

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday August 24, 2021**

**7:00 PM**

- Call to Order
  - Pledge of Allegiance
  - Chairman Announcements
  - Citizen's Forum
1. Blackstone River Valley Greenway Challenge Race 9/25/21 – Possible Vote(s)
  2. Matriline Farms LLC / Review Odor Control Plan – Possible Vote(s)
  3. CMRPC BOS/TA Delegate/Alternate Appointments FY22 – Possible Vote(s)
  4. Review & Sign Warrant for Special Town Election – Possible Vote(s)
  5. Open STM Warrant for November 8, 2021& Discuss Timeline– Possible Vote(s)
  6. Review & Update Code of Conduct for Boards/Commission/Committees – Possible Vote(s)
  7. Discuss Remote Meetings – Possible Vote(s)
  8. Approve Minutes – Possible Vote(s)
  9. Town Administrator's Report
  10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
  11. Executive Session
    - a. Litigation
  12. Adjournment

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**Upcoming Agendas:**

**September 7, 2021**

- Midstate Massive Ultra Trail Race
- Octoberfest-Special One Day Beer/Wine License
- Pyne Sand & Stone Co. Inc. – Flammable Storage - (Hearing 7:05 PM)

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  
August 24, 2021

•**Call to Order:** Chairman Kevin Morse called the meeting to order at 7:02 pm in the Municipal Center Resource Room. In attendance: Timothy Bonin, Hal Davis, Mike Fitzpatrick, TA Matthew Wojcik, and Lisa Freeman (Executive Assistant).

•**Pledge of Allegiance (00:10):**

•**Chairman Announcements (00:29):** N/A

•**Citizen's Forum (00:33):** N/A

**1. Blackstone River Valley Greenway Challenge Race September 25, 2021- Possible Vote(s) (00:40):** *In the packet is a memo from Lisa C. Freeman re: the date of the race, rain date, expected route of travel, and a pamphlet with the schedule of events.*

•Heather Elster, representative for the race was in attendance to answer any questions the Board may have. Question was asked if the rain date (same as our town's Octoberfest) would interfere in any way. She assured the Board that Main St.-Downtown isn't even near the race route and would have no impact whatsoever. She was informed that communication with the Police Chief, Fire Chief, and Highway Superintendent was a must for details, EMS needs, and road closures. Lisa Freeman will help coordinate that communication between all parties. **Mr. Bonin made a motion to approve the Road Use Request for the race, Mr. Davis seconded, all in favor, aye.**

**2. Matriline Farms LLC/Review Odor Control Plan – Possible Vote(s) (06:28):** *In the packet is a document from Matriline Farms LLC describing their Odor Control Plan, and also a copy of their approved HCA for reference. Due to technical difficulties on their end, representation from Matriline was not available.*

• The Odor Control Plan submitted is a condition of their HCA with the town. No action needs to be taken at this time. **Mr. Davis made a motion to accept the Odor Control Plan as submitted, Mr. Bonin seconded, all in favor, aye.**

**3 CMRPC BOS/TA Delegate/Alternate Re-appointments FY22 – Possible Vote(s) (09:09):**

*In the packet is a letter from CMRPC for annual appointments for Delegate, and Alternate town representatives* **Mr. Bonin accepted the appointment as the Delegate, Mr. Davis made the motion to accept Mr. Bonin's appointment, Mr. Fitzpatrick seconded, all in favor, aye.**

**4 Review & Sign Warrant for Special Town Election – Possible Vote(s) (10:27):** *In the packet is the Warrant for Special Town Election for (1) Selectman for a (3) year term, from the Town Clerk, which will be held on Tuesday September 28, 2021.* **Mr. Bonin made a motion to sign the warrant for the Special Town Election, Mr. Davis seconded, all in favor, aye.**



**5. Open STM Warrant for November 8, 2021 & Discuss Timeline – Possible Vote(s) (11:37):**

•STM will be on Monday November 8, 2021. This date has been approved by Christine Furno (Town Clerk), and Keith Menard (Town Moderator). The High School has approved use of the auditorium as well. Need to set a date to close the warrant, check with FinCom on their timeline and Lisa Freeman will coordinate with Jeanne Lovett. **Mr. Davis made a motion to open the warrant for STM, Mr. Fitzpatrick seconded, all in favor, aye.**

**6. Review & Update Code of Conduct for Boards/Commissions/Committees – Possible Vote(s) (19:54):** *In the packet is the Code of Conduct for Boards/Commission/Committees approved by the BOS on October 6, 2009.*

•Mr. Morse read each expectation and all Board members agreed several of them need to be reviewed further and updated. It was also discussed to implement fiscal paperwork when re-appointed and Chairs will have a separate set of expectations, standards, and reorganization checklists for members. The Board would like to follow-up with this agenda item over the next couple meetings, and Matt will draft revisions to the current Code of Conduct. **Will follow-up at next meeting, not vote taken.**

**7. Discuss Remote Meetings – Possible Vote(s) (01:11:49):** *In the packet was a list from Lisa Freeman of responses from half of Board/Committee Chairs regarding in person meetings, vs. remote meetings.*

•From the responses most Board/Committee members are looking for the approval to be able to attend meetings remotely. Due to not hearing from about half of the Chairs, the BOS would like to invite Chairs and Town Counsel to attend the next meeting to discuss further. Lisa Freeman will contact all that should attend.

**8. Approve Minutes – Possible Vote(s) (01:23:12):**

July 20, 2021 Meeting Minutes - **Mr. Morse made a motion to approve the minutes as presented, Mr. Bonin seconded, all in favor, aye.**

July 20, 2021 Executive Meeting Minutes – **Mr. Morse made a motion to approve the minutes as presented, and retain all. Mr. Davis seconded, three in favor, aye. Mr. Bonin abstained from the acceptance of minutes.**

August 3, 2021 Meeting Minutes - **Mr. Bonin made a motion to approve the minutes as presented, Mr. Fitzpatrick seconded, all in favor, aye.**

August 3, 2021 Executive Meeting Minutes – **Mr. Bonin made a motion to approve the minutes as presented, and retain all. Mr. Fitzpatrick seconded, all in favor, aye.**

**9. TA Report (01:25:23):**

•TA Wojcik stated staff transitions are going well. Julie Kessler will begin working in the BOH office, Jennifer Larson will be replacing Julie in the Assessor's Office and Jennifer Couture is doing well as the Principal Clerk for the Planning Department. Principal Clerk Jennifer Couture has been tasked with working on forms for E-Permitting to try to cut the number of them down, Eve Tapper has also been assisting with this task. The vacant Community Development position was offered to someone that interviewed, in which he accepted and then denied after a couple days due to the long commute.

- RFQs' for Capital projects are in the process of being drafted by TA Wojcik for the following; designer services for Municipal Center generator and electrical, Municipal Center roof, audit services, and heating fuel for FY22.
- TA Wojcik has also spent the past couple weeks having one-on-one meetings with the municipal building staff to discuss their departments, what it's like to work here, and also get their feedback on the compensation table.
- The recent Hurricane/Tropical Storm "Henri" took a more westerly path last minute and we did not receive as severe weather as predicted earlier. The Town handled the situation properly using CodeRed to initially warn residents of flash flooding predicted for our area. Once downgraded to a Tropical Storm, the town only used the website and department social media accounts to inform residents of the upcoming/current conditions. CodeRed really should be utilized only in the event of severe weather and emergencies so people don't become desensitized to it.

**10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting (00:00:00): *no time stamp available, skipped.***

**11. Executive Session: Mr. Bonin made a motion at 8:40pm, to go into Executive Session for the purpose of Litigation, and to return to Regular Session for the purpose of adjournment, Mr. Morse seconded the motion, all in favor – aye. Roll Call Vote: Mike Fitzpatrick – aye, Tim Bonin – aye, Hal Davis – aye, Kevin Morse – aye.**

**12. Adjournment: Mr. Fitzpatrick made a motion at 9:16 pm, to leave Executive Session, and return to Regular Session for the purpose of adjournment Mr. Bonin seconded the motion, Roll Call Vote: Mike Fitzpatrick – aye, Hal Davis – aye, Kevin Morse – aye, Tim Bonin – aye.**

Respectfully submitted,



Lisa C. Freeman  
Executive Assistant