

Board of Selectmen
December 20, 2007

Present: Panny Gerken
Curt Plante
Kenneth F. Troup

The Board of Selectmen met at the Town Hall at 7:00 p.m.

DISCUSSION WITH MAIN STREET RESIDENTS REGARDING SIDEWALK ISSUES

Present: Public Ways Safety Committee members Rob Hagopian and Cia Boynton (Ms. Boynton is also a resident of 702 Main Street); Main Street residents Joseph Myerson of 749 Main Street and Sean Hannaway of 664 Main Street, Advisory Committee chairman David Lindsay, Chief Alfano and Mark Giunta

The Public Ways Safety Committee is pleased with the clearing of shrubbery and branches along the sidewalks which has solved 90% of the problem.

Ms. Boynton stated the Committee did not want to take a stand on how to solve the mailbox issue.

Mr. Myers of 749 Main Street stated that after losing a couple of mailboxes he came up with a minimal solution of a smaller flower pot type container that could be moved when there was a snow storm.

Mr. Giunta stated that in Sudbury they turn the mailboxes parallel to the roadway, although Ms. Boynton stated the Post Office objected to mounting mailboxes parallel. Ms. Boynton stated she walked to the Town Hall this evening and she is very pleased with the clearing of snow from the sidewalks. Her recommendation was to bump out the sidewalk around some of the obstacles by taking some of the homeowner's lawn so it is passable and gave permission to the town to take some of her lawn to accomplish this. Mr. Brown stated the recommendation was that the bump outs be 36 inches to accommodate snow blowers.

Mr. Sean Hannaway stated that he widened the post hole in his sidewalk and put a post with a 3 foot spike to hold his mailbox. He said although the post has loosened, the mailbox is still there. He asked the Selectmen if there was any consideration to doing this for residents along Main Street.

Mr. Plante received a quote of \$325 to drill six post holes for the mailboxes but thought it could be done for less. If mailbox posts could be purchased and installed this would solve the problem and minimize the impact of passage on the sidewalks.

The Selectmen agreed this should be settled in the spring when the snow is gone.

Mr. Brown stated that the depth of the snow and consistency of the ice did not allow the DPW crew to clear the sidewalks past Mr. Myerson's house at 749 Main Street.

Mr. Plante recommended that the discussion be tabled to allow for more research on the cost to drill the holes for the mailbox posts. The Board will also need to determine who will pay for the costs associated with this work. They agreed to resolve this in the spring when the snow is gone. Mr. Plante agreed to work on estimates with Ms. Ross. Ms. Gerken agreed to draft the letter to be sent to residents.

Ms. Gerken cautioned residents about walking on the street at dusk and stressed the importance of carrying a flashlight and wearing reflectors.

PRESENTATION OF FY09 OPERATING BUDGET

Present: Julie Costello, Town Accountant

Ms. Ross and Ms. Costello presented a preliminary review of the FY09 operating budget. Overall, approximately \$517,000 from free cash would cover the estimated budget of \$18,879,000 with no override.

The revenue, expenditures, and other expenditures spreadsheet were reviewed. The snow and ice deficit was estimated at \$100,000. Articles using free cash or other available funds totaled \$60,000 and articles using borrowings totaled \$1,190,000. New growth was estimated at \$100,000. It is anticipated that the Century Mill Road lots could come on line in the next fiscal year. The recent notification regarding the ineligible costs for the Florence Sawyer School project should not change the estimated \$129,278 debt exclusion dramatically.

Estimate local receipts is pretty much level other than investment income which is up because of improvements in borrowing. New revenue could include the possibility of a new cell tower near the transfer station. Mr. Plante thought the building permit fees were high. Ms. Costello will provide the breakdown for the licenses and permits to determine the percentages of actual percentage for building permits.

Mr. Plante referred to an article in the paper Lunenburg's recycling program and asked that Mr. Brown, DPW contact Lunenburg to see what they are doing. Salt prices are up 30% over last year and there are towns without salt.

Ms. Gerken suggested that funds be added to the tree warden budget so that more dead trees can be removed.

Articles to release: Ms. Costello provided a list of articles from previous town meetings that still have a balance as of 12/1/07. It will need to be determined if the balances of each article can be returned to general fund.

INTERVIEWS FOR THE PUBLIC SAFETY CENTER CONSTRUCTION COMMITTEE

The Board interviewed Susan Mason and Paul Woods who both expressed interest in serving on the Public Safety Center Construction Committee. Mr. Chris Demers also expressed interest but was not present for this meeting.

Ms. Mason stated that she has 20+ years experience with construction and design from the owner's perspective. She also has a strong background in the bidding, negotiating of change orders and reading of blue prints. She was involved in the big dig and enjoys construction management.

Mr. Wood has a background in construction. He is a former inspector and therefore is very familiar with the Massachusetts State Code.

The seven members of the Public Safety Building Task Force also expressed interest in serving on the Public Safety Center Construction Committee. They included Chief Alfano, Mark Giunta, Andy Bagdonas, Margy Diaz, Dina Rich, Dave Farrell, and John Mentzer.

The Board of Selectmen discussed the number of people to be appointed to the committee. Mr. Plante stated that he understood the value of having all the past Public Safety Building Task Force Committee members on this committee but felt that the larger the committee the more difficult it is to operate as a group.

Ms. Mason stated that the committee can be structured such that you have 10 members divided into subcommittees to work on various aspects of the project. This could be deferred to the chairman of the committee to decide if that is how they want to structure the committee.

On a motion made by Troup and seconded by Gerken, the Board of Selectmen voted to appoint a 10 member committee as follows. (Gerken – yes, Plante – yes, Gerken – yes) Term expiration is through completion of the project.

1. Chief Alfano
2. Mark Giunta
3. Andy Bagdonas
4. Margy Diaz
5. Dina Rich
6. Dave Farrell
7. John Mentzer
8. Chris Demer
9. Susan Mason
10. Paul Wood

Chief Alfano will call the first meeting to organize. There will be a liaison from the Board of Selectmen, Advisory Committee and Capital Planning Committee. Ms. Gerken volunteered to be the Board of Selectmen liaison. Mr. Lindsay stated he will discuss the appointment of a liaison with the Advisory Committee at their next meeting.

BURNER FOR EMERSON SCHOOL

Present: Advisory Committee members David Lindsay and Jeanne Shapiro, Town Accountant Julie Costello

Ms. Ross stated that the burner on the existing boiler at Emerson School needs to be replaced. Mr. Brown received one quote from Royal Steam Heater Company in the amount of \$17,000. Mr. Brown is seeking additional quotes although it is not necessary due to the Royal Steam Heater Company being on the State bid list. Mr. Brown has funds in his existing budget for the new burner which they would like to replace on Christmas break. Mr. Lindsay stated that if Mr. Brown were to run out of funds in his building budget it was the consensus of the two Advisory Committee members present that they would be willing to approve a transfer request. On a motion made by Gerken and seconded by Troup, the Board of Selectmen approved the purchase of the new burner. (Gerken – yes, Plante – yes, Troup – yes)

Ms. Costello, Town Accountant asked if it would disrupt service as her office will be open during Christmas week. The timing of the repairs will be coordinated with Mr. Brown.

OPENING MEETING LAW

Ms. Ross reported that she has been informed of proposed legislation pending at the State House which would amend the Open Meeting Law, General Laws Chapter 39, Section 23B.

Under the existing law, a violation of the open meeting law could result in a \$1,000 fine against the Town. The proposed bill would also impose a \$500 fine against each individual municipal board or committee member who acts in violation of the opening meeting law.

On a motion made by Gerken and seconded by Troup, the Board of Selectmen voted to send a letter of opposition to the proposed legislation. (Gerken – yes, Plante – yes, Troup – yes)

GOALS

The Board of Selectmen agreed that they would not look at their goals as being any one person's goals but that they would work collaboratively to accomplish the goals. The Board of Selectmen will discuss departmental goals with the department when they meet with them to discuss their budget.

APPEARANCE OF CONFLICT OF INTEREST

The Board of Selectmen reviewed the disclosure of appearance of conflict of interest from Mr. Donald Baum, DPW employee. The disclosure states that Mr. Donald Baum does not have any financial interest in Baum & Son Welding, a company hired by the DPW to do work for the town of Bolton. On a motion made by Troup and seconded by Gerken, the Board of Selectmen accepted the conflict of interest disclosure for Donald Baum. (Gerken – yes, Plante – yes, Troup – yes)

The Board of Selectmen recommended that Mr. Brown, DPW Director seek three quotes for welding jobs that exceed \$1,000.

MAPC REPRESENTATIVE

On a motion made by Gerken and seconded by Troup, the Board of Selectmen appointed Town Planner Jenny Atwood Burney as town representative for MAPC. (Gerken – yes, Plante – yes, Troup – yes)

TEMPORARY TOWN CLERK SALARY

Present: Temporary Town Clerk Pam Powell

Ms. Powell stated that her first week on the job has been spent getting the office organized.

Ms. Ross recommended Grade 9, Step 2 (\$24.62 per hour) for Ms. Powell as temporary town clerk. Ms. Powell has volunteered, worked and observed procedures at the fall elections along with attending the Town Clerk's Association conference. She has passed experience working with the town of Bolton for two years and providing customer service and operation support in her previous position. She has trained and supervised new employees. She has a bachelor's degree. On a motion made by Gerken and seconded by Troup, the Board of Selectmen voted to approve the recommendation. (Gerken – yes, Plante – yes, Troup – yes)

PERFORMANCE EVALUATIONS

Ms. Ross will prepare performance evaluations for Chief Alfano and DPW Director Harold Brown. The Board of Selectmen will provide input verbally or via the performance evaluation form for these evaluations. Outside opinion will also be requested from department heads. This information should be forwarded to Board of Selectmen chairman Gerken. Ms. Ross will incorporate their comments into the performance evaluation to be delivered to the employee. Ms. Ross stated that one of the Selectmen could sit in on the evaluation if they chose to. Mr. Plante recommended that each manager should do a self evaluation.

The Board of Selectmen will independently do a performance evaluation for Ms. Ross, Town Administrator.

The goal is to complete performance evaluations by February 14, 2008.

FIRE HOLE ACROSS FROM THE SALT BOX

Mr. Stephenson has requested a dry hydrant on the property adjacent to the Salt Box.

The property owner has agreed to this request but they would like a hold harmless clause to be signed by the Town of Bolton. On a motion made by Gerken and seconded by Troup, the Board of Selectmen voted to approve the request. (Gerken – yes, Troup – yes, Plante – abstained)

The Board of Selectmen wished everyone a happy, safe and healthy holiday.
The Advisory Committee's next meeting is tentatively scheduled for January 8, 2008.
Meeting adjourned at 8:17 p.m.

Respectfully submitted, Linda L. Day