



# Town Of Webster Massachusetts

Est. 1832

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

## BOARD OF SELECTMEN REGULAR SESSION MEETING MINUTES

**Monday August 24, 2020 6:00 P.M.**

Town Hall Auditorium

Webster Town Hall, 350 Main Street, Webster, MA  
via conference call in accordance with Governor Baker's  
emergency "Order Suspending Certain Provisions of the  
Open Meeting Law, G.L. c. 30A, §20"  
6:00 p.m.

**MEETING OPENING:** At 6:03 p.m., Chairman Becker called the meeting to order in the Selectmen's Meeting Room, Webster Town Hall, 350 Main Street, Webster, MA. The following individuals were present: Chairman Becker, Selectman Andrew Jolda, Selectman Lisa Kontoes, Selectman Earl Gabor, Selectman Thomas Klebart (via Zoom), Joseph Wigglesworth (via Zoom), Michelle Sherillo (via Zoom), Fred Bock (via Zoom), Danial Duteau (via Zoom), Robin Jewell (via Zoom), Conservation Agent Mary Overholt (via Zoom), Town Administrator Doug Willardson, and Executive Assistant Courtney Friedland. The Board stood and took the Pledge of Allegiance.

Chairman Becker stated on March 12, 2020, Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing as fully stated on the agenda. The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means.

Chairman Becker called for a moment of silence for the passing of former Town Administrator John McAuliffe. He was a great leader and accomplished many wonderful projects for the town. He will be greatly missed.

### Meeting Minutes

**Motion by Selectman Gabor, seconded by Selectman Kontoes, to approve the meeting minutes of August 3, 2020. Call Vote: Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the meeting minutes of August 6, 2020. Call Vote: Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Conservation Commission Chairman Wigglesworth called his meeting to order.

**JOINT MEETING – BOARD OF SELECTMEN AND CONSERVATION COMMISSION:** Chairman Becker made the announcement this this was not a Public Hearing. This was a discussion dialog between the Board of selectmen and Conservation Commission on certain topics.

**Wetland Activities:** Chairman Becker stated he spoke with Chairman Wigglesworth regarding putting a checklist together of the requirements for certain wetland activities. He said this checklist could specify what is required by residents when doing certain activities. Mr. Wigglesworth stated when removing a large tree or a large number of branches near a wetland it is a good idea to contact the Conservation Commission. He stated the Conservation Commission is here to partner with residents and business owners. Ms. Overholt stated the rule of thumb is anything over 4 inches in diameter, the resident should contact the Conservation Commission. Mr. Wigglesworth stated they are trying to be proactive and are refreshing their website. He stated many residents near wetlands dump their grass clippings and leaves in wetlands. He stated residents need to be educated that they can't do that. Selectman Jolda stated he is asked what to do with a down tree limb in the water. Mr. Wigglesworth stated after a storm, residents can go through an emergency certification process to address these issues. Mr. Wigglesworth stated he will work with the Commission to compile information and add it to the website. Ms. Jewell asked if the Board of Selectmen had a timeframe in mind for when the Conservation Commission should have something together. Chairman Becker stated he did not have a date in mind. Selectman Klebart stated they should also address hemlocks. Mr. Wigglesworth stated the Conservation Commission will address that.

**Chapter 91 Dock Permit Review:** Chairman Becker stated it is about educating residents on the process. Mr. Wigglesworth stated the general public were not registering their docks. He stated this process is to protect the public interest. He stated they are trying to educate residents on the process. He said there is a simplified process on the State's website. He stated residents will need to know the dock dimensions and restrictions. He said docks need to be set back a minimum of 15 feet from the property, with 25 feet suggested by the state, where feasible. He stated the State will look at if there are any other licensed docks nearby. He said the application fee is \$75.00 and is good for 15 years. He said residents can only have one dock per property being 4 feet wide and can't have a cover or built structure around it. Chairman Becker questioned this for additional follow-up. Mr. Willardson stated it is about educating residents and providing the resources that are available.

**Proposed Wetland By-Law:** Chairman Becker clarified that this is not a Public Hearing. Selectman Jolda stated in the section Jurisdiction 2.3, it addresses State wetlands and does not address great ponds. Mr. Wigglesworth stated they are trying to bring great ponds into this jurisdiction with the proposed by-law. Chairman Becker stated in 10.02 the 200 feet requirement might be a little overreaching given the regulations state 100 feet. Mr. Wigglesworth stated the Conservation Commission felt the 200 feet requirement was appropriate. Chairman Becker stated residents might push back. Mr. Wigglesworth stated the Conservation Commission is looking to protect the wetlands. Selectman Jolda stated this is not normally regulated by the State. He stated this proposed by laws would allow the Conservation Commission to regulate that. He stated they also received feedback regarding the mandated vegetation strip. He stated the waterfront is losing so many trees and shrubs due to development. He stated this is causing a rise in the water temperature and creating bacteria. He stated only homes that are newly developed or increasing house size will be mandated. He stated they held a public hearing that went very well. He stated they are trying to design a by-law to bring it more in scope with the Conservation

commission but not overstep their authority. Ms. Jewell stated she has spent a lot of time learning. She stated the Conservation Commission has begun a lot of grass roots efforts to make residents aware. She said there was a lot of false information being distributed. She said they want to make sure they keep the lake healthy. Mr. Wigglesworth stated he would be looking to set up a meeting with the Webster Lake Association in the next couple next weeks. Meeting with the Killdeer Island Club members was also mentioned. He said not every situation is cookie cutter. He said there are a lot of different views. Selectman Klebart mentioned it could hinder projects because the Conservation Commission would now have the right to request an environmental/wildlife study. Mr. Wigglesworth stated this requirement would most likely be on larger projects. Chairman Becker suggested the Commission may want to consider amending their draft to allow structural foundations up to 25 feet from the lake and allow decks and/or staircases up to the current 10 feet building by-law set-back. This seemed to be one of the major concerns of citizens. Mr. Willardson stated he put out a survey seeking feedback for our local Boards, Commission and Committees and although he didn't receive a lot of feedback the ones he did received were positive regarding the Conservation Commission. Mr. Wigglesworth thanked Mrs. Overholt for her hard work and dedication.

Mr. Wigglesworth adjourned the Conservation Commission Meeting.

**DISCUSSION – EARLY VOTING:** Mr. Willardson handed out a list of upcoming dates for the next two elections. This list specified the dates and provided further information for early voting. He said this will be put on the town's website. He stated this process is very much controlled. He said ballots are counted and secured.

**OPEN ANNUAL TOWN MEETING WARRANT:** Mr. Willardson stated the Annual Town Meeting will be held Monday, October 19, 2020 at 6:00 p.m. at Bartlett High School.

**Motion by Selectman Jolda, seconded by Selectman Gabor, to open the Annual Town Meeting Warrant for Monday, October 19, 2020 at 6:00 p.m. at Bartlett High School with a closing date of Friday, September 4, 2020 at 12:00 p.m. Vote: Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**APPOINT SELECTMEN TO ECONOMIC DEVELOPMENT COMMITTEE:** Selectman Jolda stated he would volunteer to be appointed to the Economic Development Committee.

**Motion by Selectman Gabor, seconded by Selectman Kontoes, to appoint Selectman Andrew Jolda to the Economic Development Committee as the Selectmen's Appointment. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**REVIEW AND AMEND COMMITTEE HANDBOOK:** Mr. Willardson stated the Personnel Advisory Board borrowed a lot of this material from the Town of Ashland and then formatted it to work for Webster. Chairman Becker asked that if any Selectmen had not sent any recommended changes to Mr. Willardson, that they do so this week. The following changes were suggested:

Page 2: Update to reflect Selectmen Klebart

Page 9: Clarify location on website

- A. Qualifications
  - a. TA Report
- B. Clarify Exemptions
  - a. Town Employees

Page 22: Update

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the proposed changes to the Committee Handbook. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**TOWN ADMINISTRATOR'S REPORT:**

- Passing of former Town Administrator John McAuliffe on August 13<sup>th</sup> after a battle with cancer.
  - Early voting now through Friday during regular business hours
  - Offices closed on September 7<sup>th</sup> for Labor Day
  - State-mandated water conservation measures in place. No sprinklers during day-time hours.
1. Public Health and Safety
    - a. Fire: Tri-State Firefighters Meet to be held at 9:00 AM Sunday, September 13<sup>th</sup>.
    - b. Police: Interviewed a lateral transfer from Wilbraham and have offered the candidate a job.
    - c. BOH: Coronavirus—one case last week in Town.
  2. Financially Responsible
    - a. Developing spending plan for \$1.5 Million in CARES Act funds
    - b. Tax foreclosure auction held on August 12<sup>th</sup> \$569,500 was collected.
  3. Economic Development
    - a. Completed East Main Street Sidewalks. Planters have been ordered from the Mass Corrections facility. Will not receive before winter.
      - i. Applying for additional funds to complete from Walgreens to Cody Street.
    - b. In connection with the East Main Sidewalks, added landscaping in front of Honey Dew Donuts.
    - c. Developing dog park on High Street. Brush removal will begin in a couple of weeks.
    - d. Exploring creating a Webster cable studio in a vacant storefront downtown.
    - e. Spoke with three different parties interested in opening a storefront in our downtown.
  4. Maintain Infrastructure
    - a. Lake Parkway/Klebart Ave project vegetation clearing on going. Road work to begin shortly.
    - b. Memorial Beach—project approved by Conservation. Bidding within a month.
    - c. Municipal lot behind Mapfre reconstruction to be completed in September.
    - d. Obtaining quotes for Ray Street athletic field bleachers demo and replacement.
    - e. National Grid is upgrading the gas lines along South Main. The road will be repaved when the project is complete.
    - f. Reroofed the gazebo at Town Hall. He thanked Curaleaf for their donation.
    - g. Received \$55,000 in grant funding for Town Hall roof repairs. Full projects is \$650,000.
  5. Effective Delivery of Services/Operations
    - a. Reinvigorating our nuisance property and economic development taskforces. Did not meet as often during the pandemic, but now meeting on a regular basis.
    - b. Library open for in-person browsing. Slow but steady number of patrons. No significant issues
    - c. Senior Center employees have been redeployed on a part-time basis to assist with voter registration and early voting.
  6. Transparent, Open and Friendly government

- a. Decentralized and following up to make sure minutes are being posted timely across all boards/committees/commissions.

**Motion by Selectman Jolda, seconded by Selectman Kontoes, to approve the Town Administrator's Report.**

**Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**EXECUTIVE SESSION: At 8:03 p.m.,**

**Motion by Selectman Gabor, seconded by Selectman Jolda, 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.**

- **Approval of Executive Session Minutes**
  - **August 3, 2020**

**Call Vote: Selectman Gabor – yes, Selectman Kontoes – yes, Selectman Jolda – yes, Selectman Bourque – yes and Chairman Becker – yes.**

**ADJOURN: At 8:06 p.m.,**

**Motion by Selectman Gabor, seconded by Selectman Jolda, to re-convene the regular session and adjourn.**

**Call Vote: Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**Respectfully Submitted,**

**Courtney Friedland, Executive Secretary to the Board of Selectmen**