

Minutes
Williamsburg Board of Selectmen
November 30, 2023

The members of the Board of Selectmen met in regular session on Thursday, November 30, 2023, at the town office. The chair called the meeting to order at 4:00 p.m.

Present: William Sayre, Denise Banister and Paul Wetzel

Also present: Beverly Bullock, Michael Bullock, Nick Caccamo (Town Administrator), Sharon Strzegowski (Police Administrative Assistant), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Police –

Staffing – In response to a question, Police Chief Denise Wickland explained that they are short of staff. The pay is too low. They get zero applications. They have publicized and brainstormed. The officers they have are dedicated.

Budget – The officers that were expected to attend the Bridge Academy this year will not be going, or for whatever other reason will not need the town's budget line. So there is \$17,000 that the department doesn't need for the Bridge Academy. They would like use the money for necessary things in the new building, such as a fax, a temporary security camera system, and new computers. They can't move into the new building until there are phones and security cameras. The Board encouraged them to get what they need and pay out of general expenses, and at the end of the year the Board could look at transferring money from the Bridge Academy line.

2. Meekins Library gutter project – Town Administrator Nick Caccamo reported that a change order is needed for the Meekins gutter project. After Larochelle Construction Company completed the job, a follow-up visit revealed that a small section had been missed in the plan. Nick noted that in hindsight the town would have been well served to get a firm to create the bid documents. Larochelle made recommendations for how to proceed. **Motion** was made and seconded (DB/PW) to sign the Change Order #1 Option #3 with Larochelle Construction for \$13,806.26 for the Meekins roof repair. **So voted** (3-0).

3. Tax Classification – The tax information isn't quite ready so the tax classification hearing will be set for Tuesday, December 5 at 4 p.m.

4. Public Safety Complex Change Order #8 – **Motion** was made and seconded (DB/PW) to authorize the chair to sign Change Order #8 Revision 2 in the amount of \$34,655.23. **So voted** (3-0).

5. Green Communities – **Motion** was made and seconded (DB/PW) to authorize the chair to sign the Green Communities annual report for FY23. **So voted** (3-0). The Board thanked Town Administrator Nick Caccamo for getting it done.

6. MVP Watershed grant – Town Administrator Nick Caccamo presented the last of the four contracts for the MVP Watershed grant. **Motion** was made and seconded (DB/PW) to authorize the chair to sign the contract with Vanasse Haugen Brustlin, Inc., regarding the Upper Mill River Watershed Planning for Flood Resilience. **So voted** (3-0). It was noted that VHB will do some modeling of the Mill River and mapping of drainage and water infrastructure, and Highway Department will assist.

7. Appointments – **Motion** was made and seconded (DB/PW) to appoint Nancye Hodgkinson to the Zoning Board of Appeals, term to expire June 30, 2025. **So voted** (3-0).

8. Senior Volunteer Tax Relief Program – A new application was presented. **Motion** was made and seconded (DB/PW) to approve the applicant for the Senior Volunteer Tax Relief Program. **So voted** (3-0).

9. Live entertainment – **Motion** was made and seconded (DB/PW) to approve live entertainment for the Burgy Bullets Snowmobile Club for a D.J. 6-11 p.m., on Saturday December 2 and Friday December 15, 2023. **So voted** (3-0).

10. Technology – Town Administrator Nick Caccamo reported that there have been high excess hours for technology in recent bills. The town contracts for a certain number of hours of help a month and has been going over. Each item does not take a lot of time but the many items add up. A lot are about connecting to remote access and especially issues with new software. It is not the same problem over and over. It did not make sense to increase the base hours, since there have been times when the account has built up unused hours. There will be a review of the usage at six months.

11. EDM Studio, Town Office Renovations – Town Administrator Nick Caccamo presented the draft renovation study. The top priority items are a second ADA compliant bathroom on the first floor (\$110,000), the windows (\$575,000 for all) and the roof (\$270,000). He explained the triggers for extra required work: if the cost of repairs exceeds 30% of the value of the building, Americans with Disabilities Act (ADA) requirements are triggered; if the cost exceeds 33%, fire protection (e.g., a fire suppression system) is triggered. The value of the building is approximately \$900,000. The roof replacement cost is close to the 30%; fortunately, the roof is not leaking and there is no evidence of major problems. The windows could be done piecemeal. Exterior painting doesn't count in the calculation because it does not require a building permit. The bathroom is the highest priority for the town. Money available includes \$137,500 in ARPA funds earmarked for the Town Office building, and \$50,500 from Town Meeting. A question was raised about the urgency of the gutters and the portico. The final priorities were the bathroom, the windows (especially office windows), and exterior painting.

Door closer – Senior Center Director Melissa Wilson had requested an automatic door opener for the main parking lot entrance, so that the door could be opened by someone in a wheelchair. The cost is about \$3000 and could come out of Building Repair funds. Board members agreed. There was also discussion about potentially looking at a full renovation of the building when the Anne T. Dunphy School construction is close to being paid off.

12. Schedules of meetings and holidays – The Administrative Assistant presented the proposed Select Board meetings and proposed holiday observances for 2024. Board members approved.

13. Liaisons with department heads – Board members are assigned as liaisons to the various department heads. Personnel reviews are usually done by the Board member who had been the liaison the previous year. Collector/treasurer and Accountant will be added to the liaison list.

14. Town Administrator's report –

Public Safety Complex – Town Administrator Nick Caccamo shared the latest requisition by the construction company. This is the last requisition for the project. The architect has not yet signed off on it because the generator is not working. Nick noted that the building is warranted for a year.

Signage – Signage for the building is being handled by the town. A working group will meet next week to review the bids and make a recommendation.

VHB Lower South Main Street site visit 12/2 – Nick Caccamo reported that VHB engineers came and marked what the current plan would look like. The Board is working toward finding agreement among the neighbors, the Greenway Committee, and the town, on the two projects, the Lower South Main Street project and the MassDOT Bridge Street project. Comments expressed sympathy with the various sides.

Hill Engineers, 16 Main Street surveys – Hill Engineers have surveyed the 16 Main Street property for the Town Common Committee and are providing large maps and digital copies. The wetlands mapping that was done some years for the Anne T. Dunphy School renovation, and was used for the order of conditions for the 16 Main Street property, may not be accurate to existing conditions. Redoing the flagging to identify the wetlands may be funded through the MVP grant. There was discussion about taking out the chain link fence.

Winter weather travel – Nick Caccamo reminded the board that he drives 30 miles a day to get to the office and the Board has deferred to his judgment on days that are hazardous. He noted that he has driven in more than he should have. The Board reaffirmed that individuals can work from home and should use their best judgment.

MMA legislative update – Nick Caccamo shared the Massachusetts Municipal Association slide show about upcoming items and priorities, focusing on funding to municipalities.

Fire Chief contract – The Fire Chief will start his new full-time position on January 1. There is a draft contract from Town Counsel.

15. Correspondence – Correspondence included praise for the police and the school in a lockdown drill. A resident complimented Highway for repairing drainage. HRHS principal sent a report.

16. Warrant – Chair William Sayre will review and sign the warrant.

Documents used

Agenda and notes

Larochelle gutter change order

ARPA funds accounting

Public Safety Complex change order

Green Communities FY23 annual report

VRB watershed contract

Letter of interest

Senior Tax application

Live entertainment permit

Technology bills

EDM Studio draft renovation study

Door closer quote

Schedules of meetings and holidays

Draft Liaison list

MMA legislative update

Adjourned at 7:01 p.m.

Approved:

Clerk