

BOLTON PLANNING & ZONING COMMISSION

REGULAR MEETING AGENDA

7:30 PM, WEDNESDAY, May 13, 2020

VIRTUAL MEETING (see instructions to access this meeting below)**

1. Call To Order
2. Approval of Minutes: April 1, 2020 Regular Meeting Minutes
3. Residents' Forum (Public Comment for items *NOT* on the agenda)
4. Staff Reports
5. Old Business
 - a. Other
6. New Business
 - a. *Discussion/Possible Decision:* Accelerated Temporary Emergency Site Plan Review to Allow Outdoor Dining/Restaurant Seating for Existing Restaurants
 - i. Georgina's, 275 Boston Turnpike
 - b. *Discussion/Possible Decision:* Enactment of a Temporary Emergency General Zoning Permit for Modification of Existing Site Plans for Outdoor Dining/Restaurant Seating and/or to Authorize Land Use Staff to Approve Temporary Emergency Site Plans for Outdoor Dining/Restaurant Seating for Existing Restaurant Uses
 - c. 8-24 Referral – Fire Department Storage Building
 - d. Other
7. Correspondence
8. Adjournment

***** PLEASE DO NOT COME TO TOWN HALL***

Town Hall is closed and the meeting will be taking place online or by phone ONLY.

To access this meeting virtually, please:

- Call-in: 1-929-205-6099
- When prompted, enter Meeting ID: 870 7692 3216
- OR Online***
- <https://us02web.zoom.us/j/87076923216?pwd=NDZiUIN5OGpTUVITZ2c4dTFkTFp1UT09>
- Password: 974467

Should you require any additional accommodations, please call the Land Use Department at 860-649-8066 x6103 or email us at pcarson@boltonct.org

BOLTON PLANNING & ZONING COMMISSION
Regular Meeting
7:30 p.m., Wednesday, April 1, 2020
Virtual Meeting Conducted via Zoom
Minutes & Motions

Members Present: Chairman Adam Teller, Vice Chairman James Cropley, Christopher Davey, Benjamin Davies, Arlene Fiano, Thomas Manning, Thomas Robbins and Alternates Rodney Fournier and Marilee Manning

Members Excused: Jeremy Flick (Alternate)

Staff Present: Patrice Carson, AICP, Consulting Director of Community Development, Jim Rupert, Zoning Enforcement Officer, and Yvonne Filip, Recording Secretary

1. Call to Order: Chairman A. Teller called the meeting (being conducted virtually through Zoom) to order at 7:32 p.m.

2. Approval of Minutes: February 12, 2020 Regular Meeting Minutes

T. Manning moved to approve the minutes of the February 12, 2020 regular meeting as presented. **A. Fiano seconded.** Vote: 4-0-3 (Cropley, Davey, Davies). Motion passed.

3. Residents' Forum: No audience members wished to speak.

4. Staff Reports:

J. Rupert reported he met with Steve Penny and Andrew Ladyga about the Lyndale Property. They are working on an application and are waiting for the surveyor to submit the site plan. The application should be submitted and available for the next meeting. J. Rupert suspects it will be for a special permit, in which case a public hearing would be needed. The expected types of permits for this time of year are not coming in right now.

P. Carson stated she has been working on Sustainable CT and learning how to set up and navigate Zoom. She and Jim are also working on an email that will soon be distributed to the business community that lists some resources available for businesses. Staff remains available for the community via email and telephone. Please do not hesitate to contact us.

T. Manning asked if the printed application received in the packet is the way it comes off of the online program. A. Teller noticed it indicates the application is in review view. Is there another view that can be printed so PZC can see it differently? Staff has been trying to figure out a way for the applications to be printed for better viewing before it gets to the approved application and may have to talk to ViewPoint for assistance.

J. Cropley asked if J. Rupert continues to do inspections? J. Rupert replied "yes", he is doing exterior inspections and in unoccupied structures. Interior inspections at occupied spaces are being done through video views, such as Facetime.

5. Old Business:

a. Other: There was none.

6. New Business

a. Discussion/Possible Decision: Site Plan Application for Farm Stand and Sign; 344 West Street, Heidi Luck (#PL-20-3 & #PL-20-4)

Heidi Luck was present. She has started a cut flower business and wants to sell locally at a farm stand on her property. H. Luck will also be selling wholesale and offering workshops on the farm. The plan is to break apart the stone wall along the front of the farm to create a parking area and situate the portable farm stand. It is wet behind the stone wall so trap rock will be laid for the parking area of 36' x 50'. Five cars would fit in the intended parking lot. This allows cars to move off of Route 85 for safety. The sign will be white with black lettering, no lighting. A. Teller confirmed with the applicant the areas impacted are out of the state's right-of-way.

J. Cropley heard the building will not be permanent – is that correct? H. Luck indicated that is correct. The farm stand will be situated on wood on the ground so it can be moved around.

A. Teller stated the PZC has been thinking about allowing farm stands via a general permit. The application process does not make sense for this purpose. Farms should be allowed to have a farm stand for selling what is grown or produced on the premises. H. Luck thought the online application process was difficult to navigate through.

P. Carson asked if the farm stand will operate year-round or on a seasonal basis? H. Luck answered the farm will operate year-round with the offering of wreaths and workshops during the winter months. She anticipates the stand being closed from mid-December to mid-April. A. Teller confirmed with the applicant there will be no lighting for the parking area. T. Manning suggested he would make the parking area deeper although the proposed size may work for her purpose. H. Luck will post little signs with arrows showing where customers should park.

J. Rupert stated this is a simple application and stands on its own merit.

A. Teller moved to approve Heidi Luck's Site Plan application # PL-20-3 for a farm stand and #PL-20-4 for a sign at 344 West Street, in accordance with the plans submitted with her application. **J. Cropley seconded.** Vote 7-0-0. Motion passed.

A. Teller added that he feels farm operations should be able to get stands to sell its products on site. Bolton PZC should consider simplifying the regulations to allow a farm stand as a general permit rather than having to go through the application process and pay a larger fee.

H. Luck thanked the PZC members and invited them to visit the stand.

b. Application/Discussion/Possible Decision: Modification of Site Plan, Construction of Additional Paved Area, 837 Boston Turnpike, Able Coil and Electronics Co. (#PL-20-5)

Steven Rockefeller and Andrew Bushnell were present. The applicant is requesting an increase to the rear paved parking lot. The detention basin was relocated from where they want to add increased space. This will allow for better maneuverability for tractor trailers and extra snow storage. Able Coil has two storage trailers filled with materials to be sold. This new area will allow access to/from the storage trailers without tracking debris or mud. The area will be for overflow parking. There has been extensive improvement for storm water treatment. A. Bushnell added it has been determined the detention pond is large enough for the additional impervious surface. A rip rap berm will catch any debris from the parking area and keep the area from scouring. The lighting plan was revised as the proposed additional parking area demanded changes. There will continue to be no light pollution off of the site or into the street.

Staff indicated the current bond is sufficient due to work that has already been completed. The Fire Marshall did not have an issue with the additional pavement.

A. Teller moved to approve Able Coil & Electronics Co.’s modification of an approved Site Plan for construction of additional paved area at 837 Boston Turnpike, application #PL-20-5, in accordance with the plans submitted as “Plan Prepared For Howard Road Realty, LLC, 837 Boston Turnpike, Bolton, CT” (2 sheets) dated: 11/7/2018, revised through 3/30/2020, Lighting Plan (1 sheet) dated: 1/2/2020, which is conditioned on the following modifications:

1. The following four items will be addressed to the satisfaction and approval of the Town Engineer:
 - a. There is a conflict with proposed contours 666 & 668 along the east side of the cut-off swale. Please review and revise as necessary. Additionally, the swale gets narrower as it makes the turn to the west. This could be a potential choke point. The bottom of the swale should maintain a constant width.
 - b. Calculations shall be provided for the proposed swale to be sure that it has adequate capacity and that the rip rap outlet protection is properly sized for the proposed flows.
 - c. A rip rap berm shall be proposed around the inlet pipe to the stormwater basin. The berm will create a forebay that can be cleaned periodically.
 - d. Spot elevations shall be provided along the east edge of the expanded pavement area to help delineate the toe of the slope for the berm to create the swale.
2. All conditions from the original approval shall be incorporated except as modified with this approval.

The Planning and Zoning Commission finds with these conditions and modifications, in addition to previous approval conditions that shall be met, the plan meets the requirements of the Bolton Zoning Regulations. **J. Cropley seconded.** Vote: 7-0-0. Motion passed.

S. Rockefeller stated the project has been challenging, but it continues to move forward. He hopes this will be a good addition to the community. PZC members agreed that it is.

c. Other

T. Manning reported the CRCOG Regional Planning Commission March 19, 2020 meeting was cancelled because of COVID-19.

7. Correspondence: There was none.

8. Adjournment:

J. Cropley moved to adjourn the *virtual* meeting at 8:21 p.m. **A. Fiano seconded.** Vote: 7-0-0. Motion Passed.

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Planning & Zoning Commission Recording Secretary

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

From: Lynette S. Swanson [mailto:SwansonLS@ehhd.org]
Sent: Wednesday, May 06, 2020 3:23 PM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Rupert, Jim <jrupert@boltonct.org>; Thad D. King <KingTD@ehhd.org>
Subject: RE: Outdoor Restaurant Operations

Patrice,

At this time, we are planning to work with the Towns and have the restaurants submit whatever the Town is requiring to our office. Once received we will review and if additional information is needed by us, we will contact the restaurant directly. Thad will be able to attend the zoom meeting next Wednesday night.

Lynette Swanson, R.S.
Lynette Swanson, RS
Chief Sanitarian
Eastern Highlands Health District
4 So. Eagleville Road
Mansfield, CT 06268
Phone: 860-429-3325



From: Carson, Patrice <pcarson@boltonct.org>
Sent: Wednesday, May 6, 2020 12:09 PM
To: Lynette S. Swanson <SwansonLS@ehhd.org>
Cc: Rupert, Jim <jrupert@boltonct.org>
Subject: RE: Outdoor Restaurant Operations

Lynette,

Thank you for the quick response. We just finished our phone conversation and we are also awaiting guidance from the State. However, in order to be proactive, the PZC is going to try and give a temporary/interim approval for outdoor dining based on a simplified (hand-drawn) site plan and narrative showing safe egress in and out of the building to the serving area with sufficient method of separation from traffic in the parking lot, number of tables, and meeting public health requirements, which I think would cover the things you listed in your email. This temporary approval would only be granted for the timeframe of any state requirements and then the restaurants would be required to come in for a formal approval if they wished to continue outdoor dining. Fortunately, we only have 6 restaurants that might want to do this, so treatment of them all in the same manner is easy to do. And we'd like to keep them operating if that is at all possible.

Our PZC meeting is next Wednesday, May 13, beginning at 7:30pm via Zoom. We were hoping to have Thad or someone from the Health Department at the meeting if possible, in case there are any questions. Our objective is to have the temporary approvals in place so that restaurants can prepare to open up when the state allows.

What are your thoughts on this? And is it possible that Thad or another EHHD person could attend the meeting?

Thank you,

Patrice

*Patrice L. Carson, AICP
Consulting Director of Community Development
Town of Bolton*

From: Lynette S. Swanson [<mailto:SwansonLS@ehhd.org>]
Sent: Wednesday, May 06, 2020 11:47 AM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Rupert, Jim <jrupert@boltonct.org>
Subject: Outdoor Restaurant Operations

Patrice,

Thad forwarded your email message to me. Our department is still awaiting guidance from the State, however, some things to consider are the maximum number of people allowed at a table (5) at one time; social distancing (table to be 6-8 feet apart); how are the establishments going to clean and disinfect all common touch points between each customer; If serving food and drink outside what accessibility do they have to had wash stations? The workers will all be required to wear protective equipment. The establishment will have to send a plan layout to our office for review of the proposed seating arrangement along with any changes to their menu if they are reducing it for the purposes of outdoor seating. Let me know if you need any further information. Thank you.

Lynette Swanson, RS
Lynette Swanson, RS
Chief Sanitarian
Eastern Highlands Health District
4 So. Eagleville Road
Mansfield, CT 06268
Phone: 860-429-3325



From: Georgina's Weddings and Banquets [mailto:georginasweddingsandbanquets@gmail.com]
Sent: Thursday, May 07, 2020 4:54 PM
To: Carson, Patrice <pcarson@boltonct.org>
Subject: Georgina's Proposed Outdoor Dining

Georgina's Proposed Outdoor Dining

Please see attached parking lot/garden area design categorized in three areas

Area 1 is existing approved outdoor dining on patio but will limit tables to 5 total to allow for social distancing guidelines of more than 8 feet per table. We are only allowing the 5 instead of the 10 tables that was allowed prior, for proper one way flow of traffic in our restaurant while picking up takeout.

Area 2 is the new proposed parking lot outdoor dining area. This will be located in front of the lounge of our restaurant, which would eliminate the existing handicap parking area. We will add new handicap parking in the existing pick up area now, which is located next to the front entrance. The area will consist of 65 feet by 37 feet for table use but we will be blocking off an area roughly 80 feet by 75 feet for safe traffic control. We will be eliminating 7 parking spaces in front of the building with no parking signs, traffic cones, roped off with poles. Please see attached parking lot layout for roped off area. It will be consisting of 18 tables allowing for more than 8 feet in between every table both ways for social distancing guidelines.

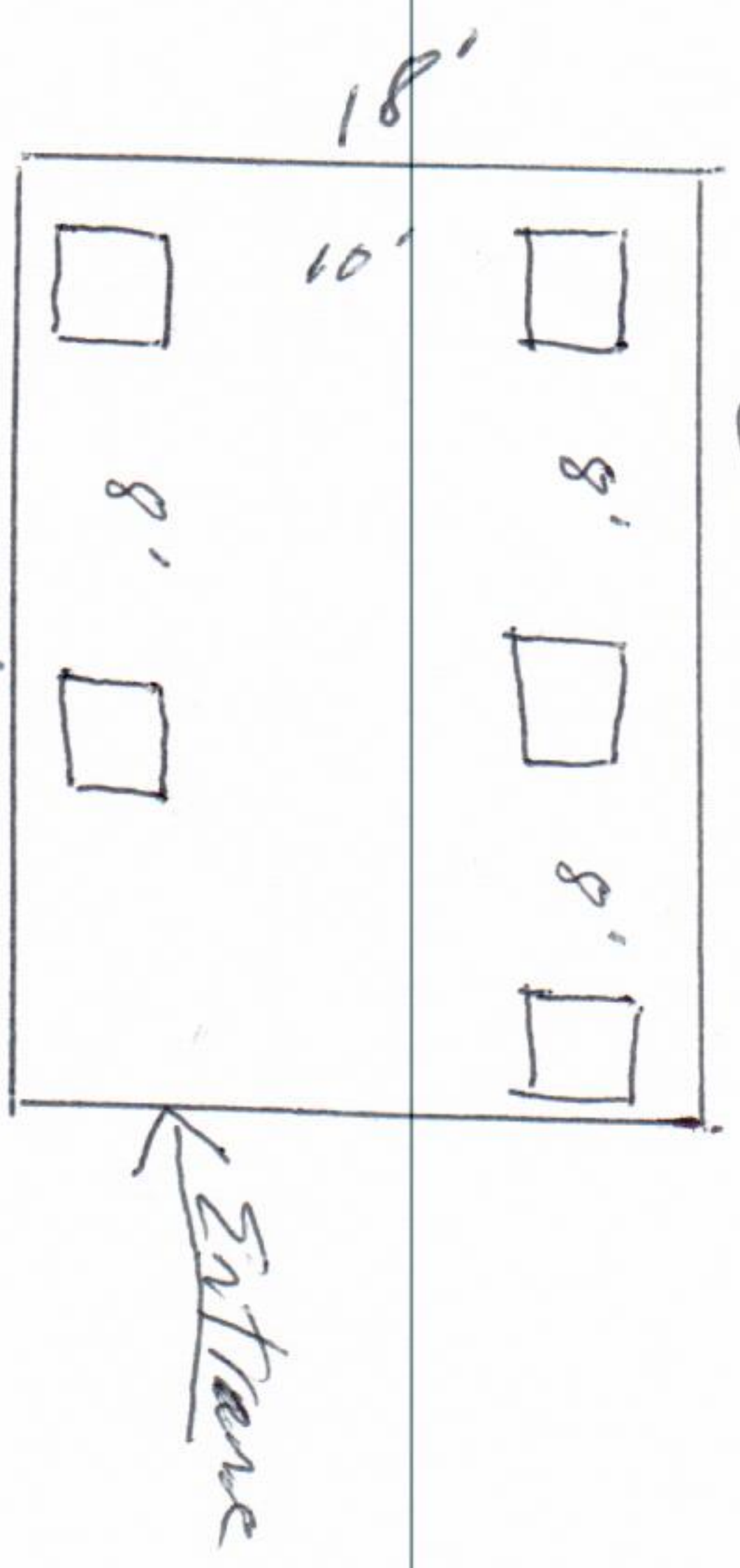
Area 3 is the existing garden area. This has a pergola area, a patio area and a grass area. In the pergola area, we will be using only 6 small tables with 2 guests only to accommodate the social distancing guidelines, pergola area is 18 by 18 feet. In the patio area/paver section which is 12 by 75 feet, this will only be used as a walkway.

In the grass area measures 40 by 50 feet or greater, which will allow us to add 25 tables by social distancing of 8 or more feet both ways per table. We are providing attachments per area to clarify the use of each section.

We will be attending the May 13th PZC meeting via zoom, please send us details of how to do so.

Please contact George at 860-918-4970 anytime to discuss in detail and make further arrangements. Thank you for your quick response in this difficult time that we are all facing. We appreciate all you are doing.

(Area 1) 5 Tables

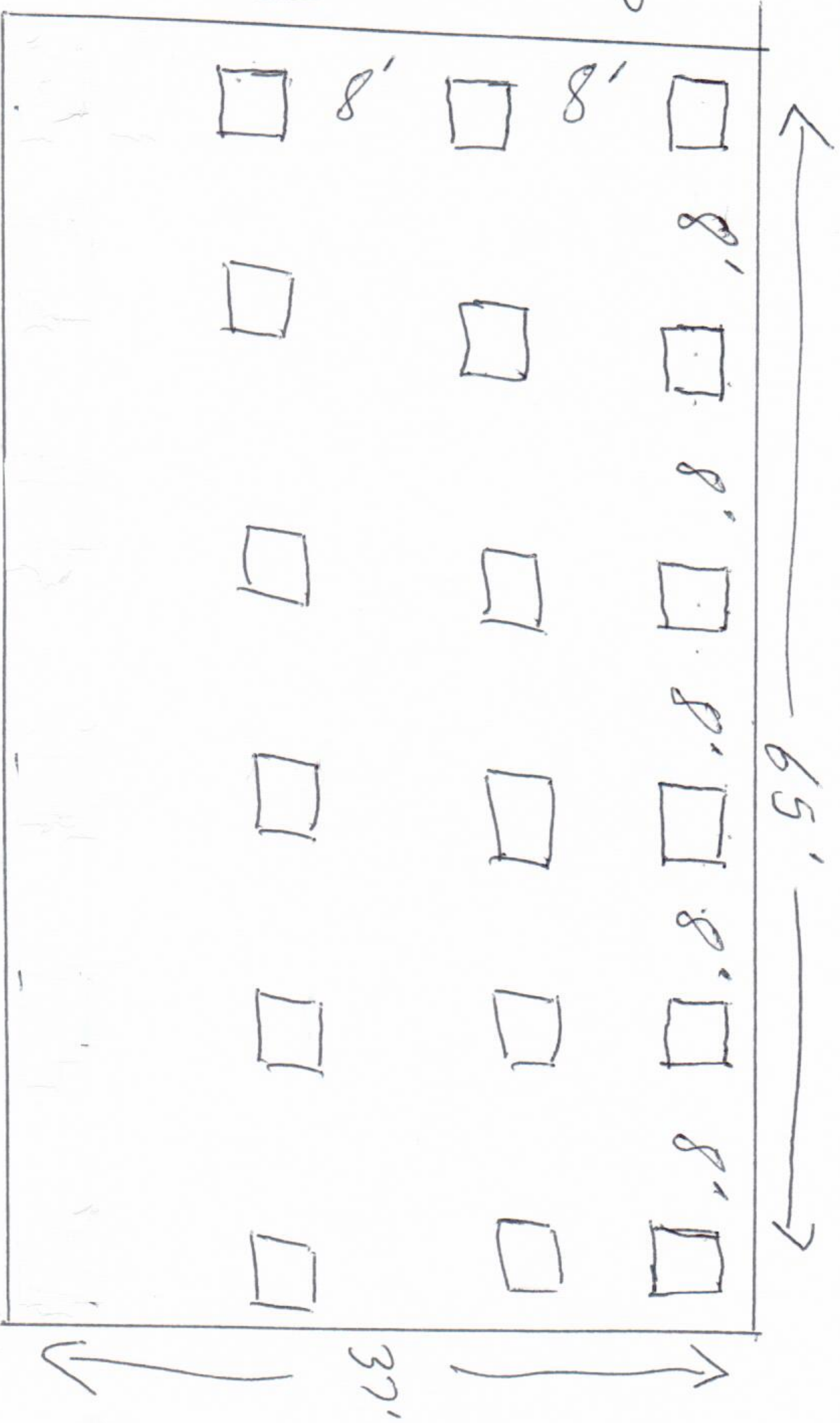


Entrance

Entrance

Area 2
18 Tables

Entrance



Area 3



Part of Area 3

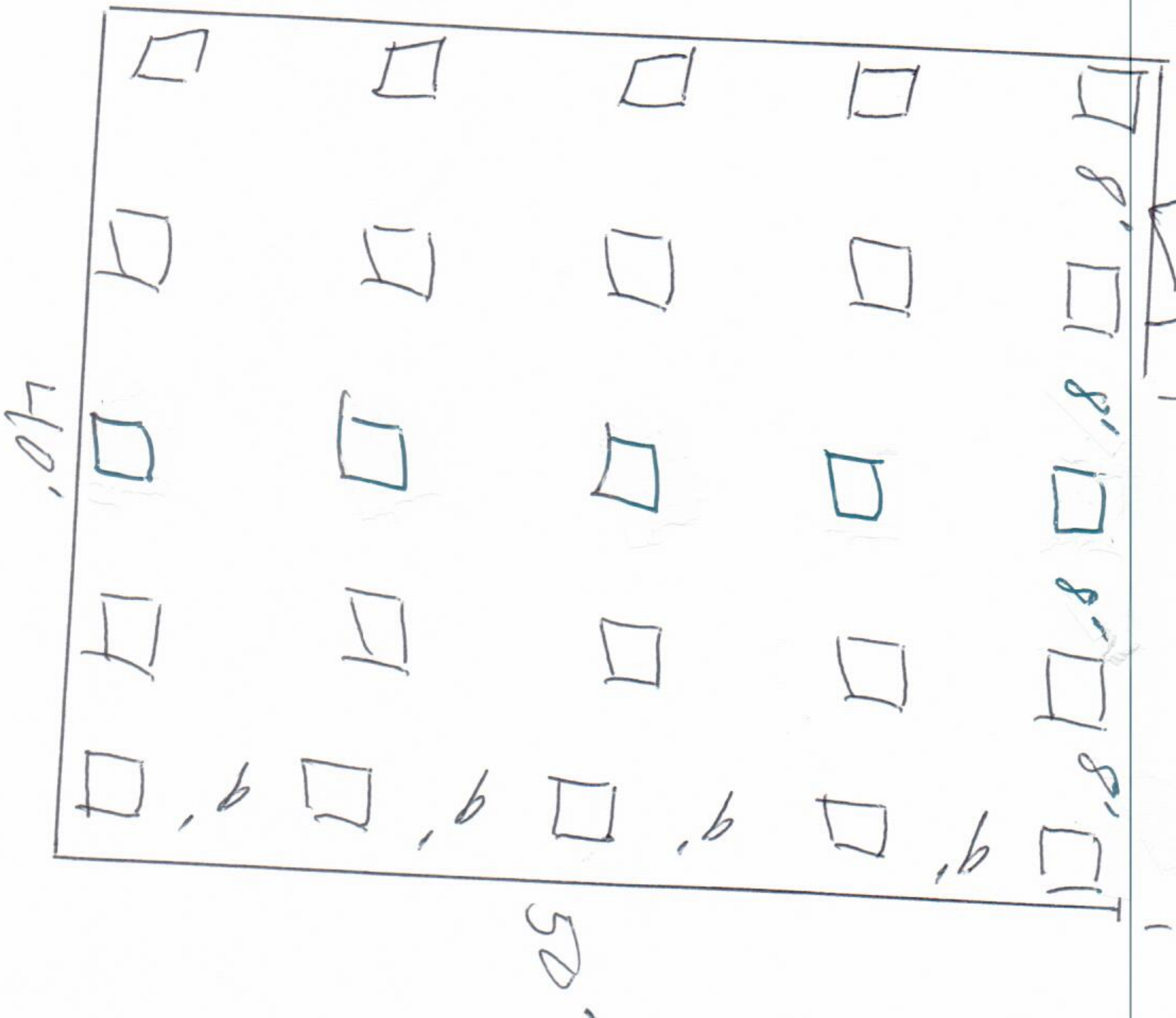


South

Grass

area

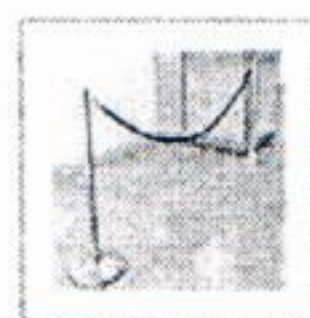
25
Tables



Black Stanchion Ropes

Lancaster Table & Seating Black 8' Stanchion Rope with Silver Ends for Rope Style

★★★★★ Item #: 164BKS8



REOPEN Connecticut[®]

SAFER. STRONGER. TOGETHER.



Governor Ned Lamont

Sector rules for May 20th reopen

May 8th, 2020

SECTOR RULES FOR MAY 20TH REOPEN

GOAL

Proactively protect public health and speed up the pace of economic, educational, and community recovery while Restoring Connecticut's quality of life.

1

SAFETY FIRST

We will reopen society safely and securely with a proactive program that safeguards the health of our vulnerable residents, continues physical distancing, and provides clear safeguard rules for businesses and institutions deemed safe to reopen.

2

SCIENCE-DRIVEN

Our strategy will rely on a scientifically validated set of public health interventions. Patient assessment, testing, proactive tracing, field studies, and public health guidance will be deployed simultaneously to contain infection.

3

PREPARED

We will work closely with hospitals and health systems to procure and distribute critical personal protective equipment, and assess capacity of beds and ventilators to ensure optimal standard of care.

4

CHOICE

Individual businesses within sectors allowed to open are empowered to make their own choice on when they reopen. When they open, they must comply with rules we lay out to safeguard their employees and customers.

5

DYNAMIC

We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.

SECTOR RULES FOR MAY 20TH REOPEN

HOW WE WILL OPEN OUR ECONOMY SAFELY

Our plan to open the economy will address two factors:

WHAT businesses can open and when.

HOW businesses must operate **if they choose to open**.

WHAT:

- We know that some businesses put employees and customers at greater risk of transmission.
- We will prioritize opening businesses that pose a lower transmission risk and drive outsized impact on the economy.
- Transmission risk is defined as contact intensity and modification potential of businesses.
 - Contact intensity considers contact proximity, contact length, and number of contacts.
 - Modification potential considers the businesses' ability to socially distance and sanitize in accordance with regulations.
- We will assess the impact on state economic health with a focus on number of employed individuals, total GDP impacted, and impact on small businesses that make up the backbone of our economy.

HOW:

- We will provide clear operational guidance to businesses on how to reopen while ensuring the safety of both employees and customers.
- Guidance will include social distancing and hygiene, as well as the use of personal protection – for business operators, workers, and customers.
- The goal is to not only open safely, but create confidence in our society across employers, employees, and customers.
- The level of guidance will gradually become less restrictive over time, as our confidence in the ability to monitor and contain the disease increases.

SECTOR RULES FOR MAY 20TH REOPEN

WHAT: SECTOR REOPENING OVER TIME

The state will open its economy with a gradual approach

The first set of businesses will start reopening when we see a sustained 14-day decline in hospitalizations, have adequate testing capacity, have a contact tracing system in place, and have procured sufficient PPE. The tentative timing for that reopen is May 20th.

ALREADY OPEN

Manufacturing
Construction
Real Estate

Utilities
Essential retail
Childcare

Hospitals

MAY 20TH

Restaurants
(outdoor only,
no bar areas)
Remaining
retail
Outdoor
recreation

Offices
(continue
WFH where
possible)
Personal
services (hair)

Museums, Zoos
(outdoor only)
University
research

FUTURE REOPEN DATES

Details forthcoming

SECTOR RULES FOR MAY 20TH REOPEN

HOW: SAFEGUARDS

As we start opening select businesses on May 20th, we will open at our strictest controls on business operations and societal interaction. This will include, among other measures:

- Capacity limit of 50% for businesses that reopen.
 - Strict cleaning and disinfection protocols in all settings.
 - Those who can work from home should continue to do so
 - Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
 - Facemasks should continue to be worn in public at all times.
 - Social gatherings will be restricted to a maximum of 5 people.
-

As we see progress on a defined set of public health metrics (detail to follow), we will gradually loosen safeguards. This will allow for the next set of businesses to open and potentially for businesses already open to operate with additional leeway. We expect this will occur over the coming months through September 2020.

As always, we will make decisions based on data and science. Our plan intentionally allows for sufficient time for learning, adoption of behaviors, and ultimately the achievement of improved health metrics that create the necessary environment for new business operations. If public health metrics deteriorate, the State may choose to revert back to stricter safeguards.



RESTAURANTS OUTDOOR ONLY

In Phase 1, restaurants can open outdoor at up to 50% capacity, no bars.

RESTAURANTS OUTDOOR ONLY

OVERVIEW

As Connecticut's restaurants reopen, the most important consideration will be the health and safety of employees and customers. Businesses must exercise caution throughout the phases of reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet the rules listed here by May 20, shall delay opening until they are able.

While these rules provide a way for restaurants to reopen in as safe a manner as possible, risks to customers and employees cannot be fully mitigated. Customers who choose to visit restaurants during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions should not visit restaurants, but instead continue to stay home and stay safe.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to its particular situation.

We urge customers to stay vigilant and pay attention as to whether restaurants they frequent are faithfully implementing these rules.

REOPEN RULES FOR RESTAURANTS

For restaurants, **only outdoor areas can open at this time. Indoor areas and bar areas shall remain closed.** These rules are intended to help restaurants safely get back to work. The information here can be supplemented with guidance from other industry groups, some of which are listed below. These rules may be updated as conditions evolve.

FURTHER RESOURCES

NATIONAL RESTAURANT ASSOCIATION

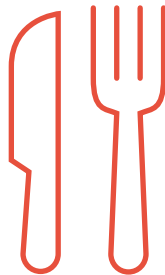
<https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

OSHA

<https://www.osha.gov/Publications/OSHA3990.pdf>

FDA

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19>



RESTAURANTS OUTDOOR ONLY

PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.

PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules. For restaurants, the administrator should be the Certified Food Protection Manager.

TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- The rules contained in this document.
- Protocols on how to clean and use cleaning products (including disinfectants) safely.
- Additional guidance can be found here:

https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

Note: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

- The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.



CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including, but not limited to:

- Bathrooms, kitchens, and seating areas



CAPACITY TRACKING

Employers are responsible for enforcing revised capacity limits (50%).



LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



SHIFTS

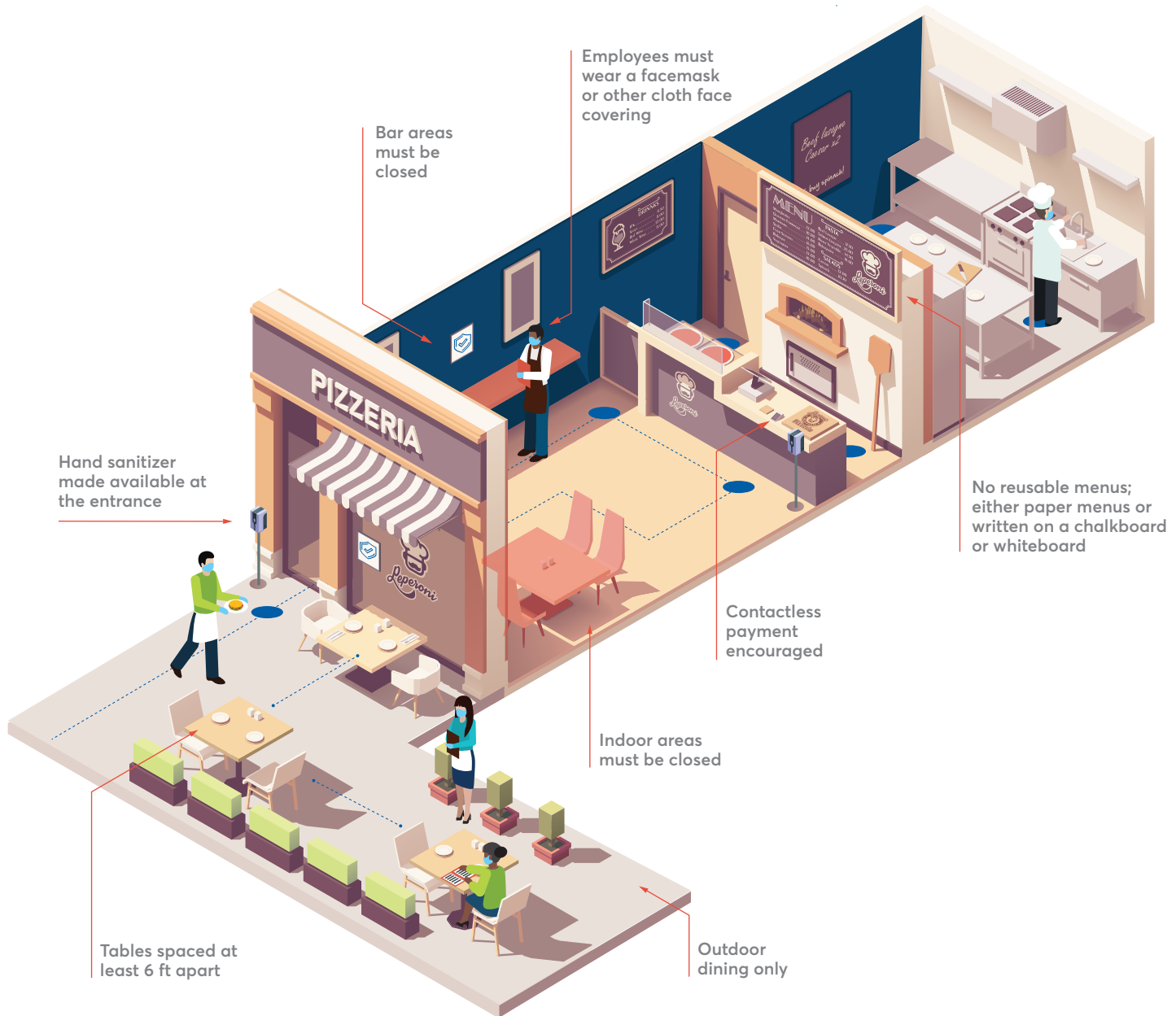
Stagger shift start/stop times, break times, and lunchtimes to minimize contact across employees.

RESTAURANTS OUTDOOR ONLY



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



RESTAURANTS OUTDOOR ONLY

ENTRY & EXIT

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

SIGNAGE

Post clear signage that supports new policies, like:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms



VENTILATION

Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.

Note: This only applies to operational indoor areas (e.g. the kitchen), given customers will only be outside.



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage customers to remain 6 ft apart (e.g., the entrance to the restaurant, lines to be seated, lines to make payments, lines to use the restroom).



SEATING/TABLE ARRANGEMENT

Rearrange space to maintain at least 6 feet of distance between customers. **Ensure tables are at least 6+ ft apart.** If customers are sitting in booths or seating is fixed, groups of customers must still be 6+ ft apart. This may require keeping some booths or seats empty. Distance shall be measured from the closest chair at one table to the closest chair at another table.



BUFFETS

Eliminate buffet self-serve stations; only permit employees to serve from food counters.



NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to business' main function (e.g., dance floors, pool tables, playgrounds, etc.).



DISCRETE WORK ZONES FOR SERVERS

Servers shall serve specific zones in the restaurant to minimize overlap, where possible.



SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible (e.g., cooking equipment, trays, etc.).

RESTAURANTS OUTDOOR ONLY



IN THE KITCHEN

Rearrange workstations so that food workers do not face one another and are 6 ft apart where possible (e.g., stagger workstations on either side of processing lines).



SILVERWARE

Use rolled or packaged silverware.



TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Contactless payments, paper towel dispensers, soap dispensers, and trash cans



MENUS

Offer paper menus and dispose after guests have ordered, or display menu on a wall/white board, and/or encourage customers to view the menu on their phone.



CONDIMENTS

Use single use packets or containers.



HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.

RESTAURANTS OUTDOOR ONLY

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves are required for table servers, and must be replaced frequently.
- Gloves and eye protection are required when using cleaning chemicals.
- Kitchen workers shall follow FDA guidelines on usage of gloves where appropriate.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS

- Customers are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition or when eating in the restaurant.

RESTAURANTS OUTDOOR ONLY



HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, AND/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces where possible (e.g., tables and chairs, bathrooms, self-service areas).



BATHROOMS

Clean frequently, implement use of cleaning log for tracking.



CLEANING AND DISINFECTING

Follow federal guidelines (CDC, EPA) on what specific products should be used and how:

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use. Examples include:
 - Entrances and exits
 - Payment devices (e.g., PIN pad)
 - Chairs



SEATING AREA AND TABLES

Sanitize seating area, tables, and common items after each seating.



KITCHEN

Sanitize kitchen and kitchen equipment on an ongoing basis (at least daily) and more frequently if used more often.

RESTAURANTS OUTDOOR ONLY



DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms; and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees shall stay home if sick.



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers, and follow state testing and contact tracing protocols.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-related safety and health conditions.

- Additional information can be accessed at www.OSHA.gov.
- Additional information for the public sector can be accessed at www.connosha.com.



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

From: Bruce Dixon [mailto:boltonchief34@gmail.com]
Sent: Friday, May 08, 2020 11:34 AM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Rupert, Jim <jrupert@boltonct.org>; Kelly, Joshua <jkelly@boltonct.org>; Chip White <lieutwhite1034@gmail.com>
Subject: Bolton Fire Department 8-24 referral request

Hello Patrice,

I am forwarding you four pages to be considered on the agenda for the Planning and Zoning Commission meeting next week.

I believe that the enclosed will meet with the requirements for the Commission. Working with the Fire Marshal, the regulations will be satisfied with the location placement in relation to the existing fire house for Option 1, our preferred location. This gives us access to three sides and three doors to enter and exit the building.

Option 2 would cut out some of the training area square footage. To date we have used the area completing training revolutions involving cribbing and stabilization, extrication, and trauma patient EMS care encompassing three vehicles at a time. We are awaiting further compaction, final grading and paving of this area. This location would allow for access into and out of the building only at one end and a walk in side door.

Please call me if I have to do anything further to assist you with this project.

Best regards,

Bruce A. Dixon
Fire Chief
Bolton Fire Department
168 Bolton Center Road
Bolton, CT 06043
860-649-3910 Office



This message may contain privileged and confidential information, and is for the use of the intended recipient(s) only. If you are the intended recipient, please maintain this message in a secure and confidential manner, and do not copy or forward it without the approval of the sender. If you are not the intended recipient, please notify the sender immediately, and delete this message. Thank you.



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043
TELEPHONE (860) 649-8066 FAX (860) 643-0021

May 8, 2020

Planning & Zoning Commission
Town of Bolton
222 Bolton Center Road
Bolton, CT 06043

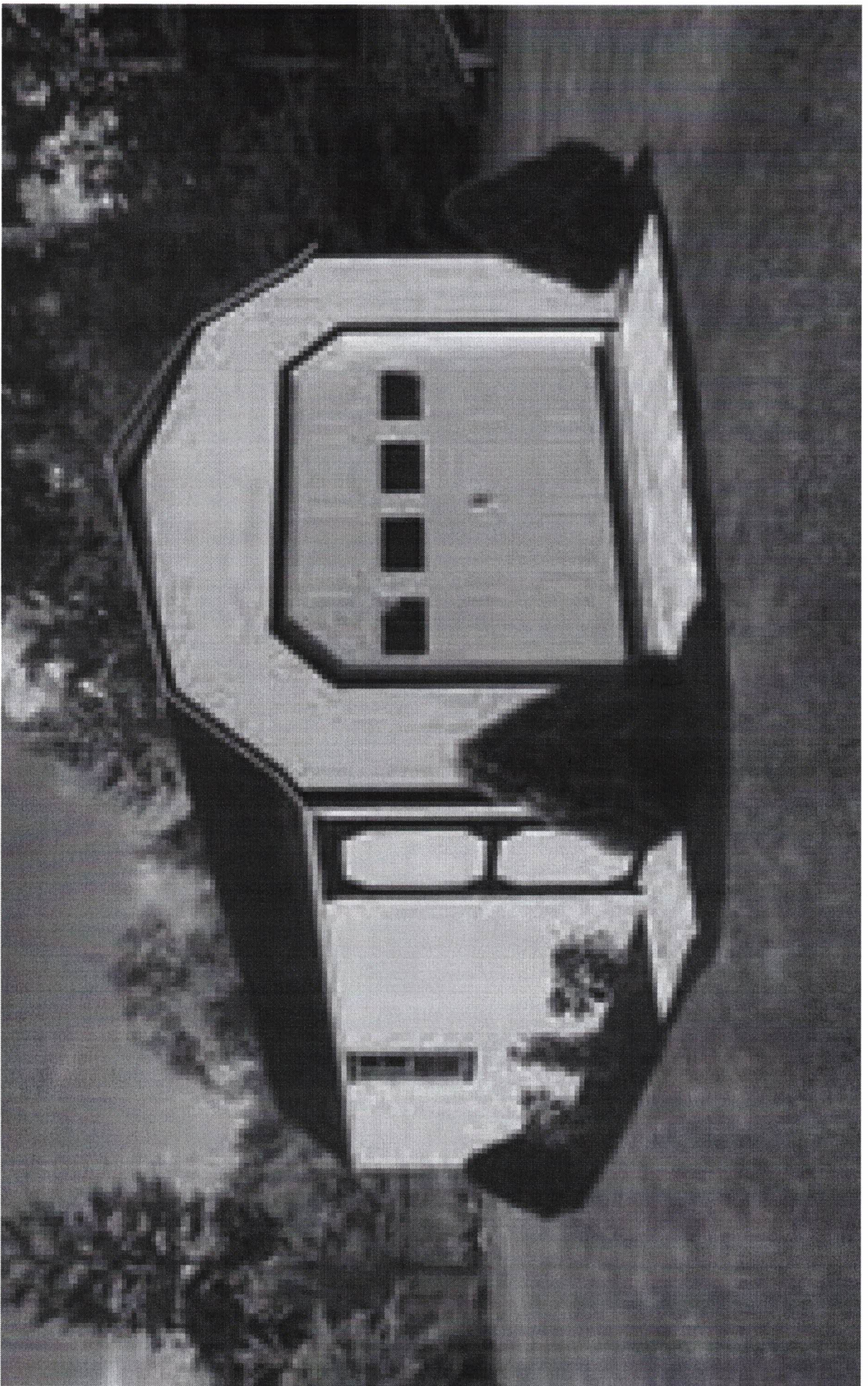
Dear Chair Teller,

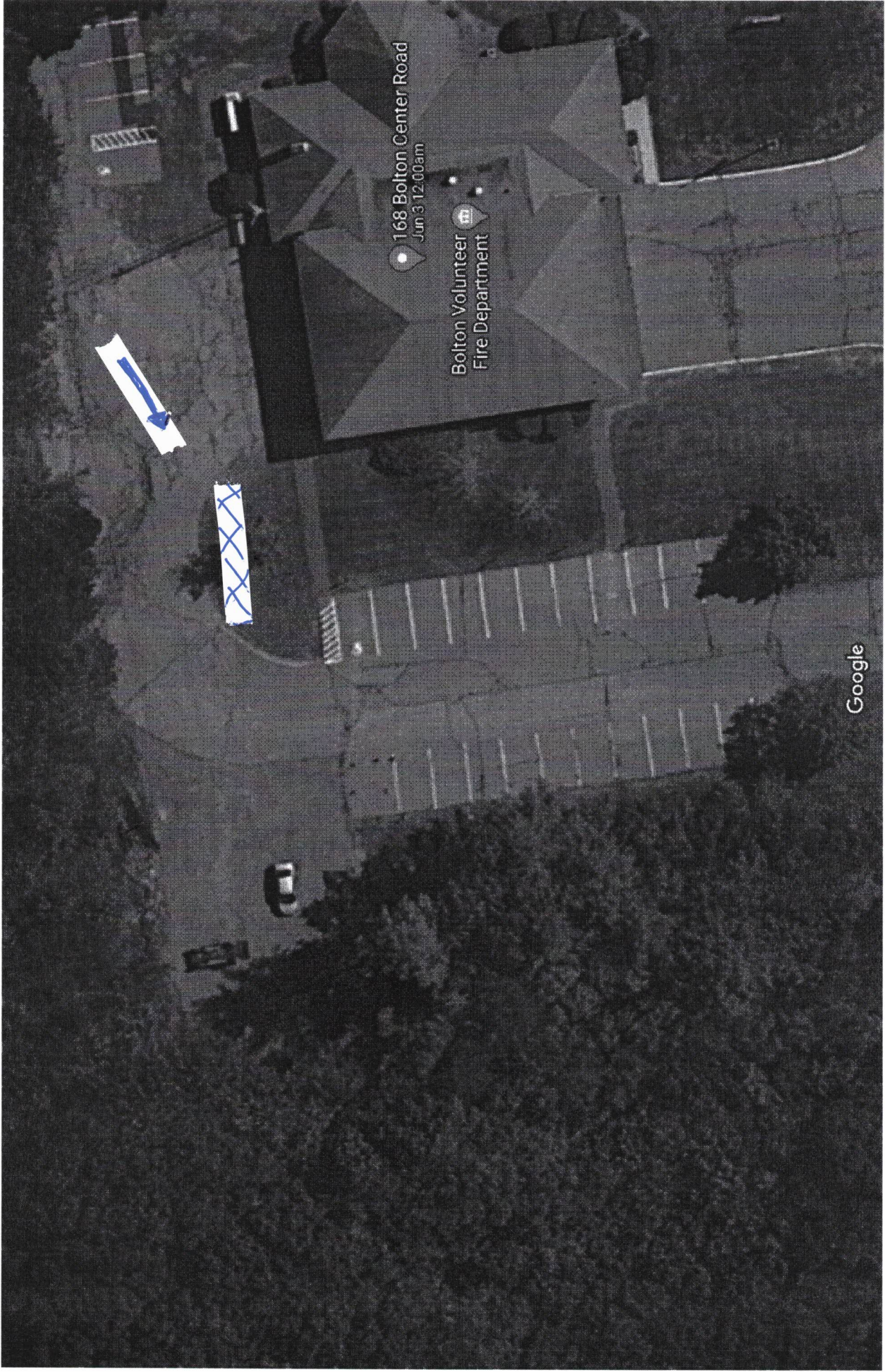
In early 2020, the Capital Acquisition, Planning, and Allocation (CAPA) Committee voted to approve an FY 2021 – 2025 Capital Improvement Plan (CIP) that included a total of \$15,720 to be dedicated to the construction of a storage garage at the Bolton Firehouse in FY 2021, and this approval was upheld by both the Board of Selectmen in March and the Board of Finance with their recent approval of the budget. In order to adjust to the Board of Finance's FY 2021 reduction of \$25,000 to the Town's budget, however, we have decided to move the construction of the storage garage from FY 2021 to the current fiscal year. A transfer in the full amount of \$15,720 was approved at the May 5, 2020 Board of Selectmen meeting, and our goal is to use those funds and complete construction of the storage garage before the end of the current fiscal year on June 30, 2020.

In order to accomplish this in a timely manner, I ask that the Planning & Zoning Commission conduct an 8-24 review of the space on which the Firehouse wishes to see this storage garage placed.

Respectfully submitted,

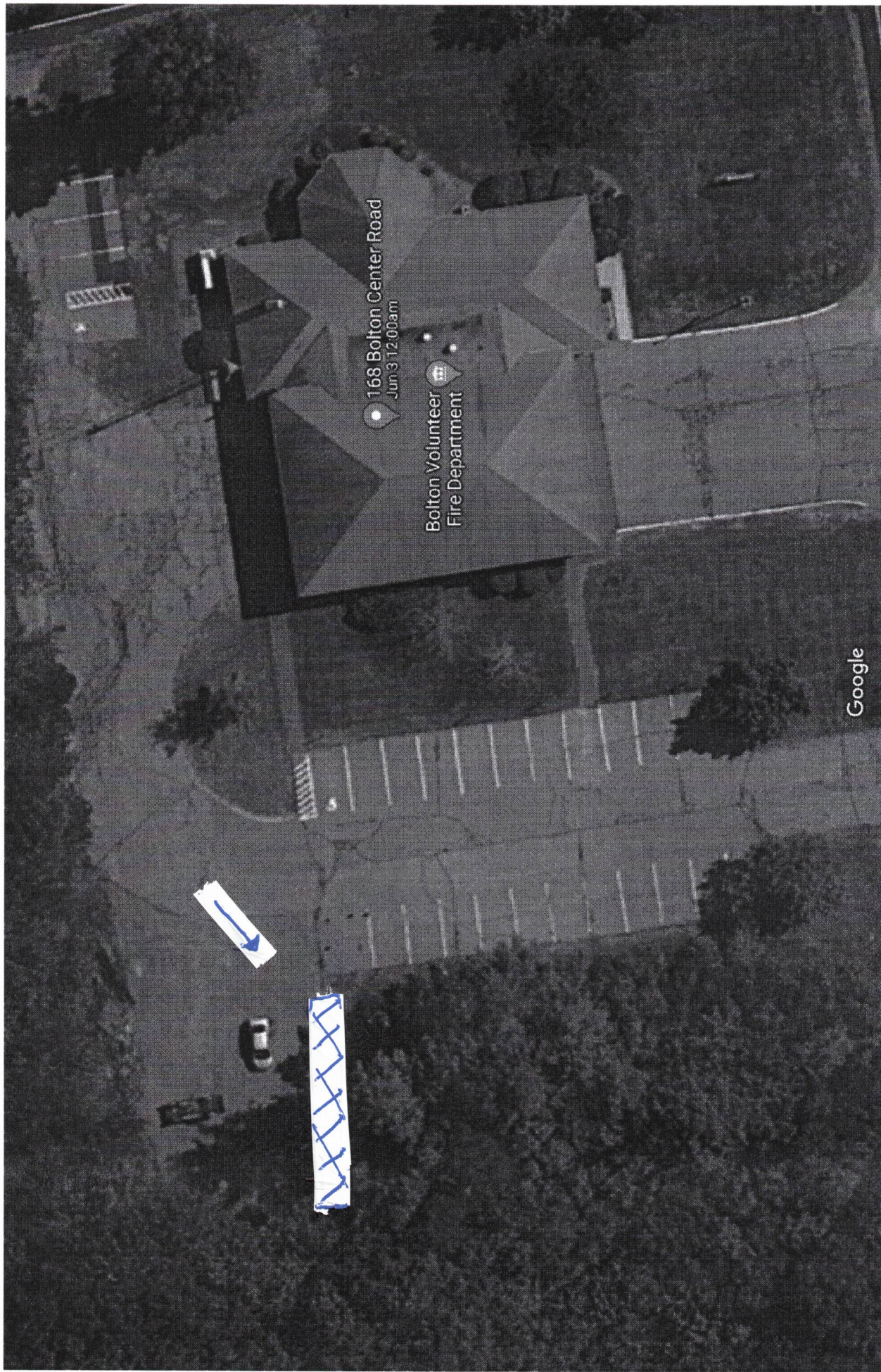
Joshua Steele Kelly
Town Administrator





Option 1

- Grass center area in Rear Driveway area is 62 ft wide.
- Storage building is 40ft x 14ft. This location allows for access from 3 sides of the building on to paved surface. Placement conforms with state Fire Marshal standards.



Option 2

- to the South side (Bolton Center Rd) of the Training area - Area is Approx 60ft x 60ft. This area is not ready for paving yet. Access allows for 2 sides.