

TOWN OF BOLTON
BOARD/COMMISSION
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Anna Spencer

Address: 77 Vernon Rd. BOLTON

Telephone Number: _____ Cell Number: 860-659-7547

Email Address: spencerad2013@gmail.com

Political Affiliation: Republican

I am interested in serving on the (name of board/commission) Senior Citizens Commission
as a full member and/or alternate. _____

Please provide a brief statement as to why you are interested in serving on this board/commission.

To better our senior Community

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

Please add any additional information or comments.

I had been on the building & grounds committee at St. Bridget church in Manchester years ago. It was an extremely rewarding experience.

Signed: Anna J. Spencer

Date: 1-31-2025

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office
222 Bolton Center Road
Bolton, CT 06043
hr@boltonct.org
(860) 649-8066 x 6111

McCavanagh, Kathy

From: Paula Lynn <paulalynn22@gmail.com>
Sent: Thursday, February 13, 2025 11:23 AM
To: Human Resources
Subject: Heritage Farm Commission member

Hi Kathy,

I am currently an alternate member of the Heritage Farm Commission and would like to become a full-time member. Beth Harney has moved to New Hampshire and is no longer a member.

Sincerely,
Paula Lynn

McCavanagh, Kathy

From: Greg and Leslie Brand <febtwo83@gmail.com>
Sent: Wednesday, February 5, 2025 12:26 PM
To: McCavanagh, Kathy
Subject: Board Clerk Resignation

External (febtwo83@gmail.com)

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Good afternoon Kathy,

Regrettably, I feel that I need to resign as Board Clerk from the Conservation Commission and the Zoning Board of Appeals. The members of the Conservation Commission in particular have been very good to me and I also appreciate the relationship that I have had with you for the past seven years.

If it would be helpful, I can cover meetings until you find a replacement.

Sincerely,

Leslie Brand

McCavanagh, Kathy

From: Amanda Balboni <amanda.n.balboni@gmail.com>
Sent: Monday, February 17, 2025 6:31 PM
To: Town Admin
Subject: Note to Board of Selectmen

Follow Up Flag: Follow up
Flag Status: Flagged

External (amanda.n.balboni@gmail.com)

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Board of Selectmen,

I wanted to take a moment to express our sincere appreciation for the incredible work Stephanie Crane at the Bolton Recreation Department does for our town. The programs and opportunities she creates for our community are truly invaluable, and I know that the positive impact she has is felt by so many residents.

Stephanie's dedication, creativity, and tireless effort to enrich our town - despite the limitations of a small budget and relying on sponsorships - is truly remarkable. It's clear she cares deeply about the well-being of our community, and her passion for recreation and services shines through in everything she does. The initiatives she leads, from youth sports to adult fitness programs, help foster a sense of connection, wellness, and pride in our town, and that is something that is appreciated by all of us.

My family has personally participated (and still does) in many activities over the years, including the annual Easter egg hunt, Trunk or Treat, Summer Concert Series, Tree Lighting, pre-k soccer, and youth basketball (my husband has coached every year for both of my children and Stephanie has been a wonderful advocate for both the players and coaches). Stephanie also closely partners with the Bolton PTA to make our events a huge success.

I would like the Board of Selectmen to consider fulfilling Stephanie's budget request in the full amount of \$15,892. These services are provided for **all** residents, not just a subset. I am confident Stephanie will continue to work on becoming break-even with her budget as her programs continue to gain momentum with the town residents.

Thank you for your time,

Amanda Balboni
7 Valerie Drive
Bolton, CT

7a

**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, FEBRUARY 4, 2025, 6:30 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: Deputy First Selectman Robert Morra, Gwen Marrion, Amanda Gordon, Pamela Sawyer, Tim Sadler

Board of Selectmen Present Via Zoom: First Selectman Rodney Fournier

Board of Selectmen Absent: Mather Clarke

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present In-Person: Jon Lender

Others Present Via Zoom: Jim Loersch, Shepard Livingston

1. Call to Order: R. Morra called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. NOVUS Presentation

R. Morra noted that all of the presenters for this item are out ill.

P. Sawyer MOVED to table the NOVUS Presentation. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent)

4. Public Comment

Jon Lender, 23 Colonial Road, asked for an update on the power outage issues on Colonial Road listed as Item No. 10(a) on the Agenda. He referenced an email from J. Rupert that was sent to one of the residents regarding a grant and the work to be done. Mr. Lender noted that someone also mentioned the idea of looping the homes in with the Vernon side. R. Morra offered to move Agenda Item No. 10(a) up for immediate discussion.

P. Sawyer MOVED to move Item No. 10(a) to Item No. 4(a) on the Agenda. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

a. Update on Colonial Road

J. Rupert stated that communication with Eversource remains difficult. He explained that he is attempting to coordinate a meeting between Eversource and the residents but has not received a response yet. J. Rupert reported that Eversource has agreed to generate a project and have marked approximately 15 trees with yellow ribbons that will be removed. He added that Eversource did not originally have funding available, but it is now in place. The Eversource arborist is working with the Town arborist to discuss the project, and is working on obtaining permission from property owners and the owner of Colonial Road to remove the trees. Mr. Lender stated that Carolyn Jones owns Colonial Road and thanked J. Rupert and the BOS for their assistance. J. Rupert noted that he will share any future updates with the residents.

5. Information Forum on ARPA Funding

The BOS reviewed a handout detailing the following ARPA-funded projects:

- Notch Road Demolition and Reconstruction Project
- Bolton BOS 02/04/2025 Meeting Minutes

- Removal of concrete and infill of manure pit at Heritage Farm
- Reclaim and repave 3 outdoor basketball courts at Memorial Park, Herrick Park, and Indian Notch Park
- Purchase a new UTV for Bolton Volunteer Fire Department and repurpose existing for use by the Building and Ground Department
- Replace Generator at Bolton Town Center School which covers the water system for all of the Town buildings on Notch Road
- Replace Generator at Town Hall
- Demolition of Greenhouse at Bolton Center School
- Testing hazardous materials, bid document preparation and project oversight

J. Rupert noted that the projects total \$1,445,431.00 and exceed the Town's allocation by \$9.00. A. Gordon stated that the Notch Road project now exceeds \$1 million and suggested a new motion on the projects due to the change in the total.

A. Gordon MOVED to APPROVE the ARPA projects in the amounts outlined on the information sheet as listed. P. Sawyer SECONDED. MOTION CARRIED 6:0:1.

6. Appointment: Kimberly Fotana: Conservation Commission

P. Sawyer MOVED to APPROVE the appointment of Kimberly Fotana to the Conservation Commission. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

7. Correspondence

a. D. Griffin – Resignation

R. Morra reported that Dennis Griffin is retiring after 21 years with the Town and acknowledge his contributions to the Town.

P. Sawyer MOVED to accept the Resignation of D. Griffin with gratitude and best wishes on his future endeavors. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

b. K. Walsh – Resignation from Veteran's Commission

R. Morra reported that Kathy Walsh is resigning from the Veteran's Commission. P. Sawyer acknowledged K. Walsh's contributions to the Veteran's Commission, Memorial Day parades, and service to the Town.

P. Sawyer MOVED to accept the Resignation of K. Walsh with gratitude for her service as First Chairman of the Veteran's Commission. R. Morra SECONDED. MOTION CARRIED 6:0:1.

c. Intern Tim White Project Update

The Board reviewed an Intern Project Update submitted by Tim White highlighting various projects he has been working on for the Town. R. Morra stated that the report was very interesting and informative and shows how effective internships can be. J. Rupert agreed and praised his contributions. A. Gordon asked for a copy of the budget analysis mentioned in the report. J. Rupert will provide the analysis to the Board.

d. CT DEEP Letter

J. Rupert commended DEEP for their quick response to the letter he wrote on behalf of the BOS. He added that Rod Parlee complimented the letter and noted that Legislative Aide Matt Gilligan from Senator Rahman's office has offered to set up a meeting between DEEP and the Town. R. Morra asked if DEEP is reconsidering the parking lot expansion at Bolton Notch State Park. J. Rupert replied that they have acknowledged the safety issues and will obtain more information when they meet.

G. Marrion suggested conducting a site visit with DEEP to show them the safety issues associated with accessing the parking area. J. Rupert agreed and stated that he would like to include other stakeholders including Conservation Commission members. A. Gordon noted that it was interesting there was no mention of expanding the parking lot in the response letter. R. Morra agreed.

e. Generative AI Policies in Government

R. Morra stated that the handout on Generative AI Policies in Government is for information only and asked the Board for their thoughts. A. Gordon asked if the Town is using AI at all. J. Rupert replied that the Town is not using AI and added that the BOS would need to adopt a policy if they want to implement or prohibit its use. A. Gordon suggested placing a temporary moratorium until a policy is in place due to liability and breach concerns. R. Fournier noted that NOVUS has recommended the Town hold off on using AI for now.

P. Sawyer MOVED to add Item 7(e) to the next meeting agenda for the Board of Selectmen to act on an AI policy for the Town of Bolton. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

A. Gordon MOVED to implement a temporary policy which shall be a moratorium on the use of AI at any time on Town equipment or the Town network until the Board of Selectmen can establish permanent policies on the use of AI. P. Sawyer SECONDED. MOTION CARRIED 6:0:1.

8. Approval of Minutes

a. December 23, 2024 – Special Meeting

P. Sawyer MOVED to adopt the December 23, 2024 Special Meeting Minutes. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

b. January 7, 2025 – Regular Meeting

G. Marrion requested, on behalf of Rod Parlee, that the title of Item No. 3(a) be changed as follows:

- “R. Parlee – Opposition to Expansion of Parking Lot at Bolton Notch State Park **on behalf of the Conservation Commission and as referenced in a letter submitted and received December 16, 2024.**”

P. Sawyer MOVED to adopt the January 7, 2025 Regular Meeting Minutes as modified. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

c. January 14, 2025 – Special A/P Meeting

P. Sawyer MOVED to adopt the January 14, 2025 Special A/P Meeting Minutes. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

d. January 28, 2025 – Special A/P Meeting

P. Sawyer MOVED to adopt the January 14, 2025 Special A/P Meeting Minutes. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

9. Reports and Updates

a. Budget and Tax Update

J. Rupert stated that there are no updates, but he is monitoring the item on a regular basis.

b. Consider and Act on Approving Budget Transfer

P. Sawyer MOVED to APPROVE the budget transfer of \$293.00 from Seniors to Public Health. T. Sadler SECONDED. MOTION CARRIED 6:0:1.

10. Ongoing Business

a. Update on Colonial Road:

This item was moved to Item No. 4(a).

b. Discussion and Possible Action on Heritage Farm Trail Grant:

J. Rupert stated that a preliminary plan was put together and a meeting was held with the Capital Region Council of Governments (CRCOG), who is acting on DOT's behalf as grant administrator. He noted that the plan to extend the trail from the farm to the high school is not viable as the cost of the additional work would amount to \$2 million. J. Rupert explained that the Town had applied for and received a grant of approximately \$1.5 million and increasing the amount would require a 20% match from the Town. He suggested stopping the trail at the bottom of Bolton Center Road near the second entrance to the farm and noted that would bring the cost down to approximately \$1 million and reduce the Town's match.

T. Sadler asked for further details on the proposed trail route. J. Rupert explained that it would start on Bolton Center Road between the Trooper's Office and Town Hall, go across the field and over to the barn, traverse the parking area, and resume down the hill along the driveway and end at Bolton Center Road.

T. Sadler asked if there are any plans on relocating the parking lot at the farm and whether the changes would impact the trail. J. Rupert replied that the Bolton Heritage Farm Commission has consulted with architects on a master plan that includes improving the parking area and added that the trail has been designed in conjunction with the master plan so there would be no impact. He added that he recently met the administrators of the grant for the 300th Celebration the Town applied for and learned that approximately \$10,000.00 of the funds are still available. He is checking to see if they would allow the Town to use the funds toward the parking area improvements in the master plan.

P. Sawyer MOVED to modify the original plan to end the trail at the lower part of Bolton Center Road. A. Gordon SECONDED.

G. Marrion asked if the additional funds could be used for other items related to the trail such as interpretive signage and boardwalk railing. J. Rupert replied that railings will be needed to comply with ADA requirements. He added that cable railing is being considered to maintain a minimal look. G. Marrion asked if the suggestion to include a brick walkway between the Trooper's office and the field is included in the cost. J. Rupert replied that he believes it was but is not sure if it will be accepted. T. Sadler asked if extending the trail to the middle school is an option for using the funds. J. Rupert stated that it is supposed to be included in the next phase of the Community Connectivity grant but the application has not been submitted yet. He will ask if the additional funds could be used to extend the trail.

A. Gordon asked if a public meeting needs to be held on the amended plan. J. Rupert replied that a public meeting will be held in the Spring. G. Marrion asked if the Bolton Heritage Farm Commission has been informed of the trail changes. R. Morra replied that the trail concept has not changed other than where the trail stops. J. Rupert will be meeting with Arlene Fiano on February 10th and will inform her of the changes.

MOTION CARRIED 6:0:1.

11. New Business

a. Consider and Act on Proclamation for D. Griffin:

P. Sawyer MOVED to sign the Proclamation as presented for D. Griffin. T. Sadler SECONDED. MOTION CARRIED 6:0:1.

b. Consider and Possibly Act on Memorial Day Parade

P. Sawyer stated that Kathy Walsh of the Veteran's Commission usually organizes the Memorial Day parades; however, with her resignation, the Board will need to find a replacement to coordinate the event. She added that she has an individual in mind but is not sure if they would be interested and asked the Board for additional recommendations. She asked that the topic be discussed at the next meeting. The board discussed ideas on who should be involved in coordinating and overseeing the parades.

c. Board/Commission Vacancy Listing to go out with July Tax Bills

P. Sawyer reported that the chair position of the Ethics Commission is vacant and needs to be filled as the Commission is required by state law. She added that there are additional committee vacancies and suggested advertising the positions on tax bills to provide the public with opportunities to serve the Town. J. Rupert noted that it would cost \$200.00 to add the item to the tax bills. The BOS agreed to add the item to the bills.

d. Discussion/Formation of Ad-Hoc Committee for Finalizing HP Plans

R. Morra suggested forming an ad hoc committee to come up with a set of plans for the field at Heritage Park. T. Sadler volunteered to chair and form the committee. A. Gordon stated that members will need to be bi-partisan or unaffiliated. J. Rupert agreed and asked T. Sadler to bring the member recommendations to the Board for approval as soon as possible and he will add the item to one of the upcoming meetings. T. Sadler will work on securing members for the committee this week.

e. Discussion/Formation of Ad-Hoc Committee for U.S. 250th (Semi Quincentennial) Celebration

J. Rupert asked the Board to think about individuals who may be interested in serving on the committee for the 250th Celebration. He added that Arlene Fiano is interested in serving on the committee but is not interested in chairing. G. Marrion suggested adding the opportunity to the tax bill; however, P. Sawyer noted that the committee needs to be formed as soon as possible. J. Rupert stated that the ad hoc committee will work in collaboration with the State's committee to coordinate the celebration.

8. Town Administrators Report

J. Rupert provided the following report and asked if the Board has any questions.

- The Selectman's Office has provided support to all department during the budget preparation process.
- We have received the bids for the Facilities study.
- Asbestos abatement has begun in rooms A and B. That area should be completed in the next day or so.
- All out of state board clerks have been moved to 1099 status to avoid taxation issues. This was competed with guidance from the auditor.
- Stony Road parking area is complete at this time unless other enhancements are needed in the spring.
- We have helped to organized and support the February 2 Road Race on Brandy Street.
- We met with ADP three times to learn about what is available to assist with payroll.

- We have coordinated moving a gas line at 104 Notch Road for the demolition project.
- The Transportation Rural Improvement Program grant application was submitted.
- We are well underway with the STEAP Grant application for renovation of rooms A and B at 104 Notch Road. We held a stakeholder meeting that included Registrars of Voters, Senior Center and Recreation staff that included our design staff from Friar and Associates.
- The wiring was completed for the POOL Grant and most of the other items we were approved for were ordered.
- The Connectivity Trail work is complete. We will be looking at how much funding is left to install rapid flashing beacons at the trail crossing on Steeles Crossing.
- We held our Virtual Chief Information officer meeting with Novus to discuss what we accomplished, what our recommended priorities are and contract costs for next year.
- We are interviewing candidates for the vacant position in Buildings and Grounds.
- We have started to work on data collection and discussions regarding Union contracts.
- Covid and other respiratory illnesses have had a significant impact on staffing.
- We are training on emergency management platforms including WEB EOC (web-based emergency reporting).
- We are communicating with Tyler regarding training for our accounting system.

A. Gordon asked what the POOL grant is for. J. Rupert explained that it is for emergency management upgrades including securing wires for safety, replacing a television that is used during emergencies, and other items that are in the works.

R. Morra asked for an update on the Notch Road Municipal Center. J. Rupert reported that dumpsters have been added for asbestos along with separate dumpsters for non-hazardous materials. He stated that Rooms A and B and the hallway have been completed, and the other sections are now being worked on. J. Rupert noted that all of the utilities must be removed. He reported that the gas line will be moved on February 11th, the water has been disconnected, the septic has been severed and capped, and they are waiting on Frontier to remove a dead phone line. J. Rupert added that the project is going very well so far.

P. Sawyer suggested commemorating the initial demolition of the building with a public event. R. Morra agreed and recommended that the Board members take the first steps of demolishing the building with sledgehammers. J. Rupert stated that both ideas are currently in the works. G. Marrion added that the building sign should be retained and turned into a commemorative bench.

A. Gordon asked about the communications with Tyler regarding training listed on the report. J. Rupert replied that he has received a quote from Tyler for approximately \$1500.00 to train staff on the accounting system. G. Marrion asked if updates on the progress of the demolition project could be added to the Town Bulletin. J. Rupert appreciated the idea and will include the updates in the bulletin.

9. Adjournment

P. Sawyer MOVED to Adjourn the Meeting at 7:44 p.m. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING - A/P
TUESDAY, FEBRUARY 11, 2025, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: Deputy First Selectman Robert Morra, Gwen Marrion, Amanda Gordon, Mather Clarke, Pamela Sawyer, Tim Sadler

Board of Selectman Absent: First Selectman Rodney Fournier

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present Via Zoom: Jim Loersch, Amanda Balboni

1. Call to Order: R. Morra called the meeting to order at 6:00 p.m.

2. Consider and Act on A/P

A. Gordon moved to approve the A/P Budget Report in the amount of \$202,379.96. P. Sawyer
SECONDED.

A Gordon asked why the Town is incurring late fees from Lowe's. J. Rupert explained that the budget approval process takes approximately 27 days, and it is not unusual for a bill to be paid late depending on when the bill came in and when it was approved for payment.

G. Marrion asked if the entire Lori Road Drainage Improvements project is being paid from the Town Aid Road Expenditures account. J. Rupert replied that it is. G. Marrion asked if the Town Hall parking lot is going to be repaved and paid from the same fund. J. Rupert stated that it is coming out of the fund in a roundabout way. He explained that since it is not a qualified expense under Town Aid Road Expenditures, the money will come from the Highways Department but will be augmented by money from the Town Aid fund.

G. Marrion asked about the reimbursement on Page 23 for materials to build a wall in a portable building. J. Rupert explained that air quality tests are being conducted in the Town Hall annex building where financial records are currently being stored to determine if there are asbestos particles or other hazardous materials in the air. The wall was built to provide a clean space for the crew conducting the testing to work in and to provide a secure space for the financial records. G. Marrion asked if the wall will remain after the testing is complete. J. Rupert replied that it will likely be kept to store voting machines until a more appropriate storage space can be secured.

MOTION CARRIED 6:0:1 (R. Fournier absent)

3. Consider and Act on Budget Transfers:

The budget transfers were informational only and did not require any action.

4. Adjournment

A. Gordon MOVED to ADJOURN the meeting at 6:06 p.m. P. Sawyer SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING - A/P AND BUDGET DELIBERATIONS (IF NEEDED)
TUESDAY, FEBRUARY 25, 2025, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra (6:05 p.m.), Gwen Marrion, Mather Clarke, Pamela Sawyer, Tim Sadler

Board of Selectman Absent: Amanda Gordon

Staff Present In-Person: Town Administrator James Rupert, Chief Financial Officer Jill Collins, Timothy White, Finance Committee Chair and Assistant Registrar Ross Lally, Registrar Sandra Pierog, Deputy Registrar Mary Terhune, Registrar Bernice Dixon

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present Via Zoom: Jim Loersch

1. Call to Order: R. Fournier called the meeting to order at 6:02 p.m.

2. Consider and Act on A/P

P. Sawyer MOVED to APPROVE the A/P Report as presented. M. Clarke SECONDED.

It was noted that there were two separate A/P reports in the packet, and a total amount was requested for the Motion. J. Collins explained that the second report is for the property tax refunds.

P. Sawyer AMENDED the motion to approve the A/P Report as presented in the amount of \$249,039.00. M. Clarke SECONDED.

Discussion: G. Marrion asked about the charges for Friar Architecture, Inc. and the Lori Road Drainage charge from Nathan L. Jacobson & Associates, Inc. J. Rupert confirmed that the charge from Friar is for the redesign of Rooms A and B and that the Lori Road Drainage project is not yet complete. He added that the drawing and budget are completed for the rooms, and the grant was submitted on time.

MOTION CARRIED 5:0:2 (A. Gordon and R. Morra Absent)

P. Sawyer MOVED to APPROVE the Property Tax Refund A/P Report as presented in the amount of \$4,553.41. R. Fournier SECONDED.

MOTION CARRIED 6:0:1 (A. Gordon Absent)

3. Consider and Act on Budget Transfers

There were no budget transfers for consideration.

4. Consider and Act on Ad-Hoc Committee for Herrick Park Fields

P. Sawyer MOVED to APPROVE the Ad-Hoc Committee Member List for Herrick Park Fields. R. Morra SECONDED. MOTION CARRIED 6:0:1.

5. Budget Deliberations

Chief Financial Officer Jill Collins and Timothy White were present to assist and answer any questions on the budget. G. Marrion asked for information on the Registrar salaries. T. White provided a table outlining the results of a wage comparison analysis he conducted with six towns on Registrar salaries and noted that the Bolton Registrar of Voters receive 3.54% below the average of the other towns, except Hebron and Willington as they pay stipends. T. White noted that approving the proposed increases would put the Registrars on par with the other towns as follows:

- Registrars \$25.00/Average \$24.13
- Deputy Registrars \$22.00/Average \$20.46
- Assistant Registrar \$18.00/Average \$16.73
- Data Entry Clerk \$18.00/Average \$17.33
- Moderator \$19.00/Average \$20.11
- Election workers \$17.00/Average \$17.06

The BOS agreed to the proposed increases. Assistant Registrar Ross Lally stated that the Registrar of Voters also did a wage comparison and came up with similar results. T. Sadler asked if the Registrars are satisfied with the proposed increases. Registrar Sandra Pierog stated that she cannot comment as she has not seen T. White's report and shared concerns about the Board taking action without input from the department. R. Fournier replied that it appears to match the Registrar's results and noted that the Board will need to find funding for the increases. G. Marrion reminded the BOS that the Registrar budget was reduced by \$17,000.00 since a primary election is not expected. R. Morra added that \$1,000.00 for advertising was reduced to \$500.00 and transferred to the Town Clerk budget.

6. Consider and Act on Department Budgets and Any Others if needed

Capital Improvement Plan: J. Rupert stated that he consulted with John Butrymovich on adjustments to the Capital Improvement Plan. The Board agreed to the proposed changes and made additional adjustments as follows:

- Defer the van replacement to 2026-2027 and keep the pickup truck replacement
- Defer the Bolton Heritage Farm Projects since no project specifics are in place yet
- Add the farm pavilion project (Est. \$130,000.00), Indian Notch Park play structure (Est. \$65,000.00), and salt shed (est. \$450,000.00) to the plan to strengthen grant opportunities
- Rename the Heritage Farm account from Code Compliance to BHF Building Restoration and remove the \$50,000.00 allocation in the account as \$47,000.00 is available from prior year funds
- Defer exterior painting of the Town Hall and keep the Town Hall door repairs
- Defer the Kubota attachment purchase

The total for Capital Improvement projects was updated to \$1,083,016.00 as a result of the changes.

Board of Education: The BOS discussed the energy management system upgrade allocation of \$407,000.00 and potential reimbursement of up to 50% of the costs from the State Board of Education.

Taxes: The members discussed automobile taxes, tax revenue, and tax exemptions for veterans.

Administration Budget: The budget is lower than last year with the exception of salary placeholder.

Finance Department: The BOS discussed the costs and benefits of outsourcing payroll through ADP and agreed to allocate \$28,000.00 for ADP payroll services under the Administration Budget.

Tax Collector: The BOS discussed Tax Collector Lori Bushnell's request for a 7.2% salary increase which includes a longevity payment. J. Rupert outlined her loyalty, lengthy service with the Town, excellent performance, and lower pay than other supervisors. He added that she was instrumental in resolving the tax issue last year and suffered damage to her reputation, although the matter was not her fault. J. Rupert recommended a 5% increase plus a bonus of \$1,000.00 for her work on the tax issue. He added that similar bonuses would be appropriate for the other staff members who assisted with the issue. The BOS tabled the item for later discussion.

Personnel Services: Payroll taxes decreased from \$232,000.00 to \$230,700.00 as a result of removing \$17,000.00 in wages from the Registrar budget. Actual figures for health insurance will be provided in March after renewal.

Town Clerk: Software costs were reduced due to the elimination of a module that was not being used.

Building and Land Use: Payroll was increased to \$310,000.00 as a result of hiring an additional inspector to provide inspections to the Town of Marlborough through a grant administered by CRCOG. Revenue from the arrangement will zero out payroll costs except for contractors.

Insurance: The budget has increased due to rising costs of cyber liability insurance, and the actual figures will be updated in July during renewal.

Fire Commission: The BOS agreed to reduce the OSHA allocation by \$7,000.00 and updated the total budget to \$296,089.00.

Highways: Payroll will be reduced upon hiring a replacement for Dennis and was reduced with the hiring of a new supervisor at a lower rate.

Town Building: The budget has increased as a result of higher electricity and communication costs.

Public Health: The budget has increased to \$29,730.00.

Senior and Social Services: Payroll increased significantly and vans are expected to be replaced this year.

Library: The salary was increased from \$248,735.00 to \$256,315.00 to ensure adequate funding. The BOS agreed to move funds from library costs to cover the increased cost of contracts.

Recreation: The BOS agreed that there is enough funding in the Recreation Round Fund to support the budget and agreed to withhold additional funding for the department. The BOS discussed Stephanie Crane's salary and performance and agreed to an increase of \$3,000.00 beginning July 1, 2025.

Redemption of Bonds: The BOS discussed the bond for the fire truck and will bond for the fire truck balance and school roof together due to the expensive bonding process.

Tax Collector Continued Discussion: The BOS continued the discussion on L. Bushnell's request for a salary increase. G. Marrion disagreed with the previous proposal of a smaller increase and a bonus and recommended approving the requested 7.2% increase. J. Rupert recommended the BOS also consider an increase for the Librarian who has been with the Town for 37 years to be fair. He added that she has not received an increase despite her requests because her salary is above average. The BOS agreed to a 5.5% increase for the Tax Collector.

P. Sawyer MOVED to APPROVE a 5.5% salary increase for Tax Collector Lori Bushnell. R. Morra SECONDED. MOTION CARRIED 6:0:1.

J. Rupert recommended bonuses for the additional employees who worked through the tax issue. He will work with J. Collins to find funding for bonuses and provide a recommendation to the Board.

Separation Fund: \$50,000.00 is kept in the fund to cover retirement costs including PTO payouts, etc.

All other budgets remained flat and unchanged. J. Rupert and the Board commended the departments for their efforts in providing reasonable budget requests. J. Rupert will provide the updated budget totals to the Board.

7. Adjourn

R. Morra MOVED to ADJOURN the meeting at 8:18 p.m. P. Sawyer SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

FY2025 February 27, 2025		Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY24	FY23	FY22
Administration	\$ 754,500.00	\$ 754,500.00	\$ 754,500.00	\$ 387,032.83	\$ 367,467.17	\$ 747.60	\$ 366,719.57	51.40%	59.51%	47.91%	43.11%
Board of Finance	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 575.00	\$ 2,125.00	\$ -	\$ 2,125.00	21.30%	26.53%	21.93%	20.95%
Financial Administration	\$ 262,074.00	\$ 262,074.00	\$ 262,074.00	\$ 160,279.83	\$ 101,794.17	\$ -	\$ 101,794.17	61.16%	65.25%	60.57%	60.37%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 10,000.00	\$ 35,000.00	\$ -	\$ 35,000.00	22.22%	17.78%	79.31%	18.87%
Assessor	\$ 164,721.00	\$ 164,721.00	\$ 164,721.00	\$ 108,394.75	\$ 56,326.25	\$ 400.00	\$ 55,926.25	66.05%	62.94%	61.97%	53.79%
Tax Collector	\$ 96,534.00	\$ 96,534.00	\$ 96,534.00	\$ 61,356.28	\$ 35,177.72	\$ 7,174.08	\$ 28,003.64	70.99%	66.60%	58.99%	64.10%
Fringe Benefits	\$ 1,051,480.00	\$ 1,051,480.00	\$ 1,051,480.00	\$ 688,251.66	\$ 363,228.34	\$ -	\$ 363,228.34	65.46%	64.19%	56.88%	55.75%
Town Clerk	\$ 146,209.00	\$ 146,209.00	\$ 146,209.00	\$ 96,197.74	\$ 50,011.26	\$ 3,812.50	\$ 46,198.76	68.40%	69.10%	64.77%	64.66%
Land Use	\$ 382,844.00	\$ 382,844.00	\$ 382,844.00	\$ 240,815.37	\$ 142,028.63	\$ 14,976.52	\$ 127,052.11	66.81%	61.64%	67.47%	51.32%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 849.21	\$ 3,150.79	\$ -	\$ 3,150.79	21.23%	18.58%	45.19%	26.26%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 465.63	\$ 1,184.37	\$ -	\$ 1,184.37	28.22%	17.69%	38.37%	10.27%
Property Insurance	\$ 159,450.00	\$ 159,450.00	\$ 159,450.00	\$ 87,470.50	\$ 71,979.50	\$ -	\$ 71,979.50	54.86%	55.06%	55.98%	51.07%
Probate	\$ 7,476.00	\$ 7,476.00	\$ 7,476.00	\$ -	\$ 7,476.00	\$ -	\$ 7,476.00	0.00%	83.48%	94.92%	95.18%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 2,235.00	\$ 1,132.93	\$ 1,102.07	\$ -	\$ 1,102.07	50.69%	26.21%	27.04%	27.09%
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	40.00%	80.00%	-	-
Elections	\$ 138,878.00	\$ 138,878.00	\$ 138,878.00	\$ 54,973.38	\$ 83,904.62	\$ 994.47	\$ 82,910.15	40.30%	30.22%	63.41%	51.69%
Police	\$ 301,300.00	\$ 301,300.00	\$ 301,300.00	\$ 5,307.93	\$ 295,992.07	\$ -	\$ 295,992.07	1.76%	0.43%	0.39%	1.77%
Fire Commission	\$ 287,514.00	\$ 287,514.00	\$ 287,514.00	\$ 103,050.84	\$ 184,463.16	\$ 70,326.27	\$ 114,136.89	60.30%	70.59%	65.10%	60.65%
Animal Control	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	0.00%	100.00%	96.77%	0.00%
Fire Marshal	\$ 29,900.00	\$ 29,900.00	\$ 29,900.00	\$ 16,790.54	\$ 13,109.46	\$ -	\$ 13,109.46	56.16%	43.12%	34.30%	36.64%
Emergency Management	\$ 11,165.00	\$ 11,165.00	\$ 11,165.00	\$ 3,461.18	\$ 7,703.82	\$ -	\$ 7,703.82	31.00%	33.94%	57.98%	50.71%
Highways and Streets	\$ 1,073,967.00	\$ 1,073,967.00	\$ 1,073,967.00	\$ 564,561.22	\$ 509,405.78	\$ 177,192.95	\$ 332,212.83	69.07%	63.21%	70.37%	54.56%
Public Building Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	3.94%	0.00%
Parks/Town Building Ops	\$ 826,308.00	\$ 826,308.00	\$ 826,308.00	\$ 473,333.46	\$ 352,974.54	\$ 24,592.98	\$ 328,381.56	60.26%	62.99%	56.50%	55.65%
Public Health Admin	\$ 28,409.00	\$ 28,409.00	\$ 28,409.00	\$ 21,526.47	\$ 7,175.53	\$ -	\$ 7,175.53	75.00%	75.46%	73.75%	71.12%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ 600.00	\$ 127.63	\$ 472.37	\$ -	\$ 472.37	21.27%	0.00%	-	-
Seniors / Social Services	\$ 184,642.00	\$ 184,642.00	\$ 184,642.00	\$ 120,787.89	\$ 63,561.11	\$ 3,887.08	\$ 59,674.03	67.63%	62.63%	59.92%	56.96%
Library	\$ 313,067.00	\$ 313,067.00	\$ 313,067.00	\$ 207,593.68	\$ 105,473.32	\$ 11,359.34	\$ 94,113.98	69.94%	68.27%	64.99%	66.48%
Recreation	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%	0.00%	-	-
Conservation	\$ 2,305.00	\$ 2,305.00	\$ 2,305.00	\$ 1,181.98	\$ 1,123.02	\$ -	\$ 1,123.02	51.28%	56.77%	54.39%	48.75%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 727,830.00	\$ 364,899.62	\$ 362,930.38	\$ 300.00	\$ 362,630.38	50.18%	69.42%	59.09%	58.57%
Totals	\$ 7,027,758.00	\$ 7,027,758.00	\$ 7,027,758.00	\$ 3,782,417.55	\$ 3,245,340.45	\$ 315,763.79	\$ 2,929,576.66	58.31%	57.27%	45.80%	41.02%

**TAX COLLECTOR
1.31.2025**

	ADOPTED	REVISED	COLLECTIONS YTD	OVERPAYMENT REFUNDS	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 1.31.2025	PERCENTAGE COLLECTED FY 25 BUDGET
CURRENT YR. LEVY	\$ 16,848,510.00	\$ 16,848,510.00	\$ 18,176,723.80	\$ (650,755.42)	\$ (38,572.48)	\$ (65,522.37)	\$ (14,294.71)	\$ 17,407,578.82	103.32%
MOTOR VEHICLE	\$ 1,689,405.00	\$ 1,689,405.00	\$ 1,674,043.20	\$ -	\$ (12,651.88)	\$ (11,083.74)	\$ 10,938.38	\$ 1,661,245.96	98.33%
SUPP. MV LEVY	\$ 175,000.00	\$ 175,000.00	113,938.59	-	-	-	\$ 1,281.29	\$ 115,219.88	65.84%
SUB TOTAL	\$ 18,712,915.00	\$ 18,712,915.00	\$ 19,964,705.59	\$ (650,755.42)	\$ (51,224.36)	\$ (76,606.11)	\$ (2,075.04)	\$ 19,184,044.66	102.52%
PRIOR YEARS	\$ 75,000.00	\$ 75,000.00	\$ 83,049.71	\$ -	\$ (2,255.68)	\$ -	\$ 1,105.86	\$ 81,899.89	109.20%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 59,176.49	\$ (191.11)	\$ -	\$ (60.25)	\$ 969.18	\$ 59,894.31	92.15%
TOTAL	\$ 18,852,915.00	\$ 18,852,915.00	\$ 20,106,931.79	\$ (650,946.53)	\$ (53,480.04)	\$ (76,666.36)	\$ -	\$ 19,325,838.86	102.51%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2024	8.31.2024	9.30.2024	10.31.2024	11.30.2024	12.31.2024
89.16%	105.15%	106.56%	106.83%	106.89%	103.15%
1.31.2025	2.28.2025	3.31.2025	4.30.2025	5.31.2025	6.30.2025
103.32%					
7.31.2023	8.31.2023	9.30.2023	10.31.2023	11.30.2023	12.31.2023
80.73%	99.99%	100.34%	100.45%	100.54%	100.77%
1.31.2024	2.28.2024	3.31.2024	4.30.2024	5.31.2024	6.30.2024
100.85%	100.92%	100.94%	100.96%	100.06%	100.15%

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Economic Development

Transfer \$ 2,000 from category Shared Services to category Other Payroll

(within budget) from # 1005 - 041 - 4175 - 000000 - 55010 - 00000

to # 1005 - 041 - 4175 - 000000 - 51620 - 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - _____ - _____ - _____

to # _____ - _____ - _____ - _____ - _____ - _____

Other \$ _____

Explanation: *for interns to work on Bilton Business Submissions to Ct. Countryside Web page*

Approved
Thomas Alpa Signature
Town Administrator Title
7/25/25 Date

Board of Selectmen Approved Comments:

	Yes	No
Rodney Fournier	___	___
Robert Morra	___	___
Pam Sawyer	___	___
Gwen Marrion	___	___
Amanda Gordon	___	___
Tim Sadler	___	___
Mather Clarke	___	___

Date _____

Info Only

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Finance

Transfer \$ 1,000 from category Payroll to category Other payroll

(within budget) from # 1005041-4117-000000-51610 000000

to # 1005041-4117-000000-51620 000000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - 000000 - _____ - 000000

to # _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation: To pay intern to work in the
finance office

[Signature] Signature
Finance Director Title
2/25/25 Date

Board of Selectmen

Approved

Comments:

Yes No

Approved 2/25/25
[Signature]

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Fire Commission

Transfer \$ 510.00 from category Uniforms and Supplies to category Vehicle rental

(within budget) from 042 - 4203 - 0000 - 5693C to 042 - 4203 - 0000 - 5442C

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from _____ - 0000 - - to _____ - 0000 - -

Other \$ _____

Explanation:

(3) bus rental for Dean Cabinet Fire 1-24-2025

M + J Bus - Old Saybrook -

[Signature] Signature

Fire Chief Title

02-24-25 Date

Board of Selectmen

Approved

Comments:

*Approved 2/27/25
Tara M. Platt*

Yes No

Date _____

Bos Copy
Info only

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Elections

Transfer \$ 4,000. from category Office Supplies to category Prof Education
(within budget) from # 1005-041-4197-000000-56120-00000 Elect. Training Elections
to # 1005-041-4197-000000-53520-00000

Transfer \$ _____ from Budget _____ to Budget _____
from category _____ to category _____
from # _____ -000000- _____ -00000
to # _____ -000000- _____ -00000

Other \$ _____

Explanation: Cost of ^{spring} conference has increased, now 2 registrars and 2 deputies will need to attend. R. Lally & S. Pierog need to complete registrar certification, ~~the~~ Pierog this fiscal year (1,600/attendee). Both trainings are mandated by state law

← \$480 person

Lawell P. Pierson Signature
Ross Lally Title
Registrars of Voters Date
02/25/2025

Board of Selectmen	Approved	
	Yes	No
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments: Approved 2/27/25
Tom Pto

Date _____

02/28/25

Highlights for March Meeting

From Town Administrator

James Rupert

- Our office has been actively managing the abatement and demolition project. It is going well. At this time interior abatement is completed, and the air tests are coming back clean
- I have communicated with our engineering team regarding outstanding projects. I have shared with them that I will be pushing them to complete the plans so we can go to bid for the Herrick Park and Community Septic projects. We are also looking forward to submitting revised plans to CRCOG regarding the Heritage Farm Trail and have a final public informational meeting in early April.
- We have completed our OSHA 300 log and provided the required reporting.
- We continue to engage with ADP regarding payroll and HR software. We have a meeting scheduled with the Superintendent on Monday March 3 to discuss this.
- The February Road race went off without any issues.
- We are continuing to execute the POOL Grant by purchasing the approved equipment.
- The TRIP Grant was submitted to CRCOG. They provided a letter of support and sent it on to DOT.
- We met multiple times with community stakeholders regarding the STEAP Grant for rooms A and B. I received the final documents from Friar and Associates. The grant was submitted on time. Recreation and Senior and Social Services provided letters of support for the grant.
- We are ready for the voluntary OSHA reinspection of the Town garage and are waiting for the appointment to be scheduled.
- The stumps at Bolton Center Cemetery have been pulled and we are getting quotes for the stone wall repair.
- We are getting quotes for rapid flashing beacons for the crosswalk at Steeles Crossing Road.
- We are working with NOVUS on IT hardware purchases for this fiscal year.
- We have filled the vacant position in Buildings and Grounds.
- We have been working on collecting the appropriate paperwork for the Bolton Road race.
- We continue to work on paperwork for the cyber grant.
- We are working on contract renewals with Ashford and Willington for shared services.
- We have received a quote from Tyler for some support services and training.
- We have a quarterly Supervisors meeting scheduled for March 5th.

Respectfully Submitted, James Rupert