

The Town of Bolton Board of Selectmen, hereinafter the "BOS" held its regular meeting on July 1, 2014 at the Town Hall with First Selectman Robert Morra presiding. Also in attendance were: Selectmen Robert Lessard, Sandra Pierog and Gwen Marrion. Also present were Holly MacDonald, Mark Turkington, State Representative Pam Sawyer; Administrative Officer Joyce Stille; and members of the public.

**1. Call to Order**

Mr. Morra called the meeting to order at 7:10 P.M.

**2. Public Comment**

Holly MacDonald, 52 Llynwood Drive shared concerns of seven (7) dilapidated properties in her neighborhood. Some properties are vacant, others are occupied however not being maintained. Ms. MacDonald provided pictures of the properties she has referred to. Mr. Morra explained that there is not a blight ordinance; however the Health District can get involved when there is a health issue. She provided information from a local town on how their Blight Ordinance works.

Mark Turkington, 26 Llynwood Drive, shared a Willimantic article that discussed the successes of the Town of Coventry Blight Ordinance.

Mr. Morra will review the issue with the other selectmen to consider options. Mr. Morra explained that when the recent decision was made not to establish a Blight Ordinance, the subcommittee was not aware of the multiple issues near the lake. The selectmen will request that the Zoning Enforcement Officer contact the bank regarding the known vacant property that is currently in foreclosure.

Representative Pamela Sawyer presented the Greenway Extension Award to First Selectman Robert Morra for his continued work on connecting the greenway from Manchester to Bolton.

**3. Approval of Minutes**

**A. June 3, 2014 Meeting.**

A motion was made by Mr. Lessard, seconded by Ms. Pierog to approve the aforementioned minutes as presented. Motion unanimously passed.

**B. June 10, 2014 Special Meeting.**

A motion was made by Mr. Lessard, seconded by Ms. Marrion to approve the aforementioned minutes as presented. Motion unanimously passed.

**C. June 27, 2014 Special Meeting.**

A motion was made by Mr. Lessard, seconded by Ms. Marrion to approve the aforementioned minutes as presented. Motion unanimously passed.

**4. Town Hall Anniversary Recognition**

Mr. Morra shared with the board a picture from the 250<sup>th</sup> Anniversary of the founding of Bolton. The library had a display of early Bolton clothing. During the 250<sup>th</sup> celebration there was a parade starting on Route 85 to Herrick Park. Ms. Stille also noted the banner celebrating 100 year anniversary of town hall. Thank you to Joe Carvalo at Bolton High School for the banner.

## **5. Correspondence**

The town received a letter regarding 25 West Street is a possible location for the wireless cell tower. 39 West Street is no longer an option.

The BOS received a memorandum from the Charter Study Committee to be added to August agenda to report on the findings of their review.

## **6. Unfinished Business**

None.

## **7. New Business**

### **A. Consider and Act on Advertising for Bids Ordinance**

Ms. Stille explained that the Finance and Administration Subcommittee drafted the amended ordinance and was reviewed by the Town Attorney. Mr. Morra explained that the BOE (Board of Education) is required to notify the BOS of waiving the process, because the BOS is the legislative body of the town.

A motion was made by Ms. Pierog, seconded by Mr. Lessard to approve the amended Bids: Advertising for Ordinance. Motion unanimously passed.

### **B. Charter Oak Greenway Shared Use Path and Path Extension**

Ms. Marrion reported that BSC is still reviewing the feasibility of the extension. They are looking at different options for the trail extension.

### **C. Lower Bolton Lake Status Report**

Ms. Stille reported that George Knoecklein is still working on the report. Recent testing at the lake shows that the clarity seems to be increasing. There will be additional testing for growth of plants.

### **D. FY14 Budget Report**

Ms. Stille provided a detail list of budget transfers for FY14 to date (see attachment 7.D.); however there will still be more for the end of the fiscal year.

### **E. FY15 Budget Report**

The board received a copy of the final adopted budget that was submitted to the Town Clerk on June 30<sup>th</sup>. The Finance Department is continuing to work on implementing the new financial software program.

### **F. Report on FY14 Activities.**

Ms. Stille provided a Review of 2013-2014 Fiscal Year (see attachment 7.F.). If there are any items the selectmen would like to add, please email Ms. Stille.

### **G. Consider and Act on DOT Master Municipal Agreement Resolution**

The board reviewed the Master Municipal Agreement for Rights of Way Projects. The purpose of the agreement is to streamline efforts between the municipalities and Connecticut Department of Transportation.

A motion was made by Ms. Pierog, seconded by Mr. Lessard to adopt the following resolution:

RESOLVED, that Robert Morra, First Selectman, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Rights of Way Projects".

Motion unanimously passed.

## **8. Ongoing Business**

### **A. Subcommittee Reports**

The board reviewed the minutes of the June 10<sup>th</sup> Facilities and Public Safety Subcommittee. Discussion was regarding Sand/Salt Winter Operations and Fire Protection Water Sources. Mr. Morra did report that since the subcommittee meeting the Brandy/Bolton Center Road location appears to be a possibility.

There will be a July 8<sup>th</sup> Facilities and Public Safety Subcommittee to continue discussion on recreational amenities.

Finance and Administration will be meeting to discuss Clean Energy and proposed fees for the Inland Wetlands Regulations.

### **B. Bolton Lakes Sewer Project**

Phase V (Vernon) work began this week. Funding was anticipated to end in January, however an extension has been granted until September 1, 2015. Additional funding is not anticipated.

### **C. Properties and Facilities**

Ms. Stille reported the town has taken over the cemeteries as of July 1st. The current contractor for maintenance and sexton services is under contract until November 1, 2014. The town will have the cemetery's surveyed and confirm accuracy of records.

Ms. Stille reported that DOT Rights of Way would like to discuss Route 6 properties that were acquired by eminent domain for the expressway. Ms. Marrion requested to attend the meeting. The properties may be of interest to the Bolton Land Trust.

### **D. Revenue Sources**

Ms. Stille shared with the board on the annual Emergency Management matching grant for \$3,000.

A motion was made by Mr. Lessard, seconded by Ms. Pierog to adopt the following resolution:

RESOLVED, that the Town of Bolton Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Joyce M. Stille, as Administrative Officer of the Town of Bolton, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Bolton and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents.

Discussion: Ms. Marrion requested that “in connection with the Emergency Management Grant “be added to the end of the first paragraph after “...necessary or appropriate...”

Motion passed unanimously to adopt the resolution with the revision.

## **9. First Selectman’s Report**

Mr. Morra shared with the board a Banking Resolution with the addition of Joyce M. Stille as a signatory.

A motion was made by Mr. Lessard, seconded by Mr. Morra to adopt the Banking Resolution as presented (see attachment 9). Motion unanimously passed.

### **Fire Protection Regulations**

Mr. Morra shared with the board his comments regarding the Fire Protection Regulations. He would recommend the following items:

- Remove the ordinance from Planning and Zoning
- The funding and development of fire safety related water sources effecting commercial and industrial properties become the responsibility of the town
- Plan to be developed and administered by the Fire Marshal, Fire Department and Board of Selectmen

The BOS will discuss this further at their retreat during July.

Mr. Morra wished everyone a happy and safe 4<sup>th</sup> of July.

## **10. Administrative Officer’s Report**

### **A. FY14 Work Plan**

Ms. Stille reported that the following items will be part of the work plan for the next fiscal year: close out high school project, continue to monitor Bolton Lake, continue to work on projects for bonding, continue work on the trail expansion, Plan of Conservation and Development (POCD).

In regards to the POCD, phone call surveys will begin in the next couple of weeks. The survey may also be available on online.

### **B. Nutmeg Network Grant**

The town has received a \$30,000 grant to connect to the Nutmeg Network. CRCOG is working on a bid for the connection.

## **11. Appointments**

A motion was made by Ms. Marrion seconded by Mr. Lessard to make the following reappointments:

Board of Fire Commissioners: Derek Green with a term ending July 1, 2019

Bolton Heritage Farm Commission: Arlene Fiano with a term ending July 1, 2017 and Beth Harney with a term ending July 1, 2017

Inland Wetlands Commission: Jane Darico with a term ending July 1, 2018

Senior Citizens Commission: Sally Tracy with a term ending July 1, 2018

Animal Control Officer: Craig Segar with a term ending July 1, 2015

Assistant Animal Control Officer: Jerold Casida with a term ending July 1, 2015

Municipal Agent: Jennifer Ochoa with a term ending July 1, 2016

Eastern Highlands Health District (Alternate): Robert Morra with a term ending July 1, 2017

Motion unanimously passed.

**12. Adjournment**

A motion was made by Mr. Lessard, seconded by Mr. Morra, to adjourn the meeting at 8:38 P.M.

Motion unanimously passed.

Respectfully submitted,

Heidi Bolduk

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

**FY14 GOVERNMENT  
BUDGET TRANSFERS**

7.D.

<b>Budget</b>	<b>Amount</b>	<b>From Line Item</b>	<b>To Line Item</b>
Prof. & Tech Services CME Testing at BCS	\$3,000.00	Legal Services	to Technical Services
Unemployment to Prof. & Tech Services	\$1,200.00	Misc. Department Activities	to Technical Services
CME Testing at BCS Assessor	\$550.00	Prof. & Bus. Training	to Other Payroll
Additional hours by Assistant to the Assessor	\$13.00	Other Contracts	to Regular Payroll
Finance Hourly Payroll Short	\$790.00	Other Payroll	to Other Payroll
Town Clerk to Tax Collector Additional hours by shared staff person	\$156.00	Other Payroll	to Regular Payroll
Town Clerk Extra day for hourly staff	\$11.00	Life Insurance	to Pension
Employee Fringe Benefits Pension short - Town Clerk			
Fire Commission			
ET334 Emergency Piping Repair	\$5,180.00	Misc. Department Activities	to Repairs & Maintenance
SCBA bottle replacement	\$2,620.00	Uniforms & Supplies	to Equipment
ET334 DOT/Pump Test & T134 Safety Decals	\$3,035.00	Misc. Department Activities	to Repairs & Maintenance
ET234 Springs Repair	\$628.18	Other Contracts	to Repairs & Maintenance
Fire Police Signs & Command Cabinet System	\$2,600.00	Medical Expenses	to Equipment
Fire Police Equipment	\$400.00	Prof. & Bus. Training	to Equipment
Fire Police Signs & Training Materials	\$550.00	Misc. Department Activities	to Equipment
Inland Wetlands Commission Exceeded payroll with meetings	\$75.00	Office Operation	to Other Payroll
Refuse to Probate Court Share of costs higher	\$420.00	Tipping Fees	to Vendor Payments
Library Materials Purchase	\$28.00	Other Contracts	to Library Materials

## REVIEW OF 2013 - 2014 FISCAL YEAR

Lower Bolton Lake - informational meetings; received \$250,000 STEAP Grant; continued monitoring and treatments as needed with professional services from Northeast Aquatic Research and Aquatic Control Technology

Recreational Master Planning - Subcommittee continued work looking at Herrick Park and Bolton High School

Bolton Heritage Farm - Whip grant work continued, Heritage Weekend included re-enactors

VCI Bolton Center Study - Final report adopted and vision for center now part of potential larger bond issuance

Fire Protection Regulations Subcommittee - Participated in subcommittee which completed its work

Charter Oak Greenway - Informational meetings held, Gap closure plan approved at all levels, other grant funds put towards design of a trail from Quarry Road to Coventry Town line with a spur to Indian Notch Park

Amended the Ordinance Creating the Bolton Lakes Water Pollution Control Authority

Lake Street Improvements - public informational meetings held

Facilities-underground tanks tested and replaced as needed, NRMC roof repaired

FFY2012 and FFY2013 Homeland Security Grant Program resolutions approved

Negotiated contract for cell tower use by Fire Department

Emergency Management Grant received

Financial Software System - bid and purchased

Hazard Mitigation Plan - worked with CRCOG to update plan

Retirements - Susan DePold, Town Clerk and Vann Rowe, Library

Reviewed AT&T Tower proposal

Cemeteries - Funds transferred and Town responsibility July 1, 2014

Projects for Bond Issuance - discussions held on items for consideration, cost and potential debt structure

Appointed Charter Study Committee

Nutmeg Network Grant application submitted to connect Town Hall

CRCOG - Continued to explore Back Office Sharing opportunities

Revaluation completed

Established self funding of Dental Insurance for 7/1/14

Contracted out Building Official Services to Town of Willington

Established Bolton Bulletin - email informational blasts

Revised intersection Bolton Center Road and Birch Mountain Extension

UCONN - Eastern Gateway Study - with other communities, obtained funding through DOT to (in Bolton) review Route 44 corridor

**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
- Joyce M. Stille, Administrative Officer/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