

Select Board
November 16th
Via Zoom Remote Conferencing

Robert Czekanski, Chair
Stan Wysocki
Brian Boyle

Don Lowe, Town Administrator
Jenny Jacobsen, Town Secretary

Mr. Czekanski called a meeting of the to order at 7:00 pm.

TAX CLASSIFICATION HEARING

Mr. Czekanski opened the hearing pursuant to Chapter 40, Section 56 M.G.L. regarding property tax classification to determine on the factor to be used among the classes of real property, residential, open space, commercial and industrial, and of personal property for the Fiscal Year 2024 tax rate. Members of the Advisory Committee, Charlotte Johnson and Jeff Nichols were in attendance. David Manzello of Regional Resource Group Inc. (RRG) arrived late. The Board of Assessors recommends that the Select Board adopt a residential shift factor of 1.0000 with a corresponding CIP factor of 1.0000, thereby maintaining the relative shares of overall tax burden borne by the residential property owners in past years. Based on the assumptions a single tax rate of \$16.26/\$1000 would be classified for all property classifications. Levying the amount of \$26,029,718 with excess levy capacity in the amount of \$5,999. The average increase in residential value was 12%. New growth was \$179,784 which was down from the prior year. There is little new growth in Town. Bolton was in a certification year with the Department of Revenue.

There were no comments from the public.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to close the hearing. (Wysocki-yes, Czekanski-yes, Boyle-yes)

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rates and set the Residential Factor at 1.000, with a corresponding CIP shift of 1.000, pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue. (Wysocki-yes, Czekanski-yes, Boyle-yes)

SIGN REQUEST

Elizabeth Landry of Kitchen Sink Candle located at 716 Main Street at the Bolton General Store appeared before the Board to request approval to place a 8'X20" sign on the building. The Board reviewed an image of the sign and had no issues. There will be a second sign request in the future for a shared sign with the Bolton Barber.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call to approve the sign as requested. (Wysocki-yes, Czekanski-yes, Boyle-yes)

INSURANCE ADVISORY COMMITTEE

Human Resources Director Kristen Noel was in attendance to update the Board on the Minuteman Nashoba Health Group, the purchasing group for town employee health insurance Bolton has been a part of this purchasing group for many years. We are one of 14 member units and rates have been very

competitive. The Trust Fund balance has shrunk from \$11M to \$2M in recent years. The target at this time of year should be \$5.8M. Fallon's departure was a contributing factor. A few member towns have dropped out while others are planning to do so in FY25. Ms. Noel requested that the Board reactivate the Insurance Advisory Committee. The committee will be comprised of seven members including three police union members, three DPW union members and 1 fire union member and one retiree. Ms. Noel will participate in the committee ex officio.

Ms. Noel explained that we need to notify the group of the Town's intent to leave for FY25 by December 12, 2023. It is not binding until February. MIIA is a competitive option as an alternative.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to activate the Insurance Advisory Committee, and have Kristen Noel to speak with the unions to ask them to appoint members to serve on the committee and for Kristen Noel to appoint a retiree to the committee. (Wysocki-yes, Czekanski-yes, Boyle-yes)

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to authorize Town Administrator Don Lowe to execute a letter to the existing health care provider to notify them of the Town's intention to exit the consortium. (Wysocki-yes, Czekanski-yes, Boyle-yes)

CULVERT REPAIR

Phil Cordeiro of Allen & Major Associates was in attendance to request a signature on the notice of intent to repair the culvert located behind the Florence Sawyer School (**0 Berlin Road** Map 4.C Parcel 4.0) as part of the comprehensive permit for **580 Main Street**. The parcel is owned by the Town of Bolton and a signature of the property owner is required on the application.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to authorize Town Administrator Don Lowe to execute the submission of an application to repair the culvert as part of the comprehensive permit for 580 Main Street. (Wysocki-yes, Czekanski-yes, Boyle-yes)

TOWN ADMINISTRATOR REPORT

Update on ARPA

Mr. Lowe reviewed the list of allocations for ARPA spending with the Board including the identification for items that require additional funding. The most significant item is the waste oil removal costs at the department of public works. The total ARPA balance is approximately \$6,659.94. All of the funds need to be committed by December of 2024 and spend by December 2026.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to approve the ARPA fund reallocations as presented in the amount of \$2,458.70. (Wysocki-yes, Czekanski-yes, Boyle-yes)

Update to Changes Budgeting Submission Process

Mr. Lowe and Ms. Jacobsen updated the Board on the Viewpoint record that has been created to manage budget request submissions. The implementation of View Point in the budget process will allow departments to see real-time information. Mr. Boyle raised a concern that Boards and Committees commenting in the record may run afoul of open meeting law. Mr. Lowe will speak to counsel and report back to the Board.

SELECT BOARD BUSINESS

Public Service Announcements

Mr. Czekanski announced that he will not be seeking reelection in May.

Future Agenda Items Discussion

Mr. Boyle will have an update from the past few Budget and Warrant subcommittee meetings.

Town Administrator Search

The Board reviewed the letter of engagement from Community Paradigm to conduct the search for a new Town Administrator. Board had no questions.

On a motion made by Wysocki and seconded by Boyle, the Select Board voted by roll call vote to authorize the Chair to execute the contract with Community Paradigm to conduct the search for a new Town Administrator. (Wysocki-yes, Czekanski-yes, Boyle-yes)

Bills/Payroll Warrants

On a motion made by Wysocki and seconded by Boyle, the Board voted by roll call vote unanimously to approve bills/payroll warrants W24-10 and W24-10A. (Boyle-yes, Wysocki-yes, Czekanski-yes)

Minutes

On a motion made by Wysocki and seconded by Boyle, the Board voted by roll call vote 2-0-1 to approve the minutes of September 28th, 2023. (Boyle-abstain, Wysocki-yes, Czekanski-yes)

On a motion made by Wysocki and seconded by Boyle, the Board voted by roll call vote unanimously to approve the minutes of October 12th, 2023. (Boyle-yes, Wysocki-yes, Czekanski-yes)

On a motion made by Wysocki and seconded by Boyle, the Board voted by roll call vote unanimously to adjourn at 7:52 pm. (Boyle-yes, Wysocki-yes, Czekanski-yes)

Respectfully submitted by J. Jacobsen.