

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, APRIL 2, 2019 - 7:00 P.M.
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - A. March 5, 2019 Meeting.
 - B. March 7, 2019 Special 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. Consider and Act on Call and Resolutions for Annual Town Meeting.
 - E. Consider and Act on Adoption of Eastern Gateways Study.
 - F. Discussion on Tolls.
 - G. Consider and Act on 42nd Annual Bolton Road Race Request – March 8, 2020.
 - H. 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:
 - A. Shared Services.
 - B. Other.
9. Administrative Officer's Report:
 - A. Personnel.
 - B. CRGOG.
 - C. CT-CHIP.
 - D. Other.
10. Appointments.
11. Adjournment.

3.A.

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, MARCH 5, 2019**

		Present	Absent
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Robert Morra	X	
Selectman	Mike Eremita	X	
Selectman	Kim Miller	X	
Selectman	Nicole Sullivan	X	
Administrative Officer	Joyce Stille	X	
Members of the Public	1	X	

1. Call to Order

By: Sandra Pierog

Time: 7:02 p.m.

Place: Town Hall

2. Public Comment:

3. Approval of Minutes:

A. February 5, 2019 Regular Meeting

Motion: Move to approve the minutes of the February 5, 2019, meeting.

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

B. February 26, 2019 Budget Workshop

Motion: Move to approve the minutes of the February 26, 2019, workshop. With the following correction:

- Second bullet – change “du” to “due”.

By: Sullivan

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan

Against: None

Abstain: Miller

4. Correspondence:

None

5. Unfinished Business:

None

6. New Business:

A. Charter Oak Greenway Shared Use Path and Path Extension

Pierog stated that she has seen some people snowshoeing on the Charter Oak Greenway. No date has been set for the opening ceremony.

B. Lower Bolton Lake Status Report

Kim Welch, 53 Vernon Road stated that the consultant will present the report on March 25 at 7:00 p.m. in Town Hall. The edge of the lake is not fully frozen. House bill HB6637 is being proposed to collect \$5 for each boat registration to combat aquatic invasives. The lakes representatives from Vernon are looking at placing screens over the spillway to stop their invasives from populating our lake.

C. FY19 Budget

Stille reported that 56.13% has been expensed as of February 28, 2019 which is consistent with past years. The largest hit is for Police and that does not come until the end of June. The Tax Collector's report shows 100.20% collected of the 98% that is budgeted for. Interest and Fees are considerably ahead. The Revenue Statement does not have anything of concern or issue. Interest & Fees are doing much better than expected. This is the first year that the motor vehicle category has been separated out so we do not know if the current collection reflects historic collections.

D. Review of School Capital Fund Ordinance

Pierog reported that this should be reviewed every five years. This was raised as part of the audit on closing out the school project. Attorney Barger's opinion is that the funds should remain in the account until the ordinance is terminated and then direct the funds elsewhere. This fund allows money to be set aside outside of the budget for paying off the high school debt and related costs or improvements. Columbia's payment splits 80% to this debt service and 20% to the general fund.

Motion: Move that the Board of Selectmen has reviewed the School Capital Fund Ordinance; this should remain in effect.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

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

This is for a Personal Property Audit of CT Natural Gas as requested by the Assessor. The reported value is lower than expected.

Motion: Move to approve the \$720 budget transfer request in the Professional and Technical Budget from Professional Technical Services from Legal Services to Office/Admin Services.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

This is for Fire Prevention Supplies.

Motion: Move to approve the \$500 budget transfer request of the Fire Marshal from Equipment New to Professional Business and Training.

By: Eremita

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

7. Ongoing Business:

A. Subcommittee Reports

Pierog reported that there are three sets of HR subcommittee meeting minutes in the packet for the Members. There will be a meeting next Tuesday evening to discuss Shared Services. Also a meeting will be held on Thursday to discuss budget and personnel.

B. Properties and Facilities

The addition on the Town Garage is getting ready to begin. Inspection people are being selected so the project can move forward.

C. Revenue Sources

None

8. First Selectman's Report:

A. Shared Services

Pierog mentioned there have been two productive meetings with the Board of Education. The meeting on March 12, 2019 should be productive as well.

B. Girl Scout Proclamation

In recognition and support of the Girl Scouts, the Board of Selectmen issued a proclamation declaring Tuesday, March 12th, 2019 as Girl Scout Day in the Town of Bolton.

C. Other

None

9. Administrative Officer's Report:

A. Personnel

The position of Town Administrative Officer has been posted in the Hartford Courant as well as other locations.

Interviews for the opening in the Finance Department will be held this week.

B. CRGOG

Applications have been received by the Captive Insurance Company and repair work has started. The CRCOG testing program has had 1,031 properties submit for testing. Bolton has not seen additional people come forward.

C. CT-CHIP

The final agreement and the creation of the by-laws were discussed at the last meeting. The final rates have been received. While the Town is self-insured for dental right now, the insurer made an offer to provide dental insurance as well. This may be able to be added and produce a money savings.

D. Other

FY20 budget date calendar for the Board of Finance is now confirmed and distributed.

The draft Eastern Gateway Study has been distributed to the selectmen. At the April meeting, the Selectmen will be asked to adopt the report. Any comments or concerns should be sent to Stille. Pierog commented that in a quick review, several details for Bolton were incorrect.

Morra is concerned about the State moving ahead with the proposed tolls. One is proposed on I-384. He feels this will have a negative impact on municipal roads as people try to avoid paying tolls and that these impacts have not been thought out. Morra requested that this matter be part of the next meeting agenda to determine if Bolton should take a stand. Pierog feels the matter is worth discussing even though it may be way too early in the process. Eremita has mixed feelings about the tolls. Everyone gets a free ride through the state whereas every other state from Maine to Florida imposes tolls.

10. APPOINTMENTS:

The Tree Warden's term expires in March.

Motion: Move to appoint Lance Dimock as Tree Warden and John Butrymovich as Deputy Tree Warden.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

11. ADJOURNMENT:

Motion: Move to adjourn the meeting at 7:40 p.m.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Board of Selectmen Recording Secretary

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

3.B.

The Board of Selectmen held a Special meeting on March 7, 2019 at the Town Hall with First Selectman Sandra Pierog presiding. Also in attendance were: Selectmen Robert Morra and Michael Eremita; and Administrative Officer Joyce Stille.

1. Call to Order

S. Pierog called the meeting to order at 7:13 p.m.

2. Discussion on FY20 Budget

The group discussed the budget including several budget reductions and changes.

3. Consider and Act on FY20 General Government Budget, Capital Budget and Debt Budget

A motion was made by M. Eremita, seconded by R. Morra, to approve a General Government Budget of \$6,125,235, a 2.99% increase with the following reductions and changes:

1. Administration	Payroll	\$ (4,294)
5. Assessor	Payroll	\$ 431
6. Tax Collector	Other Payroll	\$ 3,045
8. Town Clerk	Payroll	\$ (688)
	Other Payroll	\$ 688
9. Insurance	Property & Liability	\$ (3,355)
20. Police	Other Contracts	\$ 9,000
21. Fire Commission	Other Payroll	\$ (9,004)
	Vendor Maint. & Supplies	\$ (2,500)
23. Fire Marshal	Other Payroll	\$ (7,436)
	Supplies	\$ 2,010
	Prof. & Business Training	\$ (2,010)
31. Senior Services	Other Payroll	\$ (14,820)
	Christmas in April	\$ (10,000)
37. Library	Payroll	\$ (1,100)
	Other Contracts	\$ 3,600
	Prof. & Business Training	\$ (3,600)
40. Land Use	Other Payroll	\$ 4,732
48. Employee Fringe Benefits	Payroll Taxes	\$ (2,798)
	Pension	\$ (889)
	Worker's Compensation	\$ (2,887)
	Health/Major Medical	\$ (18,721)
	Dental	\$ 548
49. Refuse	Contract Pick Up	\$ (1,000)
	Tipping Fees	\$ (1,675)
	TOTAL	\$ (62,723)

Motion unanimously passed.

A motion was made by M. Eremita, seconded by S. Pierog to approve the Debt Budget of \$1,081,601 as presented. Motion unanimously passed.

A motion was made by R. Morra, seconded by M. Eremita to approve the Capital Budget of \$548,711 and Five Year Capital Plan as presented. Motion unanimously passed.

A motion was made by M. Eremita, seconded by R. Morra, acknowledge and recognize that funding support for the Bolton Lakes Regional Water Pollution Control Authority is included in various parts of the FY20 budgets. Motion unanimously passed.

4. Adjournment

A motion was made by M. Eremita, seconded by R. Morra to adjourn the meeting at 8:04 p.m. Motion unanimously passed.

Respectfully Submitted,

Joyce M. Stille

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	FY19 March 28, 2019	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY18	FY17	FY16
1	Administration	\$290,794	\$290,794	\$205,346.07	\$85,447.93	\$2,310.89	\$83,137.04	71.41%	70.09%	68.08%	72.00%
2	Prof and Tech Svcs	\$318,490	\$318,490	\$201,876.23	\$116,613.77	\$14,500.00	\$102,113.77	67.94%	58.57%	60.88%	46.38%
3	Financial Administration	\$222,430	\$222,430	\$144,804.16	\$77,625.84	\$0.00	\$77,625.84	65.10%	67.15%	65.07%	68.91%
4	Auditing	\$26,500	\$26,500	\$19,500.00	\$7,000.00	\$0.00	\$7,000.00	73.58%	86.96%	21.74%	16.67%
5	Assessor	\$77,908	\$77,908	\$53,441.47	\$24,466.53	\$0.00	\$24,466.53	68.60%	68.13%	66.76%	67.60%
6	Tax Collector	\$97,742	\$97,742	\$68,574.42	\$29,167.58	\$0.00	\$29,167.58	70.16%	62.99%	65.88%	73.15%
7	Data Processing	\$113,551	\$113,551	\$65,422.26	\$48,128.74	\$25,428.80	\$22,699.94	80.01%	65.93%	57.92%	53.97%
8	Town Clerk	\$114,264	\$114,264	\$82,377.94	\$31,886.06	\$1,770.00	\$30,116.06	73.64%	71.99%	71.15%	70.05%
9	Property Insurance	\$134,106	\$134,106	\$110,438.27	\$23,667.73	\$0.00	\$23,667.73	82.35%	84.16%	87.50%	79.12%
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	\$20,658.81	\$21,239.19	\$221.96	\$21,017.23	49.84%	38.29%	38.22%	36.15%
12	Board of Finance	\$2,200	\$2,200	\$345.00	\$1,855.00	\$0.00	\$1,855.00	15.68%	20.91%	28.18%	22.27%
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	\$426,895.37	\$248,213.63	\$15,382.30	\$232,831.33	65.51%	63.37%	63.93%	55.36%
20	Police	\$379,977	\$379,977	\$1,875.57	\$378,101.43	\$0.00	\$378,101.43	0.49%	0.33%	1.43%	0.76%
21	Fire	\$183,519	\$183,519	\$83,453.45	\$100,065.55	\$45,397.76	\$54,667.79	70.21%	63.16%	66.92%	61.34%
22	Animal Control	\$3,500	\$3,500	\$3,000.00	\$500.00	\$0.00	\$500.00	85.71%	85.71%	80.00%	0.00%
23	Fire Marshal	\$23,607	\$23,607	\$3,775.85	\$19,831.15	\$0.00	\$19,831.15	15.99%	41.90%	69.75%	69.11%
25	Highways and Streets	\$1,021,996	\$1,021,996	\$645,329.59	\$376,666.41	\$65,633.13	\$311,033.28	69.57%	70.02%	73.98%	72.68%
30	Public Health Admin	\$33,240	\$33,240	\$20,404.74	\$12,835.26	\$0.00	\$12,835.26	61.39%	61.63%	61.11%	58.42%
31	Seniors / Social Services	\$156,823	\$156,823	\$109,063.11	\$47,759.89	\$0.00	\$47,759.89	69.55%	63.90%	58.21%	70.77%
35	Conservation	\$1,575	\$1,575	\$1,317.05	\$257.95	\$0.00	\$257.95	83.62%	68.25%	60.68%	54.60%
36	Recreation	\$33,185	\$33,185	\$33,185.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%	100.00%	0.00%
37	Library	\$289,213	\$289,213	\$206,613.33	\$82,599.67	\$5,775.58	\$76,824.09	73.44%	73.78%	74.73%	74.94%
40	Land Use	\$280,354	\$280,354	\$185,285.03	\$95,068.97	\$3,890.87	\$91,178.10	67.48%	63.97%	67.40%	66.08%
41	Planning & Zoning	\$6,580	\$6,580	\$1,389.49	\$5,190.51	\$0.00	\$5,190.51	21.12%	23.94%	20.49%	21.02%
42	Zoning Board of Appeals	\$1,440	\$1,440	\$273.20	\$1,166.80	\$0.00	\$1,166.80	18.97%	34.37%	12.15%	4.51%
43	Inlands/Wetlands	\$2,235	\$2,235	\$484.01	\$1,750.99	\$0.00	\$1,750.99	21.66%	40.88%	24.11%	18.19%
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	\$855.00	\$1,145.00	\$0.00	\$1,145.00	42.75%	21.25%	35.75%	35.75%
48	Fringe Benefits	\$901,965	\$901,965	\$604,740.96	\$297,224.04	\$0.00	\$297,224.04	67.05%	72.96%	69.01%	69.11%
49	Waste Collection	\$504,173	\$504,173	\$345,160.73	\$159,012.27	\$500.00	\$158,512.27	68.56%	68.04%	63.42%	63.46%
	Totals	\$5,947,409	\$5,947,409	\$3,651,559.11	\$2,295,849.89	\$180,811.29	\$2,115,038.60	64.44%	63.77%	62.25%	62.04%

TAX COLLECTOR
2.28.2019

ESTIMATES FOR FISCAL	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED ON-LINE PYMT	RETURNED CHECKS	Transfers	NET COLLECTION 2.28.2019	PERCENTAGE COLLECTED FY 19 BUDGET
CURRENT YR. LEVY	\$ 14,995,888.00	\$ 15,120,513.17	\$ (10,848.87)	\$ (3,673.80)	\$ (33,090.64)	\$ (297.19)	\$ 15,072,602.67	100.51%
MOTOR VEHICLE	\$ 1,596,517.00	\$ 1,546,507.39	\$ (8,563.29)	\$ (5,807.88)	\$ (1,545.77)	\$ (1,548.52)	\$ 1,529,041.93	95.77%
SUPP. MV LEVY	\$ 168,480.00	168,785.96	-	-	-	\$ 2,733.15	\$ 171,519.11	101.80%
SUB TOTAL	\$ 16,760,885.00	\$ 16,835,806.52	\$ (19,412.16)	\$ (9,481.68)	\$ (34,636.41)	\$ 887.44	\$ 16,773,163.71	100.07%
PRIOR YEARS	\$ 85,000.00 *	\$ 157,003.48	\$ (1,629.16)	\$ (2,994.18)	\$	\$ (907.27)	\$ 151,472.87	178.20%
INTEREST & FEES	\$ 60,000.00 **	\$ 75,898.36	\$ -	\$ (173.87)	\$ (179.51)	\$ 19.83	\$ 75,564.81	125.94%
TOTAL	\$ 16,905,885.00	\$ 17,068,708.36	\$ (21,041.32)	\$ (12,649.73)	\$ (34,815.92)	\$ 0.00	\$ 17,000,201.59	100.56%

* 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	10.31.2018	11.30.2018	12.31.2018
86.52%	99.09%	99.38%	99.64%	99.89%	100.26%
1.31.2019	2.28.2019	3.31.2019	4.30.2019	5.31.2019	6.30.2019
100.46%	100.51%				
7.31.2017	8.31.2017	9.30.2017	10.31.2017	11.30.2017	12.31.2017
87.21%	98.97%	99.31%	99.79%	99.94%	100.10%
1.31.2018	2.28.2018	3.31.2018	4.30.2018	5.31.2018	6.30.2018
100.19%	99.86%	99.95%	100.26%	100.32%	100.41%

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6. D.

**TOWN OF BOLTON
CALL FOR ANNUAL TOWN MEETING**

The legal voters of the Town of Bolton are hereby warned and notified to meet in the Annual Town Meeting at the Town Hall, 222 Bolton Center Road, on Tuesday, May 7, 2019 at 7:00 P.M. for the following purposes:

1. To hear annual reports from each town Commission, Board, Agency and Office.
2. To authorize the Board of Selectmen and the Treasurer of the Town of Bolton, when the annual budget is adopted, to borrow on specific accounts, or otherwise, such sums of money from time to time, and at such time or times as may be necessary to meet the expenses and obligations of said Town of Bolton for the fiscal year 2019-2020 in an amount not exceeding the appropriations authorized herein.
3. To consider and act upon the five (5) year capital improvement plan as presented by the Board of Selectmen in the annual budget document.

Dated at Bolton, Connecticut, this 2nd day of April 2019.

Bolton Board of Selectmen

Sandra W. Pierog

Robert R. Morra

Michael W. Eremita

Kimberly A. Miller

Nicole R. Sullivan

Item #1

RESOLVED: That the Annual Reports for each Board, Commission, Agency and Office be accepted as printed in the "Annual Report of the Town of Bolton," for the year ending June 30, 2018, as published by the Board of Finance and filed with the Town Clerk.

Item #2

RESOLVED: That the Board of Selectmen and the Treasurer of the Town of Bolton be authorized to borrow on specific accounts, or otherwise, such sums of money from time to time, and at such times as may be necessary to meet the expenses and obligations of said Town of Bolton for the fiscal year 2019-2020, in an amount not exceeding the appropriations authorized herein.

Item #3

RESOLVED: That the five (5) year capital improvement plan be accepted as presented by the Board of Selectmen in the annual budget document.

7A.

The Board of Selectmen Human Resources Subcommittee held a meeting on March 7, 2019 at the Town Hall. Present were: First Selectman Sandra Pierog; Selectman Robert Morra; and Administrative Officer Joyce Stille.

1. Call to Order

The meeting began at 8:10 p.m.

2. Discussion on Operations and Personnel

The group reviewed and discussed the meetings and materials related to shared services with the school district.

3. Executive Session: Union Negotiations – AFSCME Local 1303-331 and Local 1303-126

A motion was made by R. Morra, seconded by S. Pierog, to enter into executive session at 8:45 p.m. to discuss union negotiations with AFSCME Local 1303-331 and Local 1303-126 and to include J. Stille. Motion unanimously passed. Executive session ended at 9:23 p.m.

4. Adjournment

The meeting ended at 9:24p.m.

Respectfully Submitted,

Joyce M. Stille

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

The Board of Selectmen Human Resources Subcommittee held a meeting on March 12, 2019 at the Board of Education Conference Room. In attendance were: First Selectman Sandra Pierog; Selectman Michael Eremita; Administrative Officer Joyce Stille; Board of Education members Elizabeth Krueger and Anne Decker; Superintendent Kristin Heckt; and Board of Finance members Robert Munroe and Emily Bradley.

1. Call to Order

The meeting began at 7:00 p.m.

2. Discussion on Shared Services and Operations

The group continued its discussion on shared facilities and grounds services. The first step is filling the vacancy of the School District Facilities Director. Various draft documents were reviewed including a draft agreement between the Board of Education and Board of Selectmen. K. Heckt requested beginning date in draft agreement be changed from June 1, 2019 to May 1, 2019. All of the draft documents along with a brief overview prepared by S. Pierog and J. Stille will be sent to E. Krueger and K. Heckt for discussion at the Board of Education's retreat and special meeting (to be scheduled) on March 21st. The group will meet again on April 3rd at the Board of Education Conference Room.

3. Adjournment

The meeting ended at 8:35 p.m.

Respectfully Submitted,

Joyce M. Stille

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