

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, DECEMBER 4, 2018 - 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
November 19, 2018 Meeting.
4. Correspondence.
5. Unfinished Business.
6. New Business:
 - A. Charter Oak Greenway Shared Use Path and Path Extension.
 - B. Lower Bolton Lake Status Report.
 - C. FY19 Budget.
 - D. Charter Revision Information.
 - E. Consider and Act on Budget Transfers and/or Appropriation Requests.
7. Ongoing Business:
 - A. Subcommittee Reports.
 - B. Properties and Facilities.
 - C. Revenue Sources.
8. First Selectman's Report:
Other.
9. Administrative Officer's Report:
 - A. Health Insurance Consortium.
 - B. Other.
10. Appointments.
11. Adjournment.

**Bolton Board of Selectmen
 Regular Meeting
 7:00 p.m. Monday, November 19, 2018
 Bolton Town Hall, 222 Bolton Center Road
 Minutes**

The Board of Selectmen held its regular meeting on November 19, 2018, at the Town Hall with First Selectman Sandra Pierog presiding. Also in attendance were Deputy Selectman Robert Morra, Selectmen Mike Eremita, Kim Miller, Nicole Sullivan, Administrative Officer Joyce Stille and 4 members of the public.

1. Call to Order

S. Pierog called the meeting to order at 7:02 p.m. All rose for the Pledge of Allegiance.

2. Public Comment

Leslie Shea, 26 Green Hill Drive-Ms. Shea served on the BOS for 10 years and on the Public Building Commission for 20 years. She has been active in town planning. She urges the commission forgo revitalization of the Notch Road Municipal Center as there are many substantive problems with the building and the property in general. S. Pierog noted that the BOS is in agreement as it would not be cost beneficial to renovate the building.

Following public comments, S. Pierog asked the Board by consensus to move to item 6 A. on the agenda, to discuss the Report from Charter Study Committee followed by item 10. Appointments

3. Approval of Minutes

A. September 19, 2019 Special Meeting

A motion was made by R. Morra to accept the minutes as written. M. Eremita seconded. Motion passed 6:0:0.

B. October 2, 2018 Special Meeting

A motion was made by M. Eremita to accept the minutes as written. N. Sullivan seconded. Motion passed 5:0:1. K. Miller abstained

C. November 1, 2018 Special Meeting

A motion was made by M. Eremita to accept the minutes as written. K. Miller seconded. Motion passed 5:0:1. M. Eremita abstained.

4. Correspondence

An Email was received by S. Pierog regarding the ditches (drainage swales) on Bolton Center Road. A request was made to have the swales filled in. The BOS stated that this is an on-going concern and the Trails Grant, if awarded, will address one side of the road.

5. Unfinished Business

No unfinished business.

6. New Business

A. Report from Charter Study

Paula Meyers presented the Charter Study Committee report. The Committee recommends that a commission be seated to review the entire Charter as there are significant flaws in the current Charter. R. Morra moved to accept the CSC report and to discuss a time frame at the next BOS meeting. M. Eremita seconded. Motion passed 6:0:0. S. Pierog noted her thanks to the committee.

B. Charter Oak Greenway Shared Use Path and Path Extension

No opening date has been set and there is no word on where the contract stands. Erosion will be addressed by DEEP on the trail near the beaver dam. The town is open to doing whatever it takes to assist in the completion of this project.

C. Lower Bolton Lake Status Report

Drawdown is in progress but with the significant rainfall it continues to fill. The spillway on the Middle Lake is flowing into Lower Lake potentially spreading invasives. CT DEEP did not do an electrofishing survey in 2018. J. Stille has submitted paperwork for the extension of the STEAP Grant for two years to 2020. It is used to conduct testing and monitoring of Lower Bolton Lake.

D. FY19 Budget Report

The report was submitted through the end of October. Nothing unusual to report. The Tax Collector summary through end of September was presented. 97.53% of taxes have been collected.

E. Discussion on CT DOT's Proposal for Installation of Centerline Rumble Strips on Camp Meeting Road

S. Pierog presented a letter from the CTDOT dated October 17, 2018. Center line rumble strips are being proposed on 1.6 miles of Camp Meeting Road from the Manchester town line to Clark Road. S. Pierog is not in favor of these as the noise level is very high and there have not been any accidents along that stretch of road involving vehicles crossing the center line. R. Morra agreed with the excessive noise factor. N. Sullivan questioned the purpose of this proposal. J. Stille thought that the DOT may be suggesting this in all cases where roads will be paved in 2019. M. Eremita noted that this is in a residential district and doesn't seem necessary. R. Morra moved to notify the DOT that the BOS is not in favor of this proposal as it is not appropriate due to the roads safety history. M. Eremita seconded. Motion passed 6:0:0.

F. Consider and Act on 2019 Meeting Dates

A draft of 2019 meeting dates was presented. Meeting dates are as follows:

January 15th (Changed from January 8th)
 January 22nd Budget Workshop NRMCM Rm 9
 January 29th Budget Workshop
 February 5th
 February 12th Budget Workshop
 February 19th Budget Workshop
 February 26th Budget Workshop NRMCM Rm 9
 March 5th
 April 2nd
 May 7th
 June 4th
 July 2nd
 August 6th
 September 3rd
 October 1st
 November 12th (Elections)
 December 3rd

All meetings are at 7:00 p.m. at the Town Hall unless otherwise noted.

K. Miller moved to accept the above meeting dates for 2019. R. Morra seconded. Motion passed 6:0:0.

G. Consider and Act on Budget Transfers and/or Appropriation Requests

No transfers and/or appropriation requests

7. Ongoing Business

A. Subcommittee Reports

The Human Resources Subcommittee met on November 8, 2018. An increase of 2.50% was recommended for all of the part-time positions. An increase of 2.75% was recommended for full-time, non-union staff based on their individual performance reviews. The wages for the Assistant Building Official are higher to remain competitive. M. Eremita questioned the potential merging of the Highway Department and the Buildings and Grounds departments. This is strictly planning for the future. R. Morra moved to accept the increased wages as presented. K. Miller seconded. Motion passed 6:0:0.

B. Properties and Facilities

J. Stille noted that the roof on the North wing of the Notch Road Municipal Center has been inspected. There is less rusting than anticipated. No action is deemed necessary in 2019.

C. Revenue Sources

No new revenue sources.

8. First Selectman's Report

A. Connecticut Conference of Municipalities Annual Conference

J. Stile and S. Pierog attended the annual conference held at Foxwoods in October. They felt that after listening to the presentations in the breakout sessions Bolton seems to be ahead of the curve.

B. Other

S. Pierog noted that there will be a Planning and Zoning Commission Public Hearing on the 2nd Wednesday of December regarding the Able Coil to move to the former Barrels, Boxes and More building on Route 44.

9. Administrative Officer's Report

A. Capital Region Natural Hazard Mitigation Plan

Joyce noted that there was a copy in the packet of the draft that is available for review. There are sections for all towns in the capital region and sections specifically for Bolton. The BOS will be asked to review and accept the Bolton section of this draft in the future. This is necessary to be eligible to receive FEMA funds.

B. School Safety and Preparedness Forum

J. Stille noted that video of the forum are posted on the Bolton Town website.

C. Capital Projects

Replacement of the generator at the Fire House is in progress. The new plow truck is being painted. The old fire department pickup truck has been upgraded for use in snow removal and given to the school. The new Fire Department crew cab is in service. Requests for capital funding for next year was submitted on November 13th.

D. Health Insurance Consortium

J. Stille reported the group is working on the bylaws.

E. CRCOG Projects

The Town is involved in a cyber project to pick a consultant for development of policies and procedures and to select a vendor for time-tracking. The EDMS electronic document management system is in

progress. Personnel files from July 1 forward have been scanned into the computer. The categories for the land use EDMS projects are being finalized.

Narcan will be available at every public library in the United States. Staff training will be provided.

J. Stille has a new Facebook page called Town of Bolton Administrative Officer.

10. Appointments

R. Morra moved to appoint Leslie Shea to the Senior Citizen's Commission with a term ending 7/1/2022. Seconded by M. Eremita. Motion passed 6:0:0.

M. Eremita moved to appoint Cara Wraight to the Bolton Heritage Farm Commission with a term ending 7/1/2021. Seconded by R. Morra. Motion passed 6:0:0.

M. Eremita moved to appoint Patrice Carson to the Central Regional Tourism District Board of Directors for a term of one year. R. Morra seconded. Motion passed 6:0:0.

M. Eremita moved to appoint Robert Morra and Joyce Stille (Alternate) to the Bolton Lakes Regional Water Pollution Control Authority for terms of three years. K. Miller seconded. Motion passed 6:0:0.

M. Eremita moved to appoint Eric Boucher to Assistant Animal Control Officer with a term ending 7/1/2019. K. Miller seconded. Motion passed 6:0:0.

11. Adjournment

R. Morra moved to adjourn at 8:14 p.m. M. Eremita seconded. Motion passed 6:0:0.

Respectfully submitted,

Leslie J. Brand

Leslie Brand, Board Clerk

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

	FY19 November 29, 2018	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY18	FY17	FY16
1	Administration	\$290,794	\$290,794	\$120,496.92	\$170,297.08	\$41.59	\$170,255.49	41.45%	41.78%	36.69%	40.43%
2	Prof and Tech Svcs	\$318,490	\$318,490	\$69,762.56	\$248,727.44	\$13,812.08	\$234,915.36	26.24%	24.70%	18.68%	21.77%
3	Financial Administration	\$222,430	\$222,430	\$85,441.40	\$136,988.60	\$0.00	\$136,988.60	38.41%	38.06%	33.95%	36.73%
4	Auditing	\$26,500	\$26,500	\$0.00	\$26,500.00	\$0.00	\$26,500.00	0.00%	0.00%	0.00%	0.00%
5	Assessor	\$77,908	\$77,908	\$30,389.64	\$47,518.36	\$0.00	\$47,518.36	39.01%	37.97%	34.67%	34.93%
6	Tax Collector	\$97,742	\$97,742	\$40,065.08	\$57,676.92	\$193.40	\$57,483.52	41.19%	36.52%	35.09%	40.37%
7	Data Processing	\$113,551	\$113,551	\$53,230.56	\$60,320.44	\$0.00	\$60,320.44	46.88%	52.43%	46.86%	52.76%
8	Town Clerk	\$114,264	\$114,264	\$48,282.82	\$65,981.18	\$3,540.00	\$62,441.18	45.35%	43.73%	36.69%	34.28%
9	Property Insurance	\$134,106	\$134,106	\$60,139.99	\$73,966.01	\$0.00	\$73,966.01	44.85%	44.01%	69.90%	33.63%
10	Probate	\$5,850	\$5,850	\$5,673.00	\$177.00	\$0.00	\$177.00	96.97%	0.00%	98.95%	94.60%
11	Elections	\$41,898	\$41,898	\$13,992.91	\$27,905.09	\$0.00	\$27,905.09	33.40%	26.58%	26.35%	25.30%
12	Board of Finance	\$2,200	\$2,200	\$140.00	\$2,060.00	\$0.00	\$2,060.00	6.36%	6.82%	10.23%	3.86%
13	Public Building Commission	\$540	\$540	\$0.00	\$540.00	\$0.00	\$540.00	0.00%	0.00%	12.04%	0.00%
14	Parks/Town Building Ops	\$675,109	\$675,109	\$215,662.80	\$459,446.20	\$6,625.00	\$452,821.20	32.93%	32.04%	28.31%	28.08%
20	Police	\$379,977	\$379,977	\$311.49	\$379,665.51	\$0.00	\$379,665.51	0.08%	0.26%	0.28%	0.70%
21	Fire	\$183,519	\$183,519	\$58,242.84	\$125,276.16	\$45,423.19	\$79,852.97	56.49%	49.96%	48.58%	53.05%
22	Animal Control	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	85.71%	0.00%	0.00%
23	Fire Marshal	\$23,607	\$23,607	\$2,157.65	\$21,449.35	\$0.00	\$21,449.35	9.14%	32.28%	40.52%	38.88%
25	Highways and Streets	\$1,021,996	\$1,021,996	\$412,696.05	\$609,299.95	\$16,687.49	\$592,612.46	42.01%	47.65%	51.53%	42.91%
30	Public Health Admin	\$33,240	\$33,240	\$13,668.16	\$19,571.84	\$0.00	\$19,571.84	41.12%	41.04%	39.67%	39.30%
31	Seniors / Social Services	\$156,823	\$156,823	\$63,092.09	\$93,730.91	\$4,200.00	\$89,530.91	42.91%	38.16%	27.63%	40.65%
35	Conservation	\$1,575	\$1,575	\$690.00	\$885.00	\$0.00	\$885.00	43.81%	42.86%	36.19%	39.05%
36	Recreation	\$33,185	\$33,185	\$0.00	\$33,185.00	\$0.00	\$33,185.00	0.00%	0.00%	0.00%	0.00%
37	Library	\$289,213	\$289,213	\$127,642.47	\$161,570.53	\$17,365.27	\$144,205.26	50.14%	51.35%	48.75%	49.20%
40	Land Use	\$280,354	\$280,354	\$105,608.66	\$174,745.34	\$7,875.00	\$166,870.34	40.48%	39.91%	37.52%	36.53%
41	Planning & Zoning	\$6,580	\$6,580	\$568.66	\$6,011.34	\$0.00	\$6,011.34	8.64%	10.58%	11.93%	11.79%
42	Zoning Board of Appeals	\$1,440	\$1,440	\$0.00	\$1,440.00	\$0.00	\$1,440.00	0.00%	22.22%	4.51%	0.00%
43	Inlands/Wetlands	\$2,235	\$2,235	\$334.01	\$1,900.99	\$0.00	\$1,900.99	14.94%	25.58%	18.35%	12.89%
44	Open Space	\$645	\$645	\$0.00	\$645.00	\$0.00	\$645.00	0.00%	0.00%	0.00%	0.00%
45	Economic Development	\$2,000	\$2,000	\$610.00	\$1,390.00	\$0.00	\$1,390.00	30.50%	17.50%	28.25%	11.75%
48	Fringe Benefits	\$901,965	\$901,965	\$344,107.76	\$557,857.24	\$0.00	\$557,857.24	38.15%	41.44%	33.71%	36.50%
49	Waste Collection	\$504,173	\$504,173	\$186,549.88	\$317,623.12	\$0.00	\$317,623.12	37.00%	38.47%	37.06%	36.19%
	Totals	\$5,947,409	\$5,947,409	\$2,062,557.40	\$3,884,851.60	\$115,763.02	\$3,769,088.58	36.63%	37.76%	36.29%	35.40%

TAX COLLECTOR
10.31.18

ESTIMATES FOR FISCAL	ADOPTED	COLLECTIONS			RETURNED ON-LINE PYMT	RETURNED CHECKS	Transfers	NET COLLECTION 10.31.18	PERCENTAGE COLLECTED FY 19 BUDGET
		YTD	REFUNDS	YTD					
CURRENT YR. LEVY	\$ 14,995,888.00	\$ 14,989,531.79	\$ (10,136.24)	\$ (3,673.80)	\$ (33,090.64)	\$ (297.19)	\$ 14,942,333.92	99.64%	
MOTOR VEHICLE	\$ 1,596,517.00	\$ 1,499,494.64	\$ (3,865.50)	\$ (5,807.88)	\$ (1,545.77)	\$ 1,022.06	\$ 1,489,297.55	93.28%	
SUPP. MV LEVY	\$ 168,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
SUB TOTAL	\$ 16,760,885.00	\$ 16,489,026.43	\$ (14,001.74)	\$ (9,481.68)	\$ (34,636.41)	\$ 724.87	\$ 16,431,631.47	98.04%	
PRIOR YEARS	\$ 85,000.00 *	\$ 91,623.80	\$ (1,472.58)	\$ (1,194.18)	\$ -	\$ (744.70)	\$ 88,212.34	103.78%	
INTEREST & FEES	\$ 60,000.00 **	\$ 43,143.90	\$ -	\$ (173.87)	\$ (179.51)	\$ 19.83	\$ 42,810.35	71.35%	
TOTAL	\$ 16,905,885.00	\$ 16,623,794.13	\$ (15,474.32)	\$ (10,849.73)	\$ (34,815.92)	\$ (0.00)	\$ 16,562,654.16	97.97%	

* Includes \$152.99 Suspense

** Includes \$325.79 Suspense Interest
Equaling \$478.78

PREVIOUS YEAR CURRENT YR LEVY COLLECTED			
	7.31.2018	8.31.2018	9.30.2018
	86.52%	99.09%	99.38%
			99.64%
	1.31.2019	2.28.2019	3.31.2019
			4.30.2019
			5.31.2019
			6.30.2019
	7.31.2017	8.31.2017	9.30.2017
	87.21%	98.97%	99.31%
			99.79%
			99.94%
			100.10%
	1.31.2018	2.28.2018	3.31.2018
	100.19%	99.86%	99.95%
			100.26%
			100.32%
			100.41%
			100.41%

G.E.

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Five Department

Transfer \$ 4,560⁰⁰ from category Repairs / Mtrce to category Medical Expense / Training
(within budget) from #01 420-4203-0000-54300 to #01 420-4203-0000-53200

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from #01 _____-0000-_____ to #01 _____-0000-_____

Other \$ _____

Explanation:

Transfer due to additional Training expenses - EMT Classes + Recertifications

J. Maw Signature
Chairman Fire Comm. Title
11/26/18 Date

Board of Selectmen

Approved

Comments:

Date _____

The Board of Selectmen Finance and Administration subcommittee held a meeting on November 26, 2018 at the Notch Road Municipal Center. Present were: First Selectman Sandra Pierog; Selectmen Kim Miller, Michael Eremita and Robert Morra; and Administrative Officer Joyce Stille.

1. Call to Order

The meeting began at 7:01 p.m.

2. Discussion on School Resource Officers

The school is discussing School Resource Officers.

The Board of Education Chair and Superintendent were invited to the meeting and requested to attend at a later date.

3. Discussion on Cemetery Operations

Since the Town took over the cemeteries, none of the rules and guidelines had been revised. By consensus, the only revision is that the metal flag holders and fraternal emblems shall be placed at the discretion of the Town. The group also briefly discussed the operations of the cemetery.

4. Discussion on Banking Services

The Town has not bid out its banking services for quite some time. With all of the changes in electronic banking services combined with current concerns with our bank primarily due to system-wide program upgrades and service, the Town will be going out to bid.

5. Discussion on Blight Ordinance

A summary of the discussion points to date was distributed. The group had an in depth discussion on the draft ordinance beginning with number 6. Key discussion points were:

- * Definition of “solid waste” necessary.
- * What is “littering” versus “storing”?
- * All 30 day references should be 90 days.
- * Citation Hearing Board should be three (3) Bolton residents – none of whom serve on any other elected or appointed board or commission and not a Town employee.
- * During Appeals process, should note fines continue during this process.
- * Reference to Connecticut General Statute 7-152 c(g) should include language as to what statute discusses.
- * Add definition for items not found in the definition list – similar to Planning and Zoning proposed Regulations.

The group will review and discuss further language modifications at its next meeting.

6. Adjournment

The meeting ended at 8:38 p.m.

Respectfully submitted,

Joyce Stille

PLEASE SEE MINUTES OF SUBSEQUENT MEETINGS FOR ADDITIONS OR
CORRECTIONS TO THESE MINUTES.