

Minutes
Williamsburg Board of Selectmen
December 29, 2022

The members of the Board of Selectmen met in regular session on Thursday, December 29, 2022, at the town office. The chair called the meeting to order at 9:00 a.m.

Present: Denise Banister and William Sayre

Absent: David Mathers

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

1. Appointments – Public Safety Complex Building Committee – **Motion** was made and seconded (WS/DB) to appoint Dick Guzowski to the Public Safety Complex Building Committee, and appoint Melinda McCall as alternate to the Public Safety Complex Building Committee. **So voted** (2-0).
2. Community Development Block Grant (CDBG) – The Hilltown CDC is applying for multiple towns. **Motion** was made and seconded (WS/DB) to sign the Massachusetts CDBG application for FY23. **So voted** (2-0). Denise Banister will check with Dave Cristopolis, HCDC director, for details.
3. FY23 tax rate recap – Town Administrator Nick Caccamo reported that after a lot of hard work by town officials, the tax rate was set, at 19.64 per \$1000 of assessed value, and the tax bills went out the next day (they needed to be postmarked by January 1). The new Assessors software interfaced with the Collector's software. The town's levy limit is below the levy ceiling, which is good and the town has additional tax capacity if it needs it. He reviewed the levy limit calculations. Budget planning can start, and free cash should be certified soon.
4. Budget year halfway point – Town Administrator Nick Caccamo reviewed a few lines that are being tracked in particular. Legal fees are good for now; last year they were heavily used. Heating costs have increased significantly. He discussed the difference between general office maintenance expenses and building repairs. Fire Department labor is always underfunded and needs to be looked at. Tree service is used for tree removal but it might be useful to start a tree planting program. Fuel prices are skyrocketing. A recent problem with National Grid drilling into the River Road sewer line was discussed. Some long-term debt will be retired. An insurance increase and decrease even each other out. Health insurance is a big item. The Treasurer continues to build the OPEB account. In February a letter will be sent to departments for budget requests, and Finance Committee will start meeting in early March. Capital Planning needs to be discussed soon.
5. Town office improvements –
Windows – Town Administrator Nick Caccamo reported that he had a good conversation with Kronenberger & Sons Restoration, which does historic preservation, and has requested an estimate. There was discussion about how to decide between replacement and restoration,

including functionality, longevity and esthetics. If one option is twice the cost of the other, there is no question; if the costs are close then they will look at other factors.

Fence replacement – There was discussion about what kind of fence to get for the town office grounds, e.g., black pipe, black-coated chain link, wood-coated, split rail. Nick Caccamo was asked to get prices.

Meal site update – A wall-mounted cabinet will be installed soon. Electrical work will be done for the oven. They are looking for a new home for the old freezer.

Electrical work – Some small electrical projects include the old fuse box on the stage, live wires in the basement, emergency lights that don't work.

Bathroom – He is waiting to hear from the plumber about the second bathroom on the first floor. There was discussion about space for the copier and for storage.

6. Personnel – self-evaluation – Eighteen responses were received. Most say they get good support from co-workers. Everyone is pretty satisfied. It was suggested that since there may be a couple of people who are struggling, it's important to offer support. Denise Banister visits most departments regularly.

7. Town Administrator's report –

MVP and Public Safety Complex – Planning Board member Tariq Abu-Jaber will be the MVP grant administrator. MVP is a reimbursement grant. The project is on course and photos look really good. There was discussion about whether the Owners Project Manager is on site 50% of the time, as required. Dave Mathers has been stopping by the site every couple of days, and Bill Sayre plans to go once or twice a week to check on things.

Economic development self-assessment report – Nick said that it is a great report and helps clarify things people already knew anecdotally. It will be posted to the website.

Thanks – A Board member thanked Nick for all he is doing, prioritizing and getting things done.

8. Future meetings –

February 2 – The February 9 meeting will be moved to February 2, to be sure there is a quorum.

January 12 – Sen. Paul Mark and Rep. Lindsay Sabadosa will be visiting on January 12; Nick will reach out to departments to have a list when possibilities for earmarks arise.

9. Warrant – Chair Denise Banister will review and sign the warrant. Payroll warrant WP23-14 for \$119,439.55 and expense warrant W23-14 for \$163,367.93, effective 1/4/23.

Documents used

Letter of interest

CDBG grant application signature page

Levy limit and tax rate calculations

Employee self-assessment

Adjourned at 11:25 a.m.

Approved:

Clerk