

**TOWN OF BOLTON
BOARD OF SELECTMEN, REGULAR MEETING
TUESDAY, FEBRUARY MARCH 3, 2020, 7:00 P.M.
MINUTES**

		Present	Absent
First Selectman	Sandra Pierog	X	
Selectman	Robert Morra	X	
Selectman	Mike Eremita	X	
Deputy First Selectman	Kim Miller	X	
Selectman	Robert DePietro	X	
Administrative Officer (Staff)	Joshua Kelly	X	
Members of the Public	9		

1. Call to Order:

By: Sandra Pierog Time: 7:00 p.m. Place: Town Hall

2. Pledge of Allegiance:

All stood to recite the Pledge of Allegiance.

3. Public Comment:

Jim Clark - 41 Toomey Road – He is passionate about the cemetery and is appalled by what he is seeing up there. He visits his wife’s grave every day. Mr. Clark brought in some of the American flags or pieces thereof that he’s found on the ground. The grounds workers run over the flags and do not pick them up. This is not the work of teenagers. He provided pictures of tractor tracks driving over babies’ graves and how the graves have sunk down. This also has happened with the graves of veterans. This is not the way to treat veterans. He also brought in a piece of plastic string from a weed whacker that can be found throughout the cemetery. Who has the maintenance contract and who supervising them? Clark’s plot next to his wife’s that he paid for was recently used for a burial in error by U.S. Cemeteries. Mr. Clark sees a pile of garbage higher than he is that includes brush, dirt, and flower containers. He has had to put a fence around his wife’s grave stone because the flowers are cut down by the maintainers. Clark would like to see metal flag holders for veterans so the weed whackers can’t cut the flags down. The stones are being hit and skewed by the zero-turn mowers. Mr. Clark has brought some people here in support of his concerns. Pierog responded that she does feel his pain. A project has been undertaken to reset some of the grave stones that have

been hit and damaged. The maintenance machines are knocking them down. The taxpayers are paying for this project. Bolton will be taking over the maintenance with funds for this coming from the Cemetery Trust Fund. She apologized for the error of someone being buried in his plot. Staff was instructed to follow up with U.S. Cemeteries about these issues. There have been other complaints heard about improper maintenance and the sexton services.

Matt Wraight – Is here in support of Jim Clark. When Wraight was a teenager he, his brothers, and friends took care of the cemeteries for many years. These were young men that took more care and showed more respect than the current adult maintainers are showing. Even as young men, they realized this was/is sacred ground. Mr. Wraight feels the current situation is a case of laziness on the part of the company.

Pam Sawyer – Is also here in support of Mr. Clark. She requests this matter be an agenda item for the next meeting. Sawyer asked that the contract for the maintenance of cemeteries be brought forward, when the contract is up for renewal, and the type of machinery that is being used. Apparently, that equipment is too heavy for the cemetery. She feels the cemetery should be brought back into Town using local people.

Sawyer's second item for discussion is about the road race as a Bolton 300th event being held this weekend. Ms. Fournier will have a table selling some of the swag for the 300th celebration. Sawyer would like to see the members of the Selectmen having the 300th magnets on their cars. There are a number of anniversary events that are taking place. Staff has suggested two unique events for the party. Ms. Sawyer thanked Morra for his efforts on the parade and fireworks. The fireworks will be held in Hebron.

Sawyer asked Kim Malley to join her to speak about the Women's Club asking the Economic Development Commission for funding to purchase four welcome to Bolton signs. One of these signs will be erected soon.

Pam Sawyer and others recently attended a presentation at the Vernon Historical Society. A reenactor represented David Allis in costume of the Revolutionary era. Allis was the Vernon town moderator for over fifty years. This was an excellent presentation and it will be held at the Senior Center in Bolton in June. Sawyer would like to see that presentation video recorded so anyone who cannot attend the event can view it online. The grave stone of David Allis was found in someone's patio in pieces. A restored new stone will be placed in the cemetery on Bamforth Road. Allis lived off of Reservoir Road and has history in Bolton. Ms. Sawyer is hoping the Bolton BOS and Vernon BOS be present at the ribbon cutting for the erection of the new grave stone.

4. Approval of Minutes:

February 4, 2020 Regular Meeting.

Motion: Move to approve the minutes of the February 4, 2020 meeting.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

Motion: Move to move the Charter Revisions Clarification to item 5 on the agenda.

By: Pierog

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

5. Charter Revisions Clarification:

Gwen Marrion, Chairperson, of the Charter Revisions Committee was present. She reported the committee has started meeting. A public comment section will be included on each meeting agenda. Subcommittees have been formed. Regarding the possible change in the form of government, the committee has spoken to John Elsesser, Town Manager of Coventry, and the Town Administrator of Andover. There are some items in the charge that the committee have questions about. These were outlined in a letter that was submitted to the BOS. These are general statements and the Committee would appreciate some guidance from BOS. Pierog stated the BOS tried hard to keep the items very general so as not to make personal opinions of the BOS members known.

Re: Chapter 5 and 6 – This statement goes back to whether or not Bolton continues to have a Town Administrator or move to a Town Manager. This will depend on the duties of the Selectmen. Morra added the current form with the First Selectman requires a lot more commitment and time than the job description states and it is not compensated enough. Is it effective? People don't have enough time to volunteer. Eremita stated Bolton wants public involvement. The First Selectmen should be compensated better for the amount of work that is done or the position becomes the figurehead of the BOS or a Chairman of Town Council with a different management form of government. How will the positions play together? We tried to send it to the committee as a general statement because there are so many options. These statements tie back to the form of government. This does not have to be all or nothing. Certain pieces can be carved out.

Re: Chapter 8 – Pierog centers around questions such as – Do we need a larger BOS and no Board of Finance? and Do we want to collect taxes twice a year? A larger BOS elected on a rotating basis so there is no possibility of seven or nine new people beginning to serve at the same time, i.e., staggered elections. Also mentioned was having four-year terms rather than the current two. Eremita added the cost of twice-yearly tax collection would also have to be considered. Morra continued by saying that we have all served in multiple positions and it is difficult to fill these positions. People do not have the free time to serve on boards. If some things are shrunk down it may be easier to get people to volunteer or that may be wishful thinking. The future may be about consolidation. Pierog mentioned the process of developing the budget is well reviewed by the BOS and BOE; then the BOF goes over the proposed budget. Eremita added the BOF does not have the background of how the budget was developed to make decisions about the budget. Morra commented the BOF is a hold-over from a time gone by when they had more involvement in developing the budget. The State does not require the town to have a BOF.

Re: Chapter 9 – Pierog stated this deals with certain amounts of town expenditures, that were set years ago, that must go to Town Meeting. Those meetings have very little attendance. Eremita added that one or two people may attend a Town Meeting. Morra added the thresholds that were set some time ago that end up being required for relatively small items. Limits may need to be reset to where the current day budget levels are at. Pierog commented that some BOS members will be present at Charter Revision meetings and likely to comment during the public comments section.

Re: Chapter 12 – Pierog stated this is about attendance requirements for Board and Commission members. There are several groups whose members do not regularly attend. There is no way to boost attendance other than a friendly phone call asking if a member will be attending the next meeting or do you think you should resign your post. Marrion thought there might be a threshold of attendance for elected officials. The concern is there should be mechanisms for action against those members who are not participating enough. Morra added there is some history where people have not attended meetings for a year or year and one-half. If someone is not going to be there or contribute it is not fair to the remainder of the board. Eremita indicated one board had a difficult time conducting business because they were not getting a quorum at meetings.

Marrion thanked the BOS for their input on these items. The clarification will help the Charter Revision Committee's business.

Public Comment:

Rod Fournier, Hanover Farms – He had attended the meeting. Fournier suggests using a line item on a referendum for the question of approval for those items approved unanimously by the Charter Revision Committee. Another line item is suggested for items that were not unanimously approved. Those items not unanimously approved are likely to be more controversial. Eremita suggested that people will be very informed on these items and why they have been separated out. Pierog feels it could be more than two. Generally, the referendum question is – Shall the Town approve the charter? At this point, it is not known what the Committee will suggest. A public hearing may be held when the Committee suggests Charter changes. In the meantime, the BOS will take Fournier's comment under advisement. Mr. Fournier feels the advisement in a change of government can stop many other suggestions from the Committee being adopted if only one question is posed on the referendum. Pierog agreed that it has stopped changes in the past.

6. Correspondence:

Pierog distributed a Town and City publication for the members to scan during the meeting.

7. Ongoing Business:

A. Subcommittee Report

Nothing was reported.

B. Properties and Facilities

The minutes of the Energy Commission were included in the packet. Staff had another meeting at the high school for a site walk-through with the contractor of engineering services for Green Bank to review the proposal of solar for the high school. The roof needs to be replaced on the high school with the typical life span of a solar array is twenty years. An idea was discussed about adding a substance on the roof that can lengthen the lifetime of the roof and push the roof replacement by 8 years. When the solar system comes down, the roof could

be replaced. Another idea being floated is putting up carports over the student parking lot and adding 125KW solar array there. Another 125KW system could be constructed over the BOE parking area. Another suggestion was to put the system over the tennis courts which would be the first of such an installation. Pierog has asked Emily Bradley, Tennis coach, to reach out to US Tennis and the statewide athletic group to find out if the solar array 'roof' over the tennis courts would create an impediment to competition. Staff added the tennis court roof comes with light installations and are at a minimum height of 14'.

Staff reported the ironwork for the Town Garage is done. Morra was down there today and reported the roof is on and three sides have been sided. It is almost ready to have the block wall between the addition and the existing building (required by fire code) be erected.

C. Open Space Management & Acquisition

Nothing to discuss on this item.

D. Lower Bolton Lake Report

Staff reported he and Kim Welch have spoken. A meeting is being set up with the Northeast Aquatic Group; this group submits the permit applications for aquatic invasives treatment and it is believed those submitted last year are for a two-year period. Staff and Welch will be sitting down to discuss a date for the annual meeting between Bolton and the State for the state of the lake.

E. FY 20 Budget Report

Staff is keeping an eye on a couple of budget accounts that are exceeding the rate expected to be spent up until February 29, 2020, and exceeding the percentage expensed at the same time in past years. Those particular accounts are Data Processing and Fire Commission. Tax collection as of January 31, 2020 is at 100.94%.

Eremita has been tasked with filling out the application for an Assistant Fire Fighters grant that has a submission deadline of Friday of next week. The application will request \$120,000 for a new radio system and radios. Bolton will be responsible for 5% of this amount. Eremita is requesting submittal of the application with him attesting the Town will be responsible for the shared amount. Pierog stated the BOS would have to approve and sign the application which is problematic as the board does not meet again until April. Pierog suggested giving approval authorization to the Finance & Administration Subcommittee as that committee meets next Tuesday.

Motion: Move to designate the Finance & Administration Subcommittee as having the ability to approve the grant application for the fire fighter assistance program.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

F. Other

There was nothing for this item.

8. Ongoing Business

A. Consider and possibly act on Budget Transfers and/or Appropriation Requests

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

313

BUDGET: Fire Department

Transfer \$ 2,900 from category Uniforms to category Equipment
(within budget) from # 145-522-423-000000-56930-00000
to # 145-522-423-000000-57300-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - 000000 - _____ - 00000
to # _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: Transfer \$2,900.00 into Equipment → Add \$2,900.00 to
5+5 Radio - PO # 204330
[Signature] Signature
Fire Chief Title
02.26.2020 Date

Board of Selectmen	Approved		Comments:
	Yes	No	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Date: _____

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Fire Department

Transfer \$ 3,000 from category Professional Business to category Medical
(within budget) from # 145-522-423-000000-58100-00000
to # 145-522-423-000000-56900-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - 000000 - _____ - 00000
to # _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: 2 Flk Pads, up to, and bags @ 541/12 - 3 new medical numbers
[Signature] Signature
Fire Chief Title
2.26.2020 Date

Board of Selectmen	Approved		Comments:
	Yes	No	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Date: _____

Motion: Move to approve the budget transfer requests of the Fire Department of \$2,900 from Uniforms to Equipment for J & S Radio and \$2,000 from Professional Business to Medical for DFib pads update and med bays supplies.

By: DePietro

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

Staff reported Administration is asking for chairs for the Clerk's office, the Administration office, and two for the Land Use office. The seat pads are very thin on the current chairs. Thinking from an auditor's perspective this purchase would be better lined up coming from the Furniture & Fixtures category.

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Administration

Transfer \$ 10,360 from category Office Oper. Supplies to category Furniture + fixtures
 (within budget) from # 1005-041-4107-000000-5620-00000
 to # 1005-041-4107-000000-57330-00000

Transfer \$ _____ from Budget _____ to Budget _____
 from category _____ to category _____
 from # _____ -000000- _____ -00000
 to # _____ -000000- _____ -00000

Other \$ _____

Explanation: To purchase four chairs for front desks

Signature

Title

Date

<u>Board of Selectmen</u>	<u>Approved</u>		<u>Comments:</u>
	Yes	No	
_____	___	___	
_____	___	___	
_____	___	___	
_____	___	___	

Date _____

Motion: Move to approve the budget transfer request of Administration of \$1,036 from Office Operating Supplies to Furniture & Fixtures for the purchase of four chairs.

By: Eremita

Seconded: Miller

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

Staff reported FF Retention was underfunded last year. The request is to take a small amount from Worker's Comp which has not been used much this year. Making this transfer now rather than in June should not rise to the attention of the auditor.

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Employee Fringe Benefits

Transfer \$ 1750. from category Workers Comp to category FF Retention
(within budget) from # 1005-041-4141-000000-52600-00000
to # 1005-041-4141-000000-52400-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - _____ - 000000 - _____ - 000000
to # _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation:

Signature

Title

Date

<u>Board of Selectmen</u>	<u>Approved</u>		<u>Comments:</u>
	Yes	No	
_____	___	___	
_____	___	___	
_____	___	___	
_____	___	___	

Date _____

Motion: Move to approve the budget transfer request from Employee Fringe Benefits of \$1,750 from Worker's Comp to FF Retention to boost the funding in FF Retention.

By: Pierog

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

Staff stated the Director of Seniors/Social Services would like to purchase two printers for that office. One will be in the general office space and the other in the Director's office as some documents she prints contains confidential information.

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: SENIOR

Transfer \$ 400 from category Repair + Maintenance to category Office Oper. Supplies
(within budget) from # 1005-044-4427-000000-56100-00000
to # 1005-044-4427-000000-56120-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ - 000000 - _____ - 00000
to # _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: Purchase two printers

[Signature] Signature
Director Senior/Social Title
2/28/2020 Date

Board of Selectmen	Approved		Comments:
	Yes	No	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Date _____			

Motion: Move to approve the budget transfer request of Senior for \$400 from Repair & Maintenance to Office Operating Supplies for the purchase of two printers.

By: DePietro

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

B. Consider and possibly act on the draft resolution in support of Bolton's Inclusion in the C-PACE Program

Pierog reminded the Board Morra asked for the Town Attorney to give opinion on this program before taking any action. The essence of the opinion was centered on the assets and the operating and administrative costs. C-PACE gets state funding and public utility authority designated funds. Morra feels they are well paid and Bolton should be compensated at the same administrative level for the extra work of the tax collection office. Such compensation is mentioned without including the procedures to obtain the monies. This needs more clarification. Five hundred dollars in mentioned as well as a statement that the Green Bank will reimburse if \$500 does not cover costs. Not delineated is how the town proves a reasonable cost for the work. Morra would like to see this defined better to obtain a better comfort level and it is not adding to the fiscal burden of the Town. Pierog added no commercial enterprises have come forward as being interested in this program. DePietro noted 130 towns out of 169 in the state have signed onto this program. How long have they been in business and why didn't we know about them sooner if the program is so good? Pierog attended an informational session about a year ago which is how this was raised in Bolton. DePietro would like to know if surrounding towns, such as Vernon, are members.

Motion: Move that the Bolton Board of Selectmen send this matter to the Finance & Administration Subcommittee.

By: DePietro

Seconded: Eremita

Voting:

For: Pierog, Morra, DePietro, Eremita, Miller

Against: None

Abstain: None

C. Other

There was nothing for this item.

9. New Business:

A. Set a date for the annual town meeting

Staff asked if the BOS has any suggestions. This meeting is generally in the beginning of May and before the referendum. The Charter says it must be held no later than the 20th day of May. The referendum date is May 12, 2020.

Motion: Move that the Bolton Board of Selectmen set the date for the annual town meeting as May 5, 2020, 7:00 p.m. at Town Hall; the regular meeting of the BOS will begin at 7:15 p.m.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Morra, DePietro, Eremita, Miller

Against: None

Abstain: None

B. Consider and possibly act on the proposed FY 2021 town and capital budget

Staff reported on the two outstanding items. Jim Rupert prefers to have additional monies in the amount of \$10,447 for more hours to be worked by the Director of Community Development. This amount is included in the proposed budget.

The other item was the number of estimated hours needed on a weekly basis for the Fire Marshal to be at statutory requirements for fire inspections. That number is 16 hours versus the current 12 for this function. Sixteen hours weekly should bring the Fire Marshal into compliance within one year.

Motion: Move to approve the addition of \$6,000 for the Fire Marshal Other Payroll to the budget.

By: DePietro

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

Motion: Move that the Bolton Board of Selectmen adopts the FY 2021 budget in the amount of \$6,285,574 to be presented to the Board of Finance for consideration.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Morra, DePietro, Eremita, Miller

Against: None

Abstain: None

Re: Capital Budget – Staff stated the categories for this year are Capital Reserve and Capital Improvements. Miller asked if Town Hall really needs two vehicles (a sedan and SUV) versus paying mileage? Staff replied that at any one time the Assistant Building Official or Building Official are out of town doing inspections for other towns; Bolton is well paid for this service. They may travel as far as Ashford. Bolton is better off getting a vehicle that will last 10 years. Miller's question was raised by Eremita's comment at the last meeting that stuff wears out from being old or may not be used too much. Eremita stated corrosion from road chemicals is the big problem now and the chemicals are most corrosive at 40 degrees. Staff added the BOE is slated to get a State Body truck and a tractor replacement. This is not a duplication with the tractor it has that was handed down from the Parks department.

Motion: Move the Bolton Board of Selectmen approve the 5-Year Capital Improvement Plan FY2021 – FY2025 in the grand total of \$1,399,969.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

D. Set a date for a special town meeting to reallocate school project and leftover capital funds

Pierog had the thought of holding this meeting at 6:30 p.m. before the Board of Finance meeting for the budget hearing because the most people will be in attendant. The purpose of the budget hearing is for feedback on the budget. This action is to reallocate the reserve funds for projects that are stale or languishing. Eremita would rather this matter be handled before a BOS meeting than a BOF meeting.

Motion: Move that the Bolton Board of Selectmen set a special town meeting to reallocate school project and leftover capital funds as April 7, 2020, at Town Hall; the regular BOS meeting will begin at 7:15 p.m.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Morra, DePietro, Eremita, Miller

Against: None

Abstain: None

E. Other

10. First Selectman's Report:

A. Charter Revision

A discussion about this took place under item 5 of this agenda.

B. Sustainable CT

This is moving along. One of the Committee members is interested in water quality and is putting together a presentation for the Town about how important water quality is and what residents should expect of well water and what should be tested for. The presentation should be scheduled for late spring or early summer.

C. Economic Development Grant

The report continues to be pending from the consultants.

D. Other

Bolton will send a proclamation to the Girl Scouts of CT honoring Girl Scouts.

11. Administrative Officer's Report:

A. Personnel Updates

Staff reported there are several postings. The Media Coordinator is going out again as the person the position was offered to declined. Bolton is also hiring for a Part-time Van Driver, summer positions, including in the Tax Office, and a Board Clerk for the Charter Revisions Committee.

Pierog commented a request made this evening from the Fire Department for a Memo of Understanding regarding Emergency Services and Public Protection in the town of Bolton asking the State to reserve 180 town subscribers to the new state-wide Land Mobile Radio Network. This will allow emergency services to communicate on the same ultra-high radio

band increasing safety and cooperation. The system is expected to be online in five years. The fire department alone will use 60-70 subscriber.

Motion: Move to authorize the signing of the Memo of Understanding from the Fire Department for reservation of 180 town subscribers to the new statewide State's Land Mobile Radio Network.

By: Eremita

Seconded: Morra

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

B. 300th Celebration

The Welcome to Bolton signs should be placed in appropriate locations in Bolton with the required permits from DOT by April 1, 2020.

C. Administrator's Goals

Staff continues to work on the student engagement initiative.

Staff has a few draft copies of the survey results including commentary. Additional copies will be available in a few days.

D. Other

Nothing to be discussed under this item.

12. Executive Session to discuss school security methodology

Motion: Move to enter Executive Session to discuss school security methodology with Joshua Kelly included at 8:43 p.m.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Eremita, Morra, DePietro, Miller

Against: None

Abstain: None

13. Adjournment:

The meeting was adjourned at 9:38 p.m.

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.