

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MINUTES  
TUESDAY, NOVEMBER 1, 2022, 7:00 P.M.  
HYBRID FORMAT**

		Present	Absent
First Selectman	Pam Sawyer	X	
Selectman	Adam Teller	X	
Selectman	Robert DePietro - remote	X	
Selectman	Mike Eremita - remote	X	
Selectman Deputy First Selectman	Robert Morra	X	
Interim Administrative Officer	Jim Rupert		X

Others present: CVC, Alex, Rodney Fournier, Kathy McCavanagh

**1. Call to Order:**

By: Sawyer

Time: 7:06 p.m.

Place: Hybrid

All rose to recite the Pledge of Allegiance to the flag.

**2. Public Comment:**

No one wished to speak.

**3. Approval of Minutes:**

**A. October 4, 2022 – Regular Meeting**

Corrections:

- Page 3, item 5.A. – correct “Borden” to “Gordon” throughout.
- Page 5, item B., first sentence – change “Freya” to “Freija”.
- Page 8, Motion – first sentence – change “accomodated” to “accommodated”; second sentence – change “dispostion” to “disposition”.
- Page 10, last sentence – exit time of Executive Session was not provided to the Recording Secretary.

**Motion:** I move the Board of Selectmen approve the October 4, 2022, Regular Meeting minutes with the corrections noted.

By: Teller

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro



line item expenses but that should be out of the grant expense.

**Amended Motion:** I move the Board of Selectmen accept the A/P Report with the report being sent back to change the expense for the 5” ball for the Forestry Truck as coming from the grant expense.

By: Morra

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller

Against: None

Abstain: DePietro

Sawyer: The budget transfer request is needed because the new Assessor will be needing dues paid to the appropriate assessors’ association. The prior assessor had the dues paid by the town. The dues expenses will be shared 50/50 with the town of Willington as Bolton’s Assessor is shared with Willington.

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Assessor's Office

Transfer \$2000.00 from category Office supplies to category Dues and fees (within budget)

From #001\_041\_4111-00000- 50120-00000  
to #004\_041\_8131-00000- 50130-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_  
 From category \_\_\_\_\_ to category \_\_\_\_\_  
 From \$ \_\_\_\_\_-\_\_\_\_\_ -000000- \_\_\_\_\_-000000  
 to \$ \_\_\_\_\_-\_\_\_\_\_ -000000- \_\_\_\_\_-000000

Other \$ \_\_\_\_\_

Explanation: Reimbursement for semi-annual MES dues

<u>Yvonne J. Feltner</u>	Signature
Assessor	Title
10/25/2022	Date

**Motion:** I move the Board of Selectmen accept the budget transfer as presented.

By: Eremita

Seconded: Morra

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

**D. Report and Update on Trails Committee**

Sawyer: There has been communication from Gwen Marrion as a community member and Selectmen Emeritus. The discussion has been on the Hop River Rte. 6 access for the land given back to the town from the state for the expressway that was never built. Parking is

needed to access the lands. Parking was first looked at at Bolton Collision. Now the recommendation is to go up the hill near Munson Chocolates. The town took one house near there and the state took the other. There is already a curb cut here. The Town Engineer will be taking a look at this possible location. It will hold five cars with some trees taken down. Marrion will write a grant to fund this proposal.

Teller: Does the BOS need to authorize Marrion to prepare the grant application? Sawyer: Not at this time. The Town Engineer's report is needed first.

Eremita: Part of the location at Bolton Collision was supposed to be for a water source for the Fire Department. If the trail access is moved up Route 6 we lose that ability. Sawyer: Advised the fire department to talk to Jim Rupert and the Town Engineer. There is still an opening there and flat space done below. Eremita: He will look into that. Morra: The issue at Bolton Collision was to allow for trail parking and separated access for fire apparatus to go in there and turn around. Eremita: The fire department was under the impression we would be allowed access because it was for fire department water supply. Not sure that we will have that farther up. There may not be available access for the fire department with parking for only five cars and those may not be legitimate curb cuts; that is something to look into. Sawyer: DOT had been using the area for project staging. We will have to have approval from the state Traffic Commission. Morra: We should verify that we have curb cut access before we move forward.

Sawyer: There will be further investigation before we have any motions. The BOS will table this until the next meeting. Teller: What is the cost for Joe Dillion to do a site walk and review of the possible plan? Morra: We can check that with Marrion; sometimes the engineering is included with the grant. Sawyer: She will contact Marrion.

## **6. Ongoing Business:**

### **A. Received Letter for Connectivity Grant**

Sawyer: The money should follow for the approval of up to \$186k for connectivity from the Fire House to Town Hall.

## **7. New Business:**

### **A. Alexandra Miller-Davey Presentation for Bolton High School Trail Project**

Alex Miller-Davey was present to provide more background information.

Miller-Davey: Suggests building a trail at the high school for her personal project requirement at school. She is a mountain biker and is interested in trail building. She has experience with building trails and is a level 1 mountain biking coach. She believes a multi-use trail at the high school would be a good addition. This could link up with the hiking trails that are already there. The multi-use trail would have biking features such as rollers, berms, and rock gardens for beginnings. The aim is to complete this by early December.

Sawyer: Do you have a time limit? Must it be done by early December to satisfy the requirement? You are a minor so who would be the supervisor from school, home, or mountain biking associations? Are you affiliated with a group to insure you for construction of the trail? You are an individual that would be working on town property.

Miller-Davey: No, to all questions. Sawyer: Are you planning to use power equipment? What would you be using to create the features? Will you have to clear brush and saplings? Miller-Davey: No power equipment will be used. She will use a shovel to create the features. She will not cut down trees and use manual tools for any brush or saplings.

Morra: How wide will the trail be? Is there an extreme slope at the proposed location or is the area level? The concern would be for erosion. Miller-Davey: The trail would be one to two feet wide like a normal footpath. There is some slope but it is not extreme. She will make sure there is proper drainage on the trail.

Sawyer: What safeguards are you using to make sure you are not trespassing on private property? Miller-Davey: She found a map of the property lines and will make sure the trail will stay within the correct boundaries.

DePietro: Is there a plan for maintaining the trail? Miller-Davey: She will come in every few weeks and make sure it is in good condition and make repairs as necessary.

Eremita: Does this trail go into the property the town purchased to the left, or north, of the high school? Miller-Davey: She believes so. Sawyer: Or there is the property on the back side of the high school. Miller-Davey: The trail is proposed for behind the high school. Eremita: Then you are not going onto the property we purchased. Have you walked the proposed path? How do you propose bringing in rip rap or something like that to prevent erosion? We could have the Parks department bring something in to help with this. That would eliminate the problem with insurance. Treat this like a new road being built in town. We take over the maintenance. Having a town department involved will make it easier and safer with a person or two to help. Miller-Davey: She has not walked the path yet. The location may change.

Morra: The timeframe is what he is having the most trouble with. Miller-Davey has an extremely ambitious timeframe if issues occur. And the project cannot be started until all the approvals are received. Is it critical the trail be finished by December, 1, 2022? Miller-Davey: If she has the shape of the trail by that time it will be fine with her school. Morra: This has not been reviewed by Buildings & Grounds and the Town Administrator. The town in some manner will have to be part of the maintenance. Making sure it can work for them for the maintenance side of it. Morra suggests a meeting between Miller-Davey and Buildings & Grounds and the Administrator so the BOS can give you better directions. Morra thinks this is a neat idea. Coordination between Miller-Davey and the town is important.

Eremita: Likes the idea of going in there to put stakes along the location of the proposed trail. Miller-Davey: She has some flags that can be used for this purpose.

Sawyer: Asked Miller-Davey to reach out to the Board of Education and the Superintendent. The entrance for the trail is on their property. Eremita: There is no BOE property. Town property is town property. But he agrees that Miller-Davey should talk with Kristin.

Miller-Davey: Shared the screen with the proposed path originating at the high school. Sawyer: What of those coming with a bike and parking at the high school? This requires a bit more planning. Morra: Bikes should go around the playing fields. Sawyer: The town owns the land on the south side of the tennis courts. Eremita: There is a right-of-way along the tennis courts. Miller-Davey: She believes there is a gravel path there. Morra: That was not designed for bikes. The best point to have bikers start is at the end of the parking area to not interfere with any school activities. Eremita: You have to take into consideration school security issues. Sawyer: What is the trail end? Is it a turnaround making it a loop trail? Miller-Davey: Yes, there will be a turnaround.

Teller: Somewhere back there is a cross-country trail. Will there be a conflict between the trails? What is back there in terms of wetlands that may not have not been flagged? The Superintendent needs to be asked about this plan. He agrees this is town land but there are school activities back there. Where does the trail come out and is that where the soccer and baseball fields are? And what if there are motorized vehicle offenses of the trail? Miller-Davey: She is not sure if the cross-country trail is shown on the map she is using. She would not expect there to be much in the way of wetlands because of the slope.

Sawyer: Miller-Davey has brought up a great idea. This would be a great active use of property. She concurs with Morra that this is ambitious plan. Sawyer proposed to Miller-Davey to come back to the December BOS meeting with some answers to the questions posed this evening. The BOS has enjoyed having her here this evening. We do have a trails ad hoc committee. Miller-Davey can ask that committee to meet once she has more answers of the concerns expressed this evening.

Miller-Davey: She talked to Mr. Butrymovich. He said to talk to the BOS. This meeting has helped in giving her a bit more of a plan.

Morra: Between now and the December meeting the BOS can have a chance to look at the inland wetlands map.

#### **B. Consider and Act on Resolution for Left Over Funds at the School**

Sawyer: This is for up to \$172k in left over funds. There are four motions that need to be made per the state Department of Education. To make that all work we need to have three motions in our records to satisfy the state.

**Motion:** I move the Board of Selectmen approve the expenditures from the remaining funds from the 2017 borrowing allocation for the Board of Education projects at the Bolton Center School according to Section A4 of the approved resolution of the town meeting on January 25, 2017 for the purposes of the replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system, and lockers, to the extent of available funds.

By: Teller

Seconded: DePietro

Discussion: Sawyer: Energy management system does not refer to the HVAC? Teller: No.

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

Teller: The next three motions are to take advantage of money that is now available for improving indoor air quality. Morra: This was the primary issue of the three 3 Board meeting. This is the beginning of moving forward with improving air quality in the schools that arose because of COVID-19

**Motion:** I move that the Board of Selectmen authorizes the Bolton Board of Education, through the Superintendent, to apply to the Commissioner of the Department of Administrative Services for an indoor air quality school construction grant at Bolton Center School.

By: Morra

Seconded: Teller

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

**Motion:** I move that the Building Committee is hereby established for the HVAC Indoor Air Quality Project at Bolton Center School. The members for the Building Committee for this project are Scott Rich, Andrew Broneill, and Ben Davies.

By: Morra

Seconded: Eremita

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

**Motion:** I move the Board of Selectmen hereby authorizes at least the preparation of the schematic drawings and outline specification for the HVAC/Indoor Air Quality Project at Bolton Center School.

By: Morra

Seconded: Teller

Discussion: Eremita: Do we have the money to pay for that and where is it coming from? Morra: There are funds for that. Kathy: This was supposed to be added to the agenda this evening. The three motions were extra that came in yesterday. Morra: These were from the state Department of Education per their request. Money is available from the BOE's operating budget

Voting:

For: Morra, Eremita, Sawyer, Teller, DePietro

Against: None

Abstain: None

**C. Diversity and Inclusion Training: Reached out to KJR; Waiting to Hear Back on January Dates**

Sawyer: We are waiting to hear on the availability of KJR for the proposed dates.

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

**A. COVID-19**

Sawyer: We are stable; there are no changes.

**B. Trail Safety Meeting Update**

Sawyer: there was an accident between a walker and a biker on the piece of trail near exit 5. This is part of the State paved trail. The victim wanted a police report and there was some confusion of who's authority covered this portion so a meeting was held. The paved portion is covered by DOT; the unpaved portion is covered by DEEP. The Resident State Trooper is the authority of the paved portion under DOT for safety in criminal situations or if a police report is needed. The unpaved portions could be covered by DEEP Conservation Officers or the state police. The discussion also covered access to the different parts of the trail. The Bolton Fire Department was in concurrence with the access points. It was a pleasure to work with all of the representatives at the meeting. The victim was a former Bolton resident that now lives in Manchester and walks every day.

Teller: Who responded to the accident? Sawyer: 911 was called. Manchester answered and told the caller you are in Bolton. Emergency crews immediately responded. Victim had multiple breaks on both legs. The victim wanted a police report for health coverage.

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

**A. Monthly Report**

Sawyer: Presented the report in Rupert's absence:

10/28/22

November Meeting Highlights

From Interim Town Administrative Officer

- We have completed the bid process for MOW, recycling and bulky waste
- The plow unit for the brush and is labelled and the truck should be in service.
- Senior Center grille ball court has been striped and final details are being completed.
- Participated in CCM Public Safety Committee meeting.
- Participated in CROOS Policy Board Meeting.
- Participated in ERHD Board meeting and finance committee meeting.
- I am working with HSAC and Precision Structures regarding the modular office structure.
- We received a commitment letter regarding the connectivity grant.
- MJA has completed UDOP edits and has resubmitted.
- I have been working with staff on projects for consideration in the CAPS budget process.
- Gave Buildings and Grounds vehicle to BOC as it was in better condition than one they currently had in service.
- Held BURINPCA authority meeting.
- Reviewed school EOP and signed off.
- Reviewed two grants for submission to Hartland Foundation for Giving: One for Conservation Commission and the other for heritage farms.
- Met with Frier and Associates regarding a town-wide facility study and possible renovations to Notch Road meeting rooms to facilitate voting and meeting space.
- Working on scheduling diversity training, possibly January.
- Completed job description for Maintenance II and Lead Maintainer per contract.
- Training on Tyler software.
- Insurance for election use of Church Hall.
- Creating calendar for M&C meeting dates on website for next year.
- WEB EOC training for Selectors Office.
- Updating sexual harassment training list so we can audit for compliance.
- Letter went to supervisors for CAPS Budget.
- Scheduled staff meeting and CAPS Meeting.
- Trails safety meeting with State Police and DEEP.
- Holiday party scheduled for Dec 7<sup>th</sup> at Geogines.
- Final revisions to union contracts, awaiting union feedback.

Respectfully submitted,

James Rupert  
Interim Town Administrative Officer

Sawyer: The BOS made it clear that they did not want to use the church hall for voting. The thought was to see if it is possible to make one large space out of those two empty spaces behind the Senior Center, such as using a removable partition, with the possibility of use this space for voting in the future. That is the thought Rupert had and to look at it as part of the town-side facilities study.

Morra: We are looking at the support structure in that portion of the building in order to know what it entails to remove the walls in between. We are hoping this gives us enough data to give us a good indication of creating one space. The process has just been started. We have not heard back yet if that can be done.

Teller: His understanding is that the registrars have asked for space and that needs to be accessible space. Notch Road is not really accessible. The space there was talked about for same day registration but the registrars were denied use of this space. This should have been brought to the BOS before an answer was given to the registrars. The registrars are statutory officers and have statutory duties. He wants the person who made the decision to explain the answer.

Eremita: Yes, what are the reasons for the response, who made it, and why it was answered that way? The person responsible is not here this evening. Put on the agenda or on a special meeting agenda. Sawyer: The Interim Town Administrator will not be back in time for a special meeting. The registrars would have had someone on the ground level at Notch Road to help the handicapped as they have done in the past.

Eremita: The BOS has been pushing for the adoption of a shared service plan. This has

been harped on four to five times per year. Contracts should not be negotiated in such a way if the shared services idea is a problem when the current streets department person retires. The contract should allow the BOS to form a public works department with coordinated services that is in the best fiscal responsibility of the town. We are not making the leap. This has to happen if we want to cut costs and be more efficient. Sawyer: Suggested Eremita come into Town Hall to review the contract.

**B. Other**

None

**10. Adjournment:**

**Motion:** I move the Bolton Board of Selectmen adjourn at 8:54 p.m.

By: Eremita

Sawyer: Asked that a second to the motion wait for a few seconds. We are looking at two possible meeting dates for a special meeting for the trash contract and executive session for the Interim Administrator's contract. Please check your calendars for November 14, 2022, at 4:00 p.m. or December 7, 2022.

Seconded: DePietro

Voting:

For: Morra, DePietro, Sawyer, Eremita, Teller

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.