

*Minutes*  
*Williamsburg Board of Selectmen*  
*February 2, 2023*

The members of the Board of Selectmen met in regular session on Thursday, February 2, 2023, 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: Dan Banister (Highway Superintendent), Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant)

Board of Library Trustees: Joan Coryat, Charlotte Meryman, Rob Stinson

1. Highway – Highway Superintendent Dan Banister gave his regular report. Over the Christmas holiday the crew dealt with a break in a sewer main, caused by National Grid drilling through the pipe, and flooding in the streets caused by heavy rain. Trees have blown down into the roads due to high winds. Trucks have gotten repairs in preparation for winter. The 1983 International has been breaking down and should be replaced with a new F550. The 2011 F550, due for replacement, has problems but can be postponed. The 2000 F350 is old but is used all the time. The Superintendent's 2014 truck has a lot of problems and won't last long. Its replacement has been on order for three years and is due next month; the \$50,000 borrowed for it, approved at the 2020 Town Meeting, has already been paid off. The Board asked the Town Administrator to report back on the status of that money. The new front-end loader is due next month. They bought and rebuilt a used snow-pusher, to use with the loader. He would like to replace the 1992 John Deere tractor, gotten as surplus from the state. They have replaced the old lighting at the Highway Garage with LED lights. One employee was out with Covid and is now back. The budget will need increases in all areas except labor, because of large price hikes. The Highway Garage furnace and salt shed roof need replacing. The pavement management study, paid by ARPA funds, is a great idea; he is fine with asking PVPC to do it. They just got another portable speed trailer; police have access to speed trailer recordings.

2. Joint meeting with the Board of Library Trustees – appointments – **Motion** was made and seconded (WS/DB) to appoint Todd Lynch to the Board of Library Trustees, term to expire June 30, 2023. So voted (WS aye, DB aye, Coryat aye, Meryman aye, Stinson aye). He will need to be nominated at the caucus to run in the May election.

Gutters – Gutter repair, where the old building and new building meet, with plans by Dan Bonham, is estimated at over \$10,000 so will need specs and three bids.

3. ARPA funds –

Pavement Management Study – **Motion** was made and seconded (WS/DB) to approve the request from the Highway Department for a Pavement Management Study for \$10,000-20,000. **So voted** (2-0). Town Administrator Nick Caccamo will approach PVPC.

Meal site – The Senior Center would like to get a granite counter top by the sink to match the new counter top on the island, within the \$13,750 already approved. Board members agreed.

Fence – There was a suggestion to keep some of the old fence that is in good shape. Areas where the fence has been pushed over may need a deeper foundation. An estimate has not been received yet.

4. Caucus dates – Of the dates suggested by the Town Clerk Brenda Lessard, the Board preferred Tuesday, March 7, at 6 pm. Town Administrator Nick Caccamo will coordinate with Brenda about asking department heads and committee chairs for ideas about people for the vacancies.

5. Licenses – **Motion** was made and seconded (WS/DB) to approve the common victualler's license for the Elbow Room Café & Roasters, effective immediately. **So voted** (2-0).

6. Senior Volunteer Tax Relief Program – **Motion** was made and seconded (WS/DB) to approve the application for the Senior Tax Relief Program for the work year 2022-23. **So voted** (2-0).

7. Town Administrator's report –

Public Safety Complex and MVP report – Town Administrator Nick Caccamo presented the current monthly MVP report on the Public Safety Complex. There were no responses to the Request for Qualifications (RFP) for a solar designer; twelve firms had requested information. William Sayre continues to go to the site two to three times a week. The project has good teamwork, is on schedule, is making good progress, and a couple of minor glitches were resolved.

Capital plan – Nick Caccamo presented the capital plan request spreadsheet. In answer to a suggestion, he said that trying to set a maximum tax rate as a goal is not practical, nor is keeping capital expenses to a percentage of the total budget. Setting up a separate stabilization fund for specific big-ticket items also can't be done without a recurring separate source of revenue.

Meetings – The March 9 meeting will be moved to 1 p.m. because of a conflict. Meetings on March 2, 16, and 30 (off weeks) at 9 a.m. will be for department budgets. Meetings with Finance Committee will be some Thursdays at 6 p.m. Other upcoming budget meetings are Hampshire Regional February 6, Highland Ambulance February 9, Anne T. Dunphy February 15. Hilltown Resource Management Cooperative (HRMC) budget meeting happened this week.

8. Correspondence – Dan Banister will attend (by zoom) the upcoming TIP meeting. Town Counsel has said there will be further opioid litigation settlements and suggests an executive session for signing them; the documents have not yet arrived. The town has received about \$15,000 so far.

9. Minutes – **Motion** was made and seconded (WS/DB) to approve the minutes of January 26 as amended. **So voted** (2-0).

#### Documents used

Agenda and notes

Highway Superintendent's report

Letter of interest, Board of Library Trustees

ARPA request list

Caucus dates

License, Elbow Room Café

Senior Tax Program application

MVP report

Capital Plan spreadsheet

Minutes

Adjourned at 10:53 a.m.

Approved:

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Clerk