

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, SEPTEMBER 4, 2018 – 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 August 7, 2018 Meeting.
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 Report.
 - D. FY19 Budget.
 - E. 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. September 11th Ceremony.
 - B. Special Town Meeting.
 - C. Other.
9. Administrative Officer's Report:
 - A. CRCOG: Crumbling Foundations.
 - B. Eastern Gateways Study.
 - C. School Safety and Preparedness Forum.
 - D. Health Insurance Consortium.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, AUGUST 7, 2018**

		Present	Absent
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	3 members of the public	X	

1) Call to Order: S. Pierog called the meeting to order at 7:03pm. All stood to recite the Pledge of Allegiance.

2) Public Comment:

Carl Preuss, 158 Brandy Street, owns the property on the west side of the proposed fire department training pad. He is concerned about the water flowing from the training site onto his property. He asked the BOS to consider directing the water flow towards Bolton Center Road.

M. Eremita inquired about the repaving where the gas lines were put in. He thought that the repaving was going to wait for all of the tie ins. S. Pierog and J. Stille shared that all of the tie ins were completed for people who signed up, residents were complaining about the roughness of the road, and there were concerns about plowing the road in its previous condition.

M. Eremita also inquired about Net Source leaving. A carpentry business is looking to move into that area and J. Stille shared that the new use requires Planning and Zoning Commission's action.

3) Approval of Minutes

A) July 10, 2018 Meeting

R. Morra made a motion to approve the minutes of the July 10, 2018 meeting as written. M. Eremita seconded the motion. Vote unanimous, with all in favor. Motion passes.

4) Correspondence:

The Fire Department's Tanker 234 is back in town. S. Pierog received a letter from the Fire Chief to thank those involved for their assistance. The defects were fixed at no cost to the town.

Stacey Reed resigned from the Board of Education. At their next meeting, the BOE will need to act on two resignations.

5) Unfinished Business:

None

6) New Business

A) Charter Oak Greenway Shared Use Path and Path Extension:

The Manchester Rotary Club was considering a September event. That has been changed to June 2019. Work is continuing on the path. Camp Meeting Rd and Birch Mountain Rd in Manchester were supposed to be closed last weekend for work. It was delayed due to the weather. The work is scheduled to be continued this weekend, weather dependent.

B) Lower Bolton Lake Status Report

J. Stille reported the catfish aging report is on the website. Kim Welch, Lake Commissioner, added that the reports indicate there is no spawning in the lake. Another sample of curly pond leaf was found. Northeast Aquatics located several beds of the leaf and intend to harvest the weeds manually. K. Welch will distribute maps of the curly pond leaf areas and ask people to stay out of those areas to decrease spread. The Ag Station was on the lake twice doing extensive plant surveys. The water is high now and muddy brown in color due to high iron. The higher water level is keeping the water moving, which seems to be helping.

C) FY18 Budget Report

The tax collector's report through the end of June shows that 100.65% of the revised forecast has been collected. Compared to previous years, this was a little bit lower. However this is the first year that motor vehicle and real estate were done separately which impacts the comparisons. A few bills are still expected to be paid out of the FY18 budget. The town has only been billed for unemployment through April.

D) FY19 Budget

Through the end of July the town is 12.28% expensed. The BOS also discussed whether or not they would take their FY19 wage increase that was part of the approved budget. The BOS discussed briefly.

S. Pierog made a motion to freeze the Selectmen's wages for the fiscal year ending in 2019 at the same level as fiscal year ending in 2018. R. Morra seconded the motion. Vote unanimous, with all in favor. Motion passes.

J. Stille is working with other small towns and boards of education to consider ECHIP for an insurance consortium. It looks potentially possible that this could be a way to save money for next fiscal year.

E) Consider and Act on Call a Resolution for Special Town Meeting for Former Route 6 Expressway Land Between Notch Road and Notch Road Extension

R. Morra made a motion to approve the call and resolution as written for the September 11, 2018 special town meeting. M. Eremita seconded the motion. Vote unanimous, with all in favor. Motion passes.

F) Consider and Act on Tax Abatement for Bolton Land Trust Parcel

The tax collector wrote a letter to recommend that the BOS waive the 30 day application period, abate, and reimburse \$881.36 to the Bolton Land Trust for property taxes paid.

M. Eremita made a motion to waive the 30 day application period, abate, and reimburse \$881.36 to the Bolton Land Trust. R. Morra seconded the motion. Vote unanimous, with all in favor. Motion passes.

G) Consider and Act on Budget Transfers and/or Appropriation Requests

There have been two transfers since the last meeting.

Budget	Amount	From Line Item		To Line Item
Highway	\$1,200.00	Equipment & Repairs	to	Fuel
Fire Commission	\$4.00	Professional & Business Training	to	Repairs & Maintenance

7) Ongoing Business

A) Subcommittee Reports:

The subcommittees need to find times to meet.

B) Properties and Facilities

The repairs on the foundation at the barn have been completed. They are looking at installing a handicap ramp in.

J. Stille reported the addition on the town garage project was approved by the Planning and Zoning Commission under 8-24. The fire department training area project went to the Inland Wetlands Commission and staff is gathering additional requested information for the commission.

C) Revenue and Sources

The town received another member's equity distribution from CIRMA.

8) First Selectman's Report

A) Review of FY18 Year

J. Stille and S. Pierog will put together a written report for the BOS and the town website.

B) Farmer's Market

The farmer's market will be the last Sunday in August. The Heritage Farm Commission contacted S. Pierog to ask if the BOS will help cut samples in the testing tent.

C) Other

Nothing to report.

9) Administrative Officer's Report

A) CRCOG

J. Stille shared some information on the benefits of being involved with CRCOG.

B) Capitol Region Emergency Planning Council

The emergency planning council meets quarterly.

C) EDMS Status Report

EDMS is an electronic document management system. Bolton is participating in a human resources pilot program. Other than staff time, this is costing the town nothing.

The land use project has been stalled due to a new project manager. The town is going to continue to move forward on this project.

J. Stille shared that CRCOG is requesting the support of municipalities on a letter to President Trump regarding crumbling foundations.

On September 27th at 6:30 there will be a school safety and town preparedness forum at the high school.

10) Appointments

None

11) Adjournment

R. Morra made a motion to adjourn the meeting at 7:53pm. M. Ermita seconded the motion. Vote unanimous, with all in favor.

Respectfully submitted,
Rebekah Rupert
Recording Secretary

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

	FY19 August 31, 2018	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY18	FY17	FY16
1 Administration	\$290,794	\$290,794	\$290,794	\$50,577.32	\$240,216.68	\$0.00	\$240,216.68	18.24%	17.39%	16.63%	18.93%
2 Prof and Tech Svcs	\$318,490	\$318,490	\$318,490	\$25,085.87	\$293,404.13	\$27,273.80	\$266,130.33	6.17%	16.44%	3.65%	0.37%
3 Financial Administration	\$222,430	\$222,430	\$222,430	\$30,096.21	\$192,333.79	\$0.00	\$192,333.79	13.65%	13.53%	12.84%	11.60%
4 Auditing	\$26,500	\$26,500	\$26,500	\$0.00	\$26,500.00	\$0.00	\$26,500.00	0.00%	0.00%	0.00%	0.00%
5 Assessor	\$77,908	\$77,908	\$77,908	\$11,108.48	\$66,799.52	\$0.00	\$66,799.52	13.78%	14.26%	13.47%	13.54%
6 Tax Collector	\$97,742	\$97,742	\$97,742	\$15,936.62	\$81,805.38	\$0.00	\$81,805.38	15.03%	16.30%	14.66%	19.32%
7 Data Processing	\$113,551	\$113,551	\$113,551	\$32,506.34	\$81,044.66	\$0.00	\$81,044.66	52.16%	28.63%	23.19%	29.63%
8 Town Clerk	\$114,264	\$114,264	\$114,264	\$17,845.62	\$96,418.38	\$5,310.00	\$91,108.38	19.48%	20.27%	14.20%	14.05%
9 Property Insurance	\$134,106	\$134,106	\$134,106	\$37,514.64	\$96,591.36	\$0.00	\$96,591.36	22.67%	27.97%	36.50%	9.81%
10 Probate	\$5,850	\$5,850	\$5,850	\$5,673.00	\$177.00	\$0.00	\$177.00	0.00%	96.97%	98.95%	0.00%
11 Elections	\$41,898	\$41,898	\$41,898	\$6,490.64	\$35,407.36	\$0.00	\$35,407.36	8.23%	15.49%	4.47%	7.46%
12 Board of Finance	\$2,200	\$2,200	\$2,200	\$0.00	\$2,200.00	\$0.00	\$2,200.00	0.00%	0.00%	0.00%	0.00%
13 Public Building Commission	\$540	\$540	\$540	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	0.00%	0.00%	0.00%
14 Parks/Town Building Ops	\$675,109	\$675,109	\$675,109	\$80,324.24	\$594,784.76	\$4,238.31	\$590,546.45	13.21%	12.53%	10.27%	10.35%
20 Police	\$379,977	\$379,977	\$379,977	\$0.00	\$379,977.00	\$0.00	\$379,977.00	0.00%	0.00%	0.00%	0.00%
21 Fire	\$183,519	\$183,519	\$183,519	\$39,903.25	\$143,615.75	\$50,097.89	\$93,517.86	44.36%	49.04%	39.01%	37.25%
22 Animal Control	\$3,500	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	85.71%	0.00%	0.00%
23 Fire Marshal	\$23,607	\$23,607	\$23,607	\$628.02	\$22,978.98	\$0.00	\$22,978.98	13.65%	2.66%	13.58%	13.53%
25 Highways and Streets	\$1,021,996	\$1,021,996	\$1,021,996	\$117,412.23	\$904,583.77	\$179,201.05	\$725,382.72	28.50%	29.02%	21.22%	28.71%
30 Public Health Admin	\$33,240	\$33,240	\$33,240	\$6,992.58	\$26,247.42	\$0.00	\$26,247.42	20.90%	21.04%	20.28%	19.93%
31 Seniors / Social Services	\$156,823	\$156,823	\$156,823	\$22,057.73	\$134,765.27	\$6,350.00	\$128,415.27	16.42%	18.11%	11.46%	16.70%
35 Conservation	\$1,575	\$1,575	\$1,575	\$255.00	\$1,320.00	\$0.00	\$1,320.00	15.24%	16.19%	6.98%	9.52%
36 Recreation	\$33,185	\$33,185	\$33,185	\$0.00	\$33,185.00	\$0.00	\$33,185.00	0.00%	0.00%	0.00%	0.00%
37 Library	\$289,213	\$289,213	\$289,213	\$60,901.00	\$228,312.00	\$24,101.03	\$204,210.97	31.57%	29.39%	29.52%	31.72%
40 Land Use	\$280,354	\$280,354	\$280,354	\$39,126.39	\$241,227.61	\$11,250.00	\$229,977.61	18.10%	19.97%	16.96%	13.51%
41 Planning & Zoning	\$6,580	\$6,580	\$6,580	\$228.19	\$6,351.81	\$0.00	\$6,351.81	4.67%	3.47%	3.09%	4.72%
42 Zoning Board of Appeals	\$1,440	\$1,440	\$1,440	\$0.00	\$1,440.00	\$0.00	\$1,440.00	27.42%	0.00%	0.00%	0.00%
43 Inlands/Wetlands	\$2,235	\$2,235	\$2,235	\$165.52	\$2,069.48	\$0.00	\$2,069.48	7.31%	7.41%	2.91%	2.91%
44 Open Space	\$645	\$645	\$645	\$0.00	\$645.00	\$0.00	\$645.00	0.00%	0.00%	0.00%	0.00%
45 Economic Development	\$2,000	\$2,000	\$2,000	\$85.00	\$1,915.00	\$0.00	\$1,915.00	0.00%	4.25%	0.00%	3.75%
48 Fringe Benefits	\$901,965	\$901,965	\$901,965	\$141,738.74	\$760,226.26	\$0.00	\$760,226.26	16.47%	15.71%	22.11%	16.72%
49 Waste Collection	\$504,173	\$504,173	\$504,173	\$68,353.99	\$435,819.01	\$0.00	\$435,819.01	13.52%	13.56%	12.80%	13.47%
Totals	\$5,947,409	\$5,947,409	\$5,947,409	\$814,006.62	\$5,133,402.38	\$307,822.08	\$4,825,580.30	18.67%	18.86%	17.01%	17.19%

The Board of Selectmen Finance and Administration Subcommittee held a meeting on August 27, 2018 at the Town Hall. Present were: First Selectman Sandra Pierog; Selectmen Kim Miller, Mike Eremita and Robert Morra; Administrative Officer Joyce Stille; and twelve (12) public.

1. Call to Order

The subcommittee began at 7:02 p.m.

2. Discussion on Blight Ordinance

Ron Allerman, 21 Hebron Road, stated that there are three empty houses by him which is a concern since they are vacant. He desires to have the houses either sold or filled. Two have been vacant for some time and there is some deterioration.

M. Eremita added that the ordinance would consider states of disrepair.

B. Morra added that we need to be careful about property rights. We cannot force somebody to have an occupant.

S. Pierog agreed and pointed out that you could have a situation where there is an occupant that you do not want.

Eileen Jennings, 25 Hebron Road, asked if there was an ordinance to review now.

S. Pierog shared that this is the first discussion on a draft ordinance. It will take several meetings to discuss and decide on language. Then the Town Attorney reviews the proposed language. Once final proposed language is determined, the Selectmen will hold a Public Hearing. Based on comments made at the Public Hearing, the Selectmen will either adopt the ordinance or do revisions and go back through the process.

J. Stille discussed how she drafted the proposed ordinance by reviewing other Town's ordinances. Many aspects exist in all of the ordinances. The ordinances of much larger Towns were not used.

J. Mancini, 11 Cook Drive, discussed a property on Cook Drive where the yard has not been mowed in years and it appears to be a jungle. Pictures were shared.

Ron Beaudoin, 2 Cook Drive, expressed his concerns about the same property. It is full of invasives including bittersweet which could easily spread to other properties. At some point, cleaning up the yard could be cost prohibitive.

Linda Lavigne, 10 Cook Drive, added her concerns about the invasives spreading.

E. Jennings asked about how concerns with vehicles parked in front of houses including trucks with chemicals or abandoned cars are handled.

S. Pierog and B. Morra explained how that maybe a zoning issue which the Zoning Enforcement Officer would investigate.

Stephanie Berry, 7 Cook Drive, expressed concerns about fires potentially occurring as a result of trees on electric lines.

Irene Zdrojowy, 5 Notch Road Extension, asked about car or tractor parts laying around a yard.

M. Eremita and S. Pierog discussed the need for the blight ordinance that does not violate zoning or home based businesses but yet protect neighboring homes.

The subcommittee members had an in depth discussion on the draft ordinance language. Key discussion points were:

- * Should ordinance be applicable to lots, plots or parcels of land whether vacant or occupied? Is this contrary to rural character and too encompassing?
- * Should ordinance apply to any and all barns?
- * Definition for “welfare” necessary.
- * Blighted premises should not be a definition; it should be its own section.
- * Section about missing, broken or boarded windows or doors needs to clarify situations, such as after a fire, where it is not an issue.
- * Clarification necessary as to how big of an area on exterior walls needs to have holes, breaks, lose or rotting materials present before it is unacceptable.
- * Language on foundation issues need revisions to reflect stone foundations have gaps and current crumbling foundations issues.
- * Need to define garbage and trash.
- * Fences need to be significantly dilapidated.
- * Consider revisions to section on any other exterior condition reflecting maintenance issues.
- * Are the terms “use and enjoyment” and “community standard” too subjective?
- * Definition and use of “proximate property” need further review.
- * For “signs: awnings and marquees,” any conflict with any current sign regulations.
- * Section on removal of weeds and similar vegetation needs review. Is 15 inches and 15 days at all reasonable given our rural character, wet conditions, terrain and homeowner desires to let yard areas to be natural?

3. Discussion on Posting Economic Incentives on Website

The Economic Development Commission had requested the Board of Selectmen post our town’s business economic incentives on the Town’s website. The group discussed the request noting that tax incentives are part of state statutes. By consensus, the members agreed not to post anything on the website but they are very open to discussion with any businesses on incentives. The Town will gladly work with new businesses. Preserving our rural character is important.

4. OPM Report on Chart of Accounts Review

The Town just received from the Office of Policy Management (OPM) comments on our FY2015 Trial Balance as it relates to our conversion to the Municipal Uniform Chart of Accounts (UCOA). As a service to us, OPM had its consultant Blum Shapiro review our conversion and provide feedback on account segments and other related items that may not fully conform with UCOA. Bolton had four segments identified for change. S. Pierog stated that there is not any penalties associated with the findings. Some changes just need to be made.

J. Stille shared that Bolton was one of the very first to make the conversion since it was changing financial software systems. At that time the UCOA was still in development as a draft and additional/changes have been made by OPM. In addition, the conversion occurred as our Finance Director left. J. Stille with staff are reviewing and will revise as is necessary. For the Selectmen and Board of Finance, there will be very little to no impact on the documents they utilize.

5. Executive Session: Land Acquisition

A motion was made by R. Morra, seconded by M. Eremita, to enter into executive session to discuss land acquisition and to include J. Stille in the session. Motion unanimously passed.

Executive session began at 8:43 p.m. and ended at 8:57 p.m.

6. Adjournment

The subcommittee meeting ended at 8:58 p.m.

Respectfully submitted,

Joyce M. Stille

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