

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
WEDNESDAY, DECEMBER 4, 2019, 7:00 P.M.**

		Present	Absent
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Robert Morra	X	
Selectman	Mike Eremita	X	
Selectman	Kim Miller	X	
Selectman	Robert DePietro	X	
Administrative Officer (Staff)	Joshua Kelly	X	
Members of the Public	1	X	

1. Call to Order:

By: Sandra Pierog

Time: 7:06 p.m.

Place: Town Hall

2. Pledge of Allegiance:

All stood to recite the Pledge of Allegiance.

Pierog asked for and received consent to move Appointments to the head of the agenda.

3. Public Comment:

There were no speakers.

4. Approval of Minutes:

November 12, 2019 Regular Meeting

Motion: Move to approve the minutes of the November 12, 2019, meeting as written.

By: Eremita

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller, DePietro

Against: None

Abstain: None

5. Correspondence:

None.

6. Ongoing Business:

A. Subcommittee Reports

Finance and Administration are meeting Friday, December 6th, at 12:30 p.m. at Town Hall. The Human Resources subcommittee will meet on Tuesday, December 12th, at 7:00 p.m. at Notch Road Municipal Center.

B. Properties and Facilities

Kelly has spoken to the appointed liaison for the National Parks project, who is scheduled to visit on January 22, 2020 to talk to Staff and, possibly, Town Officials to learn about the site.

The Town Garage project continues to move forward. Construction has begun; not much has changed since the last report, but the project is not stalled.

Eremita asked about the stairs for the Fire Department. They have been ordered and supposed to have been delivered. Kelly will find out where the stairs are being stored.

Pierog stated that the Governor came to the CCM meeting. He reported that he authorized funds for the STEEP and TAR grants 2 weeks ago. These funds are hoped to be available by the end of the year.

C. Lower Bolton Lake Status Report

None.

D. FY 20/21 Budget

The percentage expensed as of November 30, 2019, is 33.55%. Administration is down from years past while Parks/Town Building Ops, Police, and Highways and Streets are up. As of October 31, 2019, 98.76% of expected revenues have been collected.

7. New Business:

A. Election of Deputy First Selectman

Motion: Move to elect as Kim Miller Deputy First Selectman.

By: Pierog

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, Miller, DePietro

Against: None

Abstain: None

B. Branding Project

Kelly reported that four quotes were received. The lowest was presented and gives an idea of how the \$8,000 allocated at the November regular Board meeting can be used to build interest and sense-of-place in Bolton. This project is to create a better sense of place of Bolton. Staff asked if this project should be worked by the BOS, a subcommittee, or a focus group. Pierog feels this should be worked by focus group, and

it was agreed that Selectmen would bring suggestions of individuals to invite to the working group to the January Board meeting.

Morra added that if the Town does not grow or stays stagnant. If the Town does not grow, it will be the beginning of a back fall. Part of a success would be an increase of growth and interest in the community. The age demographics have finally leveled off by seeing the influx of young families. The state as a whole has been aging dramatically. Bolton is becoming a community where younger families are being attracted to move here. Eremita opined that this could include having the same color for all Town vehicles, sports uniforms for the kids; these help to bring out the spirit and identifies as being from Bolton.

Given questions that arose around measuring the success of the campaign, staff agreed to present a plan of measurement to the Board at the next regular meeting. Staff will also provide the Selectmen with the original project description that was provided to prospective designers.

Pierog asked about the expectations of the economic development grant, to which staff replied that the four towns participating would likely both be encouraged to build a regional brand and an individual brand for each town, as towns are unfortunately in competition with each other over property tax dollars and development projects, and thus the development of an individual brand for the town cannot be ignored.

C. Student Representative Program

Kelly stated that such a program is not foreign to this Board and it pertains to Administrator's Goal #6, "Reestablishing the Student Representative Program." This program is attempting to get more engagement from the schools. It would have students attend meetings and encourage them to speak about the initiatives and proposal before the BOS; student participants would have no voting rights. There are a few ideas bouncing around on how interested students would be selected. Should this be referred to committee for further discussion and/or reach out to the schools on how to engage students. Pierog suggested referring it to the Finance and Administration committee. She would like the participation with the BOS to be more than it is with the BOE. Students can contribute and bring up points about matters from a different perspective. Eremita added that he would be happy to hear students' input of various issues. Morra added that this program might educate students that you do not need multi-hour sessions to resolve issues.

8. First Selectman's Report:

A. Sustainable CT

The first committee meeting was well attended and talked through the requirements for certification. Committee members are doing some homework to decide what may have already been completed in the allowable past two years and write up those projects. Then the committee will look at those projects they want to accomplish and how to approach criteria for those. The next meeting will be next Thursday at 7:30 p.m. in Town Hall.

B. Economic Development Grant

The four participating towns are hoping to get the report from the consultants soon.

C. National Parks Service and WaRo

Kelly reported the grants efforts are still in the works by Bolton Heritage Farm. The \$22k in funding being offered by the National Parks Service must be reserved to elaborate on the 300th celebration instead of the general operations on the farm.

9. Administrative Officer's Report:

A. Personnel & Job Description Updates

One of the two Administrative Assistants in the Senior Center is retiring. That person shall be replaced, and the hiring process is in motion. An additional person will likely be hired to fill the need for a program coordinator in both the Rec Department and the Senior Center. This person would split their time evenly between the two departments.

Bolton will soon be hiring to fill the Admin Assistant position that was split between the Selectmen's Office and the Town Clerk's Office, but it will look a bit different. Communications will be turned over to the new person with oversight of publications, brochures, web site updates. This is still in the concept stage and may have the title of media coordinator.

A new format is being looked at for job descriptions. The new version will be much clearer, more uniform, and more professional in its presentation.

B. 300th Celebration

The next meeting is set for Wednesday, December 11, 2019, at 7:00 p.m. This coming weekend events at Bolton Center School will include the kicking off of the 300th celebration; celebration merchandise will be sold.

C. Shared Services

Bolton are in continued conversations with neighboring towns, including Andover. Morra feels it was a good sign of the success of shared services communications in town with surrounding towns calling snow days, while Bolton stayed open.

Eremita would like to see the coordination of having one Resident Trooper on duty at all times. Otherwise, we could be waiting for a trooper for some time. There should be some sort of coordination within the four towns of having two troopers on duty. There are rarely two troopers working during the same hours. This would require the cooperation of the local leaders of the towns and the State Police; it becomes more of a scheduling issue involving the union.

D. Administrator's Goals

There is to be a meeting on Financial policies being looked at and edited. Staff hopes to have the updated information to BOS before December 31, 2019. Pierog wants these to be approved by BOS before they go to the auditor.

Six hundred and sixty responses have been gathered regarding the survey as of the start of the meeting. Staff hopes the BOS can help to gain more responses to reach 850; Kelly would really like to see 1000 survey responses. Staff will evaluate and report on the responses once the survey closes on December 31, 2019.

E. Agenda Item Summaries

Kelly feels this can be a tool to provide information to the BOS. An example is the Student Representative Program summary included in the packet. Several Selectmen stated that this is an excellent idea, especially for those new to the BOS. It will also provide documentation should a question be raised about why a program and idea is dropped.

Miller asked about school resource officers. Nothing is pending.

Miller asked about the state organizations that has some money available. Pierog stated this is the Hartford Foundation for Public Giving and involves finding volunteers to sever that are not members of a town board or commission. Ellington was having similar issues with finding volunteers. The Ellington First Selectman did have the lack of volunteers available with the Foundation. Ellington was able to create their committee with the Library Director, the Social Services Director, and a member from the Faith Based Community. Pierog stated that Bolton may be able to do the same.

10. Appointments:

A. Sustainable CT

Kitty Tyrol was present. Ms. Tyrol was involved with the schools when her children were going through the system in the mid-90s. Since then she has be involved with different projects unrelated to the town. A trip abroad opened her eyes about what we have done to water systems. She believes serving on this committee presents a good opportunity to be a good citizen and get re-involved with the town.

Members of the Board thanked her for coming forward. Much of her work at the university was on criminal justice reform and its impact on communities. She feels she has a good skill set for this commission in garnering support for Sustainable CT.

Motion: Move to approve the appointment of Kitty Tyrol to the Sustainable CT commission.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller, DePietro

Against: None

Abstain: None

11. Adjournment:

Motion: Move to adjourn at 8:04 p.m.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, Miller, DePietro

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.