



Board of Selectmen Agenda
Municipal Center Resource Room
Tuesday, May 20, 2025
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Chairman Announcements
4. Citizen's Forum
5. Reorganization – Possible Votes
6. Joint meeting with Housing Authority – Possible Votes
7. ZBA Alternate Appointment / Sean Holland – Possible Votes
8. Grant Acceptance Amendment - Possible Votes
 - FD - EMPG
9. Intra/Inter Departmental Transfer – Possible Votes
10. Notice of Appointment of John Charbonneau Community Development Director – Possible Votes
11. Meeting Minutes – Possible Votes
12. BOS Policies & Procedures Discussion
13. Municipal Light Plant Discussion
14. Town Administrator's Report
15. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
16. 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: Strategy for Highway Barn Land Purchase*
 - 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 & Shore Road*
 - c. *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. Contract Negotiations/Review – Executive Assistant Lisa Freeman*
17. Adjournment

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

APPROVED
June 3, 2025

BOARD OF SELECTMEN
TUESDAY, MAY 20, 2025
MEETING MINUTES

Attendance: Chair Tim Bonin, Vice Chair Mike Fitzpatrick, Hal Davis, Ross Smith, Matt Wojcik Town Administrator, and Lisa Freeman Executive Administrator

Absent: Les Stevens – excused

1. Tim Bonin called the meeting to order at 7pm.
2. (0:10 TS) Pledge of Allegiance
3. Chairman Announcements- NONE
4. (0:45 TS) Citizen's Forum: NONE
5. (0:55 TS) Reorganization – Possible votes
The board will table this until they have a full board present.
6. (1:35 TS) Joint meeting with Housing Authority – Possible votes
(2:00 TS) Peter Ruiz called the Housing Authority meeting to order, with member Ben Tusino. They are before the board because they have a vacant seat to fill due to an error on the town election ballot, and Rich Preston would like to fill the vacancy.
(3:20 TS) Motion to appoint Rich Preston to the Housing Authority until the next election in May 2026 made by Mike Fitzpatrick, seconded by Hal Davis. Roll call vote – Hal Davis, Ross Smith, Tim Bonin, Mike Fitzpatrick, Ben Tusino, Peter Ruiz all in favor.
They discussed briefly discussed the potential of doing a housing production plan (HHP), and went into discussing affordable housing and 40B housing and how difficult 40B housing is for a town.
(12:05 TS) Motion to close the Housing Authority meeting made by Peter Ruiz, seconded by Ben Tusino. The vote passed unanimously.
10. (12:25 TS) Notice of Appointment of John Charbonneau Community Development Director – Possible votes
John Charbonneau discussed his professional background, and he talked about 40B housing and agreed with Mr. Wojcik that it can be difficult and frustrating to deal with.
(23:50 TS) Motion to support the Town Administrator's appointment of John Charbonneau as Community Development Director, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
7. (24:55 TS) ZBA Alternate Appointment / Sean Holland – Possible votes
(25:40 TS) Motion to support Sean Holland for the ZBA alternate appointment for a three-year term, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.
8. (27:00 TS) Grant Acceptance Amendment for FD- EMPG – Possible votes
This grant is for ballistic gear for \$2,900 provided by the state and submitted by the Fire Chief.

(27:25 TS) Motion to accept the amendment for ballistic gear for \$2,900 made by Ross Smith, seconded by Hal Davis. The vote passed unanimously.

9. (28:00 TS) Intra/Inter Departmental Transfer – Possible votes
TA Wojcik stated that this is an inter-departmental transfer within the existing budget and is not an additional amount to the budget. The request is to transfer \$23,500 from public building maintenance salaries (an unfilled position) to Information Technology expenses (IT), for the phone project.
(36:10 TS) Motion to approve the intra/inter departmental transfer for the purpose of SOW professional services for the phone system, made by Ross Smith, seconded by Hal Davis. The vote passed unanimously.

11. (36:35 TS) Meeting Minutes – Possible votes
(36:55 TS) Motion to accept the May 5, 2025, meeting minutes as written, made by Ross Smith, seconded by Mike Fitzpatrick. The vote passed unanimously.
(38:05 TS) Motion to approve the May 6, 2025, meeting minutes as written, made by Mike Fitzpatrick, seconded by Ross Smith. The vote passed unanimously.

12. (38:20 TS) BOS Policies & Procedures Discussion
The board agreed to table this discussion until they have a full board and in the meantime, the members can review it to be ready with any edits and adjustments they would like to see in the document.

13. (42:10 TS) Municipal Light Plan Discussion
TA Wojcik stated that they are continuing to make progress, and that Bob Minarik is trying to schedule a meeting with some experts in the field.

14. (42:30 TS) Town Administrator's Report
There is an RFP for 11 Gleason Court in circulation with the Building Facilities Construction Committee for review.
Appraisal services were discussed and will happen after July 1st for the 14 plus acres next to the Cubes at Gilboa, as well as the Gleason Court property.
TA Wojcik briefly discussed the FY27 budget and the employee evaluation system and if the board members have any suggestions or edits.
He also explained that some departments will be closed periodically now through June due to employees using up their vacation and personal time before the end of the fiscal year.

15. (52:00 TS) Open session for topics not reasonably anticipated 48 hours in advance of the meeting.
Ross Smith stated that a student brought to his attention that the American flag outside the high school building is worn and tattered, and he would like to see a new flag put up in the next couple days. Hal Davis stated that a resident asked him if the suggestion depository box could be moved closer to the road to be easier for handicapped accessibility.

16. (57:55 TS) Executive Session
Motion to enter executive session for interest in real property, strategy for Highway Barn land purchase, potential litigation, and contract negotiations and to reconvene into open session for sole purpose of adjournment, made by Ross Smith, seconded by Mike Fitzpatrick. Roll call vote – Hal Davis, Ross Smith, Tim Bonin, Mike Fitzpatrick all in favor.

APPROVED
June 3, 2025

17. Adjournment

Mr. Fitzpatrick made a motion at 8:44pm 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 Davis – aye, Smith – aye, Fitzpatrick – aye, Bonin – aye.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary