



**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, September 13, 2021 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 6:02 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, Nicholas Adamopoulos, Sarah Sansom, Conservation Agent Mary Overholt (via Zoom meeting), Town Clerk Robert Craver, Police Chief Michael Shaw, Town Accountant Timothy Bell (via Zoom meeting), Elizabeth Mikitarian (via Zoom meeting), Gail Arsenault (via Zoom meeting), Cathleen Godzik (via Zoom meeting), Town Planner Ann Morgan, Luke Mitchell, John Gumpert, Interim Town Administrator Greg Balukonis 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.

Chairman Becker announced the name of each attendee who attended via Zoom.

**Meeting Minutes**

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the meeting minutes of August 23, 2021. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

### **TOWN ADMINISTRATOR SCREENING COMMITTEE:**

Town Administrator Screening Committee Chairman Nicholas Adamopoulos and Vice-Chairman Sarah Sansom came forward. Mr. Adamopoulos stated the Town Administrator Screening Committee went through the documents that Mr. Willardson had prepared and made some edits. He stated the Committee voted to request bids to possibly hire a third-party consulting firm to assist with the Town Administrator search. He stated the Committee is looking to have a quick turnaround with putting out a bid and doing interviews. He stated the Committee work with the consultant to review the documents and make any suggested changes. He stated the bids for the consultant will go directly to him and he will share them with the Committee. He said hiring a consultant now will cut down some of the time in November with vetting candidates. He stated he is asking the Board to authorize up to \$15,000.00 to hire a firm/consultant. Selectman Kontoes asked if the town had used a consultant or firm before in its Town Administrator searches. Mr. Becker stated the two recent Committees did not use a consultant. He stated having a firm or consultant would be very beneficial. Mr. Adamopoulos stated the consultant/firm will also help in other aspects of the process.

**Motion by Selectman Gabor, seconded by Selectman Klebart, to authorize the Town Administrator Screening Committee up to \$15,000.00 to hire a firm/consultant and further to authorize Interim Town Administrator, Greg Balukonis to sign the contract on behalf of the town. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Selectman Gabor stated Mr. Willardson was aggressive in seeking grants. He said he does not see that in the job description. Mr. Adamopoulos stated the job description is governed by the Town Charter. He said they did add that to the brochure. Chairman Becker stated he would like to see “Master’s Degree preferred” in the job advertisement. Mr. Adamopoulos stated the Committee was actually looking to remove that because it would open the candidate pool more to professionals that have the experience but not the education. He stated they will look to the firm/consultant to review the materials and make edits.

### **EARLY ELECTION POLICY:**

Mr. Craver stated he was requesting the Board of Selectmen to adopt the presented policy regarding electioneering during absentee and early voting as a safeguard in case it is needed. He said he hasn’t had problems in the past but wants to be prepared just in case this policy is needed.

**Motion by Selectman Gabor, seconded by Selectman Jolda, to adopt 54 § 65 of the General Laws of Massachusetts that prohibits “electioneering” (the display or distribution of materials intended to influence the actions of voters) at or within 150 feet of the entrance of polling places at an election of federal, state or local offices. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

### **WEBSTER-DUDLEY AMERICAN LEGION POST 184, INC – CHANGE OF MANAGER’S APPLICATION:**

**Motion by Selectman Klebart, seconded by Selectman Gabor, to approve the Change of Manger’s Application filed by Webster-Dudley American Legion Post, 184 Inc., 9 Houghton Street, Webster. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Selectman Kontoes and Selectman Jolda recused themselves from the next agenda item.

**BARTLETT ATHLETIC HALL OF FAME – “ONE DAY” LIQUOR LICENSE REQUEST:**

**Motion by Selectman Klebart, seconded by Selectman Gabor, to approve the “One Day” liquor license application filed by Bartlett Athletic Hall of Fame, 52 Lake Parkway, Webster for the Induction Ceremony for the BHS Hall of Fame, St. Joseph Basilica Gymnasium, 53 Whitcomb Street, Webster from 5:30 p.m. to 11:00 p.m. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, and Selectman Becker – yes.**

**CONSERVATION COMMISSION – PROPOSED RATE INCREASE:**

Chairman Becker stated the Board received a request from the Conservation Commission to increase some of the fees by \$30.00 because the legal advertisement costs have gone up. Ms. Overholt echoed the same reasoning stating the increases are reasonable.

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve the Conservation Commission rate increases as proposed. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**MASS STRATEGIC HEALTH GROUP – APPOINTMENT OF MEMBERS:**

Chairman Becker stated the Board received a request to appoint the Town Treasurer/Collector Tina Landry as a voting member and Town Accountant Timothy Bell as alternate. Mr. Balukonis stated he recommends these appointments as he is only here 20 hours a week and is only here in the interim.

**Motion by Selectman Jolda, seconded by Selectman Kontoes, to appoint Treasurer/Collector Tina Landry as voting member and Town Accountant Timothy Bell as alternate member on the Mass Strategic Health Group. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**FRENCH RIVER AREA, INC. DBA ANDY’S NEIGHBORHOOD CANTEEN – TRANSFER OF LICENSE APPLICATION:**

**Motion by Selectman Jolda, seconded by Selectman Kontoes, to approve the Transfer of License Application filed by French River Area, Inc. dba Andy’s Neighborhood Canteen, 9 Frederick Street, Webster Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**REVIEW AND APPROVE THE ANNUAL TOWN MEETING WARRANT:**

Chairman Becker stated article one was for general fund prior year bills. Mr. Balukonis stated this is a standard article. He said bills come in past the time in which the town closed out the fiscal year.

**Motion by Selectman Jolda, seconded by Selectman Kontoes, to approve and recommend Article 1 on the Annual Town Meeting Warrant. 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 and recommend Article 2 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

**Motion by Selectman Klebart, seconded by Selectman Gabor, to approve and recommend Article 3 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Mr. Balukonis stated article four was to rescind prior borrowing articles. He said this was recommended by the Town’s Auditors. This is to clean-up some of the accounts that have been dormant. He stated no money is involved. It was to clean-up old debt services.

**Motion by Selectman Gabor, seconded by Selectman Jolda, to approve and recommend Article 4 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Mr. Balukonis stated the new Water and Sewer Superintendent has been going through and dividing responsibilities. He stated an additional position is needed in the Water Department.

**Motion by Selectman Gabor, seconded by Selectman Jolda, to approve and recommend Article 5 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Chairman Becker stated they will skip over article six until after the Public Hearing.

Ann Morgan stated article seven is trying to clarify that there is a second step when zoning setbacks. She stated Paul Laframboise, Jason Piader, Ted Tetreault and herself wrote the article to address inconsistencies and assist the public. The purpose of this section of the By-law is provide an average setback within 300 feet of a property which addresses consistency with the surrounding neighborhood- The current language of “enclosed wall” it doesn’t include decks, car ports and sheds without foundations. Changing the language from “enclosed wall” to structure would not include staircases, patios, landscaping or driveways. Chairman Becker asked if they could include the definition of structure in the language. Ms. Morgan noted that the By-law does not have a definitions section so the Building Inspector has to use the definitions in the Building Code as a default. She stated she didn’t think of adding the definition because the building codes change and the definition could also change. Selectman Jolda stated it would be helpful to have a definition of what a structure was included in the language. Chairman Becker asked if this would create additional claims through the ZBA. Ms. Morgan stated this would allow property owners options and a better understanding of what they need to do and thereby reducing the number of cases that go to the ZBA. Selectman Kontoes asked if there was any public hearing held on this proposed article. Ms. Morgan stated both the Planning Board is holding a public hearing at their next meeting and that Zoning Board of Appeals will discuss this at their next meeting and offer a recommendation to Town Meeting. Chairman Becker stated a report from both the Planning Board and Zoning Board of Appeals would be given at Town Meeting. Mr. Bell asked if the “front lot

line” was defined anywhere. He stated that he was told that, around the Lake, the front lot line was sometimes confused with the lakeside not the street. Ms. Morgan stated she would look into this.

**Motion by Selectman Gabor, seconded by Selectman Klebart, to approve and recommend Article 7 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Chairman Becker stated article eight was straightforward. Ms. Morgan stated this change was to clarify that this Section of By-law applies to residential zoning districts and that the current language is detrimental for property owners in Business and Industrial districts that often have mixed use properties.

**Motion by Selectman Jolda, seconded by Selectman Jolda, to approve and recommend Article 8 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Ms. Morgan stated ~~was striking numbers and adding the square footage so that it was easier to decipher.~~ stated that the proposed changes to the Table of Dimensional Regulations are to remind people that they also need to refer to various District Regulations for further information and requirements such as the building setback lines. She noted that, with the exception of the Industrial zone, all other zoning districts have additional building setback requirements and other requirements. The proposed change to notation #1 is correct a mistake and Notation #3 has been rewritten to direct people to the pertinent section of the By-law.

**Motion by Selectman Klebart, seconded by Selectman Kontoes, to approve and recommend Article 9 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Chairman Becker stated article ten was sponsored by the Webster Historical Commission. Ms. Morgan stated they are looking for \$25,000.00 in funding to fund a Municipal Preservation Plan. She said in order to received grant funding the Massachusetts Historical Commission, the town needs to have some funding commitment. Mr. Balukonis suggested funding this through the stabilization fund.

**Motion by Selectman Jolda, seconded by Selectman Kontoes, to approve and recommend Article 10 up to \$25,000.00, taken from the stabilization fund on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Chairman Becker stated Article 11 refers back to two years ago when this was first presented at Town Meeting. He stated Gail Arsenault & Cathleen A. Godzik submitted a letter dated 9/13/21 that will be part of the record for this meeting expressing concern about the legal posting of the Private Ways Bylaw. He stated he spoke with Mr. Willardson and the Town Clerk and was told this article is appropriate and can move forward. He said the Board of Selectmen needs to hold a public hearing and it will be reviewed by KP Law prior to Town Meeting. As such, this article was properly posted and can be added to the October Town Meeting Warrant. He stated there is a lot of history regarding this road and it is his opinion that this issue should go to the voters of Webster.

**Motion by Selectman Klebart, seconded by Selectman Kontoes, to approve and recommend Article 11 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – abstain, and Selectman Becker – yes.**

**PUBLIC HEARING: UCH-TIF ZONE:**

**Motion by Selectman Klebart, seconded by Selectman Kontoes, to open the public hearing to approve a proposed Urban Center Housing Tax Increment Financing Plan (UCH-TIF Zone), all in accordance with chapter 40, section 60 of the general laws and regulations of the Massachusetts Department of Housing and Community Development (DHCD; 60 CMR 58). Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes.**

Senior Project Manager, Luke Mitchell and Principal Owner John Gumpert came forward. Mr. Mitchell went through the PowerPoint Presentation. He explained what a TIF district was and the benefits. He described the proposed French River TIF district and the objectives. Mr. Gumpert stated the first benefit from the TIF Plan would be the Stevens Mill Redevelopment Project. He said they are looking to convert the old mill into a 156 unit of housing, with at least 10% of which will be affordable housing. He said this would preserve a 160-year-old historic asset. He said this would also provide a community connection to the French River. He stated a traffic study has been done and it does show improvement areas. Selectman Gabor asked how the boundaries were determined. Mr. Mitchell stated it was a collective effort between Mr. Willardson, Ms. Morgan and the Town of Dudley. They selected an area that felt like a cohesive district.

**Motion by Selectman Klebart, seconded by Selectman Kontoes, to close the public hearing to approve a proposed Urban Center Housing Tax Increment Financing Plan (UCH-TIF Zone), all in accordance with chapter 40, section 60 of the general laws and regulations of the Massachusetts Department of Housing and Community Development (DHCD; 60 CMR 58). 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 and recommend Article 6 on the Annual Town Meeting Warrant. Call Vote: Selectman Klebart – yes, Selectman Gabor – yes, Selectman Kontoes - yes, Selectman Jolda – yes, and Selectman Becker – yes**

**TOWN ADMINISTRATOR'S REPORT:**

**ANNOUNCEMENTS:**

- Thanked the Board of Selectmen, Department Heads and others for the warm welcome as he began his tenure as Interim Town Administrator.
1. General- Considerable time has been spent meeting with department heads and learning about more municipal operations. A department head meeting was held last Friday with all in attendance. In addition, a financial planning team meeting was held with the Finance Director, Treasurer/Collector and Assessing Manager. The FPT is meeting every other week.
    - a. Coronavirus
      - i. There are 56 new cases in the past 10 days and 179 from August 1<sup>st</sup> to present. 40% of these are so-called breakthrough cases.

- ii. The Town's Covid policy needs to be reviewed and updated, including the requirement for masks in all public buildings. This is high priority.
  - b. Health
    - i. The new Health Director begins work on September 20<sup>th</sup>.
    - ii. Staffing in the Health office is problematic in the short term with the temporary clerk being released last Friday by the past administrator.
- 2. Financial Issues
  - a. The Finance Committee is meeting on Thursday and I will be in attendance.
  - b. Reviewing Recap Sheet and bond prospectus to get a better handle on financials.
- 3. Economic Development
  - a. Creating draft ARPA grant program for local businesses and non-profit organizations.
  - b. The EDC Work Group is meeting on Friday to review/discuss ARPA fund uses.
- 4. Maintain Infrastructure
  - a. Town Hall roof. Administration previously agreed to extend the contract until early December, per recommendation of the project engineer. The general contractor has been contacted about recommending work, and this needs to be watched carefully.
  - b. There is a kick-off conference call on the MVP grant program next Monday.
  - c. Senator Fattman is trying to arrange a Meeting with Dudley officials and MassDOT on interim plans for the Brandon Road bridge replacement.
- 5. Other
  - a. Assisting Town Administrator Search Committee with Request for Proposals related to recruitment of an executive search consultant.
  - b. Mr. Balikonis in the office Mondays and Wednesdays from 8 Am to 4 Pm and Fridays from 8 Am to 12 Noon. Please don't hesitate to contact the Acting Town Administrator or stop by the office If you have questions or need assistance.

**Motion by Selectman Jolda, seconded by Selectman Gabor, 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 8:44 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 Meeting Minutes**

- August 9, 2021
- Update - Ralph v. Town of Webster et al.

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

The Board of Selectmen returned to Regular Session from Executive Session at 9:04 p.m. where a motion was made to adjourn regular session.

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

**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**

**Next Meetings:** September 27, 2021, Board of Selectmen’s Meeting, 6:00 p.m. at Webster Town Hall, 350 Main Street, Webster, MA 01570

October 18, 2021, Board of Selectmen’s Meeting, 5:30 p.m. at second Floor Conference Room, Bartlett High Street, 52 Lake Parkway, Webster, MA 0157





