

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, MARCH 5, 2019 - 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - A. February 5, 2019 Meeting.
 - B. February 26, 2019 Budget Workshop.
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. Review of School Capital Fund Ordinance.
 - 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. Shared Services.
 - B. Girl Scout Proclamation.
 - C. Other.
9. Administrative Officer's Report:
 - A. Personnel.
 - B. CRGOG.
 - C. CT-CHIP.
 - D. Other.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, FEBRUARY 5, 2019**

		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	
Members of the Public	3	X	

1. Call to Order

By: Sandra Pierog

Time: 7:05 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

2. Public Comment:

Jim Adams, 48 Stonehenge Lane – The newly opened bike path is putting Bolton on the biking community map. Pedal Power of Vernon will be hosting an ice cream ride from the store to the Fish Farm. Thread City Cycles has offered to provide \$450 for a port-a-potty located at the dirt parking lot. The feasibility and permission to do so is being investigated. The Town also asked about liability and insurance. Mr. Adams asked if the Town would be interested in contributing so the rental period can be extended. The gutter on the west side of the Hop River Trail was cleared out last year with wheelbarrows and human power. Town staff is monitoring the flow on the east side which has not been cleared. DEEP is okay with having equipment on the trail for the cleaning. The mini excavator that is shared with Coventry would be very useful. The group will copy Stille and Pierog on all correspondence they have with the vendors and state agencies.

Pierog responded that the Town does not have any money to fund a port-a-potty; the EDC does not have the ability to override the BOS on this issue. The group would have to work with the DOT for this location, rather than DEEP. They should consider which state agency is easier to work with in the placement of the port-a-potty.

The group will have to work with the Inland Wetland Agent regarding the cleaning of the ditch gutter on the Hop River Trail as this area provides spring nesting for amphibians. Adams stated that some in the DEEP agree with this assessment of clearing the ditch in

the spring. Pierog restated that they must work with the IWA in order to do no harm. The ditches should be cleaned in the fall and winter.

There is no scheduled date for the grand opening of the Charter Oak Trail. The Town is working with DOT to obtain the necessary permissions to install the kiosk at the top of exit 5.

The realignment of Notch Road and the shared path remain supported by the Town as one project. Morra and Lance walked the end of Notch Road Extension area, at least an acre in size, and could not find an ADA accessible area to construct a trail area with the steep slope and ledge. There is also the issue of two rights-of-way with the DOT and DEEP. The neighbors have already expressed concerns about any trail improvements in that area. A spring walk will be scheduled for Pierog and Stille to view the area. Adams stated the informal trail that is there is not ADA compliant. Morra replied that if a new trail is constructed it must be ADA compliant. Communication from DEEP has not been received regarding the trail deterioration near Railroad Brook.

Pierog thanks Bike/Walk Bolton for all of their efforts.

Gwen Marion, 38 Maple Valley Road – spoke about the possibility of adding a kiosk at the commuter lot to be no taller than 8’ or wider than 4’. An encroachment permit from DOT will be required; they have tentatively approved placement. This kiosk will encourage economic development with information about businesses nearby. Funding, possibly from a grant, of the kiosk will be the next step. An estimate of \$2,500-\$3,000 has been obtained for the kiosk. Marion will get the vendor’s name that the state uses for kiosks. Does the BOS support this idea and how would the long-term maintenance be handled? The BOS does support the idea. The construction should be such that fast and inexpensive repairs can be made as necessary. Stille will apply for the necessary permit once funds are secured.

Kim Welch, 53 Vernon Road – added that there are two other kiosks in town. One at the boat launch and one at Steele’s Crossing. These are not frequently vandalized. The vast majority that using these areas and the bike path are concerned about keeping it nice. However, the commuter parking lot has more activity and caters to a different audience.

3. Approval of Minutes:

A. January 15, 2019 Regular Meeting

Motion: Move to approve the minutes of the January 15, 2019, meeting.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

B. January 22, 2019 Budget Workshop

Motion: Move to approve the minutes of the January 22, 2019, workshop.

By: Morra

Seconded: Eremita

Voting:

B. Lower Bolton Lake Status Report

Kim Welch, 53 Vernon Road – has sent files re: curly pond weed to the consultant. Small areas of the weed was in the lower lake in about twelve locations. A public meeting date for the conservation report will likely be in late March or early April. She has also sent an email to the IWA about activity on the property adjacent to the Lake House. The parcel was clear cut in 2013 and has been again. Welch’s understanding was that only trees could be planted and further clearing was not permitted.

C. FY19 Budget

50.91% has been expensed through 1-31-2019, which is consistent with previous years. Collections are doing fairly well.

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

Motion: Move to approve the budget transfer request from the Conservation Commission of \$60 from the Office Operating Expense account to the Professional Business & Training account.

By: Sullivan

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

7. Ongoing Business:

A. Subcommittee Reports

The Human Resources subcommittee met to discuss possible shared services with the school system. The upcoming union contracts were also discussed. A meeting with the Board of Ed representatives will be held tomorrow to discuss possible shared services.

B. Properties and Facilities

The fire department generator installation continues; a needed part is on order.

The well at Bolton Center School was discussed. The well does not feed the cistern, but does feed a number of Town buildings.

Solar powered stop signs that flash will be investigated as a safety measure that the Town might fund. These lights are very directional and should not be of a concern to neighbors.

C. Revenue Sources

Pierog stated that additional grant funding has been approved by the state for the Community Connectivity Grant. This will be used to enclose the ditch on the north side of Notch Road with a walking path on top of the enclosed area. It will also be used for some safety improvements through the center of Town.

8. First Selectman’s Report:

A. Shared Services

See above.

B. Other

Scheduling dates for subcommittee meetings are needed; please watch your emails.

9. Administrative Officer's Report:

A. Personnel

Postings for a Senior Center Van driver with CDL endorsement and the Finance Clerk position have been posted.

Coventry has agreed to contract with Bolton for 3.5 hours per week of our Assistant Building Official for the remainder of the fiscal year and next fiscal year. East Windsor has contacted the Town about the use of our Building Officials services.

B. CRGOG

For crumbling foundations applications are being accepted by the Captive Insurance and processed for residential issues. Eighteen homeowners participated in the evaluation of foundations. Now that funding is available, more homeowners may come forward for state funding.

EDMS continues to move forward; conference calls have been held. A vendor has been selected for Cyber. The time tracking is not costly, but it will save a lot of paper and time if it moves forward.

Pierog, Stille, and Patrice Carson attended a regional transportation safety meeting on Bolton. We expressed the greatest safety concern for Bolton pertains to the end of I384. Camp Meeting Road at Birch Mountain was also mentioned.

C. CT-CHIP

Information has been sent to all employees. There is over a 97% match on providers with CIGNA.

D. Other

None

10. APPOINTMENTS:

None

11. ADJOURNMENT:

Motion: Move to adjourn the meeting at 8:21 p.m.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

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.

	FY19 February 28, 2019		Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY18	FY17	FY16
	Adopted Budget	Budget									
1	Administration	\$290,794	\$290,794	\$183,919.61	\$106,874.39	\$394.69	\$106,479.70	63.38%	63.23%	61.15%	65.29%
2	Prof and Tech Svcs	\$318,490	\$318,490	\$197,678.18	\$120,811.82	\$8,184.60	\$112,627.22	64.64%	51.23%	33.38%	37.38%
3	Financial Administration	\$222,430	\$222,430	\$130,921.08	\$91,508.92	\$0.00	\$91,508.92	58.86%	58.82%	57.98%	59.94%
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	\$47,782.05	\$30,125.95	\$0.00	\$30,125.95	61.33%	61.07%	59.56%	58.77%
6	Tax Collector	\$97,742	\$97,742	\$61,318.21	\$36,423.79	\$0.00	\$36,423.79	62.73%	57.42%	59.31%	64.88%
7	Data Processing	\$113,551	\$113,551	\$53,489.31	\$60,061.69	\$127.60	\$59,934.09	47.22%	53.51%	47.08%	54.51%
8	Town Clerk	\$114,264	\$114,264	\$74,164.84	\$40,099.16	\$2,360.00	\$37,739.16	66.97%	64.77%	61.20%	62.92%
9	Property Insurance	\$134,106	\$134,106	\$87,828.13	\$46,277.87	\$0.00	\$46,277.87	65.49%	63.81%	65.87%	62.87%
10	Probate	\$5,850	\$5,850	\$5,673.00	\$177.00	\$0.00	\$177.00	96.97%	0.00%	96.95%	94.60%
11	Elections	\$41,898	\$41,898	\$19,148.81	\$22,749.19	\$221.96	\$22,527.23	46.23%	34.40%	36.45%	34.52%
12	Board of Finance	\$2,200	\$2,200	\$280.00	\$1,920.00	\$0.00	\$1,920.00	12.73%	17.50%	20.45%	18.41%
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	\$369,157.49	\$305,951.51	\$14,793.10	\$291,158.41	56.87%	53.95%	52.61%	48.95%
20	Police	\$379,977	\$379,977	\$1,875.57	\$378,101.43	\$0.00	\$378,101.43	0.49%	0.33%	0.30%	0.76%
21	Fire	\$183,519	\$183,519	\$77,205.37	\$106,313.63	\$42,884.27	\$63,429.36	65.44%	60.95%	64.60%	63.82%
22	Animal Control	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	85.71%	80.00%	0.00%
23	Fire Marshal	\$23,607	\$23,607	\$3,173.68	\$20,433.32	\$0.00	\$20,433.32	13.44%	39.52%	62.96%	62.34%
25	Highways and Streets	\$1,021,996	\$1,021,996	\$573,937.23	\$448,058.77	\$37,720.71	\$410,338.06	59.85%	64.93%	69.51%	68.75%
30	Public Health Admin	\$33,240	\$33,240	\$20,356.74	\$12,883.26	\$0.00	\$12,883.26	61.24%	61.34%	60.74%	58.28%
31	Seniors / Social Services	\$156,823	\$156,823	\$96,812.60	\$60,010.40	\$2,000.00	\$58,010.40	63.01%	58.03%	51.95%	65.00%
35	Conservation	\$1,575	\$1,575	\$1,155.00	\$420.00	\$0.00	\$420.00	73.33%	63.17%	55.29%	49.21%
36	Recreation	\$33,185	\$33,185	\$33,185.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%	0.00%	0.00%
37	Library	\$289,213	\$289,213	\$188,734.76	\$100,478.24	\$7,136.84	\$93,341.40	67.73%	68.12%	68.92%	69.34%
40	Land Use	\$280,354	\$280,354	\$166,898.73	\$113,455.27	\$5,718.60	\$107,736.67	61.57%	57.69%	60.28%	59.47%
41	Planning & Zoning	\$6,580	\$6,580	\$1,316.52	\$5,263.48	\$0.00	\$5,263.48	20.01%	19.39%	18.82%	21.02%
42	Zoning Board of Appeals	\$1,440	\$1,440	\$273.20	\$1,166.80	\$0.00	\$1,166.80	18.97%	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%	39.20%	24.11%	18.19%
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	\$770.00	\$1,230.00	\$0.00	\$1,230.00	38.50%	17.50%	35.75%	16.00%
48	Fringe Benefits	\$901,965	\$901,965	\$339,441.99	\$362,523.01	\$0.00	\$362,523.01	59.81%	64.47%	61.15%	60.82%
49	Waste Collection	\$504,173	\$504,173	\$276,682.08	\$227,490.92	\$0.00	\$227,490.92	54.88%	54.85%	56.71%	58.03%
	Totals	\$5,947,409	\$5,947,409	\$3,216,598.19	\$2,730,810.81	\$121,542.37	\$2,609,268.44	56.13%	56.16%	53.23%	56.34%

TAX COLLECTOR
1.31.2019

ESTIMATES FOR FISCAL	ADOPTED	COLLECTIONS				RETURNED		Transfers	NET COLLECTION 1.31.2019	PERCENTAGE COLLECTED FY 19 BUDGET
		YTD	REFUNDS	ON-LINE PYMT	CHECKS					
CURRENT YR. LEVY	\$ 14,995,888.00	\$ 15,112,391.43	\$ (10,848.87)	\$ (3,673.80)	\$ (33,090.64)	\$ (297.19)	\$ 15,064,480.93	100.46%		
MOTOR VEHICLE	\$ 1,596,517.00	\$ 1,536,611.67	\$ (7,953.42)	\$ (5,807.88)	\$ (1,545.77)	\$ (1,548.52)	\$ 1,519,756.08	95.19%		
SUPP. MV LEVY	\$ 168,480.00	145,983.58	-			\$ 2,733.15	\$ 148,716.73	88.27%		
SUB TOTAL	\$ 16,760,885.00	\$ 16,794,986.68	\$ (38,802.29)	\$ (9,481.68)	\$ (34,636.41)	\$ 887.44	\$ 16,732,953.74	99.83%		
PRIOR YEARS	\$ 85,000.00 *	\$ 142,387.18	\$ (1,629.16)	\$ (2,994.18)		\$ (907.27)	\$ 136,856.57	161.01%		
INTEREST & FEES	\$ 60,000.00 **	\$ 69,668.40	\$ -	\$ (173.87)	\$ (179.51)	\$ 19.83	\$ 69,334.85	115.56%		
TOTAL	\$ 16,905,885.00	\$ 17,007,042.26	\$ (20,431.45)	\$ (12,649.73)	\$ (34,815.92)	\$ 0.00	\$ 16,939,145.16	100.20%		

* Includes \$152.99 Suspence
** Includes \$325.79 Suspence 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%	100.26%
1.31.2019	2.28.2019	3.31.2019	4.30.2019	5.31.2019	6.30.2019
100.46%					
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%

School Capital Fund Ordinance

Adopted by the Board of Selectmen: April 30, 2007
Published in the Journal Inquirer: May 2, 2007
Effective Date: May 17, 2007

SCHOOL CAPITAL FUND ORDINANCE

1. It is recognized that, pursuant to Connecticut General Statutes § 7-148(c) (2)(K), a special fund to be known as the School Capital Fund (the "Fund") is established. Said Fund shall be used in whole or in part, exclusively, for funding capital expenditures related to a Bolton High School building project (the "Project"), including the acquisition; reconstruction; construction; expansion; renovation; and replacement of Bolton High School facilities and the costs related to the Project. In addition, the Fund may be used in whole or in part for payment of debt service associated with the Project.
2. The Fund shall be in the custody of the Treasurer of the Town of Bolton and all or any parts of the monies in said Fund, may from time to time, be invested in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Fund and become a part thereof. The monies so invested shall at all times be subject to withdrawal from such investment for use as provided in paragraph 1, above.
3. Annually, the Treasurer shall submit to the Board of Selectmen and the Board of Finance, a complete and detailed report of the condition of said fund, which report shall be made a part of the Bolton annual report.
4. Subject to the provisions of the Charter, the decisions regarding the use of monies in said fund shall be made by the Board of Selectmen in its sole discretion after consultation with representatives from the Board of Education and Board of Finance. The Selectmen may delegate, upon such conditions as the Board of Selectmen shall determine, disbursement authority to a duly authorized individual.
5. There shall be deposited in such fund: (a) eighty percent (80%) of the gross tuition revenue received from the contract with the Town of Columbia for the education of its students in Bolton schools; (b) 80% of the gross tuition revenue received from any other High School tuition contract(s) signed by the Bolton Board of Education with other Towns or Boards of Education; and (c) all monies appropriated to such fund.
6. The Fund shall continue in existence until by ordinance it is determined that this Ordinance should be amended or discontinued.

7. Upon dissolution of the Fund, any remaining balances shall be paid over into the general fund or such other fund as the ordinance terminating said Fund shall direct.
8. The Board of Selectmen shall conduct a mandatory review of this Ordinance every five (5) years. If no amendments are deemed necessary, the Board of Selectmen shall by resolution state that this Ordinance shall continue in existence for successive five year periods or until terminated or amended by ordinance.

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

6E

BUDGET: Professional and Technical Services

Transfer \$ 720⁰⁰ from category Legal Services to category Official/Admin. Services
(within budget) from # 1005-410-4115-000000-53020-00000
to # 1005-410-4115-000000-53100-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - _____ - _____ - 000000 - _____ - 00000
to # _____ - _____ - _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: Contracted Personal Property Audit as requested by Assessor.

Jim Misato Administrative Officer
2/20/19 Date

Board of Selectmen Approved Comments:

Date _____

The Board of Selectmen Human Resources Subcommittee held a meeting with the Board of Education Shared Services Committee on February 6, 2019 at the Town Hall. Present were: First Selectman Sandra Pierog; Selectmen Robert Morra and Nicole Sullivan; Board of Education members Elizabeth Krueger, Anne Decker and Andrew Broneill; Administrative Officer Joyce Stille; and Superintendent of Schools Kristin Heckt.

1. Call to Order

The meeting began at 7:05 p.m.

2. Discussion on Shared Services and Operations

The group had a lengthy discussion about possible realignment of building and grounds operations. The Board of Selectmen proposed that the current Town Buildings and Grounds Supervisor become the Town-wide Facilities Director for all school and town facilities and grounds. Upon retirement of the Highway Supervisor, the position would become the Public Works Director and would include the highway department also. Eventually crew leader positions for custodians, maintenance and highway could be created and possibly AFSCME union consolidations. The Board of Selectmen view this shared service as an opportunity to better use internal talent while sharing knowledge bases and ability to meet changing necessary staff levels. A full time maintainer position would be added to the Town's staffing level. The new Facilities Director would be a Town employee and report to the Administrative Officer. The Superintendent of Schools would have direct access to the Facilities Director and would have evaluation input on the staff person. The group agreed that more discussion is warranted.

3. Adjournment

The meeting ended at 8:25 p.m.

Respectfully submitted,

Joyce M. Stille
Administrative Officer

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

**TOWN OF BOLTON
OFFICIAL GIRL SCOUT PROCLAMATION
TUESDAY, MARCH 12, 2019**

A Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts

WHEREAS, the year 2019 marks the 107th anniversary of Girl Scouts of the USA, the largest and most successful leadership program for girls in the world; and

WHEREAS, Girl Scouts unleashes the G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ in every girl, preparing her for a lifetime of leadership; and

WHEREAS, Girl Scouts combines time-tested, research-backed methods with exciting, modern programming that speaks to today's girls and is designed to cater to the strengths of girls' leadership development; and

WHEREAS, Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills and take the lead early and often; and

WHEREAS, as the world's premier leadership development organization for girls, Girl Scouts welcomes girls of all backgrounds and interests who want to develop the courage, confidence, and character to make the world a better place; and

WHEREAS, research shows that girls learn best in an all-girl, girl-led environment in which their specific needs are addressed and met; and

WHEREAS, the Girl Scout Gold Award, the highest and most prestigious award in Girl Scouting, calls on Girl Scouts in grades 9 to 12 to take on projects that have a measurable and sustainable impact on a community by first assessing a need, designing a solution, completing a project, and inspiring others to sustain it; and

WHEREAS, with more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime; and

WHEREAS, today, more than 50 million women are Girl Scout alums, and 2.6 million girls and adults are current members.

NOW, THEREFORE, BE IT RESOLVED, THAT, the Bolton Board of Selectmen do hereby recognize and proclaim Tuesday, March 12, 2019 as Girl Scout Day in the Town of Bolton and ask all citizens to join us in celebration and recognition of the girl-led, all girl space where girls thrive and develop their talents and leadership skills.

Signed and sealed this 5th Day of March, 2019

**Sandra W. Pierog
First Selectman**

**Joyce M. Stille
Administrative Officer**

