

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING & BUDGET WORKSHOP #2
TUESDAY, JANUARY 23, 2024
TOWN HALL- 6:30 P.M.
CALL IN NUMBER: 1-929-205-6099
MEETING I.D.: 842 6139 0147**

1. Call to Order.
2. Consider and Act on Call for Town Meeting.
3. Consider and Act on Date for Town Meeting (Tuesday, February 6, 2024 – 6:30 pm – Town Hall).
4. Discussion and Possible Action for BOS Retreat.
5. Budgets:
 - Tax
 - Library
 - Fire Commission
6. Adjourn.

**TOWN OF BOLTON
CALL FOR SPECIAL TOWN MEETING**

The legal voters of the Town of Bolton are hereby warned and notified to meet in the Special Town Meeting at the Town Hall, 222 Bolton Center Road, on Tuesday, February 6, 2024, at 6:30 P.M. for the following purposes:

1. 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 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 December 31, 2024.

Dated at Bolton, Connecticut, this 23rd day of January 2024.

Bolton Board of Selectmen

Rodney Fournier

Robert Morra

Pamela Sawyer

Gwen Marrion

Mather Clarke

Timothy Sadler

Amanda Gordon

BOLTON BUDGET WORKSHOP

TAX COLLECTOR

NO. 6

Code 4135	TAX COLLECTOR	Adopted Expenditures 2022-2023	Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
51610	Payroll	75,482	75,481	77,167	79,289	
51620	Other Payroll	5,931	0	5,000	5,000	
53200	Professional Educational Training	1,180	1,165	1,580	1,080	
55400	Advertising	600	716	900	900	
55500	Printing & Binding	6,000	8,012	8,200	8,200	
56120	Office Operating Expenditures	1,850	991	1,850	1,850	
58100	Dues & Fees	165	145	215	215	
	Total	91,208	86,510	94,912	96,534	0

Any Change (+/-) in a category please explain.

By: Lori Bushnell

Line Item	Explanation/Discription
51610-Payroll	FTE=1, increase in salary of 2,127
51620-Other Payroll	Internship money, goal is to have an intern to help in the office, same amount as last year
53200-Professional Educational Training	Attend 1 conference in March, decrease of 500 dollars from last year
55400-Advertising	Legal notices, same amount as last year
55500-Printing & Binding	Same as last year
56120-Office Operating Expenditures	Office supplies, same as last year
58100-Dues & Fees	Membership to various organizations, amount same as last year

Decision Package # out of # .
#1 being the first one to take (least impact)

Department: Tax Collector

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

My Assistant Ashleigh has finished her classes so that expense can be removed this year

Explain why this particular item was selected:

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services	500.00	None	See above
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total			

Summary:

BOLTON BUDGET WORKSHOP

LIBRARY

No. 30

Code 4501	LIBRARY	Adopted Expenditures 2022-2023	Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
Accounting Codes	Category	2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
51610	Payroll	236,763	228,494	243,866	248,735	
53200	Professional Educational Training	1,000	455	1,000	500	
53400	Other Professional Services	2,045	1,789	2,045	2,000	
53520	Other Contracts	23,000	23,032	23,000	24,232	
56120	Office Operation Expenditures	3,500	2,512	3,500	3,500	
56400	Library Materials	27,400	28,831	32,400	32,400	
57300	Equipment	500	323	550	500	
58100	Dues & Fees	1,200	945	1,200	1,200	
	Total	295,408	286,381	307,561	313,067	0

Line Item	Explanation/Description
51610-Payroll	FTE=1, PT Union=4, PT Nonunion=2, Substitutes =3.
53200-Professional Educational Training	CT library association annual conference, some minor online events as well. Decrease of 500 dollars.,
53400-Other Professional Services	Program leaders, events, etc. Amount is a decrease of 45 dollars.
53520-Other Contracts	Software such as bibliomation and copier costs. Amount increase of 1,232 dollars from last year
56120-Office Operation Expenditures	Office supplies, amount is the same as last years.
56400-Library Materials	Library acquisitions: books, music ebooks, etc. Amount is the same as last years.
57300-Equipment	Self-explanatory, amount decrease at 50 dollars.
58100-Dues & Fees	Dues to member organizations, amount the same as last years.

Decision Package # 1 out of # 2 .
#1 being the most important to fund

Department: Library

Subject: Payroll

Explain proposed addition here (programs or services added and their effect on hours, etc.):

To cover possible union increase of 2.5%

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	\$6066.00		
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other Contracts			
Total	\$6066.00		

Summary:

Decision Package # 2 out of # 2.
#1 being the most important to fund

Department: Library

Subject: copier

Explain proposed addition here (programs or services added and their effect on hours, etc.):

To cover contract overage of copies including color copies

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other Contracts	1,200.00		Kyocera copier contract overage
Total	\$1,200.00		

Summary:

Decision Package # 1 out of # 4 .
#1 being the first one to take (least impact)

Department: Library

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

3 staff left that were received longevity.

Explain why this particular item was selected:

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll	\$1,200.00		
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	1,200.00		

Summary:

Decision Package # 2 out of # 4 .
#1 being the first one to take (least impact)

Department: Library

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Reduced amount due to most training is still online or no charge.

Explain why this particular item was selected:

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services	\$500.00		
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	\$500.00		

Summary:

Decision Package # 3 out of # 4 .
#1 being the first one to take (least impact)

Department: Library

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Reduced amount for outside program leaders.

Explain why this particular item was selected:

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other Professional Services	\$45.00		53400
Total	\$45.00		

Summary:

Decision Package # 4 out of # 4 .
#1 being the first one to take (least impact)

Department: Library

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Reduced amount for equipment purchases.

Explain why this particular item was selected:

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment	\$50.00		
Other Professional Services			
Total	\$50.00		

Summary:



Bolton Volunteer Fire Department

"Serving our neighbors with pride since 1941."

December 2023

Fire Commission Budget Request Information Budget Year 2024 – 2025

The Bolton Volunteer Fire Department has been an established organization with the mission to provide the services necessary to minimize the loss of life and/or property threatened by the hazards of fire, explosions, medical, chemical, and rescue related emergencies, through fire suppression, and conscientious prevention and education since 1941. Over the decades, the landscape in Bolton has changed greatly with respect to population, homes, businesses and infrastructure. In order to provide services, the Bolton Volunteer Fire Department has out grown two buildings, old apparatus has been replaced, training has been enhanced, and today, members of all ages and walks of life still care about helping the citizens in town and our surrounding communities.

One of the positive results over the last few years is the number of our volunteer members that have been hired in paid fire departments or ambulance services. This is attributed to the training that we offer our members, and the caliber of individuals that we have in our department. We lose our members as they pursue lifetime careers, negatively impacting our availability of active members.

With this said, the number of people that want to volunteer in our department has dwindled over the last few years. Since 2013, the department has had approximately 40 members on the roster, with half of those responding to large incident calls. Remember that members come from many walks of life, families and occupations. Today, 37 members are not all available at the same time. Historically nighttime is the best response time for many members because of their conflicting obligations. In the last few years, volunteers are getting harder to come by, a problem faced by other civic, private, church or school groups, as

well. The fire department community is getting the same results, fewer citizens in town want to commit to give up their free time.

In public safety, when someone needs help, for anything, they call 911 and expect a response. In the last few years in Bolton, the day time response has been fulfilled primarily by the retired members. During COVID, our response included more members because they were working from home and could come out for a major emergency. Companies are now calling people back to the office arenas now, leaving the first responders short during the day. Duties around the fire house still must be completed. Fire apparatus and equipment must be checked regularly. EMS equipment must be ordered, inventoried, and tested monthly. There are many other inhouse chores that must be done, on top of responding to 911 emergency calls.

See the charts noting data on emergency calls in the Town of Bolton at the end of this letter.

The subject of retirement by a number of the senior members has been discussed with the Selectmen over the last few years. After much discussion and surveys of other fire departments, the Fire Commission agrees that it is time to plan for properly compensating the Chief and members for their certifications and emergency responses, in an effort to bolster member response to future emergency calls. In addition, plan and implement a program to include a paid employees, firefighters with EMT certifications, to handle the duties briefly noted above. For discussion, 7 am to 4 pm should be considered, five days a week. See the attached charts.

Fire Chiefs are compensated in several ways, historically to include a salary and vehicle. Examples of this around Bolton are Hebron, Coventry, Tolland, Glastonbury and Mansfield.

Your Fire Chief averages 25 hours per week that includes all administrative and finance paperwork, and attending meetings. In addition, the Chief responds to emergency calls, training classes, and drills, another 10 – 20 hours a week. Historically the Bolton Vol. Fire Department responds to 550 emergencies each year. Last year your current Fire Chief responded to 279 emergency 911 dispatched calls.

Bolton's Fire Chief current salary is \$ 15,205.89 / year

Local departments that have paid full time and or part time paid members include Tolland, Coventry, Hebron, Glastonbury, Vernon, Willington, and Somers. See the attached chart on our neighbor departments.

The Fire Commission also feels that the Proficiency Fund should be increased to enhance the monies paid out to members to recoup expenses for their vehicle fuel, repairs, insurance, taxes, clothing, etc.. Currently these monies are distributed to the members once a year, less taxes, at the Annual Meeting in May. The Commission is suggesting that we look at setting up payments that are tailored around certifications and response, at regular intervals throughout the year, in an effort to get the membership to be more active in responding to our citizens' emergency calls.

In following the Fire Commissioner's recommendations, the attached two options are being submitted to you for consideration, and keeping the rest of the budget proposal as close as possible to a zero increase budget as requested by the First Selectman and Town Administrator.

The Fire Commission and Fire Chief look forward to continuing discussions on the two options that are crafted to help our citizens in their critical time of need.

Respectfully submitted,

John Morianos

Chairman of the Fire Commission

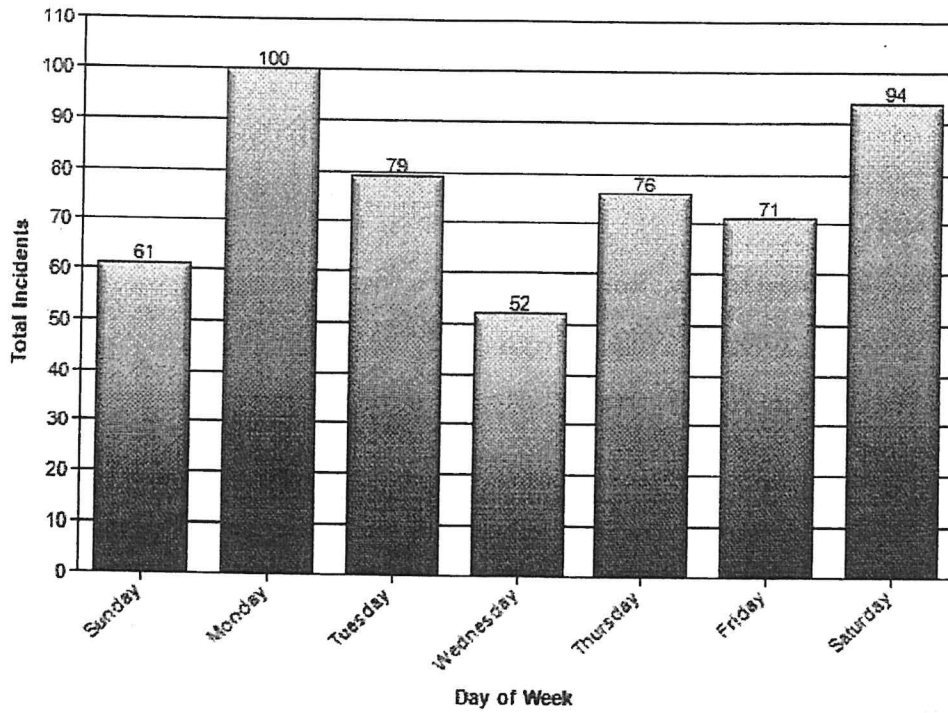
Bruce A. Dixon

Fire Chief

Alarm Date between 2023-01-01

and 2023-12-31

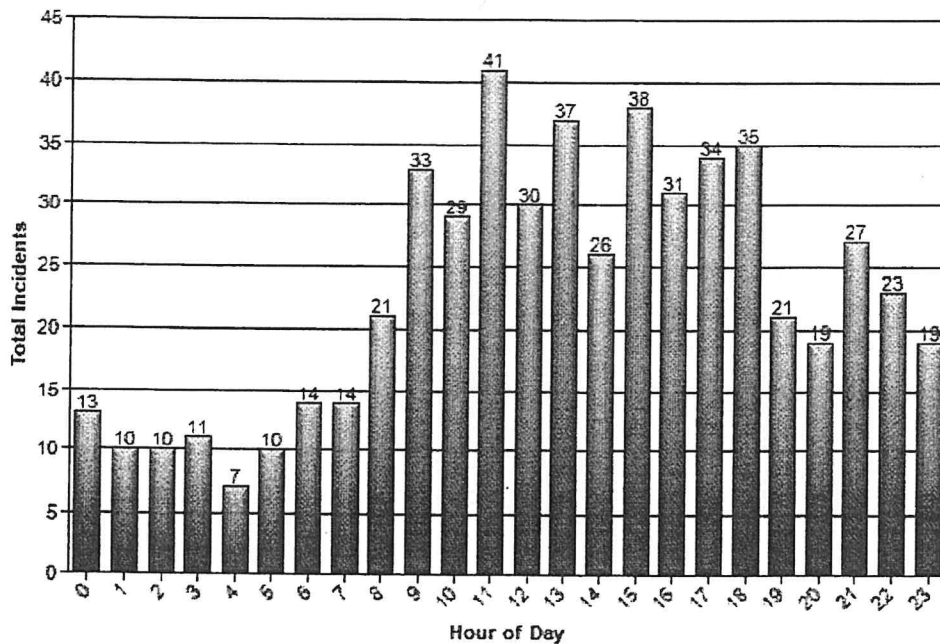
Monthly Breakdown of Incidents



Alarm Date between 2023-01-01

and 2024-12-31

Hourly Breakdown of Incidents



Area Fire Department Survey

December-23

of Calls 2023 (last 12 months) Population (2022) Fire Chief Compensation Vehicle Vol / Comb / Paid Amb. Compensation Additional

	# of Calls 2023 (last 12 months)	Population (2022)	Fire Chief Compensation	Vehicle	Vol / Comb / Paid	Amb.	Compensation	Additional
Ashford	580	4,222	20,000 ?	?	COMB	X	\$20/hr	
Bolton	534	4,834	15,205	X	VOL		pt system	LOSAP
Columbia	610	5,258	2,500	X	VOL	X	pt system	
Coventry	1,344	12,285	78,000	X	COMB	X	\$20 / hr	
Glastonbury	860	36,000	100,000+	X	COMB		\$21 per diem 8 - 430 PM	
Hebron	1,128	9,121	86,000	X	COMB	X	\$19 to \$29/hr	
Lebanon	741	7,132	2,000+	X	VOL	X	plus \$6/hr Duty Officer + Fire	tax abatement 10%
Somers	1,538	9,843	100,000+	X	COMB	X	26.56 / hr	
Vernon	5,914	30,625	33,920	X	VOL	X	Cert stipend Q + ff \$5/ call days \$8/night	LOSAP
Willington	831	5,544	0	X	COMB	X	21.5 23.50/ hr	25hrx52x\$23+ 30K

Current Firefighter Positions Advertized for by surrounding municipalities

	Fire Chief	\$ 109,801 - 153,735	FF / EMT Full Time 32.72 / hr	FF / EMT Part Time 26.34 / hr
Mansfield Fire	Fire Chief			
Scotland VFD	FFF/EMT per Diem	19.08 / hr		
East Haddam Fire	FF / EMT Full Time	22.58 - 25.09 / hr	24.29 - 24.90 / hr	
Windsor EMS	EMT Full Time	18.00 - 24.00 / hr		
Hebron Fire	FF / EMT Full Time	28.64 / hr		
Old Mystic Fire	Firefighter	52,787 salary		
Westfield/Middletown Fire	FF / EMT	20.00 / hr		
Willington Fire	FF / EMT	23.50 / hr		

**Bolton Fire Department
Calendar Year 2023**

Emergency Calls responded to : 534

Type of calls:

Emergency Medical including accidents	72%
Fires - structure, vehicle, brush, etc	23%
Mutual Aid Responses and Misc	5%

Average response time 7 minutes

Total time of personnel on emergency calls 2,361 hours

Average emergency per month 45

Busiest Months March and July with 54 calls

Busiest Day of the week Monday and Sundays

Busiest time of the day for emergency calls 8 AM to 6 PM

Longest Time of an Emergency Call: Motor Vehicle Accident I384 Ice Storm 4.35 HR

Members 37

Active Members 18

Average Age of Members 29.85

Age Range 18 - 73

Average Years in Service 9.81

Members Service Time Probationary to 54 years

Members that left for Professional Fire or EMS Jobs 7 in the last 2 years

Training:

Firefighter Certification 20

EMS Certification 28

Every Monday night except for holidays

EMS (200 hr) and FF Classes (160 hr) : Nights and Weekend, depending on the class

Fire Prevention Programs conducted with FMO at all schools for pre school to 4th grade

Budget Categories for the Bolton Fire Commission

This is a brief explanation of the services, equipment, NFPA obligations, training, emergency service communication, and contracts that the fire department pays out annually to run the operation.

Payroll

Officer, and secretary positions for fire department and the Fire Commission.

Professional Education Training

Initial and annual training costs for members to be certified in fire technology, EMS, and/or traffic incident management to do their jobs effectively and safely. This also includes costs for specialty classes and conferences for EMS, rescue and fire.

Other Professional Services

Includes annual physicals that are required by OSHA for our members to participate in emergency activities. These physicals include specialized physicals targeted to the category of job that the member is involved in, to include but not limited to audiology, PPE fit testing, cardiac, Hepatitis B vaccines, and CDL physicals.

Fire / Security Maintenance & Supply

This budget category covers expenses for all labor and materials that are performed by outside vendors both inhouse and at the vendor's location. Some examples would be DOT testing, fire pump, and aerial ladder testing of your apparatus on an annual basis, annual fire hose and ground ladder testing, fire extinguisher testing, personnel's SCBA mask fit testing, and more.

Emergency repairs done by an outside vendor would be also included in this category.

Communications

This category covers your 911 dispatching costs, Active 911 paging service, antenna rental space on a communications tower, cell phone, and television monthly costs.

Proficiency Fund

This fund is given to the fire department every year to reimburse the members for their fuel, vehicle tax, clothing, etc. as the member sees fit. These funds are distributed historically at our annual banquet in May. Members receive funds, less taxes, that coincides with the emergency activities that they participate in.

Repairs & Maintenance Supplies

Items needed to do inhouse repairs by our members, and town staff to keep your equipment in working condition.

Office Operation Expenses

The category where we purchase computer supplies including toner, filing materials, general office supplies, etc.

Other Supplies

Water, award materials, misc

Medical Expenses

This category includes purchasing medical supplies and equipment, drugs like Epi and Narcan, Oxygen,

Uniforms & Supplies

The Uniform category is where we purchase firefighter and EMS turn out gear. One set of firefighter gear that includes pants and jacket average \$3600 per person. Add helmet, boots, gloves, and thermo hoods, the total can average \$4,400. In recent years the Selectmen increased funding that allowed us to purchase a second set of gear per certified firefighter as required by NFPA. This gear has a ten year life expectancy per NFPA, except for wear and tear.

Equipment

This category encompasses cost for equipment used in our daily activities. Specialized tools are included in this account.

Dues & Fees

This covers annual fees for Fire Chiefs and Firefighter Associations that include customized insurance plans for each member covering life and A&D plans.

BOLTON BUDGET WORKSHOP

FIRE COMMISSION

OPTION 1

NO. 20

Code 4203	FIRE COMMISSION	Adopted		Unaudited		Request	
		Expenditures	Expenditures	Actual	Expenditures	for	for
Accounting Codes	Category	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
51610	Payroll	55,468	46,292	57,132	113,857		
53200	Professional Education Training	12,800	6,768	12,800	12,800		
53400	Other Professional Services	7,200	4,643	7,200	7,200		
54302	Fire/Security Maint. & Supply	40,125	46,639	46,125	46,125		
55300	Communications	26,850	26,293	30,183	30,786		
55900	Proficiency Fund	19,375	19,375	19,974	see letter		
56100	Repairs & Maintenance Supplies	7,900	7,370	7,900	7,900		
56120	Office Operation Expenditures	500	1,544	500	500		
56300	Other Supplies	1,400	2,798	1,400	1,400		
56900	Medical Expenses	8,100	6,967	8,100	8,100		
56930	Uniforms & Supplies	25,200	24,972	25,200	25,200		
57300	Equipment	35,167	38,796	40,167	38,500		
58100	Dues & Fees	1,300	1,400	1,300	1,300		
	Total	241,385	233,857	257,981	293,668		0

Any Change (+/-) in a category please explain.

By: Bruce Dixon/John Morianos Jr.

Decision Package # 1 out of # 2 .
#1 being the most important to fund

Department: Fire Commission

Subject: Fire Department Personnel

Explain proposed addition here (programs or services added and their effect on hours, etc.):

As our society is not stepping up to volunteer, in many disciplines, the fire department is not exempt from seeing a lack of volunteers in the last two years. We are very encouraged by our membership that have moved on into career fire departments. The citizens of Bolton need a emergency service that is staffed and educated to respond to fires, variety of rescues, haz mat, EMS, and a variety of other calls for help.

Explain why this particular item was selected:

Please see the attached letter.

OPTION 1

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	\$ 36,751	See attached letter	Includes Proficiency Fund - see letter
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Communications	\$ 603	none	TN fee increase
Proficiency Fund	(\$ 10,000)	Retention of volunteers	See attached letter
Total	\$ 37,354		

Summary: OPTION 1: A program with a compensation package that rewards members with certifications in Firefighting, EMS, and or TIM to respond to more emergency calls for service.

Code 4203	FIRE COMMISSION	Adopted		Unaudited		Request		Proposed	
		Expenditures	2022-2023	Actual Expenditures	2022-2023	for	2024-2025	by Selectmen	2024-2025
Accounting Codes	Category	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2024-2025	2024-2025	2024-2025
51610	Payroll	55,468	46,292	57,132	197,307				
53200	Professional Education Training	12,800	6,768	12,800	12,800				
53400	Other Professional Services	7,200	4,643	7,200	7,200				
54302	Fire/Security Maint. & Supply	40,125	46,639	46,125	46,125				
55300	Communications	26,850	26,293	30,183	30,786				
55900	Proficiency Fund	19,375	19,375	19,974	see letter				
56100	Repairs & Maintenance Supplies	7,900	7,370	7,900	7,900				
56120	Office Operation Expenditures	500	1,544	500	500				
56300	Other Supplies	1,400	2,798	1,400	1,400				
56900	Medical Expenses	8,100	6,967	8,100	8,100				
56930	Uniforms & Supplies	25,200	24,972	25,200	25,200				
57300	Equipment	35,167	38,796	40,167	38,500				
58100	Dues & Fees	1,300	1,400	1,300	1,300				
	Total	241,385	233,857	257,981	377,118				0

Any Change (+/-) in a category please explain.

By: Bruce Dixon/John Morianos Jr.

Decision Package # 2 out of # 2 .
#1 being the most important to fund

Department: Fire Commission

Subject: Fire Department Personnel

Explain proposed addition here (programs or services added and their effect on hours, etc.):

As our society is not stepping up to volunteer, in many disciplines, the fire department is not exempt from seeing a lack of volunteers in the last two years. We are very encouraged by our membership that have moved on into career fire departments. The citizens of Bolton need a emergency service that is staffed and educated to respond to fires, variety of rescues, haz mat, EMS, and a variety of other calls for help.

Explain why this particular item was selected:

Please see the attached letter.

OPTION 2

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	\$ 120,201	See attached letter	Includes Proficiency Fund - see letter
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Communications	\$ 603	none	TN fee increase
Proficiency Fund	(\$ 10,000)	Retention of volunteers	See attached letter
Total	\$ 120,804		

Summary:

Decision Package # 1 out of # 1 .
#1 being the first one to take (least impact)

Department: Fire Commission

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Explain why this particular item was selected:

SCBA bottles have a mandatory 15 year replacement time frame. See the detailed explanation below

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Other Supplies			
Equipment	- \$ 1,667	No impact	See below
Other (specify line item)			
Total	- \$ 1,667		

Summary:

Equipment Category is being lowered. In the past, there was a request by the Fire Chief and Town Administrator along with the Selectmen to agree to purchase SCBA replacement bottles staggered over a period of several years. With the increase in monies available over the last two years, we were able to get on track without a major expense in one year. This purchase of mandatory replacement of SCBA bottles at 15 years has been completed last year, hence a drop in this category request and honoring the agreement between all parties for this item. This action will assist in future purchases for SCBA bottles in 10 – 15 years.

**Bolton Fire Certification Compensation
Proposed System Comparison
Fiscal Year: 2024 - 2025 Proposed**

December-23

OPTION 1

Officer / Certification / Response Basis

Fire Chief	1	29,500.00	Quarternly	Members	Certification	2700 hours per year	FP
Dep Chief	1	9,078.00			FF1	Instructor	EMS
Asst Chief	1	6,607.00			FF2		
Captain	2	6,178.00	772.25				
Lieutenant	8	16,728.00	522.75				
Engineer	6	6,300.00	262.50				
**							
Total		\$ 74,391.00		37		4	17
							8
							32
							5

Member ###	Calls Attended	2022-2023		FF1	FF2	Instructor	EMIT	FP	Yearly Total Compensation ***	Yearly Total - to pay Quarterly			\$2,000 Tax Abatement 10% calls training pts etc
		Response Hours	*** To pay out Quarterly							100% no restrictions on number of calls	10% Calls	8% of Calls	
1	13	25.50		200	300	100	200	100	800.00				
2	3	1.25	300						1,200.00				
3	12	14.00					200		800.00				
4	4	6.25					200		800.00				
5	35	54.75		200			200		1,600.00		1600		
6	7	10.50					200		800.00				
7	53	59.25		200			200		800.00	800	800	2000	
8	100	140.25		200			200		1,600.00	1600	1600	2000	
9	35	41.00	300				200		2,000.00				
10	55	52.75	300				200		2,000.00	2000	2000	2000	
11	21	20.50					200		800.00				
12	183	206.75	300			100	200		2,400.00	2400	2400	2000	
13	1	2.50					200		800.00				
14	310	354.25	300			100	200	100	2,400.00	2400	2400	2000	
15	2	2.25					200		400.00				
16	78	90.50	300			100	200		2,400.00	2400	2400	2000	
17	52	46.50					200		800.00	800	800	2000	
18	85	103.25					200		800.00	800	800	2000	
19	44	58.50	300			100	200		2,400.00	2400	2400	2000	
20	85	92.00				100	200		1,200.00	1200	1200	2000	
21	126	147.75	300			100	200		2,000.00	2000	2000	2000	
22	34	35.50					200		800.00				
23	53	62.50				100	200		1,200.00	1200	1200	2000	
24	14	50.00	300			100	200	100	2,400.00				
25	14	20.00	300			100	200		2,000.00				
26	10	11.75	300			100	200		2,000.00				
27	20	17.50		200			200		800.00				
28	2	2.75					200		800.00				
29	97	138.25	300			100	200		1,200.00	1200	1200	2000	
30	106	133.50	300			100	200		2,400.00	2400	2400	2000	
31	140	158.25	300			100	200		1,200.00	1200	1200	2000	
32	38	46.50	300			100	200		2,000.00				
33	27	50.00	300			100	200		2,000.00				
34	27	20.25					200		800.00				
35	116	161.25	300			100	200		2,000.00	2000	2000	2000	

36	107	133.75	300	200	2,000.00	2000	2000	2000			
37	43	43.50		100	400.00	400	400	2000			
Hours Total		2,615.50	FF1 800.00	Instructor 800.00	EMT 6,200.00	FP 300.00	To all members 52,800.00	10% 26,400.00	8% 29,200.00	5% 38,400.00	\$2,000 Tax Abatement 36,000.00

Total Calls 534 10% = 53 8% = 43 5% = 27

Officer / Certification / Response Basis

2024 - 2025 Proposed

Certification Compensation	Max. With Certs	10% of calls	8% of calls	5% of calls	5% of calls
Chief	52,800.00	26,400.00	29,200.00	38,400.00	38,400.00
Deputy Chief	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
Asst Chief	9,350.77	9,350.77	9,350.77	9,350.77	9,350.77
Captain 2	6,805.67	6,805.67	6,805.67	6,805.67	6,805.67
Lieutenant 8	3,277.12	6,554.24	6,554.24	6,554.24	6,554.24
Engineer 6	2,153.73	17,746.72	17,746.72	17,746.72	17,746.72
Fire Department Secretary	1,050.00	6,300.00	6,300.00	6,300.00	6,300.00
Fire Commission Secretary	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
Current Officers and Proficiency	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
	\$ 137,457.40	111,057.40	113,857.40	123,057.40	

Accounts:	
Payroll	57132
Proficiency	19974
Total	\$ 77,106.00

2023-2024	
Proficiency	29,200.00
Total	\$ 29,200.00

2024 - 2025	
8% of calls	23,760.00
Total	\$ 23,760.00

113,857.40
8% of calls an increase over 2023-24 **36,751.40**

**Bolton Fire Adding Paid Staff Compensation
Proposed System Comparison**

December-23

Option 2

Fiscal Year: 2024 - 2025 Proposed

Chief		29,500.00
Deputy Chief		9,078.00
Asst Chief		6,607.00
Captain 2	3,089.00	6,178.00
Lieutenant 8	2,091.00	16,728.00
Fire Department Secretary		7,200.00
Fire Commission Secretary		1,200.00
Proficiency Fund		30,000.00
Current Officers and Proficiency		\$ 106,491.00

Paid Personnel	Each Firefighter / EMT	Hours per Week	Per Week	Per Month	Per Year
Per FF/EMT/Driver	\$ 22.00	40	880.00	3,784.00	45,408.00
Two (2) Firefighter / EMT / Drivers		(TBD)	1,760.00	7,568.00	90,816.00
Three (3) Firefighter / EMT / Drivers			2,640.00	11,352.00	136,224.00

Total Proposed Officers and (2) Paid Personnel \$ 197,307.00

Total Proposed Officers and (3) Paid Personnel \$ 242,715.00

Accounts:	
2023-2024	Payroll 57132
	Proficiency 19974
	Total \$ 77,106.00

2024 - 2025	197,307.00
Paid Staff and Officers an increase over 2023-24	120,201.00

**BOARD OF SELECTMEN
PERSONNEL SUBCOMMITTEE MEETING
FRIDAY, FEBRUARY 24, 2023 – 10 A.M.
MINUTES**

The Board of Selectmen Personnel subcommittee held a meeting on Friday, February 24, 2023 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Mike Eremita, Adam Teller, Robert DePietro and Kathy McCavanagh.

Audience Members: Liz Waters, Stephanie Crane

1. Call to Order.

P. Sawyer called the meeting to order at 10:01 a.m.

2. Paid Firefighters.

M. Eremita expressed that he feels we need at least 2 paid fire fighters in the department. Someone who can check over the equipment and vehicles on a daily basis. Be able to drive the trucks as drivers are hard to come by and in need of training. We should only ask for volunteers for the actual calls we get. There is a grant "the Safer Grant" that could help pay for career personnel and also provide recruitment and retention funds. Grant is only open until March 17th.

R. DePietro thinks we should take a look at the Hebron Fire Department and how it's handled there. They have the closest model to Bolton.

A. Teller wants to see a strategic plan for the FD and if we need to bring in a consultant.

Put the following on the March 7th BOS agenda:

- FD to provide a strategic plan along with how they would pay for these fire fighters in their current budget.
- Be upfront with costs for the future. How will the town pay for these fire fighters – once this grant ends how will the town cover 100% of these costs?

3. Recreation Director Pay Increase.

J. Rupert explained that S. Crane is trying to make the recreation department self – sustaining. S. Crane is fairly new to the position being in it just under 2 years with one of them being COVID.

2.25 % increase will be automatic come July 1st.

R. DePietro would like to see a full job description before he can justify any type of raise.

BOLTON BOARD OF SELECTMEN
REGULAR MEETING
7:00 PM, TUESDAY, MARCH 7, 2023
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Pamela Sawyer, Deputy First Selectman Robert Morra, Adam Teller

Board of Selectmen Members Present Via Zoom: Michael Eremita, Robert DePietro

Staff Present In-Person: Interim Administrative Officer James Rupert

Staff Present Via Zoom: Recording Secretary Linda H. McDonald

Others Present Via Zoom: Nick Lavigne (Community Voice Channel), Fire Chief Bruce Dixon

1. Call to Order: P. Sawyer called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.
2. Public Comment: There was no public comment.
3. Resignations:
 - A. Teller MOVED to add the resignation of Tina Pryor as library assistant to agenda item 3. R. DePietro SECONDED. MOTION CARRIED 5:0:0.
 - R. Morra MOVED to accept the resignation of Lance Dimock with appreciation and regret. R. DePietro SECONDED. R. Morra thanked L. Dimock for his dedication and commitment to the community. MOTION CARRIED 5:0:0.
 - R. Morra MOVED to accept the resignation letter of Tina Pryor with appreciation and regret. R. DePietro SECONDED. P. Sawyer said T. Pryor has been a positive warm, inviting, encouraging and well-informed member of the library staff. MOTION CARRIED 5:0:0.
4. New Business
 - 4.A Discussion on 4-Day Work Week:

J. Rupert said at the Personnel subcommittee meeting tonight, he reported he had spoken with employees one on one and received comments from staff including town hall and the finance department. After discussion, it was not the will of the board to move this forward at this time.
 - 4.B Bolton Center School Air Conditioning Bid Waived:

J. Rupert explained, in accordance with the Town's bid policy, the BOE has the authority to waive the bid process and are required to notify the BOS.
 - 4.C Consider and Act on Waiving the Bid for the Skid Steer:

J. Rupert said the town secured a used skid steer coming off lease agreement with Mohegan Sun from Kahn tractor, for \$20,000 less than what is currently in the capital budget.

R. Morra MOVED to approve the purchase of a used skid steer with approximately 25 hours of use for \$60,000 or less from funds currently reserved in the budget for such use. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

M. Eremita MOVED to waive the requirement for competitive bidding for the purchase of the skid steer in accordance with section 3 of the "Bids" ordinance. A. Teller SECONDED. MOTION CARRIED 5:0:0.

4.D Consider and Act on Applying for Safer Grant for Fire Department:

J. Rupert said, if the BOS decides to move forward and apply for a Safer grant, the town will do everything in its power to make the short deadline. He said he and Chief Dixon have agreed, no matter what the decision of the board tonight, they will work together to come up with a comprehensive plan of the future needs of the fire department, to do the homework now so the town is ready when this grant opportunity comes around in the future and the board decides to take advantage of it.

R. DePietro said he spent two hours reading the grant information and has concluded it would be a waste of time to pursue this grant right now.

With the consensus of the board, Fire Chief Dixon was asked to comment. Chief Dixon said even if the town applied for and received the grant, the department still has to come up with a plan on how to implement that. He said it is time to get a plan in place, evaluate what the needs are going forward and concurred with J. Rupert they will work together to get a plan put together.

Chief Dixon said there are four sides to this plan: operational, financial, labor laws, and community support. J. Rupert added combining the addition of paid staff with volunteer staff has to be well thought out as well.

Consensus of the board was to ask the fire department to work with the Town Administrator to put together a possible plan to bring forward that the board could show to the town. P. Sawyer commented, hopefully, the town will have another opportunity to apply for this grant.

No action was taken on this agenda item.

Chief Dixon noted there may be fees from outside agencies associated with putting together a strategic plan and asked if there was money to cover this.

J. Rupert recommended, since the town is not moving very fast with the plan for a fire station addition, to go to town meeting and move some of the monies in the capital budget into a project that would allow the town to cover the associated costs. He said there is no money planned in this year's or next year's budget.

A. Teller noted there are CDS grant opportunities from Connecticut Senators Blumenthal and Murphy and Congressman Courtney available and \$15-\$20,000 for a strategic plan for the fire

department might be the kind of thing they would consider. J. Rupert said this could be addressed under agenda item 4.F: Consider and Act on CDS and Grants.

4.E Consider and Act on Draft Referendum Dates and Town Meeting Date:

R. DePietro MOVED to set the budget town meeting date for Tuesday, May 16, 2023. R. Morra SECONDED. MOTION CARRIED 5:0:0.

A. Teller MOVED to set the budget referendum date for Tuesday, May 23, 2023 with June 6, June 20, July 11, July 25 as possible additional dates. R. Morra SECONDED. MOTION CARRIED 5:0:0.

4.F Consider and Act on CDS and Grants:

J. Rupert reported he received information - (7:46) can apply for multiple grants,

P. Sawyer said Blumenthal recommended the town apply for the same grants form the house and senate sides. Suggested applying for four.

Discussion followed on possible projects to include in the grant application. The following projects were on the table after discussion:

- modular space
- \$25,000 strategic plan (personnel, equipment, structure) for fire department
- HVAC for BCS
- BHS soccer field with track 2.2 M
- fire suppression
- BCS upgrade for fire alarm system for \$40,000
- Heritage Farm bathrooms
- 2.2M for a water line and appropriate drainage from Manchester through the Bolton business district
- Herrick Park soccer fields based on updated pricing from Town Engineer
- fire station addition for approximately 1.7M
- mapping of cemeteries for next year for \$50,000

P. Sawyer polled the members to narrow the selection down to four projects.

R. DePietro asked for discussion on applying for grants for solar farms for the town. Discussion was tabled to a future meeting.

A. Teller MOVED to authorize the Town Administrator to apply for FY24 Congressionally Directed Spending grants for the following projects:

- \$25,000 for a Strategic Plan for the Fire Department
- \$2.2 million dollars for a soccer field with track at Bolton High School
- \$2.2 million dollars for a water line with appropriate drainage from Manchester through the Bolton business district

*Presented to the Selectmen at
Their meeting - Public Comments.*



Bolton Volunteer Fire Department
"Serving our neighbors with pride since 1941."

October 3, 2023

The Senior leadership in your fire department have had continued conversation with the Town Administrator about the future of the fire service in Bolton. As several of the senior members that respond to emergencies during the day are getting older, and as they have plans to retire out, there will be a potential void in our membership response. We have collectively had discussions about having a Strategic Plan from a company that is well versed in these studies. The goal is to look at what the Town currently has, and give us options going forward that would best suit the safety needs of our community. One option that continues to come up is to add some paid staff to handle emergencies during the day as well as being tasked to handle a lot of the in house maintenance associated with the fire house building operations and the detailed fire / rescue /

medical equipment and vehicle checks that have to be performed on a regular time line.

This additional staff should report to the Fire Chief. The compensation package for the Chief as is in place now will not be enough for the town to attract a qualified individual. As a point of interest, after a look at local budgets, comparing fire budgets for Manchester and Bolton, the cost per person for fire service in Manchester, 58,000 citizens, is approximately \$420 / person. Bolton's cost per person, 4,858 citizens, is approximately \$50 / person.

I will report back to you, the Selectmen, as conversations continue and there is additional information that will assist you in your decisions going forward for the safety of the citizens and property in our town.