

*Minutes*  
*Williamsburg Board of Selectmen*  
*July 1, 2021*

The members of the Board of Selectmen met in regular session on Thursday, July 1, 2021, at the town office. The chair called the meeting to order at 9:03 a.m. and noted that the meeting was being recorded by the Reminder reporter, starting with the police fingerprinting item.

Present: David Mathers, Denise Banister and William Sayre

Also present: Nick Caccamo (Town Administrator), Jim Hyslip, Eleanor Warnock (Administrative Assistant), Denise Wickland (Police Chief)

Mountain Street residents: Julia Peters, Anna Lawrence, and many others

Reporters: Dennis Hackett (Reminder), Peter Spotts (Country Journal)

1. Board reorganization – **Motion** was made and seconded (WS/DB) to elect David Mathers chair of the Select Board and Denise Banister clerk. **So voted** (3-0).

2. Mountain Street – Julia Peters, spokesperson for the Mountain Street residents, described their objections to the proposed design of the road. Rather than MassDOT's Alternative 5, which would involve significant widening and straightening, they would prefer something closer to Alternative 4, which is close to the current footprint of the road, would involve shared bike and vehicle lanes, and would require less invasion of private property, affecting wells, septic systems, trees, and other important structures. She also noted that the planning process did not include residents. Anna Lawrence, speaking for High Street and Kingsley Avenue residents, presented a petition from those residents and noted that changes to Mountain Street would also affect High Street and Kingsley Avenue. Mountain Street residents would like a public hearing the evening of July 12. Board members agreed and in addition proposed a working group of Select Board members and Mountain Street representatives, and potentially with the MassDOT, the Highway Superintendent, the road engineer, and local legislators, to meet together to prepare a letter to MassDOT with shared perspectives.

3. Police –

Civilian fingerprinting – Police Chief Denise Wickland proposed charging \$10 for each set of civilian fingerprinting, explaining that this is not for town employees but, for example, for firearms licensing or national federal fingerprint checks. In the past there have been requests maybe 15 or 20 times a year but recently that has gone up to two to three times a week. Other police departments charge up to \$20 for this service. The fee would go into the town's general fund. **Motion** was made and seconded (DB/WS) to approve a fee of \$10 for civilian fingerprinting. **So voted** (3-0).

Speeding – Board members would like the speed trailer to be put on Mountain Street.

4. Depot Road culvert – It was reported that the Depot Road culvert bid came in at \$491,748. Of the existing MassWorks grant of \$350,000, some \$27,000 has been spent for engineering. There is an estimated shortfall in the range of 170-190,000. It was suggested that the Stabilization Fund could be used so that Chapter 90 highway funds are not completely drained;

this would require a Special Town Meeting two-thirds vote. The tentative sense of the Board was to use Stabilization money, but to reserve Chapter 90 funds until the Stabilization funds are approved. Funding can be discussed further at a future meeting. It was noted that the stability of the culvert is an issue and the work should be done in September. **Motion** was made and seconded (DB/WS) to sign the contract with J.H. Maxymillian, Inc. for the Depot Road culvert project for \$491,748. **So voted** (3-0). It is expected that there will be future federal funding for infrastructure, and Town Administrator Nick Caccamo suggested a pavement management study to identify road needs so that the town can be ready to spend federal infrastructure funds quickly.

5. Town Collector office hours – After her vacation the Collector plans to work half days and asked the Board which morning hours they prefer. **Motion** was made and seconded (DB/WS) to set the Collector's in-office hours as 8 to 12 a.m.

6. Anne T. Dunphy School HVAC – Town Administrator Nick Caccamo presented a proposal by engineering firm B2Q for engineering assistance with RFP development, bidding, installation, and start-up for the HVAC system at the Dunphy School, at a cost of \$9,400.

Cost – The estimate from Jamrog for doing the HVAC work is \$150,750, plus the \$9,400 for B2Q. The plan had been to use \$150,000 from CARES Act funding, with the balance coming from the school's ESSER Act funds, but it turns out that the remaining CARES Act funds are only about \$86,000. It's not clear whether the project would be eligible for the expected American Rescue Plan Act funds. The amount of the shortfall will not be known until the project is put out to bid.

What work – A number of questions were raised about the Jamrog proposal and the B2Q proposal, including identifying what the problems are and what the system needs, considering software and contamination issues, having Jamrog and B2Q take responsibility for the outcome of their recommendations, and having one or two of the Selectmen dig deeper into the project. Nick Caccamo was asked to follow up with B2Q.

7. Employee pay rates for FY22 – Town Administrator Nick Caccamo presented the employee pay rates for FY22, with the 2% raise approved at Town Meeting. After confirming that the raise applied to certain lines that had been otherwise increased, such as firefighters and Police Chief, **motion** was made and seconded (WS/DB) to approve the pay rate schedule as amended. **So voted** (3-0).

8. Appointments – **Motion** was made and seconded (DB/WS) to accept the resignation of Marcianna Caplis from the Zoning Board of Appeals, effective July 1. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to appoint Mickey Gallagher as full member of the ZBA. **So voted** (3-0)

9. 125 Goshen Road – **Motion** was made and seconded (DB/WS), pursuant to the vote taken under Article 19 of the June 7, 2021 Annual Town Meeting, to take, on behalf of the Town, the fee in and to a parcel of land located on Goshen Road, Williamsburg, described in Exhibit A of the Order of Taking, for general municipal purposes, including title-clearing. Owners: heirs of Nancy A. Fuller. Damages: \$7,500, less G.L. c.79, §44A Outstanding Taxes \$ 10,729, Net \$0. **So voted** (3-0).

10. Memorandum of Understanding with Pioneer Valley Planning Commission – **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Memorandum of Understanding regarding Green Communities for the services listed. **So voted** (3-0)

11. FRCOG Accounting Services agreement – **Motion** was made and seconded (DB/WS) to sign the FRCOG Accounting Services Agreement and Memorandum of Agreement for use of Accounting Software, in the amount of \$38,249 for accounting and \$750 for software. **So voted** (3-0).

12. Woodland Enhancement Plan grant – The paperwork has been sent to the Department of Conservation Resources (DCR), and Lincoln Fish will be paid directly for the work.

13. Back from the Brink, prevention of nuclear war – The Greater Boston Physicians for Social Responsibility has asked local municipal officials to sign on to a letter urging the President and Congress to take leadership on nuclear weapons policy and spending. Officials would be signing as individuals but in their official capacity. Board members felt it should be a personal decision by each person. **Motion** was made and seconded (WS/DB) to allow each individual Selectman to choose whether to sign the letter. **So voted** (3-0).

14. Pole hearing, request of National Grid and Verizon – Hearing was set for July 15.

15. Hybrid meetings – Board members asked Town Administrator Nick Caccamo to look into technology for hybrid meetings. Funding might come from the Tech Upgrades line or CARES Act/ COVID money.

16. Meetings with department heads – Town Administrator Nick Caccamo will talk with a department head who works out of town during the day to figure out the best arrangement.

17. Town Administrator's report –

Helen E. James Building Heating fuel oil recovery – Highway Superintendent Dan Banister and Don Lawton can remove the oil and move it to other tanks in town.

Mountain Street sign – The sign is either on Northampton property or on town property, is too close to the road and doesn't conform to the sign bylaw. The Select Board would like to ask the Building Inspector what is going on with the sign.

Speeding – The town can request PVPC to do two traffic/speed counts per calendar year. Last year it was High Street and Kingsley Avenue. Board members suggested Mountain Street, South Main Street, and South Street. Noting that the Police chief did a good survey on South Main Street, Board members decided on South Street Williamsburg and a portion of Mountain Street.

18. Correspondence – Correspondence included a letter from the Veterans' Services District about why they feel it is more effective to cut back on in-person office hours in the towns.

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

Documents used

Employee pay rates

Resignation and letter of interest

PVPC Memorandum of Understanding

FRCOG Accounting Services Agreement

Back from the Brink letter

Veterans' Services District letter

Adjourned at 12:00 noon.

Approved:

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Clerk