

**Board of Selectmen
Agenda
Municipal Center Resource Room
Tuesday June 7, 2022**

7:00 PM

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

1. Board of Selectmen Reorganization

7:10 PM (Residents/Public encouraged to attend for agenda item #2)

- 2. Discuss ARPA Funds Spending Proposals – Possible Votes
- 3. Review & Discuss Highway Dept. FY23 Paving Plan – Possible Votes
- 4. Discuss PS & Highway Needs Reports & Next Steps – Possible Votes
- 5. Review & Approve Revised Code of Conduct for Boards, Commissions, & Committees – Possible Votes
- 6. Review Annual Appointments – Possible Votes
- 7. Discuss Reappointment of Land Counsel – Possible Votes
- 8. Review & Discuss TA Evaluations – Possible Votes
- 9. Approve Minutes – Possible Votes
- 10. Town Administrator's Report
- 11. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
- 12. Executive Session
 - a. Collective Bargaining
- 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.

APPROVED
JULY 5, 2022

BOARD OF SELECTMEN
TUESDAY JUNE 7, 2022
MEETING MINUTES

Attendance: Vice Chair David Cortese, Tim Bonin, Mike Fitzpatrick, Hal Davis, Matt Wojcik Town Administrator, and Lisa Freeman Executive Assistant.

Absent: Chair Kevin Morse

(0:04) Call to Order

(0:14) Pledge of Allegiance

(0:34) Chairman Announcements: NONE

(0:36) Citizen's Forum: NONE

(0:45) 1. Board of Selectmen Reorganization

Board will pass over until all members are present.

(0:55) 2. Discuss ARPA Funds Spending Proposals – Possible Votes

Board will pass over until the time is 7:10 PM

(1:22) 3. Review & Discuss Highway Dept. FY23 Paving Plan – Possible Votes

Adam Furno joined to present the plan. The budget was \$700,246.73, they received \$360k from Chapter 90, \$360k from town meeting, \$254,557 from WRAP funds (Winter Recovery, Assistance Program) for a total of 1,674,803 after July 1st. John Furno and Adam Furno recommend to pave Cemetery Street, Vine Street (on the Pine Street end and SE Main Street end). A few years back the middle of Vine Street was already paved. Also pave NW Main Street from Oak Street to Ridge Trail, SW Main Street to the grand trunk, crack seal Webster Street, SW Main Street and Cross Street. Highway is estimating to have around \$565k left and are hoping that can go towards the Depot Street culvert, or other repairs that need to be done. Mr. Furno also stated that the pavement management study will have to be updated next year to the new standards. The engineer's bid was \$65,200. John Furno explained that South Street was left off their recommendations because there are some drainage issues and some neighbors are in disagreement over where the drain water goes. They want the issues with the neighbors to be rectified before proceeding with the paving.

(8:55) Motion to accept the engineering for a total of \$65,200 made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

(9:20) Motion to accept the paving as presented for FY23 made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

(10:42) 2. Board will go back to item number 2 on the agenda ARPA Funds Spending Proposal

TA Wojcik state that when the town does receive all the ARPA funds it will total about \$2.7 million. There are two proposals from the Town Administrator, which coincides with one from the school department, eight for public building maintenance, multiple for fire department, two for the town clerk, and one from BCBS National Fitness Campaign. TA Wojcik stated that now it would be in the Boards hands to sort out the proposals and prioritize them because the town will not have enough money to fund all the proposed projects with the ARPA funds. Fire Chief

Vinson and Assistant Fire Chief Kelly Manning joined the table to go over the Fire Departments project proposals. Chief Vinson stated to the Board the statics of the psychiatric calls from 2018 to present, and that they have doubled in the last four years and still rising. Chief Vinson and Police Chief Miglionico would like to team together and would like to request the special equipment and gear for his employees for the NFPA 3000, active shooter hostile environment response gear which is estimated at about \$1,200 per employee. The Board asked the Chief if he had a number of people that he wanted to be equipped with this gear. Chief Vinson responded that initially he would like two sets on each ambulance, outfit all the full timers, four sets on the Engine, and then start buying maybe four sets a year. The Board asked if there is a possibility of funding from the Federal Government. Assistant Chief Manning stated that there is an EMPG grant for about \$3,000 that could cover a couple of sets, and there is also a Homeland Security Grant that the town could apply for but those are usually done regionally.

(28:45) Bob Sullivan with Water/Sewer Department joined the meeting and had four different projects that he had given a write up on.

- One is the water main project, which is the water main from Franklin Street to the Church Street tank and he had put an application in to SRF to get money but didn't make the cut. That project was about 7.5 million from the engineering estimates and is the main artery to the town water system.
- Second is to provide sewer service up to where the Highway Department is. Mr. Sullivan stated that if they used the enterprise funds, they would never be able to recoup them. This project is estimated at about 2.5 million.
- Third project is lining some of the sewer system pipes. This project is about 12 miles of pipe, doing half the project would cost an estimated 2 million to line 6 miles of pipe. Mr. Sullivan would ask for around \$500k from the ARPA funds.
- Fourth project is the water main on Depot Street. The value on this project was around 2 million.

(41:55) Mr. Wojcik would like to add to the Chief Vinson's comments on the Fire Station HVAC. It is recommended that a mechanical engineer design the heating and ventilation system at the same time as the other projects of the standby generator and replacement of the electrical system so that the electrical engineer is incorporating the load for the HVAC system in their plans for the electricity for the building.

(44:33) Town wide phone and security system and Superintendent Vieira's request for a camera security system for the buildings comes together as one discussion and dovetails with the public safety radio project. The town was required to build out a dedicated circuit on fiber (a 10-megabyte service) at all the buildings and the majority of those megabytes will not be used so it would be to the town's advantage to upgrade the schools phone system at the same time as the town hall with the same vendor. The school would be in an intercom system with the town instead of having to call out, and they could share the backups and security along with other things.

(50:15) Adam Furno is present to discuss the building maintenance projects for the use of ARPA funds.

- He also has the sewer line up to the Highway Garage that Mr. Sullivan has on his. Currently the Highway Dept. has a cesspool, and the Fire Station has had issues in the past with their septic system.
- The AC units at the Municipal Center and duct work that needs replacing.
- The sewer main for the Municipal Center.
- The elevator wing roof.
- Adult Social Center adding sprinklers to the building.

- The plumbing to the sinks on the second floor of the Municipal Center.
- Mr. Forno is also concerned about the amount of paper storage files on the second floor and the weight of it. He would like to look into a scanning system to get rid of that issue.
- Municipal Center key system.

(56:15) Town Clerk projects for ARPA fund use. TA Wojcik will speak to the Town Clerk's memo

- Creating a vault in the old locker room in the gymnasium. That space meets the state requirements and would probably be the most cost-efficient solution for the town. It would also protect the old documents of the town that cannot be scanned into a system.
- Climate control for the Clerk's storage room. Having the vault down in the locker room with climate control would allow the clerk to have all her documents in one area and it would open room up on the main floor.

(1:01:00) BCBS-National Fitness Campaign has been reaching out and asking if we would want a grant to build an outdoor fitness gym that would be free to all residents. The sponsor is BCBS of Massachusetts, and the town is not a client. They are offering \$50k grants and program itself is \$142k plus installation so the town would be on hook for about \$117k to \$137K dollars to build one.

Mr. Fitzpatrick suggested looking at the capital project list because most of these projects mentioned are currently on the Capital project list, which have already gone through and been scored due to importance. Mr. Bonin would like the Board to add to the list creating an access road between the two schools.

(1:16:45) 4. Discuss PS & Highway Needs Reports & Next Steps – Possible Votes

Mr. Fitzpatrick stated that the reports have all been submitted to the Board and now is looking for next steps. Does it get sent out for design and find out what the options are for three departments. TA Wojcik stated that it seems the stages of this type of project that he has seen is to hire a design professional to consider and fully document two alternatives. With one being a central facility location with all three departments and compare that to the costs of rehabbing existing facilities possibly building a smaller facility for one of the departments. The board must decide what direction to move in this item will be put on hold until the Chair is present to make that decision.

(1:30:20) Mr. Fitzpatrick would like to make a suggestion to pass over items 5 and 6 on the agenda because the Chair is absent.

(1:30:38) 7. Discuss Reappointment of Land Counsel – Possible Votes

The Boards appointment of counsel for the town is an annual appointment that is renewed each June. However, the general bylaws of the town provide that counsel serves at the pleasure of the Board so the Board can make a change at any time that is deemed necessary. TA Wojcik's recommendation in the case of land counsel is that it may be helpful to the Board to conduct some interviews with the other Boards, Committees, and Departments in town, to see whether the needs are being met. TA Wojcik feels that we don't get enough from land counsel, and to possibly hire additional counsel and that is why he wanted to increase the legal budget. Vice Chair David Cortese agrees that it sounds like there may be need for a change and mentioned having to change the compensation as well. Right now for land use the town pays a flat rate and pays extra for extra services. For example cannabis issues are not included in the flat rate and are billed hourly. The Board would like to discuss this matter more and speak with the incumbent.

(1:43:15) 8. Review & Discuss TA Evaluations – Possible Votes

The cumulative score for all the evaluations from the board members is 92.8 out of a possible 100. Mr. Cortese read over an evaluation to the Board and to Mr. Wojcik. Mr. Fitzpatrick brought up a stipulation

in TA Wojcik's contract for additional compensation for milestones being met. Mr. Fitzpatrick reached out to the Finance Director to ask if there was a time limit, and he was told that it has to be approved by the Board and submitted by the last pay period of the fiscal year. Mr. Fitzpatrick suggests that the Board move forward tonight for Jeanne Lovett to get the funds in the budget so the funds are in place when the Board does make a decision. TA Wojcik stated the clause in his contract that is public record is there is a \$5,000 incentive tied to economic development and grants which has been met. The Board is putting this discussion and vote on the agenda for June 21, 2022.

(1:51:42) 9. Approve Minutes – Possible Votes

(1:52:13) Motion to approve the minutes for May 2, 2022, made by Tim Bonin, seconded by Hal Davis. All members in favor.

(1:53:00) Motion to approve the May 17, 2022, meeting minutes as amended by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

(1:53:25) 10. Town Administrator's Report

See attached report from TA Matt Wojcik

(2:11:52) 11. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
NONE

(2:12:05) 12. Executive Session

a. Collective Bargaining

(2:13:10) Motion to move into executive session for the purpose of collective bargaining and then to leave executive session for the sole purpose of adjournment made by Tim Bonin, seconded by Mike Fitzpatrick. Roll call vote – David Cortese, Tim Bonin, Mike Fitzpatrick, and Hal Davis all in favor.

13. Adjournment

Mr. Cortese made a motion at 9:40 pm to leave Executive Session and return to Regular Session for the purpose of adjournment. Mr. Bonin seconded the motion. All in favor. Roll call vote: Bonin – aye, Fitzpatrick – aye, Davis – aye, Cortese – aye.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary

Town Administrator report

BOS meeting June 7, 2022

- I have appointed a new Principal Assessor for the Town, after consulting with the Board of Assessors. Christopher Pupka is a Douglas resident. He has been the Principal Assessor in Oxford for 15 years.
- I have reappointed Jeanne Lovett as Municipal Finance Director. The Town establishes the terms and conditions of her employment with a contract, which is being worked out. The appointment is timed to be effective before the turn of the fiscal year to allow continuous service.
- I have appointed Lisa Freeman to the role of Executive Assistant to the BOS and TA subject to an employment contract, which is allowed by MGL. Once again, the contract details are being settled for your review at your next meeting.
- Gym window project will start July 18. Asbestos abatement efforts will be at the same time. Job will go for 7 days. Shades might be delayed due to supply chain issues. Windows were built as a single pane; spec calls for a visual division into two panes, but contractor is recommending leaving them alone.
- Next phase of Gilboa Street water main work will begin within a week. Currently, the main extension into Uxbridge is being installed. Connection to Blackstone Valley Logistics will take a few days as line is pressurized and tested. Once that is complete, work will begin on replacing existing, 6 inch line on Gilboa with new 12 inch pipe. This may take a couple of weeks. Biggest difference is we will be going from night work to day work, and impact on traffic will be more noticeable.
- The public safety radio project is still on track to conclude this early summer. We have two parallel paths of work being done at the moment, with fleet planning and radio programming underway for vehicles and staff, while the installation of hardware occurs simultaneously. We are waiting for a structural report and release from American Tower, after which the Town will issue a building permit and work will begin on the microwave portion of the radio network. All necessary fiber network improvements have been completed.
- We are proceeding with the procurements of fire apparatus funded by both federal grants and Town Meeting. The brush truck is subject to a contract that we are working out with the vendor. There are supply chain issues with some of the components of the brush truck specification. We are looking at taking delivery on this vehicle in early 2023. The fire engine is a different type of procurement given the existence of blanket contracts with the Commonwealth and other purchasing groups that allow us to compare pricing and delivery metrics without needing to put the work out to a formal bid process. We have a written specification and estimated cost to procure a fire engine that is already in production. We could see the engine arrive before the brush truck.
- We are still looking for the engineers to do a final punch list and close out of the Cedar Street bridge project. Thus, while the bridge is open and traffic can move, we do have to finalize the

invoices for the contractor and engineers before we can assess where we stand with the project budget.

- As you know, a large settlement has been reached with some of the larger defendants in the Opioid Litigation that the Town joined some time ago. The Town agreed to participate in the settlement agreement. We have received an estimate of the maximum the Town would receive over the 16 years of the settlement period. That estimate is \$348,858. As you can tell, that works out to an average of a bit more than \$21,000 a year. These funds must be used to support eligible activities, all of which focus on prevention and remediation of the harms of the opioid epidemic. We will be briefed by the Attorney General next week on many of the particulars. The BOS and our relevant departments will have to establish a policy for the use of these funds and implement the policy through annual plans and reports.
- We are all concerned about the impact that inflation will have on our residents who survive on a fixed income as we approach the end of the year. The forecasted rates for electricity, home heating fuel and roadway fuels are very high. We will work with Patrice at the Adult Social Center to be ready to assist residents in efforts to prepare for these trends. As for the Town budget, we did include a 20% increase in fuel cost for FY 2023, but this will fall short if current pricing is sustained for more than a few months. We will be watching this closely in anticipation of Fall Town Meeting.