

**TOWN OF BOLTON
BOARD OF SELECTMEN, REGULAR MEETING
TUESDAY, NOVEMBER 10, 2020, 7:00 P.M.
VIRTUAL MINUTES**

		Present	Absent
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Kim Miller	X	
Selectman	Robert DePietro	X	
Selectman	Mike Eremita		X
Selectman	Robert Morra	X Arrived 7:04 p.m.	
Administrative Officer (Staff)	Joshua Kelly	X	
Members of the Public			

Also present: Thomas Gent, Mayor of Bolton, UK Linda Thomas, Cllr. Richard Silvester, Nick Lavigne, James Dwire (Town Historian), John Toomey

1. Call to Order:

By: Sandra Pierog

Time: 7:01 p.m.

Place: Virtual

2. Address from Mayor Linda Thomas of Bolton, United Kingdom:

Linda Thomas, Mayor of Bolton, U.K. understands that Bolton, CT is coming up to its 300th anniversary. She is delighted and proud to extend warmest regards and best wishes from Bolton, UK. Thomas understands that the festivities planned to celebrate the 300th anniversary have had to be curtailed. Those festivities will hopefully be able to be celebrated in 2021 for the 301st anniversary. Mayor Thomas understands the scroll has been received. Both towns of Bolton have proximity to a city of Manchester nearby and the local governments are similar. Richard Silvester, Councillor, who visited Bolton, CT reported it is an extremely welcoming community. Bolton, U.K. was once considered the friendliest town in the United Kingdom. Silvester visited six years ago after students visited his town. The Councillor made a stop to Town Hall. More pupils and more of the community wish to visit in the future. Knowledge can be exchanged and bonds forged between students. Both the Mayor and First Selectman share the role of being the first virtual, Zoom leaders. Mayor Thomas looks forward to a time in the future to develop friendships between the two towns. Thomas ended by saying congratulations again.

Pierog said we are twin towns as they both have women leaders right now. The towns are very similar. Morra said he enjoyed a former visit he made to Bolton, U.K. where there was a great exchange of ideas. He plans to visit in 2021 but that may have to move to 2022. Morra's visit with the former mayor was wonderful. The scroll will be displayed tomorrow on social media. Pierog extended a thank you from the citizens.

3. Public Comment:

No one wished to speak.

4. Approval of Minutes:

October 6, 2020, Regular Meeting

Motion: I move the Bolton Board of Selectmen approve the minutes of the October 6, 2020, regular meeting.

By: Morra

Seconded: DePietro

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

October 15, 2020, Emergency Meeting

Motion: I move the Bolton Board of Selectmen approve the minutes of the October 15, 2020, emergency meeting.

By: Morra

Seconded: Miller

Discussion: DePietro would like it noted on agenda item three vote that he abstained because he was unable to participate in the discussion because of connection issues.

Motion: I move the Bolton Board of Selectmen approve the minutes of the October 15, 2020, emergency meeting, as amended.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

5. Appointments:

None

6. Correspondence:

Correspondence was received from Mayor Thomas along with the scroll. The scroll will be posted on Facebook and on the town website tomorrow.

7. Reports & Updates:

A. Subcommittee Reports

None

B. Properties and Facilities Report

John Butrymovich has indicated the lights, fencing, and base coats on the tennis courts. – installed the lights, fencing and base coats. The tennis courts will be closed for the season in a week's time. Pierog said the courts look great.

C. Open Space Management & Acquisition

Staff has received information from Gwen Marrion about the Nathan Hale Corridor. She believes there is a viable greenway for folks to walk. Four steps are being proposed to bring this to fruition:

1. Meet with the Highway Department and others at the trailhead.
2. Confirmation by the BOS to use that area for parking and access to the trailhead.
3. A walk of the property to confirm the proposed location.
4. Designate this area for non-motorized traffic.

Staff and Lance have spoken about the proposed parking area. Lance is concerned there isn't enough of a sight line for egress of the lot. CTDOT does not feel there is an issue with the sight lines. There are a couple of concerns with the volume of traffic on Route 6. Bolton would like to get something in writing from CTDOT. Morra agreed this is a safety concern. The proposed parking area was used for staging when the State was widening and repaving Route 6; it has since been abandoned for that use. It is leveled and has a gravel base with the unfinished parking area grown in. Staff said to reclaim usability would take one day's work with the Highway crew. Staff will pursue getting something in writing from CTCOT that there is not a concern for exiting the parking area. A walk of the area with the Trails Commission could be held so the BOS is comfortable with the project and be on the December or January meeting.

D. Lower Bolton Lake Report

Staff received a written report from Kim Welch. The water drawn down has begun. The STEAP funds from CT DEEP expire on 12/31/20. The remaining balance of the funds will be used for a variety of different purposes. A steering committee has been formed to establish a Bolton Lakes Watershed Management Plan. The loggers to monitor the water levels of Middle and Lower Bolton lake have been purchased and installed near the shoreline of private property. We are making good strides to continued management of the lakes.

E. FY 21 Budget Reports

Staff reported the current year collection is at ~98% of what was expected through 10-30-2020. The motor vehicle levy is at 89.4%. Bolton is collecting at a favorable rate. The first Shared Services grant for cost sharing has been received.

On the expenditure report the line item highlighted in yellow is because it is over budget by 33.3% as compared to the past three years at the same time. The gray highlight show that fixed annual costs are down. The budget is at 29.3% expensed. This is trending in a positive direction. Kelly is confident of where the Town is. The fiscal state of Bolton is positive right now. The departments continue to be financially conscious.

8. Ongoing Business

A. Consider and possibly act on Budget Transfers and/or Appropriation Requests

Staff said there is one proposed transfer tonight - \$6,300 to Insurance Waivers-

Personnel Services from Health Insurance-Personnel Services. Pierog said the ultimate result when an employee opts out of insurance results in savings to the Town.

Proposed FY 2021 Transfers - November 10, 2020				
\$ 6,300.00	To	Insurance Waivers - Personnel Services	From	\$ 6,300.00 Health Insurance - Personnel Services
<i>Rationale: We have more people waiving their health insurance this year than expected. Additionally, our auditor has recommended that the waivers be taken out of a separate line than anything else for accounting purposes. Thus, the Finance Department is requesting that this transfer be made from the Health Insurance line to a new Insurance Waivers line.</i>				

Motion: I move that the Bolton Board of Selectmen approve the budget transfer as requested.

By: Miller

Seconded: Morra

Discussion: That is the total amount, right? Pierog said that is correct. It is going into the new line.

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

B. Other

None

9. New Business:

A. Review actions taken at the October 1, 2020 Emergency Meeting and confirm decisions made at that meeting

Pierog said we've already approved the minutes from that meeting so there is nothing further to discuss on this item. Staff believes that is accurate; it is a FOI recommendation to review such a meeting.

B. Election of a Deputy First Selectman for the 2021 calendar year

The Town Clerk said the Deputy First Selectman for the next calendar year has to be elected after an election as stated in the Town Charter. It does not specify as being after a municipal election. Pierog has asked the Charter Review Committee to address this to possibly amend this indicating it is necessary following a municipal election.

Motion: I move that the Bolton Board of Selectmen appoint Kim Miller Deputy First Selectman for the next calendar year.

By: Morra

Seconded: Pierog

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

C. Consider and act on a Board of Selectmen Meeting schedule for the 2021 calendar year

These are scheduled for the first Tuesday of the month. Miller said she may have a

conflict for the July meeting. There is no work travel at this point. Pierog said we can leave it as July 6th and hold a special meeting if there is no quorum for that date.

Motion: I move that the Bolton Board of Selectmen approve the meeting schedule as presented.

By: DePietro

Seconded: Morra

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

D. Consider and possibly act on the approval of a Memorandum of Understanding between the Towns of Mansfield, Coventry, Tolland, and Bolton for the creation of a regional steering committee to implement the Four Town Economic Vitality Plan

Staff said this is boiler plate language shared with the member towns. They did put Staff's name in the title as authorizing agent for Bolton. Pierog does not have a problem with that. Pierog asked if this creates any financial obligation other than Staff's time. Staff said there is nothing other than #3 saying willing to consider financially supporting. All items seems to be at fairly low cost except for one or two items in year 2; year 2 being 2023. There is a proposal to hire a regional economic development person although Bolton is not under any obligation to do so. Morra does not fiscally commit Bolton to doing this to which Pierog agrees.

DePietro asked what is expected from the plan? Staff will resend the 90-page document that does have an executive summary. There are hopeful milestones the regional body hope to achieve. Staff can bring the key points of the coming year to the next meeting.

Motion: I move that the Bolton Board of Selectmen authorize Joshua Kelly to execute the MOU on behalf of the Town of Bolton.

By: DePietro

Seconded: Miller

Voting:

For: Pierog, Morra, DePietro, Miller

Against: None

Abstain: None

E. Other

None

9. First Selectman's Report:

A. Sustainable CT

Pierog is happy to report that the Sustainable CT has awarded Bolton a Bronze certification. Bolton is the smallest town in this year's class. The award will be given virtually in December at the Council of Municipalities. The Sustainable CT Committee is meeting the first week in December and will be getting started on the

criteria for a Silver certification. It can take one to two years to get this information pulled together. Silver is the highest award level right now.

B. Emergency Preparedness

Pierog said you may have noticed that Bolton went to a COVID orange town last week with a fair chance of going to red town this week. Cases this week are at 50 with no additional deaths yet. The math of how a town becomes stepped up is mind boggling. The transmission appears to community spread linked to smaller social gatherings and sporting events. Staff said cases by age groups are given across the state; this has not been seen on a town level. There has been a bump in the 80 and older group; otherwise the cases are in the 20-29 group. UConn announced a full quarantine of five dorms today.

C. Other

None

10. Administrative Officer's Report:

A. Administrator's Goals

Staff reported:

- Meeting with firms for a retreat session. He has a firm that can deliver on that.
- Working with same firm for Diversity and Inclusion sessions set up. A webinar can be set up for the residents of the town.
- Meeting this week with Joe Miseli with the high school to talk about different pieces of equipment that the high school uses. It is hoped to be able to live stream all in person meetings going forward. Miseli has ideas on how to do this with little expense.
- Asked the departments to take a look at the personnel policies. He is grateful to have it done.
- Starting on Monday Leadership Team meeting for SOPs for each departments. There is a goal to have 50% implemented for this year. Bring to a level of being uniform and then implemented. The others are targeted to be completed by June 30th.
- Two opportunities have arisen from UConn that will be free of charge. Engineering students are looking at Town Hall to see if there are feasible expansion options. This is a Senior Final Project for four students. The other is working with UConn engineering students for storm water management. A site review of public facilities is being done to see if there can be improvement of storm water mitigation.

B. Emergency Preparedness

Staff said we are trending in the correct direction in regards to the drought. Town staff will be doing another announcement to remind people of the simple things in the fight of the virus.

DePietro asked if the Leadership Team will be working in group settings. Staff said he is making more of an effort to meet one-on-one with department heads. DePietro asked about the status of the Senior Center having a handyman that would do work for citizens. Staff said the current one resigned out of fear of COVID-19. Carrie is going to pursue this option going forward with adjustment around that position because of the

current environment.

C.Other

Morra asked if the work for Enrico Road has been contracted out? Staff said yes and a status will be available by the next meeting.

DePietro noted there is a 40 mph road sign just before the stop sign on Bolton Center Road going toward I-384 – that does not make sense near the four way intersection. Morra said the sign was there before this became a four-way stop and has not been changed. Staff will have staff call CTDOT about this matter.

11. Adjournment:

Motion: I move to adjourn at 8:07 p.m.

By: Morra

Seconded: DePietro

Voting:

For: Pierog, Morra, DePietro, 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.