

**Board of Selectmen
Municipal Center Resource Room / Remote Meeting
Tuesday, January 19, 2021**

7:00 pm

- Call to Order by Roll Call
- Pledge of Allegiance
- Chairman's Announcements
 - ~ Recognize Paul Peterson – 22 yrs.' on EDC (Resignation)
Mr. Peterson will attend in person or remotely
- 1. Z&T Public Notice & BOS Notice to CCC – Possible Vote(s)
- 2. Ratify Building Commissioner Employment – Possible Vote(s)
- 3. EDC Appointment – Nicholas Joannidi – Possible Vote(s)
Mr. Joannidi will attend remotely
- 4. Consider Sign Waiver for Dog Orphans – Possible Vote(s)
Cindy Forte, and Ron will attend in person**
- 5. Ratify Fire Chief Contract – Possible Vote(s)
- 6. Approve Common Vic. License Application Renewal for the Sokol Club
– Possible Vote(s)
- 7. Sign Tellstone MOA or Authorize TA to Sign – Possible Vote(s)
- 8. Approve Minutes – Possible Vote(s)
- 9. Administrators Report & COVID – 19 Update
- 10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of
the Meeting
- 11. Executive Session – Collective Bargaining/Contract Negotiations
- 12. Adjournment

For Remote Participation Video Conferencing and Screen Sharing:

Go to: <https://spaces.avayacloud.com/spaces/5f9987c5eb92adfe8cd27f86>

Dial in Number, +1 855-378-8822 US (Toll Free), Space ID: 366-242-115, Password: 123456

If you do not have a camera and microphone on your computer, you will be prompted to dial in and will default into the browser as a screen share only participant. There is no client required for people to participate, all they need to do is go to the URL listed above or Dial In via the 855 number and enter the Meeting ID

Note: Times are estimates unless denoted as a Hearing.

The Town of Douglas is an equal opportunity provider, and employer.

**Board of Selectmen
Remote Meeting Minutes
January 19, 2021**

• **Call to Order**

Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Resource Room. Due to the Covid-19 Pandemic, CDC guidelines were followed, and participants were invited to join the meeting remotely. In attendance: David Cortese, Harold Davis, Michael Hughes, and TA Matthew Wojcik. Timothy Bonin (absent).

Other Staff and Citizens: Paul Peterson (EDC), Building Commissioner Kenneth Frasier, Cindy Forte and Ron Morse (Dog Orphan's), Teresa Mattson and Jason Delamater (Z & T remote), and Nicholas Joannidi (EDC Applicant remote).

• **Pledge of Allegiance (00:59)**

• **Chairman's Announcements (1:24):**

In the agenda packet is a copy of a Certificate of Appreciation for Paul Peterson.

• Chairman Morse recognized Paul Peterson for serving 22 years on the Economic Development Committee. The Board thanked Mr. Peterson for his service and presented him with a Certificate of Appreciation. Mr. Peterson stated he also served on the Master Plan, and the Douglas 250th Committees.

1. Z&T Public Notice & BOS Notice to CCC – Possible Vote(s) (05:43):

In the agenda packet is a Notice of Community Outreach Meeting from Z & T, an email from Jason Delamater, dated January 12, 2021, re: Z&T, and a letter from the Selectmen to Z&T granting permission.

• Under Cannabis Control Commission guidelines, Z & T need permission from the Board of Selectmen to hold a virtual meeting. **Mr. Cortese made a motion to grant Z & T permission to hold a community outreach meeting virtually and sign the enclosed letter. Mr. Hughes seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

2. Ratify Building Commissioner Employment – Possible Vote(s) (06:14):

• TA Wojcik introduced the new Building Commissioner, Kenneth Frasier, who joined the meeting. Mr. Frasier is a resident of Douglas and was employed by the City of Worcester as a Building Inspector. The Board welcomed Mr. Frasier. **Mr. Hughes made a motion to ratify Mr. Frasier's appointment as Building Commissioner. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

3. EDC Appointment – Nicholas Joannidi – Possible Vote(s) (13:13):

In the agenda packet is a Memo from Suzanne Kane, dated January 15, 2021, re: Appointment – EDC, and an application for EDC from Nicholas Joannidi.

• Mr. Joannidi joined the meeting remotely. Mr. Morse read from the memo, stating the EDC was in support of this appointment. **Mr. Cortese made a motion to appoint Nicholas Joannidi to fill a vacancy on the Economic Development Committee with a**

term ending June 30, 2022. Mr. Hughes seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

4. Consider Sign Waiver for Dog Orphans – Possible Vote(s) (14:41):

In the agenda packet is a memo from Suzanne Kane, dated January 15, 2021, re: Sign Waiver, and a sign permit from the Dog Orphans with related documents.

• Ron Morse and Cindy Forte joined the meeting. Ron Morse went over the sign application, which did not comply with the Douglas Sign Bylaw. **Mr. Cortese made a motion to approve the sign application as presented. Mr. Hughes seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

5. Ratify Fire Chief Contract – Possible Vote(s) (19:50):

• TA Wojcik explained this is not a “Ratification”, rather a policy review. TA Wojcik went over the process and job description. The board will receive a formal notice after which the board will have 21 days to review. There will be two BOS meetings the board can act on the contract. Once the 21 days are past, the contract will take effect.

6. Approve Common Vic License Application Renewal for the Sokol Club – Possible Vote(s) (23:04):

In the packet is a memo from Suzanne Kane, dated January 15, 2021, re: Common Vic License – Sokol Club, Sokol Club Check List and Application.

• The application for a Common Victular License from the Sokol Club is complete. **Mr. Hughes made a motion to approve the Common Victular’s License for the Sokol Club as presented. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

7. Sign Tellstone MOA or Authorize TA to Sign – Possible Vote(s) (24:23):

In the packet is a memo from Suzanne Kane, dated January 15, 2021, re: Tellstone MOA.

• The MOA was approved at the boards January 5th meeting, however the MOA was drafted for the TA to sign and the board did not vote to authorize him to sign. Suzanne Kane reported she included a signature page for the board if they chose to sign it, however, she would not use it if the board voted to authorize the TA to sign. **Mr. Hughes made a motion to authorize the Town Administartor, Matthew Wojcik, to sign the Tellstone MOA as presented. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

8. Approve & Sign Consent and Determination with Sutton – Possible Vote(s) (25:00):

In the agenda packet is a letter from KP Law, dated January 14, 2021, Re: Determination and Consent Pursuant to MA Rules of Professional Conduct, Rule 1.7 – Representation of the Town of Douglas and Sutton Intermunicipal Agreement for Building Commissioner Services – Blackstone Logistics Center Project, and a Determination letter.

- TA Wojcik explained the Blackstone Logistics Center Project is proposed for land in Douglas, Sutton, and Uxbridge. The three towns met and decided to use the Building Commissioner from Sutton, rather than from each community. **Mr. Hughes made a motion to approve using the Town of Sutton's Building Commissioner services as disclosed in the January 14, 2021 KP Law letter included in the packet. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

9. Minutes (27:54):

- January 5, 2021: **Mr. Hughes made a motion to approve the minutes of January 5, 2021 as presented. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

January 5, 2021 Executive Session: **Mr. Hughes made a motion to approve the Executive Session minutes of January 5, 2021, retaining all. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

10. Administrators Report & COVID – 19 Update (28:48):

- Concerning the Blackstone Logistics Center Projects mentioned in item 8 of the agenda, TA Wojcik reported there will be a second important agreement that will deal with the process & rules for assessing the property for purposes of taxation. The tentative agreement will state the three communities will jointly hire a certified real-estate appraiser. He explained the process and approach. He stated the agreement should also detail the basis for allocating tax proceeds. The plan is to have it before the board in the next two or three months.

- TA Wojcik reported Douglas is averaging 20 – 24 COVID cases per week. He stated the town is averaging 3-5 new cases a day, with the rest of the state and country on the same basic path. Concerning Vaccines, TA Wojcik went over the Federal Guidance for the states regarding vaccinations. In order to be compliant, states had to submit a vaccine plan by a date certain. The states did, however there has been no word since. He feels this is because of the differences in the two vaccines and how they are stored. The Town's goal is to be ready for a roll out on the town level. He stated that planning started this morning with the assignment of staff to specific tasks, he feels we are in good shape. He stated the EOC is meeting again on Friday morning. TA Wojcik stated he would like to go to MA DHP and MEMA to request vaccines, and to say the town is ready to give vaccinations, but also ready to test the plan. TA Wojcik reported that Douglas medics are being vaccinated in Southbridge. The town is also running a COVID Testing program. Public Safety employees are getting tested twice a week with a two day turn around for results.

- Concerning the budget, TA Wojcik feels there will be a lot of personnel changes over the next three years due to retirement. There has been 4 this year. All of these have an impact on the budget. He stated he is halfway through the personnel budget. He stated he should have a document for the board to review the week of February 1st. He stated most of the changes will be on the personnel side. TA Wojcik stated he is trying to address longevity for those employees who have been at the top step for many years. He is trying to address it in a way that is fair and affordable to the town. He is suggesting

keeping COLA's to a low level this year which will give him the flexibility to bring up the long term employees – then talk about COLA's for everyone next year.

- TA Wojcik reported the town has locked into a 5 year electric contract. It is believed rates will be almost doubled within the next 2-3 years, which puts Douglas in a good position.
- TA Wojcik updated the board on the Cedar Street Bridge Project. The estimated cost was \$825,000. The town has a \$500,000 grant so they expected to use a years' worth of Chapter 90 funds to finish the project. There were 16 pre-qualified bids with the lowest bid coming in at approximately \$640,000.
- Concerning Public Safety Radio's, TA Wojcik reported they are still reviewing the contract and making progress. He stated Spectrum is now offering help with installation.
- Concerning the EDC project they have been having a lot of meetings to map out the process that needs to be followed. He will be posting the EDC Project Coordinator position soon.

11. Open Session for Topics Not Reasonable Anticipated 48 Hours in Advance of the Meeting (55:57):

- There were no topics.

12. Executive Session – Collective Bargaining/Contract Negotiations (56:18):

- **Mr. Hughes made a motion at 7:56 pm to go into Executive Session for the purpose of collective bargaining/contract negotiations, and to return to Regular Session for the purpose of adjournment. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.** The meeting was moved to the Selectmen's Office and reconvened at 8:07 pm.

Mr. Hughes made a motion at 8:43 pm to return to regular session for the purpose of adjournment. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

11. Adjournment (56:18):

Mr. Hughes made a motion to adjourn at 8:43 pm. Mr. Cortese seconded the motion. Roll Call Vote: David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

Respectfully submitted,

Suzanne Kane
Administrative Assistant

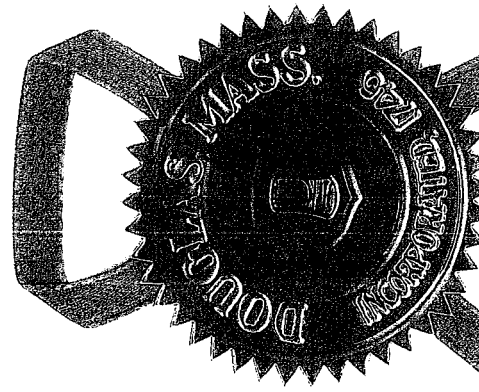
Town of Douglas

Certificate of Appreciation

is hereby presented to:

Paul W. Peterson Jr.

For your twenty two (22) years of volunteer service to the Town of Douglas
as a member of the *Economic Development Commission*.



Board of Selectmen
January 19, 2021

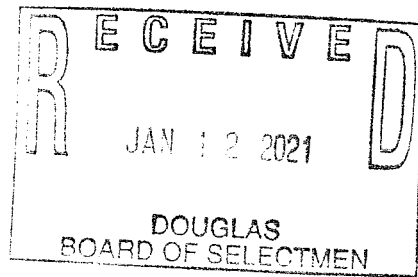
Kevin D. Morse, Chairman

David P. Cortese, Vice Chair

Timothy P. Bonin

Harold R. Davis

Michael D. Hughes



Z&T, Inc

NOTICE OF COMMUNITY OUTREACH MEETING

REGARDING: RETAIL CANNABIS DISPENSARY

PROPOSED ADDRESS: 10 Riedell Rd Douglas, MA 01516

Notice is hereby given that Z&T, Inc will hold a Community Outreach Meeting on **Thursday, January 28, 2021** between **6:00pm – 7:00pm** located at **Douglas Town Hall** via **GOOGLE Meet** - <https://meet.google.com/ydb-yaxb-tyv?hs=224>

Type the above web address into your browser to join the meeting, please make sure to **MUTE** your microphone when you join to block unwanted background noise.

If you have any questions you will have an opportunity to type them into the chat box during the meeting as well as speak publicly after the completion of the presentation.

We will also accept questions ahead of the meeting, please email to jasondelamater82@gmail.com with “Douglas Community Outreach” as the subject at least 24 prior to the start of the meeting to ensure we receive them.

Information to be presented and discussed will include but not be limited to:

1. The type(s) of Marijuana Establishment to be located at the proposed address;
2. Plans and information for maintaining a secure facility;
3. Plans and protocols to prevent diversion to minors;
4. Plans to positively impact the community in which the establishment intends to be located;
5. Plans and protocols to ensure the establishment will not constitute a nuisance to the community.

Community members are both permitted and encouraged to ask questions and receive answers from representatives of Z&T, Inc related to the proposed establishment.

A copy of this notice is on file with the City Clerk's office, the Selectman's office, and the Planning Board office, all located at the Douglas Town Hall 29 Depot St. Douglas, MA 01516 and a copy of this Notice was mailed at least two weeks prior to the Community Outreach Meeting to abutters of the proposed address of the Marijuana Establishment, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town.

Z&T, Inc

Aziz Kosto – Teresa Matteson

Z&T

1 message

Jason Delamater <jasondelamater82@gmail.com>
To: Suzanne Kane <skane@douglasma.org>

Tue, Jan 12, 2021 at 12:14 PM

Hi Suzanne,

Z&T, Inc is hosting a community outreach meeting on January 28th for the new location at 10 Riedell Rd. In the current guidance from the Cannabis Control Commission, we are allowed to host this meeting virtually with the written permission of the contracting authority of the town.

Could you please pass this on to the Board, a written response via email should be sufficient in order for us to submit to the CCC. We do plan to allow attendees in the meeting as long as it is allowed by the Town.

I have attached the copy of the public notice for your reference.

I appreciate your help, have a great day!

Thanks!

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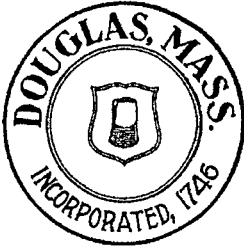
Jason Delamater
832-512-8876

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.



NOTICE OF COMMUNITY OUTREACH MEETING Z&T INC 10 RIEDELL.docx

20K



TOWN OF DOUGLAS

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

OFFICE OF THE SELECTMEN
29 Depot Street • Douglas, MA 01516
508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Matthew J. Wojcik
Town Administrator

Suzanne L. Kane
Administrative Assistant

January 19, 2021

Dear Aziz Kosto and Teresa Matteson (Z&T, Inc.)

We hereby grant you permission to hold a community outreach meeting virtually. Kindly make sure that your virtual platform and format allow the public to see and hear clearly, that the platform allow for public interaction, and that the public be advised in the meeting notice and frequently during the meeting of the manner in which it may participate.

Regards,

Kevin D. Morse, Chairman

David P. Cortese, Vice Chair

Timothy P. Bonin

Harold R. Davis

Michael D. Hughes

Town of Douglas Board of Selectmen



Selectmen's Office
Town of Douglas

MEMO

To: Board of Selectmen

From: Suzanne Kane 

Administrative Assistant

Date: January 15, 2021

Re: Appointment - EDC

Timing is everything. Long time EDC member Paul Peterson resigned and we received an application to fill the vacancy from Nicholas Joannidi. Mr. Joannidi has met with the commission. I spoke with Bob Minarik who said the board recommends the appointment. Chair Luke McNeal will be sending an email stating such. If you chose, please appoint Mr. Joannidi for a term ending **June 30, 2022.**

For office use only

Appointed:

☐ Yes☐ No

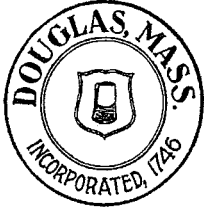
Date

Term

☐ Resigned:☐ Did Not Seek Re-appointment

Date

Residency confirmation by Town Clerk:

*Dina A Postma*RECEIVED
JAN 12 2021DOUGLAS
BOARD OF SELECTMENApplication for
Board/CommitteeTown of Douglas
29 Depot Street
Douglas, MA 01516
508-476-4000 ~ Fax: 508-476-4012*Please submit this application to the Selectmen's Office.*

Name: Nicholas Joannidi

Date: Jan 12 2021

Residence: 46 Conservation Dr Douglas MA 01516

Email:

Post Office Box:

Phone (Home):

Enter Numbers only, no dashes.

Employee Name: Mobiquity, Inc

Phone (Work):

Enter Numbers only, no dashes.

Employee Address:

Occupation / Title: Engineering Director

Education: Some College

1. Please select the Board / Committee are you applying for: Economic Development Commission

1a. For the Planning Board, and Zoning Board :

☐ Full Member☐ Alternate / Associate Member

2. Would you be interested in another Board / Committee? Please select: Cultural Council

3. How long have you lived in Douglas? ~3yr

4. In order to verify your address, you must be a registered voter. Are you registered in Douglas?

☒ Yes☐ No5. Have you been asked by this Board / Committee to become a member? ☒ Yes ☐ No

6. How did you hear about this Board / Committee?

Interested in local government / giving back, looking for ways to contribute and was browsing Douglas MA Website, watched a couple of back meetings. Attended one Cultural Council

7. Why are you seeking this appointment?

Interested in giving back to the community and being involved in local government.

8. What is your experience or knowledge regarding the duties of this Board / Committee?

Intrapreneurship activities at current company, run global team / dept / process setting / projects for multi-billion dollar multinational corporations.

9. Please list any education, experience, professional achievement, previous occupation, skills, or special interests you may have that will assist you with this Board / Committee.

Pivoted offerings at current company to increase departmental revenue by 10x, growth and scaling of team, process + best practice setting, cost reduction activities reducing cloud infrastructure costs 60%, strategic digital transformation engagements with multi-billion multinational corporations

10. How many times during the last year have you attended a meeting of this Board / Committee? 1

10 a. Watched a video of this Board / Committee? 3


11. Would there be a possible conflict of interest if you were appointed to this Board / Committee? ☐ Yes ☒ No

If yes, please explain:

12. Have you ever had business before this Board / Committee? ☐ Yes ☒ No

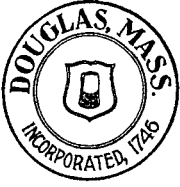
If yes, please explain:

2. What other Board / Committee have you served on? Please select:


Signed By

2021-01-12

The filling out of this form in no way assures appointment. All board/committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.
Please return this form to the Selectmen's Office.



Selectmen's Office
Town of Douglas

MEMO

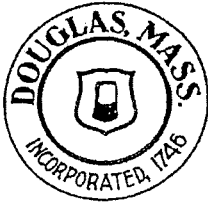
To: Board of Selectmen

From: Suzanne Kane *SK*
Administrative Assistant

Date: January 15, 2021

Re: Sign Waiver

In your packet is a sign application from the Dog Orphans exceeds the size restriction set in the General Bylaws. Cindy Forte and Ron from the Dog Orphans will attend your meeting seeking a waiver for the sign.



Town of Douglas
Building Department
29 Depot St Douglas, MA 01516

508-476-4000 Ext 251
Fax 508-476-4012 TTY 508-476-1619

Tin Htway
Interim Building
Commissioner

Jackie Briggs
Principal Clerk

January 14, 2021

Dog Orphans Inc.
90 Webster Street
P.O. Box 767
Douglas, MA, 01516

Re: Sign Application

You have submitted a sign application to register a sign. The property is located at 90 Webster Street, Douglas, MA, 01516 and in a Residential Commercial 2 zoned area. You are proposing to erect a 6' x 4' sign with an area of 24 square feet.

Under the Douglas General Bylaws, Article 9 Sign Bylaw, a Commercial sign in the RC-2 zone must not exceed 8 square feet or exceed 6' in height. You will need to request a waiver from the Board of Selectmen and obtain approval before I can approve the sign application.

If you have any further questions, please do not hesitate to contact our office. You can reach us at 508-476-4000 ext., 251. We will be happy to assist you in any way we can.

Sincerely

Tin Htway
Interim Building Commissioner

cc. Douglas Board of Selectmen

November 20, 2020

Town of Douglas
Building Department
29 Depot Street
Douglas MA 0151

Attention: Jackie Briggs

Hi Jackie,

Thank you for returning my call. As per our conversation, I have attached the following documents for review:

- Completed sign application

- Quote from Signarama (they will be the contractors as well)

- Sample of sign design

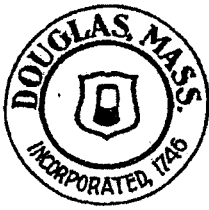
- Proximity of current sign on lot, new sign will be in the same spot

I have also enclosed a check in the amount of \$50.00

Please contact me at 508-868-4446 if you have any questions or need additional information.

Thank you!

Cindy Forte



Town of Douglas
Building Department
29 Depot St Douglas, MA 01516

508-476-4000 Ext 251
Fax 508-476-4012 TTY 508-476-1619

Mark Kaferlein
Interim Building
Commissioner

Jackie Briggs
Principal Clerk

SIGN APPLICATION

Date: 11/19/2020

NAME OF BUSINESS: Dog Orphans Inc.

ADDRESS: 90 Webster St. **PHONE #:** 508-476-1855

TYPE OF BUSINESS: Non Profit Animal Shelter

OWNER OF BUILDING: Dog Orphans Inc. **PHONE #:** 508-476-1855

ADDRESS: 90 Webster St Douglas MA.

***OWNER OF BUSINESS:** Board of Directors **PHONE #:** _____

*(If different)

OWNER'S ADDRESS: _____

SIGN INFORMATION: See attached specifications
Height _____ **Width** _____ **Length** _____

MATERIAL SIGN MADE OF: _____

LIGHTED: YES **NOT LIGHTED:** _____

SIGN REQUIREMENTS:

*ATTACH DRAWING AND METHOD OF ASSEMBLY OF SIGN (hanging or free standing).

*PLOT PLAN showing area of lot and where the sign is to be placed on lot.

*NOTE DISTANCES from road and boundary lines.

*Enclose copy of CERTIFICATE OF INSURANCE.

COMPANY NAME MANUFACTURING OR ERECTING SIGN:

Signarama **PHONE #:** 508-459-9731

ADDRESS: 456 Grove Street Worcester MA

CONTRACTOR: _____ **LICENSE #:** _____

FEE: \$50.00 **CHECK/RC #:** 506

[Signature]
Signature

Approved by: _____
Building Commissioner



456 Grove St Rear
Worcester, MA 01605
(508) 459-9731

ESTIMATE

EST-4201

Payment Terms: Cash Customer

Created Date: 9/8/2020

DESCRIPTION: Letter Sign

Bill To: Dog Orphans Humane Society
90 Webster St
Douglas, MA 01516
US

Installed: Dog Orphans Humane Society
90 Webster St
Douglas, MA 01516
US

Requested By: Cindy Forte
Email: cindyforte40@gmail.com
Work Phone: (508) 868-4446

Salesperson: Tiffany Burke
Email: info@signaramaworcester.com

| NO. | Product Summary | QTY | UNIT PRICE | AMOUNT |
|-----|---|-----|------------|------------|
| 1 | D/S Lightbox - 72" x 48" | 1 | \$3,801.60 | \$3,801.60 |
| 1.1 | Light Box Double Sided w LED Lights - Part Qty: 1 Width: 72.00" Height: 48.00" Notes: D/S Lightbox - 72" x 48", Sign Face Is 72" x 18" To Read Name, Letter Track Panel Is 72" x 24.5" | | | |
| 1.2 | Custom Item Taxed - Part Qty: 2 Notes: Zip-Change Lettering Track - 8', Top Track | | | |
| 1.3 | Custom Item Taxed - Part Qty: 2 Notes: Zip-Change Lettering Track - 8', Top Track | | | |
| 1.4 | Custom Item Taxed - Part Qty: 2 Notes: Zip-Change Lettering Track - 8', Top Track | | | |

| | | | |
|-----|---|---|--------------------------------|
| 1.5 | Aluminum Square Tube Frame - Part Qty: 2 Width: 72.00" Height: 24.50" Notes: Aluminum Square Tube Frame, Frame Around Letter Track Faces To Hold Acrylic Protection Panels Hinged & Drilled In Place | | |
| 1.6 | Acrylic .060 - Part Qty: 1 Width: 72.00" Height: 24.50" Notes: Acrylic .060 - 72" x 24.5" | | |
| 1.7 | Custom Item Taxed - Part Qty: 2 Notes: Divider Bar - (2) Total (1) Each Side To Separate The Sign From Letter Tracks Panel | | |
| 2 | Wood Post Treated 4" x 4" x 10' W Vinyl Sleeves | 2 | \$86.50 \$173.00 |
| 2.1 | Wood Post Treated 4" x 4" x 10' - Part Qty: 1 Cap Style Post & Panel - Cap Styles: Standard Cap Notes: Wood Post Treated 4" x 4" x 10' W Vinyl Sleeves | | |
| 3 | Letters | 1 | \$383.00 \$383.00 |
| 3.1 | Custom Item Taxed Outsourced - Part Qty: 1 Notes: .060 Bold Letters | | |
| 4 | Installation - Standard | 1 | \$540.50 \$540.50 |
| 4.1 | Installation - - # of Hours: 6 Notes: Installation - Standard: | | |
| | | | Subtotal: \$4,898.10 |
| | | | Taxes: \$271.41 |
| | | | Grand Total: \$5,169.51 |

50% deposit is required for all orders over \$200. Orders under \$200 are paid in full when order is placed.

Signature: _____ **Date:** _____



MILLVILLE FIRE • RESCUE

**FIRE STATION
CLOSED
TO THE PUBLIC
50 8 883 4740**

1:31

Safari

© 2020 Google

Current
Sign →
New Sign
will
Replace
current
Sign.

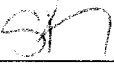
91 Douglas Rd



Selectmen's Office
Town of Douglas

MEMO

To: Board of Selectmen

From: Suzanne Kane 
Administrative Assistant

Date: January 15, 2021

Re: Common Vic License – Sokol Club

In your packet is a complete application from the Sokol Club. Just a reminder, the Sokol Club changed their liquor license from a CLUB license to a GENERAL ON PREMISE license. Under MGL, a Club with a section 12 liquor license does not need a Common Victualler license to prepare and serve food. However, with the change of license, they now require one.

Sokal Club

Return by December 3, 2020
4:00 PM

ASAP



**Town of Douglas
Common Victuallers
Renewal Application Checklist
MGL c 140 (2)**

All Fillable Forms can be found at: <https://douglas-ma.gov/262/Common-Victuallers>. After downloading the forms, open them in Adobe Reader, type in the information, print, and sign.

- ☒ Complete **"Common Victualler License Application"**. (form online)
- ☒ **Article of Organization** (if a corporation) as filed with the Massachusetts Secretary of State. If Changed.
- ☐ **Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.gov. Yours expires(d) _____.
Please make sure the Town of Douglas is listed as "Certificate Holder".
- ☐ **State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out. (form online)
- ☐ **Fire Inspection Report** – Per Fire Code Compliance Policy for Businesses and All License Holders approved by the Board of Selectmen February 21, 2006. Call the Fire Department @ 508-476-2267 (they will send a copy of report to me)
- ☐ **Business Certificate** per MGL c110, §5&6; If yours has expired, please see the Town Clerk. Your expires(d) _____.
- ☐ **Emergency Contact Information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed. (form online)
- ☒ **Check** made out to the Town of Douglas for \$25.00 for year round service establishments and \$15 for seasonal establishments.

Return checklist and all paperwork to the Selectmen's Office.

Please Note: Please allow three weeks for processing. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed the application will be placed on the Board of Selectmen's agenda. The Board of Selectmen meet the 1st and 3rd Tuesday of each month.

Done with
Lic;

**Town of Douglas
Common Victualler License Application
MGL c140**

To the Licensing Authority,
The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.

Applicant Name:

Business Address: 405 N.E. Main St.

Business Name: Sokolo nClub

Mailing Address: P.O. Box 332

Phone Number

508-476-7489

Purpose of
license

Prepare & Serve Food

* Menu or description of food to be served and the manner in which such food shall be served.

Description
of premises:

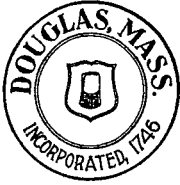
* Give a complete description of all the premises to be used for the purpose of carrying on the business (e.g. number of dining rooms, cooking facilities, etc. Include a blue print, or drawn to scale diagram of premises.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

Signature

Date 12/30/20


Title



Selectmen's Office
Town of Douglas

MEMO

To: Board of Selectmen

From: Suzanne Kane 
Administrative Assistant

Date: January 15, 2021

Re: Tellstone MOA

At your last meeting you approved the language in the attached MOA. The MOA has a signature spot for the Chief Executive Officer of the Town of Douglas, however you did not vote to authorize TA Wojcik to sign. Depending on what you decide, I have created a signature page for the Board if you chose to sign. If you vote to authorize TA Wojcik to sign, I will toss it out.

**Board of Selectmen
Remote Meeting Minutes
January 5, 2021**

- Call to Order

Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Resource Room. Due to the Covid-19 Pandemic, CDC guidelines were followed, and participants were invited to join the meeting remotely. In attendance: Timothy Bonin, David Cortese, Harold Davis (remotely at 7:12 pm), Michael Hughes, and TA Matthew Wojcik.

- Chairman's Announcements:

- ~ **Announce Officer Michael Bren's Promotion to Sergeant (00:37):**

- In the packet is a letter from Police Chief Miglionico, dated December 28, 202, re: Officer Michael Bren Promotion.*

- Mr. Morse announced the promotion of Officer Bren to the position of Sergeant. He and the Board commend Sgt. Bren on his accomplishment.

- ~ **Announce 2020 Volunteer Milestones (01:30):**

- In the packet is a memo from Suzanne Kane, dated December 28, 2020, re: Announce 2020 Volunteer Milestones, 2020 Volunteer Milestones, and a copy of the achievement cover letter.*

- Due to COVID, the Town could not hold the annual "Potluck Dinner" to recognize volunteer's milestone service. Mr. Morse read the list included in the packet. Mr. Morse also recognized Pamela Holmes who recently resigned from ZBA.

- 1. Review & Sign HCA – Flying Goose/Dark Stream – Cultivation (Davis Street), Manufacturing (Davis Street), and Retail (Webster Street (04:47) :**

- In the packet is a copy of the HCA between the Town of Douglas and Flying Goose LLC, and the HCA between the Town of Douglas and Dark Stream.*

- This item was carried over from the December 15, 2020 meeting to allow for the boards review. **Mr. Bonin made a motion to approve the HCA's as presented. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Michael Hughes – aye, and Kevin Morse – aye.**

- 2. Appointment – ZBA Alternate Ronald Forget to Full Member (06:25):**

- In the packet is an email from Dan Heney, ZBA Chair, dated December 10, 2020, subject: ZBA.*

- With the resignation of Pamela Holmes, the Zoning Board of Appeals is requesting the Selectmen appoint Alternate member Ronald Forget as a Full member. **Mr. Bonin made a motion to appoint Ronald Forget as a Full member of the Zoning Board of Appeals for a term ending June 30, 2024. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Michael Hughes – aye, and Kevin Morse – aye.**

3. FY 2021 Tellstone & Son, Inc. MOA (07:27):

In the packet is a copy of the Memorandum of Agreement between the Douglas Public Schools and Tellstone & Son, Inc.

• At their December 15, 2020 meeting, the Board voted to send the agreement back to the School Committee to have the language altered further. TA Wojcik reported all edits suggested by the BOS have been included, and he is ok with the document. **Mr. Hughes made a motion to approve the Memorandum of Agreement between the Douglas Public Schools and Tellstone & Son, Inc. as presented. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Michael Hughes – aye, and Kevin Morse – aye.**

4. Approve New Class II License Application for G & L, LLC (12:31):

In the packet is a memo from Suzanne Kane, dated December 31, 2020, re: Class II License – G & L, LLC, G & L, LLC's application packet, and suggested Class II License Conditions for G & L, LLC.

• Mr. Morse reported the enclosed license application is a new wholesaler's license. **Mr. Hughes made a motion to approve the license for G & L, LLC, with the conditions enclosed in the packet. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

5. Ratify Economic Development Coordinator Job Description (13:38):

In the packet is a copy of the Economic Development Coordinator's Job Description:

• TA Wojcik reported he will be adding the word "Project" before "Coordinator" throughout the document. This position is being created by Town Meeting vote. The purpose of the Economic Development Project Coordinator is to coordinate/facilitate the "Brand" of the town in its interactions with commercial and industrial projects. The Project Coordinator will help businesses navigate through the towns processes. He stated the town has done Tech Review for a while now and this position can improve the process. Discussion ensued including the position being funded at a part-time level, subject to future change. There was concern that the education and experience requirements could be narrowing the search results. TA Wojcik feels it is important to have someone who has private sector experience who can empathize with the developers. The position will be posted for 10 days and then advertised. **Mr. Bonin made a motion to ratify the job description for the Economic Development Project Coordinator. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

6. Approve Various Late License Renewals (24:46):

In the packet is a memo from Suzanne Kane, dated December 31, 2020, re: Common Vic License Renewal – Harry's Pizza, the check list and application for Harry's Pizza.

- Mr. Morse reported the application for Harry's Pizza is complete except for the fire inspection report. Suzanne Kane will hold the license until it is received.

Mr. Hughes made a motion to approve the Common Victular's License renewal for Harry's Pizza contingent upon receiving the Fire Inspection Report. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

7. Approve Minutes (25:55):

In the packet are the December 15, 2020 Regular Session minutes, and the December 15, 2020 Executive Session minutes.

- **Mr. Hughes made a motion to approve the regular session minutes of December 15, 2020 as presented. Mr. Cortese seconded the motion. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

Mr. Hughes made a motion to approve and retain the executive session minutes of December 15, 2020. Mr. Cortese seconded the motion. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

8. Administrator's Report & COVID – 19 Update (27:05):

- TA Wojcik reported there are currently 19 active/isolation cases in town. He stated that is down from the high of 32 cases. He stated the State as a whole has a high positive rate and we will likely see significant caseloads in 2 weeks to a month. TA Wojcik reported the town has started a testing program for first responders paid by the CARES Act. Testing is done after the end of shift and will continue for 10 weeks, at which time the vaccine will hopefully be available. If not, they will continue the testing program. TA Wojcik stated the town will not follow CDC guidelines by asking first responders who are positive and asymptomatic to report to work; instead they will stay home. He stated asymptomatic individuals are responsible for 50% of the spread.

- TA Wojcik reported Flying Goose has closed on the land and their check has been turned into the Treasurer.

- Patrice Rousseau provide Holiday meals for the seniors. She polled them to see if they feel they need the Outreach Food Program again. Because we are in a different place since last spring, no one signed up, but it could change and Ms. Rousseau will be ready.

- TA Wojcik reported the budget process is on its way. He is currently working in the personnel supplement. He stated there has been a lot of public safety turnover. He stated he will discuss with the BOS and FinCom alternate ways to

provide services in the Town Hall, including outsourcing. He stated he will be able to do this without affecting anyone's employment status due to retirements.

- TA Wojcik reported expenses include added personnel. He stated that future development and the revenue they will generate justify those positions.
- TA Wojcik reported work on the Capital Plan is starting. He said a discussion is needed on the overall financial direction for the town. He stated he will be looking at a capital exclusions for the highway building (5-10 years out). He stated the town cannot budget cannabis revenue for future spending. He stated he plans to present a "robust" capital budget without borrowing.

9. Open Session for Topics Not Reasonable Anticipated 48 Hours in Advance of the Meeting (38:46):

- There were no topics.

10. Executive Session – Collective Bargaining/Contract Negotiations (39:34):

- Mr. Bonin made a motion at 7:39 pm to go into Executive Session for the purpose of collective bargaining/contract negotiations, and to return to Regular Session for the purpose of adjournment. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye. The meeting was moved to the Selectmen's Office and reconvened at 7:49 pm.

Mr. Hughes made a motion at 8:23 pm to return to regular session for the purpose of adjournment. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

11. Adjournment (39:34):

Mr. Hughes made a motion to adjourn at 8:23 pm. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

Respectfully submitted,

Suzanne Kane
Administrative Assistant