

Minutes
Williamsburg Board of Selectmen
April 22, 2021

The members of the Board of Selectmen met in regular session on Thursday, April 22, 2021, by video conference call. The chair called the meeting to order at 9:00 a.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Nicholas Caccamo (candidate), Charles Dudek (Town Administrator Search Committee), Donna Gibson (Board of Health), Charlene Nardi (Town Administrator), Julia Peters, Eleanor Warnock (Administrative Assistant)

Reporters: Bera Dunau (Gazette), Dennis Hackett (Reminder papers), Peter Spotts (Country Journal)

1. Board of Health – mosquito spraying – application to opt out – Donna Gibson, chair of the Board of Health, presented the question of whether the town wants to opt out of spraying by the state, citing damage to bees, other pollinators, food source, birds, reptiles, as well as people. Opting out of the state program does not prevent the town from treating standing water where mosquitoes breed. There was cautious interest but also concern about mosquitoes and the diseases they cause. More information is needed about what is being harmed, where the state plans to spray, and how the Highway Department can address the problem of standing water. There should also be public input. Since the town is unlikely to be able to meet the May 15 application deadline, the plan is to collect more information and to look at the issue for next year.
2. Town Administrator hiring – Charles Dudek, chair of the Search Committee, reported that seven applications were received, and the three strongest candidates are being referred to the Select Board – Carl McKinney, Brenda Lessard, and Nicholas Caccamo. The committee looked at municipal and management experience, skill dealing with diverse members of the public, the ability to juggle tasks and work under a deadline, oral and written skills, and experience in grant writing or grant administrations. They will follow up with reference checks and report back to the Board. Board members thanked the committee for their excellent work in a short period of time. The interview date was changed to Tuesday, April 27, at 2 p.m., and the Board settled on 45 minutes for each interview, with 15 minutes between. They reviewed the questions they will ask, and decided to send them to the candidates ahead, asking for written responses. After the interviews the Board will reconvene at 9 a.m. Wednesday April 28, to go into executive session and review everything, make a decision, and discuss salary.
3. Open Space – **Motion** was made and seconded (DM/DB) to sign the letter in support of the Open Space and Recreation Plan. **So voted** (DM aye, DB aye, WS aye).
4. Community Forest Stewardship Plan – The application discussed at the last meeting was submitted for the land that the town owns, not the land next to the transfer station that the Fire Association owns.

5. Licenses –

Change of Manager, American Legion – **Motion** was made and seconded (DB/WS) to approve the American Legion Change of Manager. Dave Mathers disclosed that he is an officer of the organization. **So voted** (DB aye, WS aye, DM abstaining).

Pool table, American Legion – **Motion** was made and seconded (DB/WS) to grant a license for a pool table to the American Legion. **So voted** (DB aye, WS aye, DM abstaining).

Live entertainment, Dot's Golf and Burgy Brews – **Motion** was made and seconded (DM/DB) to approve a live entertainment permit for Dot's Golf for a two-month period. Board members felt that there were no current complaints about noise or Covid restrictions. **So voted** (DM aye, DB aye, WS aye). **Motion** was made and seconded (DM/DB) to approve live entertainment for Burgy Brews for two months. **So voted** (DM aye, DB aye, WS aye).

Golf simulator – There was a question about licensing a golf simulator, a device where people use their own clubs and real balls and hit into a net, with the results showing on a screen. There are at least two in town. Discussion included why various entertainment devices are licensed. Board members felt that the town should not require a license for a golf simulator.

6. Personnel – Highway pay increase – This is employee Mark Loven's first anniversary and Highway Superintendent has recommended, instead of a 50 cent increase, bringing his pay up to be equal to that of other crew members approximately a one dollar increase. Board members commented that he is a hard worker, conscientious, skilled and can do everything the other workers can do. **Motion** was made and seconded (DM/DB) to increase the pay for Mark Loven up to the Highway laborer/ equipment operator pay rate of \$23.41, effective on his anniversary date, April 15. **So voted** (3-0).

7. Contracts for public safety complex – architect and OPM – The current contracts have expired, since they were just for bringing the project through the town meeting vote and debt exclusion vote. The contracts have a clause about an option to amend. The Board will wait for a recommendation from the OPM Steering Committee.

8. Public Safety Complex Building Committee – Several people have expressed interest in being on the new committee. The OPM Steering Committee members will be asked if they would be willing to continue the work and be on it. Selectmen William Sayre and Dave Mathers will be on it, with Selectman Denise Banister to be kept in the loop for important decisions. Board members will consider other people they would like to see on the committee. This will be discussed at the next meeting.

9. Helen E. James Building – Selectman Denise Banister will be the point person for what to save of the things in the building, what alumni would like to do, and how to honor Mrs. James. It was noted that steps having to do with the building have to happen fairly quickly. The custom is for the contractor and demolition people to be allowed to take things because that is part of how they are paid. Discussion included a geodetic marker (ask architect), the basketball court (keep), trees (save), picture of Mrs. James and plaque (remove and keep). An inventory would be useful. Plans for a park would be a separate future project.

10. Helen E. James lease termination – The architect and OPM have said that it would be fine for the tenants to stay until July 1. **Motion** was made and seconded (DM/DB) to terminate the lease as of July 1. The tenants have to be out by that date. **So voted** (DM aye, DB aye, WS aye). The letter to the tenants will be signed by all three Board members. Building Supervisor Dan Hathaway will be advised so that he can address security, windows, water, heat, etc.

11. Marijuana Request for Information (RFI) – There have been no responses to the last RFI. **Motion** was made and seconded (DM/DB) to put the RFI back out on a rolling basis for all applications. **So voted** (DM aye, DB aye, WS aye).

12. American Rescue Plan Act – Information about applying is not available yet. The town has been told that the money can be used for the school HVAC. It's uncertain whether it can be used for culverts, and it is unlikely to be available for the safety complex. Other areas where it can be applied include assistance for renters, property tax payers, and mortgage payers in arrears.

Information will be put out on the town website, a town-wide call and social media.

School HVAC – The repairs will be expensive and the town will have to go out to bid. Board members would like to know details of what is wrong with the system.

13. Sidewalks – Highway Superintendent Dan Banister has asked for guidance on how to use the \$5000 budgeted for sidewalks. A letter was received from a resident about sidewalks on High Street. Selectman Dave Mathers will meet with Dan Banister to come up with a plan for the coming year and subsequent years. Dan will also be asked to check the rights of way.

14. Working at Town Offices – Town Administrator Charlene Nardi reported that the town is not ready to open the town offices to the public.

15. Shed – Town Administrator Charlene Nardi presented the proposal to build a shed at the Highway Department for the tools and materials of the Building Supervisor and Woodland trails. The approximate cost is \$4000, with labor supplied by John Hoogstraten and other volunteers. Highway Supervisor Dan Banister approves. **Motion** was made and seconded (DM/DB) to build a shed at the Highway Department to keep the tools of the Building Supervisor and Woodland Trails Committee, with half of the cost to come from each of Building Repair line and Woodland Trails expenses. **So voted** (DM aye, DB aye, WS aye). The best location is unclear and Selectman Dave Mathers will discuss with Dan Banister.

16. Work on Town Offices – The quote for the work proposed by Building Supervisor Dan Hathaway for the exterior work at the front of the Town Offices is \$16,780. It would need to go out to bid. Board members would like to see design details.

17. Annual Town Meeting – Annual meeting will be Monday, June 7, at 5, under a tent. Warrant articles will be discussed at the regular meeting May 6. A meeting May 13 may be needed. The Fire Chief has withdrawn the article for the rescue truck. Capital Planning has approved all the other submissions.

18. Pole hearing – **Motion** was made and seconded (DM/DB) to set the National Grid pole hearing for May 6, contingent on receipt of the paperwork. **So voted** (DM aye, DB aye, WS aye).

19. Town Administrator's report –

Covid-19 – Town Administrator Charlene Nardi reported that there are four active cases in town. The Foothills Health nurse is leaving as of June 30. The Highway Department is fully vaccinated, as are the Fire Department, Emergency Management Director, and Police Department.

Surplus 2003 Econoline trailer – The trailer sold for \$4425.

Town Office plumbing – Pipes were clogged causing overflow in the basement. Highway Department took care of it. Cause was brown paper towels; notices have been posted.

Fire rescue truck and capital plan – Capital Planning Committee was supportive about buying the truck but was concerned about the issue coming on the heels of the vote on the Public Safety Complex. The Fire Chief had the same concerns. It will be brought back next year.

Election complaint – A resident wrote saying that there was an armed police officer at the election. Town Administrator Charlene Nardi wrote back explaining the process of having an unarmed election constable present at elections.

Finance Committee – Committee will meet tonight and will talk about COLA increases for employees. The budget is currently \$70,000 over the levy limit but can use free cash.

Mural – John Hoogstraten will move the mural on the back of the Helen E. James building to the Anne T. Dunphy School, as the Board agreed in 2019.

20. Correspondence – There was a resident complaint about barking dogs. Town Administrator Charlene Nardi will follow up.

21. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of April 8 as amended. **So voted** (DM aye, DB aye, WS aye).

22. Miscellaneous – The Williamsburg Players would like to teach an acting class in the parking lot Friday afternoons in May. Charlene will recommend that they be masked and socially distanced. The Board was fine with the proposal.

23. Warrant – Selectman Dave Mathers will review and sign the warrant.

Documents used

Agenda and notes

Letter in support of Open Space and Recreation Plan

License applications – Change of Manager, Pool Table, Live Entertainment

Letter terminating Helen E. James Building lease

Correspondence – resident complaints

Minutes

Adjourned at 12:15 p.m.

Approved:

Clerk