

CHAPTER 3.

ELECTED COMMISSIONS, BOARDS, AGENCIES AND OFFICERS

Section 3.1 COMMISSIONS, BOARDS, AGENCIES AND OFFICERS

A. State Elections. The following office shall be filled by election at the time of State elections:

Registrars of Voters

B. Town Elections. The following Town commissions, boards, agencies and offices shall be filled at the time of the Town election:

- First Selectman
- Selectmen
- Planning and Zoning Commission
- Planning and Zoning Commission alternates
- Zoning Board of Appeals
- Zoning Board of Appeals alternates
- Finance Committee (At-Large members)
- Board of Education
- Board of Assessment Appeals
- Town Meeting Moderator

C. Other. The following Town Office shall be filled by selection in accordance with the provisions of the General Statutes:

Justices of the Peace

Section 3.2 GENERAL POWERS AND DUTIES

All elected Town commissions, boards, agencies and officers shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed upon them by the General Statutes and such other powers and duties conferred or imposed upon them by this Charter.

Section 3.3 COMMENCEMENT AND DURATION OF TERM

A. The term of office for each Registrar of Voters shall commence on the Wednesday following the first Monday of January succeeding his election unless otherwise provided by the General Statutes or by this Charter.

B. The term of Justices of the Peace shall begin on the first Monday of January succeeding their nomination as provided in Section 9-183b of the General Statutes.

C. The term of office for each person elected at the Town elections shall commence on the second Monday following his election unless otherwise provided by the General Statutes or by this Charter.

D. All persons elected or selected to any commission, board, agency or office pursuant to the provisions of Chapters 2 and 3 of this Charter shall, take office upon qualification, and shall continue to hold such position until his successor is duly elected and qualified.

Section 3.4 QUADRENNIAL STATE ELECTIONS: OFFICES, TERMS, ADDITIONAL DUTIES AND TRANSITION

Registrar of Voters. There shall be two Registrars of Voters, one for each major political party, in accordance with Section 9-189a of the General Statutes, each of whom shall serve a term of four (4) years. Each Registrar of Voters shall appoint a Deputy Registrar of Voters in accordance with Section 9-192 of the General Statutes, who shall serve at the pleasure of the Registrar who appointed such Deputy.

Section 3.5 BIENNIAL TOWN ELECTIONS: COMMISSIONS, BOARDS, AGENCIES AND OFFICERS, TERMS AND ADDITIONAL DUTIES

A. First Selectman. The First Selectman shall serve a term of four (4) years.

B. Board of Selectmen. The Board of Selectmen shall consist of the First Selectman and six (6) other Selectmen, each of whom shall serve a term of four (4) years. The votes cast for any unsuccessful candidate for First Selectman shall be counted as votes for such person as a member of the Board of Selectmen in that same election. However, notwithstanding any other provision of this Charter, no person may serve simultaneously in more than one position on the Board of Selectmen, or on the Board of Selectmen and in any other elected Town office, and a person shall be deemed to have vacated any such existing elected position immediately upon taking the oath to serve in any other elected Town office. Beginning in the manner provided by Section 13 of this Charter, the terms of the members of the Board of Selectmen shall be staggered so that the First Selectman and three (3) members of the Board of Selectmen shall be elected in the same regular biennial municipal election, and three (3) members of the Board of Selectmen shall be elected in the next regular biennial municipal election.

C. Finance Committee. The Finance Committee shall consist of four (4) voting Ex-Officio members and three (3) voting members elected At-Large by the electors of the Town. One Ex-Officio member of the Finance Committee shall be the First Selectman, or another member of the Board of Selectmen appointed by the First Selectman to serve in place thereof. One Ex-Officio member of the Finance Committee (who shall not be a member of the same political party as the First Selectman or their designee serving as Ex-Officio member) shall be selected from the Board of Selectmen and shall be appointed by the Board of Selectmen. When the First Selectman serves personally, the First Selectman's term as an Ex-Officio member of the Finance Committee shall be coterminous with their term as First Selectman, provided that the First Selectman may designate another member of the Board of Selectmen to serve in place of the First Selectman for a term as provided herein. Two (2) Ex-Officio members of the Finance Committee (who shall not both be members of the same political party) shall be selected from the members of the Board of Education and shall be appointed by the Board of Education. All Ex-Officio members of the Finance Committee (except the First Selectman when serving personally) shall serve a term of two (2) years, or until a replacement has been appointed and qualified, whichever is later. Ex-Officio members may be re-appointed to successive terms, but no Ex-Officio member shall continue as a

member of the Finance Committee after vacating their elected office, unless elected to an At-Large position. Each member of the Finance Committee elected At-Large shall serve a term of four (4) years. Beginning in the manner provided in Section 13 of this Charter, the terms of the At-Large members of the Finance Committee shall be staggered so that two (2) At-Large members shall be elected at same regular biennial municipal election, and one (1) At-Large member shall be elected at the next regular biennial municipal election. No member of the Board of Selectmen or the Board of Education may serve as an At-Large member of the Finance Committee. The chair of the Finance Committee shall be elected by the Committee from among its members at its organizational meeting.

D. Board of Education. The Board of Education shall consist of seven (7) members each of whom shall serve a term of four (4) years.

E. Board of Assessment Appeals. The Board of Assessment Appeals shall consist of three (3) members each of whom shall serve a term of four (4) years.

F. Planning and Zoning Commission. The Planning and Zoning Commission shall consist of seven (7) members each of whom shall serve a term of four (4) years.

G. Planning and Zoning Commission Alternates. There shall be three (3) Planning and Zoning Commission Alternates each of whom shall serve a term of four (4) years.

H. Zoning Board of Appeals. The Zoning Board of Appeals shall consist of five (5) members each of whom shall serve a term of four (4) years.

I. Zoning Board of Appeals Alternates. There shall be three (3) Zoning Board of Appeals Alternates each of whom shall serve a term of four (4) years.

J. Town Meeting Moderator. The Town Meeting Moderator shall serve a term of two (2) years.

Section 3.6 JUSTICES OF THE PEACE

The number of Justices of the Peace shall be that prescribed by and selected in accordance with the provisions of Sections 9-183b, 9-183c, 9-184, 9-184c and 9-186 of the General Statutes.

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STATE OF CONNECTICUT • COUNTY OF TOLLAND • INCORPORATED 1720

TOWN OF BOLTON

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Elizabeth C. Waters, CCTC
Town Clerk

Cynthia Chmielowiec
Assistant Town Clerk

October 30, 2023

RE: HVAC Indoor Air Quality Grant Program for Local Schools
Local Funding Authorization Letter

I, Elizabeth Waters, on this the 30th of October, do hereby certify the attached documentation to be a true and accurate copy of the Town of Bolton's Special Town Meeting Minutes from January 25, 2017, Regular Board of Selectmen Meeting Minutes from November 1, 2022 and Annual Town Meeting Minutes from May 16, 2023.

Per the Bolton Special Town Meeting Minutes from January 25, 2017, the Town of Bolton approved increasing the \$340,000 appropriation for the Fiscal Year 2016/17 Board of Education Facility Improvements Program at Bolton Center School, and the authorization to issue bonds or notes and temporary notes to finance appropriation, by \$606,600, for an aggregate appropriation of 946,500 each, and expanding the scope of the appropriation to include other items and to the extent of available funds, replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers.

Per the November 1, 2022 Board of Selectmen Meeting Minutes, the Board of Selectmen approved to use the remaining \$172,000 in left over bonded funds that were approved at Town Meeting on January 25, 2017 for the Board of Education projects at Bolton Center School for the energy management system (BCS HVAC Indoor Air Quality Project) and the three other projects to the extent of available funds.

Per the Bolton Annual Town Meeting Minutes from May 16, 2023, the Town of Bolton approved the use of the above mentioned remaining bond funds appropriated by Town Meeting on January 25, 2017 to be used through July 1, 2024.

The Bolton Board of Education is going out to bid for the energy management system (BCS HVAC Indoor Air Quality Project) and will be using the full \$172,000 for this project.

Sincerely,

Elizabeth C. Waters

Elizabeth Waters
Town Clerk



Minutes of the Special Town Meeting
Town of Bolton
January 25, 2017

A Special Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Bolton, Connecticut, was held at the Town Hall, 222 Bolton Center Road, in the Town of Bolton, Connecticut, on Wednesday January 25, 2017 at 6:30 p.m. Present were: First Selectman Robert Morra; Selectmen Robert Neil, Gwen Marrion, and Sandra Pierog; Administrative Officer Joyce Stille, Superintendent Kristin Heckt and approximately 48 Town residents and school officials.

Town Meeting Moderator Catherine Peterson called the meeting to order at 6:30 P.M. Mrs. Peterson then read the first paragraph of the call of the meeting. Joyce Stille then made a motion to waive the reading of the Call of meeting due to its length and since there were copies made available to the public.

Motion: Joyce Stille

Second: Cheryl Udin

Vote: Motion Carried unanimously

Mrs. Peterson then gave a brief synopsis of the Resolution to be voted on. Ms. Stille then made a motion to dispense with the reading of the resolution due to its length and because copies we made available to the public.

Motion: Joyce Stille

Second: Robert Morra

Vote: Motion carried unanimously

Mrs. Peterson then read the Return of Notice. She then called for a motion to accept the resolution as presented.

Motion: Katherine Gallé

Second: Richard Tuthill

Ms. Peterson then opened the floor to discussion.

Mr. Tuthill opened with questions regarding the natural gas component of the project and expressed concerns about the payoff schedule for the bonding. Mr. Morra addressed the question and explained in more detail the reasoning and costs behind the conversion to gas. He also related that the new debt for this project would take the place of the retiring debt. Ms. Stille added that any savings from the project would be used to remove oil tanks that won't be used or need replacement.

Mr. Ron Alleman had questions about how this would impact property taxes for taxpayers. Mr. Morra again addressed the question explaining that the retiring debt would essentially be replaced by the new debt of this project and that taxes would not be affected.

Eileen Jennings had a question regarding additional costs such as the replacement of oil tanks and wanted to know why this was not budgeted for earlier. Mr. Morra explained the life span of oil tanks and that they would be budgeted for in the year of their replacement rather than setting aside a particular portion in the capital budget for these items since there is only so much money available to draw from.

Mr. Pete Braddock expressed concerns about increased spending and the reason for asking for money at this time and not at referendum. Also, he asked about the available funds remaining, if any, and what they would be used for. Mr. Morra addressed the questions by stating that the additional money would go towards items in the capital budget related to school projects. Money has to be used where allocated. Ms. Stille then addressed the question regarding the request for funds at this time rather than at the budget referendum. It is not part of the general budget and is done separately by town meeting and then funded by the bonding process.

Robert Gallé then addressed the meeting as an individual as not as a member from the Board of Finance. He stated that even though he voted against the borrowing, as a member of the BOF, he also stated that the work needed to be done. He likened this to a home equity loan and that the money would be used as needed and that taxes would not be impacted entirely. He also explained that the town meeting is the process used to address this type of spending since it is required by Town Charter. Mr. Gallé also stated that he would be voting no on this resolution.

Mr. Alleman expressed concerns about the vote taken at this meeting being the deciding factor.

Mrs. Meyers had questions about the field study and if this would be addressed in the future. Mr. Morra expressed concerns about what State funding would be in relation to other projects that need to be addressed. The town will not be moving forward on any of the field repairs until we know what the funding is. Superintendent Kristin Heckt stated that the safety concerns were discussed but that the project would cost approximately \$2 million dollars and that the town wouldn't be able to afford taking on that debt load at this time.

Mr. Richard Treat expressed his concern about the notice of the meeting and the bidding process lacking funds to accomplish the project. He also felt that the Temporary Public Building Committee should be the committee handling the project. He expressed concerns regarding the digging up of pavement in relation to the natural gas lines. Mr. Morra addressed the concern about the new pavement and the gas line. He assured Mr. Treat that they are not in the same area. Also, the school has a grounds committee that will oversee the school portion of the project. Ms. Stille stated that this is not a repair or replacement so it does not require the Temporary Public Building Committee to oversee the project. The town attorney and Bond Counsel were consulted and confirmed this Charter language.

Mr. Tuthill asked how much it would cost to recondition the track and fields at the schools. Superintendent Heckt couldn't say what that figure would be. Mr. Morra stated that there was town and school staff that could be utilized to work on the fields.

Mr. Peter Lowry asked what would happen if this resolution didn't pass. Mrs. Peterson stated that the boards would then get together again but that the town was committed to the bond figure currently under consideration if passed.

Mr. Braddock wanted to know if the excess funds left over could go to other projects. Ms. Stille stated that they are required to utilize any excess funds towards Bolton Center school projects and that they can't be used for any other town projects or needs. Ms. Heckt expressed her concerns about State cuts in funding that could affect the school and stated that we needed to get in line to receive those funds while they were still available.

Ms. Martine Skoog expressed concerns about the current process of having the town meeting for this appropriation rather than bringing it to referendum. Mrs. Peterson reiterated that this is not part of the school budget and this falls under the capital improvements budget that comes under the scope of a town meeting. Ms. Stille clarified that Town, School, Capital Reserve/Improvement and debt services are all included in the single budget figure that is presented at the budget referendum. Capital projects are only passed at town meeting or separate referendum and are not presented at Budget referendums.

Mrs. Katie DeRosiers moved to close debate, seconded by Mr. Peter VanDine. Mrs. Peterson then asked those that were not electors to go to the back of the room.

Richard Tuthill interjected, with a point of order, to vote by show of hands.

Motion to close debate was carried by a vote of 22 to 20 in favor.

Mrs. Peterson then called for a vote on the following Resolution. Mr. Tuthill, as a point of order, requested a hand count vote.

INCREASING THE \$340,000 APPROPRIATION FOR THE FISCAL YEAR 2016/17 BOARD OF EDUCATION FACILITY IMPROVEMENTS PROGRAM AT BOLTON CENTER SCHOOL, AND THE AUTHORIZATION TO ISSUE BONDS OR NOTES AND TEMPORARY NOTES TO FINANCE THE APPROPRIATION, BY \$606,500, FOR AN AGGREGATE APPROPRIATION AND AGGREGATE BORROWING AUTHORIZATION OF \$946,500 EACH; AND EXPANDING THE SCOPE OF THE APPROPRIATION

RESOLVED,

A. That the Town of Bolton increase the THREE HUNDRED FORTY THOUSAND DOLLAR (\$340,000) appropriation for the Fiscal Year 2016/17 Board of Education Facility Improvements Program at Bolton Center School and the authorization to issue bonds or notes and temporary notes in the same amount to finance the appropriation, as approved at the Annual Town Meeting held May 17, 2016, by SIX HUNDRED SIX THOUSAND FIVE HUNDRED DOLLARS (\$606,500), for an aggregate appropriation of NINE HUNDRED FORTY-SIX THOUSAND FIVE HUNDRED DOLLARS (\$946,500) and an

aggregate borrowing authorization of the same amount to finance the increased appropriation; and that the scope of the appropriation be expanded to include the following: (i) reconstruction of the parking lots, including related work and improvements (estimated cost of \$236,390); (ii) carpet removal, floor tile asbestos abatement and carpet and/or tile replacement for the K-3, first floor and second floor building sections, including related work and improvements (estimated cost of \$140,110); (iii) building boilers and water heater replacement and conversion to natural gas, including related work and improvements (estimated cost of \$230,000); and (iv) to the extent of available funds, replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers. The appropriation may be spent for design, acquisition, installation and construction costs, related work and improvements, equipment, materials, architectural/engineering services, consulting fees, testing costs, survey costs, legal and administrative costs related to the projects, costs related to any application for and acceptance of available grants, legal fees, net interest on borrowings and other financing costs, and other expenses related to the projects. The Board of Selectmen is authorized to determine the scope and particulars of the projects and may reduce or modify the scope of the projects, and the entire appropriation may be spent on the projects as so reduced or modified; and is further authorized to delegate to the Temporary Public Building Commission all or any portion of such authority with respect to any of such projects;

B. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The First Selectman and the Treasurer or Deputy Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

C. That the Board of Selectmen, the First Selectman, the Treasurer, the Deputy Treasurer, the Public Building Commission and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the projects and to issue bonds and notes and obtain grants to finance the aforesaid appropriation.

Vote: 30 to 12 in favor of the Resolution.

On a motion by Cheryl Udin, seconded by Peter Van Dine, it was voted to adjourn the meeting at 7:32 P.M.

Respectfully submitted,

Elizabeth C. Waters

Elizabeth C. Waters
Town Clerk

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

		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

Others present: CVC, Alex, Rodney Fournier, Kathy McCavanagh

1. Call to Order:

By: Sawyer

Time: 7:06 p.m.

Place: Hybrid

All rose to recite the Pledge of Allegiance to the flag.

2. Public Comment:

No one wished to speak.

3. Approval of Minutes:

A. October 4, 2022 – Regular Meeting

Corrections:

- Page 3, item 5.A. – correct “Borden” to “Gordon” throughout.
- Page 5, item B., first sentence – change “Freya” to “Freija”.
- Page 8, Motion – first sentence – change “accomodated” to “accommodated”; second sentence – change “dispostion” to “disposition”.
- Page 10, last sentence – exit time of Executive Session was not provided to the Recording Secretary.

Motion: I move the Board of Selectmen approve the October 4, 2022, Regular Meeting minutes with the corrections noted.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None
Abstain: None

B. October 18, 2022 – Special Meeting A/P

Motion: I move the Board of Selectmen approve the October 18, 2022, Special Meeting minutes.

Teller: Appointments have to have the names spelled out for agenda item 4. Sawyer: The Veteran's Commission consists of full members Kathy Walsh, Barry Stearns, Paul Toomey, Al Demay, and Gary Corigan; alternate members are Attorney Richard and Jim Clark.

By: Morra

Seconded: Teller

Voting:

For: Morra, Eremita, Sawyer, Teller

Against: None

Abstain: DePietro

4. Appointments and Resignations

A. Appointments: K. Fishman - Assessor

Motion: I move the Board of Selectmen appoint Kara Fishman as Assessor for the Town of Bolton.

By: Morra

Seconded: DePietro

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

5. Reports & Updates:

A. Properties and Facilities Report

Sawyer: The signage for the cemeteries is coming along. There is a dispute with the current contractor over work not being done. The Buildings and Grounds department is back to full capacity with returned employees. The Highway department is also back to full capacity. Sawyer extended thanks from the BOS for the great job done by the two departments while they were short staffed.

B. FY 22 Budget Report

No comment.

C. Consider and Act on A/P Report and Budget Transfers

Motion: I move the Board of Selectmen accept the A/P Report as presented.

By: Morra

Seconded: Eremita

Discussion: Eremita: page 3 for the Forestry Truck upgrades shows it coming out of the

line item expenses but that should be out of the grant expense.

Amended Motion: I move the Board of Selectmen accept the A/P Report with the report being sent back to change the expense for the 5” ball for the Forestry Truck as coming from the grant expense.

By: Morra

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller

Against: None

Abstain: DePietro

Sawyer: The budget transfer request is needed because the new Assessor will be needing dues paid to the appropriate assessors’ association. The prior assessor had the dues paid by the town. The dues expenses will be shared 50/50 with the town of Willington as Bolton’s Assessor is shared with Willington.

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

SUBJECT: Assessor Office

Transfer FROM: Other category: _____ to category: _____ (Do not use _____ within budget)

From: _____ \$000,000.00 to: _____ \$000,000.00

to: _____ \$000,000.00 to: _____ \$000,000.00

Transfer FROM: _____ Budget _____ to Budget _____

From category: _____ to category: _____

From: _____ \$000,000.00 to: _____ \$000,000.00

to: _____ \$000,000.00 to: _____ \$000,000.00

Other: _____

Explanation: _____

Assessor	Title
1/1/2022	Date

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

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

D. Report and Update on Trails Committee

Sawyer: There has been communication from Gwen Marrion as a community member and Selectmen Emeritus. The discussion has been on the Hop River Rte. 6 access for the land given back to the town from the state for the expressway that was never built. Parking is

needed to access the lands. Parking was first looked at at Bolton Collision. Now the recommendation is to go up the hill near Munson Chocolates. The town took one house near there and the state took the other. There is already a curb cut here. The Town Engineer will be taking a look at this possible location. It will hold five cars with some trees taken down. Marrion will write a grant to fund this proposal.

Teller: Does the BOS need to authorize Marrion to prepare the grant application? Sawyer: Not at this time. The Town Engineer's report is needed first.

Eremita: Part of the location at Bolton Collision was supposed to be for a water source for the Fire Department. If the trail access is moved up Route 6 we lose that ability. Sawyer: Advised the fire department to talk to Jim Rupert and the Town Engineer. There is still an opening there and flat space done below. Eremita: He will look into that. Morra: The issue at Bolton Collision was to allow for trail parking and separated access for fire apparatus to go in there and turn around. Eremita: The fire department was under the impression we would be allowed access because it was for fire department water supply. Not sure that we will have that farther up. There may not be available access for the fire department with parking for only five cars and those may not be legitimate curb cuts; that is something to look into. Sawyer: DOT had been using the area for project staging. We will have to have approval from the state Traffic Commission. Morra: We should verify that we have curb cut access before we move forward.

Sawyer: There will be further investigation before we have any motions. The BOS will table this until the next meeting. Teller: What is the cost for Joe Dillion to do a site walk and review of the possible plan? Morra: We can check that with Marrion; sometimes the engineering is included with the grant. Sawyer: She will contact Marrion.

6. Ongoing Business:

A. Received Letter for Connectivity Grant

Sawyer: The money should follow for the approval of up to \$186k for connectivity from the Fire House to Town Hall.

7. New Business:

A. Alexandra Miller-Davey Presentation for Bolton High School Trail Project

Alex Miller-Davey was present to provide more background information.

Miller-Davey: Suggests building a trail at the high school for her personal project requirement at school. She is a mountain biker and is interested in trail building. She has experience with building trails and is a level 1 mountain biking coach. She believes a multi-use trail at the high school would be a good addition. This could link up with the hiking trails that are already there. The multi-use trail would have biking features such as rollers, berms, and rock gardens for beginnings. The aim is to complete this by early December.

Sawyer: Do you have a time limit? Must it be done by early December to satisfy the requirement? You are a minor so who would be the supervisor from school, home, or mountain biking associations? Are you affiliated with a group to insure you for construction of the trail? You are an individual that would be working on town property.

Miller-Davey: No, to all questions. Sawyer: Are you planning to use power equipment? What would you be using to create the features? Will you have to clear brush and saplings? Miller-Davey: No power equipment will be used. She will use a shovel to create the features. She will not cut down trees and use manual tools for any brush or saplings.

Morra: How wide will the trail be? Is there an extreme slope at the proposed location or is the area level? The concern would be for erosion. Miller-Davey: The trail would be one to two feet wide like a normal footpath. There is some slope but it is not extreme. She will make sure there is proper drainage on the trail.

Sawyer: What safeguards are you using to make sure you are not trespassing on private property? Miller-Davey: She found a map of the property lines and will make sure the trail will stay within the correct boundaries.

DePietro: Is there a plan for maintaining the trail? Miller-Davey: She will come in every few weeks and make sure it is in good condition and make repairs as necessary.

Eremita: Does this trail go into the property the town purchased to the left, or north, of the high school? Miller-Davey: She believes so. Sawyer: Or there is the property on the back side of the high school. Miller-Davey: The trail is proposed for behind the high school. Eremita: Then you are not going onto the property we purchased. Have you walked the proposed path? How do you propose bringing in rip rap or something like that to prevent erosion? We could have the Parks department bring something in to help with this. That would eliminate the problem with insurance. Treat this like a new road being built in town. We take over the maintenance. Having a town department involved will make it easier and safer with a person or two to help. Miller-Davey: She has not walked the path yet. The location may change.

Morra: The timeframe is what he is having the most trouble with. Miller-Davey has an extremely ambitious timeframe if issues occur. And the project cannot be started until all the approvals are received. Is it critical the trail be finished by December, 1, 2022? Miller-Davey: If she has the shape of the trail by that time it will be fine with her school. Morra: This has not been reviewed by Buildings & Grounds and the Town Administrator. The town in some manner will have to be part of the maintenance. Making sure it can work for them for the maintenance side of it. Morra suggests a meeting between Miller-Davey and Buildings & Grounds and the Administrator so the BOS can give you better directions. Morra thinks this is a neat idea. Coordination between Miller-Davey and the town is important.

Eremita: Likes the idea of going in there to put stakes along the location of the proposed trail. Miller-Davey: She has some flags that can be used for this purpose.

Sawyer: Asked Miller-Davey to reach out to the Board of Education and the Superintendent. The entrance for the trail is on their property. Eremita: There is no BOE property. Town property is town property. But he agrees that Miller-Davey should talk with Kristin.

Miller-Davey: Shared the screen with the proposed path originating at the high school.
Sawyer: What of those coming with a bike and parking at the high school? This requires a bit more planning. Morra: Bikes should go around the playing fields. Sawyer: The town owns the land on the south side of the tennis courts. Eremita: There is a right-of-way along the tennis courts. Miller-Davey: She believes there is a gravel path there. Morra: That was not designed for bikes. The best point to have bikers start is at the end of the parking area to not interfere with any school activities. Eremita: You have to take into consideration school security issues. Sawyer: What is the trail end? Is it a turnaround making it a loop trail? Miller-Davey: Yes, there will be a turnaround.

Teller: Somewhere back there is a cross-country trail. Will there be a conflict between the trails? What is back there in terms of wetlands that may not have not been flagged? The Superintendent needs to be asked about this plan. He agrees this is town land but there are school activities back there. Where does the trail come out and is that where the soccer and baseball fields are? And what if there are motorized vehicle offenses of the trail? Miller-Davey: She is not sure if the cross-country trail is shown on the map she is using. She would not expect there to be much in the way of wetlands because of the slope.

Sawyer: Miller-Davey has brought up a great idea. This would be a great active use of property. She concurs with Morra that this is ambitious plan. Sawyer proposed to Miller-Davey to come back to the December BOS meeting with some answers to the questions posed this evening. The BOS has enjoyed having her here this evening. We do have a trails ad hoc committee. Miller-Davey can ask that committee to meet once she has more answers of the concerns expressed this evening.

Miller-Davey: She talked to Mr. Butrymovich. He said to talk to the BOS. This meeting has helped in giving her a bit more of a plan.

Morra: Between now and the December meeting the BOS can have a chance to look at the inland wetlands map.

B. Consider and Act on Resolution for Left Over Funds at the School

Sawyer: This is for up to \$172k in left over funds. There are four motions that need to be made per the state Department of Education. To make that all work we need to have three motions in our records to satisfy the state.

Motion: I move the Board of Selectmen approve the expenditures from the remaining funds from the 2017 borrowing allocation for the Board of Education projects at the Bolton Center School according to Section A4 of the approved resolution of the town meeting on January 25, 2017 for the purposes of the replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system, and lockers, to the extent of available funds.

By: Teller

Seconded: DePietro

Discussion: Sawyer: Energy management system does not refer to the HVAC? Teller: No.

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

Teller: The next three motions are to take advantage of money that is now available for improving indoor air quality. Morra: This was the primary issue of the three 3 Board meeting. This is the beginning of moving forward with improving air quality in the schools that arose because of COVID-19

Motion: I move that the Board of Selectmen authorizes the Bolton Board of Education, through the Superintendent, to apply to the Commissioner of the Department of Administrative Services for an indoor air quality school construction grant at Bolton Center School.

By: Morra

Seconded: Teller

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

Motion: I move that the Building Committee is hereby established for the HVAC Indoor Air Quality Project at Bolton Center School. The members for the Building Committee for this project are Scott Rich, Andrew Broneill, and Ben Davies.

By: Morra

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

Motion: I move the Board of Selectmen hereby authorizes at least the preparation of the schematic drawings and outline specification for the HVAC/Indoor Air Quality Project at Bolton Center School.

By: Morra

Seconded: Teller

Discussion: Eremita: Do we have the money to pay for that and where is it coming from? Morra: There are funds for that. Kathy: This was supposed to be added to the agenda this evening. The three motions were extra that came in yesterday. Morra: These were from the state Department of Education per their request. Money is available from the BOE's operating budget

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

C. Diversity and Inclusion Training: Reached out to KJR; Waiting to Hear Back on January Dates

Sawyer: We are waiting to hear on the availability of KJR for the proposed dates.

8. First Selectman's Report:

A. COVID-19

Sawyer: We are stable; there are no changes.

B. Trail Safety Meeting Update

Sawyer: there was an accident between a walker and a biker on the piece of trail near exit 5. This is part of the State paved trail. The victim wanted a police report and there was some confusion of who's authority covered this portion so a meeting was held. The paved portion is covered by DOT; the unpaved portion is covered by DEEP. The Resident State Trooper is the authority of the paved portion under DOT for safety in criminal situations or if a police report is needed. The unpaved portions could be covered by DEEP Conservation Officers or the state police. The discussion also covered access to the different parts of the trail. The Bolton Fire Department was in concurrence with the access points. It was a pleasure to work with all of the representatives at the meeting. The victim was a former Bolton resident that now lives in Manchester and walks every day.

Teller: Who responded to the accident? Sawyer: 911 was called. Manchester answered and told the caller you are in Bolton. Emergency crews immediately responded. Victim had multiple breaks on both legs. The victim wanted a police report for health coverage.

9. Administrative Officer's Report:

A. Monthly Report

Sawyer: Presented the report in Rupert's absence:

10/26/22

November Meeting Highlights

From Interim Town Administrative Officer

- We have completed the bid process for MVA recycling and bulky waste
- The bid and for the truck and it is sealed and the truck should be in about
- Senior Center gas leak issue has been signed and final details are being completed
- Participated in OCM Public Safety Committee meeting
- Participated in OCMOSG Emergency Board Meeting
- Participated in DEPQ Board meeting and Town Emergency meeting
- Met with the HOA and discussed the issues regarding the modular office situation
- We received a commitment letter regarding the curbside bulky items
- All MAAs completed 2022 audits and are ready to go
- I have been working with staff on projects for 2023-2024 in the OCM budget process
- David Nadeau and O'Connell visited to see if we could better position them to be a utility
- Had a meeting with the fire department
- Reviewed school ID and signed up
- Reviewed two grants for submission to Vermont Transportation for Aging Center Cooperative
- Commission and the letter for the town
- Met with Fire and Police regarding a new water facility study and possible renovations to
- Public Road meeting issues to facilitate using and improving space
- Working on scheduling monthly training, probably weekly
- Completed sub description for Maintenance and Land Maintenance per contract
- Training on Tyler software
- Working on the report on the IT and the
- Creating labels for the meeting dates on the bulletin for next year
- Will be looking for the town's office
- Updating the town's website to make it more user friendly for everyone
- Other items to be discussed for the meeting
- Scheduled staff meeting and Extra Meeting
- Had a safety meeting with State Police and O'Connell
- Had a meeting with the fire department
- Total revenue to which we are looking at for 2023

Respectfully submitted,

James Rupert
Interim Town Administrative Officer

Sawyer: The BOS made it clear that they did not want to use the church hall for voting. The thought was to see if it is possible to make one large space out of those two empty spaces behind the Senior Center, such as using a removable partition, with the possibility of use this space for voting in the future. That is the thought Rupert had and to look at it as part of the town-side facilities study.

Morra: We are looking at the support structure in that portion of the building in order to know what it entails to remove the walls in between. We are hoping this gives us enough data to gives us a good indication of creating one space. The process has just been started. We have not heard been back yet if that can be done.

Teller: His understanding is that the registrars have asked for space and that needs to be accessible space. Notch Road is not really accessible. The space there was talked about for same day registration but the registrars were denied use of this space. This should have been brought to the BOS before an answer was given to the registrars. The registrars are statutory officers and have statutory duties. He wants the person who made the decision to explain the answer.

Eremita: Yes, what are the reasons for the response, who made it, and why it was answered that way? The person responsible is not here this evening. Put on the agenda or on a special meeting agenda. Sawyer: The Intern Town Administrator will not be back in time for a special meeting. The registrars would have had someone on the ground level at Notch Road to help the handicapped as they have done in the past.

Eremita: The BOS has been pushing for the adoption of a shared service plan. This has

been harped on four to five times per year. Contracts should not be negotiated in such a way if the shared services idea is a problem when the current streets department person retires. The contract should allow the BOS to form a public works department with coordinated services that is in the best fiscal responsibility of the town. We are not making the leap. This has to happen if we want to cut costs and be more efficient. Sawyer: Suggested Eremita come into Town Hall to review the contract.

B. Other

None

10. Adjournment:

Motion: I move the Bolton Board of Selectmen adjourn at 8:54 p.m.

By: Eremita

Sawyer: Asked that a second to the motion wait for a few seconds. We are looking at two possible meeting dates for a special meeting for the trash contract and executive session for the Interim Administrator's contract. Please check your calendars for November 14, 2022, at 4:00 p.m. or December 7, 2022.

Seconded: DePietro

Voting:

For: Morra, DePietro, Sawyer, Eremita, Teller

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.

Annual Town Meeting – May 16, 2023

Electors and others qualified to vote at town meeting in the Town of Bolton met at the Bolton Town Hall, 222 Bolton Center Rd, Bolton, CT on May 16, 2023 for Bolton's Annual town meeting. Present were: First Selectman Pamela Z. Sawyer, Selectmen Robert Morra and Adam Teller. Also present were several members of the public and Town boards.

Town Meeting Moderator Thomas Fiorentino called the meeting to order at 7:00 p.m. and read the call of the meeting, the return of notice, and the items to be voted upon.

Item # 1

RESOLVED:

1. To hear annual reports from each town Commission, Board, Agency and Office.

Motion: Adam Teller

Seconded: Pamela Z. Sawyer

Discussion: None

Vote: All in favor, motion carried

Item #2

RESOLVED:

2. To authorize the Board of Selectmen and the Treasurer of the Town of Bolton, when the annual budget is adopted, to borrow on specific accounts, or otherwise, such sums of money from time to time, and at such time or times as may be necessary to meet the expenses and obligations of said Town of Bolton for the fiscal year 2023 – 2024 in an amount not exceeding the appropriations authorized herein.

Motion: Robert Morra

Second: Pamela Z. Sawyer

Discussion: none

Vote: All in favor, motion carried

Item #3

RESOLVED:

3. To consider and act upon the five (5) year capital improvement plans presented by the Board of Selectmen in the annual budget document.

Motion: Pamela Z. Sawyer

Second: Robert Morra

Discussion: none

Vote: All in favor, motion carried

Item #4

RESOLVED:

4. To authorize the approval of the remaining funds from the 2017 borrowing allocation for the Board of Education projects at the Bolton Center School, according to Section (a)(iv) of the approved resolution of the town meeting on January 25, 2017, for the purposes of the replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers, to the extent of the remaining available funds continue to be available for those approved purposes through July 1, 2024.

Motion: Scott Rich

Second: Andrew Broneill

Discussion: none

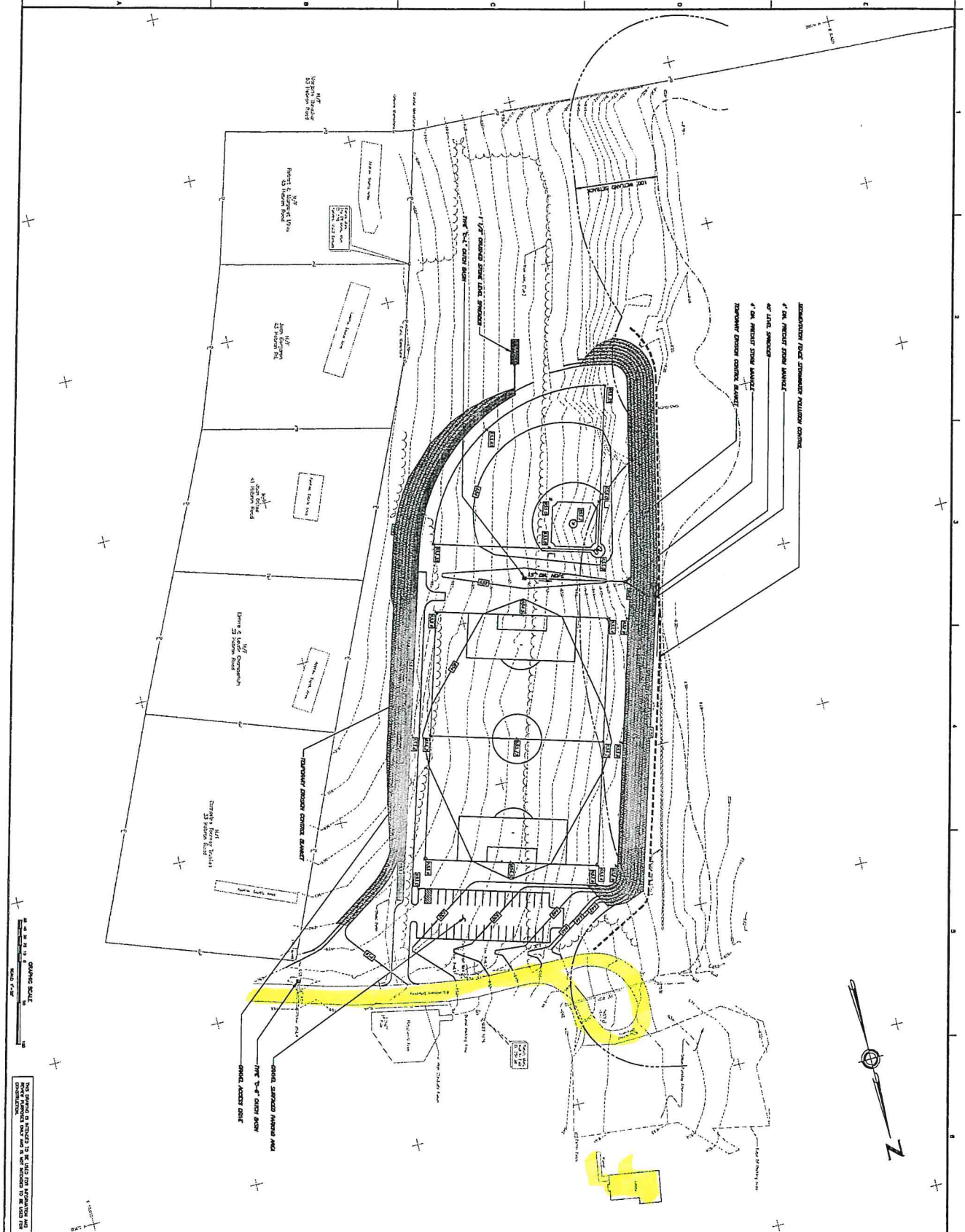
Vote: All in favor, motion carried

Having no other business, Town Meeting Moderator, Thomas Fiorentino, asked for a motion to adjourn the meeting. On a motion by Robert Morra, and seconded by Pamela Z. Sawyer, it was unanimously voted to adjourn the meeting at 7:09 p.m.

Respectfully submitted,

Elizabeth C. Waters

Elizabeth C. Waters, Town Clerk



GRAPHIC SCALE
 0 10 20 30 40 50
 FEET
 0 10 20 30 40 50
 METERS

THIS DRAWING IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT BETWEEN THE CLIENT AND THE DESIGNER. ANY CHANGES TO THIS DRAWING MUST BE APPROVED BY THE DESIGNER IN WRITING.

<p>HERRICK PARK SOCCER FIELD BOLTON, CONNECTICUT</p>	
<p>GRADING PLAN</p>	
<p>SCHEMATIC DESIGN</p>	
<p>JOHN W. SULLIVAN, P.E. 1000 WEST MAIN STREET, SUITE 100 BOLTON, CONNECTICUT 06033 TEL: 860-349-1234 FAX: 860-349-1235 WWW: WWW.JWSULLIVAN.COM</p>	
<p>DATE: _____ DRAWN BY: _____ CHECKED BY: _____ APPROVED BY: _____</p>	
<p>1. PREPARED FOR: [Client Name] 2. PROJECT LOCATION: [Project Address] 3. PROJECT DESCRIPTION: [Project Description]</p>	
<p>1 OF 1</p>	