

Minutes
Williamsburg Board of Selectmen
April 24, 2018

The members of the Board of Selectmen met in special session on Tuesday, April 24, 2018, at the town office. The chair called the meeting to order at 6:00 p.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

COA: Daria D'Arienzo, Jacqueline Dufresne, Marie Westburg (Senior Center Director), Nancy Winner

1. Senior Center – The Board met with the Director of the Senior Center and members of the Council on Aging Advisory Board. They looked at the current organizational structure of the Senior center and talked about how to staff the Senior Center's needs in the short term, including running the meal site temporarily with interested paid and volunteer people. Applications have been made to the state for two senior aides, for meal site staff and for receptionist, though the request has not yet been approved. Marie Westburg, outgoing Director of the Senior Center, noted that grant writing would not be necessary the upcoming year because the Highland Valley grant is for two years. She pointed out that help could be available from the Mass. Council on Aging and from Regional Outreach Coordinator Peg Whalen. Adding hours to the Senior Center's Administrative Assistant was suggested, but there was a caution that it could not be for long because it would trigger benefits and it is a non-benefitted position. Several people spoke to hiring a new Director now, rather than an interim and waiting for a permanent Director to come later. Marie Westburg made recommendations about how to structure the positions, money and hours, including increasing the hours of the Director and the Program/Volunteer Coordinator to 25 hours each, using hours from another source, and using the two new state-funded aide positions. There was a suggestion of increasing the Director to 30 or more hours and/or combining the Director and Program Director into a single position. Select Board members spoke strongly in favor of hiring a new Director and letting that person build staff to meet his or her vision. Select Board members and COA Board members will review the 2013 draft job description and send comments to Town Administrator Charlene Nardi, so that the Select Board can review it at their next meeting on April 26. Pay rate and budget will be addressed at that meeting.

Documents used:

Description of the issue and some options

2013 draft job description for Senior Center Director

Adjourned at 7:00 p.m.

Approved:

Clerk