

**Board of Selectmen Agenda
Municipal Center Resource Room
Tuesday, February 21, 2023**

7:00 PM

- Call to Order
 - Pledge of Allegiance
 - Chairman Announcements
 - Citizen's Forum
-
1. Vote on Chapter 61B / Walnut Street
 2. Discussion on Transfer Station Compactors with BOH – Possible Votes
 3. DCR Land Acquisition Notice – Possible Votes
 4. Open Warrant for ATM & STM – Possible Votes
 5. Discussion on Selectmen Workshop – Possible Votes
 6. ARPA Discussion – Possible Votes
 - Vote on FD Building Security
 - Amendment to FD HVAC Approved Request from 1/17/23 – Possible Votes
 - W/S Projects Discussion with Bob Sullivan & Robert Minarik – Possible Votes
 7. Meeting Minutes – Possible Votes
 8. Town Administrator's Report
 - Radio Project – Transmission Audio Examples
 9. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
 10. Executive Session
 - a. Contract Negotiations
 11. 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
March 21, 2023

BOARD OF SELECTMEN
TUESDAY, FEBRUARY 21, 2023
MEETING MINUTES

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

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

(0:05 TS) Pledge of Allegiance

(0:28 TS) Chairman Announcements: NONE

(0:35 TS) Citizen's Forum: NONE

1. (0:40 TS) Vote on Chapter 61B/ Walnut Street

Mike Fitzpatrick recused himself from this discussion. Open Space Committee Chair Sue Perkins asked why they were excluded from the 61B discussion in January. Lisa Freeman stated that the board discussed and voted in executive session. Lisa Mosczynski (60 Oak Street) a member of the Open Space Committee handed the committee information she compiled which was a timeline of their request to take a piece of property out on Chapter 61B protection on Walnut Street. She stated that the second revised request came in on December 12th and the Open Space Committee then met on December 20th and discussed the matter and wrote a letter to the board explaining they wanted to recommend that the board pursue purchasing the property and that they wanted to come before the board to discuss it. The letter was sent on December 28th and on January 9th the Conservation Commission reviewed the request and recommended to board of selectmen not to exercise their right of first refusal. On February 7th the board of selectmen wrote a letter to the applicant stating that the board would not exercise its first right of refusal. The board of selectmen met on January 17th went into executive session and discussed that matter and Ms. Mosczynski stated that she was told to come in on the 21st to talk about it after a letter was already written to the applicant that stated that action had already been taken. Ms. Mosczynski is wondering why they are at the meeting tonight because this item has already been voted on. TA Wojcik stated that after they discussed it in executive session it should have been voted on in open session, so it was put back on to open session for this evening. There was discussion back and forth about why it was done in executive session and if the Open Space Committee could have been there. TA Wojcik stated that they are still in the timeframe of being able to discuss this and that the board can invite others to the executive session but are not obliged to do so. Ms. Mosczynski would like to start this all over again from the beginning. TA Wojcik stated that the vote needs to be done over in open session so this is the Open Space Committees chance to speak on the matters they would like to discuss with the board. Mr. Morse stated that it was his mistake to call for a vote in executive session but does not agree that the process has to start all over again. The two members present from the Open Space Committee are not prepared to discuss the matter because they don't have their whole committee present. Mr. Morse responded by asking if they would like to be put on the agenda for the first meeting in March to discuss this further and they said they would like to do that. No vote taken.

2. (13:00 TS) Discussion on Transfer Station Compactors with BOH – Possible Votes
Dick Skinner is present to discuss the matter on behalf of the Board of Health. The purpose of the discussion is to let the board know that they are looking for a potential cost reduction at transfer station. The Board of Health is looking for a capital expenditure of about \$50k and for that the town will get an annual return of at least \$20k except for the first year. Mr. Skinner has provided the board with charts showing the trends in cardboard and plastic consumption and shipping and calculations of cost. The current hauling rate is \$180 per big container that leaves the transfer yard. Mr. Morse asked about the cost of fuel and if that will change due to the rise in gas prices, and Mr. Skinner stated that they will most likely see an increase in that cost. TA Wojcik stated that the \$180 price is contractual and the town said there would be no fuel surcharges so that price would not change, but when they renew the contract the price could change. Mr. Skinner stated that they are also looking into single stream recycling so all recycling goes into one container instead of being separated; cardboard, glass, etc. The potential funding sources are from the town capital fund or ARPA. Mr. Skinner is hoping to get current numbers to the board within the month, and they are hoping that this cost reduction will help prevent future increases in fees for residents. The board will await Mr. Skinner's final numbers and calculations.
3. (23:13 TS) DCR Land Acquisition Notice – Possible Votes
Sean Provencher land protection specialist for DCR southeast region is at the meeting to answer any questions that the board might have and provided a better map for the board's review. This is a land locked piece north of Ridge Trail with no frontage and there is DCR land to the south.
(30:50 TS) Motion that the department of conservation and recreation may acquire an interest in a parcel of land located in Douglas as shown on the presented map marked as exhibit A for conservation and or recreational purposes made by Hal Davis, seconded by Tim Bonin. All members in favor.
(32:20 TS) Motion pursuant to 301 CMR 51.07 1 B the Douglas board of Selectmen agree to waive the 120-day notice period required by said section as to the parcel of land approximately 10 acres in the town of Douglas as shown on exhibit A made by Tim Bonin, seconded by Hal Davis. All members in favor.
4. (33:30 TS) Open Warrant for ATM & STM – Possible Votes
(33:30 TS) Motion to open the warrant for the ATM & STM made by Hal Davis, seconded by Tim Bonin. All members in favor.
5. (33:50 TS) Discussion on Selectmen Workshop – Possible Votes
Mr. Fitzpatrick went to an MMA conference in Boston and attended one of the workshops called "How to Improve Working relationships between the Board of Selectmen and the Town Administrator". Mr. Fitzpatrick felt it would be beneficial to for the board as group to attend one of these workshops and reached out to one of the speakers at the conference, the cost is between \$700 - \$900. Mr. Fitzpatrick asked if the board is interested in doing this. The board agrees that it would be beneficial to attend a training/workshop. TA Wojcik stated that he thinks that this is a great idea for the board to attend and is a good educating tool and he would be interested in participating.
(43:46 TS) Motion that the board move forward with the workshop recommendation as presented and discussed tonight made by Hal Davis, seconded by Mike Fitzpatrick. All members in favor.
TA Wojcik stated something else that would help the members of the board, specifically new ones would be creating a financial dashboard that he has discussed over the years. A small packet with the finances and budgeting of the town that is updated every year would go a long way to helping someone understand how things work in the town, and he would like to discuss it further.
6. (46:15 TS) ARPA Discussion – Possible Votes

TA Wojcik stated that this is another item that was discussed in executive session and was voted on in executive session, so it needs to be 'redone' and voted on in open session.

- **Vote on Fire Department Building Security**
(48:16 TS) Motion that the board earmark \$15k of the ARPA funds to the Fire Department Building Security discussed in executive session made by Tim Bonin, seconded by Hal Davis. All members in favor.
- **Amendment to Fire Department HVAC Approved Request from 1/17/23 – Possible Votes**
There is a proposal in the boards packet from MacRitchie for the HVAC design in the amount of \$30,550 which included standard AIA expenses. This is very close to 10% of the projected project cost of \$300k, this fee was originally not in the \$300k. MacRitchie needs to finish the HVAC design in order to locate all the appliances and connections to power, then the electrical engineers for MacRitchie will finish the electrical upgrade for the entire building and the two projects will take place simultaneously. TA Wojcik is looking for the board to approve a round amount of \$31k of ARPA funds so that he can sign the agreement with MacRitchie and they can get started on the projects.

(51:40 TS) Motion to encumber \$31k of ARPA funds for the Fire Department HVAC design made by Mike Fitzpatrick, seconded by Tim Bonin. All members in favor.

- **Water/Sewer Projects Discussion with Bob Sullivan & Bob Minarik – Possible Votes**
TA Wojcik's estimated calculation of the ARPA funds that remain is \$1,625,416.40. The board asked Mr. Sullivan of the two water/sewer projects which one weighs more favorably to get done up front knowing that they cannot afford to do both the projects. The projects are all over the amount of funding left in ARPA, so they would do borrowing through the water/sewer department for the remainder of the funds. The estimated amount for running water from Main Street to the common is about \$2.75 million, for both water and sewer from Main Street to the common would be about \$4.5 - \$5 million. The third project is the Depot Street water pipe replacement. TA Wojcik stated that they will eventually have to fix the culvert on Depot Street that has started to fail. It would not be included in the proposed Depot Street project, but he stated that he thinks they could leverage Chapter 90 for it. It would be incorporated into the Depot Street project to be done at the same time if that project is approved by the board. The board feels that maybe the Depot Street project might be the one they are leaning towards and would like to have a joint meeting with the water commissioners to discuss this further and get their input.

7. (1:12:50 TS) Meeting Minutes – Possible Votes

The board will skip over because the minutes are not ready.

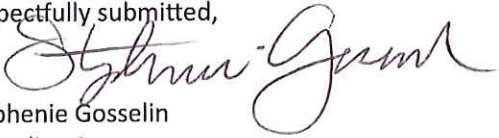
8. (1:13:00 TS) Town Administrator's Report

- **Budget Process Update** – TA Wojcik's goal is to have the budget close to the finish line by the end of the weekend to early next week. The comp reform team met with all the department heads today to review the compensation reform plan and the impact it would have on them and their employees they supervise. The items that were planned for this year's budget were a fulltime highway employee, increase in the legal line for town counsel, and adding 2 police cruisers per year until the fleet is fully rotated out. That left the town with a deficit of a little over \$200k which is typical then they go through the budget process to review and make that number go down to come to a balanced budget in the end. The budget without the compensation reform is at a deficit of about \$30-\$40k, and he has gotten the comp reform program down to about \$175k so after he has taken out the other items the budget with the comp reform is at about \$200k deficit. There will be some items flagged for the selectboard to approve or disapprove before going to the finance committee to get to balance. There is a good amount of money coming in this year that will close to free cash which includes the building permit for the warehouse, an insurance settlement coming back,

and a surplus from the health insurance. There are about 27 employees whose pay is set through the comp table

- (1:24:48 TS) Radio Project – Transmission Audio Examples
An unreadable example was played and then a transmission after the switch over was played to listen to the difference in audio. The cost for this project will show up in the budget every year because there are some operational costs, there is a maintenance contract which is already in the budget. The cutover was done last week, and the project is almost complete.
 - Tomorrow the building facilities committee will mockup the proposals the RFQ responses that we got for long-term architect services. The board will have three finalists to choose from and TA Wojcik will mark up and make notes on the firm resumes and presentations for the board to score and make the final decision. The goal is to have conceptual drawings by November 2023 for the Highway barn.
9. (1:33:55 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting: NONE
10. (1:34:05 TS) Executive Session
- a. Contract Negotiations
The board decided to move the executive session to the next meeting and have Brian Maser present in person or by phone.
- (1:34:45 TS) Motion to move executive session to the next scheduled meeting and move to adjourn the meeting made by Tim Bonin, seconded by Mike Fitzpatrick. All members in favor.

Respectfully submitted,


Stephenie Gosselin
Recording Secretary