

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

**7:00 PM**

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

1. Public Hearing / Cable License Renewal – Possible Votes
2. Sign Appeal / Sciuto Bookshop Sandwich Board Sign – Possible Votes
3. Chapter 61 Policy – 2<sup>nd</sup> Reading
4. Department of Agricultural Resources / Notice of Proposed Acquisition & Consent to Reduction of Notice Period for Main Street Land Parcel (198-67) – Possible Votes
5. Appointment / Capital Improvement Committee – Possible Votes
6. Appointment / Planning Board Alternate/Associate Member – Possible Votes
7. Discussion on Moratorium for Road Paving / Road Opening – Possible Votes
8. Highway Department Approval of Part-time Winter Employee – Possible Votes
9. St. Denis Church Request for (3) Additional Handicap Spots on Caswell Ct. – Possible Votes
10. Grant Acceptance – Possible Votes
  - PD - FY24 911 Training Grant
  - PD - BVP Grant (Bulletproof Vest Partnership)
11. Meeting Minutes – Possible Votes
12. Distribution of Town Administrator Evaluation Process Materials – Possible Votes
13. Town Administrator's Report
14. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
15. 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. – **Litigation Shore Road**
16. Adjournment

Douglas Cable is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen: November 21, 2023

Time: Nov 21, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81213336498>

Meeting ID: 812 1333 6498

PLEASE NOTE: ALL WISHING TO JOIN THIS MEETING WILL NEED AN AUTHENTICATED ZOOM ACCOUNT

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- +1 669 900 6833 US (San Jose)
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Meeting ID: 812 1333 6498

Find your local number: <https://us02web.zoom.us/j/ke8PX9YvE>

For information about the Zoom platform, including how-to videos and forms for requesting a Zoom meeting:

<https://douglas-ma.gov/530/Remote-Meetings>

BOARD OF SELECTMEN  
TUESDAY, NOVEMBER 21, 2023  
MEETING MINUTES

Attendance: Vice Chair Mike Fitzpatrick, Tim Bonin, Max Postma, Matt Wojcik Town Administrator, and Lisa Freeman Executive Assistant

Absent: Chair Kevin Morse (excused), Ross Smith (excused)

Vice Chair Mike Fitzpatrick called the meeting to order at 7 pm.

(0:05 TS) Pledge of Allegiance

1. (0:30 TS) Public Hearing for Cable License Renewal – Possible votes

(0:40 TS) Motion to open the public hearing made by Max Postma, seconded by Tim Bonin. The vote passed unanimously.

Attorney Bill August representing cable joined remotely and stated that Charter Spectrum agreed to increase the annual funding for the local channels and local studio to 5% of gross annual revenues. He believes the town is currently at 4% and would need to be at 5% to not lose money for the town in the cable department. Patrick Aldrich the town's cable coordinator stated in response to attorney August about the percentage, the towns license was not based on a gross revenue percentage it was a fixed dollar amount and they never met the fixed dollar amount and asked for as much as they could and based on estimations from Charter in 2022, at about 3.8%. Mr. Aldrich and the cable subcommittee both recommend the BOS approve the renewal of the cable TV license with Charter Spectrum to ensure continued Douglas TV operations for another 10-year period. Mr. Aldrich stated that they asked Charter to add language to section 13.3a which is the funding of the PEG Access, that allows cable to ask for less than 5% if that is appropriate and there is no rate regulation. Oak Street resident Lisa Moczynski asked how the legal counsel for cable is being paid for and Mr. Aldrich stated that cable is paying for it.

(18:00 TS) Motion to close the public hearing made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

(18:30 TS) Motion as acting in its capacity as the statutory cable television licensing issuing authority pursuant to M.G.L. 166a and finding that the cable license renewal proposal Spectrum Northeast, LLC reasonably meets the license and cable renewal needs and interest of the public in the town and finding that Spectrum's financial and technical qualifications and local programming, channels, facilities, financial support and services are reasonable to Town Cable license needs and based on the town of Douglas's cable license subcommittee recommendation that the BOS approve and execute the proposed contract or license, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

2. (19:55 TS) Sign Appeal for Sciuto Bookshop Sandwich Board Sign – Possible votes

Zachary Sciuto the owner is appealing the sandwich board sign violation that was issued to him in early October, which stated that the sign is on the town common and should be at the store front and poses a potential hazard to pedestrians walking by, he stated at the time it was positioned partially on the sidewalk. Mr. Sciuto has spoken to Building Commissioner Ken Frasier about the sign and did not come to a conclusion since it was moved to the corner of Pleasant St. and Main St. and is taken in when the store is closed. Mr. Fitzpatrick stated that because of the

as more particularly set forth in the APR document, the General Law chapter 184, section 31 in regulations of the department 330 CMR 22, Massachusetts Department of Agriculture.

The closing for this project is time sensitive and therefore the Commonwealth is asking the Board to agree to waive the 120-day notice period to 60 days to expedite the process.

(50:35 TS) Motion to agree with the notice for proposed acquisition and consent to reduction of notice period for Main Street land parcel 198-67, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

5. (51:05 TS) Appointment for Capital Improvement Committee – Possible votes

It was recommended by Mr. Fitzpatrick Chair of the Capital Committee for Principal Assessor Chris Pupka of 122 West Street join the Capital Improvement Committee as a department head member and Mr. Pupka showed interest in the appointment.

(51:55 TS) Motion to approve Chris Pupka for a one-year term on the Capital Improvement Committee, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

6. (52:20 TS) Appointment for Planning Board Alternate/Associate Member – Possible votes

Michael Derose has been a resident of Douglas for half of his life, and he has recently retired and wanted to put his time towards helping the town in any way he could. He is a retired engineer and feels he could put that to good use with the town, and he would be interested in the future to be a full member on the Planning Board.

(55:25 TS) Motion to approve Mike Derose as an alternate on the Planning Board for a 3-year term, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

7. (56:45 TS) Discussion on Moratorium for Road Paving and Road Opening – Possible votes

Adam Furno, Bob Minarik, and Bob Sullivan to present their ideas for a road moratorium. Adam Furno stated that with all the newly paved roads in the town they realized the town did not have a road moratorium in place to prevent digging up the roads without consequences. Bob Minarik stated that they have done 6,000 feet of road paving for EDA & MassWorks. They will draft a policy for the BOS to review at an upcoming meeting.

8. (1:06:10 TS) Highway Department Approval of part-time Winter Employee – Possible votes

Mr. Furno stated that he has an employee retiring out the end of December this year and this new employee can fill that position part-time until they can permanently fill the spot. The position is an MS-3 step 5 that starts at \$20.83 per hour.

(1:07:35 TS) Motion to approve the rate of pay for a part-time winter employee for the Highway Department at MS3 step 5 for \$20.83 per hour, made by Max Postma, seconded by Tim Bonin. The vote passed unanimously.

9. (1:08:00 TS) St. Denis Church Request for (3) Additional Handicap Spots on Caswell Ct. – Possible votes

AdamFurno stated that Caswell Court is currently 27 feet wide, and the parking spots would be 8 feet wide so it would leave 19 feet open. Fire Chief John Furno approved after reviewing the proposed spots.

(1:10:15 TS) Motion to approve the handicap parking spots as presented, made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

10. (1:10:40 TS) Grant Acceptance – Possible votes

- PD – FY24 911 Training Grant

(1:11:10 TS) Motion to accept the FY24 911 Training Grant in the sum of \$11,410.56, made by Max Postma, seconded by Tim Bonin. The vote passed unanimously.

14. (1:41:15 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting.

Mr. Bonin wanted to recognize the Douglas girls' soccer team for making it to the state semifinals.

15. (1:42:15 TS) 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 litigation position of the public body and the chair so declares. – Litigation Shore Road

Mr. Wojcik recommends that all 5 board members be present for the executive session discussion and to postpone until the next meeting.

(1:42:45 TS) Motion to adjourn the meeting made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary