

*Minutes*  
*Williamsburg Board of Selectmen*  
*October 8, 2020*

The members of the Board of Selectmen met in regular session on Thursday, October 8, 2020, by video conference call. The chair called the meeting to order at 9:03 a.m.

Present: William Sayre, David Mathers and Denise Banister

Finance Committee: Charles Dudek, Charles Heath, Lisa Sheehy, Paul Wetzel

Also present: Shelby Macri (reporter, Country Journal), Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. Finance Committee – appointments – joint meeting – The joint meeting of the Select Board and the Finance Committee was called to order at 9:04 a.m. to consider the application of Julia Peters to join the Finance Committee. Members of both boards described how they knew her and what they knew of her and expressed interest in having her join. **Motion** was made and seconded (DM/DB) to appoint Julia Peters to Finance Committee, term to expire June 30, 2021. **So voted** (DM aye, DB aye, WS aye, Heath aye, Dudek aye, Sheehy aye, Wetzel aye). She will need to run in the next election. The joint meeting ended at 9:10 a.m.
2. Highland Ambulance – Denise Banister, the town’s new liaison with Highland Ambulance and member of the Board of Directors, made her first regular report. The budget is not yet ready. They continue to be very busy – last month there were 18 runs to Williamsburg, out of a total of 63. She noted that they are not paid if they arrive but don’t provide transportation service. They are in the midst of their annual fundraising campaign. The new ambulance will probably come in April; there are two working ambulance and one will be retired when the new one comes. They are retaining personnel, and Director Mike Rock is excellent. Safety supplies such as gloves are getting very expensive but the management is resourceful and getting the needed supplies. Covid is not a big problem; most calls are for cardiac, respiratory, and general medical issues.
3. Elections – **Motion** was made and seconded (DM/DB) to sign the warrant for the November 3 election. **So voted** (DM aye, DB aye, WS aye).
4. Letter to senior citizens – Board members reviewed a draft letter for the Senior Center newsletter, which reminded seniors that the town and its employees and volunteers are doing everything they can to help people through this trying time and to bring a community spirit. Board members appreciated the uplifting, supportive tone. The letter will be signed by the three members and go out in the Senior Center newsletter.
5. Marijuana – RFI for marijuana retail – Town Administrator Charlene Nardi reported that there were no formal responses to the RFI. Several interested parties were unable to find or secure a location. She recommended withdrawing the RFI and putting it out again in the spring.
6. Personnel reviews – Liaisons and reviewers – The Town Administrator and Administrative Assistant explained the two ways that the Board’s liaisons to departments could line up with the Board’s reviews of the department heads: either the current liaison would do the review, which would make it easy to remember who was doing which department head – and this is the way it was done last year – or the previous year’s liaison would do the review, having spent the year

working with the department head and having a good working knowledge of the department and the person. Board members decided that it made most sense for the reviews to be done by the Board member who had worked closely with the person the previous year. Department evaluations and self-evaluations are due in to the Selectmen's office by October 13, and Board members have till the end of November to prepare their reviews.

Roles of liaisons – Board members discussed how often the liaisons meet with the department heads, ranging from 2-3 times a year to frequent contact because of relationships and special circumstances.

Self-evaluations – In the past the employees' self-evaluations were held back until the Board member or employee's supervisor had prepared their own review of the employee, and Town Administrator Charlene Nardi reported that the employees preferred it that way, so that their self-evaluations would not affect what the supervisor said. The Board felt that it would be helpful to have the self-evaluations available, so that the Board member could respond to the employee's concerns, such as feeling uncomfortable with something about the job or a feeling of needing training.

#### 7. Town Administrator's report –

Painting Old Town Hall – Town Administrator Charlene Nardi reported that she talked with Jean and Ed O'Neil about the proposed project. Former Building Supervisor John Hoogstraten is part of the group, and she and the Board trust his opinion and oversight, and this will allow the town to take a step back. The original idea was to paint the façade for the anniversary; the discussion has expanded into a bigger project with work on the windows. There is a concern that the group might not get enough money to do the whole building. Town Counsel says that the town needs to step back and the volunteers give the work to the town. They have met with a painter they would like to engage but don't yet have an estimate because they don't yet know what the project will entail. While some Board members were comfortable with the project, some concerns were expressed, about whether John Hoogstraten would stay and oversee, lack of control over the kind of paint, and concern about whether the work would be up to the standard the town needs. If people donate money to the town or the project is put on the town meeting warrant, it will be more expensive, because of the requirements about prevailing wage. The town needs to decide what it will do with the building and with the other buildings in town. There are fewer concerns about the painting than about construction. Board members agreed to support moving forward with painting the façade, in time for the town's anniversary celebration, and if more work is desired then the community needs to be engaged in a decision to invest in the building.

Flag donations – Charlene reported on recent donations to the flag fund from Zononi Lawn & Landscape and Margie Dunphy, to maintain flags and brackets along Route 9.

Senior Center meal site – Charlene reported that outgoing Meal Site Coordinator Melinda McCall's last day was September 30. Tamar Smith put in a formal application to be Meal Site Coordinator, her references were excellent, and Senior Center Director Melissa Wilson hired her with the Board's support.

Halloween – Charlene reported that the Board of Health, which has authority under Mass. General Laws to regulate events in the town to prevent the spread of communicable diseases, has decided to put out a statement saying that everyone should adhere to CDC guidelines, avoiding traditional door-to-door trick-or-treating and all Halloween parties, to use masks and prepackaged candy only, and to have no annual parades. Denise Banister reported that the Emergency Manager, Fire Department, library, American Legion and Williamsburg church may organize a drive-by or some sort of socially distanced trick-or-treating in each of the village centers.

Reports completed and in process – Charlene reported that she has completed the MassWorks quarterly report, the CARES Act funding report for March through June, and the Complete Streets after Construction report (East Main Street sidewalk/crosswalk). She is working with PVPC on the Green Communities report, working on a FEMA application, on a second CARES Act application, and on a MIIA grant application. The FEMA application is taking most of her time, but the value of her time can be included in the application for reimbursement.

October 7 storm – Charlene shared photos of the damage from last night’s storm, including at least nine trees down and damage to two cars. Nash Hill and The Lope are still closed, as is part of Hemenway, for potential live wires. People are without power and internet, and residents of Nash Hill and The Lope cannot leave and cannot be reached, because there is no second road as exit from the area. Highway has ordered concrete that will need to be used right away, and the flu clinic is scheduled for Friday – a number of things require their attention over the next several days. The Fire Chief and the Highway crew have been working very hard to clear things – thanks to them for their hard work and continuing efforts. National Grid has not been responsive, and the Fire Chief has not been able to reach them, presumably because of the widespread impact of the storm. A board member asked for a report next meeting on how it all ends, to see whether the Board needs to write a letter to the town’s representative.

Emergency Department meeting – Charlene noted that there has been a meeting of emergency personnel every two weeks since the beginning of the pandemic, led by the Emergency Manager and the Board of Health. Now the number of people on that call are being reduced because some topics should be done at a public meeting, and because a lot of department heads feel that their departments are working well under the Covid restrictions. Going forward the calls will be the Emergency Manager, and Board of Health chair, the Town Administrator and the Town Clerk, to talk about what they are seeing in the community. Charlene and Emergency Manager Denise Banister will bring information back to the Select Board.

8. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of September 24. **So voted** (DM aye, DB aye, WS aye). **Motion** was made and seconded (DM/DB) to approve the minutes of September 17 with the OPM Steering Committee. **So voted** (DM aye, DB aye, WS aye).

9. Warrant – Selectmen Dave Mathers will review and sign the warrant.

10. Miscellaneous – thanks – Board members expressed profound thanks to Charlene and Eleanor for keeping everything together and handling issues for the town.

Documents used

Agenda and notes

Letter of interest

Election warrant

Letter to senior citizens

Storm photos

Minutes

Adjourned at 10:37 a.m.

Approved:

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Clerk