

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
TUESDAY, SEPTEMBER 3, 2019 - 7:00 P.M.  
TOWN HALL**

1. Call to Order.
2. Pledge of Allegiance.
3. Public Comment.
4. Approval of Minutes:
  - A. August 6, 2019 Regular Meeting.
  - B. August 20, 2019 Retreat.
5. Correspondence.
6. Unfinished Business.
7. 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 Budget Transfers and/or Appropriation Requests.
8. Ongoing Business:
  - A. Subcommittee Reports.
  - B. Properties and Facilities.
  - C. Revenue Sources.
9. First Selectman's Report:
  - A. Public Hearing on Blight Ordinance.
  - B. Other.
9. Administrative Officer's Report:
  - A. Personnel.
  - B. 300<sup>th</sup> Celebration.
  - C. Other.
10. Appointments.
11. Executive Session: Personnel.
  - Administrative Officer's Separation Agreement.
12. Adjournment.

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
MINUTES  
REGULAR MEETING TUESDAY, AUGUST 6, 2019, 7:00 P.M.**

		<b>Present</b>	<b>Absent</b>
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	2	X	

**1. Call to Order**

By: Sandra Pierog

Time: 7:00 p.m.

Place: Town Hall

All stood to recite the Pledge of Allegiance.

**2. Public Comment:**

Pierog introduced Josh Kelly, the new Administrative Officer, who will be full-time beginning on August 12, 2019.

**3. Approval of Minutes:**

**A. July 2, 2019 Regular Meeting**

**Motion:** Move to approve the minutes of the July 2, 2019, meeting as written.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

**4. Correspondence:**

None

**5. Unfinished Business:**

None

## **6. New Business:**

### **A. Charter Oak Greenway Shared Use Path and Path Extension**

Pierog received an email from Gordon Darling, who has also reached out to the mayors of Manchester and E. Hartford about changing the greenway name to the William D. O'Neill Greenway. He will be contacting Hugh Hayward with the State to discuss this idea.

Pierog reported Gwen Marrion is discussing a small ceremony at the commuter lot for the October 12, 2019 opening. She provided a list of the invitees. The Commissioner's office of DOT has committed to sending a representative to the ceremony. The Trails Committee will meet to further discuss the event.

### **B. Lower Bolton Lake Status Report**

Kim Welch communicated that the curly pondweed has been hand pulled from Lower Bolton Lake. Stille indicated there was not much of the weed to be pulled so a harvester was not used. Middle Bolton Lake was treated for aquatic weeds. The Friends of Bolton Lake received an email from DEEP that they will not be stocking channel catfish for one more year.

### **C. FY19 Budget**

Stille provided a draft listing of unexpended funds from the 2019 budget. While there are a few bills still coming in, the majority should have a PO for which the monies were accounted for before these balances. Any funds left will go back into cash surplus towards the next year's budget. The Board of Finance was informed that at least \$125,000 would be returned. Since this report is unaudited the amounts are subject to change.

### **D. FY20 Budget**

The expensed amount as of July 31, 2019, at 13.36% is ahead of three of the last four years. The Administration sub-budget now contains the Professional and Technical Services sub-budget.

### **E. Consider and Act on Public Hearing for Proposed Property Maintenance Regulations Ordinance**

The Finance and administration Subcommittee had reviewed the proposed ordinance one last time and now recommends the board set a Public Hearing on it.

**Motion:** Move to set the Public Hearing as follows:

#### TOWN OF BOLTON NOTICE OF PUBLIC HEARING

The Board of Selectmen will conduct a public hearing on Wednesday, September 18, 2019 at 7:00 P.M. at the Town Hall, 222 Bolton Center Road, Bolton, CT to hear public comment on the Property Maintenance Regulations Ordinance. Copies of the above ordinance are available for public inspection at the office of the Town Clerk, Bolton Town Hall during normal business hours.

Joyce M. Stille  
Administrative Officer

Discussion: Morra was concerned about the 30-day period where the notice must be advertised. Stille indicated this vote is not for the actual noticing; that will be advertised per the timeline.

The draft version of the ordinance includes the final minor changes suggested by the Town Attorney.

By: Eremita

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

**F. Consider and Act on Sustainable CT Municipal Certification Program  
Resolution**

This was discussed at the Finance and Administration subcommittee meeting last week. The subcommittee recommends adoption of the resolution as follows:

TOWN OF BOLTON

Resolution Supporting Participation  
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Bolton embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Bolton that we do hereby authorize Patrice Carson, Director of Community Development to serve as Bolton's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of Bolton.

RESOLVED, that to focus attention and effort within Bolton on matters of sustainability, and in order to promote the Board of Selectmen's local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen authorizes the Finance and Administration Subcommittee to serve as the Sustainability Team Leader. For meetings of the Subcommittee involving the Sustainability Team, representatives from the Planning and Zoning Commission, Energy Committee, Conservation Commission, Economic Development Commission, Board of Education or its designee, selected staff and no more than five (5) members of the public shall be included.

RESOLVED, that the first meeting of the Sustainability Team shall be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but not less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the full Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

**Motion:** Move to adopt the Resolution Supporting Participation in the Sustainable CT Municipal Certification Program.

By: Morra

Seconded: Miller

Discussion: Miller asked where the members of Bolton's sustainability team are coming from. Pierog indicated these will be volunteers; the town will reach out to the public for volunteers.

Voting:

For: Pierog, Eremita, Morra, Miller

Against: None

Abstain: None

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

**Motion:** Move to approve the budget transfer request of the Highway department of \$30,000 from Repair and Maintenance Supplies to Other Professional Services to conform to UCOA.

By: Morra

Seconded: Eremita

**7. Ongoing Business:**

**A. Subcommittee Reports**

The minutes from the Human Resources Subcommittee and the Finance and Administration Subcommittee were reviewed. The BOE is very pleased with the town-wide Facilities Director. The next step is the possible sharing of custodial staff.

**B. Properties and Facilities**

Stille reported that the asbestos work at Center School is done. The tile work will be completed this week. Painting and moving items into classrooms are occurring.

A PO has been signed for the relocation of utilities for the Town Garage. While the trench is open, a line for a better internet connection will be laid. The current wireless connection drops often.

**C. Revenue Sources**

None

**8. First Selectman's Report:**

**A. Shared Services**

Information was shared earlier in the meeting.

**B. Other**

Susan Bysiewicz's office has notified Bolton that it is on the state's schedule for veteran recognition. These will be from the Korea and Vietnam eras. Morra provided the following veterans names – Jim Clark, Paul Toomey, and Rick Sawyer.

**9. Administrative Officer's Report:**

**A. Personnel**

The Library Director completed the course of Certified Municipal Official. Pierog completed this course last year.

Bill Johnson has joined the Town as second shift custodian.

A meeting with department heads will be held about the electronic time keeping. This is expected to go live shortly. We have experienced delays due to our staffing and much of the required information from the financial system was not initially completed because it was not needed for the paper system. Most employees will report via computer. A mobile app will be used at Indian Notch and the summer camp. More hotspots may be needed for this purpose.

**B. Census**

There is concern nationally of having sources of reliable information. Kelly will be the lead along with the committee for getting this distributed.

**Motion:** Move to approve the following Board of Selectmen Resolution for 2020 Census Complete Count.

**BOARD OF SELECTMEN  
RESOLUTION  
FOR 2020 CENSUS COMPLETE COUNT**

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

**The Complete Count Committees (CCC) program is key to creating awareness in communities all across the country.**

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

The Board of Selectmen hereby approves the following appointments to the Town of Bolton 2020 Census Complete Count Committee:

Joshua Kelly, Administrative Officer  
Kristin Heckt, Superintendent of Schools  
Carrie Concatelli, Director of Senior and Social Services  
Elizabeth Thornton, Bentley Memorial Library Director

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller, Sullivan

Against: None

Abstain: None

**10. Appointments:**

None

Ad hoc discussion:

Miller spoke about the race coming through Bolton on August 24, 2019. Is there to be communication to the town about this?

Pierog indicated the Chief is aware of the race. This is a hundred-mile bicycle race that starts in Rhode Island. Most of the race will take place on the bike paths, but roads will be crossed. It is anticipated that racers will be traveling through Bolton between 10:00 a.m. and 2:00 p.m. Fire and Police will have someone stationed at Steele Crossing Road during this time period. Eremita will verify this. The information will be posted so the public is aware of the activity.

**11. Adjournment:**

**Motion:** Move to adjourn the meeting at 7:42 p.m.

By: Eremita

Seconded: Morra

Voting:  
For: Pierog, Eremita, Morra, 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.



The Board of Selectmen held a retreat on August 20, 2019, at Bolton Town Hall. Present were: First Selectman Sandra Pierog; Selectmen Robert Morra, Mike Eremita, and Kim Miller; Administrative Officer Joyce Stille; and incoming Administrative Officer Joshua Kelly.

The retreat began at 7:02 PM. The group discussed a variety of topics including: Charter Revision process and commission, Town Hall/Notch Road Municipal Center facilities and needs, and continued shared services. The retreat ended at 8:26 PM.

Respectfully submitted,

Joyce M. Stille  
Administrative Officer

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

**UNAUDITED FY19 BALANCES  
AS OF JULY 31, 2019**

7C

		<i>As of 7/31/19</i>
4107	DEPARTMENT: Administration - 4107	\$8,667.84
4115	DEPARTMENT: Prof and Tech Svcs - 4115	\$37,320.60
4117	DEPARTMENT: Financial Administration - 4117	\$17,246.57
4125	DEPARTMENT: Auditing - 4125	\$500.00
4131	DEPARTMENT: Assessor - 4131	\$3,330.20
4135	DEPARTMENT: Tax Collector - 4135	\$764.60
4143	DEPARTMENT: Data Processing - 4143	\$3,981.50
4147	DEPARTMENT: Town Clerk - 4147	\$1,398.44
4157	DEPARTMENT: Property Insurance - 4157	\$21,667.73
4161	DEPARTMENT: Probate - 4161	\$177.00
4197	DEPARTMENT: Elections - 4197	\$16,347.02
4199	DEPARTMENT: Board of Finance - 4199	\$802.00
4399	DEPARTMENT: Public Building Commission - 4399	\$467.95
4505	DEPARTMENT: Parks/Town Building Ops - 4505	\$31,803.98
4201	DEPARTMENT: Police - 4201	\$10,581.97
4203	DEPARTMENT: Fire - 4203	\$17,846.97
4215	DEPARTMENT: Animal Control - 4215	\$500.00
4219	DEPARTMENT: Fire Marshal - 4219	\$17,412.69
4303	DEPARTMENT: Highways and Streets - 4303	\$58,464.40
4401	DEPARTMENT: Public Health Admin - 4401	\$6,098.68
4427	DEPARTMENT: Seniors / Social Services - 4427	\$9,119.80
1801	DEPARTMENT: Conservation - 1801	\$10.00
4503	DEPARTMENT: Recreation - 4503	\$0.00
4501	DEPARTMENT: Library - 4501	\$14,130.88
4151	DEPARTMENT: Land Use - 4151	\$14,853.02
4153	DEPARTMENT: Planning & Zoning - 4153	\$4,914.99
4155	DEPARTMENT: Zoning Board of Appeals - 4155	\$1,166.80
4163	DEPARTMENT: Inlands/Wetlands - 4163	\$1,588.58
4601	DEPARTMENT: Open Space - 4601	\$645.00
4603	DEPARTMENT: Economic Development - 4603	\$150.00
5100	DEPARTMENT: Fringe Benefits - 5100	\$87,150.81
4317	DEPARTMENT: Waste Collection - 4317	\$25,744.69
	<b>Totals</b>	<b>\$414,854.71</b>