

Board of Selectmen Agenda
Municipal Center Resource Room
Thursday, December 26, 2024
5:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Chairman Announcements
4. Citizen's Forum
5. Notice of Intent to Convert Chapter Land 77 Vine Street Parcel Id 247-2 (No votes)
6. Acceptance of Land Donation 25 Conservation Drive – (Votes possible)
7. Annual license renewals – (Votes possible)
Various classes of businesses including alcohol, wine & malt, victualling, used car sales
8. Discussion – Finalization of ARPA fund allocations (Votes possible)
9. Review and Recommendation of (2) Master Plan Committee Applicants (Votes possible)
 - a. Rebecca Doyon-Lavallee
 - b. Robert Leonardi
10. Meeting Minutes – (Votes possible)
11. Town Administrator's Evaluation
12. Town Administrator's Report
13. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
14. Executive Session
 - a. *Pursuant to M.G.L. Chapter 30A, Section 21(a)(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 – MSHG (Votes possible)
 - b. *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 – Riedell Road (Votes possible)**
15. Adjournment

Douglas Cable is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen: December 26

Time: Dec 26, 2024 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81604117780>

Meeting ID: 816 0411 7780

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

+13092053325,,81604117780# US

+13126266799,,81604117780# US (Chicago)

Dial by your location

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 669 444 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
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
- +1 564 217 2000 US

Meeting ID: 816 0411 7780

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

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
THURSDAY, DECEMBER 26, 2024
MEETING MINUTES

Attendance: Chair Tim Bonin, Vice Chair Mike Fitzpatrick, Ross Smith, Les Stevens, and Matt Wojcik Town Administrator

1. Tim Bonin called the meeting to order at 5pm.
2. (0:15 TS) Pledge of Allegiance
3. (0:35 TS) Chairman Announcements – Acknowledgment of the town common Christmas decoration.
4. (0:45 TS) Citizen's Forum: NONE
5. (1:00 TS) Notice of Intent to Convert Chapter Land 77 Vine Street Parcel ID 247-2 (No votes)
6. (1:50 TS) Acceptance of Land Donation 25 Conservation Drive – Possible votes
(2:10 TS) Hal Davis joined the meeting.
Rob Cherrier from Lackey Dam Properties is looking to donate land on 25 Conservation Drive.
(3:00 TS) Motion to accept the land donation for 25 Conservation Drive, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
There was discussion about signing the paperwork for the donation.
7. (8:55 TS) Annual License Renewals – Possible votes
Various classes of business including alcohol, wine & malt, victualling, used car sales
Renewal for the following:
 - Harry's Famous Pizza
 - Douglas Auto & Truck Sales
 - Douglas Auto Sales
 - Grille on Main
 - New Hot Wok
 - Capital Cannabis
 - Little Coffee BeanTA Matt Wojcik wanted to make it clear that if you do not renew your license, you do not have the legal authority to sell those items the licenses are for. TA Wojcik stated that absent of the hood suppression system proven to have been serviced in the next four days, Grille on Main is not to open its doors because they will not be able to sell liquor, food or have entertainment.
(19:25 TS) Motion approve the Harry's Famous Pizza's common vic license, Douglas Auto & Truck Sales Class II, Douglas Auto Sales Class II, Grille on Main liquor license, common vic, and yearly entertainment (contingent on the hood suppression system serviced), New Hot Wok common vic license, Capital Cannabis retail marijuana license, and Little Coffee bean common vic license, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.

There was discussion about Capital Cannabis's hours of operation, they are incorrect on the license because they changed, the Board will sign the license, and Theresa will come back to the next meeting and amend the hours.

8. (24:20 TS) Discussion Finalization of ARPA fund allocations – Possible votes
TA Wojcik recapped the Fire Station project to upgrade their electrical service and HVAC with the engineer's estimated costs at about \$776k. Between town meeting and ARPA there was substantially more than that set aside at about \$818k and the lowest bid that came in was \$994k. TA Wojcik called the Attorney General's office to see how to proceed and they are going to have to reject all bids and it will have to go back out to bid. The ARPA funds set aside (\$309k) for this project need to be allocated somewhere else so the town does not lose the money as the deadline to commit funds is December 31st and his recommendation is to transfer it over to the Depot Street project.
(31:50 TS) Motion to accept the following changes to prior allocations be made in order that all federal ARPA funds available to the town of Douglas will be obligated under contracts to have been executed to date as presented in the packet and as amended made by Ross Smith, seconded by Les Stevens. The vote passed unanimously.
9. (33:05 TS) Review and Recommendation of (2) Master Plan Committee Applicants – Possible votes
 - Rebecca Doyon-Lavallee
 - Robert LeonardiThe two applicants introduced themselves and the committee acknowledged their credentials.
(37:10 TS) Motion to appoint Rebecca Doyon-Lavalle and Robert Leonardi to the Master Plan Committee made by Hal Davis, seconded by Les Stevens. The vote passed unanimously.
10. (38:40 TS) Meeting Minutes: November 12, 2024, November 18, 2024, November 26, 2024 & December 10, 2024 - Possible votes
(40:40 TS) Motion to approve the meeting minutes for November 12, 2024, as written, made by Mike Fitzpatrick, seconded by Les Stevens. The vote passed unanimously.
(41:15 TS) Motion to approve the meeting minutes of November 18, 2024, as written, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
(41:35 TS) Motion to approve the meeting minutes of November 26, 2024, as written, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
(41:55 TS) Motion to approve the meeting minutes of December 10, 2024, as written, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
11. (42:15 TS) Town Administrator's Evaluation
Tim Bonin read through the evaluation grades given to Matt Wojcik from the Board of Selectmen for all categories and the overall average score was 96%. Each Board member spoke about their thoughts on TA Wojcik's hard work he has done and continues to do for the town. Matt Wojcik spoke and voiced his appreciation for the Board members that he has served with over his time as Town Administrator in the Town of Douglas.
12. (55:10 TS) Town Administrator's Report
TA Wojcik updated the members about the staff being shorthanded and doing he is best to keep up with the work and getting temporary help for the staff that are on leave at the moment. Mr. Wojcik is letting the Board know that he will be away from the office from

APPROVED
January 7, 2025

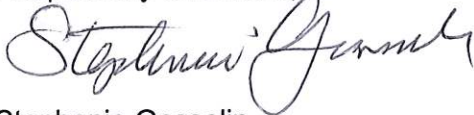
December 27th to January 6th, and that the Chief of Police Nick Miglionico will be serving as Town Administrator in his absence. Upon his return he will start the budget process. TA Wojcik stated that he feels they can skip over executive session tonight and that they can talk about the MSHG in public session tonight. The update on the MSHG is that the board completed the interview for consultant brokers this week and voted to select NFP which he feels was the confirmation that it was time to leave the group along with 5 or 6 other communities that have decided to leave the group and discussed the next steps in the process. TA Wojcik updated the members about his meeting with MIIA regarding property and casualty insurer, informed and updated on the issues with the gymnasium roof and the repairs, and talked about cyber security for the town. TA Wojcik spoke more on the decision to leave the MSHG group and that he is bringing in a trusted individual to help decide and follow through on the decision that has helped other municipalities out of troubling situations. He spoke on the Depot Street project and the process of doing it properly and the estimated time frame and discussed the highway barn design project process and what stage it is at currently.

13. (1:19:25 TS) Open session for topics not reasonably anticipated 48 hours in advance of the meeting.

Mike Fitzpatrick wanted to acknowledge Matt Wojcik on his accomplishments with finalizing the adoption process he has been working on for the past few years.

14. (1:20:35 TS) Motion to adjourn the meeting made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary