



Office of the Board of Selectmen
350 Main Street
Webster, MA 01570

selectmen@webster-ma.gov
Phone: (508) 949-3800 X4000
Fax: (508) 949-3888

Randall V. Becker, Chairman
Andrew M. Jolda, Vice-Chairman
Earl Gabor, Secretary
Lisa Kontoes
Thomas Klebart

BOARD OF SELECTMEN MEETING AGENDA

MONDAY, AUGUST 3, 2020 6:00 P.M.
2ND FLOOR, BOARD OF SELECTMEN'S MEETING ROOM
WEBSTER TOWN HALL, 350 MAIN STREET, WEBSTER, MA 01570
6:00 P.M.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Webster Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.webster-ma.gov. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. For this meeting, members of the public who wish to watch the meeting may do so via Zoom. To join, residents should login into Zoom at this site <https://us02web.zoom.us/join> and enter Meeting ID 898 5612 8940. Those who would like to participate in or watch the meeting, must pre-register by 5:00 PM on Monday, August 3, 2020 by emailing selectmen@webster-ma.gov and request access to the meeting. A password will then be emailed to registrants. This is necessary to avoid any interruptions by "Zoom bombers." In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

- | | |
|----------------------|---|
| Time Estimate | 1. OPEN SESSION MEETING CALLED TO ORDER AT 6:00 P.M. |
| | Pledge of Allegiance |
| 5 Min. | 2. APPROVAL OF REGULAR SESSION MEETING MINUTES |
| | • JULY 13, 2020 |
| | 3. NEW BUSINESS |

REC'D WEBSTER TOWN CLERK
JUL 30 '20 PM 1:19

- 20 min. • Memorial Beach Report
- 5 min. • Request to approve the Liquor License Transfer Application filed by M&D, LLC dba Sunnyside Farms, 25 Lake Street, Webster
- 5 min. • Request to approve the Liquor License Transfer Application, filed by Himalaya Wok Chinese Restaurant, Inc., 68 East Main Street, Webster
- 5 min. • Request to approve the Class II License Application filed by Bello Automotive, LLC, 27 Worcester Road, Webster
- 5 min. • Vote to accept the technical corrections submitted by the House Committee on Bills in the Third Reading regarding the Rose Room, 4 East Main Street, Webster, liquor license.
- 5 min. • Read and Vote on the approval of the 2020 Presidential Primary Warrant for September 1, 2020
- 15 min. • Review and amend the Selectmen's Policies (as attached)
- 5 min. • Request to appoint Tina Landry, Town Treasurer/Collector and Dawn Portman, Assistant Town Treasurer, as provided under MGL Chapter 60, Section 77B, as Tax Possession Custodian who shall have the care, custody, management and control of all property acquired by foreclosure, deed in-lieu of foreclosure or by treasurer's deed for unpaid taxes
- 5 min. • Request to approve the Acceptance of Deed pursuant to the vote taken under Article 18 of May 13, 2019 Special Town Meeting to accept property located off Main Street, Webster for park, playground and recreation purposes
- 5 min. • Board of Selectmen Appointment to the Conservation Commission
 - Jason Piader
 - Michelle Sherillo
- 5 min. • Approve response to Patrick Higgins Open Meeting Law Complaint
- 5 min. • Vote to appoint Christella Gonsorcik to the Planning Board as a full member

45 min.

4. EXECUTIVE SESSION

#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.

- **Bounphasaysonh v. Town of Webster et al.**
- **Dowgiewicz v. Town of Webster et al.**
- **Moses Early v. Town of Webster et al.**
- **Finamore v. Town of Webster et al.**
- **Ralph v. Town of Webster et al.**
- **BWC Chamberland Pond, LLC v. Planning Board**
- **Town v. Boisvert: 529 S. Main Street**

5. TOWN ADMINISTRATOR REPORT

6. ADJOURN

Proposed Future Meeting Dates:

7. *August 24, 2020, 6:00 p.m. at Webster Town Hall, Selectmen's Meeting Room 350 Main Street, Webster, MA 01570*

Table of Contents

GENERAL GOVERNMENT POLICIES	4
BOARD OF SELECTMEN HEARING PROCEDURES.....	4
SOCIAL MEDIA POLICY.....	4
SELECTMEN OFFICE HOURS POLICY.....	7
MINUTES POLICY.....	7
USE OF TOWN STATIONERY	9
SPECIAL MUNICIPAL EMPLOYEES	9
CAR WASH POLICIES & PROCEDURES.....	9
CANDIDATES USE OF CABLE CHANNEL.....	10
TOWN COUNSEL ACCESS POLICY.....	10
FLAGS AT HALF STAFF POLICY.....	11
ELECTRONIC SIGN POLICY.....	12
CORI POLICY.....	13
WITHOLDING OF PERMITS AND LICENSES FOR NON-PAYMENT.....	15
LICENSING POLICIES.....	15
BOARD OF SELECTMEN ALCOHOL POLICIES	15
NON-PROFIT SPECIAL ALCOHOL LICENSES.....	15
SERVICE OF ALCOHOL TRAINING.....	15
LIQUOR LAW VIOLATIONS.....	16
HOURS OF OPERATION.....	16
BYOB (BRING YOUR OWN BOTTLE) POLICY	17
CAR DEALER LICENSES.....	20
TAXI SERVICES FEE.....	20
REGULATORY POLICIES	21
RULES AND REGULATIONS FOR THE USE OF TOWN ATHLETIC FIELDS.....	21
SMOKE FREE WORKPLACE POLICY.....	24
DOGS AT MEMORIAL BEACH.....	24
PARKING VIOLATION FEES.....	24

PROCEDURES FOR BASS TOURNAMENTS	25
PROCUREMENT POLICIES	27
DESIGNER SELECTION PROCEDURES	27
RECYCLED PRODUCT PROCUREMENT POLICY	31
DISPOSITION OF SURPLUS PROPERTY VALUED (UNDER \$10,000.00)	31
FUEL EFFICIENCY POLICY	32
DEPARTMENT OF PUBLIC WORKS POLICIES	35
ROADWAY OPENING PERMIT REGULATIONS	35
PRIVATE ROADS POLICY	43
BOARD OF SELECTMEN DAMAGE TO PRIVATE PROPERTY POLICY	44
COMPLETE STREETS POLICY	45
PUBLIC STREET LAYOUT AND ACCEPTANCE POLICY	4948
WATER AND SEWER POLICIES	5251
SEWER TIE-IN POLICY	5251
PROCESS TO APPEAL A WATER/SEWER BILL	52
WEBSTER WATER/SEWER SHUT OFF POLICY	54
TOWN OF WEBSTER WATER AND SEWER POLICY CONNECTION CHARGES	56
SEWER/WATER BETTERMENT ABATEMENTS	61
APPENDIX	63
COMMITTEE HANDBOOK (SEE ATTACHED)	63
PERSONNEL POLICIES (SEE ATTACHED)	63
FINANCIAL POLICIES (SEE ATTACHED)	63