

TOWN OF BOLTON  
BOARD OF SELECTMEN  
TUESDAY, MAY 8, 2018 – 7:00 P.M.  
TOWN HALL

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
  - A. April 3, 2018 Meeting.
  - B. April 21, 2018 Special Meeting.
  - C. April 21, 2018 Retreat.
4. Correspondence.
5. Unfinished Business.
6. New Business:
  - A. Charter Oak Greenway Shared Use Path and Path Extension.
  - B. Lower Bolton Lake Status Report.
  - C. FY18 Budget.
  - D. FY19 Budget.
  - E. Consider and Act on Public Hearing for Stormwater Ordinance.
  - F. Participation in Remote Meetings.
  - G. Consider and Act on Budget Transfers and/or Appropriation Requests.
7. Ongoing Business:
  - A. Subcommittee Reports.
  - B. Properties and Facilities.
  - C. Revenue Sources.
8. First Selectman's Report:
  - A. Memorial Day Parade.
  - B. Other Updates.
9. Administrative Officer's Report:
  - A. Easter Gateways Study.
  - B. CRCOG.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
MINUTES  
REGULAR MEETING TUESDAY, APRIL 3, 2018**

		<b>Present</b>	<b>Absent</b>
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Robert Morra	X	
Selectman	Mike Eremita	X	
Selectman	Kim Miller	X	
Selectman	Nicole Sullivan	X	
Administrative Officer	Joyce Stille	X	
Others	5 members of the public	X	

**1. Call to Order**

By: Sandra Pierog

Time: 7:04 p.m.

Place: Town Hall

All rose to recite the Pledge of Allegiance.

**2. Public Comment:**

Michael Sontag is proposing the installation of a weather station for his Eagle Scout project. He has spoken the representative of the Heritage Farm for the location of the weather station. An alternative location of the Town Hall was offered as a possibility should historic preservation concerns at Heritage Farm or his timeline be jeopardized. The Selectman agreed on supporting his proposal by consensus.

**Motion:** Move to now hear item 10, Appointments.

By: Eremita

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Miller, Morra, Sullivan

Against: None

Abstain: None

**Motion:** Move to approve the appointment of Raymond Soma to the Senior Commission.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Miller, Morra, Sullivan

Against: None

Abstain: None

Stille informed Soma that his term as a full member of the Senior Commission will be until on July 1, 2019.

Brian Miller spoke as one of the race directors for the Bolton Road Race. He is here to request approval of holding the race on March 10, 2019 beginning at 1:00 p.m.

**Motion:** Move to approve the requested date of March 10, 2019 for the Bolton Road Race.

By: Miller

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Miller, Morra, Sullivan

Against: None

Abstain: None

### **3. Approval of Minutes:**

#### **A. March 8, 2018 Regular Meeting**

**Motion:** Move to approve the minutes of the March 8, 2018, meeting as corrected.

With the following corrections:

- Page 2, item c – change “February 24” to “March 24”
- Page 2, item c – change the last sentence to read – “There will be no catfish stocking this year and it was not done in 2017; reviewed on a biannual basis.”

By: Morra

Seconded: Miller

Voting:

For: Pierog, Miller, Morra, Sullivan

Against: None

Abstain: Eremita

#### **B. March 8, 2018 Special Meeting**

**Motion:** Move to approve the minutes of the March 8, 2018, meeting.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Miller, Morra, Sullivan

Against: None

Abstain: Eremita

### **4. Correspondence:**

None

### **5. Unfinished Business:**

None

**6. New Business:**

**A. Charter Oak Greenway Shared Use Path and Path Extension**

Piergo reported that Camp Meeting Road will be closed this weekend from Friday at 7:00 p.m. until Monday at 5:00 a.m. for the installation of the pedestrian bridge. The exit ramp from I-384 is scheduled to be closed the weekend of April 14-15 for the sewer work and again the weekend of April 27-28 for installation of that pedestrian bridge, although these dates remain fluid.

**B. Lower Bolton Lake Status Report**

George Knoecklein gave a status update about the lake last week. A copy of the report was distributed. The lake is improving to what Knoecklein thinks should be a healthy lake.

**C. FY18 Budget**

Stille reported on the expenditure report through March 31<sup>st</sup> and the tax collection summary through February 28<sup>th</sup>. The overtime from the snowstorm prior to yesterday has not hit the March books. The overtime line item is gone, but monies can be transferred from the sand and salt budget.

**D. FY19 Budget**

The public hearing on the budget is scheduled for May 1, 2018. Discussion ensued about how the public hearing and budget information is communicated to the public. Graphics create a simple, visual statement that may capture attention. Pierog and Stille will follow up on the information dissemination.

**E. Consider and Act on 41<sup>st</sup> Annual Road Race Request – March 10, 2019**

See section 2 Public Comment.

**F. Consider and Act on Call and Resolutions for Annual Town Meeting**

**Motion:** Move to approve the Call for Annual Town Meeting and resolutions as presented in Attachment A.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Miller, Morra, Sullivan, Eremita

Against: None

Abstain: None

**G. Consider and Act on May Board of Selectmen Meeting Date**

**Motion:** Move to approve the May Board of Selectmen Meeting Date change to May 8, 2018.

By: Eremita

Seconded: Sullivan

Voting:

For: Pierog, Miller, Morra, Sullivan, Eremita

Against: None

Abstain: None

#### **H. Consider and Act on Budget Transfers and/or Appropriation Requests**

**Motion:** Move to approve the requested budget transfers in the Highway Budget of: \$9,500.00 from sand and salt to new equipment and \$5,000.00 from sand and salt to overtime.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Miller, Morra, Sullivan, Eremita

Against: None

Abstain: None

#### **7. Ongoing Business:**

##### **A. Subcommittee Reports**

##### **B. Properties and Facilities**

Bolton Heritage Farm is slated for house painting and having the porch rebuilt. Quotes for the work are being obtained. The porch is falling down and a Keep Out sign has been posted. Herrick Park handicap ramp work is being started this week. Notch Road Municipal Center structural report should be completed this month.

##### **C. Revenue Sources**

None

#### **8. First Selectman's Report:**

##### **A. Senate Bill 181**

The special conveyance tax was overwhelmingly voted down.

##### **B. 2018 Connecticut Preservation Award**

Pierog will be attending the ceremony in Newton. The Heritage Farm is being awarded a statewide preservation plaque. Stille will have notice of the award posted on the website.

##### **C. Other Updates**

The Board will hold a retreat at the Town Hall on April 21, 2018 from 8:00 a.m. – noon.

**9. Administrative Officer's Report:**

**A. Eastern Gateways Study**

Public meetings for the transportation, multi-nodal study will be held in Coventry, Mansfield, and Tolland.

**B. Stormwater Ordinance (MS4)**

This will be acted on by the Board in the near future. A draft is being reviewed. Comments should be sent to Stille. A public hearing date will be determined at the May meeting.

**C. Audit**

The audit for the Town was distributed.

**D. Personnel**

Courtney Cannella has left to take a position in another community. It is anticipated to have a replacement in May.

**E. Credit Card Payment System**

This is being looked at on a no cost basis to the town. Possible locations for the system include the Tax Department, the Building Official, the Town Clerk, Selectman's office and Recreation department.

**10. Appointments:**

See Section 2 Public Comment.

**11. Executive Session:**

**A. Personnel – Administrative Officer Mid-Year Review**

**Motion:** Move to enter Executive Session, including Joyce Stille, at 8:21 p.m. to discuss the Administrative Officer's mid-year review.

By: Eremita

Seconded: Sullivan

Voting:

For: Pierog, Miller, Morra, Sullivan, Eremita

Against: None

Abstain: None

Executive session ended at 8:33 p.m.

**12. Adjournment:**

**Motion:** Move to adjourn at 8:34 p.m.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Miller, Morra, Sullivan, Eremita

Against: None

Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Board of Selectmen Recording Secretary

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.

3.B.

**BOARD OF SELECTMEN  
SATURDAY, APRIL 21, 2018 - SPECIAL MEETING  
MINUTES**

The Board of Selectmen held a special meeting on April 21, 2018 at the Town Hall with First Selectman Sandra Pierog residing. Also in attendance were: Selectmen Robert Morra, Kim Miller, Michael Eremita and Nicole Sullivan; and Administrative Officer Joyce Stille.

**1. Call to Order**

S. Pierog called the meeting to order at 8:00 a.m.

**2. Consider and Act on Budget Transfers and/or Appropriation Request**

A motion was made by R. Morra, seconded by M. Eremita, to approve the following transfer requests:

Budget	Amount	From Line Item		To Line Item
Fringe Benefits	\$5,000.00	Worker's Compensation	to	Unemployment Compensation
Data Processing	\$170.00	Other Contracts	to	New Equipment
	\$270.00	Repairs & Maintenance	to	New Equipment
	\$1,548.00	Office Operating	to	New Equipment
Highway	\$11,000.00	Sand & Salt	to	New Equipment
	\$1,900.00	Other Payroll	to	New Equipment
Insurance/Probate	\$400.00	Property & Liability	to	Vendor Payments

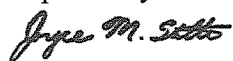
Motion unanimously passed.

A motion was made by R. Morra, seconded by M. Eremita, to authorize the Administrative Officer or First Selectman to approve budget transfer requests up to a \$5,000 single transfer. Any single budget transfer request shall be approved by the Board of Selectmen either by poll vote or at a meeting. A report of the budget transfers shall occur on a monthly basis to the Board of Selectmen. Motion unanimously passed.

**3. Adjournment.**

A motion was made by R. Morra, seconded by N. Sullivan, to adjourn the meeting at 8:10 a.m. Motion unanimously passed.

Respectfully Submitted,



Joyce M. Stille

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.



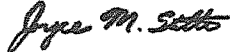
3, C,

**BOARD OF SELECTMEN  
SATURDAY, APRIL 21, 2018 - RETREAT  
MINUTES**

The Board of Selectmen held a retreat on April 21, 2018 at the Town Hall with First Selectman Sandra Pierog presiding. Also in attendance were: Selectmen Robert Morra, Kim Miller, Michael Eremita and Nicole Sullivan; and Administrative Officer Joyce Stille.

The retreat began at 8:10 am. The group discussed a length various topics including but not limited to the following: shared services; facilities; budget; Charter Study Committee; emergency services; personnel and fees. The retreat ended at 12:23 p.m.

Respectfully Submitted,



Joyce M. Stille

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.

6.C.

FY18 April 30, 2018	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended		FY17	FY16	FY15
Administration	\$282,713	\$282,713	\$218,797.46	\$63,915.54	\$7,584.03	\$56,331.51	80.07%	75.40%	79.00%	78.13%	
Prof and Tech Svcs	\$278,450	\$278,450	\$165,845.12	\$112,604.88	\$8,220.09	\$104,384.79	62.51%	75.99%	59.61%	66.33%	
Financial Administration	\$220,712	\$220,712	\$162,425.08	\$58,286.92	\$1,156.21	\$57,130.71	74.12%	71.94%	79.40%	90.08%	
Auditing	\$23,000	\$23,000	\$20,000.00	\$3,000.00	\$0.00	\$3,000.00	86.96%	97.83%	71.43%	100.00%	
Assessor	\$77,026	\$77,026	\$56,418.87	\$20,607.13	\$340.00	\$20,267.13	73.69%	74.37%	75.20%	77.77%	
Tax Collector	\$96,184	\$91,684	\$64,071.90	\$27,612.10	\$250.00	\$27,362.10	70.16%	73.16%	79.18%	82.63%	
Data Processing	\$109,851	\$109,851	\$83,435.44	\$26,415.56	\$15,713.80	\$10,701.76	90.26%	89.97%	64.43%	54.02%	
Town Clerk	\$113,472	\$113,472	\$89,046.25	\$24,425.75	\$590.00	\$23,835.75	78.99%	78.41%	77.43%	80.33%	
Property Insurance	\$131,088	\$130,688	\$112,075.48	\$18,612.52	\$0.00	\$18,612.52	85.76%	87.91%	84.13%	84.71%	
Probate	\$5,280	\$5,680	\$5,673.00	\$7.00	\$0.00	\$7.00	99.88%	98.95%	94.60%	100.00%	
Elections	\$39,107	\$39,107	\$15,983.53	\$23,123.47	\$10.02	\$23,113.45	40.90%	44.11%	42.43%	51.95%	
Board of Finance	\$2,200	\$2,200	\$675.00	\$1,525.00	\$433.00	\$1,092.00	50.36%	35.91%	29.55%	36.02%	
Public Building Commission	\$540	\$540	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	12.04%	0.00%	0.00%	
Parks/Town Building Ops	\$677,637	\$677,637	\$463,110.55	\$214,526.45	\$26,034.47	\$188,491.98	72.18%	72.27%	65.21%	78.14%	
Police	\$365,293	\$365,293	\$1,211.82	\$364,081.18	\$0.00	\$364,081.18	0.33%	1.43%	0.76%	1.19%	
Fire	\$179,032	\$179,032	\$82,530.55	\$96,501.45	\$48,899.16	\$47,602.29	73.41%	81.38%	72.40%	60.38%	
Animal Control	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	80.00%	0.00%	0.00%	
Fire Marshal	\$14,724	\$14,724	\$6,465.55	\$8,258.45	\$0.00	\$8,258.45	43.91%	76.55%	82.59%	84.68%	
Highways and Streets	\$991,064	\$991,064	\$713,175.87	\$277,888.13	\$60,055.04	\$217,833.09	78.02%	81.68%	77.52%	80.39%	
Public Health Admin	\$33,240	\$33,240	\$27,083.36	\$6,156.64	\$0.00	\$6,156.64	81.48%	80.33%	77.29%	77.72%	
Seniors / Social Services	\$160,977	\$160,977	\$113,589.65	\$47,387.35	\$419.85	\$46,967.50	70.82%	68.00%	76.34%	60.04%	
Conservation	\$1,575	\$1,575	\$1,075.00	\$500.00	\$0.00	\$500.00	68.25%	60.68%	59.37%	79.37%	
Recreation	\$33,185	\$33,185	\$33,185.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%	0.00%	0.00%	
Library	\$285,561	\$285,561	\$220,936.67	\$64,624.33	\$5,626.04	\$58,998.29	79.34%	79.09%	81.11%	84.04%	
Land Use	\$270,408	\$270,408	\$192,100.63	\$78,307.37	\$2,250.00	\$76,057.37	71.87%	74.76%	74.73%	67.39%	
Planning & Zoning	\$6,580	\$6,580	\$1,650.36	\$4,929.64	\$0.00	\$4,929.64	25.08%	21.63%	28.17%	24.00%	
Zoning Board of Appeals	\$1,440	\$1,440	\$494.91	\$945.09	\$0.00	\$945.09	34.37%	12.15%	26.04%	9.35%	
Inlands/Wetlands	\$2,235	\$2,235	\$978.57	\$1,256.43	\$0.00	\$1,256.43	43.78%	24.11%	21.55%	55.29%	
Open Space	\$645	\$645	\$0.00	\$645.00	\$0.00	\$645.00	0.00%	0.00%	0.00%	29.46%	
Economic Development	\$2,000	\$2,000	\$500.00	\$1,500.00	\$0.00	\$1,500.00	25.00%	35.75%	39.50%	22.00%	
Fringe Benefits	\$823,929	\$836,429	\$661,632.69	\$174,796.31	\$0.00	\$174,796.31	79.10%	76.84%	75.26%	78.91%	
Waste Collection	\$486,714	\$478,714	\$364,068.05	\$114,645.95	\$0.00	\$114,645.95	76.05%	73.70%	72.68%	72.68%	
Totals	\$5,719,362	\$5,719,362	\$3,881,236.36	\$1,838,125.64	\$177,581.71	\$1,660,543.93	70.97%	72.77%	69.46%	72.43%	

## STORMWATER ORDINANCE

**Section 1. - Purpose.**

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of Bolton through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the storm drainage system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- (1) To regulate the contribution of pollutants to the storm drainage system through stormwater discharges by any user.
- (2) To prohibit illicit connections and discharges to the storm drainage system.
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.

**Section 2. - Definitions.**

For the purposes of this ordinance, the following shall mean:

*Best management practices (BMPs)* shall mean schedules of activities, prohibition of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

*Clean Water Act* shall mean the federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

*Construction activity* shall mean activities subject to NPDES construction permits. Currently these include construction projects resulting in land disturbance of five (5) acres or more. Beginning in March 2003, NPDES storm water phase II permits have been required for construction projects resulting in land disturbance of one (1) acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

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*Facility* shall mean any building, lot, parcel of land, or portion of land whether improved or unimproved, including adjacent sidewalks and parking strips.

*Administrative Officer* shall mean the Bolton Administrative Officer or their authorized designee.

*Hazardous materials* shall mean any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

*Hearing officer* shall mean the person designated from time to time by the Administrative Officer to hear appeals in accordance with section 15 herein.

*Illegal discharge* shall mean any direct or indirect non-stormwater discharge to the storm drain system, except as exempted in section 7 of this ordinance.

*Illicit connections* shall mean the following:

Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited to, any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the Administrative Officer; any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the Administrative Officer or other public official or body having jurisdiction thereof.

*Industrial activity* shall mean activities subject to NPDES industrial permits as defined in 40 CFR, Section 122.26 (b)(14).

*National Pollutant Discharge Elimination System (NPDES) storm water discharge permit* shall mean a permit issued by EPA (or by a state under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

*Non-stormwater discharge* shall mean any discharge to the storm drain system that is not composed entirely of stormwater.

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*Person* shall mean any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

*Pollutant* shall mean anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

*Storm drainage system* shall mean the publicly-owned facilities by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

*Stormwater* shall mean any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

*Stormwater pollution prevention plan* shall mean a document that describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

*Wastewater* shall mean any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

*Watercourse* shall mean a permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water. This includes but is not limited to lakes, ponds, rivers, streams and any other surface water defined as a watercourse by the town's inland wetland regulations.

### **Section 3. - Applicability.**

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the Administrative Officer.

### **Section 4. - Responsibility for administration.**

The Administrative Officer shall, in consultation with the town engineer and Highway Supervisor, administer, implement, and enforce the provisions of this ordinance. The Administrative Officer may delegate their powers and duties under this ordinance to an authorized designee.

**Section 5. - Severability.**

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this ordinance.

**Section 6. - Ultimate responsibility.**

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

**Section 7. - Discharge prohibitions.**

- (1) *Prohibition of illegal discharges.* No person shall discharge or cause to be discharged into the storm drainage system any materials, including but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater.

The commencement, conduct or continuance of any illegal discharge to the storm drainage system is prohibited except as described as follows:

- (a) The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if dechlorinated - typically less than one (1) PPM chlorine), firefighting activities, and any other water source not containing pollutants.
- (b) Discharges specified in writing by the Administrative Officer as being necessary to protect public health and safety.
- (c) Dye testing is an allowable discharge, but requires a written notification to the Administrative Officer prior to the time of the test. Said written notification may be in the form of electronic mail, facsimile transmission or hard copy letter format.

- (d) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

(2) *Prohibition of illicit connections.*

- (a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- (b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (c) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the storm drainage system, or allows such a connection to continue.

**Section 8. - Suspension of storm drainage system access.**

*Suspension due to illicit discharges in emergency situations.* The Administrative Officer may, without prior notice, suspend storm drainage system discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm drainage system or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the Administrative Officer may take such steps as deemed necessary to prevent or minimize damage to the storm drainage system or Waters of the United States, or to minimize danger to persons.

*Suspension due to the detection of illicit discharge.* Any person discharging to the storm drainage system in violation of this ordinance may have their storm drainage system access terminated if such termination would abate or reduce an illicit discharge. The Administrative Officer will notify a violator of the proposed termination of its storm drainage system access. The violator may petition the Administrative Officer for reconsideration and hearing.

A person commits an offense if the person reinstates storm drainage system access to premises terminated pursuant to this section, without the prior approval of the Administrative Officer.

**Section 9. - Industrial or construction activity discharges.**

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Administrative Officer prior to the allowing of discharges to the storm drainage system.

**Section 10. - Right of entry, evaluation, and monitoring of damages.**

(a) *Applicability.* This section applies to all facilities that have stormwater discharges associated with industrial or construction activity, and any other commercial or residential facilities that discharge stormwater to the storm drainage system.

(b) *Access to facilities.*

(1) The Administrative Officer shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives or designees of the Administrative Officer.

(2) Facility operators shall allow the Administrative Officer ready access to all parts of the facility for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of a town, state or federal NPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.

(3) The Administrative Officer shall have the right to set up on any NPDES permitted facilities such devices as are necessary in the opinion of the Administrative Officer to conduct monitoring and/or sampling of the facility's stormwater discharge.

(4) The Administrative Officer has the right to require the installation of sampling and monitoring equipment on any NPDES permitted facility by the discharger at its own expense. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

(5) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Administrative Officer and shall not be replaced. The costs of clearing such access shall be borne by the operator.



(6) Unreasonable delays in allowing the Administrative Officer access to a permitted facility is a violation of a stormwater discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge stormwater associated with industrial activity commits an offense if the person denies the Administrative Officer reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

(7) If the Administrative Officer has been refused access to any part of the facility from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the Administrative Officer may seek issuance of a search warrant from any court of competent jurisdiction.

(8) While performing the necessary work on private properties referred to in subsections (b)(1) through (5) of this section, the Administrative Officer shall observe all safety rules applicable to the premises established by the facility.

**Section 11. - Requirement to prevent, control, and reduce stormwater pollutants by the use of best management practices.**

The Administrative Officer will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drainage system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the storm drainage system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or facility, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm drainage system as directed by the Administrative Officer. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial or construction activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPP) as necessary for compliance with requirements of the NPDES permit.

**Section 12. - Watercourse protection.**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within

the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

**Section 13. - Notification of spills.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the storm drainage system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the Administrative Officer in person or by phone, electronic mail or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Administrative Officer within three (3) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

**Section 14. - Enforcement.**

(a) *Notice of violation.* Whenever the Administrative Officer finds that a person has violated a prohibition or failed to meet a requirement of this ordinance, he/she shall order compliance by written notice of violation to the responsible person. Such notice may require, without limitation:

- (1) The performance of monitoring, analyses, and reporting;
  - (2) The elimination of illicit discharges or connections;
  - (3) That violating discharges, practices, or operations shall cease and desist;
  - (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
- and
- (5) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property are required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the

violator fail to remediate or restore within the established deadline, the Administrative Officer may order the work be done by a designated governmental agency or a contractor and the violator fined an amount equal to the expense thereof, in addition to any fines imposed in subsections (b) or (c) of this section.

**(b)** *Procedure for issuance of citations.*

**(1)** The Administrative Officer shall issue a written notice to any person who violates any provision of this ordinance. No written notice may be issued against the state or any state official or state employee acting within the scope of his employment. Such written notice shall explain the nature of the violation and the steps required for compliance, and shall allow a seventy-two-hour period within which to correct the violation or within which a written plan for correction shall be submitted to the Administrative Officer, setting forth a reasonable time period for correction of the violation as agreed upon by the Administrative Officer. A written notice issued pursuant to this subsection shall be served: 1) by hand delivery, at which time the seventy-two-hour period shall begin; or 2) by certified mail return receipt requested and by regular first class mail. Three (3) business days shall be allowed for mail delivery of the notice prior to the commencement of the seventy-two-hour period.

**(2)** Within two (2) business days after the period for correction established in subsection (a) expires, the Administrative Officer shall reinspect the subject property to determine compliance.

**(3)** If the violations set forth in the written notice have not been corrected at the time of reinspection, the Administrative Officer, in their capacity as chief executive officer, may issue a citation and fine of up to one hundred dollars (\$100.00) for each violation by hand, by certified return receipt requested, by leaving a true and attested copy of the citation at the usual place of abode or residence of the person in violation, or in the case of a corporate or business entity, delivery to the business address or the address of the statutory agent of said entity. No such fine shall be levied against the state or any state official or state employee acting within the scope of his employment. All citations issued pursuant to this section shall state the violation for which the citation is being issued, the fine imposed for the violation, the time period within which the fine must be paid, and an address for remittance of the fine.

**(c)** *Compliance periods after citation.*

**(1)** Any violation for which a citation is issued and which is not corrected within the time period specified in subsection (b) of this section shall be a new violation of this ordinance, and every twenty-four-hour period thereafter in which the violation is not corrected

shall constitute a new violation. The citation shall include a notice to the alleged violator that each twenty-four-hour period of noncompliance after the time period specified in section 14(b) shall constitute a new violation and a new fine of up to one hundred dollars (\$100.00).

- (2) The Administrative Officer shall not be responsible for a daily reinspection. Rather, the person to whom the citation has been issued shall be responsible for reporting subsequent compliance by way of written report to the Administrative Officer. The Administrative Officer shall reinspect to confirm compliance within one (1) business day of receipt of such report.

(d) *Payment of fines.*

- (1) All fines imposed under this ordinance which are uncontested shall be made payable to the Town of Bolton and shall be received by the Administrative Officer within ten (10) calendar days from date of notice of the citation. All fines collected by the Administrative Officer shall be deposited into the Town of Bolton General Fund.

**Section 15. - Appeals.**

- (a) If the Administrative Officer issues a notice of violation, the Administrative Officer shall send written notice of action and a statement of the right to an appeal to the facility operator or facility owner.
- (b) The facility operator or facility owner may appeal a notice of violation to the Administrative Officer by setting forth in writing the reasons for the appeal within fifteen (15) calendar days after date of the notice of violation.
- (c) The facility operator or facility owner may appeal the decision of the Administrative Officer to the hearing officer as follows:
  - (1) The facility operator or facility owner may file a written request for a review by paying an appeal fee of twenty-five dollars (\$25.00) and setting forth the reasons for the appeal within twenty (20) calendar days after the date of notification of the decision from the Administrative Officer. Appeal fees shall be returned to the appealing facility operator or facility owner if the appeal is upheld.
  - (2) The hearing officer shall conduct a hearing within thirty (30) calendar days of the receipt of the request. The hearing shall be informal in nature. The person requesting the hearing may testify concerning the facts, circumstances and nature of their appeal and may present supporting documentation.

The hearing officer shall render a written decision within fifteen (15) calendar days of the hearing. The decision will affirm or reverse the decision of the Administrative Officer.

- (d) Filing of a request for appeal shall stay the action by the Administrative Officer requiring payment of a surcharge until the hearing officer has completed his review. If a request for appeal is not made within the twenty-calendar day period, the action of the Administrative Officer is final.

**Section 16. - Injunctive relief.**

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. If a person has violated or continues to violate the provisions of this ordinance, the Administrative Officer may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

**Section 17. - Compensatory action.**

In lieu of enforcement proceedings, penalties, and remedies authorized by this ordinance, the Administrative Officer may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, watershed cleanup, or other related activities.

**Section 18. - Violations deemed a public nuisance.**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

**Section 19. - Criminal prosecution.**

Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law. The Administrative Officer may recover all attorneys' fees, court costs, and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

**Section 20. - Remedies not exclusive.**

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the Administrative Officer to seek cumulative remedies.

**Section 21. - Adoption of ordinance.**

All prior ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

MICHELSON, KANE, ROYSTER & BARGER, P.C.

ATTORNEYS AND COUNSELORS AT LAW

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\*ALSO ADMITTED IN  
NEW YORK

April 9, 2018

OPINION LETTER 205

RECEIVED

APR 11 2018

TOWN OF BOLTON  
SELECTMEN'S OFFICE

Via Email & U.S.P.S.

Joyce Stille  
Administrative Officer  
Town of Bolton  
222 Bolton Center Road  
Bolton, CT 06043

**RE: Town of Bolton – Storm Water Ordinance/ MS4 Permit Compliance**

Dear Joyce:

This opinion letter is in response to the Town's proposed Stormwater Ordinance which was drafted in compliance with the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems ("MS4 Permit"), issued by the Connecticut Department of Energy & Environmental Protection (CT DEEP) on January 20, 2016 pursuant to the National Pollution Discharge Elimination System program established by the Clean Water Act (33 U.S.C. §1251 et seq.). As discussed more fully below, the ordinance complies with the requirements of MS4 Permit and the Town of Bolton has the authority to impose the various civil and criminal penalties as well as the compensatory actions.

The Clean Water Act (CWA), Section 402 (33 USC §1342) directs the Environmental Protection Agency (EPA) to implement a national pollutant discharge elimination system (NPDES) and propound regulations governing the issuance of permits for discharges into navigable waters only if in compliance with the provisions of the CWA. This includes discharges from Small Municipal Separate Storm Sewer Systems (MS4). The CWA further provides that the EPA may authorize States to administer and enforce a permit program to carry out the objectives of the CWA within the jurisdiction of such state. (33 USC §1342(a)(5)) Additionally, the CWA (33 USC §1319) authorizes the imposition of civil penalties as well as criminal sanctions for negligent or knowing violations of any conditions of a permit issued under the CWA as well as for making false statements on any applications, reports or plans submitted in compliance with the NPDES permitting process or tampering with any monitoring device.

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Connecticut has adopted the Water Pollution Control Act in order to implement the requirements of the CWA. Under Conn. Gen. Stat. 22a-430 the commissioner of the CT DEEP is responsible for implementing the permitting process for discharge into waterways. The CT DEEP MS4 permit, effective July 1, 2017, requires that, within one year, permit holders shall develop a written Illicit Discharge Detection and Elimination program which establishes the necessary and enforceable legal authority by statute, ordinance, rules and regulations, permit, easement, contract, order, or any other means to eliminate illicit discharges.

The Town of Bolton proposed Stormwater Ordinance closely follows the Model Illicit Discharge and Connection Stormwater Ordinance provided by CT DEEP in the 2004 Connecticut Stormwater Quality Manual.<sup>1</sup> The proposed ordinance is consistent with the authority and obligations imposed by the issuance of the MS4 General Permit as to the detection and elimination of illicit discharges to the MS4.

Furthermore, the ordinance provisions are within the scope of municipal authority granted pursuant to Conn. Gen. Stat. §7-148 which states that municipal powers shall be exercised by ordinance where the exercise of such powers has the effect of (1) establishing rules or regulations of general municipal application, the violation of which may result in the imposition of fine or other penalty including community service for not more than twenty hours; or (2) creating a permanent local law of general applicability. Under §7-148, municipalities are granted numerous powers, including *inter alia*:

- i. authority to lay out, construct, reconstruct, repair, maintain, and operate sewer and drainage systems (§7-148(c)(6)(B)(i));
- ii. regulatory and police powers to provide for the health of the inhabitants of the municipality and do all things necessary or desirable to secure and promote the public health (§7-148(c)(7)(H)(xi));
- iii. authority to provide for the protection and improvement of the environment, including but not limited to coastal areas, wetlands, and areas adjacent to waterways (§7-148(c)(8)(A)); and
- iv. to make all lawful regulations and ordinances in furtherance of any general powers as enumerated in this section, and prescribe penalties for the violation of the same in accordance with the general statutes (§7-148(c)(10)(A)).

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<sup>1</sup> Available at

[http://www.ct.gov/deep/lib/deep/water\\_regulating\\_and\\_discharges/stormwater/manual/Apx\\_C\\_Model\\_Ordinances.pdf](http://www.ct.gov/deep/lib/deep/water_regulating_and_discharges/stormwater/manual/Apx_C_Model_Ordinances.pdf)

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In light of the foregoing, the proposed ordinance complies with the requirements of the MS4 Permit and is within the scope of municipal authority. Should this letter raise any additional questions or concerns, please contact the undersigned.

Sincerely,

*Carolyn A. Young*

Carolyn A. Young, Esq.

Richard Barger, Esq.



DRAFT

6.F.

## **Town of Bolton Board of Selectmen Policy Attendance at Meetings via Electronic Communications**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions.

The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

The Board authorizes the administration to provide the equipment required to implement this Board procedure.

### **Guidelines**

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the First Selectman determines either condition is not occurring, they shall terminate the Board member's attendance through electronic communications for that meeting.

No member may participate electronically more than four (4) times in the course of a fiscal year. No member may participate electronically more than three (3) consecutive meetings. Members participating by remote access shall not be included for purposes of determining a quorum of a meeting of the Board of Selectmen. No more than two, (2), Members may connect remotely for any meeting, provided the remaining three, (3); members are present in person as the necessary quorum. All Members participating by remote access shall be recorded in the minutes as being, "Present – Remote Access".

To attend a Board meeting through electronic communications, a Board member shall comply with the following conditions:

- a. Submit reasonable notice to the First Selectman and Administrative Officer prior to the meeting.
- b. Participate in the entire Board meeting.
- c. Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.
- d. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/her self by name and be recognized by the First Selectman before speaking.

FY18 TOWN GOVERNMENT  
BUDGET TRANSFERS

May 2018

BOS

6.6.

Budget	Amount	From Line Item	To Line Item
Senior /Social Services	\$1,500.00	Other Payroll	Vendor Payments
Data Processing	\$725.00	Other Contracts	New Equipment