

The Board of Selectmen Finance and Administration Subcommittee held a meeting on January 15, 2016 at the Notch Road Municipal Center. Present were: First Selectman Robert Morra; Selectmen Robert Neil and Mike Eremita (9:50 A.M.); and Administrative Officer Joyce Stille.

**1. CALL TO ORDER**

The meeting began at 9:40 A.M.

**2. CAPITAL**

The group reviewed the capital requests submitted. By consensus, the group agreed to recommend the following FY17 items:

<b>FY17 TOWN CAPITAL PLAN</b>		
<b>FY17 Requests</b>	Road Resurfacing	60,000
	NRMC Brick	45,000
	Town Radio System	21,500
	ADA Improvements	15,000
	Senior Van	60,000
	Soccer Field - Herrick Park	30,000
	BHF Buildings Restoration	25,000
	Herrick Park Field Lights	63,000
	Debt Service	50,000
	Indian Notch Park Road & Lot	214,000
	Loader/Backhoe	100,000
	Mower (B&G)	15,000
	Outdoor Pavilion - Herrick Park	40,000
	Fire Department Generator	55,000
	1 Ton Pick Up (B&G)	40,000
	Command Vehicle (FD)	64,000
	Town Hall Vault Floor	12,500
	Town Garage Addition	250,000
	NRMC Overlay	35,000
	Town Garage Overlay	25,000
	NRMC Doors	40,000
	Architectural -T.H.	20,000
	Infield Groomer	12,000
	Playscape	35,000
	Oil Tank Replacement	30,000
	HP Floor Tiles	10,500
	Fire Truck Replacement	50,000
	Fire Suppression/Water Supply	50,000
	<b>Total</b>	<b>1,467,500</b>

**BOS FY17 Approved Projects**

Road Resurfacing	60,000
ADA Improvements	15,000
Senior Van	60,000
Soccer Field - Herrick Park	30,000
Herrick Park Field Lights	63,000
Debt Service	50,000
Loader/Backhoe	50,000
Mower (B&G)	15,000
1 Ton Pick Up (B&G)	40,000
Command Vehicle (FD)	32,000
Architectural -T.H.	20,000
Oil Tank Replacement	30,000
Fire Truck Replacement	50,000
Fire Suppression/Water Supply	50,000
Total	565,000
Infield Groomer	12,000
HP Floor Tiles	10,500
Town Garage Addition	250,000
Total	837,500

Capital Improvement  
Capital Improvement  
Other Funding Source

**3. ETHICS ORDINANCE**

Since the Code of Ethics Ordinance was adopted by the Board of Selectmen on November 10, 2015, the group discussed the appointments to the Board of Ethics, ethics acknowledgement form and implementation plan. The group agreed that to be considered for appointment to the Board of Ethics, the candidate cannot serve on any other Town board or commission (elected or appointed), be an employee nor be a contractor/consultant to the Town (includes BOE). In addition, the attached acknowledgement form is recommended for adoption by the Board of Selectmen. The proposed plan is as follows:

- \* Board of Selectmen adopts acknowledgement form
- \* First Selectman and/or Administrative Officer shall visit each board and commission to distribute ordinance and obtain signed forms from current members
- \* Any new appointed or elected board or commission member shall receive a copy of the ordinance from the Town Clerk's office and sign acknowledgement form when taking the "oath of office"
- \* Administrative Officer shall identify current consultants, distribute ordinance, and obtain signatory/acknowledgement form
- \* Future consultants shall receive a copy of the ordinance and required to sign the acknowledgement form as a condition of hiring

- \* Administrative Officer shall meet with department heads to review ordinance and forms; each department head shall obtain a signed acknowledgement form for each member of their department; forms to be placed in personnel file; and annually department heads shall review ordinance with staff
- \* New employees shall execute the acknowledgement form at time of hire

4. **ADJOURNMENT**

The meeting ended at 11:05 A.M.

Respectfully submitted,

Joyce M. Stille <sup>(b)</sup>

Joyce M. Stille  
Administrative Officer

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

TOWN OF BOLTON: CODE OF ETHICS

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receiving a copy of the Town of Bolton Code of Ethics adopted by the Board of Selectmen on November 10, 2015 and understand that this ACKNOWLEDGEMENT OF RECEIPT form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's Office.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_