

**TOWN OF BOLTON
BOARD OF SELECTMEN SPECIAL MEETING
Tuesday, September 29, 2026, at 6:00 p.m.
Notch Road Room A
MEETING MINUTES**

	ROSTER	IN-PERSON	ZOOM	ABSENT
FIRST SELECTMAN:	Rodney Fournier	X		
SELECTMEN:	Bryce Aaronson		X	
	Mather Clarke	X		
	David Cowles	X		
	Robert DePietro	X		
	Gwen Marrion	X		
	Tim Sadler			X

STAFF:	James Rupert, Town Administrator
	Andrea Vassallo, Recording Secretary

1.0 Call to Order:

First Selectman Rodney Fournier called the meeting to order at 6:01 p.m.

2.0 Review Rough Draft of Job Description for Senior Code Official and Special Projects Coordinator:

Review Summary of Draft Job Description:

- **Separation of Content:** Noted the draft mixed job posting language with actual task lists; consensus to separate:
 - **Job Posting Section:** Position's purpose, qualifications, background.
 - **Task List Section:** Begins with "Building Code and Administration" through "Reporting and Collaboration."
- **Urgency:** Expressed need to finalize the task list for Jim's transition to the new role and to allow posting for the Town Administrator position.

Task List Refinement:

- **General Approach:** Aim for inclusivity in the draft, with the intention to pare down as needed.
- **Terminology Adjustments:**
 - Avoid capitalizing "regional building department" unless referring to an official entity; consensus to use lowercase or strike "regional" for clarity.
 - Ensure consistent use of terms like "building department" and "owner's representative."
- **Consistency in Formatting:**

- Standardize use of Oxford commas and capitalization.

Institutional Knowledge & Succession:

- **Knowledge Transfer:**
 - Recognized importance of documenting Jim's institutional knowledge for future staff.
 - Discussed practical approaches to capturing key information without overburdening Jim or the process.

Section - Building Code and Administration:

- The word 'Building' is written wrong.
- 1st bullet, change to: "Serve as the Building Official for Ashford and Willington."
- 3rd bullet, strike: 'Regional' from Regional Building Department
- Remove ambiguous or internally used terms not reflected in public-facing documents.

Section - Municipal Projects and Owners' Representations:

- 4th bullet, add: Content regarding change orders and purchase orders or add to the 'Report and Collaboration' Section.
- Clarify the use of "owner's representative," aligning with standard contract language.
- Ensure reporting lines are clear (e.g., reports go to Town Administrator and/or Board of Selectmen).

Section - Grants and Procurements:

- 4th bullet, add language to include collaborative responsibility to track financials with the Finance Director.
- 5th bullet, change: Finance Team to Finance Director
- 9th bullet. Clarify what the word 'appropriate' means with regards to the grant process.
- Broaden task descriptions ("including but not limited to") to avoid being overly prescriptive.
- Clarify the role in contractor selection: provide professional recommendations, but final decisions rest with the Board.

Section - Budget Responsibilities:

- 3rd bullet, change: Finance Department to Finance Director
- Add language to this section or header specifying mandatory collaboration with the Finance Director.
- Clarify involvement in developing project budgets, coordinating payments, and submitting reimbursement documents.

Section - Special Projects:

- No comments.

Section - Authority and Responsibility:

- 4th bullet, add: A comma between the two positions of Fire Marshal and Town Engineer.
- Ensure references to positions (e.g., facilities director) are consistent throughout.

Section - Reporting and Collaboration:

- The word 'Reporting' is spelled wrong.
- Consistently use the words 'Town Wide' (Facilities Director) or remove 'Town Wide' entirely.

Sections (3) – Qualifications, Knowledge and Skills, Physical Requirements:

- These three (3) sections should be removed and utilized for a more detailed job description.

Section - Position Status:

- Strike this content and replace with: "Perform related work duties as assigned."

3.0 Executive Session:

- a. Legal Matter: 65 Shoddy Mill Road**
- b. Discussion on CFO Interview Strategy and Times**
- c. Review of CFO Job Applications.**

Selectman D. Cowles **MOTIONED to START** Executive Session at 6:49 PM and invite Town Administrator James Rupert to the discussion. Selectman R. DePietro **SECONDED; MOTION APPROVED.**

START Executive Session at: 6:49 PM

END Executive Session at: 7:29 PM

4.0 Adjourn:

Consensus to **ADJOURN** the meeting at **7:29 PM. MOTION CARRIED**

Respectfully submitted by Andrea Vassallo, Recording Clerk

Andrea Vassallo

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

Originals Printed on 100% Recycled Paper – Earth Day and Every Day

