

**TOWN OF BOLTON
BOARD OF SELECTMEN
TUESDAY, MAY 7, 2019 - 7:15 P.M.
(Immediately Following Town Meeting)
TOWN HALL**

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 April 2, 2019 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. FY20 Budget.
 - E. Consider and Act on Adoption of Resolution for the Capitol Region Natural Hazard Mitigation Plan Update, 2019-2024.
 - F. Discussion on Tolls.
 - G. 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. CT-CHIP.
 - C. Other.
10. Appointments.
11. Executive Session:
 - A. Union Negotiations: AFSCME Local 1303-331 and Local 1303-126.
 - B. Personnel: Administrative Officer Contract.
12. Adjournment.

**TOWN OF BOLTON
BOARD OF SELECTMEN
MINUTES
REGULAR MEETING TUESDAY, APRIL 2, 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	7	X	

1. Call to Order

By: Sandra Pierog

Time: 7:02 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

2. Public Comment:

Sylvia Ounpuu, 48 Stonehenge Lane – was looking for updates for Bikewalkbolton.

Pierog provided the following:

Item 2.c – There is no information back yet from the State.

Item 3 – No date has been set for the grand opening.

Item 4.a – Please keep the BOS office informed on the progress of obtaining funding.

Item 7 – No update is available.

Item 8 – No date has been set, but it is anticipated to be very late April or early May.

Item 9 – No update.

Ounpuu stated that the Notch parking lot was never plowed after the last snow storm. It was a good snow fall for cross-country skiing. Pierog stated that trails are not maintained in the winter and plowing would have created a mess with tearing up of the gravel. Ounpuu was commended by BOS for organizing the Keepers of the Hop.

William Anderson, 77 French Road – stated that a letter from the EDC was mailed to the BOS. Anderson stated that Jim Aldrich had shared with EDC some of the problems with regulations for contractors. In this economic state, we need to be as efficient as we can.

Jim Aldrich, 35 Hanover Farms Road – is a contractor. He urged the BOS to speak to people about the amount of building codes updates and changes. As code changes are made new building manual codes must be purchased. Many times the new books are not printed until well after the code change goes in effect. Aldrich feels that code changes should not take effect until two months after the new books are printed. Also, all contracting professionals should be notified when code changes are made. His third request is that BOS urge officials to have a three-year period between changes or updates. Aldrich hopes that the BOS is supportive of these requests and that they will reach out to the proper officials with these requests.

Pierog replied that she understands the pain of dealing with the building code changes as she deals with the IRS in a similar manner. In addition, she did contact the Bolton Building Official for his thoughts. He is on the Vice President of the Board of Directors of the Association of Building Officials. Pierog read his memo regarding the concerns of Aldrich into the record.

Barbara – reported that the CT Trail census is out for 2018. 54,093 passes were counted. The Vernon counter registered 126,000 passes. The 2-mile loop should be completed soon.

Pat Quey, 19 Shady Lane - moved to Bolton 19 years ago. Loved the fact that she could go to Bolton Lake. Since her retirement and the lake being dredged she has noticed many people from out of town using the beach that sometimes prevents her from being able to park and enjoy the beach. If someone buys a day pass and leaves, opening a parking spot, she has been told that she cannot park there because those persons are allowed back in with that day ticket. Bolton is a public lake and it is the first one out of the suburbs. If Bolton tax money is supporting the park, she suggests considering a certain percentage of parking spots be reserved for Bolton residents. Right now all spots are available on a first come, first serve basis.

Pierog and Stille replied that Bolton cannot reserve spots because the town leaders at the time of purchase used federal funds. Therefore, it is open to the public without specific benefit to residents. This is in perpetuity unless an equal piece of property is given up, which the Town does not have. The staffing and upkeep are a full-time maintainer when the park is open, supplies, electricity, lifeguards, and parking attendants. The revenues are used to support recreation programs. They will review expressed concerns.

3. Approval of Minutes:

A. March 5, 2019 Regular Meeting

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

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

B. March 7, 2019 Special Meeting

Motion: Move to approve the minutes of the March 7, 2019 Special Meeting.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: Sullivan

4. Correspondence:

None

5. Unfinished Business:

None

6. New Business:

A. Charter Oak Greenway Shared Use Path and Path Extension

No updates provided.

B. Lower Bolton Lake Status Report

The consultant gave a presentation on his findings last week. The report is available on the Town's website. There remains one invasive in the lake. The lake quality is not as good as it has been in past years. He is trying to figure out if there is a correlation with rising rainfall and phosphorous in the water. Additional testing will be done with that information being shared.

C. FY19 Budget

Expenditures, as of March 28, 2019, at 64.44% are in the same range as previous years. The Tax Collector's report, as of February 28, 2019, is at 100.56% of the 98% budgeted for. The Revenue Statement, as of February 28, 2019, is at 93.16%.

D. Consider and Act on Call and Resolutions for Annual Town Meeting

Motion: Move that the Board of Selectmen call for the Annual Town Meeting to be held on Tuesday, May 7, 2019, at 7:00 p.m. prior to the start of the regular meeting of the Board of Selectman. The annual meeting is 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.

With the following resolutions:

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.

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

By: Morra

Seconded: Sullivan

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

E. Consider and Act on Adoption of Eastern Gateways Study

Stille provided the link last month for people to view the study results. A copy of the Executive Summary was provided to BOS this evening. CRCOG has asked that each town involved in the study adopt this plan so it can plan, i.e., investigate funding sources for some of the proposed work.

Motion: Move to adopt the Eastern Gateways Study.

By: Sullivan

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

F. Discussion on Tolls

Morra appreciates that this item was added to the agenda, as requested. However, it is too early in the process from the state level to have a serious discussion on the matter. Once a concise proposal is available a serious discussion can take place here.

G. Consider and Act on 42nd Annual Bolton Road Race Request – March 8, 2020

This year's race was cancelled due to a snow fall. A suggestion was made that options be in place for an inclement weather decision, including a communications plan, if a cancellation or postponement is made.

Motion: Move to adopt the 2020 race date as March 8, 2020.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

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

Motion: Move to approve the following budget transfer requests from the Town Building Operations:

- \$30,000 from Maintenance & Supplies to Other Contracts in order to better follow proper accounting procedures funds need to be transferred from the replacement of the rooftop A/C unit at the Senior Center, which is twenty years old.
- \$4,000 from Postage to Other Contracts; \$6,000 from Overtime to Other Contracts; \$2,500 from Other Payroll to Other Contracts to repair and cover eaves and fascia at the library due to rot and damage.

The department manager is to be commended for being forthcoming about the repair issues required.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

Motion: Move to approve the following budget transfer requests from the Highway budget:

- \$10,000 from Road Repairs to Repairs & Maintenance; \$5,000 from Diesel Fuel & Gasoline to Repairs & Maintenance; \$5,000 from Overtime to Repairs & Maintenance; \$19,000 from Sand & Salt to Repairs & Maintenance to make repairs to the lift.

This is the original lift, ~35 years old; the repairs will give the lift an expected life of ten to twenty more years.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

Motion: Move to waive the bidding requirement for this repair.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

Motion: Move to authorize the Administrative Officer or First Selectman to approve budget transfer requests up to a \$5,000 single transfer. Any single transfer request over \$5,000 shall be approved by the Board of Selectmen either by poll vote or at a meeting. A report of the budget transfers shall occur on a monthly basis to the Board of Selectmen.

By: Sullivan

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

7. Ongoing Business:

A. Subcommittee Reports

The HR subcommittee has had several meetings with the school district and staff. The next meeting on the Shared Services discussion is tomorrow night at 7:00 p.m. at the Board of Education office. A goal of the BOE is to have an agreement in place with the Town for a Shared Facilities Director by May 1, 2019, which is thirty days before the retirement date of the BOS Facilities Director. A draft proposal is on the table.

Negotiations will continue with the BOE and the contract will be signed before the next meeting, if necessary. Otherwise, a call for a Special Meeting will be made.

There was a lengthy union negotiation session today. This item will be seen in executive session of the BOS in May.

Motion: Move to authorize the Administrative Officer to sign the agreement after final approval (if any changes) by First Selectman in consultation with Administrative Officer.

By: Sullivan

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, Sullivan, Miller

Against: None

Abstain: None

B. Properties and Facilities

Detailed in the budget transfer requests.

Stille reported that the old town garage is being torn down. This activity continues as water and drainage pipes were uncovered that will also have to be removed.

C. Revenue Sources

None reported.

8. First Selectman's Report:

A. Shared Services

See item 7A.

B. Other

The Board of Finance is meeting on Thursday, April 3, 2019, to talk about revenue and other items on the budget.

9. Administrative Officer's Report:

A. Personnel

A new employee started in the Finance department yesterday. Interviews are taking place for the other open position.

B. CRGOG

A contract has been awarded for an electronic timekeeping product. Bolton is one of two pilot towns to sign up for this product so the implementation cost is minimal. This will be 99% computer based allowing the end of paper timekeeping. A meeting will be held to go over the best practices in using the product.

C. CT-CHIP

We do have final rates. Open enrollment is going on through the month of April. Cigna will be on-site to meet with staff.

D. Other

A potential opportunity to participate in an augmented reality advertising was discussed. There is no cost or risk to the Town. Plainville was the first town to sign up for this; Stille has the legal statements from Plainville that will be shared.

10. APPOINTMENTS:

Stille reminded the BOS that they reappointed Lance Dimock to another term as Tree Warden and John Butrymovich as Deputy Tree Warden. However, the Town Clerk's records were not accurate. The current term for tree warden was not due for renewal. Therefore, Dimock has the right to appoint the deputy position. It is suggested that BOS appoint a second tree warden to add capacity to cover the duties as authorized by DEEP.

Motion: Move to appoint John Butrymovich as Tree Warden for two years.

By: Sullivan

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Sullivan

Against: None

Abstain: Miller

Miller stated her reason for abstaining is because she does not know how Dimock feels about having a second tree warden in place.

11. ADJOURNMENT:

Motion: Move to adjourn the meeting at 8:14 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.

EC

	FY19 April 30, 2019	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY18	FY17	FY16
1	Administration	\$290,794	\$290,794	\$226,967.85	\$63,826.15	\$0.00	\$63,826.15	78.05%	80.07%	75.40%	79.00%
2	Prof and Tech Svcs	\$318,490	\$318,490	\$212,127.87	\$106,362.13	\$9,500.00	\$96,862.13	69.59%	62.51%	75.99%	59.61%
3	Financial Administration	\$222,430	\$222,430	\$159,340.04	\$63,089.96	\$0.00	\$63,089.96	71.64%	74.12%	71.94%	79.40%
4	Auditing	\$26,500	\$26,500	\$19,500.00	\$7,000.00	\$0.00	\$7,000.00	73.58%	86.96%	97.83%	71.43%
5	Assessor	\$77,908	\$77,908	\$59,260.10	\$18,647.90	\$425.00	\$18,222.90	76.61%	73.96%	74.37%	75.20%
6	Tax Collector	\$97,742	\$97,742	\$75,557.55	\$22,184.45	\$0.00	\$22,184.45	77.30%	70.16%	73.16%	79.18%
7	Data Processing	\$113,551	\$113,551	\$92,901.06	\$20,649.94	\$0.00	\$20,649.94	81.81%	90.26%	89.97%	64.43%
8	Town Clerk	\$114,264	\$114,264	\$91,260.45	\$23,003.55	\$1,180.00	\$21,823.55	80.90%	78.99%	78.41%	77.43%
9	Property Insurance	\$134,106	\$134,106	\$111,329.16	\$22,776.84	\$0.00	\$22,776.84	83.02%	85.76%	87.91%	84.13%
10	Probate	\$5,850	\$5,850	\$5,673.00	\$177.00	\$0.00	\$177.00	96.97%	99.88%	98.95%	94.60%
11	Elections	\$41,898	\$41,898	\$21,213.81	\$20,684.19	\$221.96	\$20,462.23	51.16%	40.90%	44.11%	42.43%
12	Board of Finance	\$2,200	\$2,200	\$1,088.00	\$1,112.00	\$0.00	\$1,112.00	49.45%	50.36%	35.91%	29.55%
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	\$466,747.50	\$208,361.50	\$19,729.63	\$188,631.87	72.06%	72.18%	72.27%	65.21%
20	Police	\$379,977	\$379,977	\$2,085.57	\$377,891.43	\$0.00	\$377,891.43	0.55%	0.33%	1.43%	0.76%
21	Fire	\$183,519	\$183,519	\$91,508.35	\$92,010.65	\$39,796.02	\$52,214.63	71.55%	73.41%	81.38%	72.40%
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	\$4,125.86	\$19,481.14	\$0.00	\$19,481.14	17.48%	43.91%	76.55%	82.59%
25	Highways and Streets	\$1,021,996	\$1,021,996	\$708,968.48	\$313,027.52	\$145,816.53	\$167,210.99	83.64%	78.02%	81.68%	77.52%
30	Public Health Admin	\$33,240	\$33,240	\$26,997.32	\$6,242.68	\$0.00	\$6,242.68	81.22%	81.48%	80.33%	77.29%
31	Seniors / Social Services	\$156,823	\$156,823	\$121,207.16	\$35,615.84	\$0.00	\$35,615.84	77.29%	70.82%	68.00%	76.34%
35	Conservation	\$1,575	\$1,575	\$1,402.05	\$172.95	\$0.00	\$172.95	89.02%	68.25%	60.68%	59.37%
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	\$226,191.63	\$63,021.37	\$2,980.79	\$60,040.58	79.24%	79.34%	79.09%	81.11%
40	Land Use	\$280,354	\$280,354	\$207,076.11	\$73,277.89	\$2,250.00	\$71,027.89	74.66%	71.87%	74.76%	74.73%
41	Planning & Zoning	\$6,580	\$6,580	\$1,474.49	\$5,105.51	\$0.00	\$5,105.51	22.41%	25.08%	21.63%	28.17%
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%	26.04%
43	Inlands/Wetlands	\$2,235	\$2,235	\$484.01	\$1,750.99	\$0.00	\$1,750.99	21.66%	43.78%	24.11%	21.55%
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	\$940.00	\$1,060.00	\$0.00	\$1,060.00	47.00%	25.00%	35.75%	39.50%
48	Fringe Benefits	\$901,965	\$901,965	\$660,101.90	\$241,863.10	\$0.00	\$241,863.10	73.18%	79.10%	76.84%	75.26%
49	Waste Collection	\$504,173	\$504,173	\$384,773.32	\$119,399.68	\$500.00	\$118,899.68	76.42%	76.05%	73.70%	72.68%
	Totals	\$5,947,409	\$5,947,409	\$4,016,760.84	\$1,930,648.16	\$222,399.93	\$1,708,248.23	71.28%	70.97%	72.77%	69.46%



6.E

Town of Bolton

BOARD OF SELECTMEN OFFICIAL ADOPTION RESOLUTION

A RESOLUTION ADOPTING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024

WHEREAS, the Town of Bolton has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. *flooding, high wind, thunderstorms, winter storms, earthquakes, droughts, dam failure, and wildfires*), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Bolton Board of Selectmen approved the previous version of the Plan in 2014; and

WHEREAS, the Town of Bolton and Capitol Region Council of Governments developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for the Natural Hazard Mitigation Plan Update, 2019-2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held and public input was sought in 2017 and 2018 regarding the development and review of the Natural Hazard Mitigation Plan Update, 2019-2024; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedure for the Town of Bolton; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Bolton, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Bolton eligible for funding to alleviate the impacts of future hazards; now therefore be it

RESOLVED by the Board of Selectmen:

1. The Plan is hereby adopted as an official plan of the Town of Bolton;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen.

Adopted this 7th day of May, 2019 by the Board of Selectmen of Bolton, Connecticut.