

**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, December 5, 2023**

**7:00 PM**

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

1. Follow-up Sign Appeal / Sciuto Bookshop Sandwich Board Sign – Possible Votes
2. Financial Policy / 1<sup>st</sup> Reading
3. Chapter 61 Policy / 3<sup>rd</sup> Reading – Possible Votes
4. Follow-up Discussion on Moratorium for Road Paving / Road Opening – Possible Votes
5. License Renewals – Possible Votes
  - Capital Cannabis – Retail Marijuana
  - Douglas Village Package Store – Alcohol
  - Sokol Club – Alcohol, Common Vic., Yearly Entertainment, & Pool Table
  - EZ Mart – Alcohol
  - Family Convenience – Alcohol & Common Vic.
  - Douglas Orchard & Farm, LLC – Yearly Entertainment
  - Douglas Auto Sales, Inc. – Class II
  - Douglas Donuts dba Dunkin Donuts – Common Vic.
6. Meeting Minutes – Possible Votes
7. Follow-up of Town Administrator Evaluation Process Materials – Possible Votes
8. Town Administrator's Report
9. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
10. 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**
11. Adjournment

Douglas Cable is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84928480148>

Meeting ID: 849 2848 0148

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

To create an authenticated Zoom account in order to join these meetings, please visit:

<http://zoom.us>

One tap mobile

+16468769923,,84928480148# US (New York)

+16469313860,,84928480148# US

Dial by your location

- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US

Meeting ID: 849 2848 0148

Find your local number: <https://us02web.zoom.us/j/84928480148>

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, DECEMBER 5, 2023  
MEETING MINUTES

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

Kevin Morse called the meeting to order at 7:00 PM.

(0:05 TS) Pledge of Allegiance

(0:25 TS) Chairman Announcements

(0:30 TS) Citizen's Forum

1. (0:40 TS) Follow-up Sign Appeal / Sciuto Bookshop Sandwich Board Sign – Possible votes  
The owner of the book store stated that he has spoken to an individual at the church about putting the sign on the corner of the church property and the gentleman stated that he would discuss it with the high ups on at the church and as of today he has not heard back from him. What the applicant is looking for is an exemption from the BOS to keep the sandwich board on the church property. The BOS is suggesting a permanent sign and getting a permit for it if he receives approval from the church for it, and the applicant stated that a permanent sign is not feasible for them due to cost and not being able to move it if needed. TA Wojcik read the bylaws for signs by right in section 9.3.1 and permitted signs in section 9.3.2 and stated that by the language he would be able to apply for a permit for a sandwich board in section 9.3.2 because it is not specific to a particular type of sign just dimensions and approvals. The BOS went back and forth with discussion on the violation and the next steps for the applicants, which ended as the violation stands and is correct and that the applicant needs to get a permit for the sandwich board sign from the building inspector, and that he cannot keep the sign out until a decision is made on it.  
(36:45 TS) Motion to uphold the violation notice decision by the building inspector for a sandwich board sign for Sciuto's Bookstore dated October 11, 2023, made by Mike Fitzpatrick, seconded by Max Postma. The vote passed unanimously.
2. (38:15 TS) Financial Policy / 1<sup>st</sup> Reading  
Cheryl Vaidya the Treasurer/Collector and Brian Jamros, Financial Advisor from Bartholomew and Company and are present for the first reading of the general fund and long-term investment policy statement. The town currently invests their funds in accordance with this policy and it is a standard policy used by all municipalities in the Commonwealth. Mr. Jamros went over the outline of the policy and different fund groups and the rules of investment for municipalities. TA Wojcik asked about the OPEB fund and Mr. Jamros explained what the town should do with that fund.
3. (1:00:45 TS) Chapter 61 Policy / 3<sup>rd</sup> Reading – Possible votes  
TA Wojcik stated that there are some amendments that did not make it in this reading but stated it is up to the BOS to approve it tonight and make the amendments later or pass over it and wait for the wording to be added. The BOS agreed to pass over it tonight and have the language added to the policy.
4. (1:04:50 TS) Follow-up Discussion on Moratorium for Road Paving / Road Opening – Possible votes  
The BOS passed over this agenda item.

5. (1:05:05 TS) License Renewals – Possible votes

- Capital Cannabis – Retail Marijuana
- Douglas Village Package Store – Alcohol
- Sokol Club – Alcohol, Common Vic., Yearly Entertainment, & Pool Table
- EZ Mart – Alcohol
- Family Convenience – Alcohol & Common Vic.
- Douglas Orchard & Farm, LLC – Yearly Entertainment
- Douglas Auto Sales, Inc. – Class II
- Douglas Donuts dba Dunkin Donuts – Common Vic.

There are no issues from public safety or public health with any of these. Teresa Matteson from Capital Cannabis and stated to the Board that the plan is build a drive-in garage for customers and she has plans already drawn up from an engineer and has had a preliminary meeting with Ken Frasier the town's building inspector and in order for her to take it the Planning Board she needs to bring it before the BOS first.

(1:12:20 TS) Motion for the BOS to endorse of support and push forward the Capital Cannabis drive-thru/drive-in proposal to the Planning Board made by Tim Bonin, seconded by Max Postma. The vote passed unanimously.

The BOS is questioning the validity of voting on this matter because it was not listed on the agenda, and they will post it and vote again at the next meeting.

(1:14:50 TS) Motion to approve all the listed license renewals made by Mike Fitzpatrick, seconded by Tim Bonin. The vote passed unanimously.

6. (1:15:20 TS) Meeting Minutes: October 3, 2023, October 17, 2023, November 6, 2023, November 14, 2023, November 21, 2023 – Possible votes

(1:18:00 TS) Motion to approve the open session meeting minutes of October 3, 2023, October 17, 2023, November 6, 2023, November 14, 2023, & November 21, 2023, with the amendment to the October 3<sup>rd</sup> minutes, made by Tim Bonin, seconded by Ross Smith. The vote passed unanimously.

7. (1:18:40 TS) Follow-up of Town Administrator Evaluation Process Materials – Possible votes  
The Board discussed if everyone was on board with the process and they all agreed.

8. (1:20:55 TS) Town Administrator's Report

TA Wojcik stated that they are ahead of schedule with the budget process, and spoke about the town's stormwater management and the South Street paving and stormwater management project. The North Street sidewalk project negotiations are being finished up and the contractor has submitted significantly more money than they bid, and they never sent the town a change order. There are a couple aspects of the change order that Mr. Wojcik is willing to sign off on, but they are still negotiating the other parts that he feels the town should not be held to. They are continuing to have issues with the electric car charging units and he is asking the granting agency that gave the town the money for their release to remove the units and have them replaced. TA Wojcik talked about some major managerial contracts for fire and police that will be up this year and would like to get those contracts done at the same time as the collective bargaining units. They are preparing for the municipal whole building back up generator to be installed, the generator should be delivered in the middle of January. There is one last meeting that needs to be had on the roof and then the bid package will go out and ideally have that project done in the summer. The next project to go out to bid is the school security camera system which is very close to being posted. The final ARPA project is the entire town departments phone system which is almost done. The departments left are PD and Town Hall which are scheduled to be completed on December 12th.

9. (1:37:10 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting

TA Wojcik discussed an ethics conflict of interest letter that came in addressed to the BOS. The particular situation before the Board is with the Highway Department and familiar relations with father and son. TA Wojcik stated that the situation involved seasonal work and does not see an issue and that it is in the best interest of the town that the Board vote and allow these relationships to go on and that payroll and other documents would not be signed by the relative.

(1:44:10 TS) Motion to accept and acknowledge the appearance of a conflict made by Tim Bonin, seconded by Mike Fitzpatrick. The vote passed unanimously.

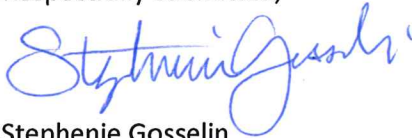
10. (1:44:55 TS) Executive Session

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

(1:46:45 TS) Motion to move into executive session for the sole purpose of litigation of Shore Road issue and then leave executive session for the sole purpose of adjournment made by Tim Bonin, seconded by Max Postma. Roll call vote – Max Postma, Mike Fitzpatrick, Kevin Morse, Tim Bonin, Ross Smith all in favor. The vote passed unanimously.

11. Adjournment Mr. Fitzpatrick made a motion at 8:52 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, Morse – aye, Bonin – aye, Smith – aye, Fitzpatrick – aye.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary