

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday January 18, 2022**

**7:00 PM**

- Call to Order
  - Pledge of Allegiance
  - Chairman Announcements
  - Citizen's Forum
1. Executive Session
    - a. Collective Bargaining – Joint meeting with School Committee Negotiations Subcommittee & FinCom

**8:00PM**

2. Discuss STM Articles – Possible Vote(s)
3. Vote - Letter of Commitment in Support of EDA Grant Application
4. Review & Ratify CMRPC Contract for Group Purchase of COVID-19 Rapid Testing Kits (ARPA Funds) – Possible Vote(s)
5. Accept Donation from Scannell Properties in support of Economic Development Costs; Town Accountant to Establish Gift Account – Possible Vote(s)
6. Personnel Policies & Procedures Amendment / Military Leave Final Reading – Possible Vote(s)
7. Personnel Policies & Procedures Amendment / Vehicle Use 2<sup>nd</sup> Reading
8. Soldiers Field Use / Revised Movie Contract – Possible Vote(s)
9. Approve Minutes – Possible Vote(s)
10. Town Administrator's Report
11. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
12. Executive Session
  - b. Interest in Real Property
  - c. Investigation
  - d. Litigation
13. Adjournment

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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  
TUESDAY JANUARY 18, 2022

**Attendance:** Chair Kevin Morse, Tim Bonin (remote), Mike Fitzpatrick, Harold Davis (remote), Matthew Wojcik Town Administrator, Lisa Freeman Executive Assistant

**Absent:** Vice Chair David Cortese – excused.

Chair Kevin Morse called meeting to order at 7:10 PM

(0:07) Pledge of Allegiance

(0:32) Chairman Announcements: NONE

(0:36) Citizen's Forum: NONE

(0:50) Finance Committee called to order by Chair Dick Vandenberg at 7:11 PM

**Attendance:** Chair Dick Vandenberg, Carol Gogolinski, Lynne Mussulli, Phil Landry, Howard D'Amico, and Jeanne Lovett Town Accountant.

(1:50) School Committee called to order by Heather Morin at 7:12 PM

**Attendance:** Heather Morin, Paul Viera School Superintendent, Matt Wojcik Town Administrator.

**1. Executive Session**

- a. Collective Bargaining - Joint meeting with School Committee Negotiations Subcommittee and Finance Committee.

(3:09) Motion for Finance Committee to move into Executive Session for the purpose of Collective Bargaining made by Phil Landry, seconded by Carol Gogolinski (remote). Roll call vote – Dick Vandenberg, Carol Gogolinski, Phil Landry, Lynne Mussulli and Howard D'Amico in favor.

(3:52) Motion for School Committee to move into Executive Session for the purpose of Collective Bargaining made by Heather Morin, seconded by Paul Viera. Roll call vote - Heather Morin, Paul Viera, and Matt Wojcik all in favor.

(4:25) Motion for Board of Selectmen to move into Executive Session for the purpose of Collective Bargaining and return to the Open Session made by Tim Bonin, seconded by Harold Davis. Tim Bonin would like to add out of an abundance of caution and on the advice of the Attorney General's ethics committee because his sister-in-law is a member of the negotiating team Tim is recusing himself from all discussions related to this matter, and will rejoin for Open Session. Roll call vote - Kevin Morse, Mike Fitzpatrick, and Harold Davis all in favor.

Motion for Finance Committee to leave Executive Session made by Howard D'Amico, seconded by Lynne Mussulli. Roll call vote – Dick Vandenberg, Lynne Mussulli, Carol Gogolinski, Phil Landry, all in favor.

Motion for School Committee to leave Executive Session made by Heather Morin, seconded by Paul Viera. Roll call vote – Heather Morin, Paul Viera, and Matt Wojcik, all in favor.

Motion for Board of Selectmen to leave Executive session and return to Regular Session made by Mike Fitzpatrick, seconded by Kevin Morse. Roll call vote – Mike Fitzpatrick, Kevin Morse, and Harold Davis, all in favor.

(5:26) 2. Discuss STM Articles – Possible Vote  
Passed over

(5:39) 3. Vote – Letter of Commitment in Support of EDA Grant Application:

Town is pursuing an EDA Federal Grant for the extension of sewer to the Scannell building on the other side of 146 and to upgrade the water mains on NE Main Street. Scannell will be paying for some of the engineering as they have been requested to. The EDA must have a voted firm commitment from the Board of Selectmen that says they understand the 20% matching requirement and are committed to covering it with available resources. Cannot use federal funds so Mass Works will be used as a match. The amount of MassWorks grant money requested is \$828,313 out of the three-million-dollar grant.

(6:44) Motion to authorize Matt Wojcik to write a letter of commitment in support of the EDA Grant application not to exceed \$828,313 made by Mike Fitzpatrick, seconded by Harold Davis. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(7:55) Matt Wojcik would ask the board to authorize Chairman Morse to sign the letter of commitment on the board's behalf

(8:17) Motion to allow the Chairman Kevin Morse to sign on the boards behalf made by Mike Fitzpatrick seconded by Harold Davis. Roll call vote - Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(9:05) 4. Review & Ratify CMRPC Contract for Group Purchase of COVID-19 Rapid Testing Kits (ARPA Funds) – Possible Votes

The town's allotment through the Department of Public Health has been about 300 tests per month and town uses on average 150 a week. The Central Massachusetts Regional Planning Commission can get us a couple hundred tests with left over grant money. They approached Matt about this late Wednesday, with a deadline of Friday 10 AM about doing a group purchasing to lower costs. There was not enough time to schedule a meeting, and have it posted so he made a decision to sign the town up for \$15k worth of test kits. He has confirmed that the spending is eligible with ARPA funds so the taxpayer will not be paying for the costs of the test kits. That is the contract Matt is asking the board to ratify tonight. The town is also a health insurer, and we self-insure those employees who are enrolled in our health plan. The Federal mandate was issued that the insurance companies must cover the cost of COVID tests the town was on the hook to provide 8 tests a month with no cap on the cost of the tests. The towns of Webster, Dudley-Charlton School District, and the Town of Douglas met as a trust to buy tests to give to our members for free to save money, so as a group we made a second purchase for about \$15k. The money came out of the trust fund that the town had already put into its insurance program.

(18:10) Motion to ratify the contract for the group purchase of the COVID test kits using the ARPA funds made by Mike Fitzpatrick, seconded by Tim Bonin. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(19:00) 5. Accept Donation from Scannell Properties in support of Economic Development Costs; Town Accountant to Establish Gift Account – Possible Votes

Matt is asking the Board to make an approval contingent upon water commission support so when they take their vote, we would be able to pay this bill (\$33,900) without any further meetings due to the time sensitivity. In the future the Water Commissioners will interact with the private partners and establish what the contribution will be, the check will go to the town and be put in the vault. The water commission will accept the donation of behalf of the town then ask the Select Board for approval to spend it for a bill that has been submitted.

(22:31) Motion to authorize the use of the funds received contingent on the approval from the Water Commissioners to accept the donation to pay for the engineering costs associated with the Scannell Project made by Mike Fitzpatrick, seconded by Harold Davis. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(23:16) 6. Personnel Policies & Procedures Amendment / Military Leave Final Reading – Possible Votes  
There are no changes since the previous readings.

(23:30) Motion to approve the Personnel Policies & Procedures Amendment as it pertains to Military Leave made by Mike Fitzpatrick, seconded by Tim Bonin. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(24:12) 7. Personnel Policies & Procedures Amendment / Vehicle Use 2<sup>nd</sup> Reading

One change has been made since last reading, changing family members to non-employees shall not not be transported in town vehicles.

(25:38) 8. Soldiers Field Use / Revised Movie Contract – Possible Votes

Lisa has not heard back from Attorney Bowen about the changes proposed to the contract. Board will table discussion until Attorney Bowen has reviewed the contract and gotten back to the board. The question raised at the last meeting about the rating of the movie, Tim Bonin did speak with the director and thinks maybe PG or PG-13 rating.

(29:04) 9. Approve Minutes – Possible Votes

(29:49) Motion to approve the Special Agenda meeting minutes of December 20, 2021, made by Tim Bonin, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(30:49) Motion to approve the December 21, 2021, meeting minutes made by Tim Bonin, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(31:23) Motion to approve and retain the December 21, 2021, and January 4, 2022, Executive Session minutes made by Tim Bonin, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.

(31:55) 10. Town Administrator's Report

COVID Testing - If you are a Senior Citizen and you are covered by Medicare or buy a Medicare supplemental plan your plan does not cover COVID testing. Matt would like to encourage elders to reach out to the Adult Social Center through Patrice Rousseau if you would like to receive a free test.

Economic Development - The projects the town is engaged in will have bid documents circulating shortly for the pipes, valves and appurtenances. Our supply contract hit a snag because none of the suppliers of Ductal Iron Pipe believes they can meet a deadline in late spring. We are going to re-post the bid because there is no time to amend it, we have rejected all first round bids because they were made contingent on an extension of the timeline which will not be accepted.

EDA Grant Application - Bob has been working on the EDA application and hoping to get it in by next week, the application is 3.3 million (total application is 4.2, 80% is the grant).

Budget - Matt would just like to stress to the Boards (Select Board and Finance Committee) that the decisions the town makes over the next couple years for the budget, will pave the path for the next 20-30 years for town and would hopefully eliminate the need for overrides. To avoid back forth and confusion, Matt will not finalize his numbers until the Finance Committee has finished interviewing

the departments. Matt is asking the Board to decide on the process for the budget over the next two weeks. The focus up front is agreeing that there is a revenue number that we want to balance with the budget and proceed from there with the budget process. The board agrees that it makes sense for Matt to go before the Finance Committee and talk about the wants and needs of town departments before he puts all his budget numbers together so the Finance Committee has a better understanding of the needs.

**11. Open Session for Topics not Reasonably Anticipated 48 Hours in Advance of the Meeting  
Passed Over**

**12. Executive Session:**

**Motion made at 8:38 PM to enter Executive Session for the purpose of Interest in Real Property, Investigation, and Litigation, and to leave Executive Session for the purpose of adjournment made by Tim Bonin, seconded by Kevin Morse. Roll call vote – Mike Fitzpatrick, Kevin Morse, Tim Bonin, and Harold Davis in favor.**

**13. Adjournment:**

**Motion made at 9:10 PM to leave Executive Session and return to Regular Session for the purpose of adjournment made by Kevin Morse, seconded by Tim Bonin, all in favor. Roll Call vote – Kevin Morse-aye, Mike Fitzpatrick – aye, Tim Bonin – aye, Hal Davis - aye.**

**Respectfully Submitted,**

  
**Stephenie Gosselin  
Recording Secretary**