

*Minutes*  
*Williamsburg Board of Selectmen*  
*March 24, 2022*

The members of the Board of Selectmen met in regular session on Thursday, March 24, 2022, at the town office. The chair called the meeting to order at 9:03 a.m.

Present: David Mathers and William Sayre

Absent: Denise Banister

Also present: Lisa Bertoldi (250<sup>th</sup> Anniversary), Pat Billingsley (Library Trustees), Nick Caccamo (Town Administrator), Joan Coryat (Library Trustees) Shelby Macri (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Library bylaws – Pat Billingsley and Joan Coryat of the Board of Library Trustees presented proposed changes to the bylaws. In five of the ten bylaws they proposed changes to take out obsolete wording, clarify phrasing, update provisions about budget lines, and possibly change the status of the Haydenville Library. Haydenville Library – According to the bylaw, the Haydenville Library should be kept open as a library for a minimum of five hours week, but that has been found to be untenable. When the building was staffed, no one came. For the past ten years it has been used as an auxiliary meeting space. There are other possible town uses of the space. Discussion included finding less specific wording (e.g., available for library services), the ongoing issue of maintenance of an old building; and doing a town survey about the future of the building. The Trustees will take this back to reconsider. Other provisions – The two trustees went through the other proposed changes point by point and providing more detail, especially about the budget for the school library program. Select Board members were in general agreement about the changes and will wait to hear from Finance Committee on the budget matter.

2. 250<sup>th</sup> Anniversary – Committee Chair Lisa Bertoldi presented the most recent schedule for the event. Discussion included the location of food trucks, position of a fire truck, overlap in timing of fireworks and craft fair set-up, transportation from the endpoint of the parade back to the starting point, and charge for the American Legion’s barbecue.

3. Council on Aging bylaws – The Council on Aging Advisory Board has proposed a change to the town bylaws relating to the role and duties of the Board. Select Board members were fine with it. The COA currently has its own bylaws separate from the town bylaws, and Town Counsel says that they can have policies and procedures but not bylaws.

4. Building Inspection and Electrical Inspection contracts – Town Administrator Nick Caccamo presented the contracts for the current fiscal year. The amount for Building Inspection is the same as last year, \$42,500, and the electrical inspection is paid by fees. **Motion** was made and seconded (WS/DM) for the Board to sign the Building and Electrical Inspection contracts with the City of Northampton. **So voted** (2-0). Nick was asked to look into the issue of the sign on Mountain Street.

5. Opioid Settlement agreement – **Motion** was made and seconded (WS/DM) to authorize the chair to sign the Subdivision Agreement for the Statewide Opioid Settlements. **So voted** (2-0).
6. Appointments – Zoning Board of Appeals – The chair read Amy Bisbee’s letter of interest in joining the Zoning Board of Appeals as alternate. **Motion** was made and seconded (WS/DM) to appoint Amy Bisbee as alternate to the Zoning Board of Appeals, term to expire June 30, 2022. **So voted** (2-0). Inspector of Animals – **Motion** was made and seconded (WS/DM) to appoint Don Lawton as Inspector of Animals for the term of May 1, 2022, to April 30, 2023. **So voted** (2-0).
7. Resignations – Resignations were read from Collector Bonnie Roberge, effective June 9, and from Highway Foreman Don Turner, effective June 18. **Motion** was made and seconded (WS/DM) to accept the retirement of Bonnie Roberge, Collector, and Don Turner, Highway Foreman, and thank them for their service. Hiring plan – Town Administrator Nick Caccamo laid out the plan for writing and placing the job postings for these two important positions. If the new Collector can be in place by May 1, that would allow a month of overlap with Bonnie.
8. Licenses – Live entertainment – **Motion** was made and seconded (WS/DM) to approve a live entertainment permit for a theater performance, The Ballad of the Flood, on Sunday, May 15, 5-10 pm, rain date May 16, at Angel Park. **So voted** (2-0). **Motion** was made and seconded (WS/EM) to approve a live entertainment permit for a Polka Band on Saturday, April 2, 4-8 pm, at the American Legion. **So voted** (2-0). (It was noted that Dave Mathers, an officer of the Legion, voted by necessity in the absence of the third member of the board, and that the Legion is donating the hall for a benefit.) Transfer of license – Board members signed the liquor license for A-1 Hilltown Pizza LLC, recently approved by the Alcoholic Beverages Control Commission.
9. Public safety complex borrowing schedule – Town Administrator Nick Caccamo distributed the projected debt service schedules and reported that Finance Committee is leaning toward a 30 year schedule, rather than 20 year, and frontloading the payment, rather than having a level payment. Although the longer period is more expensive in total, the Finance Committee felt that the impact will be less. They are waiting for the final constructions costs. Board members plan to attend the next Finance Committee meeting, as members of the public.
10. Day of Annual Town Meeting – Town Administrator Nick Caccamo reported that the town used to hold Town Meeting immediately following the May election. It was changed to the first Monday in June, and the Town Clerk is now suggesting changing to the first Saturday in June, for better turnout. The two Board members supported the change but did not vote on it at this time.
11. Budget – Town Administrator Nick Caccamo presented the budget numbers so far. Since only two Board members are present, the final decision on the budget can be made next meeting. Many of the budget lines are level-funded. The Town Administrator’s salary is down (\$2000), but there is a request for additional training for procurement (\$1885). The Treasurer has asked for generally modest increases in general expenses (\$1000), software (\$100), and OPEB revaluation (\$3500). The Collector has asked for an increase for tax title work (\$1500).

Computer services will increase for additional security measures. The Police Chief will receive a contractual salary increase (\$2000), and there is also the new item for Bridge Academy training (\$17,000).

Fire – The Fire Chief is requesting additional salary for the Chief (\$10,000), labor (\$9885), Administrative Assistant (\$4229) and general expenses (\$4903). Chief's salary – Nick distributed a salary survey of Fire Chiefs of surrounding towns. Discussion included clarifying just what the Fire Chief's job entails and clarifying why he works many more hours than his firefighters. It was suggested that the Chief's compensation be restructured from scratch, and that he not be paid per call but that attendance at calls be part of his salary. Given the salary survey and job description project in progress, and given the advent of the new Public Safety Complex, it was suggested that full consideration wait till next year, acknowledging that this discussion has been postponed in the past. Similarly, the Administrative Assistant request should wait till the job descriptions are finalized. Other requests – The Fire Chief has requested new tires (\$4000), and a new Rescue Truck (\$250,000) to replace current Engine 3 from 1992. It was acknowledged that Engine 3 needs maintenance and is on its last legs. Process going forward – A meeting will be set up between Jason and the chair, possibly including the other Board members and Nick.

Vehicle fuel – There is a proposed increase in the line for vehicle fuel (\$5000). Board members favored supporting the increase and not taking the money from the individual departments' general expense lines.

COA – Melissa Wilson, Director of the Senior Center, had submitted a memo fleshing out her department's needs, including what they could do with additional money if not needed for the newsletter. The Board members supported the need for the newsletter but would prefer to let it be funded by a Reserve Fund Transfer if the other source of money does not come through, and to look at the other needs, including maintenance and repair and supplies, separately.

General budget considerations – Nick discussed the FY23 levy limit, the amount available for spending, and the large assessments and expenses expected.

## 12. Town Administrator's report –

Covid update – The Board of Health has removed the mask order; masks are recommended but no longer required. Town operations are continuing as usual. Everyone is working in the building.

Highway garage – The garage door project is done.

Depot Road culvert – The culvert is completed. Partial reimbursement request has been submitted. Paving is planned for early April. Hopefully the road will open by May.

Spending requests – Some items requested recently include a new printer for the Fire Department, tires, a desktop for the COA, upgrading Wifi capacity, and replacing flags. Nick will come back with a list of items and recommendations for transfer of funds. Discussion about the COA desktop included looking at a possible surplus of laptops bought during Covid, and looking at where there is need for both laptop and desktop.

## 13. Annual report – Board members approved the Dedication and Selectmen's report for the town annual report.

14. Personnel – Administrative Assistant’s vacation – The Administrative Assistant has a lot of vacation to take before the end of the fiscal year. The Board will plan to discuss at a future meeting.

15. Minutes – **Motion** was made and seconded (WS/DM) to approve the minutes of March 10 as presented. **So voted** (2-0).

16. Warrant – Selectman Dave Mathers will review and sign the warrant. Payroll warrant WP22-20 for \$114,736.84, and expense warrant W22-20 for \$322,245.38, payable 3/30/22.

Documents used

Agenda and notes

Library proposed bylaw changes

250<sup>th</sup> anniversary tentative schedule

COA proposed bylaw change

Building Inspection and Electrical Inspection contracts

Opioid Settlement Agreement

Letter of interest

Resignations

Live entertainment

Public Safety Complex borrowing schedule

Budget

Fire Chief salary survey

COA memo

Minutes

Adjourned at 12:21 p.m.

Approved:

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Clerk