

Minutes
Williamsburg Board of Selectmen
March 19, 2020

The members of the Board of Selectmen met in special session on Thursday, March 19, 2020, by conference call. The chair called the meeting to order at 2:00 p.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (Country Journal), Eleanor Warnock (Administrative Assistant)

1. Emergency Declaration – Town Administrator Charlene Nardi read the proposed Declaration of Emergency, declaring that as of March 12, 2020, a state of emergency exists in the town. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Declaration of Emergency. **So voted** (3-0).

2. Elections – Town Administrator Charlene Nardi reported that the Town Clerk can order ballots for the town election in May and still use them if the election is postponed. Board members agreed that the town would move forward as it normally would with the election and the annual town meeting and reassess in a few weeks. Absentee ballots will be available.

3. Update on town operations – Town Administrator Charlene Nardi reported that everyone is reporting to work; the Town Office building is locked, and the public is not allowed to come in; and a locked box is being installed for dropping off paper and payments. Some employees are working from home. No one is on self-quarantine.

4. Appointments – Police – **Motion** was made and seconded (DM/WS) to appoint Aubrey Luszczycki as part-time Police Officer, effective March 12, 2020, term to expire June 30, 2020. **So voted** (3-0).

5. Warrant – **Motion** was made and seconded (WS/DM) to appoint Dave Mathers to sign the warrants on behalf of the Board until further notice. **So voted** (3-0).

6. Police Chief salary – The Police Chief had requested a salary increase. The Board will review an updated salary survey and discuss the request at the next meeting.

7. Meeting time – The meeting on March 26 will be at 3 p.m.

8. Capital items – Capital requests will be discussed at the next meeting. Some preliminary discussion included: only one quote is needed for the estimate for capital items; someone knowledgeable from the Board could talk with department heads so that the Board will have good information for making a decision.

9. Highway Department personnel –

Hiring – Town Administrator Charlene Nardi reported that she and Highway Superintendent Dan Banister put together an ad for the needed person. Charlene and Select Board liaison Dave Mathers will join him for the interviews. The interviews may be held off until meetings can be held in person, or they may be done by phone conversation

Raise for newest employee – She reminded the Board that the newest crew member, Bryan Osetek, is due for a 50 cent increase in April so that he is making the same as the other crew members, and Highway Superintendent Dan Banister would like to make the increase now. Board members agreed that he is very capable and would like to move him up immediately.

Motion was made and seconded (DM/WS) to increase Bryan Osetek's pay to \$23.41 per hour, which is the top pay for that position at this time, effective next pay period. **So voted** (3-0).

10. Town operations – Last week the decision was made to close all town buildings to the public; the next step will be for employees to be at home. Charlene reported that this week has been hectic but manageable. The town is using the appropriate safety protocols. All department heads have the capacity to work from home. She noted that the brand new Senior Center Director, Melissa Wilson, is doing a wonderful job handling all the changes and needs under the threat of the Coronavirus.

Adjourned at 3:17 p.m.

Approved:

Clerk