

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, AUGUST 6, 2019 - 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 July 2, 2019 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. FY20 Budget.
 - E. Consider and Act on Public Hearing for Proposed Property Maintenance Regulations Ordinance.
 - F. Consider and Act on Sustainable CT Municipal Certification Program Resolution.
 - 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. Census.
10. Appointments.
11. Adjournment.

**TOWN OF BOLTON
 BOARD OF SELECTMEN
 MINUTES
 REGULAR MEETING TUESDAY, JULY 2, 2019, 7:15 P.M.**

		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: 7:15 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

2. Public Comment:

None

3. Approval of Minutes:

A. June 4, 2019 Regular Meeting

Motion: Move to approve the minutes of the June 4, 2019, meeting as written.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: Sullivan

B. June 25, 2019 Special Meeting

Motion: Move to approve the minutes of the June 25, 2019, meeting.

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Morra, Miller, Eremita, Sullivan
Against: None
Abstain: None

4. Correspondence: Letter of resignation from John Stewart as a member of the Energy Committee

Motion: Move to accept the letter of resignation of John Stewart with regret and thanks for his service.

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Morra, Miller, Eremita, Sullivan
Against: None
Abstain: None

5. Unfinished Business:

None

6. New Business:

A. Charter Oak Greenway Shared Use Path and Path Extension

Bolton has received notification that the Commissioner of the DOT will attend the official opening on October 12, 2019, at 9:00 a.m.

The path has been so popular that people are parking along both sides of the driveway to the Notch Pond parking lot. Emergency vehicles may not be able to drive down under this condition. This is after the commuter lot is full. The Town is pursuing “No Parking” signs for one side of the driveway to Notch Pond.

B. Lower Bolton Lake Status Report

Kim Welch, Lake Commissioner provided the report. Lake residents have noticed that the clarity of the water has improved since Memorial Day. She met with Stille and Pierog and Friends of Bolton Lake Board to talk all things lake related. The meeting was scheduled to meet with Stille’s replacement, although that did not happen, they appreciate the communication. A meeting was held with the Lake consultant, George Knoecklein, who spoke about phosphorus in a good level of detail, which is the science behind what is happening at the lake. Stille has not yet received the PowerPoint from the consultant; the presentation will be added to the website when received. The connections or disconnects between Middle and Lower Bolton lakes was discussed. Middle Bolton Lake has some milfoil; sometimes water drawdowns help to control this aquatic plant. However, the consultant is not in favor of drawdowns. Citizens are being educated to help manage the lake more effectively.

C. FY19 Budget

As of May 31, 2019 –

- Tax collection is at 110.35%; this is over the adopted and revised budget.
- Revenue is at a positive position of 99.99%. The Municipal Projects grant has come in. Tuition revenue will not have \$27, 531.30 coming in.
- An increase for \$30,482.68 was received in Board of Education grants.

D. FY20 Budget

Motion: Move to not accept any FY20 payroll increase for the Board of Selectmen, maintaining the current salary level. The new Board of Selectmen should study the First Selectmen’s salary and the level of work the position entails and, possibly, make the salary commensurate.

By: Morra

Seconded: Sullivan

Discussion

In the October/November timeframe the Human Resources subcommittee will look at what the First Selectman’s position entails. Keep in mind that with Stille retiring much knowledge is leaving with her, which takes work off the Selectman. Pierog appreciates those acknowledging the amount of work the position requires. A higher salary may entice someone to serve. Stille will speak to the new Administrative Officer about looking at the CCM salary survey to see how Bolton compares.

Voting:

For: Pierog, Morra, Miller, Eremita, Sullivan

Against: None

Abstain: None

Motion: Move to authorize the Administrative Officer to transfer funds into the Separation Fund.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Morra, Miller, Eremita, Sullivan

Against: None

Abstain: None

E. Consider and Act on Resident State Trooper Contract

Motion: Move to authorize the First Selectman to sign the Resident State Trooper Contract for July 1, 2019 through June 30, 2022.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller, Sullivan

Against: None

Abstain: None

F. Discussion on Tolls

Morra reported that his moaning and groaning must have been voiced by many others; the head of the House could not gather enough support to hold a special session. The issue appears to be dead. Now they must rethink funding as the budget has a shortfall. In January when they are back in session adjustments will have to be made.

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

J. Stille shared the following budget transfers that were approved:

Budget	Amount	From Line Item		To Line Item
Professional & Technical Services	\$2,000.00	Legal Services	to	Professional & Technical Services
Assessor	\$430.00	Other Contracts	to	Office Operating Expenses
Town Building Operations	\$1,020.00	Repairs & Maintenance	to	New Equipment
	\$3,400.00	Maintenance and Supplies	to	Other Contracts
Fire Commission	\$4,500.00	New Equipment	to	Purchased Services
	\$2,000.00	Uniforms	to	Purchased Services
	\$1,000.00	Other Contracts	to	Purchased Services
	\$500.00	Medical Expenses	to	Purchased Services
	\$1,175.00	New Equipment	to	Other Contracts
	\$100.00	New Equipment	to	Professional Business & Training
	\$2,700.00	New Equipment	to	Purchased Services
	\$200.00	New Equipment	to	Purchased Services
	\$300.00	New Equipment	to	Other Contracts
Library	\$392.50	Equipment	to	Office Operating Expenses
Refuse	\$1,600.00	Refuse Pick-up	to	Recycling
	\$165.00	Contract Pick-up	to	Overtime
Town Clerk	\$95.00	Office Operating	to	Other Payroll

7. Ongoing Business:

A. Subcommittee Reports

An email from the Town Attorney with opinion on the blight ordinance was distributed. The subcommittee will be meeting to review and discuss.

B. Properties and Facilities

The well at Center School, which services the 2 garages, Notch Road Municipal Center, Senior Center, and Community Voice Channel, is being monitored, while parts are on order. Additional work was recommended prior to Town-wide Facilities Director's position. The Town and Board of Education equally share these costs.

The asbestos removal is going well. This is key to the Board of Selectmen as it will determine the funding left over for the paving of the school area and the town garage.

The Town Garage project is going back and forth between the contractor, Town Engineer and the Building Official. Review is close to completion.

C. Revenue Sources

Bolton received \$13,111 from CIRMA, the worker's compensation provider, because of positive results. Pierog thanked the employees of the Town for their focus on doing their jobs safely.

8. First Selectman's Report:

A. Shared Services

Pierog reported there was a meeting with J. Stille, the Resident Troopers, Superintendent K. Heckt and BOE Chair E. Krueger about the police presence at the school. A request was made that the Troopers make a larger effort to visit and be in the building during the day.

There will be a meeting about Shared Services on July 25, 2019 to talk about the next steps. Union issues and other staffing issues will be on the table for discussion.

B. Other

Pierog stated she has received several phone calls since Indian Notch Park has opened. Residents are upset that they cannot access the park. The policy is that if you pay the entrance fee you receive a day pass. Since there are no vending machines at the park, people will leave the park to obtain food and drinks and then are allowed back in with the day pass. People will view the park from the boat launch and say they cannot see people in the park. However, there are many areas of the park that cannot be viewed from the boat launch.

Sullivan suggested it may be beneficial for users to know why we have day passes. Get ahead of the issue with messaging would be beneficial.

Miller asked if it is known what percentage do leave and return? Pierog and Stille indicated that depends on how busy the park is and the weather. The hotter the weather, the more people will leave and return. Buildings and Grounds and the Rec departments oversee the park operations. Attendance every year increases for the July 4th holiday. There have been times when people start lining up at 3:00-4:00 a.m. in order to get into the park when the gates open at 9:00 a.m. for the 4th holiday. After the holiday, the number of daily visitors will start to decrease. Stille added that the bigger challenge is regarding the safety of the people using the water with the lifeguards on duty. Eremita suggested that a return ticket be given to those leaving with a set period for which they can return. If they have not returned by the end of that timeframe the parking space becomes available for someone else. Morra suggested it may be as simple as posting a sign that says you must get a ticket for same day re-entry if you plan to leave temporarily.

Stille has not been able to work with Staff on this issue since it just came to her attention after the weekend. There is a new ticket taker this year and weekends can be extremely daunting with the crowds that come in. Stille will work with staff to develop a procedure for day passes and their use.

Pierog reminded everyone that the park's hours are 9:00 a.m. – 5:00 p.m. If you are on the property outside of these hours you are trespassing. There is no way to handle the trash or complaints or maintain the building after hours. Please obey the rules.

9. Administrative Officer's Report:

A. Personnel

The open position has moved staff up with the Custodian position being advertised now. The interviews for Administrative Officer have been scheduled.

Stille shared that the CBOA secretary is Randy Heckman and Jim Rupert is the Vice President. She recognized J. Rupert receiving the CBOA's President's Award for exemplary service and dedication to education of code officials.

The Town continues to pursue sharing personnel with other communities for the Building Official or Assistant Building Official to beef up the available hours.

B. Year in Review

Stille shared highlights of FY19 that the BOS addressed.

10. APPOINTMENTS:

Motion: Move to approve the following re-appointments as full members to:

Board of Fire Commissioners

Robert Langton
Term: July 1, 2024

Conservation Commission

C. Peter Van Dine
Term: July 1, 2022

Bolton Heritage Farm Commission

Ann R. Maulucci
Term: July 1, 2022

Bolton Heritage Farm Commission

Rhea Klein
Term: July 1, 2022

Energy Committee

Andrew Macomber
Term: July 1, 2023

Energy Committee

Jim Adams
Term: July 1, 2023

Library Board of Trustees

Pauline (Polly) Silva
Term: July 1, 2023

Senior Citizens Commission

Raymond Soma
Term: July 1, 2023

By: Eremita

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller, Sullivan

Against: None

Abstain: None

Motion: Move to approve the following appointments of Officers for the Town:

Lake Commissioner

Kimberly P. Welch
Term: July 1, 2021

Treasurer

Catherine H. Peterson
Term: July 1, 2021

Animal Control Officer

Craig Segar
Term: July 1, 2020

Assistant Animal Control Officer

Jerold Casida
Term: July 1, 2020

Assistant Animal Control Officer

Eric Boucher
Term: July 1, 2020

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller, Sullivan

Against: None

Abstain: None

Motion: Move to approve the appointment of William R. Phillips to the Bolton Lakes Regional Water Pollution Control Authority Board. Term is December 31, 2020.

By: Morra

Seconded: Sullivan

Discussion:

Morra reported that he pushed Mr. Phillips to volunteer for the Authority. Phillips is a contractor that some of the residents used to connect to the system. He would bring that knowledge to the authority. The connection work is completed so there is no conflict of interest.

Voting:

For: Pierog, Eremita, Morra, Miller, Sullivan

Against: None

Abstain: None

11. ADJOURNMENT:

Motion: Move to adjourn the meeting at 8:02 p.m.

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Morra, Miller, 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.

	FY20 July 31, 2019	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY19	FY18	FY17	FY16
1	Administration	\$628,858	\$628,858	\$102,606.89	\$526,251.11	\$0.00	\$526,251.11	16.32%	3.91%	10.51%	14.89%	10.43%
12	Board of Finance	\$2,200	\$2,200	\$0.00	\$2,200.00	\$0.00	\$2,200.00	0.00%	6.17%	6.39%	6.04%	3.66%
3	Financial Administration	\$225,920	\$225,920	\$13,487.96	\$212,432.04	\$0.00	\$212,432.04	5.97%	0.00%	0.00%	0.00%	0.00%
4	Auditing	\$26,500	\$26,500	\$0.00	\$26,500.00	\$0.00	\$26,500.00	0.00%	6.77%	6.72%	6.47%	6.45%
5	Assessor	\$78,730	\$78,730	\$4,836.05	\$73,893.95	\$0.00	\$73,893.95	6.14%	7.47%	7.80%	7.39%	11.88%
6	Tax Collector	\$105,210	\$105,210	\$8,067.28	\$97,142.72	\$399.30	\$96,743.42	8.05%	27.00%	22.32%	22.96%	28.48%
48	Franchise Benefits	\$908,062	\$908,062	\$85,222.45	\$822,839.55	\$0.00	\$822,839.55	9.39%	12.36%	12.30%	7.17%	7.78%
7	Data Processing	\$119,490	\$119,490	\$5,860.00	\$113,630.00	\$0.00	\$113,630.00	4.90%	16.44%	18.85%	27.65%	7.45%
8	Town Clerk	\$118,290	\$118,290	\$8,543.13	\$109,746.87	\$6,490.00	\$103,256.87	12.71%	0.00%	0.00%	0.00%	0.00%
40	Land Use	\$297,098	\$297,098	\$14,200.16	\$282,897.84	\$15,979.00	\$266,918.84	10.16%	2.28%	3.18%	3.14%	3.87%
41	Planning & Zoning	\$6,580	\$6,580	\$75.00	\$6,505.00	\$0.00	\$6,505.00	1.14%	0.00%	0.00%	0.00%	0.00%
42	Zoning Board of Appeals	\$1,440	\$1,440	\$0.00	\$1,440.00	\$0.00	\$1,440.00	0.00%	0.00%	0.00%	0.00%	0.00%
9	Property Insurance	\$137,705	\$137,705	\$28,544.50	\$109,160.50	\$0.00	\$109,160.50	20.73%	4.78%	5.58%	4.37%	5.44%
10	Probate	\$5,673	\$5,673	\$5,673.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%	0.00%	0.00%	0.00%
43	Inlands/Wetlands	\$2,235	\$2,235	\$0.00	\$2,235.00	\$0.00	\$2,235.00	0.00%	44.83%	24.04%	28.12%	41.79%
45	Economic Development	\$2,000	\$2,000	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	85.71%	0.00%	0.00%	0.00%
11	Elections	\$42,495	\$42,495	\$228.62	\$42,266.38	\$0.00	\$42,266.38	0.54%	2.00%	6.83%	6.79%	6.77%
14	Parks/Town Building Ops	\$775,762	\$775,762	\$31,672.18	\$744,089.82	\$16,855.99	\$727,233.83	6.26%	27.00%	23.79%	29.38%	20.72%
20	Police	\$392,077	\$392,077	\$0.00	\$392,077.00	\$0.00	\$392,077.00	0.00%	1.22%	1.20%	19.10%	19.93%
21	Fire	\$190,113	\$190,113	\$36,471.69	\$153,641.31	\$56,380.00	\$97,261.31	48.84%	10.79%	10.25%	10.90%	7.49%
22	Animal Control	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	5.23%	5.40%	1.59%	4.76%
23	Fire Marshal	\$16,171	\$16,171	\$0.00	\$16,171.00	\$0.00	\$16,171.00	0.00%	0.00%	0.00%	0.00%	0.00%
25	Highways and Streets	\$1,048,802	\$1,048,802	\$22,116.35	\$1,026,685.65	\$280,999.32	\$745,686.33	28.90%	21.65%	22.46%	23.35%	24.15%
13	Public Building Commission	\$540	\$540	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	9.89%	9.80%	4.37%	6.66%
30	Public Health Admin	\$32,840	\$32,840	\$0.00	\$32,840.00	\$0.00	\$32,840.00	0.00%	1.14%	1.29%	1.14%	2.21%
31	Seniors / Social Services	\$160,208	\$160,208	\$12,291.47	\$147,916.53	\$6,750.00	\$141,166.53	11.89%	0.00%	9.03%	0.00%	0.00%
37	Library	\$294,205	\$294,205	\$14,024.56	\$280,180.44	\$46,078.90	\$234,101.54	20.43%	0.00%	0.00%	0.00%	0.00%
36	Recreation	\$33,185	\$33,185	\$0.00	\$33,185.00	\$0.00	\$33,185.00	0.00%	0.00%	0.00%	0.00%	0.00%
35	Conservation	\$1,625	\$1,625	\$170.00	\$1,455.00	\$0.00	\$1,455.00	10.46%	0.00%	0.00%	0.00%	0.00%
44	Open Space	\$645	\$645	\$0.00	\$645.00	\$0.00	\$645.00	0.00%	9.69%	10.42%	17.05%	9.92%
49	Waste Collection	\$533,076	\$533,076	\$314.76	\$532,761.24	\$0.00	\$532,761.24	0.06%	0.07%	5.59%	5.45%	5.63%
	Totals	\$6,191,235	\$6,191,235	\$397,406.05	\$5,793,828.95	\$429,932.51	\$5,363,896.44	13.36%	11.80%	11.53%	14.16%	11.42%

TOWN OF BOLTON

Resolution Supporting Participation
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Bolton embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Bolton that we do hereby authorize Patrice Carson, Director of Community Development to serve as Bolton’s Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of Bolton.

RESOLVED, that to focus attention and effort within Bolton on matters of sustainability, and in order to promote the Board of Selectmen’s local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen authorizes the Finance and Administration Subcommittee to serve as the Sustainability Team Leader. For meetings of the Subcommittee involving the Sustainability Team, representatives from the Planning and Zoning Commission, Energy Committee, Conservation Commission, Economic Development Commission, Board of Education or its designee, selected staff and no more than five (5) members of the public shall be included.

RESOLVED, that the first meeting of the Sustainability Team shall be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but not less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the full Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Highway

Transfer \$ 30000 from category Repair + Maint Supplies to category Other Professional Service

(within budget) from # 1 005-043-4303-000000-56100-00000

to # 1 005-043-4303-000000-53400-00000

Transfer \$ _____ from Budget _____ to Budget _____

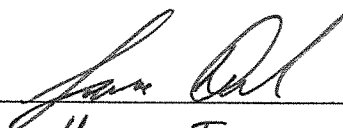
from category _____ to category _____

from # _____ - _____ - 000000 - _____ - 000000

to # _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation: Need to split Repair Supplies between the two categories for repairs that require labor


 _____ Signature
Hwy Frm Title
7/16/2019 Date

Board of Selectmen

Approved

Comments:

Yes No

Date _____