

Minutes
Williamsburg Board of Selectmen
December 1, 2022

The members of the Board of Selectmen met in regular session on Thursday, December 1, 2022, at the town office. The chair called the meeting to order at 9:05 a.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Nick Caccamo (Town Administrator), Eric Cerreta (Water/Sewer), Sharon Strzegowski (Collector), Eleanor Warnock (Administrative Assistant), Melissa Wilson (Senior Center Director)

1. Water/Sewer – Eric Cerreta spoke to his request for \$125,000 to tie in the houses on South Main Street and Fort Hill to the town services. The South Main Street project is most important, because there is a window of opportunity before the road is paved. With regard to whether this should be paid by the taxpayers or by the ratepayers, he said that this is an asset of the municipality and makes the town more desirable.

2. Senior Center – Senior Center Melissa Wilson gave her regular report. They have hired Joy Moore as office assistant for transportation and intake. New state representative Lindsay Sabadosa and new state senator Paul Mark will visit the Monday meal on December 12, followed by musical entertainment. The Northern Hilltown Consortium has received state funding to continue the newsletter and to do a survey of seniors about computers and access to technology. The new Healthy Bones and Balance exercise class is popular and a second class has been added. They are in the process of making the improvements to the meal site with the ARPA money – a wall oven, upright freezer, and counter top, with furniture to come later. Board members feel the senior center is doing a great job.

3. Collector –

Software – Collector Sharon Strzegowski recommended changing the Collector's software to QDS. The Assessors, Treasurer and Accountant all support the change. The current CAMA software is aging. The new software will increase efficiency and there will be some savings from printing in-house and using a postage meter. The start-up cost is \$6000 and she has requested ARPA funds for that. The \$11,000 yearly cost would be covered in part by \$2000 from the Collector's budget, \$1000 from Assessors, bringing the yearly budget increase to \$8000, with some additional contribution, probably \$2000, from Water/Sewer. Board members supported the change.

Tax liens – She reported that there are people behind in their real estate taxes and the process is to give notice, advertise, and put a lien on the property. The previous Collector had sent initial demand letters; Sharon has continued and the list is down to 14 people who haven't paid. Board members appreciated being kept informed.

4. Cultural Council contract – **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Mass. Cultural Council contract for the Local Cultural Council in the amount of \$5500.

5. Mass DEP Sustainable Materials Recovery Program – reducing waste and increasing recycling – **Motion** was made and seconded (WS/DM) to authorize the chair to sign the Recycling Dividend contract between the Commonwealth of Massachusetts DEP and the Town of Williamsburg, in the amount of \$4200. **So voted** (3-0)

6. Resignation – The chair read the letter of resignation of Fred Goodhue from the Board of Library Trustees.

7. Fire department surplus truck – **Motion** was made and seconded (WS/DM) to declare Engine 3, the 1992 Ford Super-Duty mini-pumper, as surplus. **So voted** (3-0). The Fire Department intends to sell it on Municibid. Proceeds will go to the General Fund. The Fire Department would like an equivalent amount to be returned to them to be used for the new rescue truck by vote at the next Annual Town Meeting.

8. Town Common Committee – Selectman William Sayre presented a draft outline for a charge to a potential Town Common Committee. Board members noted that the diagram was not accurate and they didn't agree with the statement of purpose as written. Other concerns were the need to retain the basketball court, which is well used, a possible need for space for the Fire Department to lay out hoses, and possible interest in erecting flagpoles or a firefighters pavilion. The Board would like to involve people from a wide variety of perspectives who will be open to new ideas. They will plan to consider this at the next meeting.

9. Massachusetts Community Compact grants for best practices – This past year the program funded an economic development self-assessment through UMass Amherst and the wage and classification study through UMass Boston.

Economic development draft report – Town Administrator Nick Caccamo presented the draft report, which included surveys and local community interviews and data on such things as population make-up, education levels, home prices, and comparisons to nearby communities. He felt it was interesting and valuable, and especially useful for the Planning Board. Some areas that may be addressed at some point are the sign ordinance, creation of a business association district, and parking in the commercial area of Route 9.

Wage and classification study – Nick Caccamo noted that the report includes job descriptions created through interviews and it is a fluid document and can be adjusted. The report will be distributed to department heads, who can share it with their employees. It is not intended to be used for across-the-board raises.

Future grants – The town will be eligible for another round of up to two studies. Nick Caccamo will solicit suggestions. Highway Superintendent Dan Banister has suggested a pavement management study, which could help with competitive MassWorks grants.

10. Town Office improvements – Town Administrator Nick Caccamo reminded the Board that \$100,000 had been earmarked in ARPA money for Town Office improvements. Water intrusion is the number-one issue. He suggested doing the roof, gutters, and front windows, then painting, electrical work, maintenance on boilers, and a possible additional bathroom downstairs.

Windows – The Board discussed whether to do restoration or replacement. Building Supervisor Dick Bart recommended full vinyl replacement. Building Conservation Associates, who did the materials assessment, recommended retaining and restoring the wood sections, which would retain the historic character and would likely last longer than vinyl in the long term. Discussion included that the building has changed over the years of its life, the windows are not uniform, and aluminum clad wood windows are a possibility. Board members were divided on the issue and would like more information on cost.

The \$100,000 may not be enough and the Board may want to increase the earmark from ARPA funds.

11. ARPA funds requests – Board members would like to fund the Water/Sewer request for South Main Street. The estimate was \$125,000 for South Main Street and Fort Hill. **Motion** was made and seconded (WS/DM) to appropriate up to \$100,000 of ARPA money for Water/Sewer work on South Main Street. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to use \$6,000 in ARPA funds for the Tax Collector’s software upgrade. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to appropriate \$81,000 in ARPA money for triband radios for the Fire Department. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to appropriate up to \$70,000 from ARPA funds for the Old Town Hall exterior painting and window restoration. **So voted** (3-0). **Motion** was made and seconded (WS/DM) to earmark an additional \$50,000 from ARPA funds for Town Office improvements. **So voted** (3-0). Repair and upgrade of the town office elevator, which is approaching the end of its useful life, is estimated at \$100,000; some of the work can be done in pieces. Roof work will be done by sealed bid. Nick will let people making requests know that conversations are ongoing. Next meeting the Board will plan to reject some items, so that people can make other plans.

12. Town Administrator’s report –

Public safety complex – Work continues.

November MVP monthly report – Report has been submitted. Grant includes funds for a grant administrator. There is a draft RFP for a solar designer.

Employee evaluations – Evaluation forms have been sent out and some responses have come back. Once the forms come back, Board members will set up times to meet with the people they are evaluating.

Meetings in December – The December 29 meeting, which had been cancelled because of the New Year’s holiday, was reinstated. A special meeting for a tax classification hearing will be needed when the documents are ready.

13. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of November 17 as presented. **So voted** (3-0).

14. Warrant – Chair Denise Banister will review and sign the warrant. Payroll warrant WP23-12 for \$115,075.06 and expense warrant W23-12 for \$114,783.95, effective 12/7/22.

Documents used

Senior Center report

Collector software information

Tax title report
Cultural Council contract
Mass DEP Sustainable Materials contract
Resignation
Fire truck description
Town Common outline
Economic development report
Wage classification report
ARPA fund request list
Town Office condition assessment
MVP report
Evaluation schedule

Adjourned at 12:05 p.m.

Approved:

Clerk