

**TOWN OF BOLTON
BOARD OF SELECTMEN
BUDGET WORKSHOP #5
THURSDAY, FEBRUARY 8, 2024
TOWN HALL- 6:30 P.M.**

Call-In Number: 1-929-205-6099

Meeting ID: 898 2256 3537

1. Call to Order.
2. Budgets:
 - Building & Land Use
 - Administration
 - Boards and Commissions
3. Consider and Act on Approval of (2) Emergency Election Plans.
4. Adjourn.

Next meeting:

Tuesday, February 20, 2024, 6:00 p.m. (Town Hall and Zoom)

Retreat Agenda and Budget Deliberations if needed.

Wednesday, February 21, 2024 – 6:30 p.m. (Budget Deliberations if needed)

Thursday, February 22, 2024 – 6:30 p.m. (Budget Deliberations if needed)

BOLTON BUDGET WORKSHOP

BUILDING AND LAND USE

NO. 10

Code 4151	BUILDING AND LAND USE	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	222,060	147,670	222,587	216,694	
51620	Other Payroll	0	3,725	1,500	1,500	
53200	Professional Educational Training	3,100	1,105	3,100	5,000	
53300	Professional/Technical Service	114,943	138,014	157,000	157,000	
56010	Supplies	1,200	194	1,200	1,200	
56120	Office Operating Expenditures	800	1,037	800	800	
58100	Dues & Fees	550	235	650	650	
	Total	342,653	291,980	386,837	382,843	0

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

By: Rich McKinnon

Line Item	Explanation/description
51610-payroll	FTE=2, PT=2
51620-Other Payroll	Overtime for staff, amount same as last years request
53200-Professional Educational Training	Various conferences that staff attend, around two weeks worth in a year. Amount increase of 1,900.
53300-Professional/Technical Service	Contracted workers: Wetlands Agent, Zoning Enforcement Officer, and Director of Community Development.
56010-Supplies	Supplies used for inspections such as tape measures, boots, etc. Amount requested is the same as this previous fiscal year.
56120-Office Operating Expenditures	Office supplies: pens, sticky notes, etc. amount requested is the same as last year.
58100-Dues & Fees	Fees to organizations, amount the same as last year.

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

Department: Land Use

Subject: GIS

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

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 (specify line item)	\$9900.00		GIS system for town
Total	\$9900.00		

Summary:

\$4300.00 annual support cost after this year

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

Department: Land Use

Subject: Scanning

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

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 (specify line item)	\$57,000.00		Scanning of all Land Use files
Total	\$57,000.00		

Summary:
 Making all Land Use files electronic

ADMINISTRATION

BUDGETS

BOLTON BUDGET WORKSHOP

ADMINISTRATION

NO. 1

Code 4107	ADMINISTRATION	Adopted Expenditures 2022-2023	Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
	Category	2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
51610	Payroll	257,256	235,207	278,000	278,000	
53020	Legal Services	45,000	20,285	43,000	45,000	
53200	Professional Educational Training	15,000	11,743	15,000	15,000	
53300	Professional /Tech Services	200,000	136,863	147,000	170,000	
53520	Other Technical Services	125,000	108,468	147,000	185,000	
55400	Advertising	9,000	2,099	7,000	4,000	
56120	Office Operating Expenditures	10,000	6,627	10,000	10,000	
56300	Other Supplies	5,000	5,666	5,500	5,500	
57300	Equipment	25,000	18,158	25,000	25,000	
57330	Furniture & Fixtures	0	308	6,000	10,000	
58100	Dues & Fees	17,000	13,102	17,000	17,000	
	Total	708,256	558,526	700,500	764,500	0

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

By: Jim Rupert

Signature(s):

- 53300 Novus Remediation Work, Nathan Jacobsen, NE Aquatics, Zoom, Adobe, First Advantage, Aptuitiv,
- 53520 Novus Monthly Fee, Software Contracts, MS licenses, Everbridge
- 56120 Paper, office supplies
- 56300 Holiday Party, shirts, wreaths, Holiday lights (anything not needed to operate the office)
- 57300 Computer Replacements, Printers

BOLTON BUDGET WORKSHOP

Personnel Services

NO. 7

Code 4141	PERSONNEL SERVICES	Adopted		Unaudited		Request for	Proposed by Selectmen
		Expenditures	Expenditures	Actual Expenditures	Expenditures		
Accounting Codes	Category	2022-2023	2023-2024	2022-2023	2023-2024	2024-2025	2024-2025
52010	Insurance Administration Fees	11,000	12,000	10,045	12,000	12,500	
52100	Life Insurance (Town)	2,750	2,500	2,151	2,500	2,500	
52200	Payroll Taxes (Town)	181,113	192,000	159,968	192,000	206,000	
52300	Pension (Town)	110,000	115,000	95,475	115,000	118,000	
52400	Fire Fighter Retention Program	28,000	32,000	23,088	32,000	32,000	
52600	Unemployment Compensation	25,000	25,000	2,980	25,000	25,000	
52700	Workers Compensation	60,000	60,000	46,340	60,000	63,000	
52800	Medical (Town)	576,894	597,300	477,093	597,300	598,000	
52850	Dental (Town)	35,019	30,500	24,223	30,500	30,000	
52910	Mileage Stipend/Reimbursement	4,650	2,000	820	2,000	2,000	
52940	Insurance Waiver	2,100	2,800	2,645	2,800	1,400	
	Total	1,036,526	1,071,100	844,828	1,071,100	1,090,400	0

BOLTON BUDGET WORKSHOP

INSURANCE

NO. 13

Code 4157	INSURANCE		Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
Accounting Codes	Category	Adopted Expenditures 2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
5200	Property & Liability	135,400	110,843	145,000	152,250	
5201	Insurance Deductible	10,000	0	10,000	10,000	
5202	Cyber Liability Insurance	0	0	0	8,000	
	Total	145,400	110,843	155,000	170,250	0

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

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

PROBATE COURT

NO. 14

Code 4161	PROBATE COURT		Unaudited Actual Expenditures 2022-2023	Adopted 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
55010	Shared Service		5,940	6,258	7,258	7,476	
	Total		5,940	6,258	7,258	7,476	0

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

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

POLICE PROTECTION

NO. 19

Code 4201	POLICE PROTECTION						
Accounting Codes	Category	Adopted Expenditures 2022-2023	Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025	
55010	Shared Service	330,000	279,329	310,000	320,000		
56100	General Supplies	800	50	800	800		
56120	Office Operation Expenditures	250	102	500	500		
	Total	331,050	279,481	311,300	321,300	0	

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

By: Jim Rupert

BOLTON BUDGET WORKSHOP

ANIMAL CONTROL

NO. 21

Code 4215	Animal Control		Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
Accounting Codes	Category	Adopted Expenditures 2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
55010	Shared Services	3,000	3,000	6,500	10,000	
	Total	3,000	3,000	6,500	10,000	0

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

By: Jim Rupert

BOLTON BUDGET WORKSHOP

EMERGENCY MANAGEMENT

NO. 23

4223	EMERGENCY MANAGEMENT				Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
	Category	Adopted Expenditures 2022-2023						
51610	Payroll	9,943	10,222	6,000	6,165			
56900	Other Supplies	4,750	109	5,000	5,000			
	Totals	14,693	10,331	11,000	11,165		0	

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

By: Jim Rupert

BOLTON BUDGET WORKSHOP

PUBLIC BUILDING COMMISSION

NO. 25

Code 4398	PUBLIC BUILDING COMMISSION	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	2,000	337	2,000	0	0
55400	Advertising	2,000	0	2,000	0	0
56120	Office Operation Expenditures	100	0	100	0	0
	Total	4,100	337	4,100	0	0

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

By: Jim Rupert

BOLTON BUDGET WORKSHOP

REFUSE SERVICES

No. 33

Code 8405	REFUSE SERVICES								
Accounting Codes	Category	Adopted Expenditures 2022-2023	Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025			
51630	Overtime	3,574	3,471	3,630	3,730				
54101	Contract Pickup	398,580	398,774	410,000	445,500				
54421	Tipping Fees	163,000	189,721	175,000	270,000				
55010	Shared Services	5,300	5,856	6,600	6,600				
58100	Dues & Fees	2,000	800	2,000	2,000				
	Total	572,454	598,622	597,230	727,830	0			

54101 Tires, CFC, Brush, Propane, Oil/Anti, Bulky
 54421 Municipal Solid Waste (MSW)

BOLTON BUDGET WORKSHOP

CAPITAL RESERVE

NO. 55

Code 4901	Accounting Codes	Category	Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
2960.049.4901.000000.25704.00000		Equipment Replacements (BOS)	0	16,000	62,000	
2960.049.4901.000000.25706.00000		Vehicle Replacements (BOS)	0	32,000	20,000	
2960.049.4901.000000.25707.00000		Vehicle Replacements (BOE)	0	0	80,000	
2960.049.4901.000000.25714.00000		Road Resurfacing	20,000	0	0	
2960.049.4901.000000.25716.00000		Water Suppression	50,000	0	0	
2960.049.4901.000000.25723.00000		Natural Gas Infrastructure	31,000	31,000	30,000	
2960.049.4952.000000.25726.00000		Demolition NRM/C	25,000	0	174,577	
2960.049.4902.000000.25728.00000		BOE HVAC Assessment	0	33,000	16,000	
2960.049.4901.000000.25734.00000		Assessor's Office Reevaluation	26,000	11,000	11,000	
2960.049.4901.000000.25735.00000		Herrick Park Soccer Field	30,000	30,000	12,000	
2960.049.4901.000000.25736.00000		BCS School Ext. Door Replacement	24,500	0	0	
2960.049.4901.000000.25743.00000		High School Garage	150,000	105,000	0	
2960.049.4901.000000.25744.00000		Modular Offices	67,098	42,780	12,723	
2960.049.4901.000000.25746.00000		Skid Steer	60,000	0	0	
2960.049.4901.000000.25747.00000		Town Wide Facility Study	0	75,000	0	
2960.049.4901.000000.25748.00000		Grant Match	0	100,000	50,000	
2960.049.4901.000000.25749.00000		BCS Fire Alarm System Upgrade	0	40,000	0	
2960.049.4901.000000.25751.00000		HS Public Address System	0	55,000	0	
2960.049.4901.000000.25752.00000		HS Geothermal Pump	0	21,600	0	
2960.049.4901.000000.25754.00000		Herrick Park Roof Replacement	0	0	28,000	
2960.049.4901.000000.25755.00000		Indian Notch Reclaim Basketball Court	0	0	29,325	
2960.049.4901.000000.25756.00000		Fire Commission Strategic Plan	0	0	50,000	
2960.049.4901.000000.25757.00000		High School ADA Transition Pads	0	0	108,125	
		Reallocated Past Capital Funds	(19,308)	0	0	
		Subtotal	464,290	592,380	683,750	0

BOLTON BUDGET WORKSHOP

CAPITAL IMPROVEMENT

NO. 56

Code 4901	CAPITAL IMPROVEMENT	Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	Total	0	0	0	0

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

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

BOND & NOTE EXPENDITURES

NO. 59

Code 4901	BOND & NOTE EXPENDITURES				Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
	Accounting Codes	Category	Adopted Expenditures 2022-2023					
1005.048.4899.000000.58330.000000	Bond & Note Expenditures	0		75,000	75,000	0		
	Total	0		75,000	75,000	0	0	

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

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

REDEMPTION OF BONDS

NO. 62

Code 4801	REDEMPTION OF BONDS		Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
	Accounting Codes	Category				
1005.048.4801.000000.58310.00000	Outstanding Short Term Notes	0	250,000	250,000	250,000	250,000
1005.048.4801.000000.58312.00000	Bolton High School Bond I/Refunded	430,000	445,000	460,000	460,000	460,000
1005.048.4801.000000.58313.00000	Bolton High School Bond II/Refunded	225,000	230,000	235,000	235,000	235,000
1005.048.4801.000000.58314.00000	BCS Capital Projects/FireTruck/Barn	170,000	170,000	170,000	170,000	170,000
1005.048.4801.000000.58312.00010	Transfer Out to Fund 3452 Bond I	(213,387)	(155,345)			
1005.048.4801.000000.58313.00010	Transfer Out to Fund 3452 Bond II	0	0			
	Total	611,613	939,655	1,115,000	1,115,000	1,115,000

Signature(s):

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

By: Jill Collins

BOLTON BUDGET WORKSHOP

INTEREST - LONG TERM DEBT

NO. 67

Code 4803	INTEREST - LONG TERM DEBT					
Accounting Codes	Category	Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025	
1005.048.4801.000000.58310.00000	Outstanding Short-Term Note Interest	0	30	30	30	
1005.048.4801.000000.58322.00000	Bolton High School Bond I-Int./refunded	168,425	155,300	139,425	139,425	
1005.048.4801.000000.58323.00000	Bolton High School Bond II-Int./refunded	46,883	42,383	37,783	37,783	
1005.048.4801.000000.58324.00000	BCS Capital Projects/FireTruck/Barn	28,900	23,800	17,850	17,850	
	Total	244,208	221,513	195,088	195,088	

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

By: Jill Collins

Signature(s):

BOLTON BUDGET WORKSHOP

BLRWPCA Debt

NO. 68

Code 4899	BLRWPCA Debt				
Accounting Codes	Category	Actual Expenditures 2021-2022	Approp. for this year 2022-2023	Request for 2024-2025	Proposed by Selectmen 2024-2025
1005.048.4801.000000.58250.00000	Bolton Lake Regional WPCA Debt	185,000	190,000	190,000	
	Total	185,000	190,000	190,000	0

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

By: Jim Rupert

Signature(s):

BOARD & COMMISSION

BUDGETS

BOLTON BUDGET WORKSHOP

FINANCE COMMITTEE

NO. 2

Code 4115	FINANCE COMMITTEE	Unaudited		Approp. for this year	Request for	Proposed by Selectmen
		Adopted Expenditures	Actual Expenditures			
Accounting Codes	Category	2022-2023	2022-2023	2023-2024	2024-2025	2024-2025
51610	Payroll	1,300	1,908	1,800	2,000	
55400	Advertising	60	77	150	200	
56120	Office Operating Expenditures	840	414	500	500	
	Total	2,200	2,399	2,450	2,700	0

BOLTON BUDGET WORKSHOP

AUDITING SERVICES

NO. 4

Code 4123	AUDITING SERVICES		Unaudited					
Accounting Codes	Category	Adopted Expenditures	Actual Expenditures	Approp. for this year	Request for	Proposed by Selectmen		
		2022-2023	2022-2023	2023-2024	2024-2025	2024-2025		
53410	Auditing Services	29,000	28,500	45,000	45,000			
	Total	29,000	28,500	45,000	45,000	0		

BOLTON BUDGET WORKSHOP

PLANNING & ZONING

NO. 11

Code 4153	PLANNING & ZONING	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	1,100	878	1,105	1,100	
53200	Professional Educational Training	640	25	500	300	
55400	Advertising	1,500	1,195	1,500	1,500	
56120	Office Operation Expenditures	900	490	900	900	
58100	Due & Fees	110	110	200	200	
	Total	4,250	2,698	4,205	4,000	0

51610	Other Payroll - PZC Recording Secretary = avg \$85/meeting x 15 (12 regular & 1 special meetings)
53200	Professional Educational Training - required PZC Training (avg \$30ea x 10)
55400	Advertising - legal advertising in The Hartford Courant for decisions (pub 1X = avg \$40 - 1 per month = \$480) and public hearings (pub 2X = avg \$250 - 4 per year = \$1000)
56120	Office Operation Expenses - PZC hearing signs (\$24.50/ea), general office supplies related to PZC (avg \$500)
58100	Due & Fees - CTFPZC Newsletter & Dues - \$110 for CTFPZC Dues & \$80 for 2 copies of What's Legally Required

BOLTON BUDGET WORKSHOP

PLANNING & ZONING

NO. 11

Code 4153	Accounting Codes	Category	PLANNING & ZONING				Request for 2024-2025	Proposed by Selectmen 2023-2024
			Actual Expenditures 2019-2020	Unaudited Actual Expenditures 2020-2021	Unaudited Actual Expenditures 2021-2022	Unaudited Actual Expenditures 2022-2023		
51610		Other Payroll - PZC Recording Secretary = avg \$85/meeting x 15 (12 regular & 1 special meetings)	685	1,025	845	878	200	1,100
53200		Professional Educational Training - required PZC Training (avg \$30ea x 10)		0	0	25	0.00	300
55400		Advertising - legal advertising in The Hartford Courant for decisions (pub 1X = avg \$40 - 1 per month = \$480) and public hearings (pub 2X = avg \$250 - 4 per year = \$1000)	209	0	658	1,195	294.67	1,500
56120		Office Operation Expenses - PZC hearing signs (\$24.50/ea), general office supplies related to PZC (avg \$500)	0	939	393	490	0.00	900
58100		Due & Fees - CTFPZC Newsletter & Dues - \$110 for CTFPZC Dues & \$80 for 2 copies of What's Legally Required	110	190	140	110	0.00	200
		Total	1,004	2,154	2,036	2,698	494.67	4,000
								0

The P&Z budget flexes based on activity that comes before the Commission
 An increase in proposals/development activity will increase each of the categories listed above
 A decrease in proposals/development activity will require less expenditure

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

By: Thomas Manning/Patrice Carson

Signature(s):

BOLTON BUDGET WORKSHOP

ZONING BOARD OF APPEALS

NO. 12

Code 4155	ZONING BOARD OF APPEALS						
Accounting Codes	Category	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	365	472	375	375		
55400	Advertising	400	247	400	400		
56120	Office Operation Expenditures	575	330	575	575		
58100	Dues & Fees	300	110	300	300		
	Total	1,640	1,159	1,650	1,650	0	

Any Change (+/-) in a category please explain.
 By: Morris Silverstein

BOLTON BUDGET WORKSHOP

INLAND WETLANDS COMMISSION

NO. 15

Code 4163	INLAND WETLANDS COMMISSION	Adopted		Unaudited		Request for	Proposed by Selectmen
		2022-2023	2022-2023	2022-2023	2023-2024		
Accounting Codes	Category	Expenditures	Expenditures	Actual Expenditures	Approp. for this year	for	by Selectmen
51610	Payroll	920	437	920	920	920	
53200	Professional Educational Training	465	95	465	465	465	
55400	Advertising	700	72	700	700	700	
58100	Dues & Fees	150	75	150	150	150	
	Total	2,235	679	2,235	2,235	2,235	0

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

By: Ross Lally

Signature(s):



BUDGET: BIWC

1. Please describe in one to two paragraphs the scope of services that your department provides to the town and how the requested funds will help deliver said services. This text may be included in the final draft of the budget document to be presented to the public; please proofread and choose your words carefully.

Through its legislation, the State of Connecticut recognizes inland wetlands and watercourses as indispensable and irreplaceable, but fragile, natural resources with which its citizens have been blessed. In Bolton, the authority and responsibility for protecting these resources belong to the Inland Wetlands Commission. The Commission consists of concerned residents who volunteer to protect and preserve Bolton's inland wetlands and watercourses. The Commission meets monthly to review applications, make decisions about regulated activities, and enforce actions to resolve violations.

The requested funds will cover:

- **Our legislative mandate to conduct the business of the Inland Wetlands Agency, keep a record of its meetings, and publish legal notices of public hearings and permits issued.**
- **Expert review and testimony as required to protect the environment and the interests of the town and its citizens.**
- **On-going technical and legal training for commissioners to ensure their decisions are sound and will sustain legal scrutiny.**

2. Please thoroughly explain any increase requested in a line item. Are there any operational efficiencies you are proposing?

We propose no line-item budget increases.

We propose no additional operational efficiencies other than those already implemented:

- **Delivering meeting packets electronically to reduce postage costs.**
- **Making administrative determination (where appropriate) of activities permitted as of right or otherwise not requiring permits. This approach not only improves customer service (faster turnaround), but also shortens or eliminates Commission meetings (payroll savings).**

3. In addition to any capital requests, please identify any day-to-day operational issues or changes in delivery/level of services you foresee in the short term (next 3 years) that will have a budgetary impact?

The Commission's workload is driven by development in or near wetlands. Any predicted increases in building activity will create increased activity for the Commission.

4. Do you anticipate any funds being left in your budget this year? If so, please explain.

Possibly.

The Commission meets monthly with its agenda and activities driven by the amount of development activity in or near wetlands. If meetings are cancelled for lack of business, there will be a savings in Other Payroll (for paying the Board Clerk) and Office Operating Expenses (for publishing legal notices).

5. Please complete a minimum of one “drop” decision package form for your department to identify a service, program, or other item that you would prefer to see reduced in the event that Town Elected Officials choose to make budget cuts in your area. Two to three “drop” decisions are encouraged as a precaution.

There is no line item where we would recommend reductions.

We have a legislative mandate to conduct the Commission’s business, keep a record of its meetings, and publish legal notice of public hearings and permits issued. We also must be able to pay for expert review and testimony as required to protect the environment and the interests of the town and its citizens.

Regarding Professional Business & Training, the regulatory nature of the Commission necessitates both initial and ongoing training for Commissioners. This training protects the interests of both Applicants and the Town of Bolton. The Commission is currently short one full member and has a new alternate member. When we gain new members, they must be trained.

We have kept the budget without increase for 13 years. Allowing for inflation, this represents a 48% reduction over this period.

6. You are invited to compete as many “add” decision packages as you fee are needed to help enhance the offerings of your department. Please return all decision package sheets to the Selectmen’s office with your completed budget sheets.

We have no proposed Add decision packages.

BOLTON BUDGET WORKSHOP

VETERANS' SERVICES

No. 28

Accounting Codes	VETERANS' SERVICES		Unaudited Actual Expenditures 2022-2023	Approp. for this year 2023-2024	Request for 2024-2025	Proposed by Selectmen 2024-2025
	Category	Adopted Expenditures 2022-2023				
51610	Payroll	0	0	200	200	
55301	Postage	0	0	250	250	
56010	General Supplies	0	0	150	150	
	Total	0	0	600	600	0

Notes: Payroll for a special meeting if needed to pay for salary

Postage: For mailing if we need to raise money for plaques/monument

General supplies: This can be utilized for Veterans tree at BCC or promotion of the commissions work.

BOLTON BUDGET WORKSHOP

CONSERVATION COMMISSION

No. 32

Code 4599	CONSERVATION COMMISSION	Unaudited		Request for	Proposed	
		2022-2023	2023-2024			2024-2025
Accounting Codes	Category	Adopted Expenditures	Actual Expenditures	Approp. for this year	Request for	by Selectmen
51610	Payroll	1,105	1,263	1,105	1,205	
53200	Professional Educational Training	400	150	400	500	
53400	Other Professional Services	300	177	300	300	
56010	General Supplies	150	132	150	150	
58100	Dues & Fees	150	150	150	150	
	Total	2,105	1,872	2,105	2,305	0

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

By: Peter Van Dine



Signature(s):

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

Department: Conservation Commission

Subject: Professional Services

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

The cost of registration at conferences such as CACIWC has increased. Attendance at these meetings is extremely beneficial to the duties of the Commission.

Explain why this particular item was selected:

The Commission wishes to maintain, especially for new members, its participation in these conferences.

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services	\$100	None	
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total			

Summary:

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

Department: Conservation Commission

Subject: Clerk's Pay

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

Expect BoS to increase clerk's pay.

Explain why this particular item was selected:

Commission has tracked this budget category even though it is mostly out of our control.

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	\$100	None	
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	\$100		

Summary:

The question has arisen whether the Conservation Commission is really in charge of this budget item. The Commission will continue to track it if that is the decision of the Finance Committee.

BOLTON, CT Emergency Plan For Elections

February 4, 2024

Approved 02-06-2024

By the Bolton Board of Selectmen

Introduction

This document describes the emergency plan for elections, primaries, and referenda as required by the Connecticut Secretary of State and the statutes enacted by the General Assembly.

Preparation of Voting Tabulator Machines

The Bolton Registrars of Voters will ensure that voting tabulator machines are prepared for each election, primary, or referenda day per sections 9-242a-1 to 9-242a-28 of the Regulations of Connecticut State Agencies.

Communication with Registrars of Voters

The Moderator and other poll workers will contact the Registrars of Voters if they are unable to work on the day of an election, primary or referendum. The Moderator will also contact the Registrars of Voters if additional poll workers are needed at the polling location.

Replacement Pool of Poll Workers

To prepare for a shortage or absence of poll workers, the Registrars of Voters will identify a pool of replacement poll workers to replace those unable to work on election, primary or referendum day. Replacement poll workers may also help at overburdened voting sites.

The Registrars of Voters will try to staff the replacement pool with poll workers having experience in each of the different positions. The Moderator will familiarize the replacement worker with the polling location and instruct them in their role.

One day before the election, primary or referendum, the Registrars of Voters will contact each replacement worker to confirm availability.

Shortage or Absence of Poll Workers

In case of a shortage or absence of poll workers on the day of the election, primary or referendum, the Moderator will:

1. Immediately notify the Registrars of Voters if assigned workers fail to report.
2. Brief replacement worker upon arrival of their assigned duties for the election.
3. Notify the Registrars of Voters when the replacement poll worker has arrived.

Absence of Moderator

If the Moderator fails to report to the polling location, the present poll workers will notify the Registrars of Voters. Upon arrival of the replacement Moderator, the Registrars of Voters will familiarize the Moderator with the polling location and the Emergency Plan.

Replacement of Poll Worker

If a poll worker must be removed during an election, primary or referendum, the Moderator will:

1. Evaluate the poll worker's ability to perform designated responsibilities.
2. If an existing poll worker is unable to perform the designated responsibilities, relieve the poll worker of his/her duties and ask the poll worker to leave the premises.
3. Obtain a replacement from the pool of replacement workers.
4. Familiarize the replacement poll worker with the polling location and their duties.

Emergency Provisions

The Registrars of Voters will supply the Moderator with emergency provisions for the official polling location. These emergency provisions shall include, but are not limited to, at least two flashlights, a first aid kit and manual, a battery-operated radio, extra batteries, and hand sanitizer. At least one day before the election, primary or referendum, the Registrars of Voters will deliver these provisions, and any other necessary materials or supplies to the official polling location for the Moderator's use.

Primary and Alternate Polling Locations

The Registrars of Voters have identified the following primary and alternate polling locations:

District 1

- Primary polling location: Bolton Center School
- Alternate polling location: Bolton Congregation Church Education Building

District 2

- Primary polling location: St. Maurice Parish Center
- Alternate polling location: Herrick Park

The Registrars of Voters will contact the facility management staff for the alternate locations to ensure their availability for use on election, primary, or referendum day.

Spare Ballots

The Registrars of Voters will set aside in their office spare paper ballots for their official voting districts. The Registrars of Voters will use the reserved ballots to make copies or provide them directly to their official voting districts should they require additional paper ballots. At least one day before an election, primary or referendum, the Registrars of Voters or their designee, will ensure that a copy machine is accessible, that it is in working order, and that there is an adequate supply of the appropriate size copier paper. The Registrars of Voters or their designee will make test copies to ensure that the ballots print properly.

Accounting of Remaining Ballots

Throughout the election, primary, or referendum day, the Moderator and Assistant Registrar will monitor ballot use and the number of remaining ballots. If more ballots have been used than anticipated or a shortage seems likely, the Moderator, in consultation with the Registrars of Voters, will implement the ballot shortage procedure.

Ballot Shortage Procedure

If there is a ballot shortage, the Moderator will:

1. Notify the Registrars of Voters and poll workers of the situation.
2. Use the on-site copier to print additional ballots to be used for a hand count.
3. If the on-site copiers are unavailable, additional ballots can be printed using off-site copiers at the Notch Road Temporary Office Building, Notch Road Municipal Center, Bentley Memorial Library, or Bolton High School.
4. Request additional paper ballots from the Registrars of Voters

Evacuation Procedure

If the polling location needs to be evacuated, the Moderator will:

1. Alert all individuals present of the emergency and direct them to the assembly point.
2. Obtain a headcount and use this headcount to make certain everyone present has been evacuated from the polling location.
3. Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location.
4. Secure voting equipment and materials pursuant to section 9-174a-14 of the Regulations of Connecticut State Agencies. If time and conditions do not permit removal of voting equipment, the Registrars of Voters will provide two metal voting boxes from their office.
5. If the emergency has been resolved, consult with the emergency personnel and the Registrars of Voters to determine if the polling location can be re-entered.
6. If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
7. If an alternate location must be used, provide poll workers and voters who have not yet voted with the new location's address. Follow the procedures for alternate polling locations.

Voting Tabulator Machine Malfunction

If a voting tabulator machine malfunctions, the Moderator will execute the following procedure, as described in section 9-242a-16 of the Regulation of Connecticut State Agencies:

1. The tabulator tender will notify the Moderator or another election official before any corrective action is taken.
2. An election official will clear any jammed ballots according to instructions provided for the tabulator machine and will avoid looking at the markings on the ballot.
3. The tabulator machine will not be opened unless an election official from an opposing political party is present.
4. The Moderator will make a note regarding whether the tabulator machine indicates that it has counted the ballot.
5. If the jam cannot be cleared or the tabulator machine malfunction cannot be resolved, the Moderator will contact the Registrars of Voters and a functioning spare tabulator machine will be substituted for the malfunctioning tabulator machine. In the interim, ballots will continue to be issued and voted ballots will be placed in the auxiliary bin.
6. When the tabulator machine is repaired or replaced or after the close of the polls, the election officials will (1) process the ballots from the auxiliary bin through the tabulator machine (2) return over-voted ballots to the auxiliary bin to be processed and overridden at the end of the day, and (3) return ballots rejected as blank ballots to the auxiliary bin to be hand counted at the end of the day. The Moderator will make a note of such incidents.
7. If the ballot box becomes full, officials of opposing political parties will empty or replace the ballot box in the manner prescribed by the Secretary of the State.

BOLTON, CT
Emergency Plan
For Early Voting

February 4, 2024

Approved 02-06-2024

By the Bolton Board of Selectmen

Introduction

This document describes the emergency plan for early voting as required by the Connecticut Secretary of State and the statutes enacted by the General Assembly.

Communication with Registrars of Voters

The Moderator and other poll workers will contact the Registrars of Voters if they are unable to work during an early voting day. The Moderator will also contact the Registrars of Voters if additional poll workers are needed at the early voting location.

Replacement Pool of Poll Workers

To prepare for a shortage or absence of poll workers, the Registrars of Voters will identify a pool of replacement poll workers to replace those unable to work on an early voting day.

The Registrars of Voters will try to staff the replacement pool with poll workers having experience in each of the different positions. The Moderator will familiarize the replacement worker with the early voting location and instruct them in their role.

One day before each early voting day, the Registrars of Voters will contact each replacement worker to confirm availability.

Shortage or Absence of Poll Workers

In case of a shortage or absence of poll workers on an early voting day, the Moderator will:

1. Immediately notify the Registrars of Voters if assigned workers fail to report.
2. Brief replacement workers upon arrival of their duties.
3. Notify the Registrars of Voters when the replacement poll worker has arrived.

Absence of Moderator

If the Moderator fails to report to the early voting location, the present poll workers will notify the Registrars of Voters. Upon arrival of the replacement Moderator, the Registrars of Voters will familiarize the Moderator with the early voting location and the Emergency Plan.

Replacement of Poll Worker

If a poll worker must be removed during early voting, the Moderator will:

1. Evaluate the poll worker's ability to perform designated responsibilities.
2. If an existing poll worker is unable to perform the designated responsibilities, relieve the poll worker of their duties and ask them to leave the premises.
3. Obtain a replacement from the pool of replacement workers.
4. Familiarize the replacement poll worker with the early voting location and their duties.

Replacement of Moderator

If a Moderator needs to be relieved of duty, the Registrars of Voters will:

1. Inform the Moderator that they are being relieved of duties and request that they leave.
2. Designate a replacement Moderator from the pool of replacement workers.
3. Familiarize the replacement Moderator with the early voting location and the Emergency Plan.

Primary and Alternate Early Voting Locations

The Registrars of Voters have identified these primary and alternate early voting locations:

District 1 & 2 Combined Locations

- Primary early voting location: Notch Road Temporary Building, Registrars' Office
- Alternate early voting location: Notch Road Municipal Building, Conference Room A

The Registrars of Voters will contact the facility management staff for the alternate location to ensure its availability for early voting.

Spare Ballots

The Registrars of Voters will set aside in their office spare paper ballots for early voting. The Registrars of Voters will use the reserved ballots to make copies or to use them directly should they require additional paper ballots. At least one day before the start of early voting, the Registrars of Voters or their designee will ensure that a copy machine is accessible, that it is in working order, and that there is an adequate supply of the appropriate size copier paper. The Registrars of Voters or their designee will make test copies to ensure that the ballots print properly.

Accounting of Remaining Ballots

Throughout early voting, the Moderator will monitor ballot use and the number of remaining ballots. If more ballots have been used than anticipated or a shortage seems likely, the Moderator, in consultation with the Registrars of Voters, will implement the ballot shortage procedure.

Ballot Shortage Procedure

If there is a ballot shortage, the Moderator will:

1. Notify the Registrars of Voters and poll workers of the situation.
2. Use the on-site copier to print additional ballots to be used for a hand count.
3. If the on-site copiers are unavailable, additional ballots can be printed using other copiers at the Notch Road Temporary Office Building, Notch Road Municipal Center, Bentley Memorial Library, Bolton Center School, or Bolton High School.
4. Request additional paper ballots from the Registrars of Voters

Severe Weather Alert

The Registrars of Voters will monitor national weather service and local reports before and during early voting to determine if a severe weather impact is likely. If severe weather is likely, the Registrars of Voters will contact the Town's Emergency Management Director and/or Town Administrator to determine a plan of action to ensure poll workers are able to get to and enter the early voting location. The Registrars of Voters will oversee the execution of this plan.

Alternate Early Voting Location

If the primary early voting location becomes unavailable, the Registrars of Voters will:

1. Notify the Moderator and poll workers to use the alternate early voting site.
2. Contact Town facility management staff to request access to the alternate early voting site.
3. Consult with the Moderator to ensure that the location is properly set up for early voting.

Medical Emergency Procedure

In the event of a medical emergency at the early voting location, the Moderator will:

1. Contact 911 and follow the instructions given by emergency personnel.
2. Notify the Town Administrator of the emergency.
3. Temporarily stop early voting until an assessment of the situation can be made.
4. Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the early voting location that may be able to assist.
5. Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not try to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel.
6. Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.

Disorder at the Early Voting Location Procedure

If there is disorder in or around the early voting location, the Moderator will determine whether the situation is one that he/she can address or if the situation requires the assistance of the Town Administrator or emergency personnel.

If the disorder includes, but is not limited to, unlawful protesting, threats of violence or rioting, the Moderator will contact 911 and follow their instructions. If evacuation of the early voting location is required, the Moderator will follow the Evacuation Procedure.

Emergency Contact Information

Fire, Police, Medical

911

John Butrymovich
Buildings and Grounds, Supervisor

Office: 860-646-8152
Town Cell: 860-614-7775
Personal Cell: 860-539-5029

Wes Sargent
Building and Grounds, Staff

Office 860-646-8152
Town Cell: 860-614-7775
Personal Cell: 860-682-7444

Jim Rupert
Town Administrator

Office: 860-649-8066, x6115
Cell: 860-208-2304

Kathy McCavanagh
Emergency Management Director

Office: 860-649-8066 x6111
Cell: 860-XXX-XXXX

BOLTON, CT
Emergency Plan
For Early Voting

February 4, 2024

Approved 02-06-2024

By the Bolton Board of Selectmen

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Introduction

This document describes the emergency plan for early voting as required by the Connecticut Secretary of State and the statues enacted by the General Assembly.

Communication with Registrars of Voters

The Moderator and other poll workers will contact the Registrars of Voters if they are unable to work during an early voting day. The Moderator will also contact the Registrars of Voters if additional poll workers are needed at the early voting location.

Replacement Pool of Poll Workers

To prepare for a shortage or absence of poll workers, the Registrars of Voters will identify a pool of replacement poll workers to replace those unable to work on an early voting day.

The Registrars of Voters will try to staff the replacement pool with poll workers having experience in each of the different positions. The Moderator will familiarize the replacement worker with the early voting location and instruct them in their role.

One day before each early voting day, the Registrars of Voters will contact each replacement worker to confirm availability.

Shortage or Absence of Poll Workers

In case of a shortage or absence of poll workers on an early voting day, the Moderator will:

1. Immediately notify the Registrars of Voters if assigned workers fail to report.
2. Brief replacement workers upon arrival of their duties.
3. Notify the Registrars of Voters when the replacement poll worker has arrived.

Absence of Moderator

If the Moderator fails to report to the early voting location, the present poll workers will notify the Registrars of Voters. Upon arrival of the replacement Moderator, the Registrars of Voters will familiarize the Moderator with the early voting location and the Emergency Plan.

Replacement of Poll Worker

If a poll worker must be removed during early voting, the Moderator will:

1. Evaluate the poll worker's ability to perform designated responsibilities.
2. If an existing poll worker is unable to perform the designated responsibilities, relieve the poll worker of their duties and ask them to leave the premises.
3. Obtain a replacement from the pool of replacement workers.
4. Familiarize the replacement poll worker with the early voting location and their duties.

Replacement of Moderator

If a Moderator needs to be relieved of duty, the Registrars of Voters will:

1. Inform the Moderator that they are being relieved of duties and request that they leave.
2. Designate a replacement Moderator from the pool of replacement workers.
3. Familiarize the replacement Moderator with the early voting location and the Emergency Plan.

Final Review of Emergency Plan with Moderator

The Registrars of Voters will provide a copy of this Emergency Plan to the Moderator before the start of early voting. The plan will be reviewed with the Moderator as part of early voting training. The Moderator will bring their copy of the Emergency Plan to refer to during early voting. The Registrars of Voters will also maintain a copy of the plan.

Report of Any Execution of the Emergency Plan

If any portion of the Emergency Plan is executed at the early voting location, the Moderator will submit a written report to the Registrars of Voters within seven days of the end of early voting. The report will describe the nature of the emergency, implementation steps taken and an assessment of the efficacy of the process.

Moderator Duties before Opening

At least one hour before the opening of the early voting location, the Moderator will:

1. Review the Emergency Plan with the poll workers.
2. Designate a poll worker to oversee the execution of the Emergency Plan if the Moderator is unable to perform their duties.
3. Designate a poll worker to secure voting materials during an emergency. The Moderator will instruct the assigned poll worker to secure the voting materials only if time and safety conditions permit.
4. Designate a poll worker to note which voters have been checked through but have not yet voted. The Moderator will instruct the assigned poll worker to complete this task during an emergency only if time and safety conditions permit.
5. Inform poll workers of the location of the fire extinguishers, fire alarms, emergency exits, and the predetermined assembly point outside of the early voting location.
6. Ensure that all emergency exits are free of obstructions.
7. Check that the Registrars of Voters have set aside sufficient ballots to be used if there are ballot shortages and additional copies must be made.
8. Identify two fully-charged cell phones to be used in case of an emergency.
9. Check the facility for any potential hazards and if necessary, notify the facility management staff responsible for addressing such hazards.
10. Ensure that any facility-specific backup equipment such as an uninterrupted power supply, generator or temporary lighting is accessible.

Emergency Provisions

The Registrars of Voters will supply the Moderator with emergency provisions for the official early voting location. These emergency provisions shall include, but are not limited to, at least two flashlights, a first aid kit and manual, a battery-operated radio, extra batteries, and hand sanitizer. At least one day before early voting starts, the Registrars of Voters will deliver these provisions, and any other necessary materials or supplies to the early voting location for the Moderator's use.

Primary and Alternate Early Voting Locations

The Registrars of Voters have identified these primary and alternate early voting locations:

District 1 & 2 Combined Locations

- Primary early voting location: Notch Road Temporary Building, Registrars' Office
- Alternate early voting location: Notch Road Municipal Building, Conference Room A

The Registrars of Voters will contact the facility management staff for the alternate location to ensure its availability for early voting.

Spare Ballots

The Registrars of Voters will set aside in their office spare paper ballots for early voting. The Registrars of Voters will use the reserved ballots to make copies or to use them directly should they require additional paper ballots. At least one day before the start of early voting, the Registrars of Voters or their designee will ensure that a copy machine is accessible, that it is in working order, and that there is an adequate supply of the appropriate size copier paper. The Registrars of Voters or their designee will make test copies to ensure that the ballots print properly.

Accounting of Remaining Ballots

Throughout early voting, the Moderator will monitor ballot use and the number of remaining ballots. If more ballots have been used than anticipated or a shortage seems likely, the Moderator, in consultation with the Registrars of Voters, will implement the ballot shortage procedure.

Ballot Shortage Procedure

If there is a ballot shortage, the Moderator will:

1. Notify the Registrars of Voters and poll workers of the situation.
2. Use the on-site copier to print additional ballots to be used for a hand count.
3. If the on-site copiers are unavailable, additional ballots can be printed using other copiers at the Notch Road Temporary Office Building, Notch Road Municipal Center, Bentley Memorial Library, Bolton Center School, or Bolton High School.
4. Request additional paper ballots from the Registrars of Voters

Severe Weather Alert

The Registrars of Voters will monitor national weather service and local reports before and during early voting to determine if a severe weather impact is likely. If severe weather is likely, the Registrars of Voters will contact the Town's Emergency Management Director and/or Town Administrator to determine a plan of action to ensure poll workers are able to get to and enter the early voting location. The Registrars of Voters will oversee the execution of this plan.

Alternate Early Voting Location

If the primary early voting location becomes unavailable, the Registrars of Voters will:

1. Notify the Moderator and poll workers to use the alternate early voting site.
2. Contact Town facility management staff to request access to the alternate early voting site.
3. Consult with the Moderator to ensure that the location is properly set up for early voting.

4. Notify voters of the new early voting location by posting polling place relocation signs where they can be easily visible at the evacuated early voting location.

Loss of Power at the Early Voting Location

If the generator at the early location loses power and the backup power supply for the tabulator machines has been depleted, the Moderator will:

1. Notify the poll workers and voters of the situation.
2. Contact the facility's management staff to determine whether they can assist with addressing the outage.
3. Contact the power supply company to determine the source of the outage and what action needs to be taken to resume power.
4. If necessary, use an alternate source of light, such as the flashlights provided with the emergency provisions, to continue voting and keep paper records until power is restored.

Smoke, Fire or Active Alarm Procedure

In the event of a smoke, fire, fire alarm or other activated alarm, the Moderator will:

1. Activate the fire alarm if it has not been activated.
2. Alert everyone at the early voting location about the situation.
3. Evacuate the early voting location following the established evacuation procedure.
4. Contact 911.
5. Consult with emergency personnel and the Registrars of Voters to determine if the original early voting location can still be used.
6. If the early voting location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the early location.
7. If the Moderator and Registrars decide to use an alternate early voting location, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the Alternate Early Voting Location procedure.

Evacuation Procedure

If the early voting location must be evacuated, the Moderator will:

1. Alert all individuals present of the emergency and direct them to the assembly point.
2. Obtain a headcount and use this headcount to make certain everyone present has been evacuated from the early voting location.
3. Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the early voting location.
4. Secure voting equipment and materials pursuant to section 9-174a-14 of the Regulations of Connecticut State Agencies. If time and conditions do not permit removal of voting equipment, the Registrars of Voters will provide two metal voting boxes from their office.
5. If the emergency has been resolved, consult with the emergency personnel and the Registrars of Voters to determine if the early voting location can be re-entered.
6. If the early voting location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the early voting location.
7. If the Moderator and Registrars decide to use an alternate early voting location, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the Alternate Early Voting Location procedure.

Medical Emergency Procedure

In the event of a medical emergency at the early voting location, the Moderator will:

1. Contact 911 and follow the instructions given by emergency personnel.
2. Notify the Town Administrator of the emergency.
3. Temporarily stop early voting until an assessment of the situation can be made.
4. Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the early voting location that may be able to assist.
5. Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not try to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel.
6. Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.

Disorder at the Early Voting Location Procedure

If there is disorder in or around the early voting location, the Moderator will determine whether the situation is one that he/she can address or if the situation requires the assistance of the Town Administrator or emergency personnel.

If the disorder includes, but is not limited to, unlawful protesting, threats of violence or rioting, the Moderator will contact 911 and follow their instructions. If evacuation of the early voting location is required, the Moderator will follow the Evacuation Procedure.

Emergency Contact Information

Fire, Police, Medical	911	
John Butrymovich Buildings and Grounds, Supervisor	Office: Town Cell: Personal Cell:	860-646-8152 860-614-7775 860-539-5029
Wes Sargent Building and Grounds, Staff	Office Town Cell: Personal Cell:	860-646-8152 860-614-7775 860-682-7444
Jim Rupert Town Administrator	Office: Cell:	860-649-8066, x6115 860-208-2304
Kathy McCavanagh Emergency Management Director	Office: Cell:	860-649-8066 x6111 860-XXX-XXXX