

Approved via Zoom  
on 5/21/20

Board of Selectmen  
May 7, 2020  
Via Zoom Remote Conferencing\*

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

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

#### FIELD USAGE FEES

Ali Webb, Parks and Recreation Coordinator was present. The Parks and Recreation Commission has been reviewing the rules and regulations and the field usage fees. Additions were made such as a note that organizations that use the fields may not sublet and a form to report any fertilizers or ground care that they plan to use so that we have a record of what is being used on town property. When they book they need to fill out the checklist. Fees have been adjusted slightly. Most fees have gone down rather than up. Board had no issues. Ms. Webb confirmed that their insurance would cover any damage to the fields.

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to accept the field usage fees as proposed by the Parks and Recreation Commission. (Czekanski-yes, Keep-yes, Wysocki-yes)**

#### CONSERVATION PARKING

Rebecca Longvall, Conservation Agent appeared before the Board and shared a reminder for people using conservation land which encourages social distancing, and wearing personal protective equipment where social distancing is not possible. The reminder also attempts to redirect traffic to other conservation areas in town. Ms. Longvall asked the Board of Selectmen for ideas for enforcement. Mr. Wysocki suggested signage. Mr. Lowe explained that Rattlesnake, the intersection of Nourse and Green and Bower Springs are the most highly trafficked areas. Ms. Longvall agreed that signage is a good first step. Mr. Czekanski noted that this is on the agenda due to a call he had from a neighbor regarding the Hansen conservation area at the intersection of Nourse and Green Road. There is a dip in the road that prevents you from seeing a car that may be parked on the side of the road. It has always been a problem but it is happening more frequently now. He noted that we calculate the number of parking spaces and ask people to respect those limits. Rebecca noted that she has been working on calculating the parking. We have the materials to mark out parking spaces and DPW has volunteered to assist if time allows. Board discussed using the sign at the Houghton Building that reads "no parking in the street by recreation or conservation land". Czekanski and Keep noted there are not enough parking at most conservation areas without road parking. Mr. Lowe suggested the removal of brush to create safer parking at the Hansen property. Mr. Keep voiced opposition to banning street parking when people really need to get out. It is different for each site. Ms. Longvall proposed reworking the Reminder to focus on the 16 core properties without creating public safety issues. Board agreed. Ms. Longvall agreed to finalize the parking calculations and add it to the document.

#### TOWN MEETING AND ELECTION

Town Clerk, Pam Powell explained that based on the Section 45 of the Acts of 2020 that the Town may

reduce the polling hours for the elections this spring and proposed that we reduce our election hours to 12:00 – 4:00pm on June 29<sup>th</sup>. Ms. Powell felt that the four hours was sufficient for an expected low traffic election. There is voting by mail using the absentee ballot application which is on the website, the facebook page, in the newspaper, or you can call Town Hall. We are happy to drop the applications off if needed.

Wysocki inquired if the hours could be shifted to later in the day, but Ms. Powell informed the Board that the law requires polls to be open by noon. She noted that we already have 16 ballots so far in an uncontested race where we would have anywhere from 100- 150 ballots total. Mr. Wysocki suggested using the electronic sign. Mr. Keep suggested that we put the application in the warrant.

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to post the hours for the Town Election for noon to 4pm on June 29, 2020. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Town Moderator, Doug Storey was present to discuss the location of the election. He has concerns for the ability to handle the capacity and maintain social distancing. The facilities director confirmed that we can use the gymnasium as an overflow space. If we do that we would need to appoint an Assistant Moderator and have audio and sound equipment. We are working with Bolton Access Television to work out those details. Mr. Storey noted that the Board of Selectmen has the right to reduce the quorum for this meeting, but there is a question as to whether or not that would limit the articles that can be approved. Mr. Lowe explained that any reduction to the quorum would mean we would be limited to the budget. He wrote to Kate Hogan to explain that this would limit the business we could conduct and she will look out for our concerns. If the legislation gets passed as is we would be keeping the quorum at 75. If we could not get a quorum we would be moving to a 1/12 budget until we could reschedule a meeting to vote on the articles in the warrant.

Mr. Keep inquired about masks. Mr. Storey explained that our intent is to make it as safe as possible. We would be very stringent upon requiring masks and would have a section for those who cannot wear a mask. We have masks on order and should have a supply for those who don't have one, but we would strongly encourage residents to wear their own.

Board tabled the discussion.

#### Warrant Mailing Options

Mr. Lowe explained to the Board that we normally send out the warrant to the printer and sort for mailing. It is a labor-intensive process that we typically have STRP workers assist with. The Bolton Independent has been mailing out the warrant for Stow for years and have been happy with the service. The price is comparable. It would go out in the June 3<sup>rd</sup> issue. Mr. Lowe recommended that we go with this option. Board had no issues.

### BOARD OF SELECTMEN BUSINESS

#### COVID-19 Update

Governor Baker's order extends to May 18<sup>th</sup>. Mr. Lowe has no intention of reopening the buildings for 2 weeks beyond May 18<sup>th</sup>. Mr. Lowe proposed that the reopening at first be by appointment only for things that can't be done online. If someone had to come in for a marriage license request or if a builder

or contractor had to come in to see physical plans. With the narrow hallway we need to think of space vertically as well as horizontal. We are getting business done as is. Mr. Wysocki agreed that being more cautious is prudent.

Mr. Lowe reported that Chief Legendre has been submitting to FEMA for reimbursements. The first submission was for \$26,227.27 and we can expect a reimbursement of \$19,670.45. We are closely tracking any expenses and we will see 75% reimbursement. Mr. Low expressed deep appreciation for the Fire Chief for spearheading and for all departments for tracking their spending.

Mr. Lowe shared an update from the COA. Phone call check ins are still happening. Errands including grocery shopping and prescription pickup. Our Volunteers are fantastic. Meals are being distributed. MART van is still being deployed. Many appointments have been cancelled by doctors. Because seniors are feeling so isolated they are trying to provide goody bags with fun items. Two such goody bags have been distributed.

#### Code of Conduct

Mr. Lowe shared the Code of Conduct draft for review. He listed several communities that have put forth a similar policy. There are times when people do get unruly and noted that it is not just residents who use the Town Hall; it could be builders, construction workers, real estate agents, lawyers etc. There are people that feel that it is their right to abuse municipal employees. Supporting this policy would let the employees know that they have the support of the Town Administrative and Selectmen.

Mr. Wysocki was in support.

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to approve the Code of Conduct policy as presented. (Czekanski-yes, Keep-yes, Wysocki-yes)**

#### Excess Supplies and Capital Policy

Mr. Lowe explained that there are procurement laws that govern the disposal of supplies in excess of \$10K. The Fire Department has a compressor that is in disrepair. There is a community that can use it. It can't be turned over without this policy in place. Board reviewed the draft policy recommended by Mr. Lowe.

**On a motion by Czekanski and seconded by Keep the Board voted by roll call 3-0 to approve the Disposal of Surplus supplies or Capital Policy as proposed. (Czekanski-yes, Keep-yes, Wysocki-yes)**

#### Mass Works update

Signals still need to be installed but we are looking for mid-June to early July for completion which is a full year ahead of schedule. Mr. Lowe will attend the meeting in Clinton for the Truck exclusion when it is scheduled.

#### Public service announcements

Mr. Czekanski noted that there are still 60 families who have not licensed their dogs. The licensing was due March 31<sup>st</sup>. Pam is suspending the \$25 late fee until June 1<sup>st</sup> so Mr. Czekanski urged anyone who has not licensed their dogs to do so.

Mr. Lowe noted that the work on Forbush Mill Road will be done tomorrow so residents will be able to access the transfer station from both directions. He also noted that residents can go on our website to subscribe to receive updates specific to the DPW which would have been helpful with the situation we

had this week with the closure of Forbush Mill Road.

Union MOA

Mr. Lowe explained that with the unique situation it made a lot of sense to negotiate a one-year contract to give some security to our essential public safety workers some security. Contracts include a 2% wage adjustment that has been budgeted for.

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to ratify the Memorandum of Understanding with the Bolton Police Union, Local 286, Massachusetts Coalition of Police, IUPA, AFL-CIO and the Memorandum of Understanding with DPW Union AFSCME, Council #93, Local 1703 for the purpose of negotiating a 1-year contract. (Czekanski-yes, Keep-yes, Wysocki-yes)**

**On a motion made by Czekanski and seconded by Keep the Bolton Board of Selectmen voted by roll call 3-0 to authorize Town Administrator to sign the MOAs for the Police and DPW unions. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Accessory Apartment

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to acknowledge receipt of the plans for the accessory apartment at 55 Hudson Road. (Czekanski-yes, Keep-yes, 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 bills and payroll warrants: W20-22 & W20-22A and W20-23 & W20-23A. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Minutes

**On a motion made by Czekanski and seconded by Keep the Board voted by roll call 3-0 to approve the minutes from regular session April 3<sup>rd</sup>, 2020 and regular session April 16<sup>th</sup>, 2020. (Czekanski-yes, Keep-yes, Wysocki-yes)**

Marth Remington was in attendance and requested to go back to the MassWORKS project discussion. For the record she noted that the trees at the Common should be replaced if the trees do not survive in a couple of years.

**On a motion made by Czekanski and seconded by Keep the Bolton Board of Selectmen voted by roll call 3-0 to adjourn at 8:43 pm. (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.*