

**Board of Selectmen Agenda**  
**Municipal Center Resource Room**  
**Tuesday, September 19, 2023**

**7:00 PM**

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

1. Public Hearing / Octoberfest Committee One Day Liquor License for 10/7/23 – Possible Votes

**7:10 PM**

- 2. Public Hearing / Grille on Main One Day Liquor License & One Day Entertainment License for 10/7/23 – Possible Votes
- 3. Douglas Orchard & Farm Sign Review – Possible Votes
- 4. School Department FY25 Budget Concerns – Possible Votes
- 5. Department Updates
  - W/S Department
  - Highway Department
- 6. Highway Department 2023-2024 Snow Plow Rates – Possible Votes
- 7. Amendment of Donation from CRG Approved at 8/29/23 Meeting – Possible Votes
- 8. Review & Discussion of North St./Gilboa St. Signage by Vanasse & Associates, Inc. – Possible Votes
- 9. Review & Discussion of Advisory 30mph Speed Limit on Gilboa St. for New CRG Bridge – Possible Votes
- 10. Grant Acceptance / PD FY24 911 Support & Incentive Grant – Possible Votes
- 11. Open Warrant for November 6, 2023 STM – Possible Votes
- 12. Meeting Minutes – Possible Votes
- 13. Ratify Town Administrator Contract – Possible Votes
- 14. Town Administrator's Report
- 15. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
- 16. Executive Session:
  - a. Pursuant to M.G.L. Chapter 30A, Section 21(3), To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. – **Potential Litigation** (Joint meeting with Fire Chief & Department of Fire Services)
- 17. Adjournment

*Note: Times are estimates unless denoted as a Hearing.*

*The Town of Douglas is an equal opportunity employer and service provider.*

BOARD OF SELECTMEN  
TUESDAY, SEPTEMBER 19, 2023  
MEETING MINUTES

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

Absent: Tim Bonin

Kevin Morse called the meeting to order at 7 pm.

(0:10 TS) Pledge of Allegiance

(0:30 TS) Chairman Announcements: NONE

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

1. (0:40 TS) Public Hearing: Octoberfest Committee One Day Liquor License for 10/7/2023 – Possible votes  
(0:50 TS) Motion to open the public hearing made by Mike Fitzpatrick, seconded by Max Postma. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, & Ross Smith all in favor. Mr. St Pierre was present to answer any questions from the Select Board.  
(1:45 TS) Motion to close the public hearing made by Mike Fitzpatrick, seconded by Max Postma. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, & Ross Smith all in favor.  
(1:55 TS) Motion to approve the one-day liquor license for the Octoberfest beer garden for October 7, 2023, 9 am to 4 pm made by Ross Smith, seconded by Max Postma. The vote passed unanimously.
2. (2:24 TS) Douglas Orchards & Farm Sign Review – Possible votes  
Aaron & Patty Socrat were present to answer questions. The proposed sign will be a wooden and Mr. Socrat presented to the Select Board what the sign will look like and asked permission to keep it up all year round.  
(5:55 TS) Motion to amend the current sign permit and have it up at the end of Depot and the corner of Southeast Main Street. Instead of taking it down in November, it can be left up year-round. Approval granted for the secondary hanging signs below the permanent sign changing them out periodically throughout the year for concerts advertisements etc., made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.
3. (7:25 TS) Highway Department Updates and 2023-2024 Snowplow Rates – Possible votes  
Acting Superintendent Adam Furno updated the Select Board on the towns building maintenance (which Adam has been the maintenance manager along with his duties as the Highway Foreman/worker along with other various positions throughout town). Mr. Furno stated that the maintenance manager position is a very important and time-consuming. He feels that it is time to make this a full-time position again and advertise. Mr. Furno explained the responsibilities for the position.

The building maintenance updates are as follows:

- Post Office/Adult Social Center paving has gone out to bid and it will close on October 11<sup>th</sup> at noon with a completion date of November 22<sup>nd</sup>.
- The Municipal roof and elevator roof projects are projected to be more costly than anticipated due to some additional repairs, and additional funds will be requested at the fall town meeting.
- The municipal key system project has been awarded and will start in the next two weeks which should take about a month to complete.
- Mr. Furno mentioned the vacant town buildings that need to be demolished.
  - VFW building – 21 Main Street
  - Old fire station – Cottage Street
  - Old grammar school – Gleason Court

Mr. Furno went over the current Highway Department employee positions and what they are responsible for. They are down to one working lawn mower which takes two workers four days to mow every town area and they have to mow every five days. The town has 3 weeks reserved for brush cutting and the cost for that is \$15,925, because of the amount of overgrowth they will only get 1/3 of the town done in those 3 weeks. Mr. Furno has approached the Capital Committee for a brush cutter for their sidewalk tractor which will cost around \$42,000 and will allow them to cut brush all spring, summer, and fall. They have had a bad year already with vehicle maintenance and have spent \$15k of the \$50k budget in the last two months. AF Amarillo and Sons have been awarded the contract for the South Street drainage and paving project at \$989,563.40, and they feel that can complete the project by November 22<sup>nd</sup>. The crack sealing companies are scheduled for October 4<sup>th</sup> - 6th on Old Carriage Lane, Kelly Circle, Perry Street, Royal Crest Drive, Chestnut Street, Conservation Drive, Jefferson Drive, Darling Way, Brandywine Circle, and Essex Street for a cost of \$35k. Mr. Furno has two employees dedicated for the week before Octoberfest just to set up, and three workers at the event at all times. The sidewalk tractor is on order and should be delivered by January 2024 and the six-wheel international truck is on order and should be delivered by November 2024.

Tree Warden update - 34 trees have been removed in town between the highway department and National Grid with 127 trees on their list currently, 95 of them are on Webster Street within the towns right of way. They started out this year with \$10k and Mr. Furno will be requesting an additional \$50k at fall town meeting for the removal of dead or dying trees. The cost per day for the current contract is \$1,700. Mr. Furno stated that last year they had 18 subcontractors and three of them have retired. He has asked TA Wojcik to replace those three, plus an additional two to cover an employee that is currently on medical leave. The other will cover the part-time employee that took a full-time position with the fire department. That will put him at 20 subcontractors and 6 highway workers for the winter. For winter sanding they will have 5 highway trucks and one subcontractor with a 6-yard sander, and one subcontractor with a 3-yard sander. Mr. Furno stated as the developments in town keep coming, they will need to increase the highway workers as well. Mr. Furno stated that the state bids for salt came in at \$68 a ton, but Douglas is on the nine town Shrewsbury bid that 70% came in at \$65.69 and 30% at \$65.86 and is less than last year's numbers. The new plow rates went up about \$3/hour from last year. (20:15 TS) Motion to approve the snowplow rates as presented made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

4. (20:40 TS) Public Hearing: Grille on Main One Day Liquor License for 10/7/2023 – Possible votes (20:50 TS) Motion to open the public hearing made by Mike Fitzpatrick, seconded by Ross Smith. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, & Ross Smith all in favor. The applicants stated that this is a request for a one-day liquor license and one-day entertainment license. There will be beer and wine only and the entertainment will be live

music acoustic music. Mr. St Pierre from the Octoberfest Committee stated that this was the first time he is hearing that the Grille on Main would like to take part in the Octoberfest because they did not reach out to him to be vendor. He stated that this is problematic because the Octoberfest Committee cannot control the amount of alcohol that is served and consumed at their event if more than one vendor is selling liquor. Mr. StPierre stated he Grille on Main was part of the Octoberfest last year, but did not want to "sign up" as a vendor this year. He stated he has an issue with them setting up a table and selling food and drinks and not participating in the event like the other vendors. Mr. St Pierre also stated that they were selling drinks to go last year and that caused problems with the Octoberfest beer garden. Mr. Morse stated that he doesn't think it would be fair to tell this local business that they cannot sell just because there is an event going on in town. He stated that although it would be preferred that they become part of Octoberfest they cannot be made to do so. Mr. Fitzpatrick is also concerned about the drinks to go and people walking around. Another Octoberfest Committee member / John Menard stated that it is just disappointing that they are talking about this now at a public hearing instead of meeting with the committee earlier and working through it. He stated they work hard to work with the local businesses to help everyone be successful and are flexible. To hear that there is also going to be entertainment just seems like they are running a concurrent event the same time as the Octoberfest event. Mr. Menard is asking that the Select board does not grant them the licenses they are applying for. Mr. Morse stated that although he sympathizes with them, he also feels that it would be wrong to tell a local business they cannot do something that they have a legal right to do to make money on a day that the Main Street is closed. Mr. Smith recused himself because he participates in the Octoberfest car show. Ms. StPierre stated that she doesn't believe this one-day event that closes Main Street for a few hours impacts the businesses because of the 12,000 people that the event brings into town. All the local businesses have always been very busy on that day and the Grille on Main is still open for indoor seating and dining. Mr. Fitzpatrick stated that he also has reservations about the entertainment because it is becoming competition with the event. He doesn't have a problem with them being able to have food and drinks in a controlled area outside but has asked if they could compromise and withdraw the one-day entertainment license application. The owner Larissa and manager Becky stated that they will withdraw the entertainment license application if they could just do the outside tent with beer and wine.

(41:15 TS) Motion to close the public hearing made by Mike Fitzpatrick, seconded by Max Postma. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse all in favor, Ross Smith recused himself.

(42:00 TS) Motion to approve the one-day liquor license for the Grille on Main for October 7, 2023, with the provision that they do not serve drinks to go, and will not be granted an entertainment ;license that day made by Max Postma, seconded by Mike Fitzpatrick. Mike Fitzpatrick and Kevin Morse in favor, Max Postma not in favor and Ross Smith recused, the vote passed.

5. (42:55 TS) School Department FY25 Budget Concerns – Possible votes

Paul Vieira/School Superintendent and Cortney Keegan/ School Business Manager are in attendance to make the Select Board aware of their concerns for the schools future budget. They have been trying to add 4 new positions to the school department for the past few years, which include a guidance counselor and/or an adjustment counselor at the middle school (they currently have one adjustment counselor at the middle school for 294 kids). Second is a stars and stripes teacher at the high school for the special education program, the third is a STEM teacher for the primary and elementary school, and the fourth position is for a grounds/maintenance/custodial position. The next problem is with technology; the current Chromebooks will be 4 years old and they do not have a funding mechanism to replace them. The maintenance of the school buildings is extremely important and they discussed some short

term and long term planning to continue to upkeep the buildings. There are three contract negotiations up this year and next year will be contract negotiations with the teacher's union. Mr. Vieira stated that the goal is to have their preliminary budget ready by December 31<sup>st</sup>. They would be looking to lease the Chromebooks instead of purchasing them and they will forward the list of requests presented this evening to Lisa to distribute to the Select Board for further review.

6. (54:05 TS) Water/Sewer Department updates

Bob Sullivan updated the Select Board that they finished all the water mains on Northeast Main Street this week, Gilboa Street main work is done, and they are just tying in the new manhole and the valve vault to tie into the new pump station. Next week they will start doing the trench work repair on Lackey Dam Road. After Columbus Day they plan on starting the mill and overlay on Lackey Dam Road and Gilboa to the mill parking lot, and the following week the paving from North Street to the mill parking lot. Northeast Main Street will remain unpaved until spring so it can be done correctly. They are working on the design for the North Street project and the Depot Street project has not started yet but he has the preliminary engineering cost that TA Wojcik will have to sign. The Davis Street design is almost finished and he will find out in mid-October whether they will get the MassWorks grant for the North Street project. They are about 75% done with the asset management on the wastewater side, they haven't started the asset management on the water side because they wanted to finish the wastewater side first. There is a lead service line replacement program for the lead goosenecks. TA Wojcik wanted to acknowledge the efforts of Bob Sullivan and Bob Minarik and Stantec and all of the projects going on.

7. (1:01:50 TS) Amendment of Donation from CRG Approved at 8/29/2023 Meeting – Possible votes

Bob Minarik and TA Wojcik stated that they are amending the amount to \$200k. Mr. Minarik stated that if they don't use all the \$200k the remainder will be transferred over to the equipment portion of the development agreement.

(1:03:20 TS) Motion to approve the amended amount of \$200k for purpose of road resurfacing from CRG on North Street, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

8. (1:04:00 TS) Review & Discussion of North St./Gilboa St. Signage by Vanasse & Associates, Inc. – Possible votes

Bob Minarik showed the Select Board the picture he received this afternoon for the proposed signage. They are replacing the three stop signs with three LED flashing solar powered signs, and the other signs that will bring the intersection up to code. TA Wojcik stated he believes that the flashing stop signs will not last very long, as residents will probably complain and then they will switch them back to the old signs, but they are going to do what safety regulations call for.

(1:09:35 TS) Motion to approve the recommendations of the safety committee for the signage and striping made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

9. (1:10:15 TS) Review & Discussion of Advisory 30mph Speed Limit on Gilboa St. for New CRG Bridge – Possible votes

The Select Board discussed the advisory speed limit sign, but don't think it is necessary to have a sign that is unenforceable.

(1:16:05 TS) Motion to approve the advisory 30mph speed limit sign on Gilboa St made by Mike Fitzpatrick, seconded by Max Postma. The vote was opposed unanimously.

10. (1:16:50 TS) Grant Acceptance/Police Department FY24 911 Support & Incentive Grant – Possible votes

The grant is in the amount of \$34,684. and all expenditures will be approved by the police chief. (1:17:20 TS) Motion to accept the FY24 911 grant for \$34,684. made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

11. (1:17:45 TS) Open Warrant for November 6, 2023, special town meeting – Possible votes

(1:17:50 TS) Motion to open the warrant for the November 6, 2023, STM made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

12. (1:18:05 TS) Meeting Minutes – Possible votes

Attorney Bowen reviewed and approved the release of both executive session minutes.

(1:21:40 TS) Motion to approve the August 1, 2023, meeting minutes as written, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

(1:22:00 TS) Motion to approve the August 15, 2023, meeting minutes as written, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

(1:22:55 TS) Motion to approve the August 29, 2023, meeting minutes as written, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

(1:24:25 TS) Motion to approve and release the executive session meeting minutes of May 31, 2023, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

(1:25:40 TS) Motion to approve and release the executive session meeting minutes of June 6, 2023, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

13. (1:25:55 TS) Ratify Town Administrator Contract – Possible votes

(1:26:15 TS) Motion to ratify and accept the town administrator contract dated 8/29/2023 made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.

14. (1:27:00 TS) Town Administrator's Report

TA Wojcik stated that all contracts are posted on the town website so if anyone wants to look at them they are available to the public. He also wanted to let residents know that there will be a lot of paving going on before the winter snow falls and asks them to please be patient. North Street will be lowered and brought down to where it should be, and North Street will be closed when this is being done. On South Street they will be installing stormwater management where it has failed and restore the crown so that water is pushed off into the new stormwater management system.

TA Wojcik discussed the upcoming budget process which will include the new growth and the 5-year projection for the budget.

There is a significant amount of public safety planning going into the Octoberfest and TA Wojcik would like to thank Fire Chief Furno, Assistant Fire Chief Manning, Police Chief Miglionico, and Lieutenant Gould for all the emergency planning.

TA Wojcik wanted to state for the record that the Select Board does not purchase interest in real property, town meeting does that.

Mr. George Warren of Whitinsville, MA has been on a one-man campaign to get the Massachusetts replica of the Liberty Bell put back in a proper place of honor in the state house. He went around to many towns for letters of support and Douglas is one of the towns that gave him that in 2016. He recently stopped into town hall to thank the Town of Douglas for being one of his supporters. The restoration of the bell to public access was moved back into the foyer of the Massachusetts State House on September 9, 2023.

15. (1:44:00 TS) Open Session Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting. NONE
16. (1:44:10 TS) Executive Session: Motion to enter into executive session for the purpose of potential litigation and then to leave executive session for the sole purpose of adjournment, made by Mike Fitzpatrick, seconded by Max Postma. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, & Ross Smith all in favor.
17. Adjournment: Mr. Fitzpatrick made a motion at 9:38pm to leave executive session and return to regular session for the sole purpose of adjournment, Mr. Smith seconded the motion, all in favor. Roll call vote: Postma – aye, Smith – aye, Fitzpatrick – aye, Morse – aye.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary