

The Town of Bolton Board of Selectmen, hereinafter the “BOS” held its regular meeting on December 3, 2013 at the Bolton Town Hall with First Selectman Robert Morra presiding. Also in attendance were: Selectmen Robert Lessard, Robert Neil, Gwen Marrison and Sandra Pierog. Also present were Kim Welch and Holly McDonald; and Administrative Officer Joyce Stille.

1. Call to Order

Mr. Morra called the meeting to order at 7:00 P.M.

2. Public Comment:

None.

3. Approval of Minutes:

November 12, 2013 Meeting

A motion was made by Mr. Neil, seconded by Mr. Lessard to approve the aforementioned minutes with the following correction:

Section 6.A., first paragraph, last sentence “...requested that Tom Galeota revise the...”

Motion passed with Ms. Pierog and Ms. Marrison abstaining.

4. Correspondence:

None.

5. Unfinished Business

None.

6. New Business:

A. Charter Oak Greenway Shared Use Path and Path Extension

Mr. Morra reported that he had met with the owners of the drive in and they are eager to move forward with the new proposed location of the bridge and to work with Department of Transportation.

Ms. Marrison shared with the BOS a copy of the Proposal for Professional Engineering Services provided by Fuss & O’Neill for the Bolton Greenway Extension Study and Preliminary Design.

A motion was made by Ms. Marrison, seconded by Ms. Pierog to authorize the BOS Trail Committee review the Fuss & O’Neill proposal and make amendments as necessary, and submit directly to DEEP. Motion unanimously passed.

B. Lower Bolton Lake Status Report

Ms. Stille reported that the 18 inch lake drawdown is completed. She is working with Chuck Lee on the scope of services. Ms. Stille explained that the STEAP funds can only be spent on items specified in the scope of services. The town would like to include a watershed study in the scope of services. George Knoecklein should be collecting more samples in the next few weeks.

Holly McDonald, 52 Llynwood Drive, explained that there are funds leftover from a grant from Pratt & Whitney. The Friends of Lower Bolton Lake is trying to use those funds for a study. They are also trying to set up a collaborative group with the Coventry, Andover and Vernon to

discuss the lake issues.

C. Consider and Act on Deputy First Selectman

A motion was made by Mr. Neil, seconded by Ms. Pierog to nominate Bob Lessard as Deputy First Selectman. Motion unanimously passed.

D. FY14 Budget Report

The board reviewed the month end summary by department. Ms. Stille explained that the Unemployment Compensation Line Item continues to run low. Ms. Stille gave a brief explanation on why some budgets may have a lower expenditure percentage rates than others. Some budgets do not get invoiced until the end of the fiscal year, as opposed to others that are invoiced at the beginning of the fiscal year. Discussion took place regarding the Refuse and Recycling Line Item, and how the rates paid to the town can fluctuate depending on recycling by residents.

E. Discussion on FY15 Budget

The board reviewed the FY15 Capital Improvement Plan to move forward to the CAPA Committee. Ms. Stille explained that the Board of Finance determines the amount that is moved forward, however the BOS determines the items for the Capital Reserve. The board also reviewed the departments with larger budgets that will be invited to the Budget Workshops.

Ms. Stille shared that insurance rates could potentially increase by approximately 24%. The town is also considering a self-insured dental plan, which could provide a savings.

F. Consider and Act on Bank Resolution

A motion was made by Ms. Pierog, seconded by Mr. Neil to adopt the Banking Resolution (see attachment 6.F.). The group discussed that if a name changes on one of the banks, and the town has funds with that bank, the BOS will be required to adopt a new resolution. Motion unanimously passed.

G. Consider and Act on 2014 Meeting Dates

A motion was made by Mr. Neil, seconded by Mr. Lessard to adopt the 2014 Meeting Dates (see attachment 6.G.). Motion unanimously passed.

H. Consider and Act on Budget Transfer and/or Appropriation Requests

None.

7. ONGOING BUSINESS

A. Subcommittee Reports

Nothing new to report.

B. Bolton Lakes Sewer Project

Mr. Morra provided a brief update on the sewer project. Most of the construction work is currently taking place in Vernon. Properties in Phases I, II and III are continuing to connect to the system.

C. Properties and Facilities

Ms. Stille reported that application for the LEED Certification has been submitted. It is

required before the project can be closed out.

Additionally, all town underground oil tanks have passed testing. This was required to obtain insurance, which will require annual testing.

D. Revenue Sources

Ms. Stille reported that the Fire Department is applying for a Fire Act Grant for 18 self-contained breathing apparatus. The grant is for \$130,500 which would require a 5% town match, which would come out of the Fire Department budget.

8. First Selectmen's Report:

A. Subcommittees

Mr. Morra reviewed the different subcommittees and the selectmen assigned to each. The First Selectman and Administrative Officer will serve on all subcommittees. Additionally, two selectmen will serve on each subcommittee. The subcommittees will be comprised as follows: Facilities and Public Safety: Bob Neil and Sandra Pierog, Human Resources: Bob Lessard and Gwen Marrion; and Finance and Administration: Bob Lessard and Bob Neil.

B. AT&T Tower Proposal

The town is reviewing a piece of the Perrachio property for a proposed cell tower site. If the town hosts the site, it would provide a significant revenue source, and the town would be allowed to utilize the tower for public safety communications. After a brief discussion, the board decided to move the item to the Facilities and Public Safety Subcommittee to review the deed and the property in more detail.

A motion was made by Mr. Lessard, seconded by Mr. Neil to assign the proposed cell tower location to the Facilities and Public Safety Subcommittee for evaluation and move forward as deemed appropriate. Motion unanimously passed.

C. Bolton Center Study

Each of the BOS received a copy of the final report. Each member on the original VCI Committee will receive either an electronic or hard copy of the report. Ms. Marrion requested working with Sandy Hastings for ideas on the best way to distribute to the public. After a brief discussion, the BOS agreed to move to the Facilities and Public Safety Subcommittee for review.

9. Administrative Officer's Report

Ms. Stille noted the new banners that are in the town hall promoting the Get Ready Capitol Region website.

A. Financial Software System

Ms. Stille reported that the town is working with the selected vendor. The contract is currently under review.

B. Uniform Chart of Accounts

Ms. Stille provided the BOS with information related to the Uniform Chart of Accounts. This will affect how the town does their budget. This is an item that will need to be reviewed by the BOS, BOF (Board of Finance) and BOE (Board of Education). There may be state funding available when it is time to transition. The purpose of the transition will allow the state to

compare town's revenues and expenditures.

B. Cemeteries

Several years ago, the BOS approved an ordinance that would allow the town to take over the cemeteries. The transition has not taken place due to funds needing to be transferred to different accounts that the Cemetery Association is handling. Ms. Stille did report that this may be taking place in the near future. Currently all services are contracted out.

10. Appointments

A motion was made by Mr. Neil, seconded by Ms. Pierog to reappoint Bolton Lakes Regional Water Pollution Control Authority alternate and members: Cheryl Udin as an alternate; and Noel Gessay and Mike Morris as full members; all with terms ending December 31, 2016. Motion unanimously passed.

A motion was made by Mr. Lessard, seconded by Mr. Neil to reappoint Scott Bosco, Jason Norris, Leslie Shea and John Dean to the Temporary Building Commission with a term of 18 months or until the project is closed out. Motion unanimously passed.

A motion was made by Mr. Lessard, seconded by Mr. Neil to confirm the appointment of Elizabeth Waters as Assistant Town Clerk from December 9 to December 31, 2013. Motion unanimously passed.

11. Adjournment

A motion was made by Mr. Neil, seconded by Ms. Pierog to adjourn the meeting at 8:55 P.M. Motion unanimously passed.

Respectfully submitted,

Heidi Bolduk
Board Clerk

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

6.F.

RESOLVED: Those Pursuant to Sec. 7-402 of the Connecticut General Statutes the following depositories are designated for use by the Town of Bolton:

- Bank of America**
- Webster Bank**
- First Niagara Bank**
- Connecticut State Treasurer's Short Term Investment Fund**
- Citizens Bank**
- Rockville Bank**
- M B I A**
- TDBank**
- Farmington Bank**
- Sovereign Bank**

BE IT FURTHER RESOLVED: that Webster Bank, be and hereby is designated as the primary depository of this town and that the officials of this town be and hereby are and each of them is, authorized to deposit any of the funds of this town in said Webster Bank.

BE IT FURTHER RESOLVED: that, until the further order of this Board of Selectmen, any funds of this town deposited in said Webster Bank, be subject to withdrawal or change at any time and from time to time upon checks, notes, drafts, bills of exchange, acceptances, or other instruments for the payment of money or upon directions for the wire transfer of money when made, signed, drawn accepted, endorsed or orally directed on behalf of this town, by any two of the following:

- Catherine H. Peterson, Treasurer
- Brenda Douglas, Finance Director/Deputy Treasurer
- Robert R. Morra, First Selectman

BE IT FURTHER RESOLVED: that, until further order of this Board of Selectmen, Kristin Heckt, Superintendent of Schools, shall be an authorized signature on the checking accounts of the Board of Education in addition to those individuals authorized above.

BE IT FURTHER RESOLVED: that Webster Bank is hereby authorized to pay any such instrument or make any such charge and also to receive the same from the payee or any other holder without inquiry as the circumstances or issue or the disposition of the proceeds even if drawn to the individual order of any signing person, or payable to said Webster Bank or others for this account, or tendered in payment of his individual obligation, and whether drawn against an account in the name of this town or in the name of any official of this town as such.

BE IT FURTHER RESOLVED: that the Town Clerk or Assistant Town Clerk of this town be and hereby are authorized to certify to said Webster Bank, that these resolutions have been duly adopted and that they are in conformity with the Connecticut General Statutes and the Charter and Ordinances of the Town of Bolton.

Dated:

ss: Bolton, Connecticut

Attest: _____
Town Clerk of Bolton

**BOARD OF SELECTMEN
2014 MEETING SCHEDULE**

January	14 th	
	21 st	Budget Workshop
	28 th	Budget Workshop
February	6 th	<i>(Thursday)</i>
	11 th	Budget Workshop
	18 th	Budget Workshop
	25 th	Budget Workshop
March	4 th	
April	1 st	
May	6 th	
June	3 rd	
July	1 st	
August	5 th	
September	2 nd	
October	7 th	
November	6 th	<i>(Thursday)</i>
December	2 nd	

All meetings will be at Town Hall at 7:00 P.M. unless otherwise posted.
Subcommittee meetings shall be held on the third Tuesday of each month.