

**Minutes**  
**Williamsburg Board of Selectmen**  
**December 15, 2022**

The members of the Board of Selectmen met in regular session on Thursday, December 15, 2022, at the town office. The chair called the meeting to order at 9:05 a.m.

Present: Denise Banister and William Sayre

Absent: David Mathers

Also Present: Nick Caccamo (Town Administrator), Melinda McCall (note-taker), Nathan Rosewarne (Treasurer), Sharon Strzegowski (Collector), Dick Kisloski (Cemetery Commission), Eric Weber (Cemetery Commission), Collin Black (Cemetery Commission/ Recreation Commission), Steve Smith (Planning Board).

1. Members of the public – Dick Kisloski presented a request by the Cemetery Commission for funding for repair and cleaning of headstones at the Mountain Street and Old Village Hill cemeteries, as well as for some site work involving clearing of encroaching trees at Old Village Hill. The funding would be from the American Rescue Plan. The total cost for the project is estimated at \$24,610. The tree clearing alone was estimated at \$5,950, and the Commissioners would like to have that work done in the winter while the ground is frozen to prevent damage to the ground.

Additional information – Some invasives have been cleared already through funding from the Invasive Species Management Fund. The High Street Cemetery is in the process of being given to the town. It comes with a \$125,000 endowment for perpetual care. There is a separate parcel connected with that cemetery that is not suitable for graves, and won't be of benefit for the town.

Collin Black presented a request for assistance in recruiting new members for the Hampshire Regional School Committee. He was appointed by the elementary school committee as a dual member (every town has one for continuity). In addition, he reported that the two other Regional School Committee members rarely show up to meetings. It was suggested that Mr. Black call those two members to find out their intentions for participation in the future. It was agreed that a notice about Hampshire Regional School Committee openings would be posted on the sign boards in town.

Collin Black also inquired about availability of funds in the federal Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act) for replacing the shed at Ames Field with an accessible pavilion. Mr. Caccamo said that he was not aware of any clear funding opportunity at this time. Other funding options are fundraising for materials, using volunteer labor, proposing the idea as a project for Smith Vocational students, and applying for funds from the T-Mobile Hometown Grants program (<https://www.t-mobile.com/brand/hometown-grants>).

2. Building Inspector did not attend. The Selectmen discussed the issue of the Aquadro Lumber sign on Mountain Street that is in possible violation of the signage by-law. There is concern that

ignoring it could open the door for other violations. However, there have been no complaints so the issue is tabled pending any complaints in the future.

3. Steve Smith discussed the Planning Board's desire to begin work on a Comprehensive Master Plan rather than doing any zoning changes this cycle. There is a need for clarity about the priorities of the community in shaping the development of the town. Examples are open space vs. solar fields, typical suburban house lots with 200' frontages vs. clustered housing. A plan reached by consensus could lead to zoning changes. The first step is a visioning activity with a survey and group discussions. The Planning Board would like support from the Select Board. It would also like to bring the work of different committees together. The Board wants a brief and concise plan that will be useful for town readers, but loaded with the appendices that will be needed for getting funding/grants.

Side bar: Subdivision rules are outdated, supporting suburban style development from the last century. These rules could be changed without approval at town meeting.

Total cost for a Master Plan would be \$100,000 to 150,000, and most towns get grants for this. Creating the plan would take about two years. The Planning Board has already requested \$100,000 from the ARPA funds. However, by accessing other sources of funding, that request can be lowered to \$5,000 to 10,000. The PVPC can give some free consultation time through DLTA (Direct Local Technical Assistance) to work on the visioning process.

The Planning Board, with the support and encouragement of the Select Board, will begin the visioning process. Selectmen are encouraged to attend the Planning Board meetings.

4. Election – Vote by Mail – Town Clerk Brenda Lessard had submitted information concerning new voting laws that require the town to hold a public hearing at least 45 days prior to any municipal election if the town wishes to “opt out” of vote by mail ballots for any local election. This would need to be done prior to each local election. Discussion followed. One Selectman would opt out because there is not much interest in local elections, and vote by mail adds costs for the town and a lot of work for Brenda. Another Selectman feels that the ability to vote by mail is important for who have a hard time getting out. Mail-in ballots are sent by request, not a mass-mailing. It was agreed that they would reach out to Brenda about her recommendation and the true cost in time and money of vote by mail for the local elections.

5. Officer Shane Pinkham submitted his resignation. A motion was made and seconded (WS/DB) to accept the resignation of Police Officer Shane Pinkham effective 12-16-2022. **So Voted** (2-0)

6. Goshen Road deeds – Treasurer Nate Rosewarne presented two quitclaim deeds for two parcels at 125 Goshen Road. A motion was made and seconded (WS/DB) to convey to Jason Harder two quitclaim deeds, one for the value of \$1,000, and a second for the value of \$1.00 from the town of Williamsburg to Jason Harder. **So Voted** (2-0)

7. MassDOT reimbursement forms. Williamsburg was awarded \$141,593.37 from MassDOT's Winter Recovery Assistance Program. The Highway Department is requesting reimbursement for

two completed projects totaling \$94,175.70. The remaining funds are earmarked for a final topcoat on Adams Road in the spring.

- a) Adams Road. The Highway Department is requesting a reimbursement of \$83,031.20 for the paving of half of Adams Road after reclamation.
- b) Guardrails. The Highway Department is requesting a reimbursement of \$11,144.50 for guardrail repairs on Fort Hill Road and Mountain Street.

A motion was made and seconded (WS/DB) to authorize the WRAP reimbursement requests of \$83,031.20 for the paving of half of Adams Road after reclamation, and \$11,144.50 for guardrail repairs. **So Voted** (2-0).

8. Public Safety Complex – Forish Construction change order #2. A project change order for work done at the Public Safety Complex was presented. All items had previously been approved by the PSCBC. These include PCO 6R1 – oil/water separator for \$7,287.38, PCO 14 – Alternate #1 plumbing for \$16,236.95, PCO 17R1 – removal and replacement of unsuitable soils for \$69,165.00, and PCO 18R1 – widening opening for sally port door to 9 feet for \$2,270.45. A motion was made and seconded (WS/DB) to approve the Project Change Order #2 in the amount of \$94,959.78, and to authorize the Chair to sign it as presented. **So Voted** (2-0).

9. Collector Software Contract – Sharon Strzegowski submitted a Letter of Commitment with corrected dates for new tax software for the Collector’s office. There is a one-time conversion cost of \$6,000, and an \$11,000 annual fee. A motion was made and seconded (WS/DB) for the Chair of the Select Board to sign the letter of commitment dated 12/8/2022 for \$17,000 to QDS for the purchase of software conversion, training, and implementation and the annual licensing fee for FY 24. **So Voted** (2-0).

#### 10. Licenses –

A motion was made and seconded to approve the following licenses for renewal contingent on receiving the required paperwork, taxes and fees. **So Voted** (2-0).

##### American Legion –

Liquor License – Club  
Juke Box

##### Liquor Licenses –

###### Restaurants – All Alcohol

Dot’s Golf LLC

###### Restaurants – Wine and Malt

Nickolaos Sierros, dba A-1 Hilltown Pizza

LLL Restaurant, LLC, dba Panda Garden

###### Retail Package Stores – All Alcohol

Ambika, Inc., dba Main Street Package Store

Caroline Smith and Micheline Champagne, dba Pat’s

###### Retail Package Stores – Wine and Malt

Williamsburg Market, Inc.

###### Farmer Brewery Pouring Permit

Brewmasters Brewing Services, LLC, dba Burgy Brews

General-On-Premises

The Yellow Barn, Inc.

Clubs

Burgy Bullets Snowmobile Club, Inc.

Common Victuallers

A-1 Hilltown Pizza, LLC

Bread Euphoria, Inc.

Brewmasters Brewing Services LLC, dba Burgy Brews

Dot's Golf, LLC

Pleasant St. Donuts LLC, dba Dunkin Donuts

Local Burger, Inc., dba Local Burgy

LLL Restaurant, LLC, dba Panda Garden

Williamsburg Snack Bar, LLC

Class II Used Car Dealers

Cichy's Garage, Inc.

Lorin DeLisle, dba DeLisle's Auto Body

Depot Motor Sales, LLC

Ross Bros

Worthington Air Automotive, Inc.

Juke Box

Dot's Golf, LLC

A motion was made and seconded to grant permits to Brewmaster's and Dot's Golf for live entertainment from January 1 to June 30. **So Voted** (2-0).

11. Town office building update – The downstairs bathroom fan has been replaced. The meal site kitchen will be updated with an upright freezer and wall-mounted oven. Location and costs for adding a second bathroom on the first floor are being explored. One option is to build it in the current mail/copier room and to move the copier to the long narrow closet by the Senior Center. A need was expressed for an accessible bathroom on the second floor. This might entail reducing the Foothills office by a small amount, though it is good to have them in Williamsburg. One idea is to use Mark Bushee's smaller office and let the Foothills people decide if the remaining space is enough for them. Town Administrator Caccamo will get estimates for both upstairs and downstairs bathrooms.

The town is still looking for guidance on window work replacement or restoration. A cost comparison is needed. Some proposals have been received but they are out of date. Nick Caccamo wants to write the scope of service just once, then get three quotes. It needs to stay under \$50,000. The number of windows included can be adjusted to meet that budget limit.

One Selectman would like to get a RFP written for the Old Town Hall but it was noted that there are already five higher priority projects in the works (landscaping at town offices, additional bathroom(s), kitchen updates, windows, and painting the front façade). The Selectman felt that it is important to get the Old Town Hall work done this construction season and suggested someone else could write the RFP and send it to Nick Caccamo for finalization. Another option offered

was to do partial work on the Old Town Hall such as weather stripping the old windows or replacing just the windows and leaving other work another year. It was agreed upon to get the New Hampshire based Pisgah Window Solutions to estimate the window work for the town offices and to look at the windows for the old Town Hall. William Sayre will speak to them and accompany them to the Old Town Hall.

12. Highland Ambulance report – An emergency meeting was held with state officials at the Highland Ambulance Station. Rep. Lindsay Sabadosa was in attendance. The only financing for the ambulance service comes from towns and service fees. A new state regulation through MassHealth and Executive Office of Health and Human Services (101 CMR 324.00 Nonpublic Ambulance Service Reimbursement Trust Fund Assessment and Funding) has already been signed. Highland Ambulance has been assessed \$40,000 per year to be paid quarterly. This assessment is being questioned because larger ambulance services are exempt because they are directly operated by municipalities. MassHealth/Medicaid will cover some of the costs, but a reimbursement Trust Fund is being set up to cover the gap. Rep. Sabadosa is filing special legislation to create an exemption for Highland Ambulance, and will send a template for towns to use to send letters of support.

13. ARPA funds request – update and continued discussion – There was discussion about funded vs. earmarked and whether earmarked is the right term in this case. Funded has already been voted on and paid out, Earmarked has not been approved but money has been set aside. Costs may have to be adjusted. A motion was made and seconded (DS/WS) to authorize the tree removal at the Old Village Hill Cemetery at a cost of \$5,950. \$5,000 to \$10,000 will be held for the Master Plan. Nick Caccamo will communicate to applicants that there will be a pause on funding requests for the time being.

14. Town Commons Committee – tabled until Dave Mathers is present.

15. Town Administrator's report –

a) Public Safety Complex:

The Public Safety Complex newsletter five is out. Roofing will be completed in the next couple of weeks, then the interior work will be done in preparation of drywall. Technical needs and hardware are still being considered. Police and fire are determining how best to seamlessly move operations over to the new building.

How to contract and pay for security cameras will have to be figured out in consultation with the general contractor, Forish Construction. Rob Todisco is looking at best way to get this work done. It will be presented as a change order, paid through the contingency fund.

The RFQ for the solar design is anticipated to be ready for the January 4<sup>th</sup> Public Safety Complex Building Committee meeting. That will be posted, proposals will be reviewed, a designer will be chosen, a design will be made, then a RFP for the construction will be posted.

Membership on the Public Safety Complex Building Committee will be on the December 27<sup>th</sup> Select Board agenda. Dick Guzowski would like to fill the open committee seat.

Melinda McCall, the note taker, has offered to be an alternate for meetings that lack a quorum.

b) Public Contracting Overview classes – Nick Caccamo took the three days of classes and passed the test. That was one-third of the certification process and he looks forward to the next section.

c) Town Administrator's vacation request – Nick Caccamo has requested 12/30 off as a vacation day, combining two half days. He will work remotely on the 23<sup>rd</sup>. Approved.

16. Correspondence – none.

17. Minutes – a motion was made and seconded (WS/DB) to approve the minutes from 12/1 as presented. Minutes from 12/12 are not ready. **So Voted** (2-0).

18. Adjourn – A motion was made and seconded (WS/DB) to adjourn the meeting at 12:22. **So Voted** (2-0).

Approved:

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Clerk