

Minutes
Williamsburg Board of Selectmen
May 6, 2021

The members of the Board of Selectmen met in regular session on Thursday, May 6, 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: Dan Banister (Highway Superintendent), Mark Bushee (Foothills Health Agent), Adam Christie, Bera Dunau (reporter, Gazette), Dennis Hackett (reporter, Reminder), Stacey Jenkins (Principal, Anne T. Dunphy School), Charlene Nardi (Town Administrator), Peter Spotts (reporter, Country Journal), Eleanor Warnock (Administrative Assistant)

1. Highway – Highway Superintendent Dan Banister gave his regular report. They have been dealing with a lot of trees lately. The excavator with the grapple is working well with the clean-up. The chipper will need to be replaced; it was bought new in the late 1980s. Mud season has been bad this year and there was a real problem with Briar Hill Road. A tractor trailer had to be towed out and it damaged the roads. Most of the sweeping has been done. Some parts on the sweeper have been replaced. A drain pipe was fixed that the utility company had drilled through while setting a new pole. Speed limit signs have been bought to replace faded ones. The department bought a new trailer and surplused the old one. At the end of winter there was salt left over. With leftover money they bought new cutting edges for the plow. There was a problem with the new 10-wheeler that was repaired. Northern Tree Service is coming in to take care of trees dying by the side of the road; there is a lot of woodpecker damage. Upcoming projects for this year are dealing with things at Old Village Hill Cemetery, North Main Street drainage, repaving a section of Nash Hill Road. Equipment is holding up well. The generator had a leak in a hose. They will get blacktop to patch potholes. The budget is doing fine and some money will be turned back to the town. They will be purchasing speed limit signs and flags. The crew is all healthy and all vaccinated. Selectman Dave Mathers will look at the chipper with Dan to see if it could be refurbished. The utility company was not charged for the drain pipe problem since they help the town quite a bit. Dan has told John Hoogstraten of Woodland Trails where the proposed shed could go where it wouldn't be in the way. He is very pleased at the news that the state will be paying for Mountain Street engineering. The Town Administrator said that Dan is out in the town on weekends and is always thinking about things and staying on top of things. It was also noted that the crew is busy and happy and the town is grateful.

2. Anne T. Dunphy School HVAC – School Principal Stacey Jenkins reported that there have been challenges with the HVAC system over the past six years, starting when ice from ice dams was pushed onto the HVAC units. The units had been incorrectly installed on the ground and ice melted and refroze under the units, and proper repairs were not made. Contaminants have gotten into the system. There are temperature issues frequently in the school, and the radiant panels, which were intended just as a supplement, have been relied on. They have paid \$94,000 to Jamrog over six years to help with the system. The Jamrog quote is \$150,750. It will have to go out to bid. The work could be done in two phases. Possible sources of money are ARPA funds, CARES Act funds and Esser funds (Covid money for schools). It was suggested that an engineer

write the specs for the replacement units and someone should oversee the work. B2Q, which had done an energy audit for the school, was mentioned as a possible resource.

3. Licenses – Sunday entertainment – A local business has applied for a state year-long Sunday entertainment license. It was explained that they still need a live entertainment license from the town and that the state Sunday license did not give them anything additional. A long-time Select Board member remembered that years ago the town gave entertainment licenses for free during the week but gave separate Sunday licenses for individual Sundays, at a charge of \$10. The Board asked that this be researched for a future meeting. **Motion** was made and seconded (DM/DB) to approve the state Sunday entertainment license for Dot's Golf. **So voted** (DM aye, DB aye, WS aye).

4. Resignation – The Board acknowledged the resignation of Carl Schlerman from the Regional School Committee, with thanks for his service.

5. Chapter 61A – Adam Christie on behalf of Lee Lashway requested the removal of 3.23 acres from Chapter 61A for easements associated with the solar installation that was approved in 2015. **Motion** was made and seconded (DM/DB) to vote not to exercise the right of first refusal and to authorize removal of the land. **So voted** (DM aye, DB aye, WS aye).

6. Town Meeting warrant articles – The Board discussed the proposed articles.

Police cruiser – The Board would like the Police Chief to look into a buying a hybrid. There was a question whether there was enough time for both Capital Planning and Finance to approve before posting the warrant.

Server – The quote is from the town's IT provider and other quotes are not needed.

Multi-factor authentication – The authentication could be by cell phone or email.

Highway garage doors – This item was approved for the warrant last year but postponed due to Covid.

Library walkway – This item was withdrawn last year because of Covid. Board members asked to see the plans or details.

PEG access fund – This is recommended by the accountant. The town gets checks from Comcast and needs a fund to put the money into.

Goshen Road land – There should be no cost to the town to acquire the land, because the taxes owed are higher than the value of the property.

Meeting – The Board will meet on May 13 at 9 a.m. to finalize the warrant.

7. Revolving accounts – Town Administrator Charlene Nardi reported that each year the Town Meeting approves spending limits on the revolving funds, that the limits have not changed in years or decades, and that some funds are being overspent. She proposed increasing the caps on several of the funds. **Motion** was made and seconded (DM/DB) to authorize the Transfer Station Revolving Account limit to increase to \$27,000; the Fire Inspection Revolving Account limit to increase to \$7,000; the Electrical Revolving Account limit to increase to \$10,000; and the Plumbing Revolving Account limit to increase to \$4,000. **So voted** (DM aye, DB aye, WS aye).

8. High Street sidewalk – Town Administrator Charlene Nardi reported that while the Americans with Disabilities Act requires sidewalks four feet wide, MassDOT has said that sidewalks must be five feet wide. Board members were concerned that to meet the five foot width in front of the cemetery, the wall would have to be moved, it's not known just where the graves are, trees would have to be cut, and the town doesn't have the will or desire to do those things. If the town uses its own money rather than state money, the five foot width is not required. Board members were in favor of using town money to repair the sidewalk.

9. Foothills Health District grant and office space – Town Administrator Charlene Nardi reported that the Foothills Health District has received a grant for \$220,000 for each of three years and they plan to hire another inspector, part-time, and a part-time clerk. This should reduce the assessment that the town pays to Foothills. Due to Covid work, the Foothills Health Agent has expanded from the second floor corner office into the room outside the second floor bathroom that is currently used by the Veterans' Agent. Because of the additional part-time staff, Foothills has requested continued use of the room, except for the two hours a week that the Veterans' Agent uses it, and Board members approved. Foothills does not pay the town rent but does pay for phone, email, and computer service. The foot care provider, who had moved out of that office to a room downstairs, will need a better space; the Senior Center Director and Town Administrator were asked to look into it.

10. Procurement – Town Administrator Charlene Nardi reported that FRCOG, which is handling regional procurement, is requiring DocuSign, and has asked that someone be authorized to sign the contracts. For Highway construction/ road bids, **motion** was made and seconded (DM/DB) to authorize the contract signatory for FRCOG to be Highway Superintendent Dan Banister. **So voted** (DM aye, DB aye, WS aye). Similarly, for fuel bids, **motion** was made and seconded (DM/DB) to authorize the Town Administrator to lock in prices for the fuel bid and sign the contracts online. **So voted** (DM aye, DB aye, WS aye).

11. Contracts for the Public Safety Complex – Amendments to the contracts for the architect and Owner's Project Manager will be presented at a future meeting.

12. Public Safety Complex Building Committee – Chair William Sayre reported that the following people have agreed to be on the new Public Safety Complex Building Committee: Jim Ayres, Amy Bisbee, Dan Bonham, Jason Connell, Jean O'Neil, Daryl Springman, Denise Wickland, and Selectmen Dave Mathers, William Sayre. After discussion, **motion** was made and seconded (DM/DB) to appoint the people named. **So voted** (DM aye, DB aye, WS aye). [Note: additional people were added later.]

13. Helen E. James Building –

Surplus equipment and shutting down building – Town Administrator Charlene Nardi reported on people who were interested in various equipment, including playground equipment and blackboards. The demolition company will be allowed to salvage the blackboards. The playground equipment will be left for possible future use. Other items were discussed including the picture of Helen E. James, the water truck and other garden items. The renters are to be out by July 1. Alumni will want to go through the building and take pictures. There should be some

observance before the building is taken down, perhaps a picnic on the grounds. The elevator and the stored heating oil will need to be addressed.

Use of site for craft and vendor sale – A craft and vendor sale to benefit Hilltown Children's Christmas funds is planned and organizer Amy Wickland has requested permission to use the Helen E. James site. The Board approved. Town insurance should cover it. Concerns that will be communicated to the organizers include no indoor access, no electricity or bathrooms, no physical activities or games or entertainment, no generator, and if food then with the required permits.

Security for the building – The town is responsible for the building until the contractor takes possession in the fall. Various services are being turned off including oil delivery, elevator maintenance, fire extinguisher service; the fire alarm and sump pump alarm will stay connected for now.

14. Opening town buildings – The library is beginning conversations about opening to the public. The Board of Health has authority under the governor's state of emergency. The Board of Health and Library Director will be invited to the next meeting.

15. Town Administrator transition – Chair Williams Sayre and Town Administrator Charlene Nardi met with Nick Caccamo. His initial response was enthusiasm about accepting. They will meet with him again today. They hope that he will start on May 17, for a week of transition before Charlene leaves for her new job. Charlene mentioned the Administrative Assistant as a resource and will make a list of people for him to go to. She offered to be available for questions by email after she leaves.

16. Town Administrator's report –

Covid and department updates – Town Administrator Charlene Nardi reported that there are no Covid cases in town. All departments are doing well. Everyone is vaccinated who has chosen to be vaccinated. Some employees, either on their doctor's recommendation or by their own choice, are not getting vaccinated.

Fire Department grant – The Fire Department has gotten a Firefighter Safety Equipment reimbursement grant of \$8500 for a movable gear dryer.

Mountain Street engineering – Rep. Blais and Sen. Hinds have reported that the state is picking up the \$239,000 in engineering costs that the town was to pay to bring the project up to 100% design. This is big news for the town. It is important for the Highway Superintendent to continue to go to Joint Transportation Committee meetings to advocate for the project on the TIP, ideally to coincide with Whately's project on the Franklin Regional TIP.

Forest Stewardship and Bird Habitat Assessment Plan – The town was awarded up to \$1471.72 for doing the plan as outlined by Lincoln Fish.

Dog issues – There have been a few complaints, and the Animal Control Officer is not in the town during the day to deal with the calls about dogs barking or people not picking up waste. Charlene has sent letters to dog owners. The Animal Control Officer is a difficult position to fill.

Finance Committee – Committee will meet tonight to finalize the budget.

School and Library agreement – Charlene recommended that the Chair of the Board of Selectmen meet with Finance, the Library Director and the School Principal to start the conversation about a Memorandum of Agreement.

Mosquito spraying – The Chair of the Board of Health recommended that the town opt out of the state spraying and said that the paperwork should be submitted as soon as possible. The Board left it to her. There is still the question about how to address standing water and what happens with mosquitoes if the town doesn't spray.

17. Minutes – **Motion** was made and seconded (DM/DB) to approve the minutes of April 22, 27, 28, May 3 and May 3 Executive Session. **So voted** (DM aye, DB aye, WS aye).

18. Eileen Stewart – It was noted that Eileen Stewart had died yesterday. She was Town Moderator for many years, did an excellent job, and Board members remembered her fondly.

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

Documents used

Sunday entertainment license

Resignation from Regional School Committee

Town Meeting draft warrant

Minutes

Adjourned at 12:03 p.m.

Approved:

Clerk