

**TOWN OF BOZRAH
TOWN HALL
1 RIVER ROAD
BOZRAH, CONNECTICUT 06334**

The **Bozrah Board of Selectmen** will hold a **REGULAR HYBRID MEETING** on **TUESDAY, MARCH 16, 2021 at 7 PM** using the computer meeting app zoom. No more than 3 members of the public will be allowed at the town hall. Social distancing and masks are required. This is being done to comply with the executive orders in place for the coronavirus pandemic state of emergency.

Join Zoom Meeting

<https://us02web.zoom.us/j/98319785300?pwd=UjU5Y3ZMVGtOVEFUdkYzUS9hU1NpZz09>

- Meeting ID: 983 1978 5300
- Password: 1Nj4MJ

Dial by your location

- Meeting ID: 983 1978 5300
 - Password: 239453
- | | |
|---------------------------------|-------------------------------|
| +1 312 626 6799 US (Chicago) | +1 646 558 8656 US (New York) |
| +1 301 715 8592 US (Germantown) | +1 346 248 7799 US (Houston) |
| +1 669 900 9128 US (San Jose) | +1 253 215 8782 US (Tacoma) |

A G E N D A

- 1) Call to order/attendance
- 2) Public comment(s)
- 3) Review of Monthly Reports
 - a) State Police Report
 - b) Bozrah Food Bank Report
 - c) Senior Center Report
 - d) Fire Marshall Report
- 4) Review of Short Term Rental Ordinance and Bozrah Cemetery Commission ordinance.
 - a) Schedule for public hearing on ordinance, suggest day for hybrid town meeting and approval of ordinances
- 5) ZBA, New Appointment Alternate Member
 - **James Bonanno**, 45 South Rd, (860) 235- 6045
Email: J-bonanno@att.net
Alternate position dates would be: 11/17/2018- 11/21/2023
- 6) Maples Farm Park, New Appointment/Regular Member:
 - **Debra White-Palmer**: 410 Salem Turnpike 860-949-4073
Email: White.Debra.A@gmail.com
To fill unexpired term of Jon Kemp: 12/15/2020-12/15/2023
 - **Candice Chambers** to Alternate position currently held by Gina Bitgood
Term: 06/30/2020--06/30/2023

- **Gina Bitgood** to Regular position currently held by Candice Chambers
Term: 12/15/2018---12/15/2021
- **Brandon Lathrop** to Alternate position
Unchanged term: 12/15/2020----12/15/2023

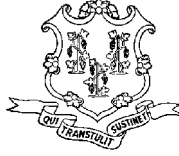
- 7) Bozrah Local Traffic Authority: Update **15 MPH** speed limit signs on Bozrah Street Ext to **25 MPH** to be in compliance with State statute--Minimum Enforceable Speed Limit
- 8) To review and act on a BOS letter to the Bozrah Public Utilities Commission in support of using BL&P economic development funds to cover the cost of installing temporary electrical for the proposed expansion of Mid-City Steel on Stockhouse Road.
- 9) FY 2021-2022 Income Budget Workshop
- 10) BOF Funding Requests
 - a) Approval of town budget for submittal to the Board of Finance on March 22, 2021.
 - b) LOTCIP sidewalk construction update-it was stuck in the SCCOG and now it's not. We need \$6,500 to revise the plans to meet the state comments then we will get full funding for the project.
 - c) Town garage Fuelmaster replacement-relay board broken, obsolete system-cost. Replace with new system-\$17,000
- 11) First Selectman Report
 - a) Wawecus Road tree down during wind storm, no road flooding reported.
 - b) Summer program-Town to provide funding BOE to run the program at the school with visits to the Maples Farm Park. Pre-registration required, adherence to pay rates for part time town positions required, still waiting for budget submittal.
 - c) Backhoe repairs still ongoing.
- 12) Such other business as the Board sees fit to hear.
- 13) Public Comment(s)
- 14) Adjourn

Carl L. Zorn
First Selectman



Commanding Officer
Vacant

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant Eric Peck

Date: March 2, 2021

Mr. Carl Zorn
Bozrah First Selectman
1 River Road
Bozrah, CT 06334

Dear Mr. Zorn,

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Bozrah.

During the month of February 2021 the Troop K Troopers responded to 77 Calls for Service in the Town of Bozrah. Of these Calls for Service the most notable are:

Accidents:	3
Burglaries:	0
Larcenies:	0
Other Criminal:	0
Other Non-Criminal:	0
Non Reportable Matters:	70
Other Noteworthy Events (List):	N/A.

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	0
Traffic Citations:	2
Written Warnings:	1

Sincerely,

Master Sergeant Eric Peck #085

M/SGT Eric Peck #085
Acting Commanding Officer
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 465-5400
FAX (860) 465-5450

BOZRAH FOOD PANTRY
MONTHLY REPORT
February 2021

The Bozrah Food Pantry (BFP) continues to be well stocked and the schedule of participants submitting requests by Wednesdays and pickups on Thursdays 3:00-6:00 PM is working nicely.

In an effort to identify more families in need, the BFP reached out to seniors through the Municipal Agent, Pam Contino and school families through Fields Memorial School (FMS) representatives. As a result, we have added two additional FMS families to the BFP active list.

The BFP had seven weekly food requests from families for pickups prepared and given out. Each pickup is about one week's worth of food for each person.

16 adults
4 children

Food Donations:

Rozanne Montiminy, and several anonymous Bozrah residents.

BFP Financials:

\$25 Stop & Shop gift cards from Dorothy Lathrop
\$25 Stop & Shop gift cards from Janet Cosenza
\$300 check from the Bozrah Centre Congregational Church (Diana deposited in the account)

BFP Purchases with debit card:

\$6.25 Walmart purchase file holder for request box

BFP purchases with gift cards:

Shoprite gift card beginning balance \$72.68
No purchases
Ending balance \$72.68

Stop& Shop gift card beginning balance \$436.42

\$50 gift card donation
\$10.14 purchase bread and eggs
Ending balance \$476.28

Sincerely,

Tom Ververis (BFP Coordinator)
Linda Blinn-Smolen (BFP Coordinator)

February 2021 SENIOR REPORT

-The month of February was fine. Most of the seniors have received their first Covid vaccine, if not their second. I am encouraged that they are all on board to get the vaccine. At first a few were reluctant, and I had encouraged those Senior to discuss their concerns with their doctors. Those that were reluctant have since been vaccinated.

-I am happy to report that a few more seniors have decided to come back and join us. We also had a new member join. I have been in touch with the seniors that haven't returned to the center and they were happy to say that once they get the vaccine they are planning to come back.

-I have rented the center for April 10th for a kids birthday party. I'm still waiting for her to drop off the rental fee. Anyone using the center for a party or any meetings need to follow the same safety rules and capacity restrictions. Anyone wanting to use the center as a meeting place also need to sign the contact tracing list, which is conveniently located hanging on the wall in the library. I am following the state guidelines.

-The current balance for the Senior Center account is ~ \$2027.50

-Pamela Contino
Director/Municipal Agent



**OFFICE OF THE FIRE MARSHAL
TOWN OF BOZRAH
TOWN HALL
1 RIVER ROAD
BOZRAH, CT. 06334
Telephone: (860) 889-2689 • Fax: (860) 887-5449**

03/14/2021

Carl Zorn, First Selectman
Town of Bozrah
1 River Rd
Bozrah CT 06334

Carl,

The following are activities conducted by the Fire Marshal's Office between 02/10/2021 thru 03/09/2021:

- Review of communications from the State of Connecticut DEMHS
- Data entry into fire department data base
- Training on the new Emergency Management Radios
- Discussion with new owner of 93 Stockhouse Rd and 6 Commerce Park
- Spoke with Robert Barnes, tenant at Greenbriar commons
- Attended Annual Emergency Management Directors meeting
- Responded to fire at illegal camp site at Exit 23 off ramp westbound
- Communications with Katey DeCarli about fire at exit 23

Annual Fire safety inspections:

- Gilman Corporation

Multi- family occupancies at the following location;

- 2 Stockhouse Rd
- 193 Fitchville Rd
- 194 Fitchville Rd
- 195 Fitchville Rd
- 197 Fitchville Rd
- 192 Fitchville Rd
- 308 Fitchville Rd
- 314 Fitchville Rd

Submitted,

Thomas E Main Jr., Fire Marshal
Town of Bozrah

**ORDINANCE FOR THE ESTABLISHMENT OF A
CEMETERY COMMISSION
FOR THE TOWN OF BOZRAH**

Be it ORDAINED by the electors of the Town of Bozrah at a duly warned Town Meeting held on _____ pursuant to the authority regarding Cemetery Commissions granted to the Town by Connecticut General Statutes Sections 7-148(c) (3)(A) and 7-148(c)(6)(i), the Town of Bozrah hereby enacts the following Ordinance:

SECTION 1 PURPOSE: To establish a Cemetery Commission for the Town of Bozrah

SECTION 2 MEMBERSHIP: Said Commission to consist of Seven (7) Regular Members, THREE (3) who shall be electors of the Town of Bozrah. Majority age citizens of any Town of the State of Connecticut may be appointed to this Commission. Said members shall serve without compensation and shall provide Regular and Special Meeting minutes to the Town Clerk within Statutory requirements. The Commission shall hold an annual meeting pursuant to General Statute 19a-296. A quorum shall consist of FOUR (4) Regular Members.

SECTION 3 TERM OF OFFICE: The members of the Commission shall be appointed by the Board of Selectmen, as follows:

Three (3) members for Three (3) years
Two (2) members for Two (2) years
Two (2) members for One (1) year

Thereafter, each member shall be re-appointed to serve a Three (3) year term. The Board of Selectmen may fill any vacancy and may remove any member for cause. The seated First Selectman will serve in an ex-officio capacity on said Commission.

SECTION 4 POWERS AND CHARGE OF THE COMMISSION: The Commission shall have all the powers and authority set forth in Chapter 368i of the Connecticut General Statutes. Additionally, the Commission shall establish Rules and Regulations regarding interment, including, but not limited to, fees, plot occupancy, care and maintenance of grounds, monument size and placement, and other site managerial matters. To continue to maintain, document, repair headstones, and support genealogical research at all Town of Bozrah-owned cemeteries.

Recognizing the unique historic asset of the BOZRAH RURAL CEMETERY ASSOCIATION, organized in 1875, and the original intention of those incorporators, this COMMISSION will properly manage, and submit a full accounting report to the Board of Selectmen each July consisting of all activities and financial data generated during that Fiscal Year.

SECTION 5 That all Ordinances, or parts thereof, conflicting with the provisions of this Ordinance are hereby repealed in so far as effects this Ordinance.

SECTION 6 If any provision of this ordinance or the application thereof to any person or circumstances is held to be invalid, such invalidity shall not affect other provisions or applications of any other party of this ordinance that can be given effect without the invalid provisions or applications; and to this end, the provisions of this ordinance and the various applications thereof are declared to be severable.

SECTION 7 That this Ordinance shall take effect Fifteen (15) days after publication in accordance with the Connecticut General Statutes

Dated at Bozrah, Connecticut this _____ Day of _____ Year _____

Town Clerk: _____

Publication Date: _____

Effective Date: _____

FINALIZED REVISIONS-BOS SPECIAL MEETING- February 18, 2021 (GP)

FINAL DRAFT

DRAFT ORDINANCE

**CREATING A LICENSING PROCEDURE FOR SHORT-TERM RENTAL PROPERTIES IN
THE TOWN OF BOZRAH, CONNECTICUT**

Be it ordained:

Section 1 – Purpose.

It is the intent of this Ordinance to accommodate the desire of certain property owners in the Town of Bozrah, Connecticut to rent all or a portion of a residential dwelling or detached structure on a short-term basis and to establish appropriate requirements to mitigate the disruption that short-term rental of these spaces may have on a neighborhood.

This ordinance is not intended to regulate residential property rentals that occur on a longer basis, for the purpose of providing a primary residence.

Section 2 – Definitions.

For the purpose of this Ordinance, the following words and phrases shall have the meaning ascribed herein.

“Dwelling Unit” – Any single domicile providing complete, independent living facilities for one or more persons, including bathing and sanitary facilities, and provisions for living, cooking, and sleeping.

“Hosted Rental” – A Short-term Rental that is the primary residence of its owner. The owner of the Hosted Rental may or may not be present at a time when it is rented.

“Non-hosted Rental” – A Short-term Rental that is not the primary residence of its owner.

“Off-street Parking Area” – An area located on the property of a Short-term Rental designed and used for the temporary parking of motor vehicles, including all-weather surfaced off-street parking areas, garages, or private driveways.

“Short-term Rental” – A dwelling unit or portion thereof, or all or a portion of an accessory structure on a residential lot that contains sleeping quarters but does not meet the definition of dwelling unit, that is rented for compensation, direct or indirect, in currency or in kind, to occupants for a term of twenty-one (21) or fewer days at a time, with no consecutive rental agreements allowed with the same tenants. For the purposes of this Ordinance, Short-term Rentals do not include Bed & Breakfasts, Hotels, or Motels as defined by, and in compliance with, the Zoning Regulations of the Town of Bozrah.

“Short-term Rental Enforcement Official” – The First Selectman and/or an employee appointed by the Board of Selectmen for an indefinite term, authorized to administer and enforce this Ordinance. The Short-term Rental Enforcement Official may issue or rescind licenses, undertake enforcement proceedings, issue fines, and undertake any other task necessary to carry out this Ordinance.

“Sleeping Space” – The number of sleeping spaces in a dwelling used as a Short-term Rental are calculated as one (1) per twin- or full-sized bed and mattress, two (2) per queen- or king-sized mattress, and two (2) per pull-out sofa.

Section 3 – Permit Requirements for Short-term Rentals.

A. Permit Required. Any individual, partnership, or business entity owning residential property in the Town of Bozrah and wishing to use all or a portion of the property as a Short-term Rental must first obtain a permit from the Short-term Rental Enforcement Official. All current Short-term Rentals must apply for a permit within fifteen (15) days of the effective date of this Ordinance or otherwise cease all rentals at their property until a permit is obtained. No more than one permit for a Short-term Rental may be held by the same individual, partnership, or entity at one time, regardless of the number of properties held by that individual, partnership, or entity in the Town of Bozrah. A permit shall apply to the owner of a property and not to the property itself. A permit is valid for one (1) year and is not transferrable.

B. Permit Application Requirements. An application for a Short-term Rental permit shall contain sufficient information to allow the Short-term Rental Enforcement Officer to judge its consistency with requirements of this section. Minimum permit application requirements are as follows:

1. Completed and signed Short-term Rental permit application form. Applicants are required to respond to all inquiries in a form created to carry out the application process.
2. Paid permit fee. The fee for a Short-term Rental permit application shall be \$200.
3. Proof of insurance. The property owner shall maintain an up-to-date certificate of insurance documenting that insurance policy for the property covers its use as a Short-term Rental. A copy of the certificate of insurance shall be provided.
4. Fire & Building. The proposed Short-term Rental shall have smoke detectors and carbon monoxide detectors inspected by the Fire Marshall. Proof of inspection and adequacy of smoke and carbon monoxide detectors shall be submitted.
5. Health. The proposed Short-term Rental shall test its water supply for potability using a lab certified in the State of Connecticut. Test results affirming the water supply's potability shall be submitted.
6. Information Packet. (See Section 4.B).

Section 4 – Requirements, Conditions, and Required Conduct for all Short-term Rentals.

A. Points of Contact.

1. Primary Point of Contact. The owner of a Short-term Rental shall designate a Primary Point of Contact for issues arising at the Short-term Rental. The owner of a Short-term Rental may be the Primary Point of Contact. The Primary Point of Contact may be expected to respond to phone calls twenty-four (24) hours per day, seven (7) days per week and take immediate remedial action to address issues arising at a Short-term Rental.
2. Alternative Point of Contact. The owner of a Short-term Rental shall designate an Alternative Point of Contact for issues arising at the Short-term Rental. The owner of a Short-term Rental may be the Alternative Point of Contact if not already the Primary Point of Contact. The Alternative Point of Contact may be expected to respond to phone calls twenty-four (24) hours per day, seven (7) days per week in the absence of the Primary Point of Contact and take immediate remedial action to address issues arising at a Short-term Rental.

B. Information Packet. An Information Packet shall be prepared and submitted as part of an application package. The Information Packet shall be available to renters of a Short-term Rental. The Information Packet shall consist of:

1. Maximum allowed occupancy (see Section 4.C).
2. Noise and use restrictions.
3. Location(s) of off-street parking area(s).
4. Location(s) of trash receptacles.
5. Primary Point of Contact and Alternative Point of Contact information.
6. Explanation of the renters' responsibility not to trespass on adjoining private property.
7. Explanation of the renters' responsibility not to create a disturbance perceptible off-property.
8. Notification of the renters' responsibility to comply with this ordinance.

C. Occupancy Limit. The maximum occupancy shall be prescribed at the time of application by the Short-term Rental Enforcement Officer. The maximum occupancy of the Short-term Rental shall be the lesser of the number of sleeping spaces, twelve (12) persons, and any other occupancy limits imposed by a third-party rental agency or online platform, the fire code, or the Short-term Rental Enforcement Officer based on the nature of the Short-term Rental. Children under the age of three (3) years do not count toward the occupancy limit.

D. Restrictions on Use. Short-term Rentals are meant to provide temporary lodging in a residential setting. Short-term Rentals may not be used for any of the following purposes:

1. Receptions for weddings or other gatherings and/or receptions.
2. Banquets, fundraisers, or events sponsored by a business or other agency, such as corporate retreats.
3. Concerts.
4. Parties, including but not limited to bachelor/bachelorette parties and reunions, which create a perceptible off-site impact to other properties. Such off-site impact includes loud noise, trespass, or lewd behavior.

E. Parking. Guests of a Short-term Rental shall not park on the public street and shall only park within any off-street parking area servicing the Short-term Rental property.

F. Nuisances. Disruptive noise is prohibited. It is the intent of this ordinance to allow Short-term Rentals to occur in a manner consistent with the quiet nature of the Town of Bozrah's residential areas.

G. Compliance with Other Ordinances and Regulations. Properties used as a Short-term Rental shall be in good standing with all other town ordinances and regulations, including the Zoning Regulations.

H. Inspection. A Short-term Rental is subject to inspection by the Short-term Rental Enforcement Officer, with a minimum twenty-four (24) hour notice to the owner of the Short-term Rental. Such inspections may be made to determine compliance with this Ordinance.

Section 5 – Administration.

A. Permit Application Process. An application for a Short-term Rental permit must be made by the owner(s) of the property as evidenced by the records of the Tax Assessor.

1. Review by the Short-term Rental Enforcement Officer. The Short-term Rental Enforcement Officer shall review all permit applications received, including all supporting documentation required by this Ordinance, and render a decision on the application within fifteen (15) days of date the application is filed at the Bozrah Town Hall.

2. Application Approval. A permit application may only be approved if it meets the requirements of this Ordinance. The Short-term Rental Enforcement Officer may request additional information from the applicant if such information is needed to determine the permit application's consistency with this Ordinance. After a permit is issued by the Short-term Rental Enforcement Officer, a Short-term Rental shall remain in compliance with the terms of this ordinance.

3. Application Denial. A permit application may be denied on the following grounds:

- a. Insufficient information is received within the fifteen- (15) day decision period. Such denial shall be without prejudice and an applicant may re-apply for a permit with additional information requested by the Short-term Rental Enforcement Officer.
- b. The proposed Short-term Rental does not meet one or more requirements of this Ordinance.
- c. The applicant is delinquent on property taxes for the subject property.
- d. The subject property has outstanding zoning, wetlands, health code, building code, or fire code violations.

B. Violations. The Short-term Rental Enforcement Officer is charged with enforcing this ordinance. The Short-term Rental Enforcement Officer may revoke a permit for a Short-term Rental found to be in violation of the provisions of this Ordinance. The Short-term Rental Enforcement Officer may commence legal action and/or issue fines in order to remediate a violation of this Ordinance. Additionally, any person who violates any provision of this ordinance may receive a citation and be fined Two Hundred Fifty (\$250.00) Dollars. Each day on which a violation occurs or continues after the time for correction of violation given in any order has elapsed shall be considered a separate violation of this ordinance.

C. Operating without a Permit. A Short-term Rental in operation without a permit is unlawful and found to be in violation of this Ordinance.

D. Severability. If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of this Ordinance are hereby declared severable.

E. Conflict. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.