

**TOWN OF BOLTON
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, MAY 4, 2021, 7:00 P.M. VIRTUAL
MINUTES**

		Present	Absent
First Selectman	Sandra Pierog	X	
Deputy First Selectman	Kim Miller	X	
Selectman	Robert DePietro	X	
Selectman	Mike Eremita	X	
Selectman	Robert Morra	X	
Interim Administrative Officer	Jim Rupert	X	
Members of the Public			

Also present: Rod Fournier, James Demorro, John Gaspar, John Toomey, Jim Dwire, Bernice, Moria, Nick Lavigne, Pam Sawyer, Bruce Dixon, Brian Miller, Cheryl Udine, Amanda Gallacher.

1. Call to Order:

By: Sandra Pierog

Time: 7:01 p.m.

Place: Virtual

2. Public Comment:

Brian Miller, Bolton Booster Club president: The club supports fitness type goals in Bolton. There is interest from the group to get some answers to questions about the track and soccer field. B. Miller understands there is potentially bonding for the track and soccer field upgrades. Is this a package deal that is going to referendum in May?

Pierog said it will not be going to referendum on May 18th. A date for this has not been set up. There are a large number of capital items that can be found on the proposed May 18th budget under Capital Budget. Included are the soccer field improvements, the track, and a fire truck. The vote on May 18th is only for the budget. The soccer field improvements and track will be part of a future town meeting. We are waiting for estimates on the improvements. And we will have to decide if there will be one question or multiple questions for bonding. We hope to have that ready to take to the voters in May 2022.

Mr. Miller asked if lights will be included and if there is to be stadium seating?

Pierog said there are no lights proposed at this time but wiring conduit under the field will be included for a possible future lighting project. There is some sort of seating included in the package.

B. Miller said the Booster Club is interested in helping in any way that it can. Pierog said once the bond package is announced and the date for voting on it is set the BOS and members of any agencies or commissions are prohibited with sharing anything about the package other than the facts. It is handy to have support of a particular item.

3. Approval of Minutes:

April 6, 2021, Regular Meeting

Motion: I move the Bolton Board of Selectmen approve the minutes of the April 6, 2021, regular meeting as presented.

By: Morra

Seconded: Pierog

Voting:

For: Pierog, Morra, Miller, Eremita, DePietro

Against: None

Abstain: None

April 8, 2021, Special Meeting

Motion: I move the Bolton Board of Selectmen approve the minutes of the April 8, 2021, special meeting as presented.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, Eremita, DePietro

Against: None

Abstain: None

April 12, 2021, Special Meeting

This item was postponed until the next meeting.

4. Appointments:

None

5. Correspondence:

Email from Tom Ansaldi regarding no parking signs on the first 100-200' of Iroquois Trail

Pierog said Mr. Ansaldi is a resident of Iroquois Trail. He's asking that no parking signs be placed on both sides for the first 200' of the Trail. Pierog thought this was addressed in the past and the finding was that no parking signs were warranted. Morra does not recall if any action was taken. Morra said the Resident Trooper may have a way of addressing this.

Pierog said posting a sign does not mean adherence. Pierog asked Rupert to speak to the Resident Trooper. Rupert said he did get feedback from the Highway Foreman who has been monitoring the issue since the email was received. The Foreman has observed that people are not parking on both sides of the road; he has not seen the parking being an issue with sight lines or traffic at the intersection. This situation will continue to be monitored for a while longer. People do need a place to park. Perhaps signs can be placed on only one side of the road. Rupert will inform Mr. Ansaldi that we will continue to monitor the

situation and seek advice from the Trooper.

Pierog received no objections from the Selectmen to move to Ongoing Business next.

6. Reports & Updates:

A. Subcommittee Reports

None

B. Properties and Facilities Report

None

C. Open Space Management & Acquisition

None

D. FY 21 Budget Report

Pierog said we are currently where we should be with expenditures. There is \$1.8 mill. unspent in funds and it is anticipated that most of that will be spent in May and June. The BOS had committed to return \$175k to the BOF from unspent funds. After tonight there is another \$125k that could be returned.

Pierog is looking for consensus and agreement from the Selectmen that we can commit the additional \$125k to the BOF.

Pierog received consensus from the BOS to commit returning \$300k to the BOF. Eremita agreed barring unforeseen emergencies. Pierog said there was such an emergency with Enrico Road last year. The committed funds were returned to the BOF with the understanding that the BOS would be asking for funds for the emergency at the beginning of the new fiscal year. Eremita expressed concern that we are not leaving ourselves with a cushion. Pierog said we can always return more and will if planned expenditures do not occur. Pierog will make sure the BOF understands the concerns stated.

Motion: I move to allow the First Selectman and the Interim Town Administrator to approve expenditures of less than \$5k, to be reported to the BOS at the next meeting, until the end of the fiscal year.

By: Eremita

Seconded: Morra

Discussion: Eremita said this has historically been done to allow the Town to run properly and smoothly toward the end of a fiscal year.

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

7. Ongoing Business

A. Approval of 2021 Greenbank Agreement (Re-authorization)

It is the reauthorization with CT Greenbank that allows businesses to get loans for solar installations; the town bills the interest on an annual basis with an amount given to us by Greenbank. Marcus Communications took advantage to put solar on the tower site on Box Mountain.

Motion: I move to approve reauthorizing this agreement with Connecticut Greenbank.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

B. Employee Separation Fund Transfer

Pierog said this is part of the proposed transfers for this evening on lines 23 & 26 of the Excel spreadsheet. This is to increase the separation fund to cover an imminent retirement. Morra said this is done on an annual basis. We have many loyal, long-term employees with unused sick and vacation time that becomes accrued and must be paid out upon leaving the Town's employment.

Motion: I move that the Board of Selectmen approve this transfer.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

C. Return of Unspent Funds from FY 2021

This was done by consensus above.

D. Approval of 300th Fireworks with Hebron

Pam Sawyer was present representing the 300th Anniversary Committee to ask for the approval of the fireworks expenditure for the 300+1 Anniversary to be held at the Hebron Lions Fairground on June 6th. Bolton's own, Still Picking, will be providing music. Food trucks will be present. The Committee would like to expend the funds for some outdoor fun. Morra said this activity was budgeted at \$10k; \$7,500 for the fireworks and the remaining for the copays for police and incidentals. Sawyer said this is the same amount of money planned for last year; the costs have not increased. She continued saying the bounce houses will not be part of the celebration. All activities will be outdoors. Pierog said the money is set aside in the anniversary fund.

Motion: I move to approve this expenditure.

By: Morra

Seconded: Eremita

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None
 Abstain: None

Sawyer would like the BOS to consider providing an answer for the next meeting on what the plan is for opening Town facilities so other anniversary activities can move forward. Is there a possible opening date? Pierog said we have not reached that conclusion yet. The Emergency Management Committee continues to meet on a weekly basis. There were five new cases of COVID-19 in town this past weekend. The spread is increasing which we are watching.

E. Consider and possibly act on Budget Transfers and/or Appropriation Requests
 Pierog explained the transfers. The rationale for the Library is stated incorrectly. This transfer is being asked for to cover the retirement of a part-timer without dipping into the Separation Fund.

Proposed FY 2021 Transfers - May 4, 2021

\$ 997.13	To	Admin. - Other payroll	From	Admin. - Regular Payroll	<i>Rationale: to cover underbudgeted other payrolls</i>
\$ 201.21	To	Town Clerk - Regular Payroll	From	Town Clerk - Other Contracts	<i>Rationale: to cover time worked over 35 hours a week by Asst. Town Clerk</i>
\$ 30,000.00	To	Library - Other Payroll	From	Library - Regular Payroll	<i>Rationale: to cover the payroll of new part time employee in the library. Previous person was paid out of regular payroll line.</i>
\$ 212.92	To	Emerg. Mgmt. - Payroll	From	Emerg. Mgmt. - Other Supplies	<i>Rationale: to cover the increase in the emergency management's pay. The position is 14% of the salary.</i>
\$ 13,000.00	To	Admin. - Equipment	From	Admin. - Prof./Tech Seives	<i>Rationale: This is for the purchase of a new server</i>
\$ 18,000.00	To	Capital Improvement - Trailer	From	Admin. - Prof./Tech Seives	<i>Rationale: The Fire Commission wishes purchase a 20' + 30" V 9,990 lb GVWR trailer that will be able to help them cut down on the total amount of space needed for an expansion to the Firehouse</i>
\$ 40,000.00	To	Separation Fund	From	Admin. - Prof./Tech Seives	<i>Rationale: to cover the yearly planned contribution into the separation fund.</i>
\$ 35,000.00	To	Separation Fund	From	Highway - Regular Payroll	<i>Rationale: to cover the yearly planned contribution into the separation fund.</i>
\$ 4,400.00	To	Admin. - Furniture/Fixtures	From	Admin. -Property	<i>Rationale: to purchase new office furniture for Town Clerk's office</i>
\$ 1,000.00	To	Admin. - Equipment	From	Admin. - Advertising	<i>Rationale: for the purchase of an owl for hybrid meetings</i>
\$ 500.00	To	Admin. - Equipment	From	Admin. - Advertising	<i>Rationale: to purchase a wall mountable touch screen that will run the new Senior Center software. Visitors will use it for checking in for various programs and it will interact with the database that staff is currently using.</i>
\$ 46,000.00	To	Highway - Road Repair	From	Highway - Salt and Sand	<i>Rationale: to cover the additional cost for the road repair of Hebron Road and a flagger because of the limited amount of current staff.</i>
\$ 3,000.00	To	Fire Commission - Equipment	From	Fire Commission -Repair & Maint. Supplies	<i>Rationale: To cover the purchase of flashlights, hand tools, Salvage covers, Rescue Rope, Radio batteries, Portable radio mics, and hose reels.</i>
\$ 1,000.00	To	Fire Commission - Other Supplies	From	Fire Commission - Other Professional Services	<i>Rationale: to cover the cost of water and FF awards</i>
\$ 5,000.00	To	Fire Commission - Uniforms	From	Fire Commission - Communication	<i>Rationale: to purchase firefighters turnout gear, safety vests, helmets and boots</i>
\$ 600.00	To	Fire Commission - Office Supplies	From	Fire Commission - Other Prof. Services	<i>Rationale: to cover the cost of copy paper, stationary, computer monitor and EGC tuner</i>
\$ 4,563.89	To	Building & Land Use -Prof./Tech Services	From	Building & Land Use - Other Payroll	<i>Rationale: to cover the cost of additional hours needed for the Consulting Director of Community Development because of staff changes</i>
\$ 17,500.00	To	Building & Land Use -Prof./Tech Services	From	Building & Land Use -Regular Payroll	<i>Rationale: to cover the cost of additional hours needed for the Consulting Director of Community Development</i>

Motion: I move to approve these transfers.

By: DePietro

Seconded: Morra

Discussion: Pierog said she is in favor of all of the transfers except for Capital Improvement - Trailer because it appeared without prior notice. This item has not been considered by the voters or the Capital Improvement Committee. Morra said having the trailer will relieve the spacing issue in the fire house. There is a long-term plan for an addition to the fire station. This will satisfy a critical need for the short-term. Morra agrees it should have been brought forward within the established process, but the need is present. Pierog said she has had communication from the Chair of the Fire Commission that the department intends to retain the current command vehicle in addition to the vehicle that will be joining the fleet soon. This will be one extra vehicle to be housed. And the Commission further intends to retain the ET334 when a new truck is obtained. The station will be totally out of space in very short order. If anything, this is for the very short-term. Morra said the Public Safety subcommittee should discuss all of the issues that are stated in the letter from the Chair. K. Miller took a mini tour of the fire house to get a visual image. This trailer does seem like an inexpensive viable solution to the space problem. The fire department, which is more about emergency services than fires, does so much to support the town. DePietro said he respects Pierog's position about going through the proper procedure but he does agree with K. Miller with the visual inspection of the fire station. It is a temporary solution until we figure out the long-term solution.

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

Pierog said she voted yes because of Morra's, DePietro's, and Miller's view that this is a temporary solution until we get to a long-term one. This should not be viewed as a free pass to future expenditures the Fire Department expects the BOS to fund. Pierog expects the established procedures to be followed. If the department has a request for a capital item put it in the five-year plan even if it decides it is something the Town cannot afford at the present so it is not a surprise to the voters, BOS, or the Capital Plan Committee. Eremita said the Town Administrator approached the Fire Department asking if there are any items it wishes to purchase as there are some funds left over this year. The department gave an answer to that inquiry; we did not try to circumvent the process. Eremita recommends that the Town Administrator not make that type of statement to Staff in the future. Pierog said this has been addressed and future comments will have a cost limit.

F. Other

None

G. Other

None

8. New Business:

Consider and possibly act on the following:

A. Set Location of 2021 Budget Referendum

Pierog said there is a letter in packet from both Registrars asking the BOS to set the location of the May referendum at St. Maurice Parish Center. The space meets the

pandemic safety guidance. Pierog did receive a comment from a resident asking if it is possible to cover any religious items that may be visible during the event. Bernice said she can check on that but does not think there are religious items in the Center's main space.

Motion: I move to set the location of the 2021 budget referendum at St. Maurice Parish Center.

By: Morra

Seconded: DePietro

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

B. Call and Resolutions for Annual Town Meeting

Pierog said the Annual Report is currently at the printer.

**TOWN OF BOLTON
CALL FOR ANNUAL TOWN MEETING
THURSDAY, MAY 20, 2021 – 7:00 P.M. (VIRTUAL)**

The legal voters of the Town of Bolton are hereby warned and notified to meet in the Annual Town Meeting to be held virtually via zoom Thursday, May 20, 2021 at 7:00 P.M. for the following purposes:

1. To hear annual reports from each town Commission, Board, Agency and Office.
2. To discuss the proposed annual budget for the Town of Bolton.
3. 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 2021-2022 in an amount not exceeding the appropriations authorized herein.
4. To consider and act upon the five (5) year capital improvement plans as presented by the Board of Selectmen and Board of Education in the annual budget document.
5. The unauthorizing of the authorized but unissued debt for projects in the Official Bond Statements.

Dated at Bolton, Connecticut, this 4th day of May 2021.

Bolton Board of Selectmen

Sandra W. Pierog

Kimberly A. Miller

Michael W. Eremita

Robert R. Morra

Robert DePietro

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, 2020, as published by the Board of Finance and filed with the Town Clerk.

Item #2

RESOLVED: (Item for discussion only, no motion required.)

Item #3

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 2021-2022, in an amount not exceeding the appropriations authorized herein.

Item #4

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

Item #5

RESOLVED: That the unauthorizing of the authorized but unissued debt be accepted as presented by the Board of Selectmen in the Official Bond Statements for the following projects:

Projects	Amount
Board of Education Facilities Improvements	\$ 1,860.00
Town Facilities Improvements	\$ 9,386.00
Aerial Fire Truck	\$ 10,850.00
Center Road Property Acquisitions	\$ 10,000.00
High School Project	\$ 70,024.00
Tanker Fire Truck and Related Equipment Acquisition	<u>\$ 41,000.00</u>
	\$ 643,120.00

Pierog said pertaining to item #5 that as long as the Town continues to leave this borrowing as authorized it reflects on our credit report. We can't borrow on these completed projects. The unauthorizing will fix our credit report.

Motion: I move to approve the call and resolutions as presented.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, Eremita, DePietro

Against: None

Abstain: None

C. Set Meeting Date for Annual Town Meeting

The Annual Town Meeting will be held on May 20, 2021 as a virtual meeting.

Motion: I move set the meeting date for the virtual Annual Town Meeting for May 20, 2021:

By: Pierog

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

D. Approval of Fireworks with Town of Hebron for 300th Anniversary

See above for the action taken on this item.

E. Appointment of EHHD Board of Directors

Pierog said Josh Kelly was the representative before he left and she asked if Jim Rupert is willing to take on that position. Rupert replied in the affirmative.

Motion: I move to appoint Jim Rupert as Bolton's representative to the EHHD Board of Directors.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

F. Building Safety Month Declaration

Rupert said we've done this for a few years now. The International Code Council sets the model codes. These are widely recognized across the world. The ICC has asked building officials across the state to declare May as Building Safety Month. Rupert will follow the declaration by the BOS up on the Bolton Bulletin to explain why the month is declared as such and the ICC codes are used to create a safer community.

Motion: I move to declare May as Building Safety Month.

By: Eremita

Seconded: DePietro

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

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

A. Update on Board of Finance Actions on Budget

Pierog said the BOF has reduced the BOS' budget by \$30k in anticipation of the savings on health insurance. We did get the final numbers from the State Partnership plan and the premiums are slightly less than anticipated. There will be \$30k in savings and possibly more. Open enrollment begins May 10th and will continue for two weeks for Town staff and BOE staff. The individual employee contributions differ between the BOE and Town proper. The premiums on the State plan are the same no matter where employees are staffed. The BOF will meet on Thursday night to finalize the budget.

B. COVID-19

Pierog said the Emergency Management Committee meets weekly. The planning is to have all Town employees returning to town offices on June 7th. Anyone with concerns should reach out to Jim Rupert. Concerns will be addressed on an individual basis. We've had 281 cumulative cases; 160 have happened in 2021 which is almost two new cases per day. Working with a State population number of 4,484 Bolton residents not quite 50% have had one vaccine shot; 42% have received two shots.

C. Other

Pierog said the Planning & Zoning Commission is meeting tomorrow night. There are several proposals on their agenda. One is the Mobil station and car wash being completely razed with a rebuild of a new building and relocation of the pumps. Second, there is a proposal for a retail office development on the property that abuts the Bolton Dental office.

Eremita said he wants to toss out an idea for the BOS to think about. The Town pays a lot of money to maintain a small staff at the old school. In the vein of shared services that we are trying to do town-wide for consolidation and to be more efficient he would like to discuss combining the finance directors of the Town and the BOE. Our town budget of \$20 mill. is a fairly small budget. The Town side is about \$6 mill. with the BOE taking the remaining amount which is a 30/70 split. Eremita feels the BOE Finance Director could take on the Town's finances. Support staff could be moved to the BOE and the costs of maintaining staff at the old school would be eliminated. The building could be razed immediately. Pierog said the Shared Services subcommittee has not been able to meet since January 2020 with COVID-19 efforts taking up our time. The subcommittee meetings will probably not start again for some time. She does not see that building opening any time soon as it does not have the air handling needed for safe use. The Superintendent has said there is no space for additional staff at the BOE Administration building. The Prestredo property is not a suitable building for Town staff because we would not be able to cordon off access from the Resident Trooper's office.

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

A. Update on Employee Health Benefit Change

Rupert said Pierog provided some input on this item above. Staff is working hard to make the change happen successfully. There are many moving pieces when changing insurance companies. We did get 100% buy in from the unions. Rupert feels the staff will be appreciative of the new insurance plan as the coverage and benefits are very robust.

B. Administrator's Transition

Rupert said he is transitioning into the role with his focus being the new role in the Selectmen's office. Randy's and Danielle's hours are being increased in the Land Use office. Pierog has been incredibly patient and helpful. Morra said he appreciates the Administrative office sending out information. Pierog agrees that things are going in the right direction.

C. Other

None

11. Executive Session: Supervisor's Contract Negotiations

Motion: I move that the Board of Selectman enter Executive Session to discuss Supervisor's Contract Negotiations with Jim Rupert, Interim Town Administrator, in attendance.

By: Morra

Seconded: Miller

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

Against: None

Abstain: None

The Board entered Executive Session at 8:31 p.m.

The Board exited Executive Session at 8:59 p.m.

12. Adjournment:

Motion: I move for meeting adjournment at 8:59 p.m.

By: Morra

Seconded: DePietro

Voting:

For: Pierog, Morra, Miller, DePietro, Eremita

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.