

*Minutes*  
*Williamsburg Board of Selectmen*  
*March 23, 2023*

The members of the Board of Selectmen met in regular session on Thursday, March 23, 2023, at the town office. The chair called the meeting to order at 1:03 p.m.

Present: Denise Banister and William Sayre

Absent: David Mathers

Also present: Dick Bart (Building Supervisor), Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. Building Supervisor – Building Supervisor Dick Bart listed the various projects he is looking at and pricing out, including Town Office fence, lead paint, library gutters, library front door, Old Town Hall doors, stairs and windows, Town Office hatchway, Senior Center counter top and painting, Transfer Station roof, anchor bolts and door stabilization, and Town Office roof over the front stairs. Future ideas include adding another bathroom at the Town Offices, and closing off the doorway at the far end of the Senior Center. The Selectmen added the lighting at Old Town Hall.

The Board also discussed the window project at Old Town Hall. The estimate from Pisgah Window Solutions, LLC, of New Hampshire, was \$22,000 for window restoration. There was a suggestion to combine the windows and the painting of the building. If the RFP is under \$50,000, the town would have to take the lowest bidder, so writing a detailed scope of work would be important. Over \$50,000, the town would have more discretion in choosing a contractor. Suggestion was made to get new vinyl windows rather than doing restoration. The windows and sills are a critical issue because of water infiltration. The plan is to do some measurements on Monday.

2. Appointments – **Motion** was made and seconded (WS/DB) to appoint Don Lawton as Inspector of Animals, term to end April 30, 2024. **So voted** (2-0). **Motion** was made and seconded to appoint Jonathan Gregory to the Energy Committee as an Alternate, term to expire June 30, 2023. **So voted** (2-0).

3. MassDOT Memorandum of Agreement for school speed signs – The town was awarded a grant from MassDOT for solar-operated speed feedback signs. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the Memorandum of Agreement for two school zone speed feedback signs to replace the ones currently in place. **So voted** (2-0).

4. Solar – Power Options –

National Grid release – The town has been talking with Power Options for the solar project at the Public Safety Complex. The company wants to know how much energy the town has been using in town buildings and is requesting access to National Grid data for the town. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the National Grid Online Interval Data Release Form. **So voted** (2-0).

Solar update – Town Administrator Nick Caccamo and Energy Committee Chair Jim Piermarini met with Power Options this week. The company has the capacity for a project like this, they do a lot of these agreements, and they continue to be a very likely option. They discussed an initial assessment of the property, the potential price tag for the solar system, and they talked about the interconnection to National Grid and the generating of net metering credits that could be used for other town buildings. It is not necessary to go through a normal procurement process since they are operating under MGL c. 164 sec. 137 about group purchasing of electricity. Nick will have Town Counsel review the proposed contract. He said everything sounds positive, straight-forward, and exciting.

5. FRCOG gasoline, diesel and heating oil – Town Administrator Nick Caccamo reminded the Board that the town usually buys gas and diesel fuel through FRCOG and heating oil through LPVEC, and FRCOG also offers heating oil. One difference is that with FRCOG, the prices are locked when the bids are made, and with LPVEC the town authorizes the staff person to decide when to lock in a price. FRCOG staff have been a great resource, helpful and knowledgeable. There has been less interaction with LPVEC but they have been a good partner, and there have been no bad experiences, except when a vendor refused to honor its contract. **Motion** was made and seconded (WS/DB) to authorize the chair to sign an agreement to participate in the bid with FRCOG for heating oil, gas and diesel for FY24. **So voted** (2-0). **Motion** was made and seconded (WS/DB) to rescind the vote of March 9 to award the heating oil contract through LPVEC. **So voted** (2-0). The town had not yet finalized signing up with the LPVEC vendor.

6. Technology – IT consulting – Town Administrator Nick Caccamo reported that he has been talking with Dave Martin of the Technology Committee, who is very knowledgeable and a great resource. There are initial minimal criteria, and then more extensive criteria for evaluation of proposals. Price proposals come in a separate envelope and are not considered in the first evaluation. There is value in continuity and they would like a vendor for three years. He also discussed whether to ask for a set number of hours or unlimited hours. The plan is to go out to bid the first week of April. He added that Paragus has been a good partner and will probably submit a proposal.

7. FY24 budget – Town Administrator Nick Caccamo presented the latest draft of the budget, including some preliminary school budget numbers. He also presented salary information from nearby towns, noting that comparisons are not straight-forward, for instance some towns combine the collector and treasurer. One Selectman emphasized that it is important to look at how to retain employees. It was pointed out the school costs drive the budget, making up about 60% of the total. Nick included two parallel budgets, one with budget requests except for pay increases, and one including pay raises. There was discussion whether to include cost-of-living adjustments on top of pay raises.

8. Correspondence – Correspondence included notice of the Massachusetts Select Board Association's Western and Rural Massachusetts Municipal Conference on Saturday, April 1, in Holyoke, and notice from KP Law of a Supreme Judicial Court decision about participation in public meetings, specifically that public comments cannot be limited for being rude.

9. Miscellaneous – Emergency Manager Denise Banister reported that she had ended the Emergency Declaration for the recent storm.

10. Warrant – Chair Denise Banister will review and sign the warrant. Payroll warrant WP23-20 for \$118,489.88 and expense warrant W23-20 for \$207,915.80, effective 3/29/23.

11. Opioid litigation – executive session – **Motion** was made and seconded (DB/WS) to go into executive session pursuant to the provisions of G.L. c.30A, §21(a)(3) to discuss strategy with respect to litigation, as an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Federal Multidistrict Litigation vs. CVS, Walgreens, Walmart, Teva, and Allergan – and the Board does not intend to return to regular session. **So voted** (DB aye, WS aye). The Board went into executive session at 3:27 p.m.

Documents used

Agenda notes

Building Supervisor notes

Pisgah Window Solutions estimate

Letter of interest

MassDOT Memorandum of Agreement

National Grid Online Interval Data Release Form

FRCOG heating oil, gasoline and diesel bid form

FY24 draft budget

Salary survey

Correspondence

Opioid litigation information from KP Law

Adjourned from the executive session.

Approved:

---

Clerk