

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday September 7, 2021**

**7:00 PM**

- Call to Order
- Pledge of Allegiance
- Chairman Announcements
- Citizen's Forum

1. Hearing - Pyne Sand & Stone Co. Inc., 1 Lackey Dam Rd. - Amended Propane License Application – Possible Vote(s)
2. Road Use - Midstate Massive Ultra Trail Race 10/9 – 10/10/21 – Possible Vote(s)
3. Octoberfest - Special 1-Day Liquor License 10/2/21 – Possible Vote(s)
4. Whitinsville Fish & Game – Special 1-Day Liquor & Entertainment License 9/18/21 – Possible Vote(s)
5. Planning Board/Les Stevens - Review Warrant Items for STM– Possible Vote(s)
6. Use of ARPA Funds as MassWorks Match, not to exceed \$950,000 – Possible Vote(s)
7. Potential New Member for EDC – Steve Grogan– Possible Vote(s)
8. Review & Update Code of Conduct for Boards/Commission/Committees – Possible Vote(s)
9. Discuss Remote Meetings w/ Chairs & Legal Counsel – Possible Vote(s)
10. Approve Minutes – Possible Vote(s)
11. Town Administrator's Report
12. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
13. Executive Session
  - a. Litigation
  - b. Investigation
14. Adjournment

**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  
September 7, 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, Hal Davis, Mike Fitzpatrick, TA Matthew Wojcik, and Lisa Freeman (Executive Assistant).

•**Pledge of Allegiance (00:06)**

•**Chairman Announcements (00:26):** Mr. Morse would like to pay respects to the thirteen servicemen & women killed in Kabul Afghanistan on August 26<sup>th</sup> 2021. *A listing of their names, military affiliation, and hometowns are attached to these minutes.*

•**Citizen's Forum (02:53):** Aaron Socrat was in attendance to ask the Board to use the Town Hall flags for a 911 service he is having at Douglas Orchard & Farm on 9/11/21. There were mixed feelings from a couple of the Board members regarding proceeds that would be raised from the bands that are scheduled to play at the service. Mr. Morse asked if proceeds could be donated to a 911 fund, and Mr. Socrat stated he would be glad to donate his own personal monies. **Mr. Davis made a motion to approve the use of the flags, contingent on a donation to a 911 fund, Mr. Bonin seconded, all in favor, aye.**

**1. Hearing - Pyne Sand & Stone Co. Inc. 1 Lackey Dam Rd. – Amended Propane License Application - Possible Vote(s) (14:48):** *In the packet is a memo from Lisa C. Freeman re: public hearing was advertised, all abutters notified, all paperwork completed and fees paid, Fire Chief Kent Vinson has inspected and signed off on the application.*

Mr. Morse made a motion to open the public hearing, no abutters present, Mr. Bonin made a motion to close the public hearing. Mr. Davis made a motion to approve the LP Amended License, Mr. Bonin seconded, all in favor, aye.

**2. Road Use – Midstate Massive Ultra Trail Race 10/9-10/10/2021 – Possible Vote(s) (18:56):** *In the packet is a memo from Lisa C. Freeman, re: requested dates of race, maps, certificate of insurance, runners handbook, and notification that representatives for the race are to directly contact Douglas Police, Fire/EMS, and Highway departments to coordinate details, EMS needs, and road closures if needed. Andy Marx joined the meeting remotely to answer any questions the board may have. Mr. Bonin made a motion to approve the Road Use Request contingent upon the recommendations from the Police Chief and Fire Chief, Mr. Fitzpatrick seconded, all in favor, aye.*

**3 Octoberfest – Special 1-Day Liquor License 10/2/21 – Possible Vote(s) (25:34):** *In the packet is a memo from Lisa C. Freeman, re: abutters have been notified via certified mail, license application, approval letter from the Douglas Historical Society for property use at 283 Main Street, map of beer garden, TIP certificates for volunteers, and liquor liability insurance and proof of payment for insurance premium. Octoberfest Chairman Tony St.Pierre was in attendance to answer any questions. Mr. Davis made a motion to approve the Special 1-Day Liquor License, Mr. Bonin seconded, Mr. Davis amended his motion to approve the Special 3-Day Liquor License, Mr. Fitzpatrick seconded, all in favor, aye.*

**4 Whitinsville Fish & Game – Special 1-Day Liquor & Entertainment License 9/18/21 – Possible Vote(s) (27:26):** *Mr. Morse had to recuse himself from the meeting, as he is a member of the club. In the packet is a memo from Lisa C. Freeman, re: (2) license applications,*

*map of pavilion area, TIP certificates, certificate of liability, proof of payment, and there were no abutters to notify. Whitinsville Fish & Game Chairman Paul Boutiette was in attendance to answer any questions, concerns. Mr. Bonin made a motion to approve the Special 3-Day Liquor License and 1 –Day Entertainment License, Mr. Fitzpatrick seconded, all in favor, aye.*

**5. Planning Board – Review Warrant Items for STM – Possible Vote(s) (31:15):**

Mr. Les Stevens was in attendance to explain the warrant articles and answer any questions. The Planning Board had unanimously voted to move these forward and get them on the STM. Mr. Fitzpatrick had questions regarding a couple of the articles, Mr. Wojcik would like a planner to review, and table two of them until the next meeting. **Mr. Bonin made a motion to inform Matt of the Boards desire to approve Highway Bounds Appropriation and the Zoning By-Law Amendment for Zoning Use Regs. – Appendix A, Subsection C Change (Restaurants) proposal to be separate articles on the STM Warrant, Mr. Davis seconded, all in favor, aye.**

**6. Use of ARPA Funds as MassWorks Match, not to exceed \$950,000 – Possible Vote(s) (58:08 – 01:06:58): Mr. Davis made a motion not to exceed more than \$950,000 of ARPA funds as a MassWorks match, Mr. Fitzpatrick seconded, all in favor, aye.**

**7. Potential New Member for EDC – Steve Grogan – Possible Vote(s) (01:08:15):** After reviewing Mr. Grogan's application the Board asked him to speak a little about himself; Mr. Grogan is a 22 year resident of Douglas and is an OR Nurse at UMass, would like to make a difference in town and contribute to the growth of the community. **Mr. Bonin made a motion to accept Mr. Grogan to the EDC, Mr. Davis seconded, all in favor, aye.**

**8. Review & Update Code of Conduct for Boards/Commissions/Committees – Possible Vote(s) (01:12:06- 01:36:35):** *Town Counsel- Richard Bowen joined the meeting via phone. In the packet is an edited version of the Codes of Conduct that Mr. Wojcik prepared.* Each item was read aloud, and Mr. Bowen gave his input on each. Another edit per Mr. Bowen's suggestions will be completed and reviewed at next meeting. – **No vote taken.**

**9. Discuss Remote Meetings w/ Chairs & Legal Counsel – Possible Vote(s) (01:37:42):** *Town Counsel- Richard Bowen joined the meeting via phone, and there were a few Board/Committee Chairs in attendance.* Mr. Morse stated the School Committee continues to meet remotely and received an opinion from the Attorney General's office that stated the BOS does not have the authority to tell them they cannot meet remotely. The BOS had more power to dictate to certain boards during pre COVID regulations from the Governor's office about meeting remotely. When the Governor adopted and renewed the COVID order in June 2021, he specified that all boards can participate remotely. Once it expires (possibly January 2022), the BOS will have the authority to dictate which boards/committees can continue to meet remotely. Suggested to adopt a policy to defer discretion the board /committee chairs on the decision of members meeting remotely until the Governor's order expires. **Mr. Davis made a motion to abstain from any blanket policy restricting the use of remote participation at the discretion of the chairperson, Mr. Fitzpatrick seconded, all in favor, aye.**

**10. Approve Minutes – Possible Vote(s) (01:46:58):**

August 24, 2021 Meeting Minutes - **Mr. Morse made a motion to approve the minutes as presented, Mr. Bonin seconded, all in favor, aye.**

August 24, 2021 Executive Meeting Minutes – **Mr. Morse made a motion to approve the minutes as presented, and retain all. Mr. Fitzpatrick seconded, all in favor, aye.**

**11. TA Report (01:47:37):**

•TA Wojcik took a couple minutes to reflect on the 20<sup>th</sup> anniversary of 911.

- COVID update: Douglas is at or about 18 active reported cases. This is where we were last year during the surge and most of the cases seem to be in “clusters” of families, and neighborhoods. No policy changes anticipated at this time. CARES Act funds for PPE are still being utilized.
- The Town/FD applied for a Federal Grant - AFG (Assistance to Firefighters Grant) for a new brush truck, this application was approved and awarded to us. This will replace a 49 year old brush truck, which was an item on the FD’s Capital plan, however was not taken out of order. When these grants become available the opportunities should be taken to apply. The grant award amount was close to \$238,000 and need to start getting quotes to spec out the truck. There is a place holder on the Fall STM for the additional monies needed.
- Candidate interview for the Director of Community Development position will take place on Wednesday September 8<sup>th</sup>. Several staff members who will work directly with this candidate, as well as Chairs, Vice Chairs and other additional staff will be participate in this interview process.
- Town Meeting: TA Wojcik’s goal is to have a fairly comprehensive report to FinCom for their September 14<sup>th</sup> meeting.
- New growth is very strong and was certified at \$345,000. This has a very significant impact on the budget, not only for this year, but for next year, and going forward which is added to the levy projection. The town is in a better position financially and has the flexibility to do more things and prioritize projects.

**12. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting (01:57:06):** Mr. Davis would like to send a “shout out” to the Douglas Highway Department for the timely and efficient repairs to Orange Street, after a culvert collapse from heavy rain.

**13. Executive Session: Mr. Bonin made a motion at 8:58pm, to go into Executive Session for the purpose of Litigation and Investigation, and to return to Regular Session for the purpose of adjournment, Mr. Davis seconded the motion, all in favor – aye. Roll Call Vote: Mike Fitzpatrick – aye, Tim Bonin – aye, Kevin Morse – aye, Hal Davis – aye.**

**14. Adjournment: Mr. Bonin made a motion at 9:51 pm, to leave Executive Session, and return to Regular Session for the purpose of adjournment Mr. Morse seconded the motion, Roll Call Vote: Tim Bonin – aye, Mike Fitzpatrick– aye, Hal Davis– aye, Kevin Morse – aye.**

Respectfully submitted,



Lisa C. Freeman  
Executive Assistant