

Minutes
Williamsburg Board of Selectmen
August 24, 2023

The members of the Board of Selectmen met in regular session on Thursday, August 24, 2023, at the town office. The chair called the meeting to order at 9:02 a.m.

Present: William Sayre and Denise Banister

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

1. Accountant – New Accountant Nate Rosewarne gave his first regular report, with Town Administrator Nick Caccamo also commenting. Things are going well. Previous accountant Kala Fisher has been generous in helping with the transition and has been a great resource. Computer RAM upgrades have been helpful in speeding things up. Nate is aiming to close out the fiscal year by the end of September. Nate is here 20 hours a week, more than the previous accountant.

2. Appointments – Chaplain – **Motion** was made and seconded (DB/WS) to appoint Worth Nyes as Police and Fire Chaplain, term to expire June 30, 2024. **So voted** (2-0).

Resignation – COA Board – **Motion** was made and seconded (DB/WS) to accept the resignation of Pat Billingsley from the COA Advisory Board with thanks and well wishes for her new move. **So voted** (2-0).

3. Live entertainment – **Motion** was made and seconded (DB/WS) to approve live entertainment, a D.J. for American Legion Post 236 on Sunday, August 27, from 1 to 4 pm. **So voted** (2-0).

4. Public Safety site survey – Following the recent creation of a Town Common Committee, committee member and landscape architect Nick Dines advised that the town needs clear property lines and a topographic site plan. Wetland flagging could be done in house. Hill Engineers has presented a proposal, to cost about \$8000 plus reimbursables, and to result in plans for park or greenspace development and suitable for recording at the Registry of Deeds. Previous work by the firm covered the boundaries but not the topography or documents suitable for recording. There were some boundary issues discovered last time so more research is needed, as well as talking with the neighbors, and the wooden stakes from the last survey were not immediately visible. Board members felt that there was some duplication of effort but reluctantly agreed to move forward. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the proposal from Hill Engineering for the boundary and topographic survey and fund it through ARPA money, for a total of \$8500. **So voted** (2-0).

5. Town Common Committee – A new possible member of the Town Common Committee was mentioned and will be asked to send an email of interest. Denise Banister will convene the first meeting.

6. Public Safety Complex solar project procurement – Town Administrator Nick Caccamo presented the opinion from KP Law about the procurement for the solar project. The opinion quotes the M.G.L. c. 164 sec. 137 procurement exemption allowing for participation in group competitive purchasing of electricity, natural gas, telecommunications services or similar products, and cites the opinion of the Power Options legal counsel, and ends with the conclusion that while there is some risk that the contract for the purchase and installation of a solar array on a town building could be beyond the scope of the exemption, in his opinion the town has reasonable grounds to proceed. Board members noted that Power Options selected Solect Energy through an RFP process. The town would be the first municipality in the state to use the procurement method, even though it had been told that three other towns had already done it. Board members felt that the process was good enough and were ready to move forward with the contract.

7. Town Offices renovation – Town Administrator Nick Caccamo reported that architectural renovation design firm EDM Studio, which comes recommended, did a site visit to the Town Office Building looking at windows, new restroom, roof, gutter system, and ADA compliance. He reminded the Board of the 30% rule – if the renovations over three years exceed 30% of the assessed value, that triggers code upgrades, including a fire suppression system, which would be a significant cost. This is for anything that requires a building permit, but not for painting. ADA upgrades are triggered under a smaller threshold. The current assessed value, before revaluation, is around \$900,000. If the design services cost less than \$30,000, the design firm can be selected without a procurement process. EDM's proposal for design work can select things for a bid package based on cost, e.g., windows and restrooms plus ADA compliance. There was some disagreement about whether to do construction work, especially windows, first before painting, or paint as soon as we can. Available money includes \$50,000 from Town Meeting for windows, and ARPA money. EDM's proposal is expected soon.

8. Highway Department dump truck – The Highway Superintendent had provided a quote from Liberty Chevrolet for a 2023 Chevrolet Silverado 5500HD, 4 WD, to be purchased through the Greater Boston Police Council, but the price on the Greater Boston Police Council list is a little different, and the discrepancy needs to be resolved. A motion was made to authorize the chair to sign the purchase order that the procurement officer deems acceptable for the Highway Department dump truck, but the motion was withdrawn in order to wait for the actual purchase order. This is the fourth vehicle being bought through the Greater Boston Police Council. It was suggested that in order to get the best price, it would make sense in the future to check out Commbuys (Operational Services Division), another route to procurement, but it was noted that some Commbuys contracts can be limiting and it is good to defer to department heads.

9. ARPA funds for Public Safety Complex epoxy floor – The building committee approved the change order (Change Order Rev 3 for \$59,711.83) for the epoxy flooring and recommended use of ARPA funds, so as not to use the contingency funds, which will be needed for other things. While the change order says one color (gray), it was understood to mean two colors (gray and red). The yellow striping on the floors, important for safety, is a separate issue. **Motion** was made and seconded (DB/WS) to pay for the epoxy flooring, Change Order Rev 3, from ARPA funds. **So voted** (2-0). It was learned that the price for two colors will be more than is shown on the change order and more than the committee approved. After some discussion about whether

the second color was merely decorative, the Board supported the two colors. There was discussion about who has the authority to make decisions, but it was noted that the ARPA money is under the jurisdiction of the Board, the Board is operating under the spirit of what the committee said, and time is tight. The Board clarified that they were voting for the two colors without specifying the price and they will expect a new change order with the correct price.

10. Speeding on Hyde Hill Road – Residents have expressed concerns about speeding on a section of the road. Speed feedback signs have been placed, and one resident suggested lowering the speed limit. The Board would be interested in a report on the readout from the speed signs

11. Town Administrator's report –

Public Safety Complex – The expected timeline is still to finish in mid-October. The building will be insured once there is a temporary occupancy permit. Plantings – A town employee has allergies to certain plants, and both the landscape architect and the construction contractor have withdrawn from dealing with the plantings. The town is being advised by town counsel. A Select Board member would like the watering trough planted with chrysanthemums for the September 9 event in the center of Williamsburg. The Town Administrator also presented an updated budget sheet for the Safety Complex.

Haydenville Library – A small group met at the Haydenville Library to discuss repairs, especially exterior improvements. Town Meeting had approved \$40,000 in maintenance funds. New Trustee Todd Lynch will coordinate.

Server – The server has been moved into the corner/closet in the Select Board room. The next step is to hang doors and improve ventilation. It won't be silent but will be an improvement.

Data backup system – A new system, called Datto Siris, will be installed soon, a combination of on-site backup and cloud storage. Nick Caccamo has reached out to staff about what files are important to back up. It was suggested to check back with them in six months to see where they are keeping their files.

Vacation – The Town Administrator and Administrative Assistant reported on projected time off.

Meeting schedule – Since there will not be a quorum for September 21, that meeting is cancelled.

12. Minutes – **Motion** was made and seconded (DB/WS) to approve the minutes of August 10 as presented.

13. Other business – A vehicle hit a resident's fence on South Main Street. At the next meeting the Board will plan to discuss putting a stop sign for people traveling on South Main Street westward toward the bridge.

14. Warrant – Chair William Sayre will review and sign the warrant. Payroll warrant WP24-05 for \$121,952.26 and expense warrant W24-05 for \$134,235.30, payable 8/30/23.

Documents used

Agenda and notes

Resignation

Live entertainment

Hill Engineers site survey proposal

KP Law opinion about solar project procurement with attachments

EDM Studio renovation study proposal
Highway dump truck quote
Public Safety Complex Change Order Rev 3
Minutes

Adjourned at 11:39 a.m.

Approved:

Clerk