

*Minutes*  
*Williamsburg Board of Selectmen*  
*July 16, 2020*

The members of the Board of Selectmen met in regular session on Thursday, July 16, 2020, by video conference call. Chair Denise Banister called the meeting to order at 9:00 a.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Dan Hathaway (Building Supervisor), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

Board of Library Trustees: Pat Billingsley, Ken Borden, Joan Coryat, Fred Goodhue, Charlotte Meryman

Williamsburg Market, Inc.: Sean Mallari, Stephen Smith

1. Board reorganization – **Motion** was made and seconded (DM/DB) to appoint William Sayre as chair of the Select Board. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint Dave Mathers as clerk of the Select Board. **So voted** (3-0).

2. Licenses – public hearing – Williamsburg Market, Inc. – Package Store Wine and Malt Beverages – The public hearing opened at 9:03 a.m. and the new chair read the published notice of hearing. The Administrative Assistant reported that all the paperwork was in good order. Steve Smith presented the application, saying that the selling area would be 2068 square feet, with additional storage space for a total of 5,520 square feet. They are requesting hours of Monday through Saturday 8 a.m. to 7 p.m., Sunday 10 a.m. to 7 p.m. No additional investment is needed to add the liquor license. They will be training their staff under TIPS alcohol certification training, and all alcohol selling staff and all checkout staff will be over 18. They see the license as an added benefit for their customers. The public hearing ended at 9:10 a.m. **Motion** was made and seconded (DB/DM) to approve the Package Store Wine and Malt Beverages license for Williamsburg Market, Inc., and send it to the ABCC for approval. **So voted** (3-0). **Motion** was made and seconded (DM/DB) to sign and issue the license once it is approved by the ABCC. **So voted** (3-0).

3. Board of Library Trustees – joint meeting of Board of Selectmen and Board of Library Trustees – The joint meeting was called to order at 9:12 a.m.

Appointment – **Motion** was made and seconded (DB/DM) to accept the resignation of Cynthia Barker from the Board of Library Trustees, with thanks and wishes for great luck in her new life in Pennsylvania. **So voted** (3-0). **Motion** was made and seconded (DB/DM) to appoint Fred Goodhue to the Board of Library Trustees until the next election, term to expire June 30, 2021. Members of the Board of Library Trustees spoke strongly in support of the appointment. **So voted** (Denise Banister aye, Dave Mathers aye, William Sayre aye, Pat Billingsley aye, Joan Coryat aye, Ken Borden aye, Charlotte Meryman aye).

Library HVAC issue – Town Administrator Charlene Nardi reported that a leak was discovered on June 22 in the mini-split in the Picture Book Room. The same thing has happened multiple times over the years due to the build-up of sludge and the way the mini-splits were installed. Jamrog has proposed a different drain mechanism. The library is waiting for an estimate, which

will be brought to a Special Town Meeting, probably in October. The joint meeting ended at 9:21 a.m.

4. Building Supervisor – Building Supervisor Dan Hathaway gave his first regular report. Anne T. Dunphy School trim – The trim had been put on improperly and a piece fell off last week. Finish nails were used on thin plywood; everything will need to be renailed or screwed. It is a job for an outside contractor. It was on the prior Building Supervisor's list for a while but it will now be a priority.

Library roof – The rear entrance roof had been done improperly and has now been repaired. He will wait till winter to see how well it works. There are also some ice dam issues along the perimeter of the original roof; this is an ongoing investigation but not a huge issue.

His role – He has discussed his role with Town Administrator Charlene Nardi. Some larger work involves finding an outside contractor. He will keep Charlene informed about the projects. Charlene noted that he has worked on many other projects this spring such as floor work, putting in the new dehumidifier in the Meekins vault, and installing air conditioners in a more permanent way, as John Hoogstraten did with the new ones last year. The plan is to add coverings to all of them, to save the yearly effort of putting them in and taking them out. Board members expressed appreciation for his attention to the town's buildings.

5. Architect contract – There have been changes and the contract is not yet ready to be signed. The Board scheduled a meeting on Tuesday, July 21, to sign the contract.

6. Appointments – **Motion** was made and seconded (DB/DM) to appoint Jennifer Black to the Mill River Greenway Committee, for a term through June 30, 2021. **So voted** (3-0).

7. Traffic count request – speed – PVPC offers two free traffic counts per year, with a choice between traffic volume and speed. The town will choose speed. [It was later determined that the town can request both.] **Motion** was made and seconded (DB/DM) to authorize the chair to sign the form requesting traffic speed counts on Kingsley Avenue and High Street. **So voted** (3-0).

8. Request for Information (RFI) for Marijuana retail – Town Administrator Charlene Nardi reported that there has not yet been a response to the Board's questions from last February on the proposed RFI. The attorney who had been handling it has left the firm and Charlene is waiting for the new attorney. She will follow up with the principal attorney.

9. Boy Scouts – Several local members of the Boy Scouts, young people and adult, have recently done service for the town. Tyler Allcroft put up house number signs on Mountain Street, and he and other members of the Allcroft family and Heath Marney, refurbished the town's basketball hoops. **Motion** was made and seconded (DM/DB) to authorize the chair to sign the letter of thanks. **So voted** (3-0).

10. Personnel pay rates – There is no pay increase for FY21. **Motion** was made and seconded (DM/DB) to approve the FY21 pay rates for town employees. **So voted** (3-0). A question was raised about whether the rate for firefighters is affecting recruiting. The Chief can be asked to address this when he comes in to a Board meeting in October.

11. Licenses – Live entertainment – **Motion** was made and seconded (DM/WS) to ratify the chair’s signing the live entertainment permit for Dot’s Golf. **So voted** (3-0). The former chair had signed the permit in the long stretch between this meeting and the last so there would not be a delay. **Motion** was made and seconded (DB/DM) to approve a live entertainment permit for Valley View Farm LLC and Yellow Barn Inc. for Saturday July 18, Fridays July 24, 31, August 7, 21, and 28, from 6 to 10 p.m.

Revision of form – Board members considered changes to the live entertainment application form and decided to leave the form as it is.

12. Town Administrator’s report –

Businesses and COVID-19 requirements – Town Administrator Charlene Nardi reported that there are issues concerning one particular business where employees are not wearing face masks. The Board of Health is managing the situation. The Board of Health can issue a civil fine. In response to a phone call from a business that asked for support when people waiting in line are not wearing masks, she drafted a letter to be sent to all businesses with proposed notices for posting, and she has put out a town-wide call and posted information on Facebook about wearing face masks. She added that a person who cannot wear a mask for health reasons has to be accommodated.

CARES Act award letter – The town received an award letter for \$33,034. She and Emergency Management Director Denise Banister will have a phone meeting with MEMA to see how the two funding sources, CARES Act and MEMA, work together, how and why the full amount requested, \$69,000, was reduced to \$33,000, and what part of the \$33,000 is for the school. Only a small part is for money already spent. The in-kind funding match for MEMA will be covered by the time of EMD Denise Banister, Board of Health chair Donna Gibson, and Town Administrator Charlene Nardi.

East Main Street sidewalk – There have been six requests for information in response to the quote request for the project – sidewalk, crosswalk and pedestrian flashing sign for East Main Street, Valley View Road and Nash Hill Road.

Personnel evaluations – The three-month evaluation of the Senior Center Director and the three-to-six month evaluation for the Highway Superintendent have been completed. Everything is satisfactory. Since it had been five months for the Highway Superintendent, this was treated as a six-month evaluation and the probation period has been ended. Regular reviews are scheduled for the fall. There remains the meeting about how to handle the Highway Superintendent’s comp time for plowing.

Chapter 90 – Chapter 90 requests that have just been signed are: a final Reimbursement Request for South Street, and Project Requests for crack seal of various roads, resurface of Old Goshen Road, and shim and chip seal for several roads.

Speed, continued – Another possibility for controlling speed is purchasing “Your speed is” signs. Charlene will look into the cost. An advantage of purchasing it under a town meeting warrant article is that it gets publicized and voters get involved in talking about the issue. Portability and data capture/retention are important features.

Transportation Bond Bill – She reported that Sen. Hinds has filed an amendment to the Transportation Bond Bill for the Mountain Street engineering and the Mill River Greenway project, for a total of \$2,393,000. This will help move the Mountain Street project forward on

the TIP, though she reminded the Board that Transportation Bond Bills may be approved without being funded.

Planning Board and accessory apartments – The Planning Board is drafting bylaw changes on accessory apartments and wondered if they should come to the Special Town Meeting in the fall or wait until Annual Town Meeting in the spring. Since it is a zoning issue and there is no urgency, the Board would prefer to wait till Annual Town Meeting.

Opioid litigation – She gave an update on the class action suit, which is moving forward. Some of the companies involved are filing for bankruptcy.

13. Correspondence – A Board member asked for copies of certain items of correspondence.

14. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of June 18. **So voted** (3-0). Town Administrator Charlene Nardi will ask the Fire Chief for a copy of the Fire Department's Master Plan summary outline for vehicles, since it relates to the design of the Public Safety Complex. **Motion** was made and seconded (DM/DB) to approve the minutes for June 29. **So voted** (3-0).

15. Miscellaneous –

Gas station in Haydenville – There have been comments that the owner is selling vehicles on All Things Williamsburg, not selling gas. Charlene Nardi will follow up.

16. Warrant – Dave Mathers will continue to be responsible for signing the warrant.

Adjourned at 11:02 a.m.

Approved:

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Clerk