

Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043 TELEPHONE (860) 649-8066 FAX (860) 643-0021

BOARD OF SELECTMEN TUESDAY, DECEMBER 7, 2021 7:00 P.M. REGULAR MEETING AGENDA Call-In Number: 1-929-205-6099 Meeting ID: 899 0014 7228

- 1. Call to Order.
- 2. Pledge of Allegiance.
- 3. Public Comment.
- 4. Approval of Minutes.
  - A. November 9, 2021 Regular Meeting.
  - B. November 23, 2021 Special Meeting.
  - C. November 30, 2021 Special Meeting.
- 5. Appointments.
  - A. Heritage Farm Commission.
  - B. Fire Commission.
  - C. Ethics Commission.
- 6. Reports & Updates.
  - A. Subcommittee Reports.
  - B. Properties and Facilities Report.
  - C. Open Space Management & Acquisition.
  - D. FY 21 Budget Report.
- 7. Ongoing Business:
  - A. Consider and Possible Action on Alcohol and Cannabis Ordinance.
  - B. Report on Budget Transfers.
  - C. Discussion on Draft Charter Revision.
  - D. Discussion on South Road Truck Traffic.
  - E. Purchase of Engine Tanker.
  - F. Other.
- 8. New Business.
  - A. Consider and Act on Election of Deputy First Selectmen.
  - B. Consider and Act on Budget Workshop Dates.
  - C. Bolton Winterfest.
  - D. A/P Detail List.
  - E. Discussion on Possible New Committees: Cemetery and Veteran's.
- 9. First Selectman's Report:
  - A. COVID-19.
  - B. Other.
- 10. Administrative Officer's Report:
  - A. Monthly Report.
  - B. Other.
- 11. Executive Session: Interim Administrative Officer Agreement.
- 12. Consider and Act on Interim Administrative Officer Agreement.
- 13. Adjournment.

To access the meeting audio in real time, please call 1-929-205-6099 and enter the Meeting ID: 899 0014 7228. Preference for public commenting will be given to pre-registrants. To pre-register for public comment please contact the Media Coordinator at <u>media@boltonct.org</u> or 1-860-649-8066 x6112 and leave your name, number, and address. Audio recordings of each meeting are posted to the Town's website within seven days following the live event.

## TOWN OF BOLTON BOARD OF SELECTMEN REGULAR MEETING TUESDAY, NOVEMBER 9, 2021, 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	Х	
Selectman	Robert Morra	X	
Interim Administrative Officer	Jim Rupert	X	
Members of the Public			

Also present: Adam Teller, Amanda Gordon, Gwen Marrion, Kyle Paggioli, Thomas Paggioli, Nick Lavigne, Kawan Gordon

## 1. Call to Order:

By: Sandra Pierog

Time: 7:00 p.m.

Place: Virtual

## 2. Public Comment:

<u>Amanda Gordon</u> – thanked Sandy Pierog for her service to the town. Pierog welcomed Ms. Gordon to town and Gordon learned a lot about the town through Pierog's social media posts and the newsletters. Gordon also thanked the poll workers for working well into the evening.

<u>Bob Morra</u> – thanked Sandra for the previous years we've served together on the Board and served the community on the Heritage Farm Commission. Morra appreciates the time the position takes and for her service to the community. Morra also thanked Kim Miller for the last four years on the BOS. He said we are glad we appointed her and has thoroughly enjoyed serving with her.

<u>Kim Miller</u> – said thank you to Sandy for everything she has done for the town on the BOS and long before that. Miller will miss Pierog's dedication. Miller thanked the rest of the Board and the town. It has been a great experience for Miller and finding out what matters to people in town. Miller is grateful for the support and help the BOS gave her. Miller said good luck to the next Board

<u>Mike Eremita</u> – echoes the sentiments of Morra. He thanks everyone who pushed us to meet Kim Miller and he was glad to support Miller. Eremita is sad to see her go. This has been a good team to work with. We have made compromises and have had unanimous votes. Eremita welcomed Adam Teller to the BOS. Teller will be an excellent addition to

<u>Kawan Gordon</u> – said his thoughts are in the same line of everyone who has spoken. He thanked Sandy Piero for being a good steward; she has contributed tremendously to the town. Gordon said thank you for those that are leaving the BOS and good luck to the new Selectmen.

#### 3. Approval of Minutes:

#### A. October 5, 2021 - Regular Meeting

**Motion:** I move the Bolton Board of Selectmen accept the minutes of the October 5, 2021, Regular Meeting as presented.

By: Morra

Seconded: DePietro

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

#### B. October 25, 2021 - Special Meeting

**Motion:** I move the Bolton Board of Selectmen accept the minutes of the October 25, 2021, Special Meeting as presented.

By: Morra

Seconded: Miller

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

#### C. October 28, 2021 - Special Meeting

**Motion:** I move the Bolton Board of Selectmen accept the minutes of the October 28, 2021, Special Meeting as presented.

By: Morra

Seconded: Miller

Voting: For: Morra, Pierog, Miller Against: None Abstain: DePietro, Eremita

## 4. Appointments

## A. Temporary Public Building Committee

Pierog said we have a number of candidates with one of those present on the call this evening. Jeff Scala, Richard Tuthill (has since withdrawn his interest statement), John Toomey, Jr., Kawan Gordon, Sherry Philopena, Stacey Trichka, Kevin Glenn. The issue with this list of candidates is that all, with the exception of Kevin Glenn, is a registered Democrat. Pierog believes this committee should have a minority representation making it a 4-3 or 5-2 committee. The Charter calls for this committee having five regular members and two alternates.

Eremita said, as a Republican, he does not have a problem with how this temporary committee is made up; the items for review by the committee need to go forward. The work should be apolitical because the committee will be dealing with town properties. If people are willing to be a part of a committee on a temporary basis Eremita thinks the interested parties should be appointed and have the go forward with the projects. To get people to volunteer is a problem. A committee make up of 5 - 1 is okay with him. Eremita believes they will do a good job looking out for the interest of the community.

Morra asked about the make-up of this committee? Pierog said it is five regular members and two alternate members. Morra has a Republican. Can we appoint four and leave one slot open? Pierog said she would like to appoint a full commission. Kevin Glenn is Republican. Morra said Richard Tuthill is an Independent but he withdrew his interest form. Eremita said this is a temporary committee; we could rearrange it. Morra does not want to go against the minority representation. Pierog asked what the Charter says about a temporary committee? Gwen Marrion said she thinks it would be up to the statutes. Adam Teller said the Charter did not specifically say.

**Motion:** I move the Bolton Board of Selectmen appoint to the Temporary Public Building Committee Scala, Toomey, Jr., Gordon, Glenn, and Trichka as full members and Philopena as an alternate member. This leaves one vacancy for an alternate.

By: Pierog

Seconded: Eremita

Discussion: Morra asked if anyone requested the alternate position? Pierog did not. Philopena will be fine as an alternate. DePietro asked what is the term of this temporary committee? Pierog said the term is the time it takes for the committee to take care of the projects assigned to it.

Voting: For: Morra, Eremita, Pierog, Miller Against: DePietro Abstain: None

Pierog said the projects to be assigned to the Committee are:

- The demolition of the Notch Road Municipal Center.
- The fields at the high school.
- The Town Hall office space.
- The addition to the firehouse.

DePietro said it is premature to assign the projects without knowing what the appointed peoples' backgrounds are. He does not like lumping all of these projects together at one time. DePietro would like to know more about what each of these people bring to the table. This is too much and too fast. He would like to break down the projects somehow. Do these members know what is involved with each project?

Pierog said they will have a learning curve but Toomey, Jr. has been involved in town, Gordon and Glenn are builders, Trichka is an interested parent of a high schooler, and Philopena wants to get involved with the community. So there are people on the committee that have built and torn down buildings and there are a couple of people to keep an aesthetic view in focus.

Morra said he agrees with DePietro; he thinks all the projects are way beyond what this committee can handle. When we started talking about this committee it was going to be the fire station addition and the ongoing issue of Notch Road. Now the track/field is being brought in. These are all totally different issues. This list is asking too much of the committee. Morra could not support this. He is open to one or two projects being assigned to the committee.

Eremita said let's look at what they would be doing. The BOS have already decided the Notch Road Center has to be torn down. The Committee will be looking for an RFP for the demolition and timeline for that project. The fire department knows what they want for a fire house addition; the Committee will have nothing more to do than an RFP for an evaluation and cost of that project. Those are easy project. For Town Hall the employees and BOS can give the committee a heads up on the rough idea. That one can be handed off from the Committee in the next couple of months. The track/field can be given to the BOE to handle as they did for the roof. Eremita said the BOS can be asking them to hit the ground running on the Notch Road Center and the fire house.

Miller said some of these projects have been on the BOS' plate for a while. We can have them do the footwork for the different phases of the projects and bring a proposal back to the BOS to move the projects along quickly.

Pierog said there are drawings and cost estimates for the track/field and we think we have a contingent of parental and BOE support for the project. In her mind that belongs on the Committee's project list even before the demolition of the Notch Road Center. And Town Hall office space is getting short shift again.

Eremita said he does not think Town Hall is getting short shift. We have an idea of what we need for square footage. The Committee can put out an RFP for preliminary drawings, ideas, and help us to design what we want. There will be a lot of people working on this project with Town staff involved. The beginning is just paperwork. Eremita does not think it is beyond these people to manage these beginnings.

Morra said he is not questioning abilities of the committee. He does not think a plan for a Town Hall facility is developed enough. The committee cannot look at the project without a site, shape, type of construction, and roughly the square footage needed. We would not give these folks enough information including needing to keep the project within a dollar cost. With that information the BOS will be in a better position to guide this group of where we want the project to go. The fire station addition is simple as there is only one way to do this; Morra does not have a problem with that project being on the list. The track/field will need cooperation between the BOS and BOE so should this project be part of the Committee's responsibility. Morra is okay with having the Town Hall and fire station project on the list. Morra thinks the number of members on the committee should be expanded to seven.

Pierog said the committee is limited to five members by the Charter.

Eremita said we have a pretty good idea of where we want to go for Notch Road. For the fire house we won't know the direction to go in until we get the RFP out. We know we

need a Town Hall addition. The committee can give an engineering firm the task of designing x-number of square feet with ordinary construction either on the site of the Notch Road Center or at the existing Town Hall and then come back to the BOS with the options. We have been diddling with more space for Town Hall for 30 years. It is time to hand this off to someone else. The RFP can indicate we have to be frugal. It is time for professionals to be involved. RFPs are what we need to start and see what these projects are going to cost us. We are languishing with these projects.

Miller said she agrees with Eremita. We have been talking about this for a while and can't seem to move ahead. Let's get the next steps and move forward; checkpoints can be given. Let's prioritize the projects. She has been on the BOS for four years and she understands there are reasons why we haven't moved forward. We need to get stuff moving forward from people willing to help. They will be collecting information and defining next steps.

Morra said the issue isn't that we haven't looked at it. It is how we are going to pay for this. Whatever is done going forward has to go in a specific timeline and know what the priorities are. There is a lot here. Start with the two that we can move right away and then expand what the Committee is to do in a couple of months. The Committee cannot working on five projects at the same time effectively.

**Motion:** I move the Bolton Board of Selectmen assign to the Temporary Public Building Committee -a possible addition to the fire house and the removal of the old Municipal Center.

By: Morra

Seconded: DePietro

Discussion: Eremita said he will support this to get us moving. The Committee members should keep in mind there are other possible projects for them so they should not languish in their decisions for these two projects. He thinks the recommendations from the Committee can be given to the BOS by December or Easter. Then we can move them to getting a plan and price for expanding Town Hall square footage. Miller asked about the other projects and prioritizing them. Give the Committee a direction to get started in. Eremita said he would expect the other projects can be sent to the Committee by January.

Voting: For: Morra, Eremita, Miller, DePietro Against: Pierog Abstain: None

#### **B.** Heritage Farm Commission

**Motion:** I move the Bolton Board of Selectmen appoint Leslie Shes as an Alternate member for the Heritage Farm Commission.

By: Morra

Seconded: Miller

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

#### **C.** Diversity Commission

**Motion:** I move the Bolton Board of Selectmen appoint Anne Decker to the Diversity Commission.

By: Pierog

Seconded: Morra

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

5. <u>Reports & Updates:</u> A. Subcommittee Report None

**B.** Properties and Facilities Report None

#### C. Open Space Management & Acquisition

Gwen Marrion was present to touch upon two issues from the Trails Committee update after the October meeting.

The Connectivity project has a proposed projected \$186k commitment to the Town. The major portion is a path through town and provides connectivity. This path has a proposed location with some portions gravel and some paved. The Town Engineer is to come up with an estimate.

The other issue is the Nathan Hale Corridor. This is the property behind Munson's that was given back to the town. Marrion made a presentation to the BOS in February 2020 in locating the trail. No trail marking has been done and a parking area needs to be established. The parking area suggested was the CT DOT staging area near Bolton Collision. This seems like a good area to establish the parking with access moved north toward Munson's to improve sight lines. The next step is for the Town Engineer to come up with construction cost estimates. Over the weekend, Marrion found out the garbage situation is getting really bad at this proposed location. There are bottles, garbage, receipts from a marijuana dispensary (with a person's name on it), and musical speakers. The State Trooper was informed of about the receipts. In Marrion's opinion with more good users of the trail there will be less of the bad users using the area. It is becoming known has a party spot. The sooner the parking area is opened to residents for trail use, the better. The State Trooper can show his presence there also.

Marrion and the Trails Committee wants to urge the BOS to move forward quickly with getting the Connectivity path through the center of town using the money that has been pledged and then apply for funding for the Nathan Hale Corridor parking area to eliminate the bad behavior there.

Pierog said we are currently working on the materials list to get the orders placed. There is a delay in delivery of construction projects right now. Bolton should be able to start the project in spring 2022 and get it wrapped up quickly with materials in hand. Morra said we could also proceed with the entry into the parking area and be ready to go. We can move the projects in parallel. We may not need a grant to finish the parking area.

Pierog said we have identified the pond as a location for a dry hydrant to serve the area so there may be some public safety funds that can be applied. The state anticipates there will be additional funds for trails, infrastructure, and public safety from the Build Back Better program.

## D. FY 21 Budget Report

Rupert said the current year's expenses are on track. Pierog said we are ahead of last year that is to be expected.

Pierog said we are ahead of last year's collections on Tax Collector's report but not by much. Rupert said the permit application fee for the redevelopment of the Mobil gas station will be \$42k. The entire site will be razed. This will be a revitalization of the area. Long term investment in the community and the tax revenues will be positive aspects.

## 7. Ongoing Business:

**A. Consider and Possibly Approve Bolton Heritage Farm Lease Bid** Pierog said two bids of leasing of fields for two years have been received. Those are from Leonard Giglio, who has the current lease, and Kyle Paggioli.

Eremita asked if there are any reasons not to take high bidder? DePietro said there are other considerations, such as familiarity of the land and the stewardship perspective. DePietro will disqualify himself from voting on this matter.

Gwen Marrion said she knows Tom and Kyle Paggioli. They are great people and good friends. Marrion has respect for their farming operation. In no negative way against them Marrion is in support of Giglio continuing the lease. A friend of Marrion's worked for Giglio for many years so her opinion in coming from the point of informed information. She is familiar with how Giglio's operation works. Marrion is in support of Lenny's request. Marrion read the statement in the packet. Giglio has been riding the fields for years and the farmer has an intimate relation of the land that he works. Lenny has had that knowledge for years and his father did before him. The Giglios have put in some investments into the field and those investments may be handed over to another farmer. The difference in the bids of \$1,100 is not important enough for the lease to be taken away. Giglio has not broken the terms of the lease. His knowledge of the fields outweighs the benefits. Marrion is in favor of having the Bos continue Giglio's lease.

Pierog asked if Giglio no longer has any animals on his farm. Is he leasing the fields for the hay to be resold to others? Marrion said Giglio doesn't have dairy cows so she surmises he is not using the hay to feed his cows.

Kyle Paggioli said we are not looking to steal anything from another farmer; we are looking to expand our operation. We raise 50 - 60 beef cows each year. This is about growing more feed in town to benefit more cows in town. The hay will be harvested, brought to his farm, and fed to the cows during the winter. They would like to sell individual cuts of beef at a roadside stand to benefit the community. This is part of their long term goals – to secure more feed for their animals.

Morra said he knows both bidders. They both farm well and can be good stewards for the property. The BOS decided to allow any other farm or person in the community to bid on the hay lease. There is a significant difference in the bids. Morra thinks Piggioli's is a good bid and will take good care of that land.

Motion: I move the Bolton Board of Selectmen accept the high bid.

By: Morra

Seconded: Eremita

Discussion: Miller is uneducated in the farming requirements for a field. Her gut says that they are both good farmers. Are there anything other reasons Members can think of that we shouldn't accept the higher bid?

Eremita said Marrion brought up something – that is the investment that has been put into that land. But Paggioli raises cattle and will use the product in town instead of selling it out of town. With selling it Giglio is taking the risk to produce the product to have for sale. With Paggioli he has the risk of being able to produce hay for the time of the lease. Eremita supports the high bid.

Thomas Paggioli said we do soil testing and are willing to provide the results to the town. Based on the results we will only apply the products necessary to produce hay. This is only putting in enough nutrients for what is needed and not doing phosphorus loading.

Voting: For: Morra, Eremita, Pierog Against: None Abstain: DePietro, Miller

Pierog said the Paggiolis should work with the Selectmen's office to execute the lease and get access to the property to do the soil testing. Tom Paggioli said they will be making 4 - 6 soils test on a property of that size and to get a healthy crop and keeping nearby waters healthy.

## B. Consider and Possibly Approve Cemetery Maintenance Bid

Eremita said this is a complicated list of bids. Who is maintainer currently? Pierog said US Cemetery. Eremita said we should avoid them like the plague regardless of the bid as there have been nothing but problems with them.

Pierog said Rupert has not been able to check the references of the bidders yet.

Eremita said Rupert should check the references and bring this matter back to us. Pierog said that action will need a special meeting as the existing contract expires November 30. Eremita and Morra said they do not have a problem with attending a special meeting.

Morra asked Rupert if the references can be checking in the next week or so? Rupert said he agrees with the BOS about not using US Cemetery for the maintenance and sexton services.

Miller said there have been so many complaints in town. With the minimal cost differences we should see which bidder gets the best reviews. We may spend more but the

work will be done right. Other Members agreed.

Morra said the bids are relatively close. Eremita said the references are going to be the big thing. Pierog made the point that sexton services are largely paid by the family of the deceased.

#### C. Consider and Possibly Approve Cemetery Sexton Bid

This matter is waiting for more information. See item B for more details.

# D. Consider and Possible Action on Revisions from Town Attorney on Regulation on possession and/or Use of Cannabis Policy

Pierog said Staff has not had enough time to deal with the issues so there will be no discussion on it this evening.

#### E. Report on Budget Transfers

Pierog said there are two requests from the Fire Commission.

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Eremita said the \$1,300 request was for the training of four very active volunteers with the fire department on a rescue jack to stabilize vehicles. The training was in upstate New York. This is a very good course on how to use the equipment we have.

Motion: I move the Bolton Board of Selectmen approve the budget transfers as presented.

By: DePietro

Seconded: Miller

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

## F. Other

None

## 8. <u>New Business:</u>

## A. Consider and Possibly Act on Meeting Dates for 2022

**Motion:** I move the Bolton Board of Selectmen accept the meeting dates for 2022 as presented.

By: Morra

Seconded: Miller

Voting: For: Morra, Eremita, Pierog, Miller, DePietro Against: None Abstain: None

## 8. First Selectman's Report:

## A. COVID-19

Pierog said the case count is frozen at 348 for more than a week now so Bolton is expected to retain its grey status. But the positivity rate in the state is again climbing.

Pierog thanked this group for being beside her for the past four years - thank you for everything.

## B. Other

None

## 9. Administrative Officer's Report:

## A. Monthly Report

Rupert said he is getting activities kicked off with the departments for budgets. EDMS put legacy Land Use records into the system. This will improve transparency. Moving toward digitized records is better for the public and for staff time.

## B. Other

Rupert said Pierog has worked incredibly hard for the town and has helped in with his interim position; him not working with Pierog will be an adjustment.

## 10. Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn at 8:40 p.m.

By: Morra

Seconded: Miller

Voting: For: Pierog, Morra, Eremita, 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.

## TOWN OF BOLTON BOARD OF SELECTMEN SPECIAL MEETING TUESDAY, NOVEMBER 23, 2021 Minutes

The Board of Selectmen held a Special Meeting on Tuesday, November 23, 2021 with First Selectman Pam Sawyer presiding. Also, in attendance were Selectmen; Robert Morra, Mike Eremita, Adam Teller and Interim Administrative Officer James Rupert. Robert DePietro Jr. arrived late.

## 1. Call to Order.

P. Sawyer called the meeting to order at 7:00 p.m.

# 2. Approve Pam Sawyer to be Added as a Signer to the Following Resolutions:

# a. Emergency Management Grant Resolution and Homeland Security Grant Resolution.

Motion: I move the Bolton Board of Selectmen adopt the resolution of the Emergency Management Grant and the Homeland Security Grant and allowing First Selectman Pam Sawyer to sign on behalf of the Town.

By: R. Morra Seconded: M. Eremita

Discussion: None

Vote: For: Morra, Eremita, Teller, Sawyer, DePietro Jr. Against: None Abstain:

## b. Banking Resolution.

Motion: I move the Bolton Board of Selectmen adopt the banking resolution adding First Selectman Pam Sawyer as a signer on the account.

By: R. Morra Seconded: A. Teller

**Discussion:** None

Vote: For: Morra, Eremita, Teller, Sawyer, DePietro Jr. Against: None Abstain:

## 3. Consider and Act on Bids for:

J. Rupert explained the difference between these two bids is one is for lawn maintenance services and the other if is for purchase of burial plots and arrangements of burials.

## a. Cemetery Maintenance.

J. Rupert explained based on the last Selectmen's meeting and the issues we have had in past with U.S. Cemetery Services we chose not to include them in the bidding process.

Included in tonight's packet is a spreadsheet comparing the costs of the two remaining companies that bid for cemetery maintenance. We also check references on both companies (Thomas Landscaping and G&G Property Services).

While the responses we got for Thomas Landscaping were positive the responses we got for G&G Property Services were outstanding in comparison. What we heard overwhelmingly was that G&G had great communication, very responsive, they often check in with the customer, especially if they see something that may be an issue; they will bring it to our attention before we hear about it from someone else and try to address it. It was also stated to us that they treat the property as their own. The owner of the business is usually on site and they are very respectful. They are also the low bidder.

Motion: I move the Bolton Board of Selectmen accept the bid of G&G Property Services for cemetery maintenance for one year with the option to be mutually agreed upon between the Town and G&G Property Services to extend up to another two (2) additional years and the company must provide worker's compensation insurance for all its employees with the Town of Bolton listed as a Certificate holder.

By: R. Morra Seconded: B. Morra

## Discussion:

R. Morra stated one of the issues we've had with the current contractor is they were not very responsive to the town or public to work with. We extended their contract for a few months but all the issues that we've had are the reason we chose not to consider their bid during this process. We were not at all satisfied with their service

Adam Teller stated the amount of equipment and the work they will be doing does not seem like it would be done by one person. This is a sole proprietorship LLC and the sole proprietor exempted himself from the worker's comp coverage but the certificate of insurance does not provide for worker's comp insurance for any employees. How will the Town be protected if the sole proprietor does not have worker's comp any employees?

Vote: For: Morra, Eremita, Teller, DePietro Jr., Sawyer Against: None Abstain: None

## b. Sexton Services.

J. Rupert stated we have checked references on both Thomas Landscaping and Czaja Brothers, Inc. for sexton services. Again, Thomas Landscaping had good references but Czaja Brothers were really outstanding. Excellent communication, they will call ahead if there is any cause for concern, the references we called stated that they have had numerous compliments on Czaja Brothers was the best company they had ever worked with and they also have tents and lowering equipment if ever needed and this can save families money. They are very respectful of those being interred and their families. No one contacted had ever experienced any mistakes with this company either. M. Eremita: What is the \$1500.00/ month charge to us? They're charging us an additional fee of \$1500.00 per month above the burial fees? Before we make a motion we should find out if this is an additional fee or included.

J. Rupert- I believe this is an additional charge.

M. Eremita – this is an extensive fee for us to pay. For the number of burials in town we might want to revisit this and speak with this contractor first.

P. Sawyer stated if we waited to make a decision we would be without Sexton services as of December 1<sup>st</sup> which could be an issue. We could take a risk and postpone this bid until the December 7<sup>th</sup> meeting, we can accept the other bid, or we can ask Jim to clarify this bid a hold a Special Meeting next week.

R. DePietro asked if this contractor is aware of how wet the grounds in the cemetery are and what this could mean with the heavy equipment they use?

Adam Teller asked if we could find out if other towns pay a monthly fee as well?

Consensus is that we should look into the Czaja Brother's contract more and reconvene on Tuesday, November 30, 2021 for another Special Meeting.

## 4. Adjourn.

P. Sawyer adjourned the meeting at 7:43 p.m.

Respectfully Submitted,

Kathy McCavanagh

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

## TOWN OF BOLTON BOARD OF SELECTMEN TUESDAY, NOVEMBER 30, 2021 – 7:00 P.M. SPECIAL MEETING MINUTES

The Board of Selectmen held a Special Meeting on Tuesday, November 30, 2021 with First Selectman Pam Sawyer presiding. Also present were selectmen: Robert Morra, Mike Eremita, Adam Teller and Interim Administrative Officer Jim Rupert.

Members of the Public included: Tom Tierney.

1. Call to Order.

P. Sawyer call the meeting to order at 7:00 p.m.

## 2. Consider and Act on Bids for:

a. Cemetery Maintenance.

J. Rupert reported that G&G Property Services has provided an updated insurance certificate with worker's compensation for the company and its workers. Conor Gay of G&G told Mr. Rupert that the pricing provided was based on a three (3) year contract. At the last BOS meeting it was discussed as a one (1) year contract with the extension per year by mutual agreement. Mr. Rupert is asking that the BOS consider a one (1) year agreement with the potential for extension of two years by mutual agreement. So, if G&G performed well in the first year of service he would receive the other two year contract getting the full three (3) years he had bid on.

Motion: I move the Board of Selectmen accept the bid of G&G Property Services with a one (1) year contract with the option for two (2) additional years if they perform well the first year.

By: Mike Eremita Seconded: Robert Morra

Discussion: Per J. Rupert we would require the insurance certificate to list the Town of Bolton as certificate holder. This means that if the

insurance were to lapse or get cancelled for any reason we would be notified.

Vote:

For: Unanimous. Morra, Eremita, Teller, DePietro Jr., and Sawyer Against: None Abstain: None

b. Sexton Services.

J. Rupert reported the current cemetery fund balance is \$805,941.07. Cost of cemetery plot is \$800 to \$850 per plot. Kathy McCavanagh and I had a conference call with Craig Czaja of Czaja Brothers who is the contract we are considering. Originally, their bid had a monthly fee for sexton services plus additional fees for other services outlined in their bid. Craig Czaja changed the monthly fee to a per site fee of \$300 to mark out grave sites and show plots to the public.

M. Eremita asked how this compares to the Thomas Landscaping bid that we also received. Was Thomas charging a fee for this?

J. Rupert replied that Thomas had no monthly fee or fee for site visits and they were still on our list for consideration.

A.J. Teller responded that he did notice that the Thomas bid seems to be geared toward cemetery maintenance and I don't know that they actually have sexton service experience according to the wording on their contract. "remaining sexton services are being investigated for proper pricing." Also, it doesn't appear Bolton has more than maybe one (1) or two (2) burials per month and given that Czaja Brothers is out of Middletown it doesn't seem unreasonable that they would be doing some site visits and charging a site visit fee. This site visit fee is much more comfortable than a flat \$1500.00 per month.

The \$300 site visit is not on top of the burial charges is it? There fees are actually not too bad and in some cases are cheaper and have stellar reviews. For these reasons I'm inclined to go with Czaja Brothers. Per J. Rupert we average we do about 15 burials a year.

A.J. Teller if the cemetery fund is just in a bank account someone may want to look at that and see if there's a better place for that money to be gaining a better return.

Motion: I move the Board of Selectmen accept the bid of the Czaja Brothers for sexton services using their revised proposal.

By: A.J. Teller Seconded: Mike Eremita

Vote:

For: Unanimous. Morra, Eremita, Teller, DePietro Jr., and Sawyer Against: None Abstain: None

3. Adjourn.

P. Sawyer adjourned the meeting at 7:20 p.m.

Respectfully Submitted,

Kathy McCavanagh

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

## **Town of Bolton Board/Commission Interest Form**

Name: Paula Lynn

Address: 13 Lookout Landing Bolton, CT

Telephone Number: 8608362258

Alternate/Cell Number: 8608362258

paulalynn@sbcglobal.net

Political Affiliation: Democrat

Board/Commission: Heritage Farm Commission

Type of Member: Both

**Statement:** I have lived in Bolton 35 years. I brought my children to Rose's when it was a working farm, and now often enjoy the property as Heritage Farm for hiking, snow sports and yoga. I love the property. I want to give back to the Bolton community with my participation on this board.

**Background Information:** I recently retired with over 30 years of corporate experience as a business systems analyst. I also am certified to teach K-6 in the CT public school system, and have done so part-time evenings teaching ESL and GED classes. Additionally, I have held various volunteer positions with The Bolton PTA, The Bolton Women's Club and Bolton Co-op Nursery School (since closed), and Sadie Mae Foundation which is a dog rescue organization. I have a B.A. degree in Communication Studies. I believe the interpersonal and organizational skills acquired with my experience can be an asset to the board. My husband and I raised two children in Bolton, and I have a vested interest in Bolton's preservation.

## **Additional Info:**

Signature: Paula S. Lynn

## **Town of Bolton Board/Commission Interest Form**

Name: Daniel Tyler Moquin

Address: 7 Laurwood Drive

Telephone Number: 860-543-1062

Alternate/Cell Number: 860-533-0052

ltdan3456@gmail.com

Political Affiliation: Independent

Board/Commission: Fire Commission

Type of Member: Full Member

**Statement:** I am interested in serving on the fire commission because i have worked in public safety almost my whole working career and would like help better my community through the fire department.

**Background Information:** I have worked in EMS, Fire and in the security field with various certifications, I have grown up in bolton and gone through the bolton education system.

Additional Info:

Signature: Daniel Tyler Moquin

FY2022 November 30, 2021			Revised					%			
	Ac	lopted Budget	Budget	Expense YTD	Balance	Encumbrance	Unexpended	Expensed	FY21	FY20	FY19
Administration	\$	721,079.00	\$ 721,079.00	\$ 219,426.27	\$ 501,652.73	\$ -	\$ 501,652.73	30.43%	32.28%	33.05%	37.95%
Board of Finance	\$	2,200.00	\$ 2,200.00	\$ 230.75	\$ 1,969.25	\$ -	\$ 1,969.25	10.49%	9.77%	9.77%	9.77%
Financial Administration	\$	236,040.00	\$ 236,040.00	\$ 91,319.20	\$ 144,720.80	\$ -	\$ 144,720.80	38.69%	38.88%	38.11%	39.30%
Auditing	\$	26,500.00	\$ 26,500.00	\$ -	\$ 26,500.00	\$ -	\$ 26,500.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$	83,246.00	\$ 83,246.00	\$ 27,786.94	\$ 55,459.06	\$ 376.01	\$ 55,083.05	33.83%	39.36%	39.20%	38.56%
Tax Collector	\$	87,680.00	\$ 87,680.00	\$ 35,881.81	\$ 51,798.19	\$ 241.73	\$ 51,556.46	41.20%	38.81%	44.61%	41.55%
Fringe Benefits	\$	895,821.00	\$ 895,821.00	\$ 342,786.48	\$ 553,034.52	\$ -	\$ 553,034.52	38.27%	32.98%	40.35%	38.15%
Town Clerk	\$	136,058.00	\$ 136,058.00	\$ 53,734.12	\$ 82,323.88	\$ 5,175.00	\$ 77,148.88	43.30%	43.01%	41.32%	45.35%
Land Use	\$	309,845.00	\$ 309,845.00	\$ 95,302.29	\$ 214,542.71	\$ 13,540.00	\$ 201,002.71	35.13%	45.20%	40.71%	40.48%
Planning & Zoning	\$	4,940.00	\$ 4,940.00	\$ 637.76	\$ 4,302.24	\$ -	\$ 4,302.24	12.91%	4.35%	5.51%	8.64%
Zoning Board of Appeals	\$	1,640.00	\$ 1,640.00	\$ 34.44	\$ 1,605.56	\$ -	\$ 1,605.56	2.10%	0.00%	14.35%	0.00%
Property Insurance	\$	143,900.00	\$ 143,900.00	\$ 59,747.57	\$ 84,152.43	\$ -	\$ 84,152.43	41.52%	60.21%	43.61%	46.50%
Probate	\$	5,960.00	\$ 5,960.00	\$ -	\$ 5,960.00	\$ н	\$ 5,960.00	0.00%	0.00%	100.00%	96.97%
Inlands/Wetlands	\$	2,235.00	\$ 2,235.00	\$ 474.08	\$ 1,760.92	\$ -	\$ 1,760.92	21.21%	9.62%	22.96%	14.94%
Economic Development	\$	2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	28.25%	33.25%	30.50%
Elections	\$	44,383.00	\$ 44,383.00	\$ 17,982.22	\$ 26,400.78	\$ -	\$ 26,400.78	40.52%	49.95%	24.89%	33.40%
Parks/Town Building Ops	\$	813,493.00	813,493.00	\$ 261,592.43	\$ 551,900.57	\$ 9,671.01	\$ 542,229.56	33.35%	32.24%	34.16%	33.09%
Police	\$	391,050.00	391,050.00	\$ 6,925.14	\$ 384,124.86	\$ -	\$ 384,124.86	1.77%	0.02%	0.75%	0.08%
Fire Commission	\$	223,538.00	\$ 223,538.00	\$ 64,651.31	\$ 158,886.69	\$ 47,923.44	\$ 110,963.25	50.36%	41.70%	64.52%	56.49%
Animal Control	\$	3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	100.00%	85.71%	85.71%
Fire Marshal	\$	33,000.00	\$ 33,000.00	\$ 7,891.52	\$ 25,108.48	\$ -	\$ 25,108.48	23.91%	17.00%	7.03%	9.14%
Emergency Management	\$	19,693.00	\$ 19,693.00	\$ 6,700.59	\$ 12,992.41	\$ -	\$ 12,992.41	34.03%	38.30%	0.00%	0.00%
Highways and Streets	\$	1,039,838.00	\$ 1,039,838.00	\$ 269,290.93	\$ 770,547.07	\$ 100,145.28	\$ 670,401.79	35.53%	36.23%	51.28%	42.01%
Public Building Commission	\$	1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	0.00%	0.00%	0.00%	0.00%
Public Health Admin	\$	30,900.00	\$ 30,900.00	\$ 14,783.38	\$ 16,116.62	\$ -	\$ 16,116.62	47.84%	46.27%	42.37%	41.12%
Seniors / Social Services	\$	180,421.00	\$ 180,421.00	\$ 65,901.42	\$ 114,519.58	\$ 6,835.00	\$ 107,684.58	40.31%	31.57%	42.08%	42.91%
Library	\$	292,454.00	\$ 292,454.00	\$ 128,957.17	\$ 163,496.83	\$ 11,580.80	\$ 151,916.03	48.05%	45.42%	47.67%	50.14%
Conservation	\$	1,805.00	\$ 1,805.00	\$ 567.00	\$ 1,238.00	\$ -	\$ 1,238.00	31.41%	34.77%	41.54%	41.89%
Waste Collection	\$	522,604.00	\$ 522,604.00	\$ 207,734.07	\$ 314,869.93	\$ -	\$ 314,869.93	39.75%	40.54%	36.34%	37.00%
Totals	\$	6,256,423.00	\$ 6,256,423.00	\$ 1,980,338.89	\$ 4,276,084.11	\$ 195,488.27	\$ 4,080,595.84	34.78%	30.83%	31.75%	36.63%

			TA	COLLECT( 10.30.21	OR						
	ADOPTED		COLLECTIONS YTD	REFUNDS		RETURNED PAYMENTS	Т	RANFERS	N	ET COLLECTION 10.30.21	PERCENTAGE COLLECTED FY 22 BUDGET
CURRENT YR.LEVY	\$ 15,678,283.00	)\$	15,591,977.77	\$ (40,948.70)	\$	(17,033.17)	\$	2,265.73	\$	15,536,261.63	99.09%
MOTOR VEHICLE	\$ 1,694,841.00	)\$	1,543,487.27	\$ (3,689.32)	\$	(5,366.36)	\$	577.61	\$	1,535,009.20	90.57%
SUPP.MV LEVY	\$ 175,000.00	)	-	\$	\$	-	\$	-	\$	-	0.00%
SUB TOTAL	\$ 17,548,124.00	\$	17,135,465.04	\$ (44,638.02)	\$	(22,399.53)	\$	2,843.34	\$	17,071,270.83	97.28%
PRIOR YEARS	\$ 75,000.00	)\$	32,142.93	\$ (223.47)			\$	(2,843.34)	\$	29,076.12	38.77%
INTEREST & FEES	\$ 50,000.00		23,650.30	\$ -	\$	(76.89)			\$	23,573.41	47.15%
TOTAL	\$ 17,673,124.00	s )\$	17,191,258.27	\$ (44,861.49)	\$	(22,476.42)	\$	-	\$	17,123,920.36	96.89%

## PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2021	8.31.2021	9.30.2021	10.31.2021	11.30.2021	12.31.2021
19.07%	90.94%	98.67%	99.09%		
1.31.2022	2.28.2022	3.30.2022	4.30.2022	5.31.2022	6.30.2022
7.31.2020	8.31.2020	9.30.2020	10.31.2020	11.30.2020	12.31.2020
74.79%	82.27%	97.69%	100.02%	100.17%	100.32%
1.31.2021	2.28.2021	3.30.2021	4.30.2021	5.31.2021	6.30.2021
100.37%	100.43%	100.49%	100.67%	100.03%	100.33%

Marijuana Policy (September 2021)

The bringing in, use, possession, or consumption of marijuana in any Town building or on Town property including but not limited to: Bolton Heritage Farm, Herrick Park, Indian Notch Park and Freja Park is prohibited. This violation shall be deemed to be an infraction and shall be subject to a fine not to exceed One Hundred (\$100) Dollars for each violation.

#### **CHAPTER 5 SECTION 5.1 cont.**

Board of Selectmen except those functions reserved or delegated to such bodies by law or Charter.

3. The Administrative Officer shall perform those administrative duties conferred by this Charter to the Administrative Officer and as determined by the Board of Selectmen and/or the First Selectman. The Administrative Officer, in conjunction with the First Selectman, shall prepare the Board of Selectmen meeting agendas, including analysis of and recommendations on pertinent issues. The Administrative Officer shall develop policies for review and draft proposed regulations and ordinances. The Administrative Officer shall have the right to attend all meetings of the Board of Selectmen, except those executive sessions where the Administrative Officer is excused by the Board, with the full right to participate in all discussions, but without the right to vote.

4. The Administrative Officer shall recommend for employment or discharge all employees of the Town, subject to the approval of the Board of Selectmen, except appointed officers and employees of the Board of Education.

5. The Administrative Officer shall perform a formal written annual review of all department heads and report on those reviews to the First Selectman. The First Selectman shall then report on those reviews to the Board of Selectmen.

#### Section 5.2 PUBLIC HEARING ON AND PUBLICATION OF ORDINANCES AND POWER OF OVERRULE

(A) Public Hearing. Except as provided in Section 5.3 of this Charter, no ordinance shall be adopted, amended or repealed by the Board of Selectmen until and unless one public hearing on such action shall have been held by said Board of Selectmen. Notice of such public hearing shall be given not less than five (5) days or more than thirty (30) days in advance of such hearing by publication in a newspaper having general circulation within the Town, and by posting the same as required by law. The Board of Selectmen must take action on the proposed ordinance within fourteen (14) days after said public hearing.

(B) Copies. Copies of any proposed ordinance or amendment to an ordinance shall be made available for public inspection at the Town Clerk's office at least five (5) days in advance of any public hearing thereon.

(C) Substantive Changes. If substantive changes are made in any proposed ordinance or in any proposed amendment to an ordinance subsequent to the public hearing, a second public hearing, to be held in accord with subsections (A) and (B) above, shall be held on such proposed changes, prior to final action by the Board of Selectmen.

(D) Filing. Every ordinance or amendment to an ordinance after passage, shall be filed with the Town Clerk and recorded, compiled and published by the Town Clerk as required by law.

#### CHAPTER 5 SECTION 5.2 cont.

(E) Publication. Within ten (10) days after final passage, a summary of each ordinance, amendment or repeal of an ordinance shall be published in a newspaper having general circulation within the Town and posted as required by law. The entire ordinance, amendment or repeal of an ordinance shall be posted at the Town Hall and, when practicable, on the Town's website.

(F) Effective Date. Each such ordinance, amendment to or repeal of an ordinance shall become effective on the thirtieth (30<sup>th</sup>) day after publication, unless a petition for overruling the action of the Board of Selectmen on such ordinance is filed with the Town Clerk in accordance with Chapter 10. In the event that such petition is filed and the Town Meeting does not overrule the action of the Board of Selectmen, such ordinance, amendment or repeal shall become effective on the day following said Town Meeting vote.

#### Section 5.3 EMERGENCY ORDINANCES

(A) Emergency Ordinances. When there exists circumstances which threaten the lives, health or property of the inhabitants of the Town, a majority of the Board of Selectmen present and voting may declare that a state of Public emergency exists. On such declaration, the Board of Selectmen may, by a majority vote of those members present, enact ordinances to meet such emergency without regard to the requirements of Section 5.2. Emergency ordinances shall be so designated and shall state the facts constituting the public emergency. Any expenditure to be made pursuant to said emergency ordinances shall be made in accordance with the provisions of Section 9.6(E) of this Charter.

(B) Effective Date, Duration. Emergency ordinances shall become effective immediately upon enactment. Every such ordinance shall automatically stand repealed at the termination of the thirtieth (30th) day following enactment of said ordinance unless action has been initiated to make the emergency ordinance a permanent ordinance under the provisions of Section 5.2, in which event such emergency ordinance shall remain in full force and effect until final action is taken on the permanent ordinance.

(C) Publication. Emergency ordinances shall be published in conformance with the applicable General Statutes, as amended from time to time.

## BUDGET TRANSFER REQUEST TO BOARD OF SELECTMEN

BUDGET: 10	wn Clerk			
Transfer \$ <u>418.7</u>	Throm category Prof. E	ducational Trainito bategory _	dvertising	
(within budget)	from # 1006-041-4	<u>147</u> -000000- <u>53200</u> -0000	0	
	to #1005-041-41	47-000000-55400-0000	0	
Transfer \$	from Budget	to Budget		
	from category	to category		
	from #	0000000000	)	
	to #	0000000000	0	
Other \$ Explanation: To due to price of Usual.	Cover Cost o extensive ques notice up more	Election Warnin tions on ballot driv Than <u>Elizabeth C. U</u> <u>Town Clerk</u> <u>11/15/2021</u>	Title	· · · · · · · · · · · · · · · · · · ·
Board of Selectmen	Approved Yes No	<u>Prof-Ed</u> 1700 - <u>YIF.28</u>	<u>Adv</u> 517. + 418,28	

PO Box 416414 Boston, MA 02241-6414

Hartford Courant

adbilling@tribpub.com 844-348-2442

# **INVOICE/SUMMARY**

#### Page 1 of 2

Date	tronc Reference #	Description	Ad Size/ Units Rate	Gross Amount	Total
		Balance Forward			185.05
10/08/21		Payment Received :Ref# 23076			-185.05
10/26/21	HTF44202890	<i>Current Activity</i> Classified Listings, Online Bolton Election November 2 2021 7069694			418.28
		Total Current Advertising			418.28

					T	otal:	\$418.28
Account Sum	mary						
Current	1-30		31-60	61-9	0	91+	Unapplied Amount
418.28	0.00		0.00	0.0	0	0.00	0.00
Hartford Courant	CTNOW	Hartford	Newblaven	<b>Community</b>	TRIBUNE	<b>WahıMail</b>	<b>MOTIV</b> 8

Please detach and return this portion with your payment.



PO Box 416414 Boston, MA 02241-6414

**Return Service Requested** 

## Remittance Section

**Invoice & Summary** 

**Billed Account Name:** 

Invoice Number:

**Billing Period:** 

Amount:

Due Date:

**Billed Account Number:** 

Billed Period:	10/01/21 - 10/31/21
Billed Account Name:	Town Of Bolton- Town Clerk'S Office
Billed Account Number:	CU00254313
Invoice Number:	044202890000

For questions regarding this billing, or change of address notification, please contact Customer Care:

Hartford Courant PO Box 416414 Boston, MA 02241-6414

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Town Of Bolton- Town Clerk'S Office

RECEIVED

NOV 0 9 2021

Town Clerk of Bolton

CU00254313

\$418.28

11/30/21

044202890000

10/01/21 - 10/31/21

## Office of the State Traffic Administration www.ct.gov/dot/osta Guidance for Local Traffic Authorities

OSTA - Must request through the Office of the State Traffic Administration (DOT.OSTA@ct.gov)

LTA - Local Traffic Authority (LTA) has the authority to change/revise/install

District - Must request encroachment permit through the Department's District Maintenance Office

Public Trans. – Must request approval through the Department's Bureau of Public Transportation (Attn: Mr. Ricardo Almeida at 860-594-2839; <u>Ricardo.Almeida@ct.gov</u> Mr. Kenneth Bisi at 860-594-2814l <u>Kenneth.Bisi@ct.gov</u>)

Traffic – Must request approval through the Department's Division of Traffic Engineering Division Chief (DOT.TrafficEngineering@ct.gov)

DECD – Must request a permit through the Department of Economic and Community Development

Traffic Control Signing							
ITEM	State Highway	Town Road					
STOP (Including All-Way STOP)	Traffic	LTA					
YIELD	Traffic	LTA					
Bus Stop	Public Trans.	Public Trans.					
Do Not Block Intersection	District	LTA					
Do Not Enter / Wrong Way	Traffic	LTA					
Keep Right / Keep Left	Traffic	LTA					
Lane-use Control (non-signalized location)	Traffic	LTA					
No Left/Right/U-Turn	Traffic	LTA					
Parking restriction associated with Bus Stops, Taxi Stops	Traffic	LTA					
No Through Truck	OSTA	OSTA					
No Turn on Red	Traffic	OSTA					
No Turn on Red sign on a Town Road approach to a State-owned traffic control signal		Traffic					
One-way (establish or remove designation)	Traffic	LTA					
One-way approach to State Highway (establish or remove designation) *District should be consulted regarding impacts to the State High	way	LTA*					
Parking Restrictions (including establishing Handicap Spaces)	Traffic	LTA					
No Pedestrian Crossing / Bicycle Crossing	Traffic	LTA					
School Zone Speed Limit ("When Flashing" or during hours posted)	OSTA	OSTA					
School Zone Fines Doubled	Traffic	LTA					
School Zone	Traffic	LTA					
Slower Traffic Keep Right	Traffic	LTA					
Speed Limits (Private Road)		LTA					
Speed Limits (Public Roads)	OSTA	OSTA					
"STATE LAW - Yield to Pedestrians" in-road 'sandwich board' style sign	District	LTA					
Stop Here on Red	Traffic	LTA					
Stop Here on Red sign on a Town Road approach to a State-owned traffic control signal	Traffic	Traffic					
"Your Speed" sign & changeable message assembly	District	LTA					

OSTA - Rev. October 2019

Traffic Control Pavement Markings							
ITEM State Highway Town Ro							
Install/Remove STOP Bars and Yield Lines	Traffic	LTA					
Install/Revise/Remove Center Line Markings (excluding passing zones)	Traffic	LTA					
Install/Remove Crosswalks	Traffic	LTA					
Install/Remove Passing Zone	OSTA	LTA					

Traffic Control Signals/Devices							
<u>ITEM</u>	State Highway	Town Road					
Adding supplemental Flashing lights on Warning Signs	Traffic	LTA					
Flashing Beacon	Traffic	LTA					
Lane-use Control Signals (including reversible lane signals)	Traffic	OSTA					
Pedestrian Hybrid Beacon (a.k.a. HAWK Signal)	Traffic	OSTA					
New installation of Traffic Control Signal	Traffic	OSTA					
Temporary Traffic Control Signal	Traffic	OSTA					

State Owned - Traffic Control Signal Revisions	
Add/Delete of Walk Phase (exclusive or concurrent)	Traffic
Add/Delete Emergency Vehicle Pre-emption	Traffic
Change of Ownership (between State and Town/City)	Traffic
Operation Revision (e.g., semi- to full- actuation)	Traffic
Lane-use Control (any approach regardless of Ownership)	Traffic
Removal of existing Traffic Control Signal	Traffic

Municipally Owned - Traffic Control Signal Revisions		
ITEM	State Highway	Town Road
Change of Ownership (between State and Town/City)	OSTA	OSTA
Removal of existing Traffic Control Signal	OSTA	OSTA
Revise timing values outside MIN – MAX range	OSTA	OSTA
Revise timing values within MIN – MAX range	LTA	LTA
Establish MIN – MAX range for timing values	OSTA	OSTA
Any other Signal revision (including Lane-use change)	OSTA	OSTA

Miscellaneous Items			
ITEM	State Highway	Town Road	
Changes in Railroad Protection Devices	OSTA	OSTA	
Emergency and Authorized Vehicles Only	Traffic	LTA	
Major Traffic Generators (§ 14-311, 14-311a, & 14-311c)	OSTA	OSTA	
Traffic Restrictions (§ 14-311b – Any commercial establishment or any parking area for 20 cars or more)	OSTA	LTA	
Traffic Regulations on State-owned Properties and Facilities	OSTA		
Permits for Merritt/Wilbur Cross/Milford Parkways Vehicle Use	OSTA		
Permits for Parades and Special Events	District	LTA	
Filming within highway/roadway right-of-way	DECD	LTA	

All other items not listed above should be directed to Traffic

OSTA - Rev. October 2019

## PROPOSED BUDGET WORKSHOP DATES

## Tuesday, January 11, 2022

7:00 p.m.	Buildings and Grounds Department
7:30 p.m.	Senior Services/Public Health
7:45 p.m.	Other

## Thursday, January 13, 2022

7:00 p.m.	Fire Commission/Fire Marshal
7:30 p.m.	Library
7:45 p.m.	Other

## Tuesday, January 25, 2022

7:00 p.m.	Highway Department
7:30 p.m.	Other Budgets

## Thursday, January 27, 2022

7:00 p.m.	Recreation
7:15 p.m.	Land Use
7:45 p.m.	Other

Thursday, February 3, 2022TBDTuesday, February 8, 2021TBD

# **Bolton WinterFest 2022**

Sponsored by the Bolton Land Trust Karen Cordero: Winterfest Coordinator tklc4@comcast.net

The Bolton Land Trust would like to Host "WinterFest 2022"

When: Saturday, February 26, 2022 (no rain date as of yet) Where: Heritage Farm

Time: 1-4pm

What is included: (BYO) XCountry skiing, Snow shoeing, possible sledding, Hiking, Snowman building, BonFire, Hot/Cold beverages, Snacks, Music

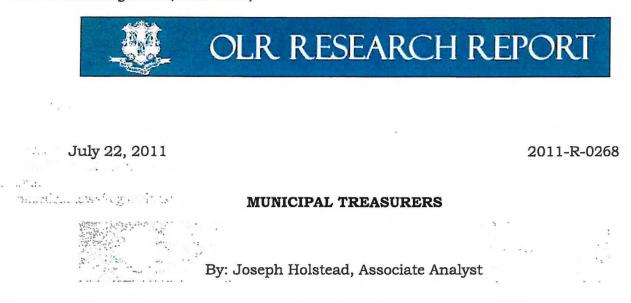
- I have spoken with Arlene Fiano, Chair of Heritage Farm organization who thinks this is a great idea and has given the approval.
- I have spoken with Fire Chief Bruce Dixon who said he would let the Fire Marshall know and survey the site for the bonfire for approval.
- If we have sledding, it will take place on the hill in the FRONT of the barn, where the 2 maple trees are located by the rock wall next to the corn field.
- I am in the process of contacting a Snowshoe rental place to see if they could come to the Festival to rent equipment for the day.
- I will be setting up 2 tables for drinks and snacks.
- Bolton Land Trust will have all participants for the various activities fill out a "Release of Liability" form.
- A generator might be used to heat water for beverages.
- All "set up" and "Take down" will be done by the Bolton Land Trust.

8D

#### Location: MUNICIPAL OFFICIALS AND EMPLOYEES:

## Scope:

Connecticut laws/regulations; Court Cases;



You asked for a description of municipal treasurers' statutory responsibilities.

## SUMMARY

The statutes detail responsibilities only for treasurers of towns with a town meeting form of government. A city treasurer's responsibilities are generally outlined in the city's charter. In the case of Middletown, the city charter incorporates town treasurers' statutory powers and duties, stating the city's treasurer has and may exercise "all the powers and duties prescribed for Treasurers of Towns and Cities by the General Statutes and additional powers and duties as may be prescribed by the Common Council" (Middletown City Charter, Chapter 4, § 4).

The statutes also grant certain powers and responsibilities to all municipal treasurers. By law, "municipalities" are towns, cities, boroughs, consolidated towns and cities, and consolidated towns and boroughs (CGS §§ 7-148(a)).

The law allows all municipal treasurers, upon the approval of the appropriate budget-making authority, to invest the proceeds received from the sale of bonds or other funds. Additionally, for example, the law requires municipal fiscal officers to keep a separate dog fund account of animal license fees received from the town clerk and all receipts from, and expended by, the municipal animal control officer in his or her duties (CGS §§ 22-334 and -347).

## TOWN TREASURERS' STATUTORY RESPONSIBILITIES

By law, a town treasurer must receive, account for, and invest town funds. Any taxpayer from the town may inspect its financial record, which must be presented to each annual town meeting after the treasurer validates and the selectmen adjust it. The treasurer is, ex officio, treasurer of municipal trust funds. The treasurer may appoint a deputy who must, in the treasurer's absence or disability, perform all his or her duties.

The statutes authorize the treasurer to pay any obligation through a national or state bank and trust company, on the proper municipal authority's order. The treasurer may do so by authorizing the bank to debit the municipality's account (CGS § <u>7-80</u>). (The state Supreme Court

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#### MUNICIPAL TREASURERS

has ruled that a treasurer has no implied power to make a note binding on the town, Town of East Hartford v. American National Bank, 49 Conn. 539 (1882).)

By law, the treasurer may only pay a municipality's orders when signed by a majority of the selectmen. A treasurer who violates this provision is subject to a fine of up to \$100 (CGS § <u>7-83</u>).

Town treasurers must keep a record of all town orders presented for payment, whether he or she makes the payment. The record must show to whom the orders were given and the amounts, dates, and numbers. The treasurer must make a sworn report to the town at its annual meeting of all outstanding town orders, with the (1) names of the people to whom they were given and (2) amount, date, number, and interest owed (CGS § 7-84).

A municipal treasurer may at any time give notice to all people holding orders, which the selectmen have drawn on the treasurer, to present them for payment by a certain day. The notice must:

1. set the day, which must be at least 30 days after the notice date;

2. be advertised for three weeks successively in a newspaper with circulation in the municipality; and

3. be posted on signposts or at some other exterior place near the town clerk's office.

Order holders will not earn interest after the notice's deadline, if they fail to present the order for payment by the deadline (CGS § <u>7-85</u>).

The law also lays out the process by which a treasurer may be removed from office upon a written complaint to the state's attorney, investigation, and superior court hearing that determines the treasurer is guilty of misconduct, willful and material neglect of duty, or incompetence (CGS § 7-81).

## MUNICIPAL TREASURERS' INVESTMENT OF PUBLIC FUNDS

Municipal finance laws allow the treasurer of any municipality, upon the approval of the appropriate budget-making authority, to invest the proceeds received from the sale of bonds, notes or other obligations, or other funds, in the obligations of any state, or any political subdivision, authority, or agency thereof, if they are rated within one of the top two rating categories of any rating service that is recognized nationally or by the banking commissioner (CGS § 7-400(2)). Similarly, treasurers may invest in the obligations of the state of Connecticut, or any regional school district, town, city, borough, or metropolitan district in the state if the obligations are rated within one of the top three rating categories of any rating service that is recognized nationally or by the banking service that is recognized nationally or by the state of Connecticut, or any regional school district, town, city, borough, or metropolitan district in the state if the obligations are rated within one of the top three rating categories of any rating service that is recognized nationally or by the banking commissioner (CGS § 7-400(3)).

Finally, treasurers may invest these funds in the obligations of the United States, including obligations of the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Government National Mortgage Association, the Federal Savings and Loan Insurance Corporation, obligations of the United States Postal Service, all the federal home loan banks, all the federal land banks, all the federal intermediate credit banks, the Central Bank for Cooperatives, The Tennessee Valley Authority, or any other agency of the United States government (CGS § 7-400(1)(A)).

They may also invest in shares or other interests in a custodial arrangement, pool, investment company, or investment trust, if (1) the portfolio is limited to the United States obligations described above; (2) the municipal corporation or authority only purchases and redeems shares or other interests in the investment company or investment trust through the use of, or the custodian of the custodial arrangement or pool is, a Connecticut or federal bank or an out-of-

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state bank with a branch in the state, and (3) other conditions are met regarding delivery of collateral, management of the custodial pool or arrangement, and credit rating of the investment company or investment trust (CGS § 7-400(1)(B)).

JH:ts