

Board of Selectmen Agenda
Municipal Center Resource Room
Tuesday, October 3, 2023

7:00 PM

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

1. Joint meeting with School Committee Regarding Vacancy Announcement, Posting & Application Deadline – Possible Votes
2. Department Updates
 - Library
 - COA
3. Discuss COA Transportation Donation Account – Possible Votes
4. Open Space Request for Select Board Letter of Support for the 2023 Open Space & Recreation Plan – Possible Votes
5. Chapter 61 Policy – 1st Read
6. Highway Commissioners Review of Earth Removal Project / Peter Michael Business Park, Lot 1 & Lot 2 – Possible Votes
7. Designate Select Board Member as a Representative for Firefighter Union & Police Union Negotiations – Possible Votes
8. Follow-up Discussion on Warrant Article “No Solicitation Bylaw” – Possible Votes
9. Review & Close November 6, 2023 STM Warrant – Possible Votes
10. Review Police/Fire/EMS Public Safety Communicators Contract – Possible Votes
11. Review Fire Chief Contract – Possible Votes
12. Meeting Minutes – Possible Votes
13. Approve MSHG Agreement for Joint Negotiation & Purchase of Certain Insurance Coverages & Authorize TA to Sign Agreement – Possible Votes
14. Designate Douglas Representative and Alternate to MSHG Board – Possible Votes
15. Town Administrator’s Report
16. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
17. 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. Interest in Real Property – **Chapter 61 Parcels Orange St.**
18. 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, OCTOBER 3, 2023
MEETING MINUTES

Attendance: Chair Kevin Morse, Vice Chair Mike Fitzpatrick, Tim Bonin, Ross Smith, Max Postma, Matt Wojcik Town Administrator

Kevin Morse called the meeting to order at 7pm

(0:10 TS) Pledge of Allegiance

(0:25 TS) Chairman Announcements: NONE

(0:30 TS) Citizen's Forum: NONE

1. (0:35 TS) Joint meeting with the School Committee Regarding Vacancy Announcement, Posting & Application Deadline – Possible votes

(0:50 TS) Heather Morin called the school committee meeting to order at 7:01 pm.

They posted the position about a week and half ago and have two interested candidates so far. They discussed scheduling the next meeting and understanding the rules of engagement, which would be the candidates come in to meet with both the Select Board and the School Committee at the October 17th meeting.

(4:50 TS) Motion to adjourn the School Committee meeting at 7:05 pm, made by Heather Morin, seconded by Theresa Brooks. Roll call vote – Beth Bergstrom, Theresa Brooks, Monique Salvas and Heather Morin all in favor.

2. (5:15 TS) Department Updates: COA & Library

- COA – Patrice Rousseau from the Council on Aging updated the Board that they started to do a free breakfast for the veterans every other week and they use the quilt money from the Sunshine Club to subsidize the lunch program so they can offer the veterans free breakfast. She has hired three drivers for the new van, and the staff is going through training. Ms. Rousseau went over the drivers' schedules and the major routes. The rides will be free for the time being because she has some grant money left over from last year and there is a business in town that would like to donate to the van program, the Sunshine Club was discussing donating towards rides as well. They had a contest to name the van and unanimously it was voted to be named "The Roadrunner". The van is scheduled next week to be lettered by Airbrush Shack, and Ms. Rousseau passed around the proposed lettering to the Board. The center will have a big party on Thursday for World Smile Day and about 50 – 55 seniors are attending. There are currently 2,362 seniors living in the town of Douglas and will increase by another 134 on January 1st. In the next 7 years they will be gaining 1,058 additional seniors. Ms. Rousseau stated that the current issue they face is parking at the center. They have 17 parking spaces with only 2 handicap spaces, and only 2 bathrooms. The space in the building is getting too small for the number of seniors that show up for groups and activities. The town of Sutton asked them to do a joint venture, but they are concerned about parking for this. UniBank has volunteered to sponsor a pizza party for the event. Ms. Rousseau went over the growth and the budget, and is looking to set up a van dedication on November 8th and invite the Board to join in that event.

3. Discuss COA Transportation Donation Account – Possible Votes

The COA Transportation Donation account is something they had set up about 20 years ago, and there is a business in town that approached Patrice about donating to it. The Sunshine

Club would like to make a donation as well, and it is a fund that anyone can donate to. No vote taken

- Library – Justin Snook Library Director was in attendance to update the Board. This year they have a Scout project going that is to create an outdoor lounge in front of the library with tables and Adirondack chairs for the towns people to make use of. They have also done a 14-station wooden story walk on the Southern New England Trunkline Trail. Mr. Snook spoke to the Board about the number of residents that come to the library and the number of materials that are rented, other sources utilized, and the circulation is increasing. Mr. Snook also went over statistics in comparison with towns the same size as Douglas and that Douglas is generally at the bottom, or lower end of the library funding. The town of Douglas is about \$100k a year below average when it comes to library funding. Mr. Snook stated all the improvements they could make and do with the extra money supplied to the library fund to bring it up to the average budget that included extended hours of operation. The building fund they have been fundraising for is up to \$212,250.58. He went over the building grant process and stipulations and one stipulation is looking at other locations for the library. The library trustees are meeting next Tuesday to make a final decision on whether to apply for the grant or not, and whether to approve the building program currently put together.

4. (53:30 TS) Open Space Request for Select Board Letter of Support for the 2023 Open Space & Recreation Plan – Possible votes. The Board passed over the agenda item.
5. (53:40 TS) Chapter 61 Policy – 1st Read – The Board passed over agenda item.
Mr. Wojcik stated that the Open Space members would like to be present when these items are discussed, and they were unable to attend the meeting tonight.
6. (54:00 TS) Highway Commissioners Review of Earth Removal Project / Peter Michael Business Park, Lot 1 & Lot 2 – Possible votes.
Rob Knapik an engineer with Allen Engineering and Associates in Hopedale stated that the request put before the Select Board, acting as Road Commissioners would be to consent to excavation within 100 feet of a public way. The owner seeks to lease the two lots to a company called Bridgewell Mats, which lease mats used in the construction industry. The sites would need to be leveled and they applied for that earthworks special permit from the Planning Board already. The Planning Board granted the earthwork special permit and granted a waiver of excavation with 100 feet of a public way but requested the applicant go before the Select Board as Road Commissioners for final consent to the excavation. The plans show a vegetative buffer on Davis Street and behind the buffer the mats would be stacked to also serve as a dust control to Davis Street. Mr. Fitzpatrick understands that the placement of the mats is not before them, but he does not like the fact that there will be a 10-foot wall of mats that will be seen from the road. Matt Benoit Community Development Director stated that the Planning Board voted to close the public hearing for this and render a decision. Part of the waiver was to grant within the 100 feet but subject to a review by the Select Board. Mr. Fitzpatrick asked Mr. Benoit to ask the Planning Board if they are going to make the Select Board part of the decision to include them in the discussion.
(1:13:00 TS) Motion to approve the earth removal with 100 feet of the public way, made by Mr. Fitzpatrick, seconded by Max Postma. The vote passed unanimously.
Mr. Fitzpatrick asked Mr. Morse if he could send a memo to the Planning Board to ask them for their input before they are to make a decision on something.
7. (1:14:35 TS) Designate Select Board Member as a Representative for Firefighter Union & Police Union Negotiations – Possible votes
TA Wojcik stated that a typical negotiation takes place during normal business hours and a normal negotiation session could take anywhere from 1 hour to 3 hours and go for about 5 to 6 meetings. Mr. Fitzpatrick stated that he would make himself available as needed and Mr. Smith stated that he would be available as well. There was discussion that one could take Fire and one could do Police. Mr. Fitzpatrick will do police and Mr. Smith will do fire.

(1:19:30 TS) Motion to appoint Ross Smith as the representative for the Firefighter Union negotiations and Mike Fitzpatrick as the representative for the Police Union negotiations, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

8. (1:20:40 TS) Follow-up Discussion on Warrant Article "No Solicitation Bylaw" – Possible votes
The Board had no additional discussion on this item.

9. (1:21:45 TS) Review & Close November 6, 2023, STM Warrant – Possible votes

- Article 1 – Budget transfers and amendments to pay bills and new growth is estimated at \$626,221. but is not certified yet.
- Article 2 – Changes to the Capital Budget – The municipal main roof and elevator roof project s were combined. The funding is short so this must go to town meeting for approval of the additional funds. Highway is asking for a brush cutting attachment, and the school department shortage.
- Article 3 – Transfer from free cash to the stabilization account.
- Article 4 – Dive rescue team is looking for \$10k from receipts reserved for appropriation.
- Article 5 – Comp chart labeling addition of two positions (COA Bus Driver and Library Assistant).
- Article 6 – Bylaw language amendment regarding the senior work-off program.
- Article 7 – Ratify the Public Safety Dispatchers contract.
- Article 8 – Reflects the Attorney Generals feedback to the solar bylaw passed by previous town meeting making changes to clarify language to protect the town's interests.
- Article 9 – No solicitation general bylaw
- Article 10 – Funds requested by the Water/Sewer Department for water main updates and design for the Depot Street project. This is an ARPA funded project but the engineering piece will come from retained earnings from the Water/Sewer department.
- Article 11 - Citizen's petitions for a bylaw amendment to Article 5, Section 5 regarding scenic roads.
- Article 12 – Citizen's petition to limit the number of building permits to 5, the current limit is 15.

Justin Picharello, resident of Attleboro and a taxpayer and property owner in Douglas drafted the two citizen's petitions. He stated that the purpose of these articles is to try and preserve the character of the town as best as possible. Mr. Fitzpatrick thinks that this should have gone through the typical process through the Planning Board.

(1:45:00 TS) Motion to close the public hearing, made by Mike Fitzpatrick, seconded by Tim Bonin. The vote passed unanimously.

10. (1:45:25 TS) Review Police/Fire/EMS Public Safety Communicators Contract – Possible votes
TA Wojcik stated that the contracts are always vetted by labor council at least once, but usually twice. TA Wojcik explained the reason for the contract and how it has become a civilian job now. For the record, no member of the Board has any objections regarding the contract and they are in support of it.

11. (1:50:45 TS) Review Fire Chief Contract – Possible votes
TA Wojcik stated that the recent retirement of the previous Fire Chief resulted in a quick decision, but one that was not taken lightly. John Furno has been the Deputy Fire Chief for years and is skilled and qualified for the position. He was slated to receive an increase in salary as the Highway Superintendent that should have been given to him years ago. TA Wojcik and Mr. Furno's agreement and acceptance of the position was to hold him harmless, and he would not loose income in accepting the Fire Chief position. This is a contract to competitive area Fire Chief rates and he also has the opportunity to go back to the Highway Superintendent position

after a year. Mr. Morse stated to Mr. Furno that his dedication to the town and the community is greatly appreciated and is not overlooked. TA Wojick is asking the Board to approve the appointment and approve the contract.

(1:57:00 TS) Motion to approve the appointment and contract for the new Fire Chief John Furno, made by Mike Fitzpatrick, seconded by Tim Bonin. The vote passed unanimously.

12. (1:57:45 TS) Meeting Minutes: NONE

13. (1:57:55 TS) Approve MSHG Agreement for Joint Negotiation & Purchase of Certain Insurance Coverages & Authorize TA to Sign Agreement – Possible votes

The town is now in the 5th year of being a member of this group, which was formed with only three municipal entities and the agreement had to be drawn up very quickly. One change to the contract is to allow each member of the group to take their surplus out without altering the amount that is required to be left in the trust fund to cover claims on a rolling basis. Members must leave between 8 and 12 percent of their annual claims in the trust fund.

(2:06:25 TS) Motion to approve the agreement as presented regarding the purchase of certain insurance coverages and authorize the Town Administrator to sign the agreement on behalf of the Board, made by Tim Bonin, seconded by Ross Smith. The vote passed unanimously.

14. (2:07:10 TS) Designate Douglas Representative and Alternate to MSHG Board – Possible votes

(2:07:15 TS) Motion to appoint Jeanne Lovett Finance Director as the alternate, made by Mike Fitzpatrick, seconded by Tim Bonin. The vote passed unanimously.

15. (2:07:35 TS) Town Administrator's Report

- There will be a lot of paving happening in the town over the next few weeks. There will be a portion of the paving contract under the Sewer Department and a portion of the contract under the Water Department and they are doing their best to schedule so the disturbance to the public will be minimized.
- There will be some trees being cut and some work being done on South Street.
- TA Wojcik spoke about the financial state of the town, the budget, the economic growth, and the school budget. The COLA for the schools has been at 1.5% for several years and when they worked with the teachers to finalize their contract, they went up to 2%.
- TA Wojcik circulated to all the department heads a list of goals. This is set up to establish the service level expectations for their performance.
- TA Wojcik spoke about the death of Tim Wakefield and that he is saddened by that news and spoke to his character and persistence.

16. (2:22:10 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting.

The regrind from the new paving is going to be utilized for the access road from Route 16 to the rear of the high school.

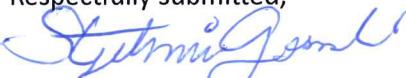
17. (2:23: 15 TS) Executive Session

(2:23:20 TS) Motion to move into executive session for the purpose of discussing interest in real property Chapter 61 parcels on Orange Street and to leave executive session for the sole purpose of adjournment, made by Tim Bonin, seconded by Mike Fitzpatrick. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, Tim Bonin, & Ross Smith all in favor.

18. Adjournment

Mr. Fitzpatrick made a motion at 9:41 pm to leave executive session and return to regular session for the sole purpose of adjournment, Mr. Bonin seconded the motion. All in favor. Roll call vote: Postma – aye, Fitzpatrick – aye, Morse – aye, Bonin – aye, Smith – aye.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary