

Minutes
Williamsburg Board of Selectmen
June 20, 2019

The members of the Board of Selectmen met in regular session on Thursday, June 20, 2019, at the town office. The chair called the meeting to order at 6:03 p.m.

Present: David Mathers and Denise Banister

Absent: William Sayre

Also present: Chris Duval (Dot's Golf), Dorothy Duval, Jason Harder, Jim Moran, Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Licenses – public hearing – Liquor license, alteration of premises – Dot's Golf – The hearing was called to order at 6:03 p.m. The licensee is applying to change the premises of its All-Alcohol License to include the golf course. Liquor will be sold from a beverage cart on the golf course. (The language on the license about selling from a beverage cart was proposed by the licensee's lawyer and tracked the language used in a Massachusetts court case.) It was confirmed that alcohol purchased in the building can be carried anywhere on the premises. The applicant noted their understanding that a bartender has to open a can of beer, it can't be handed to the purchaser unopened. The hearing closed at 6:10. **Motion** was made and seconded (DB/DM) to approve the license altering the premises description to include the golf course itself. **So voted** (2-0).
2. Licenses – Brewmasters – It was reported that Brewmasters LLC may be withdrawing its application for a transfer and submitting an application for a new license.
3. Purchase of town-owned land on Laurel Road/Mountain Street – Resident Jason Harder is interested in buying a piece of land owned by the town on Laurel Road, between Laurel Road and Mountain Street. He owns the property next door and would like to put in a two-family house. The chair pointed out that if the town decided to sell, it would have to go through a bidding process and Town Meeting would have to approve. It was noted that the Highway Superintendent and Water Commission do not want the town to sell because a three-foot water main goes down Mountain Street and would be important for installing a permanent tie in to access Northampton water in an emergency. This will be addressed at a later meeting.
4. Chapter 90 – **Motion** was made and seconded (DB/DM) to approve the Chapter 90 reimbursement request for crack seal in the amount of \$30,000 on Hemenway Road, Conway Road, and Route 143. **So voted** (2-0).
5. Licenses – Live entertainment – **Motion** was made and seconded (DB/DM) to approve live entertainment musical performances at Angel Park and/or the Grange for Wednesdays July 3, 10, 17, 24, 31, August 7, 14, 21, 28, 6-8 p.m. **So voted** (2-0).

6. Police – Police Chief Denise Wickland made her regular report. She has offered the full-time position to Officer Shane Pinkham. He will start the Academy in January. Calls that came in through Dispatch were 922 for January through June, way up from last year's 728. In-house calls requiring reports were 101, compared to 90 last year. She recently took two weeks off and everything went like clockwork. Now that the town has new defibrillators, she would like to surplus six of the old ones, keeping one at the Transfer Station and one at Highway. **Motion** was made and seconded to surplus the six defibrillators that were just replaced with new ones. **So voted** (2-0).

7. Police officer legislation, letter of support – Sen. Adam Hinds has asked the Board for a letter in support of allowing a town police officer to continue to serve to age 70, and to explain why this is important. A letter will be written saying that the town wants to retain the knowledge of senior officers, that this officer has been in town a long time, is knowledgeable and can be helpful in training others, and that the law mandating retirement at age 65 is out of date and people are healthier these days. **Motion** was made and seconded (DB/DM) to authorize the chair to sign a letter of support once it is written. **So voted** (2-0).

8. Personnel and appointments –

Treasurer – job description – The Board discussed the revised job description for the Treasurer, which is now an appointed position rather than elected. **Motion** was made and seconded (DB/DM) to approve the job description for Town Treasurer as discussed. **So voted** (2-0). The Treasurer will be added to the rotation of department heads who report regularly to the Board.

Emergency Response Coordinator – The State Emergency Response Commission and the Hampshire Regional Emergency Planning Committee asked the town to appoint an Emergency Response Coordinator to represent the town. **Motion** was made and seconded (DM/DB) to appoint Denise Banister as Emergency Response Coordinator. **So voted** (2-0). (It was noted that Denise Banister can vote on it because a Town Meeting article says the Board can appoint its own members to positions.)

9. Personnel pay rates – **Motion** was made and seconded (DB/DM) to approve the FY20 rates for employees of the Town of Williamsburg. **So voted** (2-0).

10. Personnel policy – Town Administrator Charlene Nardi asked about the use of sick time for doctor's appointments of family members. Board members confirmed that sick time could be used for that, not just for the employees' own doctor's visits. It was felt that employees were not abusing the provision and if they did, the Board could address it then. Charlene will go back to tracking sick time.

11. Town Administrator's report –

Collector's vacation benefit hours – The Collector will carry over five weeks of vacation. Since this was earned when she was working 26 hours per week, it comes to 130 hours. The Collector questioned this since she would be using 150 hours to take five weeks at her current work schedule of 30 hours per week. The Board confirmed the 130 hour number. The Town Administrator noted that when her own hours were increased, the vacation carried over was similarly the number of hours earned under the old contract.

School mural – The PTO would like to move the mural on the back of the Helen E. James building to the Anne T. Dunphy School. Building Supervisor John Hoogstraten is willing to be involved. Board members approved.

Bridge Street bridge – Mark Devylder of MassDOT had said that Boston didn't like the alternating one-way bridge idea that the town proposed. He said MassDOT is going back to the drawing board, is considering other things and has no answers yet.

New Library Director – The new director is Beverly Bullock, who lives in town. She will come to the July 18 meeting.

Old Village Hill Cemetery – The Cemetery Commission has asked if the Highway Department can help pick up and straighten stones and raise a fence, estimated to be a half day of work. Highway Superintendent Bill Turner is willing for his crew to do it at the end of July, if the Board authorizes it. Board members approved.

End-of-year meeting with Finance Committee – Meeting was changed to July 11.

Chapter 61 Right of First Refusal – 73 Old Goshen Road – The executor for the estate of Margaret Misner wants to sell the land, dividing the property into two parcels, a 7 acre lot for a separate farm, which the buyer intends to change from Chapter 61A to 61B, and the remaining 31 acres with the main farm, to remain under Chapter 61A. Charlene will follow up about the process.

July 4 warrant – Payroll and expense warrants WP19-28 and W19-28, payable July 10, will be processed July 3. Board members will come in to sign them over the weekend or on Monday.

Air conditioners – The four air conditioners for the Town Offices have been acquired, two have been installed so far. Charlene is working on getting the charge on the invoice and the charge on the credit card to match up.

Helen E. James sump pump – M.J. Moran and Bay State Elevator came; replaced the main sump.

Document storage project coordinator – Grant includes \$1500 to coordinate the project. Five applications for coordinator were received. The Town Administrators for the five towns will meet to consider the applications.

Blue crosswalk – Townspeople liked the colorful paint and had a lot of suggestions on Facebook. Reflective paint may be available.

Tree work – The bid has been put out, responses due next week.

Telephone system – The VOIP system paperwork has been started.

EMPG grant – Reimbursement has been requested.

12. Correspondence – Included invitation and parking information for the Chesterfield 4th of July parade.

13. Minutes – **Motion** was made and seconded (DB/DM) to approve the minutes of May 23 as presented. **So voted** (2-0). **Motion** was made and seconded (DB/DM) to approve the minutes of June 6 as presented. **So voted** (2-0).

14. Miscellaneous –

Tree – It was noted that a tree limb on South Street is leaning on the telephone cable and the telephone company won't touch it; Highway will be asked to look at it.

Town events – A Board member went to the very sweet 6th grade graduation and the nice Field Day.

Vacations – The Administrative Assistant will be out the week of June 24 – which she needs to use or else she will lose it – and both she and the Town Administrator will be out the week of July 1.

15. Treasurer's hours and vacation and sick time – The Treasurer has just moved from being elected to being appointed.

Hours – Under the new job description the Treasurer works a minimum of 20 hours per week. He has proposed working Monday through Thursday 9-12:30, Wednesday 4-6, and the remaining four hours on Sunday or additional hours during the week. He will work additional hours as needed to meet the work load. He has another job and so needs the flexibility. Board members are fine with these hours and don't mind that he has another job as long as he gets the town's work done.

Vacation and sick time – As an appointed employee, the Treasurer's benefits are now covered by the town's personnel policy. He has worked for the town for six years as an elected official. The Board confirmed that he will earn benefits at the rate for a six-year employee, not as a new employee, with three weeks of vacation per year, not two. The Treasurer had proposed that he be allowed to carry over vacation and sick time, as he would if he had been an appointed employee all along, specifically two weeks of vacation time, since he would have had three weeks last year and had only taken one, and 180 hours of sick time, or half of what he would have earned in six years. The Board agreed on carryover of one week of vacation and 120 hours of sick time.

16. Warrant – Approved and signed the warrants: payroll warrant WP19-27 for \$132,432.43, and expense warrant W19-27 for \$378,309.18, payable 6/26/19.

Documents used

- Agenda and notes
- Liquor license Alteration of Premises application
- Map showing Laurel Road and Mountain Street
- Chapter 90 Reimbursement Request
- Live entertainment permit applications
- Treasurer's job description
- Emergency Response Coordinator appointment form
- Personnel pay rates
- Personnel policy
- Minutes
- Warrant and expense report

Adjourned at 8:13 p.m.

Approved:

Clerk