

**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, February 18, 2025  
7:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Chairman Announcements
4. Citizen's Forum

**7:00PM**

5. PUBLIC HEARING  
Pole Petition Perry Street – Possible Votes

**7:10PM**

6. PUBLIC HEARING  
Special One-Day Alcohol License for St. Denis Church – Possible Votes
7. Joint Meeting with the MS4 Stakeholder Committee to Dissolve Committee  
& Review Draft Stormwater Bylaw – Possible Votes
8. Authorize Town Administrator to Advertise RFP for Property & Casualty  
Insurance – Possible Votes
9. Authorize Superintendent of Schools to Submit SOI (Statement of Interest) for the  
MSBA (MA School Building Authority) Accelerated Repair Program for the Primary  
School Roof – Possible Votes
10. Tax Exemption Discussion with Principal Assessor Chris Pupka – Possible Votes
11. FY26 Budget Discussion – Possible Votes
12. Charter Discussion
13. Review Warrant Articles – Possible Votes
14. Meeting Minutes – Possible Votes
15. Municipal Light Plant Discussion
16. 2025 Goals Discussion – Possible Votes
17. Fire Department Member MOU Discussion – Possible Votes
18. Town Administrator's Report

19. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting

20. Executive Session

- a. *Pursuant to M.G.L. Chapter 30A, Section 21(a)(1), to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual. **Fire Department Member MOU***
- b. *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***
- c. *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 – Shore Road***

21. Adjournment

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Douglas Cable is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89543386830>

Meeting ID: 895 4338 6830

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

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• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

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Meeting ID: 895 4338 6830

Find your local number: <https://us02web.zoom.us/j/89543386830>

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, FEBRUARY 18, 2025  
MEETING MINUTES

Attendance: Chair Tim Bonin, Hal Davis, Ross Smith, Les Stevens, Matt Wojcik Town Administrator, Lisa Freeman Executive Administrator, and Attorney Rich Bowen Town Counsel

Absent: Vice Chair Mike Fitzpatrick

1. Tim Bonin called the meeting to order at 7pm.
2. (0:10 TS) Pledge of Allegiance
3. (0:30 TS) Chairman Announcements – The Douglas girls' varsity basketball team is playing tonight in the small-town championship Clark Tournament and wish them luck. Also, that March 2 is the first local or regional screening of the movie Eephus filmed at Soldiers Field and will be shown at 7 pm at WCVW Front Room Theaters on 910 Main Street Worcester, MA.  
May 3<sup>rd</sup> on the common will be the first annual Douglas Hummingbird Festival.
4. Citizens Forum – None
5. (3:00 TS) Public Hearing: Pole Petition Perry Street – Possible votes  
Pole petition # 31042247 to install one J O Pole on Perry Street, install a new pole 10-50 in line with existing poles 10 and 11 and pole will be installed on the left side of the driveway to service a new house located at 42 Perry Street. Al Galvin with National Grid went over the details of the project. Nicholas Meadows, the owner of 42 Perry Street, asked if he could get a timeframe for the installation because he has been waiting 2 months and it has paused the construction of the house. Mr. Galvin did not have a scheduling time and recommended talking to his electrician or contractor to have them contact National Grid for a timeline.  
(8:05 TS) Motion to close the public hearing made by Hal Davis, seconded by Ross Smith. The vote passed unanimously.  
(8:20 TS) Motion to approve the pole petition made by Hal Davis, seconded by Ross Smith. The vote passed unanimously.
6. (8:45 TS) Public Hearing: Special One-Day Alcohol License for St. Denis Church – Possible votes  
Thomas Descoteaux 131 Manchaug Street a committee member at St. Denis Church is requesting the one-day alcohol license for their annual St. Patrick's Day event.  
(10:05 TS) Motion to close the public hearing made by Ross Smith, seconded by Les Stevens. The vote passed unanimously.  
(10:15 TS) Motion to approve the one-day liquor license for malt and wine for St. Patrick's Day event at St. Denis Church made by Ross Smith, seconded by Hal Davis. The vote passed unanimously.
7. (10:30 TS) Joint Meeting with the MS4 Stakeholder Committee to Dissolve Committee & Review Draft Stormwater Bylaw – Possible votes  
Mike Zwicker, Matt Benoit, Margaret Bacon and Carol Gogolinski members of the Stakeholder Committee joined the table. Mr. Benoit went over the timeline of how they got to the draft and explained the map used and the changes/updates to the bylaw itself. Nick Cristofori the towns



MS4 consultant talked about the refining of the map down to the absolute smallest minimum area they could legally get away with per the regulations.

(24:24 TS) Motion to accept the stormwater bylaw as a report for future placement on the town meeting warrant made by Ross Smith, seconded by Les Stevens. The vote passed unanimously.

8. (25:25 TS) Authorize Town Administrator to Advertise RFP for Property & Casualty Insurance – Possible votes

TA Wojcik would like to have this be something that is revisited every few years going forward. He has been approached by several brokers stating that Douglas is overpaying for its coverage. TA Wojcik explained the process of Property and Casualty insurer, who do not respond directly to bid requests for proposals for bid documents, rather they place their business through what they call producers and what the town would call brokers. Tony Bucci a unit leader with World Insurance joined the meeting via Zoom and went over what they can offer as a broker for the Town of Douglas. They insure about 200 municipalities and government entities across the United States, and he has personally been in the property and casualty business for 40 years. He discussed some important areas he would address right away that include reviewing the values of property and make sure they are accurate and also the cyber liability exposures and he would do a complete survey.

(51:35 TS) Motion to authorize the Town Administrator to work with Tony Bucci as our broker/consultant for Property & Casualty quotes made by Hal Davis, seconded by Les Stevens. The vote passed unanimously.

9. (52:30 TS) Authorize Superintendent of Schools SOI (Statement of Interest) for the MSBA (MA School Building Authority) Accelerated Repair Program for the Primary School Roof – Possible votes

Dr. Paul Vieira, School Superintendent and Cortney Keegan, School Business Manager filled the board members in on the MSBA program and the statement of interest. Dr. Vieira stated that they have to submit a 3-page application with the approval of the Board of Selectmen and the School Committee. The primary school roof and windows qualifies for the program and Dr. Vieira explained the deadlines and the process.

(1:00:45 TS) Motion that on Tuesday, February 18, 2025, prior to the SOI submission closing date the Board of Selectmen of Douglas Mass. In accordance with the charter bylaws and ordinances will vote to authorize the superintendent to submit the MSBA statement of interest form dated March 2025 for the Douglas Primary School located at 17 Gleason Court in Douglas, which describes and explains the following deficiencies in the priority categories for which an application may be submitted to the MSBA in the future for the replacement, renovation, modernization of school facility systems such as roofs, windows, boilers, heating and ventilation systems to increase energy conservation and decrease energy related cost in school facility specifically 30k sq ft of roofing which is 22 years old, 26 windows which are 46 years old, 4 exterior doors which are 46 years old and one exterior door which is 22 years old and hereby further specifically acknowledge that by submitting this SOI the MSBA in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the MSBA or commits the town of Douglas to file an application for funding with MSBA at a time in the future, made by Tim Bonin, seconded by Les Stevens. The vote passed unanimously.

10. (1:04:15 TS) Tax Exemption Discussion with Principal Assessor Chris Pupka – Possible votes  
Principal Assessor Chirs Pupka discussed and explained Chapter 59 § 5C ½ that allows a municipality to add an additional amount to the base exemption amount for statutory exemptions

and he explained in detail how it works and what the steps are the town would take for this. Two questions that are asked for the town are (1) what is the exact language for acceptance (2) what percentage is the target for adoption.

11. (1:24:50 TS) FY26 Budget Discussion – Possible votes

TA Wojcik heard back from BVT on their assessment for the coming year, his placeholder for the budget was 4 ½ % and the BVT on is closer to 12 ½ %, which equates to about \$126k increase above and beyond what he had in his budget. TA Wojcik went through some budget numbers and talked about new growth. Finance Director Jeanne Lovett stated the BVT will be attending the Finance Committee meeting on March 11<sup>th</sup> if any member wanted to attend the meeting for answers.

12. (1:33:55 TS) Charter Discussion

Selectman Stevens stated the town has a new government affairs person from charter and he would like to see if they could invite him to a meeting or send a letter asking what they can do around discounts or savings for seniors and veterans in the community. Pat Aldrich, Cable Coordinator stated that the town just negotiated the new 10-year license last year and Charter informed him that they no longer do senior discounts. If anyone wants to listen to that meeting with Charter it was on December 9, 2022. Mr. Aldrich also said that there is a federal program called Lifeline that is not TV, but it can help with internet and phone for low income housing for a monthly discount, and Charter does advertise an internet assist program for low income and he has supplied links for the assistance.

13. (1:37:15 TS) Review Warrant Articles – Possible votes

Bob Minarik stated that the Cubes at Gilboa have a couple interested tenants and one is very interested in acquiring the neighboring adjacent 17-acre site that is Douglas owned land in Uxbridge. Mr. Minarik is present tonight to ask the Board to put this on the town warrant to have the voters vote to put it in the BOS possession for disposal. There was a brief discussion about the history of this property.

14. Meeting Minutes – Possible Votes None

15. (1:49:15 TS) Municipal Light Plant Discussion

They are continuing to do a lot work on this but there have been no new updates progress wise since the last meeting.

(1:51:15 TS) Matt Benoit wanted to go through his warrant articles and stated that he has 11 potential placeholders for articles which are: Stormwater bylaw, (3) potential zoning amendments, including ADU comments, (3) Street acceptances, Conservation request for signs budget.

16. 2025 Goals Discussion – Possible Votes Passed Over

17. (1:53:35 TS) Fire Department Member MOU Discussion – Possible votes

Labor Counsel has advised that the Board discuss this MOU in executive session for the benefit of the board and for all the parties involved to be able to have a conservation protected by some of the executive session exemptions. The Towns bylaws require them to post labor agreements in a public manner, so this was put on both open session and executive session.



18. (1:54:50 TS) Town Administrator's Report

TA Wojcik stated the board has notice of another \$100k draw down for deficit spending on snow and ice, which brings the total to \$175k. He wanted to remind the public of their obligation to take care of the sidewalks that in front of their property according to the town bylaw, and it is also unlawful to put the snow from your yard into the street.

19. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting – None

20. (1:57:15 TS) Executive Session

(1:57:20 TS) Motion to enter executive session for fire department member MOU, potential litigation – MSHG, and Interest in real property – Shore Road and to reconvene to open session for the sole purpose of adjournment made by Ross Smith, seconded by Les Stevens. Roll call vote: Ross Smith, Hal Davis, Les Stevens, Tim Bonin all in favor.

21. Adjournment

Mr. Stevens made a motion at 9:41pm 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 Smith – aye, Davis – aye, Stevens – aye, Bonin – aye.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary