

Minutes
Williamsburg Board of Selectmen
September 27, 2018

The members of the Board of Selectmen met in regular session on Thursday, September 27, 2018, at the town office. The chair called the meeting to order at 6:03 p.m. and noted that the meeting was being recorded by the Country Journal reporter.

Present: William Sayre, David Mathers and Denise Banister

Also present: Shayla Howe (Animal Control Officer), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

CDAC: Nick Dines, Sally Loomis, Eric Weber

1. Animal Control Officer -

Fees – Animal Control Officer Shayla Howe described a recent incident where a dog came into her custody and the owner could not pay the fees, including an ongoing daily fee for boarding. She asked what the Board would like her to do in the future when an owner has no clear ability to pay and it costs her to continue to keep the dog. **Motion** was made and seconded (WS/DB) to affirm that the Animal Control Officer has authority to deal with situations where the owner is unable to pay bills. **So voted** (3-0). It was also suggested that the Animal Control Officer should not bear the costs when she waives fees and that the town should pay what she would normally get; she will work with the Town Administrator on this.

Old incident, written report – She mentioned an old incident where there was a hostile dog but no dog bite. Now years later she is being asked for a report. The police report is brief. She said she could write up something based on her memory and her log. It was recommended that she not write a report; it is the town's policy to provide copies of public reports but not to create a report in response to a request.

Hostile resident – A resident has harassed her in the past and she would rather not deal with him. Recently his family got a dog and a neighbor asked her to do a wellbeing check. It was noted that wellbeing checks need only be done on written or otherwise specific credible complaints. The Board also encouraged Shayla to take along a police officer when she is uncomfortable going somewhere alone.

Board members thanked her for her good work and encouraged her to call Town Administrator Charlene Nardi when she has issues.

2. Community Development Advisory Committee (CDAC) – CDAC presented a framework for evaluating projects, things to consider when something comes before the town. It was suggested that the document be sent around to various committees to get feedback and further ideas. It also needs to be decided which projects merit this level of scrutiny – e.g., larger projects and projects that the town is doing rather than private projects. CDAC will write something to be sent out. The Board thanked committee members for their excellent work.

3. Elections – **Motion** was made and seconded (WS/DB) to authorize the board to sign the warrant for the State Election November 6, 2018. **So voted** (3-0).

4. EMPG grant – Emergency Manager Denise Banister explained that the EMPG grant (Emergency Management Performance Grant) is an annual grant, used this year for emergency shelter supplies. The emergency response trailer will fit out to be an emergency shelter in case it becomes necessary. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the EMPG grant in the amount of \$2460. **So voted** (3-0).

5. Complete Streets – Tier II – Town Administrator Charlene Nardi reported that the Tier II prioritization plan, as revised, was accepted and approved by the state.

Tier III – She presented funding requests for three projects, continuing the South Street sidewalk for \$165,000, East Main Street for \$110,000, and Nash Hill Road up to Nash Hill Place for \$90,000. It comes to \$365,000, under the \$400,000 cap. **Motion** was made and seconded (DB/WS) to authorize the board to sign the Complete Streets Tier III funding request for three projects, South Street, East Main Street, and Nash Hill Road, for a total of \$365,000. **So voted** (3-0).

6. Appointments – Meal Site Coordinator – Melinda McCall was hired as interim Meal Site Coordinator in the spring. Charlene Nardi reported that Melinda has been doing a wonderful job, with warmth and enthusiasm and good cooking and people are very happy with her. Melinda is also working several hours in the office. The new Senior Center Director, Jennifer Hoffman, recommends that Melinda be hired permanently for up to 13 hours a week. The job was originally for 11 hours and the additional hours are for work in the office. **Motion** was made and seconded (DB/WS) to hire Melinda McCall as part-time permanent Meal Site Coordinator for no more than 13 hours a week. **So voted** (3-0).

7. AED (Automated External Defibrillator) – Charlene Nardi reported that town office staff were trained in use of the AED. It is hanging on the wall between the Meal Site and the bathroom. Charlene is in charge of checking it monthly, and she will look into the timeframe for changing the battery.

8. Heating fuel oil – The heating oil supplier, F.L. Roberts, had asked whether the town wanted regular #2 fuel oil or a 20% biodiesel blend. Information received included that biodiesel burns cleaner and is a renewable carbon source but more has to be burned and since the price is the same, it would cost the town \$600 more. In addition, use of biodiesel would hurt the town's record with Green Communities since the emphasis is on using less fuel and biodiesel uses more, and there is no credit for burning cleaner. The maintenance contractor, Jamrog, does not have experience with biodiesel. It was reported that most companies are going with biodiesel and just not telling their clients, and F.L. Roberts wants to be transparent. The Board recommended staying with the #2 fuel oil for the upcoming heating season. It was suggested that the town watch the price to see if it goes down next time.

9. Whistleblower policy – Town Administrator Charlene Nardi distributed a draft whistleblower policy, to encourage employees who see things being done incorrectly to report them, and to protect the employees from any backlash from that reporting. She noted that the auditors had recommended having such a policy. It was noted that the policy encourages employees to go through the proper channels and that it protects the town as well as the employee. Board members were generally favorable but would like Town Counsel to review the policy.

10. Town Administrator's report –

Evaluations – Town Administrator Charlene Nardi briefly reviewed the evaluation process and distributed some forms. Board members would like Charlene to be present during the reviews and to be in charge of scheduling them. The person doing a review will be the liaison for the department; each Board member has one and the chair has two. In addition, the Town Administrator will be reviewed by the previous year's chair (William Sayre), and the Collector will be reviewed by the other board member that is not the chair (Denise Banister).

Truck title error – It was discovered that the truck that was sold listed mileage of 772,000 on the title rather than 72,000. A correction is in process.

LED streetlight conversion – It is planned for November 15.

Highway Department quarterly meetings – The Department has set up regular department meetings again and Charlene reported on the recent meeting. Topics included the new evaluation process, the new OSHA regulations, how things are going, whether they are getting trainings they need, handling resident complaints, creating a positive work environment, and following appropriate lines of communication. It was recommended that when Highway Superintendent Bill Turner is on vacation, Don Turner will take the lead on projects and Jennifer Westlake will do administrative paperwork. No concerns were raised. She noted that two crew members are working toward licenses for the Water Department.

Senior Center – Charlene reported that the new Director, Jennifer Hoffman, has been reaching out to people within the community and outside, has met with her advisory board and has sent a well written report. The community likes her and she is excited to be here.

Highway Department holiday party – The recommended date is Friday, December 21, not Christmas Eve. They will ask retiree Peter Banister if he wants to coordinate the party, otherwise it will be smaller.

Personnel policy – holidays – Charlene pointed out that not everyone celebrates religious holidays or the same religious holidays and recommended making one or two holidays flexible. It was suggested that two holidays, such as Martin Luther King Day and Columbus Day, be eliminated as holidays and become floating holidays. This will be discussed further at a future meeting.

Town office staff meeting – After department updates at the recent staff meeting Charlene shared information on the new defibrillator and the adoption of OSHA regulations, and the group brainstormed future topics such as handling emergencies in the town offices.

School generator fence – The fence for the Anne T. Dunphy School generator has been installed. Charlene will send an email to the resident who complained about the noise.

Rectangular Rapid Flashing Beacons – The new pedestrian flashing lights have been installed. Discussion included asking police to monitor them and enforce stopping, notifying townspeople that they are there, and encouraging the school crossing guard to use them in addition to a hand-held stop sign. Charlene will follow up.

Meeting with Sen. Hinds' staff – Charlene Nardi and Selectman William Sayre met with Jon Gould, legislative aide for Sen. Hinds. Topics included the need for help with infrastructure – e.g., the public safety complex, the Depot Road culvert – and schools and school budgets, e.g., unfunded mandates, charter schools. They decided to ask Sen. Hinds for a personal meeting to discuss options.

Painting fire hydrants – Water/Sewer chair Bill Turner asked about the suggestion that senior or veteran tax workoff volunteers might paint the fire hydrants. It was recommended that the Town Administrator find out how it needs to be done and choose the right people.

Old Town Hall work – Work was in progress and a National Grid supervisor asked them to stop because it was too close to a major electrical line for the Anne T. Dunphy School. John Hoogstraten was overseeing the work and was following appropriate safety rules. The current plan is to have National Grid shut off power to the school on Monday October 8 and Tuesday October 9, when the school is not in session (the generator will come on) and the work at Old Town Hall can be finished.

MassDOT and Bridge Street – Charlene reported that there will be a meeting tomorrow with MassDOT to discuss how the town wants to handle Bridge Street in light of MassDOT regulations requiring two sidewalks on the bridge. Dave Mathers, Bill Turner and Charlene will attend.

Adoption of OSHA standards, Department of Labor audit – Charlene reported that a voluntary audit of Highway and Water/Sewer occurred yesterday and it went very well. A few minor corrections are needed along with some written policies.

11. Correspondence – Included the MMA legislative breakfast meeting on October 26.

12. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of September

13. **So voted** (3-0). It was noted that the minutes of August 30 had been reworded to clarify the 20% for the Mill River Greenway Recreational Trails Program grant.

13. Warrant – Approved and signed the expense warrant, WP19-08 for \$112,593.91, payable 10/3/18. Board members will come in later to sign the payroll warrant.

14. Miscellaneous –

Transfer Station fence – It was noted that the new split rail fence from Fitzgerald Fences looks great.

FY18 year end and new tax rate – Charlene Nardi noted that closing the year-end books is still in progress.

Documents used

- Agenda and notes
- CDAC draft project evaluation framework
- State election warrant 11/6/18
- Complete Streets Tier 3 contract
- Draft whistleblower policy
- Minutes
- Expense warrant

Adjourned at 9:02 p.m.

Approved:

Clerk