

Minutes
Williamsburg Board of Selectmen
August 12, 2021

The members of the Board of Selectmen met in regular session on Thursday, August 12, 2021, at the town office. The chair called the meeting to order at 9:05 a.m. and noted that the meeting was being recorded by the Reminder reporter.

Present: David Mathers, Denise Banister and William Sayre

Also present: Nick Caccamo (Town Administrator), Dennis Hackett (reporter, Reminder Publishing), Eleanor Warnock (Administrative Assistant)

1. Special Town Meeting –

Waiver of notice – Since section 2.a. of the town bylaws says that all petitions to add articles to a town meeting warrant must be filed with the Board of Selectmen at least 35 days prior to a Special Town Meeting, and the Board may waive this requirement in its discretion, and it was not clear whether this applied to all articles on a town meeting warrant, **motion** was made and seconded (DB/WS) to waive the notification requirement of section 2.a. of the bylaw. **So voted** (3-0).

Warrant – Board members discussed the articles on the warrant. Discussion included the percentage vote required for the different articles, the buffer added to the Depot Road Culvert and Dunphy School HVAC articles in case there are any unexpected changes, and the person who will speak to each article. **Motion** was made and seconded (DB/WS) to sign the warrant for the Special Town Meeting of August 31, 2021. **So voted** (3-0).

2. Appointments – Energy Committee – **Motion** was made and seconded (DB/WS) to appoint Mimi Kaplan to the Energy Committee, for a term to expire June 30, 2022. **So voted** (3-0).

Cultural Council – **Motion** was made and seconded (DB/WS) to appoint Ann Biddle to the Cultural Council for a term to expire June 30, 2024. **So voted** (3-0). Resignation – pollworker – **Motion** was made and seconded (DB/WS) to accept the resignation of Roberta Knox as pollworker with regret and thanks. **So voted** (3-0).

3. Temporary outdoor seating – At the beginning of the Covid-19 pandemic, when the state prohibited indoor dining, the state also allowed towns to give liquor licensees and common victualler licensees permission to serve food and alcohol in outdoor space. After the state of emergency lifted, the temporary permits would expire, and the state recently allowed towns to extend the use of the outdoor space to April 1, 2022. **Motion** was made and seconded (DB/WS) to extend the temporary outdoor seating licenses for Bread Euphoria Inc. and Dot's Golf LLC to April 1, 2022. **So voted** (3-0). There is no additional fee, and the Town Administrator was given authority to sign the extended temporary licenses.

4. Senior Volunteer Tax Relief Program. The Administrative Assistant brought several questions relating to the yearly applications for the program. Cost of living increase – She reported that with the cost of living of 1.3%, the new Income Preference Level (everyone with income below that level is given preferred status) comes to \$32,627. The Board approved

applying the cost of living increase to the Maximum Income Level (absolute limit on income for applicants) as well, which brings it to \$50,650. Income computation method – The Board wants applicants to include all income coming into their household, both taxable and non-taxable, but will not specify a computation method and does not want to see tax returns or be told the exact amount of income. They will take people's word. Since it is a small town, the Board will know if someone is or is not living in accordance with their stated income level. Maximum Income Level – After discussion, the Board decided that the Maximum Income Level is an absolute level. Board members felt that the program was primarily to help lower-income residents and exceptions should not be made for upper-income people with special skills. It was noted that upper-income people were not likely to want to work for minimum wage and would probably be volunteering instead. Special Skills – Special skills may be considered in deciding whether an eligible applicant should be given preference, but will not make an over-maximum-income-level applicant eligible for the program. If no one in the program could be found for certain important tasks, the town would hire someone. Special circumstances – If there are special circumstances in individual situations, such as health issues, the Board would have the discretion to take them into consideration, on a case-by-case basis.

5. Town Administrator's report –

Covid – Town Administrator Nick Caccamo reported that a person who later tested positive for the virus had come into the Town Offices and interacted with employees. The Board of Health met and decided that members of the public must wear masks when they come into town buildings. The Board of Health will meet again next week to re-evaluate. There are currently two positive cases in the town.

Building Supervisor – Building Supervisor Dan Hathaway is no longer able to do the Building Supervisor job in addition to his own work, though he is willing to stay on a month or two. He may have ideas about how to move forward. Board members will try to think of people who are retired who have the necessary knowledge and skills. The yearly stipend is \$9,734 and the person controls a repair budget of \$18,000. It was noted that past Building Supervisors have often done more work themselves than the Board intended.

Town Administrator's time off – Nick Caccamo requested permission to take a personal day in August and a vacation week for a trip in October, noting that the personnel policy does not make such time off available for the first six months of employment. Board members, as his supervisor, approved the personal day and vacation time.

Depot Road culvert project – He reported that the contract is expected to be signed next week and the work will hopefully be done this year. He will reach out to notify the residents. The contractor Maxymillian is working with the town to overcome the hurdles.

6. Miscellaneous –

Public Safety Complex Building Committee – William Sayre reported that the committee has approved a policy and a subcommittee for community outreach. Various forms of communication were discussed, including the website, Facebook, and a newsletter. Demolition and salvage of the old Helen E. James Building was also discussed.

Old Goshen Road – Denise Banister reported on a house that the Assessors have been working with. Two lots had been combined and because the owner wants to sell one, the lots have been reconfigured to allow for a driveway through the frontage of the lot the owner is keeping. A

special permit will be needed, as well as a new Chapter 61 application. Town Counsel, the Building Inspector and the Assessors have worked to come up with the best solution.

7. Correspondence – Correspondence included a letter from the Hampshire Country Sheriff saying that they would no longer charge towns for the Regional Lock-up.

8. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of July 29 as written. **So voted** (3-0).

9. Warrant – Since the Town Accountant is on vacation, the warrant is not yet available. Board members will plan to come in to sign it next week.

Documents used

Special Town Meeting warrant

Letters of interest

Resignation

Temporary Outdoor Seating licenses

Senior Volunteer Tax Relief report and application form

Hampshire County Sheriff letter

Minutes

Adjourned at 11:20 a.m.

Approved:

Clerk