

**Board of Selectmen Agenda**  
**Municipal Center Resource Room**  
**Tuesday September 20, 2022**

**7:00 PM**

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

1. Public Hearing Pole Petition West Street – Possible Votes
2. Highway Department 2022-2023 Proposed Snow Plow Rates – Possible Votes
3. Highway Department On-Call Policy (2<sup>nd</sup> Read) – Possible Votes
4. Police Department FY23 Support & Incentive Grant Acceptance – Possible Votes
5. Personnel Board Review of Call Firefighter Pay Reform Proposal – Possible Votes
6. Ratify Contract for Finance Director/Town Accountant Jeanne Lovett – Possible Votes
7. ARPA Discussion – Possible Votes
  - Bus for the Adult Social Center – Possible Votes
  - Final Premium Pay Proposal Acceptance – Possible Votes
8. Discussion / Second Floor of the Municipal Center – Possible Votes
9. Discussion / New Highway Barn / Next Steps – Possible Votes
10. Review Warrant Articles
  - National Grid Electrical Easement Release on Parcel #15-1443 in Uxbridge – Possible Votes
  - Convert Current Sloping License to Grading and Slope Easement on Parcel #15-1443 in Uxbridge – Possible Votes
  - Funding Request - South Street Drainage Improvements – Possible Votes
  - Funding Request - Route 16 Sidewalk – Possible Votes
  - Amend Zoning Bylaw Section 10 Definitions – Possible Votes
  - Adopt Zoning Bylaw Section 6.8 Solar Bylaw – Possible Votes
  - Remove Zoning Bylaw Section 6.1 Earth Removal – Possible Votes
  - Adopt General Bylaw Article 12 Earth Removal – Possible Votes
  - Public Road Acceptance: Cobblestone Lane & Meetinghouse Lane for ATM – Possible Votes
11. Review & Close Warrant – Possible Votes
12. Approve Minutes – Possible Votes
13. Town Administrator's Report
14. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
15. Executive Session
  - a. Collective Bargaining
16. 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  
TUESDAY, SEPTEMBER 20, 2022  
MEETING MINUTES

**Attendance:** Chair Kevin Morse, Tim Bonin, Mike Fitzpatrick, Hal Davis, Matt Wojcik Town Administrator, Lisa Freeman Executive Assistant

(0:02) Chair Kevin Morse calls meeting to order at 7:00 PM

(0:07) Pledge of Allegiance

(0:33) Chairman Announcements: NONE

(0:37) Citizen's Forum: NONE

1. (0:43) Public Hearing Pole Petition West Street – Possible Votes

(0:58) Motion to open the public hearing made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

Install one JO pole on West Street pole 28-84. The bent pole on the island will be gone but the pole will stay, and abutters have all been notified.

(3:30) Motion to close the public hearing made by Tim Bonin, seconded by Hal Davis. All members in favor.

(3:45) Motion to approve the pole petition as presented made by Hal Davis, seconded by Tim Bonin. All members in favor.

2. (5:38) Highway Department 2022-2023 Proposed Snowplow Rates – Possible Votes

Highway Superintendent John Furno was at the meeting to discuss the plow rates, and he stated that Mass DOT is raising rates approximately 20%. Mr. Furno is asking for the town to raise their rates by the same 20% and he also stated that salt has also gone up 15%.

(8:23) Motion to approve the proposed rates made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

3. (11:32) Highway Department On-Call Policy (2<sup>nd</sup> Read) – Possible Votes

The changes from the first read are under terms and conditions section D, no other changes have been made.

4. (12:40) Police Department FY23 Support & Incentive Grant Acceptance – Possible Votes

TA Wojcik stated that the Finance Director recommends that the Selectboard take an explicit vote to accept grant funds when they come in. This is the 911 support and incentive grant which is a routine annual grant, and is typically used for part-time salaries and dispatch overtime. The total for the grant this year is \$34,684.00.

(13:30) Motion to accept the state 911 grant made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

Mr. Morse stated that he has been asked to pass over agenda items 5 and 6.

5. (13:54) Personnel Board Review of Call Firefighter Pay Reform Proposal – Possible Votes

Passed over, no Personnel Board members present.

6. Ratify Contract for Finance Director/Town Accountant Jeanne Lovett – Possible Votes

Passed over, no vote taken.

7. (14:11) ARPA Discussion – Possible Votes

- **(14:20) Bus for the Adult Social Center – Possible Votes**

Patrice Rousseau from the Adult Social Center in attendance to discuss the Selectboard questions. She handed out a narrative on all the information she was able to obtain on the previous bus, stats from the bus that is currently being used, and all the surrounding towns that have transportation of their own. Patrice stated that the bus shared with the town of Sutton was a headache because it wasn't ADA compliant, and it was constantly having to have repairs done on it and sharing it between towns was difficult as well. This would have to go to town meeting to be approved because there would need to be drivers hired and a wages and expense budget made for the bus. There was discussion and some concern about having the bus and the getting the staffing approval line up so that the town isn't stuck with a bus and no drivers. TA Wojcik also gave another option of leasing the bus initially until the budgeted salaries and expenses are approved. Mr. Fitzpatrick suggests asking at town meeting for the hiring of drivers and the bus itself instead of using ARPA funds. The Selectboard is discussing putting it on the warrant for special town meeting, and Ms. Lovett stated that they will need at least 3 articles. They need to amend the compensation chart to add the position, fund the position for wages and fund the expenses and the purchase the vehicle.

**(51:00) Motion to reserve an article at the special town meeting to authorize the creation of a bus driver position, amend the compensation table and purchase a vehicle made by Hal Davis, seconded by Mike Fitzpatrick. All members in favor.**

- **(52:48) Final Premium Pay Proposal Acceptance – Possible Votes**

TA Wojcik is looking for authorization from the Selectboard to transmit this program to the finance director for final vetting and the issuance of premium paychecks in accordance with the provided list and a recommendation from the towns ARPA consultants.

**(55:17) Motion to accept TA Wojcik's final premium pay proposal made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.**

8. **(55:43) Discussion / Second Floor of the Municipal Center – Possible Votes**

Chairman Morse asked TA Wojcik to add this to the agenda because he feels it is an important thing to be able to utilize the space the town hall has on the second floor. He would like to find out what it will take to be able to accomplish that. Mr. Fitzpatrick stated that in order to use the second floor it needs to have a sprinkler system installed and that is an issue because of the age of the pipes at the road coming into the building. There was discussion to use the ARPA funds to redo the pipes, and discuss other types of sprinkler systems. Bob Sullivan's water main project for Depot Street is a 2-million-dollar project and would fix the pipe problem from the road but pipes would still need to be replaced into municipal center. Chairman Morse would like to see a cost estimate for getting a service to scan the paper files, and have Ken Frasier look into a non-water sprinkler system. There had been discussion in the past about getting large scale scanner and doing the scanning in the town hall.

9. **(1:14:50) Discussion / New Highway Barn / Next Steps – Possible Votes**

The needs and assessments have been sent over to the Building and Facilities Committee and they have a final walk through of the police department tomorrow. They already visited the fire and highway departments for walkthroughs.

10. **(1:19:13) Review Warrant Articles**

- **National Grid Electrical Easement Release on Parcel #15-1443 in Uxbridge – Possible Votes**  
Attorney Rich Bowen has stated that this doesn't require a town meeting vote.
- **Convert Current Sloping License to Grading and Slope Easement on Parcel #15-1443 in Uxbridge – Possible Votes**

Bob Sullivan stated that this is just converting a temporary easement into a permanent easement. National Grid gets financial compensation when they extinguish an easement and CRG is going to donate the cost to the town and the town will use that to pay National Grid. Attorney Rich Bowen stated the check can go directly to National Grid, but the board

has to vote to accept the gift of payment for the release. TA Wojcik stated because the acceptance of the gift was not on the agenda that it has to wait until the next meeting to for an official vote.

- **Funding Request – South Street Drainage Improvements – Possible Votes**

John Furno and Matt Benoit to discuss next few agenda items. Mr. Benoit stated that the town received an estimate of \$45k from Stantec to design the drainage. This road was scheduled to be paved this year until they were apprised of the major drainage issues to the road. Mr. Furno stated that after the drainage is taken care of this is the next road on the paving list and it is a \$600k project.

- **Funding Request – Route 16 Sidewalk – Possible Votes**

This project has been an on and off project that was approved at town meeting in 2008 and issues with the Stormwater came up along the way. The original cost in 2008 was \$60k and the cost now is estimated at \$383k. This is 700 feet of sidewalk from Sunset Drive past Franklin Street connecting the sidewalk in front of house number 164. Four new catch basins installed for drainage, 500 feet of curbing, and some retaining walls because of slopes, and the exits and entrances to the roads will be redone. A resident of Main Street asked if it was going to be another couple years for the project. Mr. Furno responded that if the money is voted on at town meeting they will start the project as soon as possible. Lewis from 3 Franklin Street wanted to stress the safety issue of not having a sidewalk.

- **Amend Zoning Bylaw Section 10 Definitions – Possible Votes**

Ken Frasier Building Inspector to discuss the height definition change in language. The elevation of heights is considered to the ridge of the roof of the structure.

- **Adopt Zoning Bylaw Section 6.8 Solar Bylaw – Possible Votes**

Mr. Benoit stated this article contains changes in language to the solar bylaws regarding the frontage of 60 feet. The Planning Board did not want to restrict commercial solar from coming into the town of Douglas, and this bylaw has been reviewed by Town Counsel. After it is approved by the Selectboard it will go back before the Planning Board for a second review. Mr. Benoit feels that this bylaw is a good fit for the town of Douglas.

**(1:53:36) Motion to refer this to the Planning Board made by Hal Davis, seconded by Tim Bonin. All members in favor.**

**(1:55:36) Motion to refer back to the Planning Board the proposed definition of building height made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.**

- **Remove Zoning Bylaw Section 6.1 Earth Removal – Possible Votes**

TA Wojcik explained that this and the following articles are to remove the bylaw from the Planning Board with some changes and move to the Selectboard for licensing.

- **Adopt General Bylaw Article 12 Earth Removal – Possible Votes**

**(1:59:10) Motion to remove the bylaw section 6.1 earth removal as well as adopt the general bylaw article 12 earth removal and refer them back to the Planning Board made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.**

- **Public Road Acceptance: Cobblestone Lane & Meetinghouse Lane for ATM – Possible Votes**

Mr. Fitzpatrick asked if the bounds are in on those roads. Mr. Benoit responded that they are installed. Mr. Benoit asked of the Selectboard would consider putting these on for annual town meeting because all the issues have been taken care of.

**(2:05:38) Motion to put the road acceptance of Cobblestone Lane and Meetinghouse Lane on the annual town meeting warrant made by Hal Davis, seconded by Tim Bonin. All members in favor.**

11. **(2:06:00) Review & Close Warrant**

The Selectboard is going to leave the warrant open until their next meeting.

12. **(2:08:17) Approve Minutes – Possible Votes**

(2:08:40) Motion to approve the August 2, 2022, meeting minutes made by Tim Bonin, seconded by Hal Davis. All members in favor.

(2:08:20) Motion to approve the August 16, 2022, meeting minutes made by Tim Bonin, seconded by Kevin Morse. All members in favor.

**13. (2:09:50) Town Administrator's Report**

TA Wojcik stated that a spouse of a businessman here in town has passed away after a long battle with an illness and he wanted to express condolences to Ray Whitehead and his family and thank him for all his help and service to the town of Douglas. TA Wojcik also wanted to recognize Morris Nathanson an architect from the city of Pawtucket that recently passed away who has been instrumental in restoring historic buildings, and also acknowledge the passing of Woonsocket's Mayor Menard and recognize her accomplishments.

TA Wojcik will be out of town for the next few days and is giving notice that Chief Miglionico will serve as the interim administrator while he is out of the office until Monday. TA Wojcik is preparing for the September 29<sup>th</sup> hearing before the Department of Public Utilities regarding the extension of natural gas service into the town of Douglas by Eversource. It is recommended that town officials attend the meeting if possible. The Attorney General is going to be there as well for consumer protection. Douglas is the only town within the surrounding area that does not have natural gas.

All the permits have been issued for the public safety radio project.

Two of the roof top units for the municipal building have arrived at the crane yard so the install is being scheduled for October 3<sup>rd</sup>.

On September 22<sup>nd</sup> the bids for the sewer project will be opened, which is the Federal funded part of the project.

**14. (2:26:00) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting. NONE**

**15. (2:28:15) Executive Session**

**a. Collective Bargaining**

(2:28:32) Mr. Bonin made a motion to go into Executive Session for the purpose of Collective Bargaining and to return to Regular Session for the purpose of adjournment. Mr. Fitzpatrick seconded the motion, all in favor, Roll Call Vote: Fitzpatrick - aye, Bonin – aye, Morse – aye, Davis – aye.

**16. Mr. Fitzpatrick made a motion at 10:05 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: Fitzpatrick– aye, Bonin – aye, Morse – aye.**

Respectfully submitted,



Stephenie Gosselin

Recording Secretary