

Office of the Board of Selectmen
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Andrew M. Jolda, Chairman
Randall V. Becker, Vice Chairman
Mark G. Dowgiewicz, Secretary
Robert J. Miller
Donald D. Bourque

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, April 9, 2018**

Webster Town Hall, 2nd Floor, Board of Selectmen's Meeting Room
350 Main Street, Webster, MA 01570

MEETING OPENING: At 6:00 p.m., Chairman Jolda called the meeting to order. The following individuals were present: Chairman Andrew Jolda, Vice Chairman Randall Becker, Selectman Mark Dowgiewicz, Selectman Robert Miller, Selectman Donald Bourque, Town Administrator Douglas Willardson, and Executive Secretary Jennifer Cederberg. The Board stood and took the Pledge of Allegiance.

REGISTRAR APPOINTMENT: Chm. Jolda read a letter of interest from Karen Saladino who would like to be appointed to the Board of Registrars.

Motion by Sel. Dowgiewicz, seconded by Sel. Miller, to appoint Karen Saladino to the Board of Registrars. The motion passed unanimously.

PLANNING BOARD APPOINTMENT: Chm. Jolda read a letter from Cathy Cody indicating that she would like to be appointed as an Associate Member of the Planning Board.

Motion by Sel. Bourque, seconded by Sel. Dowgiewicz, to appoint Cathy Cody as an Associate Member of the Planning Board. The motion passed unanimously.

PUBLIC HEARING: Sel. Becker recused himself. At 6:07 p.m.,

Motion by Sel. Dowgiewicz, seconded by Sel. Bourque, to open the public hearing for Waterfront Mary's to consider a request to alter the hours on the Wednesday night "Rock the Dock" function to go from the current hours of 5:00 pm – 7:00 pm to 5:30 pm – 7:30 pm. The motion passed unanimously.

Radio Station representative Pat Racine spoke on behalf of the event which her station sponsors (WXLO) and informed the Board that this request is being made to accommodate their DJ who recently went to work for the American Diabetes Foundation and needs the extra half-hour to be able to commute to Waterfront Mary's on Wednesday nights. Sel. Miller stated that as a resident of the lake, he notices that music carries on for more than just one day per week and that he has concern for the neighbors. Owner Tracy Lis stated that there is

acoustic music which she has a permit for and it is only on Saturdays and Sundays and it ends by 7:30. She stated that it is the same few neighbors who complain and that the music faces the building: not the lake. She reminded the Board that her establishment has been in place for 18 years. Ms. Racine stated that the event on Wednesday nights will be over by 7:30. She stated that they have never had any problems during the 18 years they have been running this event and that they only bring in one live band per season.

Motion by Sel. Bourque, seconded by Sel. Miller, to approve the request from Waterfront Mary's to move the Wednesday night "Rock the Dock" hours to 5:30 pm – 7:30 pm. The motion passed with Sel. Becker recusing himself.

At 6:17 p.m.,

Motion by Sel. Dowgiewicz, seconded by Sel. Bourque, to close the public hearing. The motion passed unanimously with Sel. Becker recusing himself.

PRESENTATION ON THE FY17 AUDIT: Tony Roselli from Roselli, Clark and Associates reviewed the Management Letter for year ended June 30, 2017 with the Board. He noted that 2016 and 2017 were done very close together yet could not have been more different. In 2016 there were a lot of problems, and within 90 days over the summer, the financial team came together: they discussed improvements with a team approach, reconciliations were down to a handful from an extremely large amount, 18 will be more under control. He reviewed the small list of existing material weaknesses including data breach protection; an account to implement fraud prevention; and setting up and funding an OPEB account. He stated that the Self-Insurance Trust Fund is in much better condition than in previous years. On the receivables end, there needs to be a detailed list of foreclosed properties; it would be beneficial to combine the Treasurer/Collector positions; there is an existing \$28,000 of payroll withholdings that should be written off as a tax deficit; and there are 176 stagnant revenue accounts which should be reviewed and spent or an entry should be made to bring those funds to Free Cash (\$266,176). He reviewed the special revenue deficits and the police trust fund deficits. He encouraged Mr. Willardson to review those with the Police Department. He further encouraged the collection of tax titles and to review the management of cash handling and accountability for cash in the Recreation Department. The Board Thanked Mr. Roselli.

WATER AND SEWER ABATEMENTS: Water Superintendent Greg Woods and Sewer Superintendent Bill Burke presented three abatement requests:

44 Whitcomb Street: High water use detected by the Water Department lead to discovery of a leaking toilet. The water did pass through the meter and did flow into the sewer system.

Motion by Sel. Dowgiewicz, seconded by Sel. Bourque, to uphold the Water Superintendent's recommendation to deny the request. The motion passed unanimously.

15 Tracy Court: A pipe burst in the unoccupied basement of the building. The water did pass through the meter but did not flower into the sewer system.

Motion by Sel. Dowgiewicz, seconded by Sel. Bourque, to uphold the Water Superintendent's recommendation to abate the sewer portion of the bill only.

3 Shawn Lane: The Water Department detected a high water bill, spoke with the tenant who noted low pressure, and while walking the property heard water and found a cracked service line under the home. The leak occurred on the water supply line before it entered the mobile home and did not flow into the sewer.

Motion by Sel. Dowgiewicz, seconded by Sel. Bourque, to abate the sewer portion of the bill at 3 Shawn Lane in the amount of \$993.17.

UPDATE ON WATER DISTRIBUTION PLANT: Mr. Woods informed the Board that the Water Department is continuing to flush the lines as it does help to reduce the number of dirty water days. He stated that 2014 was the worst year on record in terms of dirty water calls. The Water Department receives about 30 calls per month but those calls are condensed into limited days. Mr. Woods reviewed the process of relining pipes with different materials, particularly epoxy vs. mortar. He stated that Epoxy extends the lifespan of the pipe by 60-70 years. He noted potential street lengths as being located on: First, Lincoln, Nelson and Whitcomb with future plans for a new water main on Worcester Road, cleaning and relining prioritized streets based on fire flow and water quality complaints. He reviewed the funding for the projects and stated that he hope to be able to allocated approximately \$1 million/year. He noted that there was a 12% increase in the water and sewer rates. The Water Plant debt will come on line in FY20 so charges will need to be adjusted to absorb that cost. He stated that the Board may be looking at another 12% increase next year. He also informed the Board that 50% of the water pipes in Town are not lined.

TOWN ADMINISTRATORS REPORT: Mr. Willardson read his report and discussed the formation of an Economic Development Fund to improve the appearance of existing businesses as well as encourage new businesses to come to Webster.

Motion by Sel. Miller, seconded by Sel. Becker, to approve the Town Administrator's Report. The motion passed unanimously.

DISCUSSION WITH THE RECREATION DIRECTOR: Carol Marchand appeared before the Board. Sel. Dowgiewicz asked if a car show could be organized in the downtown area. Ms. Marchand stated that she would contact the Town of Dudley due to the Town border issue on Main St. She offered the idea of doing sidewalk shopping. Sel. Dowgiewicz asked if it is possible to get more Christmas lights and decorate the downtown area more next year during the holiday season. He suggested maybe there is a way to encourage local business owners to get involved by placing figurines outside or putting lights and decorations in their windows. Sel. Becker suggested organizing a kayak or a canoe race at the beach. Ms. Marchand stated that she would like to do some different things on the beach, maybe a drive-in night, bouncy house on land and water for the coming year.

TOWN ADMINISTRATOR REVIEW: Mr. Willardson stated that he reviewed the combined review and comments and appreciates the favorable report. He stated that he has learned a lot in the last year and has learned from mistakes. He recognized that there are some things that could have been done differently and he is very appreciative of the Board and looks forward to moving forward and continuing to make progress. Sel. Becker stated that he is very appreciative for all Mr. Willardson has done for the Town. He suggested that when Mr. Willardson's contract is up for renewal, the Board consider moving to a 5-year contract instead of 3. Sel. Becker inquired about Mr. Willardson's salary increase. Mr. Willardson stated that in the budget, he built the same raise as everyone else is getting, approximately 1.8%, into his salary but that this can be discussed at a future meeting.

SIGN WARRANT FOR THE STM:

Motion by Sel. Miller, seconded by Sel. Bourque, to sign the warrant for the Special Town Meeting on Monday, May 14, 2018, at 6:00 p.m. The motion passed unanimously.

SIGN WARRANT FOR THE ATM: Mr. Willardson stated that there may be an additional warrant article to add concerning the disposition of the Filmore Building.

Motion by Sel. Bourque, seconded by Sel. Becker, to sign the Warrant for the Annual Town Meeting on May 14, 2018 at 6:00 p.m. The motion passed unanimously.

CAPPELLINI'S SEASONAL ALCOHOL LICENSE: Ms. Cederberg reported to the Board that Cappellini's received a Special Act in 2016 to receive an All Alcohol license but they never moved forward to apply for it. Therefore, they only have an Annual Wine and Cordials License as well as a Seasonal All Alcohol License. Ms. Cederberg stated that she was notified by another business owner that Cappellini's has been serving as if they have an Annual All Alcohol License and that she reported this information to the Investigations Unit at the ABCC. When the Manager of Cappellini's was contacted to request submission of paperwork for their Seasonal All Alcohol License, the Manager was insistent that they did not need it as they had an Annual All Alcohol License. Ms. Cederberg reminded the Manager that she never applied for that license and it is not automatically given just because the special act is approved. Ms. Cederberg reported that the Manager was very belligerent and used profanity and that, as to date, the renewal application has not been signed, the backup documentation has not been provided, the license has not been picked up nor has it been paid for. Ms. Cederberg asked permission to notify the ABCC that the license has not been renewed.

Motion by Sel. Bourque, seconded by Sel. Miller, that the Town attorney write a Cease and Desist letter to the Manager of Cappellini's ordering them to stop serving All Alcohol and send the letter with a Constable immediately. The motion passed unanimously.

QUARTERLY DEPARTMENT UPDATE: Mr. Willardson presented the Board with a quarterly report broken down by Department. Sel. Becker stated that this report was very helpful to see. The Board agreed that they would like to see this report from all departments.

DOG LICENSING FEES: Mr. Willardson presented the Board with a survey of dog licensing fees in surrounding communities. He noted that Webster is on the low side and suggested raising the fees to \$15 for spayed and neutered and \$20 for non-spayed and neutered to be effective 7/1/18.

Motion by Sel. Becker, seconded by Sel. Dowgiewicz, to recommend raising the dog licensing fees as recommended by the Town Administrator. The motion passed unanimously.

ONE-DAY ALCOHOL LICENSE:

Motion by Sel. Miller, seconded by Sel. Bourque, to approve the one-day alcohol permit request from Sacred Heart to hold a banquet on 4/21/18 at 11 Day Street from 5 pm – 8 pm. The motion passed unanimously.

KILLDEER ISLAND CLUB:

Motion by Sel. Miller, seconded by Sel. Dowgiewicz, to approve a one-day alcohol permit request from the Killdeer Island Club for an Island Block Party at 191 Killdeer Island Road on 6/9/18 from 4:00 pm – 9:00 p.m. The motion passed unanimously.

Motion by Sel. Dowgiewicz, seconded by Sel. Miller, to approve a one-day alcohol permit request from the Killdeer Island Club for a Kentucky Derby Party at 191 Killdeer Island Road on 5/5/18 from 4:30 pm – 7:00 pm. The motion passed unanimously.

ZBA REAPPOINTMENT:

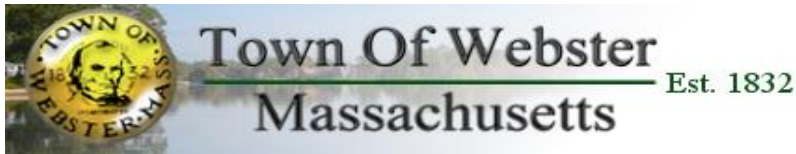
Motion by Sel. Bourque, seconded by Sel. Becker, to reappoint Mark G. Mason to the Zoning Board of Appeals. The motion passed unanimously.

ADJOURN: At 8:36 p.m.;

Motion by Sel. Miller, seconded by Sel. Bourque, to adjourn. The motion passed unanimously.

Respectfully Submitted,

Jennifer Cederberg, Executive Secretary to the Board of Selectmen



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BOARD OF SELECTMEN REGULAR SESSION MEETING
DOCUMENTS AND EXHIBITS: MONDAY, APRIL 9, 2018, 6:00 PM

1. Board of Selectmen's Meeting Agenda: 4/9/18
2. Waterfront Mary's Public Hearing Notice
3. Report on Examination of Basic Financial Statements and Additional Information Year Ended 6/30/17
4. Town of Webster Management Letter for Year Ended 6/30/17
5. Abatement Request from 44 Whitcomb Street
6. Abatement Request from 15 Tracy Court
7. Abatement Request from 3 Shawn Lane
8. Town of Webster Economic Development Fund handout
9. Town Administrator Report
10. Town Administrator Review with Written Comments
11. Special Town Meeting Warrant: 5/14/18
12. Annual Town Meeting Warrant: 5/14/18
13. MUNIS Quarterly Report
14. Quarterly Departmental Update
15. Dog License Fees Survey
16. One-Day Alcohol Permit Request from Sacred Heart
17. Two Letters from the Killdeer Island Club Requesting One-Day Alcohol Permits
18. Letter from Mark Mason Requesting Reappointment to the Zoning Board of Appeals
19. Letter of Interest from Karen Saladino
20. Letter of Interest from Cathy Cody