

Minutes
Williamsburg Board of Selectmen
July 28, 2022

The members of the Board of Selectmen met in regular session on Thursday, July 28, 2022, at the town office. The clerk as acting chair called the meeting to order at 9:04 a.m.

Present: William Sayre and David Mathers

Absent: Denise Banister

Also present: Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. Elections – **Motion** was made and seconded (DM/WS) to approve and sign the election warrant for the State Primary September 6, 2022. **So voted** (2-0).
2. Appointments – election workers – **Motion** was made and seconded (DM/WS) to appoint wardens Glenda Cresto and Kathleen Luce. **So voted** (2-0). **Motion** was made and seconded (DM/WS) to appoint the following election poll workers: Robert Dean Acheson, Pamela Acheson, Denise Banister, Madeline Breen, Pat Casterline, DeAun Corbett, Joan Donovan, Sheila Dufresne, Gail Gagne, Thomas Hodgkins, Dinah Mack, Susan McAllister, Diane Merritt, Dorothea O'Connell, Diane Punska, Rebecca Robbins, Fran Tilley. **So voted** (2-0).
3. Town office building materials assessment – Town Administrator Nick Caccamo presented the proposal from BCA, Building Conservation Associates, Inc., to provide conditions assessment, treatment recommendations, priority and phasing plan, and probable costs for restoration of the Town Office Building, for a fee of \$6,500. He reviewed the scope of work, starting with an extensive walkthrough to identify deterioration. The \$6,500 will come from a FY22 Town Meeting warrant article for Town Office window replacement. The Town Building Supervisor will be a great additional set of eyes. Work is expected in August. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the contract with BCA for assessment of the Town Office Building. **So voted** (2-0).
4. Audit –
FY21 audit – The town's responses to the management letter have been submitted to the auditor. The entire audit package will be combined and sent to Select Board members before a meeting with the financial team in mid to late September.
New auditor – The current auditor, Melanson, says that due to personnel constraints they will not be able to do the town's FY22 audit. The Town Accountant has possibilities to suggest, and the state contract bid list will have a list of auditing services.
5. Chapter 90 spending request – Adams Road – Town Administrator Nick Caccamo presented the Highway Superintendent's Chapter 90 spending request for Adams Road. Further paperwork for the Conservation Commission is not necessary. Work is anticipated to be in September, through the FRCOG bid process. **Motion** was made and seconded (DM/WS) to sign the certification of Chapter 90 request for Adams Road in the amount of \$251,651. **So voted** (2-0).

6. Public safety complex hazardous material clearance report – This is expected at next meeting.

7. Senior Volunteer Tax Relief Program – The Administrator Assistant report that after a cost-of-living increase of 5.9% the new Income Preference Level will be \$34,552, and the new Maximum Household Income Level will be \$53,638.

8. Technology Committee – The Technology Committee requested that the number of their members be reduced from 5 to 3. They currently have three and have been trying unsuccessfully to find two additional members. A reduction in member will help them have a quorum when one member cannot attend; they currently need all three for a quorum. **Motion** was made and seconded (DM/WS) to reduce the membership of the Technology Committee from 5 to 3. **So voted** (2-0).

9. Town Administrator's report –

Covid – Town operations have continued to move forward. The changes to the Open Meeting Law were set to expire July 15 but the legislature extended them through March 31, 2023, and the Lieutenant Governor as Acting Governor signed it. There was some talk of requiring towns to have hybrid meetings, which would be difficult. IT consultant Paragus had provided a quote of \$3500 for a system that they thought would be a good fit, and the Technology Committee also had suggestions. If all meetings were hybrid and in the Planning Board Room, that might create a scheduling problem.

Collector's office – Mike Quinlivan has been coming in one day a week the last couple of weeks to process payments, and Nick is picking up mail, checking drop boxes, checking emails and phone messages, and responding to people who come in needing tax bills.

Collector interviews – Three applications have been received. The plan is to interview the best two on Tuesday, August 2 [later changed].

10. Correspondence – The Open Meeting Law issue has been closed because the complainant did not file the complaint with the Division of Open Government after receiving the town's response. There was an oil spill that has been addressed. Bridge inspection reports were received.

11. Warrant – Selectman Dave Mathers will review and sign the warrant. Payroll warrant WP23-03 for \$105,231.38 and expense warrant W23-03 for \$563,105.68, effective 8/3/22.

12. Miscellaneous –

Hazardous materials – Hazardous materials from Helen E. James were all removed prior to demolition.

250th Anniversary – The event was wonderful and included fireworks, Saturday festival and Sunday parade. The Board will send a letter of thanks for the planners' hard work, many meetings, and very successful event.

Bonding for public safety complex – The federal prime interest rate was just raised $\frac{3}{4}$ of a percent. It was mentioned that if the country goes into a recession, interest rates are likely to drop and maybe it might be wise to postpone borrowing. The town is currently using \$1 million from the Stabilization Fund. The projected sale of the bonds is September 1. Nick could ask Dave Eisenthal of Unibank for advice about timing.

Documents used

Agenda and notes

Election warrant

Appointment list

Town office building materials assessment proposal

Chapter 90 request

Technology Committee membership request

Open Meeting Law letter and other correspondence

Warrant

Adjourned at 10:21 a.m.

Approved:

Clerk