

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

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

Also present: Kawan Gordon, Kathy McCavanagh

1. Call to Order:

By: Sawyer

Time: 7:03 p.m.

Place: Hybrid

2. Public Comment:

No one was present who wished to speak.

3. Approval of Minutes:

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

A. January 18, 2022 –A/P Meeting

B. January 25, 2022 –Budget Workshop #3

C. January 27, 2022 –Budget Workshop #4

D. February 3, 2022 –Budget Workshop #5

E. February 16, 2022 –Budget Workshop #7

F. February 23, 2022 –Budget Workshop #8

G. March 1, 2022 – Regular Meeting

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

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

By: Teller

Seconded: Eremita

With the following correction:

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

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

4. Appointments and Resignations

A. Heather Beaulieu– Resignation

B. Tim Johnston – Reappointment to Ethics Commission

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

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

5. Reports & Updates:

A. J. Scala – Temporary Building Committee

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

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

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

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

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

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

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

By: Teller

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. Properties and Facilities Report

a. Perrachio Property Lease to L. Pesce

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

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

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

b. Discussion Regarding Using Bolton Congregational Church for Office Space

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

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

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

c. Silo Roof

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

C. FY 21 Budget Report

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

D. Budget Transfers

No budget transfers this evening.

The meeting recessed at 8:27 p.m.

The meeting resumed at 8:31 p.m.

6. Ongoing Business:

None

7. New Business:

A. Building Safety Month

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

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

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

B. State and Local Bridge Grant and ARPA Funding

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

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

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

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

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

Rupert: We need to look at reallocating funds in the capital budget for a school project.

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

Rupert: \$49k.

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

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

E. Consider and Act on Referendum Date and Location

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

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

By: DePietro

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer

Against: None

Abstain: Teller

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

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

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

By: DePietro

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

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

By: Eremita

Seconded: Morra.

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

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

By: Eremita

Seconded: Teller

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

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

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

By: Teller

Seconded: DePietro

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

I. Consider and Possibly Act on Alcohol and Cannabis Ordinance

Richard Barger, Town Attorney, was present.

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

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

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

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

8. First Selectman's Report:

A. COVID-19

B. Branding Committee Update

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

9. Administrative Officer's Report:

A. Monthly Report

Members had no questions about this report.

B. LoCIP Grant, Connectivity Grant

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

C. Other

None

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

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

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, DePietro, Sawyer, Teller

Against: None

Abstain: None

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

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

11. Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn.

By: Teller

Seconded: Morra

Voting:

For: Morra, DePietro, Sawyer, Teller, Eremita

Against: None

Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Board of Selectmen Recording Secretary

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