

**Board of Selectmen  
Agenda  
Municipal Center Resource Room / Remote Meeting  
Tuesday, June 1, 2021**

- Call to Order
  - Pledge of Allegiance
  - Chairman announcements
1. Approve Lic. Change of Manager-Whitinsville Fish & Game –Possible Vote(s)
  2. COA – Approve Spending from Donation Account for Construction – Possible Vote(s)
  3. Re-Open Town Buildings – Possible Vote(s)
  4. Discuss & Vote on Selection of Property/Liability Insurance for The Town of Douglas – Possible Vote(s)
  5. Approve Annual Appointments – Possible Vote(s)
  6. Approve Job Descriptions-Possible Vote(s)
    - PT Office Assistant – BOH
    - Principal Clerk- Community Development
    - Admin. Assistant – Assessors' Office
  7. Approve Minutes – Possible Vote(s)
  8. TA Report & COVID Update
  9. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
  10. Executive Session:
    - a. Litigation
    - b. Interest in Real Property
    - c. Investigation(s)
  11. Adjournment

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**Future Agenda Items**

**June 15th:**     Gilboa St. Property Bids  
                      Beaupre Scrap – Review & Approve Junk Dealer License  
                      BOS Reorganization

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**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  
June 1, 2021**

• **Call to Order:** Chairman Kevin Morse called the meeting to order at 7:00 pm in the Municipal Center Recourse Room. In attendance: Timothy Bonin, David Cortese, Harold Davis, Michael Fitzpatrick, Town Administrator Matthew Wojcik, and Executive Assistant Lisa Freeman.

Other Staff and Residents: Jeanne Lovett (Finance Director), Bob Minarik (EDC Facilitator), Paul Boutiette and Cindy MacDonald of Whitinsville Fish & Game, David Labonte (MIIA Senior Account Executive), Sulim Bartok (Gallagher Area Vice President – Public Sector Practice), Matt Mancini (Gallagher Rick Management Advisor – Public Sector Practice), and Ed Lehan (Gallagher Area President).

• **Pledge of Allegiance (00:10)**

• **Chairman's Announcements (00:32)** – Mr. Cortese announced he was at the High School Awards Night where Timothy Bonin's daughter, Katelyn Bonin, and Class President was the speaker, and congratulated her. Mr. Bonin congratulated the entire class.

**1. Approve Lic. Change of Manager – Whitinsville Fish & Game – Possible Vote(s) (01:02):**

*In the agenda packet is a memo from Lisa Freeman, dated May 27, 2021, re: Change of Manager – Whitinsville Fish & Game Club, the Change of Managers Check List, ABCC's Application for Change of Manager, and other supporting documents.*

• Mr. Morse recused himself and left the meeting because he is a member of the Whitinsville Fish & Game Club. Vice Chair Cortese took over the meeting. Paul Boutiette and Cindy MacDonald joined the meeting. Mr. Boutiette introduced Ms. MacDonald, who will be the new bar manager. **Mr. Fitzpatrick made a motion to approve Whitinsville Fish & Game's application as presented. Mr. Davis seconded the motion. All – aye.** Mr. Morse returned to the meeting and resumed as Chair.

**2. COA – Approve Spending from Donation Account for Construction – Possible Vote(s) (08:22):**

*In the agenda packet is a letter from Patrice Rousseau (Adult Social Center Director/Outreach Case Manager), dated May 20, 2021, and an email from Jeanne Lovett, dated May 19, 2021, re: Contract Modification / MGL 149.*

• Ms. Lovett explained that the Adult Social Center, as it is now called, is looking to expand the use of the funds already set up for entertainment, equipment, and other supplies used for programs at the center, to include construction, repairs, other improvements, and required maintenance of the center. Ms. Lovett explained that this expansion needs approval by the Board of Selectmen, and will broaden the use going forward. **Mr. Cortese made a motion the authorization of the funds to include construction, repairs, other improvements, and required maintenance of said**



improvements at the Adult Social Center, as presented. Mr. Fitzpatrick seconded the motion. All – aye.

**3. Re-Open Town Buildings – Possible Vote(s) (08:22):**

*In the agenda packet is a copy of the Board's "Declaration of Local State of Emergency – COVID-19".*

• TA Wojcik reported the Governor removed all mask restrictions. He stated the Municipal Center unlocked the doors this morning, and the Fire Department will also open. He stated that due to construction, the Adult Social Center is remaining closed until construction is complete. Social Distancing will continue, and signs will be placed on the doors "strongly encouraging" residents to wear masks when entering the building. The Board discussed meeting attendance, agreeing that remote attendance will be for non-members only, and at the discretion of the committee chairman. **Mr. Davis made a motion to allowing remote attendance to meetings, by non-members only, and at the discretion of the committee chair. Mr. Cortese seconded the motion.** Mr. Cortese stated that at some point remote attendance should stop. **On the motion, All – aye. Mr. Davis made a motion to re-open all Municipal building to the public, with the Adult Social Center remaining closed until construction is complete. Mr. Fitzpatrick seconded the motion. All – aye.**

**4. Discuss & Vote on Selection of Property/Liability Insurance for The Town of Douglas – Possible Vote(s) (17:07):**

*In the agenda packet is a letter from David Labonte, dated June 1, 2021, re: Insurance Proposal Effective July 1, 2021 to July 1, 2022, and supporting documents, and a proposal from Gallagher with supporting documents.*

• TA Wojcik stated that three years ago, the town's people passed a proposition 2 ½ override in order to sustain service levels. He and the Board made a promise that every account would be reviewed for cost savings and value enhancements. To date they has reviewed office supplies, health insurance, and staffing, as well as other areas. He stated the Property/Liability Insurance premiums have grown due to town claim activity. ~ **Gallager (23:10):** Mr. Bartok, Mr. Mancini, and Mr. Lehan joined the meeting. Mr. Bartok handed out, and attached to the agenda packet, a Power Point Presentation entitled "2021-2022 Insurance Proposal for Property/Liability/Workers' Compensation". The Gallagher representatives went over the company's background and then went over their proposal and program structure, which does not cover cyber and employee crime. Questions and answers including the relationship of liability between the school and the town, the Qualified Immunity for Police, whether bids are dependent on how many types of coverage is required, cyber coverage, splitting coverage between the school and town as separate policies and not combined, replacement vs. actual costs for vehicles, is there an option to extend the replacement cost past 10 years, coverage for vacant properties, and if there are any incentives for accreditations. The proposal came in at \$374,000. In closing Mr. Bartok stated that no matter which way the board decided to go, this was an advantages exercise for the Board to see what the commercial market has to offer. When asked, Mr. Bartok went over the \$45,000 brokerage fee and how it is paid out with a direct fee rather than the basis of being tied to a commission. Mr. Bartok stated that all carries they propose are A+ carriers.



~ **MIIA (01:08:26):** Mr. Labonte explained he has been with MIIA for a total of 25 years. He stated MIIA does a strong emphasis on Risk Management support. He stated the Town has received \$160,000, with \$11,000 this year, through the Rewards Program and it's training, which MIIA uses for loss prevention. Mr. Labonte reported the town has also earned about \$63,000 through MIIA's Grant program. Mr. Labonte went over the current policy including proposals with higher deductibles and how they are structured, coverage of the auto fleet including actual and replacements costs, MIIA's standalone limits, property claims and how MIIA helps alleviate future risk. He stated claims have been on the Workers' Comp and property side. Mr. Labonte went over coverage for public safety personnel. Mr. Labonte stated there are premium differences, and there are deductible differences between Gallagher and MIIA. He stated there is also a pre-payment savings for MIIA premiums, which does not apply to the Chubb program (Public Safety). Concerning Workers' Compensation, MIIA pools all insurance and goes out to get re-insurance so they can find the best rates and then cap their liability. The Town's experience stands on their own merit, but the Town also has the pool. Mr. Labonte went over Qualified Immunity and possible additional costs to which he stated training is key, which if administered by MIIA is free to the town and then applied to reward premium credits. Mr. Labonte also feels this was a good exercise to go through, touching on MIIA's Employee Assistance program, used for employees and family members of employees, and the yearend premium breakdown by department.

~ **(01:34:14):** By consensus of the Board this item will be moved to the next agenda. In answer to the question if Gallagher provides training, Mr. Lehan explained the program they offer is similar to MIIA's.

**5. Approve Annual Appointments – Possible Vote(s) (01:40:21):**

*In the agenda packet is a memo from Lisa Freeman, dated May 27, 2021, re: Reappointment Listing for FY22, and the FY22 Annual Appointment List.*

- The Board decided to table this until the next meeting.

**6. Approve Job Descriptions – Possible Vote(s) (01:43:24):**

*In the agenda packet is a job description for Clerk – Board of Health, Administrative Secretary (Principal Clerk) Community Development Department, and Assessors' Administrative Assistant.*

~ **Board of Health & Assessors':** TA Wojcik reported that Town Meeting approved a budget for a part-time position to help the Full-time employee. His intention is to post internally as he is aware of at least one person who is interested, which is allowed under the Personnel Bylaw, and Personnel Policies and Procedures. One of those people interested is the Principal Clerk in the Assessors' Office. He feels that this, along with the retirement of the Principal Assessor, warrant getting the posting done as soon as possible with a transition plan in place.

~ **Community Development (01:46:26):** TA Wojcik reported he has been trying, unsuccessfully, to hire a Community Development Director and has gotten no applications. He pointed out that other communities are having the same problem. He would like to try a different approach and look at a different format by looking for someone to support the ZBA, Planning Board, and ConCom. It's listed as the Administrative Secretary but he will ask for a name change at the next Town Meeting to



Principal Clerk. He would like to post as soon as the board approves it. He has a candidate from another candidate pool who is interested.

**Motion (01:50:46): Mr. Cortese made a motion to accept the job descriptions as written. Mr. Davis seconded the motion. All – aye.**

**7. Approve Minutes (01:50:51):**

- **May 18, 2021:** Mr. Morse made a motion to approve the minutes of May 18, 2021 as presented. Mr. Cortese seconded the motion. All – aye.

**May 18, 2021 Exec Session:** Mr. Morse made a motion to approve and retain, the Executive Session minutes of May 18, 2021, as presented. Mr. Cortese seconded the motion. All – aye.

**8. TA Report & COVID-19 Update (01:53:46):**

- TA Wojcik reported Executive Session was posted but there is nothing urgent that needs to be addressed tonight. He would, however, like to move right to item 9.

**9. Open Session for Topics Not Reasonably Anticipated 45 Hours in Advance of the Meeting (01:54:11):**

- **EDC:** TA Wojcik gave an update on the EDC Mass Works Grant application which was put together by Robert Minarik and April Anderson Lamoureux (Anderson Strategic Advisors). He stated the preparation and detail is very strong, however, there is one item he would like the Boards authorization before he does the Final Letter of Support. He stated engineering work needs to be completed, either 100% design level, or with-in a reasonable time from submission, including a funding source is needed for the Towns matching half. TA Wojcik stated he has received guidance from the State on how to apply for the American Rescue Plan. He stated eligibility will be made at the Municipal level, not the State. He stated that one of the allowed uses is Water / Sewer Projects. He is going to check on how much of a W/S project can be engineering costs vs. laying pipes. He sated the private entities are looking to invest 4.1 million dollars and the town is looking to contribute approximately \$300,000. TA Wojcik is asking the Board for authorization to commit to the Mass Works “One Stop for Growth Grant” process, for an amount not to exceed \$307,500 (\$2.7 would come from the American Rescue Plan already coming to the Town), for the purpose of funding the Town share of the engineering costs to finish the process. He stated the Board would later vote to expend the funds. Mr. Davis asked for confirmation, stating if the Town does not win the grant, the board would not vote to expend the funds - TA Wojcik stated that some engineering costs in progress, will need to be paid. He stated some costs will be covered by the Water / Sewer Commissioners, some by the Town, and some will be contingent upon the approval of the Grant Application. When asked if Free Cash would be used, TA Wojcik stated the use of Free Cash would be “Plan B”. He is going to check with W/S Commissioner Robert Sullivan, to make sure the eligible projects under the statutory reference of the Clean Water Drinking Act, are eligible under the American Rescue Plan. **Mr. Fitzpatrick made a motion to authorization the Town Administrator to commit to the Mass Works “One Stop for Growth Grant” process, for an amount not to exceed \$307,500, for the purpose of funding the Town share of the engineering costs to finish the process. Mr. Cortese seconded the motion. All – aye.**

• **Bob Minarik Update (02:02:50):** Mr. Minarik whet over the process and eligibility requirements for the Mass Works Grant, and the current projects. He stated the pre-requisite for the grant is to be shovel ready. He stated the town is currently 75% shovel ready. He stated what TA Wojcik was saying about the engineering will get the town to the 100% threshold. Mr. Minarik stated there are two applications, what he calls “120 Application, for water / sewer, and natural gas infrastructure upgrades which will be used by the 8.8 million dollar grant, and what he calls the “470 application” for development on Davis / Monroe Streets. This would use a matching grant. He stated they submit the bids tomorrow with awarding in September. The Board commended Mr. Minarik on his hard work.

**10. Executive Session (01:53:46):** Passed over.

**11. Adjournment (02:15:47):** Mr. Cortese made a motion at 9:15 pm to adjourn. Mr. Bonin seconded the motion. All – aye.

Respectfully submitted,

Suzanne Kane  
Administrative Assistant