

*Minutes*  
*Williamsburg Board of Selectmen*  
*June 4, 2020*

The members of the Board of Selectmen met in regular session on Thursday, June 4, 2020, by conference call. The chair called the meeting to order at 9:00 a.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Police Department – Chief Denise Wickland gave her regular report. She said that everything is going well. There is a lot of communication in the department about what is happening nationwide (killing of a black man by Minneapolis police, and nationwide protests). There was a graffiti incident in the middle of Route 9 in the center of Williamsburg, quickly addressed by MassDOT, still under investigation. They practice and train for disturbances. The budget is in good shape. Domestic violence calls have increased, accident calls are down because people are staying at home, general disturbance calls have increased, speeding complaints are vastly increased, and because a lot of people are walking there is a lot of potential for accidents. Firearms licensing will face challenges for fingerprinting. Officers wear N95 masks and regular masks. Police cruisers are being parked at an indoor location this week. A town resident, a former Eagle Scout, is volunteering to help with the street numbering project. Board members thanked the Chief and her officers for all they do for the town. The Massachusetts Police Chiefs Association had issued a statement denouncing the actions by members of the Minneapolis Police Department. **Motion** was made and seconded (DM/WS) to sign the resolution in support of the statement of the Massachusetts Police Chiefs Association. **So voted** (3-0).

2. Other departments – Town Administrator Charlene reported on other town departments. Library employees are preparing to offer curbside book delivery. In the Fire Department recruiting is hard and attendance is down. They have had training in Narcan and Epipens – and in fact used an epipen on one of their own members who had an allergic reaction and helped save his life. Call volume is about the same. All responders are following proper PPE guidelines. Highway is working hard, with the good weather, working on South Street, and on potholes around town.

Highway truck – Finance Committee wants to put the Highway truck off till fall. Highway Superintendent Dan Banister is very concerned and would like the truck replaced – it is a 20-year-old truck, is used daily, and has broken down repeatedly. In addition there is money from sale of other highway vehicles that is going into free cash. Board members felt it was important to replace the truck now, rather than to keep spending money on it. Town Administrator Charlene Nardi will communicate this to Finance.

Board of Health – There is one new case of COVID-19 in town today, for a total of three current active cases. No employees are involved.

3. LED street light contract – Town Administrator Charlene Nardi presented the proposed contract for street light repair and maintenance with David Foster, Electrical Contractor, discussed at the 5/21 meeting, noting that this contractor offered the lowest price. Provisions will be added concerning proof of liability insurance and proof of licensing. **Motion** was made and seconded (DM/WS) to approve the LED Street Light Contract as amended. **So voted** (3-0).

4. Appointments –

**New appointments** – **Motion** was made and seconded (DM/WS) to appoint the following:

Agricultural Commission – David Nehring, three years, 2023

Animal Control Officer, Assistant – Danielle Grenier, one year, 2021

Constable – Joshua Lapointe, three years, 2023

Cultural Council – Abigail Knopp, three years, 2023

Cultural Council – Trish Lafreniere, three years, 2023

Veterans' Memorial Committee – Roy Beals, one year, 2021

**So voted** (3-0).

**Annual reappointments** – **Motion** was made and seconded (DM/WS) to reappoint the following:

Administrative Assistant – Eleanor Warnock, one year, 2021

Agricultural Commission – Alan Everett, three years, 2023

ADA Coordinator – Charlene Nardi, one year, 2021

Animal Control Officer – Shayla Howe, one year, 2021

Building Inspector – Jonathan Flagg, one year, 2021

Building Supervisor – Dan Hathaway, one year, 2021

Capital Planning – Robert Cayo, three years, 2023

Conservation Commission – Marcianna Caplis, three years, 2023

Constables – Jason Connell, three years, 2023

Council on Aging Advisory Board – Jacqueline Dufresne, three years, 2023; Gerry Mann, Lawrence West, Nancy Winninger, Associate Members, one year, 2021

Council on Aging/Senior Center staff – Melissa Wilson, Director, Sharon Loomis, Administrative Assistant, Melinda McCall, Meal Site Coordinator, Carol Hendricks, Outreach Coordinator, Tryna Hope, Office Assistant, one year, 2021

Emergency Management Assistant Director – Jason Connell, one year 2021

Energy Committee – Charles Dudek, Mary Dudek, Paul Fenn, Gerry Mann, one year, 2021

Field Driver Coordinator – Robin Merritt, Diane Merritt, one year, 2021

Field Driver Team – Kathy Emerson, Alan Everett, Sue Fortgang, Sue Froehlich, Mike Hebert, David Nehring, Carl Schlernman, one year, 2021

Fire Chief and Forest Fire Warden – Jason Connell, one year, 2021

Gas Inspector – Don Lawton, one year, 2021

Hilltown Resource Management Cooperative – Gordon Rusty Luce, one year, 2021

Historical Commission – Steven Herzberg, three years, 2023

Measurer Gravel Soil and Manure – Alan Everett, one year, 2021

Mill River Greenway Committee – Eric Bloomquist, Francie Borden, Nick Dines, John Hoogstraten, Jim Hyslip, Gaby Immerman, Jody Nishman, Joseph Rogers, David Weber, James Weed, one year, 2021

Open Space and Recreation Committee – Eric Bloomquist, Kenley Clark, Paul Kennedy, Sally Loomis, Melinda McCall, Markelle Smith, one year, 2021

Owner’s Project Manager Steering Committee – James Ayres, Kim Boas, Daniel Bonham, Mitch Cichy, Jason Connell, Brenda Lessard, Jean O’Neil, Paul Wetzel, Denise Wickland, one year, 2021

Parking Clerk – Charlene Nardi, one year, 2021

Pioneer Valley Planning Commission (PVPC) Alternate Commissioner – Christopher Flory, one year, 2021

Pioneer Valley Region Joint Transportation Commission – Nick Dines, Alternate, one year, 2021

Planning Board – Christopher Flory, five years, 2025

Plumbing Inspector – Don Lawton, one year, 2021

Police and Fire Chaplain – Worth Noyes, one year, 2021

Police Chief – Denise Wickland, one year, 2021

Police Officers – Jason Soukup, Sergeant, Michael Wayne, Corporal, Mitchell Cichy, Peter Fisher, Michael LeMoine, Aubrey Luszczyki, Bryan Luszczyki, Shane Pinkham, Robert Reinke, one year, 2021

Procurement Officer – Charlene Nardi, one year, 2021

Registrar of Voters – Marjorie Dunphy, three years, 2023

Surveyor of Wood and Lumber – Alden Bacon, one year, 2021

Technology Committee – Tom Adams, David Chase, David Martin, David Nardi, Kyle Schwartz one year, 2021

Tree Warden and Gypsy Moth Superintendent – Thomas Por, one year, 2021

Veterans’ Memorial Committee – Dan Nye, one year, 2021

Wiring Inspector/Electrical Inspector – Roger Malo, one year, 2021

Woodland Trails Committee – Dwight Baghdoyan, Gwen Blodgett, John Hoogstraten, Paul Jahnlige, Eileen Keegan, Sarah LaPointe, Diane Merritt, David Weber, one year, 2021

Zoning Board of Appeals – Gerald Mann, three years, 2023; Paul Kennedy, Alternate, one year 2021.

**So voted** (3-0).

**Motion** was made and seconded (DM/WS) to reappoint Denise Banister as Emergency Management Director, one year, 2021, Dan Banister as Highway Superintendent, Pioneer Valley Region Join Transportation Commission, and Trench Permit Granting Authority, one year, 2021.

**So voted** (2-0, DB recusing herself).

Pioneer Valley Transit Authority Representative – The chair appointed J.M. Sorrell, one year, 2021.

Assistant Town Treasurer – **Motion** was made and seconded (DM/WS) to concur with Treasurer’s appointment of Karen Karowski as Assistant Treasurer, one year, 2021. **So voted** (3-0).

**Motion** was made and seconded (WS/DM) to disband the Community Development Advisory Committee as of June 30, 2020. **So voted** (3-0).

5. Annual Town Meeting warrant – **Motion** was made and seconded (DM/WS) to authorize the Board to sign the warrant for the Annual Town Meeting, to be held Monday, June 29, 2020, at 5 p.m. **So voted** (3-0).

6. Tent costs and other preparations for Annual Town Meeting – Town Administrator Charlene Nardi recommended renting a tent from Party Patrol Rentals. Board members considered the 30x60 size (\$995) and 40x80 (\$1495) and decided on the larger size, plus chairs (\$1 each). The American Legion will lend folding tables. Tent costs may be reimbursable under the CARES Act. **Motion** was made and seconded (WS/DM) to rent the larger, 40x80, tent and 100 chairs. **So voted** (3-0). Board members went on to discuss disinfecting, signage about masks, seeing where the tent will go, a card system for voting, masks, and a PA system.

7. Licenses – outdoor seating – The Administrative Assistant reported that the Governor’s order for Phase II Reopening will allow restaurants to open to serve food outdoors and allow liquor licensees to expand their licensed premises to include outdoor seating, until November 2020 or until the order is rescinded, and she presented a proposed process. Restaurants would apply, describing their revised outdoor seating plan, and approval could be given by the Town Administrator, in consultation with the Select Board and Health Agent, without needing to wait for a Select Board meeting. Similarly with liquor licensees whose licensed premises already include outdoor areas. For licensees who want to expand their premises, the application would also include a description of the ways they are complying with the pre-existing rules on outdoor seating, such as having a fenced-off or roped-off area. The change in licensed premises would need approval at a Select Board meeting but would not require a public hearing, notice to abutters or approval by the Alcoholic Beverages Control Commission. **Motion** was made and seconded (DM/WS) to approve the process for outdoor seating to serve food or alcohol. **So voted** (3-0). The Board thanked the Administrative Assistant for all her work on the licenses.

8. Town Administrator’s report –

Finance and school budget – Town Administrator Charlene Nardi explained that there are two options for the school budget: one is to vote the budget in June as submitted and then revisit it in November for possible reductions if necessary, the other is to reduce the budget upfront in June and revisit in November and possibly add money. The big unknown is how much the state will cut Chapter 70 money. Discussion included leaning toward starting with a reduced amount, as the school has savings from being closed for three months in FY20 and cuts from Chapter 70 are unknown at this time, that it is difficult for the school to operate if the budget is reduced now, and that the process of setting the tax rate is easier if the whole budget is voted now. Discussion also included changing the wording of the article to vote the whole school budget rather than just the town’s portion, on a suggestion by the school, which may give the town more authority to change the budget without a town meeting. Concerns were expressed about possible consequences of doing that. Charlene will reach out to other Town Administrators to find what they are doing and to Rep. Natalie Blais for information about the state.

Graffiti – There was graffiti in the center of town on Route 9 where it intersects North Street. MassDOT took care of it.

Chapter 61A – 5 Hatfield Street – There is a proposal to convert 24.75 acres from Chapter 61A for a ground-mounted solar project. A town resident expressed concern that this kind of project would produce flooding. It was pointed out that the concern is not relevant to the Select Board’s decision about whether to buy the property and properly belongs to the Zoning Board of Appeals. The letter will be forwarded to them.

Police cars – Cars are being parked at an indoor location for the week.

Audit – The auditor’s Management Letter has been sent to the departments with request to respond. The letter and responses will be on the agenda for next meeting.

Generator – Electrician Winston Bancroft gave a quote of \$7500 to replace the existing generator at the Highway Garage with a 20kW generator, which he thinks is sufficient to power everything. The Transfer Station may be interested in the old Highway generator. The Board will look at the generator issue again for the fall town meeting or next year’s town meeting.

HCDC grant – HCDC is applying for a joint CARES Act grant for economic development and food access and asks if the town would like to participate. This is for low and moderate income households and small businesses; the town would not get anything directly. **Motion** was made and seconded (WS/DM) to participate in the HCDC grant for food insecurity and economic development. **So voted** (3-0).

9. Minutes – **Motion** was made and seconded (DM/WS) to approve the minutes of May 21. **So voted** (3-0).

10. Warrant – Dave Mathers will review and sign the warrant.

Documents used

Agenda and notes

Resolution in support of Mass. Police Chiefs Association statement

LED street light contract

List of appointments and reappointments

Annual Town Meeting warrant

Application for outdoor seating

HCDC grant

Minutes

Adjourned at 10:56 a.m.

Approved:

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Clerk