

**TOWN OF BOLTON
BOARD OF SELECTMEN
FACILITIES AND PUBLIC SAFETY COMMITTEE
Wednesday, August 17, 2022 – 2:15 p.m.
MINUTES**

The Facilities and Public Safety Committee held a meeting on Wednesday, August 17, 2022 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Mike Eremita, Adam Teller; Fire Chief Bruce Dixon; Administrative Officer Jim Rupert and Kathy McCavanagh.

Missing: R. DePietro

1. Call to Order.

P. Sawyer called the meeting to order at 2:17 p.m.

2. Discuss Cemetery Fees.

P. Sawyer stated that current fees for a burial plot in Bolton are \$850 each. As of May 3, 2022 the Cemetery Activity Fund had \$806,018 in it – this is down 40 to 45, 000 from last year.

The following number of plots were sold in these years:

2017	6
2018	8
2019	12
2020	11
2021	10
2022	5 so far this year

Jim and Jill have a meeting with our financial advisor this coming Monday. Pam has asked them to look into the money market account the money is now invested in. Are there any better options?

Current Per Plot Rates:

Bolton	\$850	no veteran's discount
Manchester	\$1000	offers veteran's discount
Andover	\$350	private, well-endowed cemetery

If we were to increase the per plot price to:

\$1200 each (based on selling 10 plots next year) we would make an extra \$3500.
\$1500 each “ “ \$6500.

Expenditures for our cemeteries:

2020	\$22,800
2021	\$20.336

A.Teller suggested we go to \$1250 per plot or a sliding scale of \$1000/\$1100/\$1200 over a three year period. Looking forward we need to perpetually maintain these cemeteries and since we don't know how many plots are left the fees should be brought up. This way we can at least hope to break even every year.

Motion: I move the Facilities and Public Safety Committee approve the increase in cemetery rates over a 3-year period to \$1000/\$1100/\$1200 beginning January 1, 2023, with a review after the 2nd year.

By: B. Morra 2nd: M. Eremita

Vote:

Yes: B. Morra, M. Eremita, A. Teller, P. Sawyer

No: None

Abstain: None

3. Other.

J. Rupert (current Fire Marshal) and B. Dixon (current Fire Chief) spoke about the need to repair and maintain dry hydrants around town as well as create some new ones.

- Hop River Road
- Loomis/West Street – across from Tessiers – need to make sure there is no water in the culvert during the winter – create a bay on Tessier side to catch silt.
- Johnson pond – clean out needed
- Center of Town – need to look at putting one in

Last week the FD did a back flush at Fish Family Farm – nothing came out – will be going back out to see if they can flush it and fix it – most likely a silt issue

Another location is Tinker Pond – problem drafting out of there last fall. Possible crack in pipe. This is a good water source for the town.

The Town has \$50,000/year set aside for repairs and maintenance of the dry

hydrants. The cistern on Notch Road was the last one they constructed at a cost of \$153,000. There is also one at Zeppa's pond on School Road and Paggioli's on Birch Mountain.

There are no permits required by DEEP or wetlands for dry hydrants. There is minimal disturbance.

DEEP has a grant for dry hydrants that needs to be looked into.

Motion: I move the Facilities and Public Safety Committee approve the repair of the Tinker Pond and Fish Farm dry hydrants with the \$150,000 we currently have in our budget.

By: M. Eremita 2nd: R. Morra

Vote:

Yes: M. Eremita, B. Morra, A. Teller, P. Sawyer

No: None

Abstain: None

Motion: I move the Facilities and Public Safety Committee allow J. Rupert and B. Dixon to get pricing for(2) proposed new dry hydrants in the next 60 days.

By: M. Eremita 2nd: R. Morra

Vote:

Yes: M. Eremita, B. Morra, A. Teller, P. Sawyer

No: None

Abstain: None

RECESS: meeting was recessed at 3:01 p.m. to move on to the A/P meeting and then come back to complete this meeting.

Meeting called back to order at 3:19 p.m. – M. Eremita and A.Teller both left the meeting at this time.

The Temporary Public Building Committee had submitted questions to the BOS at an earlier date and the BOS pushed those questions to this committee. The following are the questions received and the Facility and Public Safety Committees answers.

Attached are the draft solicitations for the BOS consideration.

Few things to consider:

- 1. town attorney review?**
Yes, the town attorney will review.
- 2. duration between solicitation and receipt of responses?**
Responses will be within a 45 day period.
- 3. what will be the official location of posting of information and any addenda?**
All information will be posted on the town website under Bids/RFP's.
- 4. location (s) for advertising? Since this is specialty work, wide advertising is suggested. The Temporary Building Commission could create a listing of direct contacts if desired.**
Advertising will be done in trade journals and the Hartford Courant.
- 5. Who should receive questions regarding the solicitations?**
All questions should be submitted to Kathy in the Selectmen's Office at hr@boltonct.org so that she can make sure they are recorded along with the answers and then posted to the website.
- 6. Who to provide responses to questions?**
There will be a coordinated response to the questions through the Selectmen's Office.
- 7. A protest period is provided. Is the BOS okay with 5 days? How soon after receipt of a protest could a response be provided?**
5 business days for a protest period. An initial response will be provided within 14 days.
- 8. Is BOS okay with "non collusion" statements? Does the town have a standard?**
Yes, we are okay with "non- collusion" statement and will consult the town attorney on exactly what it should be.
- 9. What are the towns insurance requirements for this type of professional services?**
Liability, worker's comp (\$1 million) and professional liability to cover errors and omissions.
- 10. Does the town require a "resolution" for signatures on the forms?**
Yes, the Board of Selectmen will need to vote, possibly do a resolution, and approve the contract.

Motion: I move the Facilities and Public Safety Committee allow J. Rupert to respond to J. Scala of the Temporary Public Building Committee with the above answers to their questions.

Vote:

Yes: B. Morra, P. Sawyer

No: None

Abstain: None

4. Adjourn.

P. Sawyer adjourned the meeting at 3:34 p.m.

Respectfully Submitted,

Kathy McCavanagh

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.