

Board of Selectmen  
September 27, 2007

Present: Panny Gerken  
Curt Plante

The Board of Selectmen met at the Town Hall at 7:00 p.m. Minutes of May 30, August 9, 22, 29, September 5, 2007 were read and approved.

#### WARRANT

#08-7A	\$112,303.80
#08-7	\$ 84,458.22

#### RESERVE OFFICE APPOINTMENT

Chief Alfano recommended that the Board of Selectmen appoint Efrain (Frank) Diaz to the position of Reserve Officer for the Town of Bolton. Chief Alfano stated that with the recent departure of Reserve Officer Derek Koumpis, an extensive search and interview process was conducted, with Mr. Diaz coming out on top. Mr. Diaz has an extensive Law Enforcement background, having served as a Federal Police Officer for the United States Department of Defense, and is currently a full time Police Officer for Clark University. He has a bachelor's degree in Health and his bilingual skills will be very helpful to the department. Mr. Diaz is also mountain bike qualified.

Mr. Diaz stated that he decided to transition into law enforcement after being laid off from his public health position. On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to appoint Efrain Diaz, as a Reserve Officer for the Town of Bolton. (Gerken – yes, Plante – yes)

#### FRIENDS OF THE BOLTON PUBLIC LIBRARY - FUNDRAISER

Present: Pam Kaminski and Mary Delaney

Ms. Kaminski requested a special event alcoholic beverage license to sell beer and wine for a fundraiser event on Saturday, October 27, 2007. The event is being hosted by the Friends of the Bolton Public Library and will take place in a barn on the Lord's property at 71 Annie Moore Road. It will be a catered barbeque dinner/dance from 6:30 to 11:00 p.m. and it will be an adult-only affair. They anticipate approximately 100 people attending. There will be music and square dancing. Parking will be in the Lord's orchard. The Selectmen requested that the abutters be informed of the event.

On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to grant a one day special event alcoholic beverage license. (Gerken – yes, Plante – yes)  
On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to waive the fee for the one day special event alcoholic beverage license. (Gerken – yes, Plante – yes)

#### TERRORISM INSURANCE COVERAGE

Present: Dennis Murphy of Murphy Insurance

Mr. Murphy met with the Board of Selectmen to discuss the terrorism risk insurance available to the town at a premium of \$171.00. He stated that in November of 2002, a terrorism risk insurance act was signed into law giving the town the right to purchase insurance coverage for losses arising out of an act of terrorism. To qualify the property damage must exceed \$5 million. The \$5 million is the threshold, not the deductible according to Mr. Murphy. Terrorism is defined as a violent act by a foreign government with the sole purpose of disrupting our government. Ms. Cussen questioned if town records were covered by this insurance and how you put a value on the records in the building? Mr. Murphy explained that the town has valuable paper insurance coverage that provides for people to come in and replace the records. After much discussion, the Board of Selectmen deferred discussion to allow Mr. Murphy to provide additional information to the Board.

Discussion was deferred to next Board of Selectmen meeting so that Mr. Murphy could provide more information including what the deductible would be on such a claim and whether the policy provided is actual costs or replacement costs.

Mr. Plante suggested that we seek quotes for storage of town records off-site. Ms. Gerken stated that we needed to be able to identify the amount of records to be stored off site before we could seek quotes. Ms. Ross suggested that the Selectmen consider this as one of their goals when setting their goals for FY09. We could then start the process of inventory and determine the amount of records to be stored off site. Mr. Plante would like to see records protected until we have suitable storage available.

#### AWARDING OF LIBRARY ARCHITECT CONTRACT

Present: Library Trustees Robert Zak, Roland Ochsenbein and Christine Sterling; Richard Marks, Architect; Library Director Kelly Collins; Library Construction Committee members Joel Lindsay, Brent Gates, Chris Rogers, John Rodenhiser and Ann Hurd, Mary Delaney, Pam Kaminski

The Library Construction Committee was complimented for their hard work and efforts in bringing forward the architect for the library construction project.

The construction committee received 12 proposals that were ranked by committee members according to an evaluation criteria form prepared by Mickie Simpson. The construction committee met August 9<sup>th</sup> to review the evaluations and chose five finalists. Interviews of the finalists were conducted on September 5 and 10, 2007. and various committee members also visited approximately 19 libraries designed by the finalists. On September 13<sup>th</sup> the Construction Committee met to discuss the interviews and site visits to various libraries. At this meeting the Committee ranked the five finalists with Beacon Architectural Associates/Adams and Smith Architects as their first choice and Lerner Ladds & Bartels as their second choice. A second choice was made just in case of unsatisfactory reference checks and not being able to reach agreement with Beacon Architectural Associates. Reference checks were conducted and at the Library Construction Committee on September 20, 2007, the Committee re-affirmed their vote to recommend Beacon Architectural Associates/Adams and Smith Architects. Mr. Marks

stated it was very hard to get negative feedback regarding Beacon Architectural Associates. Ms. Collins, Library Director stated she talked with librarians who confirmed that Mr. Adams and Mr. Smith were superior to work with.

Mr. Plante stated that in his opinion all 5 selected for interviews were dynamic. He noted that all finalists commented about the value of the existing building and he would like to stress this as he has in the past. It is important to incorporate the existing building into the design.

Mr. Zak echoed Mr. Ochsenbein's compliments to the Committee for their hard work. On a motion made by Zak and seconded by Sterling, the Library Trustees and Board of Selectmen voted to enter into negotiations with Beacon Architectural Associates and if not successful will begin negotiations with Lerner Ladds & Bartels as a second choice.

Mr. Zak provided the following updates to the Board of Selectmen.

1. The Library Trustees and the Friends of the Library have entered into a verbal agreement with Fred Freidus for space at the Freidus building located at 563 Main Street. The space is being vacated by James Anker of Anker Publishing and will be used as the public library for the interim.
2. The anticipated completion date of the new building is August 2009 which puts them out beyond the FY08 budget. In the interim they will maintain the staffing for FY08 and FY09 with small adjustments in the FY09 budget as they trade-off different costs while in the temporary quarters.
3. They have raised \$900,000 in pledges and donations with \$658,000 of that being in the bank. Ms. Hurd, the campaign team and contributors were all thanked.
4. There is a provision in the original agreement regarding the grant deadline to make sure the project moves along. The grant was accepted in December of 2006 and they have been keeping Ann Larsen of the MBLC informed of progress made. Ms. Larsen has indicated that there would not be a problem getting an extension and she is authorized to grant an extension up to three months.

Mr. Lindsay suggested issuing bonds to finance the library starting in the spring. Mr. Marks indicated drawings should be completed in the March/April time frame, with construction starting on June 1 of 2008 and being completed in August of 2008. The anticipated open dated would be in September of 2009.

#### TOWN ADMINISTRATOR REPORT

**Bonazzoli property:** Discussion deferred to next meeting.

#### ATLANTIC MICROWAVE

**Atlantic Microwave:** The Board of Selectmen reviewed a request from Atlantic Microwave of 58 Main Street for a work permit to operate their business on

Columbus Day (Monday, October 8, 2007) and Veteran's Day (November 12, 2007). This request to operate is being made in order to meet a contractual obligation. In exchange for these two holidays the employees will receive Friday, November 23 and Monday, December 24 as paid holidays. On a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to approve this request. There is a \$10.00 permit fee for each day. (Gerken – yes, Plante – yes)

#### PUBLIC SAFETY BUILDING TASK FORCE

Present: Brian Humes, Architect, Chief Vin Alfano, Mark Giunta and John Mentzer  
Mr. Humes, Architect and Public Safety Building Task Force members met with the Board of Selectmen to discuss the cost estimate submitted by KV Associates for the public safety center. A project worksheet that detailed hard and soft costs with an 8% contingency for a project total of \$6,785,193. A breakdown of this total project cost was also provided.

The targeted number for this project was approximately \$1.2 million less than the submitted cost estimate. The Public Safety Building Task Force had a working session to cut back on the plan and charged Mr. Humes with the task of looking at what could be eliminated from the project.

Mr. Humes provided a proposed new public safety facility with potential reductions that totaled \$735,345. These reductions included direct costs in the amount of \$285,345. A deeper cut that impacted the square footage included the deletion of the training Room/EOC for \$240,000, one sally port bay for \$150,000, and constructing a wood frame instead of structural steel frame for \$60,000.

All three departments reiterated the importance of maintaining the training room. Chief Alfano stated that the training room would most likely be the room used by all three departments. From a police standpoint, the communications area, detention area and the training room are the most critical. John Mentzer, Captain of the Fire Department stated that the plan presented at the last meeting is a bare bones building to meet the needs of all three departments. The training room is a core feature of the building to train the personnel to maintain the highest level of skills to serve the town. Margy Diaz, Ambulance Director stated that training comes first and foremost.

Secondly, they need the space to lock up patient records and an area to decontaminate equipment safely and appropriately. The training room is an area where personnel can be which does decrease the response time.

Mr. Shnitzler stated that he would not want to see the training room cut if it was critical to two out of three of the departments.

Mr. Plante suggested the idea of having the project on the warrant in two parts similar to the Florence Sawyer School project. He recommended that we get the basic building built to meet the needs the best we can and then have a separate line item for the training room.

Mr. Plante noted the importance of the fencing that was listed as a potential cost reduction. Mr. Giunta stated that at the meeting with abutters they were asked what they would like. With the exception of the abutter to the north side, the abutters did not want fencing and were more favorable to a type of screening.

After much discussion, on a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to have two articles on the STM warrant. One will be for the targeted amount of \$5,745,000 for the public safety building (without the training room) and a second article would be for \$240,000 to fund the training room. Mr. Humes will prepare a redesign and cost estimate to meet the new target figure. Mr. Humes anticipated having the information available for the board in approximately two weeks.

Ms. Ross will draft an article for the STM warrant for the training room.

#### TOWN ELECTION

Ms. Gerken asked for opinion regarding the date of the town election. In the past, elections have been held a week after the town meeting. Two options were to have the election the day after town meeting which is November 6, 2007 or the day after Veteran's Day the following week which Tuesday, November 13, 2007. Chief Alfano's opinion was that giving the voters a week to think about it, talk with others and come back with any questions they may have would be fair. Others stated this would also allow voters to read additional information in the newspapers and see town meeting on the cable channel.

On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to call the town election on Tuesday, November 13, 2007 for the ballot questions for the debt exclusion for the public safety center. (Gerken – yes, Plante – yes)

#### HISTORICAL COMMISSION

Historical Commission Chairman Martha Remington met with the Board of Selectmen to recommend that the Board appoint Marshall McKee to the Historical Commission to fill the vacancy of Gregory Thomas. On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to appoint Ms. McKee, term expiration June 30, 2008. (Gerken – yes, Plante – yes)

#### SPECIAL TOWN MEETING WARRANT REVIEW

The Board of Selectmen reviewed the special town meeting warrant articles as follows:

**Article 1: Unpaid bills for fiscal year 2007** – This article will authorize the transfer of funds to pay outstanding FY07 bills totaling \$1,271.98.

**Article 2: Acceptance of permanent easement** – This article is for a permanent easement from the owners of property located at 155 Nourse Road. Language to protect the town from any liability was recommended.

**Article 3: Additional funding for the new ambulance purchase** – The additional funds are needed for the ambulance that was voted in May, 2007. The ambulance department is not ready to go out to bid and therefore will not be ready for the special town meeting. The funds needed are an estimated \$10,000. Ms. Ross will discuss this with the Advisory Committee to see if they would be favorable to a transfer from the reserve fund and place an article on the May 2008 town meeting to transfer the funds back into the reserve fund. If the Advisory Committee approved of this the article will be pulled.

**Article 4: Public Safety Center** – An additional article will be added for the training center.

**Article 5: Funding for designing and constructing a sewer force main** – This article will transfer funds from the wastewater treatment plant article for the purpose of designing and constructing a sewer force main from the town library and fire station (or proposed public safety center) sites. The wastewater treatment plant committee has agreed to proceed with this force main and request cost estimates and we will have to go out to bid.

**Article 6: Election** – Ms. Ross reported that it is the Board of Selectmen that call the election and not the town meeting. Therefore the article for the election should not be a part of the special town meeting warrant. The election article will be pulled from the special town meeting warrant and provided as a separate town election warrant.

#### MEETINGS

The Board of Selectmen will be posted for Tuesday, October 2, 2007 so that they can attend the Advisory Committee meeting.

Ms. Ross informed the Board of Selectmen of the School Committee meeting on October 4, 2007 at 6:00 p.m. at the office of the Superintendent. Deliberations with regard to the use of the unanticipated chapter 70 state said will occur.

#### MINUTEMAN NASHOBA HEALTH GROUP

On a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to appoint Ms. Ross as the alternate representative for the MNHG.

#### GOALS DISCUSSION

The Selectmen will review their FY07 goals and prepare goals for FY09. To be included in their goals will be a cell phone and email policies for town employees. A meeting will be scheduled with department heads to discuss their goals and set town goals. This meeting will be set in October to coincide with the departments preparing their budgets.

#### SPECIAL STATE ELECTION

The Board of Selectmen signed the Special State Election warrant for the election to be held on October 16, 2007.

#### SCHOOL SPACE NEEDS COMMITTEE

Ms. Gerken reported that we have advertised for at least 2 months for volunteers to serve on the Space Needs Committee for the schools. There is a list of required representation on the Committee.

Mr. Plante suggested that a site visit of the schools be arranged. Ms. Ross will contact Florence Sawyer School Principal Ken Tucker.

The Advisory Committee will vote on a new liaison for the schools at their meeting on Tuesday, October 2, 2007. Mr. Fly, who is now on the School Committee, was the Advisory Committee liaison in the past.

On a motion made by Plante and seconded by Gerken, the Board of Selectmen voted to adjourn at 9:25 p.m.

Respectfully submitted, Linda L. Day