

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

**6:30 PM**

- Call to Order
- Pledge of Allegiance
  
- 1. Executive Session
  - a. Discussion of Building Security with the Douglas Public Schools and Douglas Police Department – Municipal Center Community Room

**7:00 PM**

- Chairman Announcements
- Citizen's Forum
  
- 2. Grant Acceptance – Possible Votes
  - Adult Social Center – FY23 COA Grant
  - FD – FY23 Firefighter Safety Equipment Grant
  - PD – FY23 911 Training Grant
  - PD – Telecommunicator Emergency Response Taskforce Program (TERT)
  
- 3. Meal Expense Reimbursement Policy (1<sup>st</sup> Read) – Possible Votes
  
- 4. Review Draft RFQ for Designer Services for Public Buildings – Possible Votes
  
- 5. ARPA Discussion – Possible Votes
  - Economic Development/Request ARPA funds to be used for the MassWorks Expression of Interest Application for the North Street Infrastructure Upgrade Project
  - Fire Department
  
- 6. 2023 License Renewals – Possible Votes
  
- 7. Update on Town Goals – Possible Votes
  
- 8. Approve Minutes – Possible Votes
  
- 9. Town Administrator's Report
  
- 10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
  
- 11. Executive Session
  - b. Building Security Discussion with the Douglas Fire Department**
  - c. Interest in Real Property
  - d. Potential Litigation
  
- 12. 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, DECEMBER 20, 2022  
MEETING MINUTES

Attendance: Chair Kevin Morse, Vice Chair Mike Fitzpatrick, Hal Davis, Tim Bonin (remotely), Lisa Freeman Executive Assistant

Chair Kevin Morse calls the meeting to order at 6:30 PM

(0:08) Pledge of Allegiance

1. (0:30 TS) Executive Session

- a. Discussion of Building Security with the Douglas Public Schools and Douglas Police Department – Municipal Center Community Room

(0:33 TS) Motion to enter into executive session for the purpose of discussion of building security with the Douglas Public Schools and Douglas Police Department and to leave executive session for the purpose of the regular meeting made by Hal Davis, seconded by Mike Fitzpatrick. All members in favor.

(7:06pm) Motion to leave executive session and return to open session made by Mr. Fitzpatrick, seconded by Mr. Davis, all in favor.

*(1:09) Open session resumed in the Resource Room.*

(1:09 TS) Chairman Announcements

A lieutenant at the fire department was recently diagnosed with cancer and the fire department is doing a fund raiser to help that firefighter and his family, they are selling bracelets at \$5 each that you can get at the fire station.

(1:54 TS) Citizen's Forum: NONE

2. (2:00 TS) Grant Acceptance – Possible Votes

- Adult Social Center – FY23 COA Grant  
Received from the executive office of Elder Affairs, awarded July 1, 2022. For fitness classes and programs, newsletters, mailing postage, supplies for programs, office supplies and other operational expenses for the center in the amount of \$24,300 and all the expenditures will be approved by the Council on Aging board members.
- (2:44 TS) FD – FY23 Firefighters Safety Equipment Grant  
Received from the Massachusetts Department of Fire Services awarded on December 8, 2022 for ballistic vests and helmets and the amount received was \$15,462 all the expenditures will be approved by the fire chief and the assistant fire chief listed as the grant managers.
- (3:25 TS) PD – FY23 911 Training Grant  
This grant was awarded on December 13, 2022 and the purpose is for training courses for all dispatchers. The grant was in the amount of \$6,616.88 and the expenditures will be approved by the police chief.
- (3:53 TS) PD – Telecommunicator Emergency Response Taskforce Program (TERT)

This grant was received on December 13, 2022 for training and overtime reimbursement for TERT in the amount of \$10,000 and expenses will be approved by the police chief.

(4:20 TS) Motion to approve all grants discussed and presented to the board made by Hal Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Hal Davis, Tim Bonin, Kevin Morse all in favor.

3. (4:50 TS) Meal Expense Reimbursement Policy (1<sup>st</sup> Read) – Possible Votes

This effort began after some recent trips to the pizza shop during a storm event in an attempt to feed people and the bill came in well over \$15. In terms of a snow event the policy read that it was 10 consecutive hours before it would trigger meal coverage. TA Wojcik is recommending that this policy be updated to reflect the background rule of providing a meal after 6 hours of work. TA Wojcik read the revised language he is recommending to the board, and is also recommending increasing the meal reimbursement amounts. Breakfast would go from \$5 to \$10 and lunch from \$10 to \$20 and for highway lunch would be \$22 to allow for when they are plowing overnight and prices might be higher. This will update the policy to make it compliant with state law.

4. (15:10 TS) Review draft RFQ for Designer Services for Public Buildings – Possible Votes

The selectboard has requested that all 3 potential projects be considered, not just the highway department. TA Wojcik stated that there is an approach that has been taken by a number of municipalities across Massachusetts for a so called “house doctor”. Meaning you have one designer RFQ, go through the interview process and pick someone and then for a fixed period of time any project you have that requires those design services is handled by that particular designer. According to town counsel Rich Bowen’s advice to make some provisions in the bid documents and contract to protect the town, TA Wojcik has added language to the documents. After every single milestone the selectboard would have the opportunity to evaluate the performance of the “house doctor” and exit the contract if they are unsatisfied. There is no guarantee that somebody would do all three projects. Using this approach to use one is to get that person familiar with the needs assessments of the town of Douglas. Something that needs to be in the contract and bid is the town specifically authorizes that the designer who completes the feasibility study is not ruled ineligible for the construction design. Mr. Fitzpatrick asked if this captures all the information gathered by the subcommittee on the 3 projects, because the fee base on a design is typically a percentage of the overall project so how would they price it out. TA Wojcik stated that it is a time and materials basis and he does want to make sure all the work that has been done on this is not lost. TA Wojcik would like to go to the next fall town meeting in November 2023 with a concrete proposal of conceptual design with a defensible financial estimate cost of a highway building. If there are no objections from the board TA Wojcik asks that the board approves this with all the caveats noted, specifically that the designers are allowed to draw construction plans as well.

(27:10 TS) Motion to approve the Town Administrators proposal made by Hal Davis, seconded by Tim Bonin.

Mr. Fitzpatrick asked if this approval is for sending it out to bid. The answer from TA Wojcik was yes, if it’s approved it will be set to advertise on December 22<sup>nd</sup>.

Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

Mr. Fitzpatrick asked if when the town receives a bid for this is the funding coming out of the ARPA funds. TA Wojcik responded that yes, if it isn’t already on the ARPA funding list it will be because that is the only way the town will be able to fund it. The board discussed this back and forth and inquired what the estimated amount would be. TA Wojcik responded that the fee is to be established through negotiation. The board thinks there needs to be some kind of amount limit and TA Wojcik suggested a not to exceed amount would probably be the best way to handle it. Mr. Fitzpatrick suggested putting aside \$200,000. TA Wojcik stated that he

views the highway barn issue as an emergency, they discussed the importance of addressing the larger projects in town with the ARPA funds over the smaller ones. The board discussed waiting till January 3, 2023 to vote on this and ultimately decided to vote tonight to keep this project moving forward.

(44:35 TS) Motion to recommend moving forward with advertisement with the source of funds being an encumbrance of ARPA funds not to exceed \$200,000 made by Hal Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

5. (45:10 TS) ARPA Discussion – Possible Votes

- (45:30 TS) Economic Development/Request ARPA funds to be used for the MassWorks Expression of Interest Application for the North Street Infrastructure Upgrade Project. This project is estimated at \$750k. It includes road work, sidewalks, stormwater, water/sewer, and water storage tank. Bob Minarik the Economic Development Project Facilitator stated the driving force behind the design and engineering for this project is to support the proposed Pyne project which is a \$550 million dollar private investment for a 2.8 million square foot warehouse where the estimated tax revenue is probably in the vicinity of \$3 million dollars which is proposed to come on line in late 2024 early 2025. This infrastructure project, if on schedule will be completed in late 2024. Mr. Minarik stated that if there is going to be a 6 foot trench up North Street for the water line they might as well widen and straighten the entire length of the street and add sidewalks. The design and engineering cost is estimated at \$750k and will be a 10 to 12 million dollar project when it is completed. The town applied for a Site Readiness grant of \$650k in June and the town appropriated \$100k at the special town meeting in November and was awarded a \$529,300 grant. The project is about \$120,700 shy and there is not enough time to go to a town meeting for this because they would miss the MassWorks grant submission timeframe, so Mr. Minarik is requesting to use ARPA funds for the shortage in the grant amount. Mr. Fitzpatrick inquired about the cost of the estimate for the design increase, and Mr. Minarik stated that the size of the project has increased. The board discussed and decided to wait till January 3, 2023, to vote on this project approval to review an updated scope of the project from Stantec.

- (1:10:15 TS) Fire Department

Assistant Fire Chief Kelly Manning was in attendance to present the request of using ARPA funds as an emergency to retrofit the diesel exhaust extraction system for the trucks. This is a health and safety concern and the fire department does not have the funds in their expense budget to pay for this project. They are asking for \$10,000 to be approved for this project and to get this done prior to the new truck arriving in February. The board asked if this could wait till January 3, 2023, to be voted on. Ms. Manning responded that she believes it could wait until that meeting.

(1:16:05 TS) Motion to authorize the use of ARPA funds for retrofitting the diesel exhaust extraction hose in the fire station made by Tim Bonin, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

6. (1:17:50 TS) 2023 License Renewals – Possible Votes

- EZ Mart for a liquor license
- Gregory's Pizza for liquor and common vic license
- Harry's Pizza for a common vic license
- Blackstone Valley Beagle Club for a liquor license and yearly entertainment license
- Whitinsville Fish and Game for liquor license and pool table
- Grille on Main for liquor license and common vic

(1:18:57 TS) Motion to approve the license renewals as read by the Chairman made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

(1:20:00 TS) Mike Fitzpatrick modifies his motion to not issue Harry's Pizza license renewal until the railing repairs are made as recommended by the Assistant Fire Chief, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

Second group of license renewals are as follows:

- Douglas Auto and Truck Sales for a class II license; pending inspection
- The Picket Fence for a liquor license and common vic; tip / stop recertification for 1 employee pending
- BZ Nutrition LLC for a common vic
- Z&T Inc dba Capital Cannabis Community Dispensary for a retail marijuana license
- Douglas Flea Market for a common vic
- Douglas House of Pizza for a common vic
- The Little Coffee Bean for a common vic

(1:22:28 TS) Motion to approve the second list of licenses listed by the Chairman with a hold on Douglas Auto for inspection completion and Picket Fence for the tip cert made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.

7. (1:23:35 TS) Update on Town Goals – Possible Votes

- The access road to the high school -is considered to be pretty much approved and ready to go pending an order of conditions from the Conservation Commission. There is a chance that they will be using materials stockpiled for the Gilboa Street project and Highway Superintendent John Furno is going to look into that tomorrow.
- E-Permitting implementation for planning, zoning and conservation – zoning is live, planning will soon be live and they are still working on conservation.
- Sidewalk management plan and budget – there is no progress there, the town has to have a plan in place.
- Compensation System Reform – The budget is being prepared and TA Wojcik is taking into account the cost estimate associated with the first draft of the plan. They are still working on stipends and steps associated with educational experience levels and certification levels.
- Complete feasibility study for Public Safety and Highway departments – which was discussed earlier tonight if the town goes out for RFQ the first step of progress is made towards this project.
- Staffing plans for Public Safety functions – TA Wojcik stated that he anticipates this project to be a late spring/summer into the following fiscal year project.
- Library ADA accessibility of the building – this conversation will also be after budget time.
- Update GIS records of the town – the town is going back and forth with the provider to a get a reasonable licensing fee and how many licenses needed.
- Establishing specific purpose stabilization funds – this was accomplished at fall town meeting.
- Energy Planning – The town is in almost constant communication with the solar industry and statewide partners on how to best approach an energy plan for a town like Douglas. TA Wojcik has assigned this project to the Community Development Director Matt Benoit who was the energy manager for the town of Auburn prior to employment for Douglas.
- Grants – The board approved some tonight, and the town is in an ongoing process of grant submissions and acceptance.

- Address medium to long-term staffing needs – this may become part of the compensation reform using existing staff to step up to a bigger role in HR.
  - Downtown revitalization – this dovetails with the grant issue whether it's Complete Streets or Safe Streets. Mr. Fitzpatrick inquired about the grant for Davis Street work and TA Wojcik responded that it is a work in progress, and he is currently signing invoices that have been submitted against that project. Mr. Fitzpatrick asked if Mr. Wojcik over the next couple of meetings could give the board an update on where the projects are at that were voted on at town meeting.
8. (1:41:00 TS) Approve Minutes – Possible Votes  
 (1:42:00 TS) Motion to approve the minutes of November 1, 2022, made by Hal Davis, seconded by Tim Bonin. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.  
 (1:44:00 TS) Motion to approve meeting minutes for November 15 & November 16, 2022, made by Hal Davis, seconded by Mike Fitzpatrick. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.
9. (1:44:30 TS) Town Administrator's Report
- TA Wojcik's response to Mr. Fitzpatrick's previous question specifically about the fire department by way of update, they have received the report of the mechanical engineer reviewing the HVAC status of the building.
  - The next issue is the roads, the unclosed unpaved trench on Gilboa Street during the heavy rainfall caused severe potholes in the road. The highway department went out and moved barrels to direct traffic around those potholes. They had a conversation with the contractor and stated that can never happen again, and they are directing complaints to the vendor.
  - The wastewater project update is the pipes will be done by the end of December early January. The town expects natural gas to be extended from Uxbridge under 146 and all the way down Gilboa Street and most of the way up North Street with a project beginning January 9, 2023. In August early September of 2023 Gilboa Street will be paved from curb to curb that is already in the contract price.
  - Mr. Wojcik stated that the town has free COVID test so if any resident would like them to come and pick them up at town hall, the FDA has extended the expiration date on the test the town currently has until January.
10. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
11. Executive Session
- b. Building Security Discussion with the Douglas Fire Department
  - c. Interest in Real Property
  - d. Potential Litigation
- (1:56:17 TS) Motion to return to executive session for the purposes of building security discussion with the Douglas Fire Department made by Tim Bonin, seconded by Hal Davis. Roll call vote – Mike Fitzpatrick, Tim Bonin, Hal Davis, & Kevin Morse all in favor.
12. Adjournment
- Mr. Bonin made a motion at 9:17pm to leave Executive Session and 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.

Respectfully submitted,



Stephenie Gosselin  
 Recording Secretary