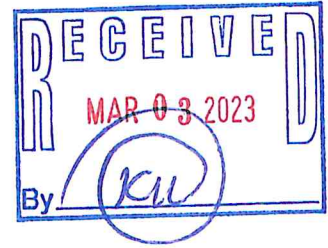


Date: March 03, 2023

To: Town of Bolton - Board of Selectmen

From: Lance Dimock



After working 47 years full-time and several years before that part-time for the Town of Bolton Highway Department, I am retiring. My last day of regular full-time employment will be April 10, 2023.

Even though I am retiring from full-time employment I am willing to work as needed on a part-time basis.

Memorandum

TO: Bolton Board of Selectmen

FR: Kristin B. Heckt
Superintendent of Schools

DT: February 23, 2023

RE: Bid Waiver

CC: Bolton Board of Education

Pursuant to the bid ordinance, please be advised that the Bolton Board of Education waived the bid for the purchase of portable air conditioners for BCS at the February 9, 2023 meeting. The purchase was done through the government purchasing consortium, Sourcewell, for 60 units at a cost of \$26,990.20. This allowed for the purchase to be done in a timely fashion to have the units in place prior to the warm weather and at a savings.

4E.

DRAFT TOWN MEETING & REFERENDUM DATES

Town Meeting Date: Tuesday, May 9, 2023 or Tuesday, May 16, 2023

Referendum Dates:

Tuesday, May 23rd

Tuesday, June 6th

Tuesday, June 20th

Tuesday, July 11th

Tuesday, July 25th

RESOLUTION: Effective with the 7/1/2022 account balances, the Board of Selectmen allow certain Board of Education department specific revenues which are non-fiduciary in nature to be deposited into the school student activity accounts, which are fiduciary in nature and to allow any remaining unspent balances of these non-fiduciary funds to be carried over from year to year. A listing of the sources and uses of these non-fiduciary funds must be presented to the Board of Education, The Board of Selectmen, the Superintendent of Schools and the Town Administrator for review and approval by October 1 every year. Everyone must agree on the approvals. Any new revenue sources or changes in approved uses that occur during a fiscal year and prior to the yearly review must be submitted to the above mentioned Boards and individuals who must approve the request before the new funds can be received or before the changes in any approved uses can be made.

DRAFT MOTION FOR CONSIDERATION REGARDING USE OF ARPA FUNDING

The Bolton Board of selectmen move to use the ARPA funding for "General Government Services" with the one time standard allowance of up to ten million dollars. The Board further designates the use of the funds to provide selective demolition at the Bolton Center School located at 108 Notch Road in Bolton. The funding will also be used for selective demolition of the Notch Road Municipal Center located at 104 Notch Road in Bolton and design professional services related to the project.

The selective demolition at the Bolton Center School consists of removal of a greenhouse. The Board recognizes that the seals in the glass are broken rendering the space inefficient for heating and cooling purposes. It is also a source of water intrusion leading to the possibility of mold growth and having negative health implications to those that work and learn in that environment. Removing this and adding an operable window will help to ensure indoor air quality and appropriate ventilation. In addition to the selective demolition at the Center School the funds would also be used to fill in any voids in construction in a manner consistent with the existing facade of the building. The use of these funds as designated will have a positive impact on the learning environment and all those that utilize the space.

The selective demolition at the Notch Road Municipal Center will consist of demolition of the section of the building not associated with the Senior Center or the adjacent meeting rooms. The Board recognizes that the building is in a state of significant disrepair and due to deterioration and water intrusion poses a significant health and safety risk. One portion of the structure has been sectioned off from the rest to mitigate those issues. The Board also recognizes that an independent study was conducted by a reputable engineering firm that recommended the demolition of the structure rather than renovation and reuse. The project may require relocation of existing utilities. The project will require the construction of an exterior wall or portion thereof between the building demolition and the structure that is left in place. Said construction will be consistent with the current exterior finishes of the building. Removal of the section of the structure that suffers from water intrusion will have a positive impact on indoor air quality. This project will also lead to the construction of a building to serve the needs of the public that are currently served from the existing useable space. The new structure will better serve the portion of the Bolton population that has mobility limitations as the new structure will have an ADA compliant ramp and restroom. Demolition of the Notch Road Municipal Center will pave the way for future use and development of the site.

Funding will also be used to engage the services of one or more design professionals to evaluate and provide any necessary plans and bid documents associated with the project.

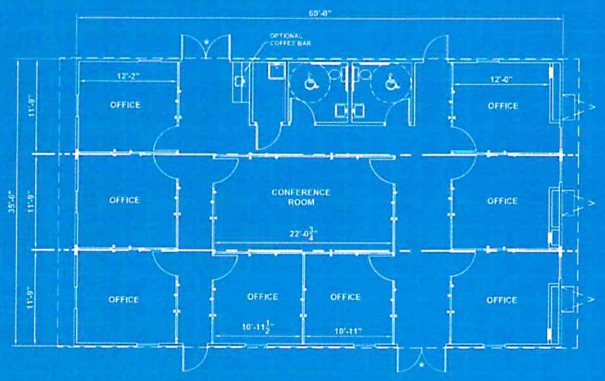
GA-1



64' x 36' REDI-PLEX



In addition to your office solution, we can provide additional products and services that complete your space- creating a more productive, comfortable, and safe work environment.



CUSTOMIZATION

- Steps & Ramps
- Furniture & Appliances
- Technology
- Site Services
- Loss Protection

Dimensions

64' Long (including hitch)
36' Wide

Exterior Finish

Vertical textured sliding perimeter frame
Clear span EPDM roof mansard

Interior Finish

Vinyl covered walls
Solid core wood doors
Carpet or tile floor
Suspended acoustical ceiling
Optional door locations

Electric

Recessed diffused fluorescent lights
Pre-wired sub panels

Heating/Cooling

Central AC w/ electric, heat ducted supply & return

Windows/Doors

Vertical slide insulated windows w/ blinds
Insulated stl door in stl frame w/ vision panel

Other

Wide open shells available

** Photos are representational; actual products vary. Additional floor plans and specifications may vary from those shown and are subject to in-stock availability*





Williams Scotsman inc
85 Kenneth Dooley Drive
MIDDLETOWN CT 06457
Toll Free: 800-782-1500

Your Sales Representative
Christopher LaBella
Phone:
Email:
chris.labella@willscot.com

Agreement Number:
Q-1289936
Revision: 1
Date: 2/24/2023
Expiration Date:
3/26/2023

Lease Agreement

Lessee:
Town of Bolton Land Use Department
222 Bolton Center Rd
Bolton, CT 060437636

Contact:
Kathleen McCavanagh
222 Bolton Center Rd
Bolton, CT 060437636, US
Phone: 860-649-8066
Email: kmccavanagh@boltonct.org

Ship To Address:
BOLTON, CT 06043, US
Estimated Delivery Date :5/5/2023

Rental Pricing Per Billing Cycle	Quantity	Price	Extended
60x36 Redi Plex (56x36 Box)	1	\$ 3,495.00	\$ 3,495.00
Prof. Entrance - Steps w/ Canopy	2	\$ 95.00	\$ 190.00
PERSONAL PROPERTY EXPENSE	1	\$ 146.79	\$ 146.79
ADA/IBC Switchback Ramp - 36ft & Larger	1	\$ 595.00	\$ 595.00
Data Hub - Rental	3	\$ 50.00	\$ 150.00

Minimum Lease Billing Period: 65

Total Recurring Building Charges:	\$ 3,495.00
Subtotal of Other Recurring Charges:	\$ 1,081.79
Total Recurring Charges Per Billing Cycle:	\$ 4,576.79
Total Recurring Charges Per Billing Cycle Including Estimated Taxes:	\$ 4,867.42

Estimated Delivery And Installation

Ramp - Knockdown & Return	1	\$ 693.00	\$ 693.00
Return - 12' wide	3	\$ 900.00	\$ 2,700.00
Essentials Material Handling	1	\$ 250.00	\$ 250.00
Standard Complex Setup and Anchor	1	\$ 12,500.00	\$ 12,500.00
Standard Complex Skirting Removal	1	\$ 2,250.00	\$ 2,250.00
Standard Complex Vinyl Skirting	1	\$ 3,950.00	\$ 3,950.00
Standard Complex Knockdown	1	\$ 8,500.00	\$ 8,500.00
Modification to Unit L	1	\$ 2,500.00	\$ 2,500.00
Modification to Unit M	1	\$ 2,500.00	\$ 2,500.00
Special Equip required for installation	1	\$ 1,000.00	\$ 1,000.00
Special Equip required for removal	1	\$ 1,000.00	\$ 1,000.00
Fuel Surcharge Delivery	3	\$ 243.00	\$ 729.00
Fuel Surcharge Return	3	\$ 243.00	\$ 729.00
Ramp - Delivery & Installation	1	\$ 901.00	\$ 901.00
Delivery - 12' wide	3	\$ 900.00	\$ 2,700.00

Total Delivery and Installation Charges:	\$ 42,902.00
Total Delivery and Installation Chrges Including Estimated Taxes:	\$ 45,626.77

Estimated Final Return Charges*

Return to Standard	1	\$ 1,500.00	\$ 1,500.00
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Due On Final Invoice*:	\$ 1,500.00
Due On Final Invoice Including Estimated Taxes*:	\$ 1,590.00

Total Including Recurring Billing Charges, Delivery, Installation and Return:** \$ 341,893.35



Williams Scotsman inc
 85 Kenneth Dooley Drive
 MIDDLETOWN CT 06457
 Toll Free: 800-782-1500

Your Sales Representative
 Christopher LaBella
 Phone:
 Email:
 chris.labella@willscot.com

Agreement Number:
 Q-1289936
 Revision: 1
 Date: 2/24/2023
 Expiration Date:
 3/26/2023

Total Including Recurring Billing Charges, Delivery, Installation and Return Including Estimated Taxes**: \$ 363,599.07

Scope Of Work

Summary of Charges

Model: 60x36 Redi Plex (56x36 Box)	Quantity: 1	Total Charges for (1) Building(s): \$ 341,893.35
		Total Charges for (1) Building(s) Including Estimated Tax: \$ 363,599.07

Additional Services: For your convenience, we also recommend the following items (not included in this Agreement)

BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
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FY2023 February 28, 2023										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY22	FY21	FY20
Administration	\$ 708,256.00	\$ 708,256.00	\$ 335,691.43	\$ 372,564.57	\$ 3,668.50	\$ 368,896.07	47.91%	43.11%	48.07%	55.64%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 482.50	\$ 1,717.50	\$ -	\$ 1,717.50	21.93%	20.95%	15.68%	16.59%
Financial Administration	\$ 237,546.00	\$ 237,546.00	\$ 143,893.07	\$ 93,652.93	\$ -	\$ 93,652.93	60.57%	60.37%	61.07%	60.20%
Auditing	\$ 29,000.00	\$ 29,000.00	\$ 23,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	79.31%	18.87%	18.87%	73.58%
Assessor	\$ 131,112.00	\$ 131,112.00	\$ 80,632.11	\$ 50,479.89	\$ 623.70	\$ 49,856.19	61.97%	53.79%	62.02%	63.50%
Tax Collector	\$ 91,208.00	\$ 91,208.00	\$ 53,801.01	\$ 37,406.99	\$ -	\$ 37,406.99	58.99%	64.10%	62.80%	58.49%
Fringe Benefits	\$ 1,036,526.00	\$ 1,036,526.00	\$ 589,584.54	\$ 446,941.46	\$ -	\$ 446,941.46	56.88%	55.75%	56.67%	59.59%
Town Clerk	\$ 137,760.00	\$ 137,760.00	\$ 85,622.87	\$ 52,137.13	\$ 3,600.30	\$ 48,536.83	64.77%	64.66%	63.64%	65.69%
Land Use	\$ 342,653.00	\$ 342,653.00	\$ 172,212.86	\$ 170,440.14	\$ 58,966.86	\$ 111,473.28	67.47%	51.32%	68.08%	66.07%
Planning & Zoning	\$ 4,250.00	\$ 4,250.00	\$ 1,920.70	\$ 2,329.30	\$ -	\$ 2,329.30	45.19%	26.26%	8.64%	10.04%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 404.24	\$ 1,235.76	\$ 225.00	\$ 1,010.76	38.37%	10.27%	3.96%	28.57%
Property Insurance	\$ 145,400.00	\$ 145,400.00	\$ 81,393.66	\$ 64,006.34	\$ -	\$ 64,006.34	55.98%	51.07%	60.81%	61.07%
Probate	\$ 6,258.00	\$ 6,258.00	\$ 5,940.00	\$ 318.00	\$ -	\$ 318.00	94.92%	95.18%	0.00%	100.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 604.35	\$ 1,630.65	\$ -	\$ 1,630.65	27.04%	27.09%	13.87%	30.72%
Elections	\$ 65,613.00	\$ 65,613.00	\$ 39,374.22	\$ 26,238.78	\$ 2,232.55	\$ 24,006.23	63.41%	51.69%	62.62%	27.16%
Police	\$ 331,050.00	\$ 331,050.00	\$ 1,281.72	\$ 329,768.28	\$ -	\$ 329,768.28	0.39%	1.77%	0.02%	0.79%
Fire Commission	\$ 241,385.00	\$ 241,385.00	\$ 101,546.15	\$ 139,838.85	\$ 55,600.53	\$ 84,238.32	65.10%	60.65%	63.60%	74.18%
Animal Control	\$ 3,100.00	\$ 3,100.00	\$ 3,000.00	\$ 100.00	\$ -	\$ 100.00	96.77%	0.00%	100.00%	85.71%
Fire Marshal	\$ 32,000.00	\$ 32,000.00	\$ 10,886.62	\$ 21,113.38	\$ 89.99	\$ 21,023.39	34.30%	36.64%	27.67%	13.61%
Emergency Management	\$ 14,693.00	\$ 14,693.00	\$ 8,518.44	\$ 6,174.56	\$ -	\$ 6,174.56	57.98%	50.71%	55.69%	
Highways and Streets	\$ 1,002,817.00	\$ 1,002,817.00	\$ 608,485.16	\$ 394,331.84	\$ 97,174.72	\$ 297,157.12	70.37%	54.56%	51.52%	67.34%
Public Building Commission	\$ 4,100.00	\$ 4,100.00	\$ 161.50	\$ 3,938.50	\$ -	\$ 3,938.50	3.94%	0.00%	0.00%	0.00%
Parks/Town Building Ops	\$ 803,646.00	\$ 803,646.00	\$ 428,944.14	\$ 374,701.86	\$ 25,126.58	\$ 349,575.28	56.50%	55.65%	54.38%	57.09%
Public Health Admin	\$ 28,878.00	\$ 28,878.00	\$ 21,296.74	\$ 7,581.26	\$ -	\$ 7,581.26	73.75%	71.12%	70.56%	62.80%
Seniors / Social Services	\$ 159,498.00	\$ 159,498.00	\$ 92,159.72	\$ 67,338.28	\$ 3,405.00	\$ 63,933.28	59.92%	56.96%	52.12%	66.96%
Library	\$ 295,408.00	\$ 295,408.00	\$ 187,796.58	\$ 107,611.42	\$ 4,191.47	\$ 103,419.95	64.99%	66.48%	62.70%	66.06%
Conservation	\$ 2,105.00	\$ 2,105.00	\$ 1,144.88	\$ 960.12	\$ -	\$ 960.12	54.39%	48.75%	56.00%	71.38%
Waste Collection	\$ 572,454.00	\$ 572,454.00	\$ 337,796.78	\$ 234,657.22	\$ 450.00	\$ 234,207.22	59.09%	58.57%	64.52%	59.08%
Totals	\$ 6,432,791.00	\$ 6,432,791.00	\$ 3,074,768.08	\$ 3,015,215.01	\$ 255,355.20	\$ 2,759,859.81	57.10%	41.02%	45.77%	53.45%

Departments that we feel will not have enough money in their budgets.

**TAX COLLECTOR
1.31.23**

	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 1.31.23	PERCENTAGE COLLECTED FY 23 BUDGET
CURRENT YR.LEVY	\$ 15,953,417.00	\$ 16,207,584.38	\$ (45,606.02)	\$ (14,577.84)	\$ 1,771.72	\$ 16,149,172.24	101.23%
MOTOR VEHICLE	\$ 1,737,991.00	\$ 1,661,903.69	\$ (9,949.96)	\$ (4,919.41)	\$ (117.33)	\$ 1,646,916.99	94.76%
SUPP.MV LEVY	\$ 175,000.00	120,397.85	\$ -	\$ (161.84)	\$ 516.22	\$ 120,752.23	69.00%
SUB TOTAL	\$ 17,866,408.00	\$ 17,989,885.92	\$ (55,555.98)	\$ (19,659.09)	\$ 2,170.61	\$ 17,916,841.46	100.28%
PRIOR YEARS	\$ 70,000.00	\$ 87,216.38	\$ (1,002.80)	\$ -	\$ (2,703.25)	\$ 83,510.33	119.30%
INTEREST & FEES	\$ 55,000.00	\$ 55,531.17	\$ (9.82)	\$ (208.37)	\$ 532.64	\$ 55,845.62	101.54%
TOTAL	\$ 17,991,408.00	\$ 18,132,633.47	\$ (56,568.60)	\$ (19,867.46)	\$ -	\$ 18,056,197.41	100.36%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2022	8.31.2022	9.30.2022	10.31.2022	11.30.2022	12.31.2022
86.13%	99.24%	99.63%	100.92%	101.10%	101.25%
1.31.2023	2.28.2023	3.30.2023	4.30.2023	5.31.2023	6.30.2023
101.23%					
7.31.2021	8.31.2021	9.30.2021	10.31.2021	11.30.2021	12.31.2021
19.07%	90.94%	98.67%	99.09%	99.52%	99.95%
1.31.2022	2.28.2022	3.30.2022	4.30.2022	5.31.2022	6.30.2022
100.98%	101.06%	101.12%	101.24%	100.18%	100.39%

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Highway

Transfer \$ 6900 from category Tree Trimming to category Equipment

(within budget) from # 1005-043-4303-000000-5430400000

to # 1005-043-4303-000000-5730000000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - 000000 - _____ - 000000

to # _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation: for purchase of Rubber Tracks
to fit new skid steer

[Signature] Signature
Hwy Fin Title
3/02/023 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____

BUDGET TRANSFER REQUEST

TO

BOARD OF SELECTMEN

BUDGET: Town Buildings Operations

Transfer \$ 3,000⁰⁰ from category Supplies to category Postage

(within budget) from 1005-043-4399-000000-56100-00000 to 1005-043-4399-000000-55301-00000

Transfer \$ _____ from Budget _____ to Budget _____

From category _____ to category _____

From 1005-__-_____-000000-____00000 to 1005-__-_____-000000-____00000

Other \$ _____

Explanation: Do to mailings by the Registrar of Voters and Tax Office not budgeted for, this line needs more funds.

JUSTO Signature
Facilities Director Title
2/27/23 Date

Board of Selectmen

Approved

Comments:

Yes NO

_____	___	___
_____	___	___
_____	___	___
_____	___	___
_____	___	___

Date: _____

TOWN OF BOLTON
222 Bolton Center Road
Bolton, CT 06043-7698
830 849-8085 fax 830 849-0021

For Business Office Use Only
Purchase Order No. _____
PO Date: _____

PURCHASE ORDER

Vendor Name: <u>Kahn Equipment</u>	City: <u>Bolton, CT</u>
Address: <u>Rt. Franklin</u>	State: <u>CT</u>
Phone: _____	Zip: _____
Dept Budget: <u>Cap. Exp.</u>	
Account # <u>2960-049-1901-000000</u>	
Account Name <u>25746-0000</u>	

Quantity	Unit Price	Description	Total Price
		<u>1 Kubota 55V75 HERR</u>	
		<u>Skid Loader - Rental Return</u>	
		<u>with related accessories</u>	<u>60.000</u>

Requested By: Lance Date: _____ Sub-Total: _____

Authorized By: [Signature] Shipping & Handling: _____

Equipment Office: [Signature] Taxes and Exempt: _____ Total: 60.000

Non-Resident:

Send to: NAME: _____

 FAX: _____

 PHONE: _____