

**Board of Selectmen
Agenda
Municipal Center Resource Room
Tuesday September 21, 2021**

7:00 PM

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

1. Appointment for Capital Improvement Committee – Dick Vandenberg – Possible Vote(s)
2. Property Use Request – Soldiers Field – Omnes Films 10/11/21 – 11/01/21 - Possible Vote(s)
3. Review & Ratify Appointment of Matthew Benoit - Community Development Director
4. Personnel Board – Concerns Related to Job Descriptions – Possible Vote(s)
5. Planning Board STM Warrant Articles – 2nd Review – Possible Vote(s)
6. Fire Chief Kent Vinson – Standing Order Request for EMS Details for ALL Road Use/Races - Possible Vote(s)
7. Discussion for Amending Town Property Lines at 1 Whitin Heights and Placement on STM Warrant for November 8, 2021 – Possible Vote(s)
8. Health Insurance Policy Update – 1st Reading
9. Review Language for Personnel By-law Amendment Regarding Vacation for STM Warrant – Possible Vote(s)
- 10 Review Draft of Special Town Meeting Warrant – Possible Vote(s)
11. Review & Update Code of Conduct for Boards/Commissions/Committees – Possible Vote(s)
12. Review & Discuss Remote Meetings Regarding Policy Change(s) – Possible Vote(s)
13. Approve Minutes – Possible Vote(s)
14. Town Administrator's Report
15. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
16. Executive Session
 - a. Litigation
 - b. Interest in Real Property
17. 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 21, 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.

•**Pledge of Allegiance (00:08)**

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

•**Citizen's Forum (00:32): N/A**

1. Appointment for Capital Improvement Committee – Dick Vandenberg – Possible Vote(s) (00:40): *Mr. Vandenberg was in attendance, he is currently the Chair for the Finance Committee. Mr. Bonin made a motion approve Mr. Vandenberg's appointment to the Capital Improvement Committee for a (3) year term, Mr. Fitzpatrick seconded, all in favor, aye.*

2. Property Use Request – Soldiers Field – Omnes Films 10/11/21 thru 11/01/21 – Possible Vote(s) (02:47): *In the packet is a property use request form, and a letter from Carson Lund (writer/director) who was in attendance. Mr. Lund explained that due to additional funding recently received they were looking to push the original dates requested out to October 2022 for a 4 week duration, with the majority of filming Monday – Friday. Looking into 2022 the field may be back in use during the week, but if the town is given enough lead time we will be able to coordinate accordingly. Towards the end of filming there may be shooting 4-5 times through the night. Abutters will be notified before this happens. During filming there would be 30- 50 crew members on set, and they have asked to use the parking lot and sheds for trailers and equipment storage. They would still like to have permission to use the field for test shoots on 10/8/21 & 10/10/21 after 2pm. Mr. Davis made a motion to approve the Property Use of Soldiers Field for the film on 10/8 & 10/10/21 and in October 2022 for a 4 week duration, Mr. Fitzpatrick seconded, all in favor, aye.*

3 Review & Ratify Appointment of Matthew Benoit – Community Development Director – Possible Vote(s) (14:55): *In the packet is Matthew Benoit's application, resume, offer letter, official notice of employment acceptance, and Mr. Benoit was in attendance. The Board has (21) days from the date of notice to approve or decline the appointment, after the (21) days it will automatically be approved. Mr. Benoit's projected start date will be October 14, 2021. The interview committee unanimously, and highly recommended Mr. Benoit after the interview process. Mr. Bonin made a motion to ratify the appointment of Matthew Benoit for the position of Community Development Director and welcome him, Mr. Davis seconded, all in favor, aye.*

TA Wojcik requested a certified copy of the vote be filed with Town Clerk ~ Christine Furno.

4 Personnel Board – Concerns Related to Job Descriptions – Possible Vote(s) (21:26): *Personnel Board Chair – Kristen Stevens, Secretary BettyAnn McCallum were in attendance, and Vice Chair - Ellie Chesebrough attended remotely. Ms. Stevens had created a packet for the BOS to review (template form was not included in packet). The Personnel Board discussion was regarding not receiving job descriptions for numerous positions, and questioning whether they should dissolve the board. The current compensation table is being reviewed and TA Wojcik has been having individual meetings with department staff to gauge their thoughts on it. Suggested to edit the*

role of the Personnel Board, re-evaluate their scope of duties and revisit at the November 2, 2021 BOS Meeting. **No vote taken.**

5. Planning Board –STM Warrant Articles – 2nd Review– Possible Vote(s) (44:30 – 01:22:40):
Mr. Les Stevens was in attendance. - No vote taken.

At 7:59pm Chairman Kevin Morse had to excuse himself from the meeting, Vice Chairman Tim Bonin took over.

6. Fire Chief Kent Vinson – Standing Order Request for EMS Details for ALL Road Use/Races (01:22:45): *In the packet was a memo from Fire Chief Kent Vinson; re: EMS details become a standing order for all races. Chief Vinson was in attendance to explain and answer questions.* Chief Vinson explained that several of the races/road use requests have gone without EMS details, even when the race event coordinators are requesting police details. He believes this standing order is in the best interest of public safety. Since most of these events are non-profit organizations the question was asked if DCR Gate fees could help pay for the details. Those monies were used for Capital items and Town Accountant - Jeanne Lovett did not feel that it should be utilized for details. She suggested double staffing the ambulance for the day, and that is usually left up to department head to make that decision. **Mr. Fitzpatrick made a motion not to support the Fire Chief in his request, Mr. Davis seconded, all in favor, aye.**

7. Discussion for Amending Town Property Lines at 1 Whitin Heights and Placement on STM Warrant for November 8, 2021– Possible Vote(s) (01:32:59): *Mr. Bob Pace (Builder) was in attendance, and provided maps of the property/lines in question. Mr. Fitzpatrick made a motion to amend the town property line at 1 Whitin Heights and place on STM Warrant for November 8, 2021, Mr. Davis seconded, all in favor, aye.*

Once voted on at town meeting, it will be recorded with the Registry of Deeds.

8. Health Insurance Policy Update – 1st Reading (01:37:42): *In the packet is a draft of the amended Town of Douglas Health Insurance Policy from TA Wojcik. Some technical amendments were made and won't be finalized until 11/2, the amended draft has been sent to the insurance underwriter for review. There will be 2-3 more readings over the next couple months. - No vote taken.*

9. Review Language for Personnel By-law Amendment Regarding Vacation for STM Warrant – Possible Vote(s) (01:39:41): Nothing to review, TA Wojcik still working on amendments. – **No Vote taken.**

10. Review Draft of Special Town Meeting Warrant – Possible Vote(s) (01:41:30): More information needed for a few of the Articles. The BOS will have a final draft for review on October 5th and will close the warrant on that date. FinCom will be meeting on October 12th.

11. Review & Update Code of Conduct for Boards/Commissions/Committees- Possible Vote(s) (01:45:48): - Passed over, no vote taken.

12. Review & Discuss Remote Meetings Regarding Policy Change(s) – Possible Vote(s) (01:45:58): - Passed over, no vote taken.

13. Approve Minutes – Possible Vote(s) (01:46:13): - Passed over, no vote taken.

14. TA Report (01:47:22):

•Site walk for engineering proposals for Generator/Electrical Municipal Center Project. RFQs' are due by Monday September 27th at noon.

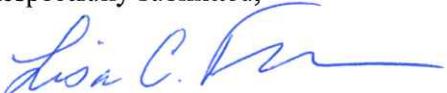
•Road Salt Contracts are out and costs are up 30%. Also waiting for MADOT to publish their hourly rates for plowing, we will not announce ours until we know their rate because we need to be competitive with the DOT rate in order to retain our people.

15. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting (01:48:56): Mr. Mike Zwicker of 46 Oak Street wanted to discuss the (2) hour window for meetings, and etiquette that was discussed at a prior BOS meeting. He is concerned that that a (2) hour limit, especially for the Planning Board is unrealistic due to public hearings. TA Wojcik explained that at the (2) hour mark of a meeting all that has to be done is to take a vote and would be left up to the Chair's discretion.

16. Executive Session: Mr. Bonin made a motion at 9:00pm, to go into Executive Session for the purpose of Litigation and Interest in Real Property, 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, Hal Davis – aye.

17. 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. Fitzpatrick seconded the motion, Roll Call Vote: Hal Davis – aye, Mike Fitzpatrick– aye, Tim Bonin– aye.

Respectfully submitted,



Lisa C. Freeman
Executive Assistant