



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

Phone: (508) 949-3800 x 1041
Fax: (508) 949-3888
selectmen@webster-ma.gov

Andrew M. Jolda, Chairman
Randall V. Becker, Vice Chairman
Donald D. Bourque, Secretary
Mark G. Dowgiewicz, Selectman
Robert J. Miller, Selectman

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES**

Monday, June 4, 2018, 6:00 P.M.

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

MEETING OPENING: At 6:12 p.m., Vice Chairman Randall Becker called the meeting to order. The following individuals were present: Vice Chairman Randall Becker, Selectman Donald Bourque, Selectman Robert Miller, Town Administrator Douglas Willardson, and Executive Assistant Jennifer Cederberg. Selectman Mark Dowgiewicz was absent. The Board stood and took the Pledge of Allegiance. Chairman Andrew Jolda arrived at 6:16 p.m.

HEAD START PROGRAM: Ms. Jill Dagillis gave a presentation to the Board on the status of their renovation project at the former Senior Center. She informed them that remediation began today and she provided a handout that outlined their construction schedule. She stated that she would be willing to hold a community information session at the Board's convenience for the Town and neighbors to ask questions. On June 25th, site work will begin and along with some demolition. Construction will begin in early July. The roof is totally being replaced and an elevator is being installed. Ms. Dagillis thanked the Town for assisting with the waiving of permit fees, as well funding assistance from the Community Block Grant which will allow full summer education programs for a limited number of students from the Town of Southbridge.

EMS PROCLAMATION: Chairman Jolda read a Proclamation recognizing Webster Emergency Medical Services who received the EMS Service of the Year Award. Chief Gary Millard thanked the Fire Department, Police Department and all members of EMS.

PRESENTATION TO CRYSTAL BROWN: Deputy Police Chief Michael Shaw recognized Crystal Brown formerly of the Sheriff's Department, with a plaque for her outstanding efforts working with the Opioid Taskforce. He credited her for being a large part of the decreases in the number of overdoses that the Town has seen. He stated that she has reached out to members of our community struggling with addiction and provided access to services for people who need, and want help. He stated that he is pleased to report that Ms. Brown will be coming back to the Police Department to continue this work on a part-time.

COA APPOINTMENT:

Motion by Sel. Becker, seconded by Sel. Miller, to approve the appointment of Annah Mercier to the Council on Aging. The motion passed unanimously.

FINANCE COMMITTEE APPOINTMENT:

Motion by Sel. Becker, seconded by Sel. Miller, to approve the appointment of Matt Fiton to the Finance Committee. The motion passed unanimously.

CONSERVATION COMMISSION APPOINTMENT:

Motion by Sel. Miller, seconded by Sel. Becker, to approve the appointment of Joseph Wigglesworth to the Conservation Commission. The motion passed unanimously.

CULTURAL COUNCIL APPOINTMENT:

Motion by Sel. Miller, seconded by Sel. Becker, to approve the appointment of Reverend Michael Lengel to the Cultural Council. The motion passed unanimously.

WATER & SEWER COMMISSION APPOINTMENT:

Motion by Sel. Bourque, seconded by Sel. Becker, to approve the appointment of Earl Gabor as a Water & Sewer Commissioner. The motion passed unanimously.

UPDATE FROM FINANCE DEPARTMENT: Treasurer/Acting Collector James Chauvin recognized his staff for consistently doing an outstanding job. He stated that there has been a lot of borrowing done over this past year and reviewed the functions of the Treasury Office including conducting auctions and managing tax titles and borrowings. He stated that there are excellent staff in the Collector's Office as well. Mr. Willardson stated that Mr. Chauvin has taken a very proactive approach on foreclosures and that the tax titles collected since 2015 amount to \$763,000. Mr. Willardson also stated that there has been a significant reduction in the number of tax titles over the last three (3) years. He said that the Town can sell the remaining tax titles to an outside firm and leave it to them to decide whether or not to pursue foreclosure. This would mean the Town will no longer have a say in the process. He went on to review the process he and Mr. Chauvin recently went through with the Municipal Finance Oversight Board to use the State's bond rating for future borrowings as it is currently better than the Town's.

ECONOMIC DEVELOPMENT FUND: Mr. Willardson described the purpose of the Economic Development Fund which is to provide assistance to businesses who want to relocate, provide façade improvements, and invest in public projects that improve the economic climate. He stated that this can be located anywhere in Webster: it does not have to be in the Downtown Area. Mr. Willardson informed the Board that there will be an allocation committee and that applicants must be in good standing with the Town. Requests up to \$1,000 may be approved by the Town Administrator. Amounts awarded can be up to \$2,500 per new FTE moving into Town, \$2,500 for façade improvements, and any request for an amount above \$2,500 will require a 50% match. He is hoping to use some funds to improve the Downtown parking areas to help the businesses on Main Street and place a "Welcome to Webster" sign near Exit 2 as well as signs directing traffic to the Beach and to the Downtown area. Mr. Willardson noted that the Fund will be flexible and will be allocated at the discretion of the Committee. Sel. Miller suggested trying to find seasonal businesses for around the lake.

Motion by Sel. Becker, seconded by Sel. Bourque, to approve the guidelines for the Economic Development Fund. The motion passed unanimously.

Motion by Sel. Bourque, seconded by Sel. Becker, to appoint Mark Dowgiewicz to the Economic Development Fund Committee. The motion passed unanimously.

FINANCIAL BENCHMARKS: Mr. Willardson noted that there was a 5-year Capital Budget developed at Town Meeting. He stated that there is \$1.4 million budgeted toward capital projects this year not including road projects. The Town's debt target is 6.5% and we are within target balance. Reserves are low and we will need to continue to focus on them. Free Cash is also low but this will be re-calculated at the beginning of the next fiscal year. He further stated that we need to increase the percentage of the current Operating Budget maintained in the General Stabilization Fund.

PERSONNEL POLICIES: The Board requested more time to review the Policies and bring them back for further review at their July meeting. Ms. Cederberg pointed out that there is no section for Personal Time. Mr. Willardson stated there should be a section that employees get four (4) days.

BUDGET TRANSFERS:

Motion by Sel. Becker, seconded by Sel. Bourque, to approve the Town Administrator's budget transfer requests for \$600 and \$50,000. The motion passed unanimously.

FIREWORKS: Mr. Willardson reminded everyone that Fireworks will take place on June 30th at dusk and the vendor has agreed to hold the fireworks next year on July 4th.

MEETING DATES:

Motion by Sel. Becker, seconded by Sel. Miller, to approve the meeting dates for July-December, 2018. The motion passed unanimously.

MUNICIPAL LIEN FEE: Chm. Jolda recused himself. Mr. Willardson informed the Board that most Towns charge \$50 for a Municipal Lien as it takes employees some time to put one together. He stated that he surveyed surrounding communities. He informed the Board that the Town brings in about \$15,000 in charges for these each year.

Motion by Sel. Bourque, seconded by Sel. Miller, to approve the increase of the Municipal Lien Fee to \$50. The motion passed with Chm. Jolda recusing himself.

STM WARRANT: The Board reviewed the Warrant Articles. Mr. Willardson clarified that Article 2 allows only CuraLeaf to grow for adult recreational purposes. He also reviewed the specs for the proposed new fire truck. Sel. Becker stated he is very concerned about the safety of our Firefighters.

Motion by Sel. Miller, seconded by Sel. Bourque, to approve articles 1-14. The motion passed unanimously.

Motion by Sel. Bourque, seconded by Sel. Miller, to refer Article 15 to the Sponsor. The motion passed with Chm. Jolda recusing himself.

PAPERLESS AGENDAS: Mr. Willardson brought up the subject of the Board moving toward having tablets/IPads and have electronic packets sent to them vs. large, paper packets. The Board discussed the idea and agreed that they would be open to IPads but not tablets.

UTILITY BILLING SCHEDULE: Mr. Willardson reviewed the proposed Utility Billing Schedule proposed by Water Superintendent Greg Woods. The Board approved the Schedule without needing a vote. Mr. Willardson stated he will let Water Superintendent Gregory Woods know that the schedule has been approved.

OPERATION OF THE MARINA: Recreation Director Carole Marchand was present for the discussion and stated that the Town is currently going through an update of the Open Space and Recreation Plan and the Marina is a part of this process. She stated that there will be public meetings held for anyone concerned which will include the Webster Lake Association. Ms. Marchand stated that there is ongoing discussion with the Marina as to whether or not the contract with them would be for a 3 or 5-year term. She stated that they are trying to accomplish as much as possible before the October Town Meeting but that it is a very lengthy process.

PAVILLION FUNDRAISER: Ms. Marchand informed the Board that \$7,945 has been raised as part of the Pavilion Fundraiser so far and that \$14,000 needs to be raised in total. She stated that a local vendor has offered to install a metal roof. She explained that once the \$14,000 goal is reached, the State will match that amount so that \$28,000 will be available to build the Pavilion. She told the Board that a private donor has offered to match the Town's donation of up to \$7,000 so if she can raise \$7,000, the private donor will provide a donation of \$7,000, and that will provide enough funding to reach the State's requirement and they will be eligible for the full \$28,000 for the grant for the Pavilion.

DOGS ON THE WALKING TRACK: Sel. Becker suggested that one walking track in the Memorial Beach area be designated to allow dogs to walk on it. He stated that people using the walking tracks are concerned about their presence even though the dogs on the tracks dogs are leashed. Some people are just afraid of dogs. Ms. Marchand suggested that residents without dogs can use the front track and the dog dispenser can be moved to the track in the back which can be designated as dog-friendly. Mr. Willardson stated that he will amend the policy in place for dogs at the beach and this will be the only track that will be designated for dogs.

P&S FILNER SCHOOL: Mr. Willardson reviewed the Purchase and Sales Agreement for the Town property located at 41 East Main Street which is being sold to Webster First Federal Credit Union for the price of \$375,000. They were the highest bidder on this property when it was put out to bid via an RFP.

Motion by Sel. Bourque, seconded by Sel. Becker, to approve the Purchase and Sales Agreement for 41 East Main Street in Webster. The motion passed unanimously.

RESIGNATIONS:

Motion by Sel. Miller, seconded by Sel. Bourque, to accept the resignation of Donald Malo from the ZBA. The motion passed unanimously.

Motion by Sel. Miller, seconded by Sel. Bourque, to accept the resignation of Nicholas Adamopoulos from the appointed position to the Finance Committee. The motion passed unanimously.

THREE-DAY ALCOHOL AND ENTERTAIN PERMITS:

Motion by Sel. Bourque, seconded by Sel. Miller, to approve the Special Alcohol and Entertainment License requests for St. Joseph Basilica for June 15 from 5-11, June 16 from Noon-11, and June 17 from Noon-4 for the 45th St. Joseph Festival. The motion passed with Chm. Jolda recusing himself.

TOWN ADMINISTRATOR'S REPORT:

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

MEETING MINUTES:

Motion by Sel. Miller, seconded by Sel. Bourque, to approve the Regular Session meeting minutes from 2/12/18. The motion passed unanimously.

Motion by Sel. Miller, seconded by Sel. Becker, to approve the Regular Session meeting minutes from 3/12/18 with correction. The motion passed with Sel. Bourque abstaining.

Motion by Sel. Miller, seconded by Sel. Bourque, to approve the Regular Session meeting minutes from 4/2/18. The motion passed with Chm. Jolda abstaining.

Motion by Sel. Miller, seconded by Sel. Bourque, to approve the Regular Session meeting minutes from 4/9/18 with correction. The motion passed unanimously.

Motion by Sel. Miller, seconded by Sel. Bourque, to approve the Regular Session meeting minutes from 4/18/18 with correction. The motion passed unanimously.

Motion by Sel. Becker, seconded by Sel. Miller, to release and approve the Executive Session meeting minutes from 2/12/18. The motion passed unanimously.

Motion by Sel. Becker, seconded by Sel. Miller, to release and approve the Executive Session meeting minutes from 3/12/18 – Part I. The motion passed with Sel. Bourque abstaining.

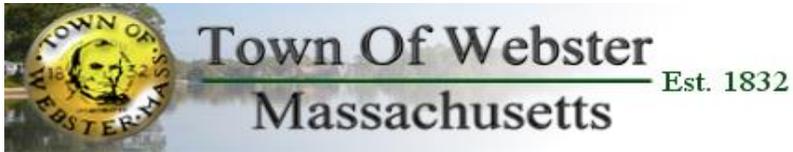
Motion by Sel. Becker, seconded by Sel. Miller, to release and approve the Executive Session meeting minutes from 3/12/18 – Part II. The motion passed with Sel. Bourque abstaining.

ADJOURN: At 8:35 p.m.;

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

Respectfully Submitted,

Jennifer Cederberg, Executive Assistant to the Board of Selectmen



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BOARD OF SELECTMEN REGULAR SESSION MEETING
DOCUMENTS AND EXHIBITS: MONDAY, JUNE 4, 2018, 6:00 PM

1. Board of Selectmen's Meeting Agenda: 6/4/18
2. Head Start Construction Schedule
3. EMS Proclamation
4. Annah Mercier COA Application
5. Letter from Joseph Wigglesworth
6. E-Mail from Rev. Michael Lengel
7. E-Mail from Earl Gabor
8. Economic Development Fund Handout
9. 2019 Capital Investment Program Handout
10. Proposed Board Meeting Dates
11. Special Town Meeting Warrant: 6/25/18
12. Utility Billing Schedule
13. Purchase and Sale Agreement
14. E-Mail from Donald Malo
15. E-Mail from Nicholas Adamopoulos
16. Letter from St. Joseph Basilica
17. Town Administrator's Report
18. Meeting Minutes: 2/12/18
19. Meeting Minutes: 3/12/18
20. Meeting Minutes: 4/2/18
21. Meeting Minutes: 4/9/18
22. Meeting Minutes: 4/18/18
23. Meeting Minutes: 4/30/18
24. Meeting Minutes: 5/14/18
25. X-Session Meeting Minutes: 2/12/18
26. X-Session Meeting Minutes: 3/12/18 – Part I
27. X-Session Meeting Minutes: 3/12/18 – Part II