

Minutes
Williamsburg Board of Selectmen
July 7, 2022

The members of the Board of Selectmen met in special session on Thursday, July 7, 2022, at the town office. The chair called the meeting to order at 9:05 a.m.

Present: David Mathers, Denise Banister and William Sayre

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

1. FY23 priorities – Town Administrator Nick Caccamo opened a conversation about goals for FY23, to make sure everyone was on the same page about how he should be spending his time. First is the public safety complex, which is moving forward. Two of the Selectmen are on the building committee. The signage for the building is still not settled, but there are funds available, as some money has been saved in the demolition. The town has not yet borrowed the money for construction. The application is being put together and should be ready in 4-6 weeks.

Municipal Vulnerability Preparedness grant (MVP) – Grant application for climate resiliency has been submitted and includes such things as insulation, water runoff, solar arrays, energy efficiency in construction, electric heating and cooling, for perhaps \$1.8 million. It includes money for a grant administrator. The building of the complex satisfies the 10% match.

Mill River Greenway – MassTrails grant for \$100,000 for design of the switchback has just wrapped up and another MassTrails grant for \$195,000 has just been awarded for further design work for the bridge connecting to South Main Street. The 20% match will be covered by volunteer hours. MassWorks grant for construction of the switchback has been submitted and is being reviewed. Estimates are for \$900,000. It is scheduled to start in spring/summer 2023.

Administrative work includes quarterly reporting and general coordination. MassWorks funded the Depot Road culvert.

In sum, over \$2 million in grants, could be awarded in next one to two months.

Mountain Street project – Whately's 25% design hearing has been completed. Williamsburg's portion was at the 25% design stage, but MassDOT has moved away from the initial design to something closer to the town's preferred option. There hasn't been a hearing yet. It may be good to get the town's representatives involved, including the new ones, changing January 1. Nick will also get in touch with the engineer, Greg Frazier.

South Main Street – Project will tie in with the Greenway. MassDOT has not yet produced the 25% design. A significant amount of easement work will be needed, which will probably cost the town more than \$10,000.

Town Office building and land – Window removal and replacement, exterior paint, and assessment of interior and exterior; also the fence, invasive plants, landscape design.

Meekins – Gutters, window replacement, air conditioning units. A walkthrough will be scheduled soon.

Building priorities – First, Meekins and Town Office Building; second, Haydenville Library, Old Town Hall, Highway Garage; third, disposal of police and fire stations. New Building Supervisor Dick Bart will get involved.

American Rescue Plan (ARPA) money – Departments will be asked for their needs, and the Select Board can review and prioritize.

2. Collector – The second person has resigned and the position will be reposted. There is a Mass. municipal consulting agency, Mass MuniFin, that could come in and take over the office; it is well regarded but their phone mailbox is full. Mike Quinlivan is willing to come in once a week to process payments, requests for Municipal Lien Certificates, etc. The work is currently being pieced together by Nick, Mike Quinlivan, and Treasurer Nate Rosewarne. The job will be posted with salary dependent on experience.

3. Town Administrator work load – Board members were concerned that Nick may be overburdened and need some help. He has been both doing his job and dealing with the Collector position. He would like not to administer grants, and the Board may want to look to hire a grant administrator, to be paid by the grants. Nick assured the Board that if he becomes overwhelmed he will let them know. Board members felt that Nick has been doing an outstanding job, both in the difficult collector situation and throughout the year.

Adjourned at 10:45 a.m.

Approved:

Clerk