

Select Board
March 30, 2023
Via Zoom Remote Conferencing*

Stanley Wysocki
Robert Czekanski

Jenny Jacobsen, Asst. to the Town Admin.
Don Lowe, Town Administrator

Mr. Wysocki called the meeting to order at 7:00 p.m.

LIQUOR LICENCE CHANGE OF MANAGER

Kelly Cardoza of Avalon Consulting was present representing The International Beverage Service Company LLC, 159 Ballville Road to request a change to the manager on the all alcohol club liquor licence. Ms. Cardoza introduced Mr. Anthony Giannetti, a member of the club's executive operating committee and the director of membership. Mr. Giannetti will be replacing the previous manager who is no longer with the company. All of the required paperwork is in order.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the change of manager on The International Beverage Service Company LLC's all alcohol annual club license. (Czekanski-yes, Wysocki-yes)

SIGNS

Deck It-A representative named Allyssa from Signarama was present in the meeting but did not have audio capability. Signarama requested approval for a 50"X36" sign to hand from the existing sign board at 1092 Main Street.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the 50"X36" sign at 1092 Main Street. (Czekanski-yes, Wysocki-yes)

Bolton Dance Studio- Robert DiBenedetto and Monique Dorian were in attendance to request a change to their previously approved sign from Main Street Dance Center to Bolton Dance Center.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the change in wording on the sign at 626 Main Street to Bolton Dance Studio. (Czekanski-yes, Wysocki-yes)

Bolton Yoga Studio- Frank Patterson, owner of 626 Main Street was in attendance to request a 24 square foot sign to be placed on the rear of the building and the addition of a sign for Yoga 626 on the sign board as presented.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the signs as requested. (Czekanski-yes, Wysocki-yes)

DEPARTMENT OF PUBLIC WORKS (DPW) UPDATE

Library Sewer Project-DPW Director Randy Heglin was in attendance to update the Board on the library sewer project to repair a long-standing problem with wastewater in the bathroom on the first floor. After preliminary design work and going to bid we received no bids and no feedback. When Mr. Heglin spoke to the insurance adjuster that was assisting another project he offered to assist. After they had their contractors look at the project, they presented a price to the Town. The Town's portion of the cost would be \$184K. We would be paying prevailing wage. The work will be managed by the insurance company's general contractor who is insured. \$24K will be covered by the Town's insurance company. Mr. Heglin is requesting an additional appropriation of \$103,115.

This is a relatively small job involving many trades since the pipes are under the slabs. The Board voiced displeasure at the cost of the project but recognized the need to get the job done.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the additional \$103,115 from ARPA funds to be used for the library sewer project. (Czekanski-yes, Wysocki-yes)

Transfer Station Pay as you Throw Transition-

Mr. Heglin reported that things are going smoothly. They have ordered signage to display to alert the public of the July 1st transition date. Mr. Wysocki commented that the Town has received a letter from an individual asking for a larger size trash bag. Mr. Wysocki stated that there was never an intent to accept larger bags and if residents were using contractor bags they were getting a good deal. The Board was not interested in introducing a third color bag into the mix. Mr. Heglin added that in June there may be a staff person or volunteer to assist in swapping out bags and in July perhaps an extra staff person to assist residents at the trash compactors.

Lot 7 & 8 Meadow Road (Map 4.D, Parcel 101 & 101.1)

Ryan Proctor from Dillis and Roy appeared to request to install drainage structures in the right-of-way. Mr. Proctor has been working with the Planning Board on a scenic road hearing during which several drainage concerns came up. Mr. Proctor shared a plan for the parcels for a shared driveway. Due to the topographical layout which is a very steep slope, drainage control is currently proposed in the Town's right-of-way. Mr. Wysocki had concerns that it would become the Town's responsibility for maintenance. Mr. Proctor stated that the maintenance agreements would be the responsibility of the owners of the property and will follow the deed. Mr. Czekanski was concerned that there would be no mechanism for the Town to force the future landowners to respond if maintenance is needed.

The homeowner suggested that the DPW director did not have that much of an issue with the proposal. Mr. Heglin who was in attendance stated that he has been out to the property a number of times and is not comfortable with the structures in the right-of-way. Town Planner Todd Miller who was also in attendance confirmed that the scenic road hearing will remain open until an alternative approach is reviewed and approved.

TOWN ADMINISTRATOR REPORT

Performance to Goals-Mr. Lowe reviewed his progress on each of his 11 FY23 goals.

1. *Identify and implement interactive enhancements on our website to help increase public engagement.*

COA page was redesigned and a QR code has been implemented for tax payments to streamline processes.

2. *Continue to successfully manage Capital Planning Process including a 3-year plan with identified funding sources.*

Mr. Lowe produced a 1- and 5-year plan. While there are no sources identified, the funding would be a borrowing or free cash since ARPA funds are coming to a close.

3. *Present recommendations for ARPA-funded projects.*

We have done this as an ongoing process. The Select Board will be voting on April 13th on the projects identified to come from ARPA funds in the FY24 plan.

4. *Present and begin to implement Long-Range Plan for improvements to town-owned buildings.*

The 5-year plan is created and the challenge will be finding funding sources to implement the plan. Due to the unexpected repairs at the library and public safety buildings some of the FY 23 projects have been delayed to FY24.

5. Present and begin to implement Long-Range Plan for culvert repairs.

Mr. Lowe admitted that this goal was the only one that isn't complete due to a delay with DEP.

6. Work with Advisory Committee to assist budget process for FY23.

Mr. Lowe attended the Advisory Committee meetings that were important for him to attend and worked closely with Brian throughout the budget process.

7. Manage any necessary modifications to current processes relative to Covid-19 pandemic if necessary.

This goal did not require many modifications as the Town had strong processes in place and the pandemic was beginning to wind down.

8. Support the Master Plan Committee as needed.

Mr. Lowe has supported the Master Plan process by meeting with several members individually on an ongoing basis. This goal included supporting the request for the grant which was received to hire a consultant.

9. Examine interdepartmental processes and apply synergistic improvements.

Staff continues to identify uses for the ViewPoint technology which was originally purchased for the sole purpose of automating the permitting process. It is now being used for turnovers and management of Parks and Recreation Programming. As a reminder it was paid for through money obtained through a grant.

10. Begin a feasibility of a rear egress from the Florence Sawyer campus.

Mr. Lowe reported that the feasibility of the second egress goal led to some investigation and inquiry. The egress would exit out onto Berlin Road. The project would require engineering, but Mr. Lowe was not comfortable requesting the funds be allocated from ARPA for a project which may not go anywhere. He is shaking every tree and bush for a funding source for that engineering work.

11. Having discussions with the Board of Trustees of the library to make the library meeting room more accessible for regularly scheduled municipal public meetings.

Mr. Lowe has met with the Trustees to receive authorization to hold the caucus at the Library as an exception to their policy. They are working on a revised policy and will seek input from Mr. Lowe when they have that policy ready.

Mr. Lowe added that, while not a goal, he has spent a significant amount of time on the Derby field renovation and feels that the Town may be able to do the project with little to no money from the budget. Mr. Lowe added the Rob Frieswick has been a significant player on our team for this project.

The Board thanked Mr. Lowe and his staff for their efforts this fiscal year and were pleased with the outcome.

SELECT BOARD BUSINESS

Public Service Announcements-Mr. Czekanski announced that there are still opportunity to see the high school on Saturday morning at 10am on April 1st.

Future Agenda Items-There were none.

Event Approval-The Board had material in their packets on the Procession of the Cross from Harvard to Bolton. The Chair did not feel it was warranted bringing them in for the approval as it is something they do every year.

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the 15th annual Procession of the Cross Event from Harvard to Bolton on Friday April 7th, 2023. (Czekanski-yes, Wysocki-yes)

ATM Warrant

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve article 3. (Czekanski-yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call vote to approve the Select Board Statement. (Czekanski-yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to close the warrant for annual town meeting. (Czekanski-yes, Wysocki-yes)

Bills/Payroll warrants

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to approve the bills/payroll warrants W23-19 & W23-19A. (Czekanski-yes, Wysocki-yes)

Minutes

There were no minutes approved.

Executive Session

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to enter executive session at 8:19 pm pursuant to M.G.L. Chapter 30(A) 21A Section 3 to discuss strategy related to collective bargaining with the Teamster's union local 170 if the open meeting will have detrimental effect on the bargaining or litigation position of the Select Board and the Chair so declares and to approve minutes. The Board will return to opens session to execute the contract. (Czekanski-yes, Wysocki-yes)

Fire Union

On a motion made by Czekanski and seconded by Wysocki, the Board voted by roll call unanimously to execute the collective bargaining agreement with the Teamster's Union Local 170 and the Town of Bolton for the term of July 1, 2022 through June 30, 2024 and to authorize the Town Administrator to sign the contract on behalf of the Select Board once a copy has been received from the Teamster's Union. (Czekanski-yes, Wysocki-yes)

On a motion made by Czekanski and seconded by Wysocki the Select Board voted by roll call 2-0 to adjourn at 8:30 pm. (Czekanski-yes, Wysocki-yes)

Respectfully submitted by J. Jacobsen.