

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday February 1, 2022**

**7:00 PM**

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

1. Public Hearing for Pole Petitions on Oak Street & West Street – Possible Vote(s)
2. DOT Truck Exclusions Update from PD & Highway – Possible Vote(s)
3. Review & Approve Retail Marijuana License Renewal for Capital Cannabis Community Dispensary – Possible Vote(s)
4. Personnel Policies & Procedures Amendment / Vehicle Use Final Reading – Possible Vote(s)
5. Discussion on Augmentation of Town Counsels' Role in Relation to Economic Development – Possible Vote(s)
6. Discussion on Forming ADA Compliance Committee – Possible Vote(s)
7. Open Warrant for May 2, 2022 Town Meeting – 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. Collective Bargaining
  - b. Interest in Real Property
  - c. Investigation
  - d. Litigation
12. Adjournment

---

For Remote Participation Video Conferencing and Screen Sharing go to:

<https://spaces.avayacloud.com/spaces/5f9987c5eb92adfe8cd27f86>

Dial in Number, +1 855-378-8822 US (Toll Free), Space ID: 366-242-115, Password: 123456

If you do not have a camera and microphone on your computer, you will be prompted to dial in and will default into the browser as a screen share only participant. There is no client required for people to participate, all they need to do is go to the URL listed above or Dial In via the 855 number and enter the Meeting ID

*Note: Times are estimates unless denoted as a Hearing.*

*The Town of Douglas is an equal opportunity provider and employer.*

BOARD OF SELECTMEN  
TUESDAY FEBRUARY 1, 2022  
MEETING MINUTES

**Attendance:** Chair Kevin Morse, Vice Chair David Cortese, Tim Bonin, Mike Fitzpatrick, Hal Davis (remote), Matt Wojcik (Town Administrator), and Lisa Freeman (Executive Assistant).

Chair Kevin Morse opened meeting at 7:03 PM

**(0:08) Pledge of Allegiance**

**(0:42) Chairman Announcements:**

Kevin would like to acknowledge John Furno and the Highway Department crew for their efforts with the roads during the snowstorm.

**(1:00) Citizen's Forum:**

NONE

**(1:10) 1. Public Hearing for Pole Petitions on Oak Street & West Street – Possible Votes**

**(2:38) Open Public Hearing for West Street Pole Petition WR30026450 A, B, and C.**

Michael Fraser from National Grid is present at meeting. The pole petition is for relocating pole 52 on West St., relocating pole 40 on West St., installing pole 43-50 on West St., and relocating pole 44 on West St. Resident Justin Whitney of 134 West Street joined remotely and asked if there will be any guidelines on the pole, Michael Fraser responded that there will be a 20-foot anchor.

**(7:40) Motion to close the Public Hearing made by Tim Bonin, seconded by David Cortese, all in favor.**

Roll call vote: Fitzpatrick - aye, Bonin - aye, Morse - aye, Cortese-aye, Davis - aye.

**(8:05) Motion to accept the petitions for the poles on West Street made by David Cortese, seconded by Tim Bonin, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(8:32) Open Public Hearing Oak Street Pole Petition WR26791854 A, B, and C.**

Michael Fraser from National Grid is present at meeting. The pole petition is for installation of pole P5-50, relocation of pole P6 on South side of Oak St., relocation of pole P8, installation of pole P8-50, relocation of pole P9 on North side of Oak St., installation of pole P9-50, pole P10-50 on South side of Oak St. East of Parker Rd. Resident Mike Zwicker (46 Oak St.) is in attendance at meeting and asked where the poles will be going on the properties. Mike Fraser from National Grid did not have the addresses on the maps for Oak Street and was unable to answer that question. The Board will put the Oak Street pole petition on hold until they know exactly which property addresses this will affect. Shirley Mosczynski (60 Oak St.) joined the meeting remotely with some questions and would also like to see the spots marked where the new poles are going and where poles are being relocated.

**(21:17) Motion to close the Public Hearing and continue the Oak Street Pole Petition made by Tim Bonin, seconded by David Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(21:52) 2. DOT Truck Exclusions Update from PD & Highway – Possible Votes**

John Furno (Highway Superintendent) and Nick Miglionico (Police Chief) present at meeting to update Board with Octoberfest traffic findings. John Furno contacted Joseph Frawley (state traffic engineer for our region) from Mass DOT. John Furno relayed the truck detour discussion and issues and Joseph.

Frawley said the Board has a right to shut the roads down, but highly recommends that we provide an alternate route for the trucks. Mr. Frawley suggests utilizing signboards on 395 and 146. Mass DOT would come and help with some setting up for the Octoberfest, but as far as detouring traffic the Douglas police would still have to do details within town. John Furno and Chief Miglionico are going to set up a meeting with Mr. Frawley from Mass DOT to sort out details.

**(31:23) 3. Review and Approve Retail Marijuana License Renewal for Capital Cannabis Community Dispensary – Possible Votes**

Board will move item to later in the agenda to see if Theresa Matteson comes to the meeting, or joins remotely.

**(32:25) 4. Personnel Policies & Procedures Amendment / Vehicle Use Final Reading – Possible Votes**

There was an edit made in Section C. Rules Governing Use #2. Changing family members to non-employees shall not be transported in Town vehicles.

**(33:27) Motion to accept the personnel policies and procedures amendment for vehicle use made by Tim Bonin, seconded by David Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(34:13) 5. Discussion on Augmentation of Town Counsel's Role in Relation to Economic Development – Possible Votes**

Discussion on getting additional counsel / firm for big extended projects and keeping Attorney Bowen on for town meetings and smaller issues. This will have to go to Special Town Meeting on May 2<sup>nd</sup> to have the funds transferred for this position.

**(42:04) Motion to authorize Matt to move forward in seeking additional town counsel made by Mike Fitzpatrick, seconded by Tim Bonin, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(42:30) 6. Discussion of Forming an ADA Compliance Committee – Possible Votes**

This Article (#13) was voted on and approved at the November 14, 2020 Special Town Meeting to adopt MGL Chapter 40, Section 8J. The Board will put the word out about volunteers needed for the ADA Compliance Committee which will consist of at least 5 people and no more than 13. **No vote taken.**

**(50:26) 3. Review & Approve Retail Marijuana License Renewal for Capital Cannabis Community Dispensary – Possible Votes**

Teresa Matteson (owner) joined remotely to discuss the license. Current license is for Sunday thru Wednesday 10 AM to 8:30 PM and Thursday thru Saturday 9 AM to 8:30 PM. Ms. Matteson would like to amend the license hours to 8 AM to 10 PM Monday thru Sunday. Mr. Fitzpatrick requests that a current certificate of insurance is needed because what they have currently is an endorsement page. Lisa Freeman will check the file, as she believes it was in the file but not included in the Boards' packet.

**(1:00:21) Motion to approve the license renewal with the adjustment to the operating hours from 8 am to 10 pm contingent upon the certificate of insurance made by Tim Bonin, seconded by Dave Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(1:01:31) 7. Open Warrant for May 2, 2022 Town Meeting – Possible Votes**

**(1:01:53) Motion to open warrant made by Tim Bonin, seconded by David Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(1:02:42) Motion amendment to also open the Special Town Meeting made by Tim Bonin, seconded by David Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

**(1:03:12) 8. Approve Minutes – Possible Votes**

**(1:02:48) Motion to approve meeting minutes from January 4, 2022 and January 18, 2022 made by Kevin Morse, seconded by Tim Bonin. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Davis-aye. David Cortese abstains.**

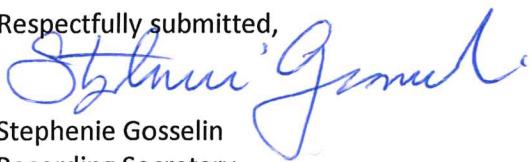
**(1:04:38) 9. Town Administrator's Report**

- Emails with forms and instructions for department heads to begin participating in the capital budgeting process were sent out.
- The Highway Department has spent about \$197,000 out of the snow and ice account and will be asking for early approval of deficit spending in snow and ice.
- TA Wojcik will begin working on the budget process utilizing SharePoint with department heads, FinCom and Boards & Committees.
- The Cherry sheet is out and the trend looks like the school choice in is slightly down, school choice out is down, and the census is slightly down at BVT.
- TA Wojcik is Chairman of the health insurance purchasing group, and they have voted to accept the Town of Oxford as a full member. The Town of Douglas now represents four entities with retirees for a total of 3,800 retirees covered. If we get to 5,000 we can win another year of rate cap from the carrier. A couple things we will add to the town's health insurance offering to employees is:
  1. An application referred to as health blue book, which is an artificial intelligence driven algorithm number crunching process that assesses both the quality of outcomes and the cost of care.
  2. Looking to add a specialty group called Brightline, focused on pediatric mental health.
- There will be a lot of procurements posted over the next week for various projects. We have started receiving competitive proposals back for the electrical work at the fire station, and we will be opening the second round of bids for pipes, valves, appurtenances associated with the economic development project.

**(1:32:56) 11. Executive Session**

**Motion to move into Executive Session for the purposes of Collective Bargaining, Interest in Real Property, Investigation and Litigation and then to leave Executive Session for the purpose of adjournment made by Tim Bonin, seconded by David Cortese, all in favor. Roll call vote: Fitzpatrick-aye, Bonin-aye, Morse-aye, Cortese-aye, Davis-aye.**

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary