

**BOARD OF SELECTMEN**  
**TUESDAY, AUGUST 2, 2022**  
**REGULAR MEETING AGENDA – 7:00 P.M.**  
**IN-PERSON AND VIRTUAL- TOWN HALL**  
**Call-In Number: 1-929-205-6099**  
**Meeting ID: 881 7068 4042**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes.
  - A. June 7, 2022 – Special Meeting w/BHF.
  - B. June 7, 2022 – Regular Meeting.
  - C. June 21, 2022 – Special Meeting A/P.
  - D. June 24, 2022 – Special Meeting.
  - E. June 30, 2022 – Special Meeting A/P.
  - F. July 12, 2022 – Regular Meeting.
  - G. July 19, 2022 – Special Meeting.
  - H. July 27, 2022 – Special Meeting A/P.
4. Appointments and Resignations.
  - A. Resignation – D. Bokshan (Library Page).
5. Reports & Updates.
  - A. Properties and Facilities Report.
  - B. FY 22 Budget Report.
  - C. Consider and Act on A/P Report.
6. Ongoing Business:
  - A. Review Cannabis Ordinance with changes made.
  - B. Consider and Possibly Act on Heritage Farm Master Site Plan.
7. New Business.
  - A. Consider and Act on Non-Union Pay Raises.
  - B. Consider and Act on 401K Raises.
  - C. Consider and Act on Next Real Estate/Personal Property Tax Due Date. (Request for October 1, 2022 Due Date with November 1, 2022 Delinquent Date).
  - D. Consider and Act on Revaluation Bid.
  - E. Consider and Act on Being Able to Vote Via Zoom.
  - F. Discuss Possible Noise Ordinance.
8. First Selectman's Report:
  - A. COVID-19.
  - B. Other.
9. Administrative Officer's Report:
  - A. Monthly Report.
  - B. Bolton Heritage Farm Event Sept. 25<sup>th</sup>.
  - C. Other.
10. Executive Session: Discussion on Personnel Evaluation-Interim Administrative Officer.
11. Adjournment.

*To access the meeting audio in real time, please call 1-929-205-6099 and enter the **Meeting ID: 881 7068 4042** Preference for public commenting will be given to pre-registrants. To pre-register for public comment please contact Kathy at 1-860-649-8066 x6111 prior to 3 p.m. the day of the meeting. Audio recordings of each meeting are posted to the Town's website within seven days following the live event.*

**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.



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

Against: None

Abstain: None

Discussion: 3 contract options (3 yr., 6 yr. and 10 yr.) all with different savings. This will also include education and outreach to the residents on how to reduce refuse.

M. Eremita would like them to focus more expanding recycling to more materials.

This vote will NOT need to go to Town Meeting as it does not involve real estate or collective bargaining agreements.

This is strictly a vote for approval of the proposal and the number of years we'd like to go with. A contract will be received and we will put that on the next BOS agenda for approval.

**5. Discuss and Possibly Act on CREC Contract.**

**Motion:** I move the Board of Selectmen approve the contract renewal with CREC for Technical Support Services for the FY23 fiscal year.

By: A. Teller

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

Vote:

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

Against: None

Abstain: None

**6. Discuss and Possibly Act on Solitude Contract**

**Motion:** I move the Board of Selectmen waive the bid process for 3 quotes.

By: R. Morra

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

Discussion: This contract is strictly for "curly pond leaf weed". We have looked at other vendors throughout the state and only been able to find one (1) other vendor and their pricing was almost identical.

Vote:

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

Against: None

Abstain: None

**Motion:** I move the Board of Selectmen approve Solitude Lake Management contract for \$10, 152.

By: M. Eremita

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

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.*

**BOARD OF SELECTMEN  
TUESDAY, JULY 12, 2022  
REGULAR MEETING AGENDA  
MINUTES**

The Board of Selectmen held its regular meeting on Tuesday, July 12<sup>th</sup> with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Adam Teller, Mike Eremita and Robert DePietro; Interim Administrative Office Jim Rupert and Kathy McCavanagh.

Members of the public present were: CVC channel, John Mancini, Ron and Deb Beaudoin, Linda Lavigne, Stephanie Berry, Irene Striobe, Leslie Alexander, Dave Beauchamp, Barry Stearns, Dave McInerney and Gerry Varney.

**1. Call to Order.**

P. Sawyer called the meeting to order at 7:28 p.m.

**2. Public Comment.**

J. Mancini (11 Cook Drive): Looking for the town to create a noise ordinance. Noise levels are being created unintentionally in the neighborhood. Grandkids are deathly scared of the noise when they are outside. Noise level is much less when you are up on Notch Road driving by.

Ron Beaudoin (2 Cook Drive): Firearm discharge happening at all times of day/night. Over 200 shots in 2 hours last Friday. We are in a residential area. RST has confirmed that the resident is acting within the safety guidelines provided and there is nothing they can do about this. The noise level from the gunshots in our neighborhood is 10x over the decibel level of what it should be per the state. DEEP approval is no longer needed for a noise ordinance as of 7/1/2022. Over 60 towns in the state currently have municipal noise ordinances. The Board of Selectman needs to come up with a noise ordinance for our town. We want a quick solution to this. Everyone is suffering. Waiting a month for some type of solution is unacceptable.

Deb Beaudoin (2 Cook Drive): shared a video from her phone showing the noise level of the gun shots while sitting on her deck. Her dog is petrified when the noise starts happening.

Linda Lavigne (10 Cook Drive): This is extreme pet cruelty. Vet has had to prescribe sedatives for her dog to keep him calm when the shooting happens.

Irene Striobi (5 Notch Ext.): Her two dogs are petrified of the noise. This is too close to home.

Leslie Alexander (186 Bolton Center Rd): Here to support the Beaudion's. I have been on their property when shooting has happened and agree we need to look at how to handle this.

Dave Beauchamp (48 Notch Road): He is the person shooting on his own property. Wanted to come and let everyone in the neighborhood know he is open to talking and find ways to be reasonable about this. Open to talking to with anyone after the meeting. RST has come out and viewed his property and has said it is safe. Just so everyone is aware as well – he is shooting towards his own house.

Barry Stearns (21 Cook Drive): Lived at this address over 41 years. His property is 200 feet from the property line. He is very concerned about what is happening and everyone's safety. Called Troop K and dispatcher asked if any bullets had hit his home? He answered no, and she told him there is nothing they can do. July 3, 2022 came home from fireworks to hear shooting start at 10 p.m. According to the homeowner's property card they own 7.5 acres but where he's shooting is the town right of way.

Dave McInerney (10 Cook Drive): Wants everyone here to know he has been invited on to D. Beauchamp's property and observed that he is at a safe range with the shooting. RST Diaz also confirmed it was safe and that he's shooting towards his own house. McInerney felt it was his moral obligation to share this information with everyone. He has observed Beauchamp shooting safely and at a safe range and he himself does not have a problem with it. (Former National Guardsman).

Jerry Vernie (20 Cook Drive): Does not see a safety issue. Does not think the shooting is loud. His wife, kids and dog think nothing of the noise.

Barry Stearns (21 Cook Drive): Wants to discuss the Notch Road/384 Intersection. There was a plan from the DOT to go through the quarry and fix this but there was no money. It is a non-compliant intersection. Now there is all this infrastructure money being offered. Where is Bolton's piece of this infrastructure money to fix this. We need to approach DOT and get this done.

John Mancini (11 Cook Drive): it's a very dangerous intersection and I almost had a 4 car collision the other day.

### **3. Approval of Minutes.**

- A. June 7, 2022 – Special Meeting w/BHF.
- B. June 7, 2022 – Regular Meeting.
- C. June 21, 2022 – Special Meeting A/P.
- D. June 24, 2022 – Special Meeting.
- E. June 30, 2022 – Special Meeting A/P.

**Motion:** I move, we move the approval of all the minutes to the next meeting.

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

Vote:

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

No: None

Abstain: None

### **4. Appointments and Resignations.**

#### **A. Resignation – B. Johnson (Buildings and Grounds)**

B. Johnson has accepted a position with the Town of Columbia DPW where he can use his CDL. This is a loss for Bolton but we thank him for his service and wish him well.

#### **B. Veterans Commission – term dates and appointments.**

- a) Kathy Walsh.
- b) Berry Stearns.
- c) Paul Toomey.

**Motion:** I move we accept Kathy Walsh and Barry Stearns as full members and Paul Toomey as an alternate member to the Veteran's Commission.

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

Vote:

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

No: None

Abstain: None

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

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

- a) Consider and Act on 15 Vernon Road, Blind Driveway and Possible Speed Limit Sign. J. Rupert visited the location and does not feel it's a blind driveway and the homeowner agrees since mowing has been done. J. Rupert feels we need to post a speed limit sign since there is none on Vernon Road coming from 44.
- b) **Cemetery Maintenance.**  
Jim and Kathy have been out to look at both cemeteries a couple times in the past couple of months. Mowing and trimming appear to be better. G&G Property Services has

started charging us a fuel surcharge due to the increase in cost of materials (fuel). The increase is 10% which is equaling out to \$500/month for fuel. Mowing is to occur 2x/month. They are using a 40 HP mower. J. Rupert has asked for a spreadsheet showing the amount of fuel being used to justify the cost. This is an insane amount for fuel when they are not even mowing every week; which they claimed to have been doing. Jim and Kathy disagree with this.

M. Eremita does not think they are doing a great job and can't be using more than 10-15 gallons of fuel per month.

It has been discussed that we will only be paying the original negotiated bill at this time until we see the spreadsheet and info asked for.

P. Sawyer reported that the new flagpole has been put up at Quarryville and would like to have a small dedication for that and the new signs on Veteran's Day.

## B. FY 21 Budget Report.

### a) Current Budget

**Motion:** I move we accept the A/P report to tonight's agenda as 5B b).

By: A.Teller

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

Vote:

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

No: None

Abstain: None

### b) A/P Report

**Motion:** I move we accept the A/P report as presented.

By: A.Teller

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

Vote:

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

No: None

Abstain: None

## C. Budget Transfers.

These budget transfers have already been put through. This is just for informational purposes for the BOS.

Fire Commission	\$90.00	from Travel to Dues	(for DMV fees)
Fire Commission	\$2,250	Fire Security to Equipment	(lights for alarm system-Dodge Ram)
Fire Commission	\$450	Travel to Other Supplies	(annual banquet)
Fire Commission	\$250	Communication to Professional Svcs	(member physicals)
Elections	\$800	Prof/Educ Training to Office Operating Supplies	( 2 referendums)
Library	\$200	Technical to Library Materials	(Newspapers, books, audio/vis)
Town Clerk	\$260	Office Supplies to Advertising	(referendum legal notices)
Admn to BOF	\$17.10	From Other Payroll to Other Payroll	(BOF clerk payroll- extra meetings)
Fire Commission	\$450	Payroll to Other supplies	
Fire Commission	\$250	Payroll to Other Professional Svcs	

## 6. Ongoing Business:

### A. Review Cannabis Ordinance with changes made.

Per J. Rupert we have already completed the other part of the Cannabis Ordinance. Statute requires us to have a hearing officer for any citations issued and the document that was in the agenda packet was

forwarded to us from our attorney. This is what the Town of Woodbridge has come up with. We have just gone through and revised this copy to reflect Town of Bolton's name.

Question: Do other town's having hearing officers? R. DePietro offered to do some more research on this if needed. This is to be moved to the next BOS meeting.

A.Teller said he would not back this cannabis ordinance or any other for that matter.

**B. Discuss Veteran's Commission.**

**a) Number of People on Commission (2R, 2D, 2U)?**

R. DePietro stated that party affiliation has nothing to do with this cause.

M. Eremita recommended a commission consisting of five (5) people – affiliation should not matter.

**Motion:** I move we establish a Veteran's Commission with 5 regular and 2 alternates and no more than 4 are to be of the same party affiliation.

By: A.Teller

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

Vote:

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

No: None

Abstain: None

**b) Term length – half should be 4 year term and the other half should be 2 year?**

**Motion:** I move the Veteran's Commission members have a 4 year staggered term. 3 regular members will start with a 4 year term, 2 regular members will start with a 2 year term and alternates will serve 4 year.

By: A.Teller

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

Vote:

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

No: None

Abstain: None

**c) Mission Statement.**

**Motion:** I move the newly formed Veteran's Commission create a mission statement and the Board of Selectman will the advisory committee to this commission.

By: R. DePietro

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

Vote:

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

No: None

Abstain: None

**7. New Business.**

**A. Consider and Act on Re-Appointing C. Concatelli as Municipal Agent for the Elderly and Term (2 year term starting 7/1/2022).**

**Motion:** I move we reappoint Carrie Concatelli as the Municipal Agent for the Elderly for a two (2) year term beginning July 1, 2022.

By: R. Morra

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

Vote:

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

No: None

Abstain: None

**B. Discussion and Possible Action on Heritage Farm Master Site Plan.**

The BHF Commission has been asked to provide the BOS with a written Master Plan for review before the August BOS meeting.

M. Eremita asked if we could get some type of estimate for payback on this site after the town has invested in it.

**C. Consider and Act on Being Able to Vote Via Zoom.**

It's hard to validate voter's voting electronically. It takes a lot of time to validate people during a zoom meeting. There does not appear to be an easy solution to this.

R. Morra – for a Town meeting we have a set motion. Can we submit an absentee ballot?

R. DePietro will research this through and A.Teller suggested we look at other meeting platforms such as MS Teams which might make this easier for us.

It was suggested that we register people at least 24 hours prior to the meeting so we can pre-verify their account via their email address and them signing up.

It's very time consuming to verify many people online and then sending info out to all these people. Maybe every 2 years we pre-verify email addresses for all residents and email them about the meetings.

More research is needed on this – maybe we can ask those interested in vote via zoom to research this.

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

**A. COVID-19.**

2 new milder forms of COVID now spreading.

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

**A. Monthly Report.**

- AARP Grant was issued to the Senior Center for Pickleball Courts (funds have been received)
- Lower Bolton Lake was treated for algae and INP is currently open. Thank you to our RST's for working July 4<sup>th</sup> weekend at the park and making sure everything ran smoothly.
- Thank you Kathy and BOS for getting the VOTE TODAY signs and putting them out on each referendum date; and thank you to Amanda Gordon who stood out and waved at traffic off exit 5 to get people to vote!

**B. STEAP Grant - Application due by 8/15/2022 with 20% match.**

Bolton is eligible for this grant but we do not have to opt in.

R. Morra had two ideas where we might be able to use this grant:

1. Community septic system to service town hall, library, trooper's office and BHF. Septic is close to being ready, we just need an updated cost. (\$300-\$350K). This is more of a priority than athletic fields/track which have been brought up previously.

A.Teller brought up that pricing for soccer fields/track are around \$2 million



R. DePietro will NOT support athletic fields or a track.

P. Sawyer – the septic project is shovel ready – we can look at the YWCA rooms and apply for that next year if were still interested.

2. Behind the Sr. Center where the YWCA was taking up space. Make these two classrooms and hallway into one large meeting area with a divider. This area would need to be ADA compliant then we could use it for meeting space and a polling place. Would we be able to get an architect concept before August 15<sup>th</sup> for this?

**Motion:** I move we apply for the STEAP Grant for a community septic system that will service the town municipal buildings at the town center.

By: R. Morra

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

P. Sawyer just received info today about prevailing wage threshold change from 2017. Currently it remains at \$100,000 for renovations and repair but it has been increased to 1 million dollars for new construction. This septic project would fall under new construction and would fall under the million dollar threshold.

Vote:

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

No: None

Abstain: None

**C. TRIP Grant.**

J. Rupert just wanted to make everyone aware of this grant. It is VERY COMPETITIVE. 50% of eligible towns are given money for culvert/bridge replacement. We'd be looking at Hebron or Lyman Road for this. This grant does not require it to be a "feeder road". Hebron and Lyman Roads are shovel ready projects. Funds spent already on these for review will be considered a match.

**D. Other.**

J. Rupert very excited the grant application from the Hartford Public Foundation of Giving is now open (\$10,000).

- a) **Resolution for Student Activity Fund** – this is a corrective action from an audit finding on the account balance and the given language has already been agreed upon.

**Motion:** I move adopt the Resolution for the Student Activity Fund.

By: R. Morra

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

Vote:

Yes: R. Morra, M. Eremita, R. DePietro, Pam Sawyer

No: None

Abstain: A. Teller

- b) **Resolution to Honor Bruce N. Amundsen On His Retirement.**

**Motion:** I move we adopt the Resolution to Honor Bruce N. Amundsen upon his retirement from the Town of Bolton.

By: R. DePietro

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

Vote:

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

No: None  
Abstain: None

Bruce was known as the McGyver of our town. He could figure out how to put anything together. Good guy, great worker and friend.

10. **Executive Session: Discussion on Personnel Evaluation-Interim Administrative Officer.**

**Motion:** I move the BOS now go into executive session and include Jim Rupert and Kathy McCavanagh in the executive session. Executive Session began at 9:17 p.m.

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

Vote:  
Yes: R. Morra, M. Eremita, A. Teller, R. DePietro, Pam Sawyer  
No: None  
Abstain: None

**Motion:** I move the executive session end and we go back to the regular BOS meeting as of 9:44 p.m.

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

Vote:  
Yes: R. Morra, M. Eremita, A. Teller, R. DePietro, Pam Sawyer  
No: None  
Abstain: None

Personnel subcommittee to meet to discuss the review process for the Interim Administrative Officer.

11. **Adjournment.**

**Motion:** I move we adjourn the Board of Selectmen meeting at 9:45 p.m.

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

Vote:  
Yes: R. Morra, M. Eremita, A. Teller, R. DePietro, Pam Sawyer  
No: None  
Abstain: None

*Respectfully Submitted,*

***Kathy McCavanagh***

*PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO*

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
PERSONNEL SUBCOMMITTEE MEETING  
TUESDAY, JULY 19, 2022  
11 A.M. – BOLTON TOWN HALL AND ZOOM  
MINUTES**

The Board of Selectmen held a Personnel Subcommittee meeting on Tuesday, July 19, 2022 with Deputy Selectmen Robert Morra presiding. Also in attendance were selectman Adam Teller and Acting Administrative Officer Jim Rupert.

**1. Call to Order.**

R. Morra called the meeting to order at 11:03 a.m.

**2. Discussion on Interim Administrative Officer Review.**

R. Morra would like to see us set a timeline for staff and/or public input.

A. Teller would like to see the BOS ask for input and comments in general on specific areas of the acting administrative officer's and his job. He wants to solidify the review process for now and those that come later. A. Teller would like to see J. Rupert still answer the evaluation questions himself and what his goals are for himself.

P. Sawyer told J. Rupert he should also create a list of highlights of things he's done over the past 15 years.

R. Morra stated that when J. Rupert started there was no real discussion of goals or expectations defined.

When J. Rupert took the interim position staff had lost faith in the leadership and was not in a positive place. A number of employees were looking to leave their jobs due to the previous administration and issues that had come up. J. Rupert worked to get the employees morale back up and get them working as a team.

**Moving forward:**

- Put out bulletin, FB, to public to respond in a confidential way
- Put together 2-3 questions for department heads to respond confidentially to
- Set a time frame to get all the responses back in
- Jim do self-evaluation
- Set up a time for the BOS to go over the information and BOS evaluation and set expectations and goals for him to meet in the next year.

Here are the questions/info that will be sent out to the staff and public.

## **DRAFT -Administrative Officer Review**

### **Preface and questions for department heads/staff:**

The Board of Selectmen is in the process of conducting a performance evaluation for the Acting Administrative Officer, Jim Rupert. Your responses to the following questions are voluntary, but we would appreciate your genuine, constructive feedback as we evaluate his performance. Your response will not be directly shared with the Acting Administrative Officer, but it will be considered by the Board to inform its own evaluation and to set goals and expectations for the future. Please send your responses and comments to [psawyer@boltonct.org](mailto:psawyer@boltonct.org) no later than

1. Would you like to comment on overall staff morale and/or your working relationship with the current Acting Administrative Officer?
2. Do you have any suggestions on how to improve or change the way the current administrative office is run?
3. In general, how would you assess the performance of the Acting Administrative Officer?

### **Info to be posted on web/bulletin/social media for public:**

The Board of Selectmen is in the process of conducting a performance evaluation for the Acting Administrative Officer, Jim Rupert. We would appreciate your genuine, constructive feedback as we evaluate his performance. Your response will not be directly shared with the Acting Administrative Officer, but it will be considered by the Board to inform its own evaluation and to set goals and expectations for the future. Please send your evaluation and comments to [psawyer@boltonct.org](mailto:psawyer@boltonct.org) no later than

**3. Adjournment.**

R. Morra adjourned the meeting at 11:33

*Respectfully Submitted,*

*Kathy McCavanagh*

**PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE  
MINUTES AND ANY CORRECTIONS HERETO**

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING – A/P  
WEDNESDAY, JULY 27, 2022 – 1:00 P.M.  
MINUTES**

The Board of Selectmen held a special meeting on Wednesday, July 27, 2022 with First Selectman Pam Sawyer presiding. Also, in attendance were: Robert DePietro, Robert Morra, Adam Teller; Administrative Officer Jim Rupert and Kathy McCavanagh.

Absent: Selectman Mike Eremita.

1. Call to Order

P. Sawyer called the meeting to order at 1:00 p.m.

2. Consider and Act on A/P Report

Discussion: G&G Cemetery Maintenance – the invoice is a lot for one month.

J. Rupert replied that that is the contracted amount with them.

Are engineering fees being passed on to the customer? J. Rupert replied yes, to some they are.

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

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

Vote:

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

No: None

Abstain: None

3. Budget Transfers

Building and Land Use Budget

\$500 from Payroll to Other Payroll -to cover pt help due to cover staff that have been out.

Motion: I move we approve the budget transfer as presented.

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

Vote:

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

No: None

Abstain: None

4. Adjournment

P. Sawyer adjourned the meeting at 1:12 p.m.

Respectfully Submitted,

Kathy McCavanagh

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

4A

RECEIVED

JUL 21 2022

TOWN OF BOLTON  
SELECTMEN'S OFFICE

7/18/2022

Ms. Elizabeth Thornton  
Library Director  
Bentley Memorial Library  
206 Bolton Center Road  
Bolton, CT 06043

Dear Liz,

Please accept this letter as a notice of my resignation from the position of Library Page at Bentley Memorial Library. My last day of employment will be August 1, 2022.

I am leaving the library to pursue a Computer Science degree at the University of Connecticut, after which I hope to become a successful software developer.

Words cannot describe how grateful I am for the experience I gained while working with you at the library. From learning the organizational system while shelving, to creating beautiful and interesting displays, to providing tech help when necessary, and even learning the basics of the front desk, I am proud to have served the Bolton Community through this work. I highly enjoyed participating in the library's reopening and reconnection with everyone after Covid lockdowns.

I have particularly enjoyed the versatile and supportive environment of the library. I have worked with Diane to create beautiful bulletin boards in the children's room, shelved an endless supply of magazines from Tina, orchestrated community events with Trish, alerted Sue of disappearing labels and broken spines, and overall gotten to know everyone on a personal level. I also appreciated the use of the library's services during my family's Ukraine Drive. It is safe to say that I have been there for the library, and the library has supported me in return.

I wish everyone at Bentley Memorial Library the best for the future. Please do not hesitate to reach out if I can be of assistance with training the next generation of BML pages. My personal email is danbok2016@outlook.com, and my phone number is unchanged at (860) 978-3708.

Sincerely,



Daniel Bokshan



FY2022 July 31, 2022	Adopted Budget		Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY21	FY20
Administration	\$ 721,079.00	\$ 706,061.90	\$ 567,263.38	\$ 138,798.52	\$ 28,407.83	\$ 110,390.69	84.37%	86.24%	97.00%	
Board of Finance	\$ 2,200.00	\$ 2,217.10	\$ 2,217.10	\$ -	\$ -	\$ -	100.00%	93.85%	73.32%	
Financial Administration	\$ 236,040.00	\$ 236,040.00	\$ 224,315.38	\$ 11,724.62	\$ 1,272.42	\$ 10,452.20	95.57%	96.43%	93.95%	
Auditing	\$ 26,500.00	\$ 26,500.00	\$ 26,000.00	\$ 500.00	\$ -	\$ 500.00	98.11%	98.11%	98.11%	
Assessor	\$ 83,246.00	\$ 83,246.00	\$ 71,511.25	\$ 11,734.75	\$ 5,332.07	\$ 6,402.68	92.31%	98.03%	96.76%	
Tax Collector	\$ 87,680.00	\$ 87,680.00	\$ 84,413.59	\$ 3,266.41	\$ 3,203.87	\$ 62.54	99.93%	93.58%	96.42%	
Fringe Benefits	\$ 895,821.00	\$ 895,821.00	\$ 770,739.07	\$ 125,081.93	\$ 64,000.00	\$ 61,081.93	93.18%	85.28%	95.33%	
Town Clerk	\$ 136,058.00	\$ 136,058.00	\$ 135,277.66	\$ 780.34	\$ -	\$ 780.34	99.43%	97.52%	98.56%	
Land Use	\$ 309,845.00	\$ 309,151.00	\$ 264,488.07	\$ 44,662.93	\$ -	\$ 44,662.93	85.55%	94.56%	99.41%	
Planning & Zoning	\$ 4,940.00	\$ 4,940.00	\$ 2,035.80	\$ 2,904.20	\$ 1,860.00	\$ 1,044.20	78.86%	31.41%	15.26%	
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 933.27	\$ 706.73	\$ -	\$ 706.73	56.91%	10.67%	36.20%	
Property Insurance	\$ 143,900.00	\$ 143,900.00	\$ 104,738.51	\$ 39,161.49	\$ -	\$ 39,161.49	72.79%	78.44%	79.16%	
Probate	\$ 5,960.00	\$ 5,960.00	\$ 5,673.00	\$ 287.00	\$ 287.00	\$ -	100.00%	100.00%	100.00%	
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 1,200.25	\$ 1,034.75	\$ -	\$ 1,034.75	53.70%	27.29%	40.15%	
Economic Development	\$ 2,000.00	\$ 2,000.00	\$ 430.00	\$ 1,570.00	\$ 1,570.00	\$ -	100.00%	29.50%	47.00%	
Elections	\$ 44,383.00	\$ 44,383.00	\$ 38,893.23	\$ 5,489.77	\$ -	\$ 5,489.77	87.63%	87.02%	35.13%	
Parks/Town Building Ops	\$ 813,493.00	\$ 813,493.00	\$ 720,806.89	\$ 92,686.11	\$ 11,997.00	\$ 80,689.11	90.08%	86.06%	85.73%	
Police	\$ 391,050.00	\$ 391,050.00	\$ 9,129.19	\$ 381,920.81	\$ 30,000.00	\$ 351,920.81	10.01%	85.56%	92.81%	
Fire Commission	\$ 223,538.00	\$ 223,538.00	\$ 208,952.54	\$ 14,585.46	\$ 7,518.93	\$ 7,066.53	96.84%	98.71%	98.77%	
Animal Control	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	100.00%	85.71%	
Fire Marshal	\$ 33,000.00	\$ 27,000.00	\$ 18,709.36	\$ 8,290.64	\$ 275.00	\$ 8,015.64	70.31%	39.64%	22.05%	
Emergency Management	\$ 19,693.00	\$ 20,387.00	\$ 15,885.63	\$ 4,501.37	\$ -	\$ 4,501.37	77.92%	82.89%		
Highways and Streets	\$ 1,039,838.00	\$ 1,039,838.00	\$ 945,767.91	\$ 94,070.09	\$ 40,108.59	\$ 53,961.50	94.81%	87.12%	87.84%	
Public Building Commission	\$ 1,100.00	\$ 1,100.00	\$ 236.25	\$ 863.75	\$ -	\$ 863.75	21.48%	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%	91.63%	
Seniors / Social Services	\$ 180,421.00	\$ 180,421.00	\$ 148,137.65	\$ 32,283.35	\$ 23,855.00	\$ 8,428.35	95.33%	80.22%	89.50%	
Library	\$ 292,454.00	\$ 292,454.00	\$ 283,373.51	\$ 9,080.49	\$ 1,280.00	\$ 7,800.49	97.33%	96.14%	93.07%	
Conservation	\$ 1,805.00	\$ 1,805.00	\$ 1,467.47	\$ 337.53	\$ -	\$ 337.53	81.30%	84.11%	90.91%	
Waste Collection	\$ 522,604.00	\$ 537,604.00	\$ 534,305.70	\$ 3,298.30	\$ -	\$ 3,298.30	99.39%	99.72%	91.07%	
<b>Totals</b>	<b>\$ 6,256,423.00</b>	<b>* \$ 6,250,423.00</b>	<b>\$ 5,215,067.20</b>	<b>\$ 1,035,355.80</b>	<b>\$ 223,667.71</b>	<b>\$ 811,688.09</b>	<b>87.03%</b>	<b>82.80%</b>	<b>93.75%</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.

FY2023 July 31, 2022	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY22	FY21	FY20
Administration	\$ 708,256.00	\$ 708,256.00	\$ 31,586.52	\$ 676,669.48	\$ 400.00	\$ 676,269.48	4.52%	5.12%	7.11%	16.32%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ -	\$ 2,200.00	\$ -	\$ 2,200.00	0.00%	3.02%	0.00%	0.00%
Financial Administration	\$ 237,546.00	\$ 237,546.00	\$ 12,918.11	\$ 224,627.89	\$ -	\$ 224,627.89	5.44%	5.78%	6.15%	5.97%
Auditing	\$ 29,000.00	\$ 29,000.00	\$ -	\$ 29,000.00	\$ -	\$ 29,000.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$ 131,112.00	\$ 131,112.00	\$ 4,202.40	\$ 126,909.60	\$ 1,013.00	\$ 125,896.60	3.98%	5.41%	6.72%	6.14%
Tax Collector	\$ 91,208.00	\$ 91,208.00	\$ 6,503.34	\$ 84,704.66	\$ -	\$ 84,704.66	7.13%	7.98%	7.80%	8.05%
Fringe Benefits	\$ 1,036,526.00	\$ 1,036,526.00	\$ 56,134.60	\$ 980,391.40	\$ -	\$ 980,391.40	5.42%	7.17%	10.42%	9.39%
Town Clerk	\$ 137,760.00	\$ 137,760.00	\$ 8,275.74	\$ 129,484.26	\$ 7,150.00	\$ 122,334.26	11.20%	6.33%	12.30%	12.71%
Land Use	\$ 342,653.00	\$ 342,653.00	\$ 7,648.23	\$ 335,004.77	\$ 37,420.00	\$ 297,584.77	13.15%	4.04%	9.80%	10.16%
Planning & Zoning	\$ 4,250.00	\$ 4,250.00	\$ 87.00	\$ 4,163.00	\$ -	\$ 4,163.00	2.05%	0.00%	1.29%	1.14%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ -	\$ 1,640.00	\$ -	\$ 1,640.00	0.00%	0.00%	9.03%	0.00%
Property Insurance	\$ 145,400.00	\$ 145,400.00	\$ 8,078.00	\$ 137,322.00	\$ -	\$ 137,322.00	5.56%	20.29%	18.85%	20.73%
Probate	\$ 6,258.00	\$ 6,258.00	\$ -	\$ 6,258.00	\$ -	\$ 6,258.00	0.00%	0.00%	0.00%	100.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ -	\$ 2,235.00	\$ -	\$ 2,235.00	0.00%	0.00%	0.00%	0.00%
Elections	\$ 65,613.00	\$ 65,613.00	\$ 3,130.83	\$ 62,482.17	\$ 2,352.41	\$ 60,129.76	8.36%	7.56%	3.18%	0.54%
Police	\$ 331,050.00	\$ 331,050.00	\$ -	\$ 331,050.00	\$ -	\$ 331,050.00	0.00%	0.00%	0.00%	0.00%
Fire Commission	\$ 241,385.00	\$ 241,385.00	\$ 2,208.14	\$ 239,176.86	\$ 21,464.13	\$ 217,712.73	9.81%	1.21%	24.04%	48.84%
Animal Control	\$ 3,100.00	\$ 3,100.00	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00	0.00%	0.00%	0.00%	85.71%
Fire Marshal	\$ 32,000.00	\$ 32,000.00	\$ 131.35	\$ 31,868.65	\$ -	\$ 31,868.65	0.41%	0.00%	6.83%	0.00%
Emergency Management	\$ 14,693.00	\$ 14,693.00	\$ 1,216.92	\$ 13,476.08	\$ -	\$ 13,476.08	8.28%	5.81%	0.00%	0.00%
Highways and Streets	\$ 1,002,817.00	\$ 1,002,817.00	\$ 18,635.80	\$ 984,181.20	\$ 18,428.91	\$ 965,752.29	3.70%	10.97%	23.79%	28.90%
Public Building Commission	\$ 4,100.00	\$ 4,100.00	\$ 67.00	\$ 4,033.00	\$ -	\$ 4,033.00	1.63%	0.00%	0.00%	0.00%
Parks/Town Building Ops	\$ 803,646.00	\$ 803,646.00	\$ 29,580.80	\$ 774,065.20	\$ 9,827.00	\$ 764,238.20	4.90%	4.18%	5.58%	6.26%
Public Health Admin	\$ 28,878.00	\$ 28,878.00	\$ -	\$ 28,878.00	\$ -	\$ 28,878.00	0.00%	0.00%	1.20%	0.00%
Seniors / Social Services	\$ 159,498.00	\$ 159,498.00	\$ 7,916.37	\$ 151,581.63	\$ 1,700.00	\$ 149,881.63	6.03%	4.43%	10.25%	11.89%
Library	\$ 295,408.00	\$ 295,408.00	\$ 12,062.12	\$ 283,345.88	\$ 30,696.45	\$ 252,649.43	14.47%	12.30%	22.46%	20.43%
Conservation	\$ 2,105.00	\$ 2,105.00	\$ 126.95	\$ 1,978.05	\$ -	\$ 1,978.05	6.03%	4.82%	5.40%	10.46%
Waste Collection	\$ 572,454.00	\$ 572,454.00	\$ 34,006.90	\$ 538,447.10	\$ -	\$ 538,447.10	5.94%	5.58%	5.59%	47.00%
<b>Totals</b>	<b>\$ 6,432,791.00</b>	<b>\$ 6,432,791.00</b>	<b>\$ 244,517.12</b>	<b>\$ 6,188,273.88</b>	<b>\$ 130,451.90</b>	<b>\$ 6,057,821.98</b>	<b>5.83%</b>	<b>4.92%</b>	<b>6.90%</b>	<b>14.58%</b>

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name Description

Voucher Batch Number: 1481

06/30/2022

Amount

ADVANCED COPY TECHNOLOGIES

Vendor # B8459

Check Group:

Vendor Remit Name Description	QTY	PO No.	Invoice Invoice Date	Account	Amount
CONTRACT OVERAGE FOR PERIOD 1/1-3/31/22	1	0	INV148974 7/20/2022	1005.045.4501.000000.53520.00000	\$162.04
CONTRACT OVERAGE FOR PERIOD 4/1-6/30/22	1	0	INV149119 7/26/2022	1005.045.4501.000000.53520.00000	\$215.30

Check #: 12255

PO/Invoice Total: \$377.34

Vendor Total: \$377.34

AMANDA WAGNER

Check Group:

Vendor Remit Name Description	QTY	PO No.	Invoice Invoice Date	Account	Amount
REFUNUD - HP SUMMER CAMP WK 4 DEPOSIT PD 4/22/22	1	0	HP CAMP WK4 DEPOSIT 7/8/2022	2970.045.4503.300101.44709.00000	\$45.00

Check #: 12256

PO/Invoice Total: \$45.00

Vendor Total: \$45.00

BERNICE DIXON

Check Group:

Vendor Remit Name Description	QTY	PO No.	Invoice Invoice Date	Account	Amount
REIMBURSEMENT FOR B DIXON'S APRIL & MAY MEETINGS	1	0	CTFCA APR/MAY 2022 5/24/2022	1005.042.4203.000000.58100.00000	\$120.00
REIMBURSEMENT FOR B DIXON'S MEETING REGISTRATION	1	0	CTFCA FEB 2022 2/22/2022	1005.042.4203.000000.58100.00000	\$15.00
REIMBURSEMENT FOR B DIXON'S MONTHLY DINNER MEETING	1	0	CTFCA MARCH 2022 3/22/2022	1005.042.4203.000000.58100.00000	\$30.00
REIMBURSEMENT FOR REGISTRATION & PLATE ON FD VEHICLE	1	0	DMV 2/16/22 2/16/2022	1005.042.4203.000000.58100.00000	\$94.00
REIMBURSEMENT FOR FD VEHICLE EMISSIONS TESTING	1	0	ECONOMY OIL 4/4/22 4/4/2022	1005.042.4203.000000.58100.00000	\$20.00

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**Town of Bolton**

**Voucher Detail Listing**

Voucher Batch Number: 1481

06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name

Description

Vendor #

QTY

PO No.

Invoice Invoice Date

Account

Amount

REIMBURSEMENT FOR FD FOOD 1 0 1005.042.4203.000000.56300.00000 \$100.00

REIMBURSEMENT FOR FD FLOWERS 1 0 1005.042.4203.000000.56300.00000 \$119.94

Check #: 12257

PO/InvoiceTotal: \$498.94

Vendor Total: \$498.94

BIG Y FOOD, INC.

T40356

Check Group:

SUMMER CAMP SUPPLIES

1 0

045-00030310264 2970.045.4503.300101.56120.00000  
5-IN 6/30/2022

Check #: 12258

PO/InvoiceTotal: \$41.15

Vendor Total: \$41.15

FASTSIGNS.

Check Group:

CEMETERY SIGNS AS PER QUOTE

1 221513

396-11357 5202.043.4327.000000.56010.00000  
5/10/2022

Check #: 12259

PO/InvoiceTotal: \$4,191.30

Vendor Total: \$4,191.30

HOOKER & HOLCOMBE, INC

Check Group:

OPEB VALUATION

1 0

H0H009775. 1005.041.4117.000000.53300.00000  
7/21/2022

Check #: 12260

PO/InvoiceTotal: \$750.00

Vendor Total: \$750.00

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1481

06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

JARRIN ARAUJO

Check Group:

6/26/22 SHOP RITE REIMBURSEMENT - CAMP  
SUPPLIES

1 0

6/26/22 SHOP  
RITE  
7/29/2022

2970.045.4503.300101.56120.00000

\$7.97

Check #: 12261

PO/InvoiceTotal: \$7.97

Vendor Total: \$7.97

NATHAN L. JACOBSON & ASSOC, INC.

12272

Check Group:

0968-0047 BOLTON MOBIL 129 BOSTON TPKE -  
INSPECTION

1 0

95024  
6/15/2022

2988.041.4151.415135.25000.00000

\$1,483.35

Check #: 12262

PO/InvoiceTotal: \$1,483.35

Vendor Total: \$1,483.35

NEW ENGLAND FIRE EQUIPMENT &

Check Group:

ANNUAL SERVICE - PUMP & DOT INSPECTION ON  
TANKER 234

1 221427

30363  
6/14/2022

1005.042.4203.0000000.54302.00000

\$2,931.22

Check #: 12263

PO/InvoiceTotal: \$2,931.22

Check Group:

CHARGE PER 50 FT OF 1 3/4" COLOR KRAKEN EXO  
FIRE HOSE

10 221592

30460  
6/29/2022

1005.042.4203.0000000.57300.00000

\$2,872.00

Check #: 12263

PO/InvoiceTotal: \$2,872.00

Vendor Total: \$5,803.22

SAFETY MARKINGS INC

B5071

Check Group:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1481      06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
1	1	221640	9133624 6/30/2022	1005.043.4303.000000.57500.00000	\$7,808.59

Check #: 12264

PO/Invoice Total: \$7,808.59  
Vendor Total: \$7,808.59

TOWN OF VERNON.

Check Group:

FY 21/22 ANIMAL CONTROL OFFICER SERVICES	1	0	FY 21/22 ANIMAL CONTROL CON 5/18/2022	1005.042.4215.000000.55010.00000	\$3,000.00
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Check #: 12265

PO/Invoice Total: \$3,000.00  
Vendor Total: \$3,000.00

TRUGREEN PROCESSING CENTER

Check Group:

VEGETATION CONTROL AT BHF - SPRING CONTROL	1	220782	161240999 6/28/2022	1005.041.4199.000000.54300.00000	\$3,675.00
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Check #: 12266

PO/Invoice Total: \$3,675.00  
Vendor Total: \$3,675.00  
Grand Total: \$27,681.86

End of Report

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name Description

AMANDA WAGNER

Voucher Batch Number: 1038

08/03/2022

Vendor # QTY PO No. Invoice Date Account Amount

Check Group: REFUND - HP SUMMER CAMP WK 4 BALANCE PD 1 0 HP CAMP WK 4 2970.045.4503.300101.44709.00000 \$195.00  
 7/4/22 REFUND 7/8/2022

Check #: 12267  
 PO/InvoiceTotal: \$195.00  
 Vendor Total: \$195.00

ANTHEM BLUE CROSS

Check Group:

RETIREE MEDICAL - AUG 2022

1 0 1368349G 1005.000.0000.000000.20770.00000 \$458.57  
 7/18/2022

Check #: 12268  
 PO/InvoiceTotal: \$458.57  
 Vendor Total: \$458.57

ANTHEM LIFE

Check Group:

TOWN LIFE INSURANCE - AUG 2022

1 0 8150651 1005.041.4141.000000.52100.00000 \$153.56  
 7/18/2022

Check #: 12269  
 PO/InvoiceTotal: \$153.56  
 Vendor Total: \$153.56

BIBLIOMATION INC.

Check Group:

FY 22/23 WOWBRARY

1 230170 23-245 1005.045.4501.000000.53520.00000 \$486.86  
 7/3/2022

Check #: 12270  
 PO/InvoiceTotal: \$486.86

Check Group:

**Town of Bolton**

**Voucher Detail Listing**

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
				1005.045.4501.000000.53520.00000	\$18,944.00
FY 22/23 OPERATING ASSESSMENT					
	1	230171	23-04 7/1/2022	Check #: 12270	
Check Group:					
	1	230173	23-152 7/2/2022	1005.045.4501.000000.56400.00000	\$325.00
1-YR SUBSCRIPTION 2022-2023 OVERDRIVE MAGAZINES					
				PO/InvoiceTotal:	\$18,944.00
Check #: 12270					
Vendor Total:					
				PO/InvoiceTotal:	\$325.00
Check #: 12270					
				Vendor Total:	\$19,755.86
CACIWC					
Check Group:					
	1	0	FY 22/23 INLAND/WET 7/25/2022	1005.041.4163.000000.58100.00000	\$75.00
ANNUAL MEMBERSHIP RENEWAL FT 22/23 (SPLIT W/CONSERVATION COMM)					
				Check #: 12271	
PO/InvoiceTotal:					
				Vendor Total:	\$75.00
CALVERT SAFE & LOCK LTD					
Check Group:					
	1	230111	1000157754 7/5/2022	2960.049.4950.000000.25745.00000	\$7,027.00
CHANGE LOCK SYSTEMS ON THE NECESSARY DOORS AT BOTH SCHOOLS					
	1	230111	1000158194 7/28/2022	2960.049.4950.000000.25745.00000	\$31,662.00
CHANGE LOCK SYSTEMS ON THE NECESSARY DOORS AT BOTH SCHOOLS					
				Check #: 12272	
PO/InvoiceTotal:					
				Vendor Total:	\$38,689.00
CCMA COMMITTEE					
Check Group:					



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
COURSE 1A 9/13-10/18/22 - A. JOHNSON	1	230113	A JOHNSON COURSE 1A 7/20/2022	1005.041.4131.000000.53200.00000	\$325.00
Check #: 12273					
PO/InvoiceTotal:					\$325.00
Vendor Total:					\$325.00
CIRMA					
Check Group:					
WORKERS COMP 1ST INSTALLMENT FY 22/23	1	0	26685 7/5/2022	1005.041.4141.000000.52700.00000	\$11,585.00
CRIME BOND 7/1/22-7/1/25	1	0	27417 7/18/2022	1005.041.4141.000000.52700.00000	\$2,348.00
Check #: 12274					
PO/InvoiceTotal:					\$13,933.00
Vendor Total:					\$13,933.00
CONNECTICUT SCIENCE CENTER					
Check Group:					
SUMMER CAMP FIELD TRIP ON 7/28/22	1	230119	RC-419963 6/28/2022	2970.045.4503.300101.53400.00000	\$660.00
Check #: 12275					
PO/InvoiceTotal:					\$660.00
Vendor Total:					\$660.00
CORRINE O'BRIEN					
Check Group:					
BASKETBALL CAMP INSTRUCTOR FEE PER PARTICIPANT	19	230120	2022 BASKETBALL CAMP 4/4/2022	2970.045.4503.300102.53400.00000	\$1,425.00
Check #: 12276					
PO/InvoiceTotal:					\$1,425.00
Vendor Total:					\$1,425.00

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #      QTY      PO No.      Invoice  
Invoice Date      Account      Amount

COTT SYSTEMS INC.      T1079

Check Group:

MICROFILM CREATION

1    0    148344    1005.041.4147.000000.53520.00000    \$18.84

E-VERIFY 6/27-7/22/22

1    0    148437    1005.041.4147.000000.53520.00000    \$33.47

Check #: 12277

PO/Invoice Total: \$52.31

Check Group:

MONTHLY HOSTED SOLUTION - AUG 2022

1    230162    148038    1005.041.4147.000000.53520.00000    \$650.00

8/1/2022

Check #: 12277

PO/Invoice Total: \$650.00

Vendor Total: \$702.31

COYOTE RIVER BAND, LLC

Check Group:

WHISKEY, WINE & COKE SUMMER CONCERT

1    230126

7/27/22

2970.045.4503.300109.53400.00000

\$600.00

CONCERT  
3/1/2022

Check #: 12278

PO/Invoice Total: \$600.00

Vendor Total: \$600.00

CRCOG.

Check Group:

LOCAL ASSESS. MEMBERSHIP FEE FY 22/23

1    0

6145

1005.041.4107.000000.58100.00000

\$6,391.00

7/1/2022

Check #: 12279

PO/Invoice Total: \$6,391.00

Vendor Total: \$6,391.00

CT INFLATABLES LLC

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Check Group:</b>					
WATER SLIDE ON 7/5/22	1	230014	ORDER #9317511 3/21/2022	2970.045.4503.300101.53400.00000	\$530.71
			Check #: 12280	PO/InvoiceTotal:	\$530.71
<b>Check Group:</b>					
SUMMER CAMP EVENT: OBSTACLE COURSE & SNO CONE MACHINE	1	230122	ORDER #9333323 3/23/2022	2970.045.4503.300101.53400.00000	\$632.96
			Check #: 12280	PO/InvoiceTotal:	\$632.96
				Vendor Total:	\$1,163.67
<b>CT STATE FIREFIGHTER'S ASSOC. INC.      T3774</b>					
<b>Check Group:</b>					
ANNUAL DUES THROUGH JULY 2023 - BVFD, B DIXON & M EREMITA	1	0	#0027 DUES THRU 7/23 7/24/2022	1005.042.4203.000000.58100.00000	\$150.00
			Check #: 12281	PO/InvoiceTotal:	\$150.00
				Vendor Total:	\$150.00
<b>DMV</b>					
<b>Check Group:</b>					
FLASHING LIGHT PERMIT RENEWAL THROUGH 8/28/23 - B DIXON	1	0	204584 EXP 8/28/23 6/24/2022	1005.042.4203.000000.58100.00000	\$20.00
FLASHING LIGHT PERMIT RENEWAL THROUGH 8/24/23 - M EREMITA	1	0	208604 EXP 8/24/23 6/20/2022	1005.042.4203.000000.58100.00000	\$20.00
			Check #: 12282	PO/InvoiceTotal:	\$40.00
				Vendor Total:	\$40.00

**Town of Bolton**

**Voucher Detail Listing**

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name Description

Amount

Account

Invoice Date

QTY

PO No.

Vendor #

EVERSOURCE.

Check Group:

Electricity - #5034 HIGH RIDGE FARM

1005.043.4399.000000.56220.00000

\$12.57

#5034  
6/15-7/15/22  
7/15/2022

1

0

Check #: 12283

PO/InvoiceTotal: \$12.57

FIRST STUDENT, INC

B3386

Check Group:

BUS CHARTER FOR INP TRIP ON 7/7/22

2970.045.4503.300101.53400.00000

\$217.00

80518746  
7/12/2022

1

230011

Check #: 12284

PO/InvoiceTotal: \$217.00

Check Group:

BUS CHARTER FOR NEWINGTON CARNIVAL TRIP ON 7/14/22

2970.045.4503.300101.53400.00000

\$378.00

80518753  
7/26/2022

1

230012

Check #: 12284

PO/InvoiceTotal: \$378.00

FOOD EXPLORERS LLC

Check Group:

FOOD EXPLORERS WORKSHOP ON 7/19/22

2970.045.4503.300101.53400.00000

\$350.00

7/19/22 CAMP  
EVENT  
3/25/2022

1

230015

Check #: 12285

PO/InvoiceTotal: \$350.00

HARTFORD COUNTY FIRE EMERGENCY PLAN

Check Group:

\$350.00

Vendor Total:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	237348719 DUES 22/23 5/24/2022	1005.042.4203.000000.58100.00000	\$50.00
				Check #: 12286	
				PO/InvoiceTotal:	\$50.00
				Vendor Total:	\$50.00
<b>HARTFORD COURANT</b>					
Check Group:					
	1	230168	RENEW THRU 8/5/23 7/28/2022	1005.045.4501.000000.56400.00000	\$571.48
				Check #: 12287	
				PO/InvoiceTotal:	\$571.48
				Vendor Total:	\$571.48
<b>ICMA MEMBERSHIP RENEWALS</b>					
Check Group:					
	1	0	1078503 THRU 6/30/23 7/28/2022	1005.041.4107.000000.58100.00000	\$949.20
				Check #: 12288	
				PO/InvoiceTotal:	\$949.20
				Vendor Total:	\$949.20
<b>JARRIN ARAUJO</b>					
Check Group:					
	1	0	7/1/22 DOLLAR GEN 7/29/2022	2970.045.4503.300101.56120.00000	\$59.74
	1	0	7/12/22 SUBWAY CAMPER W/NO LUNCH 7/29/2022	2970.045.4503.300101.56120.00000	\$4.99
				Check #: 12289	
				PO/InvoiceTotal:	\$64.73

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #      QTY      PO No.      Invoice Date      Account      Amount

JOURNAL INQUIRER						Vendor Total:	\$64.73
Check Group:							
1-YR NEWSPAPER SUBSCRIPTION RENEWAL THROUGH 6/29/23	1	230169	145035 THRU 6/29/23 7/28/2022	1005.045.4501.000000.56400.000000			\$278.46
LHS ASSOCIATES INC.						Check #: 12290	
Check Group:						PO/InvoiceTotal:	\$278.46
ANNUAL TABULATOR MAINTENANCE CONTRACT 7/1/22-6/30/23	1	230142	73025 7/1/2022	1005.041.4197.000000.53520.000000			\$750.00
MAD SCIENCE OF WESTERN NEW ENGLAND						Check #: 12291	
Check Group:						PO/InvoiceTotal:	\$750.00
SCIENCE WORKSHOP 7/26/22	1	230123	7/26/22 B2BSLIME 3/22/2022	2970.045.4503.300101.53400.000000			\$490.00
MCNEIL & COMPANY, INC						Check #: 12292	
Check Group:						PO/InvoiceTotal:	\$490.00
COMMERCIAL POLICY 7/1/22-7/1/23: 1ST INSTALLMENT	1	0	40464130 7/14/2022	1005.041.4157.000000.55200.000000			\$5,152.50
INLAND MARINE POLICY 7/1/22-7/1/23: 1ST INSTALLMENT	1	0	40470130 7/14/2022	1005.041.4157.000000.55200.000000			\$2,973.50

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
UMBRELLA POLICY 7/1/22-7/1/23: 1ST INSTALLMENT	1	0	40475130 7/14/2022	1005.041.4157.000000.55200.00000	\$1,036.00
ACCIDENT & HEALTH POLICY 7/1/22-7/1/23: 1ST INSTALLMENT	1	0	43113130 7/21/2022	1005.041.4157.000000.55200.00000	\$653.00
Check #: 12293					
MONROE TRACTOR & IMPLEMENT CO, INC. Check Group:					PO/InvoiceTotal: \$9,815.00
VALVE BLOCKS FOR 380 CASE					Vendor Total: \$9,815.00
NEW YORK TIMES					
Check Group: T24535					
FY 22/23 NEWSPAPER SUBSCRIPTION	1	230105	P07100 7/5/2022	1005.043.4303.000000.56100.00000	\$303.91
Check #: 12294					
NEW YORK TIMES					PO/InvoiceTotal: \$303.91
FY 22/23 NEWSPAPER SUBSCRIPTION					Vendor Total: \$303.91
NEWINGTON PARKS AND RECREATION					
Check Group:					
CARNIVAL DAY TRIP ON 7/14/22	1	230049	7/14/22 CARNIVAL DAY 6/27/2022	1005.045.4503.300101.53400.00000	\$672.00
Check #: 12296					
NEWINGTON PARKS AND RECREATION					PO/InvoiceTotal: \$663.00
CARNIVAL DAY TRIP ON 7/14/22					Vendor Total: \$663.00

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

PATRICE L CARSON

Check Group:

CONSULTING SERVICES 7/11-7/17/22

\$2,065.00

CONSULTING SERVICES 7/18-7/24/22

\$1,890.00

Check #: 12297

PO/InvoiceTotal: \$3,955.00

Vendor Total: \$3,955.00

QUALITY DATA SERVICE INC.

T1137

Check Group:

ANNUAL SERVER HOSTING FY 22/23

\$17,077.50

Check #: 12298

PO/InvoiceTotal: \$17,077.50

Vendor Total: \$17,077.50

SECURITY TECHNOLOGIES

T19220

Check Group:

ALARM REPAIR AT RST

\$198.00

Check #: 12299

PO/InvoiceTotal: \$198.00

Check Group:

ALARM MONITORING FOR ALL TOWN BUILDINGS

1 230107

\$5,520.00

Check #: 12299

PO/InvoiceTotal: \$5,520.00

Vendor Total: \$5,718.00

TILCON CONNECTICUT INC.

T1039

Check Group:



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ASPHALT FOR REPAIRS OF RECENT WORK	1	230008	1784096 7/21/2022	1005.043.4303.000000.57500.00000	\$558.21
Check #: 12300					
PO/InvoiceTotal:					\$558.21
Vendor Total:					\$558.21
TOWN OF MANSFIELD					
Check Group:					
QUARTERLY HEALTH DISTRICT ASSESSMENT	1	0	2022-18-0000093 7/1-9/30/22	1005.044.4401.000000.55010.00000	\$7,119.45
Check #: 12301					
PO/InvoiceTotal:					\$7,119.45
Vendor Total:					\$7,119.45
TOWN OF VERNON.					
Check Group:					
FY 22/23 ANIMAL CONTROL OFFICER SERVICES	1	0	FY 22/23 ANIMAL CTRL 7/1/2022	1005.042.4215.000000.55010.00000	\$3,000.00
Check #: 12302					
PO/InvoiceTotal:					\$3,000.00
Vendor Total:					\$3,000.00
TYLER TECHNOLOGIES INC					
Check Group:					
FY 21/22 CREDIT FOR IVEE ANNUAL FEES	1	0	025-350323 9/20/2021	1005.000.0000.000000.12200.00000	(\$530.25)
Check #: 12303					
PO/InvoiceTotal:					\$590.10
Vendor Total:					\$590.10
TYLER U ANNUAL SUBSCRIPTION FY 22/23	1	0	025-378186 6/1/2022	1005.041.4107.000000.53520.00000	\$1,120.35
Check #: 12303					
PO/InvoiceTotal:					\$590.10
Vendor Total:					\$590.10
USA TODAY					
Check Group:					
PO/InvoiceTotal:					\$590.10
Vendor Total:					\$590.10

**Town of Bolton**

**Voucher Detail Listing**

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
1	230176	RENEW 8/1/22-7/31/23 7/28/2022	1005.045.4501.000000.56400.00000		\$398.41
				Check #: 12304	PO/InvoiceTotal: \$398.41
				Vendor Total:	\$398.41
VERIZON WIRELESS					
Check Group:					
1	0	FD CELL PHONE 7/7-8/6/22	9910467951 7/7/2022	1005.042.4203.000000.55300.00000	\$110.62
1	0	TOWN TELEPHONE #7775 B&G	9911477893 7/19/2022	1005.043.4399.000000.55300.00000	\$26.90
1	0	TOWN TELEPHONE #3386 J RUPERT	9911477893 7/19/2022	1005.043.4399.000000.55300.00000	\$50.55
1	0	TOWN TELEPHONE #1082 REC DEPT	9911477893 7/19/2022	1005.043.4399.000000.55300.00000	\$40.01
1	0	SENIORS TELEPHONE #1130	9911477893 7/19/2022	1005.044.4427.000000.55300.00000	\$18.72
1	0	SENIORS TELEPHONE #5383	9911477893 7/19/2022	1005.044.4427.000000.55300.00000	\$18.45
				Check #: 12305	PO/InvoiceTotal: \$265.25
				Vendor Total:	\$265.25
VILLAGE SPRING DISTRIBUTOR LLC					
Check Group:					
1	0	157709 - LIBRARY 7/7/2022	1005.045.4501.000000.56120.00000		\$22.85
				Check #: 12306	PO/InvoiceTotal: \$22.85

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1038      08/03/2022

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
T24631					Vendor Total: \$22.85
W.H. PREUSS & SONS, INC.					
Check Group:					
PTO SWITCH FOR SCAG MOWERS	1	0	142524 7/25/2022	1005.043.4399.000000.56100.00000	\$33.48
Check #: 12307					
PO/InvoiceTotal: \$33.48					
Vendor Total: \$33.48					
WINDHAM CONCERT BAND INC					
Check Group:					
7/20/22 SUMMER CONCERT	1	230063	7/20/22 CONCERT 4/18/2022	2970.045.4503.300109.53400.00000	\$600.00
Check #: 12308					
PO/InvoiceTotal: \$600.00					
Vendor Total: \$600.00					
WINDHAM MATERIALS, LLC					
Check Group:					
WASTE ASPHALT	1	0	195538 7/9/2022	1005.043.4303.000000.57500.00000	\$124.61
Check #: 12309					
PO/InvoiceTotal: \$124.61					
Vendor Total: \$124.61					
WT. COX SUBSCRIPTION					
Check Group:					
FY 22/23 PERIODICAL SUBSCRIPTION SERVICE (54 MAGAZINES RENEWAL)	1	230175	2054347 JUL22-JUN 23 7/11/2022	1005.045.4501.000000.56400.00000	\$2,462.17
Check #: 12310					
PO/InvoiceTotal: \$2,462.17					
Vendor Total: \$2,462.17					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1038

08/03/2022

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

Grand Total: \$142,207.35

End of Report

**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.

**DRAFT -Administrative Officer Review****Preface and questions for department heads/staff:**

The Board of Selectmen is in the process of conducting a performance evaluation for the Acting Administrative Officer, Jim Rupert. Your responses to the following questions are voluntary, but we would appreciate your genuine, constructive feedback as we evaluate his performance. Your response will not be directly shared with the Acting Administrative Officer, but it will be considered by the Board to inform its own evaluation and to set goals and expectations for the future. Please send your responses and comments to [psawyer@boltonct.org](mailto:psawyer@boltonct.org) no later than \_\_\_\_\_.

1. Would you like to comment on overall staff morale and/or your working relationship with the current Acting Administrative Officer?
2. Do you have any suggestions on how to improve or change the way the current administrative office is run?
3. In general, how would you assess the performance of the Acting Administrative Officer?

**Info to be posted on web/bulletin/social media for public:**

The Board of Selectmen is in the process of conducting a performance evaluation for the Acting Administrative Officer, Jim Rupert. We would appreciate your genuine, constructive feedback as we evaluate his performance. Your response will not be directly shared with the Acting Administrative Officer, but it will be considered by the Board to inform its own evaluation and to set goals and expectations for the future. Please send your evaluation and comments to [psawyer@boltonct.org](mailto:psawyer@boltonct.org) no later than \_\_\_\_\_.

Location	Name / Description	Contact info	Ownership Entity	Passive activities	Events offered	Year Round/ Seasonal	Capacity	Facilities	Insights
738 Buckley Hwy (190) Union CT 06076; 3/4 mile west of I-84 off exit 73	Bush Meadow Farm - 37 acre working farm; Laurel House 1300 SF apt sleeps 8 HA; Gathering area for 60; Mees/ Greet area with gazebo; 2500 SF North Barn with HVAC; fields, forest, Pond, walking trails	Bushmeadowfarmllc@gmail.com; 860-951-2277 Facebook, VenueList	family owned by Barry and Nancy Kaplan since 2003	Orchards, farm fields and animals, walking trails, need to clarify info on restaurant and store but maybe closed??	Weddings, parties, corporate events, wedding weekends with accommodations, farm stays; family reunions, honeymoon	year round	2 - 240 - several different venues to accommodate different sized groups and events	furnished apartment for weekend events and stays; several gathering spaces; outdoor BBQ and grilling, fire pit, walking trails, marriage tree	
44 West Mountain Road, West Simsbury CT 06892	Famlig Family Farm - home of the big backwards EGGs sign. Our mission is to be the premier demonstration and education center in New England, focusing on local food production, energy conservation and efficient energy production, and personal wellness and nutrition.	860-658-5070 info@famligearthproducts.com	Family owned - Julie and Nevin Christensen	None - Farm store has eggs, clothing and produce in season. Selling much, compost, wood chips, firewood products but all activities are pay as you go	Petting Zoo, animal reiki, farmstays, weddings, earth day events, summer camp, school tours, pony and hayrides, seasonal events.	March through December	Pavillion seats 50; tents for up to 200 guests. Wedding party must bring all rental equipment	Farm barn and facilities for summer camp and childrens programs. Pavillion for weddings, space for tents and other outdoor activities. Farm animals including draft horses and petting zoo.	
	The Webb House Barn - historic 1840's barn structure behind the Webb-Deane-Stevens House and Colonial Revival Gardens. Improved with lighting, mechanicals HA restrooms, catering kitchen (heating, chilling only)	Katie Sullivan 860-529-612 ksullivan@webb-deane-stevens.org	National Society of Colonial Dames of America - CT (NSCDA-CT) - unincorporated assoc of 44 societies/ 15k members	grounds available for Allow horse and carriage rides and grilling in designated areas.	corporate events, reunions, concerts, seminars, serves museum for education classes and meetings	April - November only	135 for sit down meal which can be extended with tents on patio and grounds area; rental fees on website	parking, HA restrooms, table/ chair rental, staff for day of event. Must comply with town noise ordinances.	
101 Marchant Road West Redding, CT 06896 off Route 53 near town center	New Pond Farm Education Center - 102 Acres with Environmental Learning Center, Dairy barns, Native American Encampment, Astronomy Shed, Gardens and farm animals, Summer Camp with bunk houses, "on every acre, in all we do, we plant seeds for a lifetime of active engagement with the natural world"	Info@newpondfarm.org 203-938-2117 info: Marylee@newpondfarm.org great website with videos (eagle projects)	501C3 - originally owned by Carmen Mathews actress, now has Bd of Directors and partnerships with Redding Land Trust, JBHS and businesses	walking trails, farm animal barns, museums for farming, solar energy, honey production and native american studies, steding hill	outdoor classrooms, astronomy programs, native american programs; farm programs, overnight summer camp, school field trips	year round	up to 5000 children visit per year for planned activities	woodlands, wetlands, scrub and shrub areas, pollinator meadow, rolling pastures, meeting rooms, lectures, barn dances, roof solar panels and ground array, astronomy shed with telescopes, maple syrup barn, working dairy and composting areas flower, perennial and vegetable gardens	
68 Kasson Road, Bethlehem, CT 06751	Wyndrest Estate - 20 acre horse farm in the Litchfield Hills. New rustic Barn is at top of hill overlooking equine facilities, scenic views. Event planning services and full bar services (incl. liquor license) available	info@wyndrestestate.com 203-528-7724 website includes rental information		None	Weddings, music concerts, line dancing, events and celebrations	May to October is 'in season' Off season = November	up to 250 guests, HA	newly built barn, large gazebo, tent space. Barn is furnished with tables and chairs, linens, lighting and sound equipment. Overnight accommodations with indoor pool for bridal party. Event planning services included; site parking and wifi internet	
89 Tyrone Road, Pomfret, CT 06259	Tyrone Farm - 170 acre private country estate, most of which is part of a conservation easement and is permanently open space consisting of fields and woodlands. Historic Chestnut Barn, outdoor terrace which can be tented, English formal garden, granite pergola. Solar powered venue, onsite coordinator for every event; one wedding per weekend. Events must end by 10 PM	info@tyronefarm.com 860-928-3647	4th generation Family operated	None	Weddings and equestrian events (no rehearsal dinners or other celebrations listed)	Seasonal - May - October	135 guests	Historic barn; guest cottage (3 BR/ 2.5 bath) for bridal party/ overnight accommodations. Includes reception/ cocktail tables, reception/ ceremony chairs, patio furniture, lighting, bathrooms, heating/ac, lawn games, a fire pit, parking, a sound system in the barn, a tent on the terrace for cocktail hour. List of Preferred vendors/ hotels on website. Liquor only by licensed vendor. Pet friendly; set up/ clean up	
32 South Maple Street, Enfield, CT 06092	Powder Mill Barn - 8 acre property along the Scantic River, near I-91 in Enfield. 1845 Barn built to hold gunpowder for Civil War. Rustic grounds primarily wooded.	860-749-4494	Woman - owned; Polly Sweet	None	Weddings, birthday parties, dog obedience classes, auctions, showers and celebrations	year round	up to 200 guests	Rustic Barn and wooded farm. Indoor and uncovered outdoor settings; offers rentals internet. Not HA. No website but has FB page and advertises on wedding sites.	

6B

Master Plan for Bolton Heritage Farm - Compendium of Barn Venue Research & Interviews

Location	Name / Description	Contact Info	Ownership Entity	Passive activities	Events offered	Year Round/ Seasonal	Capacity	Facilities	Insights
234 Candlewood Mountain Road, New Milford, CT 6776	Candlelight Farms Inn - private 600 acre estate on Candlewood Mountain in New Milford, CT. Ponds, paddocks, meadows, streams and breathtaking views.	860-210-0594 nancy@candlelightfarmsinn.com	Carl Dunham - Owner/Operator; Nancy Saggese - Owner/Manager and Events Coordinator	None	Wedding packages, private and corporate events	year round	small groups of 20 to large groups of 400	Wedding hall with all modern conveniences; the Hangar for rustic open air events; Bed and Breakfast Inn with 6 bedrooms (AC and ensuite baths) common rooms and small event spaces. Full stables and farm barns with resident animals. Trail rides and equestrian lessons.	
68 Griffin Road, Terryville, CT 06786	Wood Acres Farm - centrally located in Connecticut, at the 'Gateway' of the beautiful Uitchfield hills. The farm is nestled at the end of a quiet country road, with 25 acres of wide open country side, wooded trails, ponds and meticulously manicured gardens.	celebrate@woodacresfarm.com 860-593-8670	Family owned for 4 generations	none	weddings, private parties, special events, corporate events. Recommended caterers and other vendors to choose from. Also offering elopement packages and small ceremony pricing.	year round, with in season and off season pricing	???	Banquet Barn with wrap around porch (May - Oct), loft gallery and couples nook (elevated) restrooms and catering prep kitchen. Brides cottage for pre-ceremony activities. Horse drawn carriage rides for bride/groom and guests; Sleigh rides in winter. Gazebo plus other ceremony sites. Only one wedding per day, carriage and sleigh rides offered for day trippers too.	
544 Amnston Road, Colchester, CT	Zagray Homestead and Farm Museum - nonprofit educational farm museum whose goal is to provide a place where the public can visit/ explore the ways people in the late 18th/ early 20th centuries conducted life in New England, the evolution of machinery during a period when hand labor was gradually replaced with mechanical devices, as well as a place for individuals interested in the restoration and collection of antique engines, tractors and a variety of 19th and 20th century machinery.	Quinebaug Valley Engineers Association Inc. (QVEA) 108 South Plumb Road Middletown, CT 6457 President: George Lehr glehr@bcgglobal.net	Quinebaug Valley Engineers Association, Inc - 501C3 est. 1993	Visiting on weekends is encouraged even without special events as members are usually working there. Donations welcome. Online newsletters. Online Museum store for fundraising coming soon.	Monthly meetings of QVEA last Tuesday of the month at Colchester town hall. 3 seasonal farm equipment shows with demonstrations and machinery. Next one is May 28, 2021. Camping on site for vendors and exhibitors. Swap meet.	Year round activities	no information	200 acres of picturesque land spanning Hebron and Colchester, which is a combination of woodlands, fields and a large marsh. There is an abundance of wildlife on the property which encompasses several original buildings including the Zagray family homestead, dairy barn, machine shop, laundry, antique sawmill and various sheds. Looking to be a 'working museum'.	
465 RT. 81 Killingworth	Parmelee Farm - 132 acres of fields, buildings	Tim Gannon (1-860-395-9887) https://parmeleefarm.org/	Town owned. Managed by Town Committee & BOS	Trail system, Community gardens, cross country skiing, walking (dogs leashed)	Concerts, Benefits, Weddings	Seasonal	150 (for weddings / events)	Historic house, Barn, open pavillion, separate building for toilet facilities, Sugar House, Old School House (relocated for another site in town)	Toilet rooms w/ low-flush toilets, subject to infrequent use, will get clogged and should be cleaned annually. Toilet calculation based on max. wedding guests. They knew they would have events with much larger crowds and decided to handle those situations with port-a-potties in addition to facilities. Septic system design a negotiation as peek usage was infrequent and system would rest between usage. Toilet facilities locked unless for event.
2351 Durham Road North Guilford	Dudley Farm	https://dudleyfarm.com/	Private, Dudley Farm Foundation	Trail system, community gardens,	Farmer's Market, Gift Shop, Workshops in barn, Seasonal Holiday market, Weddings/events of up to 85 people	Seasonal	85	Barn was relocated and built to modern construction standards. Animals on site for ambiance and managed by members	

Bolton Heritage Farm - Program Summary								
Element	Historical Associations	Defining Characteristics	Current Use	Proposed Use	Infrastructure Needs	Built Construction	Available Grants / Funding	Remarks
Site	Wa3Bo (W3R) Rochambeau Route / Camp 5	Historical Associations: those listed to left; State Archaeological Preserve; Additional areas of concealed history to west of Farm (Town land)	Trail walking; dog walking	Continue existing site uses and expand site utilization with:	Power (to buildings and to temporary connections for events)	Connection to Town Center - walking path and bridge crossing in field)	LOTICIP (path to Town Hall and Bridge)	
	Town's religious founding...1723...Jonathan Edwards & the Great Awakening	Pristine Views - both to the east as well as the west to the historic center of Bolton	Town events - Winterfest; yoga;cross country race; star gazing; bird watching	Seated Overlooks and picnicing	Enhanced parking (On site and walkable connection to Town center for overflow)	Regrading and realignment of parking areas, ADA path from barn, designated HC parking	STEAP	
	Summer home of Summer Family - largest donating family to Wadsworth Athen.	Simplicity: New England farmstead	Agricultural Use: Farming contract, Bee keeping;	Summer theater performances	Handicap access - parking and paths to buildings	Concrete pad and roof structure (east side of barn in former manure pit area) service to be adjacent in milking parlor. Connection to cow path	Hartford Foundation for Public Giving - Community Grant (10k / applicant 'additive')	
	Continually farmed for over 100 yrs.	Proximity: Center of Town & part of Town's walkable connections (East Coast greenway) and Rail Trail Preserved Land: 100 acres	Teaching on site - trees and stone walls; 5th grade historical, environmental & natural science curricula Photogenic location - sun and moon rise and set; prom photos; nature photos	Outdoor Concerts Farm to Table dinners and similar	Correction of driveway alignment / sightline issue looking south on Bolton Center Road	HC accessible pathways	Heritage Farm Fund	
		Intact stone walls	Marriage ceremony (reception elsewhere)	Weddings (reception, not just ceremony)	Sanitation - on site with connection to future town center system	Identify port-a-poty location if supplemental facilities are required by site events	On site generated revenue (goes to Heritage Farm Fund) i.e. weddings, private events. Most events for public are free	
		Undisturbed sky - sunrise and moonrise	Artists - Plein Air Painting; Poetry reading	Summer recreational programming	Wi-Fi	Site features such as adirondack chairs at overlooks	Town operating budget	
		Wide open spaces for gatherings	Reenactments	Community garden (with specific control)	Security Lighting for organized events w/ appropriate strategy to manage light pollution. Decision to be tied in to insurance around 'closed' site dusk to dawn		National Trust Grant for municipalities	
		So much space, feeling of freedom...wilderness		Scout programs	Address site run off and erosion		DAR / SAR?	
		Audible nature - no modern sounds	Dog training (hunting and search and rescue)	** Any structured use is potential revenue generating** - improved facility, managed..would require water, refuse piles, etc	Established tent / venue area(s)		1776 Foundation (identify grant amount and what they pay for)	

Bolton Heritage Farm - Program Summary									
Element	Historical Associations	Defining Characteristics	Current Use	Proposed Use	Infrastructure Needs	Built Construction	Available Grants / Funding	Remarks	
		Under WHIP grant guidelines (migrating grassland birds)...need grassland of a certain size		Care to be taken to preserve rural feel both in terms of development and defining features such as dark skies	Monitored fire detection all buildings				
		Plantings to encourage wildlife diversity							
<b>Toilet / Utility Building</b>	Recall historical outbuildings	N/A	N/A	Public Toilet Rooms - to be used for variety of events - some simply on site, some in barn Public water fountain Water Treatment (if required) H/C access	Water and Power, lighting	Toilet Room building		Need designated party to open and close	
						Septic field or tank with scheduled clean out			

Bolton Heritage Farm - Program Summary								
Element	Historical Associations	Defining Characteristics	Current Use	Proposed Use	Infrastructure Needs	Built Construction	Available Grants / Funding	Remarks
<b>Barn Complex</b>	1908 English barn, 1980 Cow Barn, 1920 Ell	Massing, Siting,	Utility (Building Code)	Proposed use: Assembly	Requires change of Use under Life Safety Codes; H/C access, Second means of egress, power, monitored fire detection structural upgrade of floor	Fire stair; h/c entrance	Historic Restoration Fund (CT SHPO), max. \$200,000 (matching)	Related: Verify if insurance will change as a result of use?
	Dairy farming (only 2 remain in Bolton)	Still retains 'working' barn characteristics...manure pit, stalls, 'authenticity'	Storage for town items (milking parlor)	Event space: Farm to table dinners, weddings, parties, temporary displays	Power	Area for Caterer set up	National Trust for Historic Preservation - Hart Family Fund, Max. \$15,000 (matching)	
	Likely previous barns on site	Silo foundation - evocative of history...leave exposed	Current storage of historic material (granite slab, boards)	Art shows, art classes	Sink (perhaps in milking parlor)	Ease of access for delivery trucks	1772 Foundation / Preservation CT Max. \$10,000 (matching)...must be 50:1c3	
	1980 milking parlor	authentic simplicity - NE vernacular	Related question: would any tools / equipment need to be left on site if the farm site becomes more operational?	Scouting (regional assembly on site)	Caterer need clean prep area	Area for trash collection	Strategic partnership with 501(c)3	
	1920 (c) carriage shed	barn is the visual organization element for the farm site		Exercise, yoga classes		Adjacent h/c parking		
		Sliding doors, cupola						
<b>Farm House</b>	Summer home of Summer Family;	Size, massing, farm house details	Residential	Operations office for Heritage Farm site	Office use requires formal change of use under the Building code and addressing then current requirements for new use.	Remove finishes to replace power / heating / provide insulation (existing finishes badly deteriorated)	Hans Dipold's book revenue	
	Homestead site for Rev. Colton	Visible from the road, frontage	Formerly had water, septic	Possible overnight guest house for weddings			Town volunteers (professionals) for siding and sill replacement	
		Quintessential NE farmhouse		Caretaker's Residence			HRF / SHPO	
		Greenscape around the house. Green buffer		Air BnB			Society of Cincinnati (CT chapter does not appear to be offering grants...expenses greater than revenues....verify)	
		Landscape of the house - stone steps in front						
		Exterior has visual appeal (interior is alterable)						



ARCHAEOLOGICAL  
& HISTORICAL  
RESEARCH

PUBLIC ARCHAEOLOGY  
SURVEY TEAM, INC.

569 Middle Turnpike  
P.O. Box 209  
Storrs, CT 06268

[www.past-inc.org](http://www.past-inc.org)

June 3, 2022

Ms. Sara Nelson  
Nelson Edwards Company Architects, LLC  
1156 Main Street  
Branford, CT 06405

Re: Bolton Heritage Farm

Dear Ms. Nelson:

This letter offers a summary of archaeological and historical studies to date on the Bolton Heritage Farm. It also makes recommendations regarding the town's plans to develop the farm and adjacent town property into a public venue that is consistent with its rural setting and which avoids impact to identified significant archaeological resources associated with the Revolutionary War encampment on the property; these archaeological resources are protected by their status as a State Archaeological Preserve (Figure 1), but it must be noted that other significant archaeological resources, not yet identified, may well be present.

## **PAST WORK**

### **A. Revolutionary War Camp Survey**

In association with the grant-funded survey to identify the Revolutionary War march route of Rochambeau, the campsites at which over a thousand soldiers stayed overnight were also located via metal-detecting archaeological investigation. These investigations, carried out by PAST, confirmed that the farm was indeed the site of a four-night encampment by French infantry troops. Although some of the campsite has been destroyed by a former manure ditch and the erection of farm buildings, it is believed that archaeological deposits continue beneath the driveway and that the encampment may have extended to the current house area (Figure 1). The encampment site closely matches the 1781 map of the infantry encampment; the artillery encampment across the street has been subsumed by a modern residential subdivision (Figure 2). The encampment site was designated a State Archaeological Preserve (Figure 1); no ground-disturbing activities of any kind may be undertaken within the preserve without a permit from the State Historic Preservation Office.

### **B. Other Surveys**

The emeritus State Archaeologist conducted a ground-penetrating radar survey west of the current house, in search of the original homestead that was on the property at the time of the encampment. This homestead, owned by the Reverend George Colton, was located further west than the current house (see Figure 2). Over the years numerous parties have believed the Colton homestead to either be literally west of the current house, or that the



current house was built on the site of the Colton house. The State Archaeologist found no evidence of a buried house feature, but this study was limited to the former paddock area just northwest of the existing house.

More recently PAST conducted a metal-detecting and Ground Penetrating Radar (GPR) survey of an area immediately west of the house, as requested by the town, constrained to the farm property (see Figure 3). This survey indicated pervasive linear ground disturbance suggestive of drainage conduits, perhaps to drain water down this sloped area from the high perched-water tables to the north. No signs of an 18<sup>th</sup>-century domestic occupation were found.

PAST believes that the archaeological efforts to locate the Colton house site have been hampered by 1) a biased but well-meaning belief that the house was closer to the extant house, 2) and by surveys being confined to the farm property when, in fact, the remains, if they survived, are probably farther west/southwest and straddle the abutting town parcel. See Figure 4 for PAST's projected house and outbuilding location, which is based on the 1781 French map.

## **RECOMMENDATIONS**

### **A. Colton Homestead**

In order to find the Colton house there really must be a concerted effort to look for it which is not constrained to the farm parcel. It should include a combined GPR, metal detecting and shovel test pit survey that is intensive enough to conclusively confirm or deny the presence of house remains.

### **B. Other Areas**

Within the State Archaeological Preserve, any ground disturbance in areas not obviously pervasively disturbed should be avoided. The former manure trench and extant outbuilding areas are not sensitive for archaeological remains thus activities here are not of archaeological concern. All other portions of the Preserve must be protected from ground disturbance.

It is important to understand that the Preserve is not the only archaeologically sensitive area at the farm. As mentioned above, the southwestern part of the property, crossing into the abutting town property, is a very strong candidate for the remains of the original Colton homestead.

The lower fields are sensitive for pre-colonial Native American sites, as evidenced by finds of artifacts there. Other areas outside of the Preserve are also sensitive for Native American site remains. This area, on a knoll adjacent to a freshwater source, was attractive to both indigenous and Euro-American peoples.

In terms of the proposed pathway from the town office to the farm under consideration for LOTCIP funding, it should be noted that LOTCIP projects are assessed by CTDOT's Office of Environmental Planning for archaeological sensitivity. It is likely that CTDOT will assess the proposed path and parking as sensitive and will require the town to undertake a full Phase I Archaeological Reconnaissance Survey, which includes shovel test pits, for the purpose of identifying any archaeological remains. The LOTCIP funding does not pay for the archaeological survey, the results of which must be reviewed and approved by the SHPO.

## SUMMARY

Bolton Heritage Farm is an outstanding community resource in terms of its central location, its embodiment of the rural past and present, its multi-faceted role in history, and an open-space environmental habitat. It has so much to offer in terms of the town's values and heritage. The challenge, of course, is how to use the farm to be a viable going concern, without adverse effect, to its historic and archaeological resources, and that challenge is expensive. The concept of farm-to-table and other events and a modest but compatible outbuilding adaptation is, in my opinion, marvelous because it retains the farm's character and has no adverse effect on buried or above-ground historic resources. It is a win-win.

I recommend that the town develop a clear but simple cultural resource management plan, which will codify archaeological obligations and concerns, namely a stipulation that no disturbance is conducted in the State Archaeological Preserve without SHPO approval, and that no ground disturbance be undertaken outside of the preserve, especially in the southwestern part of the property, where the Colton homestead is most likely located, without a diligent archaeological survey preceding it.

Please do not hesitate to contact me should you have any questions.

Sincerely,



Mary G. Harper  
President

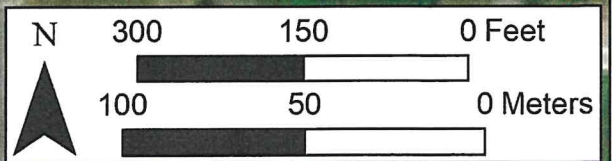
MGH/rlb  
Enclosures

Figure 1 - State Archaeological Preserve



Site 12-25

Figure 1: Revolutionary War encampment



**Figure House-2:** Map of Camp No. 5, Bolton, June, 1781, as drawn by French military engineers. The yellow symbol on the north side of the road is for infantry, with artillery parked on the south side of the road. The house shown west of the camp, presumably that of Reverend George Colton, appears further west than the present farmhouse, and it is shown with its broad side parallel to the road, the most common 18<sup>th</sup>-century orientation.

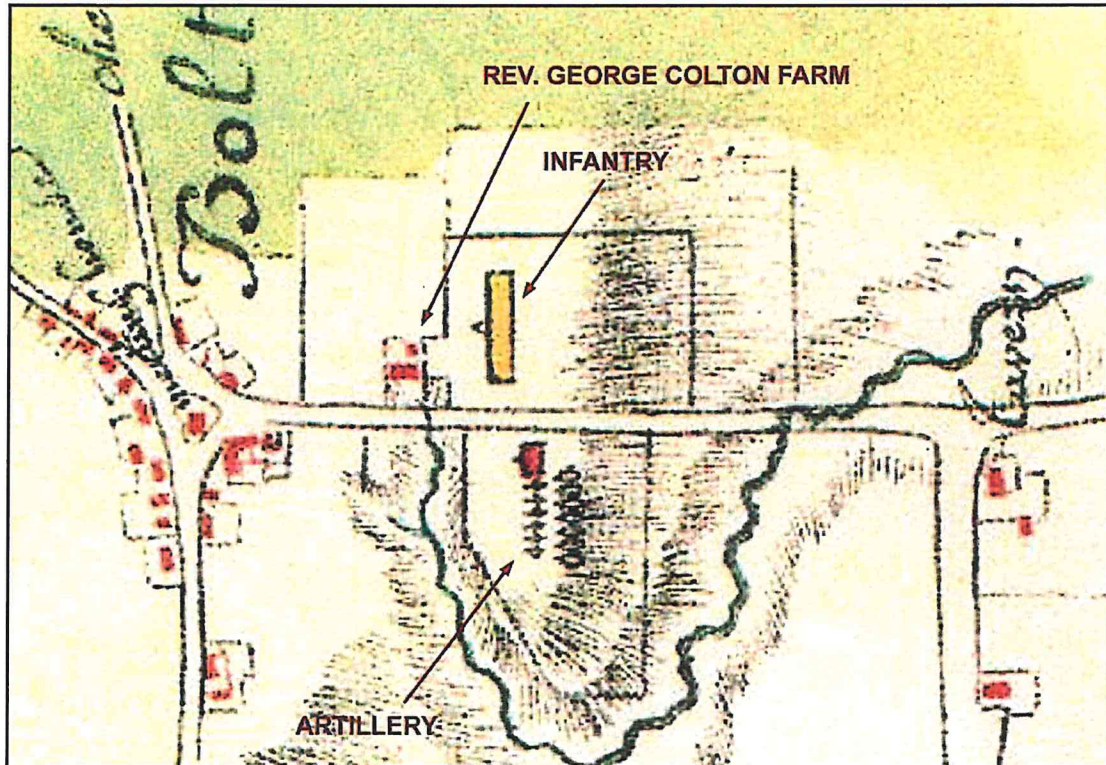
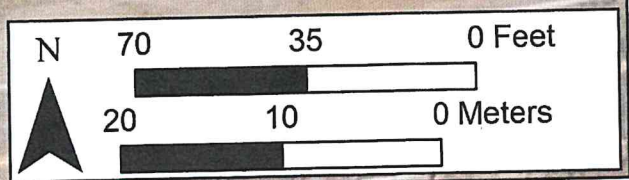


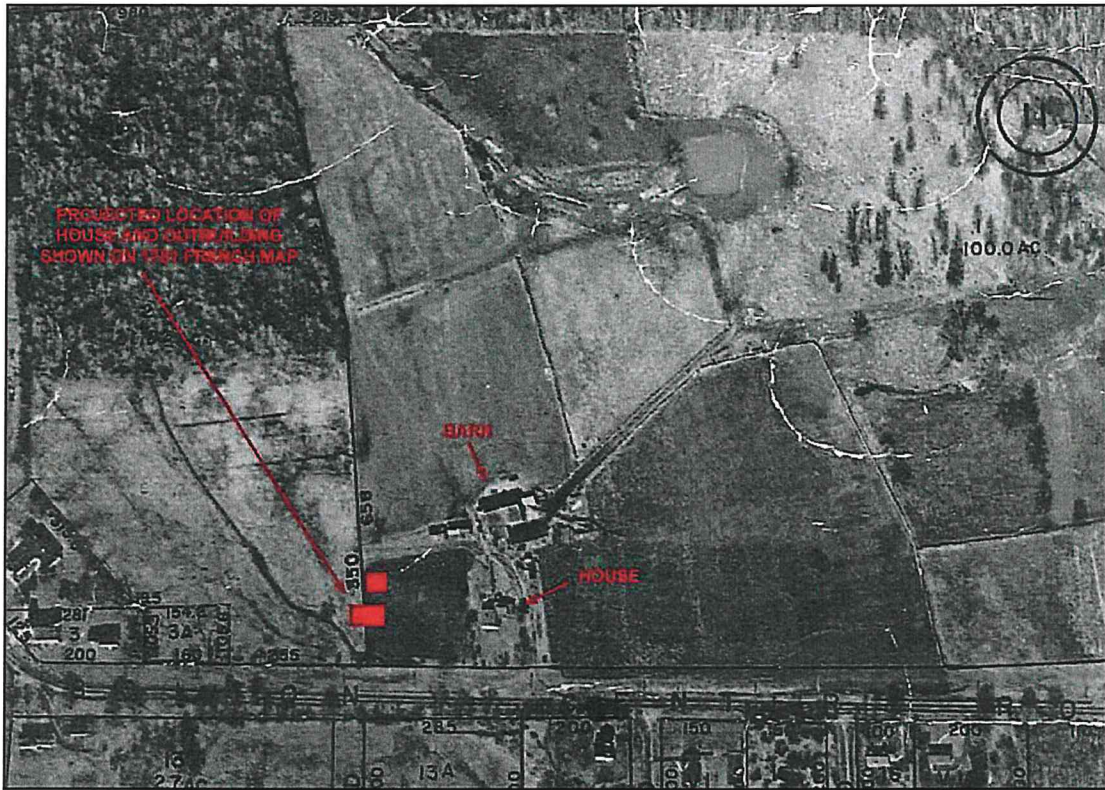
Figure 3 - Area of Investigation



Figure 3: 2021 GPR results



**Figure House-5:** Location of the house and outbuilding shown on the 1781 French map of Camp No. 5 plotted on the current Bolton Assessor map. Re-scaling of the maps used the Bolton Green and the still-extant White Tavern on Brandy Street as reference points. In this overlay, the house appears to straddle the property line, which seems unlikely, but, allowing for some error in pacing off distances, the French map raises the possibility that the knoll to the west of the present house may be the site of an earlier 18<sup>th</sup>-century house. Note the change in orientation, with the older map showing the broad side of the house parallel to the street.



THRU WHILE COST SHARE FOR 2020-21 IS 10-10  
 10% INCREASE

Pension increases from 5% to 5.5%

7A

WAGE INCREASE  
 2.25%

Non Union Hourly	FY18	FY19	FY20	FY21	FY22	FY23
Confidential Secretary	\$27.49	\$28.31	\$29.09	\$29.89	\$30.56	
Media Coordinator	\$0.00	\$0.00	\$0.00	\$22.12	\$22.62	
Clerk - BVFD	\$0.00	\$0.00	\$19.53	\$20.07	\$20.52	
Seniors Secretary	\$15.29	\$15.67	\$16.06	\$16.50	\$16.87	
Van Driver	\$14.91	\$15.28	\$15.66	\$16.09	\$16.45	
Library Substitutes	\$0.00	\$0.00	\$0.00	\$12.50	\$12.78	\$14.50
Library Pages	\$0.00	\$0.00	\$11.00	\$12.00	\$12.27	\$14.00
Election Workers	\$11.08	\$11.36	\$11.64	\$12.00	\$12.27	\$14.00
Assistant Registrar	\$13.00	\$15.00	\$15.38	\$15.80	\$16.16	
Registrar	\$18.00	\$20.00	\$20.50	\$21.06	\$21.53	
Deputy Registrar	\$13.00	\$15.00	\$15.38	\$15.80	\$16.16	
Moderator	\$12.35	\$12.66	\$12.98	\$15.00	\$15.34	
Handyman	\$18.65	\$19.12	\$19.60	\$20.14	\$20.59	
Town Hall Clerk	\$18.59	\$19.05	\$19.53	\$20.07	\$20.52	
Asst Building Official	\$25.00	\$25.00	\$26.00	\$26.72	\$30.00	\$35.86
Program Coordinator (Seniors/Recreation)	\$0.00	\$0.00	\$0.00	\$18.50	\$18.92	
Camp Director	\$12.75	\$13.00	\$13.00	\$0.00	\$16.75	same spread as prior years
Head Camp Counselor	\$11.00	\$11.25	\$11.25	\$13.00	\$15.00	
Camp Counselor I	\$10.10	\$10.10	\$10.10	\$11.00	\$13.00	\$14.25
Camp Counselor II	\$10.35	\$10.25	\$10.25	\$11.00	\$13.00	\$14.00
Camp Counselor III	\$0.00	\$10.50	\$10.50	\$11.00	\$13.00	\$14.00
Head Lifeguard	\$11.00	\$11.00	\$11.00	\$0.00	\$15.00	\$16.00
Lifeguard I	\$10.10	\$10.10	\$10.10	\$0.00	\$13.00	\$14.25
Lifeguard II	\$10.35	\$10.35	\$10.50	\$0.00	\$13.00	\$14.00
Basketball Supervisor	\$10.10	\$12.00	\$12.25	\$0.00	\$13.25	\$14.00
Seasonal Bldg and Grounds I	\$10.50	\$10.50	\$10.50	\$12.00	\$13.25	\$14.00
Seasonal Bldg and Grounds II	\$10.75	\$10.75	\$10.75	\$12.50	\$13.75	\$14.00
Seasonal Bldg and Grounds III	\$12.00	\$12.25	\$12.25	\$13.00	\$15.00	\$20.00
Assistant Fire Marshal	\$0.00	\$0.00	\$25.00	\$25.69	\$26.27	

change in confidential secretary                      2.98%    2.76%    2.75%    2.25%

Board Clerks

Board Clerks are presently paid as follows:

Current (no increase in 20-21)	Proposed 21-22	Percentage
\$25.00 No quorum	\$25.50 No quorum	2.00%
\$65.00 One hour or less	\$67.00 One hour or less	3.08%
\$75.00 One hour one minute to two hours	\$76.75 One hour one minute to two hours	2.33%
\$85.00 Two hours one minute to three hours	\$87.00 Two hours one minute to three hours	2.35%
\$10.00 Each additional hour over three hours	\$10.25 Each additional hour over three hours	2.50%

Non Union Salary	FY18	FY19	FY20	FY21	FY22	
Town Administrator - JS	\$117,713.05	\$121,186.00	\$121,186.00	\$0.00	\$0.00	
Town Administrator - JSK	\$0.00	\$0.00	\$110,000.00	\$113,080.00	\$0.00	
Interim Town Administrator	\$0.00	\$0.00	\$0.00	\$110,000.00	\$110,000.00	Increase due in January 2022 TBD
Chief Financial Officer	\$93,812.00	\$96,157.00	\$98,801.00	\$101,518.00	\$103,802.16	
Tax Collector	\$66,184.00	\$67,839.00	\$69,705.00	\$71,622.00	\$73,233.50	
Town Clerk	\$66,257.00	\$67,913.00	\$69,781.00	\$71,700.00	\$73,313.25	
Recreation Director	\$41,061.00	\$42,088.00	\$43,245.00	\$44,434.00	\$45,433.77	
Board of Assessment Appeals stipend	\$0.00	\$0.00	\$0.00	\$222.38	\$227.38	
Percentage		2.50%	2.75%	2.75%	2.25%	



Non Union Monthly	Open	FY18	FY19	FY20	FY21	FY22
First Selectman	\$0.00	\$14,838.67	\$14,838.67	\$15,209.69	\$15,627.96	\$15,627.96
Deputy First Selectman	\$0.00	\$2,382.76	\$2,382.76	\$2,442.29	\$2,509.45	\$2,509.45
Selectman	\$0.00	\$1,428.84	\$1,428.84	\$1,464.54	\$1,504.81	\$1,504.81
Treasurer	\$0.00	\$9,001.54	\$9,226.60	\$9,457.22	\$9,717.29	\$0.00
Assessor	\$0.00	\$24,035.63	\$24,636.10	\$25,252.02	\$25,946.45	\$26,530.25
Fire Chief	\$0.00	\$12,859.34	\$13,180.82	\$13,510.34	\$13,915.00	\$14,332.00
Deputy Fire Chief	\$0.00	\$7,501.28	\$7,688.81	\$7,888.03	\$8,203.00	\$8,521.00
Assistant Fire Chief	\$0.00	\$0.00	\$0.00	\$5,629.31	\$5,910.00	\$6,165.00
Fire Marshall	\$0.00	\$8,503.56	\$8,716.15	\$0.00	\$0.00	\$0.00
Deputy Fire Marshall	\$0.00	\$3,559.06	\$3,648.06	\$3,739.20	\$0.00	\$0.00

Fire chief % increase			\$ 13,180.82	\$ 13,510.34	\$ 13,915.00	\$ 14,332.00
				2.50%	3.00%	3.00%
Deputy fire chief increase			\$ 7,688.81	\$ 7,888.03	\$ 8,203.00	\$ 8,521.00
				2.50%	4.00%	3.89%

Non Union Stipends Fire Dept	FY21	FY22 per	* # of offic	grand total
Fire Captains	\$2,567.00	\$2,816.00	2	5,632.00
Fire Lieutenants	\$1,441.00	\$1,779.00	8	14,232.00

percentage increase captains 10%

percentage increase lieutenants 23%

# Bolton Vol. Fire Department

December 1, 2018 Updated Nov 1, 2019

## Three year phase in Officer Payroll in additon to a part time, avg 5 hr/wk secretary

November-21

		Human Resources Approved			FD Proposed			1005.042.4203.000000.51520			
		2019-2020		2020-2021		2021-2022		2022-2023			
Secretary	2	Board & part time	\$ 1,002	Open to Selectmen	Open to Selectmen	Open to Selectmen	Open to Selectmen	Open to Selectmen	Open to Selectmen	3 Yr Proposal Phase In Program each Officer rank	
Fire Chief	1		\$ 13,510		13,915		14,332		14,763	1,017	3%
Dep. Chief	1		\$ 7,888		8,203		8,531		8,872	984	4%
Asst. Chief	1		\$ 5,629		5,910		6,205		6,516	887	5%
Captain	2	\$ 2,252	\$ 4,503	2,567	5,064	2,927	5,631	3,336	6,178	1,084	14%
Lieutenant	7	\$ 1,126	\$ 9,008	1,441	11,528	1,849	14,792	2,361	18,888	1,235	28%
			<b>\$41,540.00</b>		<b>\$44,620.00</b>		<b>\$49,491.00</b>		<b>\$55,217.00</b>		

\* 2018-2019 The Bolton Volunteer Fire Department responded to 545 Emergency Calls

\* Attend monthly meetings on the first Monday night of every month, unless a holiday

\* Participate in Training / Drills every other Monday night, plus live burns on weekend, certification classes on other days

\* Our Duty Officers are responsible for coverage in town on the average of one night a week and a 24 hr. day every other weekend

\* They are responsible for Duty Officer vehicle and equipment, responding to all calls with the appropriate vehicle from his/her residence

2018 - 2019 \* The Proficiency Fund last year had an average pay out of \$ 5.87 per emergency call to cover a member's time, automobile fuel, insurance, vehicle maintenance, tires, and clothes.

12/10/2019 Selectman approved 7 LT positions,

2021 - 2022 The Proficiency Fund last year had an average pay out of \$ 6.19 per emergency call to cover a member's time, automobile fuel, insurance, vehicle maintenance, tires, and clothes.

Spring 2022 Selectmen cut \$ 4,500.00 from the Fire Dept payroll during budget negotiations - Chief to make the decision on Officer position cuts

# MEMO

**TO:** Pamela Sawyer, First Selectman  
 Jim Rupert, Interim Town Administrator

**FROM:** Helen Tetz, Interim Assessor

**DATE:** July 15, 2022

**RE:** Revaluation 2023

We have received two responses to our request for proposals to conduct the 2023 Statistical Revaluation. They were from Vision Government Solutions and Municipal Valuations Services LLC. The proposals submitted were:

- Vision Government Solutions      \$ 51,300
- Municipal Valuations Services LLC    \$ 74,000

Bolton currently uses the Vision Government Solutions software and has the most current Version 8.2.11. Vision Government Solutions has personnel who are familiar with the Town because they have conducted the last few revaluations. I have worked with Vision personnel for over 30 years and have found them to be professional and experienced in every facet of the revaluation process. After reviewing both proposals, I recommend that the contract to perform the October 1, 2023 revaluation be awarded to Vision Government Solutions. An official letter of award is scheduled to be sent no later than July 20, 2022.

8/2/22

## August Highlights

### From Interim Town Administrative Officer

- Working on completing contract for trash services
- continuing to put new computers into service
- continuing employee search for vacancy in buildings and grounds department
- Completed road paving beginning catch basin top replacement for next phase of paving
- Beginning review for Farm Day event
- Participated in the meeting between engineers regarding Mark Anthony bridge
- Working with UCONN School of Engineering to create a project to assist with Mark Anthony bridge
- Received an application for a qualified individual for shared assessor position
- We have welcomed Jon Treat and Suellen Kamara as new hires in Highway and Selectman Departments
- Lake usage continues to be reasonably smooth
- Updated animal control contact information and held discussion with Jerry
- Dirt pile has been removed from Bolton Center Cemetery
- Provide support for Registrars to mail notices regarding voting locations
- Second billing for second trash cars has gone out
- Received brush truck and completing work to get into service
- Working on evaluating value of old brush truck
- Updated fees for 25 Anchorage in Vernon regarding sewer
- Completed EMPG for 18/19 requests
- Completed ARPA reporting with OPM
- Installed speed limit signs and ordered signs for Wall Street
- Met with CRCOG leadership and working group regarding regional BO and FM
- Letters to unsuccessful applicants sent thanking them for their time and applications
- Discussion with Attorney Barger regarding FOI request for personal information on all union employees
- Working on RFP info for bond council and temporary building
- Both spaces at Notch Road are ready for use. First meeting with Historical Society and use for summer art program are scheduled.
- Virtual meeting with Superintendent Heckt and Novus regarding cyber security

Respectfully submitted,

James Rupert  
Interim Town Administrative Officer