

Minutes
Williamsburg Board of Selectmen
August 4, 2016

The members of the Board of Selectmen met in regular session on Thursday, August 4, 2016, at the town office. The chair called the meeting to order at 7:00 p.m. The chair noted that the meeting was being recorded, at the request of the reporter.

Present: Denise Banister and William Sayre

Absent: David Mathers

Also present: Jason Connell (Fire Chief), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant), Pat Wilson

Also absent: Charlene Nardi (Town Administrator)

1. Fire Department – donation – Fire Chief Jason Connell reported that a truck had been offered to the town by the Hadley Fire Department; it runs well, needs some minor work, and he asked that the Board approve accepting the truck. He plans to use it for towing the trailer and for moving hose. He said he plans not to put money into it, except for two \$50 items, he has no plans to replace it and when it dies they will get rid of it. **Motion** was made and seconded (WS/DB) to accept the donation of a 1993 Ford F350 truck from the Hadley Fire Department to the town Fire Department, with the understanding that when it's done, it's done. **So voted** (2-0).

2. Fire Department – Administrative Assistant – Fire Chief Jason Connell said that when he proposed the Administrative Assistant position in May he had proposed that it be salaried and that the Board had agreed. He said some weeks the work is more than the 6½ hours, some weeks less, and it is a lot more over the course of a year. The employee has not yet been paid. Board members reviewed the minutes from the meeting, which do not say anything about salaried or non-salaried. Chief Connell said the job posting said it was salaried. Board members would like input from the Town Administrator and meanwhile would like to have the employee paid for the 6½ hours a week up to the present.

3. Personnel – Nutrition Program Coordinator – The chair welcomed Pat Wilson, who has been acting as the Nutrition Program Coordinator at the Senior Center. Pat said she came in to volunteer and has already been doing the job. She still needs to be ServSafe certified. Board members felt it was a great fit. **Motion** was made and seconded (WS/DB) to appoint Pat Wilson as Nutrition Program Coordinator for the COA, effective immediately. **So voted** (2-0).

4. Election – Board members signed the election warrant for the State Primary September 8.

5. Hazard Mitigation Plan – Board members commented on being impressed with the town's Hazard Mitigation Plan and the process that formed it. It was commented that the town should monitor how the action items are addressed. **Motion** was made and seconded (WS/DB) to sign the Certificate of Adoption of the Hazard Mitigation Plan update of 2016. **So voted** (2-0).

6. Horse Mountain Preservation Land – The Board discussed the request of the Kestrel Land Trust that the town create a parking area. It was reported that Paul Jahnige and John Hoogstraten felt that Woodland Trails Committee would be willing to help with the work. **Motion** was made and seconded that the Board approve creating a parking area at the Horse Mountain Preservation Land project and that this be inserted into the Purchase and Sale Agreement. **So voted** (2-).

7. Helen E. James Building rent – The Board had received an email from Dave Chase about The Commons group current membership and activities. It was decided to put the three-month review of the rent on the agenda for the next meeting and meanwhile continue the current rent.

8. Personnel – sick time – A question had been received from the Police Chief regarding using time for maternity leave. Discussion included the personnel policy's provisions for unearned vacation time and unpaid Family Medical Leave, questions about available vacation and sick time, and concern about violating a policy or setting a precedent. Board members would like a recommendation from the Town Administrator and could meet in special session if the issue were urgent.

9. Building use by outside groups and securing rooms – The Town Administrator had recommended being able to lock the Planning Board room and mail room. Board members would like to ask Building Supervisor Jim Locke what the costs would be and ask the Town Administrator what else might need to be secured.

10. Town Administrator's report – The Administrative Assistant reported in the absence of the Town Administrator.

Personnel – retirement – Board members made plans for a retirement gift.

Town Office boiler – She reported that Whiting's plan is to use a sealant but a Board member is opposed; the Energy Committee is thinking about replacing the boiler and controls using Green Community Funds, though the future of the building is unclear. Board members decided to ask the Energy Committee to submit a proposal for the boiler and proposal for the controls, and ask the Town Administrator to get a proposal for repairing the current boiler.

Building Inspector office hours – A town resident had suggested that the Building Inspector have office hours in Williamsburg. The Building Inspector will be asked about this next time he comes in.

11. Correspondence – Correspondence included an email thanking the Finance Committee for its fine work, an announcement of Northampton summer concert series, Comcast letter on internet essentials, information about the MassDOT Small Bridge Program, and a resident letter about hostile behavior at a Board of Health meeting. Board members said that the chair of the Board of Health could ask for a constable or police officer to be present, and that the town could do training for all board chairs.

12. Minutes – **Motion** was made and seconded (WS/DB) to approve the excerpt of the minutes of July 21, 2016, as written. **So voted** (2-0).

13. Executive session – Board members suggested September 15 and asked that the Town Administrator coordinate it.

14. Warrant – Approved and signed the warrant. A question was raised about the bill from Schneider Electric for weather prediction.

Documents used

- Agenda and notes
- Minutes of May 12 meeting
- Election warrant
- Hazard Mitigation Plan
- Email about James Building use
- Personnel policy
- Letter from resident about Board of Health meeting
- Minutes
- Warrant and expense report

Adjourned at 8:50 p.m.

Approved:

Clerk