

Board of Selectmen  
October 3, 2007

Present: Panny Gerken  
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.

Advisory Committee members David Lindsay, Jeanne Shapiro and Stan Wysocki were also present.

#### **SPECIAL TOWN MEETING**

The Board of Selectmen reviewed the Special Town Meeting Warrant articles and voted the following approvals and disapprovals for the articles:

##### **Article 1: Unpaid Bills for Fiscal Year 2007**

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to approve this article. (Gerken – yes, Plante – yes, Troup – yes)

##### **Article 2: Public Safety Center**

On a motion made by Plante and seconded by Troup, the Board of Selectmen voted to approve this article. (Gerken – yes, Plante – yes, Troup – yes)

##### **Article 3: Public Safety Center Training, Emergency Operations Center and Public Meeting Room**

**Discussion:** Originally, the summary of this article provided information regarding the special election override question but has since been deleted from the summary. Mr. Troup felt that it was appropriate to refer to the ballot question in the summary of an article to provide information to the voters and was concerned that by accepting the deletion from the summary of this article the Board was establishing a policy that we don't put the election question information in the town meeting warrant.

On a motion made by Plante and seconded by Troup, the Board of Selectmen voted to approve this article. (Gerken – yes, Plante – yes, Troup – yes)

##### **Article 4: Transfer of Borrowed funds to the design of a sewer force main**

There is expected to be a balance of approximately \$400,000 remaining from the \$2.5 million borrowing for the wastewater treatment plant project, which is scheduled for completion in the next few months. Ms. Ross proposed re-appropriating \$40,000 of those funds for the purpose of designing a sewer force main from the sites of the town library and town fire station (or proposed public safety center) to the wastewater treatment plant. Ms. Ross stated that there is a Massachusetts General Law that does not allow for the transfer of funds from the unexpended proceeds of a project, such as from the bond for the wastewater treatment plant, until the project is completed. Bond Counsel proposed the following language being added to the article: "the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however that no

expenditures shall be made hereunder until the Board of Selectmen determines (which determination shall be conclusive) that after the transfer of such unexpended bond proceeds, the remaining amount of unexpended bond proceeds from the town's Sewer Bonds dated June 15, 2007 is sufficient to complete the wastewater treatment plant project referred to above."

Ms. Ross noted that this article is only for the design and permitting, and is not for the construction. We must go out to bid for the construction after the design is complete, and then go to the May 2008 town meeting to request funding, whether new funding or authority to use prior appropriated funds for the construction.

Mr. Plante stated that when the bonding for the wastewater treatment plant was discussed the options were to bond for only the wastewater treatment plant or to bond to the full \$2.5 million. He stated it was his recollection that these excess funds would be used to offset the costs of the construction of the library and/or the public safety building project, and that those projects' appropriations would be reduced by the amount used. It was Mr. Plante's opinion that the money already budgeted for these projects was more than adequate to engineer, design and construct the force main.

Ms. Gerken stated she did not have a problem with the library project being reduced by the \$65,000 that was budgeted for the septic and leaching field. She also noted that funds had not been budgeted for this purpose in the public safety center/fire station budget, but that it was assumed that the public safety center would be tied into the sewage treatment plant.

Mr. Troup stated he understood that when the \$2.5 million was approved it wasn't so much a budget issue but more of a cash flow issue.

Mr. Plante was also concerned with duplicating efforts by going out to bid for a request for proposal for the force main for the library and public safety building when he felt this was already covered in the approved budgets for the project. He was concerned with having 4 different engineers on a not so complex matter and questioned whether we were really saving money or spending money. Mr. Plante found it premature to be doing a design for something when we don't have established flows, or a building.

Ms. Ross stated that the intent of this article was to allow the treatment plant committee to start the process for hiring an engineer and getting a construction figure for the May town meeting. She felt Mr. Plante's concerns were a separate issue. If the selectmen decided to make the library and public safety building appropriations offset the cost, this could be handled later. She did not feel the town had the authority to start the design without a town meeting article.

The Board of Selectmen agreed that the force main should be designed from the Florence Sawyer School to the fire station, (or public safety building) and library. They also agreed with the \$40,000 for the design and construction of the force main although Mr. Plante felt that the \$40,000 was on the high side. Ms. Gerken and Mr. Troup felt that we

were going to spend the money anyway, and therefore did not see an issue with approving the article.

Mr. Plante stated he felt the article was premature for the November special town meeting and that it could be addressed at the May town meeting.

Mr. Wysocki, Advisory Committee member stated that the article was to establish the ability to design the force main and we should not be debating the number of engineers. He stated that we have already had previous discussions regarding allocated funds being credited for the library, and the public safety building did not budget for the force main. On a motion made by Troup and seconded by Gerken, the Board of Selectmen voted to approve this article. (Gerken – yes, Plante – no, Troup – yes)

Election: Town Counsel confirmed that the Selectmen call the election and the town meeting has no authority to call a debt exclusion vote. Therefore, it is inappropriate to have an article requesting action in the special town meeting warrant.

#### **SPECIAL TOWN ELECTION**

On motion made by Plante and seconded by Troup, the Board of Selectmen voted to place the following questions on the ballot for the election on Tuesday, November 13, 2007. (Gerken – yes, Plante – yes, Troup –yes)

**Question 1:** Shall the Town of Bolton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued in order to finance the design, expansion, construction, renovation, furnishing, and equipping, including any associated costs, of a public safety center at the location of the existing fire station facility? YES\_\_\_ NO\_\_\_

**Question 2:** Shall the Town of Bolton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued in order to finance the design, construction, furnishing, and equipping, including any associated costs, of a public safety center training, emergency operations center and public meeting room to be constructed in conjunction with the public safety center? YES\_\_\_ NO\_\_\_

#### **SPECIAL TOWN MEETING WARRANT**

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to close the special town meeting warrant. (Gerken – yes, Plante – yes, Troup – yes)

#### **BOARD OF SELECTMEN’S GOALS**

The Board of Selectmen reviewed their FY07 goals and reviewed a list of draft goals for FY09 as follows:

1. Establish cellular phone policy – Cell phones are used by the DPW, Police and Ambulance Departments. The Board of Selectmen recommended gathering information regarding the cell phone service plan, and specifics about what cell phones we had.

2. Streamline filing system and record storage.
3. Establish email policy – This goal was expanded to also include computer and internet use.
4. Decrease amount of snow removal complaints – It was recommended that this be a goal of the DPW.
5. Work on implementation of high priority master plan recommendations – The Board of Selectmen agreed to review the master plan and discuss three highlights that they think can be accomplished. The board noted that there was a lot of disagreement amongst participants as to recommendations in the Master Plan and that a process is needed to decide which highlights should be pursued. They requested time be scheduled on their agenda for their November 15 meeting. The Planning Board, Town Planner and other boards and committees will be invited to attend.
6. Form school building committee and begin working on options to meet space needs – Ms. Gerken asked Mr. Plante and Mr. Troup to pass on any names they would like to recommend to serve on the space needs committee.
7. Construction of new cell tower at transfer station site.
8. Complete next phase of library construction on schedule and within budget.
9. Complete next phase of public safety building on schedule and within budget.
10. Implement the organization recommendations for town hall as provided by consultant.
11. Assure a smooth transition in town clerk's office.
12. Continue improved house numbering compliance by residents – The Board of Selectmen requested an update on the house numbering project being done by Cassie Ela, intern for the Police Department.
13. Begin process of designing and construction the force main from the library and public safety building to the treatment plant.
14. Assure smooth completion and beginning operation of sewage treatment plant.

The revisions discussed this evening will be made to the goal list.

The Board reviewed their goals list from 2007. Goals completed included:

1. Maintain and improve town services. – This was accomplished.
2. Control expenses at current levels where possible. – The board thought it did pretty well on this.
3. Publish and begin implementation of the Master Plan. – The Master Plan was published although there have been no efforts to implement any portions of it.
4. Oversee wastewater treatment plant design and construction. – The project is going well, ahead of schedule and under budget.
5. Control energy costs by looking at regionalization, windmills, Mass. Technology Collaborative – An Energy Committee has been formed. The Energy Committee will be attending the Selectmen's meeting on Thursday, October 18, 2007.
6. Continue to support Emergency Response Plan - Mr. Troup needs to complete his emergency response questionnaire 😊,

7. Recommend Senior Health Insurance coverage following IAC's report – This was accomplished and passed by town meeting.
8. Capital Planning (Future Municipal and School Needs) – A committee was formed and is establishing a prioritization process for capital projects.
9. Investigate and recommend future of Personnel Committee. – Three new members were appointed. The organizational study is to look at Personnel Committee functions as well as town hall employee functions.
10. Improve communications with Bolton residents. – While there was progress in this area, the board wants to continue this goal into the next year.
11. Help to find right use to move into Future Electronics – There was no progress on this goal. This goal will be passed on to the Planning Board and Town Planner.
12. Research feasibility of adding a cell tower on town land/develop RFP. – An RFP was issued for land by the transfer station, but there were no responses initially. A second RFP resulted in a proposal that is being evaluated by the town.
13. Investigate Senior transportation (MART) and additional senior parking – The MART van became operational this year, transporting senior citizens around town and to shopping and healthcare in adjoining towns.
14. Participate in Library Construction project. – The board has been actively involved in the architect selection process and appointed a construction committee.
15. Improve traffic flow and safety – traffic study is underway at this time. Line painting and paving has been increased.
16. Complete school lease – This was accomplished and approved by town meeting.
17. Participate in Agricultural Bylaw. – The board appointed an Agricultural Commission after the bylaw successfully passed town meeting.
18. Fix heating system at Town Hall. – The system is operating correctly.
19. Propose new budget spreadsheets. – This was accomplished.
20. Work with Police Chief on budget for FY08. – Things are going well in the police department.

Goals to be carried over from FY07 to FY09 include: implementation of consensus high priority recommendations from the master plan, continue to support emergency response plan, continue to update the Personnel Bylaws, improve communications with Bolton residents (Ms. Gerken and Ms. Ross plan to prepare a newsletter to be distributed to residents with tax bill); construct new cell tower at transfer station site.

The Board of Selectmen will schedule a meeting – possibly as part of their November 15, 2007 Selectmen's meeting with department heads and representatives of the boards, committees and commission to discuss their goals and town goals.

Ms. Ross cautioned the Board not to take ownership of the individual town departmental goals, and suggested there should be a follow up meeting next year to review progress.

#### ANNUAL TOWN MEETING – May 5, 2008

The Board was provided with a copy of the calendar for the annual town meeting on May 5, 2008. This calendar has been reviewed by Betsy Cussen, Town Clerk. Ms. Ross

stated that the budget message will be distributed to all departments, boards, committees and commissions on Monday, October 15, 2007 with draft budgets due back on Tuesday, November 13, 2007. The Board of Selectmen's draft goals will be distributed with the budget message. The Board of Selectmen approved the ATM calendar and budget message.

#### WASTEWATER TREATMENT PLANT

Ms. Ross informed the board that there is approximately \$437,000 left in the bonding for the treatment plant, and there was an additional change order of \$36,000 for the tight tanks. The treatment plant was not scheduled to be completed until September of 2008 and will be ready for start up in December. Therefore, there is approximately six months of operation, at an anticipated monthly cost of \$2,000, that was not budgeted for. Mr. Spratt will be going out to bid for the operation of the treatment plant, as he is doing already for the high school plant, but in FY08 funds will be needed for the remainder of the fiscal year. The options include the school finding funds within their budget, or using funds from the existing treatment plant article. Ms. Ross recommended that the Board of Selectmen discuss this with Superintendent Michael Woods and determine who will be covering these FY08 costs, and who will include the operation in their budget for FY09.

#### APPOINTMENT

On a motion made by Troup and seconded by Plante, the Board of Selectmen voted to appoint Marta Moran as Registrar, term expiration 2010.

Meeting adjourned.

Respectfully submitted, Linda L. Day