

**Board of Selectmen  
Agenda  
Municipal Center Resource Room  
Tuesday June 21, 2022**

**7:00 PM**

- Call to Order
- Pledge of Allegiance
- Chairman Announcements ~ Girl Scouts Silver Award Recipients
- Citizen's Forum

1. Board of Selectmen Reorganization – Possible Votes
2. RiMaConn Relay Race 8/27/2022 Amended Route – Possible Votes
3. Review & Approve Inter/Intra Department Transfers/Reserve Fund Transfers – Possible Votes
4. Review & Ratify Appointments – Possible Votes
  - Jeanne Lovett – Finance Director/Town Accountant
  - Lisa Freeman – Executive Assistant TA/Board of Selectmen
  - Christopher Pupka – Principal Assessor
5. Review & Approve Development Agreement with CRG – Possible Votes
6. Painting of Soldiers Field Clubhouse – Possible Votes
7. PS & Highway Needs Next Steps – Possible Votes
8. Review & Approve Revised Code of Conduct for Boards, Commissions, & Committees – Possible Votes
9. Review Annual Appointments – Possible Votes
- 10. Discuss Reappointment of Land Counsel – Possible Votes**
11. Approve Minutes – Possible Votes
12. Town Administrator's Report
  - TA Goals
13. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
14. Executive Session
  - a. Collective Bargaining
15. 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 19, 2022

BOARD OF SELECTMEN  
TUESDAY, JUNE 21, 2022  
MEETING MINUTES

**Attendance:** Chair Kevin Morse (remote), Hal Davis, Mike Fitzpatrick, Matt Wojcik Town Administrator, Lisa Freeman Executive Assistant.

**Absent:** Vice Chair David Cortese, Tim Bonin

**Chair Kevin Morse called meeting to order at 7:00 PM**

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

**(0:34) Chairman Announcements – Girl Scouts Silver Award Recipients**

The silver award is the highest achievement that a girl in grades six through eight can earn in Girl Scouting. The Selectboard would like to congratulate the following Douglas Girl Scouts: Michaela Boulette, Kaylie Ciccone, Greta Colonero, Caitlin Kelly, Kennedy McGrath, and Addie Taylor.

**(3:54) Citizen's Forum**

**(4:03) 1. Board of Selectmen Reorganization – Possible Votes**

Chair Kevin Morse moves to pass over this agenda until all board members are present.

**(4:40) Motion to hold off on items 1, 8, 9 & 10 of the agenda until there is a full board present made by Hal Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(5:08) 2. RiMaConn Relay Race 8/27/2022 Amended Route – Possible Votes**

The race is going to cross at Southwest Main Street – High Street intersection, there are no concerns with the public safety chiefs for the route.

**(6:00) Motion to approve the amended route made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(6:25) 3. Review & Approve Inter/Intra Department Transfers/Reserve Fund Transfers – Possible Votes**

Board will skip over until Jeanne Lovett is present due to a FinCom meeting.

**(6:45) 4. Review & Ratify Appointments – Possible Votes**

- Jeanne Lovett – Finance Director / Town Accountant
- Lisa Freeman – Executive Assistant TA / Board of Selectmen
- Christopher Pupka – Principal Assessor

TA Wojcik wanted to remind the Board that they have 21 days from the date that he notifies them of an appointment of a department head to either vote to disapprove or approve the appointment. If the 21 days have gone by with no action from the Board the appointments become effective.

**(7:51) Motion to approve the appointments listed above made by Hal Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(8:19) 5. Review & Approve Development Agreement with CRG – Possible Votes**

TA Wojcik's recommendation is to go over the contents of the development agreement tonight and give the Board two weeks to review and ask questions and have the Board vote at the July 5, 2022, meeting. The project is a 1.1 million square foot warehouse distribution facility that will have 688 employee parking spaces, 167 loading spaces, and 227 truck trailer spaces. TA Wojcik summarized the agreement for the Board. There are some components of the agreement that have been moved from the Planning Board to the Select Board in order to be able to enforce these conditions for this project. One being the traffic mitigation requirements that the proponent agrees to provide funding for pre and post occupancy traffic planning and monitoring studies for the project. Another is 30 days before a major tenant occupies the building they must provide the Planning Board with a disclosure of the amount of traffic they expect to generate within the town. The project as designed will funnel all project traffic to take a right hand turn out of the access point on Gilboa Street and force them to go to Rte. 146 and not be go left into town. If there is going to be an increase in estimated peak hour site related traffic volumes that is materially greater than projected in their original study of 25% they will have to do a new study and it will be funded by them. They will have to go through the towns review process to determine if additional traffic attributed to the site results in unanticipated traffic impacts. If they should trigger the need for improvements, they would pay the town up to \$250k to fund those improvements. The town would conduct the two studies that are at 6 months and 12 months apart. Another component is the statutory authority to use a 53G account to fund it, and how the \$250k would be gathered and spent. Also, the town makes representations about the projects that it will complete in order to make the project possible, water infrastructure upgrades by the town, a water main run up NE Main Street, sewer infrastructure upgrades by the town, and the town discloses the form of budget that it's using to retire the cost of the project. TA Wojcik wanted to let the Board and public know that we are well under budget right now for this project. The town is not currently franchised for natural gas, so the town and Eversource are applying to the DPU for a franchise that will allow Eversource to add Douglas to its service territory and hook up these new warehouse buildings. Eversource is on the hook to pay for the project costs to the extent that their new customers will generate revenues sufficient to retire the original cost of the service. Anything unmet by the new customers will either be provided by the towns MassWorks grant or CRG and Scannell in combination. Lastly the town discloses that it has applied for a federal grant that will be used to defray these expenses should it be awarded to the town. Due to the large extensions of the town's utilities the town does not have the equipment it will take to maintain the system. CRG has volunteered to establish a \$300k donation account to the town that will fund the purchase of a valve exerciser (\$99k), a mini excavator and a trailer to haul it (\$89k and \$25k), and a mobile diesel generator (\$64k). If there is any money left over from the \$300k after all purchases that money will go back to CRG. TA Wojcik would like to have something added to the agreement in regards to if the building is vacant for a prolonged period of time, that the town will receive sufficient warning because it will effect the budget if they apply for a tax abatement. TA Wojcik would like to finalize this agreement by the first week of July.

**(28:25) 6. Painting of Soldiers Field Clubhouse – Possible Votes**

The filming company wants to paint the clubhouse green. Currently it is white and is vinyl sided, so the only concern with that was in the winter when the siding constricts it will have little white lines on all the joints. TA Wojcik stated that the property at Soldiers Field is under the jurisdiction of the Recreation Commission and not the Select Board.

**(30:00) Motion to support the decision of the Recreation Committee made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(30:23) 7. PS & Highway Needs Next Steps – Possible Votes**

Mr. Fitzpatrick inquired if TA Wojcik has any suggestions about how to proceed with this right now that the town does not have any money in the budget for it at the moment. TA Wojcik suggests that once the Board decides the scope of the study that they want done they would take to fall town meeting and it would become a capital item and put on the meeting warrant by the Capital Committee. TA Wojcik feels that he needs to see more information on the projection of the departments needs, and would like to see the Select Board create an RFQ for a design project with the final resting point being calls 30% higher than they are today.

**(52:25) Motion to refer this to the BFCC for their evaluations and recommendations back to the Select Board made by Mike Fitzpatrick, seconded by Kevin Morse. Roll call vote – Mike Fitzpatrick, Hal Davis and Kevin Morse in favor.**

**(53:08) 3. Review & Approve Inter/Intra Department Transfers/Reserve Fund Transfers – Possible Votes**

Jeanne Lovett present to discuss item. There will be no reserve fund transfers those, as those are done at the Finance Committee level. Ms. Lovett will go through the department transfers

- a. Assessor's salary to the Economic Development salary account \$1,592
- b. Civil Defense account to the IT Department \$9,000
- c. Community Development wages to IT Department \$6,000
- d. Ambulance salaries to Ambulance expense \$9,000 for fuel, maintenance and repairs
- e. Assessor's salary to the Selectman stipend account \$5,000 for the TA's stipend if voted

**(1:05:20) Motion to approve the transfers as reported by the Finance Director made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, Kevin Morse all in favor.**

**(00:00) 8. Review & Approve Revised Code of Conduct for Boards, Commissions, & Committees – Possible Votes**

Board will table item until all members of the Board are present.

**(00:00) 9. Review Annual Appointments – Possible Votes**

Board will table item until all members of the Board are present.

**(00:00) 10. Discuss Reappointment of Land Counsel – Possible Votes**

Board will table item until all members of the board are present.

**(1:07:17) 11. Approve Minutes – Possible Votes**

**(1:07:35) Motion to pass over the minutes made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(1:07:57) 12. Town Administrator's Report**

**• TA Goals**

TA Wojcik is going to go over his list of goals that is goals for the town and have July 5<sup>th</sup> be the finalization of the list.

- a. To complete the implementation of e-permitting for the planning, zoning and conservation.
- b. Assessment of the sidewalk conditions and progress toward fixing them.
- c. Compensation Chart reform; TA Wojcik would like to get it on Special Town meeting in November. Open question, state statute allows the finance department division heads (principal assessor, treasurer/collector, and town accountant) to have an employment contract that is separate from the compensation chart employees.
- d. Open question, incorporating education, experience, or longevity. Do they go in the base rates or are they a freestanding separate item?
- e. Public Safety /Highway Department building discussion, what is the staffing plan.
- f. Working with the Library Trustees to help make some progress on the ADA project in the building.
- g. Updating the GIS (geographic information system).

- h. Getting the mechanism in place for a specific purpose of stabilization funds.
- i. Energy Planning, facilities plans.
- j. Grants, Green Communities, Mass Works, and Municipal vulnerability preparedness programs.
- k. Address the town's medium to long-term staffing requirements.

**(1:29:00) 13. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the meeting.**

Discuss and vote on the Town Administrator bonus/stipend based on his review and performance.

**(1:31:25) Motion to approve TA Matt Wojcik's stipend of \$5,000 as written in his contract made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.**

**(1:32:12) 14. Executive Session**

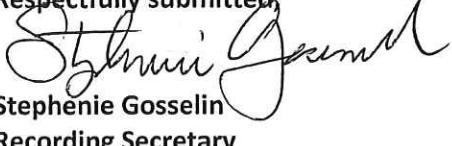
- a. Collective Bargaining

TA Wojcik stated that there is nothing to discuss in executive session tonight.

**(1:32:30) 15. Adjournment**

Motion to adjourn meeting made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Hal Davis, and Kevin Morse all in favor.

Respectfully submitted,

  
Stephenie Gosselin  
Recording Secretary