

**BOLTON CONSERVATION COMMISSION**  
**Regular Meeting**  
**Monday, December 01, 2025, at 7:00 p.m.**  
**Zoom Meeting Only**

**Members Present via Zoom:** Rod Parlee, Alan Bicknell, Brenda Cataldo, Peter VanDine - Alternate

**Members Absent:** Matt Rivers

**1.0 Call Meeting to Order – Roll Call**

Chairman R. Parlee called the meeting to order at 7:02 p.m.

**2.0 Minutes Review of November 06, 2025, Regular Meeting**

A Bicknell MOVED to APPROVE November 06, 2025, Meeting Minutes with the following **changes and/or modifications**:

- Section 6.2, Page 3, first sentence: Remove the word “**as**” after the word - BCC
- Section 6.3, Page 3, first paragraph, last sentence change **would** not to **will** not: “[...] however, the work **will not** begin until after winter due to freezing.”

B. Cataldo SECONDED. P. Van Dine ABSTAINS. MOTION CARRIED 3:0:1.

**3.0 Public Comment**

There was no Public Comment.

**4.0 Financial Report:**

**4.1 Appropriations – Calendar Publication**

Last month monies were not appropriate for the 2026 Calendar. An invoice has not yet been submitted.

- Calendars ordered: 150.
- The **invoice amount is: \$1,580.00.**
- An estimate for an **additional 25 calendars is \$230.00.**
- Calendars not yet been delivered to sell: Approximately nine (9).

A. Bicknell MOVED **to appropriate, and not to exceed, \$1,900.00** for the 2026 Bolton Town Calendar out of Conservation Activity Fund. B. Cataldo SECONDED. MOTION CARRIED 4:0.

**4.2 Munson’s Chocolates for Tabling**

R. Parlee stated a Recycling Challenge will be held at Bolton School, and Cropley’s Saturday and Sunday, and wants to give away prizes for anyone willing to try the recycling challenge. The suggested prizes are 30-40 individually wrapped chocolates from local Bolton business Munson’s Chocolates, not to exceed \$50.

B. Cataldo MOVED **to appropriate, and not to exceed, \$50.00** for the purchase of Munson’s Chocolates out of the Conservation Activity Fund. A. Bicknell SECONDED. MOTION CARRIED 4:0.

**4.3 Calendar Ads and Sales Income**

R. Parlee shows the Commission a spreadsheet of current Ads and Sales Income. Total income to date is: \$1,760.00.

R. Parlee discussed the number of calendars provided to the assigned vendors. All vendors have received their complimentary calendar except for All American Waste. They were invited to the Recycling Challenge Event to pick up their calendar.

Outstanding checks yet to be received, but are pending are Georgia's Restaurant, Cropley's Garden Center, and Highland Park Market. Outstanding checks are to be picked up over the weekend.

Bolton Physical Therapy donated \$200. One hundred dollars (\$100) is from an unpaid ad sale from last year and all monies are to be deposited and considered as income.

The Bolton Finance Department provided Peter VanDine's last year's Ads and Sales Income spreadsheet which provided information on BCC's taxable income, which is monies received from sales of goods, i.e. Calendar sales.

P. VanDine stated that calendar vendors that are promoting and displaying calendars, having not purchased the calendars outright, and return any unsold calendars. BCC pays the sales tax on the ones that are sold. If the vendors buy a quantity of calendars outright from the BCC the vendor is responsible for paying the sales tax. He further stated that BCC is primarily the wholesaler.

Highland Park Market and Charhouse Bakery & Café each bought approximately 10 calendars and are responsible for the sales tax.

R. Parlee stated that the BCC has already reached and exceeded the break-even point since the invoice to produce the calendars was \$1,580.00 and has generated \$1,760.00 in sales to date.

### **Marketing**

Discussion ensued among the Commission regarding a compliment received for the high number of repeat annual advertisers, and potentially not charging enough money to advertise in the calendar. Consensus among the Commissioners to consider increasing the advertising price next year from \$100 to \$120.

R. Parlee presented an idea suggested by the Printer of incorporating into next year's calendar perforated coupons for sponsored advertisers. Commissioners were generally not in favor of this idea as it would increase calendar design and printing costs, as well as increase volunteer labor efforts.

**\*P. VanDine leaves the meeting at 7:30 PM.\***

## **5.0 New Business:**

### **5.1 Calendar Publishing Sales & Distribution**

R. Parlee asked the commission members to follow up with the vendors to ensure that the calendars and advertisement flyers are displayed in visible locations.

A. Bicknell asked R. Parlee for a copy of the Ads and Sales Income spreadsheet as a reference list. R. Parlee stated he left a laminated flyer at his dentist's office displaying all the vendor locations where calendars can be purchased.

## **5.2 Annual Photo Contest – 25 Year Milestone, New Flyer & Prizes**

New contest, new prizes! Discussion ensued among the Commission regarding potential donors and number of gift cards. B. Cataldo stated the photo contest is in May and suggested that the BCC wait several weeks before asking local area businesses for donations since several of them were sponsors in the 2026 Annual Calendar.

## **5.3 Results of CACIWC Annual Meeting – Baseline Data**

A. Bicknell stated that he found the annual meeting interesting and enjoyed himself. R. Parlee stated that he spoke with the keynote speaker, James O'Donnell of UConn and CIRCA (CT Institute for Resilience & Climate Adaptation), who is seeking shared water level baseline temperature data from CT DEEP. R. Parlee stated he liaised an introduction between CIRCA and CT DEEP (Department of Energy & Environmental Protection).

## **5.4 Composting Bins and Workshop Proposals**

R. Parlee stated he spoke at a meeting of the Tolland Conservation Commission about backyard composting. He provided an update on initial interest of three (3) towns cost sharing a pallet of approximately 20 composters however due to logistical difficulties, i.e. storage constraints, interested municipal commissions are considering purchasing directly from the vendor, Earth Machine, where each compost bin is approximately \$65 each.

R. Parlee stated Charhouse Bakery & Café has invited him in 2026 to host a workshop on backyard composting. This workshop may coincide with a seedling sale for the Conservation District. Activities are slated for the months of February & April.

R. Parlee confirmed with A. Bicknell about a pending composting workshop in April at the Bolton Library.

## **5.5 Freja Park**

R. Parlee stated the during a recent hike he did some maintenance cleaning out of the newly installed waterbars. There is educational information at the trailhead kiosk notifying hikers of their function and use. Visibility markers have been placed on each side of the installed waterbars. R. Parlee suggests the waterbars are cleaned out once every three (3) months to maintain visibility and function.

## **6.0 Continuing Business:**

### **6.1 Winter Faire Tabling on December 06, 2025, and Recycling Challenge**

R. Parlee and A. Bicknell will be tabling the event and confirm table set up and break down times as well as table location. There will be two different recycling bins on display, and the local trash hauler has provided a poster on acceptable products to recycle and compost.

### **6.2 Copley's Tabling Opportunity**

Sunday, December 7, 2025, 10 AM-2 PM, at Copley's Garden Center, 1262 Boston Turnpike, Bolton, the BCC will be selling calendars and sponsoring a Recycling Challenge.

### **6.3 Winter Trails Day Hike, January 10, 2026**

Last year the 2025 Trail Day Hike was held at Herrick Park. R. Parlee asked the Commission for suggestions about where to hold the 2026 Winter Trail Day Hike, such as Freja Park. Discussion ensued about potential topographical concerns, inclement weather, and duration of a winter hike at each location.

#### **6.4 BLT Walk of Thanksgiving on November 26, 2025, 1 PM at Freja Park**

R. Parlee stated that he, M. Rivers, and approximately 32 people were in attendance. Geographical, environmental, and historical educational talks occurred. Photos for the 2026 Annual Calendar were submitted by members of Bolton Land Trust (BLT) and Lori Brooks who attended the event.

#### **6.5 Beaver Solutions LLC Free Assessment**

Beaver Solutions LLC, Massachusetts, provided beaver mitigation services along Deming Road by Blackledge Marsh Preserve on BLT property. R. Parlee stated that he has reached out to the State of CT, Dave Buckley and Jim Adams of Bike Walk Bolton (BWB), to set up an onsite meeting in the field. All parties have received the free assessment from Beaver Solutions and efforts are underway to work on co-existing with the beavers.

#### **7.0 Reports: Bike Walk Bolton, FBL, BLWCA, SRWP, CACIWC**

**BWB:** Kim Fofana, BWB, forwarded correspondence received from CRCOG's (Capitol Region Council of Governments) active transportation consultant Toole Design, who is developing a Priority Pathways Map which will identify more bicycle accessways throughout the region. The final map draft will be presented in the Spring 2026.

The Priority Pathways Public Meeting was held November 18, 2025. The consulting firm sent out this informational email to participants:

"The draft network we presented is available for you to review [here](#)! We invite you to browse the map at your leisure and add any additional comments or suggestions by December 12<sup>th</sup>.

Please share with your friends, family, and colleagues and encourage them to add their own thoughts.

Lastly, the Public Meeting presentation is on our project [website](#) with [slides](#) and the [recording](#)."

**FBL:** Tabled to next month.

**BLWCA:** Tabled to next month.

**SRWP:** Tabled to next month.

**CACIWC:** See agenda item 5.3.

**8.0 Correspondence:** None.

**9.0 Adjournment** - Next Meeting is a Hybrid on **Monday, January 05, 2026, 7 PM at Town Hall.**

B. Cataldo MOVED TO ADJOURN the meeting at 7:52 p.m. A. Bicknell SECONDED. Consensus to Adjourn.

Respectfully submitted by Andrea Vassallo, Recording Secretary.

*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

