

Minutes
Williamsburg Board of Selectmen
November 2, 2023

The members of the Board of Selectmen met in regular session on Thursday, November 2, 2023, at the town office. The chair called the meeting to order at 9:00 a.m.

Present: William Sayre and Denise Banister

Also present: Dan Banister (Highway Superintendent), Dick Bart (Building Supervisor), Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant)

Old Town Hall Restoration Working Group: Peter Banister, Julia Peters, Eric Weber

1. Highway – Highway Superintendent Dan Banister gave his regular report. They are doing roadside mowing, preparing dirt roads for the winter, and blowing leaves and sticks off the road and out of ditches. Numerous roads are being paved to eliminate potholes. Adams Road has been reclaimed and paved. The tractor and the two new pickup trucks have arrived and are being outfitted. They are starting to go over their equipment for the winter. Bicycle signage has arrived. Line painting has been completed. The budget line for general expenses, used for blacktop, has taken quite a hit. They will need to watch the equipment repair line, but with new trucks they hope to use it less. They have just gotten an invoice for treating invasive knotweed. The price of salt has gone down significantly this year. Trucks will be surplussed once the new ones are in place. They plan to keep the tractors. They need new dump truck tires.

2. Building Supervisor – Building Supervisor Dick Bart gave his regular report, describing work being looked at or in process at town buildings. Town Office building – Measured fence and developed specs. Discussed lead paint issues. Library – Gutters are expected to be done before winter. Front door restoration is done. Cleaned debris off flat roofs and cleared drain; building needs a regular maintenance plan. Board members felt it would be good to have a maintenance plan for each building and asked Dick Bart if he would be willing to help put them together. Old Town Hall – Old rear stairs removed by Highway Department. On the south side, stairs and a deck are needed for a fire exit. He is trying to find carpenters; most are too busy, or are retired and don't have insurance. It was noted that there is a working group working to restore the building and it was suggested that things be paused while the group works and creates a vision. Senior Center – New counter tops, wall oven, cabinet, 220 wiring, sink and faucet, freezer, air conditioning unit. Selectmen's office – Doors need to be installed on closet. Transfer station – Some roof leaks repaired. Anchor bolts rusted, door moves in the wind. Public Safety Complex – Should be turned over to the town in the beginning of November; the building inspection for certificate of occupancy will be Wednesday, November 8. Dick Bart said he ran construction jobs for many years and when excess materials were being discarded, he would salvage usable ones.

3. Old Town Hall – Restoration Working Group – Pete Banister reported that there had been a meeting of residents concerned about the Old Town Hall, and they discussed projects and walked around inside and outside the building, making a list of things that needed repair. They noticed the condition of windows, painting, the hole in the foundation, and doors needing replacement. They did a second walkthrough for a closer inspection. They talked to landscape architect Nick

Dines and he drew up plans including sidewalks behind Old Town Hall and the Grange and between the two buildings, connecting Angel Park to Route 9, all handicapped accessible. The Grange has a capital plan to make its building accessible. John Otis is willing to be a carpentry consultant, donating his time. Cory McGill of Done Right Chimney is willing to donate his time to fix the wall. Similarly Jesse Camp for electrical work. Pete would like to keep this project to local businesses and ask people to donate their time, with the town supplying the materials. The electrical service needs to be updated. It was noted that \$70,000 of ARPA money was set aside for windows and painting. The Board approved the working group, and would like a working group rather than a committee, which would have requirements for a quorum, and would like the Board to maintain oversight, so as not to burden taxpayers. The working group is thinking of taking this winter to develop a big plan. It was noted that making the building ADA compliant would be a big deal. It was also noted that there is state money for cultural facilities that can fund ADA compliant work. As a side issue, it was mentioned that the building used to have a siren, before it was moved to the Fire Station, and could be moved back. The Town Administrator recommended doing a formal ADA assessment from an engineering firm, which would cost a few thousand dollars, so the group would have a clear idea of what would be needed. The plan is to stabilize the building, and look toward having it open every weekend for six or seven months of the year, for historic use. It was suggested that they use the Highway Department, especially for digging for the sidewalks. Nick Caccamo cautioned about using third parties, including volunteers, which could trigger procurement laws requiring prevailing wage. The chair summarized that they had a good plan, they had permission, and all were on board.

4. Appointments – Cultural Council – **Motion** was made and seconded (DB/WS) to appoint Rob Longley as Alternate to the Cultural Council, term to expire June 30, 2024. **So voted** (2-0).

5. Public Safety Complex Change Order #8 – Town Administrator Nick Caccamo presented the change order, outlining all approved change orders including two credits, bringing the contract total to \$4,514,692.73. Motion was made to approve the change order, but because there were questions, the motion was withdrawn.

6. Mill River Watershed MVP grant – Town Administrator Nick Caccamo presented contracts with Pioneer Valley Planning Commission and Hilltown Land Trust, and explained the role of Hilltown Land Trust. Contracts for VHB and Dodson & Flinker are expected to be ready at the next meeting. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the PVPC contract for the MVP Watershed grant. **So voted** (2-0). **Motion** was made and seconded (DB/WS) to authorize the chair to sign the contract with Hilltown Land Trust for the MVP Watershed grant. **So voted** (2-0). The project is being spearheaded by the MVP working group. There is a substantial in-kind contribution – the in-kind match for FY24 is \$52,000 – and volunteer hours will be documented. Nick Caccamo plans to be involved as the project unfolds.

7. ARPA spending – Town Administrator Nick Caccamo reported that of the original \$737,000, \$244,111 has been spent and is out the door. Ongoing work includes broadband extension out Chesterfield Road, Comprehensive Plan planning with PVPC, epoxy floors for the Public Safety Complex, site work for the Town Common project, Assessors' field audit, Meekins gutter project, EDM work with the Town Office Building. The energy audit for the Meekins was fully funded by National Grid. The Public Safety Owners Project Manager indicated that the Public

Safety Complex budget was running short and the estimates for the camera security system are running higher than expected and could use \$15,000 in ARPA funds. Ongoing work with ARPA money is \$153,000. The 153,000 ongoing plus the \$244,000 spent is about \$400,000, subtracted from the original \$737,000, leaves \$337,000. The Town Offices, Old Town Hall, and Water Sewer project, will cost around \$300,000. The Board would like an updated ARPA budget for next time.

8. South Main Street public forum debriefing – Town Administrator Nick Caccamo reported that the public forum two weeks ago was well attended. There was a prepared statement by Michael Bullock representing the neighbors. A number of people spoke and several comments were submitted afterward. MassDOT is looking at Dec 7 for its next meeting here. A Selectman would like to meet with the residents to work through the various perspectives before the MassDOT meeting.

9. Personnel reviews – Town Administrator Nick Caccamo presented the employee evaluation documents that have been used in the past. The Board usually has the liaison for the previous year do the evaluation. This year, with only two continuing Board members, those two will handle the evaluations. The Board member will read the reviews, meet with the department head to discuss, and write a summary to go into the personnel file. The other reviews will be destroyed. The review schedule for this year is: Chair (William Sayre): Senior Center Director, Highway Superintendent, Town Administrator, Accountant. Previous chair (Denise Banister): Police Chief, Fire Chief, Collector, Treasurer. Assigning liaisons for the current year will wait until the new person is on board.

10. Town Administrator's report –

Public Safety Complex – The open door walkthrough event will be November 11 at noon. The inspection for the certificate of occupancy is Wednesday, November 8. The epoxy floors are being done. They are working on a punch list. The generator starter motor will need to be replaced. Furniture will be installed Monday. Emergency Manager Denise Banister will work with Fire Chief Jason Connell. The insurance premium will go up. Wifi has been installed. There will be a lot of ancillary costs this year. The Owners' Project Manager has been asked to keep a list of things overlooked by the architect.

Small Town Administrators meeting – The group met in Westhampton last week, mostly people from central and western Mass. There was good discussion, especially about Proposition 2½ overrides.

Green Communities application – The town's application for the Meekins decarbonization project was submitted two weeks ago. This was an opportunity to switch to a VRF heating and cooling system, which costs over half a million to design, install and retrofit. Town Administrator Nick Caccamo and Energy chair Jim Piermarini met with a person from UMass involved with a clean energy and weatherization group, which could provide an opportunity to make the Green Communities application stronger next time. The grant requires a 25% match, probably less than \$125,000 because of incentive rebates.

Time off – Nick Caccamo will be off November 6 and 7.

11. Veterans' Day – The chair will do the welcome, the other Select Board member will do the closing and thanks.

12. Minutes – **Motion** was made and seconded (DB/WS) to accept the minutes of October 19 as presented. **So voted** (2-0).

13. Warrant – Chair William Sayre will review and sign the warrant. Payroll warrant WP24-10 for \$128,925.30 and expense warrant W24-10 for \$155,961.18, payable 11/8/23.

Documents used

Agenda and notes

Report of Highway Superintendent

Report of Building Supervisor

Report of Old Town Hall Working Group

Letter of interest

Public Safety Complex change order #8

PVPC and Hilltown Land Trust contracts for Mill River Watershed grant

ARPA spending list

South Main Street project comments

Employee evaluation forms

Green Communities Meekins Library decarbonization application

Minutes

Adjourned at 11:53 a.m.

Approved:

Clerk