

Select Board
May 25th, 2023

Robert Czekanski, Chair
Stanley Wysocki
Brian Boyle

Zoom Remote Participation

Don Lowe, Town Administrator
Jenny Jacobsen, Administrative Assistant

Ms. Czekanski called the meeting to order at 7:00 pm.

Event Approval

Maura Holt-Ling was in attendance representing Bike-Not-Bombs to request to hold the annual Bikeathon on Sunday, September 10th, 2023. The 105-mile route travels through Bolton from Jamaica Plain. The event has received approval from the police department.

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

TOWN ADMINISTRATOR REPORT

FY24 Goals

Mr. Lowe presented a draft of his draft goals for Fiscal Year 2024. Board reviewed the goals.

Mr. Wysocki commented that Keyes Farm Moderator Way and Century Mill Road acceptance are a common goal between the Select Board, Planning Board and the Town Administrator that should be resolved this year.

Mr. Boyle would like to see a goal around improving the volunteer experience with a goal for the Town Administrator to be clear communication with staff on how to make the relationship with volunteers productive and respectful.

Mr. Czekanski would like to add the development of a written policy for the Board's consideration to provide guidance to staff on what is a gift request that should be referred to the Select Board for acceptance. Mr. Czekanski suggested a second goal of preparing an article for Town Meeting to study the space needs for Town Government.

Mr. Lowe shared a letter from Berlin's Chief of Police Eric Shartner dated May 22, 2023 to Chief Nelson following a call stemming from a house fire recognizing Officer Madolyn Dyke, Officer Don Caulderon and Sergeant Tyler Forbes.

Mr. Lowe also noted the assistance that the Town of Bolton received from the Town of Stow to hang the banners for Hometown Heroes in advance of the Memorial Day holiday.

Sign Approval

Chris Thorp of the Boy Scouts of America Mayflower Council was in attendance to request the placement of a permanent sign at 129 Hudson Road for Adventure Day Camp, Camp Resolute. The proposed sign conforms to the bylaws. Conservation Commission.

On a motion by Wysocki and seconded by Boyle, the Board voted by roll call unanimously to approve the request from the Scouts Mayflower Council to install a post and panel sign conforming to our bylaws at 129 Hudson Road for Adventure Day Camp. (Wysocki-yes, Boyle-yes, Czekanski-yes)

SELECT BOARD BUSINESS

Public Service Announcement

Mr. Wysocki reminded the public to bring bottles and cans to the red shed for the Scouts and to wash out jars and containers before bringing them to the transfer station as the contents attract bees.

Mr. Wysocki asked that complaints or questions on the transfer station policies and procedures be brought to the Select Board or Town Administrator.

Future Agenda Items

Mr. Wysocki requested a discussion on the impact of the school building project relative to the tax rate.

Cost of Living adjustment for Worcester Retirement

The Board had questions about the cost of the increase to the Town. Mr. Lowe will have a discussion with Treasurer and bring more information to the next meeting about the magnitude of the effect.

Annual Performance Review of Town Administrator

Mr. Wysocki revealed that the Town Administrator received a perfect 5.0 on the various aspects that were outlined in the annual review. Mr. Lowe has done a superlative job for the Town of Bolton. Mr. Wysocki credited Bolton's incredible staff to Mr. Lowe's management style.

Initial Discussion on Goals for the Select Board

Mr. Boyle recommended a meeting of the Select Board to have a discussion in June in person to collaborate on setting goals. Mr. Czekanski asked for a few possibilities to understand scope and range. Mr. Boyle discussed assignment of liaisons and best practice with integrating volunteers with municipal systems. Board was in agreement that an in person meeting would be suitable.

School Building Project Fee Discussion

Mr. Czekanski updated the board on the most recent (May 17) Nashoba Regional School District Building Committee. The permit fees were estimated to be \$2,239,000. Mr. Czekanski was surprised to see a line that stated that \$2M would be excused. Mr. Czekanski recognized Mary Anne Williams, the project manager from Skanska who aimed to provide clarification. Ms. Williams pointed to a time when the building committee discussed permitting fees stating that the language was "possible deduct" and did not state that the Town was going to waive \$2M. Ms. Williams provided background that the inspection fees for Minuteman was considered excessive by member towns as they were grossly disproportionate to the actual costs incurred and cited Chapter 40 Sections 22F to support the prevention of excessive fees.

Mr. Lowe reminded Ms. Williams that our building inspector is a 15 hour per week position supported with a stipend and that the Town has not yet determined how the Town would address the increased volume therefore recommending leaving the building fees into the budget knowing that the budget may come down. Mr. Downing stated that the conversation is an educational conversation and that future adjustments can be made as we move further along in the process. Mr. Czekanski cited the school's press release that listed the project cost as \$239M. Mr. Downing will make that correction to \$241M.

Special Town Meeting

Mr. Lowe made the recommendation to hold the Special Town Meeting on Monday, September 18th, 2023 with election on Monday, September 25th, 2023 and will bring an election calendar to the Board at the next meeting.

On a motion by Wysocki and seconded by Boyle, the Board voted by roll call unanimously to approve the dates as recommended for Special Town Meeting and Election for 2023. (Wysocki-yes, Boyle-yes, Czekanski-yes)

Conservation Trust Lease

The Board considered renewing the annual lease for space in the Houghton Building to the Conservation Trust for \$500.

On a motion by Wysocki and seconded by Boyle, the Board voted by roll call unanimously to renew the lease for space in the Houghton Building between the Town of Bolton and The Bolton Conservation Trust. (Wysocki-yes, Boyle-yes, Czekanski-yes)

Sign Board and Banner Policy

Mr. Lowe educated the Board on the existing sign board policy which is managed by Town Hall staff and has had no issues. The Banner policy can be approved by the Select Board or the Town Administrator. Most banner requests have been approved by the Town Administrator unless the request is in conjunction with another request before the Select Board. While the message board is limited to Bolton-based 501C3 non-profit entities, the banner policy contains no such limitations currently. Mr. Lowe raised concern about the state of disrepair of the railing at Pond Park. The railing repair estimate was upward of \$80K and the Town is seeking to repair the railing as part of the culvert repair which will use state budget earmark funds.

Bills/Payroll Warrants

On a motion by Wysocki and seconded by Czekanski, the Board voted by roll call 3-0 to approve the bills/payroll warrants for W23-22 & W23-22A. (Wysocki-yes, Boyle-yes, Czekanski-yes)

Minutes

On a motion by Wysocki and seconded by Czekanski, the Board voted by roll call 2-0-1 to approve the May 1st, 2023 meeting minutes. (Wysocki-yes, Boyle-abstain, Czekanski-yes)

On a motion by Wysocki and seconded by Czekanski, the Board voted by roll call 2-0-1 to approve the April 13th and April 18th, 2023 meeting minutes. (Wysocki-yes, Boyle-abstain, Czekanski-yes)

On a motion by Wysocki and seconded by Czekanski, the Board voted by roll call 3-0 to approve the May 11th, 2023 meeting minutes. (Wysocki-yes, Boyle-yes, Czekanski-yes)

On a motion by Wysocki and seconded by Czekanski, the Board voted by roll call 3-0 to adjourn at 8:39pm. (Wysocki-yes, Boyle-yes, Czekanski-yes)

Respectfully submitted by J. Jacobsen.