

The Facilities and Public Safety Subcommittee held a meeting on January 27, 2010 at the Town Hall. Present were: First Selectman Robert Morra; Selectmen Ray Walker and Robert Neil; and Administrative Officer Joyce Stille

**1. CALL TO ORDER**

The meeting began at 5:45 P.M.

**2. DISCUSSION ON USE OF TOWN FACILITIES**

The group discussed each Town facility and its use by Town associated groups and outside groups. They recognized the buildings are owned by the citizens. However, the primary purpose of the facilities and its contents must be considered. The following key points for policy development were agreed upon:

- \* Fire Department – event by outside group must be co-sponsored by Fire Department and approved by Fire Chief and Fire Department Association President, any fee to be determined by staffing and associated costs
- \* Senior Center – event by outside group must be co-sponsored by seniors and approval by Director of Senior and Social Services and Bolton Seniors, Inc. President, any fees to be determined by staffing and associated costs
- \* Town Hall – use limited to Town Boards, Commissions, and associated groups, no other rental, any exceptions must be approved by Board of Selectmen and/or Administrative Officer
- \* Herrick Park – Recreation programs have priority, other Town groups have next priority, groups or individuals can rent facility by contract process, partial waiver of fees may be approved by Administrative Officer and/or Board of Selectmen on a case by case basis for non-profits
- \* Notch Road Municipal Center – Town Boards and Commissions have primary use, space also available for group uses, fees depend on staffing and associated costs
- \* Indian Notch Park – available for rental before and after summer season, (depending on utilities)
- \* Bolton Heritage Farm – grounds only on a case by case basis
- \* Library and Resident State Troopers – not available for outside use
- \* Certificate of insurance may be required for use of Town facilities by outside groups
- \* All groups required to leave facility as they found, abuse of agreement will lead to termination of any right to use facility
- \* Town and related agencies that regularly use a facility's hall have first priority
- \* Type of use or event may limit which facility is approved
- \* Any Board of Selectmen approved function is exempt from any of the rules or regulations and can be held in any Town facility

The group agreed to recommend these points to the board of Selectmen as the basis for a written policy.

**3. ADJOURNMENT**

The meeting adjourned at 6:35 P.M.

Respectfully submitted,

Joyce M. Stille  
Administrative Officer