

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

7:00 PM

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

1. Public Hearing for FY23 Tax Classification – Possible Votes

2. Octoberfest Committee Appointment / Steven Barch – Possible Votes

7:10 PM

3. Public Hearing for (2) Pole Petitions / Oak Street – Possible Votes

4. Review & Sign Grant of Easement for 290 Main Street – Possible Votes

5. STM Review with Town Clerk & Town Moderator

6. Review & Approve Job Description for COA Administrative Assistant / Outreach Assistant – Possible Votes

7. Review CRG Cubes @ Douglas – Mumford Crossing Traffic Management Plan – Possible Votes

8. BFCC Recommendation for Design of Highway Department – Possible Votes

9. Discussion on Stretch Energy Updates – Possible Votes

10. ARPA Discussion – Possible Votes

11. Updates / Discussion on Town Goals – 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. 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, NOVEMBER 1, 2022
MEETING MINUTES

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

Chair Kevin Morse calls the meeting or order at 7:00 PM

(0:10) Pledge of Allegiance

(0:35) Chairman Announcements: NONE

(0:40) Citizen's Forum: NONE

1. (0:50) Public Hearing for FY23 Tax Classification – Possible Votes

(1:00) Motion to open the public hearing made by Hal Davis, seconded by Tim Bonin. All members in favor.

Principal Assessor Chris Pupka is presenting at tonight's meeting to go over the classification process and revaluation process with the board and how the tax rate is formed. The values in town are up roughly 16%.

Chart Shown of levy limit:

FY2022 Levy Limit	\$17,653,758
2 ½ % of FY2022 Levy Limit	\$ 441,344
FY2023 New Growth	\$ 466,514
FY2023 Subtotal	\$18,561,616
FY2023 Debt Exclusion	\$ 1,981,402
FY2023 Maximum Allowable Levy	\$20,543,018
FY2023 Excess Levy Capacity	\$ 8,608
FY2023 Tax Levy	\$20,534,410

The anticipated tax rate is \$14.36 per thousand, which is \$1.98 less than last year. Mr. Pupka discussed the residential versus the commercial tax burden.

(20:00) Motion to close the public hearing made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

(20:30) Motion to adopt a residential tax factor of 1 made by Hal Davis, seconded by Tim Bonin. All members in favor.

2. (21:40) Octoberfest Committee Appointment / Steven Barch – Possible Votes

The Octoberfest Committee fully supports the appointment of Steve Barch.

(22:05) Motion to approve the appointment of Steven Barch to the Octoberfest Committee for a 3-year term made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

3. (22:28) Public Hearing for (2) Pole Petitions / Oak Street – Possible Vote

(22:40) Motion to open the public hearing made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

National Grid is requesting permission to locate poles, wires, fixtures including the necessary sustaining protecting fixtures along and across Oak Street. The first petition is to install 5 poles and relocate 2 poles, install poles P5-50 & P6-50, relocate P8, install P8-50, relocated P9, install P9-50 & P10-50. All abutters have been notified. The second pole petition with options A & B is install 2 JO poles and relocate 2 JO poles on Oak Street, installing pole 16-50 on the east side

and relocate pole 17 on the east side of Oak. Relocate pole 19 on the west side of Oak and install pole P-18 on the east side of Oak Street across from existing P18 that will become P18-89 and install an anchor pole on 20. Mike Zwicker 46 Oak Street is wondering why pole 21 is not on the petition. Bob Moran Community Manager with National Grid, also a Douglas resident along with John Gifford with Power Engineers are the design group for the plan. Mr. Gifford explained that pole 21 would likely need to be replaced and would have a side anchor on Mr. Zwicker's property which is why it wasn't on the petition because it's already an existing location and poles are exempt from scenic roads. There are some concerns regarding the location of pole 20 and option B is on the side of the road and makes the road narrower especially for plowing. Mr. Moran wanted to make note that option B is more complicated to construct and involves more angles and disruption of a stone wall. National Grids hopes that the board will approve option A because it is simpler and results in less equipment all around and doesn't restrict the roadway. Mr. Zwicker stated that if they go with option A there will be a guide cable right on Oak Street parallel to the road. Mr. Fitzpatrick met with John Furno / Highway Superintendent ask if he had an issue with that, and Mr. Furno did not have any concerns with either option A or B.

(35:47) Motion to close the public hearing made by Mike Fitzpatrick, seconded by Tim Bonin.

All members in favor.

Selectman Bonin stated he thinks it's important to listen to residents' opinions on these pole petitions especially if it impacts their property in any way. Mr. Fitzpatrick agrees with Mr. Bonin and would like to see the residents satisfied with where the poles are placed. Mr. Davis agreed with both Mr. Bonin and Mr. Fitzpatrick.

(38:39) Motion to approve the pole petitions 267184-1 and 26971854-2B as presented made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

4. (39:34) Review & Sign Grant of Easement for 290 Main Street – Possible Votes

Bob Moran with National Grid stated that some months ago John Furno approached him regarding a town owned tree located near the library and there is a pole located close to the middle of it and its dead. NGrid is proposing to relocate the pole and are looking to get an easement because it's on the town/library property. Webster First Bank had no issue with the easement when Mr. Moran spoke with them, and the property owners at 284 Main Street / Robert and Brian Josey also have agreed with the easement. Mr. Moran will meet with them tomorrow and have it notarized. He is hoping that the board will vote in favor of granting National Grid the easement, and they will work on getting the tree removed.

(41:58) Motion to grant the easement for 290 Main Street made by Tim Bonin, seconded by Hal Davis. All members in favor.

5. (42:30) Special Town Meeting Review with Town Clerk & Town Moderator.

The Town Clerk was not present, and the Town Moderator was present and reviewed the warrant. Mr. Menard stated it all looks pretty straightforward and his only question is about the solar bylaw and if there are different setbacks guidelines for commercial projects as opposed to residential projects. TA Wojcik stated that to answer these questions with accuracy Mr. Benoit the Community Development Director should be the one to answer. TA Wojcik responded that in general the town has been welcoming to solar, but they don't want large solar developments in residential areas. Mr. Menard feels that the changes to him look like the town is allowing commercial sized projects in residential zoned areas and he would just like to have an understanding if he is incorrect in his assessment of the bylaw. TA Wojcik will have Mr. Benoit get back to him regarding his questions. TA Wojcik wanted to clarify that if article 12 doesn't pass then article 13 in turn will be passed over.

6. (56:47) Review & Approve Job Description for COA Administration Assistant / Outreach Assistant – Possible Votes

There is a classification amendment for this position on the November warrant to be moved from the MS-1 grade to the MS-2 grade which was requested by the Adult Social Center Director due to the change in responsibilities of the person working in that position.

(58:55) Motion to approve the job description for the COA administrative assistant position made by Tim Bonin, seconded by Hal Davis. All members in favor.

7. (59:15) Review CRG Cubes @ Douglas – Mumford Crossing Traffic Management Plan – Possible Votes

Todd Morey with Beals Associates along with Mitch Rausch and Tom LaMaster from Clayco Construction are here to discuss a traffic management plan that will allow them to front load the construction of a bridge across the Mumford River. They would like to do that as early in the project as possible to minimize the amount of traffic that is coming down Northeast Main Street, which would be better for the town and the construction of the project. They would also be looking to have a temporary bridge installed to have the traffic cross the river even earlier in the process because the permanent bridge would not be able to be utilized until July or August of next year and the temporary bridge might allow them to use it as early as March or April. The beginning of the project starts in December with National Grid relocating some poles on Gilboa Street so that they are able to get into the site. Through the winter they will be able to clear and the abutments and then adding the temporary bridge in early spring.

(1:06:50) Motion to approve CRG Cubes crossing traffic management plan as presented, made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

8. (1:07:40) BFCC Recommendation for Design of Highway Department – Possible Votes

Shirley Mosczynski Chair of the Building Facilities Committee stated that the committee toured all three departments and came to a unanimous decision that the Highway Department was priority, for safety reasons and to keep the vehicles in good condition. The committee is also aware that the Fire Department is in need of some expansion for the 24-hour employees and equipment, and that the Police Department is in need of more space. The decision was to recommend that the Selectboard proceed to design a new Highway building and or ancillary facilities up to and including the final design. Mr. Fitzpatrick commented that he does agree with the needs of the Highway building being the most severe, but he would like to see the design consideration go bit further and bring some consideration even as a conceptual or evaluation of the other two departments so that all the information that was compiled by the Public Safety & Highway Facility Needs/Assessment Feasibility Committee isn't lost.

(1:27:30) Motion to recommend for the design of the Highway Department, as well as the conceptual design or ideas for the Police and Fire buildings made by Mike Fitzpatrick, seconded by Hal Davis. All members in favor.

Mr. Bonin asked if there was an estimated cost to this design aspect. TA Wojcik stated that he will likely put out an RFQ for a design engineering firm that would take each one of these as three different projects, and have a consistent fee basis in hopes of driving the cost down. TA Wojcik's estimated about \$110k, or about \$35k each for a conceptual design.

9. (1:31:05) Discussion on Stretch Energy Updates – Possible Votes

The Attorney General's Office requested that the Town of Douglas through its Selectboard consider putting the revised stretch energy code on the warrant for the spring town meeting for a vote.

(1:33:10) Motion to provide a letter of intent to the Attorney General's Office from the Selectboard to review pending updates to the specialized stretch energy code by the Department of Energy Resources for the boards consideration to be placed on the warrant for the May 2023 ATM made by Tim Bonin, seconded by Hal Davis. All members in favor.

10. (1:33:45) ARPA Discussion – Possible Votes

The board has nothing to discuss tonight for ARPA.

11. (1:34:15) Updates / Discussion on Town Goals – Possible Votes

The board went through the original list and discussed what was currently on it. Chairman Morse would like to add under the energy planning goal the conceptual idea that TA Wojcik mentioned in regards to Douglas being able to become its own energy provider. TA Wojcik has already tasked Matt Benoit the Community Development Director to do some basic

research, and the town would also need some leverage from CMRPC which they have offered. There hasn't been a municipal light and power petition done in close to 100 years. Mr. Bonin asked if the town builds it can we outsource the maintenance. TA Wojcik responded that yes that is an option.

TA Wojcik would like endorsement on the staffing plan for Public Safety functions to get ahead of this because it will be something coming down the line.

There was discussion of adding a downtown revitalization program and Mr. Bonin would like to see the school access road added to the list. TA Wojcik commented on the financial policies for purposes of bond rating, and they should have them in place.

(1:54:30) Motion to move forward with the goals and amend with the school access road and downtown revitalization added made by Hal Davis, seconded by Mike Fitzpatrick. All members in favor.

12. (1:55:12) Approve Minutes – Possible Votes

(1:55:50) Motion to approve September 20, 2022, meeting minutes made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

(1:57:10) Motion to approve October 6, 2022, meeting minutes made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

13. (1:57:35) Town Administrator's Report

The town received a Site Readiness Grant in the amount of \$529,300 which the town voted a \$100k match for a total budget of \$629,300 for engineering for North Street project and the looping of utilities to an industrial road into Pyne Sand and Stone for purposes of further development. The total Economic Development grants over the last two years has totaled around \$8,157,401. On November 16th the town will receive an award for its Economic Development efforts related with Cubes at Gilboa which is a Blackstone Valley Chamber of Commerce event at the Pleasant Valley Country Club if anyone is interested in attending. The board discussed getting a table at the event.

ARPA project rollout for the phone systems town wide will be in November or December.

The completed the process of premium pay and live checks went out yesterday for those that were eligible.

The town's pavement project is done for the year and Harshaw Paving was great to work with, and did an excellent job.

The public radio systems project is ongoing and Marcus Communications will be working on the towers and doing the rigging starting the week of November 14th and the goal is to go live in January.

Engine 3 had a mishap with the pump which is the front-line truck, and the initial approach is to file a claim with MIIA, the estimate for repairs could be around \$50k. Lastly the town has had a lieutenant leave at the Fire Department and another is retiring.

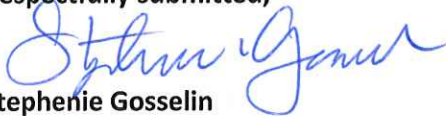
14. (2:08:20) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting.

None

15. (2:08:28) Adjournment

Motion to adjourn the meeting made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary