

Board of Selectmen  
June 11, 2020  
Via Zoom Remote Conferencing\*

Stanley Wysocki SW  
Robert Czekanski RC  
Jonathan Keep JK  
Don Lowe, Town Administrator  
Jenny Jacobsen, Town Secretary

Approved by all on 6/26/20

Chairman Wysocki called the meeting to order at 7:00 pm.

#### BOLTON ACCESS TV REQUEST FOR RELEASE

Nicky McGachey appeared before the Board to request the release of \$24,030.75 for the franchise fee, \$2,665.79 for the Access Payment and \$12,000 for capital to allow Bolton Access to have money in their account for things that come up like the \$3,000+ that they are needing to support Annual Town Meeting including additional cabling requirements. There are additional items that are not required but they will make the job a lot simpler. They are not one-off expenses. It is equipment they have put off buying such as an IP controller joystick for the PTZ cameras. It will allow them to operate with less staff.

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to approve the request of Bolton Access Television for the release of \$24,030.75 for the franchise fee, \$2,665.79 for the Access Payment and \$12,000 for capital. (Czekanski-yes, Keep-yes, Wysocki-yes)**

#### HISTORIC PLAQUES

Martha Remington appeared before the Board representing the Bolton Historical Commission to request permission for the placement of two plaques, one on a pedestal, at the watering trough and at the Fyfeshire Conservation Land gate. The Conservation Commission has approved the plaques. They will work with DPW for appropriate placement locations.

**On a motion made by Keep and seconded by Czekanski the Board voted by roll call 3-0 to support the Bolton Historic Commission to place two bronze historic plaques at the watering trough and the Fyfeshire Conservation Land gate. (Czekanski-yes, Keep-yes, Wysocki-yes)**

#### TOWN MEETING AND ELECTION

Town Moderator Doug Storey and Town Clerk Pam Powell appeared before the Board to discuss the upcoming Town Meeting. In response to the input from the community and the work that has been done with Town Staff Mr. Storey explained that we have taken many precautions, posted new rules for the Town Meeting and submitted a letter to the newspaper. After much review and input Mr. Storey announced his intention to provide an outdoor option for participants who do not want to come indoors. This is not a full outdoor meeting. He also recommended that the Board not reduce the quorum at this time due to his strong belief that there is enough interest in attendance to reach a quorum.

There were no questions. Mr. Wysocki offered assistance if needed.

The Board deferred discussion regarding quorum reduction until June 22, 2020.

Mr. Lowe noted that the quorum discussion was noticed in the June 3<sup>rd</sup> and the June 10<sup>th</sup> edition of the Bolton/Stow Independent. The Board would be able to entertain the discussion on June 22, 2020.

Mr. Lowe noted that he will support Mr. Storey's decision.

## TOWN ADMINISTRATOR'S REPORT

### COVID-19 Update

Mr. Lowe reported that Town Hall 's opening by appointment only has been very successful. The plexiglass barriers and social distancing markers are in place. The plan is to fully reopen in early July. There is no rush as we have been meeting the public's needs.

CARES Act and FEMA requests have been submitted. The Fire Chief has been organizing the FEMA requests and the Town Accountant has worked on the CARES Act submission. We are being very aggressive with the submissions.

### MassWORKS Update

Mast arms are still on schedule. There is nothing new to report on the truck exclusion at this time.

### Waste Water Treatment Facility Update

Several issues that require immediate attention. He should have firm pricing tomorrow but in the neighborhood of \$110K Working with Advisory Chair Brian Boyle and Town Accountant Ninotchka Rogers the plan is to pay for the expenditures from FY20 turn backs. There will still be sufficient fund to pay the snow and ice deficit which is approximately \$70-75K that can also be covered with the turn backs.

### Recognition of Sargent Nadeau

The Town of Bolton received a letter from the Chief of the Wilmington fire department regarding the act of heroism of Sargent Nadeau who alerted the homeowner and young child of a fire on her rear deck. Once he made sure they were in a safe location he used a garden hose to extinguish the fire before the fire department arrived. Mr. Lowe and the Board offered sincere congratulations to Sargent Nadeau. Mr. Lowe noted that conduct like that is what the Bolton Police Department is all about.

## BOARD OF SELECTMEN BUSINESS

### Public Service Announcements

Mr. Wysocki noted that in response to Governor Baker's order, DPW director Lynch issued an order to wear face masks at the transfer station. Mr. Wysocki urged the public to wear masks at the transfer station as well as other locations in town.

### Conservation Trust Lease

There were ~~not~~ no changes to the lease from previous years.

**On a motion made by Czekanski and seconded by Keep, the Board voted by roll call 3-0 to authorize the Town Administrator to sign the Lease Agreement between the Town of Bolton and the Conservation Trust for space at the Houghton Building. (Czekanski-yes, Keep-yes, Wysocki-yes)**

### Discussion of liquor policy for restaurant outdoor seating

Mr. Lowe updated the Board. Governor Baker announced over the weekend that restaurants could have outdoor seating including the serving of liquor. The ABCC suggested that Town's issue temporary

liquor licenses. The total number of seats cannot exceed the number of seats approved for the establishment. Mr. Lowe proposed the following policy:

(Effective June 11, 2020 and until November 1, 2020\*)

*\*Or if Governor Charlie Baker rescinds his June 1, 2020 Order Clarifying the Progression of the Commonwealth's Phased Workplace Re-Opening Plan and Authorizing Certain RE-Opening Preparations at Phase II Workplaces.*

Any eating establishment in possession of a liquor license which intends to serve liquor outdoors during this temporary period MUST provide a continuous barrier which clearly delimits the perimeter of the outdoor seating area within which liquor may be served. The type of barrier to be provided shall be clearly stated in the plan submitted to the Town of Bolton as part of the establishment's Temporary Liquor License application and must be approved by the Board of Selectmen or the Town Administrator if such authority has been delegated to the Town Administrator by a vote of the Board of Selectmen.

The specifics of the continuous barrier would be worked out with the establishments and could be natural. Mr. Lowe requested that the Board approve a policy and authorize him to sign off on the temporary liquor licenses after review of applications and site visits.

**On a motion made by Keep and seconded by Czekanski, the Board voted by roll call 3-0 to authorize the Town Administrator to approve the liquor policy and authorize Town Administrator to work with restaurant owners toward their temporary liquor licenses.**

**(Czekanski-yes, Keep-yes, Wysocki-yes)**

1/12<sup>th</sup> Budget for FY2020 for FY2021

DOR has asked every community to propose a 1/12<sup>th</sup> budget before the end of the fiscal year in case a budget is not approved. We would not be able to meet any new obligations though it makes allowances for Worcester Retirement and Minuteman.

Mr. Wysocki urged the public to attend Town Meeting to vote to approve the budget.

**On a motion made by Keep and seconded by Czekanski, the Board voted by roll call 3-0 to authorize the Town Administrator to approve 1/12<sup>th</sup> budget. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Interim Animal Control Officer

Mr. Lowe announced the resignation of Susan Latham.

**On a motion made by Czekanski and seconded by Keep, the Board voted by roll call 3-0 to authorize the Town Administrator to appoint Phyllis Tower as the interim Animal Control Officer. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Town Administrator's performance against FY20 goals.

Mr. Czekanski noted that the merger of the Fire Department and the Ambulance and the Capital Planning Process went very well this year.

Mr. Wysocki commented that Mr. Lowe has risen to the occasion again noting that the many behind the scenes items that have come up have been handled well. He thanked Mr. Lowe for his service.

Mr. Keep agreed noting that each year things improve. He thanked Mr. Lowe for his efforts.

Mr. Lowe thanked the Board for their support.

Release of Executive Session Minutes

**On a motion made by Keep and seconded by Czekanski, the Board voted by roll call 1-0-2 to release the executive session minutes from: October 20, 2016, November 3, 2016, November 17, 2016,**

December 1, 2016, September 14, 2017, November 7, 2019. (Czekanski-abstain, Keep-abstain, Wysocki-yes)

Bills/Payroll Warrants

**On a motion made by Czekanski and seconded by Keep, the Board voted by roll call 3-0 to approve the bills/payroll warrants: W20-25 & W20-25A. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Minutes

No minutes were approved.

Executive Session

**On a motion made by Czekanski and seconded by Keep, the Board voted by roll call 3-0 to move into executive session pursuant to M.G.L.c.30A, sec. 21(a)(1) to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee or staff member or individual. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Respectfully submitted by Jenny Jacobsen

*\*All attendees participated remotely via Zoom Remote Conferencing pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A Section 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place.*