

Board of Selectmen
September 12, 2019
Town Hall

Present:

Jonathan Keep
Robert Czekanski
Stanley Wysocki
Don Lowe, Town Administrator

Mr. Wysocki called the meeting to order at 6:31pm.

On a motion made by Wysocki and seconded by Czekanski, the Board of Selectmen voted 3-0 by roll call (Czekanski – yes, Keep – yes, Wysocki – yes) to enter into executive session at 6:31 p.m. to discuss strategy with respect to collective bargaining or litigation (grievance filed by AFSCME, council #93, DPW Unit), as the chairman feels an open meeting may have a detrimental effect on the bargaining or litigating position of the Board of Selectmen.

The Board of Selectmen announced that it will reconvene to open session at 7:00 pm.

The Board reconvened at 7:01pm.

APPROVAL OF EVENTS

Mike and Joey Sabourin appeared before the Board requesting approval to hold the Stow Gobbler on November 28th, 2019 which traverses a small portion of Bolton. Mike Sabourin thanked the Board for their support in previous years. Joey Sabourin presented details of the race to the Board. Mr. Sabourin \$8K went to the Stow Community Chest. Excess funds went to administration costs and another charitable cause that he could not remember the name of. They are fully insured and have necessary approvals from the police department.

On a motion made by Czekanski and seconded by Keep the Board voted unanimously to approve the Stow Gobbler for the 2019 season. (Czekanski-yes, Keep- yes, Wysocki-yes)

Board welcomed the new Parks and Recreation Coordinator, Ali Webb, who appeared before the Board to seek approval for the annual Halloween parade on Saturday, October 26, 2019. No roads will be shut down as the event will be held entirely on the school campus.

On a motion made by Czekanski and seconded by Keep the Board voted unanimously to approve the Annual Halloween parade on Saturday, October 26, 2019. (Czekanski-yes, Keep- yes, Wysocki-yes)

SIGN ON TOWN COMMON FOR BOLTON LION'S CLUB

David Foster of the Bolton Lion's Club appeared before the Board to request permission to place a sign on the Town Common for their annual cider donut sale. The sign would be at the intersection of Wattaquodock and Main, situated off the road on the sidewalk. Mr. Foster also requested to store the sign behind the shed between the weekends when they'll be selling donuts. Board had no issues with the storing of the sign. Mr. Lowe will let Ms. Webb know about the sign.

On a motion made by Czekanski and seconded by Keep the Board voted unanimously to approve the Bolton Lion's Club sign on the Town Common for the annual cider donut sale. (Czekanski-yes, Keep- yes, Wysocki-yes)

BOLTON ACCESS TELEVISION

Nicki McGachey of Bolton Access Television announced that the new equipment has been installed including four brand new HD cameras in the same locations and two new voice tracking microphones which should tone down extraneous noises. There have been a few networking kinks they are still sorting out. Ms. McGachey noted that the panel can be controlled from anywhere remotely.

Ms. McGachey also requested the release of funds for the Bolton Access TV operations in the amount of \$26,885.06.

Mr. Keep asked about the FCC final ruling. Ms. McGachey explained that per the ruling the cable companies can deduct what they consider in-kind services from franchise fees. They haven't

determined what will be considered in-kind as of yet. Ms. McGachey believes they may include INS so there will be a money loss there. They may consider free drops for schools. The cable companies have to give 120 days before they start deducting.

On a motion made by Czekanski and seconded by Keep the Board voted unanimously to release \$26,885.06 to Bolton Access TV from the Comcast fund. (Czekanski-yes, Keep- yes, Wysocki-yes)

TOWN ADMINISTRATOR REPORT

Update on Minuteman-

Mr. Lowe reported that the opening day went well. There is another building committee meeting on Monday September 16 and reminded the Board of the ribbon cutting ceremony on October 4th, 2019.

Update on Portico-

Mr. Lowe reported that the staging is still up. Woodwork should be done by the 13th of September, the painting and caulking by the middle of the following week and removal of staging and installation of the brick patio by the end of next week. The job will be complete by the end of September.

Chief's Life Saving Award

Mr. Lowe read the Chief's commendation presenting the Life Saving Award to Officers Dan Keller and Jeff White following a house fire. The officers proceeded into a house filled with smoke and fire to children from their bed. Officers also retrieved the family dog.

Mr. Lowe noted that the officers were not looking for any recognition.

Ambulance/Fire Merger Update

Mr. Lowe announced to the public of the receipt of a letter accepting the transfer of the ambulance to the fire department. Chief Legendre is still working on the patch. It will be revealed at the holiday party.

COMPENSATORY TIME

Mr. Lowe explained the need for developing a policy for compensatory time as any compensatory time is seen as a liability to the town and presented the Board the draft of the compensatory policy he developed with the former HR director and revised with the current HR director. The policy sets a cap and ensures that employees carrying a balance will not lose their compensatory hours. An individual plan will be worked out with those individuals to determine. All compensatory hours will need to be approved by Town Administrator going forward. The Board reviewed the policy. Board had no issues with the policy as proposed.

On a motion made by Czekanski and seconded by Keep the Board voted to unanimously to approve the policy as presented. (Czekanski-yes, Keep-yes, Wysocki-yes)

Compensatory Time

Employees who actually work a number of hours which exceed their weekly authorized hours may request that such hours be converted to compensatory time. All hours worked above the regular weekly authorized hour limit must be approved by the Town Administrator or his designee. Requests to convert excess hours worked to compensatory time must be authorized in advance by the Department Head.

Employees will be given one hour of compensatory time for each hour worked in excess of their regular work week until the employee has actually worked 40 hours in a work week. Approved compensatory time shall accrue at a rate of time and ½ for hours worked in excess of 40 hours in a work week.

Maximum accumulation of compensatory time is 40 hours.

Use of compensatory time is subject to the approval of the Department Head. Such approval shall be generally granted provided it is not "unduly disruptive".

Use of compensatory time shall be scheduled within 6 months of being earned however, in no event can compensatory time be carried more than 60 days into a new fiscal year.

Upon termination of employment with the town, employees will be paid for any unused compensatory time.

Employees carrying a balance of compensatory hours totaling less than 40 hours as of September 12, 2019 will have until June 30, 2019 to use those hours.

Employees carrying a balance of compensatory hours totaling greater than 40 hours as of September 12, 2019 will establish a mutually agreed upon plan for utilizing those hours with the department head.

Mr. Lowe articulated that compensatory hours for salaried employees are for tracking purposes only.
EMT Program-

Mr. Lowe received correspondence from the state that the Cadet EMT program has been extended until December 31st, 2020 with the anticipation that it will be reextended well before that date. Mr. Lowe recognized the time and effort of Representative Hogan on this effort.

Mr. Lowe also notified the Board that when we signed on the Nashoba Valley Regional Dispatch we were entitled to a one time transition award. When the current executive director came on Board he submitted that and we received a credit on our invoice which effectively covered the increase to the assessment.

Mr. Lowe announced his scheduled Coffee with Town Administrator scheduled for September 13, 2019. 8:30 – 9:30AM at the Bolton Bean.

PUBLIC SERVICE ANNOUNCEMENTS

Mr. Czekanski suggested that when residents are changing their oil in their snow throwers to remember that the DPW uses it to heat the building so make an appointment to bring the oil in.

Mr. Wysocki reminded residents to bring bottles and cans to the red shed for the Boy Scouts as it is one of their main sources of income.

APPOINTMENTS

On a motion made by Czekanski and seconded by Keep, the Board voted unanimously to appoint Bonnie Jaffe to the Council of Aging. (Czekanski-yes, Keep- yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Keep, the Board voted unanimously to appoint Patricia Bensettler, Jem Mix, Claire Moses and Maureen Strapko to the Cultural Council. (Czekanski-yes, Keep- yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Keep, the Board voted unanimously to approve the warrants W20-05, W20-05A, W20-06 and W20-06A. (Czekanski-yes, Keep- yes, Wysocki-yes)

Mr. Lowe notified the Board that a future meeting will include a recommendation for appointing a single signer to sign warrants.

Mr. Czekanski confirmed that the tri-town meeting is scheduled for September 18, 2019. Mr. Lowe notified the Board that the agenda items currently include the leach field, update on the opening of the school and a mosquito update.

On a motion made by Czekanski and seconded by Keep, the Board voted unanimously to approve the regular and executive session minutes from August 22, 2019. (Czekanski-yes, Keep- yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Keep, the Board voted by roll call to move into executive session pursuant to MGL Chapter 30A §21A (3), as the Board finds that an open session will have a detrimental effect on the Board's bargaining position and the Board will not reconvene into open session. (Czekanski-yes, Keep- yes, Wysocki-yes)

Respectfully submitted by Jenny Jacobsen from the Bolton Access Television recording.