

**BOARD OF SELECTMEN
SPECIAL MEETING - BUDGET WORKSHOP
TUESDAY, MARCH 8, 2022 – 7:00 P.M.
HYBRID ZOOM MEETING – FIRE DEPARTMENT
MINUTES**

The Board of Selectmen held a budget workshop on Tuesday, March 8, 2022 with First Selectman Pam Sawyer presiding. Also in attendance were selectmen Bob Morra, Mike Eremita, Adam Teller, Bob DePietro, Chief Financial Officer Jill Collins, Interim Administrative Officer Jim Rupert and Kathy McCavanagh.

1. Call to Order.

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

2. Discuss and Possibly Act on FY23 Budget.

Trash and Recycle budget came in a lot higher. We are looking to cut an additional \$25,000 off the budget to make up for this. Willimantic Waste which takes our bulky waste from the Transfer Station is going up from \$74.94/ton to \$88.00/ton.

Need to look at doing some educational outreach about recycling and look at costs for getting smaller trash cans and larger recycle cans to see if this might help with the tonnage. Go out to bid for services??

- Move hiring full-time Assessor out 3-5 months. Cut payroll line \$18,500
- Move hiring Assistant Chief for FD out 4-5 months. Cut payroll line \$4,500
- Cut additional \$2,000 from Buildings and Grounds
- Total Cuts: \$25,000

Motion: I move the Board of Selectmen make the above additional cuts to the proposed FY23 budget.

By: R. Morra

Seconded: M. Eremita

Vote:

For: B. Morra, R. DePietro, M. Eremita, A. Teller, P. Sawyer

Against: None

3. Discuss and Possibly Act on CAPA Budget.

When Capital budget was discussed last week we forgot about the reallocation of \$20,000.

Increases:

- High school garage – Increase \$10,000
- Modular Building Utilities – Increase \$5,000
- Realignment of sewer/water at NRM – Increase \$5,000

- **Total: \$20,000**

Motion: I move the Board of Selectmen make the above increased to the proposed Capital Budget for FY23.

By: A. Teller

Seconded: M. Eremita

Vote:

For: B. Morra, R. DePietro, M. Eremita, A. Teller, P. Sawyer

Against: None

4. Discuss Additional Workshop Dates (if needed).

No new dates needed.

5. Discuss and Possibly Act on Budget Transfers:

- To Move Money from Professional/Technical Administration to Administration Other Supplies.
- To Move Money from Professional Educ. Training to General Supplies in Conservation Budget.
- To Move Money from Office Operating to General Supplies in Conservation Budget.

Motion: I move the Board of Selectmen approve the above budget transfers as proposed.

By: M. Eremita

Seconded: R. Morra

Vote:

For: B. Morra, R. DePietro, M. Eremita, A. Teller, P. Sawyer

Against: None

6. Discuss A/P Meeting Time for Tuesday, March 15, 2022.

A/P meeting will be held at 9:00 am n Tuesday, March 15th.

7. Adjournment.

Meeting was adjourned at 7:52 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
SPECIAL MEETING AGENDA
TUESDAY, MARCH 15, 2022
MINUTES**

The Board of Selectmen held a Special Meeting on Tuesday, March 15, 2022 with First Selectman Pam Sawyer presiding. Also present were selectmen: Mike Eremita, Robert DePietro, Adam Teller; Interim Administrative Officer Jim Rupert and Kathy McCavanagh. Missing: Robert Morra.

1. Call to Order.

P. Sawyer called the meeting to order at 9:01 a.m.

2. Consider and Act on A/P Report.

Motion: I move the Board of Selectmen approve the A/P report as distributed.

By: M. Eremita

Seconded: R. DePietro

Discussion:

- Why is the NRMC electric bill \$900 – very high in proportion to other buildings in town. Can we get an energy audit done? This may not be NRMC building but the NRMC account. We'll check into this. Also, they were running fans and dehumidifiers to dry everything out – this is probably why our cost is so high.
- Where is the \$2800 Super Charging Station? – This is located at the library and was approved by the state to be done with ARPA funds.
- Upholstery charge is for furniture the library purchase – again with ARPA funds.
- There were multiple purchase orders for the brakes to be fixed on the senior van due to multiple problems being discovered as they got further into the job.
- Dzen roofing charge was to patch holes in NRMC roof to stop rain from pouring in. This is just a temporary fix because electricity is still on in the building.
- Lego class charge is most likely a recreation or library program and not the schools.
- Asplundh \$4888 is for services rendered. Lance tries to schedule a weeks' worth of work at a time and we budget for a year's worth of service.
- ZEO services is Zoning Enforcement Agent – this is a temporary hire to cover Jim from doing this so he can concentrate on Administrative Officer duties.

Vote:

For: R. DePietro, A Teller, M. Eremita and P. Sawyer.

Against: None

3. Consider and Act on Budget Transfers.

- a. To Move Money from Dues and Fees to Shares Services in Refuse Services. - \$1,000.
- b. To Move Money from Payroll to Overtime in Highway Budget - \$10,000.

Motion: I move the Board of Selectmen approve budget transfers as stated above.

By: R. DePietro

Seconded: M. Eremita

Vote:

For: R. DePietro, A Teller, M. Eremita and P. Sawyer.

Against: None

4. Adjournment.

P. Sawyer adjourned the meeting at 9:21 a.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
SPECIAL MEETING - TUESDAY, MARCH 29, 2022
MINUTES**

The Board of Selectmen held a Special Meeting on Tuesday, March 29, 2022 at 9:00 am with First Selectman Pam Sawyer presiding. Also in attendance were selectman Bob Morra, Robert DePietro, Adam Teller, Interim Administrative Officer Jim Rupert and Kathy McCavanagh.
Missing: Mike Eremita.

1. Call to Order.

P. Sawyer called the meeting to order at 9:00 am.

2. Consider and Act on A/P Report.

Discussion: None

Motion: I move the Board of Selectmen approve the A/P report as presented.

By: B. Morra

Second: R. DePietro

Voting:

For: R. Morra, A. Teller, R. DePietro, P. Sawyer

Against: None

Abstain: None

3. Consider and Act on Budget Transfers.

a. From Professional/Technical Services to Vehicles for Trailer \$2,000.

Discussion: None

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

By: R. Morra

Second: R. DePietro

Voting:

For: R. Morra, A. Teller, R. DePietro, P. Sawyer

Against: None

Abstain: None

4. Adjournment.

P. Sawyer adjourned the meeting at 9:06 am.

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
REGULAR MEETING
TUESDAY, APRIL 5, 2022, 7:00 P.M. HYBRID
MOTIONS**

		Present	Absent
First Selectman	Pam Sawyer	X	
Selectman	Adam Teller	X	
Selectman	Robert DePietro - remote	X	
Selectman	Mike Eremita - remote	X	
Selectman Deputy First Selectman	Robert Morra	X	
Interim Administrative Officer	Jim Rupert	X	
Members of the Public			

Also present: Kawan Gordon, Kathy McCavanagh

Call to Order:

By: Sawyer

Time: 7:03 p.m.

Place: Hybrid

Approval of Minutes:

- A. January 18, 2022 –A/P Meeting**
- B. January 25, 2022 –Budget Workshop #3**
- C. January 27, 2022 –Budget Workshop #4**
- D. February 3, 2022 –Budget Workshop #5**
- E. February 16, 2022 –Budget Workshop #7**
- F. February 23, 2022 –Budget Workshop #8**
- G. March 1, 2022 – Regular Meeting**

Motion: I move the Bolton Board of Selectmen accept the minutes of the meetings held on January 18, January 25, January 27, February 3, February 16, February 23, March 1, 2022.

By: Teller

Seconded: Eremita

With the following correction:

- Feb 23 minutes, page 2, Motion – The motion was made by Morra and seconded by Eremita.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Appointments and Resignations:

Motion: I move the Bolton Board of Selectmen reappoint Tim Johnston to the Ethics Commission.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Reports & Updates:

Motion: I move the Bolton Board of Selectmen authorize the Temporary Building Committee to explore a design/build process for the fire house project.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Motion: I move the Bolton Board of Selectmen revise the charge of the Temporary Building Committee to instruct them to focus on the firehouse project and defer Notch Road until further instruction from the Board of Selectmen.

By: Teller

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

New Business:

A. Building Safety Month

Motion: I move the Bolton Board of Selectmen declare May to be Building Safety Month.

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. State and Local Bridge Grant and ARPA Funding

Motion: I move the Bolton Board of Selectmen instruct the Town Administrator to not apply for the state and local bridge grant at this time.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

C. Consider and Act on Town Meeting Date and Location on School Funds

Motion: I move the Bolton Board of Selectmen set the Town Meeting for reallocating funds from capital budget for a school project for April 19, 2022, at 6:30 p.m. at Town Hall.

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

E. Consider and Act on Referendum Date and Location

Motion: I move the Bolton Board of Selectmen set the referendum date for May 24, 2022 at St. Maurice's Hall from 6:00 a.m. to 8:00 p.m.

By: DePietro

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

F. Consider and Possibly Act On Beginning Giveback Amount for BOF

Motion: I move the Bolton Board of Selectmen return \$129,700 to the Board of Finance.

By: DePietro

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Ad-Hoc: Annual Town Meeting to be held before May 20th. Suggestion on May 3rd at 6:30 p.m. at town Hall. Regularly scheduled BOS Meeting.

Motion: I move the Bolton Board of Selectmen hold the annual Town Meeting on May 3, 2022, at 6:30 p.m. in the Town Hall.

By: Eremita

Seconded: Morra.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

G. Consider and Act on Bolton Road Race Date for 2023 – Sunday, March 12, 2023

Motion: I move the Bolton Board of Selectmen approve the Bolton Race Date for 2023 for Sunday, March 12, 2023.

By: Eremita

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

H. Discussion and Possible Action Regarding Valid Term for Transfer/Recycle Tickets

Motion: I move the Bolton Board of Selectmen modify the system for issuing Transfer/Recycle Ticket to make each ticket valid for no more than one year consisting of four punches.

By: Teller

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

I. Consider and Possibly Act on Alcohol and Cannabis Ordinance

Motion: I move the Bolton Board of Selectmen table this agenda item until a future meeting.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Executive Session: Pending Litigation Regarding 65 Shoddy Mill road; Foreclosure Action, Zoning and Wetlands Decisions and Actions

Motion: I move the Bolton Board of Selectmen enter executive session for discussion of pending litigation, stratagey, and legal advice regarding 65 Shoddy Mill Road; foreclosure action, zoning and wetlands decisions and actions with Jim Rupert and Richard Barger in attendance.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

The BOS entered executive session at 9:18 p.m.

The BOS existed executive session at 9:50 p.m.

Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn.

By: Teller

Seconded: Morra

Voting:

For: Morra, DePietro, Sawyer, Teller, Eremita

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 motions and any corrections hereto.

**TOWN OF BOLTON
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, APRIL 5, 2022, 7:00 P.M. HYBRID
MINUTES**

		Present	Absent
First Selectman	Pam Sawyer	X	
Selectman	Adam Teller	X	
Selectman	Robert DePietro - remote	X	
Selectman	Mike Eremita - remote	X	
Selectman Deputy First Selectman	Robert Morra	X	
Interim Administrative Officer	Jim Rupert	X	
Members of the Public			

Also present: Kawan Gordon, Kathy McCavanagh

1. Call to Order:

By: Sawyer

Time: 7:03 p.m.

Place: Hybrid

2. Public Comment:

No one was present who wished to speak.

3. Approval of Minutes:

This item was moved to later in the meeting by consensus of the BOS.

- A. January 18, 2022 –A/P Meeting**
- B. January 25, 2022 –Budget Workshop #3**
- C. January 27, 2022 –Budget Workshop #4**
- D. February 3, 2022 –Budget Workshop #5**
- E. February 16, 2022 –Budget Workshop #7**
- F. February 23, 2022 –Budget Workshop #8**
- G. March 1, 2022 – Regular Meeting**

Motion: I move the Bolton Board of Selectmen accept the minutes of the meetings held on

January 18, January 25, January 27, February 3, February 16, February 23, and March 1, 2022.

By: Teller

Seconded: Eremita

With the following correction:

- Feb 23 minutes, page 2, Motion – The motion was made by Morra and seconded by Eremita.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

4. Appointments and Resignations

A. Heather Beaulieu– Resignation

B. Tim Johnston – Reappointment to Ethics Commission

Motion: I move the Bolton Board of Selectmen reappoint Tim Johnston to the Ethics Commission.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

5. Reports & Updates:

A. J. Scala – Temporary Building Committee

Jeff Scala was present: Attendance at the first three meetings was poor but that issue has been resolved. The Members had a site walk-through of the firehouse. We have not done the same at Notch Road because there are safety concerns in the building. A discussion about the firehouse included – how big the addition has to be, the constraints of the septic and heating systems to handle the added space, code upgrades, limited hot water reaching the bathrooms, maintenance of the original roof, interior cracking of the ceiling, and needed storage space.

Scala: There are two ways to be consider for the procurement process – design, bid, contract, build or design/build. The design/build option is the only way to try to get the addition done in thirteen months when the new firetruck is expected. Rupert: There is a process to procure goods and services based on Town ordinance; this typically requires an RFP. Scala: The Committee would like to get a consultant on board as soon as possible. Going through the process Rupert descibes will take two months or more.

Scala: It was made clear to the Committee that the fire department wants to keep the old fire truck. Morra: That was not really part of what the BOS was originally looking at. It makes a difference about the building if the old truck is kept. Eremita: The Committee

should be looking at a building that would be capable of holding two engines. Vehicles are getting bigger. We should have a plan that will be adequate for 50 years. Sawyer: It is important in setting the building up for the next 40 years so as not to be shortsighted. The BOS will review this at the next meeting and give the Committee an answer.

Scala: A high level cost estimate of a bare bones addition is close to \$1 mill. at a minimum; this is for an 85' x 25' one story addition, adding one bay and more changing room. An addition of two stories is \$1.5 mill. or more. Renovations of the existing building is \$1.1 mill. additional. These are very high level estimates. The second floor would be used for meeting space and storage. Is the BOS okay with the expedited design/build approach? Rupert: The Building Department is flexible if they are involved from the beginning. Eremita: Rupert can enhance this process because of his building department expertise. Design/build will speed up the process. Done properly it could work very well for us. The fire department has been wanting to see a building addition for some time. A process of thirteen or twenty-four months doesn't make a difference. Build a building that will serve us for the next 50 years. Teller: Is not opposed to design/build. Both the fire department and Town Hall staff have make the commitment to be available and participate early on, respond quickly, and make internal decisions. Developing a proposal package is a front loaded process. DePietro: Is good with going with design/build. We will be looking at something very soon for Town Hall. Does the choice of using design/build for the fire department have implications of what we will do for the Town Hall project? Rupert: It would allow us to know if we can do it and do it well. Teller: If it works well it gives us the experience. Sawyer: The architect that designed the existing building and has the plans for an additional bay, that may be too small, but the plan does have the constraints of the site. That adds another reason to look at design/build. Eremita: It appears the management team at the fire department will remain the same for some time and it knows this is a perfect opportunity to work in any way we can with the Committee and make decisions quickly. Morra: Doing design/build the contractor has to understand nothing goes though unless the town approves it. Do companies know this and are willing to take this risk? Scala: The design/build teams know they are taking some risk.

Motion: I move the Bolton Board of Selectmen authorize the Temporary Building Committee to explore a design/build process for the fire house project.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Rupert: We have negated the need for the Committee to look at the Notch Road building with the decision to demolish the building. We are moving people out of there and mothballing parts of the building. What are we going to do for missing storage is of concern. Demolition will take place when we can afford it. Sawyer: Since it is in the charge she suggests the Committee do a walk through. Eremita: We have made the decision that we are going to tear it down. He does not want the committee Members to go in there. Sawyer: Then we should tell the Committee they do not have to look at the North Road building.

Motion: I move the Bolton Board of Selectmen revise the charge of the Temporary Building Committee to instruct them to focus on the firehouse project and defer Notch Road until further instruction from the Board of Selectmen.

By: Teller

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. Properties and Facilities Report

a. Perrachio Property Lease to L. Pesce

Larry Pesce was present: He has lived in town for seventy years. His family has been using the property since 1999. There are eight acres of farmable land and an extensive road system that he and his family built. The lease period is for one year. The way the lease is set up does not line up with the farming season. For that reason and for crop planning he is requesting a five year contract with a five year option.

Morra: Was on the original team for the purchase of the property. Perrachio intended this land remain for agricultural purposes. His hope was that it would continually be used by Larry and his dad for as long as they are actively farming. We did not make this part of the contract. He is supportive of maintaining as much agricultural land in town as possible. This was a gentleman's agreement. There is no legal document for that. This is a piece of land that is utilized. The crop on the field changes. DePietro: Gave a thumbs up. Eremita: Morra is correct about the origins when the town purchased the Perrachio property. He has no problem with given Pesce that type of lease. Teller: What is the time cycle for deciding crop rotation? Pesce: two years. Teller: Will simply adjusting the start time of the lease help? Pesce: No, the crop is planted now. Teller: Does the Charter have a limitation for a lease? Morra: Thinks it is five years and you can roll that. Not only with land, but any leasing. Teller: Pesce is asking for a 10 year lease. If the Charter says five years it would have to go to referendum. It appears the limitation is three years. The deed restriction is not only for agricultural; it can also be recreational and two other uses.

Sawyer: Received consensus that the Rupert will get the information from the Charter. We do hear the ask from Pesce. Do you have flexibility in the five years? Pesce: He does have flexibility. He contacted Bruce Dixon at the fire department about putting a dry hydrant into the pond. Pesce hopes to do some work on the pond. Roger Barrett is talking about putting another pond in on the other side. You would have double the flow for fire fighting.

b. Discussion Regarding Using Bolton Congregational Church for Office Space

Sawyer: Was invited to the church for a coffee hour which was well attended. She explained the situation that the town is facing with moving employees out of Notch Road creating the need for temporary office space. There were many good questions raised and suggestions made, such as have you looked for other space in town to rent and would you consider this building, Chandler Hall, that has some smaller spaces. She asked them to approach the town with an offer. Rupert: When the offer was received

he went to see the space and it did look like the space could work. It does have accessibility. They don't currently have a need for that space. The Town's need is a 5 - 6 year timeframe. They could not answer if they would need the space in that time period. We did not talk about rent. We talked about items that would have to be addressed – making the space lockable, internet connectivity, and phone lines. What concerned him is that we do not have money in the budget for a lease. There is money in capital for lease/purchase. Morra: Thinks we have to look beyond five years. Whatever you anticipate doing with Town Hall and it goes right, it will be five years. If anything goes wrong it could be a longer period. Teller: His would be a no vote for leasing space at a church when we would only be using some of space. He has concerns about security, distance from Town Hall, handicapped accessibility, and grave concerns about putting town offices in a church. He will not vote for this. DePietro: He liked the idea when he first heard about it. The church might be foregoing in rent in terms of the changes we would be making. He likes the idea despite what Teller said. Eremita: He agrees with Morra's statements. Also, he has heard a couple of people have concerns about church and state separation. He did not think it would be a problem. We should set a course and stick to it. Sawyer: One of the issues is about the employees and the comfort level of the people there. There may be a discomfort to them to be in a church owned facility. They have used it for worship. It has been renovated for ADA compliant bathrooms. If we change employees in the future would it make a new employee uncomfortable to be in that space. That thought changed her mind. She is reflecting on what Teller says about safety and she no longer has a comfort level for this idea.

Morra: Thank the church for offering the space but the pathway we are going on is for the long run. Teller: The offer was neighborly and he does not criticize the church for the offer. Our role as stewards of the town is to consider how employees and people visiting town offices will feel about the space. The church deserves a place to carry on their activities. This space would not be consistent with what the town is doing. Instructing children in their religion is worship. DePietro: There is something to be said about that. Eremita: Teller said it very well. He agrees completely. Sawyer: The consensus of the Members is to kindly decline the church's offer and thank them for community minded offer.

c. Silo Roof

Rupert: There is a new roof; it was replaced for \$5k. The Town rented a lift for the project. A terrific job was done on it. Sawyer: Suggested putting that information on the Town Facebook page.

C. FY 21 Budget Report

Rupert: This is for your review. It demonstrates we are on track. We are at 63.53% expensed so are in very good shape.

D. Budget Transfers

No budget transfers this evening.

The meeting recessed at 8:27 p.m.

The meeting resumed at 8:31 p.m.

6. Ongoing Business:

None

7. New Business:

A. Building Safety Month

May is Building Safety month. Building code exists for safety. We should consider putting this on the Facebook page also.

Motion: I move the Bolton Board of Selectmen declares May to be Building Safety Month.

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. State and Local Bridge Grant and ARPA Funding

Rupert: The opportunity for this grant opened up on April 1, 2022. Two projects being considered are the Lyman Road bridge and the Hebron Road Bridge which is truly a culvert. This requires a 50% match. The Lyman Road project would be \$2.5 mill. that would use up a significant amount of ARPA funding. In conversations with a person in CRCOG we are more likely to get funding through the infrastructure bill coming out later for the Hebron Road bridge. We have a good chance with the Lyman Road project based on the percentage rating it received. This would be replaced in kind with a concrete box structure. We may be able to get money from the infrastructure bill money for the water line project that we have talked about using ARPA funds for. How does the BOS want to use the funds?

Sawyer: We have \$750k from ARPA for half of that funding. Eremita: We are interested in extending the water line from Manchester to enhance development. He is trying to weigh the merits. Is the Lyman Road pipe in a situation of the same kind that happened to Mark Anthony Road in the near future? Sawyer: We are not looking at *not* doing the water line but doing it with the next large pot of money from the federal infrastructure bill. Rupert: It is estimate to cost \$1.2 mill. for the water line extension. We would be looking at other funding to complete that project. There were private partners willing to invest. It is a bit of a gamble that we will get federal infrastructure funding. The water line will help to build a better tax base in Bolton over time. The Lyman bridge is 70% to the good right now. Hebron Road bridge is in the same realm but has had some patching done. Morra: If the culvert issue on Lyman is not imminent he feels more comfortable saving the ARPA funding toward the water project. When we get more money we apply for the bridge. We will be able to deal with the culvert. The opportunity to bring the water line up is a rare opportunity. Rupert: Nothing says we can't apply for both. They have a specific program for culverts. Either bridge will comply for that program. We can apply for both when the program opens up. DePietro: How long do we have access to \$765k in ARPA? Rupert: It is in the bank. We have to commit to a project in the not too distant future however We found the guy that has all of the information collected in the past about the water line. Eremita: If we apply for a bridge grant are we obligated to take it? Rupert: No, but it doesn't look good.

Motion: I move the Bolton Board of Selectmen instructs the Town Administrator to not apply for the bridge grant at this time.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

C. Consider and Act on Town Meeting Date and Location on School Funds

Rupert: We need to look at reallocating funds in the capital budget for a school project. We need to have a special town meeting in order to move those funds. He suggests April 19, 2022, 6:30 p.m. at Town hall. The school project is to put in a master key system and change some of the locks. This was allocated from matching or grant funds and because it was not used for that, the transfer has to go to town meeting. DePietro: How much?

Rupert: \$49k.

Motion: I move the Bolton Board of Selectmen set the Town Meeting for reallocating funds from the capital budget for a school project for April 19, 2022, at 6:30 p.m. at Town Hall.

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

D. Consider and Act on Town Meeting Date and Location (Tuesday, April 26, 2022 – Town Hall)

Rupert: It is the public hearing for the town budget. Does not need to consider or act.

E. Consider and Act on Referendum Date and Location

Rupert: In accordance with the Charter this should be set for May 24, 2022. We will use the Parish Hall at St. Maurice Church for this purpose. They have refused to take payment in the past.

Motion: I move the Bolton Board of Selectmen set the referendum date of May 24, 2022, at St. Maurice's Hall from 6:00 a.m. to 8:00 p.m.

By: DePietro

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

F. Consider and Possibly Act On Beginning Giveback Amount for BOF

Rupert: He and Jill have done some work to identify funds in various budget lines that will not be expended this year for a total of \$129,700.

Motion: I move the Bolton Board of Selectmen return \$129,700 to the Board of Finance.

By: DePietro

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Ad-Hoc: Annual Town Meeting to be held before May 20 2022.

Sawyer: The suggestion is this meeting be held on May 3, 2022, at 6:30 p.m. at Town Hall before the regularly scheduled BOS Meeting.

Motion: I move the Bolton Board of Selectmen hold the annual Town Meeting on May 3, 2022, at 6:30 p.m. in the Town Hall.

By: Eremita

Seconded: Morra.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

G. Consider and Act on Bolton Road Race Date for 2023 – Sunday, March 12, 2023

Sawyer: There is a letter in the Member's packet that tells on how successful this year's race was.

Motion: I move the Bolton Board of Selectmen approve the Bolton Race Date for 2023 for Sunday, March 12, 2023.

By: Eremita

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

H. Discussion and Possible Action Regarding Valid Term for Transfer/Recycle Tickets

Rupert: At the start of the pandemic we started issuing transfer/recycle tickets through the Building and Land Use online system. We need to move exclusively to the online system rather than keep the manual issuance going as well. Kathy McCavanagh: The problem is slowing down the employee working at the transfer station in having to check so many pages for valid tickets. Previously, the punch card was simply punched for each visit. The punch card was valid for four years. The suggestion is to have the tickets valid for one year with four visits. Eremita: Does not think it unreasonable to have the tickets valid for one year. In Manchester, they collect the money right at the transfer station. The system we have is

good enough for us. Teller: Could the ticket be issued with 4 sections and you tear a section off at the transfer station? McCavanagh: That might be able to be done but some people are not even printing them out just showing the ticket on their phone. Teller: They don't have a tablet at the station? Rupert: We talked about that or about using a QR reader. The concern is the employee is also trying to help people unload and they may lose a device. Teller: Does not have a problem with changing to a one year ticket. People may not be able to use all 4 punches in one year though. McCavanagh: We do still have some three year tickets outstanding. Morra: We could go to a year ticket with two punches. If someone needs more visits they buy another ticket. McCavanagh: The cost is \$6 per punch. What you are bringing in is volume based. Teller: Make them one punch per ticket? Eremita: The four punch system has worked well. He does not think it a big deal to lose one punch at the end of the year.

Motion: I move the Bolton Board of Selectmen modify the system for issuing Transfer/Recycle Ticket to make each ticket valid for no more than one year of four punches each.

By: Teller

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

I. Consider and Possibly Act on Alcohol and Cannabis Ordinance

Richard Barger, Town Attorney, was present.

Rupert: Based on public comment and feedback received from the BOS he did a redraft of the ordinance. That was sent to Attorney Barger who made some comments and reiterated we are required to have a review board; this was modeled after the town of Woodbridge ordinance. We are not done with the review board piece yet. This matter is not under a serious time constraint. It should be done prior to the opening of the town park season which is around when school lets out. A public hearing may be needed.

Richard Barger: Suggests getting the procedure set up for citations which would be a different ordinance. Teller: Prefers we discuss this matter at another time. He does not have the notes he made on the original draft. The Town does not have a Board of Appeals. We do already have ordinances that can go to a Board of Appeals.

Motion: I move the Bolton Board of Selectmen to table the agenda item until a future meeting.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

8. First Selectman's Report:

A. COVID-19

B. Branding Committee Update

Sawyer: A meeting was held earlier this evening that brought new members of the committee up to speed. There will be a coordinated branding approach to coordinate with the slogan, the current images, such as on the welcoming sign to Bolton, and other logos. They will meet again next month.

9. Administrative Officer's Report:

A. Monthly Report

Members had no questions about this report.

B. LoCIP Grant, Connectivity Grant

Rupert: Anticipates this will move forward. The grant had gone stale but has been granted an extension.

C. Other

None

10. Executive Session: Pending Litigation Regarding 65 Shoddy Mill road; Foreclosure Action, Zoning and Wetlands Decisions and Actions

Motion: I move the Bolton Board of Selectmen enter executive session for discussion of pending litigation, strategy, and legal advice regarding 65 Shoddy Mill Road; foreclosure action, zoning and wetlands decisions and actions with Jim Rupert and Richard Barger in attendance.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

The BOS entered executive session at 9:18 p.m.

The BOS exited executive session at 9:50 p.m.

11. Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn.

By: Teller

Seconded: Morra

Voting:

For: Morra, DePietro, Sawyer, Teller, Eremita

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 A/P
TUESDAY, APRIL 12, 2022
MINUTES**

The Board of Selectmen held a Special A/P meeting on Tuesday, April 12, 2022 with Interim Administrative Officer Jim Rupert presiding. Also present were selectmen: Mike Eremita, Adam Teller and Robert DePietro. Kathy McCavanagh did minutes.
Missing: Pam Sawyer and Robert Morra.

1. Call to Order.

J. Rupert called the meeting to order at 1:06 p.m.

2. Consider and Act on A/P Report.

Motion: I move the Board of Selectmen approve the A/P report as presented.

By: M. Eremita

Seconded: R. DePietro

Discussion: A.Teller would like an explanation as to why the Notch Road Electricity bill is so high.

Vote:

For: M. Eremita, R. DePietro and A. Teller. – Unanimous.

Against: None

Abstain: None

3. Consider and Act on Budget Transfers.

**a. From Senior Budget – Other Payroll to ~~Vehicles~~ for Furniture & Fixtures
\$8463.00**

Motion: I move the Board of Selectmen approve the budget transfer of \$8463.00 from Seniors Other Payroll to Furniture and fixtures.

By: M. Eremita

Seconded: R. DePietro

Vote:

For: M. Eremita, R. DePietro and A. Teller. – Unanimous.

Against: None

Abstain: None

b. From Senior Budget – Other Payroll to Regular Payroll \$5469.49.

Motion: I move the Board of Selectmen approve the budget transfer of \$5469.49 from Seniors Other Payroll to Regular Payroll.

By: R.DePietro

Seconded: M. Eremita

Vote:

For: M. Eremita, R. DePietro and A. Teller. – Unanimous.

Against: None

Abstain: None

c. Left Over Funds from BCS Window Project to BHS Septic Repairs \$12,000.

Motion: I move the Board of Selectmen approve the budget transfer of \$12,000 from BCS Window Project to BHS Septic Repairs.

By: M. Eremita

Seconded: A. Teller

Vote:

For: M. Eremita, R. DePietro and A. Teller. – Unanimous.

Against: None

Abstain: None

4. Consider and Possibly Act on a Transfer of \$5891.97 to FEMA Grant/Brush Truck.

This is a match of funds for the brush truck. The Board of Selectmen never identified where this \$\$ might come from. B. Dixon told J. Rupert he could not commit to funding this money from a line in his budget at this time. B. Dixon also said this will not slow down the progress of this truck being completed. J. Rupert suggested this get tabled until the May BOS meeting where it can be discussed again.

M. Eremita also stated that Truck 134 still has things that need to be completed on it but all the purchase orders have been closed out. Do we know where this money is coming from?

5. Adjournment.

J. Rupert adjourned the meeting at 1:20 p.m.

By: M. Eremita

Seconded: A. Teller

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
SPECIAL MEETING A/P AGENDA
TUESDAY, APRIL 26, 2022
MINUTES**

The Board of Selectmen held a Special A/P meeting on Tuesday, April 26, 2022 with Deputy Selectman Robert Morra presiding. Also, in attendance were: Mike Eremita, Bob DePietro, Adam Teller; Administrative Officer Jim Rupert and Kathy McCavanagh.
Missing: First Selectman Pam Sawyer

1. Call to Order.

J. Rupert called the meeting to order at 10:15 a.m.

2. Consider and Act on A/P Report.

Motion: I move the Board of Selectmen approve the A/P report as presented.

By: A.Teller 2nd: B. DePietro

Approved: M. Eremita, B. DePietro, A. Teller, R. Morra
Against: None
Abstain: None

3. Consider and Act on Budget Transfers.

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

By: M. Eremita 2nd: B. DePietro

Approved: M. Eremita, B. DePietro, A. Teller, R. Morra
Against: None
Abstain: None

4. Adjournment.

R. Morra adjourned the meeting at 10:35 a.m.

Respectfully Submitted,

Kathy McCavanagh

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

4A

60 Watrous Road
Bolton, CT 06042
April 14, 2022

RECEIVED

APR 15 2022

TOWN OF BOLTON
SELECTMEN'S OFFICE

Town of Bolton
222 Bolton Center Road
Bolton, CT 06043

To Whom It May Concern:

I am writing to inform you that I am retiring from my position with the Town of Bolton Highway Department effective May 1, 2022.

Sincerely,



Bruce N. Amundsen

Received By James Rupert 4/14/22

FY2022 APRIL 30, 2022	Adopted Budget	Revised		Balance	Encumbrance	Unexpended	% Expended	FY21	FY20	FY19
		Budget	Expense YTD							
Administration	\$ 721,079.00	\$ 721,079.00	\$ 421,086.04	\$ 299,992.96	\$ 33,105.39	\$ 266,887.57	62.99%	64.78%	67.11%	73.82%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 998.25	\$ 1,201.75	\$ -	\$ 1,201.75	45.38%	44.77%	50.82%	49.45%
Financial Administration	\$ 236,040.00	\$ 236,040.00	\$ 186,035.88	\$ 50,004.12	\$ -	\$ 50,004.12	78.82%	80.21%	78.11%	71.64%
Auditing	\$ 26,500.00	\$ 26,500.00	\$ 19,500.00	\$ 7,000.00	\$ -	\$ 7,000.00	73.58%	77.36%	92.45%	73.58%
Assessor	\$ 83,246.00	\$ 83,246.00	\$ 57,401.19	\$ 25,844.81	\$ -	\$ 25,844.81	68.95%	79.99%	79.48%	76.61%
Tax Collector	\$ 87,680.00	\$ 87,680.00	\$ 70,297.37	\$ 17,382.63	\$ -	\$ 17,382.63	80.17%	79.41%	81.58%	77.30%
Fringe Benefits	\$ 895,821.00	\$ 895,821.00	\$ 691,894.28	\$ 203,926.72	\$ -	\$ 203,926.72	77.24%	71.75%	77.36%	73.18%
Town Clerk	\$ 136,058.00	\$ 136,058.00	\$ 112,966.65	\$ 23,091.35	\$ 650.00	\$ 22,441.35	83.51%	83.02%	83.05%	80.90%
Land Use	\$ 309,845.00	\$ 309,151.00	\$ 201,806.70	\$ 107,344.30	\$ 8,440.00	\$ 98,904.30	68.01%	82.08%	83.14%	74.66%
Planning & Zoning	\$ 4,940.00	\$ 4,940.00	\$ 1,648.02	\$ 3,291.98	\$ -	\$ 3,291.98	33.36%	28.11%	13.14%	22.41%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 693.50	\$ 946.50	\$ -	\$ 946.50	42.29%	10.67%	36.20%	18.97%
Property Insurance	\$ 143,900.00	\$ 143,900.00	\$ 104,636.67	\$ 39,263.33	\$ -	\$ 39,263.33	72.71%	72.43%	79.16%	83.02%
Probate	\$ 5,960.00	\$ 5,960.00	\$ 5,673.00	\$ 287.00	\$ -	\$ 287.00	95.18%	100.00%	100.00%	96.67%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 700.88	\$ 1,534.12	\$ -	\$ 1,534.12	31.36%	20.13%	36.80%	21.66%
Economic Development	\$ 2,000.00	\$ 2,000.00	\$ 430.00	\$ 1,570.00	\$ -	\$ 1,570.00	21.50%	29.50%	47.00%	47.00%
Elections	\$ 44,383.00	\$ 44,383.00	\$ 25,373.98	\$ 19,009.02	\$ -	\$ 19,009.02	57.17%	68.46%	30.79%	51.16%
Parks/Town Building Ops	\$ 813,493.00	\$ 813,493.00	\$ 565,778.58	\$ 247,714.42	\$ 25,879.59	\$ 221,834.83	72.73%	71.93%	71.13%	72.06%
Police	\$ 391,050.00	\$ 391,050.00	\$ 8,215.93	\$ 382,834.07	\$ -	\$ 382,834.07	2.10%	1.12%	1.21%	0.55%
Fire Commission	\$ 223,538.00	\$ 223,538.00	\$ 116,474.04	\$ 107,063.96	\$ 33,761.91	\$ 73,302.05	67.21%	71.29%	85.46%	71.55%
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	\$ 27,000.00	\$ 15,440.06	\$ 11,559.94	\$ 275.00	\$ 11,284.94	58.20%	37.38%	16.09%	17.48%
Emergency Management	\$ 19,693.00	\$ 20,387.00	\$ 13,410.80	\$ 6,976.20	\$ -	\$ 6,976.20	65.78%	70.56%		
Highways and Streets	\$ 1,039,838.00	\$ 1,039,838.00	\$ 626,069.33	\$ 413,768.67	\$ 240,090.12	\$ 173,678.55	83.30%	58.53%	77.95%	83.46%
Public Building Commission	\$ 1,100.00	\$ 1,100.00	\$ 143.75	\$ 956.25	\$ -	\$ 956.25	13.07%	0.00%	0.00%	0.00%
Public Health Admin	\$ 30,900.00	\$ 30,900.00	\$ 28,165.54	\$ 2,734.46	\$ -	\$ 2,734.46	91.15%	70.56%	83.08%	81.22%
Seniors / Social Services	\$ 180,421.00	\$ 180,421.00	\$ 123,182.94	\$ 57,238.06	\$ 12,082.98	\$ 45,155.08	74.97%	66.73%	76.70%	77.29%
Library	\$ 292,454.00	\$ 292,454.00	\$ 237,487.80	\$ 54,966.20	\$ 2,890.17	\$ 52,076.03	82.19%	77.85%	80.17%	67.73%
Conservation	\$ 1,805.00	\$ 1,805.00	\$ 1,226.97	\$ 578.03	\$ -	\$ 578.03	67.98%	66.46%	81.85%	89.02%
Waste Collection	\$ 522,604.00	\$ 522,604.00	\$ 427,432.66	\$ 95,171.34	\$ 900.00	\$ 94,271.34	81.96%	79.91%	73.52%	76.42%
Totals	\$ 6,256,423.00	* \$ 6,250,423.00	\$ 4,064,170.81	\$ 2,186,252.19	\$ 358,075.16	\$ 1,828,177.03	70.78%	62.02%	64.48%	71.09%

*The \$6,000 difference in adopted budget and revised budget is because the \$6,000 was transferred in capital improvement which is not part of this report.

There is going to be a shortfall in this department of about \$12,000-\$15,000

5B

**TAX COLLECTOR
3.31.22**

	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TRANFERS	NET COLLECTION 3.31.22	PERCENTAGE COLLECTED FY 22 BUDGET
CURRENT YR.LEVY	\$ 15,678,283.00	\$ 15,935,848.82	\$ (66,964.21)	\$ (17,489.28)	\$ 2,336.19	\$ 15,853,731.52	101.12%
MOTOR VEHICLE	\$ 1,694,841.00	\$ 1,665,385.06	\$ (18,473.98)	\$ (6,486.11)	\$ (2,155.98)	\$ 1,638,268.99	96.66%
SUPP.MV LEVY	\$ 175,000.00	218,441.37	\$ (10.25)	\$ (70.15)	\$ 2,451.79	\$ 220,812.76	126.18%
SUB TOTAL	\$ 17,548,124.00	\$ 17,819,675.25	\$ (85,448.44)	\$ (24,045.54)	\$ 2,632.00	\$ 17,712,813.27	100.94%
PRIOR YEARS	\$ 75,000.00	\$ 87,963.84	\$ (656.37)		\$ (2,598.53)	\$ 84,708.94	112.95%
INTEREST & FEES	\$ 50,000.00	\$ 58,194.89	\$ -	\$ (125.73)	\$ (33.47)	\$ 58,035.69	116.07%
TOTAL	\$ 17,673,124.00	\$ 17,965,833.98	\$ (86,104.81)	\$ (24,171.27)	\$ (0.00)	\$ 17,855,557.90	101.03%

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%	99.52%	99.95%
1.31.2022	2.28.2022	3.30.2022	4.30.2022	5.31.2022	6.30.2022
100.98%	101.06%	101.12%			
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%

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Town Clerk

Transfer \$ 42.00 from category Professional Educational Training to category Dues & fees

(within budget) from # 1005-041-4147-000000-53200-00000
to # 1005-041-4147-000000-58100-00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - 000000 - _____ - 00000

to # _____ - _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: to cover extra Town Clerk county mtgs due to Tolland county hosting FALL Conference

Elizabeth C. Waters Signature
Town Clerk Title
4-27-2022 Date

Board of Selectmen	Approved		Comments:
	Yes	No	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Date _____

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Town Building Operations

Transfer \$ ~~1632~~¹⁶³² from category Supplies to category Vehicle

(within budget) from # 1005-041-4199-000000-56010-00000

to # 1005-041-4199-000000-57320-00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - 000000 - _____ - 00000

to # _____ - _____ - _____ - 000000 - _____ - 00000

Other \$ _____

Explanation:

To cover the increase in cost of the New truck due to the motor ordered is no longer available

JLB Signature
Facilities Director Title
4/18/22 Date

Board of Selectmen

Approved

Comments:

Date _____

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Town Building Operations

Transfer \$ 5,000.00 from category Supplies to category Repairs & Maintenance

(within budget) from # 1065-041-4199-000000-56010-00000

to # 1065-041-4199-000000-56100-00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - 000000 - _____ - 00000

to # _____ - _____ - _____ - 000000 - _____ - 00000

Other \$ _____

Explanation:

*To better follow accounting procedures, fund in supplies
Need to be transferred into repairs*

JLB Signature
Facilities Director Title
4/18/22 Date

Board of Selectmen

Approved

Comments:

Date _____



Affordable Housing Plan

Town of Bolton, Connecticut

2022-2027

Prepared by: Nicholas Tatro
UConn MPP

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Section 1

Why Are We Making This Plan?

To further the goals outlined in the Bolton Plan of Conservation and Development (POCD) and in response to the recently adopted Connecticut General Statute 8-30j which states, “At least once every five years, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality,” the Town of Bolton has prepared this Affordable Housing Plan with the goal of increasing the availability of Affordable and attainable housing options in town. This plan was drafted with the intention of promoting housing that will meet the needs of residents both currently and in the future.

Public Act 17-170 outlines the requirements for the Affordable Housing Plan and the timeframe that municipalities have to meet for their affordable housing plan. Towns must adopt their first Plan by June 1, 2022. In addition, every five years, the affordable housing plan must be amended, or a new plan must be adopted. At a minimum, the statutory language requires that one goal of the plan should be to increase the number of affordable housing developments within the municipality.

CT General Statutes, Chapter 126, Section 8-23 includes that Plans of Conservation and Development shall:

- *[promote]expansion of housing opportunities and design choices to accommodate a variety of household types and needs.*
- *make provision for the development of housing opportunities, including opportunities for multifamily dwellings consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located...*
- *promote housing choice and economic diversity in housing, including housing for both low- and moderate-income households, and encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development...*

Section 2

History

Recognizing that access to reasonably priced housing was becoming difficult in many communities, in 1987 Governor William O'Neill established the Blue-Ribbon Housing Commission to study and review the housing situation in Connecticut. The Commission concluded that access to low-cost housing was too limited and, that there were too many barriers to access housing in many communities which was prohibiting many residents from having the opportunity to live in various communities based on the fact that the only type of housing available was single-family detached homes. The Commission further concluded that these barriers and development patterns were largely attributed to local zoning policies. Therefore, the Commission recommended that towns be given guidelines to help them update their zoning policies or that provisions be made to create specific circumstances by which specific housing developments would not be subject to these overly prohibitive policies if there was a reasonable justification for doing so.



In response, the 8-30g appeals process was created to provide a pathway for eligible Affordable housing which can demonstrate “just cause” to be developed only with the requirement that they demonstrate compliance with health and safety standards, but without the need to adhere to local zoning requirements. The phrase “just cause”

refers to one of

Connecticut’s major housing goals, which is to allow for more inclusive housing options, especially for low to moderate income individuals due to the fact that economic exclusivity and discrimination has been a significant issue Statewide. For the purposes of this Plan, the term “Affordable housing”, as we will explore in greater detail in the next section, means housing that is deed restricted to cost 30% or less of 80% of the area’s median income. The appeals process

only applies to municipalities that do not have at least ten percent (10%) of their housing stock classified as Affordable. The 10% threshold is a statewide objective that all municipalities must try to reach in an effort to realize this goal of housing choice. Even following the implementations of the 8-30g appeals process the amount of affordable housing being created in Connecticut was not drastically impacted, especially in smaller towns where limited access to sewer and water, along with geographical barriers made development more difficult.

Because of this, the CT General Statutes were recently amended to include Section 8-30j to encourage Towns to take a more proactive role in the process. While 8-30g is mostly applicable to developers because it allows them to disregard zoning regulations, 8-30j requires all towns to prepare and adopt an Affordable Housing Plan. Once developed by the Town, these Plans are more likely to align with the goals of each community and to be supported by their Plan Of Conservation and Development. The requirement for each town to develop an Affordable Housing Plan provides a pathway, even for Towns that do not typically see immense development pressure to identify the most appropriate way to work towards the State's housing goals in the context of their community.

Section 3

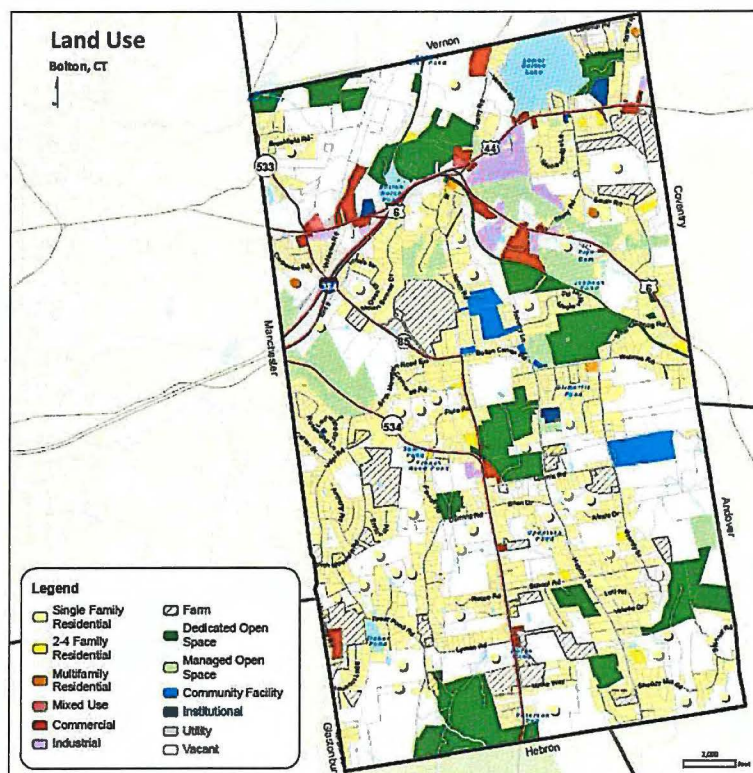
What Is Affordable Housing?

Many people have different ideas about affordable housing, what should qualify, and who should be eligible to live in these units. For the purposes of this plan, we will use the term as it is defined statutorily, which is a dwelling unit that has been deed restricted for a period of forty (40) years or more to not cost the person, family or household more than a specified amount. This limit, which is adjusted yearly, can be found by taking thirty percent (30%) of the eighty percent (80%) Area Median Income (AMI) as defined by HUD. For the specific language required to be included in these deed restrictions, please see 8-30g(6)

In Bolton, the area median income is \$104,300 as defined by HUD. The U.S. Low Income Limit AMI, however, is \$79,900. Because the Low Income Limit AMI is smaller, to calculate the maximum cost of affordable housing we must use the smaller value. The table below provides two examples specific to Bolton. These values can apply to either home purchase or rental rates, as long as they meet the requirement of being deed restricted. In the “State of Housing in Bolton” section of this Plan, we will see that the price limit is not the only factor that is limiting the availability of affordable housing in Bolton. A majority of rental properties and housing units fall below the monthly rate limits described in the table. The supply of these units, however, is limited. Also, a vast majority of the units are not deed restricted. Because they are not deed restricted, the rates are not locked in at the affordable value and the people eligible to rent the units are not just those that are low income who qualify for affordable housing.

	2 Person Home	4 Person Home
80% Area Median Income	\$63,950	\$79,900
30% of 80% Area Median Income	\$19,185	\$23,970
Monthly Cost <i>(not to exceed)</i>	\$1598.75	\$1997.50

Misconceptions about what an affordable housing unit or development actually looks like is also a significant barrier to the establishment of these units. Many people picture very large, high-density apartment complexes when they hear the term, but this is increasingly not the case. While housing developments which were built decades ago may have looked like this, many of these developments were built in high-density, urban environments. Even so, this style of buildings has been falling out of favor, even in city environments. Modern housing developments can be stylistically appealing and designed to match the context of where they are built, in the same way as a traditional commercial or residential development. Depending on the need in the area, an affordable housing unit can be anything ranging from single family units to a large multi-unit project. For a town like Bolton, the focus will likely be a smaller scale development which is driven by the Town's population and geographic location, as well as environmental factors such as the availability of suitable soils for well and septic, and any nearby wetlands, ledge, or other development constraints.

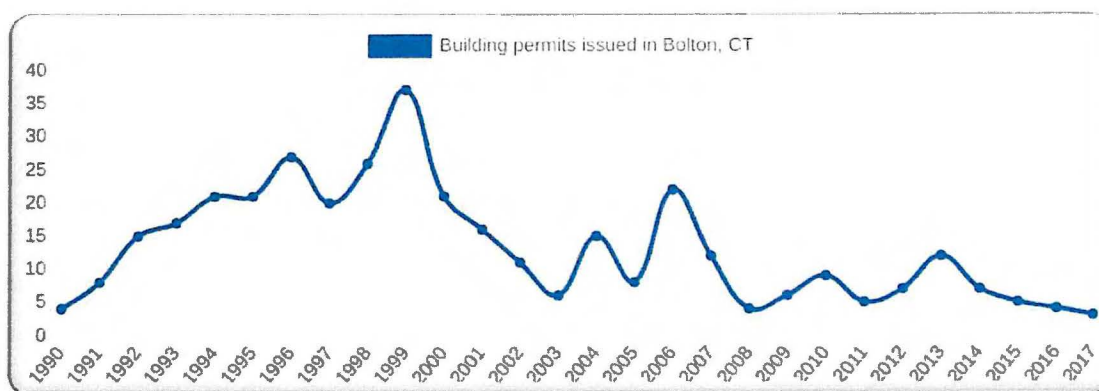


Section 4

State Of Housing In Bolton

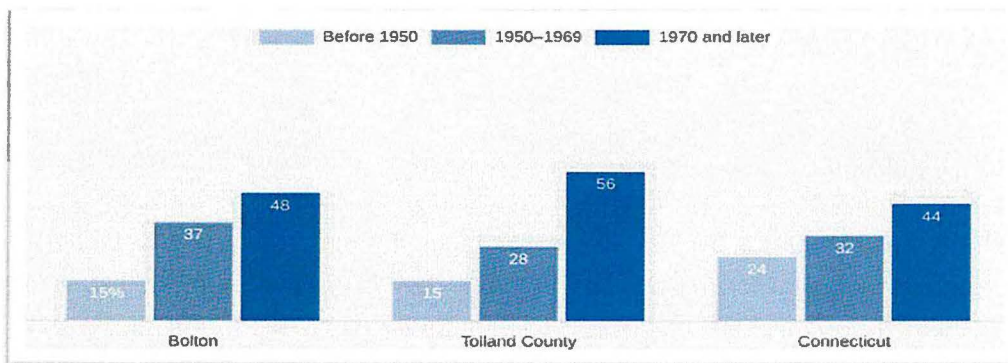
Bolton is a small community with a slow growth rate and a population that is projected to be on the decline based on the Plan of Conservation and Development estimates. While Connecticut as a whole is made up of a large number of slow growth communities, Bolton is well below the average growth rate for the state and region. Since 2000, there has been a 2.6% decline in population. In comparison, Tolland County has had a population increase of 10.5% and Connecticut as a whole has had an increase of 4.8%. The projected population for Bolton by 2030 is 4,212, which is a decrease of 14.5% from the current value of 4,928. With an average household size on the decline, it is important to understand the current availability of housing stock so that Town can work to minimize future population loss should this decline be related to the availability (or lack of) of specific types of housing.

The number of building permits has also greatly declined since the boom of the 1990's and early 2000s. At its peak in 1999, 37 new housing units were built. Comparatively, in 2017 there were only a total of 3. Below is a graphic from the Partnership for Strong Communities which shows the number of new housing building permits issued in Bolton from 1990-2017. While that alone may not be something to worry about, a decline in new housing permits coupled with a declining population however, is cause for concern. Without new developments and with an aging and declining tax base, it may become increasingly difficult to maintain current services and programs or establish new initiatives with a stagnant tax base and declining population.



Source: [Annual Housing Permit Data, DECD](#)

To get a better sense of what slow growth really means when it comes to housing, it is important to first look at the age of the Town's housing stock. A total of fifty-two (52%) of Bolton's housing was built before 1970, which is approximately ten percent (10%) higher than the average for Tolland County. Connecticut as a whole has roughly fifty-six percent (56%) housing stock built before 1970. While an older housing stock may be reflective of a desire to maintain a rural and historical aesthetic, this also means that Bolton's growth has not kept pace with the growth of neighboring communities.



Source: American Community Survey 2018, 5-year estimates, Table B25036

While the number and age of Bolton's housing stock are vital to build our understanding of the Town, it is also important to get a sense of what types of housing Bolton has. While it is true that Connecticut also has a large portion of its housing built before 1970, it is also true that it has many larger multi-family units, which can help to better sustain a growing population. These larger units are not characteristic of Bolton, and therefore limits the Town's ability to attract or maintain residents. Creating more affordable housing will not only work towards the goal of the ten percent (10%) required by the state; it will also help Bolton sustain its population base. It can also help Bolton to grow in the coming years while providing diversified housing options.

<i>Housing Units by Size</i>	Bolton	Tolland County	Connecticut
Total	1,932 100.0%	59,418 100.0%	1,512,305 100.0%
1 unit, detached	1,769 91.6%	41,234 69.4%	892,608 59.0%
1 unit, attached	24 1.2%	2,243 3.8%	80,684 5.3%
2 units	37 1.9%	2,224 3.7%	123,908 8.2%
3 or 4 units	10 0.5%	4,412 7.4%	130,948 8.7%
5 to 9 units	62 3.2%	3,756 6.3%	84,021 5.6%
10 to 19 units	0 0.0%	2,170 3.7%	57,153 3.8%
20 to 49 units	30 1.6%	1,185 2.0%	52,380 3.5%
50 or more units	0 0.0%	1,468 2.5%	78,492 5.2%
Mobile home	0 0.0%	715 1.2%	11,734 0.8%
Boat, RV, van, etc.	0 0.0%	11 0.0%	377 0.0%

Source: 2018 American Community Survey, 5-year estimates, Table B25024

Bolton currently only has 29 assisted housing units. Assisted Housing Units are defined in Connecticut as “housing which is receiving, or will receive, financial assistance under any governmental program for the construction or substantial rehabilitation of low- and moderate-income housing, and any housing occupied by persons receiving rental assistance under chapter 319uu or Section 1437f of Title 42 of the United States Code”. This accounts for only 1.4% of the housing supply. In comparison, Tolland County has 8% of the housing supply as assisted and Connecticut has 11.6% of its housing supply as assisted. Again, when we define Affordable housing, we are only interested in those units that are deed restricted to be affordable in the future as well. While it is true that market conditions may cause housing units to fall below this value, these “naturally occurring” units are not required to remain at an affordable rate. Because of this, they cannot be guaranteed for future affordability and therefore cannot be counted as meeting the affordable housing goal set by the State.

	Bolton	Tolland County	Connecticut
Total Assisted	29 (1.4%)	4,639 (8%)	172,277 (11.6%)
CHFA/USDA Mortgages	28	1,180	29,519
Governmentally Assisted Units	0	2,798	91,303
Tenant Rental Assistance	1	624	46,289
Deed Restrictions	0	37	5,166

Source: CT Department of Housing, 2019 Affordable Housing Appeals Listing

For reference, the current median rental rate for apartments in Bolton is \$970 (as of 2018). Most rental properties in Bolton fall below the affordable housing unit maximum rental cost however, the reason they do not qualify and cannot be counted toward the Town's ten percent goal is that these rental rates are not fixed. In a strong market, rental rates can rise year after year and can surpass the affordable housing cost limit. The fact that many of the existing housing units in Bolton are "naturally occurring" and fall below the Affordable threshold already is not insignificant. It tells us that at least for the time being, there are units in the community which can be rented at or below what would qualify as an Affordable housing unit. The fact that these units are not deed restricted and can be rented as market rate however does present a long-term concern as housing costs continue to increase. While the rental rates may not currently be an issue in terms of what is considered affordable by HUD, the supply of these units is not enough to satisfy the high demand for lower cost units. This is a problem that many Towns in Connecticut face, including Bolton.

Section 5

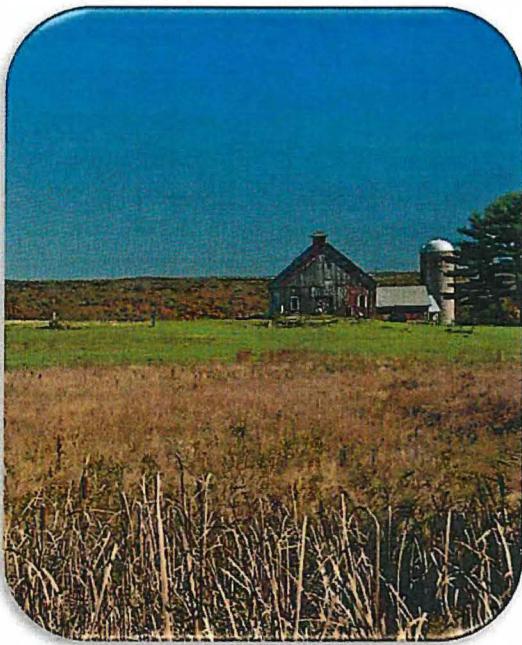
Who Benefits From Affordable Housing?

An increase in the number of affordable housing units not only benefits individuals looking to make Bolton their home but can also have a positive impact on Bolton's current residents. The most significant trend in Bolton's population is the projected increase in the number of residents above the age of 55. As life expectancy increases and the "baby boomer" generation (people born from about 1945 to 1965) enter these older age cohorts, a changing age composition will also result in changing demand for municipal services and housing types, (Bolton POCD, 2015, p. 7). Bolton's median age is 45, compared to that of Tolland County which is 36 and Connecticut which is 39. The percentage of residents above the age of 60 in Bolton is 26%. Bolton does not currently have many options for aging or senior residents. There is no senior housing and very few available units to buy or rent when considering downsizing. In the not-so-distant future, many of Bolton's seniors who wish to downsize to extract equity from their existing larger homes and move to a new type of housing that is lower cost, easier to maintain and better for accessibility will be forced to leave Bolton as these types of housing options currently are not available, particularly for those on fixed incomes. When they are unable to find these types of units locally, some may choose to stay in their current residence, this option is not possible for some people. Whether it be because of affordability or ageing related health or mobility issues, maintaining their existing residence will not be possible for many.



If lower cost housing options were to exist in Bolton, many of these seniors would not be forced to make these decisions and leave Bolton. Affordable housing options can provide seniors with the ability to remain in their community and close to family, without the undue burden of a home

they cannot maintain or financially support. In 2021, the Planning and Zoning Commission implemented changes to the Town's Zoning Regulations to allow for an Accessory Dwelling Unit (ADU) to be constructed on the same lot as a single-family home. With this new provision, it is possible for owners of single-family homes to rent these houses while they live on site in the ADU or, defray the cost of owning their home by renting the ADU to a tenant. While this will be an option for some, and these ADU's can, if the owner chooses be deed restricted to qualify as Affordable Housing, there are a number of situational factors that will prevent this alternative from being possible for many.

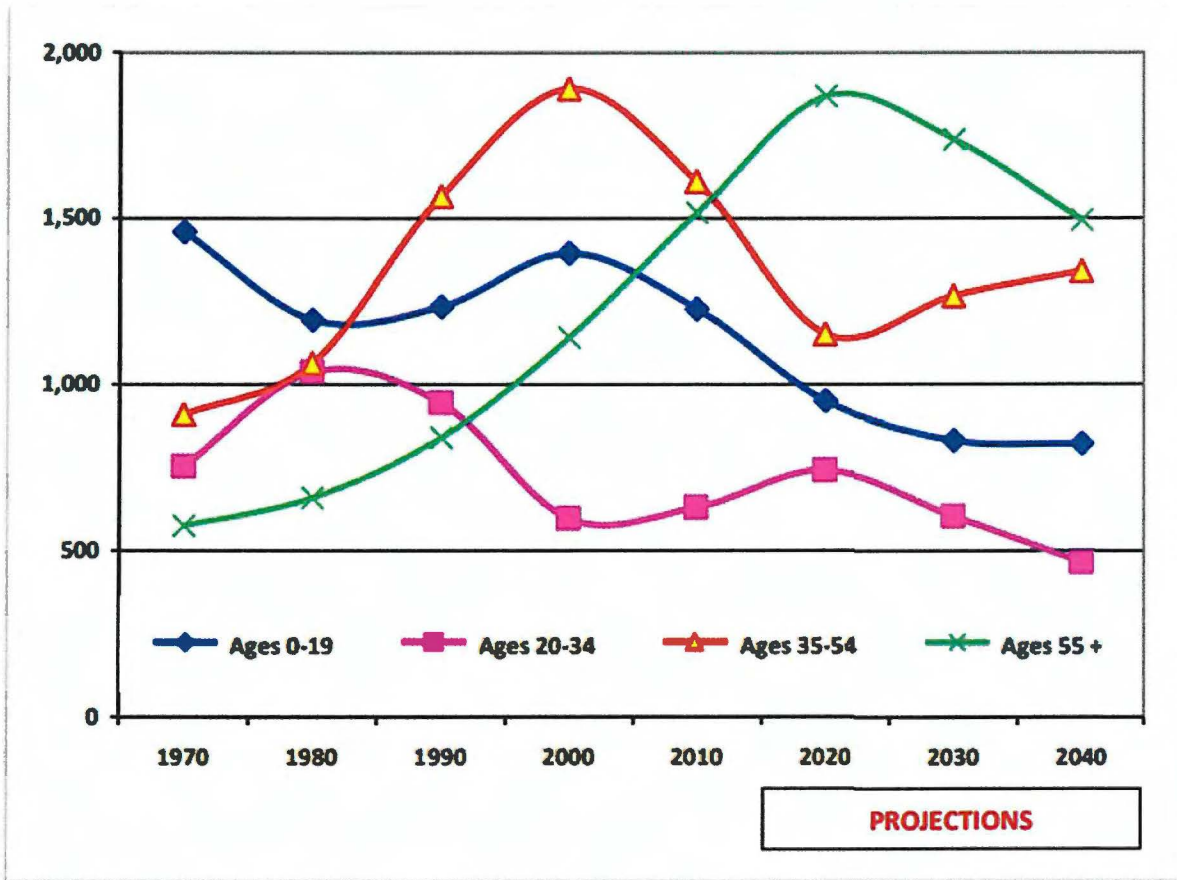


Besides seniors, affordable housing greatly benefits young professionals and children of residents. Very few people start with jobs that can pay for a mortgage while still having money to provide for necessities. Affordable housing lets people gain financial stability without having to sacrifice these important things. People who have lived their whole life in the Bolton community should not be forced out of the community because they do not make a lot of money. Also, young professionals who can provide for the future growth of the community should have a way to establish roots in the community to grow from. Having a high barrier of entry only hurts the future prospects of the town. Affordable single units or small multifamily units can attract young

professionals or allow residents to remain in their hometown. Affordable housing units do not have to be large complexes.

Besides these two major groups of residents, affordable housing can help people who are struggling for any number of other reasons. Currently, about a quarter (25.5%) of Bolton residents are cost burdened. Cost burdened means that a household spends more than 30% of their income on housing costs. This is the threshold where HUD says people “may have difficulty affording necessities such as food, clothing, transportation, and medical care.” Severely cost burdened is defined as spending 50% or more on housing costs, and 10% of households qualify as being severely cost burdened in Bolton. On the other hand only “A little over 1 percent of the housing units in Bolton are considered ‘affordable housing’ (governmentally assisted housing, receiving financial assistance, or sale price restricted by deed)” (Bolton POCD, 2015, p. 8). Neighbors living

in the Bolton community should not have to struggle to live and have their basic needs met. By taking initiative to create affordable housing opportunities, the Town of Bolton is looking to improve the lives of the residents who need it the most. Improving affordable options will make the community a better place.

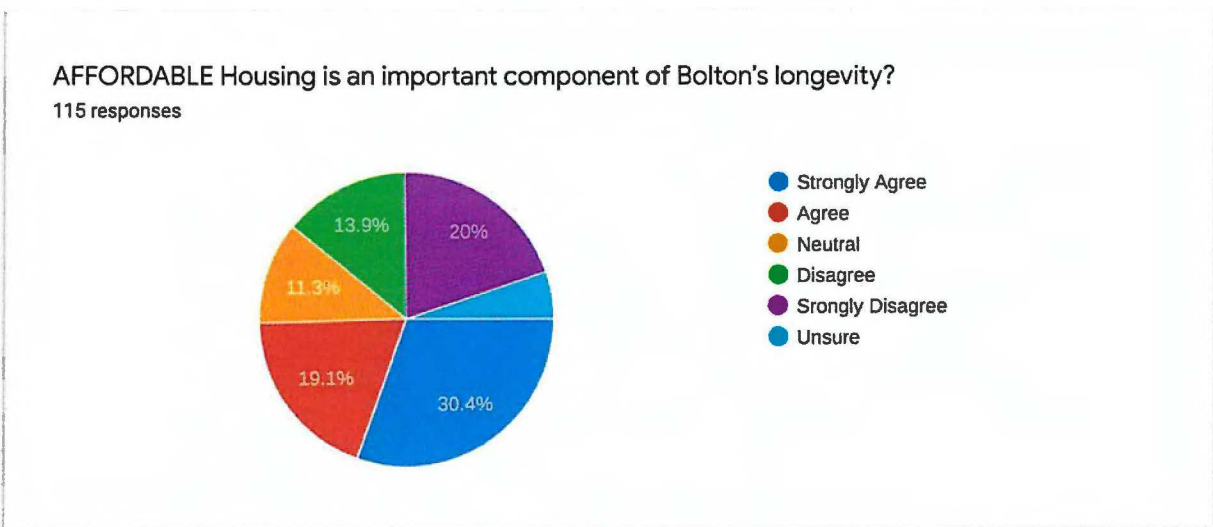
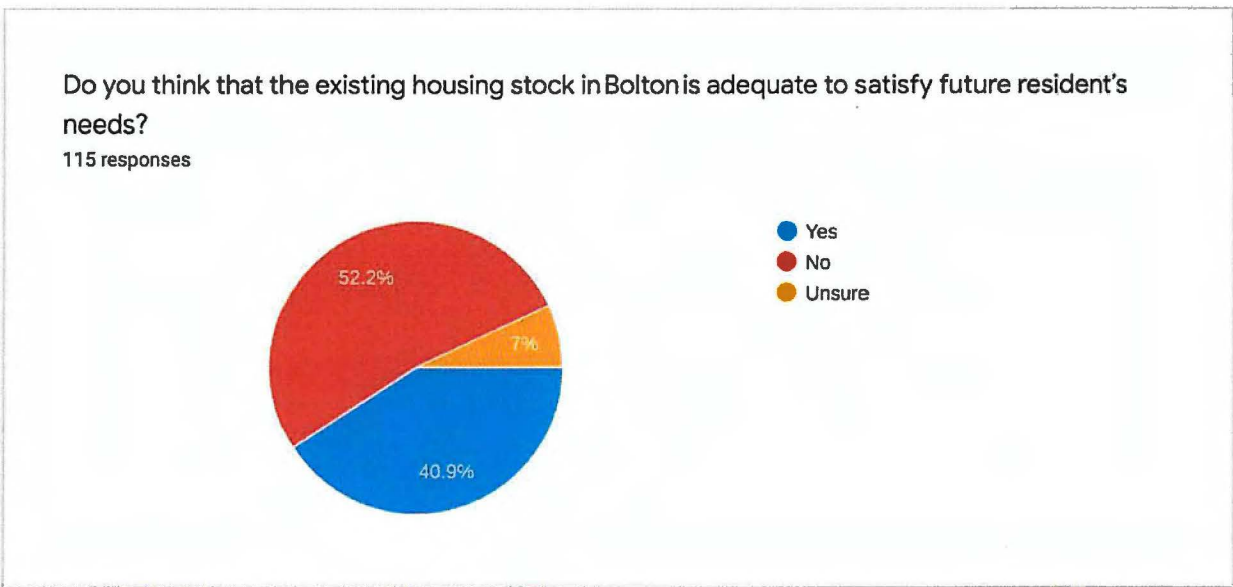


(Bolton population projection from Bolton 2015 Plan of Conservation and Development)

Section 6

Community Survey

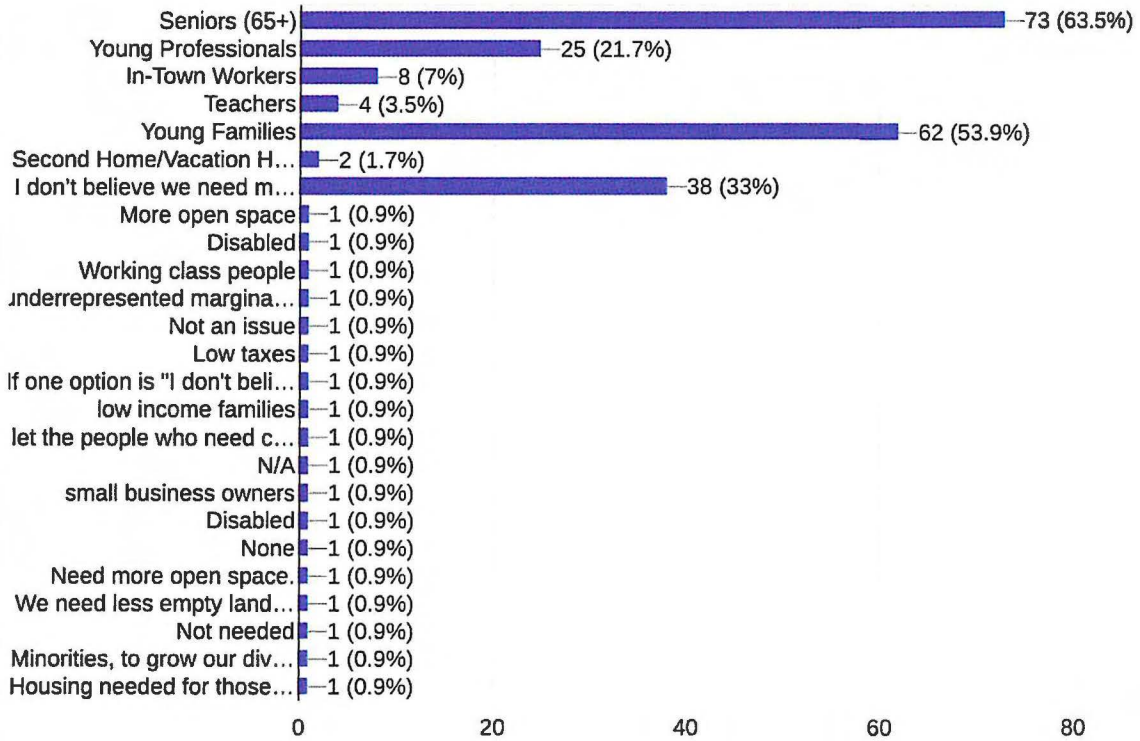
To gain a better understand of how the Bolton community felt about a number of the topics discussed in this plan, a community survey was conducted. In an effort to reach as much of the community as possible, the survey was posted on the town’s website, all the town social media channels, and sent out to the community via a Bolton Bulletin email. Paper copies were also made available. The following are some of the results of that survey:





In Bolton, for whom do you think housing units are most needed? (Select top 2)

115 responses



Section 7

Bolton's Future

With an eye towards the future, Bolton should review multiple alternatives to increase its supply of affordable housing and meet the needs of its residents. As it stands, there are very few economic reasons for developers and landlords to build or establish units that are Affordable. Because of this, the town should consider encouraging the development of new Affordable housing through incentive programs, grants, zoning changes, or other economic means. There should especially be a focus on age-restricted housing, given the aging population and high community demand.

In addition to high economic costs, finding suitable locations is major barrier which impacts the amount of Affordable housing in Bolton. As a small town, Bolton has limited access to public sewer and water which makes higher-density housing developments more feasible. Because of this, the Town should work to identify locations which can support small-scale multi-family housing that is more feasible based upon Bolton's lack of infrastructure. While many parcels may look appealing based on their size and location, there are other environmental and zoning factors that limit these options. While environmental factors, for the most part, cannot be avoided, changes in zoning regulations can make some projects feasible that would not be possible otherwise. These zoning regulation recommendations are outlined in the table below. Bolton currently has multiple housing units which are naturally occurring and could qualify as Affordable if they were to be deed restricted. Because of this, the Town should incentivize owners to deed restrict these units as Affordable. Also, the Town should also work to educate first time and lower income home buyers about USDA and CHFA loans. These loans not only make home buying more attainable, but these loans also qualify each home to be counted towards Bolton's 10% Affordable housing goal.

The development of this Plan has involved an examination of many different factors, all of which directly relate to the diversity of Bolton's housing stock both currently and moving forward. While it is clear that there are a number of constraints which may limit the suitability of widespread higher-density developments, there are options that the Town can implement which can work to create housing that is appropriate in the context of Bolton. As the Town works to maintain all of the components of the community which the residents of Bolton have come to love, it is crucially important that making affirmative changes to housing polices and practices be considered so that the residents of Bolton today are able to continue to be Bolton residents tomorrow.

Bolton Affordable Housing Plan Observations and Recommendations

	Current Regulations	Observation	Recommendation
Multifamily housing	6A.14: Multiple Dwelling Complexes (Traditional and for the Elderly) allowed only in R-2 zone by Special Permit	A special permit is required for almost all forms of multifamily housing in Bolton. This is a barrier to development and can discourage developers from building multiple- family housing.	The Town should consider allowing lower density multifamily housing (2-4 units) as of right in some of its residential zones, provided soil conditions can support it.
	6A.15 & 7A.4. Open Space Conservation Development Multiple Dwelling Complex allowed in R-1 and R-2 zones by Special Permit		
Accessory Dwelling Units	6A.3: Allows 1 ADU as of right per single family detached house in all Residence Zones	In October of 2021, the Bolton Planning & Zoning Commission amended its Zoning Regulations Sections 2, 3, 6, 8, 9, and 11 to further encourage ADUs and in compliance with PA 21-29. ADUs are allowed in all zones and as they are no longer restricted to occupancy by related persons, they provide additional access to low-cost housing.	The Town should work to encourage these units to be deed restricted when possible and to educate the Community that this housing option now exists.
Two-Family Dwellings	6A.2: Allows Two-family dwelling units in R-1 and R-2 as of right	Two-family dwellings can help facilitate increased density and provide lower cost housing options to residents who would prefer to live in a more traditional housing type	The Town should evaluate current Zoning policies to determine if expanding the areas that Two-Family dwellings area allowed is appropriate
Mixed Use	9B2.b: allows for mixed use developments by Special Permit which includes a 20% affordable component in the GMUIZ	If Bolton wants to prioritize seniors in its future housing development, allowing for age restricted housing as of right in multiple zones significantly expands opportunities for older residents.	The Town should consider expanding the zones that allow for elderly housing and further evaluate if these uses can be allowed without the need for Special Permit
	8C.2.b: allows for mixed use developments by Special Permit which includes a 20% affordable component in the RMUZ		
Incentive Housing	Bolton's Planning & Zoning Commission identified an area along Route 44 that could be eligible as an Incentive Housing Overlay Zone.	Incentive Housing Overlay Zones is a strong tool that encourage the establishment of Regulations to provide for housing that is deed restricted to Affordable levels.	The Town should review the proposed Incentive Housing Overlay Zone and determine if moving forward with its implementation is appropriate
Elderly Housing	6A.13: Allows Continuing Care Retirement Communities in all residential zones, and 6A.14: Allows age-restricted multiple dwelling complexes by Special Permit in the R-2 Zone.	If Bolton wants to prioritize seniors in its future housing development, allowing for age restricted housing as of right in multiple zones significantly expands opportunities for older residents.	The Town should consider expanding the zones that allow for elderly housing and further evaluate if these uses can be allowed without the need for Special Permit.