

BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING AGENDA  
7:30 PM, WEDNESDAY, NOVEMBER 8, 2017  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED  
NOV 03 2017  
Town Clerk of Bolton

1. Call To Order
2. PUBLIC HEARINGS (begin at 7:45pm)
  - a. Zoning Regulation Amendments to Section 8A.2.b. & 8A.3 to add Light Manufacturing in GB Zone, Howard Road Realty, LLC
  - b. *RESUBDIVISION APPLICATION*: Open Space Conservation Development, 4-Lots, 114 Brandy Street, Hackmatack Hills LLC
3. Approval of Minutes:  
October 11, 2017 Regular Meeting Minutes
4. Residents' Forum (Public Comment for items *NOT* on the agenda)
5. Report of the Zoning Enforcement Officer
6. Old Business
  - a. *DISCUSSION/POSSIBLE DECISION*: Zoning Regulation Amendments to Section 8A.2.b. & 8A.3 to add Light Manufacturing in GB Zone, Howard Road Realty, LLC
  - b. *DISCUSSION/POSSIBLE DECISION*: Resubdivision Application, Open Space Conservation Development, 4-Lots, 114 Brandy Street, Hackmatack Hills LLC
  - c. *DISCUSSION*: Temporary Health Care Structures ("Granny Pods")
  - d. Other
7. New Business
  - a. *DISCUSSION/POSSIBLE DECISION*: Schedule of 2018 Regular Meeting Dates
  - b. *DISCUSSION/POSSIBLE DECISION*: FY 2016/17 Budget
  - c. Other
8. Correspondence
9. Adjournment

## Carson, Patrice

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**From:** Karen Stewartson <kstewartson@crcog.org> on behalf of Lynne Pike DiSanto <lpikedisanto@crcog.org>  
**Sent:** Friday, October 20, 2017 10:16 AM  
**To:** Carson, Patrice; Gudeahn, Cathy  
**Cc:** Lynne Pike DiSanto  
**Subject:** Regional Referral - CRCOG Comment Letters  
**Attachments:** 102017-Bolton.pdf

Hello,

Attached please find a copy of the comment letter from CRCOG's Regional Planning Commission regarding a recent referral.

Thank you,

Lynne

Lynne Pike DiSanto, AICP  
Principal Planner and Policy Analyst  
Capitol Region Council of Governments  
241 Main Street, 4th Floor  
Hartford, Connecticut 06106  
(860) 522-2217 ext. 4211  
[lpikedisanto@crcog.org](mailto:lpikedisanto@crcog.org)



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October 20, 2017

**TO: BOLTON PLANNING AND ZONING COMMISSION**

**REPORT ON ZONING REFERRAL Z-2017-116: Proposed zoning regulation amendments to Section 8 - General Business Zone to allow Light Manufacturing as a Special Permit Use subject to Additional Conditions.**

**COMMISSIONERS:** Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Policy and Planning Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

**COMMENT:** The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this referral and finds no apparent conflict with regional plans and policies. For sites located on a municipal border, we recommend that the town take into consideration the uses across municipal boundaries and that any more limiting/restrictive setback requirements, hours of operation, site lighting, screening or restrictions on intensity of uses including building form, particularly for sites bordering residential uses in neighboring towns, be applied so as to mitigate impacts across municipal borders.

The public hearing date has been scheduled for 11/8/2017.

In accordance with our procedures this letter will constitute final CRCOG action on this referral. Questions concerning this referral should be directed to Lynne Pike DiSanto.

**DISTRIBUTION:** Planner: Andover, Glastonbury, Hebron, Manchester, Vernon, Coventry

Respectfully submitted,

Karl Robert Profe, Chairman  
Regional Planning Commission

Jennifer Bartiss-Earley, Vice Chairman  
Regional Planning Commission



Lynne Pike DiSanto, AICP  
Principal Planner and Policy Analyst



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

Date: November 1, 2017

To: Planning & Zoning Commission

From: Patrice L. Carson, AICP, Consulting Director of Community Development

Subject: Hackmatack Hills LLC's 4-Lot OSCD Resubdivision appl. at 114 Brandy Street

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## INFORMATION

**Application No.:** VP#PL-17-4

**Application Date:** October 5, 2017

**Wetlands Permit Effective:** no permit required

**Receipt Date:** October 11, 2017

**Wetlands Permit Expires:** no permit required

**Public Notification:** Published in *Hartford Courant* October 27, 2017 & November 3, 2017

**Public Hearing Date(s):** November 8, 2017

**Applicant(s):** Hackmatack Hills LLC

**Owner(s):** Hackmatack Hills LLC

## PROPOSAL/EXISTING CONDITIONS/BACKGROUND

Applicant Hackmatack Hills LLC, of 186 Bidwell Street, Manchester, is seeking approval of a 4-lot resubdivision of 36.88 acres at 114 Brandy Street. This property was originally created as part of a "Subdivision Plan prepared for Giulio Brondolo", so any additional "split" to create another lot requires resubdivision approval and a public hearing.

Located on the east side of Brandy Street south of the Loomis Road intersection, the property abuts Bolton High School on the south, is zoned R-1, and is surrounded by R-1 Zone on all sides. The property currently houses a large barn near the street which is to be removed, and has approximately 803.61 feet of frontage running along the west side of the property providing frontage on Brandy Street.

The applicant is proposing four new house lots - one new house lot (Lot 4) served by an individual septic system, well, and driveway, and three additional house lots (Lots 1-3) served by a common driveway and individual septic systems and wells.

The application is being presented as an OSCD subdivision plan because of the amount of open space being preserved – 16.96 acres or 46%. Those regulations also allow for a reduced frontage requirement, however only one lot has less than 200 feet of frontage. On August 22, 2017 the Board of Selectmen Facilities and Public Safety Subcommittee held a meeting with representatives of Hackmatack Hills to discuss open space on this property that would be acceptable to meet the Town’s needs. The applicant has shown a 25-foot strip of land along the north side of the property abutting the high school property running approximately 1,200 feet to an additional 16.96 acres of open space land in the rear of the subdivision. This configuration was discussed and agreed to at the Subcommittee meeting to be able to provide some relief to the current facilities along the school border and a possible access path and an expanded area for cross country trails.

There are flagged wetlands across an area in the front of the property but all construction will take place outside of the 100-foot buffer area. There are additional wetlands in the rear of the property in the area to be dedicated as open space. In a letter dated October 17, 2017, the Wetlands Commission has made a Jurisdictional Ruling that a wetland permit is not required.

This application is a fairly straightforward plan creating 4 large subdivision lots and plenty of open space to be dedicated to meet town needs.

#### **REPORTS RECEIVED**

- Site Plan Checklist – completed
- 10/24/17 review email from Barbara Kelly, Wetlands Agent – no issues
- 10/18/17 EHHD Subdivision Review Memo from Holly Hood, RS – no issues
- 10/20/17 review email from DPW – 1 issue
- 10/30/17 review email from Ray Walker, FM – 7 issues
- 11/2/17 Town Attorney Legal Review of deeds and easements
- 11/3/17 review email from Town Engineer Joseph M. Dillon, PE – 6 issues

#### **WAITING FOR RESPONSES FROM:**

- Bolton Fire Department
- Certificate of Mailing Receipts to Abutters
- Affidavit for posting of public hearing sign on property

#### **ADDITIONAL INFORMATION RECEIVED**

- Warranty Claim Deed Vol 171 Pg 209-210
- Abutters List within 500 feet
- 10/05/17 E&S and Public Improvement Bond Estimates
- 10/17/17 Jurisdictional Ruling – no Wetlands Permit required
- Subdivision Plans & Survey dated 9/29/167
- 10/13/17 Soil Survey Plan & 10/24/17 Letter from John Ianni, MS

## STAFF ANALYSIS

- Statutory notices have been published, and the applicant has been provided with the abutter notices which he has to send out, and post a sign. Applicant needs to present Certificate of Mailing and Sign Affidavit.
- There are still comments missing from the Town Attorney regarding the open space conveyance and common driveway easements which can be a condition of decision.

## STAFF RECOMMENDATION

Currently, the staff has determined that:

- the application is complete;
- there is additional information yet to be received so it is still undetermined whether the application complies with Town Regulations subject to conditions set forth in the staff reports received;
- the residential use is compatible with other uses in the neighborhood, and is in keeping with the zone in which it is located.
- The open space dedication has been determined to meet the needs of the town.
- The applicant has not requested any waivers.
- Revisions to be made to the plan in addition to the other staff comments to be addressed:
  - The area identified as Open Space on the plans should indicate who the property will be conveyed to, i.e., "Open Space to be conveyed to Town of Bolton".
  - House Numbers as assigned by the Town below shall be shown on the plans on each lot:
    - Lot #1 – 80 Brandy Street
    - Lot #2 – 86 Brandy Street
    - Lot #3 – 90 Brandy Street
    - Lot #4 – 96 Brandy Street
  - The minimum sight distance in both directions along the street from each driveway entrance needs to be shown on the plans.
  - A Landscaping Plan needs to be submitted or proof that the site as it is meets Section 16 of the Subdivision Regulations which require the Landscaping Plan.
  - Suggest that the well be shown on Lot #3 so that the radius is contained completely on Lot #3.

**From:** Dimock, Lance  
**Sent:** Friday, October 20, 2017 11:39 AM  
**To:** Carson, Patrice  
**Subject:** RE: 4-Lot Resubdivision Application Review (OSCD), 114 Brandy Street (Brandy Estates), Hackmatack Hills LLC

Patrice- May I suggest that the driveway culvert be a little longer to allow for placement of all the garbage and recycling cans on garbage day-or better yet replace as one the culvert that ends right at the property line of the High School (under the present bike path) and the new driveway. This existing pipe is not shown on the plans.

Thank you  
Lance

**From:** Kelly, Barbara  
**Sent:** Tuesday, October 24, 2017 5:52 PM  
**To:** Carson, Patrice  
**Subject:** RE: 4-Lot Resubdivision Application Review (OSCD), 114 Brandy Street (Brandy Estates), Hackmatack Hills LLC

Hi Patrice,

At its September meeting, the Inland Wetlands Commission made the determination that a wetlands permit was not required for this subdivision. The determination letter is attached. Minutes of the meeting are on the Town website.

The Commission asked to have the driveway moved further from the wetland and the delineating soil scientist's signature on the plan before the delineation letter would be issued. Those requests were satisfied.

Please let me know if you need any more documentation.

Take care,  
BK

*Barbara Kelly, Agent  
Inland Wetlands Commission*



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

## INLAND WETLANDS COMMISSION OF THE TOWN OF BOLTON JURISDICTIONAL RULING

October 17, 2017

Eric Luntta, Chairman  
Bolton Planning and Zoning Commission 222  
Bolton Center Road  
Bolton, CT 06043

Re: 4 Lot Subdivision, Hackmatack Hills LLC 114  
Brandy St.

Dear Eric,

Andrew Bushnell / Bushnell Associates LLC came before the Inland Wetlands Commission on September 26th, 2017 to discuss the subject four lot subdivision. He explained that there is no proposed work in the 100' upland review area. Subsequently, the Commission determined that a wetland permit is not required.

Since no Permit is required, the Application fee will be refunded.

Feel free to call me at 860-647-8266, if you have any questions.

Sincerely,

James P. Loersch, Vice Chair  
Inland Wetlands Commission  
Town of Bolton

cc: Andrew Bushnell, Bushnell Assoc. LLC  
Alex Ansaldi, Hackmatack Hills LLC  
Inland Wetlands Commission files



**From:** Joseph Dillon <dillon1996@comcast.net>  
**Date:** November 3, 2017 at 6:37:42 AM EDT  
**To:** Joe Dillon <jdillon@nlja.com>  
**Subject: Brandy Estates Comments**

Patrice,

I have the following comments regarding the Brandy Estates application:

1. The proposed 15" HDPE driveway culvert for Lot #1 should be extended to pass through to the north side of the existing with path. Currently, the bike path culvert is RCP. This portion should be removed and replaced with a contiguous length of HDPE. Coordinate this work with the Bolton Highway Foreman.
2. The proposed footing drain outlet for Lot #2 should be extended to the east of the proposed septic area.
3. The site plan incorrectly identifies the 2 existing culverts in Brandy Street as 12" HDPE. The culverts are both 15" in diameter.
4. The detail sheet should include a standard detail for a driveway apron.
5. Provide 10' long silt fence wings at 25' intervals that extend from the main line of silt fence in areas where the silt fence is placed perpendicular to grade.
6. The width of the proposed driveway travel way should be a minimum of 12 feet.

Should you have any questions, please do not hesitate to contact me.

Regards,  
Joe

**From:** Walker, Ray  
**Sent:** Monday, October 30, 2017 3:18 PM  
**To:** Carson, Patrice; Rupert, Jim  
**Cc:** Gudeahn, Cathy  
**Subject:** 114 Brandy St

Patrice, Jim,

Based upon the plans provided please note the following concerns of the FMO and BVFD.

Correct street numbers established as early as possible in the approval / development stage are crucial for emergency responders

These #s will need to be posted on Brandy St and along the internal driveway at east at each branch off to a dwelling.

A letter or comments on the plans, stamped by the appropriate engineer, are needed to confirm that the driveway and any under drive structures will support fire apparatus.

The driveway, even with designated turnouts is shown at 10' This is barely functional for fire apparatus to traverse over and it leaves no room for firefighters to set up and/or walk around apparatus to obtain equipment, hoses, etc. At a minimum a 3' clear area with no obstructions or impediments is needed along the full length of the driveway on both sides.

Also, there is little to no room for an emergency or even a delivery vehicle to turn around at lot #3.

The installation of a 13D automatic sprinkler system, as in called for in nationally recognized codes, is strongly urged to be installed as an important part of a fire and life safety plan in each dwelling.

You also need to obtain input from the BVFD concerning their specific operational needs.

Cathy,

Please keep a copy in your files as likely this project will go beyond mid November.

Thank you,  
Raymond A. Walker Jr.  
Bolton Fire Marshal



4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321

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### Subdivision Plan Memo

**To:** Alex Ansaldi, Hackmatack Hills, LLC  
**Cc:** Bolton Planning and Zoning Commission; Andrew Bushnell, LS, PE  
**From:** Holly Hood, RS, O  
**Date:** October 18, 2017

**Re:** Subdivision review for Brandy Estates, Bolton, plan dated 9/29/2017

The above referenced subdivision plan (four lots) has been reviewed for potential compliance with the State of Connecticut Public Health Code and Technical Standards.

Lot 1 **can comply** with the Public Health Code and 2015 Technical Standards for a **four** bedroom house with a private well.

Lot 2 **can comply** with PHC and 2015 Technical Standards for a **four** bedroom house with a private well.

Lot 3 **can comply** with PHC and 2015 Technical Standards for a **four** bedroom house with a private well.

Lot 4 **can comply** with PHC and 2015 Technical Standards for a **four** bedroom house with a private well.

A detailed plot plan, (along with a corresponding house plan), is required for formal Public Health *approval* of each of these new building lots.

# MICHELSON, KANE, ROYSTER & BARGER, P.C.

ATTORNEYS AND COUNSELORS AT LAW

HARTFORD SQUARE NORTH  
TEN COLUMBUS BOULEVARD  
HARTFORD, CONNECTICUT 06106

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† ALSO ADMITTED IN  
MASSACHUSETTS

# ALSO ADMITTED IN  
NEW YORK

November 2, 2017

Via Email: SFalkenstein@113law.com

Stanley Falkenstein, Esq.  
Falkenstein, Meggers & Paul, P.C.  
113 East Center Street  
Manchester, CT 06040

**Re: Bolton Brandy Estates**

Dear Stanley:

To follow up our recent conversation, the following are my comments regarding the proposed Declaration of Common Driveway, Drainage and Utility Easements document:

1. If the Declarant is only constructing the common driveway up to and just through the point the driveway for Lot 2 branches off the common driveway as provided in subparagraph A.1., it creates the possibility of the owner of Lot 3 constructing the balance of the driveway on Lot 2 (some 80+ feet). The owner of Lot 2 may not look favorably upon the owner of Lot 3 working on his land to construct that portion of the driveway. I understand that the timing may be that Lot 3 could be sold prior to Lot 2 being sold and therefore the owner of Lot 3 would be constructing it on the property owned by the Declarant and not an individual homeowner. This could all be avoided if the common driveway document provided that the Declarant constructed the driveway up to the property line between Lots 2 and 3.

2. To the end of paragraph A.1. I would add the words "and said Regulations" after the word "Plans".

3. I would add a new paragraph 4 which shall provide as follows:  
"This Declaration shall be binding upon the owners of Lots 1, 2 and 3 and upon their respective heirs, successors and assigns and shall be deemed to be a covenant running with the land in perpetuity and shall be an appurtenance to an encumbrance upon said Lots."

4. In paragraph B it is stated that there is a drainage easement on Lot 1 for the benefit of Lots 2 and 3. It would be good to have a map reference here to the actual drainage easement.

With regard to the Warranty Deed my comments and issues are as follows:

1. There are no planning regulations that define the term "Open Space" but there is a definition in both the Zoning and Subdivision Regulations. Accordingly, I would add the words "and subdivision" after the word "Zoning" in the second to the last line of the first paragraph of the Warranty Deed. That would eliminate everything after the word "Regulations".

2. My preference has always been that if the dimensions are clearly shown on the plan, we don't need a meets and balance description as proposed on Schedule A. Therefore, after the word "Connecticut" in the second paragraph, I would add "containing 16.96 acres of land and shown as "OPEN SPACE" on a map entitled: "OPEN SPACE RESUBDIVISION PLAN BRANDY ESTATES 114 BRANDY STREET BOLTON, CT. SCALE: 1"=100' DATE: 9/29/2017 FILE NO. 2016-96 SHEET 1 OF 3 BUSHNELL ASSOCIATES LLC.CIVIL ENGINEERING AND LAND SUARVERYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS.

If this engenders any further questions, please do not hesitate to give me a call.

Best regards.

Sincerely,



Richard L. Barger

RLB/nbs  
cc: (via email)  
Patrice Carson

DECLARATION OF COMMON DRIVEWAY, DRAINAGE and UTILITY EASEMENTS

THIS DECLARATION, made this \_\_\_\_ day of \_\_\_\_\_, 2017, by HACKMATAACK HILLS, LLC, with an office at 186 Bidwell Street, Manchester, Connecticut, acting herein through Aaron Ansaldi, its member (hereinafter referred to as “Declarant”);

WITNESSETH:

WHEREAS, Declarant is the owner of certain pieces or parcels of land situated in the Town of Bolton, County of Tolland and State of Connecticut, shown on a certain map or plan entitled: “OPEN SPACE RESUBDIVISION PLAN BRANDY ESTATES 114 BRANDY STREET BOLTON, CT. SCALE: 1”=100’ DATE: 9/29/2017 FILE NO. 2016-96 SHEET 1 OF 3 BUSHNELL ASSOCIATES LLC. CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS” (the “Map”).

WHEREAS, the Planning and Zoning Commission for the Town of Bolton, Connecticut has approved the use of a common driveway for the aforementioned Lots 1, 2 and 3, which common driveway is situated on a portion of Lots 1 and 2 as shown on the Map; and

WHEREAS, the development of said lots requires the creation and existence of certain drainage and utility easements as more particularly described below and as shown on the Map.

A. NOW, THEREFORE, Declarant hereby declares an easement for common driveway purposes on a portion of Lots 1 and 2 in favor of Lots 1, 2 and 3, and for the common usage of each lot for ingress and egress including all necessary and usual residential purposes, including, but not limited to, the installation of utilities and drainage facilities, as shown on the Map and as described in Schedule A attached hereto and made a part hereof.

1. Construction of Common Driveway. The Declarant shall initially construct the common portion of the common driveway up to and just through the point the driveway for Lot 2 branches off the common driveway as depicted on said Sheet 1 of on the Map. Said initial construction of the common driveway area shall include a paved surface approximately twelve (12’) feet in width. Said initial construction shall

comply with the Bolton Subdivision Regulations and the approved subdivision plan and shall be deemed complete when the Town Engineer, acting on behalf of the Town of Bolton, determines that the driveway has been completed substantially in accordance with the approved Plans.

2. Maintenance, Repair and Replacement of the Common Driveway. The owners of Lots 1, 2 and 3, shall share equally and shall be responsible for the maintenance, repair and replacement of the portion of the driveway common to Lots 1, 2 and 3 from the street line of Brandy Street up to and just through the point that the driveway for Lot 2 branches off of the common driveway. The owners of Lot 3, shall be responsible for the maintenance, repair and replacement of the remaining common portion of the common driveway, from the point just after the driveway for Lot 2 branches off the common driveway past Lot 2. Said driveway shall be maintained, repaired or replaced in such a condition as is necessary to permit and to be reasonably convenient for automobile traffic and other vehicle traffic as is normally appurtenant to the construction and usage of single-family residences, including access by emergency vehicles. If any lot owner or their guest or invitee causes damage to the common driveway such Lot owner shall be solely responsible for the cost to repair the common driveway.

Should any lot owner fail to pay his share of maintenance, repair or replacement costs when due (no later than thirty (30) days after receipt of a bill), the owner(s) who has/have contributed may bring suit for all sums due including all costs of the action and a reasonable attorney's fee and interest at the rate of twelve (12%) percent per annum (or the legal rate of interest, whichever is higher).

3. Individual Driveways. Each of the owners shall be responsible for the construction and maintenance of individual driveways from the common portion of the common drive easement to their respective lots.
4. Insurance. Each lot owner shall maintain liability insurance in the minimum amount of \$100,00/\$300,000 for bodily injury, property damage

in the minimum amount of \$25,000, and medical payments insurance in the minimum amount of \$5,000 to cover the use of said common driveway, including guests and invitees.

5. Utilities. The easement shall include the right of the owners of each lot to locate within the common driveway such utilities as are customarily appurtenant to the residential use of lots.

Each owner agrees to execute the usual easement documents as are customarily utilized by electrical, telephone and other utility companies, so that to the extent possible, the parties shall share the use of common utilities facilities.

- B. The Declarant Further Declares a drainage easement on Lot 1 for the benefit of Lots 2 and 3 as described on Schedule B attached hereto and made a part hereto.

- C. 1. Conveyances. The Declarant shall include the following language in deeds of conveyance of Lots 1, 2 and 3, which shall bind the grantees therein, their heirs, successors and assigns, to the terms of this Declaration.

“Said premises are conveyed subject to and together with the provisions of a certain Declaration of Common Driveway, Drainage and Utility Easements dated \_\_\_\_\_, 2017, and recorded in Volume \_\_\_ at Page \_\_\_ of the Bolton, Connecticut Land Records.”

2. Modification Agreement. This Declaration may be modified or amended only by an instrument in writing, made and executed by all of the owner of Lots 1, 2 and 3, including those persons or institutions holding a security interest therein and recorded in the Bolton, Connecticut Land Records. Any modification to this agreement must be approved in writing by the Town of Bolton.
3. Acknowledgement. By accepting title to any of these Lots, the Owners acknowledge that the Town of Bolton is not responsible for creating, maintaining, improving or repairing any portion of the common driveway or connecting driveways or parking lots.



IN WITNESS WHEREOF, HACKMATAACK HILLS LLC has caused this instrument to be executed by Aaron Ansaldi, its Member, hereunto duly authorized this \_\_\_\_ day of October, 2017.

HACKMATAACK HILLS LLC

\_\_\_\_\_  
Stanley Falkenstein

By: \_\_\_\_\_  
Aaron Ansaldi, Its Member  
Hereunto Duly Authorized

STATE OF CONNECTICUT }

} ss. Manchester

October \_\_\_\_, 2017

COUNTY OF HARTFORD }

Personally appeared, Aaron Ansaldi, Member of HACKMATAACK HILLS LLC, signer of the foregoing instrument, and acknowledged the same to be the free act and deed of HACKMATAACK HILLS LLC, and his free act and deed, before me.

\_\_\_\_\_  
Stanley Falkenstein  
Commissioner of the Superior Court

SCHEDULE A

COMMON DRIVEWAY, DRAINAGE AND UTILITY EASEMENTS

Beginning at a point on the easterly street line of Brandy Street at the northwest corner of Lot 1 and the southwest corner of land shown as Open Space on the referenced map below.

Thence S-85°-59'-06"-E a distance of 542.63 feet to a point;

Thence S-47°-30'-34"-E a distance of 95.96 feet to a point;

Thence S-05°-55'-12"-W a distance of 113.82 feet to a point on the northerly property line of Lot 2. The previous three (3) courses were along land of the said Lot 1.

Thence S-05°-55'-12"-W a distance of 197.91 feet along land of the said Lot 2 to a point on the northerly property line of Lot 3;

Thence N-85°-59'-06"-W a distance of 60.03 feet along the northerly property line of the said Lot 3 to a point;

Thence N-05°-55'-12"-E a distance of 223.25 feet along land of the said Lot 2 and the said Lot 1, partly by each, to a point;

Thence N-34°-33'-28"-W a distance of 125.52 feet to a point;

Thence N-85°-59'-06"-W a distance of 469.64 feet to a point on the easterly street line of Brandy Street. The previous two (2) courses were along land of the said Lot 1.

Thence N-03°-48'-56"-W a distance of 50.47 feet along the easterly street line of Brandy Street to the point and place of beginning.

The above described easement is together with a Drainage Easement located on Lot 1 and described as follows:

Beginning at a point on the southerly property line of Lot 1 which point is 590.16 feet southeasterly of the southwest corner of the said Lot 1 and the northwest corner of Lot 2.

Thence S-85°-59'-06"-E a distance of 405.78 feet along the southerly property line of the said Lot 1 to a point;

Thence N-04°-00'-54"-E a distance of 25.00 feet along land of the said Lot 1 to a point;

Thence N-85°-59'-06"-W a distance of 404.93 feet along land of the said Lot 1 to a point;

Thence S-05°-55'-12"-W a distance of 25.35 feet along land of the said Lot 1 to the point and place of beginning.

The above described parcels are shown as "COMMON DRIVEWAY, DRAINAGE AND UTILITY EASEMENT" and "DRAINAGE EASEMENT" on a map entitled: "OPEN SPACE RESUBDIVISION PLAN BRANDY ESTATES 114 BRANDY STREET BOLTON, CT. SCALE: 1"=100' DATE: 9/29/2017 FILE NO. 2016-96 SHEET 1 OF 3 BUSHNELL ASSOCIATES LLC.CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVIVISIONS:"

AFTER RECORDING  
PLEASE RETURN TO:  
*Town of Bolton*  
*222 Bolton Center Road*  
*Bolton CT 06043*

**WARRANTY DEED**

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETING:

KNOW YE, THAT HACKMATAACK HILLS LLC, a Connecticut limited liability company having an office and principal place of business in the Town of Manchester, County of Hartford and State of Connecticut (hereinafter referred to as “Grantor”), for good and valuable consideration received to the full satisfaction of the TOWN OF BOLTON, a municipal corporation in County of Tolland and State of Connecticut (hereinafter referred to as “Grantee”), does give, grant, bargain, sell and confirm unto the TOWN OF BOLTON, forever, for open space purposes, as defined in the Town of Bolton Zoning Regulations and the Town of Bolton Planning Regulations:

A certain piece or parcel of land, situated in the Town of Bolton, County of Tolland and State of Connecticut, as described on Schedule A, attached hereto and made a part hereof.

Said premises are subject to real estate taxes on the List of October 1, 2016, which taxes the Grantee herein assumes and agrees to pay as part consideration for this deed.

Said premises are further subject to building, building line, building restrictions and zoning regulations; and any and all provisions of any ordinance, municipal regulation, or public or private law, declarations, restrictions, covenants, and easements of record; any state of facts an accurate survey or personal inspection of the property might reveal; provided that none of the above interfere with the present location of any building now located on the property, prevent the use of the property as a residence or render title to the property unmarketable; and any and all taxes and municipal assessments levied or assessed subsequent to the date of this deed.

The Grantor hereby reserves for itself, its successors and assigns, the right to grant drainage easements and such other easements as required by the Town of Bolton in the development of the Grantor’s remaining premises.

TO HAVE AND TO HOLD the above granted and bargained premises, with the appurtenances thereof, unto it, the said Grantee, its successors and assigns, forever, to its and their own proper use and behoof. And also, the said Grantor does for itself and its successors, covenant with the said Grantee, its successors and assigns, that at and until the ensembling of these presents, it is well seized of the premises, as a good and indefeasible estate in Fee Simple; and has good right to bargain and sell the same in manner and form as is above written and that the same is free from all encumbrances whatsoever, except as hereinbefore mentioned.

AND FURTHERMORE, the said Grantor does by these presents bind itself and its successors forever to Warrant and Defend the above granted and bargained premises to them the said Grantee, its successors and assigns, against all claims and demands whatsoever.

*[The remainder of this page is intentionally left blank.]*



ACCEPTANCE BY TOWN OF BOLTON

This conveyance is accepted by the Town of Bolton.

TOWN OF BOLTON

\_\_\_\_\_  
Stanley Falkenstein

By: \_\_\_\_\_

Hereunto Duly Authorized

STATE OF CONNECTICUT }

} ss. Bolton

\_\_\_\_\_, 2017

COUNTY OF TOLLAND }

Personally appeared, \_\_\_\_\_, \_\_\_\_\_ of the TOWN OF BOLTON, signer of the foregoing instrument, and acknowledged the same to be the free act and deed of the TOWN OF BOLTON, and his/her free act and deed, before me.

\_\_\_\_\_  
Commissioner of the Superior Court

## SCHEDULE A

Beginning at a point on the easterly street line of Brandy Street at the northwest corner of the herein described parcel and the southwest corner of land now or formerly of the Town Of Bolton.

Thence S-85°-59'-06"-E a distance of 546.07 feet to a point;

Thence S-85°-57'-57"-E a distance of 319.20 feet to a point;

Thence S-84°-48'-45"-E a distance of 217.96 feet to a point;

Thence N-87°-38'-01"-E a distance of 54.78 feet to a point;

Thence S-78°-53'-19"-E a distance of 92.13 feet to a point;

Thence S-86°-15'-56"-E a distance of 92.93 feet to a point;

Thence S-84°-32'-54"-E a distance of 48.06 feet to a point:

Thence S-82°-35'-54"-E a distance of 171.26 feet to a point;

Thence S-85°-20'-41"-E a distance of 216.44 feet to a point;

Thence S-79°-40'-27"-E a distance of 18.09 feet to a point;

Thence S-88°-02'-50"-E a distance of 45.37 feet to a point;

Thence S-85°-19'-13"-E a distance of 407.46 feet to the northeast corner of the herein described parcel and land of now or formerly Russell & Robert Potterton. The previous twelve (12) courses were along the land of the said Town Of Bolton.

Thence S-08°-03'-01"-W a distance of 452.07 feet to a point;

Thence S-15°-12'-55"-W a distance of 51.65 feet to a point;

Thence S-08°-55'-03"-W a distance of 199.71 feet to the southeast corner of the herein described parcel and land of now or formerly Eileen Kross. The previous three (3) courses were along land of the said Russell & Robert Potterton.

Thence N-87°-06'-43"-W a distance of 970.28 feet along land of the said Eileen Kross to the southeast corner of Lot 4;

Thence N-06°-20'-03"-E a distance of 713.57 feet along land of the said Lot 4, land of Lot 3, land of Lot 2 and land of Lot 1, partly by each, to a point at the northeast corner of Lot 1;

Thence N-78°-53'-19"-W a distance of 91.27 feet to a point;

Thence S-87°-38'-01"-W a distance of 53.48 feet to a point;

Thence N-84°-48'-45"-W a distance of 219.36 feet to a point;

Thence N-85°-57'-57"-W a distance of 318.94 feet to a point;

Thence N-85°-59'-06"-W a distance of 542.63 feet to a point on the easterly street line of Brandy Street. The previous five (5) courses were along land of the said Lot 1.

Thence N-03°-48'-56"-W a distance of 25.24 feet along the easterly street line of Brandy Street to the point and place of beginning.

The above described parcel contains 16.96 acres of land and is shown as "OPEN SPACE" on a map entitled: "OPEN SPACE RESUBDIVISION PLAN BRANDY ESTATES 114 BRANDY STREET BOLTON, CT. SCALE: 1"=100' DATE: 9/29/2017 FILE NO. 2016-96 SHEET 1 OF 3 BUSHNELL ASSOCIATES LLC.CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS:"

**Bolton Planning & Zoning Commission**  
**Regular Meeting**  
**7:30PM, Wednesday, October 11, 2017**  
**Bolton Town Hall, 222 Bolton Center Road**  
**Minutes & Motions**

**RECEIVED**  
**OCT 17 2017**  
Town Clerk of Bolton

**Members Present:** Chairman Eric Luntta, James Cropley, Arlene Fiano, Jeffrey Scala, Adam Teller, Christopher Davey (alternate), Benjamin Davies (alternate), Thomas Robbins (alternate)

**Members Excused:** Neal Kerr, Karl Preuss

**Staff Present:** Patrice Carson, AICP, Director of Community Development; Jim Rupert, Building Official; Kelly Martin, Recording Secretary

**Others Present:** applicants, their representatives and members of the public (approximately 12)

**1. Call to Order:** Chairman E. Luntta called the meeting to order at 7:32pm.

**2. Approval of Minutes:** September 13, 2017 Regular Meeting.

A. Teller suggested additional language to Item 8. Adjournment, stating it does not read correctly and recommends changing the word "accessory" to "primary", and adding the words "being conducted on the property" after the words "primary use".

C. Davies suggested, in Item 5, changing the language of the first paragraph after the conditions list from past tense to present.

A. Teller moved to approve the September 13, 2017 minutes as amended. C. Davey seconded. Vote 5:0:2 (J. Cropley and J. Scala abstain due to absence at the meeting)

**3. Residence Forum (Public comment for items NOT on the agenda):**

Tom Manning, 18 School Road, presented suggestions to encourage the use of bicycle transportation in the town. He referenced the use of jersey barriers to make it safer in high traffic areas and to make a connection with the new East Coast Greenway that would be helpful to town citizens and easy access for bicyclists to the public transportation system. He reflected on the resources used in Florida where there is high bike traffic, including bike racks on public buses and safe bike lanes even at busy traffic ways. A. Teller assured that CT Transit also has bike racks on the buses.

J. Cropley suggested he attend the UConn Gateway Study meeting regarding this issue that is being held on December 14<sup>th</sup>, 2017 at 10:00 am at 1712 Main Street, Coventry, CT. A. Fiano suggested to Mr. Manning that he get in touch with the Bike Walk Bolton Group which advocates for the same issues he is concerned with.

**4. Public Hearings (7:49pm):**

**a. CONTINUATION: Zoning Regulation Amendments to Section 2 Definitions and Section 11F. for Rear Lots (currently known as Irregular Lots), Bolton PZC**

P. Carson, citing corrections and prior submissions, received a letter from the town attorney, stating there is no legal issue with the proposal. The attorney states that as long as the Committee understands that they are proposing only for the R1 zone and not R2 and R3 which are



not part of the proposal because they are removing that section, Section 11F. E. Luntta opened up the discussion to the public but there were no additional comments.

J. Scala moved to close the public hearing at 7:55pm. J. Cropley seconded. Vote 6:0:1 (C. Davey abstained due to absence at previous meetings)

## 5. Old Business

### a. DISCUSSION/POSSIBLE DECISION: Application for Zoning Regulation Amendments to Section 2 Definitions and Section 11F. for Rear Lots (currently known as Irregular Lots), Bolton PZC

E. Luntta expressed the fact that the Commission has had multiple public hearings on this as well as hearing from the public and taken comments to redraft the original draft. He agreed that regulation is needed, even though some argue against the need for regulating rear lots, testimony has said it would help to know exactly what the town is looking for. He opened up questions or comments to the board asking if they felt the regulation met the goals.

A. Teller commented that the existing regulation is unclear and doesn't have standards that are easily implied. He said this new regulation is clear cut and easy to follow, it is less restrictive than the original and it meets the goal of simplifying and clarifying as well as giving people reasonable ability to make use of properties. He stated that it is an improvement on what is currently in place.

C. Davey cited paragraph 2 of the proposed regulation, "A rear lot shall not be created by first or free cut", asking if this was a statement of prohibition or fact. A. Teller assured it was a statement of prohibition and a lot that's created by first or free cut is not authorized to meet this regulation. P. Carson stated that this is current regulation and rear lots will not be eligible to free cut. C. Davey continued to acknowledge that "generally" is misspelled in 5b.

A. Teller moved to adopt the amendments to zoning regulations to replace current/existing Section 11F and to add to Section 2 new definitions of Interior Lot and Rear Lot in accordance with the draft of Zoning Regulation Amendments - Rear Lots – For Continuation of Public Hearing on 10/11/17 (as amended) pages 3 and 4 with the correction of the spelling of the word "generally" on page 2 - 5.b. to be effective November 1, 2017. E. Luntta seconded. Vote 6:0:1 (C. Davey abstained due to absence at previous meetings)

b. Other: No other old business to discuss

## 6. New Business

### a. INFORMAL DISCUSSION: Convenience Store/Restaurant/Gas Station, 129 Boston Turnpike

E. Luntta explained that the information heard and discussed was for informal discussion only and was not binding. Diane Whitney from Pullman & Comley LLC Attorneys representing AllTown stated that the plan is to show the concept for changes on the property and to hear the Commission's reaction. The idea is to make a convenience retail center on the property of 129 Boston Turnpike but will confirm the correct address. She introduced her two clients, Tom Danielllic and Luke DiStefano from Bohler Engineering.

T. Danielllic assured that this is just a general discussion and no decision is going to be made tonight regarding this project. He is the Senior Project Manager for AllTown. He and the company surveyed hundreds of customers for their opinion on the design. He gave examples such as Whole

Foods, Panera Bread and Trader Joes, something colorful with New England style architecture such as a farmhouse design with galvanized steel. There will be outdoor seating and the company is hoping that the building will be used as a community based location including a location for charitable events. The company gave customers magazines and clippings asking them to create a collage of what they wanted to see which gave them the idea for the architecture that they rendered.

L. DiStefano talked about the site itself and what they were ultimately proposing. This is an existing gasoline facility at the intersection of Boston Turnpike and Bolton Center Road and the proposal calls for a complete raise and rebuild from the ground up. It will be a 3200sqft retail convenience center at the south east corner of the property. It will have 18 parking spaces: 10 on the north side, 2 on the west side, 3 employee spaces on the south side and an additional 3 parking spaces on the west side of the property adjacent to Bolton Center Road. There will be 5 multi dispensers and an over canopy between the building and Boston Turnpike. The dispensers will be able to turn 90 degrees for any direction of traffic and fuel 10 cars at the property at once. The site will use existing curb cuts. The fuel dispensers will be supplied by 2 underground storage dispensers. One other feature will be a drive through window for an instore Dunkin' Donuts. The drive through is proposed for the west side of the building with a pick up window on the east side of the building. The proposal is intended to meet or reduce the impervious cover as well as a significant enhancement to the storm water runoff. The landscape is not yet finalized but the proposal tries to increase landscape/aesthetics. It is intended to be visually appealing to fit the characteristic of the neighborhood.

J. Cropley appreciated the concept but was worried that the Dunkin' Donuts drive through would cause cars to overflow out of the parking lot on to the street. He asked how many cars the drive through line will be able to hold. L. DiStefano confirmed that the lot will probably be allowed to queue up to ten cars in the drive through and there would be signs placed to avoid cars from blocking the entrance that would be coming off of Bolton Center Road.

E. Luntta also appreciated the concept but touched on the fact that it creates the potential for an immense amount of traffic increase, mainly due to the drive through. He asked if they have checked with any traffic studies from the state on these two roads. L. DiStefano said they have not looked into traffic patterns but they will certainly check on it.

A. Fiano noted that this lot is at the bottom of the new bike path and asked if they would consider supplying amenities for bikers such as air, help for any issues or bike tools. L. DiStefano said they would consider it.

J. Scala asked if there were any alternate design plans. L. DiStefano replied saying the other types of designs don't function well on this site the way it is oriented, i.e., the pumps in the back behind the building. They could potentially move some of the parking behind the building but ultimately want to keep a safe site that functions well and assured that this was the best layout for the property.

E. Luntta noted that at most gas stations there is very little room between parking of cars and pumps. There tend to always be cars blocking one another. L. DiStefano replied stating that he has had 24 years of experience and usually sees conflicts with the dispensers but generally there is now a push for 60 feet from the sidewalk to the nearest dispenser. This allows for a car to fuel

with ample room for cars to park and maneuverability for cars to enter and exit without any issues. He said they have about those dimensions on this concept.

J. Scala asked if they had accident data on this intersection. A. Teller added that visibility was an issue during certain times of the day due to the sun light.

P. Carson stated that from a staff prospective, their main concern was the look of the building and if they felt it fit the guidelines. Committee members agreed that the building was aesthetically pleasing overall, a mix between country and modern.

A. Fiano referenced Daniellic's comparison to Whole Foods and Trader Joe's and asked if the food being served inside will be of higher quality such as those stores. T. Daniellic responded that it was the intention of the store to be so.

E. Luntta asked for any additional comments which no one had.

**b. APPLICATION: Zoning Regulation Amendments to Section 8A.2.b. & 8A.3 to add Light Manufacturing in GB Zone, Howard Road Reality, LLC**

P. Carson stated that the staff received an application asking to add a section that allows for Light Manufacturing by site plan and special permit in General Business zones which is allowed in Neighborhood Business zones.

A. Teller asked for a definition of light manufacturing. P. Carson read the definition which was approved and effective in 2012 but never put into the regulations. A. Teller requested that the correct regulation be put on the town website prior to a public hearing. P. Carson said the website will be updated prior to the public hearing, however she noted it is not required for a public hearing.

A. Teller moved to receive this application and set the public hearing for Wednesday, November 8, 2017, beginning at 7:45pm in the Bolton Town Hall, 222 Bolton Center Road, Bolton, CT. J. Cropley seconded. Vote 7:0:0

**c. RESUBDIVISION APPLICATION: Open Space Conservation Development, 4-Lots, 114 Brandy Street, Hackmatack Hills LLC**

Andrew Bushnell from Bushnell Associates displayed an outline of a 37 acre property south of Bolton High School on Brandy Street. There are wetlands on the property which received additional approval upon a minor shift of the driveway which services three lots. The fourth lot has its own driveway. A. Bushnell also worked with the Conservation Commission, Board of Selectman and high school principle on the areas show as open space which agreed that this land may serve the town in the future. There has been thorough soil testing. A. Bushnell gave a thorough explanation of the property including locations for wells, septic systems and wetland percentage of the property.

A. Teller moved to receive this application and set a public hearing for Wednesday, November 8, 2017, beginning at 7:45pm in the Bolton Town Hall, 222 Bolton Center Road, Bolton, CT. T. Robbins seconded. Vote 7:0:0

**d. REVIEW & COMMENT: State Plan of Conservation & Development**

P. Carson referenced a memo she sent based on a review of the proposed State Plan and Map. There were only a few comments which were stated in the memo. She asked for any additional comments and stated that the Board of Selectman had reviewed and agreed with the memo. With no other comments, P. Carson stated that the Plan may affect the town at some point which may require action. She suggested that neighboring towns will be reacting the same.

A. Teller moved that the Commission direct the staff to forward comments to the State regarding the State Plan of Conservation and Development in general accord with P. Carson's memo sent on October 6, 2017. J. Scala seconded Vote 7:0:0

**e. DISCUSSION: Temporary Health Care Structures ("Granny Pods")**

J. Rupert began the conversation explaining that this State approved bill went into effect October 1, 2017 under the name "Temporary Health Care Structures". The town can collect a bond up to \$50,000.00 to secure removal and restoration of these structures. They are only allowed for someone with medical needs or disability and require a medical certificate from the doctor which needs to be renewed every 6 months. If the person in need of the structure were to recover, move or pass, the structure is then required to be moved. J. Rupert explained that they were presented by a Senator who was finding it difficult to care for their parent. If the town wishes to opt out, both the Commission and the Board of Selectmen need to hold a hearing and vote to opt out. If one committee opts in and the other opts out, it is not adopted. These are not permanent foundation homes and they have to be anchored and wind resistant.

P. Carson stated that the list of towns opting in and out are approximately half and half and most small towns are opting out due to a lack of need from their residents or they don't feel this will be a burden on the town.

E. Luntta expressed his concern for the lack of options for senior citizens in the town and J. Rupert said it would not be difficult to follow through with the proposed regulation.

Sandra Pierog, 37 Brandy Street, stated that the article offered options. She supported the concept and expressed the need for the town to do something if they opt out. She believed that the town does not want to opt out.

J. Cropley asked how long the structure can stay up on a piece of property. J. Rupert said the requirement is for a medical certificate from a doctor that is renewed every six months. As long as the certificate is renewed, the structure can stay until death, health improvement or the person moves. J. Cropley asked if a spouse can stay in the structure with the person who needs it. J. Rupert confirmed that they are one bedroom structures but there can be an additional person. The owner of the property that this structure is on has to be an unpaid caretaker.

Tom Manning, 18 School Road, believed this was a good idea and expressed the towns need for more housing that is suitable for different needs of people. He related his personal experience trying to make room in his house for his in-laws and the difficulty of it.

Mary Terhune, 40 School Road, asked how the town will know that the structures are no longer needed or reapproved. J. Rupert answered with reference to the six month renewal. Once that

time is up and the certificate is not renewed it will need to be removed within one hundred twenty days. M. Terhune asked if these structures were taxable which J. Rupert replied with yes.

**f. Other**

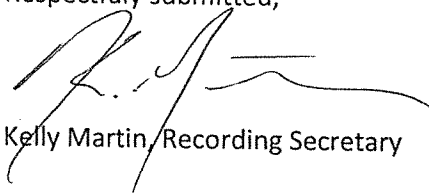
As Chairman E. Luntta's last meeting, he took the time to thank the other members of the committee and appreciate the staff. He knows he's leaving it in good hands and is looking forward to new horizons.

**7. Correspondence**

**8. Adjournment**

E. Luntta made a motion to adjourn the October 11, 2017 meeting at 9:32pm. J. Scala seconded.  
Vote 7:0:0

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Martin', with a long horizontal flourish extending to the right.

Kelly Martin, Recording Secretary

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

Bolton Planning & Zoning Commission  
222 Bolton Center Road  
Bolton, CT 06043

Date: November 9, 2017  
To: Elizabeth Waters, Town Clerk  
From: Planning & Zoning Commission

Subject: **REGULAR PLANNING & ZONING COMMISSION MEETING DATES FOR 2018**

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The following are the regular meeting dates scheduled for the Planning & Zoning Commission in 2018 which fall on the second Wednesday of every month:

January 10

February 14 (Valentine's Day)

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

Special meetings are scheduled as necessary and notified by posting an agenda at the Town Hall.

All meetings begin at 7:30pm in the Town Hall Meeting Room unless otherwise notified and agendas are posted 24 hours prior to the meeting.

## Carson, Patrice

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**From:** McCavanagh, Kathleen  
**Sent:** Wednesday, October 18, 2017 3:11 PM  
**To:** Carson, Patrice  
**Subject:** FW: Budget 2018-2019  
**Attachments:** 17s10.12.pdf; Budget-Department Question Sheet.doc; Planning & Zoning Comm 26.xls

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Patrice – can you forward this to Jeff Scala as well please.**

Thanks,  
Kathy

Good Morning,

Attached, please find a letter with information on the upcoming budget process from Joyce Stille, along with a copy of your department budget sheets. If you have any questions please don't hesitate to contact us.

Thank you!

Kathy

*Kathy McCavanagh*

Town of Bolton  
222 Bolton Center Road  
Bolton, CT 06043  
[kmccavanagh@boltonct.org](mailto:kmccavanagh@boltonct.org)



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

BOARD OF SELECTMEN  
(860) 649-8066 Phone  
(860) 643-0021 Fax

To: All Boards, Commissions and Departments  
From: Joyce M. Stille, Administrative Officer  
Date: October 18, 2017  
Subject: FY2018-2019 Budget

First Selectman Robert Morra and I discussed the current year's budget and FY19 budget process. We appreciate your ongoing efforts to work within the seemingly never ending fiscal restraints. None of us could have imagined that in October, we would still not have a state budget. This has made all of our jobs more challenging for this year and in future years. As a result, all budgets submitted must contain a zero overall increase. The only exception is for payroll. I recognize how difficult a no increase budget may be and appreciate your ongoing support and understanding.

All aspects of the FY19 budget process will be done electronically. Your budget worksheets are attached. One is an excel spreadsheet and the second worksheet is a word document. The second budget worksheet requests information on day to day operational issues or changes that will have a budgetary impact. Please remember responses should be for non-capital items and should focus on the next three years. This information is an essential planning tool. All budget worksheets are to be signed (electronic signature is acceptable) and returned even if your request is unchanged from the current year. Please send your two completed FY19 budget sheets and any other information as attachments to Kathy McCavanagh at [kmccavanagh@boltonct.org](mailto:kmccavanagh@boltonct.org). All budgets are due December 28, 2017. No exceptions. If you have any difficulties, please let me know.

Once all of the budget worksheets are received, I will compile them into one Town government budget document. This will be reviewed at the Board of Selectmen's meetings and budget workshops during January and February. The Selectmen will meet with various groups before finalizing our Town government budget for submission to the Board of Finance in March.

Please feel free to call me if you have any questions or desire assistance in preparing/submitting your budget. I appreciate your ongoing commitment and service to our community.



**BUDGET:** \_\_\_\_\_

1. In addition to any capital requests, please identify any day to day operational issues or changes in delivery/level of services you foresee in the short term (next 3 years) that will have a budgetary impact?
  
  
  
  
  
  
  
  
  
  
2. Please thoroughly explain any increase requested in a line item. Are there any operational efficiencies you are proposing?
  
  
  
  
  
  
  
  
  
  
3. Do you anticipate any funds being left in your budget this year?
  
  
  
  
  
  
  
  
  
  
4. Do you have any new items which should be funded by another budget? Please explain.  
Example: Highway Supervisor to hire a surveyor. This fee should be paid out of the Professional and Technical Budget.
  
  
  
  
  
  
  
  
  
  
5. If a budget reduction is necessary, in your proposed FY19 budget where would you recommend the reduction be made?
  
  
  
  
  
  
  
  
  
  
6. Do you wish to meet with the Board of Selectmen to discuss your budget?

