



**Town Of Webster**  
**Massachusetts** Est. 1832

**Office of the Board of Selectmen**  
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Randall V. Becker, Chairman  
Earl Gabor, Vice-Chairman  
Lisa Kontoes, Secretary  
Thomas Klebart

**BOARD OF SELECTMEN**  
**REGULAR SESSION MEETING MINUTES**  
**Monday, April 11, 2022 6:00 P.M.**

Selectmen's Meeting Room  
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"

**MEETING OPENING:** At 6:00 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 Lisa Kontoes (via Zoom meeting), Selectman Earl Gabor, Selectman Thomas Klebart, Joshua Sterczala, Mat Fitton, Sarah Sansom (via Zoom Meeting), Business Manager Monique Pierangeli, Finance Director Tim Bell, Town Administrator Richard Lafond 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. As further explained 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. On February 15, 2022, Governor Baker signed into law a new session law extending certain COVID-19 related measures. The new law, Chapter 22 of the Acts of 2022, includes an extension until July 15, 2022, of the remote meeting provisions of the Governor's March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.

Chairman Becker announced the name of each attendee who attended via Zoom, including Selectman Kontoes.

A moment of silence was held for the passing of retired Police Officer Steve Sutton and retired Bartlett High School teacher, Van Constantine.

**Meeting Minutes**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the meeting minutes of March 14, 2022. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**FY23 BUDGET DISCUSSION:**

Chairman Becker recused himself from any discussion regarding the Assessor’s Budget due to a familial relationship.

Mr. LaFond thanked Mr. Bell for his hard work throughout the budget process. He stated he would provide a quick overview of the budget.

FY23 Municipal Budget Proposal Summary

**Total Budget**

FY 2022	Budget	\$ 50,992,731.00
FY 2023	Proposed	\$ 54,555,990.00
6.99%	Increase	\$ 3,563,259.00

**Revenue Calculation**

Prop 2½ increase:	\$ 25,742,054	
New Growth:	\$ 275,000	4 Year Average
Debt Exclusion:	\$ 2,370,954	
Total Tax Levy:	\$ 28,388,008	3.43% Increase
State Aid:	\$ 20,108,632	13.75% Increase
Local Receipts:	\$ 4,302,351	5.21% Increase
Other:	\$ 1,756,999	
TOTAL: \$	\$ 54,555,990	

**Revenue Summary**

New Growth:	4 year average
State Aid:	\$ 2,124,677 additional Ch. 70 Aid
	\$ 306,248 additional Non-Ch. 70 aid
Local Receipts:	Does not include Marijuana Receipts Reserved for Fire Dept. Personnel funding upon conclusion of 3-year grant

**Expenditure Summary**

Maintains the historical 70% - 30% split between School/Town budgets after Shared Costs

School Department Proposed Appropriation:

\$ 24,067,832	
\$1,610,967	Increase over FY 2022
	7.17% Increase

Town Proposed Appropriation:

\$ 10,314,785	
\$ 693,917.53	Increase over FY 2022

7.21% Increase over FY 2022

Shared Proposed Appropriation:

\$ 17,781,153

\$ 903,976

Increase over FY 2022

5.36%

Increase over FY 2022

- Town Administrator Budget accommodates contractual requirements and Assistant Town Administrator position upgrade
- Part time IT professional
- 25% estimate of fuel/energy expenses
- 4 additional full time firefighters (offset by shift from part time positions to full time)
- \$76,726 reduction in SWCRVSD assessment
- 1 additional full time position in Highway Department
- Street lighting increase - significantly under-budgeted for FY 2022
- Engineering Services increase due to Storm Water management mandate
- \$50,000 line item to begin road maintenance program (in addition to annual Chapter 90 funding and funded by reduction in non-excluded debt)
- Senior Center – transition from an FY 22 appropriation of 3 part time positions to 1 full time and 1 part time position in FY 2023.
- Library Expenses – meets state requirements for books/subscription
- Includes Accommodation for possible upgrades pursuant to Wage & Classification study

**Fixed Costs FY2022 – 2023**

- Reduction in Debt Interest used to fund \$50,000 road improvement program.
- \$267,445.00 Increase in Pension Assessment
- 7% Health Insurance
- Medicare Increase in anticipation of additional school & town employees
- Charter School Assessment increase of \$309,114.00
- School Choice increase of \$69,425.00
- OPEB additional appropriation of \$250

**Free Cash Proposed Use**

<b>\$ 4,080,842</b>	<b>Beginning Balance</b>
\$ 2,000,000	Stabilization
\$ 852,900	Capital Improvement
\$ 200,000	Snow & Ice Removal
\$ 200,000	Other
\$ 747,100	Remaining Free Cash Balance
\$ 4,727,800	Stabilization Account Balance

**Revenue/Cost Summary**

Estimated Revenue \$54,555,990

General Fund Appropriations:

Town	19.77 %	30 %	\$ 10,314,785
School	46.14 %	70 %	\$ 24,067,832
Shared	34.09 %		\$ 17,781,153

TOTAL 100 % 100 % \$ 54,555,990

Chairman Becker thanked Mr. LaFond and Mr. Bell for their hard work and dedication on putting this year's budget together. Selectman Kontoes stated she was under the impression that the Firefighters position would be funded through the money received from the dispensaries. Mr. LaFond stated there are two pieces. He stated the seven (7) current firefighters will be funded through the money received from the dispensaries since the Town received a three-year grant with tapers off. The five new full-time positions will be almost entirely off-set from the part-time positions currently in place. Selectman Klebart asked about OPEB. Mr. Bell stated OPEB stood for Other Post Employee Benefits. He stated the town wants to start funding the trust as recommended by the Auditors. This is a multi-million-dollar unfunded liability facing most towns and cities in the State.

**APPROVAL OF AN ALL ALCOHOL LICENSE – SALOON NO. 6, INC.:**

Attorney Erlich stated Saloon No. 6 is looking to open a pub style bar at 141 Worcester Road. They would like to bring business back to the area. He stated all taxes and fees owed to the Town will be paid at the closing of the sale of the building.

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the All-Alcohol Pouring Application filed by Saloon No. 6, Inc, for the property located at 141 Worcester Road, Webster, MA contingent on payment of all taxes, fees, assessments, betterments or other municipal charges owed to the Town of Webster on the property located at 141 Worcester Road by the owner or renter before the license is issued. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPROVAL OF THE SPRING SPECIAL TOWN MEETING WARRANT:**

1. Bartlett School Project Appropriation

**Motion by Selectman Gabor, seconded by Selectman Klebart, to recommend approval of Article 1 of the Special Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPROVAL OF THE SPRING ANNUAL TOWN MEETING WARRANT:**

1. Reports from the Finance Committee and Board of Selectmen
2. FY2023 General Fund Budget

**Motion by Selectman Klebart, seconded by Selectman Gabor, to recommend approval of Articles 1 & 2 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

3. FY2023 Sewer Enterprise Fund Budget
4. FY2023 Water Enterprise Fund Budget

**Motion by Selectman Gabor, seconded by Selectman Klebart, to recommend approval of Articles 3 & 4 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

5. Authorize Short-Term Borrowings
6. FY2023 Departmental Revolving Funds

7. General Fund Prior Year Bills
8. Sewer Enterprise Fund Prior Year Bills
9. Water Enterprise Prior Year Bills
10. Appropriate to the Stabilization Fund
11. Fund Snow and Ice Deficits
12. Fund Anticipated Costs
13. Appropriation for Town Capital Projects
14. Appropriation for Sewer Capital Projects
15. Appropriation for Water Capital Projects

**Motion by Selectman Gabor, seconded by Selectman Klebart, to recommend approval of Articles 5-15 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

16. Special Act H.3967

**Motion by Selectman Gabor, seconded by Selectman Klebart, to recommend approval of Article 16 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

17. Repairs to World War II Aircraft Observation Post

**Motion by Selectman Gabor, seconded by Selectman Klebart, to refer to sponsor of Article 17 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

18. Retiree Cost of Living Increase

**Motion by Selectman Gabor, seconded by Selectman Klebart, to refer to sponsor Article 18 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

19. Star Voting

**Motion by Selectman Gabor, seconded by Selectman Klebart, to refer to sponsor Article 19 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

20. Special Act of Legislation

**Motion by Selectman Gabor, seconded by Selectman Klebart, to refer to sponsor Article 20 of the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**TRUSTEES OF SOLDIERS MONUMENTS – MICHAEL SULLIVAN:**

**Motion by Selectman Klebart, seconded by Selectman Gabor, to appoint Michael Sullivan to the Trustees of Soldiers Monuments for a term to expire June 30, 2025. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**TRUSTEES OF SOLDIERS MONUMENTS – ALBERT BELAND:**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to appoint Albert Beland to the Trustees of Soldiers Monuments for a term to expire June 30, 2025. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPROVAL OF “ONE DAY” LIQUOR LICENSE REQUEST:**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the “One Day” liquor license request submitted by Robin Jewell, 314 Killdeer Road, for a Neighborhood Party, to be held at the Killdeer Island Club on June 11, 2022 from 4:00 p.n. to 7:00 p.m. CONTINGENT OF APPROVAL FROM Chief Shaw on Police Detail. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPROVAL OF “ONE DAY” LIQUOR LICESNE REQUEST:**

**Motion by Selectman Klebart, seconded by Selectman Gabor, to approve the “One Day” liquor license request submitted by Sheri Putnam, Burlap to Boards, 75 Main Street, Webster, MA for Paint Night on April 21, 2022 from 6:00 p.m. to 8:00 p.m. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPROVAL OF 20<sup>TH</sup> ANNUAL ALS TRI-STATE TREK:**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the 20<sup>th</sup> Annual ALS Therapy Development Institute Tri-State Trek proposed route for June 24, 2022. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**APPOINTMENT OF RICHARD LAFOND TO WEBSTER OPEB TRUST:**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to APPOINT Town Administrator, Richard LaFond as a voting Trustee of the Webster OPEB Trust. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**DISCUSSION – SIGN PERMIT FEES:**

Chairman Becker stated information was provided by the Board of Selectmen’s packet. Selectman Kontoes stated she has received general feedback that sometimes Webster’s sign fees exceed the price of the sign itself. She said this can be discouraging to business owners and sign companies. She said this can be seen as a hardship. Mr. LaFond said he can speak with Mr. Tetreault and Ms. Morgan to get more information. He stated the current fees are in line with neighboring communities. Selectman Kontoes did express that when permit fees exceed the price of the product it becomes concerning. Mr. LaFond said he would follow-up and get more information.

**APPROVAL OF INTERMUNICIPAL AGREEMENT (IMA) WITH THE TOWN OF OXFORD:**

Selectman Gabor stated the Water/Sewer Commission recommends approval to renew this agreement. He said it is a simple agreement and nothing has been added.

**Motion by Selectman Klebart, seconded by Selectman Gabor, to approve the Intermunicipal Agreement (IMA) with the Town of Oxford for Wastewater. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**TOWN ADMINISTRATOR’S REPORT:**

1. Parking – At the last department head meetings they have discussed the ongoing parking challenge at town hall & senior center. Ultimately the parking needs can't be fully satisfied, Mr. LaFond will be making an effort to encourage town office employees to park in alternative sites in the vicinity (Negus Street, Library & behind the Police Station) for the foreseeable future to do our best to accommodate the needs of the senior center and residents visiting Town Hall. Since the parking area at town hall is a public lot, the tools at his disposal may be limited. Hopefully we will have cooperation. He has met with members of the Council on Aging and Friends of the COA at which time we discussed this and several other matters. Mr. LaFond is optimistic that we can improve the current situation.
2. Budget & Capital – Last Monday, April 4 the Finance Committee held its required public hearing dedicated to the proposed FY 2023 budget proposal. Mr. LaFond believes it was a very good discussion and hopes to get the support from the members. Finance Committee member Sarah Sanson submitted questions in advance of the meeting to allow for some time to prepare responses. This was very much appreciated and allowed time for thoughtful and thorough responses.
3. Lake Street Water Main Replacement Project
  - On March 10 Water & Sewer Department's consulting engineers, Tighe & Bond, conducted a bid opening regarding the above referenced project. Tighe & Bond performed an analysis of the bids and ultimately recommended to the Water & Sewer Commission and Superintendent that the bid be awarded to the lowest GEG Construction Inc. of Springfield. The base bid is \$1,492,450.
4. Cable Contract Renewal
  - Town Counsel has provided a summary of the requirements for pursuing a license renewal. Although Mr. LaFond wished to organize a meeting of the Cable Advisory Committee to begin this process, we don't actually have a committee to speak of. Any recruiting of membership will be essential to moving forward.
5. Retail Marijuana HCA's
  - Mr. LaFond has spoken to the multiple parties regarding the second HCA that has been approved by the Board. He has also consulted with the Cannabis Control Commission as well as town counsel to understand the town's role in this matter.
  - He has been advised, pursuant to the HCA, that the holder of the License/HCA has 3 years to be operational at that site. Disputes between private parties are not relevant to the contract provision.
  - The holder of the HCA also "owns" the license, not the town. It can't be revoked by the Board similar to other licenses issued by the town.
  - At some point it is going to become clear whether or not Boathouse will be able to meet the deadline in the Agreement to become operational. Status of permitting, right to the property, or any other factor does not change the fact that it's a 3 year Agreement. If the 3 years expire Boathouse will forfeit the license.
  - At any point in time Boathouse may request an amendment to the current agreement that may include location or the date of required operation.
  - The holder of the HCA may sell the license to another party. Keeping in mind that it's their asset, not the town's. Both counsel and the CCC advise that this is the cleanest and most

- effective way for this particular situation to resolve itself. Another party who may purchase the HCA will still be required to negotiate their own HCA with the town. Presumably the Board retains the right to opt NOT to do so. But, this option would allow the purchaser to step into the shoes of Boathouse and not have to start the process all over again.
- He has shared the information above with the 3 parties involved (one being the land owner). He has also advised that all communicate with CCC themselves and, should there be any differing information he will help address it at that time.
6. Municipal Vulnerability Preparedness Program - The town is engaged in the process of updating our MVP plan. This program (MVP) provides support for cities and towns in Massachusetts to begin the process of planning for climate change resiliency and implementing priority projects. The state awards communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans. Communities who complete the MVP program become certified as an MVP community and are eligible for MVP Action Grant funding and other opportunities. The program requires participation from government officials and the public to help the identification and planning process. Our department heads will be participating on Wednesday morning from 8:00 to Noon. Tighe and Bond have been contracted to facilitate this effort (ultimately paid through state grant funds) on our behalf. Another session will be held via Zoom this coming Thursday at 1:00 p.m. Tighe and Bond has performed outreach to people within the community to participate in this process and the public is invited to participate. Information pertaining to the program as well as the zoom link may be found on our website and Facebook page.
  7. Events calendar – During a discussion at last week’s department head meeting, Mr. LaFond was impressed by all of the activities, programs, etc. that are being conducted by many of our departments from Police, Fire, Recreation, Senior Center..... It occurred to some of us that it would be helpful to the public to find an appropriate means of making this information available in a coordinated manner. It was suggested that we initiate a “community calendar” of the events and programs offered by the town that can be accessed on our website and Facebook. This would be helpful for the public in various ways but the Town can take pride in all of those activities our departments offer that are above and beyond general requirements.

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the Town Administrator’s Report. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

Chairman Becker thanked Moderator Ted Avlas for the suggestion to include vacancies at the Selectmen’s meeting.

**BOARD AND COMMITTEE VACANCIES**

Finance Committee	Full Member - 1
Personnel Advisory Board	Full Member - 1
Water & Sewer Commission	Full Member - 1
Zoning Board of Appeals	Alternates - 2
Economic Development Committee	Full Member - 2



Historical Commission	Full Members - 2
By-Law Committee	Full Members – 2
ADA Committee	Full Members - 2
Cable Advisory Board	Full Members - 3

**EXECUTIVE SESSION: At 8:01 p.m.,**

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

- o **Bounphasaysonh v. Town of Webster et al.**
- o **Approval of Executive Session Meeting Minutes**
  - **March 14, 2022**

**Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes. Chairman Becker noted the Selectmen will reconvene in open session once Executive Session concluded.**

**The Selectmen reconvened at 8:11 p.m. from Executive Session.**

**NEXT MEETING:**

**May 9, 2022, 6:00 p.m. at Bartlett High School, Upstairs' Meeting Room, 52 Lake Parkway, Webster, MA 01570**

**ADJOURNMENT:**

**Motion by Selectman Klebart, seconded by Selectman Gabor to adjourn the regular session meeting at 8:12 p.m. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, and Selectman Becker – yes.**

**Respectfully Submitted,**

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

**EXHIBITS:**

1. Draft Meeting Minutes from March 14, 2022 Board of Selectmen's Meeting

2. Document: FY2023 Proposed Budget Highlights
3. Documents: Town Meeting Warrants
4. Correspondence dated 03/29/2022 from Michael Sullivan Re: Appointment to Trustees of Soldier Monuments
5. Correspondence dated 03/22/2022 from Alfred Beland Re: Appointment to Trustees of Soldier Monuments
6. Document: One Day Alcohol License Application submitted by Robin Jewell
7. Document: One Day Alcohol License Application submitted by Sheri Putnam
8. Document: All Alcohol License Application submitted by Robert Zalewski
9. Document: Letter and Approval Form submitted by Tri-State Trek
10. Correspondence dated 4/5/2022 from Kenny Pizzetti Re: Tri-State Trek
11. Correspondence dated 4/05/2022 from Chief Shaw Re: Tri-State Trek
12. Correspondence dated 3/28/2022 from Tim Bell Re: OPEB Trustees
13. Correspondence dated 1/10/2022 from Courtney Friedland Re: Sign Permit Fees
14. Documents: Building Permit Fees (Auburn, Oxford, and Southbridge)
15. Document: Intermunicipal Agreement between the Town of Oxford and Town of Webster for the Transportation and Treatment of Wastewater

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