

ARPA FUNDING INFORMATION

On February 27, 2024, the Town went to bid for demolition of 104 Notch Road and the greenhouse at Bolton Center school.

On April 10, 2024, the Town conducted interviews for the demo project.

The bids came in exceeding our available budget, so no bids were approved until we approved a bid for the demolition of the greenhouse at BCS. With the exception of a short section of railing that project is complete.

The Town went out to bid for testing of hazardous materials at the 104 Notch Road building on May 5, 2024.

After receiving bids, we awarded a contract to Tighe and Bond for the testing of hazardous materials and creating bid specifications for hazardous materials abatement as part of the process on August 10, 2024.

On November 10, 2024, we received bid specs from Tigh and Bond.

We put out the request for proposals to abate the hazardous materials and demolish the structure on November 26, 2024.

On December 23, 2024, we awarded the bid for hazardous materials abatement and demolition to Stamford Wrecking. This bid came in under budget and we awarded bids for the following additional projects.

January 8, 2025

ARPA funded projects approved by the BOS on August 14, 2024, and December 23, 2024

Notch Road Demolition and reconstruction project

	Stamford Wrecking	
Company		\$1,008,950.00

Removal of Concrete and infill of manure pit at Heritage Farm

	The Andrew Ansaldi	
Company		\$17,800.00

Reclaim and repave 3 outdoor basketball courts at Memorial Park, Herrick Park and Indian Notch Park

Fuller
Paving \$85,300.0

Purchase a new UTV for Bolton Volunteer Fire Department and repurpose existing for use by the Buildings and Grounds Department

New England Fire
Equipment \$43,895.00

Replace Generator at Bolton Center School which covers the water system for all of the Town buildings on Notch Road

Sourcewell/Tower
Generator \$94,207.00

Replace Generator at Town Hall

Sourcewell/Tower
Generator \$48,960.00

Demolition of Greenhouse at Bolton Center School

MTS
Builders \$87,500.00

Testing hazardous materials, bid document preparation and project oversight

Tighe &
Bond \$58,819.00

Total expenses
\$1,445,431.00

The total expenses exceed the ARPA allocation of \$1,445,422.00 by \$9.00.

TOWN OF BOLTON
BOARD/COMMISSION
INTEREST FORM

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


Name: Kimberly fofana
Address: 15 Vernon Road, Bolton
Telephone Number: _____ Cell Number: 203-217-7268
Email Address: Kimmer-85719@yahoo.com
Political Affiliation: Democrat

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

Please provide a brief statement as to why you are interested in serving on this board/commission.
As a town resident of a rural town I understand the importance of preserving the natural resources we enjoy and the need preserve the balance of the human impact on the environment.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.
I have a bachelor's of Science degree in Wildlife Biology and have volunteered with numerous environmental groups throughout the country

Please add any additional information or comments.
I have also done a tour of duty in the Peace Corps in West Africa

Signed:  Date: 1/11/2025

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

Please complete this form and return to:

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

7a.

Dennis Griffin
66 Bald Hill Rd
Tolland, CT 06084

January 17, 2025

Town of Bolton Highway Department
222 Bolton Center Road
Bolton, CT 06043

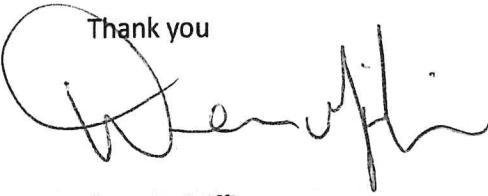
Dear Alex Golden,

I am writing to inform you of my intention to resign and retire from my job as Crewman 2 at the Town of Bolton Highway Dept. effective two weeks from today, January 17, 2025.

I appreciate the opportunities you've given me during my 21 years here at the Bolton Highway Dept.

Please let me know what assistance you'll require from me during the resignation and retirement notice period.

Thank you



Dennis Griffin

7b

Bolton Office of Selectmen
222 Bolton Center Road
Bolton, CT 06043

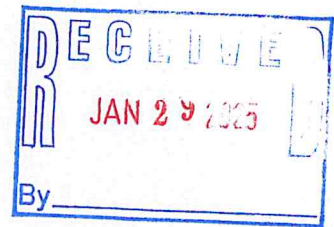
January 28, 2025

Dear Rodney, Pam and Bob,

I am resigning from my position on the Veterans Commission as an alternate. This has come because of multiple serious health issues in my immediate family. This reason is confidential at this point. I have already spoken with Pam and given her ideas. I am willing to help with the parade and ceremony in May as I am able. This has been a hard decision, but my family must come first. My real concern was the parade and ceremony for the town.

Thank you,

Kathy
Kathy Walsh



Intern Project Updates

Submitted by: Tim White, Intern

University of Connecticut, School of Public Policy

Day-to-Day Activities

Each day, like all town employees, in addition to my larger projects, I also work on daily projects. These may be small items such as creating copies, printing, or organizing files; however, they are vitally important to the Town Hall. Some examples of daily tasks that I perform include: answering residents' phone calls and taking messages, attending conferences to learn about local and state leadership skills, cost estimation for various departments (recreation department, town highway sign estimation, and senior citizen casino trip cost estimations), and, assisting town departments, and other smaller projects. Per the University of Connecticut's policy, I have tracked all hours worked, and after each day at work, I briefly summarize my efforts during the day. This information can be made available upon request.

Major Projects

In addition to my daily activities of assisting the Town Hall in any way that I can, I also have completed (or am completing) several larger projects. I have included these projects as well as a brief description of what I have done in each of them.

1. Social Media Records

One of my earliest projects was to create a record of everything posted on the Town Facebook page since its creation. This led to me creating snapshots of each posting from the Facebook page's creation in 2018. I filed all these snapshots in a centralized location within the Selectman's drive. Additionally, I made a document for each year that there were social media posts that serves as a look up tool for any post based on its date and see what was posted.

2. Vietnam Veteran Ceremony

Another project that I worked on was assisting with the Vietnam Veteran Ceremony. The first thing I assisted with was ensuring the letter written was addressed to each of Bolton's Vietnam Era Veterans. From here, I was tasked with accurately addressing each envelope. Finally, I worked with Suellen to record all participants who would be coming to the ceremony.

3. New to Town Folder

Another project that I have worked on was the updating and refreshing of a New to Town Folder. This folder is a group of documents that informs new residents on any information that they may need to know in their move to town. It includes documents for the Recreation Department, BLRWPCA, Bolton Senior Services, Bentley Memorial Library, Phone Listing, Tax Collector Information, Town Clerk Information, Town Parks and Recreation, Transfer Station, Trash and Recycling, and a Welcome to Town letter. The core parts of this project were ensuring all websites were listed as “.gov” and that all listed contacts were updated.

4. Budget Analysis Spreadsheet

Over the course of my time here in Bolton, utilizing Excel, I have constructed a fairly extensive budget analysis spreadsheet. To give you an overview, this master spreadsheet includes about 31 sheets and has information on the previous 25 fiscal years and mill rates. I also have created tables and charts that demonstrate how Town financing has changed over the past 25 years including, but not limited to, percent of expenditures for each category (BOE, Capital Improvements, etc.), percent of revenue from each category (Property taxes, Other Revenue, etc.), and more. While this is certainly interesting to look at, all this data serves a purpose. It helps create a more robust set of data for Excel’s forecasting tool. Despite Excel’s tool not being the strongest forecasting option, it still is able to provide insight into what future revenues and expenditures may look like for the Town. In addition to the master spreadsheet, there is also a master description sheet that provides what each table demonstrates and why it may be important to analyze. I am happy to provide this master spreadsheet and its accompanying description document.

5. Town Buildings RFP

In creating the Town Buildings RFP, I assisted Town administration in numerous ways. Firstly, I wrote the RFP (with assistance from a guideline) to submit to the Town Administrator. From here, I took images of each town building to include in the RFP and included each buildings’ street address. Later, I was also tasked with adding the square footage and year built (including any additions or renovations) for each town building.

6. Payroll Meetings

In an attempt to change the current payroll system, I was tasked with researching and reaching out to various payroll companies that can help the town achieve its payroll goals. While this is an ongoing project, I found, helped set up, and attended meetings between the Town Administration and these companies to ensure that the Town can have its payroll needs met.

7. First Selectman Compensation Research

My compensation research project is my most recent project. It will culminate in a presentation to the FIN/ADMIN subcommittee on January 13th. This project saw me gather data to answer the question of if there is data supporting a pay increase and/or health and retirement benefits for the First Selectman. I created a two-page spreadsheet that shows all the other CT towns that are governed in the same way as Bolton. From here, I collected each town's First Selectperson's salary and if they received any benefits. I created various tables and graphs to display this data and summarized it in a 10-page report. This project is also available to view.

8. Budget Compilation for FY26

As a student with a concentration in financial management, I am anticipating being used heavily throughout the Town's budget process. I have begun by compiling the budgets of each department and am expecting to be available to assist the Town Administration in any way necessary throughout this massive undertaking.

7d

1/14/25

To: Commissioner Katie Dykes
CT Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

From: Bolton Town Administrator, James Rupert
222 Bolton Center Road
Bolton, CT 06043

Subject: parking lot expansion at Bolton Notch State Park

Dear Commissioner Dykes,

I am writing today on behalf of the Bolton Board of Selectmen to express concern regarding the plans to expand parking at Bolton Notch State Park. More specifically the Board is concerned about the safety aspects of ingress and egress from the site. While there have been some changes to the Board, they recall that part of the determination to build the flyover for the bike/ ped path instead of an at grade crossing was to connect to the commuter lot which has a safe and appropriate pathway to access the park. The Board believes that a better use of the funds would be to improve access to the site and install directional signage promoting the use of the commuter parking lot for access to the park.

The Board also has some concern as a nearby property owner regarding the impacts to the site. These concerns mirror the concerns expressed by the Bolton Conservation Commission in their letter dated December 16, 2024. We would also request a copy of any plans or surveys that have been completed regarding this project so we may be better informed about the project as a whole and impacts it may have to Town owned property in the vicinity.

Please feel free to contact me regarding this issue. I can be reached at 860-649-8066 ext 6111 or by email at jrupert@boltonct.gov.

Respectfully,

James Rupert

James Rupert
Bolton Town Administrator

CC: Rep Tim Ackert, Senator MD Rahman via Matt Gilligan, Rep Steve Weir

Sent via email on January 14, 2025

1/14/2025

To: Bolton Town Administrator, James Rupert
222 Bolton Center Road
Bolton, CT 06043

From: Acting Division Director Connecticut State Parks, Jeremy Hall
CT Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

Dear Mr. Rupert

Thank you for your letter dated January 14, 2025, in which you shared opposition to our proposed project to increase and improve accessibility at Bolton Notch State Park. We share many of those reservations and are currently in the process of evaluating our available options in a design phase, in order to ensure these concerns have been appropriately considered prior to the start of formal construction. At the same time, we are excited about the unique opportunity to enhance access to two of Connecticut's State Parks from this single location.

The need for this project is four-fold, and our intent is as follows:

- Improve and expand parking opportunities for two State Parks, both the Hop River State Park Trail and Bolton Notch State Park. By paving and defining available parking spaces, our intention is to maximize available space for park and trail users to gain access to these facilities, including necessary ADA access to the Trail itself.
- Provide for a connection between the Hop River State Park Trail and nearby Charter Oak Greenway, by formally defining the trail along the entrance drive from I-384 and through the parking lot of Bolton Notch State Park. This will improve safety for trail users and more clearly identify the appropriate route for connection to and from the Greenway. This location is a key connection on the East Coast Greenway in Connecticut, serving a multitude of long-distance travelers and supporting over 3000 miles of east coast cycling and walking routes.
- Better define and maintain emergency access through this location onto the Hop River State Park Trail, to be accomplished through more clearly defined parking areas.
- Formalize easement and land-use agreements with abutting land-owners, to ensure preservation of park infrastructure and the safety of park and trail users by more clearly defining and formalizing crossings and driveways.

Our immediate steps include contracting with a reputable engineering firm to assist with survey and evaluation of the site, provide design options which incorporate our intended outcomes, and develop construction documents that may be used by in-house or contracted resources for construction purposes in the future. As part of that process, coordination with our partners at the Connecticut Department of Transportation, as well as internal collaboration between various facets of our operation at DEEP in our Land Management, Inland Water Resources, Fisheries, Wildlife, and Engineering Divisions will be involved in proper evaluation of proposals in order to ensure our mutual concerns are considered prior to the start of construction.

While we await the potential benefits of this future project, we are happy to report that several other enhancement projects are currently underway in the immediate vicinity of this parking lot, including illumination of the tunnel under I-384, restoration and stabilization of the Hop River State Park Trail where it runs parallel to Railroad Brook in order to reduce sedimentation, as well as signage enhancements coordinated through DEEP by the recently formed Hop River Trail Alliance. Ultimately, a project that formally defines parking, improves regional trail access, and increases safety for park and trail users will further our mission to steward and provide access to these unique outdoor spaces for all residents of our State to enjoy.

I am happy to discuss this further and feel the above information is the most accurate information to offer at this time. If you would like to connect, please reach out to me at Jeremy.hall@ct.gov.

All the best,

Jeremy Hall
Acting Division Director

[Home](#)

Generative AI Policies in Local Government

These cities are at the forefront of AI implementation and recognize the importance of having a policy in place.

by [Katryna Peart](#) | Jun 10, 2024 | ARTICLE - ARTICLE



Tempe, Arizona, USA

Generative AI has been optimizing local government practices and processes for years. Applications such as Chat GPT and Google Gemini have garnered a lot of attention recently, particularly after President Biden's executive order in October 2023.

Cities such as Boston, Massachusetts; Tempe, Arizona; and Wentzville, Missouri are all pioneers of utilizing Generative AI to improve their governance and administration. Attendees of ICMA's 2024 [Local Government Reimagined \(LGR\) Conference](#) in Palm Desert, California, heard about these cities and more in the session, "Generative AI Policies in Local Government."

Some of the major tasks generative AI have been able to assist with in these cities include permit approvals, administrative tasks, writing RFPs, help with public benefits approvals through chatbots, and cybersecurity monitoring.

As AI becomes more sophisticated, there is growing concern among some about AI replacing humans in their professional capacities. However, AI is made to co-pilot, not auto-pilot tasks and is used in tandem with human labor and intelligence.

Boston, one of the cities at the forefront of AI implementation, released interim AI guidelines in May 2023, stating, "Technology enables our work; it does not excuse our judgment nor our accountability." Santiago Garces, Boston CIO adds to this, stating "It's a tool that gets you maybe 70% or 80% of the way there, but you still need to have expertise to be able to discern whether it's giving you things that are correct, whether it makes sense in the context of the city."

Because AI relies on humans to analyze complex data and implement them appropriately, it is not a technology that will be replacing jobs — just augmenting them. Currently, Boston uses AI to improve employee productivity and transparency in government process, and plans to use it in the future for simulated community meetings to predict the issues of constituents.

Tempe, Arizona, was one of the first cities to release a policy on AI, and their Ethical AI policy was released in July 2023. Concentrating on transparency, fairness, accountability and protection of individual rights, the policy states, "We will encourage collaboration between humans and AI systems, leveraging the strengths of both to enhance decision-making processes and ensure that ultimate control remains with humans." It is also the first city to make clear that AI was to be used as "human - AI collaboration."

Wentzville, Missouri, is an early adapter of new technology that proves that one does not need an extensive budget to use AI. A small city of 47,000 people outside of St. Louis, Wentzville uses generative AI for communications, combining it with human oversight to ensure that the content, style and tone being used are reflective of their guidelines. Something unique to note about the city's use of AI is that there was no set policy in place for AI when it started to be used- it just adhered to Wentzville's current ethics policy. One of the measures used in this ethical AI implementation was to define consequences for non-compliance: discipline, contract termination, remedial measures. The city is also doing workshops and training to better acquaint their employees with AI and its proper use, and optimize their efficiency.

As AI continues to expand its capabilities and AI in governance becomes more popular, it's prudent for local government bodies to have clear objectives and goals to make the best use of this technology. It is also necessary to properly train employees on the different capabilities AI has, and how to use it in the most ethical fashion. With these precautions in place, AI can be one of the most helpful tools to improve how local government is conducted.

Learn more about AI for local government on ICMA's [Generative AI resource page](#).

Practices for Effective Local Government Management and Leadership

[\[11\] Technological Literacy](#)

Topics

[Generative AI](#) [Technology](#)

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A new, reduced dues rate is available for CAOs/CAOs, along with additional discounts for those in smaller communities, has been implemented. Learn more and be sure to join or renew today!

[LEARN MORE](#)

**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, JANUARY 7, 2025, 6:30 P.M.
TOWN HALL & ZOOM
MINUTES**

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

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Phone: Fire Chief Bruce Dixon

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present In-Person: Lori Vernier, Jon Lender, Dan Zielenski, Holly MacDonald

Others Present Via Zoom: Jim Loersch, Shepard Livingston

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

2. Public Comment:

Lori Vernier, 50 Llynwood Drive, shared concerns about the power outages in her neighborhood, which consists of approximately 50 households. She stated that debris from the numerous trees on Colonial Road fall on the power line and create power outages lasting anywhere from a few hours to several hours four to six times per year. Ms. Vernier stated that a truck with a generator must go to each house to energize the sewer system during outages that last more than 24 hours, and she believes the matter is a town issue. L. Vernier asked the Town to assist in resolving the outages as they are becoming very inconvenient, unhealthy, and unsafe.

Jon Lender, 23 Colonial Road, echoed Ms. Vernier's comments and stated that winds over 30 miles per hour often cause outages in the neighborhood because of tree limbs hitting the wires. Mr. Lender stated that he and the neighbors intend to contact a state representative and would like the Town to work with Eversource to start a dialogue and work toward a resolution. He noted that he contacted Eversource and was told the district supervisor would call him back but he has not received a response to date.

Dan Zielenski, 15 Colonial Road, stated that he has lived in the neighborhood since 1983 and has had to buy two generators since 1985 due to the power outages. He stated that the issue originates from where Colonial Road meets Sunningdale and Sunningdale to Cubles Drive. Mr. Zielenski stated that it is unfair that he and the neighbors pay the same taxes as other residents but frequently experience power outages, especially since it is a fixable issue. He explained that one of the roads contributing to the outages appears to have been abandoned and does not receive any maintenance from the Town.

Holly MacDonald, 52 Lynwood Drive, stated that she has also reached out to EverSource but has not received any calls back. She stated that she has done research on land records for the Right-of-Way between HELCO, CLMP, and Eversource and could not find any information. Ms. MacDonald agreed that it seems the road has been abandoned as Mr. Zielenski stated and noted that there are four or five property owners on that road. The name of the road was not provided but it was described as an old cow pass. Ms. McDonald explained that a determination needs to be made on whether a Right-of-Way has been granted to the Town or whether it is private property that Eversource would need to get permission to maintain. She also raised concerns about the strange phenomenon of residents receiving different power levels through their generators during outages. Ms. MacDonald added that some residents with young children do not have generators. She stated that the Town needs to intervene and offered to help in any way she can to find a solution.

The residents provided their contact information to the Board for follow up.

3. Correspondence: Discussion by BOS on public comment and correspondence listed:

a. R. Parlee – Opposition to Expansion of Parking Lot at Bolton Notch State Park:

R. Fornier explained that DEEP has decided to expand the parking to add up to 100 parking spaces at Bolton Notch State Park. G. Marrion stated that when the trail was being designed, the committee agreed that the commuter lot would be used as the primary parking lot for access to the trail. She stated that she agrees with Mr. Parlee that there is no need to expand the other lot and added that the access to the lot is very difficult and dangerous. G. Marrion stated that DEEP should use the money for other projects.

A. Gordon agreed and asked if DEEP ever informed the Town about the expansion. R. Fornier replied that he does not recall the Town being informed. R. Morra echoed G. Marrion's comments about the commuter being used for parking and noted that a significant amount of money was spent on building the bridgeway near the lot. He stated that he is also opposed to the expansion of the lot due to the tricky and dangerous access. R. Morra suggested that the funds should be used to expand and refurbish the commuter lot and proposed sending a recommendation to DEEP. A. Gordon agreed and noted that the funds should also be used to add parking signage.

R. Fornier stated that the expansion is being done using ARPA funds, and the money could be lost if DEEP decides not to move forward with the expansion. He added that the land is state-owned. The Board discussed the potential of redirecting the ARPA funds to improve the commuter lot and came to a unanimous consensus to send a letter to DEEP. J. Rupert will prepare the letter to DEEP with a copy to legislators focused on safety, access, utilizing the commuter lot, and adding signage.

b. J. Lender – Colonial Road Area Regarding Power Outages and Tree Trimming Help:

P. Sawyer proposed adding this item to the agenda for the next meeting to have the BOS and Town Clerk's office look at the issues of road ownership and Right-of-Way and other outreach to Eversource. J. Rupert stated that he would prefer to get a meeting scheduled with Eversource and report back to the BOS. R. Fournier agreed and noted that the follow-up report will be added to the next agenda. J. Rupert stated that he previously spoke with the Eversource arborist, who noted that he trimmed the trees in the area two years ago. He added that the arborist did not believe there is much that Eversource could do at this time, but he will get a meeting scheduled to work on a solution.

c. Waiver of Justification for HVAC Upgrade at BCS:

R. Fornier asked if there were any questions on the correspondence from the School Board regarding this item. There were no questions.

4. Approval of Minutes

a. December 3, 2024 – Regular Meeting:

R. Morra MOVED to APPROVE the December 3, 2024 Regular Meeting Minutes. A. Gordon SECONDED.

Discussion: G. Marrion stated that the last paragraph of Item No. 8 needs to be corrected to read G. Marrion instead of G. Morra.

MOTION CARRIED 6:1:0 (P. Sawyer abstained)

b. December 17, 2024 – Special A/P Meeting.
R. Morra MOVED to APPROVE the December 17, 2024 Special A/P Meeting as presented. M. Clarke SECONDED. MOTION CARRIED 6:1:0 (P. Sawyer abstained)

c. December 30, 2024 – Special A/P Meeting.
R. Morra MOVED to APPROVE the December 30, 2024 Special Meeting as presented. A. Gordon SECONDED. MOTION CARRIED 4:3:0 (P. Sawyer, M. Clarke, and T. Sadler abstained)

5. Reports and Updates:

- a. Budget and Tax Update:
J. Rupert stated that everything is on track for the budget.
- b. Consider and Act on Approving Budget Transfer:
P. Sawyer MOVED to APPROVE the Budget Transfer. R. Fornier SECONDED. MOTION CARRIED 7:0:0.

6. Ongoing Business:

- a. Discussion on Policy and Procedures Regarding the Grand List:
R. Fornier stated that a discussion is needed on implementing policies and procedures on the Grand List. A. Gordon explained that the committee is recommending that the Board determine whether there are any specific policies for consideration they want to implement other than document retention policies and checks and balances. She noted that more information is needed on the current retention policies and how staff is being trained. A. Gordon stated that a temporary fix for the short-term is needed while the policies are being worked on. J. Rupert suggested putting checks and balances in place immediately while working on getting global policies and procedures in place. He added that he will meet with staff in the coming week to ensure no further retention errors occur.
- b. Shep Livingston Request for Road Race for Senior Capstone Project (Feb. 2, 2025):
Shepard Livingston, 59 Maple Valley Road, stated that he is coordinating a one-mile road race, called the Groundhog Day Mile, and shared a map of the proposed route. He stated that the route will begin at the top of the hill on Brandy Street, and runners will go left just before Hanover Farms and finish in the cul de sac. Mr. Livingston added that the event will begin at 11:00 a.m. on February 2, 2025 with an alternative Snow Day of February 9, 2025. He noted that Mr. Maselli at the high school has agreed to open the school to provide restrooms and parking for participants. Mr. Livingston asked for assistance from the Town with closing Loomis and Brandy Roads.

The Board discussed the route and asked how long it will take to complete the race and how many participants are expected. Mr. Livingston stated that he is hoping for 40 to 50 participants and expects the race to take approximately one hour. A. Gordon asked about the purpose of the race. Mr. Livingston stated that the race is part of his capstone project to demonstrate leadership and organization. He explained that participants will be charged \$15.00 to participate to cover the costs of refreshments, prizes, and paying janitors to open and close the school, and any leftover money will be donated to the Bolton Project Graduation.

R. Morra asked who will assist with closing the roads. Mr. Livingston stated that he has asked Fire Chief Bruce Dixon for assistance. Fire Chief Bruce Dixon applauded Mr. Livingston for his efforts in coordinating the race and stated that, if BOS is in support of closing the roads, a meeting will take place between the Town Administrator, State Police, and the Fire Department to come up with a plan for the road closures and signage.

Mr. Livingston stated that Bolton Boosters Club is providing insurance for the event, and waivers are also being provided. R. Morra stated that in order for BOS to approve, they would need police, fire, and the Town Administrator to provide a plan. B. Dixon stated that he has reviewed the plan and his only concerns are that Mr. Livingston would need to find volunteers to put barricades out, and he would need to notify any neighbors that will be affected by the road closures. P. Sawyer recommended that Mr. Livingston place flyers on the doors of the affected residences. She informed Mr. Livingston that the flyers cannot be placed in mailboxes.

R. Morra MOVED to APPROVE Shepard Livingston's request to hold the Groundhog Day Race on February 2, 2025 with a backup date of February 9, 2025 and with the various stipulations which include notifying residents of the event, meeting with and securing approval from the proper authorities for road closures, and putting up and taking down street barricades. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

7. New Business:

- a. Consider and Act on Allowing R. Fournier to be the Certified Official to Execute Contracts for the DEMHS Cyber Security Grant Program:

P. Sawyer MOVED to APPROVE allowing R. Fournier to be the Certified Official to Execute Contracts for the DEMHS Cyber Security Grant Program. R. Morra SECONDED.

Discussion: G. Marrion shared concerns that a copy of the agreement R. Fournier would be signing is not attached to the Certification document as indicated, and it is not clear whether the BOS is voting to allow R. Fournier to execute this specific contract or all contracts. J. Rupert stated that the motion is specifically for the Cyber Security Grant Program, and the BOS has already authorized staff to apply for those grants. R. Fournier stated that it would allow him to sign the agreement if the grant is awarded. G. Marrion stated she has no issue authorizing R. Fournier to sign contracts in general, but this document does not provide information on what he is signing. A. Gordon agreed.

MOTION CARRIED 5:1:1 (A. Gordon voted No, G. Marrion abstained).

- b. Consider and Act on Date for Town Meeting (last week of January or first week of February) for ARPA funds:

R. Fournier stated that the Town has the ARPA funds and some of the approved contracts and a date needs to be scheduled for the Town Meeting. J. Rupert explained that all of the money is currently in one pot for the demolition of the Notch Road Municipal Center, and the leftover funds need to be reallocated to the approved projects in one of two ways. He explained that the Board can reallocate the funds through the budget process and wait for the budget to be approved in July or hold a Town Meeting so the money can be reallocated and expensed sooner. R. Fournier asked if there is a proposed date for the Town Meeting. G. Marrion asked J. Rupert to provide a list of all of the contracts and details to the BOS. The Board discussed various dates and agreed to hold the meeting at 6:00 p.m. on February 4, 2025. J. Rupert stated that he will check the moderator's availability for that date.

G. Marrion asked if all of the future BOS Meetings are scheduled for 6:30 p.m. instead of 7:00 p.m. R. Fournier confirmed that they are.

R. Morra MOVED to APPROVE holding a Town Meeting on February 4, 2025 at 6:00 p.m., contingent on the moderator's availability. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

c. Consider and Act on the Proposed 2025 Budget Workshop Dates

A. Gordon MOVED to ADD Agenda Item 7(c) to Consider and Act on the Proposed 2025 Budget Workshop Dates. R. Morra SECONDED. MOTION CARRIED 7:0:0.

Discussion: The BOS members reviewed the dates for any conflicts. G. Marrison stated that she has a conflict on February 5, 2025 due to another standing meeting she must attend. P. Sawyer proposed changing the date to February 11, 2025 after the A/P Meeting and noted there would be two budget workshop meetings that week. J. Rupert stated that the budget workshop meetings can be cancelled or added as needed.

A. Gordon MOVED to APPROVE the 2025 Budget Workshop Dates, except the February 5, 2025 meeting which will be held on February 11, 2025 immediately following the A/P Meeting. R. Morra SECONDED. Motion Carried: 7:0:0.

8. Town Administrators Report:

R. Fornier distributed a copy of the Town Administrators Report which included the following highlights:

- We had a separation of employment with an employee from Buildings and grounds and will be looking to fill the open position.
- We executed all ARPA grant project contracts which include demolition and reconstruction of the Notch Road facility, UTV replacement for the Fire Department, removal and infill of manure pit at Heritage Farm, generators at Bolton Center School and Town Hall and reclaiming and paving of outdoor basketball courts.
- Draft of changes to ordinances was completed and sent to the Town Attorney for review. He has commented and we are implementing his recommended changes.
- The Lori Road drainage project is nearly complete but some final grading and seeding will need to be done in the spring.
- The wetlands remediation at 65 Shoddy Mill Road is completed and will need some spring planting. The new fire engine is at Atlantic Detroit and is in need of a replacement transmission. Conversations have been occurring with Allison regarding the warranty provisions.
- December events were all a success with stuff a cruiser, breakfast with Santa, Winterfaire, tree lighting in conjunction with the Bolton Congregational Church and their Festival of Trees.
- We met with CIRMA to discuss insurance and other services provided by them.
- We met with Johnny Carowan regarding finalizing use of grant funds for the Heritage Farm.
- We met with the Capitol Region Council of Governments and reviewed the Heritage Farm Trail plan.
- We conducted the pre bid walkthrough of Notch Road and held the public bid opening.
- We completed and posted the RFP for the facility study.
- We are implementing new invoicing and for out of State Board Clerks. J. Rupert explained that the clerks will now be considered independent contractors to avoid out-of-state payroll tax issues, and a new invoicing system has been implemented.
- The web page has been updated for 2025 meetings and events.
- We are working on putting together information to potentially apply for the Transportation Rural Improvement Program for a potential application to replace the Lyman Road Bridge. I have reached out to CT Department of Transportation to see if we can use Town Aid Road funds for our match. Our match would be about \$340,000.00. We would also need to fund an additional \$170,000.00 for engineering, bidding and construction inspections.

J. Rupert explained that the cost of replacing the bridge seems to increase 10-12% each year, and the project needs to be funded and completed sooner rather than later. He stated that it may be possible to spread the financing over two years and noted that the Town will need to have the funding in place to match before applying for the grant. A. Gordon asked who awards the grant. J. Rupert replied that the Department of Transportation awards the grant, CROG administers the grant, and the Transportation Committee approves the grant.

J. Rupert stated that, as an alternative, the Town could seek funding from the state and local bridge program but they only fund 50 percent, and the TRIP grant is a better option. The Board discussed the current design and proposed repairs to make the bridge more sustainable which would include concrete box culverts. J. Rupert stated that the total cost of the project would be approximately 1.7 million dollars with a required match of approximately \$340,000.00 plus an additional \$170,000.00 for engineering, bidding, and inspections.

A. Gordon asked if there are any updates on the Fire Department Strategic Plan and RFP and whether there has been any discussion on how the \$20,000.00 will be spent to improve efficiency in the Finance Department. J. Rupert stated that he and R. Fournier met with the Finance Department and determined that it would be beneficial to outsource payroll. He added that a meeting has been held with ADP and meetings with a few other payroll companies are currently scheduled.

A. Gordon asked if J. Rupert has spoken with Tyler about improving how the Town works with them. J. Rupert stated he has made multiple attempts to contact Tyler to schedule a meeting with them but he has not received a response.

J. Rupert stated that he has met with Chief Dixon and has pulled other strategic plans but has not made much progress on the strategic plan at this time due to other pressing issues.

G. Marrion asked about the Right-to-Farm Ordinance. J. Rupert stated that he will send information on the ordinances with the list of contracts he is sending out. He explained that there about 70 questions he and the staff are still trying to get answered that go back through several administrations, and they are having difficulty finding information on some of the older contracts.

9. Adjournment:

P. Sawyer MOVED to Adjourn the Meeting at 8:01 p.m. R. Morra SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

LORI VERNIER
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Bolton
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**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING – A/P
TUESDAY, JANUARY 14, 2024, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

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

Staff Present In-Person: Town Administrator James Rupert

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. Consider and Act on A/P:

R. Morra MOVED to APPROVE the A/P in the amount of \$109,160.94. M. Clarke SECONDED.

Discussion: G. Marrion inquired about the recent increase in costs from Novus Insight, Inc. from the previous average of approximately \$3,600.00 to the current amount of \$4,842.30. J. Rupert explained that the cost was increased on July 1, 2024, mainly due to the need for additional hours of managed support. He added that the higher cost is expected to continue moving forward.

MOTION CARRIED 7:0:0.

R. Morra MOVED to APPROVE the property tax refunds in the amount of \$3,107.45. M. Clarke SECONDED. MOTION CARRIED 7:0:0.

R. Morra MOVED TO APPROVE a voucher in the amount of \$1,221.99 to move the gas meter at the Senior Center to start the demolition project on Notch Road. M. Clarke SECONDED. MOTION CARRIED 7:0:0.

3. Consider and Act on Budget Transfers:

There were no budget transfers for consideration.

4. Consider and Act on Resolution for Herrick Park STEAP Grant:

R. Fournier stated that the grant is for \$500,000.00. J. Rupert noted that the grant has already been accepted, and this item is to vote on authorizing R. Fournier to enter into the contracts for the grant.

P. Sawyer MOVED to APPROVE the Resolution for R. Fournier to enter into the contracts for the Herrick Park STEAP Grant. A. Gordon SECONDED.

Discussion: G. Marrion stated that, although she is not opposed to the project, she is abstaining from voting on the item since she was not part of the Board when the discussions were held and does not have enough information to vote on the item.

MOTION CARRIED 6:1:0 (G. Marrion Abstained).

5. Appointment: Kimberly Fofana: Conservation Commission:

A. Gordon MOVED to appoint Kimberly Fofana as an alternate to the Conservation Commission. A discussion took place prior to the motion being seconded.

Discussion: P. Sawyer stated that there was a question over a year ago regarding the party affiliation of Commission members since they were all one party, and a member had changed their party affiliation to non-affiliated to ensure there were no issues. She asked for information on the current makeup and party affiliation of the Commission. A. Gordon replied that no party affiliation is currently listed on the website, but noted that she is aware of at least two members who are Democrats. She questioned whether party affiliation matters for alternates. G. Marrion also asked whether the Commission follows the same guidelines about minority use representation as the other land use boards.

P. Sawyer MOVED to table the item for discussion at the next meeting. R. Morra SECONDED. MOTION CARRIED 7:0:0.

6. Adjournment:

P. Sawyer MOVED to Adjourn the Meeting at 6:10 p.m. R. Morra SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

8d.

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING - A/P
TUESDAY, JANUARY 28, 2025, 6:00 P.M.
TOWN HALL & ZOOM
MINUTES**

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

Board of Selectman Absent: Deputy First Selectman Robert Morra, Tim Sadler

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present Via Zoom: Jim Loersch

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

2. Consider and Act on Boot Reimbursement

P. Sawyer MOVED to accept and pay the Boot Reimbursement request. G. Marrion SECONDED.

Discussion: J. Rupert explained that the Town is entering into two of three contract negotiations, and the reimbursements are being handled during negotiations.

MOTION CARRIED 5:0:2 (R. Morra and T. Sadler Absent).

3. Consider and Act on A/P:

P. Sawyer MOVED to APPROVE the A/P Report as presented for a total of \$64,766.00. M. Clarke SECONDED.

Discussion: G. Marrion referred to the payment of \$41.98 to Matthew Rivers for a bow saw on Page 15 and asked if it is appropriate for the Town to purchase equipment for individuals who are not Town employees. She noted that he may be doing work with the Conservation Commission but shared concerns about who would own the equipment. J. Rupert stated that the Town owns the equipment and added that it is likely something that the Conservation Commission approved. G. Marrion noted that it does not appear that the funds came out of the Commission's budget as the charge is listed under general supplies. J. Rupert will verify if it came from the general supplies of the Conservation Commission's budget. He added that anything over \$200.00 requires supervisor approval in advance.

M. Clarke asked about the delay in receiving the invoice from Shaw Vac Service for the Catch Basin Cleaning that was done over the summer. J. Rupert stated that he believes the delay was due to difficulties in getting the cleaning scheduled.

A. Gordon asked for clarification on the FOIA matters outlined on the invoice from Halloran & Sage, LLP. J. Rupert explained that a determination needed to be made on whether information provided to the BOS for employee reviews would be provided upon a FOIA request if it is in the personnel file. He stated that it was determined the information would be provided. A Gordon also asked about the middle school demolition contract listed on the invoice. J. Rupert replied that it is just the description the firm uses for the Notch Road project. A. Gordon referred to the charge from Homestead Comfort on Page 10 and asked what a mixing valve is used for. J. Rupert explained that it mixes hot and cold water from the boiler to ensure the appropriate water temperature gets delivered to the hot water faucet. A. Gordon asked if there was any change to the Board Clerk pay as part of the transition from employees to contractors. J. Rupert replied that the pay is the same.

MOTION CARRIED 5:0:2.

4. Consider and Act on Budget Transfers:

There were no budget transfers for consideration.

5. Discussion and Possible Action Regarding Town Meeting:

R. Fournier stated that the Town Meeting is in reference to spending ARPA money. J. Rupert explained that there was an assumption that the ARPA money had been moved to the Notch Road project; however, it was only listed as a recommended value and the money was never transferred. Therefore, a Town Meeting is not needed to reallocate the funds. He suggested holding a public information session instead at the next regular BOS meeting to explain how the money is being applied to projects.

A. Gordon asked if the information could just be provided on the website rather than holding a meeting. J. Rupert stated that the information is already on the website. A. Gordon and G. Marrion noted that some of the meeting minutes, including the minutes from December 23, 2024, have not been posted on the website. J. Rupert stated that a meeting is not necessary but would provide more transparency to the public. R. Fournier agreed and stated that the item will be added as the first item on the agenda of the next regular meeting.

6. Adjournment

A. Gordon MOVED to ADJOURN the meeting at 6:13 p.m. P. Sawyer SECONDED. MOTION CARRIED 5:0:2.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

FY2025 January 30, 2025										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY24	FY23	FY22
Administration	\$ 754,500.00	\$ 754,500.00	\$ 364,941.73	\$ 389,558.27	\$ 747.60	\$ 388,810.67	48.47%	50.53%	38.78%	38.68%
Board of Finance	\$ 2,700.00	\$ 2,700.00	\$ 475.00	\$ 2,225.00	\$ -	\$ 2,225.00	17.59%	14.29%	17.39%	17.47%
Financial Administration	\$ 262,074.00	\$ 262,074.00	\$ 141,951.69	\$ 120,122.31	\$ -	\$ 120,122.31	54.16%	53.75%	52.84%	53.17%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 10,000.00	\$ 35,000.00	\$ -	\$ 35,000.00	22.22%	17.78%	17.24%	18.87%
Assessor	\$ 164,721.00	\$ 164,721.00	\$ 96,723.86	\$ 67,997.14	\$ 400.00	\$ 67,597.14	58.96%	52.04%	52.57%	47.48%
Tax Collector	\$ 96,534.00	\$ 96,534.00	\$ 55,260.20	\$ 41,273.80	\$ -	\$ 41,273.80	57.24%	50.44%	52.62%	57.24%
Fringe Benefits	\$ 1,051,480.00	\$ 1,051,480.00	\$ 651,125.21	\$ 400,354.79	\$ -	\$ 400,354.79	61.92%	61.87%	50.10%	49.15%
Town Clerk	\$ 146,209.00	\$ 146,209.00	\$ 85,966.67	\$ 60,242.33	\$ 3,410.00	\$ 56,832.33	61.13%	58.26%	57.53%	57.50%
Land Use	\$ 382,844.00	\$ 382,844.00	\$ 213,514.13	\$ 169,329.87	\$ 18,296.52	\$ 151,033.35	60.55%	53.89%	47.54%	46.11%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 849.21	\$ 3,150.79	\$ -	\$ 3,150.79	21.23%	15.93%	39.36%	16.02%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ 465.63	\$ 1,184.37	\$ -	\$ 1,184.37	28.22%	17.69%	18.50%	10.27%
Property Insurance	\$ 159,450.00	\$ 159,450.00	\$ 87,470.50	\$ 71,979.50	\$ -	\$ 71,979.50	54.86%	53.52%	54.26%	51.07%
Probate	\$ 7,476.00	\$ 7,476.00	\$ -	\$ 7,476.00	\$ -	\$ 7,476.00	0.00%	83.48%	0.00%	95.18%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 1,132.93	\$ 1,102.07	\$ -	\$ 1,102.07	50.69%	23.49%	27.04%	22.75%
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	40.00%	80.00%		
Elections	\$ 138,878.00	\$ 138,878.00	\$ 52,750.42	\$ 86,127.58	\$ 1,494.47	\$ 84,633.11	39.06%	27.48%	59.73%	48.79%
Police	\$ 301,300.00	\$ 301,300.00	\$ 3,314.55	\$ 297,985.45	\$ -	\$ 297,985.45	1.10%	0.04%	0.37%	1.77%
Fire Commission	\$ 287,514.00	\$ 287,514.00	\$ 99,461.31	\$ 188,052.69	\$ 62,028.82	\$ 126,023.87	56.17%	64.82%	56.58%	59.19%
Animal Control	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	0.00%	100.00%	96.77%	0.00%
Fire Marshal	\$ 29,900.00	\$ 29,900.00	\$ 14,951.06	\$ 14,948.94	\$ -	\$ 14,948.94	50.00%	34.44%	29.55%	31.85%
Emergency Management	\$ 11,165.00	\$ 11,165.00	\$ 3,051.98	\$ 8,113.02	\$ -	\$ 8,113.02	27.34%	28.42%	57.98%	46.31%
Highways and Streets	\$ 1,073,967.00	\$ 1,073,967.00	\$ 503,935.50	\$ 570,031.50	\$ 245.00	\$ 569,786.50	46.95%	56.83%	65.98%	47.86%
Public Building Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	3.94%	0.00%
Parks/Town Building Ops	\$ 826,308.00	\$ 826,308.00	\$ 410,565.39	\$ 415,742.61	\$ 14,339.57	\$ 401,403.04	51.42%	52.60%	46.81%	47.41%
Public Health Admin	\$ 28,409.00	\$ 28,409.00	\$ 21,526.47	\$ 6,882.53	\$ -	\$ 6,882.53	75.77%	50.92%	50.48%	71.12%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ 127.63	\$ 472.37	\$ -	\$ 472.37	21.27%	0.00%		
Seniors / Social Services	\$ 184,642.00	\$ 184,642.00	\$ 109,100.10	\$ 75,541.90	\$ 4,075.00	\$ 71,466.90	61.29%	52.64%	53.21%	51.17%
Library	\$ 313,067.00	\$ 313,067.00	\$ 187,955.98	\$ 125,111.02	\$ 10,691.86	\$ 114,419.16	63.45%	59.35%	58.02%	60.25%
Recreation	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%	0.00%		
Conservation	\$ 2,305.00	\$ 2,305.00	\$ 1,056.98	\$ 1,248.02	\$ -	\$ 1,248.02	45.86%	52.02%	44.89%	38.43%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 362,599.40	\$ 365,230.60	\$ -	\$ 365,230.60	49.82%	57.95%	53.71%	50.23%
Totals	\$ 7,027,758.00	\$ 7,027,758.00	\$ 3,482,273.53	\$ 3,545,484.47	\$ 115,728.84	\$ 3,429,755.63	51.20%	48.66%	36.86%	36.89%

TAX COLLECTOR
12.31.24

	ADOPTED	REVISED	COLLECTIONS YTD	OVERPAYMENT REFUNDS	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 12.31.24	PERCENTAGE COLLECTED FY 25 BUDGET
CURRENT YR. LEVY	\$ 16,848,510.00	\$ 16,848,510.00	\$ 18,143,327.66	\$ (647,269.30)	\$ (38,572.48)	\$ (65,522.37)	\$ (12,679.60)	\$ 17,379,283.91	103.15%
MOTOR VEHICLE	\$ 1,689,405.00	\$ 1,689,405.00	\$ 1,659,109.23		\$ (12,651.88)	\$ (11,083.74)	\$ 11,157.65	\$ 1,646,531.26	97.46%
SUPP. MV LEVY	\$ 175,000.00	\$ 175,000.00	-			\$ -	\$ -	\$ -	0.00%
SUB TOTAL	\$ 18,712,915.00	\$ 18,712,915.00	\$ 19,802,436.89	\$ (647,269.30)	\$ (51,224.36)	\$ (76,606.11)	\$ (1,521.95)	\$ 19,025,815.17	101.67%
PRIOR YEARS	\$ 75,000.00	\$ 75,000.00	\$ 65,486.44		\$ (2,255.68)	\$ -	\$ 561.20	\$ 63,791.96	85.06%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 45,596.34	\$ (191.11)	\$ -	\$ (60.25)	\$ 960.75	\$ 46,305.73	71.24%
TOTAL	\$ 18,852,915.00	\$ 18,852,915.00	\$ 19,913,519.67	\$ (647,460.41)	\$ (53,480.04)	\$ (76,666.36)	\$ -	\$ 19,135,912.86	101.50%

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
7.31.2023	8.31.2023	9.30.2023	10.31.2023	11.30.2023	12.31.2023
80.73%	99.99%	100.34%	100.45%	100.54%	100.77%
1.31.2024	2.28.2024	3.31.2024	4.30.2024	5.31.2024	6.30.2024
100.85%	100.92%	100.94%	100.96%	100.06%	100.15%

BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN

BUDGET: Public Health

Transfer \$ _____ from category _____ to category _____

(within budget) from - - - - - 0000 - - - - - to - - - - - 0000 - - - - -

Transfer \$ 293.00 from Budget Seniors to Budget Public Health

from category Other Professional Services to category Other Contracts

from 1005 - 044 - 4427 - - 53400 to 1005 - 044 - 4401 - - 55016

Other \$ _____

Explanation:

Line item shortage

[Signature] Signature
Director Title
1/24/25 Date

Board of Selectmen

Approved

Comments: *Approved 1/27/25
Tom Apas*

	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Inland Wetlands

Transfer \$ 420 from category 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 # _____ -000000- _____ -000000

to # _____ -000000- _____ -000000

Other \$ _____

Explanation:

Transfer is needed because board clerk is no longer an employee. She is a contracted service supplier.

Ross Jally Signature

Chair, IWC Title

01/16/25 Date

Board of Selectmen

Approved

Comments:

Yes No

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

1/30/25 Approved
Thomas Rait

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Seniors

Transfer \$ 185.00 from category Other Professional Services to category Professional Educational Training

(within budget) from 1005 - 044 - 4427 - 5340 to 1005 - 044 - 4427 - 5320

Transfer \$ _____ from Budget _____ to Budget _____

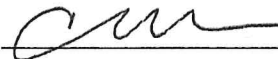
from category _____ to category _____

from _____ - 0000 - to _____ - 0000 -

Other \$ 185

Explanation:

ServSafe Training

 Signature
Director Title
1/23/25 Date

Board of Selectmen

Approved

Comments:

*Approved 1/23/25
 Carson Appt*

	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Inland wetland.

Transfer \$ 350⁰⁰ from category Payroll to category Other Prof Svcs.

(within budget) from # 1005041-4163-000000-51610-00000

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

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

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

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

Other \$ _____

Explanation:

[Signature] Administrative Officer
11/3/12 Date

Board of Selectmen

Approved

Comments: Approval

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Administration

Transfer \$ 1500⁰⁰ from category Payroll to category Cult Prof. Svcs

(within budget) from # 1005-041-4107 000000 - 51610 - 00000

to # 1005041-4107 000000 - 53100 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

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

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

Other \$ _____

Explanation:

[Signature] Administrative Officer
11/3/125 Date

Board of Selectmen

Approved

Comments: Approval

	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Land Use

Transfer \$ 500⁰⁰ from category Payroll to category Other Prof Svcs.

(within budget) from # 1005-041-4153 000000 - 51610 00000

to # 1005-041-4153 000000 - 53100 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ 000000 - _____ 00000

to # _____ - _____ - _____ 000000 - _____ 00000

Other \$ _____

Explanation:

Jason Apit Administrative Officer
11/31/25 Date

Board of Selectmen

Approved

Comments:

Approved

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Date _____

TOWN OF BOLTON
 222 Bolton Center Road
 Bolton, CT 06043-7698
 860 649-8066 fax 860 643-0021

For Business Office Use Only	
Purchase Order No. _____	
PO Date: _____	

PURCHASE ORDER

Vendor Name <u>JP Morgan Chase</u>	Ship To: TOWN OF BOLTON																
Address _____																	
City _____ State _____ Zip _____	Bolton, CT 06043-7698																
Phone _____																	
Dept. Budget <u>Seniors</u>																	
Account #: <table border="1" style="display: inline-table;"><tr><td>1</td><td>0</td><td>0</td><td>5</td></tr></table> - <table border="1" style="display: inline-table;"><tr><td>0</td><td>4</td><td>4</td></tr></table> - <table border="1" style="display: inline-table;"><tr><td>4</td><td>4</td><td>2</td><td>7</td></tr></table> - 0000000 - <table border="1" style="display: inline-table;"><tr><td>5</td><td>3</td><td>2</td><td>0</td><td>0</td></tr></table> - 000000	1	0	0	5	0	4	4	4	4	2	7	5	3	2	0	0	
1	0	0	5														
0	4	4															
4	4	2	7														
5	3	2	0	0													
Account Name: <u>Professional Education Training</u>																	

Quantity	Unit Price	Description	Total Price
		Serv Safe Training	185.00

Approval _____	Date <u>1/23/25</u>	Sub-Total	185.00
Requested By: <u><i>CM</i></u>	<u>1/23/25</u>	Shipping & Handling	
Authorized By: <u><i>CM</i></u>	<u>1/23/25</u>	Taxes ----- Exempt	
Selectmen's Office _____		Total	185.00

Notes/Remarks	
Send to: Name: _____	
Fax: _____	
Phone: _____	

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Public Health

Transfer \$ _____ from category _____ to category _____

(within budget) from _____ - _____ - _____ - _____ - _____ to _____ - _____ - _____ - _____ - _____

Transfer \$ 293.00 from Budget Seniors to Budget Public Health

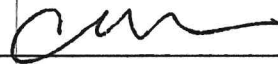
from category Other Professional Services to category Other Contracts

from 1005 - 044 - 4427 - 53400 to 1005 - 044 - 4401 - 55010

Other \$ _____

Explanation:

Line item shortage

 Signature
 _____ Title
 Director
 _____ Date
 1/24/25

Board of Selectmen

Approved

Comments:

*Approved 1/27/25
Tara Apas*

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Date _____

*Honoring
Dennis Griffin
On His Retirement*

WHEREAS, Dennis Griffin, Crewman II for the Town of Bolton, retired on January 31, 2025, after twenty-one years of outstanding service to the Town of Bolton; and

WHEREAS, Dennis began his career with the town as Crewman I, and through diligent effort and dedication, advanced to Crewman II; and

WHEREAS, he has performed his duties throughout his years of service in a conscientious and responsible manner; and

WHEREAS, he has consistently responded with ingenuity, imagination and foresight to the duties and responsibilities given to him, fulfilling them with accuracy and competency; and

WHEREAS, Dennis has set an example of dedication to principle which has been an inspiration to his fellow employees; and

WHEREAS, he, in all of his endeavors has reflected great credit upon the Bolton Highway Department and the Town of Bolton;

THEREFORE, BE IT RESOLVED, that the members of the Board of Selectmen, do hereby extend to Dennis Griffin our sincere and grateful appreciation for his dedicated service to the Bolton Highway Department and the Town of Bolton. Our congratulations on his well-earned retirement, and our best wishes to him and his family for continued success, happiness and good health in the years to come.

Adopted at the Town of Bolton, CT, this 4th day of February 2025, by the Bolton Board of Selectmen.

Rodney Fournier

Robert Morra

Pamela Sawyer

Gwen Marrion

Amanda Gordon

Tim Sadler

Mather Clarke

01/31/25

Highlights for February Meeting

From Town Administrator

- The Selectman's Office has provided support to all department during the budget preparation process.
- We have received the bids for the Facilities study.
- Asbestos abatement has begun in rooms A and B. That area should be completed in the next day or so.
- All out of state board clerks have been moved to 1099 status to avoid taxation issues. This was completed with guidance from the auditor.
- Stony Road parking area is complete at this time unless other enhancements are needed in the spring.
- We have helped to organized and support the February 2 Road Race on Brandy Street.
- We met with ADP three times to learn about what is available to assist with payroll.
- We have coordinated moving a gas line at 104 Notch Road for the demolition project.
- The Transportation Rural Improvement Program grant application was submitted.
- We are well underway with the STEAP Grant application for renovation of rooms A and B at 104 Notch Road. We held a stakeholder meeting that included Registrars of Voters, Senior Center and Recreation staff that included our design staff from Friar and Associates.
- The wiring was completed for the POOL Grant and most of the other items we were approved for were ordered.
- The Connectivity Trail work is complete. We will be looking at how much funding is left to install rapid flashing beacons at the trail crossing on Steeles Crossing.
- We held our Virtual Chief Information officer meeting with Novus to discuss what we accomplished, what our recommended priorities are and contract costs for next year.
- We are interviewing candidates for the vacant position in Buildings and Grounds.
- We have started to work on data collection and discussions regarding Union contracts.
- Covid and other respiratory illnesses have had a significant impact on staffing.
- We are training on emergency management platforms including WEB EOC (web based emergency reporting).
- We are communicating with Tyler regarding training for our accounting system.

Respectfully Submitted, James Rupert