



**Board of Selectmen
Minutes
Tuesday, March 24, 2015 at 7:00pm
Town Hall Meeting Room**

The meeting was called to order at 7:00PM by Chair, Stu Sklar in the Town Hall Meeting Room. Selectmen Lucy Wallace, Ron Ricci, and Ken Swanton were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Wildlife Crossing Signs

Bare Hill Pond Watershed Management Committee member Brian McClain asked the board for permission to place Salamander crossing signs along Stow Road. He noticed Bolton does this for a few weeks in anticipation of “Big Night” which he explained is the first warm rainy night of Spring when hundreds of salamanders crawl out of the woods and down to a vernal pool where they mate and lay their eggs. He is motivated to inform the public about this event. He has spoken with the Conservation Commission about his idea and they have agreed to help him with placement of the signs. On a Wallace/Swanton motion, the board voted unanimously to approve placement of salamander crossing signs on Stow Road to be removed by the end of April.

Purchase or lease of ladder truck

Stu Sklar invited Fire Chief Rick Sicard to join the discussion about the possibility of purchasing or leasing a ladder truck. Sklar explained this item has been placed on the agenda due to an email he received from resident Steve Nizgus as a result of a recent chimney fire he had at his property and the ladder truck was instrumental in fighting the fire. This email peaked Sklar’s interest so he contacted Chief Sicard for more details on the truck. Chief Sicard informed him one of our firefighters is a sales representative for a firetruck manufacturer and the company he works for took this vehicle in trade upon the sale of a new truck. They currently do not have a buyer for this vehicle and the company’s owner approached Sicard asking him if he would be interested in housing and using the vehicle for a \$1 a month lease until they find one. The Chief was intrigued by the offer because it gives the department an opportunity to train on this type of truck. He said the truck is still privately owned and when they got the call about the fire at the Nizgus residence it presented a good opportunity to try the truck out. He admitted it worked out phenomenally in this situation. He explained with the large snow banks the ladder truck was able to get the firefighters up to the chimney quickly instead of having to use ladders from the ground. They were easily able to contain the fire and it was a safer situation for the firefighters as well. Sicard said the truck is a 1979 Mack/Baker Aerialscope Tower Ladder. He said this is a vehicle that was designed by the New York City Fire Department that they still use today. He has spoken with the Chief from the community who has decided to trade the truck in and the only reason they are doing it is to stay on track with their capital plan. Before the purchase of the vehicle, the owner (Fleet Masters) would go through all of the systems of the truck and complete all preventative maintenance needed. The sale would also be contingent upon the passing of the certification of the aerial device and also the finding that there are no other major repairs needed. Sicard confirmed the cost of the truck to be \$18,000 with certification costs of \$4,500. They have received commitment from Rollstone Bank to donate \$5,000 toward the purchase of the truck. Ron Ricci and Ken Swanton agreed this request should be discussed by the Capital Planning &

Investment Committee (CPIC) as it falls within their guidelines. Sklar said he asked the Chief to come and discuss the possibility of purchasing the truck after he was contacted by Nigzus. He recommends the Selectmen vote to use funds from the Rantoul Trust to move forward with the purchase. He thinks this is a great opportunity for the town to purchase a truck of this quality at a very inexpensive price. Swanton suggested the board agree to lease the truck for 60 days until full assessment and certifications have been completed. This will also allow time for the CPIC to weigh in. On a Wallace/Ricci motion, the board voted unanimously to authorize a lease for three months, have vehicle certified and other due diligence described go to Capital Planning & Investment Committee to let them weigh in and then the board will make a decision. Sklar did vote in favor of the motion but wanted the vote to be to purchase the truck.

Town Hall Renovation

Architect Drayton Fair and OPM Steve Kirby were both present along with Town Hall Construction Committee members Laura Andrews, Rick Maiore and Bill Barton. Andrews confirmed GVW Inc. as the low bidder for the project. She explained their bid is within our budget and included add alternates for the cupola and the windows. The committee recommends that the Town awards the general contractor contract for the Town Hall project to low bidder GVW Inc., with the understanding that the Committee, Owner's Project Manager, and architect will review the CVs of the site supervisor and the project manager and work with GVW to select the team best suited to this specific project. The Committee also recommends increasing the Clerk of the Works hours from 15 per week to 24 per week. Stu Sklar said he met with Maiore earlier in the day and is quite pleased with the work the committee has done. He is happy the two add alternates can be included. Maiore confirmed the committee's level of confidence is high the project will go smoothly by adding additional hours to the Clerk of the Works. Kirby said after much discussion and review of the company's references everyone agreed this was a good idea. Some of the feedback received indicated additional monitoring is a good idea to finish with a quality project. Kirby admitted a full time Clerk would be ideal but the budget will not allow for that. Fair expressed his full support for the proposal. Tim Bragan confirmed the Project Manager and Site Supervisor will be chosen by the Board of Selectmen. Ken Swanton is excited about the proposal and happy the contractor was properly vetted to meet their professional standards. Fair said staff can be changed at any time during the project if the Town is unhappy with their performance.

Next steps

Fair will attain bond and insurance information and prepare a notice to proceed. Once the notice is issued the clock begins ticking. Maiore said the committee intends to meet once a week throughout the project and provide a summary to the board monthly. The project is expected to be completed in 365 days.

Maiore took a moment to thank Swanton for his assistance through the process with the Historical Commission and continued support from Tim Bragan. Maiore suggested holding an open house the same day as the auction (April 18th). He thought this may be a great time for residents to see the building and take before and after pictures. Bragan confirmed all documentation has been reviewed by Town Counsel and is in good legal standing for the board to go with the low bidder. On a Ricci/Swanton motion, the board voted unanimously to accept recommendation from committee as written. (Attachment A)

Hildreth House project estimate review

Ken Swanton reported after review by the OPM Steve Kirby it has been suggested the estimate be increased by \$99,000. Kirby explained this is a more conservative approach which increases a couple of the contingencies. Swanton said fortunately we have the grant funds the board voted to use toward the project at their last meeting which will cover the increase. Kirby explained some of the changes he made were with prevailing wages and removal of hazardous material. Wallace suggested the borrowing amount authorized reflect the full \$1,360,000 instead of \$1,260,000. She is concerned during detail design if any other increases are realized it would be hard to go back to the town for more money. The board agreed to discuss this further later in the meeting.

Personnel Policy Changes

Personnel Chair Victor Normand was present to review the three proposed changes to insurance, deferred compensation plans and administrative leave. He confirmed public hearings have been held as required in the bylaw.

Insurance

He explained much of the insurance piece is to incorporate policy which the board has already voted on with respect to Other Post-Employment Benefits (OPEB). On a Wallace/Ricci motion, the board voted to adopt amendments to insurance as show and effective 2/26/2015 with addition of workers compensation. (3-1, Swanton – Abstain) Swanton was not on the board when the policy was initially voted on thus why he abstained.

Deferred Compensation

Bragan explained the 457(b) Plan is a retirement plan offered to town employees.

All employees with five or more years of continuous service with the Town are eligible.

Employees may elect to contribute any amount up to 5% of their base salary, as determined by the compensation plan. No other towns in the Commonwealth offer this match. The match will be phased out. On a Wallace/Swanton motion, the board voted to adopt deferred compensation as amended and to clarify the benefit only applies to employees hired before 2/26/2015.

Emergency closures

Normand said the snow emergency closure decision lies with the Town Administrator.

Department heads will be consulted in the process. Sklar said the Library Trustees have always handled closures in the past and are not happy this decision will not be up to them. Wallace pointed out the library employees are town employees which technically fall under the Town Administrator. On a Wallace/Ricci motion, the board voted to adopt change to weather related closings. (3-1, Sklar – Nay)

Lawton land purchase

Harvard Conservation Trust member Peter Dorward asked the Selectmen to rescind their votes from January 13th. Dorward explained shortly thereafter the Planner found a provision in the Town's zoning bylaw that would enable Parcel A to be considered a buildable lot. An independent appraisal was done and Parcel A was valued in excess of \$150,000, thereby enabling its purchase by the Town as originally planned. On a Wallace/Swanton motion, the board voted unanimously to rescind all three votes taken on January 13th as outlined in memo dated 3/19/2015 from Dorward.

Town Administrator Report

Tim Bragan reported the town has been granted \$51,000 from the Governor for pothole repairs.

Bragan announced the Town of Bolton has voted to join the regional dispatch center. He said the legislation has finally passed and will require action from the board at their next meeting.

Special Events Policy

The board made some minor changes to the draft. On a Wallace/Ricci motion, the board voted unanimously to adopt the policy for large scale events as amended.

Annual Town Meeting Warrant review

Sklar announced the General Store will be taking lunch orders at the beginning of the meeting. The Selectmen will be posted at 8:30am.

Article 22 – Hildreth House Access, Safety and Site Improvements – COA

The board discussed what the dollar amount should be for the appropriation and the borrowing. After further debate the following motion was made:

On a Ricci/Swanton motion, the board voted to appropriate \$1,360,000, use balance of grant funding borrowing \$1,241,000. (4-1, Wallace – Nay)

On a Ricci/Swanton motion, the board voted unanimously to support all articles submitted by the Board of Selectmen.

**** On a Swanton motion, the Board voted unanimously by a roll call vote: (Wallace – Aye, Ricci – Aye, Sklar – Aye, Blair – Aye, Swanton - Aye) to enter into executive session at 9:25pm, as authorized by Chapter 30A, Section 21.3 of the Massachusetts General Laws, at a meeting for which 48-hours' notice has been given, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Following the executive session, the Board will reconvene into open session only to adjourn. ****

The meeting was adjourned at 9:50pm.

Documents referenced:

Fire Truck – Fire Chief Letter dated 3.24.2015

Town Hall renovation – memo from THCC dated 3.24.2015

Two letters from LLB: dated 3.19.2015 & 3.24.2015

Letter from G.V.W Inc. dated 3.20.2015

Hildreth House project – budget dated 3.23.2015

Personnel Policy changes – information dated 1.21.2015

Lawton land – letter from Harvard Conservation Trust dated 3.19.2015

Special Events Policy – dated 3.24.2015

Warrant review – summary of articles document