

**BOLTON BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, OCTOBER 5, 2021– 7:00 pm
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM
Minutes**

Board of Selectmen Members Present: First Selectman Sandra Pierog, Deputy First Selectman Kim Miller, Robert DePietro, Mike Eremita, and Robert Morra

Staff Present: Interim Administrative Officer Jim Rupert and Board Clerk Linda McDonald

Others Present: Nick Lavigne of the Community Voice Channel (CVC), Director of Community Development Patrice Carson, AICP, Jay Brudz

1. Call to Order: S. Pierog called the meeting to order at 7:01 p.m.
2. Public Comment: J. Brudz commented he agrees with the Town Attorney that the town should go down the ordinance path regarding regulating possession and/or use of cannabis on Town property. He said he is not sure if prohibiting the possession of cannabis is within the scope of the statute that empowers the Town to make that or not. J. Brudz said if anyone ever has any questions from one person's viewpoint on the Town Charter revision, he is always ready to answer questions about what he was thinking on the process.
3. Approval of Minutes:
 - 3.a Approval of August 3, 2021 Regular Meeting Minutes
 - 3.b Approval of August 25, 2021 Special Meeting Minutes
 - 3.c Approval of September 1, 2021 Special Meeting Minutes
 - 3.d Approval of September 2, 2021 Special Meeting Minutes
 - 3.e Approval of September 7, 2021 Regular Meeting Minutes

R. Morra MOVED to approve the August 3, 2021 regular meeting minutes, August 25, 2021 special meeting minutes, September 1, 2021 special meeting minutes, September 2, 2021 special meeting minutes and September 7, 2021 regular meeting minutes as presented. R. DePietro SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

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4. Affordable Housing Report:

P. Carson provided background on the Affordable Housing Plan State Statute 8-30j mandated by the state in 2017. This statute states "at least once every five years, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality."

P. Carson explained under this statute, municipalities have until July 2022 to adopt an affordable housing plan. She said the State has not provided clarification on what the report should include. She also said the plan will be incorporated into the Town's Plan of Conservation and Development (POCD) and the housing needs assessment part of the plan will qualify as a

sustainable CT project. She noted the Town has a new UCONN intern working on the Town Administrator's office and he will work on this project collecting data, looking at other plans, what the current affordable housing stock is, and a developing a survey on housing needs. He is also preparing a power point plan to present to the PZC and BOS.

P. Carson said this plan is a needs assessment of what does the Town have now, what could it support, and a guide as to what the town sees it could provide.

Discussion followed as to who would develop this affordable housing. P. Carson said it could be a private entity or a non-profit entity and does not necessarily have to be subsidized housing. She said, currently, the Town is not obligated to follow-through with the plan. Members noted the Town lacks sewers and public water for multi-unit housing.

P. Carson said she will notify the BOS when the research is completed and could be presented at a possible joint meeting of the PZC and BOS.

- 5. Correspondence:
- 5.a Alan Weide – Traffic on South Road
- 5.b Carol Zapadka – Traffic on South Road:

These letters addressed speed issues on South Road. J. Rupert said he received correspondence from Ellen Barnes as well on this issue. He noted the State Trooper has been on South Road and given out several warnings.

S. Pierog suggested moving one of the portable speed signs to South Road. J. Rupert said there are verbal signs at each end of the road suggesting trucks not use the road. Discussion followed about adding visual signs as well to reinforce the suggestion for trucks not to use this road. J. Rupert will look into this.

- 5.c National Opioids Settlement:

J. Rupert explained this is a class action lawsuit and recommended the town opt-in. He said funding might become available so Bolton could possibly have a share of what the Feds have settled on.

R. Morra MOVED to have the Town of Bolton opt-in to the class action National Opioids lawsuit.
K. Miller SECONDED.

Per suggestion by S. Pierog, R. Morra amended the motion to have the Town of Bolton opt-in to the class action National Opioids lawsuit as follows:

R. Morra MOVED to have the Town of Bolton opt-in to the class action National Opioids lawsuit and to authorize J. Rupert to sign the document on behalf of the subcommittee. K. Miller SECONDED the amended motion. By roll call vote, the AMENDED MOTION CARRIED 5:0:0.

- 6. Appointments: Public Building Committee:

Consensus of the board is to table this appointment to the next meeting to allow time for additional applicants.

7. Reports and Updates:

7.a Subcommittee Reports

7.b Properties and Facilities Report

7.c Open Space Management and Acquisition

S. Pierog said there are no reports for agenda items 7.a, 7.b, and 7.c.

7.d FY21 Budget Report:

J. Rupert reported there are no red flags in budget expenses as of September 30, 2021. Members reviewed the unaudited revenues as of June 30, 2021 and the FY 2021 and August 31, 2021 Tax Collector reports.

S. Pierog noted the final unaudited FY2021 budget was only 88.64% expensed and \$714,000 was returned. J. Rupert explained an important thing to remember is that departments were requested to stop spending money. He said there were several reasons for the reduction in spending including savings in the Administration line item and savings in the Land Use office based on positions that went unfilled over a period of time.

S. Pierog shared the Columbia student population is much lower than what was budgeted for and the Town may be \$73,000 short in the category for the high school bond issue.

J. Rupert explained the budget transfers requests within the two payroll categories in Building and Land Use and Assessor are needed to pay consultant fees who have to be paid out of the "other" payroll category and not the "regular payroll" category.

R. Morra moved to approve transfers as presented. K. Miller seconded. Discussion followed. By roll call vote, MOTION CARRIED 5:0:0.

8. Ongoing Business:

8.a Report on Budget Transfers:

Members reviewed transfers made after 9/21/21

8.b Consider and Possible Action on Revisions from Town Attorney on Regulation on Possession and/or Use of Cannabis on Town Property:

J. Rupert reported Attorney Richard Barger reviewed the "Marijuana Policy" passed by the BOS and said this should be an ordinance rather than a policy. He provided comments on the requirements for passing this as an ordinance. He noted for any ordinance that carries a potential fine, there has to be a reviewing process for any appeal. Discussion followed on enforcement of the ordinance. There are steps needed to bring this to ordinance. J. Rupert will

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8.c Stop Signs on Hebron Road:

J. Rupert explained the State Troopers have recommended a stop sign at the intersection of Shoddy Mill Road and Hebron Road. Discussion followed. Consensus of the board was to see how other stop signs installed along Hebron Road work first.

8.d Other:

9. New Business

9.a Consider and Possibly Approve Bolton Heritage Farm Request for Bid:

Members reviewed the revised map that was provided to the board today to solicit bids for the purpose of haying seven fields. Consensus of the board was to extend the bid acceptance date to October 29, 2021.

R. DePietro MOVED to approve the Bolton Heritage Farm Request for Bid as amended. R. Morra SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

9.b Consider and Possibly Approve Cemetery Grounds Maintenance Request for Bid:

S. Pierog made the following recommendations to amend the Cemetery Maintenance Request for Bid:

Item G: Mowing must be done within one week prior to Mother's Day, Memorial Day, Father's Day, July 4th and Labor Day.

Item H: Spring and fall clean-ups include branches, twigs and leaf removal or clearing. Spring cleanup has to be done before Mother's Day. Spread loam over graves that have sunk over winter should be done in the following spring.

Item F: First clean up and mow must be done before Mother's Day.

Discussion followed on making exceptions to item F based on weather conditions.

Item I: Monuments, stones, flowers, shrubs and flags shall be treated with respect and shall not be damaged during maintenance and clean ups. Any of the above damaged items shall be repaired or replaced to the satisfaction of the Town of Bolton.

Consensus of the board was to change the bid acceptance date to October 29, 2021.

9.c Consider and Possibly Approve Cemetery Sexton Request for Bid:

After board discussion, the following amendments to the services in the Cemetery Sexton Request for Bid were recommended:

- Leveling and seeding old graves that have settled in the spring and as necessary.

- Will maintain and provide up to date maps to the Bolton Town Hall of each cemetery on a quarterly basis.

R. Morra MOVED to approve Cemetery Grounds Maintenance Request for Bid as amended and the Cemetery Sexton Request for Bid as amended. K. Miller SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

9.d Consider and Act Upon Auditor Contract for Fiscal year Ending June 30, 2021:

J. Rupert noted the wording for this agenda item is incorrect and should read “Consider and Act Upon Auditor ~~Contract~~ **Letter of Engagement** for Fiscal year Ending June 30, 2021”.

S. Pierog explained this is the letter of engagement the manager of the Town needs to sign. She noted, since the letter was addressed to J. Rupert, he is the signatory on the document and no action is required by the BOS.

10. First Selectman’s Report:

10.a COVID-19: S. Pierog reported the town has reached a plateau of 344 cases for a week.

10.b Other

11. Administrative Officer’s Report:

11.a Monthly Report:

J. Rupert reviewed the highlights of his September report with the board. Discussion followed on the status of the completed bridge to Mark Anthony Lane. Members expressed concern that there is no engineering report for this project and lack of certification that the bridge system can support fire department apparatus and personnel.

11.b Other

12. Adjournment: R. Morra MOVED to adjourn the regular meeting at 8:44 p.m. K. Miller SECONDED. MOTION CARRIED 5:0:0.

Respectfully submitted by Linda H. McDonald, Board Clerk

Linda H. McDonald.

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.