

Minutes
Williamsburg Board of Selectmen
May 20, 2021

The members of the Board of Selectmen met in regular session on Thursday, May 20, 2021, by video conference call. The chair called the meeting to order at 9:01 a.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Bev Bullock (Library), Mark Bushee (Health Agent), Nick Caccamo (new Town Administrator), Carol Duke, Kala Fisher (Accountant), Jon Flagg (Building Inspector), Donna Gibson (Board of Health), Dennis Hackett (reporter, Reminder), Brenda Lessard (Town Clerk), Charlene Nardi (Town Administrator), Julia Peters, Nate Rosewarne (Treasurer), Helen Symons (Board of Health), Eleanor Warnock (Administrative Assistant)

1. Building Inspector – Building Inspector Jon Flagg gave his first regular report. Total fees for the town were \$93,160. Everything is moving forward and things are OK. There is a lot of solar, across the region. Board members asked if his department could update the board about the perennial sign issue on Mountain Street.

2. Reopening town buildings – Library Director Bev Bullock would like to open the library to the public and asked about the process, including the authority to open and whether masks would be required. Health Agent Mark Bushee said that there is a lot of concern among boards of health across the state, not wanting to open too soon. Although the mask mandate will be lifted on May 29, masks will still be required inside schools. Mark recommended following the schools' example, that people still wear masks, at least in high traffic areas and confined spaces. Board members felt that the library's plan of registration, appointments and masks made sense and that the library could proceed with opening, with the town offices to follow soon after. The Board of Health will meet and make a recommendation for all. Other questions were whether the Board of Selectmen should ask all employees to come back to work in the town offices or whether to have a hybrid arrangement, and what happens to the Board of Health's authority once the state of emergency is lifted. The Board asked the new Town Administrator to put together a policy for the Board to consider at its next meeting.

3. Treasurer – Treasurer Nathan Rosewarne gave his regular report. Normal operations are going smoothly. There are a couple of unusual issues.

125 Goshen Road – There is an article on the Town Meeting warrant to take a small parcel of land by eminent domain, to correct a scrivener's error, from when the town foreclosed on the larger piece. After Town Meeting the Select Board is to take a vote to confirm the taking.

Bond reissuance expenses – An appropriation transfer is needed to move money from the bond account to the treasurer's expenses to cover the costs of the reissuance this year. This also requires a Select Board vote.

Haydenville Gas & Electric – Haydenville Gas & Electric has paid off their tax title lien of \$30,000, and the ZBA has given the owner a special permit conditional on being up-to-date on all taxes in six months.

Health insurance budget – The net number of people on health insurance will be the same in the coming year, so he will revise the FY22 budget line down by about \$15,000 from his estimate.
Bonding for Public Safety Complex – He described the process, working backward from when the construction will start.

4. Memorial Day – The cemetery visits will be in the morning, the parade will be in the afternoon. Tomorrow is Veterans' Agent Tom Geryk's last day.
5. Contracts for Public Safety Complex – **Motion** was made and seconded (DM/DB) to approve and sign the architect and OPM contracts for the public safety complex. **So voted** (DM aye, DB aye, WS aye).
6. Auditor contract – The contract is for one year, so that the town can go out to bid next year. The cost has increased substantially. **Motion** was made and seconded (DM/DB) to approve the contract with Melanson Heath for one year for the FY21 audit. **So voted** (DM aye, DM aye, WS aye).
7. Licenses – **Motion** was made and seconded (DB/WS) to issue the liquor license to the American Legion with change of manager as previously approved. **So voted** (DB aye, WS aye, DM abstaining as an officer of the Legion).
8. Resignations – **Motion** was made and seconded (DB/DM) to accept the resignation of Todd Lynch from the Conservation Commission, with thanks for his years of service. **So voted** (DB aye, DB aye, WS aye). **Motion** was made and seconded (DB/DM) to accept the resignation of Mark Beaudry as Associate from the Woodland Trails Committee. **So voted** (DB aye, DM aye, WS aye).
9. Personnel – **Motion** was made and seconded (DB/DM) to sign the letter to Brenda Lessard congratulating her on her new job as Town Administrator in Chesterfield, and thanking her for staying as Town Clerk. **So voted** (DB aye, DM aye, WS aye). Board members offered their personal thanks and good wishes.
10. Town Meeting – The Board discussed plans for Annual Town Meeting, including motions, dedications, Cultural Council survey, masks, microphones, tent, announcements, and introducing the new Town Administrator.
11. Cat behavior, cat bylaw – Resident Carol Duke asked the Board to consider a cat bylaw, so that cats would not go onto other people's property without permission. Town Administrator Charlene Nardi described the process for a new bylaw, including conversations with the community, and discussions with other towns about what they might have. Enforcement would be an issue. New Town Administrator Nick Caccamo can check with STAM, the Small Town Administrators group, to see who has a bylaw, and Carol can send him a link to Massachusetts bylaws.

12. Public Safety Complex Building Committee – The new committee will need someone to take minutes. There should be money in earlier votes for the public safety complex. The Administrative Assistant will follow up.

13. Town Administrator transition – Select Board members welcomed new Town Administrator Nick Caccamo and encouraged him to meet with them individually. He described the past week as an exciting whirlwind, information sharing with Charlene, and learning who can guide him through the process. He said people have been incredibly friendly, and he is looking forward to sharing ideas. He plans to work approximately 8-4, with Friday working from home. Board members reminded him that he is not on duty 24/7. Charlene commented that it has been a pleasure to work with Nick and that he is absolutely the right person for the job.

14. Town Administrator's report –

Covid and department update – Town Administrator Charlene Nardi reported that everything is fine. There is only one case in the community. Buildings are still closed to the public. She noted that not everyone will be able to be vaccinated.

Senior Center outdoor social hours – Dance classes and tai chi are being held outside and the senior center would like to hold other classes and social times under a tent outside. They hope to get back to offering rides.

Helen E. James Building transition – The OPM will look into other quotes for decommissioning the elevator. The town is responsible for securing the building until the contractor takes control, probably in August. Pest control will be stopped soon; electricity, alarms and phone for alarms will remain on until the building is turned over.

Anne T. Dunphy School HVAC – Charlene had proposed that the town pay 90% of the \$150,000 cost, out of CARES funds, and the school pay the other \$15,000, out of Esser funds. Concern was raised about the possible contamination in the system. Jamrog has made their recommendation based on their experience with other communities. Principal Stacey Jenkins and Selectman Dave Mathers will reach out to B2Q to look at the proposal.

Highland Ambulance quarterly report – Was received.

Dog issue – There was a dog issue on Cole Road that may be resolved.

Animal Control Officer – The current Animal Control Officer is highly regarded but she works full-time for Northampton and she has not been able to handle recent complaints about barking and about doing business on someone else's lawn. She will probably be willing to continue as long as she is needed, doing what she can. The Police Chief has been asked for her recommendation.

Haydenville Bridges – Selectman Dave Mathers has been involved with the design of the Bridge Street and South Main Street bridges. Right-of-way easements will be needed and an article will be needed on a Town Meeting warrant in the future. The new Town Administrator will work with KP Law and MassDOT.

FEMA project – Charlene has submitted everything except one remaining payroll item.

15. Town Administrator farewell – There was a break in the meeting and a number of people came in by Zoom to tell Charlene how much they appreciated her.

16. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of May 13. **So voted** (DM aye, DB aye, WS aye).

17. Mill River Greenway – There are four acres of new parkland across the river with no access for emergency vehicles or maintenance, except over private property. The project needs to determine what size bridge to put in, whether it needs to be a heavy-duty bridge for emergency vehicles. The new Town Administrator will follow up with Nick Dines to outline the issues and concerns.

18. Warrant – Selectman Dave Mathers will review and sign the warrant.

19. Speed detection – Board members appreciated the new speed devices. The Police bought two with a grant, and Highway had enough money for two more.

20. Town Administrator farewell – Outgoing Town Administrator Charlene Nardi spoke to the Board, thanking them for giving her a chance ten years ago, and for their guidance and their support of her.

Documents used

Contracts for Public Safety Complex architect and OPM

Auditor contract

License application

Resignation letters

Letter to Town Clerk

Town Meeting motions

Minutes

Adjourned at 11:59 a.m.

Approved:

Clerk