

Board of Selectmen
October 18, 2007

Present: Curt Plante
Kenneth F. Troup
Jodi Ross, Town Administrator
Linda Day, Town Secretary

The Board of Selectmen met at the Town Hall at 7:00 p.m. Mr. Plante chaired the meeting. Minutes of September 27, 2007 were read and approved.

Present: Advisory Committee member David Lindsay; Town Clerk Betsy Cussen

WARRANT

#08-8	\$ 87,497.22
#08-8a	\$458,320.07

ENERGY COMMITTEE

Present: Energy Committee members Joel Lindsay, Michael Gorr, Paula Berg, John Balco, Dennis Mahoney and Chinloo Lama

The Energy Committee provided the Board of Selectmen with a status report on their actions and accomplishments which included:

1. Gathering and organizing an analysis of electricity and fuel usage data for the town buildings. (Town Hall, DPW, Library, Police Station, Fire Station, Emerson School and the Cell Tower) The Board received a spreadsheet that showed the total electricity and fuel usage in the town buildings for 2006 and 2007. The Energy Committee will continue to monitor the data and look at programs to implement to save energy. (i.e. motions sensors, insulation, windows).
2. Recommending that the Library Building Committee and Public Safety Building Task Force incorporate high performance building concepts into the process and consider renewable energy sources.
3. Launching a campaign to get 150 families to use clean energy alternatives to qualify for a solar installation for a town building through the State's Clean Energy Choice® Program.
4. Participating in the MCAN E
5. Energy Efficiency Communities Program on June 30th.
6. Coordinating a Climate Action Presentation to be held on October 23, 2007 jointly sponsored by the Energy Committee, Board of Selectmen, and Nashoba Regional High School Science Department. This presentation was previewed by the Energy Committee at a meeting on July 19, 2007.

7. Publishing two articles in the Bolton Common regarding the efficiency and renewable resources and distributing handouts at the Annual Town Meeting.
8. Hosting a multi-town meeting on July 12, 2007 to share ideas and programs. Joel Lindsay stated that Bolton is unique in that we are one of few towns to have a sanctioned committee appointed by the Board of Selectmen.
9. Collaborating with the Energy Network to host a booth at the Bolton Fair. They received, educated and fed s'mores to over 3,000 visitors.
10. Attending the Massachusetts Energy Summit at the DCU Center on October 3, 2007 and obtaining information from competitive energy suppliers and brokers.

The Energy Committee's goals for 2007/2008 and beyond included looking at grant opportunities and implementing energy saving measures at a minimal cost to the town; assisting the new building project committees (library, wastewater treatment plant, and public safety building) in identifying grants and other incentives for incorporating renewable energy; promoting and educating the town on energy conservation; looking into getting help from Massachusetts Technology Collaborative to investigate and implement solar energy projects at the high school and Florence Sawyer School; implementing a CFL disposal/recycling at the Transfer Station. Ms. Berg stated that they are still looking into this and there might be a minimal charge for the disposal packaging. The Energy Committee is in the process of formulating their needs to move forward with their goals. Ms. Ross informed the Energy Committee that budget requests for FY09 are due in November.

Mr. Plante informed the Energy Committee of the department head goals meeting to be held on November 15, 2007 and suggested that the Energy Committee communicate with the departments to solicit and promote energy awareness and to encourage departments to implement energy saving measures as parts of their goals.

The Energy Committee stated that they would consult with the Board of Selectmen before making any decisions that would cost the town money.

NASHOBA REGIONAL HIGH SCHOOL

Present: George King, Assistant Superintendent

Wastewater Treatment Plant: The Selectmen discussed with Mr. King the operating costs to run the wastewater treatment plant to serve both the school and municipal buildings. Mr. King stated that the district had not considered any additional operating costs for the wastewater treatment plant once it was up and running and assumed it was a town project. Mr. King stated that the district has already contributed to the operating costs by providing power for the plant from the Florence Sawyer School and the water through the Florence Sawyer School well.

Mr. Troup stated that the cost to operate the plant is estimated at approximately \$2,000 per month. Mr. Spratt will be going out to bid for the wastewater treatment plant at the high school and hopes to include the operation of the new plant in the bid in hopes of reducing the cost.

Mr. King recommended that the overall capacity of the wastewater treatment plant be looked at in comparison to the capacity used by the school to determine the operating costs to be paid by the district and that they get credited for the electricity they provide. Mr. Plante reminded Mr. King that the town of Bolton has subsidized the school district offices in the Emerson School over the last three years and that should not be overlooked. Mr. King stated that they were very appreciative of the office space. Mr. Plante also stated that it is an added benefit to have the municipal septic flows to help the plant run more efficiently.

Ms. Ross stated time is of the essence in terms of hiring an operator for the plant that is expected to be up and running in February. The intent is to go out to bid and combine the operation of both treatment plants under one contract.

Mr. King stated that it was a win-win situation and the only issue to come to a fair resolution about is the allocation of the district's cost to operate the wastewater treatment plant.

Mr. Troup stated that the Wastewater Treatment Plant Committee will discuss and make a recommendation to the Board of Selectmen as to the sharing of operational costs.

Audit Advisory Committee: Mr. Plante stated the Board of Selectmen would like to understand if the Audit Advisory Committee was still needed. Mr. King stated the Audit Advisory Committee is a requirement of the Regional Agreement as a result of the financial crisis.

MUNICIPAL COALITION FOR AFFORDABLE HOUSING

Present: Richard Heaton, Affordable Housing Partnership members Doug Storey and Ed Plante, Housing Authority member Kevin O'Brien, Town Clerk Betsy Cussen

Mr. Heaton, Executive Director of the Municipal Coalition for Affording Housing (MCAH) met with the Board to discuss the Coalition's efforts in affordable housing. The MCAH is a non-profit organization set up to develop better methods for producing affordable housing in Massachusetts than currently are provided under Chapter 40B. There is no cost to join and the towns can get actively involved or just receive information. Mr. Heaton stated there are communities in the state that do not feel the Chapter 40B strategy is working and we have lost control of the process. There is also a strong belief that 40B does not provide the real affordable housing we need. Mr. Heaton stated that this issue affects all of us and we can provide a clear direction to our legislators with one voice coming out of many communities to return control to the communities.

Mr. Storey stated that Chapter 40B could use some reform and it was important for the communities to learn from each other and have open dialogue. He stated that the Affordable Housing Partnership has not had an opportunity to meet with Mr. Heaton to discuss the coalition. Mr. Storey stated that there is a role for 40B type projects and noted that Bolton had not passed the Community Preservation Act (CPA). Mr. Troup stated that he did not feel the defeat of CPA meant the town has no interest in subsidizing affordable housing.

The Selectmen suggested that Mr. Heaton meet with the Affordable Housing Partnership to discuss the efforts of MCAH and concerns of Mr. Storey and come back to the Board of Selectmen for further discussion. Mr. O'Brien, member of the Housing Authority expressed interest in attending the meeting with Mr. Heaton and Affordable Housing Partnership.

The Board of Selectmen was invited to attend the seminar to be held on Friday, October 26, 2007 at 10:00 a.m. in Westborough. Mr. Heaton stated that there are 29 towns that have voted to join the coalition.

DEPARTMENT OF PUBLIC WORKS

Snow plowing policy: Mr. Brown provided the Board of Selectmen with the revised snow plowing policy that had been discussed with the selectmen in April but not officially approved at that time.

Mr. Brown stated that plowing operations begin when two to three inches of snow accumulate on the ground. With the present work force and equipment the DPW can generally remove snow that is falling at a rate of $\frac{3}{4}$ per hour or less. Mr. Brown stated that he does not hire out for a two to three inch snow storm.

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to approve the snow plowing policy and operations (see attached). (Troup – yes, Plante – yes)

Flag Policy: The DPW is responsible for putting up and taking down the American Flags. There are twenty one American flags displayed on telephone poles in the center of town during Memorial Day, Flag Day, Independence Day, Labor Day, September 11 and Veterans' Day. The current policy provides for the flags going up and coming down after each holiday. The revised policy provides for the flags going up one week before Memorial Day and coming down after September 11 and then going up one week before Veterans' Day and coming down the following week. Mr. Troup stated that the revised policy is a huge change and keeping the flags up for the long period of time during the summer months is a lot of wear and tear on the flags. He also noted that the DPW is better staffed during the summer months when the EMT's work for the department making it easier to put up and take down the flags on a more regular basis. Mr. Plante stated that he likes the patriotic look and spirit of seeing the flags up in the center of town. Mr. Troup stated that he talked with Bill White, the founder of American flags on

Main Street and he could go either way. He is concerned with the wear and tear on the American flags but also agreed with Mr. Plante.

The final decision on this policy was deferred to the next meeting. Mr. Brown will provide the Board of Selectmen with flag and labor costs in the meantime. Anyone with input regarding the policy should contact the Board of Selectmen.

Snow removal rates: Mr. Brown provided the Board of Selectmen with a spreadsheet of snow removal rates which shows increases over last season's rates. Salt is up 26%, sand is up 12%, fuel is up 5%, wages are up 3% and contractors are up 8%.

Mr. Brown confirmed that the rate of \$130.25 for the All Green Hydroseeding all-wheel drive equipment is the State rate for this type of equipment. If Mr. Brown were to eliminate this equipment he would need another 6 wheeler in that place. The other advantage to this equipment is that it has a sander.

Mr. Plante asked if it would be less expensive to hire drivers to operate the trucks in the barn instead of hiring the driver and the equipment. Mr. Brown stated that all his trucks have dedicated drivers.

Mr. Brown confirmed that the Selectmen were approving the rates and not the contractors.

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to approve the established snow removal rates.

Mr. Brown stated that he is using a 2 to 1 sand/salt mix. His plan is to stay at the same ratio and amount on the main roads and reduce the amount being put down on roads that are not as traveled. The Selectmen agreed that they would discuss the salt and sand ratios with Mr. Brown at a later date.

PARKING LIGHTS AT TOWN FIELDS

Present: Park and Recreation chairman Tom Pokorney and DPW Director Harold Brown
Mr. Plante asked if there was a necessity to have lights in the parking lots of our town fields for sporting activities. Mr. Pokorney stated that until we have night activities we do not need lights in the parking lots. He stated that the Commission has not had any inquiries regarding lights and will keep the Board informed of any requests.

Mr. Pokorney stated that nothing is happening at the present time with the horseshow ring field. In terms of location the Derby field is the better location for an additional field and they will wait until the completion of the wastewater treatment plant to research further.

TOWN ADMINISTRATOR REPORT

Town Clerk: The Board of Selectmen received a letter from Betsy Cussen, Town Clerk, informing them of her intentions to retire/resign from the Town Clerk position

between November 15 and November 21, 2007. Ms. Ross stated that this is an elected position and the Board of Selectmen has the authority to appoint someone to complete Ms. Cussen's term. It is a temporary appointment until the election in May. The Board can hire a resident or non-resident of the town for this period although hiring a resident of Bolton would be advantageous. The Board also has the option to operate without appointing someone to replace her until May. Ms. Ross recommended that the position be advertised in the Telegram and Gazette on Sunday, October 28, 2007 the Bolton Common, Clinton Item, Bolton webpage and the bulletin boards in municipal buildings. Interviews will be conducted the second week of November with an appointment being made at the Board of Selectmen's meeting on November 15th. That will allow the individual to work with Ms. Cussen for a couple of days before she leaves. Ms. Ross confirmed that the workload warrants the position to be filled. The job description, hours and pay scale for the Town Clerk will be reviewed in parallel with the advertising for the position.

Terrorism Insurance: Ms. Ross confirmed that the deductible for this insurance is \$1,000 and the policy provided is for replacement costs. The premium for this terrorism insurance is \$199.00.

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to purchase terrorism coverage for the town. (Plante – yes, Troup – yes)

BatCo: BatCo has submitted a work order to Comcast for work in the Town of Bolton and Comcast has requested permission from the town to perform this work. Comcast will be removing the splitter at the Memorial Field and making a direct connection to run cable from Florence Sawyer School to the Emerson School BatCo office. They will be adding a cable to extend the run from Town Hall into the Emerson School BatCo office where the other cable from Florence Sawyer terminates. They will also install a Comcast cable to the Emerson School location providing basic video, internet and leased internet modem. BatCo will be paying for this work. On a motion made by Troup and seconded by Plante, the Board of Selectmen approved this work. (Plante – yes, Troup – yes)

MAPC: Ms. Ross reported that a representative from MAPC would like to meet with the Board of Selectmen to discuss a bill to create a new regional planning agency.

First Parish Church: The First Parish Church would like to dig up the sidewalk to install underground conduit before paving their driveway. The Selectmen approved of this work and recommended that this work be coordinated with DPW Director Harold Brown.

Halloween Parade: A Halloween parade/party will be held on Sunday, October 28 at 5:00 p.m. The parade will begin at the circle in front of Emerson School and end at the Florence Sawyer School cafeteria with cider and doughnuts for the children.

Flu Clinic: A flu clinic will be held at the senior center at the Bolton Country Manor on Tuesday, November 1 from 10:30 to 12:30 p.m., Thursday, November 3, 2007 from 9:30 to 11:30 a.m., Tuesday, December 1, from 10:30 to 12:30 p.m. and Thursday, December 3, from 9:30 to 11:30 a.m.

House numbering project: Cassie Ela, intern for the police department, finished the house numbering survey of the town in September. There has been a noticeable improvement to residents making house numbers visible. The next intern will be assigned the task of doing a follow-up survey to identify those who have still not complied.

Request for sign: Martha Remington is asking for permission to put up a small sign on the boundary of her property and her neighbor's property stating "do not block the intersection". DPW Director Harold Brown and Police Chief Alfano have concurred with her request. After much discussion it was decided to invite Ms. Remington to a meeting to discuss her request.

Organizational Study: The Selectmen were provided with a list of towns that the consultant will be using as a comparison as part of the organizational study. Ms. Ross asked the Board of Selectmen to review the list and let her know of any recommended revisions.

Site walks: A site walk of the schools is scheduled for Thursday, October 25, 2007 at 11:00 a.m. Everyone should meet in front of Florence Sawyer School.

The Century Mill Road site walk will take place on Saturday, October 20 at 8:00 a.m.

Grant Program: Bolton was not chosen as a recipient of grant funds from the *Financing the Repair, Renovation and Construction of Municipal Police Stations* grant program.

Temporary signs: Mr. Troup reported that he spoke with Mr. Boudreau regarding his concerns related to the Board's decision regarding temporary real estate signs. Mr. Boudreau claimed that no hardship was shown and Mr. Troup explained that a hardship was not required. Mr. Boudreau will be provided with a copy of the letter issued by Frank Krysa, Building Inspector. Mr. Troup suggested that the bylaws be reviewed for possible revisions and suggested that our town planner take on this task or we hire an outside consultant to do this. The Board agreed they would talk with the Planning Board regarding a process for reviewing the bylaws.

DEPARTMENT HEAD GOALS MEETING

The goals meeting will be held on November 15, 2007.

TRI-TOWN MEETING

The next tri-town meeting will be hosted by Bolton on Wednesday, November 7, 2007. Agenda items include: audit advisory committee and insurance issues.

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to adjourn at 9:18 p.m. (Troup – yes, Plante – yes)

Respectfully submitted, Linda L. Day



TOWN OF BOLTON MASSACHUSETTS

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SNOW PLOWING POLICY & OPERATIONS

The following is a general description of the Bolton snow removal plan. So you are aware, each storm is different. However, we do try to follow our snow removal policy as closely as possible.

Our Snow & Ice Removal Program entails three (3) steps:

1. The beginning of the storm
2. During the storm
3. Following the storm

Step 1.

When a snowstorm begins, the Department responds by anti-icing all roads in Town. Treating these roadways serves two purposes. It prevents the snow from bonding and compacting to the pavement and it keeps traffic moving. During certain weather situations, such as ice storms, multiple rounds of de-icing may be applied.

Step 2.

Plowing operations begin when two to three (2-3) inches of snow accumulate on the ground. Each vehicle is assigned to pre-determined route and will remain in this pattern until the storm subsides. The main objective “during” the storm is to keep roadways passable. The department’s snow-fighting ability can be limited depending on the type of precipitation and how quickly it is falling. With our present work-force and equipment, the Department can generally remove snow that is falling at a rate of $\frac{3}{4}$ ” per hour or less.

Step 3.

At the end of the storm, the plows begin to widen out all roads by pushing back the amassed snow beyond the edge of the road. Residents may want to wait until the roads have been widened out before clearing the entrance to their driveways. If a storm ends during the evening hours or over the weekend, widening will occur during regular Public Works hours, 7:00AM to 3:30PM Monday through Friday.

Please be advised that the snow must not be shoveled or plowed back into the roadway from the residents' driveway (Town Bylaw Section 1.19). This creates a hazard to traffic and requires our staff to return to clean it at the residents' expense. A fine not more than \$100.00 will be levied.

The Public Works Department staff is well trained and dedicated to work "around the clock", if necessary, keeping the roadways open and passable. If a plow truck is traveling with its plow up, please do not be misled. They may be returning to the garage for fuel or repairs or might be headed to another section to assist with snow removal.

Easements

A large area of concern is mailboxes. We do not deliberately knock over or damage mailboxes. With the combination of reduced visibility during a snow storm and snow banks, it is not always possible for our drivers to see a mailbox in time to avoid a collision with the plow or heavy snow that is thrown by the moving plow. Remember that any installation within the right-of-way (ex: mailboxes, lawns, sprinkler heads, fences, steps, trees, shrubs, etc...) is placed there at the owner's risk. The Town of Bolton will not repair or replace anything that lies within the Town easement. Consequently, residents are encouraged to place mailboxes at the maximum allowable distance from the pavement and should be inspected regularly to insure that they are secure and that wood posts are in tact.

Spot Sanding

There are times during light precipitation and freeze / thaw cycles where "spot sanding" is necessary. This is generally initiated by the Bolton Police Department. If the Police Department and/or the D.P.W. feels spot sanding is needed in an area after hours, the D.P.W. will be called in to address the immediate problem. Once that problem is addressed, the crew will then check other areas of Town to see if treatment is needed elsewhere.