

*Minutes*  
*Williamsburg Board of Selectmen*  
*August 11, 2022*

The members of the Board of Selectmen met in regular session on Thursday, August 11, 2022, at the town office. The chair called the meeting to order at 1:01 p.m.

Present: Denise Banister, William Sayre and David Mathers

Also present: Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant), Paul Wetzel, Melissa Wilson (Senior Center Director)

1. Senior Center – Senior Center Director Melissa Wilson gave her regular report. A staff member has been out sick for a couple of weeks and staff and volunteers have been pitching in. Another staff member, Tryna Hope, has given notice and will be leaving at the end of September; she will be deeply missed. The position is being advertised. Exercise program Healthy Bones and Balance, very popular before the pandemic, has started again. A new Technology Assistance program, with volunteers who help seniors in one-on-one sessions, is becoming busy. Events upcoming or just past include a flu clinic, Falls Prevention Workshop, ice cream social, and intergenerational event. The staff are working with the Northern Hilltown Consortium on regional initiatives and are looking for a way to continue to pay for the newsletter. They are reorganizing the meal site space. Discussion included the wall-mounted TV, not currently used, the noisy refrigerator, the too-big freezer chest, and possible uses of federal ARPA funds.

2. Public safety complex hazardous material certification – Town Administrator Nick Caccamo presented the Minerva Enterprises waste profile form for the town to sign as generator of the waste. There had been concern that the windows might contain hazardous materials. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the generator knowledge certification statement. **So voted** (3-0). The trailer with waste can now be removed.

3. Public safety complex borrowing – Town resident Paul Wetzel, who is also a member of the Finance Committee, suggested that with additional funds available for the public safety complex – \$700,000 in ARPA funds, \$500,000 in MVP funds for things that were already in the project, as well as \$500,000 in the project that hadn't been allocated – the town has more money than expected and might consider borrowing \$500,000 less. Discussion included: the \$4.1 million that the town is borrowing is a lot and reducing it would benefit the taxpayers, the amount of interest that would be paid on \$500,000 over 20 years is significant, the bond paperwork is done and ready to go to market and would have to be redone, there are already change orders for \$35,000 and the \$500,000 may be needed, if \$500,000 is too much the town could consider reducing by \$100,000 or 200,000, if money isn't used for the safety complex it could be used for other things but does the town really want to be borrowing the money for those other things, things are too far along to change the amount, changing the amount would cause a delay, ARPA money might be used for things that would otherwise be paid out of tax revenues, the town is in a good position to get ahead on things that don't need to be borrowed for in the future. While it may not be feasible or advisable to lower the amount, further information is needed and the Town Administrator will talk with the town's bond counsel.

4. MVP (Municipal Vulnerability Protection) grant – The town has been awarded \$1,831,137 from the Executive Office of Energy and Environmental Affairs for the public safety complex. The grant is for two years, FY23 and 24, and reimbursement is based on completion of specific tasks. The cost of building the complex covers the required match. The Town Administrator expressed great gratitude to Paul Wetzel for writing the grant application. There is a small possibility that the formal announcement and ribbon cutting will happen here. Some names were suggested for part-time grant administration. There was excitement about the grant. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the standard contract form for the MVP grant in the amount of \$1,831,137 from the Executive Office of Energy and Environmental Affairs. **So voted** (3-0).

5. Elections – The Town Clerk had requested that the Board take action to detail a sufficient number of police officers or constables at polling locations, in response to recent changes to MGL c 54 sec 72. **Motion** was made and seconded (WS/DM) that:

At a minimum, the following number of election constables and/or police officer(s) will be assigned for every election: Minimum number of constables, per building, where one precinct votes: One. If voting occurs in a school and classes are in session during polling hours, then one police officer will be assigned to every building where voting occurs during school hours. To ensure the security of voted ballots after the polls close, one police officer will be assigned to any building in which voting has occurred to transport the ballots safely back to the Town Office (would only apply if voting at Anne T. Dunphy School). The Town Clerk is designated and authorized to assign specific constables and/or police officers to work at the polling places in coordination with the Police Chief or a police department designee.

**So voted** (3-0).

6. Veterans' Services agreement – The agreement for the new fiscal year was presented. The town's assessment is lower than last year. **Motion** was made and seconded (WS/DM) to authorize the chair to sign the Veterans' Services Inter-municipal Agreement with the City of Northampton. **So voted** (30). It was noted that Dan Nye will be the new veterans' service officer.

7. 50 Chesterfield Road – The Conservation Commission had proposed using their funds for removal of invasive species, particularly bittersweet, on a two-acre town parcel at 50 Chesterfield Road. **Motion** was made and seconded (DM/WS) to authorize the chair to sign the Request for Determination (RDA) form for 50 Chesterfield Road. **So voted** (3-0).

8. Working group for town commons – Selectmen William Sayre suggested an informal working group to think about a committee to start planning what to do with the green space in the Helen E. James lot near the public safety complex – to think about the structure of such a committee and its charge, including getting town input and eventually lining up grants. It might be called the town center park committee. Some work has already been done, such as the boundary survey of the parcel. The importance of the basketball court was noted. Board members agreed that it would be good to do some planning. Some names were suggested and William Sayre will get in touch with them.

9. 250<sup>th</sup> Anniversary – Thanks have been sent to emergency services departments of other towns that helped with the event.

10. Town Administrator's report – Covid update – The Health department has heard of four cases in town. There is no impact of Covid on town operations.

ARPA funds – Town Administrator Nick Caccamo is reaching out to department heads and chairs of boards and committees asking for input about spending the money, to be discussed at the Board's September 8 meeting.

Bridge Street project easements – MassDOT reached out to the Town Administrator about the work that the town will need to do, especially the easements. An estimated 68 properties are affected. There has been no 25% design hearing scheduled yet. A town meeting warrant article will be needed to authorize the Board of Selectmen to engage in the easement process, including title work, getting deeds, and getting properties appraised. Some easements may be temporary, e.g., rolling over a lawn and coming back and regrading and reseeded. A Special Town Meeting is projected for October. Katie Klein of town counsel KP Law is very experienced in the process. The project won't be completed for many years.

Collector's office – Nick checks the phone messages and emails daily, spending 30-60 minutes a day. He and chair Denise Banister met with Sharon Strzegowski and offered her the position and talked about salary. She will take time to think about it. Board members are excited about her.

73 Old Goshen Road – The purchase and sale agreement was received. Nick has written to abutters and committees asking for comments by the September 8 meeting, when the Board can exercise its right of first refusal or waive the right and allow the sale to go through.

11. Correspondence – The chair listed the correspondence including a letter about a Release Abatement Plan for 74 Village Hill Road, tax title correspondence about Marcy Moffet's address, ZBA hearings for Peter Matuszko and Unquomunk Farms to allow short-term rentals and Equinox Partners (Chris Duval) to add a campground.

12. Minutes – After minor corrections, **motion** was made and seconded (WS/DM) to approve the minutes of June 30, July 7 as amended, July 14, July 28 as amended, and August 4. **So voted** (3-0).

#### Documents used

Agenda and notes

Minerva Enterprises hazardous waste certification form

MVP grant

Proposed elections motion

Veterans' Services agreement

50 Chesterfield Road RDA

Correspondence

Minutes

Adjourned at 3:37 p.m.

Approved:

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Clerk