

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, JULY 2, 2019 - 7:15 P.M.
(IMMEDIATELY FOLLOWING SPECIAL TOWN MEETING)
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - A. June 4, 2019 Meeting.
 - B. June 25, 2019 Special Meeting.
4. Correspondence: Letter of resignation from John Stewart as a member of the Energy Committee.
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. FY20 Budget.
 - E. Consider and Act on Resident State Trooper Contract.
 - F. Discussion on Tolls.
 - 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. Shared Services.
 - B. Other.
9. Administrative Officer's Report:
 - A. Personnel.
 - B. Year in Review.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, JUNE 4, 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	4	X	

1. Call to Order

By: Sandra Pierog

Time: 7:01 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

2. Public Comment:

None

3. Approval of Minutes:

A. May 7, 2019 Regular Meeting

Motion: Move to approve the minutes of the May 7, 2019, meeting.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

B. May 29, 2019 Special Meeting

Motion: Move to approve the minutes of the May 29, 2019, meeting.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Morra, Miller

Against: None

Abstain: Eremita

4. Correspondence:

Piergo received a letter from Morris Silverstein requesting that the Town issue a letter to the residents on North Road to notify them that the owner, Mr. Silverstein, is not responsible for the maintenance of this private road. Pierog and Stille will contact the Town Attorney for an opinion on the matter. The Town does plow 4” or more of snow on private roads for safety reasons, otherwise, the town does not maintain such roads.

5. Unfinished Business:

None

6. New Business:

A. Charter Oak Greenway Shared Use Path and Path Extension

No date has been set for the opening ceremony. Gwen Marrion has been asked to serve as chairman to organize the ceremony when a date is known. Ms. Marrion is a new member of the East Coast Greenway Council.

B. Lower Bolton Lake Status Report

Kim Welch reported that the lake has been showing signs of algae. There is a widespread odor of rotten eggs that is related to the algae. The consultant who is studying and preparing reports about the health of the lake was on the water this past Monday; this is not blue-green algae. The clarity is not good. Toxic algae would show lime green on the surface. Yellow pollen is on the surface. A meeting has been set up between the representatives of Friends of Bolton Lakes, Lake Commissioner Kim Welch with Pierog and Stille.

George Knoecklein the consultant, will conduct another presentation on June 26, 2019, at 7:00 p.m. at Town Hall.

C. FY19 Budget

Motion: Move to return a portion of interest on bonds and state grant funds for the Bolton High School Project totaling \$374,291.53 to the School Capital Fund.

By: Eremita

Seconded: Morra

This fund will be for the high school project, the fund loaned money and paid project costs and debt service for future high school projects, such as the tennis courts and roof.

Voting:

For: Pierog, Morra, Miller, Eremita

Against: None

Abstain: None

As of May 31, 2019, a total of 79.15% has been expensed. As of April 30, 2019, the Tax Collector has collected 100.02% of the revised budget. As of April 30, 2019, the revenue statement is (\$128,210.08) short of the revised budget; the largest outstanding revenue is for school tuition.

D. FY20 Budget

Stille reported that the State did adopt a budget, but she has not yet been able to fully analyze it. It does not contain teachers' pension costs and ECS is higher than expected. This results in the budget being \$99,000 to the good for the start of the year. The BOF increased the Town's budget by \$85,000 and then reduced it by \$35,000. This left a net result of \$50,000 increase due to the shared services agreement. Stille provided a list of proposed budget changes.

Motion: Move to accept the proposed FY20 budget changes as presented.

	56. Capital Improvements
-\$16,000.00	Library Fascia
	1. Administration
\$1,900.00	Other Payroll
\$11,458.00	Professional & Technical Services
	5. Assessor
\$500.00	Regular Payroll
	8. Town Clerk
\$350.00	Other Payroll
	14. Town Building Operations
\$72,200.00	Regular Payroll
-\$10,500.00	Other Payroll
	25. Highway Department
\$2,800.00	Regular Payroll
	40. Land Use
\$500.00	Regular Payroll
	48. Employee Fringe Benefits
\$5,160.00	Payroll Taxes
\$3,770.00	Pension
-\$28,883.00	Health Insurance
\$1,745.00	Dental
	49. Refuse
\$5,000.00	Tipping Fees
\$50,000.00	

By: Eremita

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, Eremita

Against: None

Abstain: None

Pierog extended compliments to Stille for preparing the proposed budget changes. Stille indicated these changes will be presented to the BOF for inclusion in the final adopted budget.

E. Consider and Act on Bolton Heritage Farm House Grant Application

The house needs a new roof. Currently, the State Preservation office is not accepting grant applications; it is hoped that applications will be accepted in the Fall. The estimated cost is \$18,000 for the roof and \$5,000 for the eaves. This would be for a 50/50 grant with the Historical Society contributing \$10,000. The Town would have to contribute the remaining monies from the Heritage Farm fund.

Caution was advised about receiving a grant from the State Preservation office because a 15-year restriction is placed on the building, meaning anytime additional work is required on the building it must be approved by the Preservation office. Such a restriction is on the barn because of the stabilization grant received in 2012; this does not encumber the house. At the time, the State wanted the restriction to include the entire property, which Bolton fought. Also, the barn is supposed to be open to visitors once per month. Bolton negotiated for once per year with the exterior being viewable all day, every day.

Eremita asked if the Town wants to maintain the house for the period under a restriction? Is the house historically significant? Should we let it go? The house is in rough shape and needs significant renovations. Pierog replied that there is historic significance and she does not want to let it go. Stille suggested that it may be more prudent to replace the roof without funds from the state. Eremita is agreeable to funding renovations by the Town and Historical Society if there is significance to the Town. However, if the significance lies only with the state office and they will hold this over the Town he is not agreeable to spending money on the project. He would rather have the entire cost covered through town funding and have decision making authority. To make a building historically correct is much more expensive than making it structurally sound. Pierog added that living with the restrictions on the barn has been difficult. Morra has observed nothing but negative hurdles with these restrictions in place.

There are funds in the Heritage Farm fund; the Historical Society would have to be asked if they would contribute \$10,000 if the decision is to not apply for a grant. Having a sound roof on a structure extends its life.

Motion: Move that we allow Stille to approach the Historical Society about the contribution of \$10,000 combined with \$14,000 from the Heritage Farm fund to replace the roof without grant funding for the project.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

F. Discussion on Tolls

Morra continues to follow the state's activity regarding the tolls. There is significant opposition to adding tolls to CT roads. He wrote a letter to his senator asking that any proposal discusses the breakdown of costs versus the expected revenue and is made available to towns and the public. Massachusetts cannot enforce collections from out of state vehicles; it costs more to attempt collection than the toll fees.

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

Stille provided the following list of approved budget transfers:

Budget	Amount	From Line Item		To Line Item
Administration	\$1,500.00	Regular Payroll	to	Other Payroll
	\$100.00	Mileage Reimbursement	to	Professional Business & Training
Data Processing	\$4,000.00	Repairs & Maintenance	to	New Equipment
Town Building Operations	\$2,215.00	Electricity	to	Regular Payroll
	\$2,000.00	Repairs & Maintenance	to	Other Contracts
	\$3,000.00	New Equipment	to	Other Contracts
Fire Commission	\$15.00	Purchased Services	to	Office Operations

The Fire Chief dropped these requests off immediately prior to this meeting, otherwise, Stille would have approved these by administrative authority of approving requests under \$5,000.

Motion: Move to approve the following budget transfer requests from the Fire Department for:

- \$2,700 from Prof. Business to Medical for medical supplies
- \$900 from Purchased Services to Medical for medical supplies
- \$3,000 from Purchased Services to Equipment for thermo imaging cameras to replace old/broken units, etc., fire hose nozzles, etc.
- \$2,500 from Repairs to Uniforms for turnout gear/jackets, etc.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

Motion: Move to approve the appropriation request of \$75,798.29 to Capital Reserve – Town Building Repairs and Upgrades.

By: Eremita

Seconded: Miller

These funds are in a 2007 expired bond authorization. Line items to be reimbursed are for ramp, door/trim and landing at Herrick Park; BHF House porch repair and house painting; Fire Department stairs. The request starts with the BOS, then is heard by the Board of Finance, and then to Town meeting.

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

7. Ongoing Business:

A. Subcommittee Reports

J. Stille forwarded the draft blight ordinance to the Town Attorney for review. The subcommittee did not meet last week; another meeting will be scheduled.

B. Properties and Facilities

The Fire Department would now like to bury a pipe in the training area so personnel can be taught how to draft from a hydrant. The Inland Wetlands Agent does not see any issue with this but it must be added to the plan. The PZC may need to review the request under 8-24 referral. The estimated cost for the pipe is \$2,500. The installation of the pipe must be done before the training area is completed.

Motion: Move to approve the request of the Fire Department to install a pipe for the drawing and feeding of water at the fire hydrant in the training area.

By: Eremita

Seconded: Morra

Pierog asked why we are training firefighters to use a hydrant when the Town does not have any? Eremita explained this is valuable training when Bolton provides mutual aid for nearby towns. In addition, several pieces of equipment on the trucks are utilized when drafting from water holes, hydrants, or pumping from the truck. This will simulate drafting from water holes very well. Pumping from a hydrant requires changes in how to operate the truck pump. The proposed locations for the hydrants are in the front two corners and will not be in the way of snow plowing. The Chief is attempting to acquire the hydrants through donation.

Friendly amendment suggested by Stille: BOS approval is contingent upon approval by the PZC. Eremita and Morra agreed to the amendment.

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

The Town Garage has submitted plans to which Staff has provided comment. There has been some delay with this project because the point person from the contractor's office has retired as of May 31, 2019.

Asbestos removal in the schools has been discussed with the principals and superintendent. A plan is in place when the project is ready to commence.

C. Revenue Sources

None

8. First Selectman's Report:

A. Land Use Board Meeting

Pierog reported this meeting was held two weeks ago with good attendance from the other Boards and Commissions. Each gave a report that revealed no surprises. All seem to be at a slow period. There was some discussion about the 300th celebration and an

update on facilities. Discussion also included items that are being worked on in conjunction with Coventry. An RFP for a shared economic development consultant between Tolland, Coventry, Bolton, and Mansfield has been issued. Locations for Welcome to Bolton signs are proving difficult to find because of sight lines. One possible location was four to six houses into Bolton and another is across from Johnson Road.

A commitment letter was received from DOT about maintenance and damage repair by Bolton should they allow the kiosk. A town map placed in the kiosk cannot have locations of restaurants and stores shown. Absolutely no advertising is allowed. DOT does not usually allow kiosks on their properties. Miller feels there is a difference between advertising and information.

An email was received from DOT about replacing the culvert on Porter Brook that goes under I-384 and the new bike path. This is slated for 2022 or 2023.

B. Other

Joyce was honored with a Meritorious Service Award at CRCOG. This nomination came from people in Bolton and peers from Coventry and West Hartford.

9. Administrative Officer's Report:

A. CRCOG

We continue to move forward with the electronic documents management system projects.

Timekeeping system is at the stage of writing up the exceptions to the rules.

The last meeting regarding cyber policies was in April; the next one will be held next week.

The Purchasing Council 50th annual meeting is approaching. One hundred and ten municipalities participate in the council.

B. Other

Shared Services position is working through administrative items such as who provides the phone, laptop, etc. There are two internal candidates interested in the position of Maintainer II.

10. APPOINTMENTS:

Jean Laughman has expressed interest in serving on the Conservation Commission as an alternate. Pierog indicated this position expires in July and asked Ms. Laughman if she will agree to continue for the three-year term upon expiration.

Motion: Move to approve the appointment of Jean Laughman to the Conservation Commission as an alternate with a term to July 1, 2022.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None
Abstain: None

11. ADJOURNMENT:

Motion: Move to adjourn the meeting at 8:22 p.m.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, 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.

The Board of Selectmen held a special meeting on June 25, 2019 at the Town Hall with First Selectmen Sandra Pierog presiding. Also in attendance were: Selectmen Robert Morra, Michael Eremita, Nicole Sullivan and Kim Miller; and Administrative Officer Joyce Stille.

- 1. Call to Order
S. Pierog called the meeting to order at 8:05 a.m.
- 2. Consider and Act on Call and Resolution for Special Town Meeting
S. Pierog moved, seconded by R. Morra to approve the following call and resolution for the July 2, 2019 Special Town Meeting:

The legal voters of the Town of Bolton are hereby warned and notified to meet in a Special Town Meeting at the Town Hall, 222 Bolton Center Road, Bolton, CT, on Tuesday, July 2, 2019 at 7:00 p.m. to consider and act upon a resolution:

- 1. to appropriate \$75,798.29 from the expired 2007 bond authorization to the Capital Reserve Account Town Building Repairs and Upgrades consisting of the following projects – Herrick Park ramp, exterior doors and landing replacement (\$39,759.76), Bolton Heritage Farm porch repair and house painting (\$9,224.00) and Fire Department stair access (26,814.53) including related work and improvements. The appropriation may be spent for any costs related to the projects.
- 2. to authorize the Board of Selectmen and other proper Town officials to determine the particulars of the projects and to take all necessary actions to reauthorize the bond proceeds as noted and to complete the projects.

Dated at Bolton, Connecticut, this 25th day of June 2019.

Resolution –

Resolved:

- 1. That the Town of Bolton appropriate \$75,798.29 from the expired 2007 bond authorization to the Capital Reserve Account Town Building Repairs and Upgrades consisting of the following projects – Herrick Park ramp, exterior doors and landing replacement (\$39,759.76), Bolton Heritage Farm porch repair and house painting (\$9,224.00) and Fire Department stair access (26,814.53) including related work and improvements. The appropriation may be spent for any costs related to the projects.
- 2. That the Board of Selectmen and other proper Town officials are authorized to determine the particulars of the projects and to take all necessary actions to reauthorize the bond proceeds as noted and to complete the projects.

This is for the 2007 bond funds with the expired authorization. The Board of Finance approved the appropriation request at its June 20, 2019 meeting.
Motion unanimously passed.

3. Consider and Act on Budget Transfer Requests

No action necessary. J. Stille had expected to have information on the repair and maintenance costs for the Center School well which services four (4) town buildings also. Beyond the current issue, several upgrades were proposed months ago that the Town was not aware of at all.

4. Adjournment

A motion was made by N. Sullivan, seconded by M. Eremita to adjourn the meeting at 8:20 a.m. Motion unanimously passed.

Respectfully Submitted,

Joyce M. Stille
Administrative Officer

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

FY19 TOWN GOVERNMENT
BUDGET TRANSFERS

July 2019 BOS

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Budget	Amount	From Line Item	To Line Item
Professional & Technical Services	\$2,000.00	Legal Services	Professional & Technical Services
Assessor	\$430.00	Other Contracts	Office Operating Expenses
Town Building Operations	\$1,020.00	Repairs & Maintenance	New Equipment
	\$3,400.00	Maintenance and Supplies	Other Contracts
Fire Commission	\$4,500.00	New Equipment	Purchased Services
	\$2,000.00	Uniforms	Purchased Services
	\$1,000.00	Other Contracts	Purchased Services
	\$500.00	Medical Expenses	Purchased Services
	\$1,175.00	New Equipment	Other Contracts
	\$100.00	New Equipment	Professional Business & Training
	\$2,700.00	New Equipment	Purchased Services
	\$200.00	New Equipment	Purchased Services
	\$300.00	New Equipment	Other Contracts
Refuse	\$1,600.00	Refuse Pick-up	Recycling
	\$165.00	Contract Pick-up	Overtime
Town Clerk	\$95.00	Office Operating	Other Payroll