

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, JANUARY 14, 7:00 P.M.**

		Present	Absent
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Kim Miller		X
Selectman	Robert Morra	X	
Selectman	Mike Eremita	X	
Selectman	Robert DePietro	X	
Administrator (Staff)	Joshua Kelly	X	
Members of the Public	11	X	

1. Call to Order:

By: Sandra Pierog Time: 7:04 p.m. Place: Notch Rd. Municipal Center Rm. 9

2. Pledge of Allegiance:

All stood to recite the Pledge of Allegiance.

3. Public Comment:

No one wished to speak.

4. Approval of Minutes:

December 4, 2019 Special Meeting

Motion: Move to approve the minutes of the December 4, 2019, meeting as presented.

By: Morra

Seconded: Eremita

With the following corrections:

- Page 4, item C – for clarification purposes it should be the Bolton Heritage Farm Commission. And the \$22k funds must be utilized for the 300th Celebration on the farm.
- Page 5, item D, first paragraph, last sentence – change “theses” to “these”.

Motion: I amend my motion to approve the minutes of the December 4, 2019 meeting to incorporate these corrections.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro

Against: None

Abstain: None

5. Appointments:

A. Inland Wetlands Commission

Interested party: Andrew S. Gordan, Alternate

B. Conservation Commission

Interested parties: Matthew Rivers, Alternate, and Jean Laughman, Full Member

Kelly provided some information regarding the interested parties. The commissions will have full slates with these appointments.

Motion: Move to accept the appointments to the Inland Wetlands Commission and the Conservation Commission.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, DePietro

Against: None

Abstain: None

C. Other

Over 40 people responded indicating interest in serving on boards and commission through the Bolton questionnaire. Two of said volunteers have been appointed this evening.

John Weaver and Kate Chambers have expressed interest in serving on the Hartford Foundation Committee, although neither has submitted the Interest Form yet. A reminder may be in order. Two people have been appointed to the Foundation; with Weaver and Chambers the committee would need one more person to have a full complement. Morra thinks Jimmy Clark would provide good input to this committee.

6. Correspondence:

Pierog had some correspondence with Dan Buxon of Shady Lane. He wrote to express his opinion that the BOS should hold the line with not approving increases for non-union employees. He also opined that spending the \$8k on branding is not worthwhile. Pierog thanked him for his comments and invited him to this meeting.

7. Ongoing Business:

A. Subcommittee Report

Several items were discussed at the Finance meeting and the Administration meeting, such as the the Open Space Committee, a gun and lethal weapons policy, Narcan, and the student representatives to the BOS. This last item was forwarded to the BOE with no response

received, as yet. The Fire Commission may increase the number of people on it. The discussion on the Blight Ordinance continues. Some people have approached town officials about ATV noise, especially around the town center and Hebron Road.

The Human Resources Committee discussed the consideration of wage adjustments for non-union employees. There was a review of and discussion on the long-range strategic staffing plan as well.

B. Properties and Facilities

1. Bolton Heritage Farm Commission

Beth Harney, Bolton Center Road, presented, with other Commission members in attendance. Presentation materials were included in the meeting packet.

Harney began the presentation by reminding those present that the commission started in 2006. The mission was used to write the business plan. A list of capital projects was provided to outline the history of the work done and the progress that has been made on the farm. The Town has been awarded at the state level for these efforts. The current status of the buildings, grounds, and how the farm is being used was detailed, as was the current financial status. There needs to be some revenue sources to fund renovations on this large property. The intent is to make the farm as self-sufficient as possible. The Town is supporting the property through the Buildings and Grounds budget and with manpower. A fund has been created to support a variety of projects; that fund had a balance of \$58K at the end of 2019. Fundraising and event sponsorships have been undertaken in the past ten years. In-kind sponsorships have also been used. A project list is maintained and opportunities are taken as they occur. There are no reserve funds at the Town level, but the Commission recommends considering this for the future. Grants arise randomly and usually require matching funds. The barn has been the major focus while the farmhouse has suffered. Sustainable CT has a preservation and restoration fund for municipal buildings. The Commission is exploring what such funds could be used for on the property. The Commission has determined that the barn has the highest potential for revenue generation and to obtain funding. Revenue generation may be as a rental for public assembly and housing of historical farm implements and artifacts that have been found at the farm. The farmhouse is not unsalvageable, but the state does not need another house museum and it is not representative of any one period of time. The house will likely be a support building with such uses as a prep kitchen, storage, office space for a farm director or manager. The grounds close to Town Hall may be used to expand the buildings. There are opportunities to generate funds from field events – such as reenactments – and better management of the forest and fields on the 100 acres. The National Park Service is interested in The Rochambeau Trail. Ongoing efforts include a program plan being developed for the expanded use of the building, research of other funding sources, and explore uses of similar properties in other towns. This document is intended to grow and change.

DiPietro commented that the draft was very organized and thorough. It shows that much leg work has been done and done with a lot of love. Morra stated that the report was extraordinarily well done.

Pierog stated that there should be more discussion on this subject at the Facilities subcommittee with a two-way dialog on many items in the report with the consensus of the Board.

DiPietro asked how closely the Commission is working with the 300th Celebration? Commission member Fiano replied that they are working very closely with the reenactment group and there are aspects that are hoped to come to fruition with the grant with WaRo. Morra, Pierog, Kelly, Jim Rupert, John Butrymovich, Fiano, and the organizer for the reenactment have been and will continue to meet to discuss ideas. One of the goals of the National Park Service is to get interpretive signs posted.

There is no estimated time line when the barn may be able to be rented out for functions. The buildings have been stabilized. An architect and engineer are needed to get a plan together for the next steps. It may be viable to fix up sections of the barn and being able to use that portion as work on other portions proceed. Health and safety issues have to be resolved. There is a huge interest in people wanting to get out of the weather. Sara Nelson will start the study and she may find areas of concern that the Commission members have not surfaced. For example, she saw that a cross beam support is cracked. Each little piece has been worked over time. We all thought this was an impossible dream in 2008. We now are moving onto utilization of the property. An agreed upon business plan is needed to go after higher grants.

Eremita stated he does not want to see expansion of the Town Hall onto this property if it is going to look like a modern-style building. Morra added that one of the elements is a community septic system and entrance and agree for the Town Hall and the farm. Several town buildings are on systems that are quite old. Country Carpenters does a good job of building modern offices without looking like a modern building.

2. Other

The metal framing went up for the Town Garage. The wash room floor will be poured.

C. Consideration and possible action on Budget Transfers and/or Appropriation Reports

None

D. FY 20 Budget Report

Kelly pointed out that the percentage expensed is down 4% as compared to last year at the same time. Nothing sticks out to him that has not already been discussed.

Pierog asked why Highways and Streets is 55% expended. Kelly replied it is because of when sand and salt was paid for this year and last.

E. Branding Project

Kelly feels this is a worthwhile project despite the public comment. The resident made three points of why the project should not be approved – not being the right time, not getting a lot for the money, and that it is unmeasurable. Kelly feels this is the right time for the project, as marketing materials can show what Bolton is really like – a warm and welcoming community. A focus group can be used on how to deliver that message. This is the perfect time to get out a positive message to inspire pride. The request for quotes and what can be obtained from each has been presented to the BOS. Also provided in the Selectmen's packet is fifteen specific and measurable strategies for branding success, one being asking business owners if revenues are increasing. This is an easy return on the investment. Kelly has received great insight, tips and tricks from speaking to several towns. This is an investment in the community with the potential for real economic development. It is in Bolton's best interest to

pursue and get a group of people together that are passionate about the town. Two individuals have expressed interest in the focus group – Dorothy Hall and David Mitchell. Tanya has volunteered her service. Heidi Luck will be contacted. Kelly added that a real estate person may be valuable to the group and finding someone from the school side. DiPietro suggested someone from the agriculture sector to get more of a cross section of people as well as broadcasting the search through the town bulletin to get the word out to as many people as possible. A small business owner could contribute and/or from the Economic Development Commission. Consensus was obtained to set up and convene a focus group.

F. Other

None.

7. New Business:

A. Consider and possibly act on recommendations made by the Human Resources Committee regarding the following item(s):

1. General Wage Increase for Non-Union Personnel

Morra confirmed this is for a 2.75% increase with a couple of exceptions; those being Recreation summer help and Recreation regular help that are paid under \$11 hourly, election monitors, and some fire department positions. The salaries for First Selectmen, Deputy First Selectmen, Selectmen, and Town Administrator have been used as place holders, but not included those salaries in the general wage increase motion.

Motion: Move to approve this total wage increase for budgetary purposes; salaries with First Selectmen, Deputy First Selectmen, and Town Administrator to be formally set at a later date.

By: Pierog

Seconded: Eremita

Voting:

For: Pierog, Morra, DePietro

Against: None

Abstain: Eremita

Eremita explained that he abstains because he falls under one of the other categories (fire department).

B. Consider and possibly act on recommendations made by the Finance & Administration Committee regarding the following item(s):

1. Open Space Committee

There are no sitting members on this committee. Since it is a required committee by charter it is suggested we add an agenda item to the BOS of no less than quarterly. It was suggested that we discuss this with the Charter Revision Committee and if it does not make sense to require an open space committee to remove it from the charter. The BOS has initiated and acted on the open space opportunities for the past few years. Pierog stated that if we have it as a monthly agenda item it can be checked off and if someone does hear of an opportunity in their networking it can be surfaced.

Motion: Move that the Board of Selectmen adds “Open Space Management and Acquisition” to its regular meeting agenda no less than quarterly until such a time as the

Open Space Committee is reestablished or its responsibilities are otherwise assigned and the Conservation Commission and Planning and Zoning Commission be invited to comment.

By: Pierog

Seconded: Eremita

Voting:

For: Pierog, Morra, DePietro, Eremita

Against: None

Abstain: None

2. Gun & Lethal Weapon Policy

Morra commented that he feels such an ordinance would be premature. The goal is for people to have a sense of security when using town buildings. The library is set off by itself and is open at night has concerns of safety and security. However, Morra would like to look at another aspect before adopting a policy. The key component is training the staff on how to protect themselves should someone come into the facility with a weapon in a threatening manner. Initially we should speak to the resident troopers and ask that they go to the facility for a meet and greet. Training scenarios can be created for different situations. Having an ordinance without training provides only a sense of mental protection. There should be a plan, training, and have items in place to utilize to provide protection for yourself, your staff, and the public. Morra feels someone's best chance of survival in a threatening situation is having the training. The resident troopers may have a more cohesive suggestion.

Pierog commented that she thinks Morra's points are valid and she agrees with him about having training. Pierog does not remember discussing a fine for violating such a policy. Eremita thinks that meetings where people may get hot-headed are not great places to allow weapons. Eremita is happy to go along with having training first or in conjunction of adopting a policy.

Kelly reported that the Town Attorney opined there would be no way to enforce a fine unless a fine appeal board was in place.

Morra feels that Eremita was right to bring up this critical issue. However, teaching staff on how to survive a situation will make them feel safer. The library has rooms that could be used as safe rooms.

Motion: Move that we table the discussion on the policy until some training is conducted.

By: Morra

Seconded: DiPietro

Voting:

For: Pierog, Morra, DePietro, Eremita

Against: None

Abstain: None

3. Naloxone Policy

Kelly reported this will be distributed to all employees for the policy manual. The Fire Department will come and show how to use the simpler device that is now available. Eremita will provide some information to Kelly to update the diagram.

Motion: Move that the attached draft policy, entitled ‘Naloxone Inventory & Use’, be adopted after checking with Public Health that they do not have an issue with having it in the buildings.

By: Eremita

Seconded: DiPietro

Voting:

For: Pierog, Morra, DiPietro, Eremita

Against: None

Abstain: None

C. Other

None

8. First Selectman’s Report:

A. Sustainable CT

Pierog stated that 2/3 of the actions on the list have been reviewed. Good ideas for future actions have surfaced.

B. Economic Development Grant

The draft report from Courtney Hendrickson should be distributed by the end of February.

C. National Parks Service and WaRo

The meeting is being rescheduled for mid-late February as the representative from the NPS has been called back to active duty.

D. Other

Charter Revision committee will have an organization meeting on January 30, 2020.

FOI training is scheduled for Monday, February 24, 2020 at 7:00 p.m..

CAPA meeting is set for January 27, 2020 at 7:00 p.m. at the BOE building.

Pierog will be meeting with the School Strategic Plan consultant on January 30, 2020. A public comment session will be held. The consultant is meeting individually with teachers and school staff.

9. Administrative Officer’s Report:

A. Personnel Updates

There are three postings – Handyman, Land Use Assistant, and Program Coordinator.

B. FY 2021 Budget

The first workshop will be next week.

A Citizen's Guide to the Bolton Town Budget is being suggested as a means to get out more information about the budget process if it meets the expectations of the BOS.

C. 300th Celebration

Meetings continue. The next event is Wednesday night at the library beginning at 6:30 p.m. for the history of naming of roads.

D. Administrator's Goals

Kelly continues to work on the High School Representative program. The Financial Policy manual has been made more efficient in its delivery of information and reduced from 45 pages to 16 pages; it will soon be presented to the Board. Morra gives a hoorah for this effort. The town survey has closed with 912 responses. Some of the responses has been distributed. Kelly is working to succinctly state the responses from the open-ended questions. He can provide a summary or the actual responses as the BOS desires.

E. Other

None

10. Adjournment:

Motion: Move to adjourn at 8:35 p.m.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro

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.