

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A.D.B. CONSTRUCTION & SEPTIC CORP						
Check Group:						
WASTE WATER TANK PUMPING 3/20/25		1	251343	W3936 3/20/2025	1005.043.4303.000000.54411.00000 Waste Water Removal - H. W.	\$620.00
Check #: 0						
PO/InvoiceTotal:						\$620.00
Vendor Total:						\$620.00
ANTHEM LIFE						
Check Group:						
TOWN LIFE INSURANCE - APRIL 2025		1	0	10635378 3/16/2025	1005.041.4141.000000.52100.00000 Life Insurance - Empl. Bene	\$169.06
Check #: 0						
PO/InvoiceTotal:						\$169.06
Vendor Total:						\$169.06
ANTHONY TROIANO & SONS INC						
Check Group:						
FINANCIAL ASSISTANCE - 150 GAL OF OIL DELIVERED TO 59 STONEHEDGE LN		1	251289	698808. 3/19/2025	2860.000.0000.000000.25200.00000 Other Liability - Resident Assist. Fund	\$532.35
Check #: 0						
PO/InvoiceTotal:						\$532.35
Vendor Total:						\$532.35
ATC Group Services, LLC Depository						
Check Group:						
O&M ASBESTOS TRAINING - A BAHRE		1	251193	2638082 3/27/2025	1005.043.4399.000000.53200.00000 Prof. Ed. Training - Town Building Oper.	\$365.00
Check #: 0						
PO/InvoiceTotal:						\$365.00
Vendor Total:						\$365.00
BDS						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
COPIER MAINTENANCE: TOWN CLERK & FINANCE COPIERS		1	251290	327764 2/25/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$533.59
Check #: 0						
PO/InvoiceTotal:						\$533.59
Vendor Total:						\$533.59
BIG Y FOOD, INC.	T40356					
Check Group:						
3/13/25 "MARCH MADNESS" LUNCHEON SUPPLIES		1	0	045-00030420371 9-IN 3/18/2025	1005.044.4427.000000.56010.00000 Supplies - Sen. Serv.	\$61.63
Check #: 0						
PO/InvoiceTotal:						\$61.63
Vendor Total:						\$61.63
BRODART CO.	T1259					
Check Group:						
20 BOOKS		1	0	B6952229. 3/14/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$145.67
7 BOOKS		1	0	B6954025 3/18/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$101.01
5 BOOKS		1	0	B6954685 3/19/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$96.90
Check #: 0						
PO/InvoiceTotal:						\$343.58
Check Group:						
20 BOOKS		1	250335	B6952229 3/14/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$223.76
Check #: 0						
PO/InvoiceTotal:						\$223.76
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
15 BOOKS		1	251095	B6952293 3/14/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$252.43
				Check #: 0		
					PO/InvoiceTotal:	\$252.43
					Vendor Total:	\$819.77
BUCHANAN BROTHERS LLC						
Check Group:						
BHS MENTAL HEALTH SPEAKING SERIES 3/27/25, 4/24/25 & 5/15/25 - COST SHARED WITH AMPLIFY		1 0		369 3/17/2025	2822.044.4401.000000.20779.00000 LPC Grant/Amplify	\$500.00
				Check #: 0		
					PO/InvoiceTotal:	\$500.00
					Vendor Total:	\$500.00
CAAO..						
Check Group:						
5/1/25 SPRING MEETING REGISTRATION - A JOHNSON		1 0		5/1/25 MEETING 3/26/2025	1005.041.4131.000000.53200.00000 Prof. Educational Training - Assess.	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$80.00
CASCP T7002						
Check Group:						
6/6/25 CONFERENCE REGISTRATION - C CONCATELLI		1 0		6/6/25 CONFERENCE 3/25/2025	1005.044.4427.000000.53200.00000 Prof. Educational Training - Sen. Serv.	\$60.00
				Check #: 0		
					PO/InvoiceTotal:	\$60.00
					Vendor Total:	\$60.00
CBOA . T1118						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
4/17/25 BENEFIT DAY ATTENDANCE FEE - J RUPERT		1 0		4/17/25 - J RUPERT 3/27/2025	1005.041.4107.000000.53200.00000 Prof. Educational Training - Admin.	\$90.00
4/17/25 BENEFIT DAY ATTENDANCE FEE - R McKINNON		1 0		4/17/25 - R McKINNON 3/25/2025	1005.041.4151.000000.53200.00000 Prof. Educational Training - Build. & Land Use	\$90.00
4/17/25 BENEFIT DAY ATTENDANCE FEE - W CALL		1 0		4/17/25 - W CALL 3/25/2025	1005.042.4219.000000.53200.00000 Prof. Educational Training - Fire Marshal	\$105.00
Check #: 0						
PO/InvoiceTotal:						\$285.00
Vendor Total:						\$285.00
CHADWICK-BAROSS INC						
Check Group:						
2 TAKEUCHI FILTER KITS, AIR ELEMENT & HYDRAULIC FILTER		1 251341		C31089 1/31/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$381.67
Check #: 0						
PO/InvoiceTotal:						\$381.67
Vendor Total:						\$381.67
COMCAST.						
Check Group:						
HP INTERNET #5775		1 0		#5775 3/30-4/29/25 3/23/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$120.35
Check #: 0						
PO/InvoiceTotal:						\$120.35
Vendor Total:						\$120.35
CONNECTICUT NATURAL GAS CORP.						
Check Group:						
#9069 FIRE DEPT		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$1,226.27



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#1148 RST		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$467.35
#8180 PARK BUILDING		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$636.34
#7591 LIBRARY		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$634.09
#1461 TOWN GARAGE		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$1,027.58
#1072 TOWN HALL		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$916.43
#1664 NRMC SMALL TANK		1 0		HEAT 2/11-3/10/25 3/11/2025	1005.043.4399.000000.56210.00000 Heating Fuel - Town Building Oper.	\$1,075.56
Check #: 0						
PO/InvoiceTotal:						\$5,983.62
Vendor Total:						\$5,983.62
CRPA	T2015					
Check Group:						
SPRING QUARTERLY REGISTRATION - S CRANE		1 0		29833 2/20/2025	2970.045.4503.300111.53400.00000 Professional Training - Other Profess. Services	\$40.00
Check #: 0						
PO/InvoiceTotal:						\$40.00
Vendor Total:						\$40.00
CT MILITARY ACTIVITIES FUND						
Check Group:						
5/9/25 ANNUAL ARMED FORCES LUNCHEON REGISTRATION FEE - R MORRA & P SAWYER		1 0		5/9/25 LUNCHEON 4/2/2025	1005.041.4107.000000.58100.00000 Dues & Fees - Admin.	\$100.00
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$100.00
DEPT OF ENERGY & ENVIRONMENTAL PROTECT T1150						
Check Group:						
QUARTERLY APPLICATION FEE REMITTANCE: JAN-MARCH 2025		1 0		LANDUSE JAN-MAR 2025 4/2/2025	1005.000.0000.000000.20794.00000 Landuse Activity Account	\$580.00
Check #: 0						PO/InvoiceTotal: \$580.00
						Vendor Total: \$580.00
EAST COAST SIGN & SUPPLY INC						
Check Group:						
10' U-CHANNEL GREEN SIGN POSTS		20	251342	210860 3/18/2025	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$640.00
Check #: 0						PO/InvoiceTotal: \$640.00
						Vendor Total: \$640.00
EAST HAMPTON AUTO PARTS INC						
Check Group:						
ANTIFREEZE		1 0		892253 3/7/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$76.95
OIL & FILTERS		1 0		892961 3/13/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$140.14
STICK HOSE		1 0		893829 3/21/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$20.19
Check #: 0						PO/InvoiceTotal: \$237.28
						Vendor Total: \$237.28
EAST RIVER ENERGY						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DIESEL - 1,088.60 GAL @ \$2.577296 PER GAL		1 0		1088996 TWN 3/7/2025	1005.043.4303.000000.56260.00000 Diesel & Gasoline - H.W.	\$2,805.64
GAS - 969.70 GAL @ \$2.672733 PER GAL		1 0		1088997 TWN 3/7/2025	1005.043.4303.000000.56260.00000 Diesel & Gasoline - H.W.	\$2,591.75
Check #: 0						
PO/InvoiceTotal:						\$5,397.39
Vendor Total:						\$5,397.39
England True Value Hardware						
Check Group:						
MARKER, PENCIL & DRILL BITS		1 0		FEB 2025 - HWY DEPT 2/28/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$55.56
HOSE MENDER		1 0		FEB 2025 - HWY DEPT 2/28/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$10.99
Check #: 0						
PO/InvoiceTotal:						\$66.55
Vendor Total:						\$66.55
Eversource.						
Check Group:						
Electricity - FD #2007		1 0		#2007 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$940.12
Electricity - TH/COMM HALL #2014		1 0		#2014 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$717.88
Electricity - 98 NOTCH REAR #2020		1 0		#2020 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$720.17
Electricity - LIONS #2031		1 0		#2031 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$50.72

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Electricity - INP #2041		1 0		#2041 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.31
Electricity - BML #2045		1 0		#2045 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$533.04
Electricity - GAZEBO #2055		1 0		#2055 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.00
Electricity - 98 NOTCH SSS #2075		1 0		#2075 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.00
Electricity - RST #2086		1 0		#2086 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$112.40
Electricity - NRMCM #2092		1 0		#2092 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$2,761.06
Electricity - BHF #4029		1 0		#4029 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$24.55
Electricity - BALLFIELD #4069		1 0		#4069 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$185.26
Electricity - HIGH RIDGE FARM #5034		1 0		#5034 2/13-3/14/25 3/14/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$14.56
Electricity - BI-OP SHED #6034		1 0		#6034 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$45.60
Electricity - TENNIS COURTS #9098		1 0		#9098 2/20-3/20/25 3/20/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$204.91

Check #: 0

PO/InvoiceTotal: \$6,442.58

Vendor Total: \$6,442.58

FLEETPRIDE

T1173

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
TRAILER BRAKE BACK PLATE ASSEMBLY, BATTERIES, BREAKAWAY SWITCH, WIPER BLADES & BRAKLEEN		1	251338	123692543  2/24/2025	1005.043.4303.000000.56100.00000  Repair & Maintenance Supplies - H.W.	\$923.01
Check #: 0						
PO/InvoiceTotal:						\$923.01
Vendor Total:						\$923.01
FLUID DYNAMICS LLC						
Check Group:						
10 UNION ADAPTERS		1	251339	980659-003 2/25/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$305.31
Check #: 0						
PO/InvoiceTotal:						\$305.31
Vendor Total:						\$305.31
FREIGHTLINER OF HARTFORD, INC. T1995						
Check Group:						
4 GROMMET SEALS		1	0	1118827 3/21/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$17.00
SURGE TANK CAPS & THERMOSTAT		1	0	1119342 3/24/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$97.48
Check #: 0						
PO/InvoiceTotal:						\$114.48
Check Group:						
TRUCK #3 AIR COMPRESSOR REPAIR KIT		1	251335	1118375 3/20/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$319.96
CREDIT FOR RETURN OF TRUCK #3 AIR COMPRESSOR REPAIR KIT LESS RESTOCK FEE		1	251335	CM1118375 3/20/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	(\$239.96)
Check #: 0						
PO/InvoiceTotal:						\$80.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
SERVICE ON TRUCK #3 FOR CHECK ENGINE LIGHT - DOSING VALVE DIAGNOSED AND REPAIRS INCLUDED NEW DOSING VALVE, INSTALL KIT, GASKETS & HARDWARE.		1	251344	131352	1005.043.4303.000000.54300.00000	\$2,938.13
				3/13/2025	Repairs & Maintenance Services - H.W.	
					Check #: 0	
					PO/InvoiceTotal:	\$2,938.13
					Vendor Total:	\$3,132.61
GENALCO INC						
Check Group:						
8 FLARELESS TUBE FITTINGS		1	251340	7673544	1005.043.4303.000000.56100.00000	\$256.05
				9/24/2024	Repair & Maintenance Supplies - H.W.	
					Check #: 0	
					PO/InvoiceTotal:	\$256.05
					Vendor Total:	\$256.05
Grainger						
	B3131					
Check Group:						
LASER DISTANCE METER		1	0	9447023665	1005.043.4399.000000.56100.00000	\$120.98
				3/21/2025	Supplies - Town Building Oper.	
					Check #: 0	
					PO/InvoiceTotal:	\$120.98
Check Group:						
LED LIGHT BULBS FOR THE LIBRARY		1	251288	9447116212	1005.043.4399.000000.56100.00000	\$666.72
				3/21/2025	Supplies - Town Building Oper.	
					Check #: 0	
					PO/InvoiceTotal:	\$666.72
Check Group:						
DEWALT GREASE GUN KIT		1	251336	9421830986	1005.043.4303.000000.56100.00000	\$339.00
				2/27/2025	Repair & Maintenance Supplies - H.W.	
					Check #: 0	

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						PO/InvoiceTotal: \$339.00
						Vendor Total: \$1,126.70
HARTFORD COURANT.						
Check Group:						
13-WEEK SUBSCRIPTION RENEWAL AS OF 4/25/25	1	251348	4/25/25 RENEWAL 3/24/2025	1005.045.4501.000000.56400.00000	Library Materials - Libr.	\$211.61
Check #: 0						PO/InvoiceTotal: \$211.61
						Vendor Total: \$211.61
HELEN STARKWEATHER						
Check Group:						
VIN #3MVDMBBL4MM222020, BILL #2023-03-0054729	1	0	VEHICLE TAX REFUND 3/20/2025	1005.000.0000.000000.20780.00000	Tax Refund Exchange Account	\$309.02
Check #: 0						PO/InvoiceTotal: \$309.02
						Vendor Total: \$309.02
Hillyard - New England						
Check Group:						
MOP HEADS	1	0	605773506 3/20/2025	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$81.53
Check #: 0						PO/InvoiceTotal: \$81.53
						Vendor Total: \$81.53
HOLIDAYGOO						
Check Group:						
1,000 CANDY-FILLED EGGS FOR ANNUAL EGG HUNT	2	251346	21373 3/18/2025	2970.045.4503.300109.56120.00000	Miscellaneous - General Supplies	\$283.00
1,000 TOY-FILLED EGGS FOR ANNUAL EGG HUNT	2	251346	21373 3/18/2025	2970.045.4503.300109.56120.00000	Miscellaneous - General Supplies	\$283.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$566.00
Vendor Total:						\$566.00
HONDA LEASE TRUST .	T8186					
Check Group:						
VEHICLE TAX REFUND, BILL #2023-04-0080334		1	0	SHHFK7G45LU22 3175 3/7/2025	1005.000.0000.000000.20780.00000 Tax Refund Exchange Account	\$507.35
Check #: 0						
PO/InvoiceTotal:						\$507.35
Vendor Total:						\$507.35
JASON WERNER						
Check Group:						
REPAIR STONE WALL AT HEBRON RD CEMETERY - SECTIONS 2&3 COMPLETED 4/1/25		1	251255	SECTIONS 2&3 -4/1/25 3/4/2025	5202.043.4327.000000.54303.00000 Grounds Maintenance	\$6,000.00
Check #: 0						
PO/InvoiceTotal:						\$6,000.00
Vendor Total:						\$6,000.00
KATHRYN CANNON						
Check Group:						
CLERK - 3/3/25 CONSERVATION COMMISSION MEETING		1	0	3/3/25 CLERK 3/11/2025	1005.045.4599.000000.53100.00000 Official/Admin Services	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$125.00
Vendor Total:						\$125.00
Laframboise Water Service Inc	B3773					
Check Group:						
CERTIFIED WELL OPERATOR CONTRACT FOR NOTCH RD WELL SYSTEM - APRIL 2025		1	251113	64875 3/20/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$441.74



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Check #: 0						
PO/InvoiceTotal:						\$441.74
Vendor Total:						\$441.74
MACC	T1741					
Check Group:						
FY 24/25 ANNUAL QUARTERLY CONTRIBUTION - Q4		1	250061	FY25 Q4 CONTRIBUTION 3/25/2025	1005.044.4427.000000.55010.00000 Shared Services/MACC - Sen. Serv.	\$2,000.00
Check #: 0						
PO/InvoiceTotal:						\$2,000.00
Vendor Total:						\$2,000.00
MARCELLA HOWSER						
Check Group:						
RELEASE OF HP SECURITY DEPOSIT - EVENT DATE 3/22/25		1	0	HP DEPOSIT 3/22/25 3/27/2025	2990.000.0000.000000.25003.00000 Other Liability - Herrick Park Security Deposit	\$200.00
Check #: 0						
PO/InvoiceTotal:						\$200.00
Vendor Total:						\$200.00
Marcus Communications Llc						
Check Group:						
MONTHLY RADIO RENTAL: APRIL 2025		1	0	96773 4/1/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$15.00
Check #: 0						
PO/InvoiceTotal:						\$15.00
Vendor Total:						\$15.00
MARY JOHNSTON						
Check Group:						
CLERK - 3/20/25 FINANCE COMMITTEE MEETING		1	0	3/20/25 CLERK 3/26/2025	1005.041.4115.000000.53100.00000 Official/Admin Services - BOF	\$75.00

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CLERK - 3/25/25 INLAND WETLANDS MEETING		1 0		3/25/25 CLERK 3/26/2025	1005.041.4163.000000.53100.00000 Official/Admin Services-Inland/Wetland	\$75.00
				Check #: 0		
					PO/InvoiceTotal:	\$150.00
					Vendor Total:	\$150.00
MIDWEST TAPE	T29773					
Check Group:						
1 BCD		1 0		506866280 3/10/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$63.99
4 DVDs		1 0		506901049 3/18/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$90.96
5 DVDs		1 0		506933726. 3/25/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$57.73
				Check #: 0		
					PO/InvoiceTotal:	\$212.68
Check Group:						
5 DVDs		1 250342		506933726 3/25/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$103.97
				Check #: 0		
					PO/InvoiceTotal:	\$103.97
					Vendor Total:	\$316.65
MONROE TRACTOR & IMPLEMENT CO, INC.						
Check Group:						
CASE 580 - SHOP MANUAL, OPERATORS MANUAL & TRAINING MANUAL		1 0		P13761 3/5/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$100.00
				Check #: 0		
					PO/InvoiceTotal:	\$100.00
Check Group:						

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HYDRAULIC HOSES & HYDRAULIC HARD LINES		1	251345	P13839 3/12/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$855.23
WHEEL SPEED SENSOR KIT		1	251345	P13840 3/12/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$287.23
Check #: 0						
PO/InvoiceTotal:						\$1,142.46
Vendor Total:						\$1,242.46
MORTON SALT, INC						
Check Group:						
SALT RESTOCK		1	251151	5403393022 3/3/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$8,572.45
Check #: 0						
PO/InvoiceTotal:						\$8,572.45
Vendor Total:						\$8,572.45
MTS BUILDERS, INC.	T13791					
Check Group:						
REMOVAL OF GREENHOUSE & RECONSTRUCTION FOR HEALTH/SAFETY PURPOSES AS PER PROPOSAL - BID WAIVED BY SELECTMEN		1	250390	219 3/14/2025	2824.049.4952.000000.54421.00000 Demolition of BCS Greenhouse/ARPA Expenditure	\$10,500.00
Check #: 0						
PO/InvoiceTotal:						\$10,500.00
Vendor Total:						\$10,500.00
NATHAN L. JACOBSON & ASSOC, INC.	12272					
Check Group:						
0968-0051 CONVENIENCE STORE 271 HOP RIVER RD - INSPECTION		1	0	100428 2/12/2025	2988.041.4151.415136.25000.00000 271 Hop River Road/PL-22-2	\$661.00
SELECTMAN'S OFFICE - GENERAL CONSULTATION		1	0	100591 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$229.50

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SELECTMAN'S OFFICE - HERRICK PARK SOCCER FIELD		1 0		100592 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$650.25
SELECTMAN'S OFFICE - NPDES PHASE II		1 0		100593 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$1,762.95
0963-0025 LYMAN RD CULVERT - STUDY		1 0		100594 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$197.50
0963-0039 COMMUNITY CONNECTIVITY GRANT - STUDY		1 0		100595 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$420.75
0963-0054 BARGER PROPERTY DRAINAGE - FINAL DESIGN		1 0		100596 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$306.00
0968-0051 CONVENIENCE STORE 271 HOP RIVER RD - INSPECTION		1 0		100597 3/18/2025	2988.041.4151.415136.25000.00000 271 Hop River Road/PL-22-2	\$508.00
1257-0001 LOTCIP SIDEWALK DESIGN - PRELIM DESIGN; DESIGN DEVELOPMENT		1 0		100621 3/18/2025	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$1,362.10
Check #: 0						
PO/InvoiceTotal:						\$6,098.05
Vendor Total:						\$6,098.05
NORTH CENTRAL CONSERVATION DISTRICT						
Check Group:						
WETLANDS AGENT SERVICES - APRIL 2025		1 250056		2630 4/2/2025	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$1,320.00
Check #: 0						
PO/InvoiceTotal:						\$1,320.00
Check Group:						
VARIOUS PLANTS FROM ANNUAL PLANT SALE		1 251249		2631 4/2/2025	2873.000.0000.000000.25202.00000 Other Liabilty - Conservation Activity Fund	\$404.00
Check #: 0						
PO/InvoiceTotal:						\$404.00

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$1,724.00
Novus Insight, Inc						
Check Group:						
LENOVO DESKTOP COMPUTERS, MONITOR & NOTEBOOK		1 0	22136	22136 3/27/2025	1005.041.4107.000000.57300.00000 Equipment - Admin.	\$3,989.49
Check #: 0						
PO/InvoiceTotal:						\$3,989.49
Vendor Total:						\$3,989.49
OAKRIDGE DAIRY LLC						
Check Group:						
GUIDED TOUR OF DAIRY - 21 PARTICIPANTS		1 251295	512	512 2/5/2025	1005.044.4427.000000.53400.00000 Other Professional Services - Sen. Serv.	\$210.00
Check #: 0						
PO/InvoiceTotal:						\$210.00
Vendor Total:						\$210.00
ORKIN	T40835					
Check Group:						
TOWN HALL TERMITE CONTROL: MAY-JUNE 2025		1 0	1908253-0525	1908253-0525 4/1/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$113.42
Check #: 0						
PO/InvoiceTotal:						\$113.42
Vendor Total:						\$113.42
PATRICE L CARSON						
Check Group:						
HOURLY CONSULTING SERVICES: 3/24-3/30/25		29 0	W/E 3/30/25	W/E 3/30/25 3/30/2025	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$2,175.00
Check #: 0						
PO/InvoiceTotal:						\$2,175.00
Vendor Total:						\$2,175.00

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
S&S WORLDWIDE	T2339					
Check Group:						
SPRING BREAK CAMP SUPPLIES - SUN CATCHERS & ANIMAL MASK CRAFT KITS		1 0		IN101564364 3/19/2025	2970.045.4503.300105.56120.00000 Spring & Winter Break - General Supplies	\$67.53
				Check #: 0		
					PO/InvoiceTotal:	\$67.53
					Vendor Total:	\$67.53
ST OF CT - DAS DIV. OF CONSTRUCTION SVS	T1149					
Check Group:						
QUARTERLY STATE EDUCATION FEE REMITTANCE: JAN-MARCH 2025		1 0		JAN-MARCH 2025 4/2/2025	1005.000.0000.000000.20794.00000 Landuse Activity Account	\$454.62
				Check #: 0		
					PO/InvoiceTotal:	\$454.62
					Vendor Total:	\$454.62
STATE OF CT - DEPT OF PUBLIC HEALTH						
Check Group:						
MARRIAGE LICENSE SURCHARGE: JAN-MARCH 2025		1 0		JAN-MARCH 2025 4/1/2025	1005.000.0000.000000.20791.00000 Town Clerk Exchange Account	\$272.00
				Check #: 0		
					PO/InvoiceTotal:	\$272.00
					Vendor Total:	\$272.00
TAKEUCHI FINANCIAL SERVICES						
Check Group:						
EXCAVATOR PAYMENT - JAN 2025		1 0		8559819 3/12/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89
EXCAVATOR PAYMENT - FEB 2025		1 0		8559819 3/12/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89
EXCAVATOR PAYMENT - MARCH 2025		1 0		8559819 3/12/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

Check #: 0

PO/InvoiceTotal: \$10,016.67

Vendor Total: \$10,016.67

THE BOSTON GLOBE

Check Group:

SUBSCRIPTION RENEWAL THROUGH 4/26/25 1 250350 RENEW THRU 4/26/25 1005.045.4501.000000.56400.00000 \$33.90

3/17/2025 Library Materials - Libr.

Check #: 0

PO/InvoiceTotal: \$33.90

Vendor Total: \$33.90

TREASURER - STATE OF CONN

Check Group:

COMMUNITY INVESTMENT 1 0 MARCH 2025 1005.000.0000.000000.20792.00000 \$1,296.00

4/1/2025 Housing/Open Space/Rec Fee Exchange Account

NOMINEE AS GRANTOR (ASSIGNOR/RELEASOR) 1 0 MARCH 2025 1005.000.0000.000000.20792.00000 \$508.00

4/1/2025 Housing/Open Space/Rec Fee Exchange Account

NOMINEE AS GRANTOR/GRANTEE 1 0 MARCH 2025 1005.000.0000.000000.20792.00000 \$550.00

4/1/2025 Housing/Open Space/Rec Fee Exchange Account

Check #: 0

PO/InvoiceTotal: \$2,354.00

Vendor Total: \$2,354.00

TREASURER, STATE OF CONNECTICUT.

Check Group:

MONTHLY HISTORIC DOC PRESERVATION - MARCH 2025 1 0 MARCH 2025 1005.000.0000.000000.20790.00000 \$288.00

4/1/2025 Hist Doc Preservation Exchange Account

Check #: 0

PO/InvoiceTotal: \$288.00

Vendor Total: \$288.00

TYCHE PLANNING & POLICY GROUP, LLC

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
ZEO MONTHLY SERVICES - MARCH 2025		1	250057	012_2025_03 4/1/2025	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$2,000.00
Check #: 0						
PO/InvoiceTotal:						\$2,000.00
Vendor Total:						\$2,000.00
UNITED RENTALS (NORTH AMERICA), INC	T1878					
Check Group:						
ANNUAL INSPECTION FOR MAN-LIFT		1	251223	245511320-001 3/13/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$525.00
Check #: 0						
PO/InvoiceTotal:						\$525.00
Vendor Total:						\$525.00
US ELECTRICAL SERVICES INC.	T1236					
Check Group:						
BALLAST FOR LIBRARY LIGHT		1	0	S127559226.001 3/21/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$46.36
Check #: 0						
PO/InvoiceTotal:						\$46.36
Vendor Total:						\$46.36
VALSOFT.	T1079					
Check Group:						
E-VERIFY THROUGH 3/27/25		1	0	INV-378066 3/31/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$23.40
MICROFILM CREATION		1	0	INV-378604 3/31/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$14.92
Check #: 0						
PO/InvoiceTotal:						\$38.32
Check Group:						



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MONTHLY HOSTED SOLUTION - APRIL 2025		1	250243	INV-379345 4/1/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$682.00
Check #: 0						
PO/InvoiceTotal:						\$682.00
Vendor Total:						\$720.32
Verizon Wireless						
Check Group:						
TOWN TELEPHONE - HWY DEPT #7775		1	0	6108871695 3/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$41.17
TOWN TELEPHONE - J RUPERT #3386		1	0	6108871695 3/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$50.59
SENIOR CTR PHONE - LINE 1 #1130		1	0	6108871695 3/19/2025	1005.044.4427.000000.55300.00000 Telephone - Sen. Serv.	\$18.68
SENIOR CTR PHONE - LINE 2 #5383		1	0	6108871695 3/19/2025	1005.044.4427.000000.55300.00000 Telephone - Sen. Serv.	\$18.68
TOWN TELEPHONE - TWN HALL #4985		1	0	6108871695 3/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$41.17
Check #: 0						
PO/InvoiceTotal:						\$170.29
Vendor Total:						\$170.29
W.B. Mason, Co., Inc.						
	B3049					
Check Group:						
BOX OF COLORED PAPER		1	0	252846556 3/10/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$29.98
Check #: 0						
PO/InvoiceTotal:						\$29.98
Vendor Total:						\$29.98
W.H. PREUSS & SONS, INC.						
	T24631					
Check Group:						

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2 GAL OF HUSKY 2-CYCLE FUEL		1 0		189028 2/26/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$59.98
Check #: 0						
PO/InvoiceTotal:						\$59.98
Vendor Total:						\$59.98
WECARE DENALI LLC						
Check Group:						
LARGE LOGS & STUMPS		1 251293		INVELTN101985 3/20/2025	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$600.00
Check #: 0						
PO/InvoiceTotal:						\$600.00
Vendor Total:						\$600.00
WHITE WAY LAUNDRY, INC.	T7094					
Check Group:						
UNIFORMS		1 0		450268 3/4/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$57.93
UNIFORMS		1 0		463713 3/11/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$57.93
UNIFORMS		1 0		475910 3/18/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$57.93
CARPETS		1 0		475910 3/18/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$16.18
UNIFORMS		1 0		489742 3/25/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$57.93
Check #: 0						
PO/InvoiceTotal:						\$247.90
Vendor Total:						\$247.90
WINDHAM MATERIALS, LLC	T40529					
Check Group:						

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1367

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WINTER SAND		1	251153	223831 3/8/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$230.27
Check #: 0						
PO/InvoiceTotal:						\$230.27
Vendor Total:						\$230.27
WINZER CORPORATION	T3657					
Check Group:						
RESTOCK OF HARDWARE: WASHERS, WIRE TIES, ETC.		1	0	3073183 2/21/2025	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$169.23
Check #: 0						
PO/InvoiceTotal:						\$169.23
Vendor Total:						\$169.23
Grand Total:						\$93,594.34

End of Report

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1365

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TAKEUCHI FINANCIAL SERVICES						
Check Group:						
EXCAVATOR PAYMENT - APRIL 2025, NOT INVOICED		1 0		NO INVOICE ISSUED 3/20/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89
EXCAVATOR PAYMENT - MAY 2025, NOT INVOICED		1 0		NO INVOICE ISSUED 3/20/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89
EXCAVATOR PAYMENT - JUNE 2025, NOT INVOICED		1 0		NO INVOICE ISSUED 3/20/2025	2960.049.4901.000000.25704.00000 Other Liabilities - BOS Equipment Repl/Repairs	\$3,338.89

Check #: 0

PO/InvoiceTotal:	\$10,016.67
Vendor Total:	\$10,016.67
Grand Total:	\$10,016.67

End of Report

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1366

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALAN WILLIAMSON						
Check Group:						
Deferred tax revenue - BRANDY ST		1 0		10001212 4/10/2025	1005.000.0000.000000.22301.00000 Deferred tax revenue	\$23.18
Check #: 0						
PO/InvoiceTotal:						\$23.18
Vendor Total:						\$23.18
ELAINE V OTTER						
Check Group:						
Deferred tax revenue - 16 ROSEWOOD LN		1 0		10000970 4/10/2025	1005.000.0000.000000.22301.00000 Deferred tax revenue	\$415.53
Check #: 0						
PO/InvoiceTotal:						\$415.53
Vendor Total:						\$415.53
JEFFREY & CYNTHIA WOODS						
Check Group:						
Deferred tax revenue - 34 ROCCO RD		1 0		10000921 4/10/2025	1005.000.0000.000000.22301.00000 Deferred tax revenue	\$559.74
Check #: 0						
PO/InvoiceTotal:						\$559.74
Vendor Total:						\$559.74
MEGAN & DANIEL FOGARTY						
Check Group:						
Deferred tax revenue - 112 FRENCH RD		1 0		10001464 4/10/2025	1005.000.0000.000000.22301.00000 Deferred tax revenue	\$332.31
Check #: 0						
PO/InvoiceTotal:						\$332.31
Vendor Total:						\$332.31
ROY SCOTT ESSARY & CLAIRE HOLLIMAN						
Check Group:						

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1366

04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

Deferred tax revenue - 11 RIGA LN

1 0

10000243

4/10/2025

1005.000.0000.000000.22301.00000

Deferred tax revenue

\$134.61

Check #: 0

PO/InvoiceTotal: \$134.61

Vendor Total: \$134.61

Grand Total: \$1,465.37

End of Report

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Town Buildings Operation

Transfer \$ 2,000.00 from category Payroll to category Postage

(within budget) from # 1605-043-4399-001000-51610-08001

to # 1605-043-4399-000000-55301-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other \$ \_\_\_\_\_

Explanation:

Increase in mailings for Tax issue  
& Increase cost in postage Rate

[Signature] Signature  
Facilities Director Title  
4/3/25 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date \_\_\_\_\_

Approval 4/3/25  
Tamm Burt

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Town Buildings Operation

Transfer \$ 2,000.00 from category Payroll to category Repair & Maint Services

(within budget) from # 1005 - 043 - 4399 - 000000 - 51610 - 00000

to # 1005 - 043 - 4399 - 000000 - 54300 - 00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other \$ \_\_\_\_\_

Explanation:

Extra Expense due to multiple projects

NBA Signature  
Facilities Director Title  
4/3/25 Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date \_\_\_\_\_

Approved 4/3/25  
Tamara Roper



**TOWN OF BOLTON**  
**REQUEST FOR PAYMENT**

<input checked="" type="checkbox"/> Full Payment	<input type="checkbox"/> Partial Payment
--	--

☐ No Purchase Order      Purchase Order # 251255      Vendor Code: \_\_\_\_\_

Vendor Name: <u>Jason Werner</u>	
Address: <u>555 Asylum Ave.</u>	
City: <u>Hartford</u>	State <u>CT</u> Zip <u>06105</u>

Invoice #: \_\_\_\_\_ Invoice Date: 3/4/25

**General Fund Account**

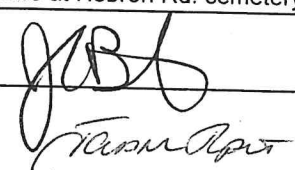
1005	0	4	3	-	4	3	9	9	-	000000	-	5	4	3	0	0	000000	
1005	0	4	3	-	4	3	9	9	-	000000	-	5	6	1	0	0	000000	
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$
1005	-	-	-	-	-	-	-	-	-	000000	-	-	-	-	-	-	000000	\$

**Capital Reserve Account**

5202	0	4	3	-	4	3	2	7	-	000000	-	5	4	3	0	3	000000	\$6,000.00
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Total Payment \$6,000.00

Item Description      Finish stone wall repairs at Hebron Rd. cemetery

Authorized Signature:       DATE: 4/2/25

<b>Jason Werner</b>		860-212-3498	<i>ok</i>	2
<b>Hartford, CT.</b>			March 4 2025	
<b><i>Center Cemetery Stone Wall Mortared Repair - Estimate</i></b>				
Hebron Rd/ Center Rd				
Bolton CT				
-3 sections of wall to repair				
-Prep and remove mortar on exiting stones from wall				
-Rebuild wall with existing stone using existing Specs				
-Repoint rebuilt sections and blend with existing wall				
-Clean and grade off area for seed planting				
<b><i>Costs</i></b>				
-Material : Mortar, Sand, Traprock				
1 Ton building Stone, Grass Seed		\$800.00		
-Labor		\$8200.00		



# Bolton Volunteer Fire Department

"Serving our neighbors with pride since 1941."

April 2, 2025

Bolton Town Administrator Jim Rupert,

I am following up to the Selectmen's Meeting last night, April 1, 2025 as we discussed.

To recap the discussion pertaining to the Item 11a in the April 1, 2025 agenda for the Board of Selectmen, I am noting the following.

The Board of Selectmen had a meeting on February 21, 2024, and discussed the Fire Commission Budget in detail, and the monies to be approved for the Proficiency Fund and the Officer Compensation. Unfortunately, the printed minutes for this meeting did not reflect the decisions of the Selectmen and they were approved at a Selectmen's meeting on March 5, 2024. Attached is a review of the Audio transcript that I have transcribed from that meeting, noting the minutes and seconds of time into the meeting with the subjects and agreements by the Board members.

The Board agreed to fund the Proficiency Fund for \$30,000.00. The Finance Department in the 7-29-2024 Fire Commission Summary with Salary Expense report indicates \$ 29,200.00. This was the initial request from the Fire Chief. Selectman Morra and Selectman Marrion took this as an odd number and recommended \$ 30,000.00.

The Board agreed on the Officer Positions as presented by the Chief, with the change of deleting one Lieutenant position as Selectman Morra recommended. Selectman Gordon acknowledged this list and a new bottom line for payroll of \$ 82, 504.00. This total is noted in the 7-29-2024 Fire Commission Summary with Salary Expense report at \$ 82,503.00. Close enough, however, when the Selectmen presented the payroll to the Finance Department on July 2, 2024 Lisa Gonsor noted that the total Payroll Account value was right, but, on a separate form several the Officer position noting the Deputy Chief, Assistant Chief, Lieutenant, and Engineer position values approved back in February 21, 2024 were not transcribed properly to the Finance Department in July. Lisa discovered this mistake when the Officer's were to receive payroll checks in December 2024.

To sum this up, the Proficiency Fund is underfunded by \$ 800.00 per the Selectmen and the payroll gross value of \$ 82,503.00 for the 2024-2025 budget is correct. The Fire Commission Budget Grand Total is correct at \$ 287,514.00. The Officer positions noted in the paragraph above need to be adjusted to reflect the Selectmen's approval within the budgeted totals.

Again, with no impact on the Fire Commission budget except for the Proficiency Fund being short by \$800.00, I hope that we can finally close out this discussion and proceed with Officer Payroll as the Selectmen, Lisa and I have agreed on. The next scheduled Board of Selectmen meeting is on April 8, 2025.

I have attached the following documents to back up the comments above:

The proposed budget that was presented to the Selectmen by the Chief at the 2-21-2024 Selectmen's meeting.

The Selectmen Budget Workshop #7 meeting printed minutes from 2-21-24

The audio transcripts from the 2-21-2024 Selectmen's meeting, noted by Chief Dixon

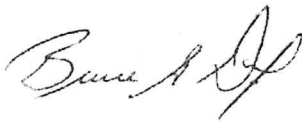
The Selectmen Meeting minutes from March 5, 2024 and April 2, 2024

The Fire Commission Summary with Salary Expense Report from the Finance Department dated 7-29-2024

The non-union pay increases noting the 24/25, with the needed corrections highlighted in Yellow, from 7-2-2024.

Thank you for your review of this information again,

Respectfully submitted,



Bruce A, Dixon

Fire Chief

cc. Fournier, Morianos, Perreira

# Fire Commission

## 2024 - 2025 Proposed

### Option 1

	Max. With Certs	10% of calls	8% of calls	5% of calls
Certification Compensation	52,800.00	26,400.00	29,200.00	38,400.00
Chief	29,500.00	29,500.00	29,500.00	29,500.00
Deputy Chief	9,350.77	9,350.77	9,350.77	9,350.77
Asst Chief	6,805.67	6,805.67	6,805.67	6,805.67
Captain 2	3,277.12	6,554.24	6,554.24	6,554.24
Lieutenant 8	2,153.73	17,746.72	17,746.72	17,746.72
Engineer 6	1,050.00	6,300.00	6,300.00	6,300.00
Fire Department Secretary	7,200.00	7,200.00	7,200.00	7,200.00
Fire Commission Secretary	1,200.00	1,200.00	1,200.00	1,200.00
Current Officers and Proficiency	\$ 137,457.40	111,057.40	113,857.40	123,057.40

February 21, 2024 Audio Transcripts note:

Presented	\$ 113,857.00	Actual Printed Budget
Less	29,200.00	Adjust up to \$30,000.00 BUT not added to Budget
New Payroll Line	84,657.00	
Less One Lt Position	2,153.00	Finance corrected this, it should be \$ 2,218.34
New Payroll Line	\$ 82,504.00	

Adopted by the Town: Total Budget for Fire Commission 2024 - 2025 \$ 287,514.00 Payroll Total of \$ 82,503

07-02-24 BOS adopted pay increase sheet is incorrect for the Fire Commission. Pay noted above includes 3% where BSO sheet does not.  
Adopted Fire Commission total Regular Payroll 2024 - 2025 is the agreed upon figure.

**BOLTON BOARD OF SELECTMEN**  
**Special Meeting & Budget Workshop #7**  
**6:30 p.m. WEDNESDAY, FEBRUARY 21, 2024**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Virtual (Hybrid Format)**

**MINUTES**

**Board of Selectmen Members Present In-Person:** First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Gwen Marrion, Tim Sadler, Amanda Gordon, Mather Clarke

**Board of Selectmen Members Absent:** Pamela Sawyer

**Staff Present In-Person:** Town Administrator James Rupert

**Staff Present Via Zoom:** Recording Secretary Linda H. McDonald

**Others Present Via Zoom:** Daniel Ross, Deputy Chief Matthew Perreira, Bob Langton, Fire Lt. Jason Vincent, Chris Moquin, Fire Chief Bruce Dixon, Pam P.

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

2. **Budget Deliberations:**

As requested at last night's meeting, the Selectmen reviewed an additional budget request with explanation from the Assessor's office for Cloud hosting of the Computer Assisted Mass Appraisal (CAMA), a detailed spreadsheet with payroll costs for the Elections budget, and detailed information from Connecticut's Countryside on the group's present and planned projects.

The Selectmen continued their deliberations on the requests in the FY 2024-2025 town budget. The following departments were reviewed and no changes were made to the submitted budget requests at this time:

- Animal Control
- Fire Marshal
- Emergency Management
- Public Building Commission
- Town Building Operations
- Veterans Services
- Library
- Conservation Commission
- Refuse Services: This budget reflects a 22% increase. J. Rupert explained the town pays by the ton, paying less by the ton to get rid of recycling than for disposing of trash. Depending on the commodity market, the town might get a deduction in the actual overall bill, but this last year, the commodities market has not been very good as far as the town being paid back for recyclables. J. Rupert noted the town is fortunate to have a town attorney that has dealt in trash negotiations for years and the town spent a year negotiating contracts, looking at places the town could truck the material, including trying to get the trash to energy plant in Lisbon to take it directly. J. Rupert said the increase in tipping fees from last year to this year was huge and this budget projection is based on the price per ton going up next year as well.
- Public Health



- Redemption of Bonds
- Interest-Long Term Debt
- BLRWPCA Debt
- Transfer out (Separation Fund) - The Selectmen requested that J. Rupert find out how much is left in this fund from last year.

The Selectmen deliberated the requested budgets for the following departments and decided on the changes noted for each at this time:

- **Fire Commission:**
  - Reduce Professional Education Training line item by \$4,000 to \$8,800
  - Reduce Payroll line item by \$29,000
  - Add \$29,000 to Proficiency Fund line item
  - Reduce Payroll line item by \$2,153.73, funding one less Lieutenant
- **Police Protection:**
  - Reduce Payroll line item to \$300,000 based on figures from the State. This figure also includes \$10,00 for requested overtime.
- **Highway Department:**
  - Increase Other Payroll line item by \$7,000 for the additional summer help supplemental request
  - Reduce Tree Trimming line item by \$7,000
  - Reduce Shared Services line item by \$300 to \$0 dollars
- **Senior & Social Services:**
  - Reduce Payroll Line Item by \$8,754 (this is a placeholder at this time)
  - Add \$1,000 to Other Professional Services line item to pay for mandatory driver physicals
- **Recreation:**
  - Increase Intergency Purchased Services line item by \$1,844
- **Capital Reserve:**
  - Reduce Fire Commission Strategic Plan line item by \$25,000
  - Increase Modular Offices line item by \$5,500
  - Reduce Excavator line item by \$35,000
  - Reduce Herrick Park Roof Replacement line item by \$28,000
- **Bond & Note Expenditures:**
  - Increase Bond & Note Expenditures line item by \$10,000 to cover fire truck note/interest

*← Incorrect -*

J. Rupert said there is still time for the board to work on the budget a little bit more as the proposed FY2024-2025 Town Budget has to be to the Finance Committee on or before March 15, 2024. The budget could be voted on at the March 5<sup>th</sup> regular BOS meeting. He said he will continue to work on refining numbers for some of the estimated figures as more information becomes available.

3. **Adjournment:** M. Clarke MOVED to adjourn the meeting at 9:06 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:0.

Respectfully submitted by Linda H. McDonald *Linda H. McDonald*

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

**Board of Selectmen's Meeting**

**February 21, 2024**

**Discussion on Fire Commission Budget**

**Minutes were approved on March 5, 2024**

These are the actual transcriptions of the recorded meeting that differ from the approved printed minutes.



Reference the Audio transcription of 2-21-24 minutes, link provided below:  
Minutes into the meeting concerning Proficiency Fund and Payroll at:

2150 Dixon has submitted Proficiency Fund of \$ 29,200 into Payroll  
2230 Gordon- how to get stipen w/o taxes. Chief Dixon answered taxes are paid  
and going through the Finance Department, there would be complete transparency  
2420 Morra said the \$29,200 is a weird number and said to keep it with the Fire Department  
and let them run it  
2615 Morra recommended to make it \$30,000  
2700 Marrion agreed to make the Proficiency Fund \$30,000  
2900 All Selectment present agreed to the \$30,000  
3000 Gordon did the numbers for FC budget as presented less changes.  
Presented 113,857  
Less 29,200  
New Payroll Line 84,657

3200 Clark wants to see the numbers in the next year indicating response by members coming to calls  
3220 Dixon offered a tour of the FD and tracking system for member' call activity  
3400 Gordon acknowledged list of Officers, Engineers in the compensation.



- 3430 Fournier acknowledged 3% increase
- 3500 Morra questioned number of LT in the proposal
- 3615 Dixon agreed to reduce the budget by one LT payroll position, now 7 LT
- |                      |         |
|----------------------|---------|
| Presented            | 113,857 |
| Less                 | 29,200  |
| New Payroll Line     | 84,657  |
| Less One Lt Position | 2,153   |
| New Payroll Line     | 82,504  |
- including Officers, Engineers, staff Secretary Positions as presented
- 3630 Dixon agreed to reduce by one LT, and if needed, will move monies around to compensate the position
- 5100 Gordon did the math and said the total FC budget would be \$ 287,514

Transcript link:

<https://files.aptuitivcdn.com/EzoynNLyL2-1704/docs/boards/selectmen/2024/Minutes/02.21.24-budget-workshop.m4>

**BOLTON BOARD OF SELECTMEN**  
**REGULAR MEETING**  
**7:00 PM, TUESDAY, MARCH 5, 2024**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Virtual (Hybrid Format)**

**MOTIONS**

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

**Staff Present In-Person:** Town Administrator James Rupert

**Staff Present Via Zoom:** Recording Secretary Linda H. McDonald

**Others Present Via Zoom:** Nick Lavigne (Community Voice Channel), Jim Löersch, and one other

**Others Present In-Person:** Frances Rokicki, Jay Brudz, Aya Hoffmann

1. **Call to Order:** R. Fournier called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

P. Sawyer MOVED to open the agenda under New Business and add item 7.a.1: Discussion and Possible Action regarding the supplemental packet received today on the solar farm. R. Morra SECONDED. MOTION CARRIED 7:0:0.

2. **Public Comment**
3. **Correspondence: Planning and Zoning Commission and Zoning Board of Appeals Training Completion Letters**
4. **Appointments**

5. **Approval of Minutes:**

P. Sawyer MOVED the Board of Selectmen approve the February 6, 2024 regular meeting minutes, February 8, 2024 special meeting and budget workshop minutes, February 13, 2024 special A/P minutes, February 20, 2024 special meeting and budget workshop minutes, and February 29, 2024 special A/P meeting minutes as presented. R. Morra SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED to rescind the vote on the previous motion.

P. Sawyer MOVED to approve the February 6, 2024 regular meeting minutes, February 8, 2024 special meeting and budget workshop minutes, February 13, 2024 special A/P minutes, and February 20, 2024 special meeting and budget workshop minutes as presented. R. Morra SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED to approve the February 29, 2024 special A/P meeting minutes as presented. R. Morra SECONDED. MOTION CARRIED 4:0:3 with A. Gordon, R. Morra, and G. Marrion abstaining.

A. Gordon MOVED to approve the February 21, 2024 special meeting minutes. R. Morra SECONDED. MOTION to approve the minutes as amended CARRIED 6.0.1 with P. Sawyer abstaining.

**6. Ongoing Business**

**7. New Business:**

**7.a.1 Discussion and Possible Action regarding the Supplemental Packet received Today on the Solar Farm.**

A. Gordon MOVED that the Board of Selectmen draft an email to send to Melanie Bachman at the CT Siting Council specifying that the Board of Selectmen would like to request that Petition NO. 1609 go to a public hearing to be held by the CT Siting Council on behalf of the Board of Selectmen and other residents that may be impacted by proximity to the proposed solar farm. R. Morra SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED the Board of Selectmen reach out to Melanie Bachman at the CT Siting Council and ask for standing for the Town of Bolton on this particular issue (Petition NO. 1609). R. Morra SECONDED. MOTION CARRIED 7:0:0.

**7.a Consider and Act on Herrick Park and Indian Notch Pricing:**

**Herrick Park Fees:**

P. Sawyer MOVED the Board of Selectman increase the rate to rent Herrick Park for a 5-hour event for residents of the Town of Bolton with a \$200 deposit for use of the facility for a \$300 rental fee. The \$200 deposit to be refunded if conditions are met. For non-residents the rate to rent Herrick Park for a 5-hour event would increase to a \$300 deposit and a \$450 rental fee.

P. Sawyer amended her motion.

P. Sawyer MOVED the Board of Selectman increase the rate to rent Herrick Park for a 5-hour event for residents of the Town of Bolton to \$300 with the with the current \$200 deposit for use of the facility to remain the same. The \$200 deposit to be refunded if conditions are met. For non-residents, the rental fee for Herrick Park for a 5-hour event would increase to \$450 with the current \$400 deposit for use of the facility to remain the same.

A. Gordon SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED that the effective date be July 1, 2024, concurrent with the new fiscal year and those people who have already contracted to rent with deposit paid be grandfathered in under the old rate. A. Gordon SECONDED. MOTON CARRIED 7:0:0.

**Indian Notch:**

P. Sawyer MOVED to table discussion and action on Indian Notch pricing. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

**7.b Finalize FY2024-2025 Town Budget**

**7.b.1 Assessor's Request for Cloud-Based Services**

**7.b.2 Part-time Help Request for Finance Department**

P. Sawyer MOVED to open the agenda under New Business and add item 7.b.3: Other Additions or Deletions to Finalize the Budget to Put before the Finance Committee by March 15, 2024. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

**7.b.3 Other Additions or Deletions to Finalize the Budget to put before the Finance Committee by March 15, 2024:**

R. Morra MOVED the Board of Selectmen approve a total budget of \$9,254,066 and allow the staff to do any modifications as more data comes in, not to exceed the proposed number. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

**7.c Discussion on Congressionally Directed Spending Grants:**

A. Gordon MOVED that the Board of Selectmen authorize the Town Administrator to draw up a grant application for the Congressionally Directed Spending process for the Herrick Park roof and the library roof at about \$93,000 and potentially add on an awning for the library not to exceed \$20,000, grant not to exceed \$113,000. G. Marrion SECONDED. MOTION CARRIED 7:0:0.

**8. Reports and Updates:**

**8.a Properties and Facilities Administrator Report**

**8.b FY 24 Budget Report**

**8.c Budget Transfers**

**9. First Selectman's Report**

**10. Administrative Officer's Report**

**10.a Monthly Report**

**10.b Other:**

The consensus of the board was to schedule the next A/P meeting for Tuesday, March 19, 2024 at 6:00 p.m.

**11. Adjournment:** R. Morra MOVED to adjourn the meeting at 9:40 p.m. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*



# Town of Bolton

## Fire Commssion Summary with Salary Expense

Fiscal Year: 2024-2025

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

From Date: 7/1/2024 To Date: 7/31/2024  
☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1005.042.4203.000000.51610.00000	Regular Payroll - Fire Comm.	\$82,503.00	\$0.00	\$82,503.00	\$3,303.63	\$3,303.63	\$79,199.37	\$35,582.47	\$43,616.90	52.87%
Transaction Detail (Maximum)										
Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Amount Journal	
07/18/2024	38		0	0	0	3	0	Regular Payroll - Fire Comm.	\$88.80	Payroll
07/18/2024	39		0	0	0	4	0	Regular Payroll - Fire Comm.	\$3,214.83	Payroll
Detail Total:										\$3,303.63

1005.042.4203.000000.53200.00000	Prof. Educational Training - Fire Comm.	\$8,800.00	\$0.00	\$8,800.00	\$0.00	\$0.00	\$8,800.00	\$0.00	\$8,800.00	100.00%
1005.042.4203.000000.53400.00000	Other Professional Services - Fire Comm.	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00	\$6,500.00	\$700.00	9.72%
Detail Total:										\$7,200.00

Encumbrance Detail (Standard)		Description		Name	Journal	Amount
Reference Number	Requisition Number	PO/Ship Number	283	CONNECTICUT OCCUPATIONAL MEDICINE PARTNE		\$6,500.00
0		250249		Detail Total:		\$6,500.00

1005.042.4203.000000.54302.00000	Fire/Security Maint. & Supply - Fire Comm.	\$46,125.00	\$0.00	\$46,125.00	\$0.00	\$0.00	\$46,125.00	\$33,000.00	\$13,125.00	28.46%
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Encumbrance Detail (Standard)				Description	Name	Journal	Amount
Reference Number	Requisition Number	PO/Ship Number					
0	218	250158			GOWANS-KNIGHT CO. INC		\$12,000.00
0	285	250247			ELECTRONIC MEASUREMENT LABS., INC.		\$2,500.00
0	286	250251			MUNICIPAL EMERGENCY SERVICES		\$6,500.00
0	287	250246			AIR CLEANING SPECIALIST OF NE		\$2,000.00
0	288	250248			FIREMATIC SUPPLY CO. INC		\$10,000.00
Detail Total:							\$33,000.00

1005.042.4203.000000.55300.00000	Communications - Fire Comm.	\$30,786.00	\$0.00	\$30,786.00	\$0.00	\$0.00	\$30,786.00	\$24,277.00	\$6,509.00	21.14%
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Encumbrance Detail (Standard)				Name	Journal	Amount
Reference Number	Requisition Number	PO/Ship Number	Description	TOLLAND COUNTY MUTUAL AID FIRE SERV		\$23,427.00
0	220	250154		ACTIVE 911, INC		\$850.00
0	284	250250			Detail Total:	\$24,277.00

1005.042.4203.000000.55900.00000	Proficiency - Fire Comm.	\$29,200.00	\$0.00	\$29,200.00	\$0.00	\$0.00	\$29,200.00	\$0.00	\$29,200.00	100.00%
1005.042.4203.000000.56100.00000	Repairs & Maint. Supplies - Fire Comm.	\$7,900.00	\$0.00	\$7,900.00	\$0.00	\$0.00	\$7,900.00	\$0.00	\$7,900.00	100.00%
1005.042.4203.000000.56120.00000	Office Oper. Supplies - Fire Comm.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
1005.042.4203.000000.56500.00000	Other Supplies - Fire Comm.	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
1005.042.4203.000000.56900.00000	Medical Supplies - Fire Comm.	\$8,100.00	\$0.00	\$8,100.00	\$0.00	\$0.00	\$8,100.00	\$3,500.00	\$4,600.00	56.79%

Encumbrance Detail (Standard)				Name	Journal	Amount
Reference Number	Requisition Number	PO/Ship Number	Description	MCKESSON MEDICAL - SURGICAL		\$3,500.00
0	219	250153				\$3,500.00
				Detail Total:		

# Town of Bolton

## Fire Commssion Summary with Salary Expense

Fiscal Year: 2024-2025

From Date: 7/1/2024 To Date: 7/31/2024

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal % Rem
1005.042.4203.000000.56930.00000	Uniforms & Supplies - Fire Comm.	\$25,200.00	\$0.00	\$25,200.00	\$0.00	\$0.00	\$25,200.00	\$16,000.00	\$9,200.00 36.51%

### Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	222	250165		MUNICIPAL EMERGENCY SERVICES		\$16,000.00
					Detail Total:	\$16,000.00

1005.042.4203.000000.57300.00000 Equipment - Fire Comm.

\$38,500.00	\$0.00	\$38,500.00	\$0.00	\$38,500.00	\$17,500.00	\$21,000.00 54.55%
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### Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	217	250155		J & S RADIO SALES INC.		\$4,500.00
0	221	250164		MUNICIPAL EMERGENCY SERVICES		\$10,000.00
0	223	250156		J & S RADIO SALES INC.		\$3,000.00
					Detail Total:	\$17,500.00

1005.042.4203.000000.58100.00000 Dues & Fees - Fire Comm.

\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00 100.00%
<b>Grand Total:</b>	<b>\$287,514.00</b>	<b>\$0.00</b>	<b>\$287,514.00</b>	<b>\$3,303.63</b>	<b>\$3,303.63</b>	<b>\$147,850.90 51.42%</b>

End of Report



# NON-UNION PAY INCREASES (2023-2024)

Current Minimum Wage: \$15.69/ hour  
Minimum Wage to increase again Jan 2025?

	22/23	Current	24/25	Contract Followed/ Suggested Increase
<b>Buildings &amp; Grounds</b>				
Lead Summer Maintainer	\$20.00	\$20.25	\$20.50	
Summer Maintainer II	\$15.00	\$16.00	\$16.25	
Ticket Taker	\$15.00	\$15.00/15.69	min. wage \$15.69	
Summer Maintainer I	\$15.00	\$15.00/15.69	min. wage \$15.69	
Cemetery Maintenance Maintainer			\$22.00	
<b>Recreation</b>				
Camp Director	\$17.00	\$17.00	\$17.50	
Head Counselor	\$15.34	\$16.00	\$16.50	
Camp Counselor I	\$15.00	\$15.00/15.69	\$15.69	
Camp Counselor II	\$15.00	\$15.25/15.69	\$15.94	
Head Lifeguard	\$16.00	\$18.00	\$18.00	
Lifeguard	\$15.00	\$16.00	\$16.00	
Lifeguard II	\$15.00	\$16.25	\$16.25	
School Year Counselor	\$15.00	\$15.00/15.69	\$15.69	
Basketball Coordinator	\$16.00	\$17.00	\$17.50	
<b>Fire Department</b>				
Fire Chief	\$14,763	\$15,205.89	\$29,500.00	
Deputy Fire Chief	\$8,814	\$9,078.42	\$9,078.00	Does not reflect
Assistant Chief	\$6,415	\$6,607.45	\$6,607.00	3% increase
Captains (2) (per each)	\$3,089	\$3,181.67	\$3,277.12	
Lieutenants (8) (per each)	\$2,091	\$2,153.73	\$2,218.34	
Secretary Fire Dept. (hourly rate)	\$20.98	\$21.61	\$22.20	
Fire Marshal		\$38.00	\$39.14	Supervisor's Contract
Deputy Fire Marshal		\$38.00	\$39.04	Non-Supv Contract

Does not include  
Engineer positions  
Approved on 2-21-24

Res 07.02.24

---

## Historic Document Grant

---

From Waters, Elizabeth <ewaters@boltonct.gov>

Date Fri 3/28/2025 12:49 PM

To McCavanagh, Kathy <kmccavanagh@boltonct.gov>

Cc Rupert, Jim <jrupert@boltonct.gov>

 1 attachment (660 KB)

grantguidelines-hdpp-fy26.pdf;

 Internal (ewaters@boltonct.gov)

[Report This Email](#) [View My Quarantine](#) [Protection by Novus Insight](#)

Good afternoon:

As you may already know, this year's grant is for \$5500. Submission deadline is April 30<sup>th</sup>. So, this can go on their agenda for the 8<sup>th</sup> of April. I have attached the paperwork so they can refer to it if needed.

My project list:

1. Complete the sliding wall shelf system in the vault by adding the last remaining section.
2. Purchase supplies:
  - vital record binders
  - Land Record paper
  - vital record paper
  - separation tab sheets for vital record binders
3. If there are still any funds remaining, I will get our map mylars imaged.

Let me know if you have any questions.

Thanks,  
Liz

*Elizabeth C Waters, CCTC*

Town Clerk of Bolton  
222 Bolton Center Rd  
Bolton, CT 06043

PH: 860-649-8066 x6106

Fax: 860-643-0021



# Office of the Public Records Administrator



## **Targeted Grants:** Application and Guidelines

**FY 2026**

## **Historic Documents Preservation Grant Program**

Connecticut State Library  
Hartford, Connecticut  
February 1, 2025

## CONNECTICUT STATE LIBRARY

STATE LIBRARIAN

Deborah Schander

PUBLIC RECORDS ADMINISTRATOR

LeAnn Power, CRM

HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

Nicole Besseghir

HISTORIC DOCUMENTS PRESERVATION PROGRAM ADVISORY COMMITTEE

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Issued in accordance with Conn. Gen. Stat. § 11-8i through § 11-8n.

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## I. INTRODUCTION

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As we enter the twenty-fifth year of the Historic Documents Preservation Program, the program's benefits are evident to Connecticut's citizens, historians, genealogists, title searchers and attorneys working with municipal government records throughout the state. The program continues to support municipalities in making significant improvements to the preservation and management of their most valuable records.

Grant award levels are set each year based on available funding. After evaluating the fund balance and revenue projections for the remainder of this fiscal year and discussions with grant staff, the State Librarian and the agency's fiscal manager determined that funding would need to be decreased for the upcoming fiscal year. The FY 2026 grant award levels have been set at \$5,000, \$7,000 and \$10,000 for small, medium and large towns, respectively.

Since its inception, the grant program has awarded over \$22 million in grants to municipalities. These grants have supported a wide range of projects, allowing municipalities to improve records preservation and management, increase efficiencies and reduce costs. Funding to support these services was proven even more critical during the COVID-19 pandemic. Many municipalities reported that because of ongoing grants from this program, they were well-prepared to provide electronic access to the land records and maps when town halls were closed to the public. This ability to provide online access helped ensure that towns could continue to maintain one of their essential services, the legal recording of property transactions across the state.

Through scanning, microfilming, conservation, program development and other records projects, municipalities are improving public access to local records while ensuring that these records continue to remain available to future generations.

The grant staff and I look forward to working with you during FY 2026.



LeAnn R. Power, CRM  
Public Records Administrator  
February 1, 2025

## II. PROGRAM SCOPE

---

Sections 11-8i through 11-8n of the *Connecticut General Statutes* authorize the creation of a dedicated fund and a grant program utilizing that fund to enhance or improve the preservation and management of historic documents.

The State Library oversees this account and administers the grant program for Connecticut's municipalities.

As the program is funded through a fee on land recordings, the available funding for grants varies with the volume of land recordings and cannot be predicted with certainty. The grant award amounts are set each year based on the account balance and projected revenues. Targeted Grants receive priority funding from the program. Disaster Recovery Grants are offered subject to the availability of funds at the time of application.

**Targeted Grants** support records projects in one or more municipal departments. Every municipality in good standing that submits a properly completed application for an eligible project by the appropriate deadline is eligible to receive a Targeted Grant from the fund.

**Disaster Recovery Grants** are intended to help defray records recovery costs not covered by insurance in the event of a natural or man-made disaster affecting essential, permanent, or archival records in any municipal department. Additional information on Disaster Recovery Grants is available on request from the Office of the Public Records Administrator.

Targeted Grant project categories are based on pre-established areas of greatest need as determined by the Office of the Public Records Administrator. This booklet outlines the policies and procedures that govern the Targeted Grant program and includes the application and final report forms. These guidelines and forms are also available on the State Library website on the at <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>.

The information contained in this booklet is current as of the date of issuance and is subject to change.

### III. TIMETABLE

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<b>February 1, 2025</b>	Grant application materials are made available to town officials.
<b>April 30, 2025</b>	<b>Submission Deadline</b> for submitting a <b>Cycle 1</b> Application
<b>July 31, 2025</b>	Cycle 1 award notifications emailed to town officials by this date.  After receiving award notification, the municipality must promptly return the signed Grant Contract for execution at the State Library.
<b>September 30, 2025</b>	<b>Submission Deadline</b> for submitting a <b>Cycle 2</b> Application.
<b>December 31, 2025</b>	Cycle 2 award notifications emailed to town officials by this date.  After receiving notification, the municipality must promptly return the signed Grant Contract for execution at the State Library.
<b>April 30, 2026</b>	<b>Submission Deadline</b> for submitting an Amendment Request Form.  The municipality must obtain approval and an amended contract before proceeding.
<b>June 30, 2026</b>	<b>Completion Deadline.</b> Grant projects must be completed and funds expended by this date.
<b>September 1, 2026</b>	<b>Receipt Deadline</b> for the Project Evaluation/Expenditure Report.  Grantees are encouraged to submit this report <b>immediately upon completion of the grant</b> , that is, June 30 or earlier.

**Note:** When a **Submission Deadline** falls on a Sunday or State Holiday, the deadline is the **next** following business day. When a **Receipt Deadline** falls on a Saturday, Sunday, or State Holiday, submit the form in time to be **received** at the State Library by the **prior** business day. Please note that all grant forms should be submitted by **email**.

## IV. ELIGIBILITY REQUIREMENTS

---

Every municipality in good standing that submits a properly completed application for an eligible project by the appropriate deadline is eligible to receive a Targeted Grant from the fund. There is no requirement for the municipality to provide matching funds.

A municipality is eligible to apply for one Targeted Grant each year and may choose either Cycle 1 or Cycle 2. A municipality that applies for a Disaster Recovery Grant remains eligible to apply for a Targeted Grant in the same year.

A municipality is in good standing provided that:

- The municipality has submitted the required Monthly Document Recording Reports (GP-005 rev) with the appropriate payments to the State Library.
- The municipality has met all requirements for any past grant it has received from the program. Please Note: It is common and allowable for a municipality to apply for a grant for the upcoming fiscal year before completing its grant for the current fiscal year. For example, a town may still be in the process of completing its current year grant project by June 30th while applying by April 30th for the upcoming grant year. The upcoming grant will not begin until the following fiscal year and therefore there is no overlap between the grant projects.

Any municipality that is more than two consecutive months behind in its monthly filings or has outstanding obligations for any past grant is ineligible to apply for a grant until all requirements have been met. In addition, the State Library will not release grant funds to a municipality that fails to submit the required monthly filings after a grant has been awarded.

## V. FUNDING LEVELS

---

The Targeted Grant award amount is determined by a town's population as of the latest published Decennial U.S. Census figures at the time that the *Application and Guidelines* are published on February 1, 2025. The reference figures for the FY 2026 grants are those in the **2020 Decennial U.S. Census**.

For this grant year, the following maximum amounts will be distributed:

- |                       |                                      |                 |
|-----------------------|--------------------------------------|-----------------|
| • Small Municipality  | Population less than 20,000          | <b>\$5,000</b>  |
| • Medium Municipality | Population between 20,000 and 69,999 | <b>\$7,000</b>  |
| • Large Municipality  | Population of 70,000 or over         | <b>\$10,000</b> |

## VI. FUNDING PRIORITIES

---

The following areas of need will receive priority funding:

- Assessment of current practices in the areas of preservation, records management, disaster preparedness, environmental control, or facilities design, with recommendations for improvements.
- Improved organization and access to municipal records through physical organization or indexing, scanning, updated records management software, or other information technology.
- Improved records management or preservation practices within municipal departments.
- Improved records storage, maintenance and security through the purchase of appropriate equipment.
- Preservation of historic documents (original, non-published public records) through methods such as microfilming, reformatting, or conservation.

## VII. GRANT CATEGORIES AND PROJECTS

---

Five project categories have been set in accordance with the funding priorities. If the selected grant project does not utilize the full grant funding, the municipality should include two or more projects in the application to utilize full funding. Additional expenses, if any, may be covered with local funds.

### 1. INVENTORY AND PLANNING

---

Inventory and planning projects allow towns to conduct a needs assessment to serve as a framework for a municipal records management or preservation program. Towns may also use a planning survey as a basis for planning and prioritizing future grant projects.

Planning surveys must be prepared by consultants that have been reviewed by the Office of the Public Records Administrator. Contact grants staff to inquire about consultants.

Eligible projects include:

- **Preservation survey** to identify permanent and archival records and provide recommendations for a plan for records care, preservation, and access.
- **Records management survey** to conduct a records inventory and provide recommendations for a plan for active records management.
- **Disaster preparedness survey** to develop recommendations for a disaster response and business recovery plan.



- **Environmental control survey** to monitor, evaluate and make recommendations concerning environmental conditions in vaults/records storage facilities.
- **Facilities assessment survey** to evaluate and make recommendations as part of planning for renovation or construction of vaults/records storage facilities.

## 2. ORGANIZATION AND INDEXING

---

Organization and indexing projects improve records management and access by utilizing indexing, scanning, archival processing or records management software and hardware.

Eligible projects include:

- **Records indexing project** to improve access to a collection of historical or active public records; for example, a reindexing project.
- **Records conversion project** to improve access to a collection of historical or active public records; for example, a backfile conversion, scanning, redaction or codification project.
- **Records processing project** to organize and create finding aids for a collection of historical or active public records; for example, a project to process a collection of archival records.
- **Purchase of computer software** to manage and improve access to a collection of historical or active public records; for example, the purchase of a records management software module.
- **Purchase of information technology hardware** to manage and improve access to a collection of historical or active public records; for example, the purchase of a scanner or a public access computer for land records or a large format scanner/printer for maps and plans.

## 3. PROGRAM DEVELOPMENT

---

Program development projects advance the records management or preservation practices within one or more departments. These may be projects recommended in an earlier planning survey (see *Inventory and Planning*, above) or standalone projects, sometimes carried out with the assistance of an approved consultant.

Eligible projects include:

- **Development of a records management, preservation or disaster recovery plan** for one or more municipal departments; for example, developing a municipal records management policy/procedures manual or a records disaster recovery plan.

- **Implementation of a records management, preservation or disaster recovery plan** for one or more municipal departments; for example, a project to establish/organize a records storage room or to rehouse archival records.

#### 4. STORAGE AND FACILITIES

---

Storage and facilities projects improve the physical environment for public records by improving records storage, security or environmental conditions.

Note that furnishings that are not used for records storage, such as tables and chairs, are ineligible for grant funding (see *Ineligible Expenses*, below). Facility renovation or construction expenses are ineligible for grant funding, with the exception of installation or upgrade of HVAC systems for records vaults (see *HVAC Projects*, below).

Eligible projects include:

- **Purchase of records storage equipment** that meets current records management/archival standards for the storage of public records; for example, records shelving, map cabinets, or fire-resistive cabinets.
- **Purchase of environmental monitoring equipment** to manage or improve records storage conditions; for example, thermohygrometers or dataloggers.
- **Purchase of specialized cleaning equipment** to maintain or improve records storage conditions; for example, HEPA filter vacuums.
- **Purchase of security equipment** for the protection of permanently retained public records; for example, detection or surveillance systems for vaults.
- **Installation or upgrade of a vault HVAC system** to maintain or improve records storage conditions (see *HVAC Projects*, below).
- **Upgrade of vault features** in compliance with the *Standard for Fire-Resistive Vaults and Safes* and OPRA guidelines: for example, painting, flooring.

#### 5. PRESERVATION/CONSERVATION

---

Preservation/conservation projects improve records longevity by producing microfilm security copies; recreating original records; creating access copies to reduce handling of original records; conserving original records with intrinsic value that are showing signs of deterioration and damage; or purchasing archival supplies.

Eligible projects include:

- **Microfilming project** for permanently retained public records; for example, to create off-site security copies.
- **Reformatting project** for permanently retained public records; for example, to recreate volumes or to reduce handling by creating use copies.

- **Conservation project** for permanently retained original public records that have intrinsic value and are showing signs of deterioration or damage.  
**Note:** These projects should include **microfilming** if the records have not **already** been microfilmed (and may also include digital scanning if helpful for access). Alternatively, if the project does not include microfilming because the town already has off-site microfilm for these records, this should be stated in the **Application Narrative Page** when responding to **Question 1**.
- **Purchase of archival supplies** for the preservation of public records, such as archival paper, records binders, records storage boxes, disaster recovery kits or other preservation materials.

## VIII. SPECIFIC PROJECT INFORMATION

---

For microfilming, scanning, vital records or HVAC projects, refer to the appropriate sections below.

### 1. MICROFILMING PROJECTS

---

The municipality is responsible for ensuring that microfilming projects meet the requirements set by the Office of the Public Records Administrator in its microfilming policy; available online at <https://portal.ct.gov/csl/departments/public-records/municipal-program/policies-forms>

### 2. DIGITAL IMAGING (SCANNING) PROJECTS

---

The municipality is responsible for ensuring that digital imaging projects meet the requirements set by the Office of the Public Records Administrator in its electronic records policy and electronic and digital standards; available online at <https://portal.ct.gov/csl/departments/public-records/municipal-program/policies-forms>

### 3. VITAL RECORDS PROJECTS

---

The Department of Public Health requires that registrars of vital statistics receive approval from the State Office of Vital Records prior to beginning any vital statistics records project (for example, microfilming, scanning or conservation). This requirement applies to any project involving vital statistics records, whether or not the project is funded through a grant.

The registrar must contact Yvette Charice Gauthier, State Registrar of Vital Records, at [dph.vitalrecords@ct.gov](mailto:dph.vitalrecords@ct.gov), to obtain the DPH request forms for vital records projects. You will need to provide the following information on those forms: the record types and date range; the type of project; whether the work will be done by a vendor or performed in-house; and the measures that will be in place to protect the confidentiality and security of the vital statistics records. **Please note:** Work cannot begin on vital records projects until the request forms are submitted to DPH and their written approval is received, however Grant

Applications can be submitted prior to receiving DPH approval; additionally a statement acknowledging the requirement to receive DPH approval should be included in the Application Narrative.

#### 4. HVAC PROJECTS

---

A town may apply for a Targeted Grant to cover up to 50% of the cost to install or upgrade a vault HVAC system, up to the town's maximum Targeted Grant amount. The town must meet the following prerequisites before submitting the application:

- 1) The town must complete twelve months of temperature and humidity monitoring in the vault, using one of these two options:
  - Use a digital min/max thermohygrometer, datalogger, or other monitoring device to collect daily minimum and maximum readings for temperature and humidity. Readings must be documented in written logs or printed reports.
  - Obtain an environmental monitoring survey, which includes daily readings as well as professional analysis and reporting. This option is recommended as it will provide more complete and accurate data for use in determining system requirements and improvements.
- 2) The town must hire a licensed engineer to assess the vault, review the full year of monitoring data and any other relevant factors, and submit a report with recommendations for improving the environment, which may or may not include an upgraded or new HVAC system. If this assessment does not support installation of an upgraded or new HVAC system, the project will not be eligible for grant funding.
- 3) The town must submit the plans for installation of an upgraded or new system to the Public Records Administrator. The plans must meet the vault regulations and must receive approval before the project is submitted as a grant application.

As stated above, a town must cover at least 50% of the cost of its HVAC project. It may apply for grant funds to cover up to 50% of the cost, up to the town's maximum Targeted Grant amount. For example, a small town is eligible for a maximum Targeted Grant of \$5,000. If the proposed HVAC project cost \$6,000, it would apply for \$3,000 in grant funds and pay \$3,000 from local funds (and would request the remaining \$2,000 in grant funds for another project). If the project cost \$15,000, it would apply for \$5,000 in grant funds and pay \$10,000 from local funds.

The monitoring equipment, environmental survey and facility assessment described here as prerequisites are eligible for funding under Targeted Grants.

## IX. ALLOWABLE EXPENSES

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### 1. ELIGIBLE EXPENSES

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Eligible expenses are outlined below.

Note that in many cases, municipalities may procure products or services available on State Contract at discounted contract prices. The Department of Administrative Services maintains a State Contracting Portal online at <https://portal.ct.gov/das/procurement-programs-and-services/ctsourc>

Municipalities are also encouraged to utilize Connecticut-based small, women, minority and disabled-owned businesses as certified through the State of Connecticut's Supplier Diversity Program. The Department of Administrative Services maintains a Small/Minority (SBE/MBE) Company Directory online at <https://ct-gateway.formverse5.com/AUTOCENESERVER/WebApp/FillFormWO.aspx?templateId=8cef7c4b-4e15-4e10-8390-2ee371bdcdf>

#### *A. Consultants/Vendors*

---

For consulting services or records conservation services, the municipality may only use vendors that have been reviewed for the grant program by the Public Records Administrator. Please contact grants staff to determine if a consulting or conservation vendor has been reviewed.

For all other vendor services, the municipality must select vendors that are appropriate and qualified to perform the proposed services. The application must include sufficient information regarding the vendor.

It is the responsibility of the municipality to oversee all vendor work and to ensure that any problems are rectified. When using a consulting or conservation vendor that has been reviewed, also note that this initial review does not guarantee the professionalism of the vendors nor the quality of their products or services.

Vendors may not reference the *Historic Documents Preservation Program*, *Office of the Public Records Administrator*, and/or *Connecticut State Library* in any hardcopy, electronic, or web-based marketing materials, advertisements, or other solicitations that they publish or distribute nor include statements suggesting that the firm or its products or services have been endorsed by the *Historic Documents Preservation Program*, *Office of the Public Records Administrator*, and/or *Connecticut State Library*.

#### *B. Equipment*

---

Routine office equipment and furniture is the responsibility of the municipality (see *Ineligible Expenses*, below). Eligible equipment purchases include but are not limited to:

- Storage equipment such as shelving systems, cabinets, or other storage units that meet current records management and archival standards.
- Computers and software to be used exclusively for records indexing and/or retrieval.
- Regular or large format printers, copiers or scanners to be used exclusively for records purposes.
- Environmental monitoring equipment such as thermohygrometers or dataloggers.
- HEPA (high efficiency particulate air) filter vacuum for cleaning records storage areas.
- Microfilm reader to conduct quality control tests for preservation microfilm.

### *C. Supplies*

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Eligible supplies include but are not limited to: alkaline (acid-free) supplies; records storage boxes; archival-quality pigment ink pens; REACT•PAKs™ or other similar disaster recovery supplies; and appropriate reference books.

Refer to archival product catalogs/websites for additional examples of appropriate supplies, including University Products, Hollinger Metal Edge, Light Impressions, Gaylord Archival and others.

### *D. Town Personnel Costs*

---

For temporary staff or for town employees working added hours specifically on a grant project, base pay is an eligible expense. The municipality is responsible for any additional expenses for overtime, employee benefits, or applicable payroll taxes. Grant funds may not be used to supplant funding for regularly scheduled hours or job duties as indicated in the employee's job description.

The applicant must include the following information in the **Application Narrative Page** when responding to **Question 2**:

- *List each position to be paid with grant funds, as follows:* Specify the job title; specify if temporary or regular town personnel; and briefly describe the job duties for the grant project.
- *List the hours and pay for each position, as follows:* Specify the total number of hours to be worked, the hourly rate, and the total pay. If listing more than one position, also show the grand total for hours and pay.
- *Indicate the expected timeframe for the project, as follows:* Specify the number of weeks required to complete the grant project and the number of hours to be worked each week. Then multiply to show the total hours for the project.
- *For all personnel, include the following statement as confirmation:* Grant funds will be used for base pay only and any overtime, employee benefits or payroll taxes will be covered using local funds.

- For town employees, also include the following statement as confirmation:  
These hours and duties are outside the regularly scheduled hours and duties of the employee.

## 2. INELIGIBLE EXPENSES

---

The following expenses are ineligible for funding through Targeted Grants, even if directly related to the proposed project. Ineligible expenses include but are not limited to:

- Project expenses incurred prior to start of the contract period; that is, prior to July 1, 2025, AND the municipality's receipt of its copy of the fully executed contract.
- Project expenses incurred after the end of the contract period; that is, June 30, 2026.
- Vendors, equipment, or procedures not acceptable to the Public Records Administrator.
- Construction or renovation of facilities, except for the installation or upgrade of vault HVAC systems (see *HVAC Projects*, above).
- Purchase or leasing of land or facilities.
- Leasing costs for services, equipment, software or other items that are part of the municipality's ongoing operating expenses. *Note:* Leasing costs are permitted for projects with a fixed end date and for new installations of electronic land recording systems, not to exceed the first year of system expenses. System and module add-ons to an existing system are not an eligible expense.
- Office furniture and equipment, such as workstations, conference tables, chairs, staff computers or other workstations used for daily work/tasks, or other items used for routine office activities.
- Office supplies, such as pens, pencils, printer toner, town seal stamps, or other items used for routine office activities.
- Safes and equipment not used for the storage of records, such as cash safes.
- Routine operating expenses of the municipality, such as attorney fees and document destruction services.
- Personnel costs for non-grant work.
- Hospitality expenses.
- Prizes or awards.

## X. APPLICATION AND CONTRACT PROCEDURES

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### 1. SUBMIT THE APPLICATION

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To apply for a grant, a municipality must submit the application form, a brief narrative page and supporting documentation. The application requires the signature of the Municipal Chief Executive Officer (MCEO), and, if designated by the MCEO as the applicant, the signature of the Town Clerk.

Applications must be **submitted by April 30, 2025** for consideration under Cycle 1 or by **September 30, 2025** for consideration under Cycle 2, and should be submitted **by email**.

The applicant is responsible for ensuring the town receives **confirmation of receipt** of the application. When submitting the application, **mark your calendar for 2 weeks** after your **submission date** as a reminder to check that you have received an email **confirming receipt** of your application. Follow up with the grants staff if you do not.

Municipalities are strongly encouraged to apply under **Cycle 1** as this allows for a longer time period for the town and vendor to complete the grant. A town may apply for one grant each year, selecting either Cycle 1 or 2.

There is no requirement for a town to continue to apply under the same cycle each year. For example, a town completing a Cycle 2 grant for the current year may apply under Cycle 1 for the upcoming year.

Note that it is common and allowable for a municipality to apply for a grant for the upcoming fiscal year **before** completing its grant for the current fiscal year. For example, a town may still be in the process of completing its current year grant project by June 30th while applying by April 30th for the upcoming grant year. This upcoming grant project will not begin until the following fiscal year and therefore there is no overlap between grant projects.

Applications may include one or more projects. Applicants should request the **full grant amount** for which the municipality is eligible. If the selected project does not utilize the full grant funding, the applicant should include **additional projects** to reach the grant amount; for example, purchasing eligible supplies or equipment. If project expenses exceed the full grant amount, local funds may be added.

The municipality is responsible for submitting a complete application by the deadline and for ensuring that all eligibility requirements have been met (see *Eligibility Requirements*, above).

Applicants are encouraged to contact the grants staff for assistance with any questions prior to the application deadline.

The applicant must promptly submit any additional information or changes requested by the grants staff or the application may be deferred to the next grant cycle or grant year.



## 2. SUBMIT THE GRANT CONTRACT

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The State Library will notify the applicant of its decision regarding the application on or before July 31, 2025 for Cycle 1 awards and on or before December 31, 2025 for Cycle 2 awards.

The notification email will include the municipality's Grant Contract, which must be signed by the Municipal CEO and then returned to the State Library for execution by the State Librarian.

The applicant must return the signed contract promptly to the State Library. If it is not returned by the municipality in a timely fashion, the municipality may forfeit its grant due to insufficient time for contract processing and grant completion.

## 3. GRANT START DATE

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The grant is not awarded to the municipality until the Grant Contract has been executed by the Municipal CEO and State Librarian.

After the municipality's Grant Contract is signed by the State Librarian, the applicant will be notified and will receive a copy of the fully executed contract.

**The municipality may begin grant work and expenditures only after receiving its copy of the fully executed contract.**

## 4. RECEIPT OF GRANT FUNDS

---

The State Library will make payment on grant awards according to the terms and conditions stated in the Grant Contract.

Payment to the municipality should be processed within **45 days** of approval of the contract. If the payment is not received within 45 days, contact the grants staff.

The municipality is **not** required to wait for receipt of the payment before beginning the grant project.

## XI. GRANT ADMINISTRATION REQUIREMENTS

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### 1. GENERAL REQUIREMENTS

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Grantees must conduct projects in accordance with the work plan and budget specified in the approved application and the provisions of the grant guidelines and contract. Each project is expected to substantially meet the objectives stated in the application.

**Grant projects and expenditures** must be completed **within** the contract period. The contract period begins **after** the municipality receives its copy of the fully executed contract and the start of the contract period, July 1, 2025, whichever is later, and ends **June 30, 2026**.

### 2. GRANT AMENDMENTS

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**Changes to the project or budget** may not be made without **prior approval**. Contact the grants staff immediately to discuss **any potential change** to the vendor, work plan, or budget line items.

Changes must be reviewed and approved in advance. Significant changes to the project's purpose, methodology or budget will require the submission of an Amendment Request Form by **April 30, 2026**. Contact the grants staff by mid-April at the latest.

Note that budget reallocations of up to **10%** of the grant award do not require prior approval and may be made through **June 30, 2026**. These funds may be reallocated among existing approved line items or transferred to the supplies or equipment lines for the purchase of eligible supplies or equipment. The grantee is encouraged to contact the grants staff to review the changes in advance.

For example, a municipality receiving a \$5,000 grant would not require formal approval to adjust up to \$500 in funds as described through June 30, 2026. Reallocation of more than \$500 would require the submission of an Amendment Request Form by April 30, 2026.

An **extension** to the June 30 deadline will not be given except in the most extenuating circumstances beyond the municipality's control. Contact the grants staff immediately to discuss any difficulty that may affect the municipality's ability to complete grant work and expenditures by the June 30 deadline. Note that a request for an extension requires the submission of an Amendment Request Form by April 30, 2026.

If an Amendment Request Form is submitted and approved, the municipality will receive a Contract Amendment to be signed by the Municipal CEO and returned to the State Library no later than May 31, 2026. After it is executed by the State Librarian, the Town Clerk will receive a copy of the fully executed contract and may then begin the amended project.

To discuss any potential changes or obtain an Amendment Request Form, please contact the grants staff.

### 3. GRANT COMPLETION DEADLINE

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**Grant projects must be completed and funds expended** by the end of the contract period, **June 30, 2026**.

Note that “expended” means that the funds have been **spent** or have been **encumbered** by the submission of a valid **purchase order** by June 30, 2026.

Applicants must maintain good communication with their vendors and fiscal staff to ensure that the June 30 deadline will be met.

### 4. RETURN OF UNEXPENDED FUNDS

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If a project comes in **under budget** or other issues arise that could result in unexpended grant funds, the applicant should **contact** the grants staff as soon as possible for assistance with reallocation of the funds (see *Grant Amendments*, above). Do not return unexpended funds prior to June 30 without first contacting the grants staff.

Funds remaining **unexpended** after **June 30, 2026**, must be **returned** in conjunction with the email submission of the Project Evaluation/Expenditure Report. Checks should be made payable to “Connecticut State Library” and may be rounded to the nearest dollar. Again, please do not return unexpended funds without first contacting grants staff.

### 5. FINAL REPORT

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The **Project Evaluation/Expenditure Report** must be submitted for **receipt** at the State Library by **September 1, 2026**. By statute this is a **receipt deadline** and **not** a submission deadline.

**Reports should be submitted by email**; material should only be mailed if unexpended funds need to be returned – please see below and *Return of Unexpended Funds* above for additional information. While reports must be received by September 1, grantees are encouraged to submit the form immediately upon completion of their grant project and expenditures, that is, **June 30 or earlier**.

This final report documents the completion of the project and expenditure of the grant funds. It includes a brief narrative page and a Certification Statement signed by the MCEO or, if designated as the applicant (on the Application), the Town Clerk.

Financial and other supporting documentation must be maintained by the municipality as part of the grant file in accordance with the municipal records retention schedules.

**Reminder: Financial and other supporting documentation must be included with the submission of the Project Evaluation/Expenditure Report. This would include vendor invoices and/or payroll records for any expenses involving town personnel costs.**

If a consultant's report is produced as part of the project, such as a planning survey or a records policy and procedures manual, a copy must be included.

If the municipality has unexpended funds remaining after June 30, a check must be mailed to the State Library in conjunction with the email submission of the report (see *Return of Unexpended Funds*, above).

**Failure to submit the Project Evaluation/Expenditure Report for receipt by the deadline** may result in **termination of the grant** and the requirement that the town return the full grant amount as well as loss of eligibility for the next grant cycle.

Grantees must contact the Office of the Public Records Administrator immediately if difficulties arise that could affect the timely submission of the Project Evaluation/Expenditure Report, as there is **no** statutory provision for extension of the filing deadline.

## **XII. CONTACT INFORMATION**

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**For assistance, contact:** Nicole Besseghir, Public Records Analyst  
(860) 757-6563  
[nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov)

**Email grant forms to:** [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov)

### XIII. APPLICATION: INSTRUCTIONS AND FORM

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This form is available on the State Library website: <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>

Save a copy to your computer by using "Save As." Click on each highlighted field or use the Tab button to page through the fields. To check a box, click on the box. Print the form for signatures. The form should be submitted via email to [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

#### Instructions:

- **Name of Municipality:** Use the format "Town of \_\_\_\_" or "City of \_\_\_\_." For example, "Town of Andover."
- **Designated Applicant Checkbox:** If the Municipal CEO chooses to appoint the Town Clerk as the applicant for the grant (as indicated on the second page of the application), check this box.
- **Grant Category:** If there is more than one project, more than one category may be selected. For a description of each category, see *Grant Categories and Projects* in the Guidelines booklet.
- **Budget Summary:** List the total costs under each line item, indicating grant funds and local funds (if any). Total the lines across and down.
- **Designation of Town Clerk as Applicant:** The MCEO completes this section only if designating the Town Clerk as the applicant. If not, it is left blank.
- **Certification of Application:** The applicant signs this certification. If the Town Clerk has been designated as the applicant, the Town Clerk signs. If not, the MCEO signs.
- **Signatures:** Signatures must be original or electronic.
- **Email the completed form, narrative page and supporting documents to:** [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

**For questions or assistance:** Contact Nicole Besseghir at (860) 757-6563 or [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

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**APPLICATION**  
**TARGETED GRANT FY 2026**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2025)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>

**Name of Municipality:**

Use full municipality name, ie  
 'Town of ' or 'City of '

of

**Name of Municipal CEO:**

**Title:**

**Phone with Area Code:**

**Email:**

**Name of Town Clerk:**

**Title:**

**Phone with Area Code:**

**Email:**

**Check if Designated Applicant:** ☐

**TC Mailing Address:**

**MCEO Address if Different:**

**Grant Application Deadline:** ☐ Cycle 1: April 30, 2025

☐ Cycle 2: September 30, 2025

**Grant Contract Period:**

The contract period begins after July 1, 2025 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2026.

**Maximum Grant Allowed:**

\$5,000

Small Municipality

Population less than 20,000

\$7,000

Medium Municipality

Population between 20,000 and 69,999

\$10,000

Large Municipality

Population of 70,000 or greater

**Amount Requested:**

\$

**Grant Category(ies):**

☐ Inventory and Planning

☐ Organization and Indexing

☐ Program Development

☐ Storage and Facilities

☐ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$	\$	\$
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$	\$	\$
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet; rarely used)	\$	\$	\$
<b>6. TOTAL</b>	\$	\$	\$

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines for instructions under Preservation/Conservation on **Page 9**.
- 2. Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines for instructions under Town Personnel Costs on **Page 12**.
- 3. State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
- 5. Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, \_\_\_\_\_, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of MCEO

## Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2026 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date (*must be same as or later than above date*)

\_\_\_\_\_  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

Completed applications should be submitted by email to Nicole Besseghir at: [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov)



## XIV. FINAL REPORT: INSTRUCTIONS AND FORM

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This form is available on the State Library website: <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>

Save a copy to your computer by using "Save As." Click on each highlighted field or use the Tab button to page through the fields. To check a box, click on the box. Print the form for signatures. The form should be submitted via email to [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

If the individual who served as the applicant at the start of the grant has since left office, please note the change on the form and have the **individual currently holding the office** sign the report.

### Instructions:

- **Name of Municipality:** Use the format "Town of \_\_\_\_" or "City of \_\_\_\_." For example, "Town of Andover."
- **Designated Applicant Checkbox:** If the Municipal CEO appointed the Town Clerk as the applicant for the grant (as indicated on your Application), check this box.
- **Grant Award Number; Grant Cycle:** These numbers can be found on your award notification letter or Grant Contract.
- **Expenditures:** Enter the total amounts spent for each budget line item. It is expected that these amounts will correspond closely with the amounts in the approved Application and Grant Contract.
- **Final Accounting:** Enter funds received, funds expended and any funds remaining unexpended. For example, if you received a \$5,000 grant and expended the full amount, you would enter "\$5,000," "\$5,000" and "0."
- **Unexpended Funds:** Grantees must return any funds not expended by June 30, 2026, to the Connecticut State Library with this report. The check should be payable to "Connecticut State Library" and may be rounded to the nearest dollar. **Prior to June 30th**, contact the grants staff **before** completing the report if there are unexpended funds.
- **Certification:** The grant applicant must sign and date the Certification. If the Town Clerk was designated by the MCEO (as indicated on the second page of your Application), the Town Clerk must sign. If the Town Clerk was not designated, the MCEO must sign. Signatures must be original or electronic.
- **Financial and other supporting documentation must be included with the submission of the Project Evaluation/Expenditure Report. This would include vendor invoices and/or payroll records for any expenses involving town personnel costs.**
- **Email the completed form, narrative page, and supporting documentation to:** [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

**For questions or assistance:** Please contact Nicole Besseghir at (860) 757-6563 or [nicole.besseghir@ct.gov](mailto:nicole.besseghir@ct.gov).

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PROJECT EVALUATION/  
EXPENDITURE REPORT  
TARGETED GRANT FY 2026  
Historic Documents Preservation Program  
Connecticut Municipalities  
GP-003 (rev. 1/2025)



STATE OF CONNECTICUT  
Connecticut State Library  
PUBLIC RECORDS ADMINISTRATOR  
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>.

Name of Municipality:

Use full municipality name, i.e.  
'Town of \_\_\_' or 'City of \_\_\_'

of

Name of Municipal CEO:

Title:

Phone with Area Code:

Email:

Name of Town Clerk:

Title:

Phone with Area Code:

Email:

Check if Designated Applicant: ☐

TC Mailing Address:

MCEO Address if Different:

Grant Award Number: \_\_\_\_\_

Refer to the grant contract or award letter for this number.

Grant Cycle:

☐ Cycle 1

☐ Cycle 2

Grant Contract Period:

The contract period begins after July 1, 2025 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2026.

Expenditures	Grant Funds Expended (A)	Local Funds Expended (B)	Total Funds Expended (A+B)
1. Consultants/Vendors	\$	\$	\$
2. Equipment	\$	\$	\$
3. Supplies	\$	\$	\$
4. Town Personnel Costs	\$	\$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$	\$	\$

Final Accounting	
1. Grant Funds Received:	\$
2. Grant Funds Expended:	\$
3. Grant Funds Remaining Unexpended (if none, enter "0"):	\$

### Narrative Page

Answer briefly on an attached page. **Number each question and answer.** If the grant funded more than one project, address each project **separately** and number separately, i.e., 1a and 1b, 2a and 2b.

1. **Completed Project:** Briefly describe the completed project and indicate that it achieved the goals outlined in the application.
2. **Impact:** Describe the impact of the project on the records, office or municipality.
3. **Summary:** Any additional comments such as an unexpected benefit or anything learned from the project.

### Submission of Financial Documentation

**Financial and other supporting documentation must be included with the submission of the Project Evaluation/Expenditure Report. This would include vendor invoices and/or payroll records for any expenses involving town personnel costs.**

### Certification

**This certification must be signed by the applicant. If the Town Clerk was designated by the MCEO, as indicated on the grant application, the Town Clerk must sign. If the Town Clerk was not designated, the MCEO must sign.**

I hereby certify that the information contained in this report is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Applicant

\_\_\_\_\_  
Name and Title of Preparer (only if different from Applicant above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number of Preparer

**Reports should be submitted by email** and must be **received by** September 1, 2026, however, grantees are encouraged to submit the form **immediately upon completion of their grants**, that is, June 30, 2026 or earlier.

If the municipality does not expend the full grant funds by June 30, 2026, a check for the **unexpended funds** must be mailed in conjunction with the email submission of this report. The check should be made payable to "Connecticut State Library" and may be rounded to the nearest dollar. **Prior to June 30: Contact the grants staff** regarding unexpended funds **before** completing this report and mailing a check.

**Email the signed form, narrative page/financial documentation to:**

[Nicole.Besseghir@ct.gov](mailto:Nicole.Besseghir@ct.gov)

**TOWN OF BOLTON  
OFFICIAL PROCLAMATION**

*WHEREAS, Retired Air Force Colonel, Anthony J. Sobol II, former Bolton resident, born on December 13, 1948, first son of Anthony and Viola Sobol; and*

*WHEREAS, Anthony J. Sobol II attended Bolton Schools then Manchester High School; and*

*WHEREAS, Anthony J. Sobol II, graduated from UCONN's ROTC program which began his life career with the US Air Force; and*

*WHEREAS, Anthony J. Sobol II, while serving in the Air Force became a Fighter Pilot; and*

*WHEREAS, Anthony J. Sobol II, served in two tours of duty in Vietnam; and*

*WHEREAS, Anthony J. Sobol II while in the Air Force served many classified missions, including missions in Libya; and*

*WHEREAS, Anthony J. Sobol II after 26 years of service has retired as a full Colonel in the Air Force; and*

*NOW, THEREFORE, the Bolton Board of Selectmen, in recognition of Air Force Colonel, Anthony J. Sobol II's dedicated service, do hereby proclaim April 1st, 2025, a day to congratulate*

*Former Air Force Colonel, Anthony J. Sobol II,*

*On being honored by the Honor Flight Organization for his life dedication in the US Air Force as a Fighter Pilot.*

*IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Bolton this 1<sup>st</sup> day of April 2025.*

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*Rodney Fournier*

-----  
*Robert Morra*

-----  
*Pamela Sawyer*

-----  
*Gwen Marrion*

-----  
*Amanda Gordon*

-----  
*Timothy Sadler*

-----  
*Mather Clarke*