

**Board of Selectmen
Municipal Center Resource Room / Remote Meeting
Tuesday, March 2, 2021**

7:00 pm

- Call to Order by Roll Call
- Pledge of Allegiance
- Chairman's Announcements

1. Hearing – Pole Petitions: 29047637 – Walnut St., & 29047664 – Wallum Lake Rd.
Possible Vote(s)
2. Discussion with Paul Peterson – Reprinting 250th Commemorative Book
Possible Vote(s)
3. Cedar Street Project Execution of Contract – Possible Vote(s)
4. Request to DCR to Release Grant Fund for Approved Public Safety Projects
Possible Vote(s)
5. Approve Job Descriptions – Possible Vote(s)
 - Executive Assistant
 - **Director of Community Development**
6. **Consider Board of Selectmen Stipend Increase - Possible Vote(s)**
7. Review Warrant Article for Town Meeting
8. Approve Minutes – Possible Vote(s)
9. Administrators Report & COVID – 19 Update
 - Minute Taker Appointment
10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
11. Executive Session – Collective Bargaining & Litigation
12. Adjournment

Future Agenda Items:

March 16th: **Close Warrant**

April 6th: **Approve & Sign Warrant**

Note: Times are estimates unless denoted as a Hearing.

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

Board of Selectmen
Meeting Minutes
March 2, 2021

- **Call to Order:** Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Resource Room. In Attendance: Timothy Bonin, David Cortese (7:06 pm), Harold Davis (remote), Michael Hughes, and Town Administrator Matthew Wojcik.

Other staff and citizens: Chief Miglionico (remote), Paul Peterson (remote), Albert Galvin (NGrid Remote), and Jeffrey & Lisa Masi (165 Walnut Street).

- Pledge of Allegiance (00:04):
- Chairman's Announcements (00:23): There were no announcements.

1. Hearing – Pole Petitions: 29047637 – Walnut St., & 29047664 – Wallum Lake Rd. – Possible Vote(s) (00:37):

In the agenda is a memo from Suzanne Kane, dated February 23, 2021, re: Pole Petitions: # 29047637 – Walnut St., and # 29047664 – Wallum Lake Rd., Pole Petition 29047664 – Wallum Lake Rd, Petition Sketch, and Abutters List Report; Pole Petition 29047637 – Walnut St., Petition Sketch, and Abutters List Report, and related emails.

- Mr. Morse opened the hearing by reading both pole petitions. Lisa and Jeffrey Masi of 165 Walnut Street were in attendance. Mr. Galvin (Ngrid) attended remotely. Mr. Masi stated the petition sketch for Walnut St. was not the same as his amended easement (handed out and attached to the minutes). He stated he met with NGrid in an attempt to save a stand of trees, and settled on the amended easement that would replace pole-13 with a bigger pole and anchor, keeping it in its current location, and saving the trees. Mr. Galvin stated he will need to go back to the engineers. There were no residents in attendance for the Wallum Lake Rd. petition. **Mr. Hughes made a motion at 7:06 pm to close the Pole Petition Hearing. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye. Mr. Cortese made a motion to approve Pole Petition # 29047664 – Wallum Lake Rd as presented, and to hold Pole Petition # 29047637 – Walnut St. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

2. Discussion with Paul Peterson – Reprinting 250th Commemorative Book – Possible Vote(s) (17:45):

In the agenda is a memo from Suzanne Kane, dated February 23, 2021, re: Reprinting 250th Commemorative Book.

- Paul Peterson joined the meeting remotely. He reported he reached out to the Octoberfest Committee and they have agreed to discuss this at their next meeting. He stated he is not sure if it will require funding and he will keep the board updated. **It was the consensus of the board to support this process.**

3. Cedar Street Project Execution of Contract – Possible Vote(s) (20:03):

In the agenda packet is an email from James Noyes, dated February 24, 2021, re: Bridge Replacement, Cedar St. / Webster St. Douglas, NHESP 11-30207, Notice of Award to New England Building and Bridge Co., Inc, dated February 24, 2021, and other related emails.

- TA Wojcik reported he awarded the contract to New England Building and Bridge Co., Inc. At the advice of Town Counsel, the Board should execute the contract. Copies of the contract were

provided for signature by GPI, James Noyes. **Mr. Cortese made a motion to Execute the Contract with New England Building and Bridge Co., Inc. as presented. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

4. Request to DCR to Release Grand Fund for Approved Public Safety Projects – Possible Vote(s) (22:11):

In the agenda is an email from Jeanne Lovett, dated February 25, 2021, re: DCR Finance Contracts and Douglas SF Trust Language Link, a spreadsheet showing Douglas State Forest Maintenance Trust funding, a letter from Chief Miglionico, received February 24, 2021, entitled UAV (Drone) Proposal, a Proposal for Douglas Police Department – Cloud City Drones – New England, and a letter from Assistant Fire Chief Kelly Manning, dated February 24, 2021, re: Request for Funding Turnout Gear from DCR.

- **Police Drone:** Chief Miglionico joined the meeting remotely. The Douglas State Forest Trust currently has \$61,889.10 available for Public Safety's use for the maintenance and care of the Douglas State Forest. Chief Miglionico stated the Police Department is looking for \$28,000 for the purchase of a Matrice Drone. He stated this drone is an upgrade from the drone currently used by the department, and the use of the new drone can be requested by any department.
- **Fire Turnout Gear (28:10):** TA Wojcik reported the Fire Department is requesting \$35,000 for turnout gear due to a large turnover in personnel. The Chief has already applied for another grant for turnout gear, so TA Wojcik suggested they use \$23,000 from the Douglas State Forest Grant, and \$12,000 from the other grant.

Mr. Bonin made a motion to request using funds from the Douglas State Forest Trust in the amount of \$28,000 for a Police Department Drone, and \$23,000 for Fire Turnout Gear. 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. Approve Job Descriptions – Possible Vote(s) (31:42):

In the agenda packet is an email from Matthew Wojcik, dated February 17, 2021, re: Executive Assistant Job Description, an email from Suzanne Kane, dated February 18, 2021, re: Executive Assistant Posting and Interviews, the Executive Assistant to the Board of Selectmen and Town Administrator Job Description, and Job Posting – Executive Assistant to the Board of Selectmen and Town Administrator.

- **Executive Assistant:** TA Wojcik reported the updated job description changes the title and exempt status. He stated the salary is in the right range. He will post internally for 10 days, for both school and municipal employees.

Mr. Hughes made a motion to approve the Job Description and posting for the Executive Assistant as presented. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.

- **Director - Department of Community Development (39:20):** *Handed out prior to the meeting were the Director - Department of Community Development Job Description, and Job Posting – Director - Department of Community Development. (attached to agenda).* TA Wojcik went over the changes to the job description which included the job description being crafter for either an Engineer or a Planner. The board was in support of the changes. **Mr. Hughes made a motion to approve the Job Description and posting for a Director - Department of Community Development. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

6. Consider Board of Selectmen Stipend Increase – Possible Vote(s) (44:14):

- Chairman Kevin Morse asked for this item on the agenda. The Board discussed the amount of work, time, and effort they have put in due to COVID, the Marijuana industry, and other economic development projects. The board agreed that the \$300/yr. stipend for Selectmen should be raised to \$3,000/yr., and the Chairman's \$400/yr. stipend be increased to \$4,000/yr. They agreed that any future increases be tied to the Non-union COLA's so future boards will not need to deal with this. It was suggested they let Town Meeting know the reason for the increase. **Mr. Hughes made a motion to increase the stipend for the Board of Selectmen to \$3,000 / year, and to \$4,000 / year for the Chairman, and any future increases be tied to the Non-union COLA's. 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. Review Warrant Articles for Town Meeting (51:00):

In the agenda packet is a copy of the draft Annual and Special Town Meeting Warrants, and a letter from the School Administration, dated February 24, 2021, re: May 2021 Annual Town Meeting Warrant Articles.

- TA Wojcik reviewed the warrant articles for the Annual and Special Town Meeting.

8. Approve Minutes – Possible Vote(s) (1:08:48):

In the agenda packet are the February 16, 2021 Minutes.

- **Mr. Bonin made a motion to approve the minutes of February 16, 2021. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, Michael Hughes – aye, and Kevin Morse – aye.**

9. Administrators Report & COVID – 19 Update (1:09:51):

In the agenda packet is a letter from Matthew Wojcik, dated February 17, 2021, Notice of Appointment: Minute Taker.

- **COVID:** TA Wojcik updated the Board on the Town's current COVID and Vaccine status. There are currently 3 active cases, and the EOC is prepared to roll out vaccines if the state supplies them. Senior Center Director, Patrice Rousseau has been working to get Douglas seniors signed up for vaccines. He stated the numbers went down when the age limit decreased. He stated a lot of people are frustrated.
- **Minute Taker (1:14:06):** TA Wojcik reported he appointed a Minute Taker. He stated they opted to give the Planning Board minutes priority, until she is caught up.
- **MA State Health Group (1:14:37):** TA Wojcik reported the MA State Health Group is currently discussing renewals.
- **Property & Casualty Insurance (1:15:05):** TA Wojcik reported he is shopping better rates but because the town is over 300% in claims, he may not find a carrier. He stated he will try to find a way to offset costs.
- **E-Permitting (1:18:01):** TA Wojcik stated the E-Permitting is nearing the end of the project. He stated Building Commissioner Ken Frasier is doing a good job getting it going and hopes to go live in 3-4 weeks.
- **IT Update (1:20:17):** TA Wojcik reported the Town is moving from Google to Microsoft 365. With MS 365 users can use share points for collaborating. TA Wojcik reported after doing the White Board Test, the quote came in double what he is willing to pay. MS has a White Board feather that can be used on his Surface Pro, which is similar but without touch screen ability.
- **EDC (1:24:56):** TA Wojcik reported the public should be watching joint meetings between Douglas, Sutton, & Uxbridge concerning the EDC project. He stated there is a lot of good information. TA Wojcik stated Bob Minarik is working on inputting information for a State Grant.

Approved
March 16, 2021

10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting. (1:30:02):

- There was no items.

11. Executive Session - Collective Bargaining & Litigation (1:30:13):

Mr. Bonin made a motion at 8:30 pm, to go into Executive Session for the purpose of Collective Bargaining & Litigation, 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 8:41 pm. Hr. Davis left the meeting.

Mr. Bonin made a motion at 9:00 pm to return to Regular Session for the purpose of adjournment. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Michael Hughes – aye, and Kevin Morse – aye.

12. Adjournment:

Mr. Cortese made a motion at 9:00 pm to adjourn. Mr. Hughes seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Michael Hughes – aye, and Kevin Morse – aye.

Respectfully submitted,

Suzanne Kane
Administrative Assistant

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: 123456If

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.



Selectmen's Office Town of Douglas

MEMO

To: Board of Selectmen

From: Suzanne Kane *SK*

Administrative Assistant

Date: February 23, 2021

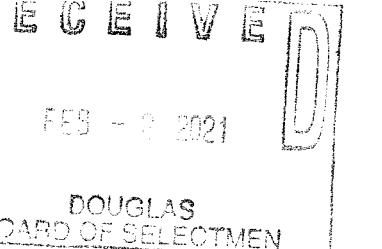
Re: Pole Petitions: # 29047637 – Walnut St., and # 29047664 – Wallum Lake Rd.

In your packet are two pole petition in response to the solar project under construction at 269 Wallum Lake Road. They have been reviewed by the Police Chief, Highway Superintendent / Tree Warden, and the Conservation Agent. The Highway Superintendent would like NGrid to place poles three (3) feet from the edge of the pavement.

Albert Galvin from NGrid will attend your meeting remotely. Brendan Mooney, the Solar Developer from Amp Energy, inquired about the meeting but did not indicate if he will attend or not.

Because I will be out until Monday, the 8th. Please have Kevin Morse sign the first page as the "Clerk of Selectmen". After everyone signs. Please place all copies in the Town Clerks mail slot in the copy room.

PETITION FOR POLE LOCATIONS



to the Town Council of
Douglas, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY requests permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said company may deem necessary, in the following public way or ways;

Wallum Lake Rd

**Petition sketch for installation Pole 61-1 with anchor, Pole 61-3, Pole 61-5,
Pole 61-7 with anchor.**

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain pole and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked:

MASSACHUSETTS ELECTRIC COMPANY

Plan No. **29047664** Dated **10/29/2019**

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used exclusively for municipal purposes.

MASSACHUSETTS ELECTRIC COMPANY

By: Robert Leonida
Manager of Distribution Design

Pole Petition Check List

Date:

Town Engineer: 2/26/2021

Conservation Agent ✓

Police Chief: ✓

Highway Superintendent: ✓

Tree Warden: ✓

ice to abutters:

2/8/21

Notice to Mass Electric:

2/8/21

Date of Public Hearing:

3/1/2021 7:00 PM

ORDER FOR POLE LOCATIONS

February 23, 2021

the Board of Selectmen
of the Town of Douglas, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED:
that **MASSACHUSETTS ELECTRIC COMPANY** be and they are hereby granted locations for and permission
to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as
said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of
said Company dated the

23rd day of February, 2021

All construction under this order shall be in accordance with the following conditions:--

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon
the plan marked--

MASSACHUSETTS ELECTRIC COMPANY

Plan No. **29047664** Dated **10/29/2019** filed with this order

There may be attached to said **MASSACHUSETTS ELECTRIC COMPANY** not to exceed twenty wires, and all
of said wires and cables shall be placed at a height of not less than eighteen feet from the ground.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and
the number of poles which may be erected thereon under this order:--

Vallum Lake Rd

**Petition sketch for installation Pole 61-1 with anchor, Pole 61-3, Pole 61-5,
Pole 61-7 with anchor.**

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting
public ways for the purpose of making connections with such poles and buildings as each of said petitioner may
desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the

2021

Clerk of Selectmen

Received and entered in the records of location orders
of the City of Northbridge, Massachusetts

Book: _____ . Page: _____ .

Attest: _____
Town Clerk

I hereby certify that on _____, _____, at ___ o'clock, ___ M.,
at _____ a public hearing was held on the petition of

MASSACHUSETTS ELECTRIC COMPANY

for permission to erect the poles, wires and fixtures described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires and fixtures under said order.

And that thereupon said order was duly adopted.

Selectmen of the Town of

Douglas, MA

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the _____ of the Town of _____, Massachusetts, on the _____ day of _____, _____, and recorded with the records of location orders of provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: _____
Town Clerk

BIRCH HILL ROAD

PETITION SKETCH
TOWN OF DOUGLAS
WORCESTER COUNTY

10 Birch Hill Road

11 Birch Hill Road

4 Birch Hill Road

~267 Wallum Lake Road
Property ID: 4125
Parcel ID: 299-8

WALLUM LAKE ROAD

P61 (Existing)

ACCESS RD

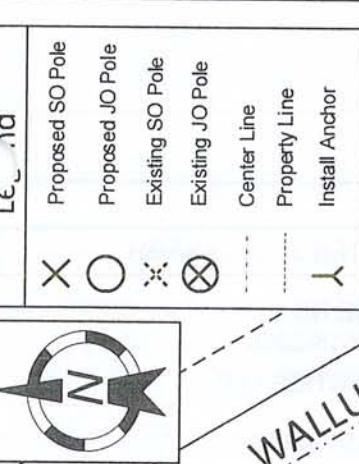
274 Wallum Lake
Road

P61-1 (Proposed)
Anchor Lead Length= 20'

P61-3 (Proposed)

P61-5 (Proposed)

P61-7 (Proposed)
Anchor Lead Length= 20'



nationalgrid

Petition Sketch for Installation Pole 61-1 with anchor,
Pole 61-3, Pole 61-5 and Pole 61-7 with Anchor.
~267 Wallum Lake Road, Douglas, MA
WR# 29047664

Not To Scale Distances are Approximate	Drawn By: CDS	Sketch #: 29047664	DATE: 10/29/2019	Sheet 1 of 1
--	------------------	-----------------------	---------------------	-----------------

The exact location of said
facilities to be established
by and upon the installation
and erection of the facilities
thereof.

POLE LOCATION
Abutters List Report (apo Wallum Lake Rd.)

DOUGLAS, MA
February 02, 2021

CERTIFIED COPY

Abutters:

Parcel Number: 299-7.1	Mailing Address: CAVANAGH WALTER J CAVANAGH LINDA L 271 WALLUM LAKE RD DOUGLAS, MA 01516-2605
Parcel Number: 299-7.21	Mailing Address: DOUGLAS PROPERTIES LLC PO BOX 538 DOUGLAS, MA 01516-0538
Parcel Number: 299-7.22	Mailing Address: DOUGLAS PROPERTIES LLC PO BOX 538 DOUGLAS, MA 01516-0538
Parcel Number: 299-7.23	Mailing Address: DOUGLAS PROPERTIES LLC PO BOX 538 DOUGLAS, MA 01516-0538
Parcel Number: 299-7.24	Mailing Address: DOUGLAS PROPERTIES LLC PO BOX 538 DOUGLAS, MA 01516-0538
Parcel Number: 299-8	Mailing Address: DOUGLAS PROPERTIES LLC PO BOX 538 DOUGLAS, MA 01516
CAMA Number: 299-7.21	
Property Address: LAKEWOOD DR	
CAMA Number: 299-7.22	
Property Address: LAKEWOOD DR	
CAMA Number: 299-7.23	
Property Address: LAKEWOOD DR	
CAMA Number: 299-7.24	
Property Address: LAKEWOOD DR	
Parcel Number: 299-8	
CAMA Number: 299-8	
Property Address: WALLUM LAKE RD	

Juli Kessell
2-2-2021 Administrative Clerk

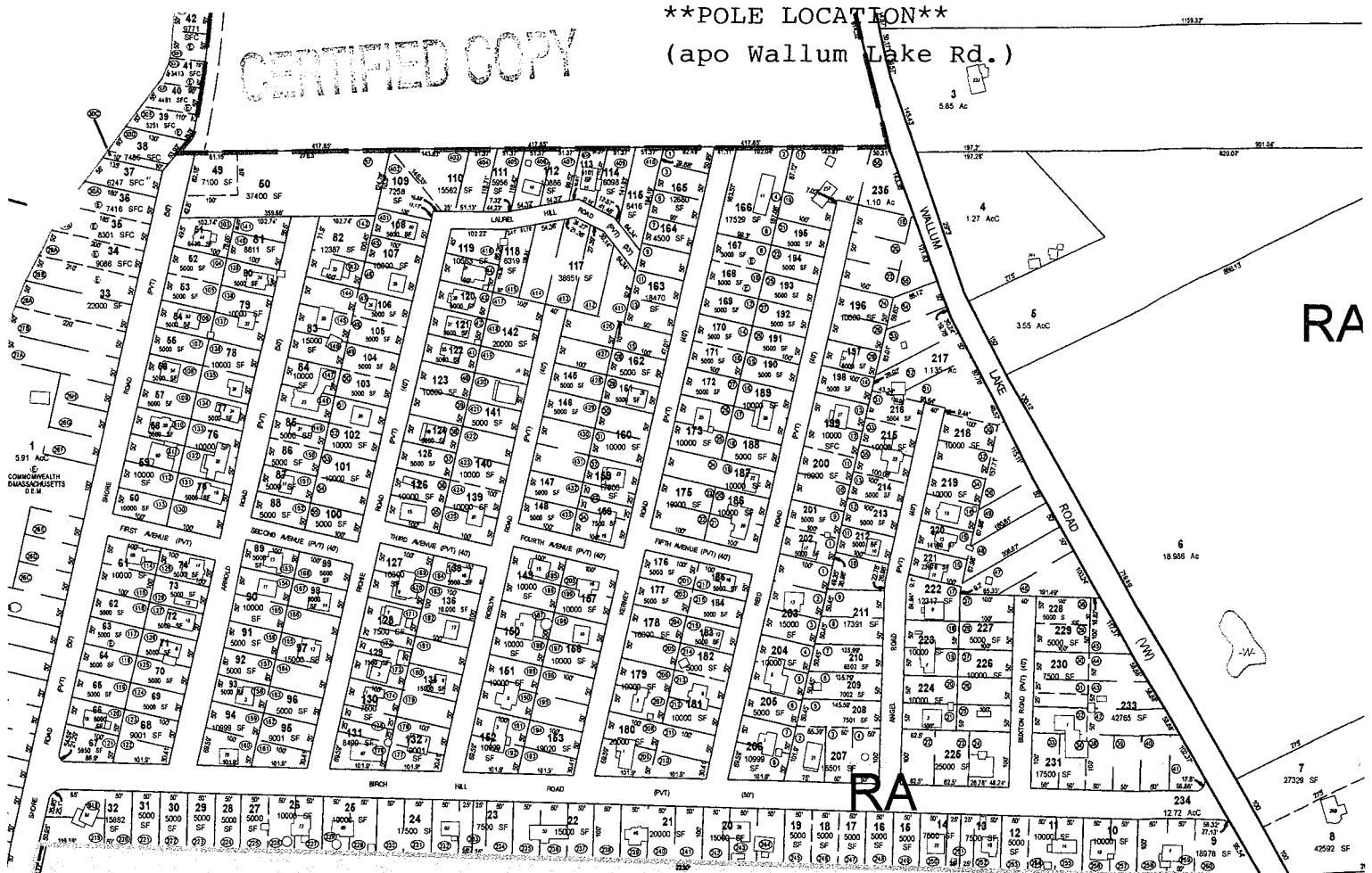
www.cai-tech.com

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

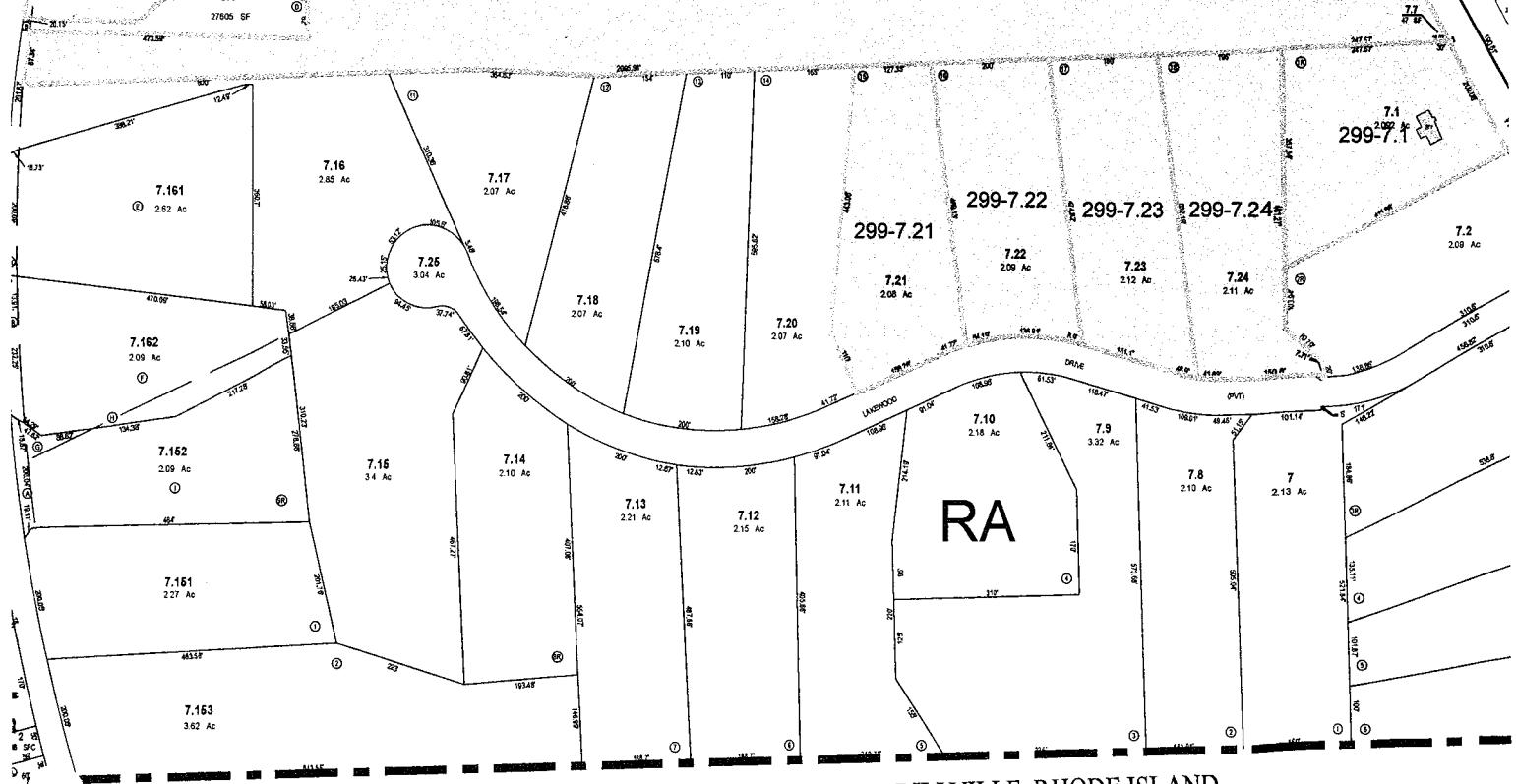
CERTIFIED COPY

****POLE LOCATION****

(apo Wallum Lake Rd.)



299-8



BURRILLVILLE, RHODE ISLAND

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

January 27th, 2021

to the Board of Selectmen
of the Town of Douglas, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

request permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary to be owned and used in common by your petitioners, in the following public way or ways:

Walnut St

**Rebuild 4,000' circuit feet to 3-477 A1 space from P31 Walnut St to P46-50
Wallum Lake Rd**

Wherefore they pray that after due notice and hearing as provided by law, it be granted joint or identical locations for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked:
MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

Plan No. **29047637** Dated: **10/31/2019**

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one cross arm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Pole Petition Check List

Town Engineer:

Date:

1/21/2021

Conservation Agent

1/21/2021

Police Chief:

1/21/2021

Highway Superintendent:

1/21/2021

Tree Warden:

1/21/2021

N e to abutters:

By: Robert Leonida

Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

By: Albert E. Bessette

Albert Bessette: Manager, R.O.W.

Notice to Mass Electric:

1/21/2021

Date of Public Hearing:

1/21/2021

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

January 27th, 2021

By the Board of Selectmen
of the Town of Douglas, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED:
that MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC. be and
they are hereby granted joint or identical locations for and permission to erect and maintain poles and
wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies
may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said
Companies dated the **27th day of January 2021**

All construction under this order shall be in accordance with the following conditions:-

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points
indicated upon the plan marked-- filed with this order
Plan No. **29047637** Dated: **10/31/2019**

There may be attached to said **MASSACHUSETTS ELECTRIC COMPANY** not to exceed twenty wires and
by said **VERIZON NEW ENGLAND, INC.** not to exceed forty wires and four aerial cables, and all of said
wires and cables shall be placed at a height of not less than eighteen feet from the ground.

The following are the public ways or parts of ways along which the poles above referred to may be erected,
and the number of poles which may be erected thereon under this order:--

Walnut St
Rebuild 4,000' circuit feet to 3-477 A1 space from P31 Walnut St to P46-50
Wallum Lake Rd

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting
public ways for the purpose of making connections with such poles and buildings as each of said petitioners
may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen
of the Town of Douglas, Massachusetts held on the _____ day of _____

Clerk of Selectmen

Received and entered in the records of location orders
of the Town of Douglas, Massachusetts

Book: _____ Page: _____

Town Clerk

We hereby certify that on _____, at _____ o'clock, _____ M.
at _____ a public hearing was held on the petition of the
MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of

Douglas, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Douglas, Massachusetts, on the _____ day of _____ recorded with the records of location orders of said Town,

Book _____, Page _____.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: _____
Town Clerk

DOUGLAS, MA

February 02, 2021

CERTIFIED COPY

Abutters:

Parcel Number: 274-1 Mailing Address: VISSER DAVID J
CAMA Number: 274-1 169 WALNUT STREET
Property Address: 169 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-0 Mailing Address: STEWART MICHAEL J STEWART
CAMA Number: 274-10 DEBORAH A
Property Address: 154 WALNUT ST 154 WALNUT ST
DOUGLAS, MA 01516

Parcel Number: 274-11 Mailing Address: LANDRY RICHARD A
CAMA Number: 274-11 160 WALNUT STREET
Property Address: 160 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-12 Mailing Address: PYBAS II WILLIAM K
CAMA Number: 274-12 164 WALNUT ST
Property Address: 164 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-2 Mailing Address: MASI JEFFREY A MASI LISA M
CAMA Number: 274-2 165 WALNUT STREET
Property Address: 165 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-3 Mailing Address: MAHONEY SUZANNE HEHIR KATHRYN
CAMA Number: 274-3 161 WALNUT STREET
Property Address: 161 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-4 Mailing Address: KRULL MARK D
CAMA Number: 274-4 157 WALNUT STREET
Property Address: 157 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-6 Mailing Address: GALLANT DAVID A NAVARRO-GALLANT
CAMA Number: 274-6 MAUREEN S
Property Address: 131 WALNUT ST PO BOX 1105
DOUGLAS, MA 01516-1105

Parcel Number: 274-6.1 Mailing Address: MASSEY DARYLL MASSEY AJA
CAMA Number: 274-6.1 125 WALNUT ST
Property Address: 125 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-7.4 Mailing Address: MAHONEY JAMES R
CAMA Number: 274-7.4 134 WALNUT ST
Property Address: 134 WALNUT ST DOUGLAS, MA 01516

Parcel Number: 274-7.5 Mailing Address: COURNOYER ERIC M COURNOYER RAE
CAMA Number: 274-7.5 A
Property Address: 138 WALNUT ST 138 WALNUT ST
DOUGLAS, MA 01516 DOUGLAS, MA 01516

Abutters List Report

DOUGLAS, MA

February 02, 2021

APPROVED COPY

Parcel Number: 274-7.6	Mailing Address: CARTER MICHAEL J CARTER MELISA A 142 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 274-7.6	
Property Address: 142 WALNUT ST	
Parcel Number: 274-9	Mailing Address: BRONNES DEBORAH A 150 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 274-9	
Property Address: 150 WALNUT ST	
Parcel Number: 275-10	Mailing Address: CRUZ MIGUELINA A 185 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-10	
Property Address: 185 WALNUT ST	
Parcel Number: 275-11	Mailing Address: SWYERS THOMAS SWYERS CHERYL 181 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-11	
Property Address: 181 WALNUT ST	
Parcel Number: 275-12	Mailing Address: PINTO AVELINO A PINTO LAURIE A 179 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-12	
Property Address: 179 WALNUT ST	
Parcel Number: 275-13	Mailing Address: MARCHAND, ANDRE J MARCHAND, DONNA J 177 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-13	
Property Address: 177 WALNUT ST	
Parcel Number: 275-14	Mailing Address: SAKHON WIPAPORN QUINLAN KEVIN 168 WALNUT ST DOUGLAS, MA 01516-2529
CAMA Number: 275-14	
Property Address: 168 WALNUT ST	
Parcel Number: 275-15	Mailing Address: BALCOM, LEE A BALCOM, MARIE P 172 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-15	
Property Address: 172 WALNUT ST	
Parcel Number: 275-16	Mailing Address: DESILETS EDWARD L DESILETS NICOLE L 176 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-16	
Property Address: 176 WALNUT ST	
Parcel Number: 275-17	Mailing Address: DONAIS, ROBERT E DONAIS, SANDRA L PO BOX 283 DOUGLAS, MA 01516
CAMA Number: 275-17	
Property Address: 180 WALNUT ST	
Parcel Number: 275-18	Mailing Address: THORSON KAREN M 184 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-18	
Property Address: 184 WALNUT ST	
Parcel Number: 275-19	Mailing Address: HARINGA, WAYNE J HARINGA, CHARLENE L 188 WALNUT STREET DOUGLAS, MA 01516
CAMA Number: 275-19	
Property Address: 188 WALNUT ST	

www.cai-tech.com

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

Abutters List Report

DOUGLAS, MA
February 02, 2021

ED 003974

el Number: 275-20
CAMA Number: 275-20
Property Address: 192 WALNUT ST

Mailing Address: NEWMAN, EDWARD I NEWMAN, SANDRA
PO BOX 716
DOUGLAS, MA 01516-0716

Parcel Number: 275-21
CAMA Number: 275-21
Property Address: 204 WALLUM LAKE RD

Mailing Address: BEDLION, JAMES J BEDLION, KAREN M
204 WALLUM LAKE RD
DOUGLAS, MA 01516-2516

Parcel Number: 275-5
CAMA Number: 275-5
Property Address: 200 WALLUM LAKE RD

Mailing Address: ANDREWS, MACDONALD J ANDREWS,
TRACY LOU H
200 WALLUM LAKE RD
DOUGLAS, MA 01516-2516

Parcel Number: 275-6
CAMA Number: 275-6
Property Address: 199 WALNUT ST

Mailing Address: REGER JEFFREY
199 WALNUT ST
DOUGLAS, MA 01516

Parcel Number: 275-7
CAMA Number: 275-7
Property Address: 195 WALNUT ST

Mailing Address: REGER REALTY TRUST
199 WALNUT ST
DOUGLAS, MA 01516

Parcel Number: 275-8
CAMA Number: 275-8
Property Address: 191 WALNUT ST

Mailing Address: FERNANDES ANTHONY FERNANDES
DANIELLE
191 WALNUT STREET
DOUGLAS, MA 01516

✓ File Number: 275-9
IA Number: 275-9
Property Address: 187 WALNUT ST

Mailing Address: HAMELIN BRIAN M HAMELIN LISA M
187 WALNUT STREET
DOUGLAS, MA 01516

Julie Kesseler
2-2-2021 Administrative Clerk

POLE LOCATION
(apo Walnut St.)

OPENED DOWN

RA

RA

275-6

275-7

275-8

275-9

275-10

275-11

275-5

RA

275-21

275-20

275-19 275-18

RA

275-17 275-16 275-15 275-14 275-12

RA

275-12

275-13

274-1

274-2

274-3

RA

274-11 274-10 274-9

RA

274-4

274-6

274-7.5

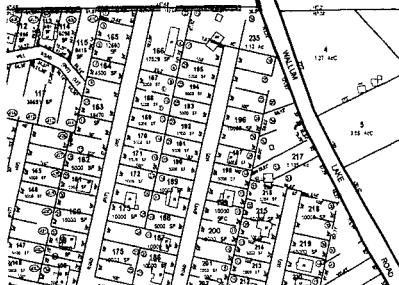
274-7.6

RA

RA

RA

274-7.4



• **File Petitions 29047637 - Walnut Street, and 29047664 - Wallum Lake Rd.**

Nick Miglionico <nmigs@douglasma.org>
To: Suzanne Kane <skane@douglasma.org>

Tue, Feb 2, 2021 at 11:23 AM

No concerns from the PD



Nick L. Miglionico
Chief of Police
Douglas Police Department
29 Depot Street
Douglas, Mass. 01516
508-476-2709 ext. 115

[Quoted text hidden]

Pole Petitions 29047637 - Walnut Street, and 29047664 - Wallum Lake Rd.

John Furno <jfurno@douglasma.org>

Wed, Feb 3, 2021 at 7:28 AM

To: Suzanne Kane <skane@douglasma.org>

Cc: William Cundiff <wcundiff@douglas-ma.gov>, Steve Zisk <szisk@douglasma.org>, John Furno <jfurno@douglasma.gov>, Chief Nick Miglionico <nmigs@douglas-ma.gov>

Hi Suzanne,

I would ask all poles to be 3 feet from the edge of the pavement.

Thank you,

John J. Furno
Highway Superintendent
Deputy Fire Chief-Emt
Tree Warden
508-476-3378

On Tue, Feb 2, 2021 at 10:27 AM Suzanne Kane <skane@douglasma.org> wrote:

[Quoted text hidden]

• Jle Petitions 29047637 - Walnut Street, and 29047664 - Wallum Lake Rd.

Con Com <szisk@douglasma.org>

Wed, Feb 3, 2021 at 5:40 PM

To: Suzanne Kane <skane@douglasma.org>

Cc: William Cundiff <wcundiff@douglas-ma.gov>, John Furno <jfurno@douglas-ma.gov>, Chief Nick Miglionico

<nmigs@douglas-ma.gov>, John Furno <jfurno@douglasma.org>, Con Com <szisk@douglasma.org>

Hi Suzanne,

No issues with the Conservation Commisison on both permits.

Thanks,

Steve

Stephen Zisk

Town of Douglas

Conservation Agent

1-508-476-4000 x 205

Szisk@Douglasma.org

On Wed, Feb 3, 2021 at 7:28 AM John Furno <jfurno@douglasma.org> wrote:

[Quoted text hidden]

RE: EXT || Re: Pole Petitions

Suzanne Kane <skane@douglasma.org>
To: "Paluch, Wendy Andrea" <Wendy.Paluch@nationalgrid.com>

Mon, Feb 8, 2021 at 9:42 AM

Hi Wendy,

Are you my contact now? Usually the pole petition tells me who to contact to let them know when the hearing is scheduled. At any rate, I have scheduled both for March 2, 2021 at 7:00 pm, in the Municipal Center Resource Room, 29 Depot Street. The engineer can either come in person, with a mask, or join remotely. Let me know if they want to join remotely and I will send the link.

Thanks,

[Quoted text hidden]

..c: EXT || Re: Pole Petitions

Suzanne Kane <skane@douglasma.org>
To: "Paluch, Wendy Andrea" <Wendy.Paluch@nationalgrid.com>

Mon, Feb 8, 2021 at 9:42 AM

Hi Wendy,

Are you my contact now? Usually the pole petition tells me who to contact to let them know when the hearing is scheduled. At any rate, I have scheduled both for March 2, 2021 at 7:00 pm, in the Municipal Center Resource Room, 29 Depot Street. The engineer can either come in person, with a mask, or join remotely. Let me know if they want to join remotely and I will send the link.

Thanks,

[Quoted text hidden]

RE: EXT || Douglas Pole Petitions 29047664 - Wallum Lake Rd., and 29047637 - Walnut St.

2 messages

Galvin, Albert <Albert.Galvin@nationalgrid.com>

To: Suzanne Kane <skane@douglasma.org>

Tue, Feb 9, 2021 at 12:23 PM

I'll call in remotely, thanks.

From: Suzanne Kane <skane@douglasma.org>**Sent:** Tuesday, February 09, 2021 11:04 AM**To:** Galvin, Albert <Albert.Galvin@nationalgrid.com>**Subject:** EXT || Douglas Pole Petitions 29047664 - Wallum Lake Rd., and 29047637 - Walnut St.

Hi Albert,

The hearing for the pole petitions above are Tuesday, March 2nd at 7:00 pm in the Municipal Center Resource Room, 29 Depot Street. If you feel comfortable, you can attend in person, with a mask. If not, you can attend remotely with the link below. Please let me know how you plan to attend.

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.

Thanks,

--
Suzanne Kane

Administrative Assistant

Board of Selectmen / Town Administrator

Town of Douglas

29 Depot Street

Douglas, MA 01516

508-476-4000 ext. 200

Own Petitions of NGrid Electric Line Work

2 messages

Brendan Mooney <bmooney@amp.energy>
To: skane@douglasma.gov

Fri, Feb 19, 2021 at 11:19 AM

Good morning Suzzane,

I hope this message finds you well.

My name is Brendan Mooney, and I am a solar developer with Amp Energy. I'm reaching out to inquire about the petitions that sit with you and the Town of Douglas regarding NGrid's proposed line upgrade work.

It is my understanding that a majority of this work is in relation to our solar project that is under construction at 269 Wallum Lake Road, Douglas MA, and I'm wondering if you can provide insight into the procedures involving the petitions of work, as NGrid hasn't been able to provide any additional information on this matter. Some questions I have regarding this process are:

- 1) Is there a hearing yet scheduled to discuss the petitions? If so, when is it planned and through which Town body is it held?
- 2) Generally, what is the timeline for these proceedings?
- 3) Is there a vote that must take place? Or is there one person that ultimately decides if the work can go forward?
- 4) Can you please share the physical petitions with me so I can have an understanding of the comments/concerns in question?
- 5) Can you point me to any Town regulations that outline this process in more detail for our records?

Thank you in advance for any support or guidance you can provide, and I hope you have a great weekend.

Sincerely,
Brendan Mooney



Brendan Mooney
Senior Associate, Development
M 646.799.2048
O 720.763.9758
Skype bmooney@amp.energy
bmooney@amp.energy
amp.energy

This email and any attachment hereto may contain confidential or privileged information from AMP Solar Group Inc. or an affiliate thereof. If you are not the intended recipient (or have received this email in error) please notify the sender immediately and delete this email. Any unauthorized, direct or indirect, copying, disclosure, distribution or other use of this email or any part hereof, including any attachment, is strictly forbidden.

Suzanne Kane <skane@douglasma.org>
To: Brendan Mooney <bmooney@amp.energy>
Cc: Matthew Wojcik <mwojcik@douglasma.gov>

Fri, Feb 19, 2021 at 11:48 AM

Hi Brendan,

I have two pole petitions for the Board of Selectmen, as the town Road Commissioners, review per MGL c166(22) (attached) at their next scheduled meeting of March 2, 2021, 7:00 pm in the Municipal Center Resource Room, 29 Depot Street (remote access is available). The Pole Petitions (29047637 - Walnut Street, and 29047664 - Wallum Lake Road attached) were received on February 2, 2021. They were sent for review by the Town Engineer, Conservation Agent, Police Chief, and Highway Superintendent/Tree Warden the same day. Letter to abutters must go out at least 7 days

prior to a hearing. The Board of Selectmen meet the first and third Tuesday of each month. Letters to abutters went out by certified mail on February 8th. I am still collecting signature cards. NGrid was notified of the hearing on February 8th also and I was told Albert Galvin will attend. If you feel comfortable attending in person, you must wear a mask. Otherwise you can attend remotely using the link below. The link can also be found on our town website on the Selectmen's page: <https://douglas-ma.gov/233/Board-of-Selectmen>

The hearing is opened and the Chairman reads the pole petition. Once the hearing is closed, they take comments from the audience. They will then vote and sign the petitions. The next morning I give copies to the Town Clerk, who sends them to NGrid.

Please let me know how you plan to attend.

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.

I hope this answers your questions.

[Quoted text hidden]

--
Suzanne Kane

Administrative Assistant

Board of Selectmen / Town Administrator
Town of Douglas
29 Depot Street
Douglas, MA 01516
508-476-4000 ext. 200
skane@douglas-ma.gov (Please note new email address)

Kindly remember that the Secretary of State has deemed email a public record.

3 attachments

 **Pole Petition 29047637 - Walnut Street.pdf**
350K

 **Pole Petition 29047664 - Wallum Lake Rd.pdf**
362K

 **MGL c166(22) Pole Petitions.pdf**
58K

JEFFREY A. MASI
AND
LISA M. MASI

TO

MASSACHUSETTS ELECTRIC
COMPANY

GRANT OF EASEMENT

AFTER RECORDING RETURN TO:

JENNIFER A. KILLION
NATIONAL GRID
SERVICE COMPANY, INC.
245 SOUTH MAIN STREET
HOPEDALE, MA 01747

Approved By: _____

GRANT OF EASEMENT

JEFFREY A. MASI and LISA M. MASI of 165 Walnut Street, Douglas, Massachusetts, (hereinafter referred to as the Grantor) for consideration of One (\$1.00) Dollar, grants to MASSACHUSETTS ELECTRIC COMPANY, a Massachusetts corporation, having an address of 40 Sylvan Road, Waltham, Massachusetts 02451, (hereinafter referred to as the Grantee) with quitclaim covenants, the perpetual right and easement to construct, reconstruct, repair, maintain, operate and patrol, for the transmission of high and low voltage electric current and for the transmission of intelligence, one (1) anchor and guy, (which may be erected at different times) and all necessary equipment and appurtenances (hereinafter referred to as the "ANCHOR") over, across, under and upon the Grantor's land in Douglas, Worcester County, Massachusetts to serve Grantor's property and/or to service others.

Said "ANCHOR" to be installed on property located on the northerly side of Walnut Street, to originate from Pole P13, which is located on the northerly side of Walnut Street, then extend in a northerly direction over, across and upon land of the Grantor to anchor attached to Pole P13, to become established by and upon the final installation thereof by the Grantee.

Also with the further perpetual right and easement from time to time without further payment therefore to pass and repass over, across and upon said land of the Grantor as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate and patrol and otherwise change said "ANCHOR" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, their successors and assigns, and to clear and keep cleared the portions and areas of the premises wherein the "ANCHOR" are specifically located of such trees, shrubs, bushes, structures, objects and surfaces, as may in the opinion and judgment of the Grantee, interfere with the efficient and safe operation and maintenance of the "ANCHOR".

WR29047637

Address of Grantees:
Mass. El., 40 Sylvan Road, Waltham, Massachusetts 02451

After recording return to:
Jennifer A. Killion
National Grid
Service Company, Inc.
245 South Main Street
Hopedale, MA 01747

05 DOUGMA GEN

It is agreed that the "ANCHOR" shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon. Grantor agrees that the rights and easement herein granted are for the purpose of providing service to Grantor's property and the further right to service others from said "ANCHOR". The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the Anchor and Guy may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion. The rights and easement herein granted are over, across and upon that certain parcel of land being more particularly shown as Lot 5 on a Plan of Land recorded with the Worcester District Registry of Deeds in Plan Book 701, Plan 10.

And further, said "ANCHOR" (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) is approximately shown on a MECO sketch entitled: "nationalgrid; Sketch to accompany Easement for Anchor rights on property of Jeffrey A. Masi and Lisa M. Masi, #165 Walnut Street, Douglas, MA; Sketch #: 29047637; DATE: 10/21/2020," a reduced copy of said sketch is attached hereto as "Exhibit A" and recorded herewith, copies of which are in the possession of the Grantor and Grantees herein, but the final definitive locations of said "ANCHOR" shall become established by and upon the installation and erection thereof by the Grantees.

WR29047637

Fwd: NGRID revised document - 165 Walnut St, Douglas, MA

masielectric@yahoo.com/inbox

 masielectric@yahoo.com <masielectric@yahoo.com>
To: Jeff Masi <masielectric@yahoo.com>

Feb 27 at 10:57 AM

Begin forwarded message:

From: Chuck Webberly <cwebberly@structureconsulting.net>
Date: October 30, 2020 at 4:34:03 PM EDT
To: "MasiElectric@yahoo.com" <MasiElectric@yahoo.com>
Subject: NGRID revised document - 165 Walnut St, Douglas, MA

From: Chuck Webberly
Sent: Wednesday, October 21, 2020 2:10 PM
To: MasiElectric@yahoo.com
Subject: NGRID revised document - 165 Walnut St, Douglas, MA

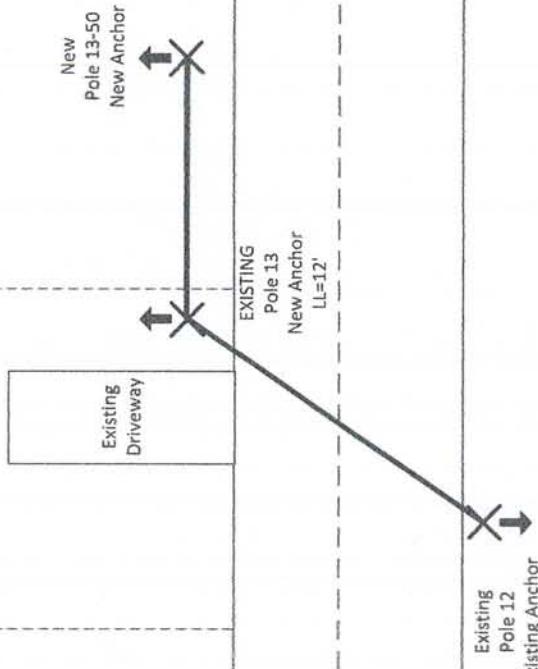
Hi Jeff,
Please see attached updated sketch. I can get up there next week and we can bring a notary. Please let me know if this is OK.
Thanks,
Chuck
617 780 5746

2 Files 555.3kB

Walnut St, Douglas #165 - WR29047637.pdf
78kB

165 Walnut Street.pdf
478kB

#165

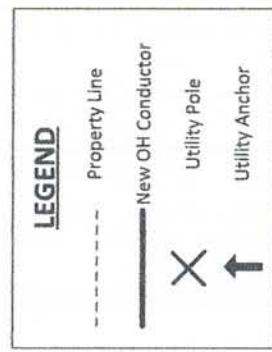


Walnut St

TOWN OF DOUGLAS
WORCESTER COUNTY

Exhibit A - Not to Scale

The exact location of said Facilities to be
established by and upon the installation and
erection of the Facilities thereof.



Not To Scale Distances are Approximate	Sketch #	DATE 10/21/20
	29047637	

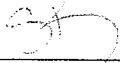
Sketch to accompany Easement for Anchor rights
on the property of Jeffrey A Masi and Lisa M Masi,
#165 Wallum Lake Rd, Douglas MA



Selectmen's Office
Town of Douglas

MEMO

To: Board of Selectmen

From: Suzanne Kane 

Administrative Assistant

Date: February 23, 2021

Re: Preprinting 250th Commemorative Book

Paul Peterson will attend your meeting to answer any of your questions. Again, committee member Betty Ann McCallum stated the funds to pay for the original book were raised by the committee.



Suzanne Kane <skane@douglasma.org>

Re: Bridge replacement, Cedar St/Webster St. Douglas. NHESP 11-30207.

James Noyes <jnoyes@gpinet.com>
To: Matthew Wojcik <mwojcik@douglasma.org>
Cc: Suzanne Kane <skane@douglasma.org>

Wed, Feb 24, 2021 at 4:28 PM

Thank you Matt, I'll forward it to NEBB.

I've also attached the Agreement for the Selectmen. The Agreement is identical to the bidding documents except for the following:

- Revised Cover Sheet to Agreement
- Added Bid Addendum No. 1 to the end of the Agreement as Attachment D.
- Inserted NEBB's actual Bid Form under Section 00300 – Form of General Bid
- Added NEBB's information to Section 00500 – Agreement and in Sections 00610 and 00620 (Performance and Payment Bonds).

 I'll have three copies printed up tomorrow and sent for Monday delivery for the Selectmen, Town Counsel and Town Accountant to sign. Once that's done, all three need to be sent to NEBB for their signature and they'll return 2 to the Town.

[Quoted text hidden]

 [Agreement - 2021-03-02 - Cedar Street Bridge.pdf](#)
11678K

* The agreement is 366 pages.

NOTICE OF AWARD

TO: **New England Building and Bridge Co., Inc.**

Project: **Cedar Street over Badluck Pond Outlet Bridge Replacement Project**

Description: The work under this Contract consists of the replacement of the existing wood frame and plank bridge with a new concrete box culvert, including wingwalls, control of water, replacement of the existing guard rail system, full depth pavement reconstruction, spreading loam borrow and seed and other street improvements. The project limits extend approximately 200 feet south of the existing bridge and 250 feet north of the bridge.

The Town of Douglas has considered the bid submitted by you for the above described work in response to its advertisement for bids dated December 16, 2020 and information for bidders.

You are hereby notified that your bid has been accepted for items in the amount of \$649,210.75

You are required by the information for bidders to execute the agreement and furnish the required contractor's performance bond and payment bond and affidavits or copies of insurance coverage within ten calendar days from the date of receipt of this notice to you.

If you fail to execute said agreement and to furnish said bond and affidavits within ten days from the date of receipt of this notice, said owner will be entitled to consider all your rights arising out of the owner's acceptance of your bid as abandoned and as a forfeiture of your bid bond. The owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the owner.

Dated this 24th day of February, 2021.

Town of Douglas, MA

By:



Title:

TOWN ADMINISTRATOR / CHIEF
PROCUREMENT OFFICER

ACCEPTANCE OF NOTICE: Receipt of the above Notice of Award is hereby acknowledged.

New England Building & Bridge Co., Inc.

By: _____ this the _____ day of _____, 2021.

Title: _____

Re: Bridge replacement, Cedar St/Webster St. Douglas. NHESP 11-30207.

1 message

Matthew Wojcik <mwojcik@douglasma.org>
To: James Noyes <jnoyes@gpinet.com>
Cc: Suzanne Kane <skane@douglasma.org>

Wed, Feb 24, 2021 at 3:44 PM

Attached please find the signed notice of award.

On Wed, Feb 24, 2021 at 11:15 AM Matthew Wojcik <mwojcik@douglasma.org> wrote:
I award the contract, the BOS executes it (so says Counsel after I asked exactly what we needed to do here). I will turn this around today, and put on the BOS agenda for next Tuesday.

On Wed, Feb 24, 2021 at 11:07 AM James Noyes <jnoyes@gpinet.com> wrote:

Thank you Matt, that's good news from Fish & Wildlife. That'll go well at the ConCom hearing. We're on for this Monday, 3/1.

Have the Selectmen awarded the contract yet? I just realized that I hadn't sent you the Notice of Award, which I have attached. Once the Selectmen vote to award the contract (Suzanne mentioned next week?), you would need to sign and send out the Notice of Award to NEBB.

Also, can you let me know after the Selectmen have voted? I'll make 3 copies of the contract and send to NEBB for signatures. After they have signed, they'll send it to the Town for the Board of Selectmen to sign.

The Contract is identical to the Bid Documents, except that NEBB's actual bid form is inserted. I'll work on that in the next couple of days and send you a pdf before it's sent to NEBB.

Please let me know if you have any questions.

Jim



James Noyes
d +1 (978) 570-2972 | c +1 (774) 218-2076
An Equal Opportunity Employer

From: Matthew Wojcik <mwojcik@douglasma.org>
Sent: Wednesday, February 24, 2021 10:25 AM
To: James Noyes <jnoyes@gpinet.com>
Subject: Fwd: Bridge replacement, Cedar St/Webster St. Douglas. NHESP 11-30207.

See below.

What are next steps on Cedar Street Bridge?

----- Forwarded message -----

From: **Cheeseman, Melany (FWE)** <melany.cheeseman@state.ma.us>
Date: Wed, Feb 24, 2021 at 10:22 AM
Subject: Bridge replacement, Cedar St/Webster St. Douglas. NHESP 11-30207.
To: SZisk@DouglasMA.org <SZisk@douglasma.org>, mwojcik@douglasma.org <mwojcik@douglasma.org>
Cc: kmotta@fieldengrg.com <kmotta@fieldengrg.com>, CERO_NOI (DEP) <cero_noi@state.ma.us>

Good morning,

Please see the attached WPA/MESA determination letter. Let me know if you have any questions. Thank you,

Melany Cheeseman

Endangered Species Review Assistant
Natural Heritage & Endangered Species Program
Massachusetts Division of Fisheries & Wildlife
1 Rabbit Hill Road, Westborough, MA 01581
melany.cheeseman@mass.gov | www.mass.gov/nhesp

Important: Our offices are currently closed and all non-essential state employees, including Environmental Review staff, are working remotely. We will respond to your inquiry as quickly as possible. Thank you for your patience. Please visit our website (www.mass.gov/nhesp) for updates.

Per Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes, Greenman-Pedersen, Inc. and its related companies will not discriminate on the grounds of race, color or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. Greenman-Pedersen, Inc. and its related companies will ensure that minorities will be afforded full opportunity to submit proposals and will not be discriminated against in consideration for an award.

This communication and any attachments are intended only for the use of the individual or entity named as the addressee. It may contain information which is privileged and/or confidential under applicable law. If you are not the intended recipient or such recipient's employee or agent, you are hereby notified that any dissemination, copy or disclosure of this communication is strictly prohibited and to notify the sender immediately.



Suzanne Kane <skane@douglasma.org>

DCR Finance Contacts and Douglas SF Trust Language Link

Jeanne Lovett <jlovett@douglasma.org>
To: Suzanne Kane <skane@douglasma.org>

Thu, Feb 25, 2021 at 5:23 PM

These are the steps that have to be taken.

----- Forwarded message -----

From: **Jeanne Lovett** <jlovett@douglasma.org>
Date: Mon, Dec 28, 2020 at 12:10 PM
Subject: Fwd: DCR Finance Contacts and Douglas SF Trust Language Link
To: Matthew Wojcik <mwojcik@douglasma.org>, Nick Miglionico <nmigs@douglasma.org>, Chief Kent Vinson <kvinson@douglasma.org>

Good morning,

Hope you all enjoyed your Christmas!

I attended a telephone conference with Max, Craig and Reg McKenna this morning regarding the Douglas State Forest Maintenance Trust. Currently there is \$61,889.10 in the Trust that may be requested for the use of Fire, Ambulance and/or Police for the maintenance and care of the Douglas State Forest (currently \$1/car is charged). Max sent the summary on how to request and access the funds in the email below.

I know there was talk of using the trust funds for radio equipment and a drone purchase. I would think that this would still need to be presented to capital prior to the contract request because each purchase is for equipment over 10k. However, if the project's total is less than \$61,889.10 we will not have to go to TM. There is no timing restriction on when the request for the contract is made, but if possible, I would like to have the purchase made and request for reimbursement prior to May.

Thanks,
Jeanne

----- Forwarded message -----

From: **Tassinari, Max J (DCR)** <Max.J.Tassinari@mass.gov>
Date: Mon, Dec 28, 2020 at 11:30 AM
Subject: DCR Finance Contacts and Douglas SF Trust Language Link
To: Jeanne Lovett <jlovett@douglasma.org>
Cc: McKenna, Joseph - Rep. (HOU) <joseph.mckenna@mahouse.gov>, Trubiano, George (DCR) <george.trubiano@mass.gov>, Trahan, Allyson (DCR) <Allyson.Trahan@mass.gov>, Cashman, Craig R (DCR) <Craig.R.Cashman@mass.gov>

Hi Jeanne,

Pleasure speaking with you today. I'm glad we were able to connect and answer all your immediate questions about the available funds in the Douglas SF Trust.

Please send requests and invoices to the following finance contacts:

Trubiano, George (DCR) <george.trubiano@mass.gov>, DCR Director of Admin & Finance
Trahan, Allyson (DCR) <Allyson.Trahan@mass.gov>, DCR Chief Budget Officer
Tassinari, Max J (DCR) <Max.J.Tassinari@mass.gov>, DCR CFO

Cashman, Craig R (DCR) <Craig.R.Cashman@mass.gov>, DCR Director of Governmental Affairs

I ask that you copy all of us so we can address any needs and requests immediately. Please provide a list at your earliest convenience of planned public safety purchases and the estimated total amount Douglas would be requesting for reimbursement, not to exceed the total available in the trust. Upon receipt, the DCR finance team will draft a contract based on the town's needs and the legislation (see link below). DCR will send that contract to the town to be signed. The signed copy should be scanned and emailed to the Finance team and a hard copy should be sent to DCR Headquarters ATTN: Finance.

Invoices should be on town letterhead, detailing the equipment purchased and amount requested for reimbursement. Support for these requests in the form of vendor invoice copies should be provided with each request for reimbursement.

As always, please reach out with any questions.

Link to Douglas SF Maintenance Trust legislative language:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter10/Section35BBB>

Wishing you all the best in the new year,

Max

Max Tassinari

Chief Financial Officer

Department of Conservation & Recreation

--
Jeanne Lovett

Finance Director/Town Accountant

Town of Douglas

29 Depot Street

Douglas, MA 01516

508476-4000 ext. 210

jlovett@douglas-ma.gov

--
Jeanne Lovett

Finance Director/Town Accountant

Town of Douglas

department	DCR	12/5/2020			
appropriation	28207200				
object_class	(All)				
DCR Name	DOUGLAS STATE FOREST MAINTENANCE TRUST				
		BFY			
		BFY			
		2018	2019	2020	2021
Beginning Balance		\$23,965.83	\$33,857.83	\$42,674.83	\$55,239.10
Trust Revenue		\$9,892.00	\$8,817.00	\$12,564.27	\$6,650.00
Sum of SumOfposting_line_amount		BFY			
object_class_name	doc_descr	2018	2019	2020	2021
Grand Total		\$0.00	\$0.00	\$0.00	\$0.00
Encumbered Expenses					
Ending Uncommitted Balance		\$33,857.83	\$42,674.83	\$55,239.10	\$61,889.10

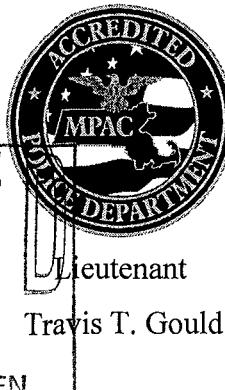


Chief
Nick L Miglionico

29 Depot Street
Douglas, Mass. 01516
Phone: 508-476-3333
Fax: 508-476-3210

RECEIVE

FEB 24 2021



Lieutenant
Travis T. Gould

DOUGLAS
BOARD OF SELECTMEN

UAV (Drone) Proposal

The recent development of advanced unmanned aerial vehicle (UAV) technologies provides the opportunity for the Douglas Police Department to operate a safe, efficient, and affordable aviation program. The operational costs of an unmanned aviation program are a fraction of the cost of a manned aircraft unit but is able to provide many of the same services with their own unique advantages.

The information and intelligence gathered by an unmanned aerial system (UAS), and operator, can be invaluable for the protection of public and private property, life safety and wellbeing of the citizens we serve, as well as the safety of our police officers and other first responders.

Some examples of the uses of this technology are as follows:

- Missing or endangered person/s
- Search and rescue
- Traffic observation and surveys
- Natural disaster recovery and restoration efforts
- Fire scene surveillance
- Barricaded suspect surveillance
- Fleeing suspect search
- Accident investigation
- Building inspections
- Special event management
- Assisting special operation units
- Photography/videography missions

These uses are only a fraction of the uses in which a UAV can benefit the agency, the town and the community.



Douglas Police Department

29 Depot Street

Douglas, Mass. 01516

Chief

Nick L Miglionico

Phone: 508-476-3333

Fax: 508-476-3210



Lieutenant

Travis T. Gould

The safe operation of a UAS for public safety operations requires a significant amount of technical skill and training. Due to the liability involved in the operation of a UAS, flight safety competency must be established for all persons involved in a UAS flight mission prior to being cleared for operations.

Sergeant George Degenova is the Chief Pilot and Commanding Officer of the Douglas Police Drone Unit. He is responsible for safe aircraft operation during any training or mission use. He is a designated UAS pilot and holds an FAA Small Unmanned Aerial System pilot certificate under FAA part 107.

Proposal for Douglas Police Department



Created by:

Chris Williams
Cloud City Drones - New England

Prepared for:

George DeGenova
Douglas Police Department



Cloud City Drones

Company ID: 001001

2465 West Shore Road

Warwick, Rhode Island 02889 United States

New England Enterprise UAS/UAV Dealer

cwilliams@cloudcitydrones.com

+ 401.681.4112

QUOTE

Reference: Q- 502110

Prepared: Feb 11, 2021

Expires: March 13, 2021

Prepared by: Chris Williams

Douglas Police Department - Matrice 300 RTK with H20T

George DeGenova

UAS Department

Douglas Police Department

29 Depot Street

Douglas, MA 01516

gdegenova@douglasma.org

Product or Service	SKU	Discount	Price	Line Total
DJI Matrice 300 RTK (NA) Combo (SP) - Matrice 300 RTK - Matrice 300 Series TB60 Intelligent Flight Battery (2) - Matrice 300 Series BS60 Intelligent Battery Station - Enterprise Shield (M300 RTK)	M300RTKCOMBOSP	1	\$0.00	\$13,199.00
DJI Matrice 300 Series TB60 Intelligent Flight Battery	CP.EN.00000262.01	4	\$0.00	\$700.00
DJI Smart Controller Enterprise	CP.EN.00000210.01	1	-\$458.00	\$1,250.00
DJI Zenmuse H20T (SP) - 20 MP Zoom Camera - 12 MP Wide Camera - 1200 m LRF (Laser Range Finder) - 640×512 px Radiometric Thermal Camera - Enterprise Shield (Zenmuse H20T)	H20TSP	1	\$0.00	\$11,209.00
FREE! Cloud City Phone Support Free! Cloud City Drones priority white-glove phone support. (3 Month)	CCDPSUP3M	1	-\$345.00	\$345.00
FREE! Samsung 128GB 100MB/s (U3) MicroSD EVO Select Memory Card with Adapter	MB-ME128GA/AM	1	-\$32.00	\$32.00
FREE! Mavic Air 2 Fly More Bundle + Smart Controller - 8K Hyperlapse Time-Lapse Video - Up to 34 Minutes of Flight Time - Up to 4K60p Video & 48MP Images - Smart Remote Controller & Fly More Accessories	CP.MA.00000291.01	1	-\$1,399.00	\$1,399.00

Subtotal **\$28,000.00**

Line item discount total -\$2,234.00

Balance \$28,000.00

Accepted by:



Mavic Air 2 Fly More Combo Trainer Package

- 8K Hyperlapse Time-Lapse Video
- Up to 34 Minutes of Flight Time
- Up to 4K60p Video & 48MP Images
- Remote Controller & Fly More Accessories

Terms and Conditions

Enterprise Sales and Services

Credit Cards

We accept all major credit cards including VISA, Mastercard and American Express



Checks

Checks should be made out to:

Cloud City Drones
2465 West Shore Road
Warwick, RI 02889

Wire Transfer

Bank: Citizens Bank, Rhode Island
Account Name: Cloud City Drones, LLC
Routing: 011500120
Account: 2866 483 3
Account Type: Checking



Purchase Orders

Cloud City Drones accepts purchase orders from government agencies, educational institutions such as colleges, universities and private and public schools, utility companies and large businesses on an approval bases.

Terms: NET 15 on shipped items.

New Returns

Cloud City Drones will take back any new item up to 14 days after purchase. Items must be unused and in the original sealed packaging. New items returned 14 days after the date of purchase can be returned for a refund minus 20% restocking fee. No returns are allowed after 30 days. Return shipping costs are to be paid by the purchaser. Any products that are returned damaged and/or defective (except in the case of a DOA return) will be returned to the sender without a refund.

Open Box Returns

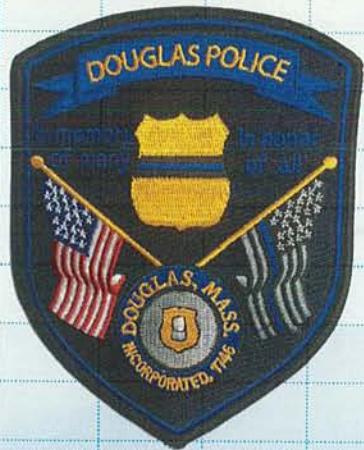
Cloud City Drones will take back any new and working item with all the original packaging. There will be a 20% restocking fee. No returns are allowed after 30 days. Return shipping costs are to be paid by the purchaser. Any products that are returned damaged and/or defective (except in the case of a DOA return) will be returned to the sender without a refund.

DJI products that are registered and/or activated can not be returned.

Special Order Items may be subject to a 3% order transaction fee for all processed refunds / canceled orders (except in the case of a DOA product) *

DOUGLAS POLICE

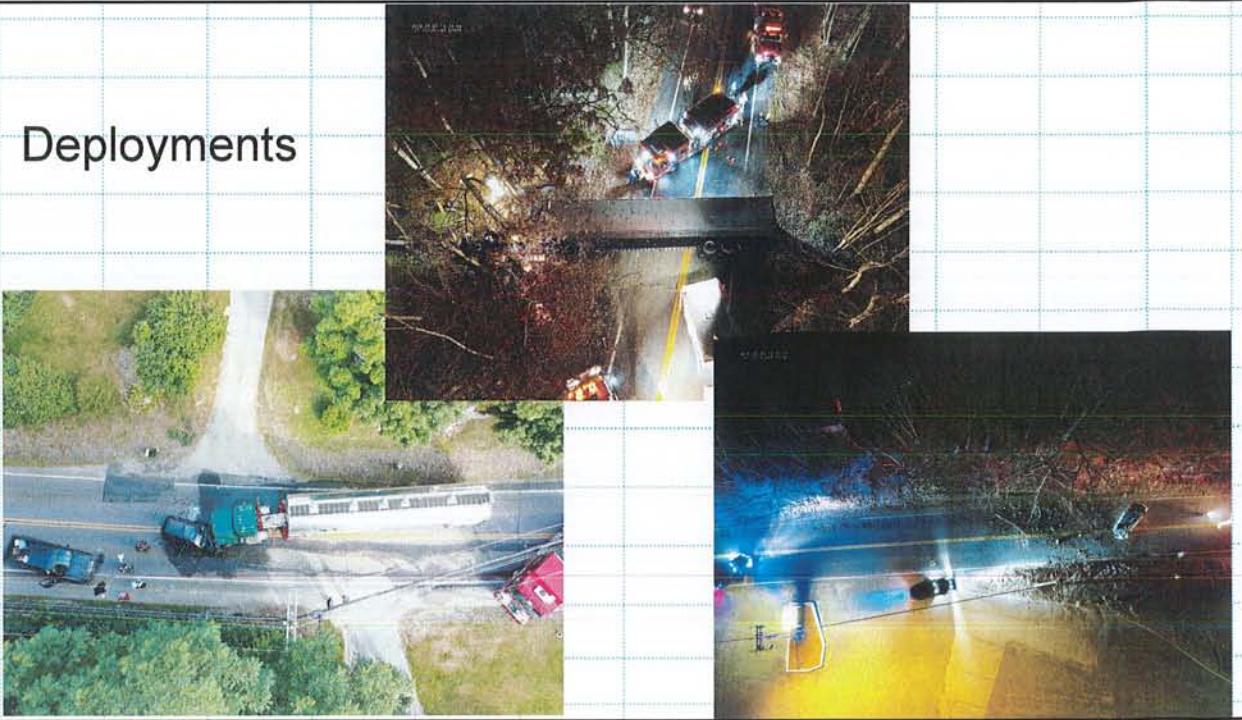
Drone Unit



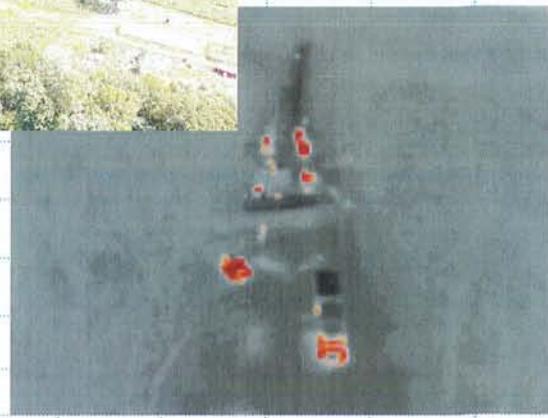
Updated Capabilities with the DJI 300 RTK

1. All Weather Capable
2. 55 Minute Flight Time
3. Point Tracking
4. Laser Range Finder
5. 20X Optical Zoom
6. High Resolution Thermal Camera
7. Hot Swap Battery
8. Multi Operator Hand Off
9. Position info to Ground Teams / Command Post

Deployments

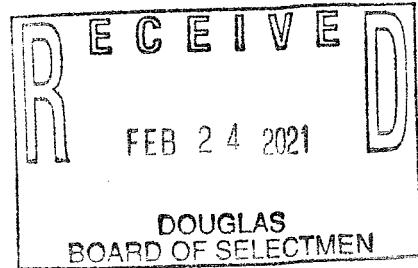


Deployments



QUESTIONS

To: Douglas Board of Selectmen
CC: Matthew Wojcik, Administrator
From: Kelly Manning, Asst. Fire Chief / Kent Vinson, Fire Chief
Date: February 24, 2021
Re: Request for funding turnout gear from DCR



In Fiscal Year 2021, the fire department experienced a large turnover of personnel. Between the months of May 2020 and November 2020, the department hired five new career personnel and three new on-call personnel. As a result, we found that we were unable to completely outfit the new career personnel and call personnel in turnout gear that met NFPA 1851. NFPA 1851 is intended to establish basic criteria for selecting, inspecting, repairing, cleaning, decontaminating, and retiring gear. Per NFPA 1851, turnout gear shall be retired when worn or damaged beyond reasonable repair or reaches ten years from date of manufacture, whichever comes first. Approximately, one third of our staff is wearing turnout gear that is ill-fitting, worn, and/or nearing or greater than ten years from date of manufacture.

Currently, the department is only budgeted \$6,000 yearly for replaceable equipment which includes turnout gear (coat and pants), as well as helmets, gloves, fire hood, and SCBA face masks. The costs of each of these items is included in the attached spreadsheet. To completely outfit one firefighter with all of these items is almost \$3,800. Coat and pants alone cost \$2,400. When purchased, turnout gear is custom sized for the firefighter it is going to be used by. Therefore, if the gear happens to be reissued to another firefighter, it typically does not fit quite right. In Douglas, gear is often reissued three times, if not more, to different employees because of the cost to purchase is so high.

Since we experienced such a large turnover of personnel, there was a limited amount of sizes to choose from to outfit people based on how gear had been sized for previous employees. As a result, we had to outfit people in gear that was greater than ten years old in order to get them into something that fit them. We were also forced to issue some gear that was excessively worn. We simply feel that this is unacceptable to these employees to have to wear turnout gear that does not fit well and is not compliant with NFPA 1851. However, since the need for turnout gear was unanticipated in FY21 and we were in the middle of the COVID 19 pandemic, it was difficult to obtain funding to make a large purchase to meet our needs.

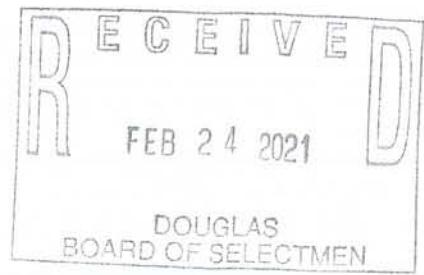
In January 2021, the department requested grant funding through the Massachusetts Department of Fire Services to replace five sets of turnout gear, which was the maximum number of sets that could be replaced if awarded funding. Grants from this program have yet to be awarded to any fire departments in the Commonwealth, although they were supposed to be awarded in February 2021. It should be noted that ten sets of turnout gear were replaced in 2015 via federal grant funding (Assistance to Firefighters Grant Program). These sets are not all still in-service and the ones that are, are nearing the end of their useful lifespan.

Due to the unanticipated needs of the department in fiscal year 2021 regarding turnout gear purchasing, funding would improve firefighter safety by providing members with turnout gear that is sized appropriately for them and compliant with NFPA 1851 in terms of fit and serviceability. We are requesting funding to replace 12 sets of structural firefighter turnout gear, consisting of a coat, pants, gloves, and fire hood. We are also requesting funding to replace six structural firefighter helmets that are greater than ten years old. Total amount of money requested would be \$35,000.

Respectfully,

Kelly Manning

**Douglas Fire Department
Turnout Gear FY21 Needs**



Item	Quantity	Cost Per Unit	Total
Helmet	6	\$350	\$2,100
Boots	0	\$450	\$0
Coat	12	\$1,378	\$16,536
Pant	12	\$1,016	\$12,192
Gloves	12	\$120	\$1,440
Hood	12	\$100	\$1,200
Facepieces	0	\$335	\$0
Total		\$3,749	\$34,908

Executive Assistant job description

1 message

Matthew Wojcik <mwojcik@douglasma.org>

Wed, Feb 17, 2021 at 9:06 AM

To: David Cortese <davidpcortese@gmail.com>, David Cortese <dcort@charter.net>, Hal Davis <need@govincentives.com>, Kevin Morse <kmorse73@gmail.com>, "Michael D. Hughes" <hughes126@charter.net>, Suzanne Kane <skane@douglasma.org>, Tim Bonin - Selectmen <tbonin6@gmail.com>

Attached please find the job description for Suzanne's position posting. It includes the substance of conversations in executive session regarding the exempt status of the position going forward. In my view, moving the position formally to "exempt" status under FLSA requires the title change.

The title and comp rate change can be accomplished on a temporary basis under the personnel policies of the Town. Permanent change requires Town Meeting approval.

Suzanne, this is an agenda item for the next BOS meeting. It is an open session item.

I will be adding the internal posting language to this item as a separate document, which is one of the things I will be working on today.

 ExecAsstBOSandTAjobdescptn2021version02022021.doc
45K

Executive Assistant Posting and Interviews

Suzanne Kane <skane@douglas-ma.org>

Thu, Feb 18, 2021 at 10:26 AM

To: David Cortese <davidpcortese@gmail.com>, "David P. Cortese, Esq." <Dave@corteselegal.com>, Hal Davis <need@govincentives.com>, Kevin Morse <kdmorse1974@gmail.com>, Matthew Wojcik <mwojcik@douglas-ma.gov>, Michael Hughes - Home <michaelhughes126@gmail.com>, Tim Bonin - Selectmen <tbonin6@gmail.com>
Cc: Jeanne Lovett <jlovett@douglas-ma.gov>

Hi everyone,

Your next meeting is March 2nd at which time you will be asked to approve the EA Job Description. Once it is approved it will be posted internally for 10 days. (March 3 - March 16). We would like to schedule a meeting on Tuesday, March 23rd for the sole purpose of interviewing any candidates from that posting. The interviews will be conducted by the board, Matt, Jeanne, and myself. If there are no candidates, we will cancel the meeting and post the position in the paper.

Please let me know if you can attend.

--
Suzanne Kane

Administrative Assistant

Board of Selectmen / Town Administrator
Town of Douglas
29 Depot Street
Douglas, MA 01516
508-476-4000 ext. 200
skane@douglas-ma.gov (Please note new email address)

Kindly remember that the Secretary of State has deemed email a public record.

EXECUTIVE ASSISTANT TO THE BOARD OF SELECTMEN AND TOWN ADMINISTRATOR

Definition

The Executive Assistant serves as office manager and confidential secretary to the Board of Selectmen and the Town Administrator. The employee assists in accomplishing the goals, objectives and functions of the Board of Selectmen's office. Work includes, but is not limited to, independently maintaining and/or supervising sensitive records, customer service, licensing procedures, and special projects as requested.

Essential Duties and Responsibilities

This position has access to a wide variety of department-level and town-wide confidential information and discussions. This level of responsibility requires the highest level of integrity, sound judgment, and discretion. The employee implements professional office protocols to protect personal and commercial privacy, when and where expected by employees, applicants, and vendors. Confidential information may include employee personnel records, legal records, policy proposals and work-in-progress, collective bargaining documents, contract negotiations records, and bid documents.

The Executive Assistant receives and screens visitors, incoming mail, and telephone calls. The employee responds appropriately in all matters determined not to require the personal attention of the Town Administrator; which may include scheduling appointments, furnishing information, and referring individuals to proper resources as circumstances dictate.

The Executive Assistant attends Town Meetings and Board of Selectmen meetings, and participates in all Department Head Meetings. The employee also attends appropriate meetings/seminars/workshops within the state; implementing changes/policies that result from those meetings.

The employee assists the Town Administrator with the preparation of all budgets under the jurisdiction of the Board. Monitors budgets by tracking expenditures, evaluates and analyzes current expenses, forecasts spending and projects year-end expenses to fulfill all financial commitments without over expending. Processes departmental payroll, tracks time off and Sick Leave Bank eligibility and usage.

Serves as the main contact for all Municipal electricity, and copy/mail room machinery and phone accounts. Monitors accounts and assists in reviewing procurements and new contracts.

Coordinates utility company petitions for location of conduit and utility poles within town right of way; schedules hearings for new installations, notifies abutters, presents petitions to Board of Selectmen, and processes paperwork after vote of Selectmen.

Coordinates Selectmen's "Right of First Refusal" on all land under MGL Chapter 61. Reviews applications, schedules hearings, notifies abutters and presents options to Board of Selectmen.

Coordinates all licenses and permits under the jurisdiction of the Board of Selectmen as the "Local Licensing Authority." Provides assistance and information to citizens, town officials, and employees. Reviews applications; coordinates renewal process; schedules hearings, and presents to the Board of Selectmen and appropriate State Agencies. Is CORI Certified to be CORI Administrator, serving as contact person for the Criminal History Systems Board.

Coordinates all “Public Street Layout & Acceptance” under the jurisdiction of the Board of Selectmen as “Road Commissioners.” Provides assistance and information to citizens, town officials, and employees. Reviews applications, coordinates renewal process, schedules hearings, and presents to the Board of Selectmen.

Compiles Selectmen’s meeting agenda items and backup documentation, including all correspondence and supportive materials. Confers with Town Administrator relative to drafting the final agenda. Follows-up on agenda items subsequent to meeting as required. Posts, attends and participates in Board of Selectmen meetings. Takes minutes for all Executive Session meetings, supplies notes and backup material to the Minute Taker for all other meetings.

Coordinates preparations for Annual and Special Town Meetings, including the typing, printing, and distribution of Town Meeting warrants. Coordinates preparations for printing and mailing the Finance Committee Information Flyer. Prepares the Annual Town Report in accordance with the By-Laws of the Town, including compiling, formatting, printing, and distributing the Report.

Supports the Town Administrator in the execution of the requirements of being the Personnel Director, Chief Procurement Officer, designated “goof government officer” and one of several official record keepers of the Town. Assists in the compilation of job descriptions, annual performance evaluations, written purchase descriptions, bid documents, proposal documents, and executed contracts for goods and services in a well-organized and secure manner.

Administers all Town property and casualty insurance processes including: Property & Casualty, Workers Compensation, and Injured on Duty, Vehicle, and General Liability policies. Participates in insurance renewals, competitive procurement, and any other process to collect or sort information in support of the process of obtaining the aforementioned coverages for the Town. Serves as contact person between Town, insurance company, vendors, and medical personnel. Reviews information, submits incident reports and claims, implements changes, attends workshops and seminars, and sets up physical exam appointments for new employees. Works with Boards/Committees/Employees implementing the Loss Control Program.

May assist in the development of notices, flyers, brochures, and other informational material. Researches, assembles, develops, analyzes, evaluates, summaries and makes recommendations based on source data of any nature as requested by the Town Administrator.

Responsible for the maintenance of the home page and Selectmen’s pages on the Town website. Provides support to other departments as they maintain their web pages and selected on-line access to public records. Coordinates hardware and software training and support to Town employees in the areas of computers and other office equipment. Serves as a member of the selected group of Town employees who has access to the Continuity of Operations Plan of the Town and all of the resources necessary to implement it if needed.

Maintains all equipment in the mail/copy room, giving support and placing service calls when needed. Administers the Town Hall phone system, setting up new users, maintaining the auto attendant, supporting users and placing service calls when needed.

Maintains schedule for Municipal Center doors to be locked/unlocked on the computerized keyless entry system. Distributes keys/fobs; receives returned keys/fobs, keeps records, and runs reports. Interacts

with vendor as needed for system maintenance or repair. Provides back-up for the Town Clerk's office when requested.

Maintains a database of town boards/committee members and municipal personnel. Posts openings; receives applications; distributes applications to appropriate decision makers, schedules interviews, provides list of appointed positions to Board of Selectmen and elected officials to Town Clerk. Maintains a current department/board directory.

Performs similar or related work as required, or as the situation dictates.

Supervision

Works under the general direction of the Town Administrator, in accordance with the bylaws, rules, regulations, policies and procedures of the Town, generally setting own daily work plan choosing among appropriate courses of action to achieve defined objectives and complete assigned tasks in a timely basis. Executes a variety of responsible, confidential and complex duties requiring the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established procedures are referred to the Town Administrator.

Supervisory Responsibilities

May direct the work of other clerical staff, full-time, seasonal, or volunteer/s as assigned.

Work Environment

The Labor Relations Division classifies this position as confidential; therefore, no Union can represent the employee.

Work performed under typical office conditions. There are regular interruptions to respond to requests for information or service. The workload is subject to various seasonal and cyclical fluctuations. The employee is required to attend evening meetings and work additional hours to meet deadlines. The employee operates standard office equipment and thus works in a setting where

The employee has ongoing contact with other municipal departments, local and state officials, vendors and representatives of outside organizations, town residents and the public. Contacts are primarily in person, telephone, fax or email. Contacts with the public require considerable patience and courtesy, requiring excellent public relations skills, persuasiveness and resourcefulness.

Errors could result in delay or loss of service, monetary loss or legal repercussions but are unlikely to occur, due to checks and balances.

Minimum Qualifications

Education and Experience

Ten (10) years of responsible experience in office management, with no less than five (5) years of experience in a confidential role.

Knowledge, Ability, and Skills

Knowledge of Massachusetts municipal government laws, policies and practices. Awareness of the roles of the Board of Selectmen and the Town Administrator, and the manner in which they work together to form the executive branch of municipal government. Knowledge of the interrelated state and local laws regarding licensing of various activities, especially alcoholic beverage rules and regulations.

Ability to communicate effectively, orally and in writing, with the public, town employees, and others; ability to prioritize tasks and work independently, ability to manage multiple tasks simultaneously. Ability to maintain the highest level of confidentiality in the collection, maintenance, and storage of sensitive information.

Skills must include adept use of office technology, collaborative work tools including software, and/or web-based solutions. Must be comfortable with project planning, word processing, spreadsheet building and analysis, presentation building including conversion of hand drawn pictures or narratives into meeting presentation materials, detail-oriented management of workflows and public access to government.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee must be able to see, hear, and speak well enough to understand and be understood when communicating with others and using standard office equipment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs or the employer and requirements of the job change.

Employment Opportunity Posting

Executive Assistant to the Board of Selectmen and Town Administrator

Date posted:

Time and date this posting closes:

Pursuant to Section 2.1 of the Personnel Policies and Procedures of the Town of Douglas, the position of Executive Assistant to the Board of Selectmen (BOS) and Town Administrator is available for internal candidates (current full time or regular part time employees of the Town or Douglas Public Schools) possess the minimum qualifications for the job.

Applicants must meet the following minimum requirements:

1. Have a high school diploma or equivalent;
2. Have no less than ten (10) years of experience in an office management role;
3. Have no less than five (5) years of experience in a confidential role;
4. Be able to demonstrate, at the time of hire, basic knowledge of the Open-Town Meeting / Select Board / Town Administrator form of government;
5. Be able to demonstrate intermediate level skills using typical office software for the creation and editing of documents, spreadsheets, and presentations ("slides").

The Executive Assistant (EA) to the BOS and the Administrator is a full time, "exempt" position that will work an average of forty (40) hours per week. The EA manages confidential information. The highest level of professional integrity and judgment is required; three professional references must be provided.

The EA fulfills all of the requirements of the Job Description accompanying this posting. In summary, the EA provides administrative support to the BOS and Administrator. The employee takes independent initiative on those matters assigned in the job description. The EA prepares for and attends all meetings of the BOS and Town Meetings. The EA manages the Town website and other public outreach.

This posting will be open for 10 business days, after which time the Town Administrator will determine if any candidate is eligible for interview. The deadline for submission of a Town of Douglas job application form, a resume, references, and a cover letter, will be 5:00 PM on the last day of the posting period.

The Town reserves the right to post this position as available to external candidates if at the conclusion of the internal candidate interview process the appointing authority in its sole judgment determines that the applicant pool must be increased in order to meet the Town's needs.

The EA will be compensated as an OA-5, Step 2 (\$53,824) pending Town Meeting consideration of a change to M-2, Step 1 (\$54,779) effective Fiscal Year 2022. Acceleration of steps in future years may be possible, subject to performance evaluation and Town Meeting appropriation.

A successful internal candidate will begin training and the compensation rate of the position on Monday, April 5, 2021 and transition to full time status training in the new role after two weeks.

The Town of Douglas is an Equal Opportunity Employer and Service Provider.

JOB DESCRIPTION

DIRECTOR

DEPARTMENT OF COMMUNITY DEVELOPMENT

Definition

The Department of Community Development protects the quality of life of the residents of the Town of Douglas through implementation and enforcement of the community's standards for development. Oversees the design, construction and significant repair or improvement of present or future Town assets. Supervises a broad portfolio of activities undertaken by the Department, including:

1. planning,
2. seeking grant funding,
3. supporting the impartial and efficient administration of various regulatory procedures, and,
4. performing inspections and executing essential record keeping duties of the Town with respect to municipal projects, land use, grant implementation and assigned procurements.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides best-in-class customer service to all stakeholders engaged in the processes supported by the Department, including pre-application (conceptual) review, Planning Board and Conservation Commission procedures, and the considerable day-to-day effort of responding to inquiries from applicants and/or their agents, abutters, interested parties, residents and other municipal departments. The Director conveys timely, accurate reports, explanations and recommendations to all involved in a professional manner.

The Director serves as the day-to-day Planning Agent. The employee fosters an open, welcoming environment for project proponents and remonstrants alike to bring material facts to bear as a project progresses from concept, to proposal, to construction. The Director refers interested parties to the provisions of relevant statutes, regulations, by-laws and policies that apply to the circumstances, and facilitates the formal processes of the Town by referring interested parties to forms, meeting schedules, advertising schedules, surety requirements, and any other information related to the matter at hand. The Director manages expectations and sets realistic goals for decision-making bodies for addressing proposals in a transparent, balanced, and efficient manner.

The Director participates in all pre-application review meetings and the drafting of any summaries or reports issued by such a committee prior to issuance.

The Director reviews, researches, and comments upon all matters filed with the Planning Board for its disposition, including subdivision plans, site plans, special permit applications assigned to the Planning Board, and approval-not-required plans, to ensure completeness, adequacy and technical viability.

The Director shall attend all meetings of the Planning Board, unless excused, and provide meeting preparation, facilitation and follow up as requested by the Board.

The Director is responsible for all of the business operations of the Department, including but not limited to:

1. the preparation of the Department budget and that of all boards and committees it supports;
2. the Department's compliance with the budget approved for it by Town Meeting;
3. the establishment, maintenance and regular reconciliation of pass-through, carryover, and surety accounts and other funds managed by the Department;
4. the procurement and management of design, review, and inspection services by outside professionals;
5. the creation, maintenance, and regular improvement of a system of document management for the Department, accessible to the public where and when appropriate under Massachusetts General Laws;
6. the full, accurate and timely response to inquiries and reporting requirements of the Board of Selectmen, the Town Administrator, the Finance Director and the Town's financial auditors; and
7. the management of all Department staff, including day to day task assignments as needed, performance evaluation and compensation recommendations, and implementation of the Personnel By-Law and Policies and Procedures of the Town of Douglas, including issuance of verbal and/or written warnings and participation in progressive discipline beyond warnings as requested by the Town Administrator.

The Director supervises the Conservation Commission Agent or any consultant(s) retained to perform duties as assigned by the Commission. The Commission has substantial authority and autonomy. The Director assures that the Commission's needs are satisfied, and that its day-to-day activities align with the overall goal of the Department to provide transparent and responsive service to the stakeholders.

The Director supports the activities of the Building Facilities Construction Committee. The Director reviews projects with the Board, contacts engineers, exercises oversight of budget and available funding sources, administers expenditures and reporting requirements arising from successful grant applications, inspects projects during construction and coordinates with hired engineering firms to keep projects moving forward. Assists in the creation of written purchase descriptions, specifications, bid documents and contracts related to public buildings and public works projects.

The employee assists various Department Heads and the Town Administrator in managing the capital assets of the Town, assessing the impact of growth on the needs, and therefore, the capital and operational budget forecasts of the Town. The Director oversees the Town's storm water management efforts, maintaining permits, reviewing regulations and policies and proposing updates when required, seeking grants and monitoring compliance; coordinates with Highway Superintendent to prioritize maintenance requirements.

Supervision

The Director is supervised by the Town Administrator.

Supervisory Responsibilities

The Director oversees a part time Conservation Agent and a part time clerk. Additional staff resources may become available, subject to Town Meeting approval.

The Director also supervises professionals retained by the Town to provide plan reviews, site inspections, and procurement support. While these people are not technically Town employees, this supervisory authority has a significant impact on stakeholders.

Work Environment

Generally, the Director works in an office environment. Municipal offices typically experience widely varying activity levels depending on seasonal and economic cycles, and from day to day as meeting and other deadlines approach. At busy times, the Director conducts activities with both background noise and occasional sharp increases in sound or activity levels.

The Director will conduct site visits at project locations. Active construction sites typically are subject to safety precautions. Inspection of problem situations may involve being outside in inclement weather or other physically challenging circumstances.

Errors could result in damage to property, delay or loss of service, monetary loss or legal repercussions.

Minimum Qualifications

Education and Experience

The Community Development Director must have no less than five (5) years of experience as a municipal planner with a lead role as a department head either in any sized planning department, or as a deputy director/planner within a large planning department in a municipality of thirty thousand (30,000) or more residents.

In the alternative, the Director may be a registered professional engineer with no less than five (5) years of experience as a civil engineer in good standing and active practice and no less than

two (2) years of experience acting as a planning agent for a Massachusetts municipal planning board or as a public works/highway director or equivalent management role.

A bachelor's degree in Planning or Civil Engineering or equivalent is required. For purposes of this requirement, an equivalent is defined as a master's degree in the two fields noted, regardless of the major course of study of the candidate's undergraduate degree.

Knowledge, Ability, and Skills

Knowledge: The Director must have excellent working knowledge of municipal zoning, planning, and conservation (wetlands) terminology, policies, and procedures.

Ability: The Director must be able to engage in various forms of public speaking effectively, including presentation, meeting facilitation, and engaging Board members and the public in an open meeting context. The Director must have the scheduling flexibility to attend regular night meetings, manage employees in compliance with modern standards of communication and workplace interpersonal relationships, create and manage a budget under circumstances of financial uncertainty, and multitask competing demands under significant time pressure.

Skills: The Director is expected to be highly proficient in the use of technology, including all standard workplace hardware (computers, monitors, phones) and software (documents, spreadsheets, presentations), collaboration tools (shared documents and project planning) and meeting facilitation (video conferencing, multimedia presentation). The employee must be adept at reading plan sets.

Physical Requirements

The Director must be able to see, hear and speak well enough to communicate effectively with others in an office environment and at public meetings. The employee must be able to sit for prolonged periods. The employee must be able to focus on tasks and maintain the pace and productivity demanded by the essential duties of the role of Director of Community Development.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs or the employer and requirements of the job change.

Employment Opportunity

Director, Community Development Department

Town of Douglas

The Town of Douglas seeks qualified candidates for the full time role of Director of Community Development. This is a unique opportunity for a forward-thinking, committed public servant to participate in a comprehensive overhaul of an active planning and development department. Process design, staffing levels, and use of technology resources are all part of the conversation. The Director is accountable to the job description posted with other job application materials at www.douglas-ma.gov. The Town will consider candidates with either a planning or a civil engineering background. Planners must have a bachelor's degree in the planning field and no less than five years of management and project exposure as a municipal planner or as a deputy planner in a community of 30,000 or greater. Registered professional engineers must have a bachelor's degree and no less than five years of active experience as an engineer and no less than two years of experience working for a municipality. This role is a salaried, supervisory, exempt, fully benefitted position requiring a minimum of 40 hours of work per week. Starting salary range from \$74,100 to \$83,800 DQE. This position will remain open until filled; the first round of applications will be reviewed starting at 9:00 AM on Monday, March 29, 2021. Submit a cover letter, resume, and Town of Douglas application for employment to Matthew J. Wojcik, Town Administrator at 29 Depot Street, Douglas MA 01516 or via email to Suzanne Kane at skane@douglas-ma.gov. The Town of Douglas is an equal opportunity employer and provider.

**ANNUAL TOWN MEETING WARRANT
TOWN OF DOUGLAS
COMMONWEALTH OF MASSACHUSETTS**

**Monday, May 3, 2021
High School Auditorium / Elementary School Field
7:00 PM**

Worcester, SS

To any Constable of the Town of Douglas, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the inhabitants of the Town of Douglas who are qualified to vote in Elections and Town affairs to meet in the Douglas High School Auditorium, 33 Davis Street, in said Douglas, on **Monday, the Third of May 2021, A.D.** for an Annual Town Meeting commencing at 7:00 PM; for the following purposes:



1. Finance Committee Report	8. Recurring Business
2. FY22 Budget	9. Personnel Bylaw Classification & Update
3. Salaries of Elected Officials	10. Adoption of Revised FY22-26 Capital Improvement Plan
4. Blackstone Valley Vocational Regional School District FY22 Budget	11. Personnel Bylaw Change (longevity & vacation?)
5. FY22 Transfer Station Enterprise Fund	12. School Bus Transportation Contract
6. FY22 Water/Sewer Enterprise Fund	13. School Textbook Digital Subscriptions & Consumables Contract
7. FY22 PEG Access and Cable Receipts Reserved for Appropriation	

Article 1: Finance Committee Report:

To see if the Town will vote to hear and act upon the report and recommendations of the Finance Committee as presented and printed in the Finance Committee's Annual Town Meeting recommendations, or to take any other action relative thereto.

Article 2: FY22 Budget:

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow such sums of money as are necessary to fund the annual operating budget of the Town for Fiscal Year 2021; or take any other action relative thereto.

Article 3: Salaries of Elected Officials:

To see if the Town will vote to fix the salary and compensation of all elected officials of the Town as provided by Chapter 41 Section 108 of the Massachusetts General Laws, as amended, as follows:

Board of Assessors
Blackstone Valley Vocational School District Rep.
Moderator
Board of Selectmen
Clerk
Water/Sewer Commission
;or take any other action relative thereto.

Article 4: Blackstone Valley Vocational Regional School District FY22 Budget:

To see if the Town will vote to raise and appropriate the sum of **\$XXXX** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the “District”) *for the Fiscal Year commencing July 1, 2019, which is inclusive of \$41,701 of Proposition 2 1/2 exempted funds to be applied against debt service associated with Douglas’ previously (2001) voted amount for the District’s addition/renovation project; or take any other action relative thereto.*

Article 5: FY22 Transfer Station Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$XXXX** from Transfer Station charges and fees, and transfer the sum of **\$XXX** from Retained Earnings, for a total of **XXXX** to operate and maintain the Transfer Station.

Salaries/Wages	
Expenses	
	Total

;or take any other action relative thereto.

Article 6: FY22 Water/Sewer Enterprise Fund:

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$XXXX** from Water & Sewer charges and fees, transfer the sum of **\$XXXX** from the Reserved For Debt account, transfer the sum of **\$XXXX** from Retained Earnings, transfer from Water System Development the sum of **XXXX**, and Sewer System Development the sum of **XXXX**, for a total budget of **XXXX** to operate and maintain the Water/Sewer Department.

Salaries/Wages	
Expenses	
Debt	
	Total

;or take any other action relative thereto.

Article 7: FY22 PEG Access and Cable Receipts Reserved for Appropriation:

To see if the Town will vote to transfer the sum of **\$XXXX** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	
Expenses	
	Total

;or take any other action relative thereto.

Article 8: Recurring Business:

A. Assessors To Work Additional Hours: To see if the Town will vote to authorize the Board of Assessors to appoint one or more of their members to work for compensation, in accordance with the provisions of the Town’s Personnel Bylaw, and to establish such compensation to be paid said member for **Fiscal Year 2022**; or take any other action related thereto.

B. Ambulance Receipts Reserved for Appropriation: To see if the Town will vote to reserve all receipts received by the Town from ambulance user charges, user billings, and ambulance donations and gifts to the Ambulance Receipts Reserved Account; or take any other action related thereto.

C. Cable Receipts Reserved for Appropriation: To see if the Town will vote to reserve all receipts received by the Town from Cable user charges, to the Cable Receipts Reserved Account; or take any other action related thereto.

D. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received in **Fiscal Year 2022** from State Aid Grants for the Public Library be transferred to a Special Account for the Simon Fairfield Public Library; or take any other action related thereto.

E. State and Federal Grants: To see if the Town will vote to authorize the Board of Selectmen to apply for and accept State or Federal grants they deem beneficial to the Town, provided that the Board of Selectmen shall hold a public hearing prior to the Board's acceptance of any such grant, if said grant requires the Town to meet future conditions or requirements; or take any other action related thereto.

F. Separate Account Funds: To see if the Town will vote to adopt a Revolving Fund Bylaw to be placed at Article 2, section 11 as "Revolving Funds", as follows, "The Town is authorized to adopt revolving funds pursuant to MGL Chapter 44, § 53E ½, subject to specific annual authorization of the terms"; or take any other actions related thereto:

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2022 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Two Thousand Five Hundred dollars (\$2,500) for the purpose of purchasing books, films and other library supplies and materials.
2	Home Composting Program pursuant to MGL Chapter 44, § 53E ½	All receipts received in connection with the Home Composting Program	The Board of Health may expend a sum not to exceed Two Thousand Five Hundred dollars (\$2,500) for the purpose of operating the Home Composting Program.
3	Planning Board & Engineering – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Planning Board or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$30,000.
4	Conservation – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Conservation Commission or their Conservation Agent for such consulting and project review costs. Expenditures from the Fund may not exceed \$30,000.
5	Zoning Board of Appeals – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Zoning Board of Appeals or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$30,000.

G. Acceptance of Chapter 90: To see if the Town will vote to authorize to accept and enter into contracts for the expenditure of funds to be allotted by the State under authorization of Chapter 90 of the Massachusetts General Laws (as pertaining to Highway Funds), for the construction, reconstruction and

improvement of Town roads, said funds may be borrowed in anticipation of State Revenue, and expended without further appropriation under the direction of the Highway Superintendent with the approval of the Board of Selectmen; or take any other action related thereto.

H. Compensating Balance Agreements: To see if the Town will vote to authorize the Treasurer to enter into a compensating balance agreement or agreements for **Fiscal Year 2022** pursuant to MGL Chapter 44 § 53F; or take any other action related thereto.

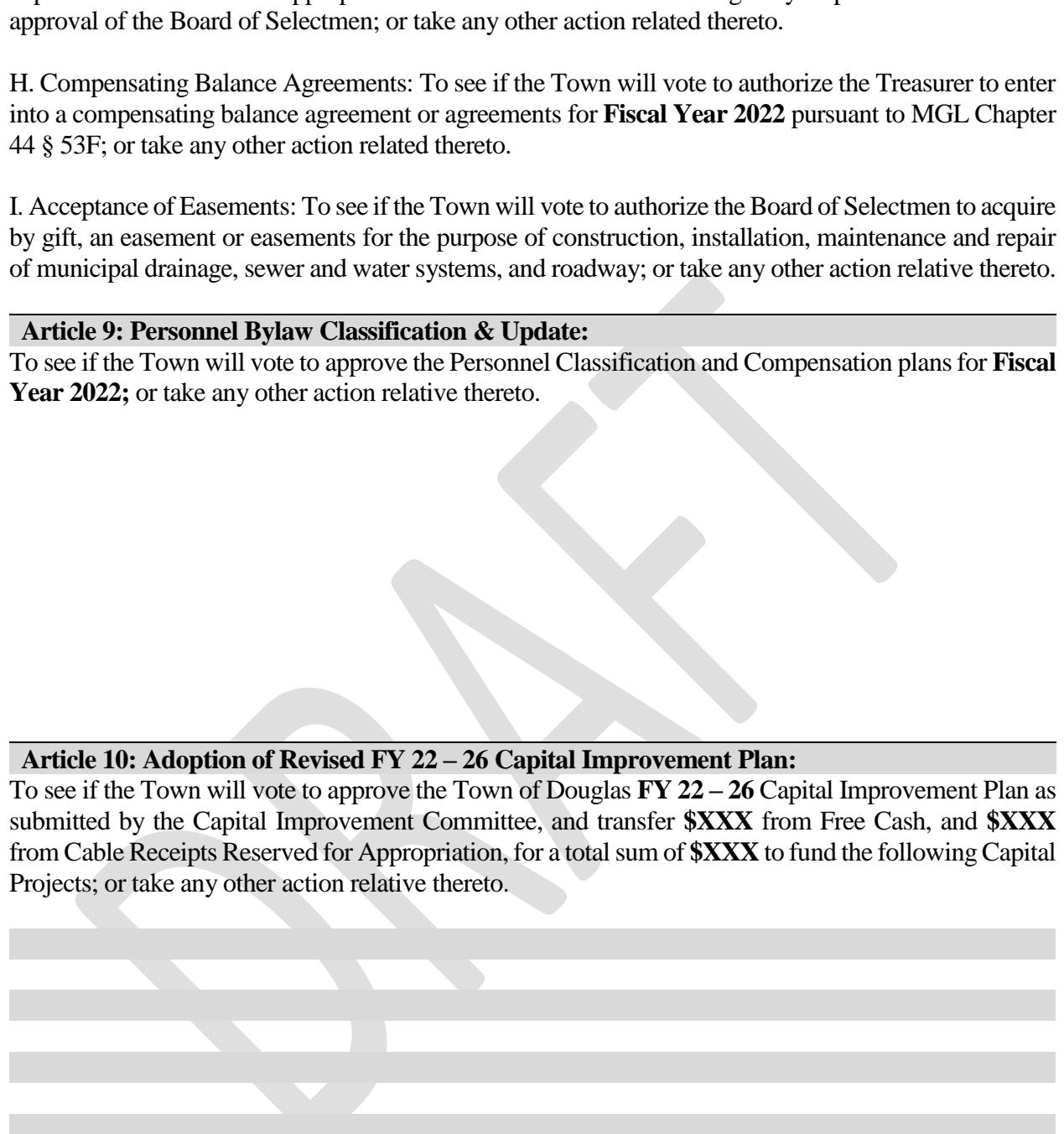
I. Acceptance of Easements: To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, an easement or easements for the purpose of construction, installation, maintenance and repair of municipal drainage, sewer and water systems, and roadway; or take any other action relative thereto.

Article 9: Personnel Bylaw Classification & Update:

To see if the Town will vote to approve the Personnel Classification and Compensation plans for **Fiscal Year 2022**; or take any other action relative thereto.

Article 10: Adoption of Revised FY 22 – 26 Capital Improvement Plan:

To see if the Town will vote to approve the Town of Douglas **FY 22 – 26 Capital Improvement Plan** as submitted by the Capital Improvement Committee, and transfer **\$XXX** from Free Cash, and **\$XXX** from Cable Receipts Reserved for Appropriation, for a total sum of **\$XXX** to fund the following Capital Projects; or take any other action relative thereto.



Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available.

FY 2022 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes, and offers recommendations concerning all requests for funds for capital projects submitted by departments. The following summary five year plan reflects the recommendations of the Committee based on the information available today and known priorities, and will be refined each year going forward. A more detailed plan, including a list of

all projects requested and potential funding sources, can be found at the Town's website or upon request from the Selectmen's office.

FY 2022	
Highway Mower and Attachments	\$15,000
Highway Sidewalk Tractor/Plow/Snowblower	\$131,000
Water Department Gilboa Street Main Upgrade	\$710,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	\$1,039,240

FY 2023	
School Department Recoat and Paint Running Track	\$100,000
School Department Primary School Major Renovation*	\$639,000
Old Town Hall HVAC Replacement	\$60,000
Fire Department Fire Station Roof, HVAC, and Floors	\$125,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	\$1,107,240

*Would be seeking State program assistance

FY 2024	
Fire Department Replace Engine/Pumper	\$600,000
Old Town Hall Replace Windows	\$270,000
Police Headquarters Feasibility / Options Study	\$150,000
Highway New Building*	\$2,750,000
	\$3,770,000

*Would most likely require capital exclusion or debt funding

Article 11. Personnel Bylaw Change (longevity & vacation?)

Article 12. School Bus Transportation Contract:

To see if the Town of Douglas will authorize, pursuant to Chapter 30B, Section 12 (b), the School Committee to enter into a contract in excess of three years' duration for the provision of school bus transportation services upon such terms and conditions as are deemed by the School Committee to be in the best interest of the Town, subject to appropriation and all other approvals as may be required by law regarding any such contracts; or take any other action relative thereto.

Article 13. School Textbook Digital Subscriptions & Consumables Contract

To see if the Town of Douglas will authorize, pursuant to Chapter 30B, Section 12 (b), the School Superintendent, or designee, to enter into contracts in excess of three years' duration for textbook digital subscriptions and consumables, subject to appropriation and all other approvals as may be required by law regarding any such contracts; or take any other action relative thereto.

YOU ARE HEREBY DIRECTED to serve this Annual Town Meeting Warrant by posting an attested copy thereof in the Municipal Center and at least two (2) other places in the Town of Douglas to which the public has general access, at least seven (7) days before the time of holding said meeting.

HEREOF FAIL NOT and make due return of this Warrant with your doings thereon to the Town Clerk, the Time and Place of said meeting.

GIVEN UNDER OUR HANDS THIS SIXTH DAY OF APRIL 2021, A.D.

THE HONORABLE BOARD OF SELECTMEN

Kevin D. Morse, Chairman

David P. Cortese, Vice Chair

Timothy P. Bonin

Harold R. Davis

Michael D. Hughes

I have this day posted an attested copy of the Warrant for the Annual Town Meeting in the Municipal Center and at least two other places in the Town to which the public has general access as directed.

Carol E. Field, Constable or
Benjamin Tusino, Constable

Date

**SPECIAL TOWN MEETING WARRANT
TOWN OF DOUGLAS
COMMONWEALTH OF MASSACHUSETTS**

**Monday, May 3, 2021
High School Auditorium / Elementary School Field
7:00 PM**

Worcester, SS

To any Constable of the Town of Douglas, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the inhabitants of the Town of Douglas who are qualified to vote in Elections and Town affairs to meet in the Douglas High School Auditorium, 33 Davis Street, in said Douglas, on **Monday, the Third of May 2021, A.D.** for a Special Town Meeting commencing at 7:00 P.M.; for the following purposes:



Article 1.	Fiscal Year 2021 Budget Transfers / Amendments
Article 2.	Assessor's Revaluation
Article 3.	Snow & Ice Account Transfer
Article 4.	Prior Year Bill

Article 1: Fiscal Year 2021 Budget Transfers/Amendments

To see if the Town will vote to amend the action taken on Article 2 of the Annual Town Meeting of September 12, 2020 by transferring from available funds the following sums of money to the following budget line items in the Fiscal Year 2021 Budget:

Increase Selectmen Wages
Increase Building Department Wages
Increase Community Development Expenses (Consultant?)
Increase Town Clerk Wages
Increase Public Building Expenses
Increase Police Wages
Decrease Highway Administration Wage
Decrease Employee Benefits
Decrease School Transportation

;or take any other action related thereto.

Article 2: Assessor's Revaluation

To see if the Town will vote to transfer the total sum of **\$XXXXXX**; from Free Cash for the purpose of funding the Assessor's Revaluation Account, or take any other action related thereto.

Article 3: Snow & Ice Account Transfer

To see if the Town will vote to transfer the sum of **\$XXXXXX** from Free Cash to the FY21 Snow & Ice Account; or take any other action related thereto.

Article 4: Prior Year Bill

To see if the Town will vote to transfer the sum of \$6,469.00 from ????, to pay MIIA's 7/1/2019 – 7/1/2020 Workers' Compensation Audit Adjustment; or take any other action related thereto.

DRAFT

YOU ARE HEREBY DIRECTED to serve this Special Town Meeting Warrant by posting an attested copy thereof in the Municipal Center and at least two (2) other places in the Town of Douglas to which the public has general access, at least fourteen (14) days before the time of holding said meeting.

HEREOF FAIL NOT and make due return of this Warrant with your doings thereon to the Town Clerk, the Time and Place of said meeting.

GIVEN UNDER OUR HANDS THIS SIXTH DAY OF APRIL 2021, A.D.

THE HONORABLE BOARD OF SELECTMEN

Kevin D. Morse, Chairman

David P. Cortese, Vice Chairman

Timothy P. Bonin

Harold R. Davis

Michael D. Hughes

I have this day posted an attested copy of the Warrant for the Special Town Meeting in the Municipal Center and at least two other places in the Town to which the public has general access as directed.

Carol E. Field, Constable or
Benjamin Tusino, Constable

Date

**Board of Selectmen
Remote Meeting Minutes
February 16, 2021**

- **Call to Order:** Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Resource Room. In attendance; Timothy Bonin, David Cortese, Harold Davis (Remote at 7:35 pm), Timothy Bonin, and Town Administrator Matthew Wojcik.

Other citizens and staff: Lindsey Emanuel, and Matriline Farms (Remote at 29:59).

- Pledge of Allegiance (00:29)
- Chairman's Announcements (00:54). Mr. Morse announced he will be adding an agenda item for the next meeting to re-visit Board of Selectmen Stipends.

1. Ratify & Sign MOA between School & Van Pool Transportation (01:19):

In the agenda packet is a memo from Suzanne Kane, dated January 28, 2021, re: MOA between School and Van Pool Transportation, a copy of the MOA, and an email from Cortney Keegan, dated January 21, 2021, subject: Van Pool Agreements MOA.

- The Van Pool MOA has been approved by the School Committee. This is the first time the Selectmen have seen this agreement which is used for special education students during COVID. **Mr. Bonin made a motion to authorize TA Wojcik to sign the MOA between the School and Van Pool Transportation as presented. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.**

2. Approve Cedar Street Order of Taking (04:13):

In the agenda packet is a memo from Suzanne Kane, dated February 16, 2021, re: Cedar Street Taking, a copy of the Order of Taking, and other related material.

- This is in regards to the Cedar Street Bridge Project. The Order of Taking was approved at Town Meeting involving several parcels. The Planning Board endorsed the Alteration and Easement Plan at Cedar Street over Badluck Pond Outlet. The next step is to have the Taking and Plan registered at the Registry of Deeds. **Mr. Cortese made a motion to approve the Order of Taking as presented. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.**

3. Consider Sign Waiver – Lindsey Sarah Realty Group (06:50):

In the agenda packet is a memo from Suzanne Kane, dated January 29, 2021, re: Sign Waiver – Lindsey Sarah Realty Group, a letter from the Building Department, dated January 28, 2021, re: Sign Application, and a Sign Application packet from Lindsey Sarah Realty Group, dated January 7, 2021.

- Lindsey Emanuel joined the meeting. She would like to erect a solar illuminated 48" x 32" sign which exceeds the requirements set by Article 9 – Sign Bylaw. **Mr. Cortese made a motion to approve Lindsey Sarah Realty Group's Sign Application as presented. Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.**

4. Approve & Sign HCA – Matriline Farms (11:19):

In the agenda packet is a memo from Suzanne Kane, dated February 11, 2021, an email from Kate Feodoroff, dated February 11, 2021, Subject: HCA Matriline Farms, a copy of the HCA, and other related material.

- Mr. Morse noted that there was no representation from Matriline at the meeting, in person or remotely. TA Wojcik reported the only changes to the boiler plate HCA was the date. **Mr. Bonin made a motion to approve and sign the HCA between the Town of Douglas and Matriline Farms, LLC as presented. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.**

5. Approve Common Vic. License Renewals – Douglas House of Pizza & Little Coffee Bean (13:04):

- *In the agenda packet is a memo from Suzanne Kane, dated February 16, 2021, re: Common Vic License Renewals – Douglas House of Pizza, Little Coffee Bean, and other related material.*

- Mr. Morse noted the applications were complete except for a Fire Inspection Report for Douglas House of Pizza. In her memo, Suzanne Kane stated she will release the license once the report is received. **Mr. Bonin made a motion to approve the Common Victualler License renewals for Douglas House of Pizza (holding until Fire Inspection Report is received), and Little Coffee Bean. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.**

6. Discussion – Re-print Douglas 250th Commemorative Book, “Time and the Town” for Douglas’ 275th Anniversary (13:59):

In the agenda packet is an email from Paul Peterson, dated January 22, 2021, re: Board of Selectmen Question, and a quote from Higginson Book Company, LLC dated July 19, 2019.

- Paul Peterson, former member of the 250th Committee, asked the board to consider re-printing the 250th commemorative book for the Town's upcoming 275th anniversary. Looking at the hard copy, the board concurred it was a great idea, possibly even adding to the current content. TA Wojcik explained there was no digital version of the book, which means it will need to be scanned. He stated Paul Peterson is gathering quotes. The Board asked to invite Mr. Peterson to attend their next meeting to answer question about cost, where will the money come from, and what to do with the book after it is printed.

7. Open Warrant for May 3, 2021 Town Meeting, and Close Warrant on March 16, 2021 (18:29):

In the agenda packet is a memo from Suzanne Kane, dated February 11, 2021, re: Open and Close Town Meeting Warrant, and a copy of the May 3rd Town Meeting Checklist.

- **Mr. Cortese made a motion to open the Warrant for May 3, 2021 Town Meeting (Special & Annual), and close the Warrant for the May 3, 2021 Town Meeting on March 16, 2021.** Mr. Bonin seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.

8. Approve Minutes (19:57):

In the agenda packet are the January 21, 2021 meeting minutes.

- **Mr. Morse made a motion to approve the January 21, 2021 regular session minutes as presented.** Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, and Kevin Morse – aye.

9. Administrator's Report & COVID – 19 Update (20:57):

In the agenda packet is a letter from Matthew Wojcik, dated February 16, 2021, Notice of Appointment: Economic Development Facilitator, and a memo from Matthew Wojcik dated February 8, 2021, re: Deficit Spending Snow & Ice Account.

- **EDC Position (20:57):** TA Wojcik reported he appointed Robert Minarik to fill the Economic Development Project Facilitator position effective today. The position was advertised for two weeks and he received the one application.
- **Administrative Assistant's Position (24:19):** TA Wojcik stated he will be posting the opening created by Suzanne Kane's upcoming retirement. He will present a new job description at the board's next meeting, and if approved, he will post the opening, internally, for 10 days.
- **Community Development Director (25:24):** TA Wojcik stated that with the resignation of William Cundiff, he would like the board to think about how and if they would like to "recast" the position. He stated Mr. Cundiff was working under an old job description which was written for a Town Engineer. He stated it is important that he, the Selectmen, and the Planning Board all be on the same page. The position needs to be filled in a timely manner. He is looking at the total makeup of the department, he would like to get more administrative support but needs to work within their budget.
- **Minute Taker Opening (30:30):** TA Wojcik reported he will be issuing a letter of appointment to the only applicant for the position. She is qualified and motivated. The next day, two more applicants submitted resumes. He stated he will consider using all applicants if the first applicant would like help. Conservation and Planning Board minutes will be the priority until she can catch up.
- **Deficit Spending – Snow & Ice (31:41):** TA Wojcik gave notice he is authorizing deficit spending to increase up to \$274,950, \$75,000 beyond Town

Meeting appropriation. This was written prior to this weekend's storms and the account may be expended by next week. (Harold Davis Joined the meeting).

- **Matriline LLC HCA from item 4 (35:24):** TA Wojcik informed the representatives from Matriline who were attending remotely that their HCA was approved and they can go forward with their outreach meeting.
- **Staff Meeting (36:00):** TA Wojcik stated there will be a town wide staff meeting tomorrow covering personnel and budget items.
- **Vaccines (36:46):** TA Wojcik went over the trials and tribulation working with the State Vaccine Program. Senior Center Director Patrice Rousseau has reached residents over 75 to see if they want vaccines and has helped those scheduled appointments. She reported it has not been easy but under the circumstances, she is doing the best she can. Regarding positive COVID cases, TA Wojcik stated the Town is still at a threshold zone to keep 2 ambulances running.

11. Executive Session (42:05):

- TA Wojcik explained the board did not need to go into executive session if they were not planning to make any changes to the Police or Fire Chief's contracts. By doing nothing, the contracts take effect tomorrow. There was a consensus of the board to pass over this item.

12. Adjournment (45:05):

Mr. Bonin made a motion at 7:45 pm to adjourn. Mr. Cortese seconded the motion. Roll Call Vote: Timothy Bonin – aye, David Cortese – aye, Harold Davis – aye, and Kevin Morse – aye.

Respectfully submitted,

Suzanne Kane
Administrative Assistant



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

February 17, 2021

Board of Selectmen
20 Depot Street
Douglas, MA 01516

Notice of Appointment: Minute Taker

To the Honorable, the Board of Selectmen:

I write to provide you with notice that, after two weeks of advertisement for the above captioned employment opportunity in the Blackstone Valley Tribune and on the Town's website, we received several applications. We advertised the position as open until filled.

The first qualified candidate to respond was Ashlee Brazeau of 8 Belvoir Avenue. After review and an interview with Ashlee, Jeanne Lovett, Suzanne Kane and I determined that Ashlee is a good fit for the position and I offered the role to her. She has accepted.

Ashlee will begin work immediately, at the compensation rate of OA-1, Step 1 (\$14.82 / hour). This position was budgeted in the FY 2021 budget at this pay level, on the basis of the hours historically provided to each board using the service.

Sincerely,

Matthew J. Wojcik