

Minutes
Williamsburg Board of Selectmen
June 30, 2022

The members of the Board of Selectmen met in regular session on Thursday, June 30, 2022, at the town office. The chair called the meeting to order at 9:04 a.m.

Present: David Mathers, Denise Banister and William Sayre

Also present: Dan Banister (Highway Superintendent), Lisa Bertoldi (250th Anniversary), Nick Caccamo (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. 250th Anniversary Committee – Committee chair Lisa Bertoldi reported that things are going very well and she presented the final brochure, about to be mailed out. The location of the 250th anniversary tree was discussed, with the conclusion that there will be more options if the planting is postponed. There is a question about additional insurance for the fireworks. There were some details about the parade, including a request to carry the town flag.
2. Personnel – Highway Superintendent contract – Town Administrator Nick Caccamo presented the draft contract. He noted that according to a wage survey of towns in the Pioneer Valley, Highway Superintendents earn between \$33.14 and \$39.90 per hour. The current compensation structure gives the Highway Superintendent comp time for extra hours worked outside the normal work day; since the Highway Superintendent does a lot of plowing in the winter, he accrues a lot of comp time that is then hard to use. The proposed contract is intended to do away with comp time and to compensate the Highway Superintendent fairly for the totality of his work. The draft contract lists a salary of \$73,000. This was revised to \$75,000 since the \$73,000 was a misunderstanding. Board members felt that this was fair and will plan to sign the revised agreement in two weeks.
3. Highway – Foreman – Highway Superintendent Dan Banister reported that with Donald Turner leaving, he appointed Bryan Osetek as the new foreman. Equipment – The new roller is expected in August and the loader in October or November. **Motion** was made and seconded (WS/DB) to declare the old Amax roller as surplus. **So voted** (3-0). Dan plans to sell it. Potholes – He has a list of potholes and they hope to get to them next week. Hiring – There are several viable candidates and interviews are being set up. Adams Road – The proposed work affects a couple of areas of wetlands and the Conservation Commission recommended filling out a Request for Determination of Applicability (RDA). **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Request for Determination. **So voted** (3-0). A notice will be published in the paper and abutters will be notified. Helen E. James Building – There was mention of the fence, crowd control, and storage for the loam. Security cameras – Dan would like to put some cameras at the Highway Garage. He is concerned about possible theft of vehicle fuel. Water main on South Main Street – Some possible funds for hooking up houses to the water main are the ARPA funds or Water/Sewer. ARPA funds – The funds had been held in reserve till the bids for the Public Safety Complex came in, but they came in on budget. Town Administrator Nick Caccamo suggested that boards and commissions should be asked what they need and how they would like to use the funds, and the Select Board can review and prioritize.

4. Appointments –

Collector – **Motion** was made and seconded (DB/WS) to appoint Steve Romanowski as Town Collector, effective June 28, 2022, through June 30, 2025. **So voted** (3-0).

Resignation – Constable – **Motion** was made and seconded (DB/WS) to accept the resignation of Jason Connell as Constable with regret and thanks. **So voted** (3-0).

Motion was made and seconded (DB/WS) to appoint the following:

Agricultural Commission – Andy Erwin, alternate, one year, 2023

Council on Aging Advisory Board – full member – Pat Billingsley, three years, 2025

So voted (3-0).

Annual reappointments – **Motion** was made and seconded (DB/WS) to reappoint the following:

Administrative Assistant – Eleanor Warnock, one year, 2023

Agricultural Commission – Paul Zononi, Keith Dufresne, three years, 2025; Ann Loomis, alternate, one year, 2023

ADA Coordinator – Nick Caccamo, one year, 2023

Building Inspector – Jonathan Flagg, one year, 2023

Capital Planning – Melissa Zawadzki, three years, 2025

Conservation Commission – Andrew MacLachlan, Joseph Rogers, three years, 2025

Constables – Robert Lapointe, Josh Lapointe, three years, 2025

Council on Aging Advisory Board – Daria D’Arienzo, three years, 2025; Gerry Mann, Associate Member, one year, 2023

Council on Aging/Senior Center staff – Melissa Wilson, Director, Sharon Loomis, Administrative Assistant, Tamar Smith, Meal Site Coordinator, Carol Hendricks, Outreach Coordinator, Tryna Hope, Office Assistant, one year, 2023

Cultural Council – Sherry Loomis, one year, 2023

Emergency Management Assistant Director – Jason Connell, one year 2023

Energy Committee – Neal Anderson, Richard Guzowski, Mimi Kaplan, Adin Maynard, Jim Piermarini, one year, 2023

Environmental Certifying Officer – Nick Caccamo, one year, 2023

Field Driver Coordinator – Robin Merritt, Diane Merritt, one year, 2023

Field Driver Team – Kathy Emerson, Alan Everett, Sue Fortgang, Sue Froehlich, David Nehring, Carl Schlerman, one year, 2023

Fire Chief and Forest Fire Warden – Jason Connell, one year, 2023

Gas Inspector – Don Lawton, one year, 2023

Hilltown Resource Management Cooperative – Gordon Rusty Luce, Melinda McCall, one year, 2023

Measurer Gravel Soil and Manure – Alan Everett, one year, 2023

Mill River Greenway Committee – Jennifer Black, Eric Bloomquist, Francie Borden, Nick Dines, John Hoogstraten, Jim Hyslip, Gaby Immerman, Jody Nishman, Joseph Rogers, David Weber, one year, 2023

Open Space and Recreation Committee – Eric Bloomquist, Kenley Clark, Paul Kennedy, Sally Loomis, Melinda McCall, Markelle Smith, one year, 2023

Parking Clerk – Nick Caccamo, one year, 2023

Pioneer Valley Planning Commission (PVPC) Alternate Commissioner – Holly Hendricks, one year, 2023

Pioneer Valley Region Joint Transportation Commission – Nick Dines, Alternate, one year, 2023
Planning Board – Jean O’Neil, five years, 2027
Plumbing Inspector – Don Lawton, one year, 2023
Police and Fire Chaplain – Worth Noyes, one year, 2023
Police Chief – Denise Wickland, one year, 2023
Police Officers – Jason Soukup, Sergeant, Peter Fisher, Michael LeMoine, Bryan Luszczki, Shane Pinkham, Robert Reinke, Danielle Wright, one year, 2023
Procurement Officer – Nick Caccamo, one year, 2023
Registrar of Voters – Brenda Lessard, Jean York, three years, 2025
Surveyor of Wood and Lumber – Alden Bacon, one year, 2023
Technology Committee – David Martin, David Nardi, Kyle Schwartz one year, 2023
Tax Title Custodian – Nathan Rosewarne, three years, 2025
Treasurer – Nathan Rosewarne, three years, 2025
Tree Warden and Gypsy Moth Superintendent – Thomas Por, one year, 2023
Veterans’ Memorial Committee – Roy Beals, Dan Nye, one year, 2023
Wiring Inspector/Electrical Inspector – Roger Malo, one year, 2023
Woodland Trails Committee – Gwen Blodgett, John Hoogstraten, Paul Jahnige, Eileen Keegan, Kevin McAllister, Diane Merritt, David Weber, one year, 2023
Zoning Board of Appeals – Mickey Gallagher, three years, 2025; Amy Bisbee, Alternate, one year 2023.

So voted (3-0).

Motion was made and seconded (WS/DM) to reappoint Denise Banister as Emergency Management Director, one year, 2023, Dan Banister as Highway Superintendent, Pioneer Valley Region Joint Transportation Commission, and Trench Permit Granting Authority, one year, 2023.

So voted (2-0, DB recusing herself).

Pioneer Valley Transit Authority Representative – The chair appointed J.M. Sorrell, one year, 2023.

Assistant Town Treasurer – **Motion** was made and seconded (WS/DB) to concur with Treasurer’s appointment of Karen Karowski as Assistant Treasurer, one year, 2023. **So voted** (3-0).

5. Town Administrator contract – Town Administrator Nick Caccamo presented the proposed contract; the main change is a reduction in the number of hours of work from 40 to 35 and reduction in office time from 8-4 to 8-3:30. Discussion included the fact that the job is not measured in minutes on a punch clock but is about public service, that when working past 3:30 it is hard to keep productivity high, that groups apply for grants but the Town Administrator ends up spending time administering them, that the Administrative Assistant provides fantastic support to the Town Administrator, that if the hours change then the hourly rate changes (when hours go down, rate goes up). One suggestion was to say 35 hours plus additional hours as needed to complete the job. Board members were fine with 35 hours and in favor of ending at 3:30. They expressed great appreciation for the fine job Nick has been doing. **Motion** was made and seconded (DB/WS) to authorize the chair to sign the employment agreement between Nick Caccamo as Town Administrator and the Town of Williamsburg, for two years, ending June 30, 2024, as presented. **So voted** (3-0).

6. FY23 wage rates – Town Administrator Nick Caccamo presented the proposed new payroll rates, reflecting the 5% cost of living increase. He has checked with most departments about their understanding and made adjustments accordingly. Some changes to rates have been made in the past year, and there are some discrepancies that need to be ironed out. The plan is to have Nick continue to work on it and for the Board to look at it again in two weeks.

7. Licenses –

Live entertainment – **Motion** was made and seconded (DB/WS) to approve live entertainment, musical performances, 6-8 p.m. for Angel Park Summer Concert Series and Fred Goodhue, Wednesdays, July 6, 13, 20, 27, August 3, 10, 17, 24, 2022. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to approve a live entertainment permit for live music to Brewmasters Brewing Services d/b/a Burgy Brews for July 1 through December 31, 2022, seven days a week, Monday through Saturday 10 a.m. to 12 midnight, Sunday 12 noon to 12 midnight, indoors or outdoors, weather permitting, outdoor entertainment ending by 10 p.m. **So voted** (3-0). **Motion** was made and seconded (DB/WS) to approve live entertainment for Dot's Golf LLC, for band, D.J. or open mic, July 1 through December 31, 2022, Thursdays through Sundays, 6-10 p.m. outdoors, 7-11 p.m. indoors. **So voted** (3-0).

Pool table – **Motion** was made and seconded (DB/WS) to approve a pool table license for Dot's Golf LLC through May 1, 2023. **So voted** (3-0).

8. 250th Anniversary – Party Patrol contract – **Motion** was made and seconded (DB/WS) to authorize the chair to sign the Party Patrols rental agreement. **So voted** (3-0). This is for tables, chairs and pop-up tents.

9. Electricity – municipal aggregation – Town Administrator Nick Caccamo reminded the Board that they signed a bridge agreement for three months ending August 2022. Colonial Power has said that the market continues to be volatile and prices high. The next decision is due in July or August for renewal for three months, six months, or twelve months. An aggregation agreement does not lock residents in, as customers can go back and forth.

10. Town Administrator's report –

FY23 priorities – The Board will plan to discuss FY23 priorities, including things that are in the pipeline, upcoming grants, the safety complex, and the Town Administrator's goals, on Thursday, July 7, 9-11.

Finance – There will be a joint meeting with Finance Committee on Thursday, July 14, or Monday, July 18, in the evening at 5 or 6.

Vacation – The Town Administrator plans to take vacation tentatively Fri July 15, Mon 18, Thurs 21, Fri 22, Mon 25.

11. Correspondence – An abutter conveyed concerns about toxic substances during the James Building demolition. Town Administrator Nick Caccamo has been in touch and will keep her updated.

12. Minutes – **Motion** was made and seconded (DB/WS) to approve the minutes of May 19 as presented. **So voted** (3-0).

Documents used

Agenda and notes

Highway Superintendent contract

Adams Road Request for Determination

List of appointments

Town Administrator contract

FY23 wage rates

Live entertainment permits

Pool table permit

Party Patrol contract

Minutes

Adjourned at 12:16 p.m.

Approved:

Clerk