk Extension	Housatonic - Main St. from sidewalk end west to Route #1 / N. Plain Rd.	Connect village to Rail Trail & Old Maids Park.
PROJECT 2	Old Route 7 Shared Use Path	Off Road from CHP to Brewery / Community Center	Former road bed
PROJECT 3	Lake Mansfield Rd.	Lake Mansfield Rd.	Improve safety. The project will be located on the 2 mile stretch between the Road 7 and a dead end on the side.

PROJECT 3	nonmotorized Improvements	Lake Mansfield Rd.	Recreation area
	Riverswalk Extension		Walking path only. This project was not included in the Tier 2 spreadsheet submitted to MassDOT as it is likely ineligible for funding.
PROJECT 4		Extend Riverswalk south to Brookside Ave.	
State Road 1	New sidewalk / Traffic Calming	Route 7 / Stockbridge Rd. from Belcher Square north to CHP	State Road Project - not eligible for Complete Streets funding
	South Main St Reconstruction	South Main St / Route 7 - from senior center north to 3 Berkshire Power Equipment / Sig Y Entrance	Addresses safety for seniors / sidewalk gap on east side of road. Upcoming federally funded TIP project.
PROJECT 5	Housy Rd Trail	CHP Road from Main St. in Housatonic south to Vandusenville Road.	
PROJECT 6	Full Reconstruction w/ bike/ped accommodations	Route 7 / State Rd. from bridge east to Belcher Square	Former rail bed State Road Project - not eligible for Complete Streets funding
State Road 2	Intersection Reconstruction / Safety Improvements	Route 7 / Monument Mtn. High School entrance	State Road Project - not eligible for Complete Streets funding
State Road 3		East St. - Install share-the-road signage, install speed tables and radar speed feedback signs. Investigate possibility of additional stop signs along East St. and connecting streets, as well as at other key intersections in the area.	
PROJECT 7	East St. Bike Boulevard		
PROJECT 8	Railroad St. Streetscape Enhancements	Railroad St. - 20 Benches and 3 Trash Receptacles	
PROJECT 9	Housatonic Front St. Sidewalk Extension	Housatonic - Front St. from sidewalk end south to Oak St. / Cemetery	To popular walking area
State Road 4	Sidewalk Extension	Route 23/183 from sidewalk end southeast to new public housing / BNRG Thomas and Palmer Block.	State Road Project - not eligible for Complete Streets funding
PROJECT 10	Downtown Crossing Enhancements	Installation of RRFB at crossings on Bridge and Main St. Castle Hill area - primarily Hollenbeck Ave. and West Ave. Install share-the-road signage, install speed tables and radar speed feedback signs. Investigate possibility of additional stop signs along West Ave. and Hollenbeck, and connecting streets, as well as at other key intersections in the area.	
PROJECT 11	Castle Hill Bike Boulevard		
PROJECT 12	Tacoma Ave. Sidewalk Extension - Phase 1	Tacoma Ave. - from Barrington Pl. to Berkshire Heights	Connect to McCallister Park. Potential federal-aid eligible project.
PROJECT 13	Tacoma Ave. Sidewalk Extension - Phase 2	Alford Rd. - from Berkshire Heights to Haley Rd.	Connect to Samon's Rock and McCallister Park. Potential federal-aid eligible project.
PROJECT 14	Tacoma Ave. Sidewalk Extension - Phase 3	Alford Rd. - From Haley Rd. to Castle Hill Ave.	Connect to Samon's Rock and McCallister Park. Potential federal-aid eligible project.
PROJECT 15	Route 41 Traffic Calming	Route 41 / North Plain Rd. - Install speed feedback signs	Town considering reconstructing portions of Route 41 for a future federally funded TIP project.
PROJECT 16	Route 183 Bicycle Accommodations	Route 183 / Park St. - Install sharrows and new share-the-road signage	TIP eligible roadway
PROJECT 17	Main St. Bicycle Accommodations	Main St. from St. James Pl. south to Police Station. - Install sharrows and share-the-road signage	TIP eligible roadway
PROJECT 18	West Ave. Sidewalk Extension	West Ave. from sidewalk end to Maple Ave. / Route 41	Sidewalk gap - 500'
PROJECT 19	Silver St. Sidewalk Extension	Silver St. from sidewalk end to Maple Ave. / Route 41	Sidewalk gap - 700' Rail Crossing

traffic-calming in residential neighborhoods, additional bike paths and lanes and new sidewalk connections that could link neighborhoods to parks and community facilities. The plan analyzes how the town's street and sidewalk networks enable, encourage, and support transportation for all people, including those who walk, bike, use a wheelchair, or take a bus.

Comments will be accepted until Aug. 13, when the Selectboard will vote on a final plan and list of priority projects.

Questions and comments can be sent via email to Mr. Rembold's office, crembold@townofgb.org, and phone call comments can be directed to his office, 528-1619, ext.

7.

The Complete Streets plan is intended to provide safety, comfort, mobility, and accessibility for all users of the street network, including pedestrians, cyclists, other non-motorists, 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.

Attachment

Size

 draft_complete_streets_report_w_appendices.pdf

6.04 MB

Town Hall • 334 Main Street • Great Barrington, MA 01230 • Phone:

(413) 528-1619 • Fax: (413) 528-2290

Office Hours: Monday - Friday, 8:30 AM - 4:00 PM

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APPENDIX C: MASSDOT COMPLETE STREETS PROJECT PRIORITIZATION PLAN

The following Appendix section (Table C1) is a copy of the Tier 2 Prioritization Plan that was submitted to MassDOT. Projects are identical to those found in Table 5.1 but includes additional information such as estimated start and end locations, anticipated construction duration and other information.

Table C1 MassDOT Complete Streets Tier 2 Prioritization Plan

Rank	Project Name	Project Description	EJ	Complete Streets Location			Project Origin and Type	Complete Streets Needs							Complete Streets Funding Request			Construction Schedule	
				Project Limits	Project Start Location: X,Y Coordinates (MA State Plane meter)	Project End Location: X,Y Coordinates (MA State Plane meter)		Complete Streets Project Origin (Planning, Engineering, etc.)	Complete Streets Project Type (Eligible Projects Worktypes)	Safety	ADA Accessibility	Pedestrian Mobility	Bicycle Mobility	Transit Operations and Access	Vehicle Operations	Freight Operations	Will this project be in coordination with other communities? (list, if applicable)	Total Estimated Project Cost	Complete Streets Funding Requested
1	Housatonic Main St. Sidewalk Extension	Extension of new ADA compliant sidewalk along Main St. for approx. 1700' to provide connectivity between village center, future shared-use path (rail trail) and nearby open space.	Yes	45,629.92	891,050.73	45,279.65	Master Plan P2, P3, P5, P9	X	X	X	X	No	\$ 217,596.84	\$ 199,906.04	\$ 17,690.80	3	06/01/19		
2	Old Route 7 Shared-Use Path Lake Mansfield Rd nonmotorized Improvements	Construction of approx. 2000' of new asphalt shared-use path along Old Route 7 road bed.	No	47,934.17	887,049.37	47,745.65	Needs Assessment	X	X	X	X	No	\$ 275,000.00	\$ 250,000.00	\$ 25,000.00	4	04/01/20		
3	Mansfield Rd nonmotorized Improvements	Reconstruction of Lake Mansfield Rd. with biking and walking improvements. Town is evaluating potential to install sidewalks, bike lanes, or advisory shoulders.	No	46,052.99	889,119.81	45,744.74	Master Plan BO, PO	X	X	X	X	No	?	\$ 400,000	Town, Chap. 90	4	08/01/21		
4	South Main St. Reconstruction	Reconstruction of South Main St. and the installation of new bike lanes, replacement and extension of sidewalk to enhance safety for seniors, as well as intersection signal and crossing upgrades.	Yes	46,005.44	883,681.27	46,129.58	Capital Improvement Program (CIP)	X	X	X	X	X	No	\$ 55,000.00	\$ 400,000	\$ 4,600.00 (Chap. 90, TIP)	6	05/01/23	
5	Housatonic Rail Trail	Construction of approx. 5000' of new asphalt shared-use path along old rail bed in Housatonic.	Yes	45,396.62	890,780.13	46,171.80	Master Plan B10, P2	X	X	X	X	No	\$ 110,633.58	\$ 101,638.98	\$ 8994.60 (Chap. 90)	4	04/01/20		

Project Details		EF	Complete Streets Location		Project Origin and Type		Complete Streets Needs		Complete Streets Funding Request		Construction Schedule		
6	East St. Bike Boulevard Installation of sharrows, new bike warning signage (W11-1 and MA-W16-19P), (4) traffic calming speed tables and (2) radar speed feedback signs along East St. Restriping of existing crosswalks. Installation of (10) ADA accessible benches and (3) trash receptacles along Railroad St. Work will complement road reconstruction and sidewalk replacement to enhance accessibility.	No	East St. from State Rd. (Route 7) south to Bridge St.	46,648.37 69, 885,097.5	CS Needs Assess ment SS, S8, B6, B8, P9	X	X	No	\$ 44,587.50	\$ 40,962.50	\$3625 (Chap. 90, Town)	1	08/01/19
7	Railroad St. Streetcar Enhancements Extension of new ADA compliant sidewalk along Front St. for approx. 700' to provide connectivity between village center and nearby open space.	No	Railroad St. from Main St. (Route 7) north to approx. 49 Railroad St.	46,174.72 54, 884,344.5	CS Needs Assess ment P, Plan	X	X	No	\$ 34,928.00	\$ 33,448.00	\$1,480 (Chap. 90, Town)	1	04/01/19
8	Houston St. Sidewalk Extension Extension of new ADA compliant sidewalk along Front St. for approx. 700' to provide connectivity between village center and nearby open space.	Yes	Front St. in Housatonic from sidewalk end south to Oak St.	45,978.64 84, 890,815.2	CS Needs Assess ment P, Plan	X	X	No	\$ 145,232.25	\$ 133,424.75	\$11,807.5 (Chap. 90, Town)	1	06/01/21
9	Downtown Crossing Enhancements Installation of (4) RRFB and repainting of crosswalks along Bridge St.	No	Bridge St. Hollenbeck Ave. from Lake Mansfield Rd. south to Castle St.	46,148.09 68, 884,271.6	CS Needs Assess ment P9, P12	X	X	No	\$ 60,000.00	\$ 60,000.00	NA	1	06/01/21
10	Castle Hill Bike Boulevard Extension of new ADA compliant sidewalk along Taconic Ave. from Barrington Pl. to Berkshire Heights (approx 975'). Extension of sidewalk will improve connectivity between Downtown and nearby open space, as well as improve safety for students at Simon's Rock College using this roadway to walk to downtown.	No	45,744.74 884,932.1	CS Needs Assess ment SS, S8, B6, B8, P9	X	X	No	\$ 23,665.20	\$ 21,741.20	\$1924 (Chap. 90, Town)	1	08/01/22	
11	Taconic Ave. Sidewalk Extension - Phase 1 Extension of new ADA compliant sidewalk along Taconic Ave. from Barrington Pl. to Berkshire Heights (approx 975'). Extension of sidewalk will improve connectivity between Downtown and nearby open space, as well as improve safety for students at Simon's Rock College using this roadway to walk to downtown.	Yes	Taconic Ave. from Barrington Pl. to Berkshire Heights.	45,469.85 34, 884,246.3	CS Needs Assess ment P2, P3, P5, P9	X	X	No	\$ 282,187.50	\$ 255,097.50	\$27090 (Chap. 90, Town)	2	07/01/20
12	Taconic Ave. Sidewalk Extension - Phase 2 Extension of new ADA compliant sidewalk along Taconic Ave. from Berkshire Heights to Haley Rd (approx 800'). Extension of sidewalk will improve connectivity between Downtown and nearby open space, as well as improve safety for students at Simon's Rock College using this roadway to walk to downtown.	No	Alford Rd. from Berkshire Heights to Haley Rd.	45,379.34 90, 884,666	CS Needs Assess ment P2, P3, P5, P9	X	X	No	\$ 263,437.50	\$ 238,147.50	\$25290 (Chap. 90, Town)	2	06/01/21
13	Taconic Ave. Sidewalk Extension of new ADA compliant sidewalk along Alford Rd. from Haley Rd. to Castle Hill Ave (approx.	No	Alford Rd. from Haley Rd. to Castle Hill Ave.	44,756. 82, 885,224	CS Needs Assess ment P2, P3, P5, P9	X	X	No	\$ 166,562.50	\$ 150,572.50	\$15990 (Chap. 90, Town)	2	06/01/22

	Project Details	EJ	Complete Streets Location	Project Origin and Type	Complete Streets Needs	Complete Streets Funding Request	Construction Schedule
14	<p>Extension - Phase 3</p> <p>2400'. Extension of sidewalk will improve connectivity between Downtown and nearby open space, as well as improve safety for students at Simon's Rock College using this roadway to walk to downtown.</p> <p>Installation of (2) radar speed feedback signs along Route 41/North Plain Rd. to calm traffic and enhance safety for nonmotorized users.</p> <p>Installation of sharrows and bike warning signage (W11-1 and MA-W16-19P) along portions of Route 183 to provide greater accommodation for cyclists.</p>	Yes	<p>Route 41 / North Plain Rd.</p> <p>45,833.08 888,558.30</p> <p>46,586.07, 887,502.98</p> <p>CS Needs Assessment</p>	X	X X X	<p>\$ 13,688.00</p> <p>\$ 13,108.00</p> <p>\$ 580 (Town)</p>	1 08/01/19
15	<p>Route 183 Bicycle Accommodations</p> <p>Installation of (2) radar speed feedback signs along Route 41/North Plain Rd. to calm traffic and enhance safety for nonmotorized users.</p> <p>Installation of sharrows and bike warning signage (W11-1 and MA-W16-19P) along portions of Route 183 to provide greater accommodation for cyclists.</p>	Yes	<p>Route 183 / Park St.</p> <p>46,031.81 891,041.92</p> <p>47,729.63, 888,128.23</p> <p>CS Needs Assessment</p>	X	X X X	<p>\$ 15,467.44</p> <p>\$ 14,812.04</p> <p>\$ 655.40 (Town)</p>	1 08/01/19
16	<p>Main St. Bicycle Accommodations</p> <p>Installation of sharrows and bike warning signage (W11-1 and MA-W16-19P) along a portion of Main St. to provide greater accommodation for cyclists.</p>	Yes	<p>Main St. from Taconic Ave. south to Maple Ave. West Ave. from sidewalk end south to Maple Ave.</p> <p>46,067.35 884,159.25</p> <p>45,992.90, 883,814.69</p> <p>CS Needs Assessment</p>	B8	X	<p>\$ 4,567.80</p> <p>\$ 4,757.30</p> <p>\$ 210.5 (Town)</p>	1 04/01/20
17	<p>West Ave. Sidewalk Extension</p> <p>Extension of new ADA compliant sidewalk approx. 900' along West Ave. to fill a network gap.</p>	Yes	<p>West Ave. from sidewalk end south to Maple Ave.</p> <p>45,656.64 883,697.30</p> <p>45,722.60, 883,473.73</p> <p>CS Needs Assessment</p>	P2, P3, P5, P9	X	<p>\$ 143,472.00</p> <p>\$ 137,577.00</p> <p>\$ 5,895 (Chap. 90, Town)</p>	2 09/01/19
18	<p>Silver St. Sidewalk Extension</p> <p>Extension of new ADA compliant sidewalk approx. 700' along Silver St. to fill a network gap.</p>	Yes	<p>Silver St. from sidewalk end north to Maple Ave.</p> <p>45,730.24 883,205.29</p> <p>45,539.46, 883,227.35</p> <p>CS Needs Assessment</p>	P2, P3, P5, P9	X	<p>\$ 117,157.50</p> <p>\$ 107,632.50</p> <p>\$ 9525 (Chap. 90, Town)</p>	2 09/01/23

FINAL DRAFT FOR REVIEW

D.A.C.

Town of Great Barrington, MA
Friday, August 10, 2018

Chapter 171. Zoning

SECTION 9.0. Special Districts

9.5. Downtown Business B District.

9.5.1. Purpose. The Downtown Business District is designed to protect the traditional character of the central business area which has historically served Great Barrington and surrounding communities. The district is composed of blocks representing the wide spectrum of 19th century commercial architectural styles. It is important to recognize this area as a distinct zone to protect its character and ensure that it continues to function as an economic center and a densely developed area of pedestrian-oriented business.

9.5.2. Applicability. All proposed changes to the exterior of structures within the district shall require a meeting with the Design Advisory Committee. Any substantial structural change shall require a special permit from the Board of Selectmen. A substantial structure change is defined as one which involves: changing the height of a structure or increasing the size of a structure's footprint or square footage of any aboveground floor by more than 25% or 1,000 square feet, whichever is smaller.

9.5.3. Permitted uses. Permitted uses in the Downtown Business District are set forth in Section 3.1.4, the Table of Use Regulations.

9.5.4. Special permit granting authority. The special permit granting authority shall be the Board of Selectmen.

9.5.5. Design review. The purpose of design review is to preserve, enhance and raise awareness of the Town's cultural, economic and historical resources by providing for a review of all changes in the appearance of structure and sites which may affect these resources. The review procedures are intended to: enhance the social and economic viability of the Town by preserving property values and promoting the attractiveness of the Town as a place to live, visit and shop; encourage the conservation of buildings and groups of buildings that have aesthetic or historic significance; prevent alterations that are incompatible with the existing environment or that are of inferior quality or appearance; and encourage flexibility and variety in future development. All new structures, alterations or additions to existing structures which affect the exterior architectural appearance of a building shall be subject to review by the Design Advisory Committee, provided that the action occurs on land which is located in the Downtown Business B District.

9.5.6. Design Advisory Committee. A Design Advisory Committee is hereby established to review applications for all actions that are subject to the provisions of this section and to work cooperatively with owners of land, buildings and businesses. The Design Advisory Committee shall make recommendations to the appropriate decision making body and/or the applicant concerning compliance of the proposed action to the design review standards in this section. The Design Advisory Committee shall consist of seven members, constituted as follows:
[Amended 5-6-2013 ATM, Art. 26]

1. Building Inspector (ex officio, nonvoting member).
2. Planning Board member, selected by the Planning Board.
3. Historic District Commission member, selected by the Historic District Commission.
4. Architect, appointed by the Board of Selectmen.
5. Design professional, appointed by the Board of Selectmen.
6. Three members from the general public, appointed by the Board of Selectmen.

The terms of all appointed members shall be five years. The Historic Commission member and the Planning Board member shall serve for one-year terms.

The selecting or appointing boards or commissions may select or appoint an alternate member who may serve and act in the place of the member selected or appointed by that board or commission in the event of the absence of that member. In the event of an absence, the Chair may elevate an alternate member(s) in order to form a quorum and to vote on matters pending before the Committee, provided that the composition of the Committee is not altered.

9.5.7. Design Advisory Committee; procedures.

1. Applications for all actions subject to review by the Design Advisory Committee shall be made by completing an application form and submitting it to the Building Inspector. Application forms are available from the Building Inspector's office. Further information about the application process is set forth in the Rules and Regulations of the Design Advisory Committee.
2. Submittal requirements. Applicants to the Design Advisory Committee shall address all standards listed in 9.5.8 below. If the project involves a variance, special permit or building permit, any information required for it should be included. The Committee may request additional information it deems to be relevant. Each application shall be accompanied by photographs of the existing buildings and/or site, showing the area to be modified. The following scaled drawings shall accompany the application, unless this requirement is waived by the Design Advisory Committee:
 - a. Small-scale (minimum 1/8 inch equals one foot zero inches) elevation showing the existing building with proposed changes and adjacent buildings.
 - b. Large-scale (minimum 1/2 inch equals one foot zero inches) elevation showing proposed changes.
 - c. Section details (minimum 1/2 inch equals one foot zero inches).
 - d. Building plans as submitted to the Building Inspector.
3. Process. The Building Inspector shall transmit copies of the application to the Design Advisory Committee. The Committee shall review the application, meet with the applicant and provide its recommendations, in writing, to the applicant and the Building Inspector within 30 days. If the application for design review is associated with an application for a variance or a special permit, the Building Inspector shall immediately transmit the Design Advisory Board's recommendation to the Planning Board or the Zoning Board of Appeals, whichever is relevant.

9.5.8. Design review standards. The standards which are described below are intended to provide a guide

to the applicant and the Design Advisory Committee for the design review of proposed actions. These standards shall not be regarded as inflexible requirements, and they are not intended to discourage creativity, invention or innovation; rather, they are intended to focus attention on design principles which enhance the visual appearance of the community.

1. General principles.
 - a. Every reasonable effort shall be made to preserve the distinguishing original qualities of a building, structure or site and its environment. The removal or alteration of any historic material or architectural features should be avoided whenever possible.
 - b. Distinctive features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
 - c. All new development shall be treated harmoniously to the use, scale and architecture of existing buildings in the vicinity that have a functional or visual relationship to the proposed building.
 - d. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and when such design is compatible with the surrounding environment.
2. Design review standards. The Design Advisory Committee shall consider, at a minimum, the following standards in the course of a design review of a proposed action:
 - a. Height. The height of any proposed alteration should be compatible with the style and character of the surrounding buildings.
 - b. Proportions of windows and doors. The proportions and relationships between doors and windows should be compatible with the architectural style and character of the surrounding area.
 - c. Relationships of building masses and spaces. The relationship of a structure to the open space between it and adjoining structures should be compatible.
 - d. Roof. The design and shape of the roof should be compatible with the architectural style of the surrounding buildings.
 - e. Landscape. The landscape should be compatible with the character and appearance of the surrounding area. Native species for landscaping are encouraged. Invasive species are prohibited.
 - f. Scale. The scale of the structure should be compatible with its architectural style and the character of the surrounding buildings.
 - g. Architectural details. Architectural details, including signs, materials, colors and textures, shall be compatible with a building's original architectural style in a manner that preserves and enhances the character of the surrounding area.

DAC (continued)

Foster a mix of uses;

2. Encourage greater pedestrian activity as a part of these activities;
3. Encourage preservation of historic buildings;
4. Encourage economic revitalization; and
5. Promote mixed-use buildings.

9.6.2. Location. The VCOD boundaries shall be as follows: In the Great Barrington village center, the VCOD shall include Main Street from the Brown Bridge on the north to the intersection of Main Street and Maple Avenue on the south, starting at the origin of Main Street at the intersection of State Road and continuing south to Maple Avenue. Specifically, the VCOD shall include the land of underlying zoning districts and the land shown on the 2009 Great Barrington Assessors' Maps, as follows:

Map 14	Parcels 1-7,25-38, 73-77, 174-228, 237-238, and 310
Map 19	Parcels 53-93C, 96, 97, 100, 101, 107, 113, 114, 124, 125, 129, 131-135, 140-144, and 146-152A
Map 22	Parcels 1, 3, 3A, and 14-17

9.6.3. Applicability. Within the VCOD, all proposed changes to the exterior of structures, new construction, replacement of an existing structure and any substantial structural change to an existing structure shall require review by the Design Advisory Committee and a special permit pursuant to Section 10.4. A substantial structural change is defined, for the purpose of this section, as one which involves: changing the height of a structure; increasing the size of the footprint of a structure by more than 25% or 1,000 square feet, whichever is smaller; or increasing the square footage of any aboveground floor by more than 25% or 1,000 square feet, whichever is smaller.

9.6.4. Special permit. The special permit granting authority (SPGA) for the VCOD shall be the Board of Selectmen (except for special permits for extension or alteration of nonconforming structures or uses, which remains the purview of the Zoning Board of Appeals as set forth in Section 5.0).

9.6.5. Criteria. In addition to the findings required in Section 10.4, the SPGA must also find that the proposed use meets the following criteria, to the extent practicable:

1. Improves village vitality and walkability;
2. Promotes mixed use;
3. Promotes economic revitalization.

9.6.6. Procedures. Upon the filing of an application for a special permit under this section, the Building Inspector shall notify the applicant that design review is required and transmit a copy of the special permit application to the Design Advisory Committee, which shall promptly schedule a meeting with the applicant. No special permit shall be issued by the SPGA until the Design Advisory Committee has reviewed the proposed change and submitted a report to the SPGA, except that if a report is not received by the SPGA within 30 days from the date the application was submitted, the SPGA shall assume approval of the application by the Design Advisory Committee.



Great Barrington MASSACHUSETTS

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[Home](#) > [Town Government](#) > Design Advisory Committee

Design Advisory Committee

Staff Contacts:

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United States
See map: [Google Maps](#)

Name		Term Expiration
Pedro Rafael Pachano	Chair	2019
Stephen Dietemann	Vice-Chair Citizen at Large	2020
Jonathan Hankin	Member-Planning Board	2020
Gaetan Lachance	Member-Citizen at Large	2022
James Mercer	Member-Historic Dist Com	2020
Vacancy	Member-Architect	2019
Vacancy	Member-Citizen at Large	2021

Source URL: <https://www.townofgb.org/design-advisory-committee>