

Minutes
Williamsburg Board of Selectmen
June 15, 2023

The members of the Board of Selectmen met in regular session on Thursday, June 15, 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: Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

1. Police – Police Chief Denise Wickland gave her regular report. Officer Aimee Wallace has completed the bridge program, and is a certified police officer for Massachusetts, with 20 years of experience. She has accepted a full-time position with the department starting July 1. Call statistics: January through May 26: in 2022 there were 567, this year 945. About half are two-person calls where they can't send two people. Domestic disturbances need two people. State police has been calling the town police for backup. She noted that people in low income housing moved here for the housing but don't have the resources available in a city, don't have transportation and can't get food. Selectman William Sayre offered to talk to HCDC director Dave Cristopolis. The budget is in good shape. They still need more staff. Williamsburg is a stepping-stone for positions elsewhere unless a person is from here. There are contracts saying an officer has to pay the town back if they are put through the training and then leave. The two full-time officers are Peter Fisher and Aimee Wallace. Chief Wickland herself works about 50 hours a week; she isn't good at tracking her hours talking to people from home. The recent CPR training went well. Her new administrative assistant Sharon Strzegowski is working out very well. Chief Wickland will be a strong chief starting July 1.

2. Appointments –

Resignation – Zoning Board of Appeals – **Motion** was made and seconded (WS/DB) to accept Mickey Gallagher's resignation from the Zoning Board of Appeals, with thanks and regret. **So voted** (2-0).

Motion was made and seconded (WS/DB) to appoint the following:

Open Space – Rusty Korotec, one year, 2024

Council on Aging Advisory Board, Associate – Toni Boughton, one year, 2024

Field Driver team – Mike Hebert, one year, 2024

Surveyor Wood and Lumber – Alan Everett, one year, 2024

So voted (2-0).

Annual reappointments – **Motion** was made and seconded (WS/DB) to reappoint the following:

Administrative Assistant – Eleanor Warnock, one year, 2024

Agricultural Commission – Alan Everett, David Nehring, three years, 2026; Andy Erwin, Ann Loomis, alternates, one year, 2024

ADA Coordinator – Nick Caccamo, one year, 2024

Animal Control Officer – Shayla Howe, one year, 2024

Building Inspector – Jonathan Flagg, one year, 2024

Building Supervisor – Richard Bart, one year, 2024

Council on Aging Advisory Board – Dianne Martin, three years, 2026; Mary Bisbee, Gerry Mann, Associates, one year, 2024

Council on Aging/Senior Center staff – Melissa Wilson, Director, Sharon Loomis, Administrative Assistant, Tamar Smith, Meal Site Coordinator, Carol Hendricks, Outreach Coordinator, Joy Moore, Office Assistant, one year, 2024

Cultural Council – Lauri Munroe-Hultman, three years, 2026

Emergency Management Assistant Director – Jason Connell, one year, 2024

Energy Committee – Neal Anderson, Richard Guzowski, Mimi Kaplan, Adin Maynard, Jim Piermarini, one year, 2024; Jonathan Gregory, Alternate, one year, 2024

Field Driver Coordinator – Robin Merritt, Diane Merritt, one year, 2024

Field Driver Team – Kathy Emerson, Alan Everett, Sue Fortgang, Sue Froehlich, David Nehring, Carl Schlerman, one year, 2024

Fire Chief and Forest Fire Warden – Jason Connell, one year, 2024

Gas Inspector – Don Lawton, one year, 2024

Hilltown Resource Management Cooperative – Gordon Rusty Luce, Melinda McCall, one year, 2024

Measurer Gravel Soil and Manure – Alan Everett, one year, 2024

Mill River Greenway Committee – Jennifer Black, Eric Bloomquist, Francie Borden, John Connolly, Nick Dines, John Hoogstraten, Jim Hyslip, Gaby Immerman, Jody Nishman, Joseph Rogers, David Weber, one year, 2024; Rachel Koh, alternate, one year, 2024

Open Space and Recreation Committee – Eric Bloomquist, Sally Loomis, Melinda McCall, Markelle Smith, one year, 2024

Parking Clerk – Nick Caccamo, one year, 2024

Pioneer Valley Planning Commission (PVPC) Alternate Commissioner – Holly Hendricks, one year, 2024

Pioneer Valley Region Joint Transportation Commission – Nick Dines, Alternate, one year, 2024

Planning Board – Eric Schmitt, five years, 2028

Plumbing Inspector – Don Lawton, one year, 2024

Police Chief – Denise Wickland, one year, 2024

Police Officers – Jason Soukup, Sergeant, Peter Fisher, Bryan Luszciski, Robert Reinke, Aimee Wallace, one year, 2024

Procurement Officer – Nick Caccamo, one year, 2024

Registrar of Voters – Marjorie Dunphy, three years, 2026

Technology Committee – Collin Black, David Martin, one year, 2024

Tree Warden and Gypsy Moth Superintendent – Thomas Por, one year, 2024

Veterans' Memorial Committee – Roy Beals, one year, 2024

Wiring Inspector/Electrical Inspector – Roger Malo, one year, 2024

Woodland Trails Committee – Gwen Blodgett, John Hoogstraten, Paul Jahnige, Eileen Keegan, Dinah Mack, Kevin McAllister, Diane Merritt, David Weber, Sarah Welch, one year, 2024

Zoning Board of Appeals – Gerald Mann, three years, 2026.

So voted (2-0).

Emergency Management Director – No action was taken on appointment of Denise Banister, because of a possible conflict of interest.

Highway Superintendent – No action was taken on appointment of Dan Banister. The town has a contract with the Highway Superintendent and further appointment is not necessary.

Motion was made and seconded (WS/DM) to reappoint Dan Banister to the Pioneer Valley Region Joint Transportation Commission, and as Trench Permit Granting Authority, one year, 2024. **So voted** (2-0).

Pioneer Valley Transit Authority Representative – The chair appointed J.M. Sorrell, one year, 2024.

Assistant Town Treasurer – The Board concurred with Treasurer’s appointment of Karen Karowski as Assistant Treasurer.

3. Licenses –

Live entertainment – **Motion** was made and seconded (WS/DB) to grant to Brewmasters Brewing Services LLC, d/b/a Burgy Brews, a live entertainment permit for live music July 1 through December 31, 2023, seven days a week, Monday through Saturday 10 a.m. to 12 midnight, Sunday 12 noon to 12 midnight. **So voted** (2-0).

One-day Special license – **Motion** was made and seconded (WS/DB) to grant a special license to Corinne Arnold and Craig Itterly, Dennis Bates person in charge, for all kinds of alcoholic beverages, to be drunk on the premises, at 4 Main Street, Williamsburg, the unlicensed side of the beer garden, for June 16-19, 2023, hours of serving June 17 from 4 to 11 p.m. **So voted** (2-0).

4. Mailing machine –

Lease agreement – Town Administrator Nick Caccamo presented the lease agreement for the new postage meter, for a monthly fee plus a discounted cost of postage. It will help with stuffing and sealing for mailings and with general efficiency. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the postage meter lease agreement with Quadiant Inc. in the amount of \$236.42 per month for 60 months. **So voted** (2-0). The Board also signed the enrollment in the postage funding program. Collector Sharon Strzegowski will act as conduit. Each department in the office will get its own account.

Old sealing machine – **Motion** was made and seconded (WS/DB) to declare the old sealing machine in the town offices as surplus. **So voted** (2-0).

5. Green Communities Memorandum of Understanding – with PVPC for energy planning assistance – Town Administrator Nick Caccamo explained that the PVPC offers technical assistance up to \$4000 for Green Communities-related work in preparation of grant applications and annual reports. **Motion** was made and seconded (WS/DB) to authorize the chair to sign the Memorandum of Understanding between PVPC and the town for Green Communities and energy assistance. **So voted** (2-0).

6. Annual Town meeting review – The former Town Moderator has offered to help the new Moderator. This was the new Moderator’s first big meeting.

The Board met more often with Finance this year than in the past, and had productive conversations. They agreed to disagree on one point.

Questions were asked at the town meeting that could have been asked at the information session. Information session will be planned again for next year.

The joint meeting with Finance for end-of-year transfers will be Thursday, July 13 at 6; the Board will hold its regular meeting that day at 3.

7. Meetings with department heads – The Board will meet with the Collector/Treasurer four times a year, and will add the Accountant, 4 times since he’s new. It can be scheduled for off-weeks if the Accountant desires.

8. Town Common – The Board reviewed the draft committee charge for the Town Common Committee. Discussion included not micromanaging the committee, seeing economic development as including anything that improves quality of life, acknowledging that there are strong feelings about a pavilion and similarly about a basketball court and a skating rink, getting funding, and whether to have a design consultant. **Motion** was made and seconded (WS/DB) to

approve the outline for the Town Common Committee as amended. **So voted** (2-0). The Board agreed on nine members and suggested names. Selectman William Sayre will reach out to the proposed people to see if they are interested.

9. Town Administrator's report –

Public Safety Complex and MVP report – They hope to move MVP funding for FY23 into FY24 and are fairly confident that it can be done. They don't want to lose any money. The grant was based on estimated costs and estimated timeline, before the general contractor was hired. As an example, the underslab insulation came in over the estimate and the radiant flooring came in under the estimate. The total grant of \$924,000 includes \$135,000 in contingency funds.

Server relocation – The decision is to move things out of the Selectmen's closet and install doors and soundproofing. The new system has remote backup.

MassDOT Forrrwd program update – Two weeks ago residents had complained about the white reflective plastic markers on roads. MassDOT has said the town could remove them, and that white painted shoulder lines would serve the same purpose. Board members had expected speed signs when they signed the grant agreement, not these plastic reflective posts.

IT service – Nick reported that the proposed agreement is not too different from what town counsel suggested.

10. Correspondence – MassDOT has approved the Route 9 bridge replacement project. A memo from KP Law says that a municipality can keep only what is owed in taxes from a tax foreclosure sale.

11. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of May 25 as presented. **So voted** (2-0).

12. Warrant – Chair Denise Banister will review and sign the warrant.

Documents used

Agenda and notes

Appointment list

License applications

Postage meter contract

PVPC energy memorandum of understanding

Town Common Committee charge

MVP project spreadsheet

MassDOT correspondence

IT service agreement

KP Law correspondence

Minutes

Adjourned at 3:45 p.m.

Approved:

Clerk