

Webster Historical Commission
Meeting Minutes
May 4, 2022

A meeting of the Webster Historical Commission was held on May 4, 2022 via remote participation / Zoom in accordance with Governor Baker's June 16, 2021 Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency.

Present: Chairman Ted Avlas, Clerk Elaine Davies, Members Judith Keegan and Reanna Kuzdzal

Absent: Vice Chairman Curtis Cleaves

Also Present: Ann Morgan, Director of Planning & Economic Development

1. Call to Order: Mr. Avlas called the meeting to order at 9:31 a.m. and read the notice on the agenda noting that the meeting is being recorded for the purposes of minute taking. Anyone wishing to record the meeting for their own purposes must notify the Chairman. There was no response.

Mr. Avlas thanked the Commission for agreeing to meet on short notice. The two items on the agenda are specific to paying invoices. He noted that the next meeting of the Commission is May 29th and any invoices that are approved and have to go to the Board of Selectmen and they have to approve them at their meeting which will be sometime in June. He stated that a quick meeting now would be appropriate for the purposes of facilitating a proper way to pay the bills in a timely fashion. He noted that paying invoices will be a standing item on each agenda for regularly scheduled meetings going forward. Even if there are no invoices to pay this should be an agenda item.

2. Action Items:

- a. Pay Invoices - Mr. Avlas stated that he is receipt of an invoice from Paul Starzyk, the mason who constructed the brick pavilion in the area around the Tercentenary Sign at Memorial Beach. The invoice is for all labor and material. The total cost is for the amount authorized by vote of the Commission which was \$4,000.

Motion to approve payment of the invoice from Mr. Starzyk in the amount of \$4,000 made by Ms. Keegan, seconded by Ms. Davies. Mr. Avlas asked if there was any other discussion. There was none. Motion passed unanimously 4-0 by roll call vote: Ms. Davies - yes; Ms. Keegan - yes; Ms. Kuzdzal - yes; Mr. Avlas - yes.

- b. Assignment of Payee Designee - Mr. Avlas noted that the Commission needed a way to sign off on the invoice. Tim Bell, Town Accountant, has told him that there are two ways to achieve this. The first is to have a majority of the Commission sign invoices each and every time they are approved. The second option, which most committees do, is to appoint a member as a designee authorized to approve payments of bills, drafts, orders or payroll when they come in. The Commission could, if it so chooses, is vote to have a designated payee to sign for the Commission. This would be helpful particularly now as the Commission is meeting via Zoom and are not a physical meeting to sign. Mr. Avlas recommended appointing a designee.

Mr. Avlas noted that he would entertain a motion to appoint a designee. Ms. Davies asked if the motion had to contain the name of a specific person and if Mr. Avlas was interested in being appointed. Mr. Avlas said that the motion had to include a specific member name and that he'd be happy to serve in that role. She noted that the alternative would be the Clerk to which Mr. Avlas agreed. He noted that it could go either way. Most boards choose someone who is most local, available and has the flexibility to get the approved invoices to the Town Accountant in a timely fashion. It's more about convenience

than actually who does it. Ms. Davies asked if a second person should be appointed just in case. Mr. Avlas agreed that a backup designee would be appropriate should the first person be unavailable. There should be a separate motion for that appointment. A third option, which is always available, is to have three members sign. Ms. Davies noted that it can be difficult to have three people sign in a timely manner. Mr. Avlas agreed particularly while the Commission is meeting electronically at this time. Ms. Davies suggested that Mr. Avlas be the primary designee and that she be the secondary back up based on scheduling in that she is often in town at times when he is away.

Motion to appoint Chairman Avlas as designee authorized to approve bills, drafts, orders or payrolls made by Ms. Davies, seconded by Ms. Keegan. Mr. Avlas asked if there was any other discussion. There was none. Motion passed unanimously 4-0 by roll call vote: Ms. Davies - yes; Ms. Keegan - yes; Ms. Kuzdzal - yes; Mr. Avlas - yes.

Motion to appoint Ms. Davies as back-up designee authorized to approve bills, drafts, orders or payrolls made by Ms. Davies, seconded by Ms. Keegan. Mr. Avlas asked if there was any other discussion. There was none. Motion passed unanimously 4-0 by roll call vote: Ms. Davies - yes; Ms. Keegan - yes; Ms. Kuzdzal - yes; Mr. Avlas - yes.

3. Other: Ms. Davies noted that she had a point of information. Yesterday she had met with a gentleman who is a recent retiree from the General Services Administration Region 1 Office in Boston. He is very familiar with large scale renovations and knows a lot about the historical context and happens to love history. He's assisting on church building and grounds committee. She encouraged him to look into serving on the Commission. She recommended that he review the website and speak with Mr. Avlas.
4. Adjournment: Motion to adjourn the meeting made by Ms. Davies, seconded by Ms. Keegan. Motion passed unanimously 4-0 by roll call vote: Ms. Davies - yes; Ms. Kuzdzal - yes; Ms. Keegan - yes; Mr. Avlas - yes. The meeting was adjourned at 9:40 a.m.

Submitted by:


Ann V. Morgan, Recording Secretary


Date

EXHIBITS - None.