

Minutes
Williamsburg Board of Selectmen
September 9, 2021

The members of the Board of Selectmen met in regular session on Thursday, September 9, 2021, at the town office. The chair called the meeting to order at 9:01 a.m. and noted that the meeting was being recorded by the Reminder reporter.

Present: David Mathers, Denise Banister and William Sayre

Also present: Nick Caccamo (Town Administrator), Jonathan Flagg (Building Supervisor), Dennis Hackett (reporter, Reminder), Eleanor Warnock (Administrative Assistant)

1. Building Inspector – Building Inspector Jonathan Flagg made his regular report. Things are going well.

Software – They have new software, and are still working out the bugs, but hope to be able to offer online permits.

Solar – The only new solar projects are 95 Main Street and 5 Hatfield, still in process. He noted that large projects need to go through the state for a tree cutting plan, and most of the companies know and follow the rules.

Zoning – The former gas station across the street in Haydenville – The zoning staff have stopped by there a number of times and the owner complies for a while. They will ask for his Class II Used Car Dealer's license. The Board will check with the Fire Chief on how long the underground gas tanks can stay there.

Sign on Mountain Street – Zoning staff have talked to the owner, who promised to take the sign down. The Building Inspector thought the issue was resolved and apologized that it was not. The Board asked him to send updates.

2. Appointments –

Building Supervisor – Dan Hathaway's resignation had been received, but with no firm date.

Motion was made (DB) to accept the resignation of Dan Hathaway, at a date to be determined.

Motion was made and seconded (DB/DM) to table the motion pending further notification from Dan. **So voted** (3-0).

250th Anniversary Celebration Committee – The Board discussed possible new members.

3. Licenses – live entertainment – **Motion** was made and seconded (DB/WS) to grant a live entertainment permit to the Burgy Bullets for Saturday, September 18, for a band, 5 to 11 p.m.

So voted (3-0). **Motion** was made and seconded (WS/DB) to grant a permit for live entertainment to American Legion Post 236 for a D.J., Saturday, September 11, 5 to 10 p.m. **So voted** (2-0, DM abstaining).

4. Elections – **Motion** was made and seconded (DB/WS) that the town remain a single precinct. **So voted** (3-0).

5. CARES Act – Town Administrator Nick Caccamo reported on a confusion about CARES Act funds. The town was originally awarded \$219,449, has received \$132,355, has spent and

reported \$45,480, and the remaining \$86,875 on hand was committed for the Anne T. Dunphy School HVAC system. But there still remains \$87,096 that the town can request out of the original \$219,449. Because the two 86 and 87,000 numbers were so similar, they were confused and conflated. Nick recommended that the town apply for the remainder of the money and use it instead of stabilization funds for the Dunphy School HVAC. There are restrictions in terms of dates – the town would have to apply for a waiver of the October 29 deadline – but he is hopeful that everything will work out and the town can return the money to stabilization. **Motion** was made and seconded (WS/DB) to request the remaining CARES Act funds and authorize the chair to sign the forms. **So voted** (3-0). The Board congratulated Nick on finding the money for the town.

6. Anne T. Dunphy School HVAC –

Warranty – It was suggested that the town should ask Town Counsel about making a claim under the warranty because the system was installed improperly. Acknowledging that this might be a long shot, and had been raised previously about the improperly installed siding, Board members agreed to authorize a call to Town Counsel if a call to former Town Administrator Charlene Nardi or a look at past correspondence didn't settle the issue. If the issue isn't pursued, the Board would like to be able to tell the voters that it was on the advice of Town Counsel.

Work update – The school has settled on a contractor. The Board asked for an update on contractor, date and cost for next meeting.

7. Community Compact – Town Administrator Nick Caccamo described the Community Compact grant program for best practices. The town has done two in the past, for a capital improvement plan for the water/sewer system and for a facilities master plan. A new round of funding is opening up and he has solicited suggestions from department heads. Responses: public works management/ pavement condition index (from highway), human resources/ wage and classification plan (from library), information technology/ citizen engagement (from library), energy/ efficiency (from Town Clerk), and his own suggestions, economic development/ land use regulations, and economic development/ self-assessment. Board members were very interested in energy efficiency, but that could be done better through the Green Communities program. After discussion, Board members decided to apply for economic development/ land use, first choice, and wage study, second choice, and to explore pavement management as a project paid by the town.

8. Town Administrator's report –

COVID – Town Administrator Nick Caccamo reported that there are less than ten cases in town, four of them in one family. The Health Agent estimates that more than 90% of the eligible people in town are vaccinated. It was noted that while the state notifies the local Board of Health about COVID cases, when the state of emergency ended the local Board of Health was released from notifying First Responders of COVID addresses; following a conversation with Emergency Manager Denise Banister, the Board of Health resumed notification.

Audit – The FY20 audit is complete, with responses from departments.

Server upgrade – The Tech committee recommends going with an on-premises server, rather than cloud-based. Having it in-house gives the town flexibility about its IT provider. The cost is

\$19,700 and it will be a few weeks before parts are available. The Board approved going forward with the committee's recommendation.

Green Communities – The new funding cycle for Green Communities will open soon. PVPC will offer technical support for the application and reporting. National Grid will be doing free energy audits for three town buildings as part of the application. A hybrid police cruiser may be eligible for a Green Communities grant, but the timeframe may be too slow for the town's needs.

9. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of August 26 as printed. **So voted** (3-0).

10. Warrant – Board members will review and sign the warrant. Payroll warrant WP22-06 for \$110,131.29, and expense warrant W22-06 for \$286,426.45, payable 9/15/21.

11. Miscellaneous – Thanks – The Board will thank Harry Warner for the framing of the Eric Cerreta painting. Darryl Finch will be thanked for mowing at the Police Station.

Documents used

Agenda and notes
Building permit list
Minutes

Adjourned at 11:15 a.m.

Approved:

Clerk