

**BOLTON BOARD OF SELECTMEN  
SPECIAL MEETING  
WITH BOLTON HERITAGE FARM COMMISSION  
TUESDAY, JUNE 7, 2022  
BOLTON TOWN HALL – 6:15 P.M.  
MINUTES**

The Board of Selectmen held a special meeting on Tuesday, June 7, 2022 with the Bolton Heritage Farm Commission with First Selectman Pam Sawyer presiding. Also in attendance were selectmen: Robert Morra, Adam Teller and Interim Administrative Officer Jim Rupert. Members of the BHF Commission in attendance were: Arlene Fiano, Rhea Klein, and Beth Harney. Others in the audience included Sarah Nelson, Tom Elmore, and Fire Chief Bruce Dixon.

1. Call to Order.  
P. Sawyer called the meeting to order at 6:15 p.m.
2. Discuss and Review Heritage Farm Report.  
Sarah Nelson from Nelson Edwards Architects presented their report on Bolton Heritage Farm.

Goal: was to develop a master plan that synthesizes prior work and with the desire for more intensive public use of the barn and house for the benefit of the Town, and in keeping with the unique historic, visual and ecological characteristics of the site.

Studies go back as far as 1999. Nelson & Associates started assessing the farm site back in 2008. Various studies have been done as well as repairs up until now.

Phase 1 – Review of prior studies, site walks, research and archeologic review.

Phase 2 – Identification of issues and opportunities, site walks, preliminary design, archeologic review of evolving plans and final schematic design.

Program Identification:

Defining characteristics: Historic, New England Farm; natural beauty

Formal change of use for assembly needed to allow use as a three- season venue.

Needs: Water, power Wi-Fi; regularized & shared parking, potable water, sanitation, and ADA access

Revenue Considerations: this site was compared to other sites like it around the state with the closest facility offerings as us. 15 sites were identified. Most are used for multiple events including: birthdays, parties, weddings, concerts and education programs.

Things all the other sites have that need to be considered:

- Parking
- Public restrooms
- Outdoor lighting
- Potable water
- Current updated website
- Wi-Fi on site
- Covered areas
- Working power and water

Closest facility to ours is a barn being used in Killingworth. (Parmalee Farm in Killingworth) This is a municipally owned site that was started with a volunteer staff that has now moved to having a management company. They have an open-air pole barn with indoor space like we are looking at.

Revenue Generated:

Approximate revenue being generated at these facilities around the state:

- Wedding Ceremonies \$3,000
- Parties (4 hrs) \$1,000
- Indoor Meeting Rooms \$500

Once we can rent out our facility we can become more sustainable.

MASTER PLAN:

Phase 1:

Immediate and expanded use of site (\$5,000 to \$12,000)

Phase 2:

Site development for municipal connections, parking, ADA access (\$555,000 to \$600,000 – covered under LoTCIP Grant)

Phase 3:

Enabling project for expanded site and building usage (\$500,000 to \$750,000 – this is a placeholder number)

Phase 4:

Barn Renovation for Public Use (\$265,000 to \$375,000 (1908 Barn ONLY))

Phase 5: Farmhouse Renovation:

(\$300,000 to \$650,000) this amount will vary depending on many factors including what this building will be used for

Funding:

A number of grants are and maybe available based on the exact usage for the farm once it's determined.

Questions:

1. Will haying be continued on the farm?

Yes.

2. What might our potential revenue be in a year from these facilities?

The more infrastructure we have the more money we can charge.

We are looking at a 3 season facility and also need to figure out the capacity of these facilities.

- Official Approval of site plan – put on next agenda

3. Adjourn.

P. Sawyer adjourned the meeting at 7:02 p.m.

Respectfully Submitted,

Kathy McCavanagh

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

**BOARD OF SELECTMEN**  
**TUESDAY, JUNE 7, 2022**  
**REGULAR MEETING 7:00 P.M.**  
**IN-PERSON AND VIRTUAL**  
**\*IMMEDIATELY FOLLOWING THE BOLTON HERITAGE FARM**  
**REPORT TO THE BOARD OF SELECTMEN AT 6:15 P.M.**  
**MINUTES**

The Board of Selectmen held their regular meeting on Tuesday, June 7<sup>th</sup> with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Mike Eremita, Adam Teller, Robert DePietro; Interim Administrative Office Jim Rupert and Kathy McCavanagh and Fire Chief Bruce Dixon. Resident Trooper Jake Messier.

Members of the public included: Arlene Fiano, Rhea Klein, Amanda Gordon, Jeff Scala and Nick from the CVC channel.

**1. Call to Order.**

P. Sawyer called the meeting to order at 7:09 p.m. and the pledge of allegiance was done.

**2. Public Comment.**

Arlene Fiano discussed the reenactment event which has been cancelled a number of times over the past 2 years due to COVID and then postponed a final time recently due to Steve Carol leaving. A new group of actors has been asked to showcase the Washington/Rochambeau route and we will also have funding from the National Park Event grant. Arlene asked that we move the reenactment to 2023 with a date in late summer or fall TBD with a new group of actors.

**Motion: I move the BOS allow BHF to move forward with a new group of actors for a reenactment program for the town in 2023.**

By: R. Morra

2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**Motion: I move the BOS allow Jeff Scala (Temporary Public Building Commission) be added to the agenda here at #4 to give us an update on their progress and go over their handouts.**

By: R. DePietro

2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**3. Approval of Minutes.**

**Motion: I move the Board of Selectmen accept the minutes dated May 3, 2022, May 11, 2022 and May 23, 2022 as submitted.**

By: A. Teller

2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**4. Appointments and Resignations.**

None.

### **J. Scala – Temporary Public Building Commission - Discussion**

A design build solicitation for the FD as well as a professional engineering/architectural services RFP for the FD along with a list of questions were included with the packet sent out before the meeting. The Temporary Public Building Commission would like the BOS to review all of this so they can get these out to the public.

Questions they forwarded include:

1. Do these documents need to go before our attorney before we make them public.
3. Where are we posting these?
- 5./6. Who receives the bids and any questions on the bids?
7. Remove this question. Is there a protest period needed (5 days?) after a specific contractor is selected?
  - Per A. Teller – we are not required to have a protest period.
  - R. DePietro- asked if a police headquarters was to be added into these designs. J. Rupert said it was originally in the design proposed by the UCONN students but there is no space and we are very limited to what we can build on the current FD site as leaching fields are in the way.
8. Non-collusion agreement – BOS is okay with this.
9. Insurance Requirements?
10. Signatures required on the forms?

J. Rupert suggested that the BOS review the documents and questions then a meeting of the Facilities and Public Safety Committee will meet to make recommendations. Look to schedule a daytime meeting w/J. Scala included.

Was the school a design-build project?

Current FD building has some deterioration – a water issue under the vent fans is causing bricks to deteriorate. New roof in 2000. This and other issues should be taken into consideration for these RFP's.

### **5. Reports & Updates.**

#### **A. Properties and Facilities Report.**

##### **a) Consider and Act on Bolton Notch/Freja Park – No Parking Sign For Wall Street.**

GPS shows the path to Bolton Notch State Park & Freja Park is through the woods off Wall Street. People are parking on Wall Street and walking through people's yards near the end of the cul-de-sac to get to the woods. No trespassing signs should be put up by the homeowners. Request for no parking signs be put up by town.

**Motion: I move the Board of Selectmen approve two (2) No Access to Bolton Notch State Park/Freja Park signs – one at the beginning of the street and one at the cul-de-sac end.**

By: M. Eremita

2<sup>nd</sup>: A. Teller

Vote:

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

No: None

Abstain: None

##### **b) Consider and Act on 15 Vernon Road, Blind Driveway and Possible Speed Limit Sign.**

Jim has not been out to view this yet. Homeowner is requesting Blind Driveway sign and speed limit signs if possible be put up. Before any signs can be put up we would have to determine this is necessary and contact call before you dig.

We are also talking about moving the speed sign to that area so residents can see what speed they are doing. Safe Streets initiative will start when school gets – reminding people children are out of school and to pay attention. This will go on through the end of June. Our troopers will receive OT for traffic enforcement throughout the rest of the month for this. Vernon Road is one place we can have them concentrate.

**Motion: I move the Board of Selectmen table this discussion about Blind Driveway and Speed limit signs until the**

**next meeting.**

By: R. Morra                      2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**c) Cemetery Maintenance.**

This has been an ongoing issue. We have a new maintenance crew now working for us. Kathy and Jim checked out Bolton Center Cemetery on Monday this week and the mowing and maintenance has significantly improved since Memorial Day. They were starting to work on Quarryville this morning so we will go back and check on that one. G&G Property Services has been very good to work with and very good to communicate with us and open to our suggestions.

Dirt pile next to the fence line of the church will be moved in the near future. The Veterans Flag us up and lit up at night at Quarryville.

**B. FY 21 Budget Report.**

A. Current Budget – typical for this time of year. Still have bills coming in but compared to last year department heads have been carefully spending what we have entrusted them with and not going over budget.

**C. Budget Transfers.**

We are **removing** one budget transfer: \$650 from the Fire Department Budget, Communications to Other Services.

Budget Transfers:

Building & Land Use:	\$10,000 from Reg. Payroll	to	Prof. Tech. Svcs
Building & Land Use:	\$12,000 from Reg. Payroll	to	Other Payroll
Building & Land Use:	\$500.00 from Supplies	to	Office Supplies
Planning & Zoning	\$500.00 from Supplies	to	Advertising
Zoning Bd Appeals	\$250.00 from Supplies	to	Advertising
Seniors	\$500.00 from Other Payments	to	Other Professional Svcs
Seniors	\$125.00 from Other Payments	to	Supplies
Highway	\$15,000 from Tree Trimming	to	Gas and Diesel
Highway	\$650.00 from Road Repairs	to	Catch Basin Cleaning
Administration to Fund Bal	\$19,000 from Prof Tech Svcs	to	Separation Fund
Administration	\$4,000 from Prof Tech Svcs	to	Furniture
Administration	\$1,512 from Prof Tech Svcs	to	Other Tech Svcs
Administration	\$3,100 from Prof Tech Svcs	to	Other Supplies
Fire Commission	\$1,000 from Medical	to	Equipment
Fire Commission	\$1,350 from Prof Education	to	Equipment
Fire Commission	\$900.00 from Medical	to	Fire Security
Fire Commission	\$2,900 from Other Prof Svcs	to	Fire Security
Fire Commission	\$2,800 from Payroll	to	Equipment
Tax Collector	\$1,726 from Other Payroll	to	Printing & Binding
Tax Collector	\$320.00 from Dues & Fees	to	Printing & Binding
Tax Collector	\$342.22 from Office Oper Supp	to	Printing & Binding

**Motion: I move we approve the budget transfers as presented.**

By: M. Eremita                      2<sup>nd</sup>: R. Morra

Vote:

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

No: None  
Abstain: None

A Teller asked about the SCBA bottles the FD is purchasing. He thought we weren't purchasing any until next year.

B. Dixon replied that the FD will buy some this year, next year and so on so that they replaced all of them on a rotating cycle so we're not having to replace them all at one time at a huge cost. J. Rupert reported that he's asked the Chief for a spreadsheet with the number of bottles, dates and pressure numbers so we can keep track of it all. According to Chief Dixon there are 51 bottles that will all need to be replaced by 2028. Last November the purchase price was \$1179/bottle the current price is \$1450/bottle. If we spread out the purchase we can do approx. 7 bottles a year. SCBA replacement bottles are not covered under grant funds. You have to buy the complete SCBA paks for the grant to cover them.

## 6. Ongoing Business:

### A. Review Cannabis Ordinance with Review Board Info Added.

Page 4 F5 – Town name needs to be changed from Town of Woodbridge to Town of Bolton. BOS needs to further review and make sure there are no other changes and then it will have to go back to public hearing.

### B. Discuss Veteran's Commission.

P. Sawyer would like to get the Veteran's Commission started. Number of people on the committee was discussed and it was decided that a max of 7 and minimum of 5 people should be on the board. 4 Veterans and 3 others or 3 and 2. Need to work on a mission statement for the next BOS meeting. Personnel subcommittee will need to discuss this commission more.

## 7. New Business.

### A. Consider and Act on Pay Raises for Non-Union Staff.

**Motion: Since the budget was not passed this evening I move the BOS table this discussion to a future meeting after the budget has been approved.**

By: R. Morra

2<sup>nd</sup>: A. Teller

Vote:

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

No: None

Abstain: None

M. Eremita brought up the Strawberry Festival the weekend of June 17 and 18 and requested that we look at paying our FD volunteers that work events when the events are FOR PROFIT ONLY! We could give them credit for being there so they could get paid their stipend. We should look at the Committee fee process for next year. The base fee structure collected by the Town should cover the cost of the FD to be at these events.

### B. Consider and Act on Mil Rate for Motor Vehicle Tax and Due Date.

**Motion: I move the Board of Selectmen approve the due date of July 1<sup>st</sup> and cap the mil rate at 32.46 for motor vehicle tax bills.**

By: R. Morra

2<sup>nd</sup>: R. DePietro

Vote:

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

No: None

Abstain: None

**Motion: I move the Board of Selectmen approve to add C, D and E on this agenda.**

By: R. Morra

2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**C. Budget Transfer Authorization.**

**Motion: I move the Board of Selectmen authorize Jim Rupert to make budget transfers up to \$5,000 until the end of the fiscal year.**

By: M. Eremita

2<sup>nd</sup>: R. Morra

Vote:

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

No: None

Abstain: None

- At this point Trooper Jake Messier joined the meeting.

**D. Indian Notch Port-A-Let Rental.**

**Motion: I move the Board of Selectmen authorize the 3 month rental of a port-a-let to be put at Indian Notch park and then revisit the rental of said port-a-let after Labor Day.**

Park is not slated to open until June 24<sup>th</sup>. Memorial Day weekend was hot and 50+ people were seen at INP even though it was closed. Dog walkers use the park continuously and others as well. There are no bathroom facilities open until the park opens and people have been going to the bathroom in the woods. Resident requested a port-a-let be put in for use. No trespassing signs are being ignored and Troop K is not in a rush to send someone out if people are at the park and neither of our Troopers is on. Need to increase Trooper patrols and enforce the no trespassing signs.

By: R. Morra

2<sup>nd</sup>: M. Eremita

Vote:

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

No: None

Abstain: None

**E. Grant Approval for Fire Department.**

**Motion: I move the Board of Selectmen authorize the Fire Department apply for the DEEP Forestry grant of \$5,000 (\$2,500 plus a match from the town of \$2,500).**

By: M. Eremita

2<sup>nd</sup>: R. Morra

This grant can be used for equipment, training, and prevention.

Vote:

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

No: None

Abstain: None

**8. First Selectman's Report:**

**A. COVID-19.**

No recommended actions to be taken at this time.

**9. Administrative Officer's Report:**

**A. Monthly Report.**

Couple of the big points from the past month:



- we are very short staffed at this time – doing the best we can with the staff we have.
- meeting has been set up with the town engineer and Hemlock Construction regarding: Mark Anthony Lane bridge.
- 2<sup>nd</sup> trash cart bills have been sent out.

**B. LoCIP Grant, Connectivity Grant.**

The LoCIP grant has been applied for. It is in the review process and are waiting to hear back. The Connectivity grant – a 2<sup>nd</sup> information meeting has been held. There was good communication and we addressed all their concerns and tree preservation. We have a \$3500 contract with Bartlett Tree Co. We are working on final plans to get funds.

**C. Other.**

Paving and grading are scheduled for the end of June. L. Dimock will be back on June 20<sup>th</sup> with no restrictions.

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

By: A.Teller

2<sup>nd</sup>: R. DePietro

Vote:

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

No: None

Abstain: None

Need to do a review for Jim Rupert and need to do long-term contract as well.

**10. Adjournment.**

P. Sawyer adjourned the meeting at 9:00 p.m.

**Respectfully Submitted,**

**Kathy McCavanagh**

*Please see minutes of subsequent meetings for corrections to these minutes and any corrections here*

TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING  
TUESDAY, JUNE 21, 2022  
9:00 A.M. –ZOOM  
MINUTES

The Board of Selectmen held a Special Meeting on Tuesday, June 21, 2022 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Robert DePietro, Michael Eremita and Interim Administrative Officer Jim Rupert. Selectman Adam Teller arrived at 9:22 am.

1. Call to Order.

P. Sawyer called the meeting to order at 9:03 a.m.

2. Consider and Act on Budget Transfers.

**Motion:** I move the Board of Selectmen add the additional budget transfer from the Fire Commission to the budget.

\$8000. Fire Commission Budget From Payroll to Equipment

By: R. Morra 2<sup>nd</sup>: R. DePietro

Vote:  
For: R. Morra, R. DePietro, M. Eremita, P. Sawyer  
Against: None  
Abstain: None

**Motion:** I move the Board of Selectmen approve the additional budget transfer from the Fire Commission.

By: R. Morra 2<sup>nd</sup>: R. DePietro

Vote:  
For: R. Morra, R. DePietro, M. Eremita, P. Sawyer  
Against: None  
Abstain: None

**Motion:** Motion: I move the Board of Selectmen approve the budget transfers presented at this meeting.

\$15,000 Administration Budget to Refuse Services Budget  
Other Technical Services to Refuse Services

\$19,000 Administration Budget to Employee Separation Fund  
Professional Technical Services to Fund Balance

\$10,000 Administration Budget to Resident Assistant Fund  
Professional Technical Services to Other – Liability Fund

By: R. Morra 2<sup>nd</sup>: R. DePietro

Vote:

For: R. Morra, R. DePietro, M. Eremita, P. Sawyer

Against: None

Abstain: None

**3. Consider and Act on A/P Report.**

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

By: M. Eremita 2<sup>nd</sup>: R. DePietro

Vote:

For: R. Morra, R. DePietro, M. Eremita, P. Sawyer

Against: None

Abstain: None

**4. Consider and Act on All American Waste Contract.**

**Motion:** I move the Board of Selectmen waive the bid process for the Refuse/Recycle contract.

By: R. DePietro 2<sup>nd</sup>: M. Eremita

Vote:

For: R. Morra, R. DePietro, M. Eremita, P. Sawyer

Against: None

Abstain: None

**Motion:** I move the Board of Selectmen approve a 10 year extension with AAW with the caveat that there is a "termination for cause" clause if the ownership or service level to the Town of Bolton changes.

By: M. Eremita 2<sup>nd</sup>: R. DePietro

Vote:

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



Vote:

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

Against: None

Abstain: None

7. Adjournment.

P. Sawyer adjourned the meeting at 9:40 a.m.

Respectfully Submitted,

Kathy McCavanagh

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

**Bolton Board of Selectmen**  
**Special Meeting**  
**Friday, June 24, 2022 - 8:00 a.m.**  
**Minutes**

The Board of Selectmen held a special meeting on Friday, June 24, 2022 with First Selectmen Pam Sawyer presiding. Also in attendance were selectmen: Mike Eremita, Adam Teller, Robert Morra; Interim Administrative Officer Jim Rupert, Recreation Director Stephanie Crane, Kathy McCavanagh, ROV Bernice Dixon and Kawan Gordon. Missing: selectman R. DePietro

**1. Call to Order**

P. Sawyer called the meeting to order at 8:03 a.m.

**2. Discussion and Possible Action on Opening Indian Notch Park**

**Motion:** I move the Board of Selectmen Open Herrick Park today, Friday, June 24, 2022 at 10 am and for the remainder of the season Wednesday through Friday only from 9 am to 5 pm.

By: M. Eremita

2<sup>nd</sup>: R. Morra

Vote:

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

Against: None

Abstain: None

**3. Consider and Act on the Next Two (2) Budget Referendum Dates (Tuesday, July 12<sup>th</sup> and Tuesday, July 26<sup>th</sup>)**

**Motion:** I move the Board of Selectmen approve July 12, 2022 for the next referendum date and July 26, 2022 if needed.

By: M. Eremita

2<sup>nd</sup>: R. Morra

Discussion: Can we move the location of the referendum? Per P. Sawyer the location of the referendum is up to the ROV and they would like to keep it where it has been to keep it consistent.

Vote:

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

Against: None

Abstain: None

**4. Discussion and Possible Action on Date of Tax Bills Being Sent Out and Due Date**

J. Rupert explained that at the BOF meeting last night a temporary mil rate was set. Our charters says the we must send bills out "forthwith" L. Bushnell would like to get the bills out July 1, 2022 with a due date of August 1, 2022 and then do a supplemental bill if needed in January of 2023. (Supplemental bill can be discussed at a later date).

**Motion:** I move the Board of Selectmen approve the tax bills go out at the approved temporary mil rate as of July 1, 2022 with a due date of August 1, 2022.

By: R. Morra

2<sup>nd</sup>: A. Teller

Discussion: P. Sawyer would like to see if an extra flyer can be put in with the tax bills stating the location of the next upcoming referendum, both the upcoming primary and election dates and how to sign up for the Bolton Bulletin and Everbridge.

Vote:

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

Against: None

Abstain: None

##### **5. Discussion and Possible Action on Employee Donation of Sick Time**

J. Rupert explained we have a staff member who is currently out on sick leave and not expected back in until September. This person is currently out of sick time. We also have an employee from the same department who has just resigned and his last day was yesterday. He has submitted a letter asking to donate the remainder of his sick time and personal days for this other employee. (This employee's remaining sick time is equal to about 8 weeks). In the past we have allowed employees to donate sick time to an individual who may be in need due to an extended medical absence.

A.Teller cannot support this action as the employee has already left and is not entitled to his sick time because he has left the company. Also, the cost of these 8 weeks would be about \$10,000. That's not appropriate when our budget vote has just failed 3 times. This should be a negotiated rule for all and not on a case by case basis.

P. Sawyer agrees the employee has already left our organization and this is not fair to use his sick time that we would not compensate him for.

M. Eremita state he would be okay if current employees wanted to donated their sick time to this sick employee.

R. Morra said we should be consistent with past practice and have current employees donate time.

**Motion:** I move the Board of Selectmen approve that current employees may donate sick time (up to 5 days) to another employee based on the model negotiated in the upcoming collective bargaining agreements.

By: A.Teller

2<sup>nd</sup>: M. Eremita

## **6. Discussion and Possible Action on Assessor Advertisement**

J. Rupert explained that Willington is desperate for us to advertise for a current shared Assessor position between our two towns. Rupert would like to at least put the advertisement out now and hold off on hiring until the budget is approved.

**Motion:** I move the Board of Selectmen authorize the Town Administrator to advertise the shared Assessor position with Willington; but to hold off on any hiring until the budget is passed.

By: A.Teller

2<sup>nd</sup>: M. Eremita

Vote:

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

Against: None

Abstain: None

## **7. Discussion on Both Locations for Primary and State Elections**

B. Dixon stated that the Town of Bolton now has two voting districts for the primary and state elections; and these locations cannot be in the same place. The ROV is proposing Bolton Center School (BCS) gym for one location and St. Maurice Parish Hall - Ryba Hall for the second location.

M. Eremita suggested using Herrick Park. B. Dixon replied that it is not covid or ADA accessible. M. Eremita then suggested Bolton High School (BHS) as the second location but was told they have a conflict with the dates.

B. Dixon also explained there is a current conflict with what the ROV and the Town Clerk need to do for locations and legal notices for the upcoming primary and state elections. This is why a decision needs to be made today. The clerk has to have legal notices with the locations published 6 weeks prior to the elections.



District One - BCS

District Two - Ryba Hall

- As soon as the referendum is over and budget is passed we need to start putting out signs and advertising where the two locations for voting will be for these districts; to try to prevent more confusion.

## **8. Consider and Act on Special Town Meeting Date to Approve Collective Bargaining Contracts**

**Motion:** I move the Board of Selectmen hold a hybrid Special Town Meeting on Tuesday, July 19, 2022 at 7:00 p.m. at Bolton Town Hall to approve the Collective Bargaining Agreements.

By: A.Teller

2<sup>nd</sup>: M. Eremita

Discussion: Need to discuss allowing those on zoom being able to vote. Possibly registering ahead of time and providing I.D. before hand that allows them to have their vote counted. This should be put on the next BOS meeting agenda to discuss.

Vote:

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

Against: None

Abstain: None

## **9. Adjournment**

P. Sawyer adjourned the meeting at 8:47 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 – A/P  
THURSDAY, JUNE 30, 2022  
Minutes**

The Bolton Board of Selectmen held a special meeting on Thursday, June 30<sup>th</sup> with First Selectman Pam Sawyer presiding. Also in attendance were selectmen: Mike Eremita, Robert Morra and Adam Teller, Interim Administrative Officer Jim Rupert and Kathy McCavanagh. Missing: R. DePietro

**1. Call to Order**

P. Sawyer called the meeting to order at 3:00 p.m.

**2. Consider and Act on A/P Report**

Motion: I move that we approve the A/P report as presented.

By: M. Eremita                      2<sup>nd</sup> A.Teller

Vote:

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

Against: None

Abstain: None

**3. Adjournment**

P. Sawyer adjourned the meeting at 3:06 p.m.

Respectfully Submitted,

Kathy McCavanagh

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

4A

RECEIVED

JUN 08 2022

TOWN OF BOLTON  
SELECTMEN'S OFFICE

June 9, 2022

Town of Bolton  
John B.  
Buildings and Grounds Manager

Re: Resignation

To Whom It May Concern,

I am writing to notify you of my resignation from my position as the Maintainer I at the Town of Bolton, effective two weeks from Thursday June 9, 2022. My last date of employment will be Thursday June 23, 2022.

I have enjoyed working for the Town of Bolton. Please let me know how I can be of service during my final two weeks. If I can be of any assistance during this transition, please do not hesitate to ask.

Thank you for the opportunities that you have provided me over the past few years.

Sincerely,

Bill Johnson  
850 Hop River Rd  
Columbia, CT 06237  
860-874-9903

TOWN OF BOLTON  
BOARD/COMMISSION  
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Kathy Walsh  
Address: 5 Alexis Drive, Bolton, Ct  
Telephone Number: 860-647 0895 Cell Number: 860-8365059  
Email Address: Kfwalsh781@gmail.com  
Political Affiliation: D  
I am interested in serving on the (name of board/commission) Veterans Commission  
as a full member  and/or alternate .

Please provide a brief statement as to why you are interested in serving on this board/commission.  
Want to again become involved with town services. Had served on Board of Health years ago & Educational Foundation

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.  
Registered Nurse and Hospital Administration focus on health & well being. Focus on improving services.  
B.S. in Nursing, MBA in Finance & Health Care  
Please add any additional information or comments. National Certification in Quality & Nursing Administration

Signed: Kathleen Walsh Date: 6-28-22

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:  
Selectman's Office  
222 Bolton Center Road  
Bolton, CT 06043  
[media@boltonct.org](mailto:media@boltonct.org)  
(860) 649-8066 x 6111

WJB-6

TOWN OF BOLTON  
BOARD/COMMISSION  
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Berry Stearns

Address: 21 Cook Drive, Bolton CT 06032

Telephone Number: 860-649-8250 Cell Number: 860-466-0540

Email Address: beStearns@att.net

Political Affiliation: Democrat

I am interested in serving on the (name of board/commission) Veterans Commission  
as a full member  and/or alternate \_\_\_\_\_.

Please provide a brief statement as to why you are interested in serving on this board/commission.

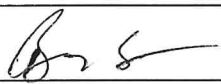
make sure that all veterans are aware of any benefits that they earned by serving.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

I am a veteran - U.S. Air Force 1965-1969  
While attending college I worked part time in a Veterans Affairs office helping to guide vets through the process of receiving benefits

Please add any additional information or comments.

\_\_\_\_\_  
\_\_\_\_\_

Signed: 

Date: 6/25/22

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office  
222 Bolton Center Road  
Bolton, CT 06043  
media@boltonct.org  
(860) 649-8066 x 6111

would prefer to be an alternate if possible.

L/B-c

TOWN OF BOLTON  
BOARD/COMMISSION  
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Paul Toomey

Address: 38 Toomey Rd.

Telephone Number: 860 646-2072 Cell Number: 860 729-0646

Email Address: venoot@gmail.com

Political Affiliation: unaffiliated

I am interested in serving on the (name of board/commission) Veterans Commission  
as a full member  and/or alternate .

Please provide a brief statement as to why you are interested in serving on this board/commission.

As a life long Bolton resident it would be an honor for me to serve on the newly established Veterans Commission.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

Served in the U.S. Navy Submarine Service for 4 years

Please add any additional information or comments.

Signed: [Signature]

Date: 6-27-22

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office  
222 Bolton Center Road  
Bolton, CT 06043  
[media@boltonct.org](mailto:media@boltonct.org)  
(860) 649-8066 x 6111

FY2022 June 30, 2022	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY21	FY20	FY19
Administration	\$ 721,079.00	\$ 706,079.00	\$ 551,324.80	\$ 154,754.20	\$ 28,407.83	\$ 126,346.37	82.11%	86.59%	75.82%	83.03%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 2,130.10	\$ 69.90	\$ -	\$ 69.90	96.82%	90.44%	54.23%	60.14%
Financial Administration	\$ 236,040.00	\$ 236,040.00	\$ 220,227.82	\$ 15,812.18	\$ 1,272.42	\$ 14,539.76	93.84%	94.80%	85.36%	83.97%
Auditing	\$ 26,500.00	\$ 26,500.00	\$ 26,000.00	\$ 500.00	\$ -	\$ 500.00	98.11%	98.11%	92.45%	73.58%
Assessor	\$ 83,246.00	\$ 83,246.00	\$ 69,698.46	\$ 13,547.54	\$ 5,332.07	\$ 8,215.47	90.13%	96.05%	87.37%	86.05%
Tax Collector	\$ 87,680.00	\$ 87,680.00	\$ 84,325.40	\$ 3,354.60	\$ 3,292.06	\$ 62.54	99.93%	93.26%	90.81%	88.53%
Fringe Benefits	\$ 895,821.00	\$ 895,821.00	\$ 767,093.20	\$ 128,727.80	\$ 64,000.00	\$ 64,727.80	92.77%	84.98%	83.06%	81.49%
Town Clerk	\$ 136,058.00	\$ 136,058.00	\$ 132,653.68	\$ 3,404.32	\$ -	\$ 3,404.32	97.50%	96.42%	90.10%	90.96%
Land Use	\$ 309,845.00	\$ 309,151.00	\$ 253,908.20	\$ 55,242.80	\$ 2,000.00	\$ 53,242.80	82.78%	93.00%	91.45%	85.06%
Planning & Zoning	\$ 4,940.00	\$ 4,940.00	\$ 2,005.80	\$ 2,934.20	\$ 1,890.00	\$ 1,044.20	78.86%	31.41%	14.28%	23.55%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 770.25	\$ 869.75	\$ -	\$ 869.75	46.97%	10.67%	36.20%	18.97%
Property Insurance	\$ 143,900.00	\$ 143,900.00	\$ 104,738.51	\$ 39,161.49	\$ -	\$ 39,161.49	72.79%	78.44%	79.16%	83.84%
Probate	\$ 5,960.00	\$ 5,960.00	\$ 5,673.00	\$ 287.00	\$ 287.00	\$ -	100.00%	100.00%	100.00%	96.67%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 1,065.48	\$ 1,169.52	\$ -	\$ 1,169.52	47.67%	24.38%	36.80%	26.01%
Economic Development	\$ 2,000.00	\$ 2,000.00	\$ 430.00	\$ 1,570.00	\$ 1,570.00	\$ -	100.00%	29.50%	47.00%	51.25%
Elections	\$ 44,383.00	\$ 44,383.00	\$ 35,512.75	\$ 8,870.25	\$ 727.00	\$ 8,143.25	81.65%	82.27%	32.03%	58.91%
Parks/Town Building Ops	\$ 813,493.00	\$ 813,493.00	\$ 694,490.37	\$ 119,002.63	\$ 18,326.90	\$ 100,675.73	87.62%	83.77%	78.76%	86.59%
Police	\$ 391,050.00	\$ 391,050.00	\$ 9,129.19	\$ 381,920.81	\$ 30,000.00	\$ 351,920.81	10.01%	85.56%	1.21%	0.56%
Fire Commission	\$ 223,538.00	\$ 223,538.00	\$ 198,179.50	\$ 25,358.50	\$ 18,729.45	\$ 6,629.05	97.03%	98.70%	89.72%	70.74%
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	\$ 18,525.47	\$ 8,474.53	\$ 275.00	\$ 8,199.53	69.63%	39.64%	16.40%	25.11%
Emergency Management	\$ 19,693.00	\$ 20,387.00	\$ 15,885.63	\$ 4,501.37	\$ -	\$ 4,501.37	77.92%	82.89%	0.00%	0.00%
Highways and Streets	\$ 1,039,838.00	\$ 1,039,838.00	\$ 740,834.44	\$ 299,003.56	\$ 227,530.39	\$ 71,473.17	93.13%	89.22%	81.36%	88.52%
Public Building Commission	\$ 1,100.00	\$ 1,100.00	\$ 236.25	\$ 863.75	\$ -	\$ 863.75	21.48%	0.00%	0.00%	0.00%
Public Health Admin	\$ 30,900.00	\$ 30,900.00	\$ 28,165.54	\$ 2,734.46	\$ 2,700.00	\$ 34.46	99.89%	93.54%	83.08%	81.36%
Seniors / Social Services	\$ 180,421.00	\$ 180,421.00	\$ 146,165.95	\$ 34,255.05	\$ 23,855.00	\$ 10,400.05	94.24%	79.17%	82.59%	86.94%
Library	\$ 292,454.00	\$ 292,454.00	\$ 277,529.71	\$ 14,924.29	\$ 1,607.56	\$ 13,316.73	95.45%	94.75%	85.68%	87.83%
Conservation	\$ 1,805.00	\$ 1,805.00	\$ 1,467.47	\$ 337.53	\$ -	\$ 337.53	81.30%	84.11%	76.92%	94.23%
Waste Collection	\$ 522,604.00	\$ 537,604.00	\$ 520,442.32	\$ 17,161.68	\$ -	\$ 17,161.68	96.81%	97.24%	81.00%	84.68%
<b>Totals</b>	<b>\$ 6,256,423.00</b>	<b>* \$ 6,250,423.00</b>	<b>\$ 4,908,609.29</b>	<b>\$ 1,341,813.71</b>	<b>\$ 431,802.68</b>	<b>\$ 910,011.03</b>	<b>85.45%</b>	<b>89.94%</b>	<b>78.71%</b>	<b>86.05%</b>

\*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.

**TAX COLLECTOR**  
5.31.22

	ADOPTED	REVISED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	Transfers	NET COLLECTION 5.31.22	PERCENTAGE COLLECTED FY 21 BUDGET
<b>CURRENT YR. LEVY</b>	\$ 15,678,283.00	\$ 15,873,187.00	\$ 15,983,863.02	\$ (67,274.75)	\$ (17,489.28)	\$ 2,336.19	\$ 15,901,435.18	100.18%
<b>MOTOR VEHICLE</b>	\$ 1,694,841.00	\$ 1,642,422.00	\$ 1,677,902.99	\$ (21,678.40)	\$ (6,486.11)	\$ (2,333.41)	\$ 1,647,405.07	100.30%
<b>SUPP.MV LEVY</b>	\$ 175,000.00	\$ 226,129.00	227,123.72	\$ (21.72)	\$ (70.15)	\$ 2,629.22	\$ 229,661.07	101.56%
<b>SUB TOTAL</b>	\$ 17,548,124.00	\$ 17,741,738.00	\$ 17,888,889.73	\$ (88,974.87)	\$ (24,045.54)	\$ 2,632.00	\$ 17,778,501.32	100.21%
<b>PRIOR YEARS</b>	\$ 75,000.00	\$ 111,768.00	\$ 119,253.26	\$ (850.67)	\$	\$ (2,598.53)	\$ 115,804.06	103.61%
<b>INTEREST &amp; FEES</b>	\$ 50,000.00	\$ 72,932.00	\$ 78,437.37	\$ -	\$ (125.73)	\$ (33.47)	\$ 78,278.17	107.33%
<b>TOTAL</b>	\$ 17,673,124.00	\$ 17,926,438.00	\$ 18,086,580.36	\$ (89,825.54)	\$ (24,171.27)	\$ (0.00)	\$ 17,972,583.55	100.26%

**PREVIOUS YEAR CURRENT YR LEVY COLLECTED**

<b>7.31.2021</b>	<b>8.31.2021</b>	<b>9.30.2021</b>	<b>10.30.21</b>	<b>11.30.2021</b>	<b>12.31.2021</b>
19.07%	90.94%	98.67%	99.09%	99.52%	99.95%
<b>1.31.2022</b>	<b>2.28.2022</b>	<b>3.30.2022</b>	<b>4.30.2022</b>	<b>5.31.2022</b>	<b>6.30.2022</b>
100.98%	101.06%	101.12%	101.24%	100.18%	
<b>7.31.2020</b>	<b>8.31.2020</b>	<b>9.30.2020</b>	<b>10.30.2020</b>	<b>11.30.2020</b>	<b>12.31.2020</b>
74.79%	82.27%	97.69%	100.02%	100.17%	100.32%
<b>1.31.2021</b>	<b>2.28.21</b>	<b>3.30.2021</b>	<b>4.30.21</b>	<b>5.31.2021</b>	<b>6.30.2021</b>
100.37%	100.43%	100.49%	100.67%	100.03%	100.33%



**Applicability.****Establishment of procedure.****Qualifications, appointment and removal of Hearing Officer.****Citation hearing procedure.****Municipal officer or employee to issue citations.****Applicability.**

Whenever any provision of the Ordinances of the Town of Bolton provides for enforcement of its provisions by imposition of fines, this citation hearing procedure may apply.

**Establishment of procedure.**

The Town of Bolton hereby establishes a citation hearing procedure in accordance with §§ 7-148(c)(10)(A) and 7-152c of the Connecticut General Statutes, as amended. Records of the proceedings and appointments under this chapter shall be kept in the office of the Town Clerk.

**Qualifications, appointment and removal of Hearing Officer.****A.**

The Bolton Board of Selectman shall appoint one or more persons to be Citation Hearing Officers, other than police officers or Town employees, to conduct hearings authorized by this chapter. The term of said Citation Hearing Officer shall be two years. Notice of such designation shall be filed with the Bolton Town Clerk within two business days of the date of appointment by the Board of Selectman. The names and addresses of the Hearing Officers shall also be sent to the Commissioner of Motor Vehicles.

**B.**

No person shall be appointed to the position of Hearing Officer unless such person is:

**(1)**

At least 18 years of age;

**(2)**

Capable of fairly administering the applicable provisions of the ordinances based on such person's background and experience, including but not limited to education, special skills and training.

**C.**

Any Hearing Officer whose personal interests do or may reasonably give the appearance of conflict with the official's responsibilities herein enumerated shall remove him or herself from presiding over any such hearing, and in such case the First Selectman shall appoint a substitute Hearing Officer for that hearing.

**D.**

Any Hearing Officer may be removed at any time by the Board of Selectman for whatever reason is deemed sufficient, following reasonable inquiry into the facts and circumstances justifying removal, by the Board of Selectmen.

### **Citation hearing procedure.**

**A.**

Warning notice of violation. Prior to utilizing the remedies set forth in this chapter, the Town of Bolton shall send to the alleged violator a written "warning notice of violation" which shall provide notice of the specific violation(s) at issue. Such warning notice shall be hand delivered or delivered in a manner consistent with the ordinance allegedly violated or sent to the alleged violator by registered or certified mail, return receipt requested.

**B.**

Notice of violation. At any time within 12 months from the expiration of the final period for the uncontested payment of fines, penalties, costs or fees for any citation issued under any ordinance herein for an alleged violation thereof, notice shall be hand delivered or delivered in a manner consistent with the ordinance allegedly violated or sent to the person(s) cited by the Town Clerk, by registered or certified mail, return receipt requested. Such notice shall inform the person(s) cited:

**(1)**

Of the allegations against the person(s) and the amount of fines, penalties, costs or fees due;

**(2)**

That the person(s) cited may contest liability before a Citation Hearing Officer by delivering in person, or by mail, written notice and request for a hearing within 10 calendar days of the date of notice specified in this Subsection **B**;

**(3)**

That if the person(s) cited does not demand such a hearing, an assessment and decision shall be entered against the such person(s); and

**(4)**

That such decision may issue without further notice.

**C.**

Admission of liability. If the person who receives notice pursuant to Subsection **B** wishes to admit liability for any alleged violation, that person may (without requesting a hearing) pay the full amount of the fines, penalties, costs or fees admitted to in person or by mail to an official designated by the Town in said notice of violation. Such payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of that person or other person making the payment.

**D.**

Failure to respond to notice of violation. Any person who does not pay the assessed fines, penalties, costs, or fees or does not deliver or mail written request for a hearing within 10 calendar days of the date of receipt of the notice provided for in Subsection **B** shall be deemed to have admitted liability; and the designated municipal officer shall certify that person's failure to respond to the Hearing Officer. The Hearing Officer shall thereupon record with the Town Clerk and assess the fines, penalties, costs, or fees provided for by the applicable ordinances and shall follow the procedures set forth in Subsection **G** of this section.

**E.**

Hearings.

**(1)**

Any person who, upon receipt of notice of violation, requests a hearing shall be given written notice of the date, time and place for the hearing. Such hearing shall be held not less than 15 calendar days nor more than 30 calendar days from the date of the mailing of notice provided for in Subsection **B**. The Hearing Officer shall grant, upon good cause show, a reasonable request for postponement or continuance.

**(2)**

A person who has requested a hearing to contest liability shall appear at the hearing and may present evidence. Prior to the hearing, the Hearing Officer may accept from that person copies of police reports, investigatory and citation reports, and other official documents, by mail, and may determine thereby and give written notice that appearance at the scheduled hearing is unnecessary. If the person's appearance is not exempted in writing and that person fails to appear, the Hearing Officer may enter an assessment by default against that person upon a finding of proper notice and liability under the applicable statutes or ordinances.

**(3)**

A designated Town official, other than the Hearing Officer, may present evidence on behalf of the Town. An original or certified copy of the notice of violation issued by the issuing official or police officer shall be filed and retained at the Town Clerk's office. It shall be deemed to be a business record within the scope of § 52-180 of the Connecticut General Statutes and constitute evidence of the facts stated therein. The presence of the issuing official or police officer shall be required at the hearing if the person charged so requests.

**(4)**

The Hearing Officer shall conduct the hearing in the order and form and with such methods of proof as he deems reasonable, fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation.

**(5)**

The Hearing Officer shall announce the decision at the end of the hearing. If it is determined that the person charged is not liable, the matter shall be dismissed and such determination entered in writing on the record in the Town Clerk's office accordingly. If it is determined that the person charged is liable for the violation, the determination shall be entered in writing on the record accordingly and shall state the fines, penalties, costs or fees assessed against that person as provided by the applicable ordinances of the Town of Bolton.

**G.**

Assessment of liability.

**(1)**

If such assessment is not paid on the date of its entry, the Hearing Officer shall send by first-class mail a notice of the assessment to the person found liable.

(2)

The Hearing Officer shall also file, not less than 30 calendar days nor more than 12 months after such mailing, a certified copy of the notice of assessment with the Clerk of the Superior Court for the geographical area of Tolland County, together with the appropriate entry fee. The certified copy of the notice of assessment shall constitute a record of assessment.

(3)

Within such twelve-month period, assessments against the same person may be accrued and filed as one record of assessment.

(4)

The Clerk of the Superior Court shall enter judgment, in the amount of such record of assessment and appropriate court costs, against such person in favor of the Town.

(5)

Notwithstanding any other provision of the Connecticut General Statutes, the Hearing Officer's assessment, when so entered as a decision, shall have the effect of a civil money judgment. A levy of execution on such judgment may be issued without further notice to such person or a lien may be placed on the property of the person found liable.

H.

Judicial review. A person against whom an assessment has been entered pursuant to this chapter is entitled to judicial review by way of appeal. An appeal shall be instituted within 30 calendar days of the mailing of notice of such assessment by filing a petition to reopen the assessment, together with an entry fee in an amount equal to the entry fee for a small claims case pursuant to § 52-259 of the Connecticut General Statutes, in the Superior Court for the geographical area of Tolland County. Said person shall then be entitled to a hearing in accordance with the rules of the Judges of the Superior Court.

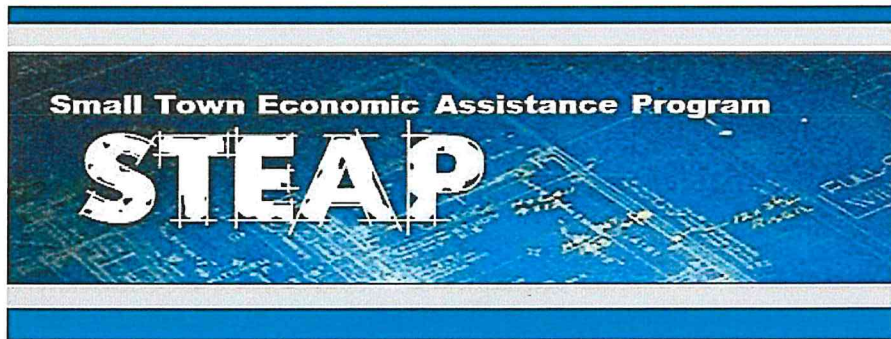
**Municipal officer or employee to issue citations.**

Upon receipt of a complaint from a responsible officer of the Town, the Town Clerk shall issue citations with which this chapter is concerned.



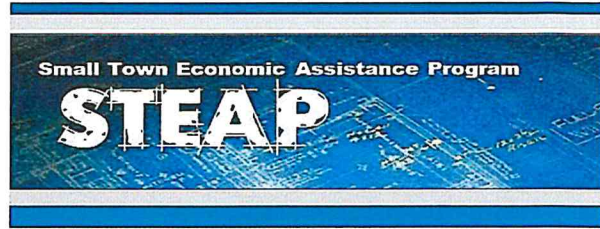
STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
*Intergovernmental Policy and Planning Division*

**2022**  
**SMALL TOWN**  
**ECONOMIC ASSISTANCE**  
**PROGRAM**  
**GUIDELINES**



**June 2022**

The Small Town Economic Assistance Program ([C.G.S. Section 4-66g](#)) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). An eligibility list is included in the pages to follow. This program is coordinated by the Office of Policy and Management and grants are administered by appropriate state agencies.



STEAP funds are issued by the [State Bond Commission](#) and **can only be used for capital projects**. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project.



**ANY STEAP APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH AN APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN YOU HAVE SUBMITTED ALL REQUIRED CONTRACTUAL DOCUMENTS AND SUCH DOCUMENTS ARE APPROVED BY THE ADMINISTERING STATE AGENCY, AND THE TOWN IS NOTIFIED THAT THE CONTRACT IS FULLY EXECUTED. DO NOT INCUR ANY ANTICIPATED STEAP GRANT FUNDED PROJECT EXPENDITURES UNTIL A CONTRACT IS FULLY EXECUTED , AS ONLY THOSE ALLOWABLE EXPENDITURES INCURRED BETWEEN THE START AND END DATES AS ESTABLISHED ON THE FULLY EXECUTED CONTRACT CAN BE REIMBURSED. EXPENDITURES INCURRED BEFORE THE CONTRACT START DATE OR AFTER THE CONTRACT END DATE WILL NOT BE REIMBURSED.**

When a town is selected to receive a STEAP grant, the town will receive a notification letter from OPM indicating which state agency has been assigned to administer their award. **This letter is for notification purposes only and does not constitute a contract. Again, the town MUST execute a contract with the administering state agency in order to be reimbursed for allowable grant-related expenditures incurred between the start and end dates as established on the fully executed contract.**

STEAP is a not an entitlement or formula grant, and as such any funding associated with an award is on a one- time basis only, with no promise or obligation of additional funding from OPM or the State.

[When the program is open for application intake, the application, as well as detailed submittal instructions and timelines can be found by clicking this link.](#)



## IMPORTANT CHANGES TO 2022 STEAP



***It is important that you read all parts of this guideline document, as changes have been made to eligibility requirements, application requirements and STEAP grant term periods.***

- *No individual municipality may receive more than five hundred thousand dollars in any one fiscal year under said program. No group of municipalities may receive an amount exceeding in the aggregate five hundred thousand dollars per municipality in such group in any one fiscal year under said program.*
- *Grants awarded will have a four (4) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than five (5) years.*
- *Each STEAP grant shall have its own contract and shall not be combined with any other grant contract. STEAP grants are not intended to be “banked” or “grouped together” over the course of multiple years. Each award is to be used expressly for the purpose and scope of work as outlined in the application it was awarded for.*
- *Only those scope changes germane to the original scope of work may be considered. There will be no wholesale repurposing of a STEAP grant award. For example:
  - *A STEAP grant is awarded for a sidewalk project. The original scope was to install 1000 feet of sidewalk. A scope change which would increase the sidewalk footage to 1200 feet would be germane, therefore would be allowable and could be approved. A scope change to instead use the funding for a veterans’ memorial and NO sidewalks would not be germane, therefore cannot be allowed or approved.**
- *STEAP funds cannot be used for design, studies, planning and/or engineering.*
- *All funding (other than STEAP funding) for the STEAP project must be secured as of the time of application.*
- *While a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost.*
- *Preference for awards will be given to those that are shovel-ready (defined within)*
- *Municipalities should be prepared to enter a grant assistance agreement/contract with the administering agency shortly after being notified of an award, therefore municipalities should only apply for a project which is near-term. This means that the STEAP funded portion of the project should be “shovel ready” or “nearly shovel ready” at time of application. This is necessary to ensure that the grantee will be able to spend down their grant funds within the defined term of the award, as funds not expended before the grant’s end date will be forfeited. Once a grant assistance agreement/contract is in place, the municipality should be prepared to commence project work and incur all STEAP-funded project expenditures between the start and end dates of the agreement/contract.*



- All grant payments will be made on a reimbursement basis only after the municipality has incurred and paid for the allowable STEAP funded project expenditures incurred between the start and end dates of the contract. Final reimbursement payment will be made after the municipal match has been met. The administering agency will provide you with guidance on what information must be submitted to seek reimbursement and required documentation to satisfy any match requirement. Project expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for STEAP reimbursement.
- Unspent grant funds will not be repurposed for other uses. Such unspent funds will be returned to the STEAP program account and will be used for awards made in future rounds.

## ELIGIBILITY REQUIREMENTS & PROVISIONS

- Timeline:
  - June 1, 2022                      Announcement of 2022 STEAP Grant Program
  - August 15, 2022                STEAP Applications due by 5:00 PM
  - September 15, 2022          Projected Grant Award Notification
- Funding Level:  
The 2022 round of STEAP grants will be funded from an aggregate amount of \$30,000,000. Individual grant award amounts will depend on the number of participating towns, and the number of qualified applications selected to receive an award.
- Municipalities which are eligible to opt into the STEAP program, but are not currently opted in, must submit their opt-in request **prior** to submitting their STEAP application.
- Municipalities with projects more than five years old or which have expired contracts, that have not been closed out with the administering agency are ineligible to apply for new funding. Municipalities should contact the administering agency for previous award information to ensure compliance.
- A 20% municipal match is preferred:
  - While a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost
  - Match funds must be municipal funds, not funds from other state or federal grants
  - Municipal salaries and/or expenses cannot be counted toward the municipal match
  - Funds spent on studies, planning, design, engineering are acceptable matches
  - Municipality must spend 100% of its match prior to final reimbursement
  - Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period
- Funding (other than STEAP funding) for the entire project has been secured.
- An authorizing referendum vote and/or resolution by the local legislative body, or, in any town where the legislative body is a town meeting, by a vote of the board of selectmen, which authorizes the Chief Executive Officer to accept such grant if awarded, and enter into and

execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut. This authorizing vote and/or resolution needs to be submitted to the administering agency within thirty (30) days of grant award notice if such is not available at time of application.

- Only minor changes germane to the original scope from the approved application shall be approved by the administering agency. STEAP grant funds cannot be repurposed (used for a project other than the one for which it was awarded.)
- All grant payments will be made on a reimbursement basis and only after the municipality has:
  - Incurred and paid for the allowable STEAP-related allowable project expenditures incurred between the start and end dates of the contract
  - Final reimbursement requires that municipality has met 100% of its match
- The administering agency will provide you with guidance on what information must be submitted to seek reimbursement. Expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for reimbursement.
- Consistent with past practices, these grants will be administered by project-relevant agencies other than OPM.
- Once a grant contract is in place, any grant related project questions, reimbursement questions, or requests for extensions should be directed to the agency assigned to administer your grant.

## **ELIGIBLE PROJECTS AND PRIORITY PROJECT AREAS**

### **Projects eligible for STEAP funds include:**

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

### **Priority Project Areas:**

- Shovel ready projects which are at a stage where project work can begin (see below)
- Promoting economic growth
- Developing our workforce
- Improving the quality of life and fiscal stability of municipality
- Improving the grand list

- Infrastructure
- Making government more effective, efficient and customer friendly
- Economic development projects within transit-oriented areas
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts
- Public Service Answering Point (PSAP) Consolidation

**Shovel-ready projects are defined as those which have:**

- Legislative body approval (i.e.: referendum, town meeting)
- All funding (other than STEAP funding) for the STEAP project secured
  - Matching funds
  - Additional project funds
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning)
- State approvals and permits in place
  - State Historical Preservation Office (SHPO) approved
  - Connecticut Environmental Policy Act (CEPA) Evaluation
  - Environmental Impact Evaluation (EIE)
  - Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications and estimates) ready to be advertised

**All STEAP-funded projects are subject to all federal, state and local laws, ordinances, regulations and municipal bylaws.** Depending on the nature of the project to be funded with a STEAP grant, certain projects may require additional reviews, evaluations, permits, approvals and or certifications, including but not limited to: Connecticut Environmental Policy Act ([CEPA](#)) Evaluation, Environmental Impact Evaluation ([EIE](#)), Flood Management Certification ([FMC](#)); State Historic and Preservation Office ([SHPO](#)) review and determination; and/or Municipal Plan of Conservation and Development ([POCD](#)) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and or certifications could significantly impact project costs and timelines. **The grantee should only submit applications for such projects when it is able to continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines.**

**EXPENDITURES THAT CANNOT BE FUNDED BY STEAP GRANT FUNDS:**

- Programmatic expenditures or recurring budget expenditures are **not** eligible for STEAP or any other state bond program. The Office of Policy and Management reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- The following expenditures are not eligible for reimbursement: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; meals, municipal salaries or employee expenses.
- Project components **not** allowable for STEAP funded reimbursement: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. FF&E includes, but is not limited

to desks, chairs, computers, electronic equipment, appliances, tables, bookcases and partitions. (Exceptions: see

- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded.
- STEAP funds **cannot** be used to represent the required municipal “match” or “share” portion for another state or federal grant.

For the purposes of the application and any subsequent award, “Authorized Signatory” refers to the municipality’s Chief Executive Officer (Town Manager, Mayor, First Selectman, etc.) – the individual who is legally authorized to apply for the grant and who has the authority to enter into any subsequent agreements/contracts per referendum vote or legislative body action.

## 2022 STEAP ELIGIBILITY LIST

C.G.S. §4-66g SMALL TOWN ECONOMIC ASSISTANCE  
PROGRAM

Opt-In provisions can be found after the following chart

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Andover	YES	NO	NO	NO
Ansonia	NO	YES	YES	YES
Ashford	YES	NO	NO	NO
Avon	YES	NO	NO	NO
Barkhamsted	YES	NO	NO	NO
Beacon Falls	OPT-In Eligible	YES	NO	NO
Berlin	YES	NO	NO	NO
Bethany	YES	NO	NO	NO
Bethel	YES	NO	NO	NO
Bethlehem	YES	NO	NO	NO
Bloomfield	OPT-In Eligible	YES	NO	NO
Bolton	YES	NO	NO	NO
Bozrah	YES	NO	NO	NO
Branford	YES	NO	NO	NO
Bridgeport	NO	YES	YES	YES
Bridgewater	YES	NO	NO	NO
Bristol	NO	YES	NO	YES
Brookfield	YES	NO	NO	NO
Brooklyn	OPT-In Eligible	YES	NO	NO
Burlington	YES	NO	NO	NO
Canaan	YES	NO	NO	NO
Canterbury	YES	NO	NO	NO
Canton	YES	NO	NO	NO
Chaplin	OPT-In Eligible	YES	YES	NO
Cheshire	YES	NO	NO	NO
Chester	YES	NO	NO	NO
Clinton	YES	NO	NO	NO
Colchester	YES	NO	NO	NO
Colebrook	OPT-In Eligible	YES	NO	NO
Columbia	YES	NO	NO	NO
Cornwall	YES	NO	NO	NO

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Coventry	YES	NO	NO	NO
Cromwell	YES	NO	NO	NO
Danbury	NO	NO	NO	YES
Darien	YES	NO	NO	NO
Deep River	YES	NO	NO	NO
Derby	OPT-In Eligible	YES	YES	NO
Durham	YES	NO	NO	NO
East Granby	YES	NO	NO	NO
East Haddam	YES	NO	NO	NO
East Hampton	YES	NO	NO	NO
East Hartford	NO	YES	YES	YES
East Haven	OPT-In Eligible	YES	YES	NO
East Lyme	YES	NO	NO	NO
East Windsor	OPT-In Eligible	YES	NO	NO
Eastford	YES	NO	NO	NO
Easton	YES	NO	NO	NO
Ellington	YES	NO	NO	NO
Enfield	NO	YES	NO	YES
Essex	YES	NO	NO	NO
Fairfield	YES	NO	NO	NO
Farmington	YES	NO	NO	NO
Franklin	YES	NO	NO	NO
Glastonbury	YES	NO	NO	NO
Goshen	YES	NO	NO	NO
Granby	YES	NO	NO	NO
Greenwich	YES	NO	NO	NO
Griswold	OPT-In Eligible	YES	YES	NO
Groton	NO	YES	YES	YES
Guilford	YES	NO	NO	NO
Haddam	YES	NO	NO	NO
Hamden	OPT-In Eligible	YES	NO	NO
Hampton	YES	NO	NO	NO
Hartford	NO	YES	YES	YES
Hartland	YES	NO	NO	NO
Harwinton	YES	NO	NO	NO
Hebron	YES	NO	NO	NO
Kent	YES	NO	NO	NO

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Killingly	NO	YES	NO	YES
Killingworth	YES	NO	NO	NO
Lebanon	YES	NO	NO	NO
Ledyard	YES	NO	NO	NO
Lisbon	YES	NO	NO	NO
Litchfield	YES	NO	NO	NO
Lyme	YES	NO	NO	NO
Madison	YES	NO	NO	NO
Manchester	NO	YES	NO	YES
Mansfield	OPT-In Eligible	YES	NO	NO
Marlborough	YES	NO	NO	NO
Meriden	NO	YES	YES	YES
Middlebury	YES	NO	NO	NO
Middlefield	YES	NO	NO	NO
Middletown	NO	YES	NO	YES
Milford	YES	NO	NO	NO
Monroe	YES	NO	NO	NO
Montville	OPT-In Eligible	YES	YES	NO
Morris	YES	NO	NO	NO
Naugatuck	OPT-In Eligible	YES	YES	NO
New Britain	NO	YES	YES	YES
New Canaan	YES	NO	NO	NO
New Fairfield	YES	NO	NO	NO
New Hartford	YES	NO	NO	NO
New Haven	NO	YES	NO	YES
New London	NO	YES	YES	YES
New Milford	YES	NO	NO	NO
Newington	YES	NO	NO	NO
Newtown	YES	NO	NO	NO
Norfolk	YES	NO	NO	NO
North Branford	YES	NO	NO	NO
North Canaan	YES	NO	NO	NO
North Haven	YES	NO	NO	NO
North Stonington	YES	NO	NO	NO
Norwalk	NO	NO	NO	YES
Norwich	NO	YES	YES	YES
Old Lyme	YES	NO	NO	NO

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Old Saybrook	YES	NO	NO	NO
Orange	YES	NO	NO	NO
Oxford	YES	NO	NO	NO
Plainfield	OPT-In Eligible	YES	YES	NO
Plainville	OPT-In Eligible	YES	NO	NO
Plymouth	OPT-In Eligible	YES	NO	NO
Pomfret	YES	NO	NO	NO
Portland	YES	NO	NO	NO
Preston	OPT-In Eligible	YES	NO	NO
Prospect	YES	NO	NO	NO
Putnam	OPT-In Eligible	YES	YES	NO
Redding	YES	NO	NO	NO
Ridgefield	YES	NO	NO	NO
Rocky Hill	YES	NO	NO	NO
Roxbury	YES	NO	NO	NO
Salem	YES	NO	NO	NO
Salisbury	YES	NO	NO	NO
Scotland	OPT-In Eligible	YES	NO	NO
Seymour	OPT-In Eligible	YES	NO	NO
Sharon	YES	NO	NO	NO
Shelton	YES	NO	NO	NO
Sherman	YES	NO	NO	NO
Simsbury	YES	NO	NO	NO
Somers	YES	NO	NO	NO
South Windsor	YES	NO	NO	NO
Southbury	YES	NO	NO	NO
Southington	YES	NO	NO	NO
Sprague	OPT-In Eligible	YES	YES	NO
Stafford	OPT-In Eligible	YES	NO	NO
Stamford	YES	NO	NO	NO
Sterling	OPT-In Eligible	YES	YES	NO
Stonington	YES	NO	NO	NO
Stratford	OPT-In Eligible	YES	YES	NO
Suffield	YES	NO	NO	NO
Thomaston	OPT-In Eligible	YES	NO	NO
Thompson	YES	NO	NO	NO
Tolland	YES	NO	NO	NO



Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Torrington	NO	YES	YES	YES
Trumbull	YES	NO	NO	NO
Union	YES	NO	NO	NO
Vernon	NO	YES	NO	YES
Voluntown	OPT-In Eligible	YES	YES	NO
Wallingford	YES	NO	NO	NO
Warren	YES	NO	NO	NO
Washington	YES	NO	NO	NO
Waterbury	NO	YES	YES	YES
Waterford	YES	NO	NO	NO
Watertown	YES	NO	NO	NO
West Hartford	NO	NO	NO	YES
West Haven	NO	YES	YES	YES
Westbrook	YES	NO	NO	NO
Weston	YES	NO	NO	NO
Westport	YES	NO	NO	NO
Wethersfield	OPT-In Eligible	YES	NO	NO
Willington	YES	NO	NO	NO
Wilton	YES	NO	NO	NO
Winchester	OPT-In Eligible	YES	YES	NO
Windham	NO	YES	YES	YES
Windsor	OPT-In Eligible	YES	NO	NO
Windsor Locks	YES	NO	NO	NO
Wolcott	YES	NO	NO	NO
Woodbridge	YES	NO	NO	NO
Woodbury	YES	NO	NO	NO
Woodstock	YES	NO	NO	NO

Municipalities which have an Urban Center Per Adopted Plan are NOT eligible for either the STEAP program or the STEAP Opt-In Provision.

Municipalities which are designated as a PIC Community, and or a Distressed Municipality, are eligible to Opt-In to the STEAP program as long as the municipality does not have an urban center as per adopted plan. The Opt-in period shall be for four years, and during that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding. [Click this link for the STEAP statutory authority which outlines the Opt-In requirements.](#)

## STEAP OPT-IN PROVISIONS

Municipalities deemed eligible for the STEAP Opt-In provision may elect to be eligible for said program individually or as part of a group of municipalities in lieu of being eligible for financial assistance under section 4-66c (Urban Act Grants), by a vote of its legislative body or, in the case of a municipality in which the legislative body is a town meeting, its board of selectmen, and submitting a written notice of such vote to the Secretary of the Office of Policy and Management. Any such election shall be for the four-year period following submission of such notice to the secretary and may be extended for additional four-year periods in accordance with the same procedure for the initial election.

It is important to note that once a municipality opts-in to the STEAP program, the opt in period lasts for four years from the submission date of the opt-in request. There is no provision to opt-out prior to the end of the four-year term.

Municipalities which have already opted in, and the term of the opt-in has not expired as of the due date for this application, do not need to submit an opt-in request to apply for STEAP. However, if an opt-in municipality is awarded a STEAP grant from this current round, the town must renew their opt-in if their current opt-in expires during the term of the grant. [For complete statute, click this link: C.G.S. §4-66g.](#)

## STEAP CONTACT INFORMATION

Programmatic and application questions should be directed to: [Nikki.Sow@ct.gov](mailto:Nikki.Sow@ct.gov) and [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov).

Questions related to a specific grant that has been awarded (including questions about your grant contract/agreement, payment/reimbursement and a one-time extension), must be directed to the [state agency assigned](#) to administer your grant. Such information is provided in the STEAP award notification letter.



## ADMINISTRATIVE OFFICER

### Performance Evaluation

July, 2022

For each performance factor, please rate the Administrative Officer on a scale from one (1) to five (5), according to how well he/she met your expectations for that factor:

-----1-----2-----3-----4-----5-----  
 Does Not Meet Expectations                      Meets Expectations                      Exceeds Expectations

There are three reference points on the scale, defined as follows:

**Exceeds Expectations (5):** The Administrative Officer's performance clearly exceeds your expectations in this area, even of someone fully qualified to do the job of the Bolton Administrator Officer. The Administrative Officer's performance and contributions produce a positive impact on the performance of others and the operation of the Town of Bolton.

**Meets Expectations (3):** The Administrative Officer's performance meets your expectations of someone fully qualified to do the job of the Bolton Administrator Officer. This does not mean a perfect job on everything. For the most part, he/she did the job the way it should be done and would not need to improve in order for his/her performance to be fully acceptable.

**Does Not Meet Expectations (1):** The Administrative Officer's performance does not meet your expectations of someone fully qualified to do the job of the Bolton Administrator Officer and needs to improve significantly in order to satisfy you in this area.

**PERFORMANCE FACTORS**

**I. MANAGEMENT OF THE ORGANIZATION:**

Effectively runs the operations of the organization. Creates a collaborative, team building environment for staff. Recognizes the accomplishments of staff and other agencies working on behalf of the Town. Supports a commitment to diversity/inclusion, professional growth, succession planning, and opportunity within the organization. Accepts full accountability for staff and the outcome of Town projects or decisions. Actively addresses mission critical services, identifies organizational problems and takes remedial action.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 Does Not Meet Expectations</b>	<b>2</b>	<b>3 Meets Expectations</b>	<b>4</b>	<b>5 Exceeds Expectations</b>	<b>Unable to Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**II. EXECUTION OF POLICY:**

Understands and complies with ordinances, policies and procedures governing the Town, including Federal and State legislation and directives. Implements Town policy fairly and consistently, based upon Board decisions, initiatives, and applicable laws and regulations. Presents matters in a factual, analytical way. Coordinates Board policy decisions to staff, other organizations and the community.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> Does Not Meet Expectations	<b>2</b>	<b>3</b> Meets Expectations	<b>4</b>	<b>5</b> Exceeds Expectations	Unable to Rate

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**III. FINANCIAL MANAGEMENT:**

Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range financial needs, monitoring and adaptation for the organization. Incorporates evolving role of technology in service provision. Actively works to sustain cost-competitive government and utility services.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**IV. RELATIONS WITH THE BOARD:**

Makes an effort to be accessible to Board members. Handles issues that are brought by the Board in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Board member. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Board members.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**V. COMMUNITY RELATIONS AND ENGAGEMENT:**

Makes an effort to understand issues, concerns, and the values of the community. Meets with and listens to members of the community to discuss concerns and strives to understand their interests. Leverages public engagements and community interactions to educate and advocate on Town initiatives and services. Represents the Town well and in a professional and positive manner. Works proactively and maintains a nonpartisan professional approach with the media and press. Professionally manages social media and works effectively with partner agencies, neighboring jurisdictions and community organizations.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.



**VI. COMMUNICATIONS:**

Ensures that Board members receive important information in a timely and effective manner. Provides regular updates to the Board, keeping it informed about current and critical issues. Presents the Board and community with clear and accurate reports and correspondence. Responds to correspondence, requests and complaints, timely and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the Board, staff and the community.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**VII. LEADERSHIP:**

Provides the Board and the Town residents with real solutions and creative alternatives to issues and problems that reflect the values of the community. Anticipates and responds to issues. Assures that Board decisions are thought out, objective, consistent with past practices and are legal and ethical. Makes use of sound administrative practices. Positively leads through collaboration, mentoring, coaching and motivational techniques. Represents the Town as a positive ambassador.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**VIII. PROFESSIONALISM:**

Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards and integrity. Works to keep “politics” and personal perspectives out of the decision making process. Stays abreast and active in professional organizations and current issues.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 Does Not Meet Expectations</b>	<b>2</b>	<b>3 Meets Expectations</b>	<b>4</b>	<b>5 Exceeds Expectations</b>	<b>Unable to Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

**IX. VISION, INITIATIVE, PLAN EXECUTION:**

Sets an example that urges the Town and the community toward innovation, problem solving and solution oriented action. Actively works to envision a future state resisting the status quo and develops new ideas and initiatives for consideration. Adapts to evolving technological advancements and social media platforms. Identifies priorities for the Annual Budget and work plan and accepts responsibility for the results. Offers professional recommendations and implements the Board’s vision for efficient and effective town management.

**Performance Factor Rating:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1</b> <b>Does Not</b> <b>Meet</b> <b>Expectations</b>	<b>2</b>	<b>3</b> <b>Meets</b> <b>Expectations</b>	<b>4</b>	<b>5</b> <b>Exceeds</b> <b>Expectations</b>	<b>Unable to</b> <b>Rate</b>

**General Comments:**

Click here to enter text.

**Improvement Suggestions:**

Click here to enter text.

## **NARRATIVE EVALUATION**

**What would you identify as the Administrative Officer's strengths, expressed in terms of the principal results achieved during the rating period?**

Click here to enter text.

**What performance areas would you identify as most critical for improvement?**

Click here to enter text.

**What suggestions or assistance can you offer the Administrative Officer?**

Click here to enter text.

**What other comments do you have for the Administrative Officer (for example, about priorities, expectations, or specific objectives for the next year)?**

Click here to enter text.

**Additional Comments:**

Click here to enter text.