

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday January 4, 2022**

**7:00 PM**

- Call to Order

- Pledge of Allegiance

- Chairman Announcements

- Citizen's Forum

1. ZBA Alternate Appointment / James P. Palmer Jr. – Possible Vote(s)
2. Personnel Policies & Procedures Amendment / Military Leave  
3<sup>rd</sup> Reading – Possible Vote(s)
3. Town Vehicle Use 1<sup>st</sup> Reading
4. FD MOU / Fire Academy Attendants – Possible Vote(s)
5. Soldiers Field Use Revised Movie Contract – Possible Vote(s)
6. Authorization for TA to Sign Lease for Industrial Communications/Radio Project – Possible Vote(s)
7. Approve Minutes – Possible Vote(s)
8. Town Administrator's Report
9. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
10. Executive Session
  - a. Collective Bargaining
  - b. Investigation
11. 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  
TUESDAY JANUARY 4, 2022

**Attendance:** Tim Bonin, Mike Fitzpatrick, Harold Davis (remote), Matt Wojcik Town Administrator, and Lisa Freeman Executive Assistant.

**Absent:** Chair Kevin Morse – excused, Vice-Chair David Cortese – excused.

**Tim Bonin (filling in for Chair Kevin Morse) opens meeting at 7:00 PM.**

**(0:17) Chairman Announcements:** The Chair is absent so there are none.

**(0:22) Citizen's Forum:** NONE

**(0:25) Pledge of Allegiance**

**(0:45) 1. ZBA Alternate Appointment / James P. Palmer Jr. – Possible Votes**

Mr. Palmer is present at meeting, he is a vocational school teacher, was a contractor for years and has the background needed for the position. Mr. Palmer teaches building and property maintenance and has lived in town for about 15 years.

**(1:53) Motion to appoint Jim Palmer for a 3 year term as an alternate on the Zoning Board of Appeals** made by Mike Fitzpatrick, seconded by Harold Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin and Harold Davis.

**(2:49) 2. Personnel Policies & Procedures Amendment / Military Leave 3<sup>rd</sup> Reading – Possible Votes**  
Board will hold off on vote until the next meeting due to the absent board members.

**(3:49) 3. Town Vehicle Use Policy Amendment 1<sup>st</sup> Reading**

TA Wojcik is presenting tonight and would like to clear up an error and is stating that the Town of Douglas does have a vehicle use policy. It was designed to address the IRS fringe benefit triggers and the Town doesn't want to create taxable benefits for employees. Therefore, there is pre-existing language that cannot change in the policy which are:

- The employee is listed as on-call, or on-call 24-7.
- Frequent emergency availability.
- Employee has been issued a pager or other communication device.
- Emergency or other equipment is contained in the vehicle and not within a town facility.

TA Wojcik is looking to give this authorization to 3 employees at the moment. The Highway Superintendent, the working foreman for Highway, and the Assistant Chief at the Fire Department. There will be 2 more readings of this policy amendment.

**(11:19) 4. FD MOU / Fire Academy Attendants – Possible Votes**

TA Wojcik would like to defer comments to Fire Chief Kent Vinson who joined the meeting remotely. This past spring it was bargained that an employee that was a paramedic and did not have FF I/II Certification would be required to go to the Massachusetts Fire Academy for the 10 week recruit program. Management and the Union agreed in supporting a higher level of physical training, physical fitness and preparedness for the job.

**(27:40) Motion to approve the Fire Department MOU as written made by Mike Fitzpatrick, seconded by Harold Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin and Harold Davis.**

**(28:14) 5. Soldiers Field Use Revised Movie Contract – Possible Votes**

Board will wait to do a final review of Attorney Rich Bowen's comments on the drafted contract to make a determination next meeting. No vote taken.

**(29:17) 6. Authorization for Town Administrator to Sign Lease for Industrial Communications/Radio Project – Possible Votes**

Industrial Communications owns the tower on the Webster/Douglas line on route 16, which is a cable tv tower used to broadcast updates to people's cable tv equipment. They rent space on their towers for public safety radio and the town needs this tower to be one of their two microwave enabled locations to enhance our ability to communicate with each other on side of town. The contract has been reviewed by Attorney Bowen thoroughly and he was comfortable with it, it is \$800/month.

**(32:33) Motion to authorize Matt Wojcik to sign lease made by Harold Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Tim Bonin and Harold Davis.**

**(32:54) 7. Approve Minutes – Possible Votes**

Board will hold off on approving minutes until next meeting when the rest of the board is present.

**(33:33) 8. Town Administrator's Report**

COVID updates: We are encouraging people to wear masks in town buildings. The new variant is not as debilitating as the first round and you only have to quarantine for 5 days, so the town is not really making major alterations to town government. The school superintendent would like to go forward "business as usual" as well.

Cedar Street Bridge Project: The Board was given an update letter in their package from GPI the engineering firm doing the Cedar Street Bridge Project. The recommendation from GPI to the town is that we do not attempt to finish this project and open the bridge until the weather gets warmer. TA Wojcik would like to adhere to the recommendations given to them and asks the boards opinion. The board agrees with holding off on the project to be finished in the spring.

MIIA Risk Management: The towns property and casualty coverage is 494k for 3 years and we have had submitted claims paid of one million six hundred eight-seven thousand dollars. The 3-year loss ratio is 341%, and MIIA is concerned about the size and the frequency of our claims. There are mandatory recommendations which the town must do; (1) Implementation of a maintenance protocol for fuel oil tank systems, inspections, routine maintenance, and an in-depth investigation of all the towns assets. (2) Implement a formal written program that includes scheduled maintenance inspections for buildings, utility systems, and a protocol to help prevent property water loss due to mechanical failures.

Municipal Center Fuel Spill: TA Wojcik received a report late this afternoon so he hasn't had a chance to ask questions, and doesn't feel comfortable distributing the report until he can do that. We have our initial groundwater monitoring results for the fuel oil spill in the basement of the Municipal Center. The test limits for 3 different substances in one of the wells was over the limit by a lot, so this will be an ongoing process for a while.

Electrical Vehicle Charging Stations: The electrical vehicle charging stations were completed today for the installation outside, the final step is to fire up the software and establish terms of payment and rates which will be the Board of Selectmen's decision to make.

TA Wojcik is in the process of posting several procurements this month to get projects started for the spring. There will be a walk-through of the Municipal Center for the electrical needs project because the

contract was awarded and the work is going to begin. The procurement process for the library plastering and the gym windows will occur within the next month.

EDA Grant: The process is ongoing, tedious and complicated. Trying to get the application in this month so a decision can be made by March.

**(58:15) 9. Topics not reasonably anticipated 48 hours in advance of the meeting**

Hal Davis suggests that at every annual town meeting we present a state of the town address to update the town on major issues and progress of the town. Matt is onboard with that and the Board agrees as well and will discuss again at future meetings.

**(1:04) 10. Motion to move into Executive Session for the purpose of Collective Bargaining and Investigation and to leave Executive Session for the purpose of adjournment made by Tim Bonin, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin and Harold Davis.**

**11. Adjournment:** Mr. Davis made a motion at 8:30 pm to leave Executive Session and return to Regular Session for the purpose of adjournment. Mr. Fitzpatrick seconded the motion. Roll call vote - Mike Fitzpatrick, Tim Bonin, and Hal Davis.

Respectfully Submitted,

  
Stephenie Gosselin  
Recording Secretary