Meeting Agenda

Williamstown Finance Committee

Wednesday, March 23, 2022, 7:00pm

This meeting of the Williamstown Finance Committee will be conducted in person at Town Hall and via Zoom and will live stream on willinet.org and be broadcast live on Willinet's Spectrum cable TV channel 1303.

https://www.willinet.org/stream-channel-1303

Use this link to join the Webinar: https://us02web.zoom.us/j/83421308557

Or Telephone +1 312 626 6799

Webinar ID: 834 2130 8557

1. **Call to Order**—Melissa Cragg
2. **Minutes of** March 9 and 16, 2022—Melissa Cragg
3. **Public Works and Enterprise Fund Five Year Capital Budgets**—Chris Lemoine, capital budgets found behind Other/NonProfit tab in printed books and PDF page 98 followed by four oversize pages of spreadsheets for Infrastructure and Equipment
4. **Departmental Budget—Human Services, pages 88 to 97 of Fiscal Year 2023 Budget Book**
    a. **Mental Health Services, page 88**
    b. **Council on Aging, pages 89-91**
    c. **Veteran Services, page 92**
    d. **Library, pages 93-97**
5. **Community Preservation Committee Report,** Melissa Cragg and Phil McKnight (CPC Draft Warrant with changes noted in minutes of March 2, 2022, both attached)—application details can be found on Community Preservation Committee page of Williamstownma.gov website.
6. **Identification of specific budget line items for discussion and review**—Committee members should come prepared to identify specific line items for discussion or further analysis.
7. **Article 37 Discussion**—Paula Consolini (attached)
8. **Public comments and questions**

Article 37: "Equity" Petition to the Williamstown MA 2020 Town Warrant

Whereas, urgent structural change is vital in the effort for an equitable and welcoming Williamstown; and, *Whereas*, it is of utmost importance that all community members are enfranchised regardless of personal identity; and, *Whereas*, the level of accessible housing in Williamstown can determine the socio-economic, and in some cases racial diversity of the town; and, W*hereas*, education and training can successfully be used to undo remnants of structural oppression,

Therefore,be it resolved that

1. The Town of Williamstown recommends that fellow Williamstown boards, committees, and agencies, in particular the Planning Board, critically reexamine and continue to create their policies and practices according to a commitment to accessible living.

2. The Town of Williamstown asks boards and committees to reflect on areas including housing and zoning and make changes that actively allow for a town more supportive of a wide array of racial and economic backgrounds.

3. The Town of Williamstown encourages such bodies to heavily consider community input, especially from traditionally marginalized groups, both directly during meetings and in collaboration with the recently instantiated Race and Equity Advisory Committee, or similar name.

4. The Town of Williamstown commits to providing equity training for Town employees and public office holders. The training should prioritize trainees who interact with the public. The training should include information on local instances of structural racism and should prioritize strategies to serve traditionally marginalized and under-represented people. It should emphasize breaking down systemic inequities in our community rather than personal conduct and personal bias.

Quarterly reports should be shared with the Race and Equity Advisory Committee and community members to address progress towards the above goals. These reports should include types and vendors of equity training and policies and procedures created to advance access for traditionally under-represented groups.

TOWN OF
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COMMUNITY PRESERVATION COMMITTEE
PUBLIC HEARING MINUTES
WEDNESDAY, FEBRUARY 2, 2022
6:00 PM

Present: Philip McKnight, Dante Birch, Melissa Cragg, Joseph Finnegan, Interim Town Manager Charles Blanchard, Steve Dew, and Jane Patton at 7:05 p.m.

Also Present: Susan Yates, Bruce Grinnell, Andy Hogeland, Liz Costley, David Traggorth, Bart Mitchell, Carolyn Umlauf, Anne Hogeland, Allison Case, Ruth Harrison, Patricia Leach, Susan Clarke, Hugh Daley, Charles Fox, Janice Loux, Roger Lawerance, Administrative Assistant Claire Klammer (zoom) and Administrative Assistant Linda Sciarappa (minute taker)

Chairman, Phil McKnight opened the public hearing at 6:00 PM. Special thanks to Claire Klammer and Jack Wittle for their assistance with zoom and Willinet.

Approval of Minutes November 16, 2021

Motion made by Melissa Cragg and seconded by Joe Finnegan to approve the minutes of November 6, 2021. The motion carried. 6-0-0

Outline of the Plan of Considering the FY23 Applications

The Chair announced the procedure for consideration of the applications.

Review of the Committee's Financial Position for FY23 Applications

The CPC has approximately $ 268,000 of which $ 250,000 can be used to fund applications and leave a cushion of $ 18,000.

Consideration of Recapturing Funding Previously Committed to a Review of Town Recreation Opportunities

Phil McKnight discussed the approved recreational Article 25. The sum of $ 75,000 to conduct a study of potential sites and feasibility for new recreational fields. At this time, there is no sponsor, no committee and those funds cannot be recaptured until the next Town Meeting. Members were in agreement to wait another month to see if someone comes forward.

Consideration of the Community Preservation Act FY 2023 Applications:

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1. **The Williamstown Affordable Housing Trust** **Requested amount**
   Presenters: Liz Costley **$ 100,000**
   Andy Hogeland

- Originally requested $ 140,000- AHT reduced their initial request to $ 100,000
- $ 40,000 would be provided to Northern Habitat for Humanity for construction of a second house
- The remainder of the funds to be used for the initiatives mentioned in their application

Questions/comments on the application from the Committee

a. Steve Dew asked what the AHT would do with the full $ 140,000 if awarded. Andy Hogeland responded that all the initiatives listed would be done.
b. Well thought out proposal

2. **River Lofts at Cable Mills** **Requested amount $ 50,000**
   Presenters: David Traggorth
   Brent Mitchell

- David Traggorth provided a project slide presentation for an overview of the project proposal for 54 residential apartment units, of which 27 units are to be restricted to incomes between 30-60% of the area median income, and 27 will be market rate units.
- Projected construction start date Quarter 1 2023
- Completion date Quarter 2 2024
- Total project cost $ 26,202,763

Questions/comments on the application from the Committee:

a. Steve Dew asked for clarification on the number of 8 units, where is the 9th unit? There is a desperate need for housing. Are they Section 8 eligible? There were 7 units stated previously and now there are 8 units at 30% and 19 units at 60% area median income. Any unit is Section 8 eligible if a voucher covers the rent. Steve Dew also asked if the developer could commit to keeping the Section 8 units at that level. David Traggorth stated that he couldn't promise something he does not have control over. This is a federal program that could change. Phil McKnight stated that this matter can be negotiated by the Select Board for the grant agreement.
b. Preference for Williamstown applications to be considered first
c. Mellisa Cragg requested clarification on Section 8 housing as she was not familiar with it
d. Steve Dew asked the developers once more that the 8 units need to Section 8 available

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3. The Store at Five Corners **Requested amount $ 50,000**
Presenters: Carolyn Umlauf
Allison Case

- Carolyn Umlauf provided the history of the site and clarified that they Stewardship Association will not be running a store; they will be over seeing maintenance of the building
- The original request was pared back to $ 50,000 and to be used for the preservation and long term health of the building
- Repairs needed to the cellar, external handicap ramp, replace decking, addition of outdoor seating, prevent bats entering through the vents
- Allison Case spoke about the survey results and comments submitted
- Ann Hogeland added that the application meets the criteria

Questions/comments on the application from the Committee:

a. Mellisa Cragg inquired about fireproofing. Allison Case responded that the store is on the water system and there is not enough pressure. A sprinkler system is out of reach as it would cost more than the building. They will look into alternative forms of fire suppression.

b. The association recently closed on the purchase of the building. The purchase price was $ 400,000. A little over $ 800,000 was raised which covered the purchase and the remainder of funds for repairs etc.

c. Steve Dew congratulated everyone who participated in this project. The Store is a town treasure and deserves funding. He asked how much was really needed to accomplish what they wanted to get done; what are the plans for the money and operation of the store? Allison Case responded that the funds will cover one half the cost. The store will be open to the community as a gathering place and they want it to be affordable. They want the store to welcome everyone and to not turn it into an expensive restaurant. The store will be sustainable if the maintenance costs are taking off the expense list for the store operator.

d. CPC member Jane Patton joined the meeting and spoke on the operator's side; she expressed concern that it would be difficult to find an operator to successfully run the store. Allison Case responded that previous owner Frank Lewis had a store manager. They have people on their staff who have expertise in running a business. What they are doing is not unusual and has proven to be a business model that is successful. Jane Patton stated that retail is different and she hopes there will be requirements that Williamstown people are employed.

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4. Williamstown Meeting House Preservation Fund **Requested Amount**

Presenters: Susan Yates **$ 50,000**
Bruce Grinnell

- Susan Yates gave a summary of their application. The WMPF was very careful to make the distinction between public funds and religious fundraising as being separate. They wish for the building to be a greater asset than it has to the community with possibly the addition of a daycare space. Money will be used to replace the roof and steeple restoration as well as other items detailed in their application. Construction to begin in 2023.
- Susan Yates discussed fundraising sources. Close to $ 600,000 raised within the congregation, $ 75,000 earmarked from a MA state grant and $ 250,000 committed from the church governance.
- Church Treasurer Bruce Grinnell stated that it is clear to him that this application meets the criteria. Again, the request is for $ 50,000. The total project cost is $ 2.5 million. The building will be for community use and he asked that the committee consider what the church represents to the community. They need 1million. It's an historic building that happens to be a church.

Questions/comments on the application from the Committee:

a. Phil McKnight requested a determination of affirmation from the Historical Commission.

Public Questions on the Applications:

Application No. 1 Williamstown Affordable Housing Trust- none heard.

Application No. 2 River Lofts at Cable Mills:

- Roger Lawrence congratulated the project managers for being an AIA award recipient. He inquired if there was a residency requirement if CPC funds are to be used for the next phase of the project and perpetuity; does Cable Mills need the

full amount and subsidies. David Traggorth addressed the residency requirement. If you live in the apartment you need to be named on the lease. It is rare to see someone sign the lease and not live there however the apartment may be used on an occasion. It's not the norm. There are restrictions in the lease if the unit is rented. As for the affordable units, you have to live there and you cannot rent the unit out. With regards to the full funding requested, they are seeing additional costs in construction and they do need every penny to make this project work. The answer is yes to perpetuity, the same will be here for this project. This is a total 25 million dollar investment.

- Susan Yates commented on sound proofing. She originally rented there for one year and asked for better attention to soundproofing between the units.
- Janice Loux thanked the committee for how the meeting was run.
- Hugh Daley stated a preference for Williamstown residents for housing. The developers will work with the town for local preference. They are supportive of it.
- Steve Dew reiterated the preference for Section 8 housing and preference for Williamstown residents who live and work in town.

Application No. 3 The Store at Five Corners- none heard.

Application No. 4 Williamstown Meetinghouse Preservation Fund-none heard

Consideration for Qualifiers:

Motion by Phil McKnight that the Williamstown Affordable Housing Trust application qualifies under the Community Preservation Act criteria, seconded by Dante Birch that the application is in conformity. 7-0-0. The application advanced to the funding stage.

Motion made by Phil McKnight and seconded by Melissa Cragg to accept the application for River Lofts at Cable Mills; it is in conformity under the Community Preservation Act. 7-0-0

Motion made by Phil McKnight and seconded by Dante Birch to accept the application for the Store at Five Corners; it is in conformity with the Community Preservation Act. 7-0-0

Motion made by Phil McKnight to accept the application for Williamstown Meeting House Preservation Fund, seconded by Joe Finnegan. 7-0-0

All four applications advanced to the funding stage.

Steve Dew requested that the Williamstown Affordable Housing Trust be moved to the bottom for further discussions/modifications in the amount requested. The committee was in agreement.

River Lofts at Cable Mills

Steve Dew reiterated the need to tie the 8 units to Section 8 housing. David Traggorth reiterated that they will be seeking vouchers for these units but wants to be careful about any changes to the program made by the legislature. They are tied to perpetuity. He is hesitant about making a promise to perpetuity when they have no control. There being no further discussion, motion made by Phil McKnight to approve the application for River Lofts at Cable Mills, seconded by Dante Birch. 6-1-0

Store at Five Corners

Motion made by Joe Finnegan to approve $ 50,000, seconded by Steve Dew. 4-3-0

Williamstown Meeting House Preservation Fund

Motion made by Phil McKnight and seconded by Dante Birch to approve $ 50,000 for the Williamstown Meeting House Preservation Fund. 7-0-0

Williamstown Affordable Housing Trust

Motion made by Phil McKnight and seconded by Dante Birch to approve $ 100,000 for the Williamstown Affordable Housing Trust. Discussion followed from Steve Dew who was hoping to reduce the amount. There is carry over. 7-0-0

All four applications were approved for funding. Phil McKnight thanked all the presenters.

Next Meeting:

The CPC will meet on Wednesday, March 2, 2022 at 6PM to consider the warrant articles and to also consider recapturing funding committed to review of the town recreation opportunities.

Motion to adjourn made at 8:30 PM.

Respectfully submitted,
Linda Sciarappa, Administrative Assistant to the Town Manager

COMMUNITY PRESERVATION - COMMITTEE EXPENSES

Article XXXX. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation budget, and to appropriate from the Community Preservation Fund FY 2023 estimated annual revenues the sum of $5,000 to meet the administrative expenses of the Community Preservation Committee for Fiscal Year 2023 or take any other action in relation thereto.

COMMUNITY PRESERVATION - CABLE MILLS

Article XXXX. To see if the Town will vote to borrow and appropriate or transfer from available funds under the Community Preservation Act for the purposes of creating and supporting affordable community housing the amount of $400,000 to fund a grant to 250 Water LLC to be used for the construction of no less than twenty-seven (27) units of deed restricted affordable housing, all at land known as Cable Mills located at 160 Water Street and shown as Assessors Parcel 121-91, and to authorize the Board of Selectmen to enter into a grant agreement with 250 Water LLC outlining the purposes for and the conditions upon which these funds may be expended, and to authorize the Board of Selectmen or its designees to accept one or more deed restrictions on said property meeting the requirements of G. L. c. 184, Section31, or take any other action in relation thereto.

COMMUNITY PRESERVATION - AFFORDABLE HOUSING

Article XXXX. To see if the Town will vote to appropriate from the Community Preservation Fund FY 2023 estimated annual revenues, for affordable housing purposes, under theCommunity Preservation Act, the sum of $100,000 to fund a grant to the Williamstown Affordable Housing Trust in unrestricted funds for initiatives and programs related to furthering affordable housing in Williamstown and recommended by the Community Preservation Committee, and to authorize the Town Manager to enter into a grant agreement with the organization upon such terms and conditions as may be appropriate, or take any other action in relation thereto.

COMMUNITY PRESERVATION - HISTORIC PRESERVATION

Article XXXX. To see if the Town will vote to appropriate from the Community Preservation Fund FY 2023 estimated annual revenues under the Community Preservation Act the sum of $50,000, which funds shall revert to the CPA fund if not expended by June 30, 2024, to fund a grant to The Store at Five Corners Stewardship Association, Inc., for historic preservation purposes with respect to the existing Store at Five Corners, 6 New Ashford Road, Williamstown, MA, in accordance with the application submitted to and recommended by the Community Preservation Committee, and to authorize the Town Manager to enter into a grant agreement with the organization uponsuch terms and conditions as may be appropriate and to authorize the Select Board to accept property interests as may be appropriate, or take any other action in relation thereto.

COMMUNITY PRESERVATION - HISTORIC PRESERVATION

Article XXXX. To see if the Town will vote to appropriate from the Community Preservation Fund FY 2023 estimated annual revenues, for historic preservation purposes, under the Community Preservation Act, the sum of $50,000, which funds shall revert to the CPA fund if not expended by June 30, 2024, to fund a grant to the Williamstown Meetinghouse Preservation Fund, Inc., to renovate and preserve in the future the structure known as the Meetinghouse, currently owned by First Congregational Church of Williamstown, in accordance with the application submitted to and recommended by the Community Preservation Committee, and to authorize the Town Manager to enter into a grant agreement with the organization upon such terms and conditions as may be appropriate and to authorize the Select Board to accept property interests as may be appropriate, or take any other action in relation thereto.

TOWN OF
WILLIAMSTOWN

WILLIAMSTOWN COMMUNITY PRESERVATION COMMITTEE
MINUTES
MARCH 2, 2022
6:00 P.M.

This meeting of the Williamstown Community Preservation was conducted in person and via Zoom.

Present: Phil McKnight, Dante Birch, Melissa Craig, Joe Finegan, Jane Patton, Interim Town Manager Charlie Blanchard and Nate Budington via zoom
Absent: Steve Dew
Also Present: Susan Yates, Bruce Ginnell, Allison Case, Karen Charbonneau, Andy Hogeland, Susan Clarke

Chairman Phil McKnight opened the meeting at 6:00PM.

Consideration of Minutes February 2, 2022

Motion made by Phil McKnight and seconded by Jane Patton to approve the Minutes of February 2, 2022. The motion was carried by a roll call vote. 6-0-1: Craig-aye, Patton-aye, McKnight-aye, Birch-aye,Finnegan-aye, Blanchard-aye, Buddington-abs

Outline of the Plan for Considering the FY23 Proposed Warrant Articles

Phil McKnight discussed how the warrant articles would be considered.
There were two suggested amendments to the proposed warrant articles, one by Melissa Craig and the other by Tom Sheldon. The committee would vote on all the warrant articles following approval of the amendments.

Melissa Craig's suggested amendment was on the Cable Mills for (27) units of deed restricted affordable housing in perpetuity, consisting of no fewer than eight of which at 30% and nineteen of which 60% of Area Median Income. Acceptance of the amendment passed by a roll call vote. 7-0-0: Craig-aye, Patton-aye, McKnight-aye, Birch-aye, Finnegan-aye, Blanchard-aye, Budington-aye

Amendment two pertained to Affordable Housing where language was left out and edited to read (in accordance with the application submitted to and recommended by the Community Preservation Committee) Motion made by Jane Patton and seconded by Joe Finnegan to approve the amendment. The motion passed by a roll call vote. 7-0-0: Craig-aye, Patton-aye, McKnight-aye, Birch-aye, Finnegan-aye, Blanchard-aye, Budington-aye

Both amendments were approved by the committee.

Consideration of the Community Preservation Act FY 2023 Warrant Articles:

1) **The Williamstown Affordable Housing Trust**
2) **River Lofts at Cable MIlls**
3) **Store at Five Corners Stewardship Association**
4) **Williamstown Meeting Preservation Fund**

Motion by Melissa Craig to accept the warrant articles as presented this meeting, seconded by Jane Patton. The motion was carried by a roll call vote. 7-0-0: Craig-aye, Patton-aye, McKnight-aye, Birch-aye, Finnegan-aye, Blanchard-aye, Budington-aye

Phil McKnight will make the edits to the amended warrant articles. The Interim Town Manager will forward the warrant articles to KP Law for review.

Consideration of the Initiative to Recapture Funding Previously Committed to a Review of the Town Recreation Opportunities

Jane Patton confirmed that the Selectboard has taken on the project for review of the Town recreational opportunities and it is duly recorded into the Selectboard meeting minutes for February 28, 2022.

Consideration of the Williamstown Planning Board's Current Zoning Initiatives as They affect Community Preservation Act Priorities

It was the consensus of the Community Preservation Committee that this forum was not appropriate for the discussion of the proposed zoning amendments. There will be plenty of opportunity for discussion at the public hearing scheduled for March 22, 2022 at 7PM.

Public Comment on the Warrant Articles- none heard.

Other Business

Phil McKnight may or may not be available to present the warrant articles at Town Meeting in May. Jane Patton will be the presenter in his absence. The committee will not meet again until fall.

Adjournment

Motion to adjourn made by Melissa Craig at 6:20 p.m., seconded by Jane Patton. Motion carried unanimously by a roll call vote. 7-0-0: Craig-aye, Patton, aye, McKnight-aye, Birch-aye,Finnegan-aye,Blanchard-aye,Budington-aye

Respectfully submitted,
Linda Sciarappa, Administrative to the Town Manager