

**TOWN OF BOLTON
BOARD OF SELECTMEN
THURSDAY, MARCH 8, 2018 – 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - A. February 6, 2018 Meeting.
 - B. February 13, 2018 Budget Workshop.
4. Correspondence.
5. Unfinished Business.
6. New Business:
 - A. Girl Scouts Recognition.
 - B. Charter Oak Greenway Shared Use Path and Path Extension.
 - C. Lower Bolton Lake Status Report.
 - D. FY18 Budget.
 - E. FY19 Budget.
 - F. 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. Senate Bill 181.
 - B. Other Updates.
9. Administrative Officer's Report:
 - A. Crumbling Foundations.
 - B. Nathan Hale Greenway.
10. Appointments.
11. Executive Session:
 - Personnel – Contract for AFSCME Local 818.
12. Adjournment.

**Town of Bolton
Board of Selectmen
February 6, 2018 Meeting Minutes**

The Board of Selectmen held its regular meeting on February 6, 2018, at the Town Hall with the First Selectman Sandra Pierog presiding. Also in attendance were: Selectmen Kimberly Miller, Nicole Sullivan, Robert Morra, and Michael Eremita; Administrative Office Joyce Stille; and approximately twelve members of the public.

1. Call to Order

S. Pierog called the meeting to order at 7:01 pm.

2. Public Comment

S. Pierog opened the meeting for public comment for items not on the agenda.

Barbara Amodio of 50 Volpi Road asked the Board of Selectman if they had any questions regarding the Bike Walk Bolton Advocacy Report. Sylvia Ounpuu of 48 Stonehedge Lane invited the Board members to the Hop River Ride Rolling Museum on June 2 at 1pm. S. Ounpuu shared that Bike Walk Bolton is working on: making the trail from Notch Rd ext to Hop River Trail more passable; gaining trail access from Old Toomey Rd; getting a port-a-pot put at the commuter lot; lighting in the tunnel; seeking resources to install an informational kiosk in the commuter lot. The trail counter on the Hop River Trail suggests that about 23,000 passes were made in an eleven-month period.

Peter Lowrey of 25 Enrico Road Bolton shared that he has been in town for 22 years. He noted that he has seen a significant rise in taxes and asked the Board of Selectman to consider splitting the tax bill into two payments to lessen the financial burden on taxpayers.

Eddie Steel of Williams Rd, on behalf of the Bolton and Hebron Boy Scout Troop, thanked S. Pierog for speaking about citizenship at a recent meeting with Eagle Scout candidates.

Following public comments, S. Pierog asked the Board by consensus to move to item ten on the agenda, to discuss Rhea Klein's application for the vacant position on the Bolton Heritage Farm Commission.

10. Appointments

R. Klein shared that she would like to serve as a member of the Bolton Heritage Farm Commission. She feels that this would be a small way to serve her community. A motion was made by S. Pierog to appoint R. Klein to the Bolton Heritage Farm Commission, term to July 1, 2019. The motion was seconded by N. Sullivan, motion unanimously passed.

3. Approval of Minutes

a. December 19, 2017 Special Meeting

A motion was made by R. Morra, seconded by M. Eremita, to approve the minutes of the December 19, 2017 Special Meeting with the following corrections: remove the

additional period found in item four, on page three, at the end of the first paragraph and remove the additional period found in item four, on page three, at the end of the fifth paragraph. Motion passed with N. Sullivan, S. Pierog, R. Morra and M. Eremita voting yes and K. Miller abstaining.

b. January 2, 2018 Meeting

A motion was made by M. Eremita, seconded by R. Morra, to approve the minutes of the January 2, 2018 meeting with the following correction: on page 3 of the minutes, “John” Treat of Bolton Center Rd, be changed to “Jon” Treat of Bolton Center Rd. Motion passed with N. Sullivan, S. Pierog, R. Morra and M. Eremita voting yes and K. Miller abstaining.

c. January 23, 2018 Budget Workshop

A motion was made by M. Eremita, seconded by R. Morra, to approve the minutes as presented. Motion passed with N. Sullivan, S. Pierog, R. Morra and M. Eremita voting yes and K. Miller abstaining.

d. January 30, 2018 Budget Workshop

A motion was made by M. Eremita, seconded by R. Morra, to approve the minutes as presented. Motion passed with N. Sullivan, S. Pierog, R. Morra and M. Eremita voting yes and K. Miller abstaining.

e. January 31, 2018 Special Meeting

A motion was made by M. Eremita, seconded by R. Morra, to approve the minutes as presented. Motion passed with S. Pierog, R. Morra and M. Eremita voting yes and K. Miller and N. Sullivan abstaining.

4. Correspondence

S. Pierog shared two items: annual report on Bolton’s MS4 Storm Water Control and a letter from FEMA regarding their Shetucket water shed study.

5. Unfinished Business

None

6. New Business

a. Consider and Act on Deputy First Selectman

A motion was made by S. Pierog to appoint R. Morra Deputy First Selectman and seconded by N. Sullivan. S. Pierog asked for other nominations; none were made. Motion to appoint R. Morra unanimously passed.

b. Charter Oak Greenway Shared Use Path and Path Extension

Major construction is currently on hold due to the weather. The town is storing the Freja Park kiosk.

c. Lower Bolton Lake Status Report

J. Stille reports that the status of lake is unchanged. It continues to fill up as much as it is down.

d. FY 18 Budget

J. Stille reports that the budget is 49.5% expensed. She shared that the amount expensed is impacted by when bills are paid noting in particular the audit bill and Trooper services bill. Money is being held in encumbrance for sand and salt. The tax collector summary shows that through the end of December, the personal property tax levy was at 110% of the budgeted amount. This cannot be compared to last year's report because beginning this year the motor vehicle tax is being accounted for separately.

e. FY 19 Budget

J. Stille noted that the governor is going to release his budget tomorrow. The budget preview shows that the Town of Bolton will lose about \$76,000 in addition to the cuts that were made for current year. In addition, towns have been told not expect their second Town Aid Road payment from the state, which for Bolton is just over \$100,000. The Board discussed if and when the loss of Town Aid Road money would begin to impact the condition of the roads. This could impact future capital reserve budgets.

f. Consider and Act on Participation as Pilot Community in Conveyance Fee of Real Property Program

Amy Paterson, Executive Director of the Connecticut Land Conversation Council approached S. Pierog to see if Bolton would be interested in participating in a pilot program regarding real estate buyer's fees. If Bolton becomes a pilot program and the act is passed, the act would allow Bolton to decide if they wish to impose a buyer's fee of up to 1%. The recommendation from staff was that Bolton be a pilot town since it would not require Bolton to impose the fee, however if Bolton is not a pilot town and later wants to impose the fee, it would require legislative action.

The Board discussed concerns about the effect of imposing the fee on the sale of property and the revenue that the fee could bring in. S. Pierog noted that the open space fund is low. R. Morra expressed concern about implementing a fee in conjunction with the current required donation of either cash or land for subdivisions. He suggested that both policies be considered together.

A motion was made by S. Pierog, seconded by M. Eremita, for Bolton to participate as a pilot town in the proposed legislation on a buyer's fee on the conveyance of real property with the intent to make a decision in regards to implementation later. Motion unanimously passed.

g. Consider and Act on Budget Transfers and/or Appropriation Requests

None at the present time. J. Stille noted that there may be a request next month for unemployment.

7. Ongoing Business

a. Subcommittee Reports

Minutes from the January 23rd meeting of the Finance and Administration Subcommittee were distributed to the Board which included the list of proposed Town capital items for the CAPA (Capital Acquisition, Planning and Allocation) committee.

b. Properties and Facilities

The Economic Development Committee had proposed the purchase of six small signs. S. Pierog noted that on the image for the signs, the “no vehicles beyond this point” signs on both the barn and the kiosk should be edited out. In addition, the Bolton Women’s Club is proposing they buy three large signs. The locations for the signs are still being finalized; Bolton needs to work with the state to get approval to place signs along state roads.

A motion was made by R. Morra, seconded by M. Eremita, to authorize the purchase of the signs from the economic development fund. The motion unanimously passed.

J. Stille encouraged everyone to view the Bolton High School video that highlights the high school and shows how Bolton is special.

c. Revenue Sources

J. Stille had nothing to report on revenue sources. She shared that staff are working on the application process for the Elderly Ordinance.

8. First Selectman’s Report

Other Updates

None

9. Administrative Officer’s Report

a. CRCOG

J. Stille shared that legislative agendas are being worked on. Crumbling foundations continue to be an issue. Coventry still does not have their grant letter in although they have been approved for the small cities grant. CRCOG is conducting crumbling foundations testing. Four out of the six homes in Bolton that have been looked at were found to have moderate to severe damage. Some home owners are apprehensive about sharing that they have a crumbling foundation issue.

b. CCM

J. Stille and S. Pierog attended a meeting last week. At the meeting a reduction in workers compensation of about 3% was discussed.

c. Nathan Hale Greenway

There was a public meeting on January 23rd. No definite trail has been laid out yet. About thirty people attended the meeting. It was a very positive meeting overall. Bolton was more positive about the trial than Coventry.

d. J. Stille shared that the vacancy for the part time position in the land use and tax office has recently been filled. The Town has a newly vacant position for an assistant building official.

10. Appointments

J. Stille shared that Raymond Marrion was unable to attend the meeting until May due to his work schedule, but he is interested in the alternate position on the Bolton Heritage Farm Commission. A motion was made by M. Eremita to appoint R. Marrion to the commission and seconded by R. Morra. The motion unanimously passed.

S. Pierog made a motion to reappoint R. Morra to the Eastern Highland Health District and seconded by N. Sullivan. The motion unanimously passed.

11. Adjournment

A motion was made by M. Eremita, seconded by R. Morra to adjourn. The meeting ended at 8:02 p.m. The motion passed unanimously.

Respectfully submitted,

Rebekah Rupert
Recording Secretary

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

The Board of Selectmen held a budget workshop on February 13, 2018 at the Town Hall with First Selectman Sandra Pierog presiding. Also in attendance were: Selectmen Michael Eremita, Robert Morra and Nicole Sullivan; Administrative Officer Joyce Stille; and Board of Finance member Richard Tuthill. Highway Supervisor Lance Dimock was present for discussion on the Highway Department Budget.

1. Call to Order.

The workshop began at 7:03 p.m.

2. Discussion on FY19 Budget:

Highway Department.

L. Dimock reviewed the Highway Department budget. Overall, while fuel oil prices have improved, the cost of salt and tree trimming has increased. The emerald ash borer issue is increasing tree cutting needs. Over the last 30 plus years, the 25 new roads and turn-arounds/cul de sacs (over 7 miles) have been added while staffing and the number of large plow trucks have not increased. The proposed cut in Town Aid Road will need to be addressed.

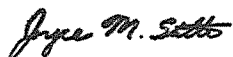
Other Budgets

- 36. Recreation: no change.
- 40. Building & Land Use: Professional/Technical Services includes contracts for Inland/Wetlands Agent and Director of Community Development.
- 41. Planning and Zoning Commission: no change.
- 42. Zoning Board of Appeals: no change.
- 43. Inland Wetlands Commission: no change.
- 44. Open Space Commission: no change.
- 45. Economic Development Commission: no change.
- 48. Employee Fringe Benefits: increased unemployment, worker's compensation and health insurance have small savings from requested amounts.
- 49. Refuse Services: contract increases and anticipation of fuel increase included in request.

3. Adjournment.

The workshop ended at 8:40 p.m.

Respectfully submitted,



Joyce M. Stille
Administrative Officer

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

6.D.

FY18 February 28, 2018	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY17	FY16	FY15
Administration - 4107	\$282,713.00	\$282,713.00	\$177,386.74	\$105,326.26	\$1,365.00	\$103,961.26	63.23%	61.15%	65.29%	64.86%
Prof and Tech Svcs - 4115	\$278,450.00	\$278,450.00	\$131,372.21	\$147,077.79	\$11,286.38	\$135,791.41	51.23%	33.38%	37.38%	42.68%
Financial Administration - 4117	\$220,712.00	\$220,712.00	\$129,827.42	\$90,884.58	\$0.00	\$90,884.58	58.82%	57.98%	59.94%	67.80%
Auditing - 4125	\$23,000.00	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	0.00%	21.74%	16.67%	0.00%
Assessor - 4131	\$77,026.00	\$77,026.00	\$47,039.40	\$29,986.60	\$0.00	\$29,986.60	61.07%	59.56%	58.77%	61.80%
Tax Collector - 4135	\$96,184.00	\$91,684.00	\$51,692.01	\$39,991.99	\$950.81	\$39,041.18	57.42%	59.31%	64.88%	67.60%
Data Processing - 4143	\$109,851.00	\$109,851.00	\$58,145.00	\$51,706.00	\$633.00	\$51,073.00	53.51%	47.08%	54.51%	36.33%
Town Clerk - 4147	\$113,472.00	\$113,472.00	\$70,932.81	\$42,539.19	\$2,560.00	\$39,979.19	64.77%	61.20%	62.92%	64.33%
Property Insurance - 4157	\$131,088.00	\$131,088.00	\$83,643.81	\$47,444.19	\$0.00	\$47,444.19	63.81%	65.87%	62.87%	61.74%
Probate - 4161	\$5,280.00	\$5,280.00	\$0.00	\$5,280.00	\$0.00	\$5,280.00	0.00%	96.95%	94.60%	0.00%
Elections - 4197	\$39,107.00	\$39,107.00	\$13,452.05	\$25,654.95	\$0.00	\$25,654.95	34.40%	36.45%	34.52%	50.74%
Board of Finance - 4199	\$2,200.00	\$2,200.00	\$385.00	\$1,815.00	\$0.00	\$1,815.00	17.50%	20.45%	18.41%	15.11%
Public Building Commission - 4399	\$540.00	\$540.00	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	12.04%	0.00%	0.00%
Parks/Town Building Ops - 4505	\$677,637.00	\$677,637.00	\$356,713.97	\$320,923.03	\$8,901.34	\$312,021.69	53.95%	52.61%	48.95%	56.67%
Police - 4201	\$365,293.00	\$365,293.00	\$1,211.82	\$364,081.18	\$0.00	\$364,081.18	0.33%	0.30%	0.76%	1.15%
Fire - 4203	\$179,032.00	\$179,032.00	\$67,699.20	\$111,332.80	\$41,416.65	\$69,916.15	60.95%	64.60%	63.82%	56.88%
Animal Control - 4215	\$3,500.00	\$3,500.00	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	80.00%	0.00%	0.00%
Fire Marshal - 4219	\$14,724.00	\$14,724.00	\$5,818.32	\$8,905.68	\$0.00	\$8,905.68	39.52%	62.96%	62.34%	64.41%
Highways and Streets - 4303	\$991,064.00	\$991,064.00	\$562,525.51	\$428,538.49	\$81,020.53	\$347,517.96	64.93%	69.51%	68.75%	67.08%
Public Health Admin - 4401	\$33,240.00	\$33,240.00	\$20,390.77	\$12,849.23	\$0.00	\$12,849.23	61.34%	60.74%	58.28%	58.56%
Seniors / Social Services - 4427	\$160,977.00	\$160,977.00	\$91,415.89	\$69,561.11	\$2,000.00	\$67,561.11	58.03%	51.95%	65.00%	48.32%
Conservation - 1801	\$1,575.00	\$1,575.00	\$995.00	\$580.00	\$0.00	\$580.00	63.17%	55.29%	49.21%	50.46%
Recreation - 4503	\$33,185.00	\$33,185.00	\$33,185.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%	0.00%
Library - 4501	\$285,561.00	\$285,561.00	\$180,949.05	\$104,611.95	\$13,561.37	\$91,050.58	68.12%	68.92%	69.34%	72.71%
Land Use - 4151	\$270,408.00	\$270,408.00	\$150,383.12	\$120,024.88	\$5,625.00	\$114,399.88	57.69%	60.28%	59.47%	54.44%
Planning & Zoning - 4153	\$6,580.00	\$6,580.00	\$1,276.01	\$5,303.99	\$0.00	\$5,303.99	19.39%	18.82%	21.02%	17.48%
Zoning Board of Appeals - 4155	\$1,440.00	\$1,440.00	\$384.91	\$1,055.09	\$0.00	\$1,055.09	26.73%	4.51%	4.51%	0.00%
Inlands/Wetlands - 4163	\$2,235.00	\$2,235.00	\$876.16	\$1,358.84	\$0.00	\$1,358.84	39.20%	24.11%	18.19%	35.99%
Open Space - 4601	\$645.00	\$645.00	\$0.00	\$645.00	\$0.00	\$645.00	0.00%	0.00%	0.00%	29.46%
Economic Development - 4603	\$2,000.00	\$2,000.00	\$350.00	\$1,650.00	\$0.00	\$1,650.00	17.50%	35.75%	16.00%	18.75%
Fringe Benefits - 5100	\$823,929.00	\$836,429.00	\$539,233.75	\$297,195.25	\$0.00	\$297,195.25	64.47%	61.15%	60.82%	64.46%
Waste Collection - 4317	\$486,714.00	\$478,714.00	\$262,563.85	\$216,150.15	\$0.00	\$216,150.15	54.85%	56.71%	58.03%	58.60%
Totals	\$5,719,362.00	\$5,719,362.00	\$3,042,848.78	\$2,676,513.22	\$169,320.08	\$2,507,193.14	56.16%	53.23%	56.34%	57.21%

TAX COLLECTOR
1.31.18

ESTIMATES FOR FISCAL YEAR 2018	ADOPTED	REVISED	COLLECTIONS		RETURNED		NET COLLECTION		% COLLECTION FY 18 BUDGET
			YTD	REFUNDS	CHECKS	Transfers	1.31.18	1.31.18	
CURRENT YR.LEVY*	\$ 15,129,904.00	\$ 15,129,904.00	\$ 15,187,117.21	\$ (13,441.32)	\$ (19,454.23)	\$ 4,190.85	\$ 15,158,412.51	100.19%	
MOTOR VEHICLE	\$ 1,262,803.00	\$ 1,538,971.00	\$ 1,376,525.95	\$ (5,533.66)	\$ (416.52)	\$ (2,332.23)	\$ 1,368,243.54	88.91%	
SUPP.MV LEVY	\$ 152,880.00	\$ 205,980.00	\$ 156,005.91	\$ -	\$ -	\$ 3,114.15	\$ 159,120.06	75.74%	
SUB TOTAL	\$ 16,545,587.00	\$ 16,874,855.00	\$ 16,719,649.07	\$ (18,974.98)	\$ (19,870.75)	\$ 4,972.77	\$ 16,685,776.11	98.88%	
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 117,757.12	\$ (5,341.14)	\$ (1,000.00)	\$ (4,666.92)	\$ 106,749.06	125.59%	
INTEREST & FEES	\$ 60,000.00	\$ 60,000.00	\$ 59,893.32	\$ -	\$ (82.75)	\$ (305.85)	\$ 59,504.72	99.17%	
TOTAL	\$ 16,690,587.00	\$ 17,019,855.00	\$ 16,897,299.51	\$ (24,316.12)	\$ (20,953.50)	\$ -	\$ 16,852,029.89	99.01%	

*Unlike previous years, this year's current year tax collection does not include Motor Vehicles

PREVIOUS YEAR CURRENT YR LEVY COLLECTED			
PREVIOUS YEAR	CURRENT YR	LEVY COLLECTED	
7.31.2016	8.31.2016	9.30.2016	10.31.2016
89.63%	99.35%	100.11%	100.48%
11.30.2016	12.31.2016	1.31.2017	2.28.2018
100.90%	100.72%	100.90%	100.10%
3.31.2016	4.30.2016	5.31.2016	6.30.2016
100.10%	100.10%	100.65%	100.10%
7.31.2017	8.31.2017	9.30.2017	10.31.2017
87.21%	98.97%	99.31%	99.79%
11.30.2017	12.31.2017	1.31.2018	2.28.2018
99.94%	100.10%	100.65%	100.10%
3.31.2016	4.30.2016	5.31.2016	6.30.2016
100.65%	100.65%	100.65%	100.10%
7.31.2018	8.31.2018	9.30.2018	10.31.2018
100.19%	100.19%	100.19%	100.19%

6.F.

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Zoning Board of Appeals

Transfer \$ 200.00 from category Professional Business & Training to category Other Payroll

(within budget) from # 1005-460-4155-000000-58100-00000

to # 1005-460-4155-000000-51500-00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - 000000 - _____ - 000000

to # _____ - _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation: we had a shortfall in the payroll account so need to move some funds to cover that and any possible future meetings this fiscal year

[Signature] Signature
Bo/ceo Title
2/21/18 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____