

Board of Selectmen
September 13, 2007

Present: Panny Gerken
Curt Plante
Kenneth F. Troup

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

WARRANT

#08-6 \$97,904.07
#08-6a \$523,014.67

INTERVIEW WITH CONSULTANT FOR ORGANIZATIONAL STUDY

Present: Personnel Committee chairman Jane Moosbrucker, Advisory Committee chairman David Lindsay, Town Treasurer Donna Madden and Town Accountant Julie Costello

Mr. Thomas Groux of Groux and Associates met with the Board of Selectmen to discuss the proposal submitted to provide the town with an organizational study for selected municipal positions. This proposal was submitted jointly with Ms. Aleksandra Stapczynski of Human Resources Services, Inc. Mr. Groux stated that when he received the request for proposal he did not have a full understanding of the type of study being requested and because of the lack of time to put together a proposal he forwarded the request to Sandy Stapczynski of Human Resources Services, Inc. After further review Ms. Stapczynski and Mr. Groux decided to submit a joint proposal. He has not worked with Ms. Stapczynski in the past but they do refer projects to each other. Mr. Groux will be responsible for the organizational portion of the study and Ms. Stapczynski will be responsible for the analysis of pay grade classifications. Doing the study jointly would help them to meet the November 30, 2007 deadline for completion. Mr. Groux's career path is in the area of Town Manager. He is presently retired and doing consulting. Mr. Groux provided a schedule and task timeline. Mr. Groux stated their approach would be to meet with as many people in town government as possible including the Board of Selectmen and Personnel Committee to be sure they have an understanding of the needs. Mr. Groux provided copies of a study he did for Wellfleet and organizational chart done for Longmeadow. He has been asked by the Massachusetts Municipal Management Association to prepare a document to be distributed to communities regarding improving professional management. Mr. Lindsay expressed his concern that the study does not become a compensation study and result in proposed increases.

PROPOSED JULY 4TH CELEBRATION

Mr. Daniel Teague met with the Board of Selectmen to request their support in organizing a Fourth of July celebration to include fireworks and a parade. The organizing group would establish a non-profit organization. The event would require some town funding but could be minimized by doing some fundraising. The Board of Selectmen was in favor of this community event. The Board of Selectmen suggested that Mr. Teague contact other towns, individuals who were involved in the planning of the 100th Bolton Fair and 250th Anniversary parades in Bolton and police officers who were involved in the planning of the fireworks display held in town. Mr. Plante noted that he

had been involved in that and could provide information. Ms. Gerken agreed to provide Mr. Teague with some information that she had as a result of her involvement with bringing Old Home Day back to the town of Carlisle. The Selectmen suggested that Mr. Teague go ahead with planning, pulling in as many people as possible to help with the event. The Board of Selectmen will be provided with an estimated cost for this event. The Selectmen also supported the group using the town website to conduct an on-line survey.

TOWN ADMINISTRATOR REPORT

Financial Team Meeting: Ms. Ross reported that the first financial team meeting will be Wednesday, September 19, 2007 at 10:00 a.m. The team includes the Town Accountant Julie Costello, Town Treasurer Donna Madden, Tax Collector Peg Child, Advisory Committee member David Lindsay. Mr. Plante was invited to attend as well, since he had not been involved with the financial team in the past.

Pan burial grounds: The Pan burial grounds have been accepted by the National Registry of Historic Places. The certificate will be provided to Martha Remington, chairman of the Historical Commission.

Cell Tower RFP: The Verizon Wireless RFP response is being reviewed by the selected review group and will prepare their recommendation for the next Board of Selectmen meeting on September 27, 2007 meeting with their recommendation. Mr. Karlon of the Planning Board is reviewing the proposal and will address setback issues as part of his review.

Terrorism Insurance Coverage: Murphy Insurance is offering terrorism coverage for a premium of \$171. The Board of Selectmen asked that Ms. Ross find out what would be covered and how much it would pay. Discussion is deferred to next meeting.

DISCUSSION WITH SUPERINTENDENT MICHAEL WOOD

Present: Robert Minardi, Chairman of the Capital Planning Committee, School Committee members Richard Fly and Cathy Giunta

Superintendent Michael Wood met with the Board of Selectmen to discuss the process to be taken to for any school space additions under the new state program. This would include any effort by Bolton to renovate the 1922 and 1952 wings of the Emerson School for additional classroom space. A copy of the Massachusetts School Building Authority (MSBA) Statement of Interest Application User Guide and process flow schedule was provided to the Board of Selectmen. Ms. Gerken stated that there are some people who have volunteered to serve on the Committee but the Committee has not been formed at this time. Superintendent Wood was surprised that we renovated the 1972 section without State involvement but felt we could not renovate the 22/52 section without State involvement. The statute says any state public building must be overseen by the State. The State could help with up to 40 percent of the funding, but there is a very long list of towns that have already applied. Superintendent Wood stated the he would draft the

State of Interest (SOI) by mid October the latest. The State will consider applications for school construction and renovations projects based on a list of priorities as follows:

- (1.) Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists, as determined in the judgment of the Authority;
- (2.) Elimination of existing severe overcrowding, as determined in the judgment of the Authority;
- (3.) Prevention of loss of accreditation, as determined in the judgment of the Authority;
- (4.) Prevention of severe overcrowding expected to result from increased enrollments, which must be substantiated, as determined in the judgment of the Authority;
- (5.) Replacement, renovation or modernization of the heating system in any schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse, as determined in the judgment of the Authority;
- (6.) Short term enrollment growth, as determined in the judgment of the Authority;
- (7.) Replacement or addition to obsolete buildings in order to provide a full range of programs consistent with state and approved local requirements, as determined in the judgment of the Authority; and
- (8.) Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts, as determined in the judgment of the Authority.

The draft SOI will be forwarded to the Board of Selectmen for their review and feedback. The deadline for this application was July 31, 2007 but you can apply every year. The state received 400 applications for the current year and there is \$500 million allocated for school building projects this year. The state is now in the process of drafting guidelines as to how to proceed internally as an organization and rate the SOI's by the end of December. It was noted that the State would not fund administrative space such as the administrative offices presently located at Emerson School. Mr. Plante also stated that we might be able to get funding for the wastewater treatment plant with the school being the primary use. Supt. Wood agreed.

Mr. Lindsay suggested we do as expeditiously as possible but that we do what we need to do when we need to do it, and not to count on getting any funds. Mr. Troup agreed, noting that he thought it unlikely that Bolton's priorities would result in funding at the time we needed to add space and that while we should certainly apply, we should proceed on the assumption that we were funding all of the costs of additional space.

INTERVIEW WITH CONSULTANT FOR ORGANIZATIONAL STUDY

Michelle Ciccolo, Principal of the Ciccolo Group and consultant with the John W. McCormack Graduate School (MSG) of Policy Studies at Umass Boston met with the Board of Selectmen to discuss the proposal to perform an organizational study of selected

municipal positions. The MSG team will include Ms. Ciccolo, David Spark, Assistant to the Dean at MSG and Steve McGoldrick, Deputy Director of MAPC. Ms. Ciccolo stated that it is important to recognize the individual's involvement, roles and duties, and listen to the community and not come in with a preconceived notion. The strength of the team is to work within the municipality.

Ms. Ciccolo will serve as the project manager and will have regular and frequent dialogue with the parties involved. She will talk with employees to get an idea of what their roles are and look at matters based on information obtained through interviews. Ms. Ciccolo is the Assistant Town Administrator in Hudson and has flexible time which will allow her to conduct this study and be in Bolton town hall when needed. Ms. Ciccolo has not done any specific studies herself but her strength is the hands-on real world experience. In her capacity as Assistant Town Administrator she has experience with reorganizing municipal departments, writing job descriptions and performing many personnel related functions. Her team estimated a range of 50-70 hours to complete this study and is dedicated to producing an end project we will be pleased with. Mr. Lindsay, chairman of the Advisory Committee expressed his concern that we were not looking for a compensation study with proposed increases.

Ms. Ross noted that our new planner, Jennifer Atwood Burney worked for Ms. Ciccolo in Hudson for a period of time.

PUBLIC SAFETY BUILDING TASK FORCE

Present: Mark Giunta, Chairman of the Public Safety Building Task Force; Brian Humes, Architect; Chief Alfano; EMS/Fire personnel Dave Farrell, John Mentzer, Margy Diaz, Dina Rich; Donna Madden, Town Accountant; David Lindsay, Chairman of the Advisory Committee; Jeanne Shapiro, Advisory Committee member

Architect Brian Humes presented the floor plans (see attached) for the proposed Public Safety Building. The floor plans have been submitted to KV Associates to be analyzed for a cost estimate and are expected back some time next week. Mr. Humes stated we have come a long way in accomplishing our goal. Not everything is cast in stone and this is the opportunity for everyone to voice opinions. The site will be on the existing fire station with the new portion being at the back of the fire station. Setbacks have all been designed to be at least 40 feet from residential abutters. The site will have 19 public parking spaces with a public entrance and 42 spaces for personnel use with an emergency entrance for responders. There will also be a gated emergency exit off the site by the library lot. The first and second floor of the plan showed Phase I and Phase II of the project and was color coded to show the existing space (pink), shared uses (tan) and police space (blue).

The layout includes public areas, secure entrances and efficient space use and flow. The public is restricted from the police and EMS area, but police and communication departments are connected for emergency communication purposes.

The Police, Fire and Ambulance Departments are all happy with the proposed plans. Ms. Gerken thanked Mr. Humes and the Task Force for an excellent job and Mr. Plante stated that it is still larger than what was originally anticipated but was acceptable. He encouraged them to look at the site plan to allow proper screening from the abutters. The Selectmen also stressed that a public meeting should be held for abutters to review the plans and have any questions/concerns addressed. Mr. Troup said he was very impressed with the architect's work in bringing forward a workable proposal.

SIGN REQUESTS

Mr. Plante recused himself from this discussion and sat in the audience. Ms. Holly Plante stated that it was brought to her attention that real estate directional signs for open houses were not addressed in the Bolton bylaws and was therefore requesting permission to place real estate directional signs in the Town of Bolton. Sign locations were at Wilder Road and Route 117 (eastbound side); Wilder and Ballville Roads (median strip between the two roads) and Route 117 and Route 110 (cement landing in front of Bolton Orchards). She puts the signs out on Sunday from 12-4 p.m., 2 or 3 times per month and takes them down that same day. The size of the signs are 24 X 18. Ms. Plante stated her sign has disappeared once or twice over a period of six months. From a safety perspective she is attracting people mostly from outside of the immediate area and the signs are to assist the prospects in finding the open house.

Mr. Troup stated that initially he had concerns with the temporary signs for out of town locations. He has talked with several people who did not see any problems with the temporary signs. Mr. Troup suggested that the real estate companies email their intent concerning open house signs so that the town would have record of them. Ms. Gerken and Ms. Ross thought this would be burdensome on town employees and Ms. Gerken thought it unnecessary. Ms. Ross stated she was aware of one complaint regarding the signs. On a motion made by Gerken and seconded Troup, the Board of Selectmen voted to allow temporary directional open house signs with the stipulation that the signs be placed immediately prior to the event, and removed immediately following. The realtors or homeowners will be asked to limit the number of signs, and give consideration to the placement of the signs so that a motorist's view is not obstructed. (Gerken – yes, Troup – yes)

Calendar Fundraiser: Ms. Plante stated that the First Parish of Bolton has produced a Bolton calendar to sell as a fundraiser for the Church. The theme is Barns of Bolton. They would like to be able to sell the calendars at the transfer station and soccer fields. Ms. Plante stated she contacted Tom Pokorney, Parks and Recreation, and he approved of them selling calendars at the soccer fields. The Board of Selectmen approved this request for the sale of calendars at the transfer station and soccer fields.

ENERGY COMMITTEE

Ms. Berg, member of the Energy Committee met with the Board of Selectmen to request permission to apply for a grant through the Massachusetts Technology Collaborative Clean Energy Choice Program in the amount of \$783.95 for two upcoming projects. Bolton has accumulated \$8,680.00 for renewable energy projects. Once the contract is

signed Bolton can seek funds at least twice a year. The two projects they are seeking funds for include: 1. An educational outreach through a booth at the Bolton Fair, September 21-23, 2007 and 2. the purchase of a solar pathfinder to lend out to town citizens for photovoltaic (PV) site analysis and selection. On a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to approve the grant. (Gerken – yes, Plante – yes, Troup – yes)

WASTEWATER TREATMENT PLANT BUILDING

The Board of Selectmen reviewed vinyl siding, louver and roof shingle samples for the wastewater treatment plant building.

Mr. Plante requested that the Board of Selectmen consider stucco veneer siding especially with the project coming in under the proposed cost. It is a little more expensive than vinyl siding and has several colors that can be applied without having to be painted. Ms. Ross stated that the contractor was concerned with the application of the stucco because it must be done when the temperatures are not freezing. According to the timeline the plan is to side the building at the end of October which could be a problem. He also stated that stucco cracks, is porous and there is a maintenance issue associated. Ms. Ross stated that Ms. Remington, Historical Commission chairman liked the rough sawn vinyl siding. Mr. Plante also provided a sample of vinyl siding that was a darker tan and gave more of a shingle style appearance.

On a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to select the Novik brand polymer siding in the khaki color with matching louvers, with the stipulation not to exceed \$5,000 for up charges for this type of vinyl siding. (Gerken – yes, Plante – yes, Troup – yes)

On a motion made by Plante and seconded by Troup, the Board of Selectmen voted to select weathered slate for the wastewater treatment plant roof. (Gerken – yes, Plante – yes, Troup – yes)

Special Town Meeting: The Board of Selectmen received a copy of the November 5, 2007 Special Town Meeting warrant for review. Articles include: some unpaid bills from the previous fiscal year, the public safety building, accepting an easement for drainage and additional funds for a new ambulance. Ms. Ross, Town Administrator will discuss the debt exclusion ballot question and election date with Betsy Cussen, Town Clerk. The Advisory Committee and Board of Selectmen will be submitting statements for the Special Town Meeting Warrant. The Board of Selectmen will sign the warrant on October 3, 2007.

Board of Health meeting: The Flatley Company is meeting with the Board of Health on Tuesday, September 25, 2007 regarding an upgrade to their septic system.

Selectmen's meeting schedule: The Selectmen will meet October 3 (Wednesday) & 18, November 1, 15, & 29, December 13, 2007 and January 3 & 17, 2008.

EXECUTIVE SESSION

On a motion made by Gerken and seconded by Troup, the Board of Selectmen voted to go into executive session under Massachusetts General Law, Chapter 39, 23B(2) at 10:00 p.m. to hear a complaint brought against an employee. The Board will not reconvene to open session. (Roll Call: Gerken – yes, Plante – yes, Troup – yes)