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*Memorandum*

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TO: Bolton Board of Selectmen  
Jim Rupert, Town Administrative Officer

FR: Kusal Huynh  
Director of Business & Finance

DT: September 30, 2025

RE: Written Justification Quote Waiver: Curriculum Associates

CC: Andrew Broneill, BOE Chairperson  
David Caruso, Superintendent

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Pursuant to the bid ordinance, please be advised that the Superintendent waived the quote requirement for the purchase of textbooks, assessments, adaptive, digital supports, and interventions. Curriculum Associates is the sole provider for the mathematic program iReady, which the BOE approved 8 years ago. The vendor was awarded \$24,526.

**NON-UNION PAY INCREASES (2025-2026)**

Current Minimum Wage: \$16.35/ hour

Minimum Wage to increase again Jan 1, 2026 -\$16.94/hour

	Contract/Suggested Increase for 2025-2026
<b>Selectmen</b>	
First Selectman (annually)	Under Consideration
Deputy First Selectman (annually)	2.75%
Selectmen (5) (per each)	2.75%
Board of Assessment Appeals (3/each)	2.75%
<b>ROV</b>	
Registrars (2)	\$25.00
Deputy Registrars (2)	\$22.00
Assistant Registrars (2)	\$18.00
Moderator	\$19.00
Election Workers	\$17.00 min wage
Data Clerk (1)	\$18.00
<b>Library</b>	
Library Substitutes	\$17.00 min wage
Library Pages (2)	\$17.00 min wage
<b>Senior Center</b>	
Van Drivers	\$20.55
Senior Center Admin. Asst.	\$21.58
Senior Center Program Coordinator/Admin. Asst.	\$23.63
	Contract/Suggested Increase for 2025-2026
<b>Buildings &amp; Grounds</b>	
Lead Summer Maintainer	\$21.00
Summer Maintainer II	\$17.25
Ticket Taker	\$17.00 min wage
Summer Maintainer I	\$17.00 min wage
Cemetery Maintenance Maintainer	\$23.00

**NON-UNION PAY INCREASES (2025-2026)****Current Minimum Wage: \$16.35/ hour****Minimum Wage to increase again Jan 1, 2026 -\$16.94/hour**

<b>Recreation</b>	
Camp Director	\$18.50
Head Counselor	\$17.50
Camp Counselor I	\$17.00 min wage
Camp Counselor II	\$17.00 min wage
Head Lifeguard	\$18.50
Lifeguard	\$17.00 min wage
Lifeguard II	\$17.35
School Year Counselor	\$17.00 min wage
Basketball Coordinator	\$18.25
Basketball Scorer	\$17.50
	<b>Contract/Suggested Increase for 2025-2026</b>
<b>Fire Department</b>	
Fire Chief	3%
Deputy Fire Chief	3%
Assistant Chief	3%
Captains (2) (per each)	3%
Lieutenants (8) (per each)	3%
Secretary Fire Dept. (hourly rate)	3%
Engineer	3%
<b>Fire Marshal</b>	
Fire Marshal	3%
Deputy Fire Marshal	3%
<b>Land Use</b>	
Assistant Building Official I Assistant Building Official II Assistant Building Official III	3%
<b>Highway</b>	
Snow Plow Driver	Market Rate
Snow Plow Driver (CDL)	As Needed



## NON-UNION PAY INCREASES (2025-2026)

Current Minimum Wage: \$16.35/ hour

Minimum Wage to increase again Jan 1, 2026 -\$16.94/hour

Other	
Town Administrator	2.75%
Executive Asst. To Town Administrator	2.75%
Administrative Assistant to Town Administrator	3.0%
Recreation Director	\$3,000.00
Town Clerk	2.75%
Tax Collector	2.75%
Finance Director	2.75%
Assessor	1.75%

For full-time, non-union staff, their increases will be up to 3.0% based on their individual performance reviews. Any increase for the Board of Selectmen needs to be approved at the end of the current fiscal year or beginning of the next fiscal year.

Minimum wage increased to \$16.35 on 1/1/25

Minimum wage increased to \$16.94 on 1/1/26

Pension:	FY25	FY26
Town Admin	.085	.085
Finance Dir	.085	.085
Non Union	.06	.065
Supervisors	.06	.065
Non Supv	.055	Per contract
Highway	.055	Per contract

601.

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Library

Transfer \$ 1800.00 from category Office Supplies to category Technical Services

(within budget) from # 1005-045-4501-000000-56120-00000

to # 1005-045-4501-000000-53520-00000

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

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

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

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

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

Explanation:

Constant Contact payment and Copier Contract Overage

Elizabeth Thornton Signature  
Director Title  
10/1/25 Date

Board of Selectmen      Approved      Comments:

	Yes	No
<u>Rodney Fournier</u>	_____	_____
<u>Robert Morra</u>	_____	_____
<u>Pam Sawyer</u>	_____	_____
<u>Gwen Marrion</u>	_____	_____
<u>Amanda Gordon</u>	_____	_____
<u>Tim Sadler</u>	_____	_____
<u>Mather Clarke</u>	_____	_____

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Inland Wetlands

Transfer \$ 400.00 from category Regular Payroll to category Official/Admin Services

(within budget) from # 1005 - 041 - 4163 - 000000 - 51610 - 00000

to # 1005 - 041 - 4163 - 000000 - 53100 - 00000

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


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

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

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

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

Explanation: To cover board clerk.

*Approved 10/2/25*  
 Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Board of Selectmen

Approved

Comments:

Yes No

Rodney Fournier

\_\_\_\_

Robert Morra

\_\_\_\_

Pam Sawyer

\_\_\_\_

Gwen Marrion

\_\_\_\_

Amanda Gordon

\_\_\_\_

Tim Sadler

\_\_\_\_

Mather Clarke

\_\_\_\_

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Conservation Commission

Transfer \$ 125.00 from category Regular Payroll to category Official / Admin Services

(within budget) from # 1005 045 4599 000000 51610 00000  
to # 1005 - 045 - 4599 - 000000 - 53100 - 00000

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

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

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

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

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

Explanation: To pay the Board Clerk

Approved  
Tim Sadler Signature  
9/26/25 Title  
\_\_\_\_ Date

Board of Selectmen

Approved

Comments:

	Yes	No
<u>Rodney Fournier</u>	<u>      </u>	<u>      </u>
<u>Robert Morra</u>	<u>      </u>	<u>      </u>
<u>Pam Sawyer</u>	<u>      </u>	<u>      </u>
<u>Gwen Marrion</u>	<u>      </u>	<u>      </u>
<u>Amanda Gordon</u>	<u>      </u>	<u>      </u>
<u>Tim Sadler</u>	<u>      </u>	<u>      </u>
<u>Mather Clarke</u>	<u>      </u>	<u>      </u>

Date \_\_\_\_\_

7a.

## Rupert, Jim

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**From:** Rob Aloise <raloise@crcog.org>  
**Sent:** Wednesday, September 24, 2025 3:41 PM  
**To:** Rupert, Jim  
**Cc:** Carson, Patrice  
**Subject:** Fw: speed cameras

External (raloise@crcog.org)

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

Hi Jim,

I just got the forwarded reply from CTDOT regarding the Bolton Notch Automated Speed Enforcement question you had. My interpretation of his answer is that CTDOT is not yet ready to approve them on a limited access facilities (expressway/ramps) such as in the Bolton Notch Area. Ryan does indicate that he'd be happy clarify/discuss with the town if you contact him directly.

Thanks, Rob

P.S. In researching, CRCOG staff could not find any legal prohibition of automated enforcement on an expressway. However, even if it is not prohibited CTDOT would need to approve a detailed ATESD plan for them to be installed.



**Rob  
Aloise**

Director of Transportation  
Planning  
CRCOG

Hartford, CT  
[raloise@crcog.org](mailto:raloise@crcog.org)



Connect with me



[My Digital Business Card](#)



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**From:** Pothering, Ryan J <[Ryan.Pothering@ct.gov](mailto:Ryan.Pothering@ct.gov)>  
**Sent:** Wednesday, September 24, 2025 3:18 PM  
**To:** Rob Aloise <[raloise@crcog.org](mailto:raloise@crcog.org)>  
**Cc:** Anaka Maher <[amaher@crcogct.gov](mailto:amaher@crcogct.gov)>  
**Subject:** RE: speed cameras

Hi Rob,

I just spoke with my current boss, Liz Keyes, about speed cameras on limited access highways like 384 at Notch Road. The Department is currently reviewing how to implement speed cameras on those highways outside of the work zone speed enforcement program. I forwarded your email to Liz, so she will reach out to someone in Engineering and Construction for an update on that review.

To answer most of your questions, we haven't deployed speed cameras at similar locations yet, and the feasibility is being reviewed.

If anyone from the town would like to discuss the deployment of ATESDs at other locations in Bolton, you can have them contact me and I'd be happy to talk about the OSTA review process with them. You can use me as the primary contact for ATESDs.

Hope this helps!

--Ryan

**Ryan J. Pothering, P.E. (He/Him)**  
**Transportation Supervising Engineer**  
Connecticut Department of Transportation  
Office of the State Traffic Administration  
Phone: 860-594-2779  
[ryan.pothering@ct.gov](mailto:ryan.pothering@ct.gov)



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**From:** Rob Aloise <[raloise@crcog.org](mailto:raloise@crcog.org)>  
**Sent:** Monday, September 15, 2025 4:02 PM  
**To:** Pothering, Ryan J <[Ryan.Pothering@ct.gov](mailto:Ryan.Pothering@ct.gov)>  
**Cc:** Anaka Maher <[amaher@crcogct.gov](mailto:amaher@crcogct.gov)>  
**Subject:** Fw: speed cameras

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Ryan,

I received the forwarded inquiry from the Town of Bolton about the possibility of the speed cameras at the Bolton Notch Interchange. We had planned to simply provide them with guidance based on the CTDOT standards; however, the area consists of various limited access facilities which we couldn't seem to confirm are or are not eligible/legal roadways for a town to propose cameras on. Any guidance on that, or their request, would be appreciated.

**MOTIONS FROM 9/2/25 BOS MEETING:****4. Appointments/Resignations:**

- a. Kim Welch – Lake Commissioner – Resignation

P. Sawyer MOVED to ACCEPT the resignation of Kim Welch from the Friends of Bolton Lake (FBL) Commission with regrets and gratitude for her many years of service. R. Morra SECONDED and commended her stewardship. MOTION CARRIED 6:0:1 (A. Gordon Absent from 6:44 p.m. to 7:04 p.m.).

**6. New Business:**

- c. Consider and Act on Applying for Amplify Grant

P. Sawyer MOVED to authorize Ashley Perreira to apply for the Amplify Grant in the amount of 5,000.00.

T. Sadler SECONDED. MOTION CARRIED 7:0:0.

J. Rupert stated that the Town has to apply for the grant rather than Ashley Perreira.

P. Sawyer MOVED to RESCIND the previous motion. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED to apply for the \$5,000.00 Amplify Grant. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

- d. Consider and Act on \$250,000 Parks and Rec Grant

T. Sadler MOVED TO authorize J. Rupert to submit an application for the \$250,000.00 Parks and Recreation Grant. R. Morra SECONDED.

T. Sadler RESCINDED the Motion.

**7. Ongoing Business:**

- a. Consider and Possibly Act on Vernon/Quarry Road

P. Sawyer MOVED to APPROVE the engineering costs of approximately \$7,000.00 for the Vernon and Quarry Road project. R. Morra SECONDED.

P. Sawyer MOVED to AMEND the Motion to approve the engineering costs for a three-way stop at the intersection of Vernon and Quarry Road. R. Morra SECONDED. MOTION CARRIED 6:1:0. (R. Fournier Opposed).

P. Sawyer MOVED to include speed humps in the costs of the engineering study. R. Fournier SECONDED. MOTION FAILED 1:6:0 (All Opposed except R. Fournier).

**8. Approval of Minutes:**

- a. August 12, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the August 12, 2025 A/P Meeting Minutes as presented. M. Clarke SECONDED. MOTION CARRIED 4:0:3 (A. Gordon, G. Marrion, and T. Sadler Abstained).

- b. August 19, 2025 – Special Meeting

A. Gordon MOVED to APPROVE the August 19, 2025 Special Meeting Minutes as presented. G. Marrion SECONDED. MOTION CARRIED 5:0:2 (R. Morra and P. Sawyer Abstained).

c. August 26, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the August 26, 2025 A/P Meeting Minutes as presented. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (A. Gordon Abstained).

**11. Adjournment:**

R. Morra MOVED to Adjourn the Meeting at 8:23 p.m. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

**TOWN OF BOLTON  
BOARD OF SELECTMEN MEETING – A/P  
TUESDAY, SEPTEMBER 9, 2025, 6:00 P.M.  
TOWN HALL & ZOOM  
MINUTES**

**Board of Selectmen Present In-Person:** Deputy First Selectman Robert Morra, Pamela Sawyer, Tim Sadler

**Board of Selectmen Present Via Zoom:** Mather Clarke

**Board of Selectman Absent:** First Selectman Rodney Fournier, Amanda Gordon, Gwen Marrion

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

**Staff Present Via Zoom:** Recording Secretary Kacie Cannon

**1. Call to Order:** R. Fournier called the meeting to order at 6:06 p.m.

**2. Consider and Act on A/P**

P. Sawyer MOVED to APPROVE the 2024-2025 A/P Report in the amount of \$19,842.47. T. Sadler SECONDED. MOTION CARRIED 4:0:3 (R. Fournier, A. Gordon, and G. Marrion Absent).

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of \$184,734.25. T. Sadler SECONDED. MOTION CARRIED 4:0:3 (R. Fournier, A. Gordon, and G. Marrion Absent).

**3. Consider and Act on Budget Transfers**

P. Sawyer highlighted a \$1,350.00 budget transfer request from the Highway Department for tree trimming that did not require Board approval. There were no other Budget Transfers requiring approval.

**4. Consider and Act on Hartford Foundation for Giving Grant Application for Bolton Prevention Council \$7,500.00**

P. Sawyer MOVED to apply for the \$7,500.00 Hartford Foundation for Giving Grant. T. Sadler SECONDED. MOTION CARRIED 4:0:3 (R. Fournier, A. Gordon, and G. Marrion Absent).

Discussion: P. Sawyer explained that the grant funding will go to the Bolton Prevention Council to support their efforts in providing various mental health resources, training, and support to residents and staff within the Town of Bolton as well as various educational events and partnerships promoting mental health and wellness for youth and adults.

**5. Adjourn**

R. Morra MOVED to ADJOURN the meeting at 6:10 p.m. P. Sawyer SECONDED. MOTION CARRIED 4:0:3 (R. Fournier, A. Gordon, and G. Marrion 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.*



**TOWN OF BOLTON  
BOARD OF SELECTMEN MEETING – A/P  
TUESDAY, SEPTEMBER 23, 2025, 6:00 P.M.  
TOWN HALL & ZOOM  
MINUTES**

**Board of Selectmen Present In-Person:** First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Pamela Sawyer, Gwen Marrior, Mather Clarke

**Board of Selectmen Present Via Zoom:** Amanda Gordon

**Board of Selectmen Absent:** Tim Sadler

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

**Staff Present Via Zoom:** Recording Secretary Kacie Cannon

**Others Present Via Zoom:** James Loersch, Robert DePietro, David Cowles, Sandra Pierog

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

**2. Thank you to Senator M.D. Rahman and Possible Discussion on Intent of Grant:**

R. Fournier reported that he spoke with Senator M.D. Rahman regarding the purpose of the grant he secured for the Town. Senator Rahman appreciated the idea of using the funds for ADA-accessible playground improvements, but advised it was unnecessary as he is pursuing a bond for that project. He explained that the funds were intended to address the fact that Manchester and Glastonbury previously received large Parks and Recreation grants, while Bolton and Andover did not.

R. Fournier noted that a list of potential projects has been provided in the meeting materials. P. Sawyer requested that the Board select a project before accepting the funds. R. Fournier stated that project selection will take some time due to the length of the list and cost considerations. G. Marrior asked whether the funds must be expended by June 2026. J. Rupert will confirm, but stated that he believes commitment of the funds is sufficient as it would be difficult to complete any projects by June.

The Board discussed additional ideas including capital projects, improvements to the Heritage Trail parking lot, adding bathrooms at Heritage Trail, a community garden, and frisbee golf. They also discussed forming a subcommittee and soliciting public input.

**3. Consider and Possibly Act on Legislative Grant for Parks and Recreation for \$250,000:**

R. Morra MOVED to ACCEPT the Legislative Grant for Parks and Recreation for \$250,000. P. Sawyer SECONDED. MOTION CARRIED 6:0:1 (T. Sadler Absent).

R. Fournier thanked Senator Rahman for assisting the Town in securing the grant funds.

R. Morra MOVED to appoint the First Selectman and Town Administrator to form a subcommittee to review potential projects, determine costs, and solicit public input via e-mail. P. Sawyer SECONDED.

Discussion: The Board agreed that residents who submit written ideas may also participate in subcommittee meetings. J. Rupert stated that the information will be made available to the public through the website, the Bolton Bulletin, and Facebook.

MOTION CARRIED 6:0:1 (T. Sadler Absent).

**4. Consider and Act on A/P:**

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of \$341,187.14. M. Clarke SECONDED. MOTION CARRIED 6:0:1 (T. Sadler Absent).

Discussion: G. Marrion asked about the \$135,323.34 storage garage on Page 3. J. Rupert explained it is a new building at the high school. He added that the funds were in Capital Projects for three years, and the project is now complete.

G. Marrion also inquired about the \$18,238.00 Tolland County Mutual Aid expenditure. J. Rupert explained that the Bolton Fire Department contracts with Tolland for dispatch services, which includes messaging to firefighters via radio broadcast, a paging system, and a sophisticated CAD system that alerts fire chiefs of the location of fires and whether assistance is needed from either town.

MOTION CARRIED 6:0:1 (T. Sadler Absent).

**5. Consider and Act on Budget Transfers:**

There were no Budget Transfers requiring Board approval.

**6. Consider and Possibly Act on BOE Approval of FY25 Non-Fiduciary Activity Fund Summary and To Allow These Balances to be Carried Forward to FY26:**

P. Sawyer MOVED to APPROVE the FY25 Non-Fiduciary Activity Fund Summary and to allow the funds to be carried forward. M. Clarke SECONDED. MOTION CARRIED 6:0:1 (T. Sadler Absent).

**7. Consider and Possibly Act on Hartford Foundation For Giving Grant Application for Bolton Recreation Department, \$3500:**

J. Rupert noted that no match is required, and the purpose of the grant is to purchase a movie screen, projector, and licensing for the Parks and Recreation Department to host movie nights.

P. Sawyer MOVED to authorize the Town to apply for the \$3,500 Hartford Foundation for Giving Grant for the Bolton Recreation Department. M. Clarke SECONDED. MOTION CARRIED 6:0:1 (T. Sadler Absent).

**8. Consider and Possibly Act on Hartford Foundation For Giving Grant Application for Bolton Heritage Farm for Exhibit To House Artifacts Found at Farm and Curate and Create an Exhibit, \$7500:**

J. Rupert noted that no match is required for the grant.

P. Sawyer MOVED to authorize the Town to apply for the \$7,500 Hartford Foundation for Giving Grant for the Bolton Heritage Farm to curate and create an artifact exhibit. R. Morra SECONDED. MOTION CARRIED 6:0:1 (T. Sadler Absent).

**9. Consider and Possibly Act on Recommendation to Hire Manitou for Fire Department Strategic Plan**

P. Sawyer MOVED to hire Manitou for the Fire Department Strategic Plan. M. Clarke SECONDED.

Discussion: J. Rupert explained that both he and Chief Dixon independently reviewed the bids and both selected Manitou based on their local location and the fact that the bid is within budget. The company also conducts in-person meetings and comes highly recommended by other towns. R. Fournier explained that the purpose is to create a 10-year strategic plan to include rules, staffing, and operational recommendations. R. Morra noted that it will also include a fiscal plan.

MOTION CARRIED 6:0:1 (T. Sadler Absent).

#### **10. Adjourn**

P. Sawyer MOVED to ADJOURN the meeting at 6:31 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

*Kacie Cannon*

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

9.

TAX COLLECTOR 6.30.25										
	ADOPTED	REVISED	COLLECTIONS YTD	OVERPAYMENT REFUNDS	Credit that was rolled over to FY2026			TAX COLL. TRANSFERS	NET COLLECTION 6.30.25	PERCENTAGE COLLECTED FY 25 BUDGET
					REFUNDS	REFUNDS	RETURNED PAYMENTS			
CURRENT YR. LEVY	\$ 16,848,510.00	\$ 17,078,401.00	\$ 18,239,021.93	\$ (659,723.42)	\$ (360,551.75)	\$ (39,506.95)	\$ (65,522.37)	\$ (17,040.67)	\$ 17,096,676.77	100.11%
MOTOR VEHICLE	\$ 1,689,405.00	\$ 1,689,405.00	\$ 1,713,626.12	\$ -	\$ -	\$ (15,757.77)	\$ (11,083.74)	\$ 11,462.35	\$ 1,698,246.96	100.52%
SUPP. MV LEVY	\$ 175,000.00	\$ 196,135.00	194,912.32	-	-	-	\$ -	\$ 2,605.40	\$ 197,517.72	100.70%
SUB TOTAL	\$ 18,712,915.00	\$ 18,963,941.00	\$ 20,147,560.37	\$ (659,723.42)	\$ (360,551.75)	\$ (55,264.72)	\$ (76,606.11)	\$ (2,972.92)	\$ 18,992,441.45	100.15%
PRIOR YEARS	\$ 75,000.00	\$ 135,220.00	\$ 141,861.44	\$ -	\$ -	\$ (2,605.98)	\$ -	\$ 1,656.30	\$ 140,911.76	104.21%
INTEREST & FEES	\$ 65,000.00	\$ 90,019.00	\$ 94,804.42	\$ (191.11)	\$ -	\$ -	\$ (60.25)	\$ 1,316.62	\$ 95,869.68	106.50%
TOTAL	\$ 18,852,915.00	\$ 19,189,180.00	\$ 20,384,226.23	\$ (659,914.53)	\$ (360,551.75)	\$ (57,870.70)	\$ (76,666.36)	\$ 0.00	\$ 19,229,222.89	100.21%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED										
7.31.2024	8.31.2024	9.30.2024	10.31.2024	11.30.2024	12.31.2024					
89.16%	105.15%	106.56%	106.83%	106.89%	103.15%					
1.31.2025	2.28.2025	3.31.2025	4.30.2025	5.31.2025	6.30.2025					
103.32%	101.11%	99.89%	99.97%	100.01%	100.11%					
7.31.2023	8.31.2023	9.30.2023	10.31.2023	11.30.2023	12.31.2023					
80.73%	99.99%	100.34%	100.45%	100.54%	100.77%					
1.31.2024	2.28.2024	3.31.2024	4.30.2024	5.31.2024	6.30.2024					
100.85%	100.92%	100.94%	100.96%	100.06%	100.15%					



**TAX COLLECTOR  
7.31.25**

	ADOPTED	REVISED	COLLECTIONS YTD	Credit that was rolled over from 23 GL				REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 7.31.25	PERCENTAGE COLLECTED FY 26 BUDGET
CURRENT YR. LEVY	\$ 17,650,363.00	\$ 17,650,363.00	\$ -	\$ -	\$ 360,551.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,551.75	2.04%
MOTOR VEHICLE	\$ 1,706,973.00	\$ 1,706,973.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUPP. MV LEVY	\$ 175,000.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUB TOTAL	\$ 19,532,336.00	\$ 19,532,336.00	\$ -	\$ -	\$ 360,551.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,551.75	1.85%
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 19,621.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,621.59	23.08%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 4,138.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,138.01	6.37%
TOTAL	\$ 19,682,336.00	\$ 19,682,336.00	\$ 23,759.60	\$ 360,551.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,311.35	1.95%

**PREVIOUS YEAR CURRENT YR LEVY COLLECTED**

7.31.2025	8.31.2025	9.30.2025	10.31.2025	11.30.2025	12.31.2025
2.04%					
1.31.26	2.28.2026	3.31.2026	4.30.2026	5.31.2026	6.30.2026
7.31.24	8.31.2024	9.30.2024	10.31.2024	11.30.2024	12.31.2024
89.16%	105.15%	106.56%	106.83%	106.89%	103.15%
1.31.25	2.28.2025	3.31.2025	4.30.2025	5.31.2025	6.30.2025
103.32%	101.11%	99.89%	99.97%	100.01%	100.11%

# TAX COLLECTOR 8.31.25

	ADOPTED	REVISED	COLLECTIONS YTD	Credit that was rolled over from 23 GL				RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 8.31.25	PERCENTAGE COLLECTED FY 26 BUDGET
				REFUNDS	REFUNDS	REFUNDS	REFUNDS				
CURRENT YR. LEVY	\$ 17,650,363.00	\$ 17,650,363.00	\$ 14,457,718.45	\$ 360,551.75	\$ (13,914.20)	\$ (21,681.25)	\$ -	\$ 14,782,674.75			83.75%
MOTOR VEHICLE	\$ 1,706,973.00	\$ 1,706,973.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00%
SUPP. MV LEVY	\$ 175,000.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00%
SUB TOTAL	\$ 19,532,336.00	\$ 19,532,336.00	\$ 14,457,718.45	\$ 360,551.75	\$ (13,914.20)	\$ (21,681.25)	\$ -	\$ 14,782,674.75			75.68%
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 31,609.91	\$ -	\$ (930.75)	\$ -	\$ -	\$ 30,679.16			36.09%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 7,406.38	\$ -	\$ -	\$ -	\$ -	\$ 7,406.38			11.39%
TOTAL	\$ 19,682,336.00	\$ 19,682,336.00	\$ 14,496,734.74	\$ 360,551.75	\$ (14,844.95)	\$ (21,681.25)	\$ -	\$ 14,820,760.29			75.30%

## PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2025	8.31.2025	9.30.2025	10.31.2025	11.30.2025	12.31.2025
2.04%	83.75%				
1.31.26	2.28.2026	3.31.2026	4.30.2026	5.31.2026	6.30.2026
7.31.24	8.31.2024	9.30.2024	10.31.2024	11.30.2024	12.31.2024
89.16%	105.15%	106.56%	106.83%	106.89%	103.15%
1.31.25	2.28.2025	3.31.2025	4.30.2025	5.31.2025	6.30.2025
103.32%	101.11%	99.89%	99.97%	100.01%	100.11%



FY2026 September 30, 2025										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY25	FY24	FY23
Administration	\$ 779,208.00	\$ 779,208.00	\$ 185,735.24	\$ 593,472.76	\$ 17,028.63	\$ 576,444.13	26.02%	22.00%	22.63%	11.02%
Board of Finance	\$ 3,000.00	\$ 3,000.00	\$ 75.00	\$ 2,925.00	\$ -	\$ 2,925.00	2.50%	3.70%	4.08%	3.11%
Financial Administration	\$ 250,595.00	\$ 250,595.00	\$ 58,286.18	\$ 192,308.82	\$ 177.16	\$ 192,131.66	23.33%	22.72%	24.15%	12.83%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ 45,000.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$ 168,832.00	\$ 168,832.00	\$ 39,209.94	\$ 129,622.06	\$ 963.00	\$ 128,659.06	23.79%	25.36%	22.49%	8.99%
Tax Collector	\$ 106,010.00	\$ 106,010.00	\$ 26,716.78	\$ 79,293.22	\$ -	\$ 78,280.48	26.16%	26.57%	23.33%	14.15%
Fringe Benefits	\$ 1,166,875.00	\$ 1,166,875.00	\$ 352,094.78	\$ 814,780.22	\$ 1,012.74	\$ 814,780.22	30.17%	30.93%	29.32%	13.48%
Town Clerk	\$ 150,756.00	\$ 150,756.00	\$ 36,588.30	\$ 114,167.70	\$ 6,138.00	\$ 108,029.70	28.34%	29.12%	29.73%	18.70%
Land Use	\$ 477,150.00	\$ 477,150.00	\$ 92,539.48	\$ 384,610.52	\$ 128,283.75	\$ 256,326.77	46.28%	29.57%	29.14%	18.73%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 199.31	\$ 3,800.69	\$ -	\$ 3,800.69	4.98%	10.57%	8.34%	8.00%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ -	\$ 1,650.00	\$ -	\$ 1,650.00	0.00%	4.55%	8.60%	0.00%
Property Insurance	\$ 167,363.00	\$ 167,363.00	\$ 64,649.16	\$ 102,713.84	\$ -	\$ 102,713.84	38.63%	39.72%	27.08%	19.69%
Probate	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00	0.00%	0.00%	0.00%	0.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 280.34	\$ 1,954.66	\$ -	\$ 1,954.66	12.54%	7.83%	7.83%	6.87%
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	0.00%	0.00%	0.00%
Elections	\$ 119,329.00	\$ 119,329.00	\$ 20,517.79	\$ 98,811.21	\$ 1,700.00	\$ 97,111.21	18.62%	12.30%	6.97%	23.95%
Police	\$ 301,300.00	\$ 301,300.00	\$ -	\$ 301,300.00	\$ -	\$ 301,300.00	0.00%	0.00%	0.00%	0.00%
Fire Commission	\$ 296,089.00	\$ 296,089.00	\$ 44,445.16	\$ 251,643.84	\$ 86,565.37	\$ 165,078.47	44.25%	51.63%	38.93%	25.03%
Animal Control	\$ 10,000.00	\$ 10,000.00	\$ 6,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	65.00%	0.00%	100.00%	96.77%
Fire Marshal	\$ 31,990.00	\$ 31,990.00	\$ 5,565.08	\$ 26,424.92	\$ 1,491.39	\$ 24,933.53	22.06%	21.90%	14.82%	2.06%
Emergency Management	\$ 11,320.00	\$ 11,320.00	\$ 1,329.90	\$ 9,990.10	\$ -	\$ 9,990.10	11.75%	10.08%	10.51%	16.56%
Highways and Streets	\$ 973,967.00	\$ 973,967.00	\$ 119,820.89	\$ 854,146.11	\$ 213,847.49	\$ 640,298.62	34.26%	12.45%	34.34%	33.67%
Parks/Town Building Ops	\$ 866,019.00	\$ 866,019.00	\$ 184,364.83	\$ 681,654.17	\$ 24,797.54	\$ 656,856.63	24.15%	21.73%	22.93%	11.29%
Public Health Admin	\$ 29,730.00	\$ 29,730.00	\$ 7,432.28	\$ 22,297.72	\$ -	\$ 22,297.72	25.00%	25.26%	24.65%	24.65%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	0.00%	0.00%	0.00%	0.00%
Seniors / Social Services	\$ 197,643.00	\$ 197,643.00	\$ 44,678.77	\$ 152,964.23	\$ 6,689.89	\$ 146,274.34	25.99%	29.99%	25.88%	18.19%
Library	\$ 320,647.00	\$ 320,647.00	\$ 89,814.56	\$ 230,832.44	\$ 21,660.98	\$ 209,171.46	34.77%	34.74%	34.95%	20.93%
Conservation	\$ 3,140.00	\$ 3,140.00	\$ 275.00	\$ 2,865.00	\$ -	\$ 2,865.00	8.76%	17.35%	19.00%	13.42%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 153,663.05	\$ 574,166.95	\$ 1,680.00	\$ 572,486.95	21.34%	20.52%	23.57%	13.61%
<b>Totals</b>	<b>\$ 7,224,278.00</b>	<b>\$ 7,224,278.00</b>	<b>\$ 1,534,781.82</b>	<b>\$ 5,689,496.18</b>	<b>\$ 512,035.94</b>	<b>\$ 5,177,460.24</b>	<b>28.33%</b>	<b>21.29%</b>	<b>21.82%</b>	<b>10.52%</b>

FY2025 Final Unaudited	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended		
Administration	\$ 754,500.00	\$ 733,900.00	\$ 621,066.69	\$ 112,833.31	\$ 10,047.40	\$ 102,785.91	85.99%		
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	\$ 241,701.50	\$ 20,372.50	-	\$ 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	-	\$ 2,631.16	98.40%		
Tax Collector	\$ 96,534.00	\$ 96,534.00	\$ 92,202.46	\$ 4,331.54	-	\$ 4,331.54	95.51%		
Fringe Benefits	\$ 1,051,480.00	\$ 1,051,480.00	\$ 945,389.28	\$ 106,090.72	-	\$ 106,090.72	89.91%		
Town Clerk	\$ 146,209.00	\$ 146,209.00	\$ 144,788.51	\$ 1,420.49	-	\$ 1,420.49	99.03%		
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	\$ 3,521.60	\$ 478.40	-	\$ 478.40	88.04%		
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	\$ 1,640.86	\$ 594.14	-	\$ 594.14	73.42%		
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ 4,988.00	\$ 12.00	-	\$ 12.00	99.76%		
Elections	\$ 138,878.00	\$ 138,878.00	\$ 86,700.49	\$ 52,177.51	-	\$ 52,177.51	62.43%		
Police	\$ 301,300.00	\$ 301,300.00	\$ 274,477.80	\$ 26,822.20	-	\$ 26,822.20	91.10%		
Fire Commission	\$ 287,514.00	\$ 288,314.00	\$ 258,899.16	\$ 29,414.84	-	\$ 29,414.84	89.80%		
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	\$ 26,989.39	\$ 2,910.61	-	\$ 2,910.61	90.27%		
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	\$ 1,034,306.56	\$ 39,660.44	-	\$ 39,660.44	96.31%		
Parks/Town Building Ops	\$ 826,308.00	\$ 826,308.00	\$ 805,810.61	\$ 20,497.39	-	\$ 20,497.39	97.52%		
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	\$ 178,711.63	\$ 5,637.37	-	\$ 5,637.37	96.94%		
Library	\$ 313,067.00	\$ 313,067.00	\$ 308,808.91	\$ 4,258.09	-	\$ 4,258.09	98.64%		
Recreation	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	-	\$ -	100.00%		
Conservation	\$ 2,305.00	\$ 2,305.00	\$ 2,070.16	\$ 234.84	-	\$ 234.84	89.81%		
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 649,294.83	\$ 78,535.17	-	\$ 78,535.17	89.21%		
<b>Totals</b>	<b>\$ 7,027,758.00</b>	<b>\$ 7,027,758.00</b>	<b>\$ 6,419,864.83</b>	<b>\$ 607,893.17</b>	<b>\$ 10,047.40</b>	<b>\$ 597,845.77</b>	<b>91.49%</b>		



## HIGHLIGHTS OCTOBER 2025 BOS MEETING

SUBMITTED BY: James Rupert

- We held a supervisors meeting on September 4<sup>th</sup>.
- We participated in the State Emergency Management Drill with a unified command structure that included our community partners.
- Attended the COST housing discussion regarding a regional solution for housing plans.
- Working on contract with STV for the facilities study
- Informed the participants in the fire department master plan project of the project award to Manitou. Spoke with Manitou about kickoff meeting.
- John B and I met with Eversource about receiving some funding for the energy management project underway at the school.
- Participated in CRCOG led meeting with Sean Scanlon about Connecticut property tax system including towns with significant tracts of property owned by nonprofit organizations.
- Participated in the CRCOG policy Board meeting
- Herrick Park soccer field plans are completed, and we are working on wetlands permit application,
- Met with Stamford Wrecking regarding project status. Exterior brick application is just about complete. They have started to fill in the low area where the building was removed. We have enough funding to replace the doors and complete the ADA access upgrades. The project is currently on track to be fully completed prior to December 1.
- I am now a member of the CRCOG Legislative Committee, and we held our first meeting to begin looking at legislative priorities for the next session. We are the only small town represented on the committee.
- Working on grant documents for various grants. We received the funding commitment letter for the Lyman Road Bridge Grant in the amount of \$1,413,238.00 which has been signed and sent back. Completed the Noth Road Community Room grant paperwork and signed and returned the
- Working on finalizing negotiations with two of our unions
- Novus is working on Windows 11 upgrades, and it is on track for completion prior to the deadline.
- Highway has just completed the Brandy Street Drainage Project and additional work on the Lori Road Basin.
- The new office set up is completed in the Tax office.
- We met with the owner of the Cider Mill property to discuss obstacles that exist that we are collectively working on to permit residential development of the parcel.
- Attended the Fire Service State-wide survey discussion regarding a strategic plan that analyzes the delivery of fire protection.

Respectfully submitted

James Rupert Town Administrator

**TO:** James Rupert, Town Administrator  
**FROM:** Patrice Carson, Consulting Director of Community Development  
**SUBJECT:** *Land Use Activity: July-September, 2025*

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**Zoning Regulations Review:** Working with PZC to try and streamline Zoning Regulations for users who want to do business in Bolton. Identifying obstacles and issues that have presented during practice and review – ongoing.

**Connecticut's Countryside Project:** Continuing to work with/assist town Businesses with getting on the website and using it for free “advertising” for their businesses and events. Working on putting together a Fall Summit for Businesses on AI and how to use it in business – ongoing. Prepped for/attended a CTs Countryside Staff Meeting and a CTs Countryside Steering Committee meeting. (1½ hrs)

**Housing Site Analysis Solicitation for CROCOG Regional Housing Strategy:** Application that was submitted for Cider Mill to be considered as a representation of areas for housing with little to no utilities was awarded. Work will begin in September – ongoing.

**Meetings or Calls about Property:**

271 Hop River Road – Adding Dunkin Donuts with Drive-thru – approved  
 Appraiser for property on Loomis Street and Lyman Road  
 Answered questions about trail access from 271 Hop River Road to Hop River Trail  
 1230-1225 – questions about foreclosure and possible allowable uses  
 366 Boston Turnpike – questions about storage units  
 89 French Road – possible subdivision  
 2812 Boston Turnpike – possible development  
 Cider Mill Property – met twice with owner and Attorney regarding possible development  
 34 Tunxis Trail – septic and well questions  
 74 Cider Mill Road – lot coverage questions  
 366 Boston Turnpike (Drive-In property)– Discussed development plans/scheduled meeting  
 Food Trucks in town  
 51 Loomis Road – permit for duplex  
 17 Howard Road – reviewed/approved permit PL-25-6 for waste storage tank  
 Hebron Road – subdivision questions  
 senior housing development questions  
 271 Hop River Road – spoke with/got information for the press re: new Dunkin’ opening

**Other:**

Met with Eric Anderson re: connectivity across Route 6 to Hop River Trail  
 Quarterly Staff meeting (2 hrs)  
 Prepared DRAFT schedule of 2026 PZC Regular Meeting Dates.  
 Attended meeting to discuss CT COGs, CCM and COST proposed alternative to Housing Bill 5002 looking for CCAPA leadership feedback. (1½ hrs)

Attended with Town Staff CRCOG Regional Transportation Safety Plan Meeting #1. (1¼ hrs)  
Annual review of regulations for compliance with 8-3j report to State of CT  
Attended CRCOG Technical Advisory Housing Committee Meeting. (1 hr)  
Reviewed/responded to a CRCOG survey regarding FEMA changing adoption requirements for Hazard Mitigation Plans

**Lot Line Reconfigurations:**

Stony Road – lot line reconfiguration and addition  
Englands on Boston Turnpike – lot line reconfiguration to combine property

**Training:**

- Completed cyber training (KnowBe4)
- Identifying Housing Needs in Your Town with the Housing Data Profiles
- AdvanceCT Monthly Partners Meetings (1¼ hrs)
- Quarterly Planning & Development Forum – presentation about Connecticut’s new Release-Based Cleanup regulations that will impact brownfield redevelopment (1 hr)

Serve on **CRCOG Regional Housing Strategy Steering Committee:** as a representative of small towns with limited utilities for housing development – ongoing. (1½ hrs)

Serve on **CRCOG Bike/Ped Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (2 hrs)

Serve on **CRCOG Brownfield Steering Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (1½ hrs)