

Minutes
Williamsburg Board of Selectmen
August 27, 2020

The members of the Board of Selectmen met in regular session on Thursday, August 27, 2020, by video conference call. The chair called the meeting to order at 9:03 a.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Dan Banister (Highway Superintendent), Beverly Bullock (Library Director), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Highway Department – Highway Superintendent Dan Banister made his regular report. They have been very busy and have done a lot of projects, including repairing a catch basin, cleaning roadside ditches, mowing, shimming, chip sealing and crack sealing, dealing with trees that have come down. Upcoming are tasks at the Helen E. James Building, and painting of crosswalks, parking lot and street parking spots. He expressed appreciation for Foreman Don Turner and said that Don is very knowledgeable and always there willing to offer advice and make Dan's job easier. Taylor Davis Landscape and Construction has started the work on the East Main Street sidewalk. Town Administrator Charlene Nardi will call about the trash on South Street. Board members thanked Dan for the good work his crew is doing and for his great report.

2. Appointments – resignation – Council on Aging Advisory Board – **Motion** was made and seconded (DM/DB) to accept the resignation of Margaret Ricci from the COA Advisory Board and thank her for her service. **So voted** (DM aye, DB aye, WS aye).

3. Building Inspector contract for FY21 – Town Administrator Charlene Nardi presented the Building Inspector contract, for \$42,500, saying it was the same amount as for FY20, with no increase, and no changes except that names and dates have been updated, Louis Hasbrouck removed and Jonathan Flagg and Kevin Ross added. Board members and the Town Administrator commented that they have been extremely happy with this relationship – the Building Inspector's office is very responsive, thorough in what they do, and they care about the town of Williamsburg. **Motion** was made and seconded (DM/DB) to sign the Building Inspector contract with the City of Northampton. **So voted** (DM aye, DB aye, WS aye.) The Building Inspector will be asked to evaluate the situation with the gas station, Haydenville Gas & Electric, since there are frequent questions, the place is not pumping gas, and there is a rule that if tanks are not being used they need to be removed.

4. Electrical Inspection contract – **Motion** was made and seconded (DM/DB) to sign the Electrical Inspection contract with the City of Northampton. **So voted** (DM aye, DB aye, WS aye).

5. Personnel policy – The changes discussed at the last meeting have been added – adding the Highway Superintendent comp time agreement, and adding the Juneteenth holiday and rewording the holiday section into federal and state holidays. **Motion** was made and seconded (DB/DM) to approve the changes to the Personnel Policy. **So voted** (DB aye, DM aye, WS aye). Board members thanked the Administrative Assistant for figuring out the holiday language.

6. Building and staffing changes for COVID-19 – Town Administrator Charlene Nardi reported that she asked the various departments what they need in the buildings to go forward and to assess whether staff hours are being filled and whether furloughs or reduction in hours would be appropriate. Assessors – Assessor will use the screened area being developed to meet with the public; the work is the same. Collector – Collector is working from home and resolves issues by phone or email; she has ordered a laptop to use instead of her personal laptop. Police – A lobby area is being developed, for example for fingerprinting; no staffing changes. Fire – No changes. Treasurer – No changes. Highway – No needs except ongoing PPE, especially wipes for trucks. Intent is not to fill the laborer position; they will use seasonal personnel as needed. Town Clerk – Clerk currently meets people outside and will use the public area when weather is colder. She has been encouraged to consider the Anne T. Dunphy School for November voting, because of one-way entrance and exit, large space and good ventilation. The Board agreed and recommended the change. Library – Shields have been made thanks to Carl Schlerman. The library is not open to the public but curbside delivery is active. COVID-19 has added to their tasks. Statistics starting June 9: 946 curbside deliveries, 4314 items checked out, 5041 items checked in, 156 phone calls or messages, 172 transactions by email. They are discussing how to support teachers, students and families in the school year. Senior Center – The center has purchased two laptops, through a grant, and a phone, so they can work in the meal site and from home. Shields are being made. The work has changed. Since the Senior Center will not be opening at any time soon and the functions and responsibilities of the positions have been changed under the new operations, Senior Center Director Melissa Wilson is recommending a reduction in the hours of the Administrative Assistant position from 19 hours to 14 hours per week, a reduction in the Meal Site Coordinator position from 13 hours to 9 hours per week, an increase in the Outreach Coordinator position from 4 hours to 8 hours per week, and an increase in the Office Assistant position to 16 hours per week. It was suggested that the Office Assistant should increase only to 15 hours, in order not to add a new benefitted position. Benefitted positions – Twenty hours per week is the threshold for medical coverage, 16 for vacation, sick, and holiday time. There was concern that the threshold for benefitted time off may be too low. Current positions could be grandfathered. Charlene will make a list of the positions that might be affected, for a future discussion.

7. Fire Department Fleet Master Plan – The Board had asked Fire Chief Connell for a five-year plan for the department vehicles. The Board reviewed the plan and felt that a lot of thought had been put into it. It is also timely because the architect is working on the new Public Safety Complex based on this plan. There was a clarifying discussion about a couple of the items – the number of attack pumpers and the tanker. The Board liked the list, thought it was a very good plan, and confirmed that it fully supports the Fire Chief's look into the future of the fleet.

8. Town Administrator's report – Police Station air quality – Town Administrator Charlene Nardi reported that the Police Chief expressed concern about the air quality at the station. Comments and suggestions included a past issue with fire engine exhaust before the walls were sealed, a past issue with mold in the basement, a recent leak in the boiler, some standing water, ventilation to outside, adding a dehumidifier, adding an air exchanger, using exhaust fans to bring air in, cleaning the air conditioner, having someone knowledgeable check the ventilation and air flow, and encouraging officers to use their cars or the town offices as work spaces instead of the Police Department building.

Fire Department personnel – A member had a medical incident, was treated at the scene and taken to the hospital, and is doing fine. A claim has been submitted.

COVID-19 – Two town employees were quarantined after interaction with a person who later tested positive for COVID-19; both tested negative. The process of handling the situation, including notifying the Board of Health and discussing what needed to be done, went just as it should.

Live entertainment – A resident complained about noise from a business’s outdoor live entertainment. Board members noted that loudspeakers are not aimed in the direction of the person’s house, and that the noise was within the allowable timeframe, i.e., up to 10 p.m. outside. The business was notified of the concern. They will make sure the speakers aren’t aimed toward the residential areas of the village.

Elevator – Charlene reported that Otis Elevator has bought out Bay State Elevator. When the contract expires next spring she will take the opportunity to go out for quotes.

Foreman job description – The job description was created based on another community’s job description, and the Highway Superintendent and Foreman reviewed and tweaked it. **Motion** was made and seconded (DM/DB) to accept the Highway Department Foreman’s job description as presented. **So voted** (DM aye, DB aye, WS aye).

Flu clinic – The Senior Center Director would like to host a flu vaccine clinic, for seniors only, through CVS. The date of Friday, October 9, was suggested, outdoors at the Town Offices under a tent. The Anne T. Dunphy School, with its drive-through portico, was mentioned as an alternate possibility for a different date.

Use of Angel Park – Charlene reported that there has been a request to use Angel Park for an event and Nick Dines of Angel Park has asked that the town track and authorize any requests as there may be more requests during COVID-19 restrictions. The town’s building and facilities use policy was originally written for the Town Offices but could apply as well to Angel Park, and requests could come to the Selectmen’s office. Discussion included who needs permission (e.g., none for a lunch date but needed for a gathering of ten or more people), whether people with permission have exclusive use, how to notify people that they need to request permission, whether the town needs to formalize it at all, whether the space needs to be left for reflection and grieving, and whether it should be booked for regular classes. Charlene will find out how the system is working now and talk to the Town Clerk, who handles weddings. The policy will be reviewed to see if it needs adjusting.

Line painting – Painting will begin Tuesday, September 1, at 9 in the evening, mostly double lines in the middle of the road.

Williamsburg Market liquor license – License has been approved by the ABCC. The license certificate will be signed and given to the Market.

Fire Department – Code Violation Order – Fire Chief Jason Connell, in conjunction with the state Department of Fire Services, did an inspection of a new building, and was concerned that it was too close to a large propane tank, and issued a code violation. The possible solutions were cost prohibitive. This was on March 11 and due to the onset of COVID-19, the owner missed the 45-day appeal deadline. Chief Connell re-issued the order on August 20, to allow owner the opportunity to appeal the order.

9. Miscellaneous –

PVPC traffic count – Charlene will follow up with PVPC.

Speed signage “Your speed is” – Charlene will follow up with Chief Wickland.

Speed limits – chapter 90 section 17C – Charlene has asked the attorney about the process.

Dunphy School siding – Charlene will find the specs and give them to Building Supervisor Dan Hathaway.

Depot Road culvert – It is being worked on. The NOI is not yet completed. There was a meeting in July at the road. Concern was expressed about waiting too long to go out to bid for the construction. Charlene will follow up.

Administrative Assistant in office – She will work in the office on Tuesdays, to do work that she can't do from home, and Charlene will work from home that day.

10. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of August 13. **So voted** (DM aye, DB aye, WS aye). **Motion** was made and seconded (DM/DB) to approve the minutes of August 20 with the OPM Steering Committee. **So voted** (DM aye, DB aye, WS aye).

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

Documents used

Resignation letter

Inspection contracts

Personnel policy

Fire Department Fleet Master Plan

Highway Foreman job description

Minutes

Adjourned at 10:58 a.m.

Approved:

Clerk