

**TOWN OF BOLTON
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, MARCH 1, 2022, 7:00 P.M. HYBRID
MINUTES**

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

Also present: Paula M., Rhea Klein, Kawan Gordon, Amanda Gordon, Anne Decker, Nick Lavigne, Jennifer Cyr

All stood to recite the Pledge of Allegiance.

1. Call to Order:

By: Sawyer

Time: 7:00 p.m.

Place: Hybrid

2. Public Comment:

Bob Morra – Said our hearts go out to the folks in Ukraine. May Putin rot in hell.

3. Approval of Minutes:

A. February 1, 2022 –Regular Meeting

Motion: I move the Bolton Board of Selectmen accept the minutes of the February 1, 2022, Regular Meeting, as amended.

By: Morra

Seconded: DePietro

With corrections:

- Page 2, item 4.B. – change “Birth” to “Birch”.
- Page 6, item 8.B. – “Council” should be “Counsel” throughout.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

4. Appointments and Resignations

A. J. Ortega – Resignation - Diversity Commission

B. E. Luntta – Temporary Building Commission - Alternate

C. L. McDonald – Resignation

Motion: I move the Bolton Board of Selectmen accept all three of these with gratitude for their service of those resigning and with gratitude for those who will serve.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

5. Reports & Updates:

A. A. Gordon – Diversity Commission Survey Update

Amanda Gordon, Chairperson of the Diversity Commission, was present.

Gordon: One priority of the commission was a survey of town members. A draft of the survey was given to the BOS. Also presented was the distribution plans. There are two surveys; one for those 18 and older and high school students younger than 18. The notification of the survey would be via social media, electronically, included with the Town Bulletin, and flyers at area businesses using a QR code. The commission is hoping the Superintendent will distribute the survey in the school system and to school parents. Results will be in the aggregate.

Sawyer: Do you believe you have covered well enough people in the 55+ age group to capture their needs and views? Gordon: The commission identified diversity as having a broad definition so there is some indentifying data including age.

Eremita: Read the extensive survey that will take time to fill out. Seniors are fairly well represented. His view will be different from his grandchildren. The survey is very well done.

DePietro: He reaction to the survey for the high school kids is that it is more focused and has more opportunity for feedback than the adult survey. In general, the adult part was demure. He is not expecting much information coming from that age group. The high school age group will give more helpful information.

Teller: He likes the school survey; this should give us some useful information. The design of the adult survey uses different response categories from question to question. Using a rating such as 1 – 5 throughout will give a better response. The questions are great and he supports the ideas for getting it out there. How is the Commission going to interpret the results? Gordon: She has a background in social work and sociology. Paula Meyer offered to assist and we can solicit assistance elsewhere.

Morra: The parts he likes the best are on the town government, the school system, and law enforcement in town. Those are the areas that he really wanted input on. This government body wants to know how we impact the community and vice versa. He considers it important to be respectful of one another regardless of differences. That encompasses what the survey has. What is the goal with the rest of the survey? Gordon:

Those are the most concrete parts. The remainder of the questions will show how the feelings about diversity in the community in general and on a personal level. We want to elevate those experiences by doing this community assessment. Anne Decker: We want to make sure we are embracing each other; this is one way of ensuring we are on that track.

Morra: What happens after the report is given? Gordon: The survey may identify issues and the Commission will bring those along with possible solutions to the BOS.

Sawyer: What are you looking to gain from 'none of the above' response on question numbers 28 and 29? Gordon: Those would be people who should not be filling out the survey and those responses will not be included in the analysis.

Sawyer: Under the introductory page there is a statement that the results will be shared. How the results will be shared should be part of this section for the community's benefit and information.

Teller: He feels there are two categories not included in question 29 – people who attended Bolton schools who did not and have not lived in town and those who worked in Bolton for a very long time but have not lived in town. Eremita: How would these people be made aware of the survey? Teller: There are groups on Facebook who keep in touch with each other.

Rhea Klein: The report on the findings might find some weaknesses and some strengths and we should be celebrating that. The report will be written and provided to the BOS and then shared with the community.

Paula Meyer: Teller brings up a good point about those that have worked in Bolton and those that attended Bolton schools but were not a resident. Would it be enough to have one additional category for these demographics? Teller: That would depend on how far you want to parse the information. Sawyer: Asked in that light, those past experiences of a generation or two ago, the data should not be glomed in with what is happening now. What happened 20-25 years ago that may not be what happens today. How long ago they experienced Bolton makes a difference. Eremita: Agreed it is important to get that difference. Have we moved a negative attitude to a positive one or have we stayed the same? The Superintendent may be able to help with reaching out to those people. Sawyer: John Toomey of the Historical Society may have contact information that he can forward this survey out to.

DePietro: If there is a diversity problem in town it may have something to do with affordable housing. How will that be addressed in the survey? Gordon: There are some questions about housing and questions about low income to see if there is a difference. We will be looking to see if those issues impact people's experiences in town. The survey does not ask about affordable housing.

Jennifry Cyr: She is looking forward to the results and looking to see the good that people see in town. Community events in town will be planned to further celebrate diversity.

Gordon: Is hoping the BOS will approve the survey pending the changes discussed - changing the intro, question 29 to be changed to add the two target populations, question 30 to figure out how far back in town their experience was, make the response range similar.

Morra: Has this been approved by the BOE or Superintendent? Gordon: The Superintendent suggested some changes. The BOE has not been asked to give approval of the survey. Klein: This is not a school district survey. We are utilizing the platform the school system has to distribute enmass. We are suggesting the BOS ask the school system to distribute the survey. Morra: We have worked for years to get good cooperation between the BOS and the BOE; this would be a sidestep of the BOE. He prefers to wait for this to be approved by the BOE before distribution. The BOE is the group that will get questions back about the survey. Teller: Tends to agree with Morra. This is a point of protocol. The BOE is the board that is going to get the feedback from the parents. It should be referred for their view. DePietro: Agrees with that. Eremita: Also agrees. One of the hiderances of moving into the community has to do with needing large lots for subsurface disposal due to the soils. This is an issue from Mother Nature.

Sawyer: Is hearing agreement from the Selectmen to have this go to the BOE. They are duly elected and they have specific statutory and town missions.

Motion: I move that the Board of Selectmen approve these surveys with the modifications discussed and request that the Board of Education and Superintendent submit the survey to the school population at our request.

By: Teller

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Meyer: The Commission did not intend to leave the BOE out of this process. We were thinking this was a town survey. Is this coming from the town and the BOE? Does the Commission need a vote or consensus from the BOE? Teller: It is coming from the town and the BOS is requesting the assistance from the BOE and Superintendent.

B. Properties and Facilities Report

Rupert:

- A recent meeting included discussion on a LOTCIP project. CRCOG is reviewing the projects on behalf of CT DOT. Based on LOTCIP feedback we are putting forward another project – a path that meets a lot of goals with community vibrancy and connectivity. This pathway will be a combination of boardwalk and bridges over wet areas and stone dust along Town Hall property line, the State Trooper’s office, and out to Heritage Farm. This will help to make the center of town more active. CRCOG thinks this project will better meet the criteria.
- We will be applying for a grant for signage and flagpole for the cemeteries. We also discussed drainage issues and the removing of soil near St. Maurice church.

Eremita: Look at flag holders for the graves of veterans. Sawyer: Those should be metal, not the plastic ones. Rupert: Made a note about this.

Morra: There was some past discussion about the Minitucci property where parties were very far apart. Sawyer: Received consensus from the Selectmen to have Morra follow up on this.

Sawyer: On March 7, 2022, at 7:00 p.m. there will be open doors at Town Hall for neighbors to talk to town leaders about the long planned proposed road safety project between the fire house and Town Hall. This will involve filling in the culvert and having a bikeway on top of that. This has been in the plan since 2016. Neighbors will have the ability to view the plan.

C. FY 21 Budget Report

Rupert: He saw nothing of concern in this report.

D. Budget Transfers

Sawyer: The Town Mechanic purchased the parts and did the work on the brakes of the big Senior van. The van sat for over a year because of COVID. The rusting and crumbling of the brakes happened from just sitting unused.

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Seniors

Transfer \$ 500 from category Office Supp. Supplies to category Board Expenses
(within budget) from #2021-2021-00000-5222-0000
to #2021-2021-00000-5222-0000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - 00000 - 00000
to # _____ - 00000 - 00000

Other \$ _____

Explanation: Brakes on the 10-passenger van need to be replaced due to significant deterioration.

CSW Signature
Director Title
2/17/22 Date

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Seniors

Transfer \$ 200 from category Repair Maint. Services to category General Expenses
(within budget) from #2021-2021-00000-5222-0000
to #2021-2021-00000-5222-0000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - 00000 - 00000
to # _____ - 00000 - 00000

Other \$ _____

Explanation: Transfer 2 of 2. Additional parts required for repair to 10-passenger van brakes due to significant deterioration.

CSW Signature
Director Title
2/17/22 Date

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Conservation Commission

Transfer \$15.29 from category Dues & Fees to category Office Supplies
(within budget) from #1005-045-4599-00000-58100-00000
to #1005-045-4599-00000-58100-00000

Explanation: Change in Commission goals and projects due to Covid-19 pandemic.

C.P.H.D. 03/07/2022

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Highway

Transfer \$ 4500 from category Hardware Services to category Other Equipment
 (within budget) from 1005-043-4303-000000-57300-00000
 to 1005-043-4303-000000-57300-00000

Transfer \$ _____ from Budget _____ to Budget _____
 from category _____ to category _____
 from # _____-000000-000000
 to # _____-000000-000000

Other \$ _____
 Explanation: For replacement Quick Hitch for Hyundai Loader

 Signature
May 11, 2022 Title
4/29/2022 Date

TOWN OF BOLTON
 222 Bolton Center Road
 Bolton, CT 06033-1008
 860-848-8388 fax 860-843-0021

For Boltons Office Use Only
 Purchase Order No. _____
 PO Date _____

PURCHASE ORDER

Vendor Name: Kuhn Tractor STATE: MASS.
 Address: 11 Franklin City of Bolton
 City: Franklin State: MA ZIP: 01506-1700
 Phone: _____
 Fax: _____
 Email: _____

Item Description: Hyundai
 Account #: 1005-043-4303-000000-57300-00000
 Account Name: Other Equip

Quantity	Unit Price	Description	Total Price
		<u>Replace right Quick Hitch - Hyundai loader</u>	<u>4500</u>

Approved by: _____ Date: _____ Sub Total: _____
 Authorized by: _____ Signature & Position: _____
 Administrator's Office: _____ Title: _____ Total: 4500

TOWN OF BOLTON
 222 Bolton Center Road
 Bolton, CT 06033-1008
 860-848-8388 fax 860-843-0021

For Boltons Office Use Only
 Purchase Order No. _____
 PO Date _____

PURCHASE ORDER

Vendor Name: Boston Advertising Specialty STATE: MASS.
 Address: 21 North Olive Center St 222 City of Bolton
 City: Chelsea State: MA ZIP: 02119
 Phone: _____
 Fax: _____
 Email: _____

Item Description: Adm
 Account #: 1005-043-4303-000000-57300-00000
 Account Name: Other Equip

Quantity	Unit Price	Description	Total Price
		<u>Adm</u>	<u>4500</u>

Approved by: _____ Date: _____ Sub Total: _____
 Authorized by: _____ Signature & Position: _____
 Administrator's Office: _____ Title: _____ Total: 4500

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: _____

Transfer \$ 179.73 from category DeSt/Spec to category Admin Supplies
 (within budget) from 1005-043-4303-000000-53300-00000
 to 1005-043-4303-000000-53300-00000

Transfer \$ _____ from Budget _____ to Budget _____
 from category _____ to category _____
 from # _____-000000-000000
 to # _____-000000-000000

Other \$ _____
 Explanation: _____

 Administrative Officer

 Date

Motion: I move the Bolton Board of Selectmen accept the budget transfers as submitted.

By: Morra Seconded: Eremita

Voting:
 For: Morra, Eremita, DePietro, Sawyer, Teller
 Against: None
 Abstain: None

6. Ongoing Business:

A. S. Crane – Recommendation for Permanent Status as Recreation Director

Motion: I move the Bolton Board of Selectmen accept the recommendation that Stephanie Crane serve with permanent status as Recreation Director.

By: Morra

Seconded: DePietro

Discussion: DePietro: How many hours is this position? Rupert: This is a full-time position. She is a great addition to our team. Crane has done an amazing job in these extraordinary times. Bolton is fortunate that she is interested in taking this on during this time. Sawyer: Crane has been positive in the position and is well respected in Town Hall.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. Discussion about Additional Budget Workshops and Possible Dates

Sawyer: Asked that the BOS keep March 8th open if an additional budget workshop is needed. If the fee from All American Waste comes through higher than has been budgeted for that will have to come back to the BOS for discussion. Rupert: We have built in an increase of 5% as a placeholder.

C. OSHA Citation Update

Sawyer: This is in reference to an issue in the fire department. Rupert: The fines were initially in excess of \$5k. After a couple of meetings with OSHA, the Fire Chief, and Deputy Fire Chief the fines were reduced by 50%. We continue to work with OSHA in a consultative fashion to put together a respiratory protection program along while working to meet two deadlines for other items. The Fire Chief commented that the OSHA person we have been working with is very positive and helpful. The final fine is ~\$2,600.

Sawyer: Thanked Rupert for his attention on this matter.

DePietro: What was the background of the violation? Rupert: A firefighter was injured during a fire incident and was transported to a hospital for the night. He entered the structure without air support and experienced breathing problems afterwards. There were some holes in the program we have. Teller: Was this due to non-compliance with the program or in general the programs are not sufficient? Rupert: It was both. The Chief has addressed the non-compliance portion. Sawyer: The First Responder intended to correct a situation that seemed obvious but was not. According to OSHA standards that person should have waited for more equipment to be available.

D. Other

Sawyer: There was a Memorial Day parade meeting. The parade will start at 10:00 a.m. In the sense of this being a memorial no candy will be thrown. The parade will be done with the most amount of respect. If groups want to participate in the parade contact Town Hall. Morra: We will be following a very similar format that was started some decades ago.

Sawyer: A mix of boys and girls from a Cub Scout den had an hour-long visit to Town

Hall as part of a cross over to full scouts. They were excited to be in their Town Hall.

7. New Business:

A. A/P Detail List

Motion: I move the Bolton Board of Selectmen approve the payment of the bills on the A/P Detail List included in the agenda packet.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. Information on An Act Reforming Motor Vehicle Assessment

Sawyer: This originated with the Governor; the bill has gone to the General Assembly. It is very early in the legislative process. Bolton's portion would be over \$500k. That would not cover what we currently collect for motor vehicles so it would be a shortfall. Rupert: Jill calculated a \$150,000 shortfall.

C. Consider and Act on Tax Sale

Rupert: The Tax Collector sent a letter to Sawyer and Rupert about several properties going to tax sale as they are three years or over in overdue taxes. The three parcels on Colonial Road do not have dwellings and they are contiguous. The town has not use for them and worked on the owner's behalf to connect him with a developer.

Motion: I move the Bolton Board of Selectmen start the tax sale on the properties listed that are three years or more overdue in tax payment.

By: Morra

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Motion: I move that the Board of Selectmen authorize the Tax Collector to send tax demands and initiate the process of tax sales for the five properties previously approved and that we authorize her to engage a tax sale counsel, Adam Cohen, as she recommends.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

Sawyer: Another issue was remanded to the Pollution Control Authority; it may come back to the BOS at some point. This is informational only at this time.

D. Consider and Act on Purchase of Tires and Rims for FD Brush Truck

Sawyer: The Fire Department has a specific vehicle that has specific size needs for which there is only one vendor. The parts are only manufactured for this vendor. The BOS has been asked to consider waiving the requirements for three verbal quotes.

Motion: I move the Bolton Board of Selectmen act on the purchase on tires and rims for the Fire Department Brush Truck.

By: Morra

Seconded: DePietro

Discussion: Eremita: There is also specialty items and modifications to the body. This will be done by a vendor we deal with all the time so we are comfortable with them and they are the sole source of the tires. There is also significant work to make this brush truck work. Rupert: All of these things are necessary to install these tires. Purchase orders of \$6,251 and \$5,220 = \$11,471.

Amended motion: And to include the assembly and modifications as noted.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

E. Other

Sawyer: She has gotten requests to have some lines painted somewhere in town for outdoor pickleball courts other than on the tennis courts. Rupert has been asked to look at locations with asphalt to have the lines painted.

Sawyer: Spoke with the Lt. Governor about coming to Bolton to go through the list of Koran War veterans and honoring them through the Commissioner of Veteran’s Affairs. She asks that the BOS help vet the list of those veterans that we have in town. A date will then be put together a date to recognize those veterans.

Recess called at 8:24 p.m.

Meeting resumed at 8:29 p.m.

8. First Selectman’s Report:

A. Discussion on Approval for a Plaque for H. DePold

Sawyer: This is about honoring former Town Historian Hans DePold. DePold took many years of effort to put together details of the Revolutionary War Route in town. He took it from the Town’s perspective and then to a state and national level. This brought in various historians and local politicians. The book DePold wrote detailing the route in his book is for sale at Town Hall. The plaque is being requested by the Heritage Farm Commission. Three large story boards at the Farm were created and paid for by a grant from the National Park Service. The Commission will return to the BOS with additional details.

B. COVID-19

Sawyer: There has been a sharp decline in the infection rate. We will be passing out COVID test kits at the library. Please see the date and time for this on the town's website.

C. Go Out to Bid for Bond Council Other

Sawyer: We have been approached by another Bond Council. Bolton will need a bond council in the near future. Should we go out to bid or stay with the current bond council?

Eremita: He cannot see a down side of going out to bid. It is in our best interest to go out to bid.

DePietro: Jill Collins remarked that the one we have is familiar with Bolton. He got the feeling she would keep the one that we currently have. But what do we have to lose by going out to bid.

Morra: A key in going out to bid is to look at what the Bond Council would provide and how they deal with you. We could end up retaining the same one. It does not mean another council can do as good as the current one.

Teller: On general principle it should go out to bid. Since it has not gone out in 5 years we should look at it again.

Motion: I move the Bolton Board of Selectmen authorize Staff to draft a Request For Proposal for Bond Council bidding to be approved by the Board of Selectmen.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

D. Temporary Trooper Kristin Coit

Sawyer: We lost the evening shift trooper to the Lt. Governor's detail. We thank Jonathan Santiago who was a positive influence in town and extend a warm welcome to Kristin Coit. Coit is a 16-year veteran and comes with Niko, a K9 unit.

9. Administrative Officer's Report:

A. Monthly Report

Rupert: Some activities included:

- The LOTCIP grant application for the connectivity trail project and communication with residents.
- Collecting information for the CAPA budget.
- Finishing of the town budget.
- Subcommittee meetings.
- A redraft of the alcohol and marijuana ordinance that the Town Attorney is reviewing.
- Met with the outgoing and incoming state troopers and their Sergeant.
- Discussion of a possible contract with the Highway Supervisor.
- OSHA meetings and filing of the annual OSHA paperwork.
- Started on the Technology Plan.

- Onboarding of two clerks.
- Letter to the YWCA for use of the space after 7-1-2022. We decided we needed that space. The YWCA has been offered space at the school building.
- Staff meeting last week.
- Planning Staff Appreciation Week in mid-March.
- Provided Staff support for Winter Fest that was a tremendous success.

B. Other

Rupert: The test kit distribution was mentioned previously.

10. Executive Session: Discussion of Separation Agreement for Highway Supervisor

Motion: I move the Bolton Board of Selectmen enter executive session for discussion of the draft separation agreement for Highway Supervisor with Jim Rupert in attendance.

By: Teller

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

The BOS entered executive session at 8:46 p.m.

The BOS exited executive session at 9:00 p.m.

11. Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn.

By: Morra

Seconded: Teller

Voting:

For: Morra, DePietro, Sawyer, Teller, Eremita

Against: None

Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Board of Selectmen Recording Secretary

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