

October 23, 2025

Rodney Fournier
First Selectmen
Town of Bolton
222 Bolton Center Road
Bolton, Connecticut 06043

**Re: Amendment #3 to Environmental Consulting Services:
Notch Road Municipal Center
Hazardous Materials Testing and Abatement Monitoring Services**

Mr. Fournier:

Tighe & Bond is requesting an amendment to our current agreement with the Town of Bolton (the Client) to provide additional hazardous materials testing and abatement monitoring services in support of Building Demolition for the former school building located at 104 Notch Road in Bolton, CT (the Site). Tighe & Bond previously provided a proposal, dated June 26, 2024, that included a Hazardous Building Materials Assessment, Abatement Design Preparation, Site Soil Remediation Design, Bid Phase Assistance, and a Limited Construction Administration & Observation Phase Allowance. Tighe & Bond also previously provided two amendments, dated February 28, 2025 and April 4, 2025, that included additional abatement/demolition monitoring services.

The Contractor's work plan and waste management methods for building materials containing PCB contaminated paints has since changed. Instead of disposing of masonry components coated with polychlorinated biphenyls (PCBs) containing paints during mass building demolition, the Contractor has elected to remove interior paints prior to building demolition via media blasting. Interior paint removal via media blasting took longer than anticipated when compared to the original schedule provided by the contractor. This amendment is for additional abatement monitoring, additional PCB substrate verification testing required by the change in work procedures, and additional time to complete the closeout report. Our scope of services is described below.

Scope of Services

PCB-Containing Materials Abatement Monitoring - Tighe & Bond will provide part-time monitoring services during the abatement of interior PCB-containing paints. The interior paint removal abatement activities were estimated to take three weeks to complete, however, ended up taking an additional 4 weeks (7 weeks total with 4 weeks of additional services). This amendment includes site visits that were conducted on a weekly basis as described below.

During PCB abatement activities, we will serve as Town's consultant. We will monitor the performance of the Contractor as it pertains to compliance with applicable regulations and the technical specifications.

The Project Monitor will perform pre-commencement visual inspections of each work area to evaluate if the work area preparation is performed in accordance with applicable regulations, variances, and the technical specifications. Progress inspections will be performed within the work areas to evaluate the Contractor's compliance with applicable regulations and technical specifications. The Project Monitor will maintain log notes, work area check lists and inspection logs on site. Final visual inspections will be completed following the completion of final cleaning to evaluate if the work area meets the "no visible residue" criteria.

Upon successful completion of all final visual inspections, the Project Monitor will also collect substrate samples from various types of masonry from which paint was removed. This is

required in order to document that PCBs from interior paints have not leached into the underlying substrates. This proposal also includes costs for laboratory analysis of PCBs in up to 4 additional post remediation substrate samples.

Demolition Monitoring - Tighe & Bond will provide monitoring services during the demolition and segregation of building materials identified to contain HBMs, such as PCB-window caulk and adjacent substrate and asbestos-containing materials including the roof. A Project Monitor will be at the site on a full-time basis during demolition. Based on delays experienced by the Contractor, the building demolition took three additional days beyond what was previously included in the Contractor's schedule. This proposal includes costs for three additional days of on-site demolition monitoring and rental of perimeter dust monitoring equipment.

Abatement/Demolition and Soil Remediation Closeout Reports - Upon receipt of all closeout documents from the Contractor, we will prepare a "Documentation of Records" report for the Town. If required, Tighe & Bond will follow up with the Contractor for missing or incomplete documentation. The report will include records required to be kept by the City documenting the proper removal and disposal of asbestos and other hazardous building materials generated during the abatement/demolition project. The City must maintain records that contain important asbestos abatement documentation for no less than 30 years per State and Federal Regulations.

A separate closeout report will be provided for the PCB soil remediation work and will be submitted to EPA.

Fee

Tighe & Bond will perform the scope of services detailed above for a not to exceed fee of **\$7,500**. We will undertake this work on an hourly plus expense basis, and you will be billed in accordance with the Company's standard billing rates. Reimbursable expenses performed by those other than Tighe & Bond employees, such as subcontractors, materials purchased directly for this project and laboratories will be invoiced at cost plus ten percent. In the event that the scope of work is increased for any reason, the fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

The included fees are based on the above scope of services and assumptions and exclusions. The schedule includes reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control.

A breakdown of the fee for this amendment is listed below:

PCB-Containing Materials Abatement Monitoring (Part Time)	\$1,900
Demolition Monitoring (3 additional days, Full Time)	\$2,800
Laboratory Analysis, Equipment Costs, and Expenses	\$1,500
Additional Time for Closeout Reports	\$1,300
Total:	\$7,500

If this proposal is acceptable, please forward an executed copy of this letter as authorization to proceed. We look forward to the opportunity to apply our expertise on this project and to working with the Town of Bolton. Should you have any questions or require additional information, please do not hesitate to contact James Webb at JTWebb@tighebond.com.

Very truly yours,
TIGHE & BOND, INC.



James Webb
Principal Environmental Scientist

On behalf of the **Town of Bolton**, the scope, fee, and attached terms and conditions of this proposal are hereby accepted.

Authorized Representative

Date

Printed Name

Title

Enclosure - Terms and Conditions – REV 04/2020



Rupert, Jim

From: Nathaniel Yergeau <NYergeau@tighebond.com>
Sent: Thursday, October 23, 2025 8:38 AM
To: Rupert, Jim
Cc: James T. Webb; Harley A. Langford
Subject: Bolton - Notch Road Municipal Center
Attachments: 2025_1023_Bolton - Notch Road_Letter Proposal_Amendment #3.pdf

External (nyergeau@tighebond.com)

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Jim,

I hope you are well. Now that we have our closeout reports substantially completed, we would like to address the status of our current budget. To date we have exceeded our budget allowance for the abatement/demo monitoring and oversight services. In part this is due to the contractor taking longer than expected with the interior paint removal, which required additional effort for Tighe & Bond staff to monitor. Additional time has also been spent on the verification sampling for the soil remediation and closeout reports. We have prepared the attached amendment to our current contract that outlines in greater detail the reasons for the budget allowance increase. Please let us know if you have any questions. If not please return a signed copy of the amendment.

Regards,

Nathan Yergeau

Senior Compliance Specialist 1 / Laboratory Director

Tighe&Bond

o. 860.852.5225 | m. 203-668-1739

213 Court Street, Suite 1100, Middletown, CT 06457

w: tighebond.com | halvorsondesign.com



Rupert, Jim

From: Rupert, Jim
Sent: Thursday, October 23, 2025 11:07 AM
To: 'Nathaniel Yergeau'
Cc: James T. Webb; Harley A. Langford; Rodney Fournier; barger@halloransage.com
Subject: RE: Bolton - Notch Road Municipal Center

Nathaniel,

The nature of this email is very disappointing to say the least. While I have been very pleased with the service, we have received this is completely unexpected since we already increased our contract with Tighe and Bond to cover the additional costs as estimated by your firm. This is a conversation that should have taken place in person with an estimate before the budget over run occurred and not after the fact. The Town of Bolton voted six times to pass a budget. We do not manufacture money and have very tight budgets. This will require some conversations on our end, so I am not in a position to just sign off as you suggest. Since I need to explain this to the Board of Selectmen can you tell me why you did not come to me before you exceeded the budget? That is a question I will be asked and will have to answer.

I have copied First Selectman Rodney Fournier and Attorney Barger on this message as they will need to review the provided information as well.

Respectfully,

Jim Rupert

From: Nathaniel Yergeau <NYergeau@tighebond.com>
Sent: Thursday, October 23, 2025 8:38 AM
To: Rupert, Jim <jrupert@boltonct.gov>
Cc: James T. Webb <JTWebb@tigheBond.com>; Harley A. Langford <HALangford@tigheBond.com>
Subject: Bolton - Notch Road Municipal Center

External (nyergeau@tighebond.com)

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Regards,

Nathan Yergeau

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213 Court Street, Suite 1100, Middletown, CT 06457

w: tighebond.com | halvorsondesign.com



BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: FIRE MARSHAL

Transfer \$ 150.00 from category EQUIPMENT to category COMMUNICATIONS/OTHER PROF & TECH SVCS

(within budget) from # 1005 - 042 - 4219 - 000000 - 57300 - 00000

to # 1005 - 042 - 4219 - 000000 - 55300 - 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - 000000 - _____ - 00000

to # _____ - _____ - _____ - 000000 - _____ - 00000

Other \$ _____

Explanation: Funds needed to pay for Electrician investigative assistance regarding a house fire at 131 Birch Mtn Rd.

Approved
[Signature] Administrative Officer
11-04-25 _____ Date

Board of Selectmen

Approved

Comments:

Yes	No
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Date _____

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A-Tech Commercial Parts and Service, LLC					
Check Group:					
REPAIR DISHWASHER AT FIRE DEPT	1	260740	57697 5/30/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$249.25
			Check #: 0		
			PO/Invoice Total:		\$249.25
			Vendor Total:		\$249.25
ADVANCED BENEFIT STRATEGIES					
Check Group:					
PARTICIPATION - OCT 2025	1	0	2511697 11/4/2025	1005.041.4141.000000.52010.00000 Insurance Admin. Fees - Empl. Bene.	\$71.42
			Check #: 0		
			PO/Invoice Total:		\$71.42
			Vendor Total:		\$71.42
ALL AMERICAN WASTE, LLC					
Check Group:					
CONTRACT PICK-UP: NOV 2025	1	0	804061122 11/1/2025	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$34,580.00
			Check #: 0		
			PO/Invoice Total:		\$34,580.00
			Vendor Total:		\$34,580.00
ALL HANDS FIRE EQUIPMENT LLC					
Check Group:					
GRANULAR SEALANT - 2 CONTAINERS	1	0	INV23447 10/28/2025	1005.042.4203.000000.56100.00000 Repairs & Maint. Supplies - Fire Comm.	\$68.98
			Check #: 0		
			PO/Invoice Total:		\$68.98
			Vendor Total:		\$68.98
ARI FLEET LT LTD					
Check Group:					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
MOTOR VEHICLE TAX REFUND BILL #2023-03-0050172	1	0	1FTYR1YG0HKA 57427 10/16/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$255.13
Check #: 0					
PO/Invoice Total:					\$255.13
Vendor Total:					\$255.13
BDS					
Check Group:					
FIRE DEPT COPIER CONTRACT 10/27/25-1/26/26	1	0	380159 10/27/2025	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$139.00
Check #: 0					
PO/Invoice Total:					\$139.00
Vendor Total:					\$564.39
SENIOR CENTER COPIER MAINTENANCE					
	1	260716	379257 10/22/2025	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$564.39
Check #: 0					
PO/Invoice Total:					\$564.39
Vendor Total:					\$703.39
BROWN & BROWN INSURANCE SERVICES INC.					
Check Group:					
MONTHLY CONSULTING CONTRACT - NOV 2025	1	0	22219592 10/2/2025	1005.041.4141.000000.52010.000000 Insurance Admin. Fees - Empl. Bene.	\$770.00
Check #: 0					
PO/Invoice Total:					\$770.00
Vendor Total:					\$770.00
BSN SPORTS					
Check Group:					
BASKETBALL SCOREBOOKS & COACH'S BOARDS	1	0	931673678 10/16/2025	2970.045.4503.300103.56120.000000 Youth Basketball - General Supplies	\$88.03
Check #: 0					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CASELLA WASTE					
Check Group:					
T5210					
Tipping Fees MSW-IN* - OCT 2025					
1	0		3976901 10/31/2025	1005.084,8405.000000.54421.000000 Tipping Fees - Ref. Serv.	\$20,835.40
Check #: 0					
PO/Invoice Total:					\$88.03
Vendor Total:					\$88.03
CCAP AUTO LEASE LTD					
Check Group:					
VEHICLE TAX REFUND, BILL #2023-03-0050837					
1	0		1C6RRFFG8KN8 17153 10/14/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$557.73
Check #: 0					
PO/Invoice Total:					\$557.73
Vendor Total:					\$557.73
CHERYL MROSEK					
Check Group:					
1HGCP2F87AA184383, BILL #2024-03-0053596					
1	0		VEHICLE TAX REFUND 10/29/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$42.68
Check #: 0					
PO/Invoice Total:					\$42.68
Vendor Total:					\$42.68
ELECTION SYSTEMS & SOFTWARE LLC					
Check Group:					
MEMORY STICK FOR TABULATORS					
3	260702		CD2133035 10/31/2025	1005.041.4197.000000.56120.000000 Office Oper. Supplies - Elect	\$372.97
Check #: 0					

Town of Bolton

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Vendor Remit Name
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Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ELECTRONIC MEASUREMENT LABS., INC.					
T3285					
Check Group:					
GAS METER CALIBRATIONS	1	260344	67414 11/10/2025	1005.042.4203.000000.54302.000000 Fire/Security Maint. & Supply - Fire Comm.	\$273.36
				Check #: 0	
				PO/Invoice Total:	\$372.97
				Vendor Total:	\$372.97
England True Value Hardware					
Check Group:					
MISC SUPPLIES FOR VARIOUS TOWN BUILDINGS	1	0	OCT 2025 - PARKS DEP 10/31/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$531.10
				Check #: 0	
				PO/Invoice Total:	\$273.36
				Vendor Total:	\$273.36
ERNEST PIEROG					
Check Group:					
REIMBURSEMENT - LUNCH FOR POLL WORKERS AT 11/4/25 MUNICIPAL ELECTION	1	0	SUBWAY 11/4/25 11/4/2025	1005.041.4197.000000.56120.000000 Office Oper. Supplies - Elect.	\$101.11
				Check #: 0	
				PO/Invoice Total:	\$531.10
				Vendor Total:	\$531.10
Eversource.					
Check Group:					
Electricity - TRAFFIC LIGHTS #2018	1	0	#2018 10/1-11/3/25 11/3/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$43.13

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity - STREET LIGHTS #2048					
1	0		#2048 10/1-11/3/25 11/3/2025	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$1,536.51
Check #: 0					
PO/Invoice Total:					\$1,579.64
Vendor Total:					\$1,579.64
Fire Equipment Headquarters, Inc. T13879					
Check Group:					
1	260659	112078		1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$979.59
10/31/2025					
Check #: 0					
PO/Invoice Total:					\$979.59
Vendor Total:					\$979.59
FISH FAMILY FARM RE LLC					
Check Group:					
1	0		PROP TAX REFUND 2 10/23/2025	1005.000.0000.000000.20780.00000 Tax Refund Exchange Account	\$290.42
BOLTON CENTER RD, BILL #2024-01-0000664					
1	0		PROP TAX REFUND 3 10/23/2025	1005.000.0000.000000.20780.00000 Tax Refund Exchange Account	\$252.88
Check #: 0					
PO/Invoice Total:					\$543.30
Vendor Total:					\$543.30
FLEMING'S PLUMBING SERVICES LLC					
Check Group:					
1	0		PROP TAX REFUND 10/27/2025	1005.000.0000.000000.20780.00000 Tax Refund Exchange Account	\$48.77
76 SOUTH RD, BILL #2024-02-0040104					
Check #: 0					
PO/Invoice Total:					\$48.77

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FRONTIER.					
Check Group:					
BHF TELEPHONE #1499	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$69.46
BML TELEPHONE #7349	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$225.80
INP TELEPHONE #6643	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$166.26
TH TELEPHONE #8066	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$547.21
B&G TELEPHONE #8152	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$115.64
FD TELEPHONE #3910	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$244.60
HWY TELEPHONE #4302	1	0	#0022 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$155.03
RST TELEPHONE #0933	1	0	#0933 10/27-11/26/25 10/27/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$96.34
NRMC TELEPHONE #1243	1	0	#10/17-11/16/25 10/17/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$526.92
2nd RST TELEPHONE #6060	1	0	#6060 11/1-11/30/25 11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$84.39
Check #: 0					
Vendor Total:					\$48.77
PO/Invoice Total:					\$2,231.65
Vendor Total:					\$2,231.65

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Georgina'S Restaurant And Banquets					
B8419					
Check Group:					
PIZZA FOR 22nd RBV AT HERRICK PARK 10/25/25	1	0	ORDER #225705 10/25/2025	1005.045.4599.000000.56100.00000 General Supplies	\$54.50
POLL WORKER DINNER 10/28/25	1	0	ORDER #226130 10/28/2025	1005.041.4197.000000.56120.00000 Office Oper. Supplies - Elect.	\$65.25
Check #: 0					
PO/Invoice Total:					\$119.75
Vendor Total:					\$119.75
GOEHRING ELECTRIC LLC					
Check Group:					
ELECTRICIAN MEETING WITH W. CALL TO DETERMINE CAUSE OF FIRE AT 131 BIRCH MTN RD	1	0	BFD 131 BIRCH MTN RD 11/1/2025	1005.042.4219.000000.53300.00000 Other Professional/ Tech Services	\$150.00
Check #: 0					
PO/Invoice Total:					\$150.00
Vendor Total:					\$150.00
Grainger					
Check Group:					
SCREW REMOVERS	1	0	9693915689 10/30/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$36.18
LED LIGHTS FOR HERRICK PARK	1	0	9698274173 11/4/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$135.60
SOLENOID FOR LIBRARY BOTTLE FILLING STATION	1	0	9705423607 11/10/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$149.81
Check #: 0					
PO/Invoice Total:					\$321.59
Vendor Total:					\$321.59
HALLORAN & SAGE LLP					
Check Group:					

Town of Bolton

Voucher Detail Listing

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Vendor Remit Name
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Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Legal Services - GENERAL LEGAL	1	0	11481542 11/5/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$2,040.00
Legal Services - PERSONNEL MATTERS	1	0	11481543 11/5/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$340.00
Legal Services - PROPOSED TIGHE & BOND CONTRACT	1	0	11481544 11/5/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$200.00
Legal Services - STV CONSTRUCTION INC CONTRACT	1	0	11481545 11/5/2025	1005.041.4107.000000.53020.00000 Legal Services - Admin.	\$80.00
Check #: 0				PO/Invoice Total:	\$2,660.00
				Vendor Total:	\$2,660.00
Hartford Courant					
Check Group:					
10/3/25 LEGAL NOTICE OF SPECIAL MEETING	1	0	126447489000 10/31/2025	1005.041.4131.000000.55400.00000 Advertising - Assess.	\$47.54
Check #: 0				PO/Invoice Total:	\$47.54
LEGAL NOTICE FOR OCTOBER TAXES	1	260505	126439714000 10/31/2025	1005.041.4135.000000.55400.00000 Advertising - Tax Coll.	\$205.55
Check #: 0				PO/Invoice Total:	\$205.55
				Vendor Total:	\$253.09
Hartford Courant.					
Check Group:					
26-WK SUBSCRIPTION RENEWAL	1	260725	11/16/25 RENEWAL 10/16/2025	2822.000.0000.000000.20785.00000 Library - Connecticut Exchange Account	\$416.23
Check #: 0				PO/Invoice Total:	\$416.23

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Highland Park Market					
Check Group:					
"COFFEE & CONVERSATION" SNACKS	1	0	03-1136056 10/7/2025	1005.041.4107.000000.56300.000000 Other Supplies - Admin.	\$11.87
CREAM	1	0	03-1147642 10/15/2025	1005.044.4427.000000.56010.000000 Supplies - Sen. Serv.	\$7.78
Check #: 0					
PO/InvoiceTotal:					\$19.65
Vendor Total:					\$19.65
Home Depot Credit Services.					
Check Group:					
DOORS FOR OFFICE AT TOWN HALL	1	260680	6340829 10/22/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$414.00
Check #: 0					
PO/InvoiceTotal:					\$414.00
Vendor Total:					\$414.00
HOOPLA					
Check Group:					
PATRON DOWNLOADS - OCT 2025	1	260318	507969219 10/31/2025	1005.045.4501.000000.56400.000000 Library Materials - Libr.	\$1,140.67
Check #: 0					
PO/InvoiceTotal:					\$1,140.67
Vendor Total:					\$1,140.67
IAFC					
Check Group:					
MEMBERSHIP DUES THROUGH 12/31/26	1	260749	309517 9/25/2025	1005.042.4203.000000.58100.000000 Dues & Fees - Fire Comm.	\$303.33
Check #: 0					
PO/InvoiceTotal:					\$303.33

Town of Bolton

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Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JACOB SONDIK					
Check Group:					
VIN #JF2GTHSC6MH265235, BILL #2024-03-0054679	1	0	VEHICLE TAX REFUND 10/24/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$449.29
Check #: 0					
Vendor Total:					\$303.33
JEAN LAUGHMAN					
Check Group:					
REIMBURSEMENT - HIGHLAND PARK MARKET MEALS FOR POLL WORKERS	1	0	HIGHLAND PK 10/30/25 10/30/2025	1005.041.4197.000000.56120.000000 Office Oper. Supplies - Elect.	\$35.96
Check #: 0					
Vendor Total:					\$449.29
KATHRYN CANNON					
Check Group:					
CLERK: BOARD OF SELECTMEN MEETING 11/3/25	1	0	11/3/25 CLERK 11/7/2025	1005.041.4107.000000.53100.000000 Official/Administrative Services - Admin.	\$75.00
CLERK: CONSERVATION COMMISSION MEETING 11/6/25	1	0	11/6/25 CLERK 11/7/2025	1005.045.4599.000000.53100.000000 Official/Admin Services	\$100.00
Check #: 0					
Vendor Total:					\$175.00
MACC					
Check Group:					
FY26 Q2 CONTRIBUTION FOR SHARED SOCIAL SERVICES	1	260399	FY26 Q2 CONTRIBUTION 11/5/2025	1005.044.4427.000000.55010.000000 Shared Services/MACC - Sen. Serv.	\$2,000.00
T1741					
Vendor Total:					\$175.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0					
PO/Invoice Total: \$2,000.00					
Vendor Total: \$2,000.00					
Marcus Communications Llc Check Group: MONTHLY RADIO RENTAL - NOV 2025					
1	0	101183	11/1/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$15.00
Check #: 0					
PO/Invoice Total: \$15.00					
Vendor Total: \$15.00					
MARITZA VEGA Check Group: VIN #JF2SJALC0HH802600, BILL #2024-03-0055113					
1	0	VEHICLE TAX REFUND 10/21/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account		\$90.76
Check #: 0					
PO/Invoice Total: \$90.76					
Vendor Total: \$90.76					
MARY JOHNSTON Check Group: CLERK: INLAND WETLANDS MEETING 10/28/25					
1	0	10/28/25 CLERK 11/7/2025	1005.041.4163.000000.53100.000000 Official/Admin Services-Inland/Wetland		\$100.00
Check #: 0					
PO/Invoice Total: \$100.00					
Vendor Total: \$100.00					
MIDWEST TAPE Check Group: 1 DVD					
1	260317	507970573 11/1/2025	1005.045.4501.000000.56400.000000 Library Materials - Libr.		\$26.99
Check #: 0					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MUNICIPAL EMERGENCY SERVICES					
Check Group:					
2 FIRE HOSES - 15' LENGTH	1	260355	IN2379033 11/12/2025	1005.042.4203.000000.57300.000000 Equipment - Fire Comm.	\$299.20
				Check #: 0	
				PO/Invoice Total:	\$26.99
				Vendor Total:	\$26.99
MYSTIC SEAPORT MUSEUM					
Check Group:					
2025-2026 MUSEUM PASS RENEWAL	1	260724	RENEWAL 2025-2026 11/10/2025	2822.000.0000.000000.20799.000000 Public Incentive Grant - Library	\$350.00
				Check #: 0	
				PO/Invoice Total:	\$299.20
				Vendor Total:	\$299.20
NAISMITH MEMORIAL BASKETBALL					
Check Group:					
MUSEUM PASS RENEWAL 2025-2026	1	0	REGISTRATION 2025 11/5/2025	1005.045.4501.000000.56400.000000 Library Materials - Libr.	\$100.00
				Check #: 0	
				PO/Invoice Total:	\$100.00
				Vendor Total:	\$100.00
NAPA AUTO PARTS					
Check Group:					
BRAKE PADS, CALIPERS, CALIPER CORES, THERMOSTAT, ANTIFREEZE & BRAKE HOSES FOR 2010 EXPLORER (BLDG DEPT)	1	260752	417764 10/8/2025	1005.043.4303.000000.56100.000000 Repair & Maintenance Supplies - H.W.	\$510.29
				Check #: 0	
				PO/Invoice Total:	\$100.00
				Vendor Total:	\$100.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NISSAN MOTOR ACCEPTANCE CORP					
Check Group:					
T3210					
VEHICLE TAX REFUND, BILL #2023-03-0053682	1	0	3N1AB8BV2LY30 7415	1005.000.0000.000000.20780.00000	\$510.29
			10/22/2025	Tax Refund Exchange Account	\$510.29
VEHICLE TAX REFUND, BILL #2023-03-0053683	1	0	JN1BJ1CW4LW3 93307	1005.000.0000.000000.20780.00000	\$335.57
			10/22/2025	Tax Refund Exchange Account	\$244.91
VEHICLE TAX REFUND, BILL #2023-03-0053677	1	0	JN8AT3CB9MW2 19525	1005.000.0000.000000.20780.00000	\$166.26
			10/22/2025	Tax Refund Exchange Account	
Check #: 0					
PO/InvoiceTotal: \$510.29					
Vendor Total: \$510.29					
NORTH CENTRAL CONSERVATION DISTRICT					
Check Group:					
MONTHLY WETLANDS AGENT SERVICES - NOV 2025	1	260043	2701 11/1/2025	1005.041.4151.000000.53300.00000	\$746.74
				Professional/ Tech Serv - Build. & Land Use	\$746.74
Check #: 0					
PO/InvoiceTotal: \$1,360.00					
Vendor Total: \$1,360.00					
Novus Insight, Inc					
Check Group:					
TECH SERVICES MONTHLY BILLING: NOV 2025	1	0	24716 11/1/2025	1005.041.4107.000000.53520.00000	\$5,578.57
				Other Tech. Services - Admin.	
PRORATED SUBSCRIPTION CHANGE - MICROSOFT 365 BUSINESS PREMIUM	1	0	24777 11/5/2025	1005.041.4107.000000.53300.00000	\$179.55
				Professional/Tech Services - Admin.	
Check #: 0					
PO/InvoiceTotal: \$5,758.12					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Voucher Batch Number: 1150

11/20/2025

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

PATRICE L CARSON

Check Group:

Vendor Total: \$5,758.12

TOWN PLANNER CONTRACTED SERVICES
10/27-11/9/25

1 260137

PERIOD
10/27-11/9/25
11/9/2025

1005.041.4151.000000.53300.00000
Professional/ Tech Serv - Build. & Land Use

\$3,187.50

Check #: 0

PO/InvoiceTotal: \$3,187.50

PAUL FIANO SR

Check Group:

Vendor Total: \$3,187.50

12 FIANO RD, BILL #2024-01-0000650

1 0

PROP TAX
REFUND
10/30/2025

1005.000.0000.000000.20780.00000
Tax Refund Exchange Account

\$27.20

Check #: 0

PO/InvoiceTotal: \$27.20

PROTECT YOUTH SPORTS

Check Group:

T40346

Vendor Total: \$27.20

BASKETBALL COACH BACKGROUND CHECKS

1 0

1335170
10/31/2025

2970.045.4503.300103.53400.00000
Youth Basketball - Other Professional Serv.

\$142.45

Check #: 0

PO/InvoiceTotal: \$142.45

READ CUSTOM SOILS

Check Group:

Vendor Total: \$142.45

ORGANIC GREY LOCK STONE DUST FOR
CONNECTIVITY TRAIL

1 260743

FW35504
10/31/2025

2822.049.4910.000000.56100.05095
Community Connectivity Grant-Supplies

\$2,392.25

Check #: 0

PO/InvoiceTotal: \$2,392.25

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor # QTY PO No. Invoice Date Account Amount

ROSS LALLY

Check Group:

REIMBURSEMENT - STAPLES PURCHASE OF
MAGENTA TONER 10/17/25

1 0

STAPLES
10/17/25
10/30/2025

1005.041.4197.000000.56120.000000
Office Oper. Supplies - Elect.

\$94.49

Check #: 0

PO/InvoiceTotal:

\$94.49

SAFETY- KLEEN SYSTEMS, INC.

T1636

Check Group:

SERVICE ON 30-GALLON PARTS WASHER

1 260739

98367013
10/22/2025

1005.043.4303.000000.54300.000000
Repairs & Maintenance Services - H.W.

\$240.95

Check #: 0

PO/InvoiceTotal:

\$240.95

SANDRA PIEROG

Check Group:

REIMBURSEMENT - STAPLES PURCHASE OF CYAN &
YELLOW TONER 10/17/25

1 0

STAPLES
10/17/25
10/30/2025

1005.041.4197.000000.56120.000000
Office Oper. Supplies - Elect.

\$188.98

Check #: 0

PO/InvoiceTotal:

\$188.98

SITEONE LANDSCAPE SUPPLY

Check Group:

ABRASIVE SOLUTION

1 260497

155043486-001
10/16/2025

1005.043.4303.000000.56100.000000
Repair & Maintenance Supplies - H.W.

\$289.50

Check #: 0

PO/InvoiceTotal:

\$289.50

Vendor Total:

\$289.50

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SMITH BROTHERS INSURANCE					
Check Group:					
GROUP ACCIDENT POLICY RENEWAL EFF 11/1/25 - CLASS B, 30 MEMBERS	1	260712	11/1/25 RENEWAL 9/23/2025	1005.041.4157.000000.55200.00000 Property & Liability Insurance	\$600.00
				Check #: 0	
				PO/Invoice Total:	\$600.00
				Vendor Total:	\$600.00
STAMFORD WRECKING COMPANY					
Check Group:					
DEMOLITION & RECONSTRUCTION AT NRMC - 104 NOTCH RD	1	260164	1563-09 10/31/2025	2824.000.0000.0000000.25810.00000 Other Liabilities - ARPA Funds	\$92,715.56
				Check #: 0	
				PO/Invoice Total:	\$92,715.56
				Vendor Total:	\$92,715.56
SUPERIOR INC.					
Check Group:					
POST HOLE AUGER RENTAL FOR TOWN HALL LIGHTS	1	260717	124417-3 10/14/2025	1005.043.4399.0000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$574.77
				Check #: 0	
				PO/Invoice Total:	\$574.77
				Vendor Total:	\$574.77
SUPERIOR PRODUCTS DISTRIBUTORS INC					
Check Group:					
HAND WIPES & BOOT SCRUBBER FOR TOWN GARAGE	1	0	S3550961.001 10/25/2025	1005.043.4303.0000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$39.50
				Check #: 0	
				PO/Invoice Total:	\$39.50
				Vendor Total:	\$39.50

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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TARGET ENTERPRISES INC

Check Group:

TYPE CL CATCH BASIN TOP

2 260713 25240125 2963.043.4303.000000.57500.000000
Town Aid Road Expenditures

\$1,158.06

Check #: 0

PO/Invoice Total: \$1,158.06

TOWN OF BOLTON.

Check Group:

12/7/25 WINTER FAIRE REGISTRATION

1 0 4174 CONSERV 1005.045.4599.000000.58100.000000
COMM
10/8/2025 Dues & Fees - Cons. Comm.

\$20.00

Check #: 0

PO/Invoice Total: \$20.00

TREASURER - STATE OF CONN

Check Group:

COMMUNITY INVESTMENT

1 0 OCT 2025 1005.000.0000.000000.20792.000000
11/4/2025 Housing/Open Space/Rec Fee Exchange Account

\$1,530.00

NOMINEE AS GRANTOR/GRANTEE

1 0 OCT 2025 1005.000.0000.000000.20792.000000
11/4/2025 Housing/Open Space/Rec Fee Exchange Account

\$1,100.00

NOMINEE AS GRANTOR (ASSIGNOR OR RELEASOR)

1 0 OCT 2025 1005.000.0000.000000.20792.000000
11/4/2025 Housing/Open Space/Rec Fee Exchange Account

\$1,016.00

Check #: 0

PO/Invoice Total: \$3,646.00

TREASURER -- STATE OF CT

Check Group:

TOWN HALL INTERNET: 7/1-9/30/25

1 0 GEN118261 1005.043.4399.000000.55300.000000
10/31/2025 Communications - Town Building Oper.

\$369.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LIBRARY INTERNET: 7/1-9/30/25					
1	0		CEN190261 10/31/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$369.00
Check #: 0					
PO/InvoiceTotal:					\$738.00
Vendor Total:					\$738.00
TREASURER, STATE OF CONNECTICUT.					
Check Group:					
MONTHLY HISTORIC DOC PRESERVATION - OCT 2025					
1	0		OCT 2025 11/4/2025	1005.000.0000.000000.20790.00000 Hist Doc Preservation Exchange Account	\$272.00
Check #: 0					
PO/InvoiceTotal:					\$272.00
Vendor Total:					\$272.00
TYCHE PLANNING & POLICY GROUP, LLC					
Check Group:					
MONTHLY ZEO SERVICES - OCT 2025					
1	260049		012_2025_10 10/31/2025	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$2,100.00
Check #: 0					
PO/InvoiceTotal:					\$2,100.00
Vendor Total:					\$2,100.00
UNITED CONCRETE PRODUCTS INC					
Check Group:					
CATCH BASIN COMPONENTS & CONCRETE BLOCKS - BRANDY ST BARGER PROPERTY & LOOMIS RD DRAINAGE					
1	260711		252443 9/3/2025	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$1,365.00
Check #: 0					
PO/InvoiceTotal:					\$1,365.00
Vendor Total:					\$1,365.00
UNIVERSITY OF CONNECTICUT .					
Check Group:					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
11/13/25 "CT GREEN SNOW PRO" VIRTUAL TRAINING REGISTRATION - A GOLDEN	1	0	EVN-17535 11/7/2025	1005.043.4303.000000.53200.00000 Professional Ed. Training - H. W.	\$100.00
Check #: 0					
PO/Invoice Total:					\$100.00
Vendor Total:					\$100.00
USA HAULING & RECYCLING					
Check Group:					
BULKY WASTE RECYCLING - OCT 2025	1	0	603264714 10/31/2025	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$843.12
Check #: 0					
PO/Invoice Total:					\$843.12
Vendor Total:					\$843.12
VALSOFT.					
Check Group:					
MICROFILM CREATION	1	0	INV-499330 10/31/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$18.63
Check #: 0					
PO/Invoice Total:					\$18.63
Vendor Total:					\$18.63
Village Spring Distributor Lic					
Check Group:					
WATER	1	0	176893 - TOWN HALL 11/6/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$52.65
WATER	1	0	176894 - LIBRARY 11/6/2025	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$17.90
WATER	1	0	176895 - BLDG&GROUND 11/6/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$17.90

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
WATER	1	0	176896 - TOWN GARAGE 11/6/2025	1005.043.4303.000000.56010.00000 Supplies - H. W.	\$17.90
WATER	1	0	176898 - FINANCE CTR 11/6/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$17.90
WATER	1	0	176899 - SENIOR CTR 11/6/2025	1005.044.4427.000000.56010.00000 Supplies - Sen. Serv.	\$59.60
Check #: 0					
PO/Invoice Total:					\$183.85
Vendor Total:					\$183.85
VISION GOVERNMENT SOLUTIONS					
Check Group:					
CLOUD HOSTING 11/1/25-10/31/26	1	0	119862 11/1/2025	1005.041.4107.000000.53520.00000 Other Tech. Services - Admin.	\$3,675.00
Check #: 0					
PO/Invoice Total:					\$3,675.00
Vendor Total:					\$3,675.00
VITALSHRED					
Check Group:					
ONE-DAY SHREDDING EVENT 9/20/25	1	260379	5548529BDL1 9/30/2025	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$1,200.00
Check #: 0					
PO/Invoice Total:					\$1,200.00
Vendor Total:					\$1,200.00
W.H. PREUSS & SONS, INC.					
Check Group:					
DECK BAFFLE FOR BAGGER ON SCAG MOWER	1	0	202516 11/12/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$65.38
Check #: 0					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
Check Group:							
5 GALLONS OF HUSKY FUEL	1	260748		201467	1005.042.4203.000000.56100.000000	\$65.38	
				10/24/2025	Repairs & Maint. Supplies - Fire Comm.	\$229.98	
				Check #: 0		PO/Invoice Total:	
						Vendor Total:	
WHITE WAY LAUNDRY, INC.							
Check Group:	T7094			894675	1005.043.4303.000000.56930.000000	\$229.98	
				10/7/2025	Uniforms & Supplies - H.W.	\$295.36	
				905639	1005.043.4303.000000.56930.000000	\$69.93	
				10/14/2025	Uniforms & Supplies - H.W.	\$79.93	
UNIFORMS	1	0		918586	1005.043.4303.000000.56930.000000	\$69.93	
UNIFORMS	1	0		10/21/2025	Uniforms & Supplies - H.W.	\$69.93	
UNIFORMS	1	0		928074	1005.043.4303.000000.56930.000000	\$69.93	
UNIFORMS	1	0		10/28/2025	Uniforms & Supplies - H.W.	\$69.93	
CARPETS	1	0		928074	1005.043.4399.000000.56100.000000	\$16.18	
				10/28/2025	Supplies - Town Building Oper.		
Check #: 0				PO/Invoice Total:		\$305.90	
				Vendor Total:		\$305.90	
WILLIAM & ELIZABETH BAILEY							
Check Group:				VEHICLE TAX REFUND	1005.000.0000.000000.20780.000000	\$78.81	
				10/20/2025	Tax Refund Exchange Account		
				Check #: 0		PO/Invoice Total:	\$78.81
						Vendor Total:	\$78.81

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1150

11/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WILLIAM BAILEY					
Check Group:					
VIN #1RPAA5865C1MS1044, BILL #2024-03-0050255	1	0	VEHICLE TAX REFUND 1 10/27/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$661.83
VIN #1FTCR15T6NTA78266, BILL #2024-03-0050259	1	0	VEHICLE TAX REFUND 2 10/20/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$51.03
Check #: 0					
PO/Invoice Total:					\$712.86
Vendor Total:					\$712.86
WILLIAM HEBERT					
Check Group:					
REIMBURSEMENT - BREAKFAST FOR POLL WORKERS AT 11/4/25 MUNICIPAL ELECTION	1	0	DUNKIN 11/4/25 11/4/2025	1005.041.4197.000000.56120.000000 Office Oper. Supplies - Elect.	\$72.74
Check #: 0					
PO/Invoice Total:					\$72.74
Vendor Total:					\$72.74
WINZER CORPORATION					
Check Group:					
HARDWARE RESTOCKING	1	260751	3561429 10/17/2025	1005.043.4303.000000.56100.000000 Repair & Maintenance Supplies - H.W.	\$264.36
Check #: 0					
PO/Invoice Total:					\$264.36
Vendor Total:					\$264.36
Grand Total:					\$200,242.00

End of Report

**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING – A/P
TUESDAY, OCTOBER 21, 2025, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

Board of Selectmen Present In-Person: First Selectman Rodney Fournier, Pamela Sawyer, Gwen Marrion, Mather Clarke, Tim Sadler

Board of Selectmen Absent: Deputy First Selectman Robert Morra, Amanda Gordon

Staff Present In-Person: Town Administrator Jim Rupert, Bolton Wetlands Agent Alyssa Barroso

Staff Present Via Zoom: Recording Secretary Kacie Cannon

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

2. Discuss and Possibly Act on Wetlands Fees:

Bolton Wetlands Agent Alyssa Barroso distributed a fee schedule with proposed changes highlighted in yellow. P. Sawyer noted that text was covered by a comment box under the Minimal Impact Fee and asked for clarification on the line item. J. Rupert replied that the line is for fees associated with improvements to residential, industrial, and mixed use.

P. Sawyer asked about the Minimal Impact Fee recommendation. J. Rupert noted that the renewal fee should not be more than the original application fee. A. Barroso recommended changing the renewal fee from \$75.00 to \$0.00 since renewal requests are rare and simple to process. P. Sawyer issued a recommendation to set both the minimal impact renewal and Town of Bolton renewals to \$0.00.

G. Marrion suggested removing the consultant fee rates, noting that the rates are typically set by the consultant. J. Rupert recommended that the Inland Wetlands Commission (IWC) set a higher base fee of \$2,000.00 in alignment with the Land Use and Finance Department processes. The process allows for both refunds of unspent funds and requests for additional funds if expenses are exceeded.

G. Marrion requested further review of the Cease and Correct Order fees based on the associated comments highlighted on the schedule. The Board discussed fees for non-profit entities and whether to base those fees on the value of the project or the impacted area. G. Marrion suggested removing the “501(c)(3)” notation under non-profits since there are some churches that do not fall under that category. She recommended changing the line to “charitable organizations” instead and recommended basing the fee on the amount on time, effort, and public hearings involved. P. Sawyer asked A. Barroso to research what other smaller and larger towns are doing with charitable organizations.

R. Fournier asked if the fee for multi-unit residential properties is the same regardless of the number of units. The Board discussed charging a base fee plus an additional amount of anywhere from \$5.00 to \$20.00 per unit, with the first three units being included in the base fee.

P. Sawyer asked A. Barroso to add "Draft" to the title of the proposed fee schedule. The Board agreed to return the schedule to the IWC with their recommendations for further review.

3. Discuss and Possibly Act on Signage for the Hop River Trail on Route 6:

J. Rupert reported that the Hop River Trail Alliance received a grant that includes trail signage, and they are requesting the addition of a sign on Route 6 to directing visitors to the parking area. He noted that R. Fournier recently met with CTDOT and DEEP, and was informed that they would be handling any necessary signage for the parking lot.

The Board members discussed concerns with advertising the current parking lot since it is often overcrowded and results in unauthorized overflow parking. P. Sawyer noted the dangerous curve at the parking entrance and emphasized the need for a safer parking location. G. Marrion suggested installing a sign further down the road to alert drivers to the upcoming parking entrance or installing a sign directing traffic to designated overflow parking areas instead. She also recommended providing information on overflow parking areas on the kiosk.

T. Sadler asked why the group is interested in installing the sign. J. Rupert explained that the Hop River Trail Alliance consists of members from seven towns, and they are attempting to provide uniformity among the towns with respect to signage. The Board discussed the uncertainty of future plans for the parking lot and came to a consensus that the signage would not be appropriate at this time.

4. Consider and Act on A/P:

P. Sawyer MOVED to APPROVE the FY 2025-2026 A/P Report in the amount of \$176,778.05. M. Clarke SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon Absent).

5. Consider and Act on Budget Transfers:

P. Sawyer highlighted two budget transfers from the Tax Collector that were less than \$300.00 and did not require Board approval.

6. Approval of Minutes:

a. September 2, 2025 – Regular Meeting

P. Sawyer MOVED to APPROVE the September 2, 2025 Regular Meeting Minutes. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon Absent).

b. October 7, 2025 – Regular Meeting

P. Sawyer MOVED to APPROVE the September 2, 2025 Regular Meeting Minutes. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon Absent).

7. Adjourn

P. Sawyer MOVED to ADJOURN the meeting at 6:38 p.m. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon 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
TUESDAY, NOVEMBER 3, 2025, 6:30 P.M.
TOWN HALL & ZOOM
MINUTES**

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

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present Via Zoom: James Loersch, David Cowles

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

2. Pledge of Allegiance

R. Fournier led the Pledge of Allegiance.

P. Sawyer MOVED to ADD Item No. 3(b) Public Comment to the Agenda. R. Morra SECONDED. MOTION CARRIED 7:0:0.

3. Appointments:

a. Carole Franco – Senior Citizen Commission (Alternate)

P. Sawyer MOVED to ACCEPT the Appointment of Carole Franco to the Senior Citizen Commission as an alternate member. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

b. Public Comment

Resident James Loersch thanked P. Sawyer, R. Morra, and A. Gordon for their service on the Board of Selectmen and all of their hard work on behalf of the town. He also expressed disappointment that there was no opportunity for public comment on the lighting changes at Town Hall and asked the Board to allow public comment on similar changes in the future.

4. Resignations:

a. Cheryl Udin – Senior Van Driver

P. Sawyer MOVED to ACCEPT the Resignation of Cheryl Udin and thanked her for her years of service. R. Morra SECONDED and also thanked Ms. Udin for the extra work she did for the Town. MOTION CARRIED 7:0:0.

5. Correspondence:

a. Memorandum: Board Clerk Payment Issue Resolved

P. Sawyer stated that the Board Clerk payment issue has been resolved, and a personnel meeting is no longer necessary. J. Rupert added that part of the solution includes regular communication to address any concerns. A. Gordon asked if the new procedures have been established in writing. J. Rupert replied that the current solution is temporary, and a written procedure will be provided when a permanent solution is implemented.

b. Attorney R. Barger: Rerouting of Bolton High School Drainage from Tennis Courts

R. Fournier highlighted correspondence from Attorney Barger thanking the Town for resolving a longstanding drainage issue affecting a private property owner. The letter expressed gratitude to the Board of Selectmen, J. Rupert, and the Public Works staff. R. Fournier thanked staff work their work on the project.

c. DOT Federal Grant Funding under the Federal Transit Administration

R. Fournier reported that the Town's grant funding request for a van was denied. A. Gordon noted that the Town is on a waitlist in the event that funds become available. J. Rupert explained that the Town had applied \$15,000 of AARPA funds toward the grant and those funds must be spent before the deadline. He will be meeting with Carrie Concatelli to determine how to spend the funds.

6. Consider and Act on Applying for Aquatic Invasive Species Grant:

J. Rupert explained that the Town budgets \$15,000 annually for potential lake treatments and has applied for this grant in the past to offset treatment costs. Although treatment has not been needed over the past two years, J. Rupert requested authorization to apply for the DEEP grant and noted a December deadline. He added that consultant fees may be necessary to assist with the grant application. G. Marrion asked how the funds will be spent if no treatment is required. J. Rupert replied that they will be applied to permit costs, invasive species surveys, and annual water quality testing.

P. Sawyer MOVED to authorize J. Rupert to apply for the Application for the Aquatic Invasive Species Grant. R. Morra SECONDED. MOTION CARRIED 7:0:0.

7. Finance Reports:

The Board reviewed the Town's Finance Reports. J. Rupert stated that spending is on track with no irregularities or negative trends.

8. Consider and Act on A/P

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of 242,914.42. T. Sadler SECONDED.

Discussion:

- G. Marrion asked about database charges on Page 3. J. Rupert explained they are for digitizing and maintaining the Assessors' maps and noted the maps will be integrated with the CRCOG GIS system and updated annually.
- G. Marrion asked if the cameras installed by Minuteman Security Technologies, Inc. on Page 13 were for ballot boxes. J. Rupert replied that they were installed around the Selectman's Office for staff safety and better customer service as they will alert staff to incoming customers in the absence of front desk staff. A. Gordon asked about other safety measures for the building, and R. Fournier confirmed that the doors remain locked after hours.
- G. Marrion asked about the Town Center SSDS charges on Page 15. J. Rupert stated that they are for the septic system behind Heritage Farm. He added that the Inland Wetlands Commission (IWC) has requested additional changes, and the project is currently in the final design phase.
- G. Marrion requested an update on the LOTCIP Sidewalk Design. J. Rupert stated that CTDOT has requested some adjustments, and the revised design will be provided to the Board for approval.
- G. Marrion asked about the \$3,000 charge for Junior Ranger Badges on Page 16. J. Rupert explained that the request came from Johnny Carawan, who is part of the Washington Rochambeau Route, and the charges came out of grant money that was provided for the 300th Anniversary in the amount of \$15,000.00. Since the funds must be returned to the National Park Service if they are not spent, the Town is using them for the badges, the 250th Anniversary, and parking lot improvements at the trail.

- G. Marrion asked why the Town does not purchase hay from local farmers instead of landscape supply companies. J. Rupert stated that it does; however, the farmers do not always have a consistent supply. He added that one of the farmers works for the Town and noted that it would be a conflict of interest to purchase hay from an employee.
- A. Gordon inquired about the parking lot light expenses for the Town Hall. R. Fournier explained that the lights were installed for safety purposes and aesthetics. J. Rupert noted that the majority of the work was conducted by a Town employee.

G. Marrion asked if the IWC was consulted prior to initiating the parking lot project due to wetlands bordering the property. J. Rupert replied that they were not consulted until after the installation was complete and noted that the oversight was due to outdated maps. He emphasized that staff typically consults with IWC on all projects and noted that this was an isolated error. G. Marrion suggested checking area vegetation in the future in addition to consulting maps. A. Gordon asked if a written process is in place to check with the IWC prior to initiating projects. J. Rupert confirmed that there is and noted that this particular incident was not caught during the permit process.

MOTION CARRIED 7:0:0.

9. Consider and Act on Budget Transfers

J. Rupert noted that there are no transfers requiring BOS approval.

P. Sawyer highlighted a budget transfer request for information only from Emergency Management for a transfer of \$1,200 from Other Supplies to Repairs and Maintenance. J. Rupert explained that the transfer covers the costs of boarding up a vacant building that previously caught fire. Since the property owner failed to board up the property as requested, the Town secured the property and placed a lien on it to recover expenses.

10. Approval of Minutes:

a. October 21, 2025 – Regular Meeting

The item was tabled for the next meeting since the minutes were not included in the meeting packet.

11. Adjourn

R. Morra MOVED to ADJOURN the meeting at 7:07 p.m. T. Sadler SECONDED.

Discussion: R. Morra thanked the Board and staff members for all the work they have done during his tenure with the Board of Selectmen. He added that he is happy to see younger members serving on the Board as well as the manner in which members work together regardless of party affiliation. P. Sawyer also thanked the Board members and current candidates for their service to the Town.

Board members expressed their gratitude and appreciation to R. Morra, P. Sawyer, and A. Gordon for their time, service, and dedication. J. Rupert shared his appreciation as well and invited the departing members to attend and participate in the December 18, 2025 meeting.

MOTION CARRIED 7:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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