

4A

McCavanagh, Kathy

From: Rodney Fournier
Sent: Tuesday, July 29, 2025 6:52 AM
To: Lally, Ross
Cc: McCavanagh, Kathy; Rupert, Jim; Pierog, Sandra; Waters, Elizabeth
Subject: Re: Request to Reduce Referendum Voting Hours

Internal (rfournier@boltonct.gov)

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Something for the August 5th agenda

From: Lally, Ross <rlally@boltonct.gov>
Sent: Monday, July 28, 2025 11:58 AM
To: Rodney Fournier <rfournier@boltonct.gov>
Cc: McCavanagh, Kathy <kmccavanagh@boltonct.gov>; Rupert, Jim <jrupert@boltonct.gov>; Pierog, Sandra <spierog@boltonct.gov>; Waters, Elizabeth <ewaters@boltonct.gov>
Subject: Request to Reduce Referendum Voting Hours

Rodney,

The Registrars are requesting that the Board of Selectmen change the voting hours to 12:00 noon to 8:00 p.m. for all future referenda this fiscal year ending June 30, 2026. The Selectmen have the power to do so by vote per Section 7-9b of the state statues and the Town Elections Ordinance adopted June 20, 2000.

The reason for the request is to reduce our expenses for the remaining referenda. We budgeted for four referenda in FY26; it looks like we will have at least five if the July 29 referendum fails as I fear it will.

Reducing the voting hours will save about \$1,200 referendum. Programing the tabulators ourselves saves an additional \$748 per referendum. Total savings per referendum will be almost \$2,000.

We also think that it would be good for the voters to start seeing consequences for the budget reductions they are requesting.

I am copying Liz since she is the one who suggested the idea.

Ross Lally, Sandra Pierog

EDUCATION, BOARD OF: Number of Members

Adopted: August 14, 1953

That the Town Board of Education consist of Seven (7) members, to be elected in accordance with the provisions of the General Statutes.

ELECTION, TOWN: Hours of Voting at Elections and Referendums

Adopted by the Board of Selectmen at a regular meeting on June 20, 2000

Published in the Manchester Extra, June 29, 2000

Effective date: July 14, 2000

Section 1. Except as provided in Section 2 of this ordinance, the polls shall remain open for voting at all elections from six o'clock a.m. until eight o'clock p.m.

Section 2. Whenever the town conducts a referendum on a day other than a state or town election, the polls shall be open from twelve noon to eight p.m. By resolution, the Board of Selectmen may extend the hours during which the polls remain open, provided that they shall not be opened earlier than six a.m.

Section 3. The ordinance adopted May 15, 1979 concerning the hours of voting is hereby repealed.

ELECTIONS, TOWN: Shifts of Election Officials

Adopted by the Board of Selectmen at a regular meeting on May 15, 1979

Published May 19, 1979

Effective date: June 4, 1979

Section 1. With the exception of the moderator of the election, there may be two shifts of election officials at all elections and referendums.

Section 2. The moderator at each polling place shall keep a written record of the specific hours and time served at the polls by each election official.

Section 3. In each polling place, all members of both shifts who are required to sign returns, including checkers and assistant registrars, if any, of both shifts, shall be present at the closing of the polls and shall remain until all returns have been executed.

Memorandum

TO: Board of Selectmen
Jim Rupert, Town Administrative Officer

FR: Kusal Huynh
Director of Business & Finance

DT: July 21, 2025

RE: Written Waiver Justification for completion of BCS HVAC Energy Management System
Upgrade - Phase II

CC: Andrew Broneill, BOE Chairperson
David Caruso, Superintendent

The BOE voted to waive the bid requirements at their July 16, 2025 meeting and continue to use USA Mechanical Energy Services LLC for phase II of the BCS HVAC Energy Management System upgrade and complete the project. This vendor was the only vendor who put in a bid for the initial phase I and received waivers throughout the year as various system components continued to fail prior to phase II being approved. The quote for completing the project is approximately \$408,000. The vendor knows the project and going out to bid will further delay the project and potentially increase cost. Currently, the project is in the CAPA request for \$410,000. This bid waiver is to obtain approval in preparation of the budget passing in order to facilitate moving quickly with the procurement process enabling timely upgrade to the HVAC system prior to school starting to avoid heating and cooling issues at BCS. In addition, this minimizes cost from delaying the project due to required overtime.

**TOWN OF BOLTON
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, JULY 29, 2025, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Amanda Gordon (Arrived at 6:32 p.m.), Gwen Marrion, Pamela Sawyer

Board of Selectman Absent: Tim Sadler, Mather Clarke

Staff Present In-Person: Town Administrator Jim Rupert, Tax Collector Lori Bushnell

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present via Zoom: James Loersch

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

2. Public Comment: There was no Public Comment.

P. Sawyer MOVED to OPEN the Agenda to add Item No. 2(a) to discuss and possibly decide on modifying the current due date for Personal Property, Motor Vehicle, and Motor Vehicle Supplemental tax bills. R. Morra SECONDED. MOTION CARRIED 4:0:3 (T. Sadler, M. Clarke, and A. Gordon Absent).

a. Discussion and Possible Decision on Modifying Due Date for Taxes on Personal Property, Motor Vehicle and Supplemental Motor Vehicle

R. Morra suggested that the Board consider modifying the due date for personal property, motor vehicle, and supplemental motor vehicle taxes if the budget fails to pass to avoid the expense of sending the tax bills out twice. Tax Collector Lori Bushnell agreed, recommending that only real estate tax bills be sent at this time using the temporary mill rate. She added that if the budget passes today, the personal property and motor vehicle tax bills could potentially be issued by August 1st, depending on the software vendor's ability to meet the deadline. In that case, the due dates would remain unchanged.

R. Morra MOVED that if the budget does not pass in today's referendum, the due date for the Motor Vehicle, Supplemental Motor Vehicle, and Personal Property accounts will be determined at a later time. P. Sawyer SECONDED.

Discussion: G. Marrion asked if the motion was necessary and what would happen if the motion was not made. R. Morra explained that tax bills would need to be sent with the temporary mill rate and would require a second mailing with the permanent mill rate, resulting in unnecessary expenses. A. Gordon asked if the Town could avoid setting a fixed due date and instead base it on a set number of days after the mill rate is finalized (i.e., due 30 days after the mill rate is set). L. Bushnell stated that it would be difficult as the bills are structured to be due on the first of the month.

MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

R. Morra MOVED that if the budget does pass in today's referendum, the mill rate can be set on Wednesday, July 30, and if the tax software vendor can handle getting tax bills out for August 1st, the due dates for Motor Vehicle, Supplemental Motor Vehicle, and Personal Property accounts will remain at a due date of August 1, 2025 with a delinquent date of September 2, 2025. If one or more of the above criteria cannot be met for any reason, the due date for those bills will be determined at a later time. P. Sawyer SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

3. Consider and Act on A/P

P. Sawyer MOVED to APPROVE the July 31, 2025 FY 2025-2026 A/P Report in the amount of \$40,024.93.

R. Morra SECONDED.

Discussion: G. Marrion asked if the street sweeping costs were paid with Nips funds, as noted on Page 8, and if that figure represented the total amount of Nips funds received. J. Rupert confirmed that some of the costs were paid with Nips, but it was not the total amount received. G. Marrion asked if street sweeping costs will continue to be paid with Nips funds. J. Rupert replied that doing so would be a good use of the funds. A. Gordon questioned why General Funds were used when Nips funds were available. J. Rupert explained that a specific amount was allocated from the General fund for this year, with Nips covering the remainder.

MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

The Board determined that the discussion above referred to the incorrect A/P report. Therefore, the original motion was withdrawn and restated to reflect the correct A/P report totaling \$218,481.88 as noted below.

P. Sawyer MOVED to WITHDRAW her original motion. A. Gordon SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

P. Sawyer MOVED to APPROVE the June 30, 2025 FY 2024-2025 A/P Report as presented in the amount of \$218,481.88. R. Morra SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

P. Sawyer MOVED to APPROVE the July 31, 2025 FY 2025-2026 A/P Report in the amount of \$40,024.93. R. Morra SECONDED.

Discussion: A. Gordon asked about the deductible increase for liability insurance on Page 5. J. Rupert explained that the deductibles were increased to lower the premiums on Fire Department vehicles.

A. Gordon also asked about the cemetery mapping charges on Page 8. J. Rupert explained that Phase I, which includes aerial views and ground-penetrating radar, has been completed. He added that the results are expected in a few weeks and explained that the red flags that have been placed in the cemetery represent unmarked graves.

A. Gordon asked for confirmation on whether the costs for the bands for the summer concerts were paid for with sponsorships and asked if the bands were supposed to be paid different amounts. J. Rupert confirmed that they were paid with sponsorships at different amounts.

MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

4. Consider and Act on Budget Transfers

J. Rupert addressed G. Marrion's prior inquiries regarding invoices from Gowans Knight Co., Inc. and confirmed that fire truck inspections are done annually. He also addressed firefighter certification reimbursements, noting that certifications are only granted after meeting specific employment and performance requirements. He added that the Fire Chief will be providing information on the process in writing. G. Marrion thanked J. Rupert for the information and for providing public transparency on the required maintenance for fire trucks each year. She recommended that the Board consider the additional testing costs when approving purchases of new fire trucks and other apparatus.

A. Gordon asked if the invoice for \$12,000 from Gowans Knight Co., Inc. was included as part of the \$21,000.00 invoice. J. Rupert clarified that the larger amount reflected the updated purchase order, which included the inspection and required repairs.

P. Sawyer MOVED to APPROVE the Budget Transfer Request from the Highway Department from the category of Sand and Salt to the category of Road Repair in the amount of \$21,000.00 to pay the balance of repaving the Town Hall parking lot. R. Morra SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

P. Sawyer MOVED to APPROVE the Budget Transfer Request from the Highway Department from the category of Equipment to the category of Road Repair in the amount of \$8,000.00 to pay the balance of repaving the Town Hall parking lot. R. Morra SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

P. Sawyer MOVED to APPROVE the Budget Transfer Request from the Highway Department from the category of Overtime to the category of Road Repair in the amount of \$8,000.00 to pay the balance of repaving the Town Hall parking lot. R. Morra SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

P. Sawyer outlined the remaining budget transfers included in the meeting packet that do not require budget approval since the amounts were under \$2,000.00.

A Gordon expressed concern that the budget transfers were requested after the paving project's completion and noted that the project should not have been approved if the funds were not available. J. Rupert replied that the Board had discussed the need for transfers prior to approving the project. R. Morra confirmed that the discussion took place several months ago. J. Rupert added that the Town has maintained its paving schedule and made various improvements using Town Aid Road funds, without impacting taxpayers.

5. Approval of Minutes:

a. July 15, 2025 – Regular Meeting

P. Sawyer MOVED to APPROVE the July 15, 2025 Meeting Minutes as written. R. Morra SECONDED.

Discussion: Board Clerk Kacie Cannon noted that the title of the July 15, 2025 meeting was listed as a Special A/P Meeting rather than a Regular Meeting as listed on the agenda title above. J. Rupert

explained that all meetings should be listed as Regular Meetings so that items can be added to the agenda as needed.

P. Sawyer requested that the title of the July 15, 2025 Meeting Minutes be corrected to remove the title of "Special Meeting" and rescinded her original motion.

P. Sawyer MOVED to APPROVE the July 15, 2025 Board of Selectman Meeting Minutes of July 15, 2025 with the deletion of the words "Special Meeting" in the title. R. Morra SECONDED.

MOTION CARRIED 4:1:2 (A. Gordon Abstained, T. Sadler and M. Clarke Absent).

6. Adjourn

R. Morra MOVED to ADJOURN the meeting at 6:42 p.m. A. Gordon SECONDED. MOTION CARRIED 5:0:2 (T. Sadler and M. Clarke Absent).

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

| FY2026 July 31, 2024 | Adopted Budget | Revised Budget | Expense YTD | Balance | Encumbrance | | | |
|---------------------------|----------------|----------------|----------------------|------------------------|----------------------|--|--|--|
| Administration | | | \$ 107,646.25 | \$ (107,646.25) | \$ - | | | |
| Board of Finance | | | \$ - | \$ - | \$ - | | | |
| Financial Administration | | | \$ 21,989.90 | \$ (21,989.90) | \$ 177.16 | | | |
| Auditing | | | \$ - | \$ - | \$ - | | | |
| Assessor | | | \$ 15,357.86 | \$ (15,357.86) | | | | |
| Tax Collector | | | \$ 11,534.62 | \$ (11,534.62) | \$ 461.64 | | | |
| Fringe Benefits | | | \$ 105,385.85 | \$ (105,385.85) | \$ - | | | |
| Town Clerk | | | \$ 12,916.08 | \$ (12,916.08) | \$ 8,554.00 | | | |
| Land Use | | | \$ 24,910.86 | \$ (24,910.86) | \$ 155,139.00 | | | |
| Planning & Zoning | | | \$ - | \$ - | \$ - | | | |
| Zoning Board of Appeals | | | \$ - | \$ - | \$ - | | | |
| Property Insurance | | | \$ 38,680.29 | \$ (38,680.29) | \$ - | | | |
| Probate | | | \$ - | \$ - | \$ - | | | |
| Inlands/Wetlands | | | \$ - | \$ - | \$ - | | | |
| Economic Development | | | \$ - | \$ - | \$ - | | | |
| Elections | | | \$ 5,084.30 | \$ (5,084.30) | \$ 1,905.00 | | | |
| Police | | | \$ - | \$ - | \$ - | | | |
| Fire Commission | | | \$ 3,526.16 | \$ (3,526.16) | \$ - | | | |
| Animal Control | | | \$ 6,500.00 | \$ (6,500.00) | \$ - | | | |
| Fire Marshal | | | \$ 1,115.49 | \$ (1,115.49) | \$ - | | | |
| Emergency Management | | | \$ 409.20 | \$ (409.20) | \$ - | | | |
| Highways and Streets | | | \$ 31,583.18 | \$ (31,583.18) | \$ 25,492.00 | | | |
| Parks/Town Building Ops | | | \$ 53,070.99 | \$ (53,070.99) | \$ 14,308.37 | | | |
| Public Health Admin | | | \$ 7,432.28 | \$ (7,432.28) | \$ - | | | |
| Veterans' Commission | | | \$ - | \$ - | \$ - | | | |
| Seniors / Social Services | | | \$ 15,504.64 | \$ (15,504.64) | \$ - | | | |
| Library | | | \$ 21,950.11 | \$ (21,950.11) | \$ 2,139.89 | | | |
| Recreation | | | \$ - | \$ - | \$ - | | | |
| Conservation | | | \$ - | \$ - | \$ - | | | |
| Waste Collection | | | \$ 35,740.07 | \$ (35,740.07) | \$ 1,800.00 | | | |
| Totals | \$ - | \$ - | \$ 520,338.13 | \$ (520,338.13) | \$ 209,977.06 | | | |

| FY2025 | Adopted Budget | Revised Budget | Expense YTD | Balance | Encumbrance | Unexpended | % Expensed | | |
|---------------------------|------------------------|------------------------|------------------------|----------------------|----------------------|----------------------|---------------|--|--|
| Administration | \$ 754,500.00 | \$ 733,900.00 | \$ 592,340.69 | \$ 141,559.31 | \$ 14,511.42 | \$ 127,047.89 | 82.69% | | |
| Finance Committee | \$ 2,700.00 | \$ 2,700.00 | \$ 1,806.92 | \$ 893.08 | \$ - | \$ 893.08 | 66.92% | | |
| Financial Administration | \$ 262,074.00 | \$ 262,074.00 | \$ 241,424.51 | \$ 20,649.49 | \$ 276.99 | \$ 20,372.50 | 92.23% | | |
| Auditing | \$ 45,000.00 | \$ 45,000.00 | \$ 25,000.00 | \$ 20,000.00 | \$ - | \$ 20,000.00 | 55.56% | | |
| Assessor | \$ 164,721.00 | \$ 164,721.00 | \$ 162,089.84 | \$ 2,631.16 | \$ 350.00 | \$ 2,281.16 | 98.62% | | |
| Tax Collector | \$ 96,534.00 | \$ 96,534.00 | \$ 90,692.97 | \$ 5,841.03 | \$ 3,819.33 | \$ 2,021.70 | 97.91% | | |
| Fringe Benefits | \$ 1,051,480.00 | \$ 1,051,480.00 | \$ 991,723.38 | \$ 59,756.62 | \$ - | \$ 59,756.62 | 94.32% | | |
| Town Clerk | \$ 146,209.00 | \$ 146,209.00 | \$ 144,734.12 | \$ 1,474.88 | \$ - | \$ 1,474.88 | 98.99% | | |
| Land Use | \$ 382,844.00 | \$ 402,344.00 | \$ 387,125.48 | \$ 15,218.52 | \$ - | \$ 15,218.52 | 96.22% | | |
| Planning & Zoning | \$ 4,000.00 | \$ 4,000.00 | \$ 3,446.60 | \$ 553.40 | \$ - | \$ 553.40 | 86.17% | | |
| Zoning Board of Appeals | \$ 1,650.00 | \$ 1,950.00 | \$ 891.48 | \$ 1,058.52 | \$ - | \$ 1,058.52 | 45.72% | | |
| Property Insurance | \$ 159,450.00 | \$ 159,450.00 | \$ 108,653.00 | \$ 50,797.00 | \$ - | \$ 50,797.00 | 68.14% | | |
| Probate | \$ 7,476.00 | \$ 7,476.00 | \$ 6,180.00 | \$ 1,296.00 | \$ - | \$ 1,296.00 | 82.66% | | |
| Inlands/Wetlands | \$ 2,235.00 | \$ 2,235.00 | \$ 1,602.37 | \$ 632.63 | \$ - | \$ 632.63 | 71.69% | | |
| Economic Development | \$ 5,000.00 | \$ 5,000.00 | \$ 4,988.00 | \$ 12.00 | \$ - | \$ 12.00 | 99.76% | | |
| Elections | \$ 138,878.00 | \$ 138,878.00 | \$ 85,756.46 | \$ 53,121.54 | \$ 745.00 | \$ 52,376.54 | 62.29% | | |
| Police | \$ 301,300.00 | \$ 301,300.00 | \$ 273,873.00 | \$ 27,427.00 | \$ - | \$ 27,427.00 | 90.90% | | |
| Fire Commission | \$ 287,514.00 | \$ 288,314.00 | \$ 233,948.28 | \$ 54,365.72 | \$ 26,229.52 | \$ 28,136.20 | 90.24% | | |
| Animal Control | \$ 10,000.00 | \$ 10,000.00 | \$ 6,500.00 | \$ 3,500.00 | \$ - | \$ 3,500.00 | 65.00% | | |
| Fire Marshal | \$ 29,900.00 | \$ 29,900.00 | \$ 26,756.65 | \$ 3,143.35 | \$ - | \$ 3,143.35 | 89.49% | | |
| Emergency Management | \$ 11,165.00 | \$ 11,165.00 | \$ 5,329.15 | \$ 5,835.85 | \$ - | \$ 5,835.85 | 47.73% | | |
| Highways and Streets | \$ 1,073,967.00 | \$ 1,073,967.00 | \$ 927,653.11 | \$ 146,313.89 | \$ 63,844.75 | \$ 82,469.14 | 92.32% | | |
| Parks/Town Building Ops | \$ 826,308.00 | \$ 826,308.00 | \$ 797,859.77 | \$ 28,448.23 | \$ 6,993.00 | \$ 21,455.23 | 97.40% | | |
| Public Health Admin | \$ 28,409.00 | \$ 28,702.00 | \$ 28,701.96 | \$ 0.04 | \$ - | \$ 0.04 | 100.00% | | |
| Veterans' Commission | \$ 600.00 | \$ 600.00 | \$ 218.56 | \$ 381.44 | \$ - | \$ 381.44 | 36.43% | | |
| Seniors / Social Services | \$ 184,642.00 | \$ 184,349.00 | \$ 178,550.31 | \$ 5,798.69 | \$ 150.00 | \$ 5,648.69 | 96.94% | | |
| Library | \$ 313,067.00 | \$ 313,067.00 | \$ 306,886.48 | \$ 6,180.52 | \$ 50.00 | \$ 6,130.52 | 98.04% | | |
| Recreation | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ - | \$ - | \$ - | 100.00% | | |
| Conservation | \$ 2,305.00 | \$ 2,305.00 | \$ 2,000.87 | \$ 304.13 | \$ - | \$ 304.13 | 86.81% | | |
| Waste Collection | \$ 727,830.00 | \$ 727,830.00 | \$ 645,795.68 | \$ 82,034.32 | \$ - | \$ 82,034.32 | 88.73% | | |
| Totals | \$ 7,027,758.00 | \$ 7,027,758.00 | \$ 6,288,529.64 | \$ 739,228.36 | \$ 116,970.01 | \$ 622,258.35 | 91.15% | | |

HIGHLIGHTS AUGUST 2025 BOS MEETING

SUBMITTED BY: James Rupert

- Held an onsite meeting with DEEP, Town Engineer and Highway Foreman regarding rapid flashing beacons at Steels Crossing.
- Held a meeting with ADP and the Board of Education staff.
- Met with Superintendent Caruso to discuss common goals and issues.
- We are wrapping up annual insurance renewals.
- We held a kickoff meeting with STV for the facility study.
- We have interviewed 7 firms for the town hall schematic planning project and will select 3 or 4 to bid.
- We completed an emergency management radio test.
- We submitted quarterly deliverables to Department of Emergency Management and Homeland Security for the EMPG Grant.
- Conducted some training on the Tyler system.
- Participated in CRCOG Policy Board meeting.
- Participated in EHHD board of directors meeting.
- Cemetery mapping is underway. Aerial photos and ground penetrating radar mapping is completed for both cemeteries.
- Colonial Road cutting is completed. Eversource needs to pick up the wood and that will be complete.
- Eversource has received and acknowledged the work order for the overhead light near the green. They have not provided a schedule for installation as yet.
- Held a second coffee and conversation meeting with a third one planned.
- Refinancing of the fire truck loan is well under way and will be completed in August.
- Held a Bolton lakes meeting.
- Working on lake drawdown letters and application to DEEP.
- We received bids for the Fire Department Master Plan.
- Cameras for the ballot box have been tested and Town Clerk staff received training.

Respectfully submitted

James Rupert
Town Administrator