

BOARD OF SELECTMEN  
MEETING AGENDA REVISED  
6:30 PM TUESDAY, JANUARY 17, 2023  
MUNICIPAL CENTER RESOURCE ROOM

6:30 pm

1. Call to order
2. Pledge of Allegiance
3. Executive Session: Pursuant to M.G.L. Chapter 30A, Section 21(a)(4), to discuss the deployment of security personnel or devices, or strategies with respect thereto. Possible votes.
4. Under MGL 30A section 21(4)(1), to discuss the physical or mental health of individuals, without reference to professional competence. Notice given Friday, January 13, 2023.

6:55 PM

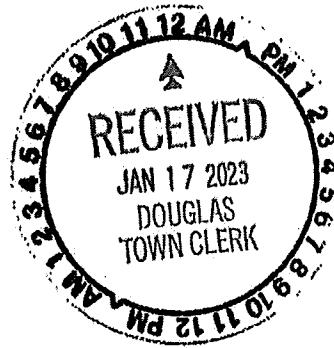
5. Chairman's Announcements
6. Citizens' Forum

7:00 PM

7. Public Hearing: Removal of Tree, Maple Street. Presentation by the Tree Warden. Possible votes.

7:10 PM

8. Public Hearing: Pole Petition, Relocation of Pole 9 on Caswell Court to accommodate new driveway. Possible votes.
9. Grant Acceptance, possible votes:
  - a. Douglas Fire Department, Student Awareness of Fire Education (SAFE), \$3,781
  - b. Douglas Fire Department, Senior SAFE, \$2,077
10. Proposal to authorize expenditure of American Rescue Plan Act (ARPA) grant funds, Fire Station HVAC improvements. Presentation by the Town Administrator and Designer (Howard Gerber and/or Bruce MacRitchie.) Possible votes.
11. Meal Expense Reimbursement Policy: 3<sup>rd</sup> and final reading. Possible votes.
12. Audit Services: Review and possible votes, Request for Qualifications solicitation document for Audit Services.
13. Presentation regarding various forms of economic development financing mechanisms, including tax increment financing (TIF) and District Improvement Financing (DIF).
14. Town Administrator's report
  - a. Notice given, appointment of Police Chief Nick Miglionico as interim Town Administrator during absence of Town Administrator from Friday, January 19 to Sunday, January 29, 2023.
  - b. Public Safety Radio project update.
  - c. Update regarding Town goals.
  - d. Other updates as needed.
15. Approval of minutes: possible votes.
16. Executive Session:



- a. Pursuant to M.G.L. Chapter 30A, Section 21(a)(6), To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
- b. Pursuant to M.G.L. Chapter 30A, Section 21(a)(2), To conduct strategy sessions in preparations for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

17. Adjournment.

APPROVED  
MARCH 7, 2023

BOARD OF SELECTMEN  
TUESDAY, JANUARY 17, 2023  
MEETING MINUTES

Attendance: Vice chair Mike Fitzpatrick, Tim Bonin, Hal Davis, Matt Wojcik Town Administrator

Absent: Chair Kevin Morse, Lisa Freeman Executive Assistant

1. Vice Chair Mike Fitzpatrick calls the meeting to order at 6:34 PM
2. (0:12 TS) Pledge of Allegiance
3. (0:35 TS) Executive Session: Pursuant to M.G.L. Chapter 30A, Section 21(a) (4), to discuss the deployment of security personnel or devices, or strategies with respect thereto. Possible Votes.
4. Under M.G.L. 30A section 21(4) (1), to discuss the physical or mental health of individuals, without reference to professional competence. Notice given Friday, January 13, 2023. Motion to move into executive session for the purpose of discussion of the above-described agenda and then to leave executive session for the purposes of continuing the boards agenda made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick, all in favor.

7:35 PM (1:45 TS) Return to continue regular public meeting agenda

5. (1:50 TS) Chairman's Announcements: NONE
6. (1:54 TS) Citizen's Forum: NONE
7. (2:05 TS) Public Hearing: Removal of Tree, Maple Street. Presentation by the Tree Warden – Possible Votes  
John Furno joined on behalf of the tree warden highway department, regarding a very large oak tree in front of 71 Maple Street that is in very poor condition. They had arborist- Steven Kidd (license # 2572) from Northeastern Tree Service come out to look at the tree situation. The arborist's recommendation is that the tree is a hazard and should be removed as it poses a significant risk to the general public, private property and to the electrical line supplying the surrounding properties. The tree has previous storm damage to limbs and stress cracks and carpenter ant damage to the main trunk, there is mushrooms growing at the base and up the trunk of the tree which is signs of decay to the trunk and the root system.  
(5:05 TS) Motion to open the public hearing on the removal of a tree made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.  
Mr. Furno stated that they have had the tree trimmed every few years and had different tree services out, and multiple complaints from residents and the tree is just too much of a hazard to save. Michael Jubert resident of Maple Street lives across the street from the tree and has seen it decay over the years, his only concern is the timing of removal with concern for the wildlife like birds that will have nests in it. Mr. Furno stated that they could get it done in the next few weeks so they can avoid the nesting period for the birds. Residents at 38 Martin Road questioned why there needed to be a meeting about the removal of the tree and why it couldn't just be taken down. Residents at 38 Martin Road also asked if they will grind the stump and repave that area, Mr. Furno responded that grinding the stump is included in the quote to

remove the tree and he said they will see about what they can do with working the corner of the road. Dennis Martin 20 Gilboa Court commented that he understands the need to remove the tree.

(11:48 TS) Motion to close the public hearing made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

(12:40 TS) Motion to remove the tree at 71 Maple Street made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

8. (13:35 TS) Public Hearing: Pole Petition, Relocation of Pole 9 on Caswell Court to accommodate new driveway – Possible Votes

(13:50 TS) Motion to open the public hearing made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

Michael Frasier with National Grid to state the request for pole 9 relocation, as requested by resident at 19 Caswell Court to put a driveway in, so they would move it 14 feet to the south. John Furno just asked that National Grid stake out where the pole is going and let him know before they drill because he has a catch basin right there.

(15:50 TS) Motion to close the public hearing made by Hal Davis, seconded by Tim Bonin. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

(16:13 TS) Motion to approve the pole petition contingent upon the highway department's final okay made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

9. (16:38 TS) Grant Acceptance – Possible Votes

a. Douglas Fire Department, Student Awareness of Fire Education (SAFE), \$3,781

b. Douglas Fire Department, Senior SAFE, \$2,077

(17:00 TS) Motion to approve the SAFE grants made by Hal Davis, seconded by Tim Bonin. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

10. (17:29 TS) Proposal to authorize expenditure of American Rescue Plan Act (ARPA) grant funds, Fire Station HVAC Improvements. Presentation by the Town Administrator and Designer (Howard Gerber and /or Bruce MacRitchie) – Possible Votes

TA Wojcik distributed the report on the HVAC needs of the fire station to the board earlier. The request to the board is to encumber an amount not to exceed \$300k to go forward with the HVAC portion of the rehabilitation of the fire station.

(18:52 TS) Motion to earmark \$300k of the town's ARPA funds for the HVAC fire station improvements as outlined in the meeting tonight and the report from MacRitchie made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor. Mr. Wojcik stated per the board's discussion under qualified topic in executive session the notion was to encumber an amount not to exceed \$225k for the purpose of improving school campus security.

(20:50 TS) Motion to earmark \$225k of the town's ARPA funds for the school security improvements plan as identified by the police chief and the school superintendent made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor. School Superintendent Paul Vieira thanked the board and TA Wojcik and the police chief for all their help and support in this.

11. (22:30 TS) Meal Expense Reimbursement Policy: 3<sup>rd</sup> and final reading – Possible Votes

TA Wojcik made a change at the request of the Finance Director and Highway superintendent under the topic captioned other, number 1, the changes read as follows:

"Per person for every six consecutive hours or work after the last meal break of the work day or six hours after the start of work when staff are called into work for a storm event whichever is sooner."

(25:00 TS) Motion to approve as town policy the meal expense reimbursement policy as outlined in the packet and adjusted by Mr. Wojcik made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

12. (25:33 TS) Audit Services: Review and possible votes, request for qualifications solicitation document for Audit Services.

TA Wojcik asked that the board pass over this item because he has not had a chance to get RFQ's from other municipalities. TA Wojcik stated that he thinks there would some merit in considering that the audit committee would be comprised of 3 members of the finance committee and 2 members of the selectboard, because the finance committee meets during audit season it would allow them to hear from the audit committee and then go into their regular meeting so the finance committee's work could continue.

13. (30:10 TS) Presentation regarding various forms of economic development financing mechanisms, including tax increment financing (TIF) and District Improvement Financing (DIF) TA Wojcik asked if Mr. Davis wanted to explain TIF's and DIF's and the difference between the two and what they involve because Mr. Davis has had experience in a lot of communities with them in many communities. Mr. Davis explained that for TIF's it would need town meeting approval and it would dedicate some percentage increase of the assessed value of the property and it is to encourage development in a community and the tax savings are passed on usually to the tenant or the developer of the property. He explained that DIF's is where the community designates an area of the community as a district and the incremental increases in property values can be dedicated for the town to bond for improvements in a wide range of improvements. The board and TA Wojcik discussed what would be beneficial for the town and the developer with these two choices.

14. (41:35 TS) Town Administrator's Report

- a. Notice given, appointment of Police Chief Nick Miglionico as interim Town Administrator during absence of Town Administrator from Friday, January 19 to Sunday, January 29, 2023. TA Wojcik stated that he will be out of town from January 19<sup>th</sup> to January 29<sup>th</sup> and he has appointed Chief Miglionico interim Town Administrator during this time, and he has all the authority of the town administrator during that time.

- b. Public Safety Radio project update.

Marcus Communications figured out that Spectrum had done something wrong with the setup and they have gotten it fixed and it is now live. The town has physical possession of all the equipment and the last they are waiting for now is to provision some of the Cisco switches, the town is on schedule by the end of this month, early next month to start testing and do the cutover on the console.

- c. Update regarding Town goals.

- Compensation system reform has had a lot of progress over this weekend and today, TA Wojcik went over the grade changes in the three departments that he will be making these changes to – management, office assistant and Public Safety Highway. The plan is to preset the Finance Committee with the compensation reform in mid-February to get it on for annual town meeting in May.
- The next goal was to complete the feasibility study process for Public Safety Highway and departments. They had a pre-bid conference on January 11<sup>th</sup> which was very well attended and tomorrow the responses are due from interested parties. The goal being a conceptual design for town meeting vote in November for the special town meeting.
- The town was looking for a full updated of the GIS records for town and corporation to emergency response, zoning, planning, water/sewer project plans, and they are continuing to go back and forth with the GIS provider to negotiate the cost of the license, but the community development department is working on this.

- The town will be applying for MassWorks grant because the town has already received a Site Readiness Grant for this project.
- Identify path to address medium to long-term staff needs of the town which they have identified – HR expertise, facilities management, and potentially additional highway staff. As part of the compensation reform plan TA Wojcik will write a job description for the HR specialist and the facilities manager, though there is no guarantee that there will be enough money to fund those positions but now is the time to put them on put them on the chart to see where they would be and what would be the budget for them should the town go out to hire for these positions.

d. Other updates as needed.

The fire engine the town purchased is reaching the point of inspection. The fire chief and a couple of staff members are going down to Tampa to the equipment before it's all closed up. Engine 3 pump still needs to be fixed. The Ford Ranger Truck that was ordered for the Building Commissioner that was supposed to be here by now has only entered the production queue two weeks ago.

15. (55:35 TS) Approval of minutes – Possible Votes  
Board passed over tonight.

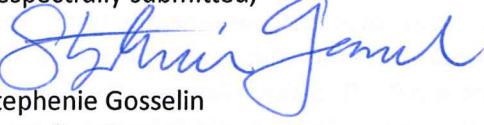
16. (55:47 TS) Executive Session

- a. Pursuant to M.G.L. Chapter 30A, Section 21(a)(6), to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body;
- b. Pursuant to M.G.L. Chapter 30A, Section 21(a)(2), to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

(56:05 TS) Motion to move into executive session to consider the purchase, exchange, lease, or value of real property and to conduct strategy sessions and preparations for negotiations with nonunion personnel and then to leave executive session for the purpose of adjournment made by Tim Bonin, seconded by Hal Davis. Roll call vote – Tim Bonin, Hal Davis, Mike Fitzpatrick all in favor.

17. Adjournment  
Mr. Bonin made a motion at 9:01pm 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: Tim Bonin, Mike Fitzpatrick, Hal Davis.

Respectfully submitted,

  
Stephenie Gosselin  
Recording Secretary