

**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, June 6, 2023**

**7:00 PM**

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

1. Conservation Commission Appointment / James Foran – Possible Votes
2. Select Board Letter of Support & ADA Coverage for the 2023 Open Space & Recreation Plan – Possible Votes
3. Grant Acceptance – Possible Votes
  - W/S Department Lead Line Service Grant
  - Water Asset Management Grant
  - Sewer Asset Management Grant
4. Review Annual Appointments for FY24 – Possible Votes
5. Select Board CMRPC Delegate / Alternate Appointments for FY24 – Possible Votes
6. Review Meeting Minutes – Possible Votes
7. Scannell Properties Development Agreement – Possible Votes
8. Discuss Town Administrator Contract Incentive Bonus – 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
  - a. Contract Negotiations – Town Administrator
  - b. Interest in Real Property
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.*

APPROVED  
July 5, 2023

BOARD OF SELECTMEN  
TUESDAY, JUNE 6, 2023  
MEETING MINUTES

Attendance: Vice Chair Mike Fitzpatrick, Tim Bonin, Maxwell Postma, Ross Smith, Matt Wojcik Town Administrator, Lisa Freeman Executive Assistant.

Absent: Chair Kevin Morse

Vice Chair, Mike Fitzpatrick called the meeting to order at 7:06 PM

(7:06 PM) (0:10 TS) Pledge of Allegiance

(7:06 PM) (0:35) Chairman Announcements

Tim Bonin stated The Douglas High School baseball team is playing in the round of 16 in the MIAA baseball tournament come out and support the boys Thursday at 3:30 PM.

1. (7:07 PM) (1:10 TS) Conservation Commission Appointment / James Foran - possible votes  
On May 22, 2023, the conservation commission voted to appoint James Foran for a three-year term on the conservation commission committee. Mr. Foran has been in Douglas with his family for five years and would like to get back to the community by serving on the committee.  
(7:09 PM) (3:05 TS) Motion to appoint Mr. Foran to a three-year term made by Tim Bonin, seconded by Maxwell Postma. The vote passed unanimously.
2. (7:10 PM) (4:05 TS) select board letter of support and ADA coverage for the 2023 open space and recreation plan - Possible votes.  
The Open Space Committee is looking for a letter stating that Ken Frasier is the ADA coordinator for the town of Douglas that would go to the conservation services in Boston. Mr. Fitzpatrick asked if this would obligate the town to do anything additional. The open space committee member stated that it would only state that they have an ADA coordinator. TA Wojcik stated that they have put out there the need for members for this ADA committee, but they have not had a good response but will try again.
3. (7:16 PM) (10:20 TS) Grant acceptance – possible
  1. Water sewer department, lead line service grant - \$200k dollar grant awarded December 2022
  2. Water asset management grant - \$84k dollars awarded May 2023
  3. Sewer asset management grant - \$75,900 dollars awarded September 2022

(7:17 PM) (11:15 TS) Motion to accept the grants made by Maxwell Postma, seconded by Ross Smith. The vote passed unanimously.

4. (7:17 PM) (11:45 TS) Review Annual Appointment for FY 24 - possible votes  
Lisa Freeman is still waiting for responses. The board will hold off till next meeting to vote on this.
5. (7:18 PM) (13:00 TS) select board CMRPC delegate / alternate appointments for FY 24 - possible votes.  
Mr. Bonin was appointed the delegate last year and would like to see if a new member of the board is interested in doing it this year. Maxwell Postma volunteered for the appointment; Tim Bonin seconded that nomination for the delegate. The vote passed unanimously.

TA Wojcik described to Mr. Postma, the details of what being the delegate involves and the importance of it in the grant process.

(7:22 PM) (16:10 TS) TA Wojcik had a comment about the previous agenda item on annual appointments to let the board know that one of the appointments is town council, and that it doesn't have to be done now, but it needs to be done before the change of the fiscal year.

6. (7:23 PM) (17:05 TS) Review Meeting Minutes - possible votes

(7:27 PM) (21:40 TS) Motion to accept the meeting minutes of May 16, 2023, as written made by Maxwell Postma, seconded by Tim Bonin. The vote passed unanimously.

7. (7:28 PM) (22:25 TS) Scannell Properties Development Agreement - possible votes

TA Wojcik stated that a development agreement lays out the terms and conditions of the town's relationship with a major developer. To this point, the town of Douglas has not used tax increment financing or other forms of economic development financing, the town has done utility work based upon grant funds, and contributions by the private developers. Bob Minarik is not here to answer any questions so TA Wojcik will go over the agreement and answer any questions he can, and then have the vote taken at the next meeting. TA Wojcik read through the agreement for the board. The two major important items TA Wojcik wanted to highlight to the board was the new water pump station and the one going on North Street that a funding amount is still being discussed and the developer agreeing for being responsible for paying all designing and engineering costs, incurred by the town to date. The developer has previously paid \$33,900 and currently is the amount is \$43,900.

8. (7:36 PM) (30:55 TS) Discuss Town Administrator Contract Incentive Bonus

In the Town Administrators contract, there is a section that discusses a stipend paid out at the end of the fiscal year for the select board to review the town administrator's accomplishments relative to the ascertainment of grant funds, and enlargement of revenue opportunities for the town. The board may award the town administrator up to a \$5,000 stipend. Mr. Fitzpatrick listed the grants and the amounts that fell in this fiscal year.

(7:41 PM) (35:40 TS) Motion to approve the town administrator's \$5,000 stipend made by Maxwell Postma, seconded by Tim Bonin. The vote passed unanimously.

9. (7:42 PM) (36:30 TS) Town Administrator's Report

TA Wojcik stated that a lot of progress is being made on the CRG construction site. The concrete slabs for the walls are being delivered from New York and they are hoping they stay on track with time and that there's no setbacks with getting a concrete slabs to Douglas. TA Wojcik would like to thank McIntyre Loam for their willingness and cooperation to move their trailer so that an emergency access road can be put in. Before they can fully close up the road and pave it the sewer pump station needs to be fully installed and operational. The grant application for North Street improvements was submitted this past week. They have completed the dispatcher contract and it will be in front of the board as a draft after labor council reviews it which should be by next week. There are three appointment contracts. That preferably be done before July 1, but need to be done by August 1, which is the town administrator, the assistant chief of the fire department, and the lieutenant in the police department. They are also trying to revamp the fire department staffing schedule. He also met with the school department today and they are still working on trying to close the gap in their budget hole.

10. (7:53 PM) (47:05 TS) Open session for topics, not reasonably anticipated 48 hours in advance of the meeting.

Mr. Bonin noticed that the charging ports for electric cars are not all working and was wondering who oversees the maintenance for those. TA Wojcik stated that he and Adam Furno are responsible. They have had constant issues with these charging machines and have already had them replaced completely once, and TA Wojcik is trying to get this rectified and currently has an electrician looking into what may be the issues. The electrician met with him today and

said he didn't find any issues that involved building electrical issues so TA Wojcik called the vendor to see if they could figure out if there's an issue on their end. A tech from EV Connect is going to come out and meet with them to see what the issue is.

11. (7:57 PM) (51:50 TS) Executive Session

a. Contract negotiations - Town Administrator

(7:58 PM) (52:40 TS) Motion to move into executive session for the purpose of the town administrator's contract negotiation and then to leave executive session for the sole purpose of adjournment made by Tim Bonin, seconded by Ross Smith. The vote passed unanimously, Roll Call vote - Maxwell Postma, Ross Smith, Mike Fitzpatrick, Tim Bonin all in favor.

12. Adjournment

Mr. Smith made a motion at 9:11 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, Postma – aye, Smith – aye, Bonin – aye.

Respectfully submitted,



Stephenie Gosselin

Recording Secretary