

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
TUESDAY, JANUARY 15, 2019 - 7:00 P.M.  
NOTCH ROAD MUNICIPAL CENTER – ROOM 9**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:  
December 4, 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. FY19 Budget.
  - D. Consider and Act on FY20 Budget Referendum Date.
  - E. Consider and Act on Health Insurance Consortium.
  - F. Consider and Act on Participation as Pilot Community in a Conveyance Fee of Real Property Program.
  - 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:  
Other.
9. Administrative Officer's Report:  
Other.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
MINUTES  
REGULAR MEETING TUESDAY, DECEMBER 4, 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	
Members of the Public	1	X	

**1. Call to Order**

By: Sandra Pierog

Time: 7:03 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

**2. Public Comment:**

Barbara Amodio – Reported that volunteers from Bolton, Vernon, Coventry, and Manchester and Bolton worked together on the trails.

**3. Approval of Minutes:**

**A. November 19, 2018 Regular Meeting**

**Motion:** Move to approve the minutes of the November 19, 2018 meeting.

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Morra, Sullivan

Against: None

Abstain: None

**4. Correspondence:**

None

**5. Unfinished Business:**

None

**6. New Business:**

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

Pierog reported that the Bike/Walk Bolton group did a significant amount of work on the Hop River Trail. There has been no closing date or grand opening date communicated as yet. She did notice that the bollards have been installed on Bolton Center Road.

### **B. Lower Bolton Lake Status Report**

Stille reported that they have received a STEAP grant extension that runs until December 2020.

### **B. FY19 Budget**

Bolton is doing very well in its collection rate compared to other towns. Budget figures are determined against 98% of the taxes to be collected. Current collection rate is 97.97%. Expenditures are at 36.63% through November which is in line with prior years expenditures.

### **C. Charter Revision Information**

Stille provided a draft timeline for the Charter Revision as well as a document entitled Basic Steps For Revision The Municipal Charter. A mid-January retreat for the BOS will be scheduled. Items for discussion will include the Charter Revision, Notch Road Municipal Center and Town Hall.

The Charter Revision Commission can consist of five to fifteen members with no majority of any party. No more than one-third can hold a public office in Bolton. Potentially six people have volunteered to be on the commission.

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

**Motion:** Move to approve the budget transfer request for the Fire Department of \$4,500 from Repairs/Maintenance to Medical Expense/Training for EMT classes and recertification.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan

Against: None

Abstain: None

## **7. Ongoing Business:**

### **A. Subcommittee Reports**

The minutes from Finance and Administration subcommittee meeting are in the packet. It will meet again on December 10, 2018 for continuing work on the blight ordinance. Also, discussion will occur on the Schools Activities Fund agreement with the BOE. A reminder was given about the Facilities & Public Safety meeting Thursday with the BOE about the fields and facilities.

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

The engineer for the town garage upgrades determined there will not be an issue with the snow load.

A report is pending on the Notch Road Municipal Center building. An estimate is being sought on closing off the part of the building that will be kept. A plan is needed to figure out where the new offices will be located and when the move will take place. The fire department staircase is pending a report from the engineer regarding how to support it.

### **C. Revenue Sources**

**A. None**

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

**A. Other**

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

**A. Health Insurance Consortium**

The towns that are participating in the consortium have agreed upon the drafted by-laws and operations. Three insurance companies returned proposals. Each town will keep their own plans with a single carrier being used by the consortium.

**B. Other**

Nathan Hale Greenway – There is an internal meeting next week with Coventry to discuss finalizing the report.

Crumbling foundations – A survey has been done. There are four known replacements completed. Two of these were for additions, not the full house foundation. Thirteen homes have paid for testing with two being denied. A State fund will begin awarding grants in January.

CRCOG is working on a 45-year Long Range Transportation plan. There is a Survey Monkey survey on the website asking what people feel is important in transportation. The survey is not specific to any town.

Congratulations was given to John Butrymovich for completing the Public Works Academy.

### **10. APPOINTMENTS:**

Three people will need to be appointed or reappointed for the Ethics Commission. Board members feel it is important to retain the rule that members of this commission should not be on any board, commission, or be an employee of the Town of Bolton. That will impact two members who will not be able to serve on any it any longer.

### **12. ADJOURNMENT:**

**Motion:** Move to adjourn the meeting at 7:56 p.m.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan,

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.

The Facilities and Public Safety subcommittee held a meeting on December 6, 2018 at the Notch Road Municipal Center. Present were: First Selectman Sandra Pierog; Selectmen Robert Morra, Mike Eremita and Nicole Sullivan; Buildings and Grounds Supervisor John Butrymovich; Administrative Officer Joyce Stille; Superintendent Kristin Heckt; and Board of Education members Scott Rich and Andrew Broneil.

### **1. Call to Order**

The meeting began at 7:00 p.m.

### **2. Discussion on School/Town Recreational Facilities**

All of the field work at Bolton High School and Herrick Park did not move forward a few years back due to the necessary capital projects at Bolton Center School and purchase of a tanker truck. The high school soccer field was unusable much of this last fall's season. It has lost its crown in the middle of the field and drainage needs to be improved. Herrick Park soccer field was unplayable as well and is also in need of re-crowning. The extremely wet weather did not help either facility. Butrymovich suggested that the new soccer field at Herrick Park be built so that work could be done on the school field and existing park field. A realignment of the soccer field at the high school is requested. Ray Boyd is to mark the proposed area for subcommittee members to review. New cost estimates would need to be developed.

The tennis courts at the high school were also discussed. The courts were resurfaced a few years ago but new cracks are developing. Due to our soils and lack of area to drain the courts, a new approach and/or location may be necessary. The light poles for the court are also a concern. K. Heckt will see if the poles have been tested. Town staff will look at possible options for the tennis courts which includes the parking lot by the commons.

### **3. Discussion on Town Buildings**

The Selectmen shared that addressing a new space for Town Hall operations is critical given the structural analysis of the Notch Road Municipal Center. The group will need to look at how the fields, tennis courts and Town Hall work can be accomplished.

### **4. Adjournment**

The meeting ended at 8:01 p.m.

Respectfully submitted,

Joyce M. Stille

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

The Board of Selectmen Finance and Administration Subcommittee held a meeting on December 10, 2018 at the Town Hall. Present were: First Selectman Sandra Pierog; Selectmen Michael Eremita and Kim Miller; and Administrative Officer Joyce Stille.

### **1. Call to Order**

The meeting began at 7:00 p.m.

### **2. Discussion on Blight Ordinance**

The group reviewed the suggested changes made by J. Stille based on comments made at the prior meetings. New comments are listed below:

- \* In 1. Intent – add sentence about protecting Bolton’s rural character and permitting the return of land to its natural state
- \* Community Standard definition – add taking into consideration Bolton’s rural character
- \* State of repair due to fire or natural disaster needs to be ongoing
- \* Exempt from the lawn/grass height restriction includes lots, plots or parcels not adjacent to the dwelling
- \* Certification list – reword to include future complaints
- \* Change “Complaints: Warning” to “Complaints: Notice of Violation”
- \* Notices/contacts shall include owner and occupant
- \* Reword sentence regarding definitions not found in the ordinance

Another review of the ordinance is required.

### **3. Discussion on School Non-Fiduciary Activity Fund**

The group discussed the next steps to address the fund.

### **4. Adjournment**

The meeting ended at 8:20 p.m.



	FY19 December 31, 2018	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY18	FY17	FY16
1	Administration	\$290,794	\$290,794	\$143,281.27	\$147,512.73	\$39.69	\$147,473.04	49.29%	49.63%	47.48%	51.92%
2	Prof and Tech Svcs	\$318,490	\$318,490	\$154,264.63	\$164,225.37	\$8,791.14	\$155,434.23	51.20%	30.19%	24.58%	31.07%
3	Financial Administration	\$222,430	\$222,430	\$101,235.58	\$121,194.42	\$0.00	\$121,194.42	45.51%	44.89%	43.32%	45.05%
4	Auditing	\$26,500	\$26,500	\$0.00	\$26,500.00	\$0.00	\$26,500.00	0.00%	0.00%	21.74%	16.67%
5	Assessor	\$77,908	\$77,908	\$35,978.37	\$41,929.63	\$556.77	\$41,372.86	46.90%	45.02%	44.14%	44.16%
6	Tax Collector	\$97,742	\$97,742	\$46,783.74	\$50,958.26	\$493.40	\$50,464.86	48.37%	41.81%	45.33%	50.70%
7	Data Processing	\$113,551	\$113,551	\$53,230.56	\$60,320.44	\$0.00	\$60,320.44	46.88%	52.43%	47.00%	54.05%
8	Town Clerk	\$114,264	\$114,264	\$56,376.00	\$57,888.00	\$3,540.00	\$54,348.00	52.44%	50.45%	47.23%	43.39%
9	Property Insurance	\$134,106	\$134,106	\$84,675.13	\$49,430.87	\$0.00	\$49,430.87	63.14%	62.19%	65.87%	72.26%
10	Probate	\$5,850	\$5,850	\$5,673.00	\$177.00	\$0.00	\$177.00	96.97%	0.00%	98.95%	94.60%
11	Elections	\$41,898	\$41,898	\$14,833.99	\$27,064.01	\$3,294.72	\$23,769.29	43.27%	28.06%	33.97%	28.85%
12	Board of Finance	\$2,200	\$2,200	\$215.00	\$1,985.00	\$0.00	\$1,985.00	9.77%	10.68%	17.05%	14.55%
13	Public Building Commission	\$540	\$540	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	0.00%	12.04%	0.00%
14	Parks/Town Building Ops	\$675,109	\$675,109	\$259,042.54	\$416,066.46	\$8,580.00	\$407,486.46	39.64%	39.76%	37.88%	34.98%
20	Police	\$379,977	\$379,977	\$311.49	\$379,665.51	\$0.00	\$379,665.51	0.08%	0.26%	0.30%	0.76%
21	Fire	\$183,519	\$183,519	\$65,746.25	\$117,772.75	\$45,781.00	\$71,991.75	60.77%	54.51%	57.15%	60.16%
22	Animal Control	\$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	\$2,461.66	\$21,145.34	\$0.00	\$21,145.34	10.43%	34.30%	49.38%	45.65%
25	Highways and Streets	\$1,021,996	\$1,021,996	\$448,064.28	\$573,931.72	\$41,082.77	\$532,848.95	47.86%	52.69%	57.34%	57.47%
30	Public Health Admin	\$33,240	\$33,240	\$13,764.16	\$19,475.84	\$0.00	\$19,475.84	41.41%	41.50%	40.02%	39.45%
31	Seniors / Social Services	\$156,823	\$156,823	\$73,473.20	\$83,349.80	\$4,000.00	\$79,349.80	49.40%	44.55%	40.88%	53.77%
35	Conservation	\$1,575	\$1,575	\$775.00	\$800.00	\$0.00	\$800.00	49.21%	48.25%	39.73%	44.44%
36	Recreation	\$33,185	\$33,185	\$33,185.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%	0.00%
37	Library	\$289,213	\$289,213	\$150,107.95	\$139,105.05	\$12,346.14	\$126,758.91	56.17%	56.88%	57.12%	58.12%
40	Land Use	\$280,354	\$280,354	\$123,966.34	\$156,387.66	\$7,875.00	\$148,512.66	47.03%	44.98%	48.13%	45.60%
41	Planning & Zoning	\$6,580	\$6,580	\$643.66	\$5,936.34	\$0.00	\$5,936.34	9.78%	13.88%	14.49%	18.69%
42	Zoning Board of Appeals	\$1,440	\$1,440	\$65.00	\$1,375.00	\$0.00	\$1,375.00	4.51%	26.73%	4.51%	4.51%
43	Inlands/Wetlands	\$2,235	\$2,235	\$419.01	\$1,815.99	\$0.00	\$1,815.99	18.75%	31.17%	19.84%	12.89%
44	Open Space	\$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	\$685.00	\$1,315.00	\$0.00	\$1,315.00	34.25%	17.50%	32.00%	11.75%
48	Fringe Benefits	\$901,965	\$901,965	\$433,834.27	\$468,130.73	\$0.00	\$468,130.73	48.10%	49.90%	47.10%	45.18%
49	Waste Collection	\$504,173	\$504,173	\$227,689.80	\$276,483.20	\$0.00	\$276,483.20	45.16%	45.53%	44.36%	43.73%
	Totals	\$5,947,409	\$5,947,409	\$2,533,781.88	\$3,413,627.12	\$136,380.63	\$3,277,246.49	44.90%	43.88%	44.43%	45.01%

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TAX COLLECTOR  
11.30.2018

ESTIMATES FOR FISCAL	ADOPTED	COLLECTIONS			RETURNED		RETURNED CHECKS	Transfers	NET COLLECTION 11.30.2018	PERCENTAGE COLLECTED FY 19 BUDGET
		YTD	REFUNDS	ON-LINE PYMT	ON-LINE PYMT	NET COLLECTION 11.30.2018				
CURRENT YR. LEVY	\$ 14,995,888.00	\$ 15,028,050.52	\$ (10,848.87)	\$ (3,673.80)	\$ (33,090.64)	\$ (297.19)	\$ 14,980,140.02	99.89%		
MOTOR VEHICLE	\$ 1,596,517.00	\$ 1,510,790.69	\$ (5,458.50)	\$ (5,807.88)	\$ (1,545.77)	\$ 1,184.63	\$ 1,499,163.17	93.90%		
SUPP. MV LEVY	\$ 168,480.00	-	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
<b>SUB TOTAL</b>	<b>\$ 16,760,885.00</b>	<b>\$ 16,538,841.21</b>	<b>\$ (16,307.37)</b>	<b>\$ (9,481.68)</b>	<b>\$ (34,636.41)</b>	<b>\$ 887.44</b>	<b>\$ 16,479,303.19</b>	<b>98.32%</b>		
PRIOR YEARS	\$ 85,000.00 *	\$ 111,872.30	\$ (1,480.84)	\$ (1,194.18)	\$ (907.27)	\$ 108,290.01	\$ 108,290.01	127.40%		
INTEREST & FEES	\$ 60,000.00 **	\$ 51,565.09	\$ -	\$ (173.87)	\$ (179.51)	\$ 19.83	\$ 51,231.54	85.39%		
<b>TOTAL</b>	<b>\$ 16,905,885.00</b>	<b>\$ 16,702,278.60</b>	<b>\$ (17,788.21)</b>	<b>\$ (10,849.73)</b>	<b>\$ (34,815.92)</b>	<b>\$ 0.00</b>	<b>\$ 16,638,824.74</b>	<b>98.42%</b>		

\* Includes \$152.99 Suspense  
\*\* Includes \$325.79 Suspense Interest  
Equaling \$478.78

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2018	8.31.2018	9.30.2018	10.31.2018	11.30.2018	12.31.2018
86.52%	99.09%	99.38%	99.64%	99.89%	
1.31.2019	2.28.2019	3.31.2019	4.30.2019	5.31.2019	6.30.2019
7.31.2017	8.31.2017	9.30.2017	10.31.2017	11.30.2017	12.31.2017
87.21%	98.97%	99.31%	99.79%	99.94%	100.10%
1.31.2018	2.28.2018	3.31.2018	4.30.2018	5.31.2018	6.30.2018
100.19%	99.86%	99.95%	100.26%	100.32%	100.41%