

**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, June 20, 2023**

**7:00 PM**

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

1. RiMaConn Relay 8/26/23 Road Use Request – Possible Votes
2. Authorize TA to Sign for the Water Asset Management Plan – Possible Votes
3. Review Scope of Services for Assistance with MS4 Compliance – Possible Votes
4. Highway Department FY24 Drainage, Paving & Crack Sealing Plan – Possible Votes
5. Discussion on Underground, Concrete Encased, Electrical Bank coming from the Cubes @ Gilboa New Bridge, and entering Gilboa St., a Paved Public Way – Possible Votes
6. Scannell Properties Development Agreement (2<sup>nd</sup> review) – Possible Votes
7. Final Review of Annual Appointments for FY24 – Possible Votes
8. Meeting 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
  - a. Contract Negotiations – Town Administrator & Public Safety Dispatchers
  - b. 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, JUNE 20, 2023**  
**MEETING MINUTES**

Attendance: Chair Kevin Morse, Vice Chair Mike Fitzpatrick, Ross Smith, Maxwell Postma, Matt Wojcik  
Town Administrator, Lisa Freeman Executive Assistant

Absent: Tim Bonin

Chair Kevin Morse called the meeting to order.

(0:05 TS) Pledge of Allegiance

(0:25 TS) Chairman Announcements: NONE

(0:31 TS) Citizen's Forum: NONE

1. (0:36 TS) RiMaConn Relay 8/26/23 Road Use Request – Possible Votes  
Matt Anderson, president of the Hartford, marathon foundation looking for approval to go through the town of Douglas once again for the fourth running of the RiMaConn relay, on Saturday, August 26th. A 95 mile relay that will start just north of Providence in Lincoln, Rhode Island, and travel through Blackstone and Uxbridge, and then to Douglas and join into the NE Trunkline Trail and Pastor Thompson, Connecticut into Hartford Connecticut where it will finish. The timing of the relay for Douglas will be between 7 AM and 12 PM and they anticipate about 100 teams participating. They will be looking to hire another officer again to assist with the crossing at South Street. The Fire/EMS Department is not requiring an EMS detail. This year looks like it may be the last year for this relay race due to declining interest in participation.  
(5:35 TS) Motion to approve the request for road use for the relay race on August 26, 2023, made by a Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
2. (6:05 TS) Authorize TA to Sign for the Water Asset Management Plan – Possible Votes  
TA Wojcik stated he believes that the board already voted to except this grant.  
(8:10 TS) Motion to authorize the town administrator to sign for the Water asset management plan made by Mike Fitzpatrick, seconded by Maxwell Postma. The vote passed unanimously.
3. (8:30 TS) Review Scope of Services for Assistance with MS4 Compliance – Possible Votes  
Nick Cristofori, with comprehensive environmental joined via remote, they have been working with a Town for five years now assisting with meeting EPA's MS4 phase 2 permit requirements. What is in front of the board now is a proposal to continue that work into year six. Mr. Cristofori explained everything in their proposal, and everything they would be doing. He stated that a year from now the town is required to design and implement a public demonstration stormwater, and infiltration basin detention basin. This is part of what they would be working towards in year six.  
(11:40 TS) Motion to approve the scope of services for assistance with MS4 compliance made by Max Postma, seconded by Mike Fitzpatrick. The vote passed unanimously.
4. (12:05 TS) Highway Department FY24 Drainage, Paving & Crack Sealing Plan – Possible Votes  
John Furno and Adam Furno compiled a list of streets they would like to have resurfaced and/or crack sealed using chapter 90 funds and town meeting funds. The current budget is \$810,990.60 for the Chapter 90 budget. The FY24 allotment is \$363,019.12 and \$360,000 from town meeting, which gives them a total availability of \$1,534,009.72 as of July 1st. They started the

process on South Street with drainage. They are going from Thomas Circle to Hemlock Street reclaiming and paving 4,300 feet. Engineering is \$84,400, drainage is \$350,000, and paving is \$573,906 with a total of \$1,008,306. They would like to do crack sealing on Old Carriage Lane, Kelly Circle, Perry Street, Royal Crest Dr., Chestnut Street, Conservation Drive, and Jepherson Dr. which will be approximately \$50,000. The remaining funds will be \$475,703.72 which they also have to keep an allotment for Depot St. culvert and retaining wall or guard rail. They provided the board with the Stantec engineering proposal for review. They wanted the board aware that there have been complaints from residence on South Street about the drainage work.

(17:40 TS) Motion to approve the Highway Department, paving and crack sealing plan proposal made by Ross Smith, seconded by Max Postma. The vote passed unanimously.

(18:05 TS) Motion to authorize the town administrator to sign the Stantec consulting services proposal made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.

5. (19:05 TS) Discussion on underground concrete encased electrical bank, coming from the Cubes at Gilboa new bridge and entering Gilboa St., a paved public way - possible votes

An electrical bank of four 5-inch PVC conduit are going to cross the existing 12-inch water main twice while being rerouted to new pole number 54 location. The water and sewer department approves the electrical bank crossing near the town's water main. Bob Minarik was present to speak in more detail about this project to the board.

(23:10 TS) Motion to approve the routing of the electrical bank as designed part of the plan provided to the board made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.

6. (23:55 TS) Scannell Properties Development Agreement (2nd review) - possible votes  
TA Wojcik stated that they have not received any questions, and nothing has changed from the last review of this agreement.

(25:40 TS) Motion to approve the agreement between Scannell properties and the Town of Douglas made by Mike Fitzpatrick, seconded by max Postma. The vote passed unanimously.

7. (26:15 TS) Final Review of Annual Appointments for FY 24 - possible votes

Mike Fitzpatrick stated he is up for renewal on zoning board and would prefer to be changed to an alternate on that board.

(28:25 TS) Motion to approve the appointments, noting Mr. Fitzpatrick changing from member of the zoning board to alternate member made by Ross Smith, seconded by max Postma. The vote passed unanimously.

8. (29:15 TS) Meeting Minutes - possible votes

Mike Fitzpatrick would like to pass over these because Tim Bonin and himself are the only ones present for the meeting.

9. (29:40 TS) Town Administrator's Report

TA Wojcik stated that they don't usually let employees roll over vacation time so there are employees that are using up there vacation time and there may be some departments that will be closed towards the end of the fiscal year.

There is a department head meeting tomorrow and one of the topics is creating a committee to organize an employee recognition program for exceptional service. Shirts have been created with a "revamped" old tiger logo, saying exceptional service and will be given to employees who demonstrate this and are nominated by the department heads. There will also be a discussion regarding rules of conduct around public meetings. TA Wojcik discussed an incident that happened in Southborough that made it to the Supreme Court regarding a resident and the Chair of the Select Board making comments back and forth to each other. TA Wojcik is working with town Council on how to advise employees on how to conduct themselves at public town meetings and regular board and commission meetings. He will also go over basic budget forecasts with the department heads at the meeting tomorrow.

TA Wojcik would like to finish the snowplow procurement, and the sidewalk tractor procurement and the new Fire Department command vehicle procurement that was authorized at town meeting. TA Wojcik described the different procurement options to the new board of selectmen members. Lastly, TA Wojcik continues to meet with the school board to mitigate their budget issues. FinCom will meet one week from tonight to go over where they stand with the school department budget. TA Wojcik also mentioned that Town meeting this year will be very significant not just house cleaning items.

10. (42:20 TS) Open Session for topics, not reasonably anticipated 48 hours in advance of the meeting.

Lisa Freeman received an email from Ms. Richards who is a volunteer on the Douglas Common Preservation Society and a member of the Open Space Committee. They are looking to find out if there is a way they can get a page on the town's website. They would like to post pictures and updates on the projects they are doing in town, and possibly post the need for occasional donations to help to support town projects. They would also like to know if it's possible to get a town email so residents can communicate with them.

Mr. Minarik stated that he was at the warehouse today and they extend an invitation to all town employees who would like to attend a safety meeting on Wednesday, July 19<sup>th</sup> hosted by CRG at the Cubes at Gilboa that will be catered and will be from 11am to 12:30pm in the new building. Mr. Minarik would need a list of who is going to attend within a week of the meeting.

11. (48:00 TS) Executive Session

- a. Contract negotiations - town administrator in public safety dispatchers
- b. Litigation

(48:16 TS) Motion to enter into executive session for the purpose of contract negotiations for the town administrator, public safety dispatchers, and litigation and to leave executive session for the sole purpose of adjournment made by Mike Fitzpatrick, second, and by Ross Smith. Roll Call vote - Ross Smith, Kevin Morse, Mike Fitzpatrick, Maxwell Postma all in favor. The vote passed unanimously.

12. Adjournment

Mr. Fitzpatrick made a motion at 9:02 pm to leave executive session and return to regular session for the purpose of adjournment. Mr. Smith seconded the motion. All in favor. Roll call vote: Smith – aye, Postma – aye, Fitzpatrick – aye, Smith – aye, Morse – aye.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary